



AGREEMENT TO PROVIDE FIRE ASSESSMENT ROLL UPDATE SERVICES

THIS AGREEMENT TO PROVIDE FIRE ASSESSMENT ROLL UPDATE SERVICES ("Agreement") is entered into by and between the **CITY OF OCALA**, a Florida municipal corporation ("City") and **ALFRED BENESCH & COMPANY**, a foreign-profit corporation duly organized in the state of Illinois and authorized to do business in the state of Florida (EIN: 36-2407363) ("Consultant").

WHEREAS, on May 8, 2026, City issued a Request for Quote for the provision of preparing the annual fire assessment roll update, RFQ No.: BUD/260739 (the "Solicitation"); and

WHEREAS, one (1) firm responded to the Solicitation and, after consideration of the price and other evaluation factors set forth therein, Alfred Benesch & Company was determined to be a responsive and responsible respondent; and

WHEREAS, Consultant was chosen as the intended awardee to prepare the annual fire assessment roll update (the "Services"); and

WHEREAS, Consultant certifies that Consultant is qualified and possesses the required experience and licensure.

NOW THEREFORE, in consideration of the foregoing recitals, the following mutual covenants and conditions, and other good and valuable consideration, City and Consultant agree as follows:

1. **RECITALS.** City and Consultant hereby represent, warrant, and agree that the Recitals set forth above are true and correct and are incorporated herein by reference.
2. **CONTRACT DOCUMENTS.** The Contract Documents which comprise the entire understanding between City and Consultant shall only include this Agreement and those documents listed in this section as Exhibits to this Agreement. Each of these documents are incorporated herein by reference for all purposes. If there is a conflict between the terms of this Agreement and the Contract Documents, then the terms of this Agreement shall control, amend, and supersede any conflicting terms contained in the remaining Contract Documents.

A. **Exhibits to Agreement:** The Exhibits to this Agreement are as follows:

Exhibit A: Scope of Work (A-1 through A-2)

Exhibit B: Fire Assessment Study (B-1 through B-37)

Exhibit C: Final Roll 2026 Assessment (C-1)

If there is a conflict between the individual Exhibits regarding the scope of work to be performed, then any identified inconsistency shall be resolved by giving precedence in the following order: (1) Exhibit A, then (2) Exhibit B, then (3) Exhibit C.

3. **SCOPE OF SERVICES.** 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"). Consultant shall provide all materials, labor, supervision, tools, accessories, equipment necessary for Consultant to perform its obligations under this Agreement as set forth in the attached **Exhibit A - Scope of Work**. The Scope of Work and/or pricing under this Agreement may only be adjusted by written amendment executed by both parties.
4. **COMPENSATION.** City shall pay Consultant an amount no greater than **TWENTY-ONE THOUSAND, NINE HUNDRED FIFTY-FIVE AND NO/100 DOLLARS (\$21,955)** (the "Contract



Sum") over the contract term as full and complete compensation for the timely and satisfactory performance of services in accordance with frequency detailed in **Exhibit A – Scope of Work**.

- A. **PRICE ADJUSTMENTS.** Prices offered shall remain Consultant for the initial contract term. Requests for price adjustments may be submitted, in writing, **no later than NINETY (90) DAYS** prior to the expiration of the prior term and must include proper CPI justification or other documentation supporting the adjustment. The City will review the submitted request for price adjustment and render a decision, in its sole discretion, as to whether it is in the best interest of the City to adjust the pricing on the awarded goods or services or reject the adjusted pricing and issue a competitive solicitation. In any event, price increases for renewal terms shall be subject to a maximum negotiated increase of **no more than THREE PERCENT (3%)** annually unless there are mitigating market conditions. The City is under no obligation to renew the contract for an additional term or to accept Vendor's proposed price increases. Vendor must receive written notification from the City confirming that the City has accepted the new prices prior to processing any orders at the new cost. Any orders issued by the City prior to formal approval of a price increase shall not be modified. Any payment of the adjusted price by City does not constitute acceptance of new pricing. Vendors are expected to pass along to the City any and all decreases in pricing on products and services or to keep pricing constant when market conditions warrant no such increases.
- B. **Invoice Submission.** All invoices submitted by Consultant shall include the City Contract Number, an assigned Invoice Number, and an Invoice Date. Consultant will be given a coversheet for their invoice. This cover sheet must be filled out correctly and submitted with each invoice. Consultant shall invoice at least once a month. Consultant shall submit the original invoice through the responsible City Project Manager at: **City of Ocala Department of Budget**, Attn: **Tammi Haslam**, Address: **110 SE Watula Avenue, 3rd Floor, Ocala, Florida 34471**; E-Mail: thaslam@ocalafl.gov.
- C. **Payment of Invoices by City.** The City Project Manager must review and approve all invoices prior to payment. City Project Manager's approval shall not be unreasonably withheld, conditioned, or delayed. Payments by City shall be made no later than the time periods established in section 218.735, Florida Statutes.
- D. **Withholding of Payment.** City reserves the right to withhold, in whole or in part, payment for any and all work that: (i) has not been completed by Consultant; (ii) fails to meet the Standard of Care and has not been remedied or resolved in a manner satisfactory to the City Project Manager; or (iii) which fails to comply with any term, condition, or other requirement under this Agreement. Any payment withheld shall be released and remitted to Consultant within **THIRTY (30)** calendar days of the Consultant's remedy or resolution of the inadequacy or defect.
- E. **Excess Funds.** If due to mistake or any other reason Consultant receives payment under this Agreement in excess of what is provided for by the Agreement, Consultant shall promptly notify City upon discovery of the receipt of the overpayment. Any overpayment shall be refunded to City within **THIRTY (30)** days of Consultant's receipt of the overpayment or must also include interest calculated from the date of the overpayment at the interest rate for judgments at the highest rate as allowed by law.
- F. **Amounts Due to the City.** Consultant must be current and remain current in all obligations due to the City during the performance of services under this Agreement. Payments to Consultant may be offset by any delinquent amounts due to the City or fees and/or charges



owed to the City.

- G. **Tax Exemption.** City is exempt from all federal excise and state sales taxes (State of Florida Consumer's Certification of Exemption 85-8012621655C-9). The City's Employer Identification Number is 59-60000392. Consultant shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the City, nor will Consultant be authorized to use City's Tax Exemption Number for securing materials listed herein.
5. **TERM OF AGREEMENT.** This Agreement shall become effective and commence on **JUNE 1, 2026** and continue in effect for a term of **ONE (1) YEAR**, through and including **MAY 31, 2027** (the "Term"). This Agreement may be renewed for up to **ONE (1)** optional **ONE (1) YEAR** period by written consent between City and Consultant.
6. **FORCE MAJEURE.** Neither party shall be liable for delay, damage, or failure in the performance of any obligation under this Agreement if such delay, damage, or failure is due to causes beyond its reasonable control, including without limitation: fire, flood, strikes and labor disputes, acts of war, acts of nature, terrorism, civil unrest, pandemics, acts or delays in acting of the government of the United States or the several states, judicial orders, decrees or restrictions, or any other like reason which is beyond the control of the respective party ("Force Majeure"). The party affected by any event of force majeure shall use reasonable efforts to remedy, remove, or mitigate such event and the effects thereof with all reasonable dispatch.
- A. The party affected by force majeure shall provide the other party with full particulars thereof including, but not limited to, the nature, details, and expected duration thereof, as soon as it becomes aware.
- B. When force majeure circumstances arise, the parties shall negotiate in good faith any modifications of the terms of this Agreement that may be necessary or appropriate in order to arrive at an equitable solution. Consultant performance shall be extended for a number of days equal to the duration of the force majeure. Consultant shall be entitled to an extension of time only and, in no event, shall Consultant be entitled to any increased costs, additional compensation, or damages of any type resulting from such force majeure delays.
7. **INSPECTION AND ACCEPTANCE OF THE WORK.** Consultant shall report its progress to the City Project Manager as set forth herein. All services, work, and materials provided by Consultant under this Agreement shall be provided to the satisfaction and approval of the Project Manager.
- A. The Project Manager shall decide all questions regarding the quality, acceptability, and/or fitness of materials furnished, or workmanship performed, the rate of progress of the work, the interpretation of the plans and specifications, and the acceptable fulfillment of the Agreement, in his or her sole discretion, based upon both the requirements set forth by City and the information provided by Consultant in its Bid. The authority vested in the Project Manager pursuant to this paragraph shall be confined to the direction or specification of what is to be performed under this Agreement and shall not extend to the actual execution of the work.
- B. Neither the Project Manager's review of Consultant's work nor recommendations made by Project Manager pursuant to this Agreement will impose on Project Manager any responsibility to supervise, direct, or control Consultant's work in progress or for the means, methods, techniques, sequences, procedures or safety precautions or programs incident Consultant's furnishing and performing the work.



8. **TERMINATION AND DEFAULT.** Either party, upon determination that the other party has failed or refused to perform or is otherwise in breach of any obligation or provision under this Agreement or the Contract Document, may give written notice of default to the defaulting party in the manner specified for the giving of notices herein. Termination of this Agreement by either party for any reason shall have no effect upon the rights or duties accruing to the parties prior to termination.
- A. **Termination by City for Cause.** City shall have the right to terminate this Agreement immediately, in whole or in part, upon the failure of Consultant to carry out any obligation, term, or condition of this Agreement. City's election to terminate the Agreement for default shall be communicated by providing Consultant written notice of termination in the manner specified for the giving of notices herein. Any notice of termination given to Consultant by City shall be effective immediately, unless otherwise provided therein, upon the occurrence of any one or more of the following events:
- (1) Consultant fails to timely perform any of the services set forth in the specifications of the Agreement or Consultant's Services fail to meet the Standard of Care;
 - (2) Consultant provides material that does not meet the specifications of the Agreement;
 - (3) Consultant fails to complete the work required within the time stipulated in the Agreement; or
 - (4) Consultant fails to make progress in the performance of the Agreement and/or gives City reason to believe that Consultant cannot or will not perform to the requirements of the Agreement.
- B. **Consultant's Opportunity to Cure Default.** City may, in its sole discretion, provide Consultant with an opportunity to cure the violations set forth in City's notice of default to Consultant. Consultant shall commence to cure the violations immediately and shall diligently and continuously prosecute such cure to completion within a reasonable time as determined by City. If the violations are not corrected within the time determined to be reasonable by City or to the reasonable satisfaction of City, City may, without further notice, declare Consultant to be in breach of this Agreement and pursue all remedies available at law or equity, to include termination of this Agreement without further notice.
- C. **City's Remedies Upon Consultant Default.** In the event that Consultant fails to cure any default under this Agreement within the time period specified in this section, City may pursue any remedies available at law or equity, including, without limitation, the following:
- (1) City shall be entitled to terminate this Agreement without further notice;
 - (2) City shall be entitled to hire another Consultant to complete the required work in accordance with the needs of City;
 - (3) City shall be entitled to recover from Consultant all actual damages, costs, and reasonable attorney's fees arising from Consultant's default prior to termination; and
 - (4) City shall be entitled to recovery from Consultant any actual excess costs by: (i) deduction from any unpaid balances owed to Consultant; or (ii) any other remedy as provided by law.



- D. **Termination for Non-Funding.** In the event that budgeted funds to finance this Agreement are reduced, terminated, or otherwise become unavailable, City may terminate this Agreement upon written notice to Consultant without penalty or expense to City. City shall be the final authority as to the availability of budgeted funds.
- E. **Termination for Convenience.** City reserves the right to terminate this Agreement in whole or in part at any time for the convenience of City without penalty or recourse. The Project Manager shall provide written notice of the termination. Upon receipt of the notice, Consultant shall immediately discontinue all work as directed in the notice, notify all subcontractors of the effective date of the termination, and minimize all further costs to City including, but not limited to, the placing of any and all orders for materials, facilities, or supplies, in connection with its performance under this Agreement. Consultant shall be entitled to receive compensation solely for: (1) the actual cost of the work completed in conformity with this Agreement; and/or (2) such other costs incurred by Consultant as permitted under this Agreement and approved by City.
9. **DELAYS AND DAMAGES.** The Consultant agrees to make no claim for extra or additional costs attributable to any delays, inefficiencies, or interference in the performance of this contract occasioned by any act or omission to act by the City except as provided in the Agreement. The Consultant also agrees that any such delay, inefficiency, or interference shall be compensated for solely by an extension of time to complete the performance of the work in accordance with the provision in the standard specification.
10. **PERFORMANCE EVALUATION.** At the end of the contract, City may evaluate Consultant's performance. Any such evaluation will become public record.
11. **NOTICE REGARDING FAILURE TO FULFILL AGREEMENT.** Any Consultant who enters into an Agreement with the City of Ocala and fails to complete the contract term, for any reason, shall be subject to future bidding suspension for a period of **ONE (1)** year and bid debarment for a period of up to **THREE (3)** years for serious contract failures.
12. **CONSULTANT REPRESENTATIONS.** Consultant expressly represents that:
- A. Consultant has read and is fully familiar with all of the terms and conditions of this Agreement, the Contract Documents, and other related data and acknowledges that they are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of the work to be performed by Consultant under this Agreement.
 - B. Consultant has disclosed, in writing, all known conflicts, errors, inconsistencies, discrepancies, or omissions discovered by Consultant in the Contract Documents, and that the City's written resolution of same is acceptable to Consultant.
 - C. Consultant is familiar with all local, state, and Federal laws, regulations, and ordinances which may affect cost, progress, or its performance under this Agreement whatsoever.
 - D. **Public Entity Crimes.** Neither Consultant, its parent corporations, subsidiaries, members, shareholders, partners, officers, directors, or executives, nor any of its affiliates, Consultants, suppliers, subcontractors, or consultants under this Agreement have been placed on the convicted vendor list following a conviction of a public entity crime. Consultant understands that a "public entity crime" as defined in section 287.133(1)(g), Florida Statutes, is "a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state



or with the United States..." Consultant further understands that any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime: (1) may not submit a bid, proposal, or reply on a contract: (a) to provide any goods or services to a public entity; (b) for the construction or repair of a public building or public work; or (c) for leases of real property to a public entity; (2) may not be awarded or perform work as a Consultant, supplier, subcontractor, or consultant under a contract with any public entity; and (3) may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

13. **CONSULTANT RESPONSIBILITIES.** Except as otherwise specifically provided for in this Agreement, the following provisions are the responsibility of the Consultant:
 - A. Consultant shall competently and efficiently supervise, inspect, and direct all work to be performed under this Agreement, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work in accordance with the Contract Documents.
 - B. Consultant shall be solely responsible for the means, methods, techniques, sequences, or procedures and safety precautions or programs incident thereto.
 - C. Consultant shall be responsible to see that the finished work complies accurately with the contract and the intent thereof.
 - D. Consultant shall comply with all applicable and non-conflicting local, state, and Federal laws, regulations, and ordinances, in effect on the effective date of this Agreement, which may affect cost, progress, or its performance under this Agreement, and be responsible for all costs associated with same. If any discrepancy or inconsistency should be discovered between the specifications established for the Services and any law, regulation, ordinance, order or decree applicable to the Services, Consultant will immediately report such discrepancy or inconsistency to the City and will conform its work to any orders or instructions issued by the City.
 - E. Consultant shall continue its performance under this Agreement during the pendency of any dispute or disagreement arising out of or relating to this Agreement, provided the City continues to pay Consultant for Services not in dispute, except as Consultant and City may otherwise agree in writing.
14. **NO EXCLUSIVITY.** It is expressly understood and agreed by the parties that this is not an exclusive agreement. Nothing in this Agreement shall be construed as creating any exclusive arrangement with Consultant or as prohibit City from either acquiring similar, equal, or like goods and/or services or from executing additional contracts with other entities or sources.
15. **RESPONSIBILITIES OF CITY.** City or its Representative shall issue all communications to Consultant. City has the authority to request changes in the work in accordance with the terms of this Agreement and with the terms in **Exhibit A**. City has the authority to stop work or to suspend any work.
16. **COMMERCIAL AUTO LIABILITY INSURANCE.** Consultant shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement a policy of commercial auto liability insurance with a minimum combined single limit of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage arising out of Consultant's operations and



covering all owned, hired, scheduled, and non-owned automobiles utilized in said operations. If Consultant does not own vehicles, Consultant shall maintain coverage for hired and non-owned automobile liability, which may be satisfied by way of endorsement to Consultant's Commercial General Liability policy or separate Commercial Automobile Liability policy.

