



Legislation Text

File #: 18-692, **Version:** 1

TO: Honorable Mayor & Members of the North Port Commission

FROM: Peter D. Lear, CPA, CGMA, City Manager

TITLE: Proposal utilizing Stantec Consulting Services, Inc. for professional services related to the methodology, yearly assessment roll and future projections for the Road and Drainage District in an estimated amount of \$122,424.

Recommended Action

Approve Proposal utilizing Stantec Consulting Services, Inc. for professional services related to the methodology, yearly assessment roll and future projections for the Road and Drainage District in an estimated amount of \$122,424.

Background Information

Ordinance Number 2014-01, amending Chapter 66, Road and Drainage District Article III, Section 66-52, enabling legislation for the Road and Drainage District, requires that the methodology and rate studies be reviewed every four years. A methodology and rate study were prepared by Stantec Consulting Services, Inc. during fiscal year 2018.

During a City Commission Workshop held on August 21, 2018, there was consensus by the Commission to review the proposed methodology for the Road and Drainage District to determine how it can be amended to be more equitable. In addition, the Commission requested that staff provide an overview on the methodology process. A City Commission Workshop has been scheduled on December 3, 2018, at 9:00 a.m. to discuss the Road and Drainage District Methodology process and proposed amendments to the methodology.

Stantec Consulting Services, Inc. submitted a proposal which includes the following components:

- Update the Assessment Methodology, Rates and Assessment Roll
- Accomplish First Class Mailing of Notices of Hearing and Implementation

Services included in the agreement will include:

- Preparing and mailing of required first-class mailings of Notices of Hearing, including postage (necessary if the methodology is proposed to be changed). The Notices of Hearings will be revised to include clear and concise basic verbiage and will include the final change from last year's tax bill.
- Work sessions with staff to determine allocations.
- Attendance at public hearings.
- Attendance at up to three (3) City Commission Workshops.

The work will not include the Revenue and Sufficiency Analysis since it was completed in 2018.

Any work that is not completed will not be billed to the City. The City Manager's policy requires all procurements exceeding \$100,000 to be presented to Commission for consideration. All appropriate forms, procedures and processes have been reviewed by Procurement.

Strategic Plan

Infrastructure

Financial Impact

Staff will work to identify savings in the FY19 Road and Drainage District budget to fund the methodology study during this fiscal year. A budget amendment will be presented in the future if savings are not found in the FY19 operating budget.

Procurement

Procurement of these services is permitted through Sec. 2-407 Sole Source guidelines of the Procurement Code.

Stantec Consulting Services, Inc.
777 South Harbour Island Boulevard Suite 600
Tampa, FL 33602

Attachments:

1. Stantec Competitive Exemption Form
2. Proposal - Fiscal Year 2019 Update of the Road and Drainage Assessment Program
3. PowerPoint Presentation
4. Florida State Division of Corporations

Prepared by: Valerie Malingowski, Business Manager

Department Director: Juliana B. Bellia