



MEMORANDUM

December 5, 2016

TO: Ed Lavallee, City Manager

FROM: Shawn Carvey, Fire Chief

SUBJECT: Assessment Fee Update

On October 26, Venice Staff met with Burton's Association for a kickoff meeting to discuss the information needed to provide a Fire Assessment Fee study. Burton will be looking at two different type Fee Assessment methods, Calls for Service Method and Response Readiness/Protection from Loss of Structures. The second is a two-tier method.

At that meeting the following information was requested and has since been provided to the consultant:

- Budget for FY17
- Budget for FY18
- 10 year Fire Department CIP projection
- Projected Fleet Replacement costs
- 10 year Salary and Benefits Calculation along with projected attrition
- Previous 5 years Incident data
- Count of FTE's
- City Map showing all station locations
- Request to Sarasota County Property Appraiser showing all parcel information

City Finance Staff has worked to have a written agreement with Tax Collector and Property Appraiser for fire fee assessment.

City legal staff has coordinated with Burton's legal staff to draft a "Resolution of the City Council of Venice, Florida Electing to use the Uniform Method of collecting non-ad valorem assessments levied in all or part of the City of Venice, Florida; Stating a Need for Such Levy; providing for the mailing of this resolution; and providing an effective date."


City staff hired Brigham/Allen Land Surveying to complete and update the City Boundaries/legal description for the City of Venice. Completion date for this is February 1, 2017.

Finance has provided a timeline for the process.

Timeline for Fire Assessment

Task	Assigned to	Deadline Date	Completion Date
Land Surveyor to complete and update City Boundaries/Legal Description for the City of Venice	Brigham/Allen Land Surveying	February 1, 2017	
FL Statute 197.3632 City to Publish Notice of its intent to use UMC, weekly in a newspaper, for 4 weeks preceding the hearing	City Clerk	4 weeks preceding the intent resolution hearing To be published on: Jan 21, Jan 28, Feb 4, & Feb 11, 2017	
FL Statute 197.3632 Resolution of Intent to use the Uniform Method of Collection (UMC). Resolution shall state the need for the levy & shall include a legal description of the boundaries of the real property subject to the levy.	Chris Roe, Attorney City Attorney City Clerk	March 1, 2017 To be adopted / approved at Feb 14, 2017 City Council Meeting	
City has a written agreement with Tax Collector & Property Appraiser. Agreements to be approved by City at same time as Intent Resolution	Finance	March 1, 2017 To be adopted / approved at Feb 14, 2017 City Council Meeting as Exhibits to the Intent Resolution	
Send a copy of Adopted Resolution by United States Mail to the Property Appraiser, the Tax Collector & the Department of Revenue	City Clerk	March 10, 2017	
Initial Data Request Received from Burton & Associates - 7 items	Finance Provide #1 for FY2017. Fire Dept to provide #1 for FY18. Fire Dept to provide #s 2-6. Finance provide #7 on 10/24/16	10/24/2016 11/9/2016 11/9/2016 10/24/16	#1 10/24/2016 #2 11/15/16 #3 11/29/16 #4 11/8/16 #5 11/14/16 #6 11/14/16 10/24/16

Timeline for Fire Assessment

Task	Assigned to	Deadline Date	Completion Date
Consultant - Burton & Associates Evaluate the Fire Department's operational & financial data including, but not limited to, non-ad valorem tax roll information, fire call data, agreements, reports & other data pertaining to fire protection services sufficient to develop a fire rescue assessment program that focuses upon assessable cost calculations sufficient to fund Fire Department's budgetary requirements	Burton & Associates	Deliverables Listed in Agreement 	
➔ Perform initial assessment & cash flow analysis		November - December	
➔ First interactive work session with City staff		December - January	
➔ Perform adjustments & finalize analysis		January - February	
➔ Second interactive work session with City staff to finalize options		January - February	
➔ Informational workshop with Council to request guidance for further action (proceed with adoption or not) ● Council One-on-One's if needed before workshop		February - March	
Notice the hearing by First-Class United States Mail & by publication in a newspaper. Notice by mail shall be sent to each person owning property subject to the assessment, shall include the information stated in FL Statute 197.3632(4)(b)	Mail- Outsource Per Burton's Recommendation Publish Notice - City Clerk	20 days prior to the public hearing	
City to Adopt a Non-ad Valorem Assessment roll - Initial Assessment Resolution	Chris Roe City Attorney City Clerk	Hearing shall be held between January 1, 2017 & September 15, 2017	
Assessment Procedure Ordinance (2 Readings)	Chris Roe City Attorney City Clerk	Hearing shall be held between January 1, 2017 & September 15, 2017	
The City shall Certify/Submit a Non-ad Valorem assessment roll on compatible electronic medium to the tax collector	Burton & Associates Finance	No later than September 15, 2017	