

**TOWN OF DAVIE**  
**TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Joseph Montopoli, Fire Chief/EMC 954-797-1842

**PREPARED BY:** Frank Suriano, Assistant Fire Chief 954-797-1843

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** All Districts

**ITEM REQUEST:** **Schedule for Council Meeting**

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE TOWN OF DAVIE TO ENTER INTO AN AGREEMENT WITH GOVERNMENT SERVICES GROUP, INC. "GSG" FOR IN THE ANNUAL MAINTENANCE OF THE FIRE RESCUE ASSESSMENT PROGRAM FOR FISCAL YEAR 2008-09. (\$22,000 plus related administrative costs)

**REPORT IN BRIEF:** This action is necessary to proceed with the Fire Rescue Assessment for Fiscal Year 2008-09. Governmental Services Group, Inc. (GSG) will prepare the Resolution for the establishment of the estimated assessment rates, prepare the preliminary assessment roll and enable the Broward County Property Appraiser's Office to mail the TRIM notices to affected property owners for Fiscal Year 2008-09.

**PREVIOUS ACTIONS:** The enacting Ordinance #96-33 amended in September 2003.

**CONCURRENCES:**

**FISCAL IMPACT:** not applicable

Has request been budgeted? Yes

If yes, expected cost: \$22,000 plus related administrative costs.

Account Name: Professional/Consultant Services

What account will funds be appropriated from: 001-0620-522-0329

Additional Comments: Funding costs are included in the fire assessment rates.

**RECOMMENDATION(S):** Motion to approve resolution

**Attachment(s):** Agreement with Appendix A – Annual Fire Assessment Program Fiscal Year 2008-09

**RESOLUTION \_\_\_\_\_**

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE TOWN OF DAVIE TO ENTER INTO AN AGREEMENT WITH GOVERNMENT SERVICES GROUP, INC. "GSG" FOR THE ANNUAL MAINTENANCE OF THE FIRE RESCUE ASSESSMENT PROGRAM FOR FISCAL YEAR 2008-09.

**WHEREAS**, in August of 1996, the Town of Davie implemented a recurring annual fire rescue special assessment program to provide a portion of the funding for the Town's fire rescue services and facilities with the adoption of Ordinance No. 96-33, as it may be amended, and imposed fire rescue assessments for Fiscal Year 1996-1997 with the adoption of Resolution Nos. R-96-254 (the "Initial Assessment Resolution") and R-96-285 (the "Final Assessment Resolution"); and

**WHEREAS**, pursuant to Ordinance No. 96-33, as it may be amended, the reimposition of Fire Rescue Assessments for the Fiscal Year commencing October 1, 2008 requires certain processes such as the preparation of the Assessment Roll; and

**WHEREAS**, annually a Preliminary Rate Resolution describing the method of assessing Fire Rescue Assessed Costs against Assessed Property located within the Town, directing the preparation of an Assessment Roll, authorizing a public hearing and directing the provision of notice thereof is required by Ordinance No. 96-33, as it may be amended, for the reimposition of the Fire Rescue Assessments.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:**

SECTION 1. The Town Council authorizes the Town Administrator or designee to enter into an agreement with Government Services Group, Inc. "GSG".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

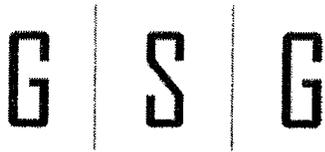
PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
MAYOR/COUNCIL MEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008



public sector  
*funding & service*  
solutions

GOVERNMENT SERVICES GROUP, INC.

