RESOLUTION NO. 14-11-87

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 IMPLEMENTATION OF LATERAL LINE ASSESSMENT PROGRAMS FOR WASTEWATER FOR FISCAL YEAR 2015-2016; APPROVING THE WAIVER OF COMPETITIVE BIDDING; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE AGREEMENT; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, GSG has prepared a Letter of Agreement (the “Agreement”) for the provision of specialized professional services to the Village related to the implementation of a Lateral Line Assessment Program for Wastewater Improvements, (the “Assessment Program”) for Fiscal Year 2015-2016; and

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

WHEREAS, the Village Council finds that the specialized professional services provided by GSG will assist the Village with implementation of the Assessment Program for Fiscal Year 2015-2016; and
WHEREAS, the Village Council finds that the waiver of competitive bidding for these services is in the best interests 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 Agreement between the Village and GSG for specialized professional services related to the Implementation of a Lateral Lines Assessment Program for Wastewater Improvements for Fiscal Year 2015-2016, 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 Councilman Ken Philipson, seconded by Vice Mayor Deb Gillis.

FINAL VOTE AT ADOPTION
VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Ted Blackburn
Vice Mayor Deb Gillis
Councilman Mike Forster
Councilman Ken Philipson
Councilman Dave Purdo

YES
YES
YES
YES
YES

PASSED AND ADOPTED ON THIS 6TH DAY OF NOVEMBER, 2014.

TED BLACKBURN, MAYOR

ATTEST:

KELLY TOOTH, VILLAGE CLERK

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

ROGET V. BRYAN, VILLAGE ATTORNEY
October 21, 2014

Via Electronic Transfer

Mr. Greg Tindle
Utilities Manager
Islamorada, Village of Islands
86800 Overseas Hwy, 3rd Floor
Islamorada, FL 33036

Re: Work Plan for Implementation of the Lateral Lines Assessment Program for Fiscal Year 2015-16

Dear Greg,

This correspondence is written to present a scope of services and fee for Government Services Group, Inc. (GSG) to provide specialized assistance to the Village of Islamorada (Village) and its staff in the development and implementation of the special assessment program for installation of the lateral lines for the grinder pumps to be installed for certain properties within the Remaining Service Area.

The scope of services and proposed fees are based on the following assumptions:

- The Village intends to offer a financing option for approximately 380 properties to pay for the installation of the lateral lines only from the grinder pumps to the point of connection to the house.
- The financing option will include only the costs of installing the lateral lines and not the connection to the house.
- The proposed assessment program will be voluntary and executed through a consent agreement between the Village and the property owner.

Accordingly, I have provided a scope of services that articulates the services to be provided by GSG to assist the Village in implementing the assessment program in a manner that is conducive to the imposition and collection of the assessments using the uniform method of collection. I have also included the proposed fees, deliverables and payment schedule for the scope of services.

SCOPE OF SERVICES

Task 1: Calculate the Preliminary Proforma Assessment Rates Based on the assumptions and cost estimates provided by the Village, GSG will develop the preliminary proforma schedule of rates for the assessment program.

Task 2: Assist with Drafting Notices and Consent Agreements GSG will assist the Village with the drafting of the preliminary notices and consent agreements to the affected property owners.

Task 3: Prepare and Send Preliminary Notices with Costs GSG will prepare and send the preliminary notices and consent agreements to all affected property owners with information regarding the project costs and individual property owner assessment amounts and a request to sign the consent agreement if they want to participate in the assessment program.
Task 4: Develop the Assessment Billing and Collection Database Based on the response to the preliminary notices and signed consent agreements, GSG will develop the assessment billing and collection database for the assessment.

Task 5: Review Assessment Resolutions GSG will review the assessment resolutions prepared by Village legal staff that impose the wastewater assessment and adopt final assessment rates.

Task 6: Develop and Distribute First Class Notices Assist the Village in developing the first class notice and its distribution to any affected property owners.

Task 7: Assist in Rate Adoption Process GSG will advise and assist with the legal requirements for the adoption of the final assessment rate resolution(s) and certification of the assessment roll(s) in accordance with section 197.3632, Florida Statutes.

