

CM/rrp  
03/20/2025

## **RESOLUTION NO 2025 - 049**

### **CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN AGREEMENT BETWEEN THE CITY AND ALFRED BENESCH & COMPANY, AN ILLINOIS CORPORATION, D/B/A "BENESCH" FOR CONSULTING SERVICES TO ASSIST THE CITY WITH A LAKE CITY FIRE RESCUE ASSESSMENT STUDY FOR FISCAL YEAR 2025-26 AT A COST NOT TO EXCEED \$47,848; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID AGREEMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City (the "City") has a need for a fire rescue assessment study for fiscal year 2025-26 (the "Project"); and

**WHEREAS**, the City desires Alfred Benesch & Company, an Illinois corporation, doing business as "Benesch" (the "Vendor") to complete the Project at a cost not to exceed \$47,848; and

**WHEREAS**, the Vendor and the City desire to commence and complete the Project by adopting the terms of the proposed contract with Vendor in the form of the Exhibit attached hereto (the "Agreement"); and

**WHEREAS**, completing the Project by engaging the Vendor's services is in the public interest and in the interests of the City; now therefore

**BE IT RESOLVED** by the City Council of the City of Lake City, Florida:

1. Engaging the Vendor to provide the services in the Agreement to complete the Project is in the public or community interest and for public welfare; and
2. In furtherance thereof, the Agreement in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and

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3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and
  4. The Mayor of the City of Lake City is authorized to execute on behalf of and bind the City to the terms of the Agreement; and
  5. The Mayor of the City of Lake City is directed to execute on behalf of and bind the City to the terms of the Agreement; and
  6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
  7. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_ day of April, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

## PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this \_\_\_\_ day of April, 2025, 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 ALFRED BENESCH & COMPANY f/k/a Tindale-Oliver Design Group, LLC, hereinafter referred to as “Consultant” or “Contractor”.

### 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 2025 and Fiscal Year 2026; 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 (hereinafter the “Fire Rescue Assessment Project”); and

**WHEREAS**, Consultant is well qualified and experienced in assisting local government with the development, implementation and annual update of non-ad valorem assessments and has agreed to make themselves available to provide professional services to assist the City in accomplishing the Fire Rescue Assessment Project for Fiscal Year 2025 and Fiscal Year 2026; and

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

**NOW, THEREFORE**, it is agreed as follows:

### 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 *City of Lake City Fire Assessment Study* attached hereto as Exhibit A in order to assist the City in the development of the Fire Rescue Assessment Project. Consultant shall perform its services consistent with the professional skill and care ordinarily provided by firms practicing in the same or similar locality under the same or similar circumstances (hereinafter the “Standard of Care”).
- 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 2025 and Fiscal Year 2026 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 2025 and Fiscal Year 2026. Consultant shall promptly begin and diligently provide the professional services contemplated herein generally in accordance with the City of Lake City Fire Assessment Study so that the city may annually

achieve its objective. Accordingly, time is of the essence of the Agreement and Consultant shall perform its services as expeditiously as is consistent with its professional skill and care and the orderly progress of the Project.

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 2025 and Fiscal Year 2026 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 City of Lake City Fire Assessment Study on the payment basis described in the Professional Fees Schedule in the City of Lake City Fire Assessment Study.

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 Tax Collector, 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 2025 and Fiscal Year 2026. 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 City of Lake City Fire Assessment Study 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 for a period of seven calendar years following the completion of the project. 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, fail to perform any of the terms and conditions contained herein, or if the Services fail to meet the Standard of Care 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 after written notice specifying the default and allowing Consultant seven (7) days in which it may cure the default.
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 interest shall be employed. Any such interests on the part 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 represents 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 represents that to the best of its knowledge and belief no officeholder or employee of the City is interested directly or indirectly in the profits or emoluments of this Agreement.
11. **CONTROLLING LAW.** This Contract is to be governed by the laws of the State of Florida. If any term or provision of the Contract is found to be illegal or unenforceable such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. It is further agreed and understood that in the event of any dispute between the City and Contractor arising out of any interpretation or compliance with any of the terms, conditions, and requirements of this Contract proper venue for filing any lawsuit with respect to any such disputes shall lie in Columbia County, Florida. It is intended and understood that this venue provision shall survive any bankruptcy filing.
12. **ATTORNEYS' FEES AND COSTS.** In the event of default by either party under the terms of the Contract, the defaulting party shall be liable for, and agrees to pay to the prevailing party all costs and expenses incurred in the enforcement of this Contract, including reasonable attorneys' fees as well as fees, costs, and expenses in the collection of said expenses.
13. **PUBLIC RECORDS.** The Contractor shall comply with all public records laws.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING  
THE APPLICATION OF CHAPTER 119, FLORIDA  
STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE  
PUBLIC RECORDS RELATING TO THIS CONTRACT,  
CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**City Clerk, City of Lake City  
205 North Marion Avenue  
Lake City, Florida 32055  
[clerk@lcfla.com](mailto:clerk@lcfla.com)  
1-386-752-2031**

The Contractor shall comply with public records laws, specifically the Contractor shall:

1. Keep and maintain public records required by the City to perform the services for a period of seven calendar years following the completion of the project.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this Chapter 119 of Florida Statutes or as otherwise provided by law. The City may be billed in accordance with the rates reflected herein for the Contractor's time.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the City.

