



THE CITY OF KEY WEST

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MEMORANDUM

EXECUTIVE SUMMARY

TO: Jim Scholl, Interim City Manager
Sarah Spurlock, Asst. City Manager

FROM: Michael Turner, Utilities Collection Manager

DATE: August 28, 2014

SUBJECT: Approval of a Change Order for PO 76386 from Government Services Group in the Amount of \$13,800.15 for mailings of Solid Waste and Stormwater Notices as a Part of the Annual Non- Ad Valorem Assessment Process

Action statement:

This resolution will approve a Change Order to Purchase Order 76386 from Government Services Group in the amount of \$13,800.15 for additional mailings to property owners as a part of the annual assessment process for the tax roll. This is beyond what the original scope of work established in the original Purchase Order which was for \$12,500. The Change Order brings the total Purchase Order to \$26,300.15.

The agreement is executed according to City Code 2-797 (1) (b) pertaining to purchases done on a sole-source basis.

Background:

Government Services Group is the consultant who facilitates the Annual Assessment of Solid Waste and Stormwater on the property taxes. They assist in preparing the assessment rolls given to the Tax Collector. They also ensure we follow state statutes in the process of noticing property owners and assessing Solid Waste and Stormwater to the property taxes

Purpose & Justification:

Property owners were noticed for Solid Waste and Stormwater last year with a 5 year maximum projection for rates. As long as the rates were not exceeded

Key to the Caribbean – Average yearly temperature 77° F.

each year property owners were not required to be noticed every year. With the projected rate from the Waste Management contract the rates for Solid Waste for FY2015 were exceeded and all property owners had to be noticed again. There were also some Stormwater customers that needed to be noticed due to delinquent amounts to be added to the tax roll. The fees for preparing the Notices for Stormwater assessments, and preparing mailing all property owners new Notices for Solid Waste were not a part of the original Purchase Order.

Options:

1. The City could approve the Change Order to Government Services Group. This option is recommended to pay for the notices required to follow state statutes.
2. The City could not approve the Change Order to Government Services Group. This option is not recommended since the mailings are required to follow state statutes.

Financial Impact:

Costs for this Change Order are \$13,800.15 and would come out of line item 403-3401-534-31.

Recommendation:

Staff recommends option 1, approving the Change Order of \$13,800.15 to Government Services Group.