17. **GENERAL LIABILITY INSURANCE.** Consultant shall procure and maintain, for the life of this Agreement, commercial general liability insurance with minimum coverage limits not less than:
 - A. One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate limit for bodily injury, property damage, and personal and advertising injury; and
 - B. One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate limit for products and completed operations.
 - C. Policy must include coverage for contractual liability and independent Consultants.
 - D. The City, a Florida municipal corporation, and its officials, employees, and volunteers are to be covered as additional insureds with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liabilities arising out of activities performed by or on behalf of Consultant. This coverage shall contain no special limitation on the scope of protection to be afforded to the City, its officials, employees, and volunteers.
18. **PROFESSIONAL LIABILITY AND OMISSIONS.** Consultant shall procure and maintain, for a period of not less than **FIVE (5) YEARS** from the date of acceptance of the work by the City, a policy of professional liability/error and omissions insurance in an amount not less than One Million Dollars (\$1,000,000) per claim and aggregate.
19. **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY.** Consultant shall procure, maintain, and keep in full force, effect, and good standing for the life of this Agreement adequate workers' compensation and employer's liability insurance covering all of its employees in at least such amounts as required by Chapter 440, Florida Statutes, and all other state and federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act and the Jones Act, if applicable. Consultant shall similarly require any and all of its subcontractors to afford such coverage for all of its employees as required by applicable law. Consultant shall waive and shall ensure that Consultant's insurance carrier waives, all subrogation rights against the City of Ocala and its officers, employees, and volunteers for all losses or damages. Consultant's policy shall be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or its equivalent. **Exceptions and exemptions to this Section may be allowed at the discretion of the City's Risk Manager on a case-by-case basis in accordance with Florida Statutes and shall be evidenced by a separate waiver.**
20. **MISCELLANEOUS INSURANCE PROVISIONS.**
 - A. Consultant's insurance coverage shall be primary insurance for all applicable policies. The limits of coverage under each policy maintained by Consultant shall not be interpreted as limiting Consultant's liability or obligations under this Agreement. City does not in any way represent that these types or amounts of insurance are sufficient or adequate enough to protect Consultant's interests or liabilities or to protect Consultant from claims that may arise out of or result from the negligent acts, errors, or omissions of Consultant, any of its agents or subcontractors, or for anyone whose negligent act(s) Consultant may be legally liable.
 - B. No insurance shall be provided by the City for Consultant under this Agreement and



Consultant shall be fully and solely responsible for any costs or expenses incurred as a result of a coverage deductible, co-insurance penalty, or self-insured retention to include any loss not covered because of the operation of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation.

- C. Certificates of Insurance. No work shall be commenced by Consultant under this Agreement until the required Certificate of Insurance and endorsements have been provided nor shall Consultant allow any subcontractor to commence work until all similarly required certificates and endorsements of the subcontractor have also been provided. Work shall not continue after expiration (or cancellation) of the Certificate of Insurance and work shall not resume until a new Certificate of Insurance has been provided. **Consultant shall provide evidence of insurance in the form of a valid Certificate of Insurance (binders are unacceptable) prior to the start of work contemplated under this Agreement to: City of Ocala. Attention: Procurement & Contracting Department, Address: 110 SE Watula Avenue, Third Floor, Ocala Florida 34471, E-Mail: vendors@ocalafl.gov.** Consultant's Certificate of Insurance and required endorsements shall be issued by an agency authorized to do business in the State of Florida with an A.M. Best Rating of A or better. The Certificate of Insurance shall indicate whether coverage is being provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior. Insurance written on a "Claims Made" form is not acceptable without consultation with City of Ocala Risk Management, except for the Professional Liability policy.
 - D. City as Additional Insured. The City of Ocala shall be included as an Additional Insured and Certificate Holder on all liability policies identified in this Section with the exception of Workers' Compensation and Professional Liability policies.
 - E. Notice of Cancellation of Insurance. Consultant's Certificate of Insurance shall provide **THIRTY (30) DAY** notice of cancellation, **TEN (10) DAY** notice if cancellation is for non-payment of premium. In the event that Consultant's insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Consultant to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the certificate holder. Additional copies may be sent to the City of Ocala at vendors@ocalafl.gov.
 - A. Failure to Maintain Required Coverage. The insurance policies and coverages set forth above are required and providing proof of and maintaining insurance of the types and with such terms and limits set forth above is a material obligation of Consultant. Consultant's failure to obtain or maintain in full force and effect any insurance coverage required under this Agreement shall constitute material breach of this Agreement.
 - F. Severability of Interests. Consultant shall arrange for its liability insurance to include or be endorsed to include a severability of interests/cross-liability provision so that the "City of Ocala" (where included as an additional insured) will be treated as if a separate policy were in existence, but without increasing the policy limits.
21. **NON-DISCRIMINATORY EMPLOYMENT PRACTICES**. During the performance of the contract, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, marital or domestic partner status, familial status, or veteran status and shall take affirmative action to ensure that an employee or applicant is afforded equal employment



opportunities without discrimination. Such action shall be taken with reference to, but not limited to: recruitment, employment, termination, rates of pay or other forms of compensation and selection for training or retraining, including apprenticeship and on-the-job training.

22. **SUBCONTRACTORS.** Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by City or its representatives to any subcontractor of Consultant or any other persons or organizations having a direct contract with Consultant, nor shall it create any obligation on the part of City or its representatives to pay or seek payment of any monies to any subcontractor of Consultant or any other persons or organizations having a direct contract with Consultant, except as may otherwise be required by law. City shall not be responsible for the acts or omissions of any Consultant, subcontractor, or of any of their agents or employees. nor shall it create any obligation on the part of City or its representatives to pay or to seek the payment of any monies to any subcontractor or other person or organization, except as may otherwise be required by law.
23. **INDEPENDENT CONSULTANT STATUS.** Consultant acknowledges and agrees that under this Agreement, Consultant and any agent or employee of Consultant shall be deemed at all times to be an independent Consultant and shall be wholly responsible for the manner in which it performs the services and work required under this Agreement. Neither Consultant nor its agents or employees shall represent or hold themselves out to be employees of City at any time. Neither Consultant nor its agents or employees shall have employee status with City. Nothing in this Agreement shall constitute or be construed to create any intent on the part of either party to create an agency relationship, partnership, employer-employee relationship, joint venture relationship, or any other relationship which would allow City to exercise control or discretion over the manner or methods employed by Consultant in its performance of its obligations under this Agreement.
24. **ASSIGNMENT.** Neither party may assign its rights or obligations under this Agreement to any third party without the prior express approval of the other party, which shall not be unreasonably withheld.
25. **PUBLIC RECORDS.** Consultant shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, Consultant shall:
- A. Keep and maintain public records required by the public agency to perform the service.
 - B. Upon request from the public agency's custodian of public records, provide the public agency 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 Chapter 119, Florida Statutes, or as otherwise provided by law.
 - C. 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 Consultant does not transfer the records to the public agency.
 - D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Consultant or keep and maintain public records required by the public agency to perform the service. If Consultant transfers all public records to the public agency upon completion of the contract, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Consultant keeps and maintains public records upon completion of the contract, Consultant



shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: CITY OF OCALA, OFFICE OF THE CITY CLERK; 352-629-8266; E-mail: clerk@ocalafl.gov; City Hall, 110 SE Watula Avenue, Ocala, FL 34471.

26. **AUDIT.** Consultant shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General, the City's Internal or External auditors or by any other Florida official with proper authority.
27. **PUBLICITY.** Consultant shall not use City's name, logo, seal or other likeness in any press release, marketing materials, or other public announcement without City's prior written approval. Notwithstanding the foregoing, upon completion of the project Consultant shall have the right to accurately represent their role, contractual relationship, and work performed under this Agreement in client proposals for the purposes of establishing work experience.
28. **E-VERIFY.** Pursuant to section 448.095, Vendor shall register with and use the U.S. Department of Homeland Security's ("DHS") E-Verify System, accessible at <https://e-verify.uscis.gov/emp>, to verify the work authorization status of all newly hired employees. Vendor shall obtain affidavits from any and all subcontractors in accordance with paragraph 2(b) of section 448.095, Florida Statutes, and maintain copies of such affidavits for the duration of this Agreement. By entering into this Agreement, Vendor certifies and ensures that it utilizes and will continue to utilize the DHS E-Verify System for the duration of this Agreement and any subsequent renewals of same. Vendor understands that failure to comply with the requirements of this section shall result in the termination of this Agreement and Vendor may lose the ability to be awarded a public contract for a minimum of one (1) year after the date on which the Agreement was terminated. Vendor shall provide a copy of its DHS Memorandum of Understanding upon City's request. Please visit www.e-verify.gov for more information regarding the E-Verify System.
29. **CONFLICT OF INTEREST.** Consultant is required to have disclosed, with the submission of their bid, the name of any officer, director, or agent who may be employed by the City. Consultant shall further disclose the name of any City employee who owns, directly or indirectly, any interest in Consultant's business or any affiliated business entity. Any additional conflicts of interest that may occur during the contract term must be disclosed to the City of Ocala Procurement Department.
30. **WAIVER.** The failure or delay of any party at any time to require performance by another party of any provision of this Agreement, even if known, shall not affect the right of such party to require performance of that provision or to exercise any right, power, or remedy hereunder. Any waiver by any party of any breach of any provision of this Agreement should not be construed as a waiver of any continuing or succeeding breach of such provision, a waiver of the provision itself, or a waiver of any right, power, or remedy under this Agreement. No notice to or demand



on any party in any circumstance shall, of itself, entitle such party to any other or further notice or demand in similar or other circumstances.

31. **SEVERABILITY OF ILLEGAL PROVISIONS.** Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under the applicable law. Should any portion of this Agreement be declared invalid for any reason, such declaration shall have no effect upon the remaining portions of this Agreement.
32. **INDEMNITY.** Consultant shall indemnify and hold harmless City and its elected officials, employees and volunteers against and from all damages, claims, losses, costs, and expenses, including reasonable attorneys' fees, which City or its elected officials, employees or volunteers may sustain, or which may be asserted against City or its elected officials, employees or volunteers, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of Consultant or its employees in performance of its Services under this Agreement.
33. **NO WAIVER OF SOVEREIGN IMMUNITY.** Nothing herein is intended to waive sovereign immunity by the City to which sovereign immunity may be applicable, or of any rights or limits of liability existing under Florida Statute § 768.28. This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until any proceeding brought under this Agreement is barred by any applicable statute of limitations.
34. **NOTICES.** All notices, certifications or communications required by this Agreement shall be given in writing and shall be deemed delivered when personally served, or when received if by facsimile transmission with a confirming copy mailed by registered or certified mail, postage prepaid, return receipt requested. Notices can be concurrently delivered by e-mail. All notices shall be addressed to the respective parties as follows:

If to Consultant:

Alfred Benesch & Company
Attention: Faith Lake
1000 North Ashley Drive
Tampa, Florida 33602
Phone: 703-598-3250
E-mail: flake@benesch.com

If to City of Ocala:

Patricia Lewis, Interim Director
City of Ocala
110 SE Watula Avenue, 3rd Floor
Ocala, Florida 34471
Phone: 352-629-8343
E-mail: notices@ocalafl.gov

Copy to:

William E. Sexton, Esq., City Attorney
City of Ocala
110 SE Watula Avenue, 3rd Floor
Ocala, Florida 34471
Phone: 352-401-3972
E-mail: cityattorney@ocalafl.gov

35. **ATTORNEYS' FEES.** If any civil action, arbitration or other legal proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provision of this Agreement, the successful or



prevailing party shall be entitled to recover reasonable attorneys' fees, sales and use taxes, court costs and all expenses reasonably incurred even if not taxable as court costs (including, without limitation, all such fees, taxes, costs and expenses incident to arbitration, appellate, bankruptcy and post-judgment proceedings), incurred in that civil action, arbitration or legal proceeding, in addition to any other relief to which such party or parties may be entitled. Attorneys' fees shall include, without limitation, paralegal fees, investigative fees, administrative costs, sales and use taxes and all other charges reasonably billed by the attorney to the prevailing party. For purposes of this Agreement, the Prevailing party is the party who recovers at least 75% of its total claims in the action or who is required to pay no more than 25% of the other party's total claims in the action when considered in the totality of claims and counterclaims, if any. In claims for money damages, the total amount of recoverable attorney's fees and costs shall not exceed the net monetary award of the prevailing party.

36. **JURY WAIVER.** IN ANY CIVIL ACTION, COUNTERCLAIM, OR PROCEEDING, WHETHER AT LAW OR IN EQUITY, WHICH ARISES OUT OF, CONCERNS, OR RELATES TO THIS AGREEMENT, ANY AND ALL TRANSACTIONS CONTEMPLATED HEREUNDER, THE PERFORMANCE HEREOF, OR THE RELATIONSHIP CREATED HEREBY, WHETHER SOUNDING IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, TRIAL SHALL BE TO A COURT OF COMPETENT JURISDICTION AND NOT TO A JURY. EACH PARTY HEREBY IRREVOCABLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY. NEITHER PARTY HAS MADE OR RELIED UPON ANY ORAL REPRESENTATIONS TO OR BY ANY OTHER PARTY REGARDING THE ENFORCEABILITY OF THIS PROVISION. EACH PARTY HAS READ AND UNDERSTANDS THE EFFECT OF THIS JURY WAIVER PROVISION.
37. **GOVERNING LAW.** This Agreement is and shall be deemed to be a contract entered and made pursuant to the laws of the State of Florida and shall in all respects be governed, construed, applied and enforced in accordance with the laws of the State of Florida.
38. **JURISDICTION AND VENUE.** The parties acknowledge that a majority of the negotiations, anticipated performance and execution of this Agreement occurred or shall occur in Marion County, Florida. Any civil action or legal proceeding arising out of or relating to this Agreement shall be brought only in the courts of record of the State of Florida in Marion County or the United States District Court, Middle District of Florida, Ocala Division. Each party consents to the exclusive jurisdiction of such court in any such civil action or legal proceeding and waives any objection to the laying of venue of any such civil action or legal proceeding in such court and/or the right to bring an action or proceeding in any other court. Service of any court paper may be effected on such party by mail, as provided in this Agreement, or in such other manner as may be provided under applicable laws, rules of procedures or local rules.
39. **REFERENCE TO PARTIES.** Each reference herein to the parties shall be deemed to include their successors, assigns, heirs, administrators, and legal representatives, all whom shall be bound by the provisions hereof.
40. **MUTUALITY OF NEGOTIATION.** Consultant and City acknowledge that this Agreement is a result of negotiations between Consultant and City, and the Agreement shall not be construed in favor of, or against, either party because of that party having been more involved in the drafting of the Agreement.



