

AGENDA
CITY OF LAKE CITY
City Council Regular Session
March 17, 2014
7:00 P.M. at City Hall

PLEDGE OF ALLEGIANCE

INVOCATION - Council Member Zack Paulk

1. **ROLL CALL**

2. **PROCLAMATIONS**

None

3. **MINUTES**

None

4. **APPROVAL OF AGENDA**

5. **APPROVAL OF CONSENT AGENDA**

A. Request from Joe Sheldon, Natural Gas Director, to reallocate \$30,000.00 from account 420-003-532.60-63 as follows: \$20,000.00 to 420-003-532.60-69 and \$10,000.00 to 420-003-532.60-67. This reallocation of funds will allow us to purchase meters and gas valves for inventory.

6. **PERSONS WISHING TO ADDRESS COUNCIL**

7. **PERSONS WISHING TO APPEAR THAT ARE NOT ON THE AGENDA**

8. **OLD BUSINESS**

A. RESOLUTIONS:

1. City Council Resolution No. 2014-020, if adopted, will authorize the City to enter into an agreement with Tindale-Oliver & Associates, Inc. relating to providing professional services to support the City in its review and update study

of the non-ad valorem fire assessment program for the Fiscal Year 2015 at a cost of \$24,964.00.

Note: This item was tabled at the March 3, 2014 meeting.

9. NEW BUSINESS

A. RESOLUTIONS:

1. City Council Resolution No. 2014-021, if adopted, will designate Joe Sheldon, Director of Natural Gas, as an alternate Director to serve on the Florida Gas Utility Board of Directors (the "Board") in the event the City Manager is absent or unable to attend any Board Meeting; and repealing all prior resolutions in conflict with this resolution.
2. City Council Resolution No. 2014-022, if adopted, will declare property owned by the City to be surplus to its needs, and will authorize the City to sell such property at a public auction pursuant to and in accordance with the provisions and requirements of Section 2-183 of the City Code.
3. City Council Resolution No. 2014-023, if adopted, will reappoint Elizabeth Allum and Dorci Gruel as regular members to the Lake City Code Enforcement Board effective March 18, 2014, for a term to expire October 7, 2016, or until their respective successor is appointed.

10. DEPARTMENTAL ADMINISTRATION

- A. Approval to reject Bid Number ITB-009-02014 for Horizontal Directional Drills-Nine Locations in its entirety. (Wendell Johnson/Steve Roberts)

11. COMMENTS BY COUNCIL MEMBERS

12. ADJOURNMENT

5 A



City of Lake City

Division of Natural Gas
205 N. Marion Avenue
Lake City, FL 32055

TELEPHONE: (386) 758-5405

FAX: (386) 758-5406

MEMORANDIUM

To: Wendell Johnson; City Manager

From: Joe Sheldon, Natural Gas Director
Steve Roberts, Executive Director of Utilities SAR

Date: March 10, 2014

RE: Reallocation of funding

This request is for a reallocation of funds from account 420-003-532.60-63 to 420-003-532.60-67 and 420-003-532.60-69. I request to reallocate \$30,000 from the 252-B Gas line extensions as follows: \$20,000 to 532.60-69 and \$10,000 to 532.60-67.

- Due to unexpected meter issues we have had to replace more meters than normal. Caused the 420-003-532.60-69 account to have a zero balance. We are still finding meter issues/problems and these meters will need to be changed out before the next budget year.
- The gas department currently has no gas valves in stock for unexpected problems with our underground gas valves. I am requesting to have the funds reallocated from the 252-B gas line extension to gas valves. For the purchase of gas valves to have on hand for emergency or general replacement purposes.

Thanks,
Joe Sheldon

Joe Sheldon
3/13/14

[Signature]
3-14-14
SAR

OK
[Signature]

MEETING DATE
March 17, 2014

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	8
ITEM NO.	A1

SUBJECT: Fire
Assessment Study
DEPT / OFFICE:

Resolution No. 2014-020

Originator: Grayson Cason		
City Manager Wendell Johnson	Department Director Frank Armijo	Date March 7, 2014
RECOMMENDED ACTION: Approve Tindale-Oliver & Associates (TOA) Proposal at cost \$24,964.00 to provide an update study of the City of Lake City Fire Assessment Program.		
SUMMARY EXPLANATION AND BACKGROUND: The last update study of the fire assessment program was provided by Tindale-Oliver in 2009; thus, an analytical review is necessary to insure continuation of equitable distribution of assessment cost and to insure adequate funding for fire protection services throughout the City. TOA Proposal #1 was submitted at cost \$33,650.00 and was presented for Council consideration during the March 3, 2014 meeting. Council tabled the Proposal for clarification of cost differences in comparison to Columbia County's Update Study. Following the Staff's review, TOA Proposal #2 was submitted at cost \$24,964.00. The condensed cost of Proposal #2 resulted from elimination from Proposal #1 of the City request for a comparative analysis of the property Appraiser's Data vs. the Tax Collector's data and eliminating one of four public meetings.		
ALTERNATIVES: Do not approve update study of the fire assessment program (not recommended).		
SOURCE OF FUNDS: General Fund: 110-0120-522-30-34		
FINANCIAL IMPACT: \$24,964.00. The City may incur additional cost to produce and mail first class notices to property owners. Upon determination of this need, further action will be requested by Council		
EXHIBITS:		
Proposal #1: Tindale-Oliver "City of Lake City Fire Assessment Update Study, Scope of Services and Budget".		
Proposal #2: Tindale-Oliver "City of Lake City Fire Assessment Update Study, Scope of Services and Budget".		

PROPOSAL # 1
3/3/14



**City of Lake City
Fire Assessment Update Study Budget**

Task	Professional Fees
1. Review of Assessment Methodology	\$3,611
2. Service Cost Analysis	\$5,576
3. Service Demand Analysis	\$5,510
4. Calculation of Development Units and Rates	\$7,560
5. Technical Report and Updated Tax Roll	\$5,691
6. Meetings and Presentations (4)	\$5,702
Total Professional Fees & Expenses	\$33,650



City of Lake City Fire Assessment Update Study

Scope of Services and Budget

The City of Lake City last updated its fire assessment program in 2009. The City is interested in updating the program to reflect most recent data and asked Tindale-Oliver & Associates, Inc. (TOA) to provide a scope of services.

The following paragraphs provide a detailed description of each task that will be completed as part of the study.

Task 1) Review Assessment Methodology

This task will review the current methodology used in terms of the following.

Task 1.1) Review Assessment Methodology and Rate Structure

As part of this task, TOA will discuss the technical method used in the previous study and confirm that the City is comfortable with this methodology. In addition, any concerns or changes to the existing rate structure, land use categories, etc. will also be discussed. Any changes to the methodology or the rate structure will be documented in the draft technical report.

Task 1.2) Develop Rate Calculator

TOA will prepare a spreadsheet model that calculates projected revenues based on the mix of assessed properties and also calculates multiple assessment rate scenarios based on "exemptions" or "buy down" from other revenue sources (e.g., general fund, etc.). This model will reflect current data and scenarios specific to Lake City's fire assessment program to assist the City in analyzing different rate scenarios and revenue projections.

