

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: March 21, 2007

Division: Engineering

Bulk Item: Yes No

Department: Wastewater

Staff Contact Person/Phone #: Elizabeth Wood/292-4525

AGENDA ITEM WORDING: Approval to waive purchasing policy to pay an invoice for \$7K from Government Services Group, Inc. (GSG) for the preparation and certification of the Fiscal Year 2006-2007 South Stock Island capacity reservation fee tax roll.

ITEM BACKGROUND: Assessment programs require initial development of the tax roll, as well as annual preparation and certification to the tax collector. GSG was providing assessment services for the Solid Waste Management Department at the time the development of the Phase 1 Assessment Program for Stock Island was needed. A Professional Services Agreement with a Scope of Services for the initial development of the tax roll was drafted and approved by the County Attorney but never executed. The fee for development of the initial Fiscal Year 2004-2005 assessment roll was \$20K. The fee for annual maintenance and certification of the Fiscal Year 2005-2006 assessment roll was \$7K. Since the cumulative expenditure exceeds \$25K, future annual services must be performed under a properly procured contract for continuing services. The Fiscal Year 2006-2007 was certified to the tax collector by GSG. Please refer to attached September 15, 2006 confirming the Fiscal Year 2006-2007 services were provided. Since the cumulative expenditure exceeds \$25K, approval to waive purchasing policy is necessary to pay the invoice.

Annual preparation of the South Stock Island capacity reservation fee tax roll will be included in the Request for Proposals for the initial preparation of the tax roll for the Big Coppitt, Duck Key, and Cudjoe Summerland Sewer Areas. A professional services agreement with additional services procured on a proposal basis is anticipated.

PREVIOUS RELEVANT BOCC ACTION: On February 18, 2004, the BOCC adopted Resolution 094-2004 which set the interest amount for collection of wastewater assessments under Ordinance No. 027-2003. The previous County Administrator was given authority to proceed with the Scope of Services provided as back-up; however, the authority to review and approve proposals for annual services was not documented.

CONTRACT/AGREEMENT CHANGES: NA

STAFF RECOMMENDATIONS:

Approval.

TOTAL COST: \$7K

BUDGETED: Yes No

COST TO COUNTY: \$ \$7K

SOURCE OF FUNDS: MSTU

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** Year \$55K

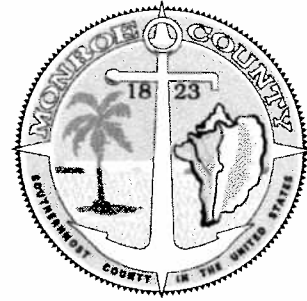
APPROVED BY: County Atty OMB/Purchasing Risk Management

DOCUMENTATION: Included Not Required

DISPOSITION: _____

AGENDA ITEM # _____

Revised 11/06



Engineering Division MEMORANDUM

To: Dave Koppel, County Engineer

From: Elizabeth Wood, Sr. Administrator – Sewer Projects

Date: 3/9/2007

Re: Approval to Pay Invoice for Fiscal Year 2006-2007 Tax Roll Certification

AGENDA ITEM WORDING: Approval to waive purchasing policy to pay an invoice for \$7K from Government Services Group, Inc. (GSG) for the preparation and certification of the Fiscal Year 2006-2007 South Stock Island capacity reservation fee tax roll.

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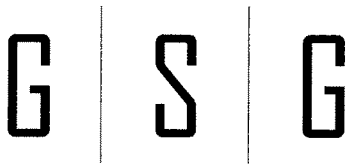
March 9, 2007

CONTRACT/AGREEMENT CHANGES: NA

STAFF RECOMMENDATIONS: Approval.

