

Board of County Commissioners

Agenda Request

Date of Meeting: August 2, 2010

Date Submitted: July 26, 2010

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Timothy P. Barden, Assistant County Administrator
Heather J. Encinosa, County Attorney

Subject: Request Board Approval of a Proposal for Government Service Group (GSG) to Produce and Mail First Class Notices for the Fire and Solid Waste Assessments

Statement of Issue:

This agenda item requests Board approval of a Proposal (Attachment #1) for Government Service Group (GSG) to provide professional services for the mailing of First Class Notices for the Fire and Solid Waste Assessments.

Background

On December 8, 2009, the Board directed County staff and the County Attorney to reach out to the Tax Collector and Property Appraiser and obtain extensions to the March 1 date, advertise the public hearing, and schedule the public hearing to consider the Resolution of Intent before March 1, 2010.

Subsequently, in late December 2009, the County Administrator and County Attorney met with the Property Appraiser and Tax Collector and both constitutional officers willingly consented to the March 1 extension. On January 11, 2010, the Board approved the extension agreements with the constitutional officers.

On February 16, 2010 the Board held a public hearing and adopted Resolution #10-08, Intent to Use the Uniform Method of Collection of Assessments to fund neighborhood improvements, facilities, and programs. Some improvements include road paving, road maintenance, storm water, sidewalks, street lighting, and beautification.

On March 4, 2010 the Board held a workshop to discuss the use of Municipal Service Benefit Units (MSBU) for Neighborhood Improvements, Facilities and Programs. Also, on the same workshop night, the Board discussed an increase to the Fire Services MSBU.

On March 15, 2010, the Board ratified both workshop items, the Municipal Service Benefit Units (MSBU) for Neighborhood Improvements, Facilities and Programs, and the 2nd Budget Development Workshop. Included in that ratification was approval to move forward with the implementation of a MSBU for Wakulla Gardens as well as increasing the Fire Services MSBU.

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On May 3, 2010, the Board approved a contract with Government Services Group (GSG) to prepare an assessment for Fire, Wakulla Gardens Stormwater and the Solid Waste Assessment Mailings Services. This contract also included an optional task and rate to provide the required mailings for the fire assessment.

Analysis

According to the County's current purchasing policy, specifically Section 5.17, the County is exempt from competitively bidding consulting services. GSG has been working on preparing both the Fire MSBU update assessment as well as the Wakulla Gardens stormwater assessment. The County has also been moving forward with the implementation of the Solid Waste Assessment. Pursuant to Florida Statutes, both the Solid Waste and the Fire MSBU Assessments require that all affected property owners receive first class mailing notices outlining the rate of the assessment of each assessment. GSG has experience and expertise in preparing and mailing first class notices assessments in the State of Florida. The scope of work that will be performed by GSG in mailing these notices is included in Attachment#2. Some of the items included in the scope are as follows:

- Create Notice Roll
- Develop First Class Notice for all property owners
- Merging, Printing and Processing First Class Notices
- Establish a Phone Bank to respond to citizen questions regarding the assessment
- Mailing of First Class Notices

At this time, staff is recommending approval to authorize Governmental Services Group (GSG) for the Fire Assessment Mailings for \$35,345 and the Solid Waste Assessment Mailings for \$10,856 for a total cost of \$46,201.

Funding

The funding for the numerous components of the proposal, if approved, is as follows:

Fire Assessment Update- Fund 180-Fire MSBU

Solid Waste Assessment Mailings-Fund 440-Solid Waste Fund

A budget amendment (Attachment #3) is attached to transfer funding to appropriate accounts for this expenditure. It should be noted that the costs associated with preparing these assessments can be included as part of the assessments and therefore reimbursed.

Options:

1. Approve the Proposal of Government Services Group (GSG) for Fire Assessment and Solid Waste Assessment Mailings Services, Authorize the Chairman to execute the Proposal and approve the Budget Amendment.

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2. Do not approve the Proposal of Government Services Group (GSG) for Fire Assessment and Solid Waste Assessment Mailings Services.
3. Board direction.

Recommendation:

Option #1

Attachment(s)

1. Proposal from Government Services Group (GSG)
2. Scope of Work for First Class Mailings
3. Budget Amendment

BP/TPB/HJE