Task 2) Service Cost Analysis

Task 2.1) Evaluate Current Financial Information

The TOA Team will be provided with the adopted FY 2014 Fire Department Budget as well as the budgets for Fiscal Years 2010 through 2013 and will work with the City's Fire and Finance Departments to determine the full cost of providing fire suppression services as well as implementing and collecting the fire assessment. As part of this analysis, the TOA Team will undertake a detailed review of the budgetary line items to ensure that all applicable costs, both direct and indirect, are considered and are legally acceptable. In addition, whether to include any allowances for capital replacement or addition will be discussed with the City. Any dedicated revenues toward fire suppression budget will also be identified. The TOA Team also will review the proposed FY 2015 budget (if available) to identify any significant changes that could affect the cost allocation as part of the assessment calculation. Finally, TOA will develop a five-year pro forma budget conforming to service cost.

Task 2.2) Apportion Fire Suppression Service Costs Among Assessment Rate Class

The resulting cost of providing fire suppression services determined to be applicable for inclusion in the fire assessment calculations will be apportioned among each assessment rate class. Potential methodologies to apportion the cost will be documented as part of Task 1 and may include several options, such as using the number of calls, on-scene times, and/or number of units dispatched to determine the resource allocation and the value of the property that is being protected. These options will be discussed with the City to



determine the most appropriate and cost-effective methodology.

Task 3) Service Demand Analysis Using Proposed Methodology

The TOA Team will obtain the Fire Department's call response data to determine the appropriate service demand using the agreed-upon fire assessment methodology. It is recommended that, as available, a minimum of three to five years of call data be analyzed for the service demand component to ensure that fluctuations in call data from year-to-year are neutralized. As indicated in the City's previous Technical Study as well, not all incident types can be included in the fire assessment calculations. This limited sample size make it critical to use several years of data.

The TOA Team will analyze the historical call data to identify the calls that should be excluded from the analysis and determine a trend in the distribution of remaining incidents between the different assessment rate classes. As mentioned previously under Task 2.1, this analysis also will include a review of the different incident types and on-scene procedures to ensure that only those incidents appropriate for use in the service demand analysis are included.

Task 4) Calculation of Development Units and Rates

Task 4.1) Calculate Development Units

To determine the number of development units for each assessment rate class, the TOA Team will obtain a copy of the 2014 Assessment Roll for the City properties from the Columbia County Tax Collector. The Assessment Roll will be evaluated to ensure properties within the City are being appropriately charged and at the correct rate. Each Property Class Code in the Tax Collector's database will be assigned an assessment rate class in order to tie each real property record to the appropriate assessment rate class.

Fiscal Year 2014 Assessment Roll will be updated based on most recent available data and the City's policy direction.

Task 4.2) Calculation of Rates and Revenue Requirements

Based on the methodology agreed in Task 1, apportioned costs for each land use and calculated development units, a rate schedule for the non-ad valorem assessment program will be developed. The rate schedules will include assessment cap rates as appropriate, and will ensure that the identified assessable costs are fully funded. In addition, revenue requirements for the Fiscal Year 2014-2015 will be identified.

As part of this task, TOA will address potential exemptions and associated revenue loss for the City. TOA will provide information to the City in terms of properties that legally need to be exempted as well as others that were exempted by other jurisdictions as a policy decision.

Task 4.3) Fire Assessment Revenue Needs and Calculation of Five-Year Rate Schedule

TOA will project total fire assessment revenue requirements necessary for the City to recover all net fire suppression costs and the associated costs related to the fire assessment program. These projections will take into consideration the nature of new structures in relation to older structures. For example, TOA's previous work indicates that newer single-family homes tend to be larger than older homes. If the fee schedule is tiered for residential properties, this type of trend affects revenue figures.

Based on this revenue requirements, TOA will prepare an incremental five-year rate schedule to recover all net fire suppression costs based on mutually-agreed-upon cost indexes.

Task 5) Technical Report

Results of the analysis completed in Tasks 1



through 4 will be incorporated into a draft Technical Report, which will itemize the potential improvements to facilities and staffing to facilitate the budgeting process. The Technical Report will be submitted to the City for review and comment. Comments received from the City will be incorporated into the final Technical Report. TOA will create the FY 2014–2015 assessment roll using most recent property tax roll and based on the final methodology approved by the City Council. The tax roll will be tested for sufficiency by developing reports to access property use information. The assessment roll will be delivered to the City within the timeframe and format acceptable to the City and Columbia County Tax Collector.

Task 6) Meetings & Presentations

As part of the study, the following meetings and workshops will be conducted:

- Kick-off meeting with City and Fire Department staff
- Draft report review meeting with the City and Fire Department staff and the City Administration
- One City Council Workshop or meetings with Council members on an individual basis
- One public hearing

In addition to these formal meetings, TOA will be in continuous contact with the City's Project Manager to ensure that the City is aware of the study status and progress.

The TOA Team will prepare user-friendly Power Point presentations and will develop all display materials for the workshops and meetings.

TOA has extensive experience with the public involvement process and community consensus building and buy-in and has assisted many communities in the successful implementation of their fees.

Legal Services

It is our understanding that the City would like to continue to retain Ms. Susan Schoettle-Gumm for legal aspects of the study. Ms. Schoettle-Gumm will conduct the legal review and prepare the necessary resolutions and first class notices. She will submit "drafts" of all documents to the City for review with sufficient time for publication and adoption prior to statutory deadlines. She will negotiate her budget for these services separately with the City.

The study budget does not include any services associated with the printing and mailing of notices. If desired, a separate budget these services will be provided.

PROJECT BUDGET

The professional fees to update the fire assessment study for Lake City is estimated at \$33,650 for TOA services. This lump sum budget includes all direct and indirect costs for services described in this scope. The budget includes four on-site meetings to be used at the City's discretion. In addition to these meetings, TOA will have frequent conference calls with the City's Project Manager and other personnel to ensure a continuous dialogue and keep the City informed of the study progress.

As mentioned previously, cost associated with legal services as well as with printing and mailing of first-class notices is not included in this budget. If the City needs TOA's assistance, a separate budget will be provided.



City of Lake City
Fire Assessment Update Study Budget

PROPOSAL #2
3/17/14



Task	Professional Fees
1. Review of Assessment Methodology	\$2,842
2. Service Cost Analysis	\$5,576
3. Service Demand Analysis	\$5,510
4. Calculation of Development Units and Rates	\$3,728
5. Technical Report	\$3,031
6. Meetings and Presentations (3)	\$4,277
Total Professional Fees & Expenses	\$24,964



City of Lake City Fire Assessment Update Study

Scope of Services and Budget (March 6, 2014)

The City of Lake City last updated its fire assessment program in 2009. The City is interested in updating the program to reflect most recent data and asked Tindale-Oliver & Associates, Inc. (TOA) to provide a scope of services.

The following paragraphs provide a detailed description of each task that will be completed as part of the study.

Task 1) Review Assessment Methodology

This task will review the current methodology used in terms of the following.

Task 1.1) Review Assessment Methodology and Rate Structure

As part of this task, TOA will discuss the technical method used in the previous study and confirm that the City is comfortable with this methodology. In addition, any concerns or changes to the existing rate structure, land use categories, etc. will also be discussed. Any changes to the methodology or the rate structure will be documented in the draft technical report.