Attachment 1

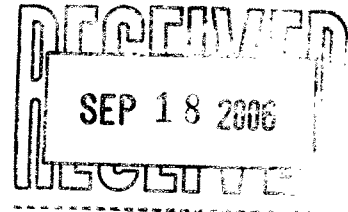
Proof that the Fiscal Year 2006-2007 Tax Roll was created



GOVERNMENT SERVICES GROUP, INC.

public sector
funding & service
solutions

September 15, 2006



Via Facsimile

Ms. Liz Wood, Senior Administrator, Sewer Projects
Monroe County
1100 Simonton Street, Suite 2-216
Key West, FL 33040

Re: Monroe County/Stock Island Assessment Program

Dear Ms. Wood:

This is a reminder for the County to send the enclosed certificate to the non-ad valorem assessment roll to the Monroe County Tax Collector. **The Monroe County Tax Collector must receive the certificate by Friday, September 15, 2006** in order to comply with the statutory requirement of the Uniform Assessment Collection Act. In order to provide a clear record of the certification process for future reference, we ask that the County send a certified copy of this certificate to the County Tax Collector and retain a copy of the County's transmittal letter for the certificate.

For your information, below are the number of records and total assessment revenue amount that the County should certify:

Parcel Count	Total Assessment
72	\$55,172.97

Please send the letter to the Tax Collector by September 15, 2006 at P.O. Box 1129, Key West, Florida 33041 or fax it to (305) 295-5021.

If you have any questions regarding the certification process, please do not hesitate to call me at (850) 681-3717.

Sincerely yours,

Camille P. Tharpe
Senior Vice President
CPT/sm

Attachment 2

February 16, 2004 Scope of Services for Stock Island Utility Assessment Program



Government Services Group, Inc.
Dedicated to solving funding and service delivery issues in the public sector

1500 Mahan Drive, Suite 250 • Tallahassee, FL 32308 • Phone (850) 681-3717 • Fax (850) 224-7206 • E-mail: gsg@govserv.com

February 16, 2004

VIA ELECTRONIC TRANSFER

Mr. Jim Roberts
County Administrator
Monroe County
5100 College Road
Key West, FL 33040

Re: Monroe County Scope of Services: Stock Island Utility Assessment Program

Dear Mr. Roberts:

This correspondence is written to present a proposal for Government Services Group, Inc. (GSG) to provide specialized assistance to Monroe County (County) and its staff in the billing and collection of Stock Island Utility Assessments using the tax bill collection method for Fiscal Year 2004-05 based on the County's existing assessment methodology and assessment rates.

This scope of services assumes that GSG will use the financial information and calculations developed by PFM for the proposed assessment rates and will depend on the County for the proper allocation of EDUs for each parcel of property within the assessment area. Also, the County will obtain legal assistance regarding the necessary implementation documents for the proposed assessment program.

Accordingly, Appendix A is a scope of services that focuses on the creation of a Fiscal Year 2004-05 assessment roll and certification to the Monroe County Tax Collector by September 15, 2004. In addition, first class notices must be prepared and mailed for the assessment area in conformance with section 197.3632, Florida Statutes.

We have attached as Appendix B, a list of the project deliverables and a delivery schedule, as well as a payment schedule. Upon notice to proceed, we will immediately develop, and update periodically, a detailed critical events schedule and a schedule for project deliverables tailored to the specific circumstances unique to the County.

For services provided by GSG, we will work under a lump sum professional fee arrangement described in the attached scope of services on a percent-completed basis. A lump sum method of compensation eliminates any uncertainty in the total fee. This proposal assumes that the County will provide assistance in any fieldwork verification and that GSG will be responsible for oversight of the fieldwork. However, if the County

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Mr. Jim Roberts
February 16, 2004
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determines that it cannot conduct the fieldwork, GSG will supply an additional proposal and fee to provide these services.

We look forward to working with you and the County on this very important project. If you have any questions, please feel free to telephone me.

Sincerely,

Camille P. Tharpe

/cpt

Enclosures

**APPENDIX A
SCOPE OF SERVICES**

**APPENDIX A
PROPOSED SCOPE OF SERVICES**

Task 1: Project Initiation

GSG will meet with County staff to finalize the goals and objectives of the entire project. This may be accomplished by telephone conference.

