

**RESOLUTION 16-90**

**BE IT RESOLVED** that the appropriate officers of the City are authorized but not required to execute and deliver on behalf of the City that certain Agreement between the City and ENNEAD, LLC, relating to the update and preparation of the City's 2016-2017 Stormwater Assessment Roll, in the basic amount of \$15,500, in substantially the form attached and presented to the Council today, draft dated June 8, 2016, with such changes, insertions or omissions as may be approved by the City Manager, whose execution of such agreement shall be conclusive evidence of such approval.

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this 23<sup>rd</sup> day of June, 2016.

**CITY OF PANAMA CITY BEACH**

By: Mike Thomas  
Mike Thomas, Mayor

**ATTEST:**

Diane B. Fowler  
Diane Fowler, City Clerk



## CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Stormwater/ Kelly Jenkins

2. MEETING DATE:

6/23/16

3. REQUESTED MOTION/ACTION:

4. AGENDA

PRESENTATION   
PUBLIC HEARING   
CONSENT   
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES  NO   
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES  NO

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

ENNEAD LLC has been preparing the Stormwater Non-ad Valorem Assessment TRIM Notice and Certifiable Roll for the City since the inception of this program. The attached contract is for ENNEAD LLC to provide consulting services to update the FY 2016-2017 Roll in the amount of \$15,500.00.



ENNEAD LLC

June 8, 2016

*This letter is provided using eMail.*

Kelly Jenkins, P.E.  
City of Panama City Beach  
110 South Arnold Road  
Panama City Beach, FL 322413-2199

Reference: A Proposal to Provide Sub-Consulting Services Associated with the  
Update of the FY2016-2017 Stormwater NAV Assessment

Dear Kelly:

Attached is a proposal for the work needed to update and prepare the 2016-2017 Stormwater NAV Assessment TRIM Notice and Certifiable Roll.

FY 2016-17 information to the City's attorney, so that the Annual Rate Resolution can include these new land use classes and their descriptions.

We will continue to remove parcels whose taxable value is below the assessment threshold.

I believe we have been successful in overcoming most problems caused by the inclusion of government-owned parcels in the roll that were not coded as "government-owned" by the Property Appraiser. We cannot guarantee, however, that we will catch all of these parcels in this category. Whenever possible, we will work with the Property Appraiser's office to identify and request land use code changes for these parcels.

I will check with Amy regarding annexations that may have occurred since last year.

The TRIM Roll submittal deadline is likely to be around July 15<sup>th</sup>. We will wait to acquire a new data file from the county as late as possible to ensure the most accurate data.

The use of the database, web-hosting and technical support is included in this proposal.

As for the work described above, Ennead LLC ("Ennead") is pleased to propose consulting services to assist the City in the update of the FY2016-2017 Stormwater Non-ad Valorem ("NAV") Assessments.

Attached to this letter you will find the following attachments:

- A - Scope of Services;
- B - Hourly Rates; and
- C - Work Order Agreement for your execution.

All work to be performed by Ennead LLC will reflect the funding strategy and policy goals set by the City based on their adopted legal documents and requirements of 197.3632 Florida Statute. The primary source of data is the Property Appraiser's data files. Other adjustments to the billing files, such as mitigation credits or other adjustments will be based on information provided by City staff.



ENNEAD LLC

All work products and deliverables will support City policies and procedures. All calculations will be based on the existing "per ERU" rate, existing mitigation credit assignments and the apportionment methodology described in the adopted Stormwater Rate Resolution.

If there is to be a change to the Stormwater rate, please let us know as soon as possible, so all calculations that affect the values in the TRIM Roll will be based on the correct rate structure.

Deliverables will include the timely submittal of the TRIM Notice File and a Certifiable Assessment Roll. An electronic copy of the roll will be furnished to the City.

All updated and historical stormwater values will be stored in the eUtility assessment management application <http://pcbswu.ennead-data.com>. Web-hosting and technical support for the eUtility database is included in this proposal

Ennead staff will participate in phone conferences and site visits as may be required to reconcile data updates, prepare the Preliminary Roll (for use on the TRIM Notice) and a "Certifiable" Roll.

Ennead will provide the above-described services for a Lump Sum fee of \$15,500. This fee is based on update procedures we have developed over the previous assessment periods and assumptions made as a result of our conversations about this project. It takes advantage of certain procedures that we have been able to streamline which have reduced to the total number of hours needed to complete this work.

If this proposal for consulting services is acceptable, please sign and return a copy to Ennead's business office. If you have any questions, or feel we have made an incorrect assumption in gauging the work required to complete this project, please contact me at your earliest convenience.

Thank you for this opportunity. If you have any questions, please call me at 727 642-7605.