Task 1.2) Develop Rate Calculator

TOA will prepare a spreadsheet model that calculates projected revenues based on the mix of assessed properties and also calculates multiple assessment rate scenarios based on "exemptions" or "buy down" from other revenue sources (e.g., general fund, etc.). This model will reflect current data and scenarios specific to Lake City's fire assessment program to assist the City in analyzing different rate scenarios and revenue projections.

Task 2) Service Cost Analysis

Task 2.1) Evaluate Current Financial Information

The TOA Team will be provided with the adopted FY 2014 Fire Department Budget as well as the budgets for Fiscal Years 2010 through 2013 and will work with the City's Fire and Finance Departments to determine the full cost of providing fire suppression services as well as implementing and collecting the fire assessment. As part of this analysis, the TOA Team will undertake a detailed review of the budgetary line items to ensure that all applicable costs, both direct and indirect, are considered and are legally acceptable. In addition, whether to include any allowances for capital replacement or addition will be discussed with the City. Any dedicated revenues toward fire suppression budget will also be identified. The TOA Team also will review the proposed FY 2015 budget (if available) to identify any significant changes that could affect the cost allocation as part of the assessment calculation. Finally, TOA will develop a five-year pro forma budget conforming to service cost.

Task 2.2) Apportion Fire Suppression Service Costs Among Assessment Rate Class

The resulting cost of providing fire suppression services determined to be applicable for inclusion in the fire assessment calculations will be apportioned among each assessment rate class. Potential methodologies to apportion the cost will be documented as part of Task 1 and may include several options, such as using the number of calls, on-scene times, and/or number of units dispatched to determine the resource allocation and the value of the property that is being protected. These options will be discussed with the City to



determine the most appropriate and cost-effective methodology.

Task 3) Service Demand Analysis Using Proposed Methodology

The TOA Team will obtain the Fire Department's call response data to determine the appropriate service demand using the agreed-upon fire assessment methodology. It is recommended that, as available, a minimum of three to five years of call data be analyzed for the service demand component to ensure that fluctuations in call data from year-to-year are neutralized. As indicated in the City's previous Technical Study as well, not all incident types can be included in the fire assessment calculations. This limited sample size make it critical to use several years of data.

The TOA Team will analyze the historical call data to identify the calls that should be excluded from the analysis and determine a trend in the distribution of remaining incidents between the different assessment rate classes. As mentioned previously under Task 2.1, this analysis also will include a review of the different incident types and on-scene procedures to ensure that only those incidents appropriate for use in the service demand analysis are included.

Task 4) Calculation of Development Units and Rates

Task 4.1) Calculate Development Units

To determine the number of development units for each assessment rate class, the TOA Team will obtain a copy of the 2014 Assessment Roll or a copy of the preliminary 2015 Assessment Roll, if available, for the City properties from the Columbia County Tax Collector.

Task 4.2) Calculation of Rates and Revenue Requirements

Based on the methodology agreed in Task 1, apportioned costs for each land use and

calculated development units, a rate schedule for the non-ad valorem assessment program will be developed. The rate schedules will include assessment cap rates as appropriate, and will ensure that the identified assessable costs are fully funded. In addition, revenue requirements for the Fiscal Year 2014-2015 will be identified.

As part of this task, TOA will address potential exemptions and associated revenue loss for the City. TOA will provide information to the City in terms of properties that legally need to be exempted as well as others that were exempted by other jurisdictions as a policy decision.

Task 4.3) Fire Assessment Revenue Needs and Calculation of Five-Year Rate Schedule

TOA will project total fire assessment revenue requirements necessary for the City to recover all net fire suppression costs and the associated costs related to the fire assessment program. These projections will take into consideration the nature of new structures in relation to older structures. For example, TOA's previous work indicates that newer single-family homes tend to be larger than older homes. If the fee schedule is tiered for residential properties, this type of trend affects revenue figures.

Based on this revenue requirements, TOA will prepare an incremental five-year rate schedule to recover all net fire suppression costs based on mutually-agreed-upon cost indexes.

Task 5) Technical Report

Results of the analysis completed in Tasks 1 through 4 will be incorporated into a draft Technical Report, which will itemize the potential improvements to facilities and staffing to facilitate the budgeting process. The Technical Report will be submitted to the City for review and comment. Comments received from the City will be incorporated into the final Technical Report. TOA will use



the FY 2014–2015 assessment roll provided by the City and/or the Columbia County Tax Collector.

Task 6) Meetings & Presentations

As part of the study, the following meetings and workshops will be conducted:

- One staff meeting with City and Fire Department staff and Administration
- One City Council Workshop or meetings with Council members on an individual basis
- One public hearing

In addition to these formal meetings, TOA will be in continuous contact with the City's Project Manager to ensure that the City is aware of the study status and progress.

The TOA Team will prepare user-friendly Power Point presentations and will develop all display materials for the workshops and meetings.

TOA has extensive experience with the public involvement process and community consensus building and buy-in and has assisted many communities in the successful implementation of their fees.

Legal Services

It is our understanding that the City would like to continue to retain Ms. Susan Schoettle-Gumm for legal aspects of the study. Ms. Schoettle-Gumm will conduct the legal review and prepare the necessary resolutions and first class notices. She will submit "drafts" of all documents to the City for review with sufficient time for publication and adoption prior to statutory deadlines. She will negotiate her budget for these services separately with the City.

The study budget does not include any services associated with the printing and mailing of notices. If desired, a separate budget these services will be provided.

PROJECT BUDGET

The professional fees to update the fire assessment study for Lake City is estimated at \$24,964 for TOA services. This lump sum budget includes all direct and indirect costs for services described in this scope. The budget includes three on-site meetings to be used at the City's discretion and the City will be invoiced only for those meetings that are authorized by the City. In addition to these meetings, TOA will have frequent conference calls with the City's Project Manager and other personnel to ensure a continuous dialogue and keep the City informed of the study progress.

As mentioned previously, cost associated with legal services as well as with printing and mailing of first-class notices is not included in this budget. If the City needs TOA's assistance, a separate budget will be provided.