January 21, 2008

**Via Electronic Transmission**

Joe Montopoli  
Fire Chief  
Town of Davie  
6901 Orange Drive  
Davie, FL 33314-3399

**Re: Fire Rescue Assessment Program: Continuing Services**

Dear Chief Montopoli,

The Town of Davie (Town) has now completed its twelfth year of the annual assessment program for fire rescue services it initiated in Fiscal Year 1996-97. Government Services Group, Inc. (GSG) and Nabors, Giblin & Nickerson, P.A. (NG&N) are pleased to have assisted the Town of Davie in undertaking and successfully implementing this recurring revenue source. To continue this relationship and the achievements realized thus far, enclosed as Appendix A is a proposed scope of services, fees, deliverables and payment schedule to assist the Town in the annual maintenance of the fire rescue assessment program for Fiscal Year 2008-09. This proposal and lump sum fee does not contemplate any on-site visits by GSG or NG&N in the annual update of the fire rescue assessment program. On-site meetings may be arranged at our standard hourly rates.

As we discussed with Town staff when the assessment program was initiated, an update of the assessment methodology is recommended every three to five years based on the Town's determination if such an update is required due to changes in boundaries of the municipal services benefit unit (such as the addition of new fire department service areas), delivery of fire protection services, new case law (such as the Supreme Court decision regarding EMS services) or new legislation (such as the legislation regarding RV parks). It is within the Town's purview to conduct such an update as it deems necessary and it can defer the update to future years. The Town's fire rescue assessment program, however, has not been updated since 2003-04. Accordingly, we have also provided Appendix B, a proposed scope of services, fees, deliverables, and payment schedule to assist the Town in the update of the assessment methodology, if required.

Of course, any update in methodology that results in increased assessment rates will require first class notice to every affected property owner, either by separate notice or by using the Truth-In-Millage (TRIM) notice mailed by the Broward County Property Appraiser in late August.

1500 Mahan Drive, Suite 250 | Tallahassee FL 32308 | T 850.681.3717 | F 850.224.7206

280 Wekiva Springs Road, Suite 2000 | Longwood FL 32779-3026 | T 407.629.6900 | F 407.629.6963

Chief Joe Montopoli  
January 21, 2008  
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Please review the attached scope of services. We are currently preparing our schedule for the upcoming assessment season and would appreciate your prompt reply. This will help us to accommodate your requests and provide you with thoughtful and deliberate attention to ensure the continuation of this successful recurring revenue source. The execution of this letter agreement indicates acceptance of this proposal and notice to proceed. Upon execution of this agreement, please provide us with one signed copy for our files and include the signed scope of services the Town wants to undertake for Fiscal Year 2008-09.

If you have any questions, please do not hesitate to contact Camille Tharpe or me. We look forward to working with the Town of Davie again this year.

Sincerely,



Jason Buchholz  
Project Manager

Enclosures

cc: Camille Tharpe, Heather Encinosa

**ACCEPTED AND AGREED TO  
APPENDIX A ONLY:**

**BY:** \_\_\_\_\_  
The Town of Davie

\_\_\_\_\_  
Date

**ACCEPTED AND AGREED TO  
APPENDIX B ONLY:**

**BY:** \_\_\_\_\_  
The Town of Davie

\_\_\_\_\_  
Date

# Appendix A

ANNUAL FIRE RESCUE ASSESSMENT PROGRAM

FISCAL YEAR 2008-09

# Scope of Services

- Task 1:** Advise the Town in determining the fire rescue assessment revenue requirements for the Fiscal Year 2008-09 assessment program.
- Task 2:** Calculate/confirm the proforma schedule of rates based on the apportionment methodology and revenue requirements for the Fiscal Year 2008-09 assessment program.
- Task 3:** Draft implementing resolutions that conform to the fire rescue assessment ordinance.
- Task 4:** Advise and assist with the legal requirements for the adoption of the annual assessment rate resolution and certification of the assessment roll in accordance with Section 197.3632, Florida Statutes including: (a) the development of the TRIM notice or the first class notice and its distribution to any affected property owners, (b) publication of the public hearing, and (c) the certification of the assessment roll to the Broward County Department of Revenue Collection.
- Task 5:** Update interim assessment rate tables based on current adopted rates.