Best Regards,

ENNEAD LLC

Camilla Augustine, Owner



## ATTACHMENT A - SCOPE OF SERVICES

### **Task 1 Project Management**

Ennead staff will participate in on-site meetings, workshops, phone conferences, and provide project management documentation as may be necessary for the successful completion of the Scope of Services.

- 1.01 Attend a Kick-off Meeting or phone conference, as necessary, with City representative(s) or staff and with their representative at the City Attorney's office;
- 1.02 Participate in phone conferences, as necessary, to facilitate the execution of the Scope of Services
- 1.03 Provide written documentation of data issues that cannot be reconciled without changes to the Property Appraiser's database
- 1.04 Provide documentation within eUtility application
- 1.05 Document Pro Forma revenue
- 1.06 No additional charge for travel expenses associated with a one-day trip, if needed, to meet with City staff or City Attorney

### **Task 2 Update of existing "eUtility" Assessment Management Database Application –**

The annual update of the Master Assessment File (in eUtility Database) based primarily on Bay County Property Appraiser records. Updated information includes assessment calculations, parcel information, land use information, billing status, exemption status, and other values required to develop the FY2015-2016 roll. Each sub-task includes file "cleaning", record and transaction "tracking", documentation within the eUtility database application. Subtasks include the:

- 2.01 Acquisition of the June 1, 2016 (or later) data files from Bay County Property Appraiser;
- 2.02 Comparison of 2016 Property Appraiser data with values in the 2015 Certified Assessment Roll through the creation of new exception reports;
- 2.03 Review changes in land use, deleted parcels, new parcels, parcel splits/joins, and changes in tax authority coding, review annexations that have occurred since previous roll; Review new construction that may have been completed in Pier Park
- 2.04 Determine impervious area associated with condo parcels that are not condo units, through physical measurement or other means
- 2.05 Provide assistance to the City's attorney in developing language to be added to the Annual Rate Resolution (new condo parcels, not coded as "condos")
- 2.06 Apply changes in mitigation credit status, credit amounts (with the assistance of City staff);
- 2.07 Application of changes in exemption types, exemption status and active/inactive status, such as identification of tax parcels that are "not-buildable", such as boat slips, condo garage units, boat storage spaces, storage spaces, sub-merged land, Right of Way parcels, etc.; documentation of commercial condo units;
- 2.08 Application of changes in lot size, impervious area and "imperviousness" factors that result in a change in assessment values;
- 2.09 Preparation and timely delivery of the TRIM Notice File in the file format specified by the County's representative;



ENNEAD LLC

- 2.10 Delivery of Preliminary Roll to the City Clerk following Annual Rate Resolution Hearing;
- 2.11 Preparation of a "Certifiable" Roll no later than September 15, 2016.

**Task 3 System Enhancements, Web-hosting and Technical Assistance**

Ennead will continue to provide system enhancements through the programming of new reporting features and customization of record displays. Ennead will provide continuous web-hosting of the password-protected eUtility database.

**Total Lump Sum Fee is \$15,500**

**Payment of Invoices**

Invoices for work performed will be submitted to the City periodically on a percent complete basis periodically. Invoices are due upon receipt.

**Additional Work**

Any changes to the work order that are requested by the City and agreed to by Ennead LLC will be billed at the hourly rates shown in Attachment B.

## ATTACHMENT B

### Stormwater Utility Consulting Services

#### ENNEAD LLC Direct Labor Rates for Repeat Government Clients

Ennead Project Team Member Title	Direct Labor Hourly Rate (*)
Project Director	\$145.00
Senior Programmer/Analyst	\$185.00
Technical Support, GIS Digitizing, Analyst	\$85.00

(\*) Direct labor hourly rates effective through December 31, 2016; rates may be adjusted by five percent (5%) annually for invoices rendered after December 1 of each year thereafter until project completion or as mutually agreed between parties.

**ATTACHMENT C**

**Work Order Agreement between the  
CITY OF PANAMA CITY BEACH and ENNEAD LLC**

**Assessment Services for the Annual Update and Enhancement of the Stormwater NAV  
Assessment Program for FY 2016-2017**

This Agreement is based on the Scope of Services (Attachment A) and Ennead LLC's Hourly Fee Schedule (Attachment B). The Lump Sum Fee of \$15,500 includes Tasks 1 through Task 3.

Again we appreciate the opportunity to submit this proposal to you and look forward to being involved in this important project.

SUBMITTED BY:

ACCEPTED BY:

**Ennead LLC  
Tallahassee, Florida**

**PANAMA CITY BEACH**



\_\_\_\_\_  
Camilla A. Augustine, Owner      6-8-2016  
Date

\_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_