

Recommendation re: Task Authorization with Geosyntec Consultants, Inc. for City of Lakeland Stormwater Utility Review

In 1999, the City Commission established the Stormwater Utility (SWU) program to provide a dedicated funding source for operating and maintaining the City's stormwater system, water pollution abatement devices, and lake improvement projects. The City completed its last comprehensive review of the program in 2016.

Since the 2016 review, the city has experienced population growth and increased development. This engagement seeks to account for service-related changes and growth; update cost projections to ensure the SWU program's financial stability needed to maintain and enhance flood control measures, plan for continued growth and use of the utility's infrastructure; and address regulated stormwater pollution and surface water quality improvement mandates required by the City's Municipal Separate Stormwater Sewer System (MS4) permit, which includes City-owned infrastructure (i.e., ditches, curbs, catch basins, underground pipes, etc.) designed or used for collecting or conveying stormwater that discharges to lakes, wetlands, canals, ponds, and other water bodies. This SWU Review will assist the City in maintaining equitable stormwater fees, while ensuring that necessary operations and regulatory requirements are met.

Key tasks of this SWU Review include:

- Creating a database from the City's billing system records and the Polk County Property Appraiser tax rolls to identify and verify property features, including recorded impervious surface area to validate and/or revise the current Equivalent Residential Unit (ERU) used to calculate the tiered residential and non-residential property rates.
- Evaluating the full cost of the stormwater management program using the City's most current financial information and stormwater planning documents, including the 10-year Stormwater Capital Improvement Plan, projected land use changes and anticipated growth, and status of current and future imposed regulatory mandates. The full cost analysis will include the costs of maintaining and operating the City's stormwater system, the costs of projected CIP projects and currently unfunded needs such as retrofitting and/or replacing aging infrastructure, compliance with unfunded regulatory mandates for stormwater pollution prevention and surface water quality standards, and administrative costs.
- Proposing a cost apportionment method to calculate stormwater utility fee rates and revenues.
- Reviewing the current stormwater mitigation credit policy and updating the policy that provides credits to those properties that have on-site stormwater systems that reduce stormwater discharges to the City's MS4.
- Preparing a SWU Assessment Report that includes documentation of the assessment, recommended SWU rates for residential and non-residential properties, and recommended stormwater utility credit management.

Geosyntec is one of three firms with continuing professional services contracts approved by the City Commission on June 6, 2022 for Professional Lakes & Watershed Management Services. These services include environmental engineering, permitting, inspection, planning, consulting, monitoring and management services. Of these firms, Geosyntec is the most qualified firm with availability for this project's scope of services.

Funding for this project is included in the FY24 Stormwater CIP budget.

Staff recommends the City Commission authorize the appropriate City officials to execute the Task Authorization with Geosyntec for the City of Lakeland Stormwater Utility Review in an amount not-to-exceed \$109,220.64.

TASK AUTHORIZATION FORM

In accordance with the **Geosyntec Consultants (Geosyntec)** Continuing Contract and Agreement for Professional Lakes & Watershed Management Services, dated June 6, 2022, the City hereby authorizes the services as set forth in the attached work order by the City and/or attached scope of services proposed by the Engineer and the following:

Task Authorization No.: Geosyntec Consultants (Geosyntec) – 23-05

Project No: 596.246.7500.008066.634.00.000

Project Title: Stormwater Utility Review

Schedule: **Start:** Upon Acceptance
Complete: 180 days, or to completion of project

Billing: As set forth in the agreement and the approved proposal.

Not-To-Exceed Cost: \$109, 220.64

Scope of Work: Geosyntec Proposal (dated July 28, 2023) is attached herein as Exhibit "A." Engineer's reimbursable costs shall be in conformance with the City's Consultant Expense Reimbursement Policy, attached herein as Exhibit "B". Exhibits "A" and "B" are made a part of this Task Authorization.

AUTHORIZATION:

GEOSYNTEC CONSULTANTS

Accepted By: Mark Ellard Digitally signed by Mark Ellard
Date: 2023.07.28 15:20:18 -04'00'
Mark Ellard, PE, CFM. D.WRE
Senior Principal

Date: _____

CITY OF LAKELAND

Reviewed By: Laurie Smith
Laurie Smith, Lakes & Stormwater Manager

Date: 8/7/23

Accepted By: _____
Heath Frederick, Director of Public Works

Date: _____

Accepted By: _____
William Mutz, Mayor

Date: _____



July 28, 2023

Laurie Smith

Manager, Lakes & Stormwater
City of Lakeland
407 Fairway Avenue
Lakeland, Florida 33801

Subject: **Stormwater Utility Review**
City of Lakeland, Florida

Dear Ms. Smith:

Geosyntec Consultants, Inc. (Geosyntec) is pleased to provide this proposal for the above referenced project to the City of Lakeland (City). We understand this will be authorized under our 2022 continuing contract for Lakes and Watershed Professional Management Services.

BACKGROUND

City of Lakeland (COL) requested a review of their stormwater utility and fee to evaluate the base assumptions, methodology, sufficiency, and opportunities for enhancement. Geosyntec has partnered with a specialty subconsultant Anser Advisory to assist with the review.

SCOPE OF WORK:

The consultant team will perform the following scope of services:

Subconsultant Anser Advisory will provide the following task work in accordance with their scope and fee proposal included in Attachment B.

- Task 1 Project Initiation
- Task 2 Review of Current Methodology
- Task 3 Generate Preliminary Database
- Task 4 ERU Value
- Task 5 Residential Tiers
- Task 6 Determine Base Billing Units
- Task 7 Identify Full Costs of Stormwater Program
- Task 8 Develop Method of Apportioning Costs
- Task 9 Develop Proforma Rates
- Task 10 Generate Preliminary Stormwater Utility Fee Roll
- Task 11 On-Site Stormwater Mitigation Credit Policy
- Task 12 Prepare and Present Assessment Report

Please note the various assumptions, data needs, and coordination requirements stated in the subconsultant proposal.

Geosyntec will provide the following support:

- **Engineering Support:** General support in developing data or supporting information needed to support Anser's work. This task is provided as an allowance.
- **Project Management: including** Project setup and administration, management of technical staff efforts and general project QA/QC, project tracking, schedule updates, project meetings, updates, status reports, etc.

DELIVERABLES

1. Deliverables as noted in Attachment B.
2. General project updates and meeting summaries, via email.
3. All deliverable to be electronic.

BUDGET ESTIMATE

Geosyntec proposes to provide the services discussed herein as described below:

Proposed Total Project Lump Sum Fee = \$109,220.64

The services will be provided on a lump sum basis, in accordance with the terms and conditions specified herein and pursuant to terms agreed to between Geosyntec and City of Lakeland (Continuing Services Contract for Professional Lakes and Watershed Management Services dated June 6, 2022). The lump sum amount is based on our estimated budget for performing these services, which includes the labor, subconsultant fees, and other direct costs necessary to complete the work scope described in the proposal, as detailed in **Attachment A**.

Project efforts will be billed to the City on a lump sum task percent complete basis, based on the major tasks defined in the cost build-up spreadsheet in Attachment A. Individual subconsultant and combined other direct costs will likewise be billed lump sum based on a percent complete basis. Invoices will be structured to list project tasks (and subconsultant / combined other direct cost) with accomplished percent complete, then corresponding budget invoiced, overall budget expended and overall budget remaining. A separate status report will be provided to the City's project manager providing a narrative of work accomplished supporting the invoice.

SCHEDULE

Geosyntec and Anser can begin work immediately upon receipt of Notice to Proceed (NTP). Assuming work is authorized by September 2023, we expect completion by approximately May 2024 (~9 months).

CLOSURE

We appreciate the opportunity to work with the City on this project. Should you have any questions or comments regarding this proposal, please do not hesitate to contact the undersigned at 407-321-7030.

Sincerely,

Geosyntec Consultants, Inc.



Mark Ellard, PE, CFM
Senior Principal Water Resources
mellard@geosyntec.com

Attachments: Budget Estimate
 Subconsultant Proposal

ATTACHMENT A

BUDGET ESTIMATE

City of Lakeland, Florida

Date: **07/28/23**

Contract: Professional Lakes and Watershed Management Services

		Senior Principal		Principal Engineer		Project Engineer		Senior Staff Engineer		Staff Engineer		Clerical		Basic Activity Amount	Man-hours by Activity	Average Hourly Rate
Hourly Rate		Rate = \$262.00		Rate = \$244.00		Rate = \$198.00		Rate = \$154.00		Rate = \$132.00		Rate = \$58.00				
Task	Activity	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost			
1	Engineering Support	20	\$5,240.00	0	\$0.00	40	\$7,920.00	2	\$308.00	40	\$5,280.00	0	\$0.00	\$18,748.00	102	\$183.80
2	Project Management	12	\$3,144.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	12	\$696.00	\$3,840.00	24	\$160.00
GRAND TOTALS		32	\$8,384.00	0	\$0.00	40	\$7,920.00	2	\$308.00	40	\$5,280.00	12	\$696.00	\$22,588.00	126	\$179.27
Percent Breakdown		25.4%	37.1%	0.0%	0.0%	31.7%	35.1%	1.6%	1.4%	31.7%	23.4%	9.5%	3.1%	100.0%	100.0%	

[illegible]

TOTAL NOT TO EXCEED FEE COMPUTATIONS		
(1) Salary Cost (from above)	=	\$22,588.00
(2) Out-of-Pocket Expenses	=	\$0.00
(3) Subconsultant's Fees (from left)	=	\$85,955.00
(4) Communication Fee (3%)	+	\$677.64
Total Fee	=	\$109,220.64

ATTACHMENT B

SUBCONSULTANT PROPOSAL



City of Lakeland Stormwater Utility Program Update Fiscal Year 2024-25

Anser Advisory (Anser) would be available to update the City of Lakeland's (City) stormwater utility program to include updating the apportionment methodology, rates, financial plans, and mitigation credit policy.

The project approach outlined in this section has been designed and structured based on the experience of the Project Team and the necessary level of service that we believe needs to be performed and completed to guarantee the City of Lakeland that the following objectives, at a minimum, will be achieved:

- To develop a comprehensive stormwater utility program that provides a rational relationship between the burden created and the cost to cure. This will be accomplished by
 - Identifying necessary adjustments to the City's current methodology and revenue
 - Assessing the current and anticipated fiscal condition of the stormwater fund as measured against standard fiscal indicators, budgeting systems and accounting practices
 - Developing a fiscal plan of action for the City to consider that addresses
 - Bond/debt coverage to commit to necessary capital improvements
 - Keeps rate as low as possible
 - Maintaining a financially strong stormwater system
 - Providing an updated stormwater utility assessment methodology that is equitable and defensible
- To develop the program in such a way as to assure the greatest likelihood of political and community acceptance.

In order to achieve these goals, the following Project Team objectives will be met.

- Clearly define the level of stormwater services to be provided by the City.
- Agree on the cost of the program, both in terms of capital and ongoing operations and maintenance.
- Complete a thorough review the current framework of the stormwater utility and it's rate structure.
- Working with the City's representatives, describe and develop the structure for a state of the art mitigation credit program.
- To provide a program that can grow and be modified as the City changes in the future.



SCOPE OF SERVICES

The scope of services is designed to meet the objective of updating the City's existing stormwater utility fee methodology by accomplishing the following major tasks:

1. Determine appropriate basis for methodology.
2. Determine appropriate rate classes for the methodology.
3. Validate and/or update the current ERU value.
4. Develop tiered rate structure for all residential properties.