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

For services provided by GSG, the lump sum fee for the proposed scope of services is $1,500. The lump sum fee for professional services does not include any on-site visits by GSG staff to the Village. Any on-site meetings by GSG staff may be arranged at our standard hourly rates (reduced by ten-percent per previous agreements) provided below. All expenses related to these requested 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:

Chief Executive Officer ................................................................. $202.50
Senior Vice President ................................................................. $157.50
Vice President ........................................................................ $144.00
Senior Project Manager/Consultant/Project Coordinator .......... $144.00
Consultant/Database Analyst/Technical Services .................... $117.00
Administrative Support ............................................................... $ 45.00

The professional services fee does not include the costs of producing and mailing the preliminary notices and consent agreements and 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 initial 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 (currently $0.49), 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 official that is necessary for the assessment program.
DELIVERABLES SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Notice to proceed</td>
<td>October 27, 2014</td>
</tr>
<tr>
<td>Village publishes notice of public hearing to adopt resolution of intent (once per week for 4 consecutive weeks immediately preceding the public hearing)</td>
<td>November - December 2014</td>
</tr>
<tr>
<td>Calculate proforma rates</td>
<td>November 14, 2014</td>
</tr>
<tr>
<td>Mail Preliminary Notices and Consent Agreements to affected Property Owners</td>
<td>November 21, 2014</td>
</tr>
<tr>
<td>Village Council adopts Resolution of Intent</td>
<td>December 18, 2014</td>
</tr>
<tr>
<td>Deadline for Receipt of Consent Agreements from Property Owners</td>
<td>December 31, 2014</td>
</tr>
<tr>
<td>GSG develops assessment database</td>
<td>January 2015</td>
</tr>
<tr>
<td>Village Council adopts Initial Assessment Resolution</td>
<td>January – February 2015</td>
</tr>
<tr>
<td>Publish Notice of Public Hearing to adopt Final Assessment Resolution</td>
<td>February 2015</td>
</tr>
<tr>
<td>Mail First Class Notices to affected Property Owners</td>
<td>February 2015</td>
</tr>
<tr>
<td>Public Hearing to adopt Final Assessment Resolution</td>
<td>March 2015</td>
</tr>
<tr>
<td>Village certifies Non-Ad Valorem Assessment Roll to Tax Collector</td>
<td>By September 15, 2015</td>
</tr>
</tbody>
</table>

PAYMENT SCHEDULE

Payment will be based on the following schedule:

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Payment Amount</th>
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<tbody>
<tr>
<td>January 2015</td>
<td>50% of total lump sum fee ($750.00)</td>
</tr>
<tr>
<td>September 2015</td>
<td>50% of total lump sum fee ($750.00)</td>
</tr>
</tbody>
</table>

The execution of this letter agreement indicates acceptance of the proposal and notice to proceed. Upon execution of this agreement, please provide us with a signed copy for our files. We look forward to working with the Village on this very important project. If you or any other Village officials have any questions, please feel free to telephone me.

Sincerely,

Camille P. Tharpe
Senior Vice President

ACCEPTED AND AGREED TO:

BY: Maria Aguilar

Village of Islamorada

11/7/14 Date
NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING
NON-AD VALOREM ASSESSMENTS

Islamorada, Village of Islands, Florida (the “Village”) hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments to be levied within the incorporated area of the Village, for the cost of providing wastewater utility services and infrastructure commencing for the Fiscal Year beginning on October 1, 2015 and continuing until discontinued by the Village. The Village will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by section 197.3632, Florida Statutes, at a public hearing to be held at 5:30 p.m. on December 4, 2014 at the Village Hall Council Chambers, 87000 Overseas Highway, Islamorada, Village of Islands, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, are on file at the Village Clerk’s Office, 88800 Overseas Highway, Islamorada, Florida. All interested persons are invited to attend.

In the event any person decides to appeal any decision by the Village with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the Village Clerk at (305) 664-6412 seven (7) days prior to the date of the hearing.

DATED this ___ day of __________ 2014.

By Order of:

ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA