

**Amended Agenda
City of Dunnellon
City Council Workshop
20750 River Drive, Dunnellon, FL 34431
September 09, 2020
5:30 p.m.
Join Zoom**

<https://dunnellon.zoom.us/j/98013836204?pwd=SGhjd3VSWGplcU5hMjU1Q2NVcS90Zz09>

Webinar ID: 980 1383 6204

Dunnellon City Council meeting will be held on September 09, 2020, at 5:30 p.m. at Dunnellon City Hall with Social Distancing Modifications.

Anyone attending the meeting will be required to wear a mask/face covering. All attendees will be subject to screening to include a temperature check.

Public Comment

Anyone who wishes to provide public comment will be able to do so by participating in the City Council meeting in person, or via the Zoom "**AUDIO ONLY**" platform and/or telephone, by speaking during public comment portions of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk mroberts@dunnellon.org

Members of the public who would like to participate are encouraged to register in advance by Noon on Wednesday September 9, 2020. Please see instructions below on how to register.

Instructions on How to Listen and/or Participate in the Meeting

Attachment: [Meeting Instructions \(PDF\)](#)

Call to Order

Pledge of Allegiance

Opening Prayer/Moment of Silence (suggested time limit: 1 minute. Mayor to request if any invitee is present to open with prayer; if no invitee is present, Mayor will ask if a Dunnellon citizen will volunteer. If no volunteers, a moment of silence will be offered. If a citizen outside of Dunnellon requests to open with prayer, (s)he may so if no invitees/citizens volunteer.)

Roll Call

Proof of Publication Posted on City's website and City Hall bulletin board on Wednesday, September 02, 2020. Amended on September 3, 2020 to add backup to items #2 and #3. 9/8/2020 Backup added to item #6.

- 1. Dunnellon Chamber & Business Association Report**
- 2. Board Reports**

3. **Introduction of Marion County Elect Commissioner Craig Curry**
4. **#BID2020-03, Property, Casualty & Workers Compensation Insurance (Backup added)**

Documents:

[Agenda Cover_Insurance.pdf](#)

5. **#RFP2020-01, Review and Selection of Building Inspection Services Vendor (Backup added)**

Documents:

[20200909_RFP2020-01 Agenda Sum ADA with Analysis.pdf](#)

6. **Planning Commission Vacancy - Community Development Manager, Lonnie Smith**

Documents:

[20200909_Planning_Comm_ Summary ADA.pdf](#)

7. **Agreement #AGR2020-26 IPO 89 Grant Application Assistance for Road Improvement on Oakwood - Troy Slattery, Public Works Manager**

Documents:

[20200909_ADA Agenda Summary IPO 89.pdf](#)

8. **FY 2020-2021 Proposed Budget Update (Backup added)**

- Review modifications since last budget workshop
- Cemetery fees

Documents:

[Agenda Summary Changes from 1st Draft.pdf](#)
[Budget Summary FY20-2021 - working copy\(R3\).pdf](#)

9. **Police Department update - Chief McQuaig**
10. **Council General Discussion Pertaining to Establishing an Ordinance for Blue Run Park Rules and Regulations (Continuation from August Workshop)**
11. **City Attorney Comments**

City Attorney to update City Council on current status regarding former and current Planning Commission members.

12. Council Comments

13. City Administrator Comments

14. Public Comments

Tentative Agenda for Council Meeting Monday, September 14, 2020 at 5:30 p.m.

Consent Agenda

- Approval of Minutes
- Approve Agreement #AGR2020-26 IPO 89 Oakwood Ave Grant App Assistance, Kimley-Horn
- Planning Commission Appointment

Regular Agenda

- Award BID2020-03, Property, Casualty & Workers Compensation Insurance
- Award RFP2020-01, Inspection Services
- Public Hearing Tentative 2020 Millage Rate and FY2020-2021 Budgets
- Update on pollution of the Rainbow River, where does the pollution come from? - Councilman Jay Dugan

Any Person Requiring a Special Accommodation at This Hearing Because of a Disability or Physical Impairment Should Contact the City Clerk at (352) 465-8500 at Least 48 Hours Prior to the Proceeding. If a Person Desires to Appeal Any Decision with Respect to Any Matter Considered at the Above Meeting or Hearing, He or She Will Need a Record of the Proceeding, and for Such Purpose, He or She May Need to Ensure That a Verbatim Record of the Proceedings Is Made, Which Includes the Testimony and Evidence Upon Which the Appeal Is to Be Based. The City Is Not Responsible for Any Mechanical Failure of Recording Equipment.

