



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

TO: Jim Scholl, City Manager
Cc: Greg Veliz, Asst. City Manager
FROM: John Paul Castro, Utilities Director
DATE: August 29, 2018
SUBJECT: Approving Payment to Government Services Group, Inc. for Stormwater Assessment Program Mailing

Action statement:

This resolution would authorize the payment of invoice 12026-2018N from Government Services Group, Inc. for the stormwater assessment program mailing of 10,203 notices in the amount of \$13,833.45

Background:

The City utilities department uses the consulting services of Government Services Group, Inc. (GSG) for both the stormwater and solid waste assessments. GSG provides consultation for notices, tracks the assessment roll, and mail's notices when necessary.

Purpose and Justification:

The City issues a purchase order to GSG annually for consulting services for the two special assessments. The quantity of mailing notices changes yearly depending on the budget, utility rate, and prior notices.

For the utilities department to increase the maximum future years rate for the stormwater assessment program all property owners were required by state statute to be noticed. The initial notice for the stormwater utility was specific in that the max rate was set until 2018. The new maximum rate is set at a dollar value and property owners will not need to be noticed again until the max rate is exceeded.

The GSG consulting purchase order plus the mailing cost equal more than \$20,000 for the year requiring commission approval.

Financial Impact:

Account 402-3801-538-3100 has funds available to cover the mailing invoice. No transfers are necessary.