## FEES AND COSTS

For the services provided by GSG and NG&N, the lump sum fee for professional services for the proposed scope of services will be \$22,000 for the annual assessment program. The lump sum fee for professional services and specialized assistance will be due and payable in installments on the following basis. Payment will be based on the following schedule, assuming that notice to proceed is received by February 1, 2008. If notice to proceed occurs after this date, payment will be adjusted on the basis of a condensing of the anticipated number of months remaining to complete the project.

<b>Payment</b>	<b>Schedule</b>
25% of lump sum fee	March 2008
25% of lump sum fee	May 2008
25% of lump sum fee	July 2008
25% of lump sum fee	September 2008

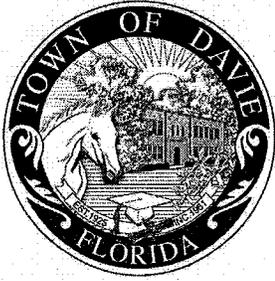
The lump sum fee for professional services does not include any on-site visits by representatives of GSG and NG&N. On-site meetings (together with any actual costs associated therewith) may be arranged at our standard hourly rates. Project status meetings may be arranged through scheduled telephone conferences.

**The lump sum fee does not include the costs of producing and mailing the statutorily required first class notices for FY 2008-09. These costs depend on the number of assessable parcels of property within the City. However, mailing and production costs are \$1.27 per parcel, due and payable at the time of adoption of the preliminary assessment resolution. In the event that additional direct mailing costs occur (for example, if U.S. postage rates increase during the course of this engagement), we will notify you immediately with the revised unit cost per notice.**

**The Town is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated thereto.**

## DELIVERABLES SCHEDULE

<b>Deliverable</b>	<b>Schedule</b>
Notice to Proceed	February 2008
Town Determines Net Revenue Requirement	April 2008
Update Fiscal Year 2007-08 Assessment Roll	May-June 2008
Calculate/Confirm Annual Assessment Rates	June 2008
Preliminary Rate Resolution	June 2008
TRIM or First Class Notices	July - August 2008
Town Publishes Notice	July - August 2008
Annual Rate Resolution	July - September 2008
BCRD Certifies Fiscal Year 2008-09 Assessment Roll	by September 15, 2008



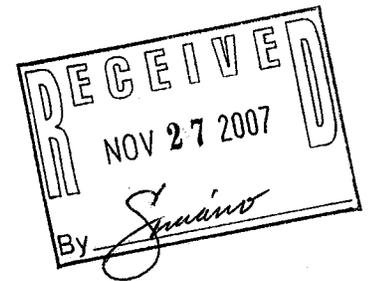
OFFICE OF THE TOWN ATTORNEY  
JOHN RAYSON

2400 EAST OAKLAND PARK BLVD. • FORT LAUDERDALE • FLORIDA 33306  
PHONE: 954.566.8855 • FAX: 954.566.8902  
E-MAIL: JOHN\_RAYSON@DAVIE-FL.GOV

November 26, 2007

Frank Suriano  
Administrative Assistant Chief  
Davie Fire Department  
6901 Orange Drive  
Davie, FL 33314

RE: Legal Opinion on Government Services Group, Inc.  
Scope of Services  
Control Number: 0620071109

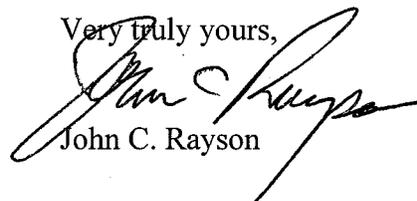


Dear Assistant Chief Suriano:

I have reviewed the scope of services agreement provided by the Government Services Group, Inc., and approve of it for legal sufficiency. Also, please be advised that it is my legal opinion that all services reported in the scope may be performed by the Town of Davie Finance Department. This would include a review by the Financial Department of the methodology of the fire assessment which is designed to recover the net fire rescue service delivery costs as well as the costs of collection. These services need not be bid out.

Should you have any further questions, kindly contact me upon return from my vacation on December 5, 2007

Very truly yours,



John C. Rayson

JCR/ap