City of Dunnellon
Agenda Summary Form

Meeting Date: September 9, 2020 Workshop
September 14, 2020 Council Meeting

1. Responsible Department: City Administrator
2. Presenter: Dawn M. Bowne
3. Recommended Action: Aware Bid 2020-03, Insurance

Subject: #BID2020-03 Property/Auto/Liability and Workers Compensation Insurance

Request for Approval Summary Explanation & Background:

The City is currently insured by FMIT (Florida League of Cities/FLOC) for all insurance services except workers compensation. Brown & Brown Insurance provides coverage for the City's workers compensation through PGIT) Preferred Governmental Insurance Trust.

On August 27, 2020 two proposals for insurance services including liability, property, auto and workers compensation were received. I have analyzed the bid responses and provided two spreadsheets (attached) for Council to review along with the full proposals. The results indicate a savings to be realized to the City in the amount of \$25,624. A greater difference will be realized in the draft 20/21 budget in that the applicable departments had budgeted for a larger expense number of approximately \$47,023. The reduction of the expense has offset the reduced revenue projections provided by the State.

Both companies are excellent companies currently servicing the City's insurance needs. Both provide similar coverages with some differences in aggregates or deductibles. Their financials are being reviewed by the finance manager and city auditor and I expect both will result in positive feedback.

City Council is required to review the bids and or summary information, allow the insurance representatives to quickly provide a statement at the Council workshop and then make a final decision at the regular City Council meeting. The summary reveals FMIT/FLOC will provide the largest savings to the City to include all the above listed coverages. They were very competitive in their bidding this year.

Procurement Method: Advertised Bid

Fiscal Information: City will realize a savings in expenditures by approximately \$25,624

Department Head Approval: N/A

City Administrator Approval: *DMB*

Attorney Review: N/A

City of Dunnellon RFP #BID2017-03 Response Sheet for **\$1,000,000** Coverage FMIT provides City Gen Liab/Prop/Auto PGIT provides City Workers Comp

| Type | FMIT (FLOC) | Co-Insurance Terms | Deductible | PGIT | Co-Insurance Terms | Deductible |
|--|--------------------|---|-------------------------------------|-------------------------------|--|---|
| General/Professional Liability (Public Officials Liability) | 3,439 | General Liability \$1,000,000 limit. Occurrence form. No aggregate. No audit or appraisal required. Refer to Tab 2. | 0 | 5,570 | PO/1,000,000 annual aggregate | 0 |
| *Errors and Omissions | 5,513 | Same as above | 0 | 13,513 | | 0 |
| *Law Enforcement | 10,042 | Same as above | 0 | 9,500 | | 0 |
| *CRA as Separate Policy | 1,997 | CRA Separate Policy/ Same above | 0 | Included as addtl named party | | |
| Property, Allied Lines and Crime | 15,177 | Blanket Real & Personal Prop Limit \$4,263,090. Valuation basis. Valuation Basis: Replacement Cost. No Co-Insurance. No audit required. Asset Survey performed 3-5 years. | 500 PO= per occurrence | 15,925 | Blanket Agreed Value | 1,000 PO |
| Note: Named Storm Deductible | | | 2% PO No Minimum | | | 2% PO |
| Note: Flood Deductible | No additional cost | 5,000,000 Excess limit. Excess of NFIP Zones A&V \$500,000 per bldg | \$500 PO all other perils zones C&X | | 1,000,000 limit | 1,000 except A&V zones then no coverage |
| Auto Liability & Physical Damage | 10,327 | Auto Liability 1,000,000 limit. Occurrence form. No aggregate. No audit or appraisal | 0 Liabiliy | 12,849 | | 0 Liabiliy |
| | | | 50 Comp 250 Coll | | | 250 Comp/Coll, \$1,000 Backhoe, 500 all other |
| Inland Marine | Included/Property | \$256,033 Limit per sched items over \$15,000/under 15,000 Blanket Equip. 1,000,000 | 500/1000 PO | 728 | Blank Coverage available. Limit per scheduled Items. | 1,000 PO |
| Honesty Blanket Bonds | Included/Property | \$75,000 bond theft/faithful perf. and \$50,000 crime limits | 0/500 PO | | 100,000 limit | 1,000 PO |