Columbia County Fire Assessment Update Study Budget

SUB TASK #	SUBTASK DESCRIPTION	Project Director \$181.60	Project Manager \$149.98	Senior Econ/Pln \$132.48	Planner/Economist \$79.69	Sr Database/GIS Tech \$74.28	Admin/ Clerical \$76.08	TOTAL TASK HOURS	BURDENED COST/ TASK
TASK 1	REVIEW ASSESSMENT METHODOLOGY	4.0	13.0	4.0	16.0	6.0	1.0	44.0	\$5,002.88
1.1	Review Assessment Methodology	1.0	4.0	1.0	4.0		1.0	11.0	\$1,308.84
1.2	Review Rate Structure	1.0	3.0	1.0	4.0	6.0		15.0	\$1,528.46
1.3	Develop Rate Calculator	1.0	2.0	1.0	4.0			8.0	\$932.80
1.4	Documentation of Methodology Review	1.0	4.0	1.0	4.0			10.0	\$1,232.76
TASK 2	SERVICE COST ANALYSIS	3.0	5.0	8.0	6.0	0.0	1.0	23.0	\$2,908.76
2.1	Evaluate Current Financial Information	2.0	3.0	5.0	4.0		1.0	15.0	\$1,870.38
2.2	Apportion Fire Service Costs	1.0	2.0	3.0	2.0			8.0	\$1,038.38
TASK 3	SERVICE DEMAND ANALYSIS USING PROPOSED METHOD	3.0	9.0	11.0	8.0	6.0	1.0	38.0	\$4,511.18
TASK 4	CALCULATION OF DEVELOPMENT UNITS AND RATES	3.0	12.0	14.0	20.0	5.0	1.0	55.0	\$6,240.56
4.1	Calculation of Development Units	1.0	3.0	5.0	9.0	5.0	1.0	24.0	\$2,458.63
4.2	Calculations of Rates & Revenue Requirement	1.0	5.0	4.0	3.0			13.0	\$1,700.49
4.3	Calculation of Fire Assessment Revenue Needs & 5-Year Schedule	1.0	4.0	5.0	8.0			18.0	\$2,081.44
TASK 5	TECHNICAL REPORT	2.0	6.0	3.0	5.0	2.0	1.0	19.0	\$2,283.61
TASK 6	MEETINGS & PRESENTATIONS	15.0	15.0	2.0	3.0	2.0	1.0	38.0	\$5,702.37
6.1	Work Meeting	3.0	3.0					7.0	\$1,070.82
6.2	Draft Report Review Meeting	4.0	4.0	1.0	2.0			11.0	\$1,618.18
6.3	County Commission Workshop	4.0	4.0	1.0	1.0	2.0		12.0	\$1,687.05
6.4	Public Hearing	4.0	4.0					8.0	\$1,326.32
TASK 7	ASSISTANCE WITH IMPLEMENTATION	4.0	6.0	4.0	3.0		1.0	18.0	\$2,471.35
TOTAL PROJECT BUDGET		34.0	66.0	46.0	61.0	21.0	7.0	235	\$29,120.69

4,142



HFD/dbb
02/26/14
2/28/14 (revised/lss)
3/12/2014 (revised)

CITY COUNCIL RESOLUTION NO. 2014-020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH TINDALE-OLIVER & ASSOCIATES, INC. ("TINDALE-OLIVER") RELATING TO PROVIDING PROFESSIONAL SERVICES TO SUPPORT THE CITY IN ITS REVIEW AND UPDATE STUDY OF THE NON-AD VALOREM FIRE ASSESSMENT PROGRAM FOR THE FISCAL YEAR 2015 AT A COST OF \$24,964.00.

WHEREAS, City desires to engage Tindale-Oliver & Associates, Inc. ("Tindale-Oliver") to provide specialized assistance to the City and its staff to support the City in its update of the non-ad valorem fire assessment for the fiscal year 2015 to update the City's non-ad valorem fire assessment, combining the current methodology with the new fire department budget for fiscal year 2015, most recent call data and updated tax roll data, pursuant to Professional Services Agreement, copy of which is attached hereto as Exhibit "A" and made a part of this resolution (the "Agreement") at a cost of \$24,964.00, excluding the costs of producing and mailing the first class notices for Fiscal Year 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:

Section 1. The above recital is true and accurate and is hereby incorporated herein and made a part of this resolution.

Section 2. The City hereby accepts Tindale-Oliver's offer and is authorized to enter into the Agreement with Tindale-Oliver and the Mayor and City Clerk are authorized to execute the Agreement for and on behalf of the City.

PASSED AND ADOPTED at a meeting of the City Council this _____ day of

_____, 2014.

Mayor-Councilman

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

By:

HERBERT F. DARBY
City Attorney

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this _____ day of _____, 2014, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as "City," and TINDALE-OLIVER & ASSOCIATES, INC., hereinafter referred to as "Consultant".

WITNESSETH

WHEREAS, the City Council of the City of Lake City, Florida, has imposed special assessments to fund fire rescue services and facilities within the City for Fiscal Year 2013-2014; and

WHEREAS, the City intends to continue the annual imposition of a fire rescue assessment which will be collected on the tax bill in November each year (the "Fire Rescue Assessment Project"); and

WHEREAS, Consultant is well quaffed and experienced in assisting local government with the development, implementation and annual update of non-ad valorem assessments and have agreed to make themselves available to provide professional services to assist the City in accomplishing the Fire Rescue Assessment Project for Fiscal Year 2014-2015; and

WHEREAS, Consultant shall furnish specialized professional services directly to City staff.

NOW, THEREFORE, it is agreed as follows:

EXHIBIT " A "

TERMS

1. **RECITALS**. The recitals and all statements contained herein are hereby incorporated into and made a part of this Agreement.

2. **SERVICES TO BE PERFORMED BY CONSULTANT**. The Consultant shall, in conjunction with the general direction of the office of the City Manager, City Attorney or their representative designees, provide the professional services described in the Scope of Services attached hereto as Appendix A ("Scope of Services"), authorized by City Council Resolution No. 2014-020, in order to assist the City in the development of the Fire Rescue Assessment Project.

3. **TERM OF THE AGREEMENT AND TIME REQUIREMENTS**. This Agreement shall become effective upon the signature by the duly authorized representative of the City and Consultant for the Fiscal Year 2014-2015 Fire Rescue Assessment Project, and shall remain in effect for one (1) year, or until completion of the objective of this Agreement which is to maintain the annual fire rescue assessment to be collected using the tax bill collection method for Fiscal Year 2014-2015. Consultant shall promptly begin and diligently provide the professional services contemplated herein generally in accordance with the Scope of Services so that the City may annually achieve its objective. Accordingly, time is of the essence of this Agreement.

In the event of termination prior to the completion of the Fire Rescue Assessment Project provided for by this Agreement, such termination shall in no way

prejudice the payments due to the Consultant for services rendered, provided that the termination is not due to a default on the part of the Consultant. The City, at its sole option, may decide not to move forward at any time, with only the professional fees and expenses actually incurred through the date the Consultant is notified of termination then being due and payable. In the event the City terminates this Agreement for any reason other than default by the Consultant prior to completion of the Fiscal Year 2014-2015 assessment roll and the City continues to proceed with a fire rescue assessment, the City shall provide a written general release to Consultant, which is unqualified and absolute, concerning all advice, work product, responsibility and liability arising under this Agreement relating to such assessment roll.

4. **SCHEDULE OF FEES**. For services to be provided hereunder by Consultant, the Consultant shall work under a lump sum professional fee arrangement described in the Scope of Services on the payment basis described in the Cost of Services Schedule in the Scope of Services.

The lump sum fee includes reimbursement for all actual costs incurred, including by way of example and not limitation, photocopies, long distance telephone charges, overnight delivery services, and travel expenses, except for the reimbursement for the costs of producing, stuffing and mailing the required first class notices or information obtained from the Property Appraiser, or like public official, which shall be considered a Fire Rescue Assessment Project cost and will depend on the number of assessable parcels for Fiscal Year 2014-2015. Such costs will be due and payable upon the

adoption of the preliminary assessment resolution.