Task 2: Prepare Fiscal Year 2004-05 Assessment Roll

GSG will obtain information from at least two sources of data to prepare the Fiscal Year 2004-05 Stock Island Utility Assessment roll as follows:

- Monroe County assessment database for the Stock Island assessment area
- Most current working files from the ad valorem tax roll from Monroe County Property Appraiser

GSG will use these files to perform the following tasks:

- Download the files from the ad valorem tax roll to develop a preliminary electronic database of properties based on their assignments by the Property Appraiser.
- Merge the requisite databases into a preliminary electronic database of properties to comport with the requirements of the assessment methodology.
- Use a series of queries and selection criteria to identify properties requiring further evaluation and fieldwork analysis.
- Determine geographic areas to be included within the assessment program and the parcels within those geographic areas.
- Determine the total number of billing units based on the apportionment methodology and determine revenue generation.

Task 3: Assist with rate adoption process in conformance with the Uniform Assessment Collection Act

GSG will advise and assist with the legal requirements for the adoption of the final assessment rate(s) and certification of the assessment roll(s) in accordance with section 197.3632, Florida Statutes, including: (a) the development of the first class notice and its distribution (if required), (b) publication of the public hearing, and (c) the certification of the assessment roll to the Monroe County Tax Collector.

Task 4: Certify assessment roll

Prior to the certification of the assessment roll, GSG will provide a test file of the assessment roll to the Monroe County Tax Collector to ensure electronic compatibility.

Once the County has approved the assessment roll, GSG will certify the assessment roll in conformance with section 197.3632, Florida Statutes.

Task 5: Provide Scope of Services for Annual Maintenance of Database

GSG will provide a scope of services and fee for providing annual services to the County in the daily maintenance of the Stock Island Utility Assessment roll. Such services could include off-site maintenance and administration of the database by which the County will have browser-based access. The maintenance services would include the preparation of enhanced ability for maintenance and calculations for the County's Stock Island Assessment program along with proforma analysis to determine the impact of future rate increases. In addition, GSG could provide GSG could also develop a web site for inquiry by the community regarding assessment amounts.

Proposed Fees

The lump sum fee for the proposed scope of services is \$20,000. The lump sum fee includes expenses related to actual costs associated with photocopies, long distance telephone charges, overnight delivery services and travel-related expenses. A lump sum method of compensation eliminates any uncertainty in the total fee.

Special Note:

The lump sum fee does not include the costs of producing and mailing the first class notices. These costs depend on the number of assessable parcels of property within the County. However, mailing and production costs are \$1.25 per parcel and are due and payable upon adoption of the preliminary assessment resolution.

Including one on-site visit by GSG to conduct data collection, the lump sum fee for professional services includes an aggregate of four total on-site visits to the County by GSG staff to meet with elected officials or property owners, if required. Meetings in excess of those contemplated may be arranged at our standard hourly rates.

Additional Services

In recognition that GSG is an organization dedicated to providing specialized assistance to local governments in developing innovative and efficient solutions to public sector issues, we shall, on an hourly or negotiated fee basis, also be available to provide additional services to the County on finance, revenue or other local governmental matters. Such services may be provided under a written change order, extension to this scope of services, or by separate agreement based on the following standard hourly rates.

STANDARD HOURLY RATES

<u>Position</u>	<u>Rate</u> ^①
Chief Executive Officer	\$225
Consultants	\$150
System Analyst	\$135
Data Base Analyst	\$125

^①GSG has used reduced hourly rates for pricing this work plan.

APPENDIX B
DELIVERABLES AND PAYMENT SCHEDULES

DELIVERABLES AND PAYMENT SCHEDULES

<u>Deliverable</u>	<u>Schedule</u>
Notice to Proceed	February 2004
Create FY 2004-05 Assessment Roll	March – August 2004
Certify FY 2004-05 Assessment Roll	September 15, 2004

The lump sum fee will be due and payable on the following basis (assuming notice to proceed occurs by March 1, 2004) as follows:

<u>Payment</u>	<u>Schedule</u>
25% of lump sum fee	March 2004
25% of lump sum fee	May 2004
25% of lump sum fee	July 2004
25% of lump sum fee	September 2004