City of Dunnellon RFP #BID2017-03 Response Sheet for **\$1,000,000** Coverage FMIT provides City Gen Liab/Prop/Auto PGIT provides City Workers Comp

| | | | | | | |
|------------------------------------|--|---|---|---|---|---|
| | | | | | | |
| Workers' Compensation | 15,723 | Statutory & employer liability 1,000,000. Audit required. | 0 | 18,960 | | 0 |
| Premium Due -WC | See below | | | 25% down then 9 equal pmnts | | |
| Premium Due | 4 Equal Qtrly Pymnt/ 2 yr. fixed rate guarantee except for W/C. If no changes to policy. | | Pricing for all coverages/ maybe negotiable | Quarterly 1 yr guarantee all coverages. | | Pricing for all coverages/ maybe negotiable |
| Claim Run-off Cost if Leave | None | | | None | | |
| Program Credits | Employer 2% Safety Credit/5% Drug Free Workplace Credit | | | | | |
| Totals | 62,218 City & CRA | Add Stat. AD&D LE \$596 and Sched wind storm items \$256 | | 77,045 | Scheduled wind storm items not included | |
| Less Work Comp | 46,495 | | | 58,085 | | |
| Return of Premium | possibility in non-catastrophic years | | | None | | |

FY 20/21 (Draft Budget)

Budgeted \$77,619 Prop/Liab/Auto
 Budgeted \$31,622 W/C (prior to discounts)

FY 19/20 Actual Expenditures

\$69,865 Prop/Liab/Auto
 \$17,977 Work Comp

Affect to 20/21 Draft Budget:

FMIT (FLOC)
 * Property, etc. \$31,124
* Work Comp \$15,899
 reduction in exp \$47,023

Savings To Be Realized:

FMIT (FLOC)
 * Property, etc. \$23,370
* Work Comp \$ 2,254
 Total Savings \$25,624

PGIT
 * Property, etc. \$11,780
* Work Comp \$ 983
 Total Savings \$ 12,763

Coverage/Limits Comparison for Property/Casualty Insurance RFP #BID2020-03

| | <u>FMIT</u> | <u>PGIT</u> | <u>COMMENTS</u> |
|---|--|---|--|
| <u>PROPERTY</u> | <u>Limits/Coverage</u> | <u>Limits/Coverage</u> | |
| Values | Replacment Cost /Value of Scheduled Property | Replacement Cost/Valued of Scheduled Property | \$4,263,090 Current Property/Contents per bid specs schedule |
| Deductible | \$500 PO | \$1000 PO | Slight difference in deductible |
| Co-Insurance | Blanket and Agreed Amount | Blanket Agreed Value | Same |
| Named Windstorm Deductible | 2% no minimum or 3% or min of \$10,000 for bridges, docks, boardwalks etc. | 2%/\$0 minimum - Need to schedule docks, boardwalks under wind storm policy | Same |
| Flood Limit | \$5,000,000 | \$1,000,000 | Limit differences |
| Flood Deductible | \$500 other zones | \$1,000 per flood. If AV zones no coverage. | Coverage Difference |
| Flood Deductible | \$500,000 Excess NFIP Zones A & V | Excess NFIP Zones A & V - no coverage | Coverage Difference |
| Debris Removal | 25% of loss PO | \$250,000 or 25% of loss whichever greater PO | Similar |
| Demolition | Included in Ordinance limit | included in Ordinance limit | Same |
| Ordinance/Increased cost of construction | Value of property plus 25% of loss due to new Codes - includes demolition | \$500,000 - includes demolition | Coverage difference |
| Accounts receiveable | \$500,000 | \$500,000 | |
| Additional Expense | \$1,000,000 | \$1,000,000 | |
| Business Income | \$500,000 | \$500,000 | |
| Valuable papers | \$500,000 | \$150,000 | |
| Animals/Death in line of Duty | \$15,000/\$30,000 | \$5,000 | |
| New locations | \$2,000,000 bldg/ \$500,000 contents | \$2,000,000 | |
| Fire Department Charges | 250 per day | \$25,000 | |
| Service Interruption Coverage | \$100,000 | \$100,000 | |

Coverage/Limits Comparison for Property/Casualty Insurance RFP #BID2020-03

| | <u>FMIT</u> | <u>PGIT</u> | <u>COMMENTS</u> |
|--|---|---|----------------------------|
| Unintentional Errors & Omissions (Staff/forgot to schedule/report etc.) | \$100,000 | \$250,000 | Limit differences |
| Off Premises Power Failure | \$100,000 | \$100,000 | |
| Property in Transit | \$250,000 | \$250,000 | |
| Auto Physical Damage | Actual Cash Value | Actual Cash Value | |
| Hired physical Damage (Rental) | limit \$50,000 | limit \$50,000 | |
| Non Scheduled Property in the Open | \$25,000 Per loc/\$100,000 aggregate | Included in blanket limit/Per schedule if within 1,000 feet of sched location | Slight coverage difference |
| Signs not attached to buildings | 25,000/\$100,000 aggregate | so long with 1,000 feet covered under property schedule | |
| Pollutant Clean up | \$100,000 | \$50,000 | Limit differences |
| Fungus Clean up | \$25,000 | \$50,000 | Limit differences |
| Terrorism | 5,000,000 Aggregate pr yr | 1,000,000 max 1,000 deductible | Coverage difference |
| Data Restoration | \$500,000 | ? | |
| Cyber | No ded. 2,000,000 PO and annual aggregate | 2,000,000 annual agregate \$25,000 deductible | PGIT has deductible |
| <u>Inland Marine - Valuation</u> | Actual Cash Value (ACV) pay on depreciated item | Actual Cash Value (ACV) pay on depreciated item | Same |
| Deductible | \$500/\$1,000 | \$1,000 | |
| <u>B&M - Equipment B'down</u> | Per Property Schedule | Per Property Schedule | |
| Deductible | \$500 | \$1,000 | |
| <u>CRIME</u> | \$75,000 employee Bonds/\$50,000 other crime | \$100,000 employee | Limit differences |
| <u>Deductible</u> | \$500 | \$1,000 | |
| | | | |

Coverage/Limits Comparison for Property/Casualty Insurance RFP #BID2020-03

| | <u>FMIT</u> | <u>PGIT</u> | <u>COMMENTS</u> |
|---|---|---------------------------------------|---|
| <u>General Liability (1 mil)</u> | \$1,000,000 | \$1,000,000 | FMIT & PGIT only provide \$200,00/\$300,000 for claims under F.S. 768.28 / sovereign immunity |
| <u>Aggregate</u> | No Aggregate | No aggregate | |
| <u>Liability - Excess</u> | \$1,000,000 | \$1,000,000 | |
| <u>Aggregate</u> | No Aggregate | No aggregate | |
| <u>Deductible</u> | \$0 | \$0 | |
| <u>Herbicide/Pesticide</u> | \$1,000,000 | \$1,000,000 | |
| <u>Host liquor</u> | Included | Included | |
| <u>Bert Harris Act</u> | \$300,000 per occurrence/aggregate | \$300,000 occurrence/annual aggregate | |
| <u>Inverse Condemnation</u> | \$300,000 occurrence/annual aggregate | \$300,000 occurrence/annual aggregate | |
| <u>Sewer back up/No fault Clean Up Expense</u> | No fault/Property/flood cov.\$10,000 per aff. Prop. \$200,000 aggregate | \$10,000/\$200,000 aggregate | |
| <u>Law Enforcement</u> | \$1,000,000 | \$1,000,000 | |
| | | | |
| <u>Auto Coverage</u> | \$1,000,000 | \$1,000,000 | |
| <u>Deductible</u> | \$0 | \$0 | |
| <u>Personal Use of scheduled auto</u> | Automatic Coverage | Automatic Coverage | |
| <u>Auto Liability -</u> | \$1,000,000 | \$1,000,000 | |
| | | | |
| <u>E&O Limit based on 1 mil purchase</u> | \$1,000,000 | \$1,000,000 | Aggregate limits by PGIT |

Coverage/Limits Comparison for Property/Casualty Insurance RFP #BID2020-03

| | <u>FMIT</u> | <u>PGIT</u> | <u>COMMENTS</u> |
|------------------------------------|----------------------------|---------------------|--|
| E&O Aggregate | No aggregate/unlimited | \$1,000,000 | |
| E&O Prior Acts Date | N/A Occurrence Form | N/A Occurrence Form | |
| E&O Deductible | \$0 | \$0 | |
| E&O Excess | \$1,000,000 | \$1,000,000 | |
| Non-Monetary Damages | \$25,000 PO/\$100,000 agg. | \$100,000 agg. | No Coverage for egregious act sunshine claims/records request claims |
| <u>Workers Compensation</u> | | | |
| Payroll | Based on payroll | Based on payroll | |

**CITY OF DUNNELLON
COUNCIL
AGENDA SUMMARY FORM**

Meeting Date: 9/09/2020 Workshop
9/14/2020 Regular Meeting

Review by City Attorney:

Submitting Dept.: Community Development

Council Action:

Department Head Approval: *LS09022020*

Date of Action:

City Administrator Approval: *DMB*

Subject: RFP2020-01 Review and selection of Building Inspection Services vendor

Request for Approval Summary Explanation & Background:

Recently, the City initiated an RFP for Building Inspection Services. Our current agreement with M.T. Causley, LLC has expired and needed to be renegotiated. RFP2020-01 was created and advertised for prospective vendors to provide Building Inspection Services for the City. Two proposals were received by the closing date of the request, Charles Abbott Associates, Inc. and M.T. Causley, LLC. The proposals were reviewed by dept. manager and scored according to the provisions of the RFP. The responses were evaluated on experience, references, staffing capacity, services, fee structure, etc. Additional items were taken into consideration such as whether Building Official, building inspector, and plan reviewers have familiarity with riverfront, waterway building and development issues and whether the firm can offer code enforcement services.

Fiscal Information:

Procurement Method:

Purchase Requisition#:

Recommended Action: Approve selection of M.T. Causley, LLC as our preferred vendor and authorize the creation of an Agreement of Services with them.

Initiated by: LS

We have recently gone out to bid for Building Inspection services as our prior contract has expired. We received two responses, one from Charles Abbott Associates, and the other from our current provider, M.T. Causley, LLC. Responses were evaluated on experience, references, staffing capacity, services, fee structure, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, whether Building Official, building inspector, and plan reviewers have familiarity with riverfront, waterway building and development issues, whether the firm can offer code enforcement services as described in this RFP, and any other relevant factors as determined to be in the best interest of the City. Bonus points(3) were given to the firm which also could offer code enforcement services.

All proposals were ranked on a scale of one to five, with five being the highest. The following criteria was used for the ranking.

1. Project team
2. Quality of submittal
3. References
4. Previous work experience in general
5. Familiarity and experience with riverfront, waterway building and development issues
6. Cost (NOTE: Proposals shall show a separate cost breakdown for Code Enforcement services.)
7. Experience and familiarity with code enforcement procedures under Chapter 162, Fla. Stat.; ability to provide prosecutorial services before a special magistrate; and the cost for the same.

Ranking scores

| City of Dunnellon | Company Name | |
|--|-------------------------|---------------------------------------|
| RFP2020-01 | | |
| Building Inspection Services | | |
| Scores range from 1-5 (with 5 being the Best) | M.T.Causley, LLC | Charles Abbott Associates, Inc |
| Project Team | 5 | 4 |
| Quality of Submittal | 5 | 4 |
| References | 4 | 3 |
| Previous Work Experience | 5 | 3 |
| Experience with Riverfront and Waterway building | 5 | 3 |
| Cost | 5 | 3 |
| Minority Business Enterprise | No | not provided |
| Provides Code Enforcement Services | Yes | No |
| | | |
| Subtotal | 29 | 20 |
| Bonus 3 pt (Code enforcement service) | 3 | 0 |
| Total | 32 | 20 |

With the goal to lower costs, we are electing to use an hourly fee program vs 80% of permit cost as we have in the past. We have reviewed other Municipal budgets and have found that cost savings can be achieved using this method.

Code Enforcement Analysis:

As part of the RFP, we asked that Code Enforcement service costs be included as an option that the city can elect to utilize. We are currently using the service at a rate of \$35/hr. The new proposal from M.T. Causley has increased the Code Enforcement (CE) cost significantly to \$65/hr. This new estimate creates a dilemma since we have a fixed budget number moving into our new Fiscal year.

Our options are as follows:

- 1) Increase the budget to cover the increase in costs for CE services.
- 2) Continue with the current provider at the new rate and proportionately reduce the hours worked to stay within our current budget number.
- 3) Hire a part-time CE officer at an hourly rate to keep costs within our budgeted number.

| Code Enforcement Services Options | | | | |
|-----------------------------------|-------------|---------------|-----------------|-----------|
| | Hourly Rate | Hours per /yr | Vehicle Expense | Total |
| Current Budget | \$ 35.00 | 416 | | \$ 14,560 |
| Options | | | | \$ - |
| #1 Increase Budget | \$ 65.00 | 416 | | \$ 27,040 |
| #2 Lower Hours | \$ 65.00 | 224 | | \$ 14,560 |
| #3 Hire Part-Time (\$16/hr net | \$ 17.64 | 728 | \$ 1,780 | \$ 14,560 |

Conclusion:

Option #1 - Will increase the budget to \$27,040 up from the original \$14,650.