41. **SECTION HEADINGS.** The section headings herein are included for convenience only and shall not be deemed to be a part of this Agreement.
42. **RIGHTS OF THIRD PARTIES.** Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or because of this Agreement on any persons other than the parties hereto and their respective legal representatives, successors and permitted assigns. Nothing in this Agreement is intended to relieve or discharge the obligation or liability of any third persons to any party to this Agreement, nor shall any provision give any third persons any right of subrogation or action over or against any party to this Agreement.
43. **AMENDMENT.** No amendment to this Agreement shall be effective except those agreed to in writing and signed by both parties to this Agreement.
44. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.
45. **ELECTRONIC SIGNATURE(S).** Consultant, if and by offering an electronic signature in any form whatsoever, will accept and agree to be bound by said electronic signature to all terms and conditions of this Agreement. Further, a duplicate or copy of the Agreement that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original Agreement for all purposes.
46. **ENTIRE AGREEMENT.** This Agreement, including exhibits, (if any) constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof. There are no other representations, warranties, promises, agreements, or understandings, oral, written or implied, among the Parties, except to the extent reference is made thereto in this Agreement. No course of prior dealings between the parties and no usage of trade shall be relevant or admissible to supplement, explain, or vary any of the terms of this Agreement. No representations, understandings, or agreements have been made or relied upon in the making of this Agreement other than those specifically set forth herein.
47. **LEGAL AUTHORITY.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]



CONTRACT# BUD/260739

IN WITNESS WHEREOF, the parties have executed this Agreement on 6/9/2026.

ATTEST:

CITY OF OCALA

Signed by:
Angel B. Jacobs
80B3574C23E5A45
Angel B. Jacobs
City Clerk

Signed by:
Janice Mitchell
551986A395B4AC1
Janice Mitchell
Chief Financial Officer

Approved as to form and legality:

ALFRED BENESCH & COMPANY

Signed by:
William E. Sexton, Esq.
4A55ABBA8ED0AF3
William E. Sexton, Esq.
City Attorney

Signed by:
Elisabeth Schuck
E14F244AC5B743F

By: Elisabeth Schuck
(Printed Name)

Title: Vice President
(Title)

BACKGROUND

1. Consultant shall prepare the annual fire assessment roll update for Fiscal Year 2026–27. These services will also be required for Fiscal Year 2027–28. Consultant shall provide all labor, services, and related resources necessary to perform the work in full compliance with the Scope of Work and specifications set forth herein.
2. The City of Ocala, located in Marion County, Florida, has an estimated population of 65,000 residents and covers approximately 47.2 square miles. The City offers a small-town environment within a growing metropolitan area and is conveniently accessible via Highway 40 and Interstate 75.
3. In January 2021, the City adopted a non-ad valorem fire assessment. The first year of the assessment was billed directly by the City of Ocala, with subsequent years included in tax bills issued by the Marion County Tax Collector. The City anticipates reimposing the non-ad valorem fire assessment for the fiscal year beginning October 1, 2026. Annual coordination with the Marion County Property Appraiser and the Marion County Tax Collector is required pursuant to the Uniform Collection Act (Florida Statutes 197.3632).

PROJECT SUMMARY AND DELIVERABLES

1. **Project Summary:** The Consultant shall be required to perform the following services for the City of Ocala:
 - Update property data portions of the fire assessment roll based on the updated Marion County Property Appraiser (MCPA) database released in June/July of 2026.
 - Coordinate with MCPA regarding any questions on the revisions and/or new classifications.
 - Identify parcels that have experienced a change in their classifications.
 - Update the fire assessment roll and submit the updated roll to the Marion County Tax Collector on or before September 15, 2026.
 - Incorporate any additional changes sent by MCPA in October of 2026.
 - Coordinate with the City Project Manager to discuss results or respond to questions on the roll data via virtual meetings, e-mails, or phone calls.

2. **Important Dates:**

TRIM Data

- Friday, July 31, 2026, 5:00 P.M: TRIM Notice Non-Ad Valorem Data Cut-off.
- Saturday, August 1, 2026, by Noon: MCPA provides TRIM data to the City of Ocala or its designee.
- Tuesday, August 4, 2026, by Noon: City of Ocala returns TRIM data to MCPA.

TRIM Notices

- Thursday, August 20, 2026: Tentative mailing date.

Final Roll (Tax Notices)

- Friday, October 2, 2026, 5:00 P.M.: Final Roll Cut-off.
- Saturday, October 3, 2026, by Noon: MCPA provides final roll data to the City of Ocala or its

Exhibit A – SCOPE OF WORK**CONTRACT# BUD/260739**

designee.

- Tuesday, October 6, 2026, by Noon: City of Ocala returns final roll data to MCPA
3. **Deliverables:** The Consultant shall provide monthly reports of all work in progress. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.

CONSULTANT EMPLOYEES AND EQUIPMENT

1. Consultant shall utilize competent employees in performing the work. Employees performing the work must be properly licensed or qualified as required by the scope/project.
2. The Consultant shall provide an assigned Project Manager, who will be the primary point of contact. Consultant shall provide a valid telephone number and address at all times to the City Project Manager. The telephone must be answered during normal working hours or voicemail must be available to take a message.
3. At the request of the City, the Consultant shall replace any incompetent, unfaithful, abusive, or disorderly person in their employment. City and Consultant shall each be promptly notified by the other of any complaints received.
4. Consultant will operate as an independent consultant and not as an agent, representative, partner or employee of the City of Ocala, and shall control their operations at the work site, and be solely responsible for the acts or omissions of their employees.

CITY OF OCALA RESPONSIBILITIES

City shall furnish the following services/data to Consultant for the performance of services:

- A. Access to City buildings and facilities to perform the work.
- B. Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City pertinent to the Consultant's responsibilities.
- C. Provide office facilities for the Consultant, if needed.

CONSULTANT RESPONSIBILITIES

1. Consultant shall complete all work required under this Scope of Work in accordance with policies and procedures of the City and all applicable State and Federal laws, policies, procedures, and guidelines.
2. Consultant shall obtain and pay for any licenses, additional equipment, etc., required to fulfill this contract.
3. Data collected by Consultant shall be in a format compatible with or easily converted to City's databases. A sequential naming convention should be applied to the files and documentation provided to the City.
4. Consultant shall ensure that all documents prepared under this contract have been prepared on a Windows-based operating system computer using the most current version of Microsoft Office, which includes: Word, Excel, Power Point, Access or any other software as specified and approved by City staff.

SUB-CONTRACTORS

1. Consultant must perform 100% of the work with their own forces.



CITY OF OCALA

FIRE ASSESSMENT STUDY

Final Technical Report
June 29, 2023



Prepared for:

City of Ocala

110 S.E. Watula Ave.

Ocala, FL 34471

ph (352) 629-8297

Prepared by:

Benesch

1000 N. Ashley Dr., Suite #400

Tampa FL 33602

ph (813) 224-8862

nkamp@benesch.com

CITY OF OCALA
FIRE ASSESSMENT STUDY

Table of Contents

I. Introduction 1

II. Service Delivery, Methodology and Legal Requirements 2

 Benefit from the Availability of the Fire Department..... 2

 Benefit from the Active Use of the Fire Department’s Services..... 4

 Legal Requirements 4

 Special Benefit and Fair Allocation Analysis 5

III. Calculation of Fire Assessment Rates 7

 Assessment Factor 7

 Fire Assessment Funding Requirement 8

 Incident Data Distribution by Land Use 10

 Fire Assessment Cost Allocation 11

 Property Units..... 12

 Calculated Fire Assessment Rate Schedule 13

Appendices:

- Appendix A: Ocala Fire Rescue Incident Data
- Appendix B: Ocala Fire Rescue FY 2023 Budget Summary Detail
- Appendix C: Property Code Classifications

I. Introduction

The City of Ocala implemented a fire assessment program in early 2021, which was further refined in late 2021 to incorporate additional residential and non-residential land use categories. The study was updated in 2022. To reflect the most recent budget, incident data, and property unit data, the City retained Benesch in association with Susan Schoettle-Gumm, PLLC to prepare a fire assessment update study. A fire assessment is an annual charge applied to each property in the City that typically is collected through the property owners' tax bill under Florida's Uniform Assessment Collection Act. This document provides an explanation of the methodology used to calculate the fire assessment rates and the findings of the fire assessment study.

Fire Departments' primary function/goal is to respond to fire and medical incidents within a critical time frame to save lives and structures. Availability of this service on a 24-hour basis for seven (7) days a week along with the appropriate use of these resources is critical for the entire community during incidents by saving lives and protecting property, and through reductions in insurance premiums and increased property values.

Fire rescue services in Ocala are provided by the City of Ocala Fire Rescue Department. This study includes the Fire Department's budget associated with providing fire rescue and medical service with the exception of advanced life support (ALS) services. As discussed further in the Legal Requirements section of this report, fire assessments may not include costs related to non-traditional fire department services such as ALS. The portion of the Fire Rescue Department's budget associated with ALS services is excluded from the calculation of the Fire Assessment rates developed in this report.

Consistent with the current adopted methodology, this study uses a methodology that combines benefits received from the availability of the Fire Department with use of its resources, including equipment and personnel, for non-ALS incidents to determine the relative special benefit received by and allocate costs to each assessable property.

II. Service Delivery, Methodology and Legal Requirements

The City of Ocala Fire Rescue Department (OFR) provides fire rescue services throughout the city from seven fire stations, including:

- Fire Station No. 1 – 505 NW MLK Jr. Avenue;
- Fire Station No. 2 – 2701 SE 36th Avenue;
- Fire Station No. 3 – 320 NE 8th Avenue;
- Fire Station No. 4 – 3300 SW 20th Street;
- Fire Station No. 5 – 2340 NE 25th Avenue;
- Fire Station No. 6 – 5220 SW 50th Court; and
- Fire Station No. 7 – 885 SE 31st Street.

As mentioned previously, the study methodology has two components:

- Benefit received from the availability of the Fire Department on a 24-hour, 7 days a week basis, and
- Benefit received from the actual response to events.

Benefit from the Availability of the Fire Department

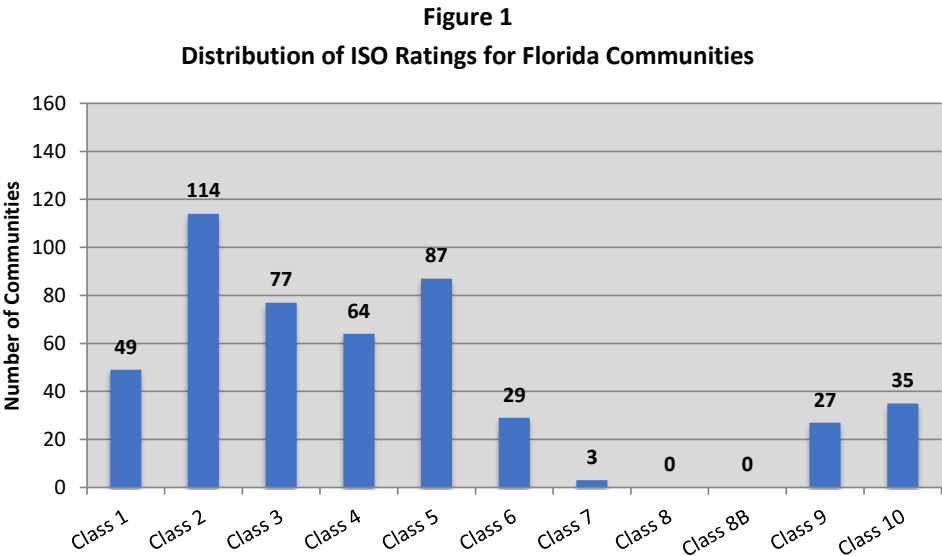
The availability of the Fire Department's services benefits properties in terms of insurance premium reductions as well as an increase in property values even if services of the Fire Department are never directly utilized by an individual property.

Measurement of a community's fire protection services is provided through the Insurance Services Office (ISO), which collects information on municipal fire protection efforts throughout the United States. Ratings by the ISO are accepted by the insurance industry and by fire departments nationwide as the industry standard for measuring a fire department's capacity and ability to suppress fire incidents. For each community, ISO analyzes relevant data using its Fire Suppression Rating Schedule (FSRS). The three primary areas of data analyzed include 1) fire department fire alarm and communications system, 2) fire department staff and equipment, and 3) water supply system available to the fire department. In turn, the FSRS is used to assign a Public Protection Classification (PPC) from 1 to 10 (commonly referred to as a fire department's "ISO Rating"). An ISO Rating of Class 1 represents excellent public protection, while an ISO Rating of Class 10 indicates that the community's fire-suppression program does not meet ISO's minimum criteria. Participation in the ISO program aims primarily to provide a community with

an objective and standard rating system used nationwide that assists fire departments in planning and budgeting for facilities, equipment, and training. In addition, ISO ratings are used by many insurance companies to establish appropriate fire insurance premiums for residential and commercial properties within that community, thus providing a financial incentive for communities that choose to improve their fire protection services. This reduction in insurance premiums for structures and property is a special benefit to property supporting the fire assessments presented in this study.

Studies conducted on the impact of ISO ratings on insurance premiums documented that an improvement from Class 10 to Class 7 reduced insurance premiums 30 percent to 40 percent for residential properties. An improvement from Class 10 to Class 6 or better resulted in insurance premium reductions of 15 percent to 20 percent for office buildings.

The current ISO rating in Ocala is Class 2/2X. Class 1 and 2 ratings are achieved by approximately 35 percent of the communities in Florida. **Figure 1** presents the distribution of ISO Ratings for Florida communities.



Source: Insurance Services Office; Public Protection Classification

Benefit from the Active Use of The Fire Department's Services

Approximately 76 percent of the incidents responded by OFR are medical in nature and 24 percent are fire related. As mentioned previously, this study examines the use of total available resources in responding to these incidents to allocate a portion of the costs to assessed properties. The Department has the capabilities to respond to fire incidents at any of the buildings in the city regardless of size.

Legal Requirements

There is a substantial body of case law in Florida upholding the authority of local governments to impose special assessments for fire rescue services. See, for example, Fire Dist. No. 1 of Polk County v. Jenkins, 221 So.2d 740 (Fla. 1969); Lake County v. Water Oak Management Corp., 695 So. 2d 667 (Fla. 1997), City of North Lauderdale v. SMM Properties, Inc., 825 So.2d 343 (Fla. 2002), Desiderio Corp. v. City of Boynton Beach, 39 So.3d 487 (4th DCA 2010). The authority of local governments to adopt and impose special assessments for fire rescue services and to develop fair and reasonable assessment apportionment methodologies was recently reaffirmed and unanimously upheld by the Florida Supreme Court in Morris vs. City of Cape Coral, 163 So.3d 1174 (Fla. 2015). This case upheld the City of Cape Coral's fire assessment program that recognized insurance savings, reduction in financial liability, and enhanced property values were among the special benefits to property received from the Fire Department's services. This case also approved the availability-based benefit approach that is being incorporated into this study.

Under Florida case law, the services or improvements funded by the assessment must have a logical relationship with and provide "special benefit" to property, and the assessment methodology must apportion the costs in a fair and reasonable manner. A local government's legislative determination of special benefit and fair apportionment should be upheld by a court unless the determination is arbitrary and not supported by competent, substantial evidence. Sarasota County v. Sarasota Church of Christ, Inc., 667 So.2d 180, 183 (Fla. 1995) (citing City of Boca Raton v. State, 595 So.2d 25, 30 (Fla. 1992)). In City of North Lauderdale v. SMM Properties, Inc., 825 So.2d 343 (Fla. 2002), the Florida Supreme Court reaffirmed that traditional fire protection services such as fire suppression, fire prevention, fire/building inspections and first response medical services (BLS) provide special benefit to property but held that advance life support (ALS) and medical transport do not have a logical relationship to property. The City of North Lauderdale decision limits a fire assessment to that portion of the fire department budget that relates to traditional fire services, including first responder services. The use of historical demand for fire protection services, by reviewing calls for service, was upheld as a reasonable

and fair basis for apportioning fire protection costs to assessed properties in the City of North Lauderdale case. In Desiderio Corporation, et al. v City of Boynton Beach, et al., 39 So.3d 487 (Fla. 4th DCA 2010), a method of allocating budget costs between fire rescue costs and ALS costs was approved as a fair and reasonable way to identify and remove ALS costs from the calculation of a fire rescue assessment.

The fire assessment methodology contained in this report is consistent with Florida case law and uses a combination of availability-based and resource utilization-based approaches. The calculations exclude the portion of OFR's fire budget and incidents associated with non-traditional emergency medical services, such as ALS, through a budget analysis, and allocates costs to assessed properties based on historical calls for service to quantify relative demand for and benefit from fire services by different land uses and properties.

Special Benefit and Fair Allocation Analysis

Fire services, facilities and programs provided by the City provide special benefit to assessed properties and have a logical relationship to the use, value, and enjoyment of such improved property. There are availability, or standing watch, benefits that come from the 24-hour, 7 days a week availability of fire service and first responder services as well as the more direct benefits from the responses to incidents by the Fire Department. Benefits include protecting the value and integrity of improvements and structures, protecting the life and safety of intended occupants in the use and enjoyment of property, lowering the cost of fire insurance by the presence of professional and comprehensive fire services within the city, and containing fire incidents with the potential to spread and endanger other property.

As detailed later in this report, the Fire Rescue Department budget has been analyzed by cost categories to exclude costs related to providing ALS and to include in the assessable costs only costs reasonably related to the provision of traditional fire services, including for example, fire suppression, fire prevention, fire/building inspections and first response medical services (BLS). The assessable costs were then allocated to land uses based on a combination of availability of the service and historical usage of fire services by the land use types. The analysis includes multi-year records of calls for service and the total department resources used in responding to the incidents to obtain a larger sample size and more stable resource distribution.

The costs allocated to the Residential Land Use, which includes single family, multi-family, and mobile home categories, are distributed on a per dwelling unit basis for several square footage tiers for development in the city. The number and size of dwelling units on an assessed property

is obtained from the property database maintained by the Property Appraiser in the normal course of performing his or her constitutional responsibilities. The fire assessment for any residential parcel is determined by the number of dwelling units multiplied by the applicable residential dwelling unit rate for each residential category as determined based on the type of residential development and the size of the dwelling unit(s).

The costs allocated to the Non-Residential Land Uses are distributed based on square footage tiers for four different categories (commercial, industrial, institutional and government). Square footage data for non-residential structures on assessed property is obtained primarily from the property database maintained by the Property Appraiser in the normal course of performing his or her constitutional responsibilities with some additional data provided by the City from on-site inspections of structures. The use of square footage tiers for Non-Residential property is fair and reasonable because the demand for fire services is not precisely determined by the actual square footage of a structure and the application of square footage tiers to Non-Residential structures is a fair and reasonable method to apportion costs among benefitted buildings that create similar demand for fire services.

Finally, a separate rate is calculated for vacant developable property based on resource utilization, adjusted to reflect lesser benefit received by vacant properties compared to the property with structures and people. The resulting share of the budget is divided by the number of vacant parcels to calculate the assessment rate.

III. Calculation of Fire Assessment Rates

There are several components in determining the fire assessment rate schedule:

- Assessment factor
- Fire assessment funding requirement
- Incident data distribution by land use
- Fire assessment cost allocation
- Land use data
- Calculated assessment schedule

These components are discussed in further detail below, resulting in the calculated fire assessment rate schedule for the City of Ocala.

Assessment Factor

The first component in calculating the City's fire assessment rates is to determine the assessment factor, which includes analysis of total department resources used in responding to incidents as well as the number of incidents. This assessment factor is used to identify assessable costs in the Fire Department budget by excluding costs related to ALS when a cost category represents a mix of assessable and non-assessable

≈81% of the Fire Department's resources are used for non-ALS incidents.

costs. The distribution of incidents was analyzed in terms of advanced life support (ALS) versus fire and basic life support (BLS). This analysis includes incident data from March 2016 through December 2022, for a total of almost seven years of incident data. **Table 1** provides a summary of the seven-year average that incorporates the recent incident activity. Throughout this study, a seven-year average is used to minimize temporary fluctuations in any individual year. The portion of non-ALS incidents, measured through the allocation of total resources to these incidents, is approximately 81 percent and is used as part of the budget allocation process.

Table 1
Distribution of Incidents

Year	Frequency ⁽¹⁾		Staff Time ⁽²⁾		Vehicle Time ⁽³⁾		Total Resources ⁽⁴⁾	
	ALS	Non-ALS	ALS	Non-ALS	ALS	Non-ALS	ALS	Non-ALS
2016	10.3%	89.7%	10.7%	89.3%	10.2%	89.8%	10.5%	89.5%
2017	12.3%	87.7%	13.2%	86.8%	12.6%	87.4%	13.0%	87.0%
2018	11.6%	88.4%	15.6%	84.4%	15.3%	84.7%	15.5%	84.5%
2019	17.4%	82.6%	21.2%	78.8%	20.6%	79.4%	21.0%	79.0%
2020	22.1%	77.9%	27.8%	72.2%	28.5%	71.5%	28.0%	72.0%
2021	21.2%	78.8%	24.2%	75.8%	25.3%	74.7%	24.5%	75.5%
2022	14.7%	85.3%	19.9%	80.1%	20.2%	79.8%	20.0%	80.0%
2016-22	15.6%	84.4%	19.2%	80.8%	19.2%	80.8%	19.2%	80.8%

1) Source: Appendix A, Table A-1

2) Source: Appendix A, Table A-2

3) Source: Appendix A, Table A-3

4) Source: Appendix A, Table A-4

Fire Assessment Funding Requirement

Table 2 provides a detailed breakdown of the FY 2023 assessable budget for the City of Ocala Fire Department. If a given expenditure is associated with non-ALS services, the entire amount is included in the assessable budget. When an expenditure is determined to be related to both ALS and non-ALS services, 81 percent of the amount is included in the assessable budget. All ALS-only expenditures are excluded. In addition, all dedicated revenues are subtracted in a similar manner. Finally, miscellaneous expenditures related to the assessment program are added to determine the full assessable fire budget.

Exhibit B - Fire Assessment Study CONTRACT# BUD/260739

Table 2
Ocala Fire Rescue Maximum Assessable Budget (FY 2023)

Description	FY 2023 Fire Budget		
	Total Budget	Adjustment Factor	Fire Assessment Budget
Expenditures ⁽¹⁾			
Personnel:			
- ALS and Non-ALS	\$18,282,799	80.8%	\$14,772,502
Operating:			
- Non-ALS	\$288,140	100.0%	\$288,140
- ALS and Non-ALS	\$3,316,248	80.8%	\$2,679,528
Capital Outlay:			
- ALS and Non-ALS	\$260,167	80.8%	\$210,215
Subtotal - Expenditures	\$22,147,354	-	\$17,950,385
Less: Revenues ⁽¹⁾			
Fire False Alarm Fees	\$14,000	100.0%	\$14,000
Fire Plan Review	\$175,000	100.0%	\$175,000
State Shared Revenue-Firefighter Suppression Comps	\$30,000	100.0%	\$30,000
Marion County Automatic Aid Reimbursement	\$252,700	80.8%	\$204,182
Fire Pension Reimbursement	\$14,364	80.8%	\$11,606
Subtotal - Revenues	\$486,064	-	\$434,788
Total Net Expenditures ⁽²⁾	\$21,661,290	-	\$17,515,597
Miscellaneous Assessment Expenditures			
Statutory Discount ⁽³⁾			\$437,890
Total Fire Assessment Funding Requirement			\$437,890
Total Assessable Budget ⁽⁴⁾			\$17,953,487
Total Assessable Budget (FY 2022)			\$16,486,107
Total Funding Requirement_Addendum (FY 2022 Adopted) ⁽⁵⁾			\$9,765,000

1) Source: City of Ocala. Detailed expenditure data is provided in Appendix B, Table B-1

2) Total expenditures less total revenue

3) Statutory discount can reflect up to 5% reimbursement, which includes 4% to offset statutory discounts received for early payment pursuant to the Uniform Assessment Collection Act and 1% reserve for delinquencies and under-collection. Used a 2.5% reimbursement of the total net expenditures based on the City's historical average property tax revenue loss due to early payment discounts over the last three years.

4) Sum of net expenditures (Item 2) and total miscellaneous assessment expenditures

5) Reduced FY 2022 budget figure that is the basis for the current adopted fire assessment rates

Incident Data Distribution by Land Use

The third component in calculating the fire assessment rates is the demand for fire rescue services by land use, which will be used for the “resource-based” benefit component. The approach used in this report is a widely used and accepted method of identifying the historical relative benefit from and demand for fire services by various land uses. This benefit allocation is used to fairly and reasonably distribute the fire rescue assessed costs to land uses.

To determine the historical demand for fire rescue services by each type of land use, a review was completed to quantify the number of incidents and resources related to each incident by land use. As discussed previously, this approach provides an understanding of the utilization of fire rescue services by each land use. To complete this analysis, based on available data, incidents for the past seven years (2016 through 2022) were obtained from the OFR and analyzed. OFR also identified incidents that had an ALS component. These ALS incidents, as well as others that cannot be attached to a land use (such as traffic accidents or other outside incidents), were excluded from the analysis.

Distributing the cost based solely on the number of incidents does not reflect the full level of resources used by each land use. Therefore, the total resources were reviewed, which take into consideration incident duration, number of vehicles and staff used in addition to the frequency. As shown in **Table 3**, residential incidents account for most of the fire rescue resources in the City of Ocala, with the commercial land use also accounting for a large portion of resources.

Table 3
Distribution of Total Resources by Land Use

Land Use	Resource Distribution 2016-2021	Resource Distribution 2016-2022	% Change
Single Family/Mobile Home/Duplex	37.3%	36.7%	-1.6%
Multi-Family	13.5%	13.6%	0.7%
Commercial	38.1%	38.5%	1.0%
Industrial/Warehouse	3.4%	3.5%	2.9%
Institutional	3.1%	3.0%	-3.2%
Government	2.0%	2.0%	0.0%
Vacant	2.4%	2.6%	8.3%
Agricultural	0.2%	0.1%	-50.0%
Total	100.0%	100.0%	-

Source: Appendix A, Table A-8

Although approximately 2.6 percent of the resources are used by vacant properties, because vacant properties do not have buildings and people present, the benefit received by these properties is more limited compared to improved properties. The suppression of fire on vacant property benefits vacant property, but also benefits the adjacent improved properties and their occupants by the containment of the spread of fire. Therefore, it is reasonable to allocate half of the vacant land resource utilization to vacant land in the assessment calculations. The rest of the resource utilization is redistributed among other land uses, as shown in **Table 4**.

Table 4
Distribution of Total Resources
by Land Use with Vacant Land Adjustment

Land Use	Resource Distribution 2016-2021	Resource Distribution 2016-2022	% Change
Single Family/Mobile Home/Duplex	37.80%	37.19%	-1.6%
Multi-Family	13.70%	13.78%	0.6%
Commercial	38.60%	39.01%	1.1%
Industrial/Warehouse	3.40%	3.55%	4.4%
Institutional	3.10%	3.04%	-1.9%
Government	2.00%	2.03%	1.5%
Vacant	1.20%	1.30%	8.3%
Agricultural	0.20%	0.10%	-50.0%
Total	100.0%	100.0%	-

Source: Table 3, vacant land use is reduced by 50%, which is distributed among other land uses

Fire Assessment Cost Allocation

The fourth component in determining the City's fire assessment rates is the allocation of the assessed costs to land use categories, based on the total fire assessment funding requirement and distribution of total resources. **Table 5** presents the fire assessed cost allocation by land use/rate category. As shown, single family and commercial land uses account for approximately 76 percent of the budget.

Per State legislation, agricultural land uses are exempt from fire rescue assessments. Florida Statutes Section 170.01 (4) provides that, with limited exceptions, a City may not levy a special assessment for fire protection services on lands classified as agricultural lands under Florida Statutes Section 193.461 unless those lands contain a qualified building. Therefore, the portion of the budget associated with agricultural fire rescue incidents cannot be recovered through the City's fire rescue assessment and will be excluded in the remainder of this report. Similarly, the

City does not assess government properties and will need to supplement the revenue loss through the General Fund.

Table 6
Fire Protection Cost Allocation

Land Use	FY 2023 Portion of Total Resources ⁽¹⁾	Share of FY 2023 Maximum Assessable Budget ⁽²⁾
Funding Requirement	-	\$17,953,487
Single Family/Mobile Home/Duplex	37.19%	\$6,676,902
Multi-Family	13.78%	\$2,473,991
Commercial	39.01%	\$7,003,655
Industrial/Warehouse	3.55%	\$637,349
Institutional	3.04%	\$545,786
Government	2.03%	\$364,456
Vacant	1.30%	\$233,395
Agricultural	0.10%	\$17,953
Total	100.0%	\$17,953,487

1) Source: Table 5; total resource distribution from 2016 to 2022

2) Reduced assessment funding requirement from Table 2 multiplied by portion of the resources (Item 1)

Property Units

The fifth component in determining the fire assessment rates to allocate the assessed costs to property units (e.g., dwelling units or square footage on parcels) within each land use. This was accomplished by developing an assessment roll database utilizing the most recent data from the Marion County Property Appraiser. The database includes both properties that are tax exempt (i.e., governmental uses) and non-tax exempt, and all units were used in the assessment calculations.

For residential land uses, the total number of dwelling units within the city was determined. In addition, the square footage of each unit was also noted. In the case of apartments, because the square footage of individual units in an apartment building was not available in the Property Appraiser database, an average unit size was calculated based on total square footage and total number of units. For the non-residential (i.e., commercial, industrial/warehouse, and institutional structures) land uses, the total living floor square footage was distributed into square footage tiers.

Table 6 presents a summary of the total property units calculated for each land use category.

Table 6
Property Units in the City of Ocala

Property Rate Category	Unit	Total Number of Units
<i>Residential</i>		
Single Family/Mobile Home/Duplex	dwelling unit	18,274
Multi-Family	dwelling unit	<u>11,245</u>
Residential	dwelling unit	29,519
<i>Non-Residential</i>		
Commercial	square footage	18,955,466
Industrial/Warehouse	square footage	21,850,514
Institutional	square footage	4,934,866
Government	square footage	<u>6,155,759</u>
Non-Residential	square footage	51,896,605
<i>Vacant Land</i>		
Vacant	parcel	4,191

Source: Marion County Property Appraiser

Calculated Fire Assessment Rate Schedule

Residential and Non-Residential Land Uses

As discussed previously, this study uses a methodology that combines benefit to the property from the availability of the Fire Department as well as that received from active use of its resources. More specifically, the following steps are completed in the calculation of assessment levels:

- Seventy percent of the budget allocated to residential land uses is distributed among all dwelling units equally. Similarly, 70 percent of the non-residential budget is distributed equally among the total non-residential square footage. This distribution accounts for the benefit received by each property from the availability of the Fire Department's services.
- The remaining 30 percent is distributed to each land use based on use of resources.

The use of 30 percent for resource allocation and 70 percent for availability is due to the industry standards¹ that indicate that a station that is active more than 30 percent of the time tends to experience inefficiencies in terms of addressing concurrent incidents, personnel fatigue, lack of training, among other issues.

¹ Center for Public Safety Excellence and Commission on Fire Accreditation International, *CFAI Standards of Cover, 5th Edition*

Tables 7 and 8 provide these calculations for residential land use categories. As presented in **Table 7**, the portion of the budget allocated to residential land use categories is \$9.2 million. Seventy percent of this budget is allocated among all dwelling units in the city (29,519) equally, resulting in the availability portion of the assessment rate (\$217 per home).

The remaining 30 percent of the budget is distributed between the two residential categories based on their use of resources. Single family/mobile home/duplex units utilize approximately 73 percent of the residential resources while multi-family homes (apartments and condos) use the remaining 27 percent. Distribution of resource-based budget portion in this manner results in a resource-utilization rate of \$110 per dwelling unit for single family residential land use and \$66 per dwelling unit for multi-family residential land use.

Sum of these two components result in an overall non-tiered base assessment rate of approximately \$327 per dwelling unit for single family/mobile home/duplex residential land use and approximately \$283 per dwelling unit for multi-family residential land use.

Table 7
Calculated Base Residential Fire Assessment Rates

Property Rate Category	Budget Allocation ⁽¹⁾	Distribution of Residential Budget ⁽²⁾	Total Number of Units ⁽³⁾	Fire Assessment Base Rate per Unit ⁽⁴⁾
Single Family/Mobile Home/Duplex	\$6,676,902	73.0%		
Multi-Family	<u>\$2,473,991</u>	<u>27.0%</u>		
Total	\$9,150,893	100.0%		
Availability Portion				
70% of Total Budget ⁽⁵⁾	\$6,405,625	-	29,519	\$217.00
Resources Portion				
30% of Total Budget ⁽⁶⁾	\$2,745,268	-	29,519	\$93.00
Single Family/Mobile Home/Duplex ⁽⁷⁾	\$2,004,046	73.0%	18,274	\$109.67
Multi-Family ⁽⁸⁾	<u>\$741,222</u>	<u>27.0%</u>	<u>11,245</u>	\$65.92
Total	\$2,745,268	100.0%	29,519	-
Calculated Rate per Unit				
Single Family/Mobile Home/Duplex ⁽⁹⁾				\$326.67
Multi-Family ⁽¹⁰⁾				\$282.92

1) Source: Table 5

2) Budget portion of each residential category

3) Source: Table 6

4) Budget allocation divided by dwelling units

5) Total residential budget of \$9.2 million multiplied by 70% to calculate availability portion

6) Total residential budget of \$9.2 million multiplied by 30% to calculate resource utilization portion

7) Resource utilization portion of the budget (30%) allocated to single family/mobile home/duplex

8) Resource utilization portion of the budget (30%) allocated to multi-family (apartments and condos).

9) Sum of availability-based rate of \$217 and resource-utilization based rate of \$110

10) Sum of availability-based rate of \$217 per unit and resource-utilization based rate of \$66

Once the base fee for each residential category is calculated, a tiered schedule is provided in **Table 8**. The resource-based portion varies by size of home given that larger homes tend to be more valuable. A review of average home values by size of home in Ocala obtained from Marion County Property Appraiser database supported this relation.

This tiered approach is supported by the fact that a large portion of the benefit to the property is derived from the availability of the Fire Department in the form of reduced insurance premiums and increased property values, which in turn suggests lower savings from insurance premiums and lower property values for smaller homes. As mentioned previously, the review of the data from the Property Appraiser database suggested that smaller houses have a lower value compared to larger homes.

Exhibit B - Fire Assessment Study CONTRACT# BUD/260739

The tiered rates are calculated by developing an Equivalent Residential Unit (ERU) factor for each tier based on the ratio of the average size of each tier to the average size of the entire residential category. These ERU factors are then used to distribute resource-based portion of the fee in a tiered-manner as opposed to using the group average shown in Table 8. The resulting rate is added to the availability-based portion of the rate to determine the final tiered rate for each residential category.

Table 8
Calculated Tiered Residential Assessment Rates

Square Footage Tier	Average Size (Sq Ft) ⁽¹⁾	Equivalent Residential Unit ⁽²⁾	Resource-Based Portion ⁽³⁾	Availability-Based Portion ⁽⁴⁾	Fire Assessment Rate per Unit ⁽⁵⁾	Fire Assessment Rate per Unit ADJUSTED ⁽⁶⁾
Single Family/Mobile Home/Duplex Tiering			\$109.67			
1 to 1,000 sf	821	0.57	\$62.51	\$217.00	\$279.51	\$276.33
1,001 to 1,600 sf	1,300	0.91	\$99.80	\$217.00	\$316.80	\$313.20
1,601 to 2,500 sf	1,981	1.38	\$151.34	\$217.00	\$368.34	\$364.15
>2,500 sf	3,166	2.20	\$241.27	\$217.00	\$458.27	\$453.06
Multi-Family Tiering			\$65.92			
1 to 1,000 sf	778	0.54	\$35.60	\$217.00	\$252.60	\$249.73
1,001 to 1,200 sf	1,081	0.75	\$49.44	\$217.00	\$266.44	\$263.41
>1,200 sf	1,437	1.00	\$65.92	\$217.00	\$282.92	\$279.70
All Residential Units	1,436	-	-	-	-	-

1) Source: Marion County Property Appraiser

2) Average size of each tier is divided by the average size of the entire category

3) Resource utilization-based portion from Table 7 multiplied by ERU (Item 2)

4) Source: Table 7

5) Sum of resource-based portion (Item 3) and availability-based portion (Item 4)

6) Fire assessment rate (Item 5) adjusted down slightly to neutralize revenue generation

Table 9 provides similar calculations for non-residential land uses and calculates assessment rates on a per square foot basis. Consistent with the methodology described previously, 70 percent of the non-residential budget is allocated among all non-residential square footage equally and 30 percent of the non-residential budget is allocated based on resource utilization of each non-residential land use.

Resulting rates are then applied to the mid-point of square footage tiers to develop the tiered non-residential rate schedule on a per parcel basis. These calculations are shown in **Table 10**.

Exhibit B - Fire Assessment Study CONTRACT# BUD/260739**Table 9****Calculated Base Non-Residential Fire Assessment Rates**

Property Rate Category	Budget Allocation ⁽¹⁾	Distribution of Non-Residential Budget ⁽²⁾	Total Square Footage ⁽³⁾	Fire Assessment Rate per Sq Ft ⁽⁴⁾
Commercial	\$7,003,655	81.8%		
Industrial/Warehouse	\$637,349	7.5%		
Institutional	\$545,786	6.4%		
Government	\$364,456	4.3%		
Total	\$8,551,246	100.0%		
Availability Portion				
70% of Total Budget ⁽⁵⁾	\$5,985,872	-	51,896,605	\$0.115
Resource Utilization Portion				
30% of Total Budget ⁽⁶⁾	\$2,565,374	-	51,896,605	\$0.049
Commercial ⁽⁷⁾	\$2,098,476	81.8%	18,955,466	\$0.111
Industrial/Warehouse ⁽⁷⁾	\$192,403	7.5%	21,850,514	\$0.009
Institutional ⁽⁷⁾	\$164,184	6.4%	4,934,866	\$0.033
Government ⁽⁷⁾	\$110,311	4.3%	6,155,759	N/A
Total	\$2,565,374	100.0%	51,896,605	-
Calculated Rate per Square Foot				
Commercial ⁽⁸⁾				\$0.226
Industrial/Warehouse ⁽⁸⁾				\$0.124
Institutional ⁽⁸⁾				\$0.148
Government ⁽⁸⁾				N/A
Calculated Rate per Square Foot: ADJUSTED				
Commercial ⁽⁹⁾				\$0.260
Industrial/Warehouse ⁽⁹⁾				\$0.143
Institutional ⁽⁹⁾				\$0.170
Government ⁽⁹⁾				N/A

1) Source: Table 5

2) Budget portion of each non-residential category

3) Source: Table 6

4) Budget allocation divided by square footage

5) Total non-residential budget of \$8.6 million multiplied by 70% to calculate availability portion

6) Total non-residential budget of \$8.6 million multiplied by 30% to calculate resource utilization portion

7) Resource utilization portion of the budget (30%) allocated to each non-residential category. Government properties will not be charged an assessment; however, to ensure that other non-residential categories are not being charged for the portion of the budget associated with government properties, this portion of the budget is separated

8) Sum of availability-based rate of \$0.115 per square foot and resource-utilization based rate for each land use

9) Fire assessment rate (Item 8) adjusted upwards to neutralize revenue generation

Exhibit B - Fire Assessment Study CONTRACT# BUD/260739

Table 10
Calculated Tiered Non-Residential Fire Assessment Rates

Square Footage Range	Mid-Point ⁽¹⁾	Commercial Rate per Sq Ft ⁽²⁾	Commercial Rate per Parcel ⁽³⁾	Industrial/Warehouse Rate per Sq Ft ⁽²⁾	Industrial/Warehouse Rate per Parcel ⁽³⁾	Institutional Rate per Sq Ft ⁽²⁾	Institutional Rate per Parcel ⁽³⁾
0 - 2,000	1,000	\$0.260	\$260.00	\$0.143	\$143.00	\$0.170	\$170.00
2,001 - 3,000	2,500	\$0.260	\$650.00	\$0.143	\$357.50	\$0.170	\$425.00
3,001 - 4,000	3,500	\$0.260	\$910.00	\$0.143	\$500.50	\$0.170	\$595.00
4,001 - 5,000	4,500	\$0.260	\$1,170.00	\$0.143	\$643.50	\$0.170	\$765.00
5,001 - 6,000	5,500	\$0.260	\$1,430.00	\$0.143	\$786.50	\$0.170	\$935.00
6,001 - 7,000	6,500	\$0.260	\$1,690.00	\$0.143	\$929.50	\$0.170	\$1,105.00
7,001 - 8,000	7,500	\$0.260	\$1,950.00	\$0.143	\$1,072.50	\$0.170	\$1,275.00
8,001 - 10,000	9,000	\$0.260	\$2,340.00	\$0.143	\$1,287.00	\$0.170	\$1,530.00
10,001 - 12,000	11,000	\$0.260	\$2,860.00	\$0.143	\$1,573.00	\$0.170	\$1,870.00
12,001 - 14,000	13,000	\$0.260	\$3,380.00	\$0.143	\$1,859.00	\$0.170	\$2,210.00
14,001 - 16,000	15,000	\$0.260	\$3,900.00	\$0.143	\$2,145.00	\$0.170	\$2,550.00
16,001 - 18,000	17,000	\$0.260	\$4,420.00	\$0.143	\$2,431.00	\$0.170	\$2,890.00
18,001 - 20,000	19,000	\$0.260	\$4,940.00	\$0.143	\$2,717.00	\$0.170	\$3,230.00
20,001 - 25,000	22,500	\$0.260	\$5,850.00	\$0.143	\$3,217.50	\$0.170	\$3,825.00
25,001 - 30,000	27,500	\$0.260	\$7,150.00	\$0.143	\$3,932.50	\$0.170	\$4,675.00
30,001 - 35,000	32,500	\$0.260	\$8,450.00	\$0.143	\$4,647.50	\$0.170	\$5,525.00
35,001 - 40,000	37,500	\$0.260	\$9,750.00	\$0.143	\$5,362.50	\$0.170	\$6,375.00
40,001 - 45,000	42,500	\$0.260	\$11,050.00	\$0.143	\$6,077.50	\$0.170	\$7,225.00
45,001 - 50,000	47,500	\$0.260	\$12,350.00	\$0.143	\$6,792.50	\$0.170	\$8,075.00
50,001 - 60,000	55,000	\$0.260	\$14,300.00	\$0.143	\$7,865.00	\$0.170	\$9,350.00
60,001 - 70,000	65,000	\$0.260	\$16,900.00	\$0.143	\$9,295.00	\$0.170	\$11,050.00
70,001 - 80,000	75,000	\$0.260	\$19,500.00	\$0.143	\$10,725.00	\$0.170	\$12,750.00
80,001 - 90,000	85,000	\$0.260	\$22,100.00	\$0.143	\$12,155.00	\$0.170	\$14,450.00
90,001 - 100,000	95,000	\$0.260	\$24,700.00	\$0.143	\$13,585.00	\$0.170	\$16,150.00
100,001 - 120,000	110,000	\$0.260	\$28,600.00	\$0.143	\$15,730.00	\$0.170	\$18,700.00
120,001 - 140,000	130,000	\$0.260	\$33,800.00	\$0.143	\$18,590.00	\$0.170	\$22,100.00
140,001 - 160,000	150,000	\$0.260	\$39,000.00	\$0.143	\$21,450.00	\$0.170	\$25,500.00
160,001 - 180,000	170,000	\$0.260	\$44,200.00	\$0.143	\$24,310.00	\$0.170	\$28,900.00
180,001 - 200,000	190,000	\$0.260	\$49,400.00	\$0.143	\$27,170.00	\$0.170	\$32,300.00
200,001 - 250,000	225,000	\$0.260	\$58,500.00	\$0.143	\$32,175.00	\$0.170	\$38,250.00
250,001 - 300,000	275,000	\$0.260	\$71,500.00	\$0.143	\$39,325.00	\$0.170	\$46,750.00
300,001 or more	300,000	\$0.260	\$78,000.00	\$0.143	\$42,900.00	\$0.170	\$51,000.00

1) Mid-point of square footage ranges, capped at 300,000 sq ft

2) Source: Table 9

3) Mid-point (Item 1) multiplied by the total parcels (Item 2) for each tier

Vacant Land

As discussed previously, 50 percent of the resources allocated to vacant land is used in the assessment calculation for the vacant parcel assessment rate. This adjustment was made to recognize the fact that vacant property derives less benefit from the Fire Department's availability and services compared to developed properties with buildings and more people. As shown in **Table 11**, this adjusted budget was divided by the number of parcels to determine the assessment rate of \$55.69 per parcel.

Table 11
Calculated Vacant Parcel Assessment Rate

Property Rate Category	Budget Allocation ⁽¹⁾	Total Number of Parcels ⁽²⁾	Budget per Parcel ⁽³⁾
Vacant Land	\$233,395	4,191	\$55.69

1) Source: Table 5

2) Source: Table 6

3) Budget allocation (Item 1) divided by number of parcels (Item 2)

Appendix A

Ocala Fire Rescue Incident Data

Appendix A

This appendix documents the incident data analysis conducted as part of the technical study. Incidents over the past seven years were analyzed to estimate demand from each land use for fire rescue services. **Tables A-1 through A-8** present this analysis.

Exhibit B - Fire Assessment Study

CONTRACT# BUD/260739

Table A-1

OFR Distribution of Incidents by Type of Service

Incident Type	2016 (March+)		2017		2018		2019		2020		2021		2022		Average % Distribution (2016-2022)
	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	
Fire:	3,586	20.8%	4,891	22.4%	3,985	24.6%	3,083	19.7%	3,047	18.6%	4,107	20.9%	8,492	34.7%	23.7%
Medical:	13,711	-	16,943	-	12,227	-	12,586	-	13,321	-	15,561	-	15,958	-	-
-ALS	1,787	10.3%	2,690	12.3%	1,884	11.6%	2,731	17.4%	3,610	22.1%	4,172	21.2%	3,590	14.7%	15.6%
-Non-ALS	11,924	68.9%	14,253	65.3%	10,343	63.8%	9,855	62.9%	9,711	59.3%	11,389	57.9%	12,368	50.6%	60.7%
Total:	17,297	100.0%	21,834	100.0%	16,212	100.0%	15,669	100.0%	16,368	100.0%	19,668	100.0%	24,450	100.0%	-
ALS:	1,787	10.3%	2,690	12.3%	1,884	11.6%	2,731	17.4%	3,610	22.1%	4,172	21.2%	3,590	14.7%	15.6%
Non-ALS:	15,510	89.7%	19,144	87.7%	14,328	88.4%	12,938	82.6%	12,758	77.9%	15,496	78.8%	20,860	85.3%	84.4%

Source: Ocala Fire Rescue

Table A-2

OFR Distribution of Staff Time by Type of Service

Incident Type	2016 (March+)		2017		2018		2019		2020		2021		2022		Average % Distribution (2016-2022)
	Staff Time	Percent Distribution	Staff Time	Percent Distribution	Staff Time	Percent Distribution	Staff Time	Percent Distribution	Staff Time	Percent Distribution	Staff Time	Percent Distribution	Staff Time	Percent Distribution	
Fire:	5,352	29.0%	6,969	30.1%	6,260	34.8%	6,318	32.2%	5,592	26.5%	7,104	29.8%	9,233	35.8%	31.2%
Medical:	13,096	-	16,210	-	11,741	-	13,319	-	15,472	-	16,679	-	16,574	-	-
-ALS	1,966	10.7%	3,050	13.2%	2,808	15.6%	4,171	21.2%	5,848	27.8%	5,747	24.2%	5,146	19.9%	19.2%
-Non-ALS	11,130	60.3%	13,160	56.8%	8,933	49.6%	9,148	46.6%	9,624	45.7%	10,932	46.0%	11,428	44.3%	49.6%
Total	18,448	100.0%	23,179	100.1%	18,001	100.0%	19,637	100.0%	21,064	100.0%	23,783	100.0%	25,807	100.0%	-
ALS:	1,966	10.7%	3,050	13.2%	2,808	15.6%	4,171	21.2%	5,848	27.8%	5,747	24.2%	5,146	19.9%	19.2%
Non-ALS:	16,482	89.3%	20,129	86.8%	15,193	84.4%	15,466	78.8%	15,216	72.2%	18,036	75.8%	20,661	80.1%	80.8%

Source: Ocala Fire Rescue

Note: Staff time is measured by multiplying the number of incidents by average response time (from alarm to clear) with the average number of personnel on scene

Exhibit B - Fire Assessment Study**CONTRACT# BUD/260739****Table A-3****OFR Distribution of Vehicle Time by Type of Service**

Incident Type	2016 (March+)		2017		2018		2019		2020		2021		2022		Average % Distribution (2016-2022)
	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	
Fire:	2,433	30.0%	3,103	30.5%	2,868	35.7%	2,859	33.7%	2,531	27.4%	3,183	30.5%	4,178	36.9%	32.2%
Medical:	5,673	-	7,070	-	5,155	-	5,620	-	6,697	-	7,267	-	7,126	-	-
-ALS	826	10.2%	1,283	12.6%	1,231	15.3%	1,746	20.6%	2,632	28.5%	2,643	25.3%	2,278	20.2%	19.2%
-Non-ALS	4,847	59.8%	5,787	56.9%	3,924	48.9%	3,874	45.7%	4,065	44.1%	4,624	44.2%	4,848	42.9%	48.6%
Total	8,106	100.0%	10,173	100.0%	8,023	99.9%	8,479	100.0%	9,228	100.0%	10,450	100.0%	11,304	100.0%	-
ALS:	826	10.2%	1,283	12.6%	1,231	15.3%	1,746	20.6%	2,632	28.5%	2,643	25.3%	2,278	20.2%	19.2%
Non-ALS:	7,280	89.8%	8,890	87.4%	6,792	84.7%	6,733	79.4%	6,596	71.5%	7,807	74.7%	9,026	79.8%	80.8%

Source: Ocala Fire Rescue

Note: Vehicle time is measured by multiplying the number of incidents by average response time (from alarm to clear) with the average number of units on scene

Table A-4**OFR Distribution of Total Resources by Type of Service**

Incident Type	2016 (March+)		2017		2018		2019		2020		2021		2022		Average % Distribution (2016-2022)
	Total Resources	Percent Distribution	Total Resources	Percent Distribution	Total Resources	Percent Distribution	Total Resources	Percent Distribution	Total Resources	Percent Distribution	Total Resources	Percent Distribution	Total Resources	Percent Distribution	
Fire:	7,785	29.3%	10,072	30.2%	9,128	35.1%	9,177	32.7%	8,123	26.8%	10,287	30.1%	13,411	36.1%	31.5%
Medical:	18,769	-	23,280	-	16,896	-	18,939	-	22,169	-	23,946	-	23,700	-	-
-ALS	2,792	10.5%	4,333	13.0%	4,039	15.5%	5,917	21.0%	8,480	28.0%	8,390	24.5%	7,424	20.0%	19.2%
-Non-ALS	15,977	60.2%	18,947	56.8%	12,857	49.4%	13,022	46.3%	13,689	45.2%	15,556	45.4%	16,276	43.9%	49.3%
Total	26,554	100.0%	33,352	100.0%	26,024	100.0%	28,116	100.0%	30,292	100.0%	34,233	100.0%	37,111	100.0%	-
ALS:	2,792	10.5%	4,333	13.0%	4,039	15.5%	5,917	21.0%	8,480	28.0%	8,390	24.5%	7,424	20.0%	19.2%
Non-ALS:	23,762	89.5%	29,019	87.0%	21,985	84.5%	22,199	79.0%	21,812	72.0%	25,843	75.5%	29,687	80.0%	80.8%

Source: Ocala Fire Rescue

Note: Total resources are calculated as the sum of total staff time and total vehicle time

Exhibit B - Fire Assessment Study**CONTRACT# BUD/260739****Table A-5****OFR Distribution of Incidents by Land Use (Non-ALS ONLY)**

Incident Type	2016 (March+)		2017		2018		2019		2020		2021		2022		Average % Distribution (2016-2022)
	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	Number of Incidents	Percent Distribution	
Single Family	4,012	37.6%	4,923	36.6%	4,601	44.8%	4,236	43.1%	4,016	41.7%	4,271	36.8%	4,808	36.6%	39.2%
Multi-Family	1,212	11.4%	1,564	11.6%	1,462	14.2%	1,456	14.8%	1,394	14.5%	1,860	16.0%	1,747	13.3%	13.6%
Commercial	4,718	44.3%	6,108	45.4%	3,425	33.4%	3,267	33.3%	3,505	36.4%	4,576	39.3%	5,533	42.1%	39.6%
Industrial/Warehouse	98	0.9%	118	0.9%	128	1.2%	144	1.5%	122	1.3%	177	1.5%	198	1.5%	1.3%
Institutional	198	1.9%	280	2.1%	254	2.5%	255	2.6%	142	1.5%	191	1.6%	250	1.9%	2.0%
Government	180	1.7%	246	1.8%	246	2.4%	263	2.7%	232	2.4%	273	2.3%	276	2.1%	2.2%
Vacant	232	2.2%	215	1.6%	150	1.5%	191	1.9%	207	2.1%	267	2.3%	314	2.4%	2.0%
Agricultural	2	0.0%	6	0.0%	3	0.0%	7	0.1%	10	0.1%	18	0.2%	14	0.1%	0.1%
Total	10,652	100.0%	13,460	100.0%	10,269	100.0%	9,819	100.0%	9,628	100.0%	11,633	100.0%	13,140	100.0%	

Source: Ocala Fire Rescue

Table A-6**OFR Distribution of Staff Time by Land Use (Non-ALS ONLY)**

Incident Type	2016 (March+)		2017		2018		2019		2020		2021		2022		Average % Distribution (2016-2022)
	Staff Time	Percent Distribution	Staff Time	Percent Distribution	Staff Time	Percent Distribution	Staff Time	Percent Distribution	Staff Time	Percent Distribution	Staff Time	Percent Distribution	Staff Time	Percent Distribution	
Single Family	4,142	36.1%	5,128	36.2%	4,650	41.1%	4,373	38.9%	4,420	39.1%	4,433	34.3%	4,948	33.9%	37.0%
Multi-Family	1,345	11.7%	1,707	12.0%	1,531	13.5%	1,503	13.4%	1,656	14.6%	2,070	16.0%	2,046	14.0%	13.6%
Commercial	4,798	41.8%	5,864	41.4%	3,774	33.3%	3,960	35.2%	4,101	36.3%	5,056	39.1%	5,905	40.5%	38.4%
Industrial/Warehouse	389	3.4%	375	2.6%	403	3.6%	401	3.6%	330	2.9%	494	3.8%	599	4.1%	3.4%
Institutional	350	3.1%	491	3.5%	452	4.0%	381	3.4%	287	2.5%	275	2.1%	351	2.4%	3.0%
Government	197	1.7%	292	2.1%	217	1.9%	271	2.4%	234	2.1%	223	1.7%	251	1.7%	1.9%
Vacant	250	2.2%	318	2.2%	284	2.5%	341	3.0%	268	2.4%	328	2.5%	476	3.3%	2.6%
Agricultural	4	0.0%	4	0.0%	15	0.1%	16	0.1%	13	0.1%	62	0.5%	11	0.1%	0.1%
Total	11,475	100.0%	14,179	100.0%	11,326	100.0%	11,246	100.0%	11,309	100.0%	12,941	100.0%	14,587	100.0%	

Source: Ocala Fire Rescue

Note: Staff time is measured by multiplying the number of incidents by average response time (from alarm to clear) with the average number of personnel on scene

Exhibit B - Fire Assessment Study**CONTRACT# BUD/260739****Table A-7****OFR Distribution of Vehicle Time by Land Use (Non-ALS ONLY)**

Incident Type	2016 (March+)		2017		2018		2019		2020		2021		2022		Average % Distribution (2016-2022)
	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	Vehicle Time	Percent Distribution	
Single Family	1,841	35.9%	2,259	36.0%	2,082	40.7%	1,891	38.3%	1,905	38.8%	1,884	33.6%	2,236	34.4%	36.6%
Multi-Family	586	11.4%	747	11.9%	697	13.6%	654	13.2%	718	14.6%	888	15.9%	894	13.7%	13.5%
Commercial	2,166	42.2%	2,620	41.6%	1,718	33.5%	1,753	35.5%	1,777	36.1%	2,203	39.4%	2,615	40.1%	38.5%
Industrial/Warehouse	182	3.5%	173	2.7%	189	3.7%	188	3.8%	157	3.2%	233	4.2%	287	4.4%	3.7%
Institutional	158	3.1%	222	3.5%	211	4.1%	175	3.5%	135	2.7%	125	2.2%	159	2.4%	3.1%
Government	89	1.7%	134	2.1%	102	2.0%	127	2.6%	110	2.2%	99	1.8%	114	1.7%	2.0%
Vacant	113	2.2%	136	2.2%	119	2.3%	148	3.0%	112	2.3%	135	2.4%	207	3.2%	2.5%
Agricultural	2	0.0%	2	0.0%	7	0.1%	7	0.1%	5	0.1%	26	0.5%	5	0.1%	0.1%
Total	5,137	100.0%	6,293	100.0%	5,125	100.0%	4,943	100.0%	4,919	100.0%	5,593	100.0%	6,517	100.0%	

Source: Ocala Fire Rescue

Note: Vehicle time is measured by multiplying the number of incidents by average response time (from alarm to clear) with the average number of units on scene

Table A-8**OFR Distribution of Total Resources by Land Use (Non-ALS ONLY)**

Incident Type	2016 (March+)		2017		2018		2019		2020		2021		2022		Average % Distribution (2016-2022)
	Total Resources	Percent Distribution	Total Resources	Percent Distribution	Total Resources	Percent Distribution	Total Resources	Percent Distribution	Total Resources	Percent Distribution	Total Resources	Percent Distribution	Total Resources	Percent Distribution	
Single Family	5,983	36.1%	7,387	36.1%	6,732	41.0%	6,264	38.8%	6,325	39.1%	6,317	34.0%	7,184	38.8%	36.7%
Multi-Family	1,931	11.6%	2,454	12.0%	2,228	13.6%	2,157	13.3%	2,374	14.6%	2,958	16.0%	2,940	15.9%	13.6%
Commercial	6,964	41.9%	8,484	41.4%	5,492	33.4%	5,713	35.3%	5,878	36.2%	7,259	39.2%	8,520	46.0%	38.5%
Industrial/Warehouse	571	3.4%	548	2.7%	592	3.6%	589	3.6%	487	3.0%	727	3.9%	886	4.8%	3.5%
Institutional	508	3.1%	713	3.5%	663	4.0%	556	3.4%	422	2.6%	400	2.2%	510	2.8%	3.0%
Government	286	1.7%	426	2.1%	319	1.9%	398	2.5%	344	2.1%	322	1.7%	365	2.0%	2.0%
Vacant	363	2.2%	454	2.2%	403	2.4%	489	3.0%	380	2.3%	463	2.5%	683	3.7%	2.6%
Agricultural	6	0.0%	6	0.0%	22	0.1%	23	0.1%	18	0.1%	88	0.5%	16	0.1%	0.1%
Total	16,612	100.0%	20,472	100.0%	16,451	100.0%	16,189	100.0%	16,228	100.0%	18,534	100.0%	21,104	114.1%	

Source: Ocala Fire Rescue

Note: Total resources are calculated as the sum of total staff time and total vehicle time

**Appendix B
Ocala Fire Rescue
FY 2023
Budget Summary Detail**

Table B-1
Ocala Fire Rescue FY 2023 Budget Expenditures

Account	Description	Category	Revised Budget	ALS/Non-ALS
001-019-019-522-52-12020	Salaries & Wages - Gen Empl	Personnel	\$457,326	Both
001-019-019-522-52-15050	Special Pay - Executive Life	Personnel	\$234	Both
001-019-019-522-52-15090	Special Pay - Fire Allowance	Personnel	\$7,620	Both
001-019-019-522-52-15091	Special Pay - Fire Stipend	Personnel	\$1,000	Both
001-019-019-522-52-21010	Fica Taxes	Personnel	\$35,005	Both
001-019-019-522-52-22012	Retirement - Gen Emp - Dc	Personnel	\$22,986	Both
001-019-019-522-52-22039	Retirement - Ff Contract Emp	Personnel	\$27,627	Both
001-019-019-522-52-23010	Life & Health Insurance	Personnel	\$68,892	Both
001-019-019-522-52-24010	Workers' Compensation	Personnel	\$6,750	Both
001-019-019-522-52-31010	Professional Services - Other	Operating	\$143,590	Non-ALS
001-019-019-522-52-31099	Information Technology Alloca	Operating	\$29,542	Both
001-019-019-522-52-34010	Other Services	Operating	\$159,610	Both
001-019-019-522-52-41010	Communication Serv - Outside	Operating	\$32,000	Both
001-019-019-522-52-41099	Ocala Fiber Network Allocatio	Operating	\$145,166	Both
001-019-019-522-52-41199	800 Mhz Allocation	Operating	\$114,165	Both
001-019-019-522-52-42010	Freight & Postage Services	Operating	\$5,000	Both
001-019-019-522-52-43010	Utility Services	Operating	\$200,608	Both
001-019-019-522-52-45099	Insurance Services Allocation	Operating	\$500,337	Both
001-019-019-522-52-46010	Repair & Maintenance	Operating	\$31,000	Both
001-019-019-522-52-46011	Fleet Maintenance	Operating	\$425,000	Both
001-019-019-522-52-47000	Printing & Binding	Operating	\$3,300	Both
001-019-019-522-52-47099	Copy Contract Allocation	Operating	\$4,550	Both
001-019-019-522-52-48010	Promotional Activities	Operating	\$19,650	Non-ALS
001-019-019-522-52-51010	Office Supplies	Operating	\$6,500	Non-ALS
001-019-019-522-52-52010	Operating Supplies - Other	Operating	\$156,987	Both
001-019-019-522-52-52020	Operating Supplies - Fuel	Operating	\$196,300	Both
001-019-019-522-52-52060	Mach & Equip \$1,000-\$4,999	Operating	\$112,100	Non-ALS
001-019-601-522-52-46010	Repair & Maintenance	Operating	\$62,145	Both
001-019-602-522-66-64010	Machinery & Equip \$5,000+	Capital	\$150,167	Both
001-019-603-522-52-52010	Operating Supplies - Other	Operating	\$15,720	Both
001-019-603-522-52-52060	Mach & Equip \$1,000-\$4,999	Operating	\$3,800	Non-ALS
001-019-910-522-52-12020	Salaries & Wages - Gen Empl	Personnel	\$8,780,801	Both
001-019-910-522-52-14010	Overtime	Personnel	\$714,724	Both
001-019-910-522-52-15010	Special Pay	Personnel	\$90,000	Both
001-019-910-522-52-15050	Special Pay - Executive Life	Personnel	\$546	Both
001-019-910-522-52-15090	Special Pay - Fire Allowance	Personnel	\$218,660	Both
001-019-910-522-52-15091	Special Pay - Fire Stipend	Personnel	\$67,000	Both
001-019-910-522-52-21010	Fica Taxes	Personnel	\$761,544	Both
001-019-910-522-52-22012	Retirement - Gen Emp - Dc	Personnel	\$503	Both
001-019-910-522-52-22039	Retirement - Ff Contract Emp	Personnel	\$3,149,467	Both
001-019-910-522-52-23010	Life & Health Insurance	Personnel	\$1,534,086	Both
001-019-910-522-52-24010	Workers' Compensation	Personnel	\$421,211	Both
001-019-910-522-52-31099	Information Technology Alloca	Operating	\$475,956	Both
001-019-910-522-52-34010	Other Services	Operating	\$110,918	Both
001-019-910-522-52-46010	Repair & Maintenance	Operating	\$51,700	Both
001-019-910-522-52-48010	Promotional Activities	Operating	\$1,000	Non-ALS
001-019-910-522-52-52010	Operating Supplies - Other	Operating	\$243,089	Both
001-019-910-522-52-52060	Mach & Equip \$1,000-\$4,999	Operating	\$48,031	Both
001-019-910-522-66-64010	Machinery & Equip \$5,000+	Capital	\$110,000	Both
001-019-911-522-52-12020	Salaries & Wages - Gen Empl	Personnel	\$832,504	Both
001-019-911-522-52-14010	Overtime	Personnel	\$55,620	Both
001-019-911-522-52-15010	Special Pay	Personnel	\$7,300	Both
001-019-911-522-52-15050	Special Pay - Executive Life	Personnel	\$78	Both
001-019-911-522-52-15090	Special Pay - Fire Allowance	Personnel	\$32,678	Both
001-019-911-522-52-15091	Special Pay - Fire Stipend	Personnel	\$4,000	Both
001-019-911-522-52-21010	Fica Taxes	Personnel	\$71,205	Both
001-019-911-522-52-22039	Retirement - Ff Contract Emp	Personnel	\$221,015	Both
001-019-911-522-52-23010	Life & Health Insurance	Personnel	\$94,445	Both
001-019-911-522-52-24010	Workers' Compensation	Personnel	\$25,336	Both
001-019-911-522-52-31099	Information Technology Alloca	Operating	\$29,542	Both
001-019-911-522-52-34010	Other Services	Operating	\$17,550	Both
001-019-911-522-52-40010	Travel Training & Per Diem	Operating	\$200,130	Both
001-019-911-522-52-46010	Repair & Maintenance	Operating	\$1,500	Non-ALS
001-019-911-522-52-47000	Printing & Binding	Operating	\$5,100	Both
001-019-911-522-52-52010	Operating Supplies - Other	Operating	\$33,997	Both
001-019-911-522-52-54010	Books, Pub, Subscript,&Me	Operating	\$18,805	Both
001-099-999-522-81-22008	Retirement - Gen Emp Db-Old	Personnel	\$31,347	Both
001-099-999-522-81-22039	Retirement - Ff Contract Emp	Personnel	\$541,289	Both
Total			\$22,147,354	-

Source: City of Ocala Fire Department

Table B-2
Ocala Fire Rescue FY 2023 Budget Revenues

Account	Description	2023 Amended Revenue
001-342-000-000-02-34220	Fire False Alarm Fees	\$14,000
001-342-000-000-02-34222	Fire Plan Review	\$175,000
001-342-000-000-02-34290	MC AUTO AID FIRE	\$252,700
001-335-000-000-05-33521	St Sh Revn-Firefghtr Sup Comps	\$30,000
001-369-000-000-16-39214	Reimb From Fire Pension	\$14,364
Total		\$486,064

Source: City of Ocala Fire Department

Appendix C

Property Code Classifications

Appendix C

This appendix documents land use classifications used for incidents and for residential units and non-residential square footage.

Table C-1 details the property code classifications from the National Fire Incidents Reporting System. These codes are applied to each fire rescue incident report. The “fire assessment incident category” illustrates how these codes were categorized for the land use categories used in the fire assessment update.

Table C-2 details the property class code classifications from the Marion County Property Appraiser’s Office. Property class codes used by the Marion County Property Appraiser correspond to the Department of Revenue (DOR) codes. These codes are applied to each parcel in the City of Ocala. The “fire assessment land use category” illustrates how these codes were categorized for the land use categories used in the fire assessment update. Additional building detail was reviewed, including the improvement type and interior finish type; however, based on information provided by the Fire Department on the classification of incidents, the property class code was used for the fire assessment update.

Table C-1
Property Code Classifications – Fire Rescue Incidents

NFIRS Code	Main Category	NFIRS Description	Fire Assessment Land Use Category
0	Other	Other	n/a
00	Other	Other	n/a
000	Other	Property Use, Other	n/a
100	Assembly	Assembly, other	Commercial
110	Assembly	Fixed use recreation places, other	Commercial
111	Assembly	Bowling alley	Commercial
112	Assembly	Billiard center, pool hall	Commercial
113	Assembly	Variable use amusement, recreation places	Commercial
114	Assembly	Ice rink: indoor, outdoor	Commercial
115	Assembly	Roller rink: indoor or outdoor	Commercial
116	Assembly	Swimming facility: indoor or outdoor	Commercial
120	Assembly	Amusement center: indoor/outdoor	Commercial
121	Assembly	Ballroom, gymnasium	Commercial
122	Assembly	Convention center, exhibition hall	Commercial
123	Assembly	Stadium, arena	Commercial
124	Assembly	Playground	Government
129	Assembly	Amusement center, indoor/outdoor	Commercial
130	Assembly	Places of worship, funeral parlors	Institutional
131	Assembly	Church, mosque, synagogue, temple, chapel	Institutional
134	Assembly	Funeral parlor	Commercial
140	Assembly	Clubs, other	Commercial
141	Assembly	Athletic/health club	Commercial
142	Assembly	Clubhouse	Commercial
143	Assembly	Yacht club	Commercial
144	Assembly	Casino, gambling clubs	Commercial
150	Assembly	Public or government, other	Government
151	Assembly	Library	Government
152	Assembly	Museum	Commercial
154	Assembly	Memorial structure, including monuments & statues	Vacant
155	Assembly	Courthouse	Government
160	Assembly	Eating, drinking places	Commercial
161	Assembly	Restaurant or cafeteria	Commercial
162	Assembly	Bar or nightclub	Commercial
170	Assembly	Passenger terminal, other	Commercial
171	Assembly	Airport passenger terminal	Commercial
173	Assembly	Bus station	Commercial
174	Assembly	Rapid transit station	Commercial
180	Assembly	Studio/theater, other	Commercial
181	Assembly	Live performance theater	Commercial
182	Assembly	Auditorium or concert hall	Commercial
183	Assembly	Movie theater	Commercial
185	Assembly	Radio TV Studio	Commercial
186	Assembly	Film/movie production studio	Commercial
200	Educational	Educational, other	Institutional
210	Educational	Schools, non-adult	Institutional
211	Educational	Preschool	Commercial
213	Educational	Elementary school, including kindergarten	Institutional
215	Educational	High school/junior high school/middle school	Institutional
240	Educational	None	n/a
241	Educational	Adult education center, college classroom	Institutional
250	Educational	Day care, other (conversion only)	Institutional
254	Educational	Day care, in commercial property	Commercial
255	Educational	Day care, in residence, licensed	Single Family
256	Educational	Day care, in residence, unlicensed	Single Family
300	Health Care, Detention & Correction	Health care, detention, & correction, other	Government
311	Health Care, Detention & Correction	24-hour care nursing homes, 4 or more persons	Commercial
321	Health Care, Detention & Correction	Mental retardation/development disability facility	Commercial
322	Health Care, Detention & Correction	Alcohol or substance abuse recovery center	Commercial
323	Health Care, Detention & Correction	Asylum, mental institution	Commercial
331	Health Care, Detention & Correction	Hospital - medical or psychiatric	Commercial
332	Health Care, Detention & Correction	Hospices	Commercial
340	Health Care, Detention & Correction	Clinics, Doctors offices, hemodialysis centers	Commercial
341	Health Care, Detention & Correction	Clinic, clinic-type infirmary	Commercial
342	Health Care, Detention & Correction	Doctor, dentist or oral surgeons office	Commercial
343	Health Care, Detention & Correction	Hemodialysis unit	Commercial
361	Health Care, Detention & Correction	Jail, prison (not juvenile)	Government
363	Health Care, Detention & Correction	Reformatory, juvenile detention center	Government
365	Health Care, Detention & Correction	Police station	Government
400	Residential	Residential, other	Single Family
419	Residential	1 or 2 family dwelling	Single Family
429	Residential	Multifamily dwellings	Multi-Family
439	Residential	Boarding/rooming house, residential hotels	Commercial
449	Residential	Hotel/motel, commercial	Commercial
459	Residential	Residential board and care	Institutional
460	Residential	Dormitory type residence, other	Multi-Family
462	Residential	Sorority house, fraternity house	Multi-Family
464	Residential	Barracks, dormitory	Multi-Family