The scope of services is based on the following assumptions:

1. The updated stormwater utility fee program will be implemented in 2024.
2. At a minimum, the following data must be collected, validated and verified:
 - Both the update to the ERU value and the creation of the tiered rate structure for the Residential Rate Class will require sampling to establish the ERU value and the relative billing units for each square foot tier range. This involves drawing samples of parcels by rate class and potentially field measuring the impervious area associated with the sample. Since it is not uncommon to list the "footprint" of a single-family residence, but not the associated driveway, a sample of driveways may need to be field-measured, should the Polk County Property Appraiser not list the square footage of paved driveways.
 - In addition, for the Non-Residential Rate Classes, the amount of impervious area on each parcel in the service area will need to be obtained.
 - The GIS boundaries for all stormwater basins or service areas, if required.
 - A list of all parcel numbers with on-site stormwater mitigation facilities which are privately maintained and an estimate of the year in which those facilities were put in place.
3. The City will conduct all necessary impervious area field measurements required in 2 above.
4. The City will provide the list of parcels with on-site stormwater mitigation facilities that are privately maintained as described in 2 above.
5. The City will provide the necessary budget information and other data required to develop the stormwater utility fee methodology and rates.
6. The City will be active participants and provide timely direction for any outstanding issues as they arise.

Task 1: Project Initiation Anser will meet with City staff in a kick-off meeting to discuss the proposed project, obtain data and information and explain the preliminary approach to the stormwater assessment program and a general method for identifying and apportioning the City's stormwater costs. Evaluate existing legal documents, engineering information, public works data, reports and all other data relating to the provision and proposed provision of stormwater services and facilities in the City.

Task 2: Review of Current Methodology Review documents and information relative to the current rate structure of existing stormwater program and meet with staff to identify any problems or concerns with the current methodology. Provide recommendations to update the current assessment rate methodology.



Task 3: Generate Preliminary Database Anser will develop a preliminary database from the Polk County Property Appraiser's records, the City's stormwater utility billing system and other data that the City may provide and that is available in a timely manner, in electronic form. It is Anser's understanding that the City currently collects its stormwater utility by using the utility bill for collection and that the utility billing system contains the billing units or impervious area for each parcel and the parcel identification numbers and can be tied to the ad valorem tax roll.

This task provides for the performance of data collection tasks for missing data to be conducted by City Staff, including, but not limited to field measurement, field research, and verification of parcel data needed for database population. The magnitude of this data collection effort will be dependent on the quality of data available in the Polk County tax roll database and the City's utility billing system.

Task 4: ERU Value Using the preliminary database, Anser will develop a preliminary field work database that will be used to validate and/or update the City's existing ERU value. This involves drawing samples of all residential parcels and validating and/or field measuring the impervious area associated with the sample. Anser will review and revise the sampling as required.

Task 5: Residential Tiers Using the preliminary database, Anser will draw samples of all the residential parcels by size ranges. This involves drawing samples of all residential parcels and validating and/or field measuring the impervious area associated with the sample. Based on the sample and using statistical analysis, Anser will examine the impervious area slope chart and the distribution curve to determine appropriate tier break points. Anser will review and revise the sampling as required. Based on the analysis, Anser will make recommendations regarding the residential square foot tier structure for the City.

Task 6: Determine Base Billing Units Using the preliminary billing database, Anser will develop a preliminary field work database that will be used to validate and/or update the impervious area data for all non-residential properties which may involve the field measuring of the impervious area associated with each non-residential parcel. Once the field work has been completed by City Staff, Anser will assign the billing units for each parcel based on the stormwater utility fee methodology and identify the number of such units in the City.

Task 7: Identify Full Costs (Revenue Requirements) of the Stormwater Program Anser will evaluate the full cost of the stormwater management system using the City's most current financial information and the stormwater planning documents. This full cost analysis will include (i) the costs of maintaining and operating the City's stormwater system based on the level of funding required by the City, (ii) the costs of capital projects, debt service and required reserves, (iii) indirect and/or administrative costs and (iv) billing and collection costs associated with the uniform method of collection and use of the utility bill.

Develop projections for annual revenue requires for the City's stormwater operations and maintenance, capital projects, debt service and required reserve. Determine method of increasing revenue and adjustments of assessment rates on an annual basis or as desired by the City.

Task 8: Develop a Method of Apportioning the Costs using the current ad valorem tax roll and the stormwater services data, develop a method of apportioning the costs.

Task 9: Develop Pro Forma Rates Anser will calculate pro forma stormwater utility fee rates and proforma revenue generation for the components of the proposed rates (i.e., administrative, O&M, capital costs).



- Task 10: Generate Preliminary Stormwater Utility Fee Roll** Using the proforma stormwater utility fee rates, Anser will develop a billing database based on the Polk County Property Appraiser's records and the City's Utility billing system to be used as a preliminary stormwater utility fee roll.
- Task 11: On-Site Stormwater Mitigation Credit Policy** We will assist the City's representatives in developing an updated mitigation credit policy to provide credits to those properties that have on-site stormwater systems that reduce the discharge from a parcel and/or that provide on-site treatment and attenuation. We will assist the City in designing a process for property owners to apply for credits and appeals.
- Task 12: Prepare and Present Assessment Report** prepare a draft report that includes documentation of the assessment methodology, proforma rates, recommendations for collection method and scope of services. After City staff review, prepare and present final version of the Assessment Report.

GENERATION OF DATA

The amount of field measurement necessary to generate a valid billing file will not be known until the completion of Task 3. At a minimum, the following data must be collected, validated and verified by the City:

1. The amount of impervious area on each parcel in the service area. Note that while the Property Appraiser's data is a good starting point for many classes of parcels, most appraisal systems do not have adequate information to estimate impervious area for condominium complexes, mobile home parks, and government owned parcels. If not available this data must typically be field measured. Likewise, it is not uncommon to list the "footprint" of a single-family residence, but not the associated driveway. A sample of driveways will need to be field-measured, should the Polk County Property Appraiser not list the square footage of paved driveways.
2. In addition, depending on the nature of the City data, various rate classes may require sampling to establish the relative billing units for each class. This involves drawing samples of parcels by rate class and field measuring the impervious area associated with the sample.

ASSUMPTIONS

The scope of services is based on the following assumptions:

- The City will provide the adequate data associated with the costs of providing stormwater management services.
- The City will be an active participant and will provide timely direction for any outstanding issues as they arise.
- Anser will not responsible for impervious area field measurements, field research, and verification of parcel data.
- Anser will not be responsible for any verification of the assessment roll database information developed by the City.



DELIVERABLES SCHEDULE

Deliverable	Schedule
Notice to Proceed	September 2023
Data Collection and Analysis	September – November 2023
Generate Preliminary Database	October – November 2023
City Conducts Impervious Area Fieldwork	November 2023 – January 2024
Determine Cost Components	December 2023 – January 2024
Develop ERU Value and Tiers	January – February 2024
Develop Apportionment Methodology	November – February 2024
Develop Proforma Assessment Rates	March – April 2024
Develop Mitigation Credit Policy	February – April 2024
Prepare and Present Report	May 2024

HOURS AND FEES MATRIX

For the professional services and specialized assistance described in the Stormwater Utility Program Update above, the following table provides an estimate of the work effort required by Anser.

Task	Description	Trips	Hours	Anser Fees
Task 1	Project Initiation	1	48.0	\$10,455
Task 2	Review of Current Methodology		31.0	\$6,240
Task 3	Generate Preliminary Database		74.0	\$12,365
Task 4	ERU Value		31.0	\$5,235
Task 5	Residential Tiers		19.0	\$3,090
Task 6	Determine Base Billing Units		40.0	\$6,775
Task 7	Identify Full Costs of Stormwater Program		25.0	\$5,375
Task 8	Develop Method of Apportioning Costs		33.0	\$6,080
Task 9	Develop Proforma Rates		25.0	\$5,200
Task 10	Generate Preliminary Stormwater Utility Fee Roll		24.0	\$3,840
Task 11	On-Site Stormwater Mitigation Credit Policy		25.0	\$5,200
Task 12	Prepare and Present Assessment Report	1	60.0	\$13,100
Total Hours and Fees			435.0	\$82,955
Trips and Expenses			2	\$3,000
Total Fees and Expenses				\$85,955

Additional on-site visits by Anser will be billed in accordance with Anser's standard hourly rates. All expenses related to additional meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, Zoom meetings and/or periodic telephone conference calls may be scheduled to discuss project status.



Anser's standard hourly rates are as follows:

ANSER ADVISORY

Senior Project Manager/Assistant Director	\$235
Project Manager	\$185
Sr Analyst	\$185
Analyst.....	\$150

Please note that Anser works with the premise of developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, Anser would be available, on an hourly basis, to assist the City in its defense.



City of Lakeland Stormwater Utility Program Update Fiscal Year 2024-25

Anser Advisory (Anser) would be available to update the City of Lakeland's (City) stormwater utility program to include updating the apportionment methodology, rates, financial plans, and mitigation credit policy.

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- To develop the program in such a way as to assure the greatest likelihood of political and community acceptance.

In order to achieve these goals, the following Project Team objectives will be met.

- Clearly define the level of stormwater services to be provided by the City.
- Agree on the cost of the program, both in terms of capital and ongoing operations and maintenance.
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SCOPE OF SERVICES

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 - A list of all parcel numbers with on-site stormwater mitigation facilities which are privately maintained and an estimate of the year in which those facilities were put in place.
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Task 9: Develop Pro Forma Rates Anser will calculate pro forma stormwater utility fee rates and proforma revenue generation for the components of the proposed rates (i.e., administrative, O&M, capital costs).



- Task 10: Generate Preliminary Stormwater Utility Fee Roll** Using the proforma stormwater utility fee rates, Anser will develop a billing database based on the Polk County Property Appraiser's records and the City's Utility billing system to be used as a preliminary stormwater utility fee roll.
- Task 11: On-Site Stormwater Mitigation Credit Policy** We will assist the City's representatives in developing an updated mitigation credit policy to provide credits to those properties that have on-site stormwater systems that reduce the discharge from a parcel and/or that provide on-site treatment and attenuation. We will assist the City in designing a process for property owners to apply for credits and appeals.
- Task 12: Prepare and Present Assessment Report** prepare a draft report that includes documentation of the assessment methodology, proforma rates, recommendations for collection method and scope of services. After City staff review, prepare and present final version of the Assessment Report.

GENERATION OF DATA

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2. In addition, depending on the nature of the City data, various rate classes may require sampling to establish the relative billing units for each class. This involves drawing samples of parcels by rate class and field measuring the impervious area associated with the sample.

ASSUMPTIONS

The scope of services is based on the following assumptions:

- The City will provide the adequate data associated with the costs of providing stormwater management services.
- The City will be an active participant and will provide timely direction for any outstanding issues as they arise.
- Anser will not responsible for impervious area field measurements, field research, and verification of parcel data.
- Anser will not be responsible for any verification of the assessment roll database information developed by the City.



DELIVERABLES SCHEDULE

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Develop Mitigation Credit Policy	February – April 2024
Prepare and Present Report	May 2024

HOURS AND FEES MATRIX

For the professional services and specialized assistance described in the Stormwater Utility Program Update above, the following table provides an estimate of the work effort required by Anser.

Task	Description	Trips	Hours	Anser Fees
Task 1	Project Initiation	1	48.0	\$10,455
Task 2	Review of Current Methodology		31.0	\$6,240
Task 3	Generate Preliminary Database		74.0	\$12,365
Task 4	ERU Value		31.0	\$5,235
Task 5	Residential Tiers		19.0	\$3,090
Task 6	Determine Base Billing Units		40.0	\$6,775
Task 7	Identify Full Costs of Stormwater Program		25.0	\$5,375
Task 8	Develop Method of Apportioning Costs		33.0	\$6,080
Task 9	Develop Proforma Rates		25.0	\$5,200
Task 10	Generate Preliminary Stormwater Utility Fee Roll		24.0	\$3,840
Task 11	On-Site Stormwater Mitigation Credit Policy		25.0	\$5,200
Task 12	Prepare and Present Assessment Report	1	60.0	\$13,100
Total Hours and Fees			435.0	\$82,955
Trips and Expenses			2	\$3,000
Total Fees and Expenses				\$85,955

Additional on-site visits by Anser will be billed in accordance with Anser's standard hourly rates. All expenses related to additional meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, Zoom meetings and/or periodic telephone conference calls may be scheduled to discuss project status.



Anser's standard hourly rates are as follows:

ANSER ADVISORY

Senior Project Manager/Assistant Director	\$235
Project Manager	\$185
Sr Analyst	\$185
Analyst.....	\$150

Please note that Anser works with the premise of developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, Anser would be available, on an hourly basis, to assist the City in its defense.

City of Lakeland
Consultant Expense Reimbursement Policy
Revised 6/18/2018

General

This policy governs all eligible reimbursement expenses paid to consultants hired by City Departments under professional service contracts. All reimbursable expenses must adhere to the following provisions and be verified and approved by the appropriate department head, or their designated representative administering the professional contract. An exhibit to each contract or agreement must be accepted by each professional services consultant prior to the agreement being considered fully executed. All proposed reimbursable consultant expenses must be submitted to the managing designee with matching receipts and specific documentation outlining the nature of the business conducted in association with the expenditure prior to approval by the City.

Consultant Contract Provisions

1. Reasonable expenses will be reimbursed for customary business activities deemed integral to the completion of the consulting assignment (i.e. phone calls, copies, printing, facsimile services, etc.)
2. Reasonable travel expenses will be reimbursed at a rate not-to-exceed the following:
 - Car Rental – Limited to mid-size vehicles or smaller.
 - Airline Travel – Limited to tourist or coach class fare, all efforts will be made to identify the most economical flight options available at time of scheduling.
 - Use of private automobile for administration of project related requirements may be reimbursed at the current IRS mileage reimbursement rate. (www.irs.gov)
 - Local hotel accommodations will be reimbursed at a rate not-to-exceed the GSA lodging rate for Tampa, Florida per night plus sales tax. (www.gsa.gov) Incidentals related to the hotel stay will not be reimbursed.
 - Meal expenses will be reimbursed at a rate not-to-exceed the GSA M&IE rate for Tampa, Florida. A maximum of 15% gratuity on meals will be allowed.
 - No entertainment expenses will be reimbursed, including, but not limited to, alcoholic beverages, in-room entertainment, registrations, tickets to sporting events or entertainment events, banquet and or client entertainment.
 - No reimbursement will be provided for personal expenses of any nature.
 - When representing the interest of the City outside of the Lakeland area, reimbursement of reasonable hotel accommodation costs will be provided as determined by the responsible Department Head.

Collection of Back-up Documentation

All consultant expenditures submitted for reimbursement shall be properly documented and approved by the appropriate department head or designated representative managing the agreement. Original receipts must be provided for payment, along with documentation on purpose. The department head or designated representative will be responsible for the collection of this documentation and for communicating with the consultant on issues related to reimbursable costs or back-up documentation. It will be the responsibility of the department head or designated representative to obtain the necessary approvals from the City Managers' Office for variances to the policy.

Prior to payment of invoices, the following will be required:

1. Verification that invoice references the correct professional service contract.
2. Verification that the specific contract deliverables have been met and scope of work has been satisfactorily completed.
3. Verification that all consultant reimbursable expenses were incurred in conjunction with specified services rendered and billed at cost.
4. All reimbursable expenses must be submitted with receipts documenting expenses.
5. Verify all expense calculations are correct.

Variance Approval

All variances or modifications to the provisions in this policy must be approved by the City Manager or authorized designee.