Option #2 - Will lower the number of hours spent on CE duties to 225 down from 416.

Option #3 - Will Increase number of hours worked to 728 up from 416. The expense of the use of a City vehicle is factored into the totals

**CITY OF DUNNELLON
COUNCIL
AGENDA SUMMARY FORM**

Meeting Date: 9/09/2020 Workshop
9/14/2020 Regular Meeting

Review by City Attorney:

Submitting Dept.: Community Development

Council Action:

Department Head Approval: *tam/LS09012020*

Date of Action:

City Administrator Approval:

Subject: Board Member Appointments – Planning Commission

Request for Approval Summary Explanation & Background:

A vacancy for full member on the Planning Commission became available upon the resignation of former Commissioner, Vice Chairwoman Louise Kenny. At the Planning Commission meeting on August 25, 2020, members discussed the vacancy and, by consensus, agreed the first and second alternates would typically be moved up by Council appointment leaving the second alternate position vacant.

Current vacancies: full member.

Fiscal Information:

Procurement Method:

Purchase Requisition#:

Recommended Action: To move Mr. David Lancaster into full member position to fill the unexpired term of Mrs. Louise Kenny, 9/14/2020 – 1/14/2022; and Mr. David Short as 1st Alternate to fill the unexpired term of Mr. David Lancaster, 9/14/2020 – 1/12/2021.

Sec. 94-32. - Qualifications of members.

As provided in section 94-31, the city planning commission consists of five members plus two alternate members, appointed by the city council. A minimum of three members and one alternate shall be residents of the city. A maximum of two members and one alternate may be non-resident property owners and/or non-resident business owners. Non-resident property owners and/or non-resident business owners must have owned property and/or owned a business within the city for three years prior to being eligible for said appointment. No member of the planning commission shall be a paid employee or elected official of the city.

(Code 1985, § 2-92; [Ord. No. 2011-13, § 2, 1-23-2012](#))

Initiated by: tam/LS

City of Dunnellon
Agenda Summary Form

Meeting Date: September 9, 2020

1. Responsible Department: Public Works
2. Presenter: Troy Slattery
3. Recommended Action: Per Council request attached is the Kimley-Horn IPO for engineering services relating to Oakwood Avenue.

Subject: IPO 89 –Oakwood Avenue Grant Application Assistance

Request for Approval Summary Explanation & Background:

The overall objective of the Project is to provide support to the City in finding available grants and then making application for the applicable grants associated with the project.

Procurement Method:

Fiscal Information: \$9,500.00

Department Head Approval:

City Administrator Approval: *DMS*

Attorney Review: Yes or No

INDIVIDUAL PROJECT ORDER NUMBER 89

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and the City of Dunnellon (the Client or the City) in accordance with the terms of the Master Agreement for Continuing Professional Services dated November 9, 2009, which is incorporated herein by reference.

Identification of Project:

Project: Oakwood Avenue Grant Application Assistance (the Project)

Client: City of Dunnellon

General Category of Services:

Kimley-Horn understands that the City desires to repair / restore an approximately 300 LF section of Oakwood Avenue. In order to facilitate the repair/restoration the City desires to investigate and apply for applicable grants to cover the work associated with restoring the roadway and improving stormwater runoff flow into the Rainbow River. The overall objective of the Project is to provide support to the City in finding available grants and then making application for the applicable grants associated with the project. The overall objective of the grant assistance project will be met by achieving the following goals:

1. Kimley-Horn will coordinate with the grant issuing agencies (SWFWMD, FDEP, and FDOT) and attend relevant meetings related to the grant application process.
2. Kimley-Horn will coordinate with potential project partners.
3. Kimley-Horn will investigate FDOT, FDEP, and SWFWMD grants to determine if the project meets the available grant requirements.
4. Kimley-Horn will provide grant funding assistance for 2 identified grants.
5. Kimley-Horn will aid in responding to questions and comments received from the grant issuing agencies pertaining to grant application.

Specific Scope of Basic Services:

Task 1 - Project Partner Coordination

Kimley-Horn will provide coordination with project partners. These partners consist of Dunnellon Residents living on Oakwood Ave, Marion County, FDOT, SWFWMD, FDOT and FDEP. Additionally, this task will consist of the following

- A. Organizing meetings to discuss project.
- B. Preparing exhibits.
- C. Providing representation for the City at the project partner or agency meetings.