Any alteration or deviation from the described work that involves extra costs will be performed by Consultant after written request by City, and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

5. **COOPERATION OF THE CITY**. It shall be the obligation of the City to timely provide Consultant with all reasonably required information, data and records necessary to complete the Fire Rescue Assessment.

The Scope of Services contemplated herein contemplates that the City will timely provide the necessary budget background information and the data required to update the Fire Rescue Assessment Project, timely provide staff to conduct any field research (e.g., activities necessary to supplement incomplete data or correlate the incident reporting data used by the City with the data contained on the ad valorem tax roll) and provide swift policy direction regarding various components of the methodology.

6. **DOCUMENTS**. All documents, electronic media, and other data developed by the Consultant in connection with the Fire Rescue Assessment Project shall be reproduced and made available to the City by Consultant at any time upon request of the City. When any work contemplated under this Agreement is completed or for any reason is terminated prior to completion, all of the above data shall be timely reproduced and delivered to the City upon written request.

7. **TERMINATION**. The City reserves the right to terminate this Agreement at

any time, by written notice. In the event of such termination, Consultant shall be entitled to the professional fees on an hourly basis from the last percentage of the project completed and expenses for actual costs incurred for work performed hereunder through the date Consultant is notified of termination.

8. **DEFAULT PROVISION.** In the event Consultant shall fail to comply with each and every term and condition of this Agreement or fail to perform any of the terms and conditions contained herein, then the City, in addition to all other remedies available by law, at its sole option and upon written notice to Consultant, may cancel and terminate this Agreement.

9. **CONFLICT OF INTEREST.** Consultant covenants that no person under its employ who presently exercises any functions or responsibilities in connection with this Agreement has any personal financial interest, direct or indirect, with the City. Consultant further covenants that, in the performance of this Agreement, no person having such conflicting interests shall be employed. Any such interests on the part of Consultant or its employees, must be disclosed in writing to the City. Also, Consultant is aware of the conflict of interest laws of the State of Florida, and agrees that it shall fully comply in all respect with the terms of said laws.

10. **AWARD OF AGREEMENT.** Consultant warrants that it has neither employed nor retained any company or person to solicit or secure this Agreement, that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, or gifts or any other consideration contingent upon or

resulting from the award or making of this Agreement.

Consultant also warrants that to the best of its knowledge and belief no office holder or employee of the City is interested directly or indirectly in the profits or emoluments of this Agreement.

11. **ENTIRE AGREEMENT.** This Agreement represents the entire and integrated agreement between the City and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument executed by the City and Consultant. The parties hereto agree that this Agreement shall be construed and enforced according to the laws, statutes and case law of the State of Florida.

12. **SUCCESSORS AND ASSIGNS.** This Agreement shall be binding upon the parties hereto and their respective heirs, executors, legal representatives, successors and assigns.

13. **INSURANCE.** Consultant shall maintain during the terms of this Agreement professional liability insurance in a minimum amount of \$500,000.00 covering all liability arising out of the terms of this Agreement.

14. **NONDISCRIMINATION IN EMPLOYMENT.** Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, handicap or marital status. Consultant shall take affirmative action to ensure that applicants are employed, without regard to their race, color, religion, sex, age, national origin, handicap or marital status. Such action shall

include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by its personnel officer setting forth the provisions of this equal opportunity clause.

15. **INDEPENDENT CONTRACTOR**. Consultant and their employees and agents and any sub-consultants and their employees and agents, shall be deemed to be independent contractors and not agents or employees of the City; and shall not attain any rights or benefits generally afforded classified or unclassified employees; further they shall not be deemed to be entitled to Florida Workers' Compensation benefits as employees of the City.

16. **NON-DELEGABILITY**. It is understood and agreed that the obligations undertaken by Consultant pursuant to this Agreement shall not be delegated or assigned to any other person or firm without the City's prior written consent, which may be withheld at City's sole discretion.

17. **BEST EFFORTS**. Consultant covenants and agrees to use its best efforts to assist in accomplishing the City's objectives. The use of special assessments is often politically contentious and can be subject to challenge. Because the state of the law is always subject to change, Consultant cannot provide any indemnification or guarantee relative to any challenge to the validity of the fire rescue assessment.

Consultant's obligation is to share its experience and provide its best efforts providing a reasonable analysis and approach to the development of a non-ad valorem assessment program. Errors or omissions in the development of any assessment roll will be addressed, with the permission of the City, by developing remedies and procedures for the City within any implementation documents that are developed for or adopted by the City. Reassessment or the development and reassessment of any remedy or cure resulting from an administrative error or omission by Consultant and the direct costs related thereto shall be provided by Consultant at no additional charge to the City.

18. **NOTICES**. All notices or other communications which shall or may be given pursuant to this Agreement shall be in writing and shall be delivered by personal service, or by registered mail addressed to the other party at the address indicated herein or as the same may be changed from time to time. Such notice shall be deemed given on the day on which personally served, or, if by mail, on the fifth day after being posted (returned receipt requested) or the date of actual receipt, whichever is earlier.

CITY OF LAKE CITY, FLORIDA

City Manager
City of Lake City
205 North Marion Avenue
Lake City, Florida 32055
Phone: 386-752-2031
Fax: 386-752-4896

CONSULTANT

Tindale-Oliver & Associates, Inc.
1000 N. Ashley Drive, Suite 100
Tampa, Florida 33602
Phone: 813-224-8862
Fax: 813-226-2106

With copy to:

Herbert F. Darby
City Attorney
Post Office Drawer 1707
Lake City, Florida 32056-1707
Phone: 386-752-4120
Fax: 386-755-4569

19. **AMENDMENTS**. No amendments to this Agreement shall be binding on either party unless in writing and signed by both parties.

20. **MISCELLANEOUS PROVISIONS**.

A. Title and paragraph headings are for convenient reference and are not a part of this Agreement.

B. In the event of conflict between the terms of this Agreement and any terms or conditions contained in any other documents, the terms in this Agreement shall rule.

C. No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.

D. Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the laws of the State of Florida or the City of Lake City, such provision, paragraph, sentence, word or phrase shall be deemed modified to the extent necessary in order to conform with such laws, or if not modifiable to conform with such laws, then same shall be deemed

severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect.

E. Consultant shall also be specifically bound by and comply with the provisions of Section 119.0701, Florida Statutes, adopted and created by the Florida Legislature effective July 1, 2013, relating to public records.

IN WITNESS WHEREOF, the parties hereto have, through their proper and duly authorized officials executed this Agreement the day of year first above written.

Signed, sealed and delivered
in the presence of:

CITY OF LAKE CITY, FLORIDA

Witness

(type or print name)

By: _____
STEPHEN M. WITT
Mayor

Witness

(type or print name)

Signed, sealed and delivered
in the presence of:

TINDALE-OLIVER & ASSOCIATES,
INC.

Witness

(type or print name)

By: _____
Name: _____
Title: _____

Witness

(type or print name)

APPROVED AS TO FORM AND LEGALITY:

By:

HERBERT F. DARBY
City Attorney

APPENDIX A
ANNUAL FIRE PROTECTION ASSESSMENT PROGRAM
SCOPE OF SERVICES

City of Lake City
Fire Assessment Update Study Budget

PROPOSAL #2
3/17/14



Task	Professional Fees
1. Review of Assessment Methodology	\$2,842
2. Service Cost Analysis	\$5,576
3. Service Demand Analysis	\$5,510
4. Calculation of Development Units and Rates	\$3,728
5. Technical Report	\$3,031
6. Meetings and Presentations (3)	\$4,277
Total Professional Fees & Expenses	\$24,964



City of Lake City Fire Assessment Update Study Scope of Services and Budget (March 6, 2014)



The City of Lake City last updated its fire assessment program in 2009. The City is interested in updating the program to reflect most recent data and asked Tindale-Oliver & Associates, Inc. (TOA) to provide a scope of services.

The following paragraphs provide a detailed description of each task that will be completed as part of the study.

Task 1) Review Assessment Methodology

This task will review the current methodology used in terms of the following.

Task 1.1) Review Assessment Methodology and Rate Structure

As part of this task, TOA will discuss the technical method used in the previous study and confirm that the City is comfortable with this methodology. In addition, any concerns or changes to the existing rate structure, land use categories, etc. will also be discussed. Any changes to the methodology or the rate structure will be documented in the draft technical report.

Task 1.2) Develop Rate Calculator

TOA will prepare a spreadsheet model that calculates projected revenues based on the mix of assessed properties and also calculates multiple assessment rate scenarios based on "exemptions" or "buy down" from other revenue sources (e.g., general fund, etc.). This model will reflect current data and scenarios specific to Lake City's fire assessment program to assist the City in analyzing different rate scenarios and revenue projections.

Task 2) Service Cost Analysis

Task 2.1) Evaluate Current Financial Information

The TOA Team will be provided with the adopted FY 2014 Fire Department Budget as well as the budgets for Fiscal Years 2010 through 2013 and will work with the City's Fire and Finance Departments to determine the full cost of providing fire suppression services as well as implementing and collecting the fire assessment. As part of this analysis, the TOA Team will undertake a detailed review of the budgetary line items to ensure that all applicable costs, both direct and indirect, are considered and are legally acceptable. In addition, whether to include any allowances for capital replacement or addition will be discussed with the City. Any dedicated revenues toward fire suppression budget will also be identified. The TOA Team also will review the proposed FY 2015 budget (if available) to identify any significant changes that could affect the cost allocation as part of the assessment calculation. Finally, TOA will develop a five-year pro forma budget conforming to service cost.

Task 2.2) Apportion Fire Suppression Service Costs Among Assessment Rate Class

The resulting cost of providing fire suppression services determined to be applicable for inclusion in the fire assessment calculations will be apportioned among each assessment rate class. Potential methodologies to apportion the cost will be documented as part of Task 1 and may include several options, such as using the number of calls, on-scene times, and/or number of units dispatched to determine the resource allocation and the value of the property that is being protected. These options will be discussed with the City to



determine the most appropriate and cost-effective methodology.

Task 3) Service Demand Analysis Using Proposed Methodology

The TOA Team will obtain the Fire Department's call response data to determine the appropriate service demand using the agreed-upon fire assessment methodology. It is recommended that, as available, a minimum of three to five years of call data be analyzed for the service demand component to ensure that fluctuations in call data from year-to-year are neutralized. As indicated in the City's previous Technical Study as well, not all incident types can be included in the fire assessment calculations. This limited sample size make it critical to use several years of data.

The TOA Team will analyze the historical call data to identify the calls that should be excluded from the analysis and determine a trend in the distribution of remaining incidents between the different assessment rate classes. As mentioned previously under Task 2.1, this analysis also will include a review of the different incident types and on-scene procedures to ensure that only those incidents appropriate for use in the service demand analysis are included.

Task 4) Calculation of Development Units and Rates

Task 4.1) Calculate Development Units

To determine the number of development units for each assessment rate class, the TOA Team will obtain a copy of the 2014 Assessment Roll or a copy of the preliminary 2015 Assessment Roll, if available, for the City properties from the Columbia County Tax Collector.

Task 4.2) Calculation of Rates and Revenue Requirements

Based on the methodology agreed in Task 1, apportioned costs for each land use and

calculated development units, a rate schedule for the non-ad valorem assessment program will be developed. The rate schedules will include assessment cap rates as appropriate, and will ensure that the identified assessable costs are fully funded. In addition, revenue requirements for the Fiscal Year 2014-2015 will be identified.

As part of this task, TOA will address potential exemptions and associated revenue loss for the City. TOA will provide information to the City in terms of properties that legally need to be exempted as well as others that were exempted by other jurisdictions as a policy decision.

Task 4.3) Fire Assessment Revenue Needs and Calculation of Five-Year Rate Schedule

TOA will project total fire assessment revenue requirements necessary for the City to recover all net fire suppression costs and the associated costs related to the fire assessment program. These projections will take into consideration the nature of new structures in relation to older structures. For example, TOA's previous work indicates that newer single-family homes tend to be larger than older homes. If the fee schedule is tiered for residential properties, this type of trend affects revenue figures.

Based on this revenue requirements, TOA will prepare an incremental five-year rate schedule to recover all net fire suppression costs based on mutually-agreed-upon cost indexes.

Task 5) Technical Report

Results of the analysis completed in Tasks 1 through 4 will be incorporated into a draft Technical Report, which will itemize the potential improvements to facilities and staffing to facilitate the budgeting process. The Technical Report will be submitted to the City for review and comment. Comments received from the City will be incorporated into the final Technical Report. TOA will use



the FY 2014–2015 assessment roll provided by the City and/or the Columbia County Tax Collector.

Task 6) Meetings & Presentations

As part of the study, the following meetings and workshops will be conducted:

- One staff meeting with City and Fire Department staff and Administration
- One City Council Workshop or meetings with Council members on an individual basis
- One public hearing

In addition to these formal meetings, TOA will be in continuous contact with the City's Project Manager to ensure that the City is aware of the study status and progress.

The TOA Team will prepare user-friendly Power Point presentations and will develop all display materials for the workshops and meetings.

TOA has extensive experience with the public involvement process and community consensus building and buy-in and has assisted many communities in the successful implementation of their fees.

Legal Services

It is our understanding that the City would like to continue to retain Ms. Susan Schoettle-Gumm for legal aspects of the study. Ms. Schoettle-Gumm will conduct the legal review and prepare the necessary resolutions and first class notices. She will submit "drafts" of all documents to the City for review with sufficient time for publication and adoption prior to statutory deadlines. She will negotiate her budget for these services separately with the City.

The study budget does not include any services associated with the printing and mailing of notices. If desired, a separate budget these services will be provided.

PROJECT BUDGET

The professional fees to update the fire assessment study for Lake City is estimated at \$24,964 for TOA services. This lump sum budget includes all direct and indirect costs for services described in this scope. The budget includes three on-site meetings to be used at the City's discretion and the City will be invoiced only for those meetings that are authorized by the City. In addition to these meetings, TOA will have frequent conference calls with the City's Project Manager and other personnel to ensure a continuous dialogue and keep the City informed of the study progress.

As mentioned previously, cost associated with legal services as well as with printing and mailing of first-class notices is not included in this budget. If the City needs TOA's assistance, a separate budget will be provided.