Table C-1 (Continued)
Property Code Classifications – Fire Rescue Incidents

NFIRS Code	Main Category	NFIRS Description	Fire Assessment Land Use Category
500	Mercantile, Business	Mercantile, business, other	Commercial
509	Mercantile, Business	None	Commercial
511	Mercantile, Business	Convenience store	Commercial
519	Mercantile, Business	Food and beverage sales, grocery store	Commercial
529	Mercantile, Business	Textile, wearing apparel sales	Commercial
539	Mercantile, Business	Household goods, sales, repairs	Commercial
549	Mercantile, Business	Specialty shop	Commercial
557	Mercantile, Business	Personal service, including barber & beauty shops	Commercial
559	Mercantile, Business	Recreational, hobby, home repair sales, pet store	Commercial
564	Mercantile, Business	Laundry, dry cleaning	Commercial
569	Mercantile, Business	Professional supplies, services	Commercial
571	Mercantile, Business	Service station, gas station	Commercial
579	Mercantile, Business	Motor vehicle or boat sales, services, repair	Commercial
580	Mercantile, Business	General retail, other	Commercial
581	Mercantile, Business	Department or discount store	Commercial
592	Mercantile, Business	Bank	Commercial
593	Mercantile, Business	Office: veterinary or research	Commercial
596	Mercantile, Business	Post office or mailing firms	Commercial
599	Mercantile, Business	Business office	Commercial
600	Industrial, Utility, Defense, Agr, Mining	Utility, defense, agriculture, mining, other	Industrial/Warehouse
610	Industrial, Utility, Defense, Agr, Mining	Electric generating plant	Industrial/Warehouse
614	Industrial, Utility, Defense, Agr, Mining	Energy production plant, other	Industrial/Warehouse
615	Industrial, Utility, Defense, Agr, Mining	Electric-generating plant	Industrial/Warehouse
629	Industrial, Utility, Defense, Agr, Mining	Laboratory or science laboratory	Commercial
631	Industrial, Utility, Defense, Agr, Mining	Defense, military installation	Government
632	Industrial, Utility, Defense, Agr, Mining	None	Industrial/Warehouse
635	Industrial, Utility, Defense, Agr, Mining	Computer center	Commercial
639	Industrial, Utility, Defense, Agr, Mining	Communications center	Commercial
640	Industrial, Utility, Defense, Agr, Mining	Utility or distribution system, other	Industrial/Warehouse
642	Industrial, Utility, Defense, Agr, Mining	Electrical distribution	Industrial/Warehouse
644	Industrial, Utility, Defense, Agr, Mining	Gas distribution, pipeline, gas distribution	Industrial/Warehouse
645	Industrial, Utility, Defense, Agr, Mining	Flammable liquid distribution, pipeline, flammable	Industrial/Warehouse
647	Industrial, Utility, Defense, Agr, Mining	Water utility	Industrial/Warehouse
648	Industrial, Utility, Defense, Agr, Mining	Sanitation utility	Industrial/Warehouse
655	Industrial, Utility, Defense, Agr, Mining	Crops or orchard	Agricultural
659	Industrial, Utility, Defense, Agr, Mining	Livestock production	Agricultural
669	Industrial, Utility, Defense, Agr, Mining	Forest, timberland, woodland	Agricultural
679	Industrial, Utility, Defense, Agr, Mining	Mine, quarry	Agricultural
700	Manufacturing, Processing	Manufacturing, processing	Industrial/Warehouse
800	Storage	Storage, other	Industrial/Warehouse
807	Storage	Outside material storage area	Industrial/Warehouse
808	Storage	Outbuilding or shed	Industrial/Warehouse
816	Storage	Grain elevator, silo	Industrial/Warehouse
819	Storage	Livestock, poultry storage	Industrial/Warehouse
839	Storage	Refrigerated storage	Industrial/Warehouse
849	Storage	Outside storage tank	Industrial/Warehouse
880	Storage	Vehicle storage, other	Industrial/Warehouse
881	Storage	Parking garage (Detached residential garage)	n/a
882	Storage	Parking garage, general vehicle	n/a
888	Storage	Fire station	Government
891	Storage	Warehouse	Industrial/Warehouse
898	Storage	Dock, marina, pier, wharf	Industrial/Warehouse
899	Storage	Residential or self storage units	Commercial
900	Outside or Special Property	Outside or special property, other	Vacant
919	Outside or Special Property	Dump, sanitary landfill	Industrial/Warehouse
921	Outside or Special Property	Bridge, trestle	n/a
922	Outside or Special Property	Tunnel	n/a
926	Outside or Special Property	Outbuilding, protective shelter	n/a
931	Outside or Special Property	Open land or field	Vacant
935	Outside or Special Property	Campsite with utilities	Vacant
936	Outside or Special Property	Vacant lot	Vacant
937	Outside or Special Property	Beach	n/a
938	Outside or Special Property	Graded and cared-for plots of land	Vacant
940	Outside or Special Property	Water area, other	n/a
941	Outside or Special Property	Open ocean, sea or tidal waters	n/a
946	Outside or Special Property	Lake, river, stream	n/a
951	Outside or Special Property	Railroad right of way	n/a
952	Outside or Special Property	Railroad yard	n/a
960	Outside or Special Property	Street, other	n/a
961	Outside or Special Property	Highway or divided highway	n/a
962	Outside or Special Property	Residential street, road or residential driveway	n/a
963	Outside or Special Property	Street or road in commercial area	n/a
965	Outside or Special Property	Vehicle parking area	n/a
972	Outside or Special Property	Aircraft runway	n/a
973	Outside or Special Property	Aircraft taxi-way	n/a
974	Outside or Special Property	Aircraft loading area	n/a
981	Outside or Special Property	Construction site	Vacant
982	Outside or Special Property	Oil or gas field	Vacant

Table C-1 (Continued)
Property Code Classifications – Fire Rescue Incidents

NFIRS Code	Main Category	NFIRS Description	Fire Assessment Land Use Category
983	Outside or Special Property	Pipeline, power line or other utility right of way	Vacant
984	Outside or Special Property	Industrial plant yard - area	Industrial/Warehouse
1500	Outside or Special Property	Public or Government, other	Institutional
1501	Outside or Special Property	Public or Government, other	Institutional
3230	Outside or Special Property	Asylum, mental institution	Institutional
3231	Outside or Special Property	Asylum, mental institution	Institutional
9600	Outside or Special Property	Street, other	n/a
9601	Outside or Special Property	Street, other	n/a
400M	Residential	Residential, other	Single Family
400R	Residential	Residential, other	Single Family
400V	Residential	Residential, other	Single Family
419M	Residential	1 or 2 family dwelling	Single Family
NNN	Outside or Special Property	None	n/a
UUU	Outside or Special Property	Undetermined	n/a

Source: National Fire Incident Reporting System (NFIRS)

Exhibit B - Fire Assessment Study CONTRACT# BUD/260739

Table C-2
Property Code Classifications – Land Use

PC	Description	Fire Assessment Land Use Category
0	VACANT RESIDENTIAL	Vacant
1	IMPROVED RESIDENTIAL	Single Family/Duplex
2	IMPROVED MOBILE HOME	Single Family/Duplex
3	MULTI-FAMILY 10 OR MORE UNITS	Multi-Family/Condo
4	CONDOMINIUM RESIDENTIAL	Multi-Family/Condo
5	COOPERATIVE	Single Family/Duplex
6	RETIREMENT HOME - TAXABLE	Multi-Family/Condo
7	BOARDING HOMEMIGRANT CAMPETC	Multi-Family/Condo
8	MULTI-FAMILY 09 OR LESS UNITS	Multi-Family/Condo
9	RESIDENTIAL COMMON ELEMENTS	n/a
10	VACANT COMMERCIAL	Vacant
11	ONE STORY STORE	Commercial
12	COMMERCIALRESIDENTIAL MIXED	Commercial
13	DEPARTMENT STORE	Commercial
14	MARKET	Commercial
15	REGIONAL SHOPPING CENTER	Commercial
16	COMMUNITY SHOPPING CENTER	Commercial
17	01 STY OFFICENON PROFESSIONAL	Commercial
18	MULTI-STY OFFICENON PROFESSNL	Commercial
19	PROFESSIONAL SERVICES	Commercial
20	TERMINAL-AIRBUSTRAINMARINE	Commercial
21	RESTAURANTCAFETERIA	Commercial
22	RESTAURANTDRIVE-IN	Commercial
23	FINANCIAL INSTITUTION	Commercial
24	INSURANCE OFFICE	Commercial
25	SERVICE REPAIR - NON VEHICLE	Commercial
26	GASOLINE SERVICE STATION	Commercial
27	VEHICLE SALES REPAIR	Commercial
28	PARKING LOT	Commercial
29	WHOLESALE OUTLET	Commercial
30	FLORISTGREENHOUSE	Commercial
31	THEATERDRIVE-INSTADIUM	Commercial
32	THEATERENCLOSEDSTADIUM	Commercial
33	NIGHTCLUBBARLIQUOR SERVICE	Commercial
34	BOWLING ALLEYARENA	Commercial
35	TOURISTEXHIBIT	Commercial
36	CAMPSCAMPGROUNDS	Commercial
37	RACE TRACK - AUTODOGHORSE	Commercial
38	GOLF COURSEDRIVING RANGE	Commercial
39	HOTELMOTEL	Commercial
40	VACANT INDUSTRIAL	Vacant
41	LIGHT MANUFACTURING	Industrial
42	HEAVY MANUFACTURING	Industrial
43	LUMBER YARDSAWMILL	Industrial
44	PACKING PLANT	Industrial
45	CANNERYBOTTLER	Industrial
46	FOOD PROCESSING	Industrial
47	MINERAL PROCESSING	Industrial
48	WAREHOUSEDISTRIBUTION	Industrial
49	STORAGEJUNK YARD	Industrial
50	RURAL BUILDING SITE	Agricultural
51	CROPLAND CLASS 1	Agricultural

Exhibit B - Fire Assessment Study CONTRACT# BUD/260739

Table C-2 (continued)
Property Code Classifications – Land Use

PC	Description	Fire Assessment Land Use Category
52	CROPLAND CLASS 2	Agricultural
53	CROPLAND CLASS 3	Agricultural
54	TIMBER CLASS 1	Agricultural
55	TIMBER CLASS 2	Agricultural
56	TIMBER CLASS 3	Agricultural
57	TIMBER CLASS 4	Agricultural
58	TIMBER CLASS 5	Agricultural
59	TIMBER NOT CLASSIFIED	Agricultural
60	GRAZING CLASS 1	Agricultural
61	GRAZING CLASS 2	Agricultural
62	GRAZING CLASS 3	Agricultural
63	GRAZING CLASS 4	Agricultural
64	GRAZING CLASS 5	Agricultural
65	GRAZING CLASS 6	Agricultural
66	CITRUS GROVE ORCHARD	Agricultural
67	BEEFISH RABBIT SETC	Agricultural
68	DAIRY FEED LOT	Agricultural
69	ORNAMENTAL MISCELLANEOUS AGRIC	Agricultural
70	VACANT INSTITUTIONAL	Vacant
71	IMPROVED - CHURCH	Institutional
72	SCHOOL - COLLEGE PRIVATE	Institutional
73	HOSPITAL PRIVATE	Institutional
74	RETIREMENT HOME EXEMPT	Institutional
75	CHARITABLE SERVICES ORPHANAGE	Institutional
76	DEATH SERVICES	Institutional
77	CLUB LODGE UNION HALL	Institutional
78	REST HOME	Institutional
79	CULTURAL	Institutional
80	HORSE FARMS TANGIBLE ONLY	n/a
81	MILITARY	Government
82	FOREST PARK RECREATIONAL	Government
83	SCHOOL PUBLIC	Government
84	COLLEGE PUBLIC	Government
85	HOSPITAL PUBLIC	Government
86	COUNTY PROPERTY	Government
87	STATE PROPERTY	Government
88	FEDERAL PROPERTY	Government
89	MUNICIPAL PROPERTY	Government
90	LEASEHOLD INTERESTS	n/a
91	UTILITIES	n/a
92	MINING	n/a
93	SUBSURFACE RIGHTS	n/a
94	RIGHTS-OF-WAY	n/a
95	RIVER LAKES SUBMERGED	n/a
96	SEWAGE WASTE BARROW	n/a
97	RECREATIONAL CLASSIFIED USE	n/a
98	CENTRALLY ASSESSED	n/a
99	ACREAGE NON CLASSIFIED USE	n/a

Source: Marion County Property Appraiser

Exhibit C – Final Roll 2026 Assessment CONTRACT# BUD/260739

**The Final Roll 2026 Assessment can be viewed and/or copied at:
110 SE Watula Avenue, 3rd Floor, Ocala, Florida 34471**

Certificate Of Completion

Envelope Id: E74B1A19-2485-8A52-83C2-B1513BE244DF

Status: Completed

Subject: SIGNATURE: Fire Assessment Roll Update Services Agreement - Alfred Benesch & Company (BUD/260739)

Source Envelope:

Document Pages: 54

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 0

April Adolf

AutoNav: Enabled

110 SE Watula Avenue

Envelopeld Stamping: Enabled

City Hall, Third Floor

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Ocala, FL 34471

aadolof@ocalafl.gov

IP Address: 216.255.240.104

Record Tracking

Status: Original

Holder: April Adolf

Location: DocuSign

6/3/2026 9:18:34 AM

aadolof@ocalafl.gov

Security Appliance Status: Connected

Pool: StateLocal

Signer Events

Elisabeth Schuck

eschuck@benesch.com

Vice President

Security Level: Email, Account Authentication (None)

Signature

Signed by:

Elisabeth Schuck

E14F244AC57143F...

Timestamp

Sent: 6/3/2026 9:48:58 AM

Viewed: 6/3/2026 10:08:25 AM

Signed: 6/9/2026 9:57:26 AM

Signature Adoption: Pre-selected Style

Using IP Address: 45.3.243.83

Electronic Record and Signature Disclosure:

Accepted: 6/3/2026 10:08:25 AM

ID: 1cea767e-30e9-4ac1-aecd-fc1ab47cdf14

William E. Sexton, Esq.

wsexton@ocalafl.gov

City Attorney

Security Level: Email, Account Authentication (None)

Signed by:

William E. Sexton, Esq.

4A55AB8A8ED04F3...

Sent: 6/9/2026 9:57:29 AM

Viewed: 6/9/2026 10:19:35 AM

Signed: 6/9/2026 10:20:00 AM

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Electronic Record and Signature Disclosure:

Accepted: 9/15/2023 9:02:35 AM

ID: 313dc6f2-e1d0-44c3-8305-6c087d6cdf0b

Janice Mitchell

jmittell@ocalafl.org

CFO

City of Ocala

Security Level: Email, Account Authentication (None)

Signed by:

Janice Mitchell

55198B43858A4E1...

Sent: 6/9/2026 10:20:04 AM

Viewed: 6/9/2026 2:50:22 PM

Signed: 6/9/2026 2:50:38 PM

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Electronic Record and Signature Disclosure:

Accepted: 6/9/2026 2:50:22 PM

ID: d3b40e58-77aa-469b-872e-ac377ceb88a7

Angel B. Jacobs

ajacobs@ocalafl.org

City Clerk

Security Level: Email, Account Authentication (None)

Signed by:

Angel B. Jacobs

8DB3574C28E54A5...

Sent: 6/9/2026 2:50:41 PM

Viewed: 6/9/2026 3:14:52 PM

Signed: 6/9/2026 3:15:14 PM

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Accepted: 6/9/2026 3:14:52 PM ID: 2ce17df4-0bd0-4f3e-946a-a575a3fa6d48		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/3/2026 9:48:58 AM
Envelope Updated	Security Checked	6/8/2026 2:52:23 PM
Envelope Updated	Security Checked	6/8/2026 2:52:23 PM
Envelope Updated	Security Checked	6/8/2026 2:52:23 PM
Envelope Updated	Security Checked	6/8/2026 2:52:24 PM
Envelope Updated	Security Checked	6/8/2026 2:52:24 PM
Envelope Updated	Security Checked	6/8/2026 2:52:24 PM
Certified Delivered	Security Checked	6/9/2026 3:14:52 PM
Signing Complete	Security Checked	6/9/2026 3:15:14 PM
Completed	Security Checked	6/9/2026 3:15:14 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Ocala - Procurement & Contracting:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at contracts@ocalafl.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Ocala - Procurement & Contracting

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to contracts@ocalafl.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Ocala - Procurement & Contracting

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to contracts@ocalafl.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.