Task 2 - Assessment of project for grant qualification

Kimley-Horn will provide the following services:

- A. Kimley-Horn will investigate the following grants and determine if the Oakwood Ave project meets the requirements.
 - a. FDOT Small County Outreach Program (SCOP)
 - b. FDOT County Incentive Grant Program (CIGP)
 - c. FDEP 319 and State Water Quality Assistance Grant
 - d. SWFWMD Cost Funding Initiative Grant program

- B. Kimley-Horn will estimate beneficial nutrient reductions for total nitrogen in compliance with the FDEP approved methodology.
- C. Kimley-Horn will estimate the timeframe necessary to complete the design and construction of grant project.
- D. Kimley-Horn will estimate the cost associated with the design and construction of the grant project.

Task 3 - Grant Application Assistance

Kimley-Horn will assist the City in preparing and submitting the grant application for two of the investigated grants. This assistance will consist of the following:

- A. Compiling any relevant information received from the agencies/project partners.
- B. Preparing 2 grant applications for submittal.
- C. Responding to requests for additional information (RAI) received from the grant issuing agencies. Kimley-Horn will reply to 2 RAI's.
- D. This effort does not include the preparation of design plans or specifications.

Project Deliverables

The consultant shall deliver to the City the following items for the grant assistance project.

- 1. Grant applications.

Schedule:

Kimley-Horn will initiate work on the Project within two weeks of an executed notice to proceed.

Additional Services if required:

Services requested that are not specifically included in this Agreement will be provided under a new and separate IPO agreement or can be performed on an hourly basis upon written authorization.

Method of Compensation:

Services under this IPO will be provided for a amount not to exceed \$9,500.


Services provided under this will be invoiced on a monthly basis. All invoices will include a description of services provided.

ACCEPTED:

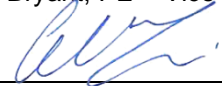
THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

By: 
Lewis Bryant, PE – Vice President

TITLE: _____


Alan J. Garri, P.E. – Project Manager

DATE: _____

Date: August 31, 2020

City of Dunnellon
Agenda Summary Form

Meeting Date: September 9, 2020

1. Responsible Department: Finance
2. Presenter: Dawn Bowne/Jan Smith
3. Recommended Action: N/A

Subject: FY2020-21 Proposed Budget Changes from First Draft Presented July 8, 2020

Request for Approval Summary Explanation & Background:

Subsequent to the budget presentation of July 8, 2020 the following changes have been made and will be included in the First Budget Hearing on Monday, September 14, 2020:

- Overall Revenues have increased \$314,724. See attached “Summary of Changes” schedule
- Cody & Assoc. Salary Study Plan Adjustment moved from Council contingency and allocated to each applicable department \$22,653
- Reduction in general liability, automobile and worker’s compensation insurances in preparation of an award to the lowest bidder. \$47,023 budget reduction with a net realized cost savings to the City of \$25,624
- Changes to budgeted life and health insurance amounts to properly identify those employees with coverage and premium adjustments which net an overall reduction of \$3,984
- Reallocation of contracted code enforcement to a part-time code enforcement officer. Net effect \$0.00
- The COPS grant was not awarded. The City 25% match is reallocated to a part-time police officer \$23,776

Procurement Method:

Fiscal Information:

Department Head Approval: Jan Smith

City Administrator Approval: Dawn M. Bowne

Attorney Review: N/A

**FY2020-2021 Proposed Budget
Summary of Changes**

| REVENUES | 1st Draft | 2nd Draft | Diff | Comment |
|------------------------------|------------------|------------------|----------------|--|
| Taxes | 1,758,875 | 1,739,701 | (19,174) | State Estimate decrease |
| Revenue Lic & Permits | 152,445 | 152,445 | - | |
| Intergovernmental | 100 | 100 | - | |
| State Grants | - | 35,000 | 35,000 | DEO TAC Grant |
| Federal Grants | 74,374 | 88,600 | 14,226 | Eliminate COPS Grant add FDLE JAG \$7,00 and USDA \$81,600 |
| State Shared | 242,941 | 224,040 | (18,901) | State Estimate decrease |
| Local Grants | 3,000 | 3,000 | - | |
| Charges for Services | 9,284 | 9,284 | - | |
| Public Safety | 4,500 | 4,500 | - | |
| Sanitation | 244,738 | 244,738 | - | |
| Transportation | 17,555 | 17,555 | - | |
| Culture/Recreation | 10,000 | 10,000 | - | |
| Fines and Forfeitures | 11,548 | 11,548 | - | |
| Miscellaneous | 1,107,166 | 1,410,739 | 303,573 | Increases: Property Acquisition PD \$297,800, Interest Income \$11,339, Decreases: 1% reserve and 5th Cent GT transfer \$5,314 |
| Total Revenue | 3,636,526 | 3,951,250 | 314,724 | |
| | | | - | |
| EXPENSES | | | | |
| Council | 285,991 | 287,205 | 1,214 | |
| Executive | 145,707 | 144,780 | (927) | |
| Clerk | 241,678 | 242,997 | 1,319 | |
| Legal | 63,100 | 63,100 | - | |
| Comprehensive Planning & Dev | 116,101 | 151,426 | 35,325 | |
| Information Technology | 36,927 | 36,786 | (141) | |
| Finance | 147,126 | 147,093 | (33) | |
| Building R&M | 83,190 | 82,840 | (350) | |
| Garage | 13,450 | 13,061 | (389) | |
| Police | 959,815 | 1,242,691 | 282,876 | |
| Fire Rescue | 7,563 | 7,300 | (263) | |
| Animal Control | 5,174 | 5,026 | (148) | |
| Building Inspector | 112,572 | 111,920 | (652) | |
| Sanitation | 179,650 | 179,520 | (130) | |
| Cemetery | 31,680 | 31,660 | (20) | |
| Roads & Streets | 1,122,201 | 1,120,030 | (2,171) | |
| Mosquito Control | 1,526 | 1,517 | (9) | |
| Parks & Recreation | 83,075 | 82,298 | (777) | |
| Total Expenses | 3,636,526 | 3,951,250 | 314,724 | |

**CITY OF DUNNELLON
FISCAL YEAR 2020-2021 BUDGET
PROPOSED**

GENERAL FUND

| | FY 19-20 REVISED/ AMENDED BUDGET | FY 19-20 YEAR TO DATE ACTUAL | FY 19-20 PROJECTED | FY20-21 PROPOSED BUDGET | Projected vs Budget (Under)/Over Budget) | DIFFERENCE FROM FY 19-20 BUDGET | COMMENT |
|-------------------------------------|---|------------------------------------|-----------------------|-------------------------------|---|--|---|
| REVENUES | | | | | | | |
| 1 Taxes Millage Rate = 6.5 mills | 1,853,664 | 1,648,114 | 1,835,847 | 1,739,701 | (17,817) | (113,963) | Increase: Ad Valorem taxes due to increase in property values \$79,549 and Increase CRA Transfer \$17,914- Net Ad Valorem Increase \$61,635. Decrease: 1% Local Infrastructure Surtax \$189,927 due to expiration of sales tax increase 12/31/20 |
| 2 Licenses & Permits | 160,476 | 121,378 | 143,588 | 152,445 | (16,888) | (8,031) | Decrease: Building Permits \$10,759 |
| 3 Special Assesment | - | 1 | - | - | - | - | |
| 4 Intergovernmental | 100 | 117 | 134 | 100 | 34 | - | |
| 5 Federal Grants | 637,747 | 518,791 | 656,130 | 88,600 | 18,383 | (549,147) | Decrease: COPS Grant \$74,374, Decrease: Downtown Infrastructure Grant CDBG \$637,747, Increase: USDA Grant for patrol vehicles \$81,600 |
| 6 State Grants | 347,500 | 293,835 | 300,000 | 35,000 | (47,500) | (312,500) | Decreases: LP Grant for Downtown Infrastructue Project \$300,000, SWFWMD CFI Grant \$47,500 -revenue not sent to City. We only incurr grant match expense of \$71,250 in budgeted in Dept 01541, Increase: \$35,000 DEO TAC Grant for Historic District Enhancement |
| 7 State Shared | 231,367 | 146,481 | 184,601 | 224,040 | (46,766) | (7,327) | Decrease: 1/2 Cent Sales Tax \$11,963, Increase: Alcoholic Beverage License \$6,110 |
| 8 Local Grants | 3,000 | - | 500 | 3,000 | (2,500) | - | |
| 9 Charges For Services | 9,462 | 7,268 | 8,235 | 9,284 | (1,227) | (178) | |
| 10 Public Safety | 7,000 | 2,745 | 3,912 | 4,500 | (3,088) | (2,500) | