

**RESOLUTION NO. 18-12-122**

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA APPROVING THE LETTERS OF AGREEMENT BETWEEN ISLAMORADA, VILLAGE OF ISLANDS, AND GOVERNMENT SERVICES GROUP, INC., FOR SPECIALIZED PROFESSIONAL SERVICES RELATED TO THE MAINTENANCE OF NON-AD VALOREM ASSESSMENT PROGRAMS FOR WASTEWATER, STORMWATER AND SOLID WASTE COLLECTION SERVICES FOR FISCAL YEAR 2018-2019; APPROVING THE WAIVER OF COMPETITIVE BIDDING; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE AGREEMENTS; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, since 1999, Islamorada, Village of Islands (the “Village”) has utilized the services of Government Services Group, Inc. (“GSG”) for specialized professional services related to collection of Non-Ad Valorem Assessments; and

**WHEREAS**, GSG has been the Village’s assessment consultant since incorporation, is the contracted assessment consultant for Monroe County, the City of Marathon, the City of Key West and the Key Largo Wastewater Treatment District, and is uniquely qualified to continue to provide assessment consultant services to the Village; and

**WHEREAS**, GSG has prepared Letters of Agreement (the “Agreements”) for the provision of specialized professional services to the Village related to the maintenance of existing Non-Ad Valorem Assessment programs for Wastewater Improvements, Stormwater Improvements and Solid Waste Collection Services (the “Assessment Programs”) for Fiscal Year 2019-2020; and

**WHEREAS**, GSG desires to provide the specialized professional services as set forth in the Agreements attached in Exhibit “A” hereto; and

**WHEREAS**, the Village Council finds that the specialized professional services provided by GSG will assist the Village with maintenance of the Assessment Programs for Fiscal Year 2019-2020; and

**WHEREAS**, the Village Council finds that the waiver of competitive bidding for these services is in the best interest of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

**Section 1.** **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this reference.

**Section 2.** **Approval of Agreements.** The Village Council of Islamorada, Village of Islands hereby approves the Agreements between the Village and GSG for specialized professional services related to the maintenance of Non-Ad Valorem Assessment Programs for Wastewater Improvements, Stormwater Improvements and Solid Waste Collection Services for Fiscal Year 2019-2020, as set forth in Exhibit "A" attached hereto.

**Section 3.** **Waiver of Purchasing Provisions.** In accordance with Sections 2-328(1) and 2-328(3) of the Village Code, the Village Council hereby approves the waiver of competitive bidding to utilize the services of GSG.

**Section 4.** **Authorization of Fund Expenditure.** The Village Manager is hereby authorized to expend budgeted funds for the services set forth in the Agreements.

**Section 5.** **Execution of Agreements.** The Village Manager is hereby authorized to execute the Agreements set forth in Exhibit "A" attached hereto, and to execute any necessary extensions and/or amendments to the Agreements.

**Section 6.** **Effective Date.** This Resolution shall take effect immediately upon adoption.

Motion to adopt by Councilwoman Cheryl Meads, second by Councilman Mike Forster.

**FINAL VOTE AT ADOPTION**

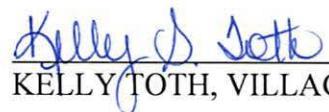
**VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS**

Mayor Deb Gillis	YES
Vice Mayor Mike Forster	YES
Councilman Ken Davis	YES
Councilwoman Cheryl Meads	YES
Councilman Jim Mooney	YES

**PASSED AND ADOPTED ON THIS 13<sup>th</sup> DAY OF DECEMBER, 2018.**

  
\_\_\_\_\_  
DEB GILLIS, MAYOR

ATTEST:

  
\_\_\_\_\_  
KELLY TOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF  
ISLAMORADA, VILLAGE OF ISLANDS ONLY

  
\_\_\_\_\_  
ROGET V. BRYAN, VILLAGE ATTORNEY



GOVERNMENT SERVICES GROUP, INC.

WeServeGovernments.com

Water, Wastewater and  
Utility ManagementSpecial Assessment  
and SupportFinancial Management  
ConsultingInformation  
ManagementGrants Management  
Services

December 4, 2018

**Via Electronic Transmission**

Ms. Maria T. Bassett  
Finance Director/Deputy Village Manager  
Islamorada, Village of Islands  
86800 Overseas Hwy, 3rd Floor  
Islamorada, FL 33036

**Re: Village of Islamorada Assessment Programs: Continuing Services**

Dear Ms. Bassett,

This correspondence is written to present a scope of services and fees for Government Services Group, Inc. (GSG) to provide specialized assistance to the Village of Islamorada (Village) and its staff in the ongoing maintenance of the following assessment programs:

1. Solid Waste assessment program (Appendix A)
2. Stormwater assessment program (Appendix B)
3. Wastewater assessment programs (Appendix C)
  - North Plantation Key wastewater assessment program
  - North Plantation Key Supplemental wastewater assessment program
  - Woods Corner wastewater assessment program
  - Remaining Service Areas Phase One wastewater assessment program
  - Remaining Service Areas Phase Two wastewater assessment program
  - Lateral Lines wastewater assessment program

I have enclosed as Appendices A through C, the proposed scope of services, fees, deliverables and payment schedules to assist the Village of Islamorada in the annual maintenance of all eight assessment programs for Fiscal Year 2019-20.

The following table provides a summary of the fees for each program and payment schedule:

	January Payment (25%)	March Payment (25%)	June Payment (25%)	September Payment (25%)	Total Payment
Solid Waste	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$6,000.00
Stormwater	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$6,500.00
North Plantation Key	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$7,500.00
North Plantation Key Supplemental				\$500.00 (1)	\$500.00
Woods Corner				\$750.00 (1)	\$750.00
Remaining Service Areas Phase One	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,000.00
Remaining Service Areas Phase Two	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,000.00
Lateral Lines				\$1,000.00 (1)	\$1,000.00
<b>Total</b>	<b>\$9,000.00</b>	<b>\$9,000.00</b>	<b>\$9,000.00</b>	<b>\$11,250.00</b>	<b>\$38,250.00</b>

(1) Sept only payment

Please review the attached appendices; and upon review and satisfactory determination, please sign where indicated on each appendix to acknowledge acceptance of the scope of services and to serve as proper notice to proceed. Upon execution, please provide us with a signed copy for our files.

If you have any questions, please do not hesitate to contact me. We look forward to working with the Village of Islamorada again this year.

Sincerely,



Margaret Hart  
Project Manager

Attachments

# Appendix A

## ANNUAL SOLID WASTE ASSESSMENT PROGRAM FISCAL YEAR 2019-20

# Scope of Services

**Task 1:** **Base Retainer Services for Current Fiscal Year Assessment Program** Upon notice to proceed, GSG will be retained to administer the current fiscal year assessment program and maintain the assessment roll database. Such retainer services will include GSG's availability to respond to requests for information or assistance from Village staff regarding all aspects of the current assessment program. In addition, GSG will prepare the critical events schedule for the upcoming fiscal year to ensure adherence to statutory deadlines and will maintain the current fiscal year database in a manner that ensures data availability to specific requests.

**Task 2:** **Update the Preliminary Assessment Roll** GSG will import updated Property Appraiser data to construct the preliminary annual assessment roll for the assessment program. Corrections from the Village will be applied to the updated data. GSG will then create the assessment roll by programmatically applying the business rules to the data and extending the rates to the affected tax parcels according to the methodology.

**Task 3:** **Pro-Forma Rate Scenarios** At the request of the Village, GSG will provide rate scenarios to assist in budget analyses and assessment program planning.

**Task 4:** **Final Rates** GSG will calculate/confirm the proforma schedule of rates based on the apportionment methodology and revenue requirements for the assessment program.

**Task 5:** **Review Preliminary and Annual Assessment Resolutions** GSG will review the implementing assessment resolutions prepared by the Village attorney.

**Task 6:** **Implementation** Advise and assist with the requirements for the adoption of the annual assessment rate resolution and certification of the assessment roll in accordance with section 197.3632, Florida Statutes, including:

- (a) Produce Notice Roll** After verification of final rates for the assessment program, GSG will create the notice roll by applying the rates to the assessment roll.
- (b) Development and Distribution of First Class Notices** Assist the Village in developing the first class notice and its distribution to any affected property owners.

**Task 7:** **Create Final Assessment Roll** GSG will update the assessment roll with any corrections received from the Village. Final rates will be verified and extended to the updated data in order to create the final assessment roll. The final roll will be provided to the Village.

**Task 8:** **Certify, Export and Transmit the Final Assessment Roll in Conformance with Uniform Method** Using the final assessment roll, GSG will prepare export files on compatible electronic medium capable of merger with the ad valorem tax roll files and will transmit the file to the Tax Collector in the prescribed format.

## **FEES AND COSTS**

The annual fee for GSG to provide the professional services described in the proposed Scope of Services will be \$6,000. This fee includes reimbursement for all out-of-pocket expenses except as noted below.

The fee for professional services does not include any on-site visits by GSG staff to the Village. Any on-site visits may be arranged at the hourly rates provided below. All expenses related to additional meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for GSG are as follows:

### **GOVERNMENT SERVICES GROUP, INC.**

Chief Executive Officer .....	\$250
Vice President/Managing Director .....	\$225
Senior Project Manager/Consultant/Project Coordinator .....	\$175
Consultant/Database Analyst/Technical Services.....	\$150
Administrative Support.....	\$ 50

The professional services fee does not include the costs of producing and mailing the statutorily required first class notices. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.35 per parcel. Payment of mailing and production costs is due at the time of adoption of the preliminary assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate and if U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The Village is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The Village is also responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

## **SCHEDULE OF PROJECT DELIVERABLES (FISCAL YEAR 2019-20)**

<b>Event</b>	<b>Schedule</b>
Notice to Proceed	By January
Village Determines Net Revenue Requirements	April
Update Assessment Roll	May - June
Calculate/Confirm Annual Assessment Rates	June - July
Preliminary Rate Resolution	June - July
First Class Notices	July – August
Annual Rate Resolution	July – August
Certify Assessment Roll	By September

## **PAYMENT SCHEDULE**

The annual fee for professional services will be due and payable, based on the following schedule:

<b>Payment Due</b>	<b>Percent of Total</b>	<b>Amount Due</b>
January	25% of professional services fee	\$1,500.00
March	25% of professional services fee	\$1,500.00
June	25% of professional services fee	\$1,500.00
September	25% of professional services fee	\$1,500.00
<b>Total</b>		<b>\$6,000.00</b>

## **SOLID WASTE ASSESSMENT PROGRAM - ACCEPTED AND AGREED TO FOR FISCAL YEAR 2019-20:**

BY

Scott Pawlak  
VILLAGE OF ISLAMORADA

12-14-18  
DATE

# Appendix B

ANNUAL STORMWATER ASSESSMENT PROGRAM  
FISCAL YEAR 2019-20

# Scope of Services

**Task 1:** **Base Retainer Services for Current Fiscal Year Assessment Program** Upon notice to proceed, GSG will be retained to administer the current fiscal year assessment program and maintain the assessment roll database. Such retainer services will include GSG's availability to respond to requests for information or assistance from Village staff regarding all aspects of the current assessment program. In addition, GSG will prepare the critical events schedule for the upcoming fiscal year to ensure adherence to statutory deadlines and will maintain the current fiscal year database in a manner that ensures data availability to specific requests.

**Task 2:** **Update the Preliminary Assessment Roll** GSG will import updated Property Appraiser data to construct the preliminary annual assessment roll for the assessment program. Corrections from the Village will be applied to the updated data. GSG will then create the assessment roll by programmatically applying the business rules to the data and extending the rates to the affected tax parcels according to the methodology.