CITY COUNCIL RESOLUTION NO. 2014-021

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA, DESIGNATING JOE SHELDON, DIRECTOR OF GAS, AS AN ALTERNATE DIRECTOR TO SERVE ON THE FLORIDA GAS UTILITY BOARD OF DIRECTORS (THE "BOARD") IN THE EVENT THE CITY MANAGER IS ABSENT OR UNABLE TO ATTEND ANY BOARD MEETING; AND REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT WITH THIS RESOLUTION.

WHEREAS, by City Council Resolution 2010-001 Wendell Johnson, City Manager, was appointed to serve as a member on the Florida Gas Utility ("FGU") Board of Directors (the "Board") and David E. Clanton, then the Executive Director of Utilities, was appointed as an alternate Director; and

WHEREAS, David E. Clanton has retired as a City employee and is no longer an Alternate Director on the FGU Board; and

WHEREAS, the City desires to fill the vacancy of alternate director on the FGU Board created by the retirement of David E. Clanton; and

WHEREAS, the City desires to designate Joe Sheldon, the present Director of Gas for the City, as an alternate director to serve on the Board in the event the City Manager is absent or unable to attend any Board Meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are all true and accurate and are hereby made a part of this resolution.

Section 2. Joe Sheldon, Director of Gas for the City, is designated as an alternate director to serve on the Florida Gas Utility Board of Directors in the event the City Manager is absent or unable to attend any Board Meeting.

Section 3. The City Clerk is authorized to provide a copy of this resolution to Florida Gas Utility.

Section 4. All resolutions in conflict with this resolution are hereby repealed.

PASSED AND ADOPTED at a meeting of the City Council this _____ day of _____, 2014.

Mayor-Councilman

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

By:

HERBERT F. DARBY
City Attorney

9 A 2

CITY COUNCIL RESOLUTION NO. 2014-022

A RESOLUTION DECLARING CERTAIN PROPERTY OWNED BY THE CITY TO BE SURPLUS TO ITS NEEDS; AND AUTHORIZING THE CITY TO SELL SUCH PROPERTY AT A PUBLIC AUCTION PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS AND REQUIREMENTS OF SECTION 2-183 OF THE CITY CODE.

WHEREAS, the City Manager of the City of Lake City, Florida ("City") has received from various departments of the City a detailed list of items of property described on Exhibit "A" attached hereto (the "Property") which are no longer used by such department; and

WHEREAS, the City Manager has determined that no other department of the City has any use for the Property; and

WHEREAS, the City Manager submits to the City Council the Property listed on Exhibit A attached hereto and requests the City Council find such Property to be surplus to the needs of the City and authorize the Property to be disposed of as provided for herein; and

WHEREAS, the City Council finds that the Property is surplus to the needs of the City and that the value of the Property is greater than \$6,000.00 and should be sold only to the highest responsible bidder or bidders following proper publication of notice pursuant to Section 2-183 of the City Code or advertised on electronic medium during the time of publication of notice.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, as follows:

Section 1. The above recitals are true and accurate and are incorporated herein and made a part of this resolution.

Section 2. The Property described on Exhibit "A" is hereby declared surplus to the City's needs and following proper notice of publication shall be sold to the highest bidder or bidders, including GovDeals.com bidders.

PASSED AND ADOPTED at a meeting of the City Council this _____ day of _____, 2014.

Mayor-Councilman

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY

HERBERT F. DARBY
City Attorney

FIXED ASSETS

RESOLUTION 2014-

ASSET #	GL ACCT	DEPT.	DESCRIPTION	Vin/Serial Number	DATE PURCHASED	PURCHASE PRICE	ACCUMULATED DEPRECIATION
4483	900-166.45	Fire	2001 GMC Yukon Denali XL	1GKFK66U31J263987	10/31/2006	\$ 17,000.00	17,000.00
4483-001	900-166.45	Fire	Custom Paint & Accessories		10/31/2006	\$ 5,231.87	435.99
3618	900-166.45	City Mgr	2002 Chevrolet Tahoe	1GNEK13V422R314106	9/23/2002	\$ 33,766.80	33,766.80
N/A	410-50	Water Plant	40 HP ALTIVAR VFD		2000	component unit	
N/A	410-50	Water Plant	60 HP ALTIVAR VFD		2000	component unit	

3/12/2014

EXHIBIT "A"

9 A 3

CITY COUNCIL RESOLUTION NO. 2014-023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, REAPPOINTING ELIZABETH ALLUM AND DORCI GRUEL AS REGULAR MEMBERS TO THE LAKE CITY CODE ENFORCEMENT BOARD (THE "BOARD").

WHEREAS, the terms of Elizabeth Allum and Dorci Gruel as regular members of the Lake City Code Enforcement Board ("Board") expired October 7, 2013; and

WHEREAS, Elizabeth Allum and Dorci Gruel have continued to serve as regular members of the Board and have expressed an interest to be reappointed to serve as members on the Board; and

WHEREAS, the City of Lake City, Florida ("City") desires to reappoint Elizabeth Allum and Dorci Gruel as members to said Board effective March 18, 2014, for a term to expire October 7, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are all true and accurate and are incorporated herein and made a part of this resolution.

Section 2. Elizabeth Allum and Dorci Gruel are each reappointed as members to the Lake City Code Enforcement Board effective March 18, 2014, to serve until October 7, 2016, or until their respective successor is appointed.

PASSED AND ADOPTED at a meeting of the City Council this _____ day of

_____, 2014.

Mayor-Councilman

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

By: _____
HERBERT F. DARBY
City Attorney

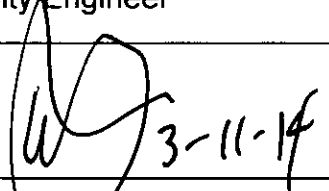
Meeting Date
3/17/14

City of Lake City Report to Council

AGENDA	
Section	10
Item No.	A

SUBJECT: : ITB-009-2014 Horizontal Directional Drill - Nine Locations

DEPT. / OFFICE: Administration

Originator: Jason Sparks, P.E., City Engineer		
City Manager Wendell Johnson		Executive Director of Utilities Stephen A. Roberts
Date 03/10/14		
Recommended Action: Reject ITB-009-2014 in its entirety.		
Summary Explanation & Background: Staff planned a potable water main system improvement project involving trenchless pipeline installation utilizing horizontal directional drilling technology. Subsequent to receiving bids, it was determined that inadequate land rights and an insufficient customer base exists, rendering the project economically infeasible to construct.		
Alternatives: Potable water main system improvement loop from West US 90 North along Bascom Norris Drive to North Lake Jeffery Road.		
Source of Funds: n/a		
Financial Impact: n/a		
Exhibits Attached: ITB -009-2014		



Horizontal Directional Drills - Nine Locations

ITB-009-2014

Due Date & Time: February 6, 2014 @ 11:00 a.m.