If the Contractor considers any portion of any documents, data, or records submitted to the City to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution, or other law, Contractor must simultaneously provide the City with a separate redacted copy of the information it claims as confidential and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Contract name and number, and shall be clearly titled "Confidential." The redacted copy should only redact those portions of material that the Contractor claim are confidential, proprietary, trade secret or otherwise not subject to disclosure.

4. Upon completion of the contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian

of public records, in a format that is compatible with the information technology systems of the City.

5. Failure of the Contractor to provide the above described public records to the City within a reasonable time may subject Contractor to penalties under 119.10, Florida Statutes, as amended.
14. **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.
15. **SUCCESSORS AND ASSIGNS.** This Agreement shall be binding upon the parties hereto and their respective heirs, executors, legal representatives, successors and assigns.
16. **INSURANCE.** Consultant shall maintain during the terms of this Agreement professional liability insurance in a minimum amount of \$500,000.00 covering all liability to the extent caused by Consultant's negligent acts or omissions.
17. **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.
18. **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.
19. **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.
20. **PROFESSIONAL SKILLS.** Consultant covenants and agrees to use its professional skills to complete its Services under this Agreement. 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.

**EXHIBIT TO  
RESOLUTION**

**NOT FOR  
EXECUTION**

Consultant's obligation is to share its experience and employ its professional skills to provide 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 cured, with the permission of the City, by Consultant at no additional charge to the City.

- 21. 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 services, 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  
Attn: Don Rosenthal  
205 N. Marion Ave  
Lake City, Florida 32025

With copy to:

City Attorney  
Clay Martin  
527 East University Avenue  
Gainesville, Florida 32601  
  
Phone: 352-372-1282  
Fax: 352-375-9960  
Email: Clay@FoldsWalker.com

**CONSULTANT**

Benesch  
1000 N. Ashley Drive, Suite 400  
Tampa, Florida 33602  
  
Phone: 813-224-8862  
Fax: 813-226-2106

- 22. AMENDMENTS.** No amendments to this Agreement shall be binding on either party unless in writing and signed by both parties.
- 23. E-VERIFY.** As a condition precedent to entering into this Agreement, and in compliance with Section 448.095, Fla. Stat., Consultant and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021.
- A. Consultant shall require each of its subcontractors to provide Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Consultant shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Agreement.
  - B. The City, Consultant, or any subcontractor who has a good faith belief that a person or



entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.

- C. The City, upon good faith belief that a subcontractor knowingly violated the provisions of this section, but Consultant otherwise complied, shall promptly notify Consultant and Consultant shall immediately terminate the contract with the subcontractor.
- D. A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Consultant acknowledges that upon termination of this Agreement by the City for a violation of this section by Consultant, Consultant may not be awarded a public contract for at least one (1) year. Consultant further acknowledges that Consultant is liable for any additional costs incurred by the City as a result of termination of any contract for a violation of this section.
- E. Consultant or subcontractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subcontractors to include these clauses in any lower tier subcontracts. Consultant shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

**24. 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 the 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, work 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, work 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.

*[Remainder of page left blank intentionally. Signature page to follow.]*

IN WITNESS WHEREOF, the parties hereto have, through their proper and duly authorized officials executed this Agreement the day \_\_\_\_ of \_\_\_\_\_ 2025.

**BENESCH**

By: EXHIBIT-NOT FOR EXECUTION, its  
\_\_\_\_\_

**CITY OF LAKE CITY, FLORIDA**

By: EXHIBIT-NOT FOR EXECUTION  
Noah E. Walker, Mayor

ATTEST:

By: EXHIBIT-NOT FOR EXECUTION  
Audrey Sikes

Approved as to form and legality:

By: EXHIBIT-NOT FOR EXECUTION  
Clay Martin, City Attorney

**EXHIBIT TO  
RESOLUTION**

**NOT FOR  
EXECUTION**

The City of Lake City's fire assessment program was last updated in 2023. To reflect changes to the fire assessment variables, the City requested a quote to update the fire assessment technical study.

Benesch has extensive understanding of fire operations funding options and associated legal requirements and limitations, which enables us to provide the scope of services requested by the City. In addition, we have prepared the City's fire assessment studies since 2008, and therefore, have a strong understanding of the Lake City's assessment program. The following paragraphs provide the study approach and the estimated budget.

## PROJECT APPROACH

This section provides a description of the tasks to be undertaken by the Benesch Team for the City of Lake City Fire Assessment study. The methodology included in this scope of services conforms with applicable laws, administrative rules, and regulations of the State of Florida—specifically, the following and other related Florida Statutory and case law requirements for a valid special assessment program:

- > The service provided must confer a special benefit to the property being assessed.
- > The costs assessed must be fairly and reasonably appropriated among the properties that receive the special benefit.
- > The apportionment or exemption from apportionment of non-ad valorem assessments to the various classifications of governmental entities as defined by Florida law.

The following paragraphs outline tasks that will be completed as part of the study.

### *Task 1 – Methodology Review and Kickoff Meeting*

Upon receipt of the notice to proceed, the Benesch Team will conduct a virtual kick-off meeting with the City staff and administration to discuss study goals, methodology and any concerns regarding the current assessment structure, schedule, and other issues/questions.

Incident data since 2023 as well as adopted budget for FY 2025 and proposed budget for FY 2026 (if available) will be obtained from the City. For property units and classification, data maintained by the Columbia County Tax Collector's Office will be used. Through our previous work for the City, we are very familiar with the Tax Collector's database as well as other data sources.

### *Task 2 – Technical Study*

Update of the fire assessment program will be completed using the methodology agreed upon under Task 1 and will include the following subtasks.

#### *Task 2a – Analysis of Budget Information*

Benesch will evaluate Fire Department's current adopted budget and budget request for Fiscal Year 2026 (if available).

Similar to previous studies, the full cost of providing fire service delivery that includes all direct and indirect costs will be identified. The analysis will take into consideration any outstanding funding needs, as well as fluctuations in the budget due to larger non-recurring expenditures. The budget used for the study will incorporate the full costs of services, including:

- > Net fire rescue services
- > Fair apportioning to include equipment/capital improvements and associated financing costs if bonds capital loans are used to fund the necessary capital
- > Implementing programs
- > Collecting assessments
- > Creating assessment rolls

Any dedicated revenues (such as grants, fire inspection fee etc.) that need to be accounted for will be identified.

#### *Task 2b – Analysis of Service Demand Using Proposed Methodology*

The Benesch Team will obtain fire rescue call response data since 2023 from the Fire Department to determine the appropriate service demand using the current adopted assessment methodology. This data will be added to the incident data used in the 2023 study to achieve a larger sample size.

Benesch 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 part of this analysis, the frequency and the level of staff and vehicle time used for each type of incident/property will be evaluated. Certain types of land uses or buildings may not request assistance frequently, but their response duration may be longer.

Any agreements with other service providers or entities, reports, and other data pertaining to the provision of fire rescue services will be evaluated.

### Task 2c – Calculation of Development Units

To determine the number of development units for each assessment rate class, Benesch will obtain the most recent copy of City properties from the Columbia County Tax Collector’s database.

Each property will be assigned an appropriate assessment rate class. Properties that need to be exempted, such as agricultural land, unbuildable land, very small parcels, parking structures, etc., will be identified and excluded.

### Task 2d – Calculation of Rates, Revenue Requirements, and Rate Calculator

Based on the current adopted methodology and the apportioned costs for each land use and calculated development units, a rate schedule will be developed. A preliminary assessment roll will be developed.

In addition, a rate calculator will be developed to assist the City in analyzing different rate scenarios and revenue projections.

### Task 3 – Development of Technical Report and Final Assessment Roll

The results of the Tasks 1 and 2 analyses will be provided in a technical report. The Benesch Team will present the study results to City staff and administrators.

Based on input received from the City, a final report will be submitted. Benesch will present the study results to the City Council and respond to questions.

Upon adoption of the final resolution, Benesch will prepare and submit the final assessment roll to the Tax Collector.

### Task 4 – Meetings & Presentations

The following meetings are envisioned to take place as part of this analysis:

- > Kick-off meeting (virtual).
- > Draft report review meeting (virtual).
- > One City Council Workshop.

For all presentations, Benesch will prepare user-friendly, easy-to-follow materials in PowerPoint and provide drafts to City staff for review prior to the each meeting/ presentation.

### Task 5 – Mailing of First Class Notice

Upon completion of the update analysis, Benesch will prepare and test a mail merge file to develop first class

notices. A sample of notices will be printed and tested for accuracy. Upon completion of this process, first class notices will be mailed at least 20 days prior to the adoption hearing.

## PROJECT BUDGET

As shown in the following table, the professional fees and expenses associated with the City of Lake City Fire Assessment Study contract are estimated at \$47,848, which includes two virtual and one in-person meetings. This budget does not include any effort associated with development of resolutions or other legal documents.

Task	Professional Fees & Expenses
Technical Analysis	\$27,356
Technical Report	\$4,606
Meetings and Presentations (2 Virtual, 1 In-Person)	\$4,298
Mailing of First-Class Notices:	
- Preparation & Testing of Mail Merge File	\$6,422
- Expenses:	
- Materials	\$1,350
- Postage	\$3,816
<b>Total Professional Fees &amp; Expenses</b>	<b>\$47,848</b>

This is a lump sum budget and the City will be invoiced monthly for the portion of the work completed and only for meetings that are used.

Benesch will be happy to respond to any questions from the City of Lake City staff to clarify our proposed cost and/or provide additional information as necessary.

EXHIBIT TO RESOLUTION NOT FOR EXECUTION