

Agenda Item: 3.e

Meeting Date: July 9, 2026

MEMORANDUM

To: City Commission

Through: Jennifer K. Bramley, City Manager

From: Nicole Delfino

Date: 2026-07-09

Subject: Review of Fire Assessment Request for Proposal (RFP)

Presenter(s): Les Tyler, Director of Finance & Chris Roe, Bryant Miller and Olive, P.A.

Staff Recommendation: Approval to advertise RFP

Strategic Themes: Good Governance

Boards & Committees: N/A

Budget Impact: Estimated \$75,000-\$100,000

Past Action: Discussion regarding implementation of a Fire Assessment, presented to the City Commission on May 19, 2026 by Attorney Chris Roe from Bryant Miller Olive, P.A.

Next Action: Advertising of RFP, Approval of selected consultant by City Commission

Attachments: [A. Draft RFP 26-2611 Fire Protection Special Assessment 7.9.26.pdf](#)
[B. Draft Fire Assessment Timeline.pdf](#)

Background: Following the discussion regarding implementation of a Fire Assessment, presented to the City Commission on May 19, 2026 by Attorney Chris Roe from Bryant Miller Olive, P.A.; City staff committed to bringing the Request for Proposal (RFP) document back to City Commission for a Fire Assessment Consultant to perform the study, data analysis, methodology, report and recommendations of creating a Fire Assessment.

A Fire Assessment is used as an alternative or supplemental funding mechanism for fire protection services. Fire assessments create a dedicated funding source specifically for fire protection operations and infrastructure, separate from general property tax

revenues.

Special assessments have been used by Florida local governments since the 1800s as a recurring annual charge imposed on properties that receive a specific benefit from a service or improvement. Common special assessment examples include: stormwater, solid waste, street lighting, utility infrastructure, and fire protection services. The Florida League of Cities estimates approximately 140 cities in Florida have a recorded fire assessment in place in 2023. Additional cities have implemented assessments since this last data collection point, with current estimates between 175-200 cities and counties with active fire assessments.

Under Florida law, special assessments differ from ad valorem property taxes in several important ways:

- 1) Revenues must be dedicated to a specific service or purpose.
- 2) Homestead exemptions do not apply.
- 3) The assessment methodology is determined locally rather than by state statute.
- 4) Assessments may be collected on the annual property tax bill using the Uniform Method under Florida Statute 197.3632.

The assessment process to design and implement a legally defensible Fire Protection Special Assessment program first includes undertaking a study. A study is intended to: identify the full cost of assessable fire protection services, separate assessable fire operations from non-assessable EMS functions, develop a fair and equitable assessment methodology, analyze property classifications and fire service demand, evaluate long-term funding needs for fire operations, prevention, emergency management, apparatus, facilities, and training infrastructure and provide implementation support. In conjunction with the study, legal support is necessary to ensure proper legal milestones are achieved including, but not limited to: public notices, letters, resolutions, ordinances, agreements, publications or other required legal documents.

Chris Roe from Bryant Miller Olive, P.A., has been providing cities and counties with consultation, information and background on the process and legal steps of implementing a fire assessment for many years. Mr. Roe presented to the City Commission on May 19, 2026 an introduction to fire assessments and what a typical process includes.

Commission direction was provided on May 19, 2026 to pursue the next step, which is to draft and then advertise an Request for Proposal (RFP). Staff recommends approval of drafted RFP for a Fire Assessment to be advertised upon Commission approval.

A 5-7 person committee will be selected to review the RFP submissions and make their recommendations for a selected consultant. The selected consultant will then be brought back to City Commission for approval to proceed with an agreement.