Awarded by Council on:

Andrew Sitework 4696 Elevation Way Fort Myers, FL 33905 239 226 1606	Gator Boring & Trenching, Inc 1800 Blackbird Lane Pensacola, FL 32534 850 477 0742	Bore Hawg Inc 4289 NW 44th Ave Ste B Ocala, FL 34482 352 840 0801
\$9,860.00	\$28,000.00	\$3,500.00
\$10,740.00	\$51,400.00	\$6,425.00
\$10,400.00	\$21,764.75	\$4,375.00
\$28,800.00	\$107,828.79	\$21,675.00
\$15,450.00	\$56,588.35	\$11,375.00
\$10,000.00	\$20,521.05	\$4,125.00
\$11,600.00	\$25,247.11	\$5,075.00
\$12,900.00	\$39,922.70	\$8,025.00
\$8,600.00	\$12,935.00	\$2,600.00
\$118,350.00	\$364,207.75	\$67,175.00
\$45.00	\$125.00	\$20.00

1. From Sta. 0+00 to Sta. 1+40: Approx. 140 LF beneath NW Lake Jeffery Road within Columbia County ROW. (sheet 4)
2. From Sta. 1+00 to Sta. 4+00: Approx. 257 LF within Northern Columbia County ROW of NW Scenic Lake Drive. (sheet 4)
3. From Sta. 6+52 to Sta. 8+27: Approx 175 LF within existing 15 foot Public Utility Easement (PUE) adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheets 4 & 5)
4. From Sta. 10+00 to Sta. 18+67: Approx. 867 LF within existing 15 foot PUE adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheets 5 & 6)
5. From Sta. 22+23 to Sta. 26+78: Approx. 455 LF within existing 15 foot PUE adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheet 7)
6. From Sta. 30+39 to Sta. 32+04: Approx. 165 LF within existing 15 foot PUE adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheet 8)
7. From Sta. 32+04 to Sta. 34+07: Approx. 203 LF within existing 15 foot PUE adjacent to NW Scenic NW Country Lake Drive Northern ROW boundary. (sheet 8 & 9)
8. From Sta. 47+70 to Sta. 50+91: Approx. 321 LF within existing 15 foot PUE adjacent to NW Country Lake Drive Northern ROW boundary. (sheets 10 & 11)
9. At intersection of NW Scenic Lake Drive and NW Country Lake Drive --From Sta. 0+00 to Sta. 1+04: Approx. 104 LF within existing 15 foot PUE.

TOTAL D-1 THROUGH D-9

ADDEDUCT ALTERNATE: Price must include all supplies and labor necessary for additional footage. Cost per linear foot:

Recommendation:



Horizontal Directional Drills - Nine Locations

ITB-009-2014
 Due Date & Time: February 6, 2014 @ 11:00 a.m.

	Knight Enterprises 6056 Ulmerton Road Clearwater, FL 33760 727 524 6235	TB Landmark Construction 11220 New Berlin Road Jacksonville, FL 32226 904 503 5700	Trenchless Specialties 6363 Edgewater Dr Orlando, FL 32810 407 426 9834
1. From Sta. 0+00 to Sta. 1+40: Approx. 140 LF beneath NW Lake Jeffery Road within Columbia County ROW. (sheet 4)	\$5,860.00	\$6,380.00	\$9,660.00
2. From Sta. 1+00 to Sta. 4+00: Approx. 257 LF within Northern Columbia County ROW of NW Scenic Lake Drive. (sheet 4)	\$10,794.00	\$10,780.00	\$17,733.00
3. From Sta. 6+52 to Sta. 8+27: Approx 175 LF within existing 15 foot Public Utility Easement (PUE) adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheets 4 &	\$7,350.00	\$7,850.00	\$12,075.00
4. From Sta. 10+00 to Sta. 18+67: Approx. 867 LF within existing 15 foot PUE adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheets 5 & 6)	\$36,414.00	\$43,850.00	\$59,823.00
5. From Sta. 22+23 to Sta. 26+78: Approx. 455 LF within existing 15 foot PUE adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheet 7)	\$19,110.00	\$20,975.00	\$31,395.00
6. From Sta. 30+39 to Sta. 32+04: Approx. 165 LF within existing 15 foot PUE adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheet 8)	\$6,930.00	\$7,430.00	\$11,385.00
7. From Sta. 32+04 to Sta. 34+07: Approx. 203 LF within existing 15 foot PUE adjacent to NW Scenic NW Country Lake Drive Northern ROW boundary. (sheet 8 & 9)	\$8,526.00	\$9,026.00	\$14,007.00
8. From Sta. 47+70 to Sta. 50+91: Approx. 321 LF within existing 15 foot PUE adjacent to NW Country Lake Drive Northern ROW boundary. (sheets 10 & 11)	\$13,482.00	\$13,982.00	\$22,149.00
9. At intersection of NW Scenic Lake Drive and NW Country Lake Drive --From Sta. 0+00 to Sta. 1+04: Approx. 104 LF within existing 15 foot PUE.	\$4,368.00	\$4,660.00	\$7,176.00
TOTAL D-1 THROUGH D-9	\$112,854.00	\$124,933.00	\$185,403.00
ADDED/DEDUCT ALTERNATE: Price must include all supplies and labor necessary for additional footage. Cost per linear foot:	none	\$42.00	\$65.00



Horizontal Directional Drills - Nine Locations

ITB-009-2014

Due Date & Time: February 6, 2014 @ 11:00 a.m.

1. From Sta. 0+00 to Sta. 1+40: Approx. 140 LF beneath NW Lake Jeffery Road within Columbia County ROW. (sheet 4)	Atlantic Directional Drilling 545 N Country Club Road Lake Mary, FL 32746 407.322.1978
2. From Sta. 1+00 to Sta. 4+00: Approx. 257 LF within Northern Columbia County ROW of NW Scenic Lake Drive. (sheet 4)	\$10,000.00
3. From Sta. 6+52 to Sta. 8+27: Approx. 175 LF within existing 15 foot Public Utility Easement (PUE) adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheets 4 & 5)	\$18,000.00
4. From Sta. 10+00 to Sta. 18+67: Approx. 867 LF within existing 15 foot PUE adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheets 5 & 6)	\$12,000.00
5. From Sta. 22+23 to Sta. 28+78: Approx. 455 LF within existing 15 foot PUE adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheet 7)	\$70,000.00
6. From Sta. 30+39 to Sta. 32+04: Approx. 165 LF within existing 15 foot PUE adjacent to NW Scenic Lake Drive Northern ROW boundary. (sheet 8)	\$32,000.00
7. From Sta. 32+04 to Sta. 34+07: Approx. 203 LF within existing 15 foot PUE adjacent to NW Scenic NW Country Lake Drive Northern ROW boundary. (sheet 8 & 9)	\$12,000.00
8. From Sta. 47+70 to Sta. 50+31: Approx. 321 LF within existing 15 foot PUE adjacent to NW Country Lake Drive Northern ROW boundary. (sheets 10 & 11)	\$14,000.00
9. At Intersection of NW Scenic Lake Drive and NW Country Lake Drive --From Sta. 0+00 to Sta. 1+04: Approx. 104 LF within existing 15 foot PUE.	\$23,000.00
	\$7,000.00
TOTAL D-1 THROUGH D-9	\$198,000.00
ADD/DEDUCT ALTERNATE: Price must include all supplies and labor necessary for additional footage. Cost per linear foot:	\$70.00