**Task 3:** **Pro-Forma Rate Scenarios** At the request of the Village, GSG will provide rate scenarios to assist in budget analyses and assessment program planning.

**Task 4:** **Final Rates** GSG will calculate/confirm the proforma schedule of rates based on the apportionment methodology and revenue requirements for the assessment program.

**Task 5:** **Review Preliminary and Annual Assessment Resolutions** GSG will review the implementing assessment resolutions prepared by the Village attorney.

**Task 6:** **Implementation** Advise and assist with the requirements for the adoption of the annual assessment rate resolution and certification of the assessment roll in accordance with section 197.3632, Florida Statutes, including:

- (a) Produce Notice Roll** After verification of final rates for the assessment program, GSG will create the notice roll by applying the rates to the assessment roll.
- (b) Development and Distribution of First Class Notices** Assist the Village in developing the first class notice and its distribution to any affected property owners.

**Task 7:** **Create Final Assessment Roll** GSG will update the assessment roll with any corrections received from the Village. Final rates will be verified and extended to the updated data in order to create the final assessment roll. The final roll will be provided to the Village.

**Task 8:** **Certify, Export and Transmit the Final Assessment Roll in Conformance with Uniform Method** Using the final assessment roll, GSG will prepare export files on compatible electronic medium capable of merger with the ad valorem tax roll files and will transmit the file to the Tax Collector in the prescribed format.

## **FEES AND COSTS**

The annual fee for GSG to provide the professional services described in the proposed Scope of Services will be \$6,500. This fee includes reimbursement for all out-of-pocket expenses except as noted below.

The fee for professional services does not include any on-site visits by GSG staff to the Village. Any on-site visits may be arranged at the hourly rates provided below. All expenses related to additional meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for GSG are as follows:

### **GOVERNMENT SERVICES GROUP, INC.**

Chief Executive Officer .....	\$250
Vice President/Managing Director .....	\$225
Senior Project Manager/Consultant/Project Coordinator .....	\$175
Consultant/Database Analyst/Technical Services.....	\$150
Administrative Support.....	\$ 50

The professional services fee does not include the costs of producing and mailing the statutorily required first class notices. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.35 per parcel. Payment of mailing and production costs is due at the time of adoption of the preliminary assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate and if U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The Village is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The Village is also responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

## **SCHEDULE OF PROJECT DELIVERABLES (FISCAL YEAR 2019-20)**

<b>Event</b>	<b>Schedule</b>
Notice to Proceed	By January
Village Determines Net Revenue Requirements	April
Update Assessment Roll	May - June
Calculate/Confirm Annual Assessment Rates	June - July
Preliminary Rate Resolution	June - July
First Class Notices	July - August
Annual Rate Resolution	July - August
Certify Assessment Roll	By September 15

## PAYMENT SCHEDULE

The annual fee for professional services will be due and payable, based on the following schedule:

Payment Due	Percent of Total	Amount Due
January	25% of professional services fee	\$1,625.00
March	25% of professional services fee	\$1,625.00
June	25% of professional services fee	\$1,625.00
September	25% of professional services fee	\$1,625.00
<b>Total</b>		<b>\$6,500.00</b>

## STORMWATER ASSESSMENT PROGRAM - ACCEPTED AND AGREED TO FOR FISCAL YEAR 2019-20:

BY Scott Luntz  
VILLAGE OF ISLAMORADA

12-14-18  
DATE

# Appendix C

## ANNUAL WASTEWATER IMPROVEMENT ASSESSMENT PROGRAMS FISCAL YEAR 2019-20

1. North Plantation Key
2. North Plantation Key Supplemental
3. Woods Corner
4. Remaining Service Areas Phase One
5. Remaining Service Areas Phase Two
6. Lateral Lines

# Scope of Services – Wastewater Assessment Programs

**Task 1:** **Annual Maintenance of the Assessment Rolls** Provide periodic updates and reconciliations of the certified special assessment rolls. Coordinate and reconcile prepayment amounts with Village staff.

**Task 2:** **Prepare Annual Assessment Rolls** Update the assessment rolls for use in the recurring annual assessment programs by obtaining new download of ad valorem tax roll information from the Monroe County Property Appraiser's Office and identifying changes to parcels (i.e., splits, combinations and subdivisions).

**Task 3:** **Calculate Annual Assessment Amounts** Calculate/confirm the annual assessment amounts based on the apportionment methodology and revenue requirements for the assessment programs including the re-amortization of outstanding debt service, if required.

**Task 4:** **Review Annual Resolutions** Review the annual resolutions prepared by the Village attorney that conform to the wastewater assessment ordinance.

**Task 5:** **Certify the Annual Assessment Rolls** If required, advise and assist with the legal requirements for the adoption of the final assessment rate resolutions in accordance with section 197.3632, Florida Statutes including the certification of the assessment roll to the Monroe County Tax Collector.

**Task 6:** **Export Assessment Rolls** Export the annual assessment rolls to the Monroe Tax Collector.

**Task 7:** **Compute Prepayment Amounts** Compute the prepayment amounts upon issuance of the non-ad valorem assessment rolls and prepare a prepayment databases.

## FEES AND COSTS

The annual fees for GSG to provide the professional services for the wastewater assessment programs as described in the proposed Scope of Services will be as follows:

	Total Payment
North Plantation Key	\$7,500.00
North Plantation Key Supplemental	\$500.00
Woods Corner	\$750.00
Remaining Service Areas Phase One	\$8,000.00
Remaining Service Areas Phase Two	\$8,000.00
Lateral Lines	\$1,000.00
<b>Total</b>	<b>\$25,750.00</b>

This fee includes reimbursement for all out-of-pocket expenses except as noted below.

The fee for professional services does not include any on-site visits by GSG staff to the Village. Any on-site visits may be arranged at the hourly rates provided below. All expenses related to additional meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for GSG are as follows:

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Consultant/Database Analyst/Technical Services.....	\$150
Administrative Support.....	\$ 50

The professional services fee does not include the costs of producing and mailing the statutorily required first class notices. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.35 per parcel. Payment of mailing and production costs is due at the time of adoption of the preliminary assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate and if U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The Village is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The Village is also responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

**SCHEDULE OF PROJECT DELIVERABLES (FISCAL YEAR 2019-20)**

<b>Event</b>	<b>Schedule</b>
Notice to Proceed	By January
Annual Maintenance of the Assessment Rolls	Periodically
Prepare Annual Assessment Rolls	July - August
Calculate Annual Assessment Amounts	July - August
Annual Rate Resolutions	July – August
Prepayment Period Cutoff	August 1
Certify and Export Annual Assessment Roll	By September 15
Compute Prepayment Amounts	September – October

## ANNUAL PAYMENT SCHEDULE

The fees for professional services will be due and payable, based on the following schedule:

	January Payment (25%)	March Payment (25%)	June Payment (25%)	September Payment (25%)	Total Payment
North Plantation Key	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$7,500.00
North Plantation Key Supplemental				\$500.00 (1)	\$500.00
Woods Corner				\$750.00 (1)	\$750.00
Remaining Service Areas Phase One	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,000.00
Remaining Service Areas Phase Two	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,000.00
Lateral Lines				\$1,000.00 (1)	\$1,000.00
<b>Total</b>	<b>\$5,875.00</b>	<b>\$5,875.00</b>	<b>\$5,875.00</b>	<b>\$8,125.00</b>	<b>\$25,750.00</b>

(1) Sept only payment

## WASTEWATER ASSESSMENT PROGRAMS ANNUAL SERVICES- ACCEPTED AND AGREED TO FOR FISCAL YEAR 2019-20:

BY

3rd Lawless  
VILLAGE OF ISLAMORADA

12-14-15

DATE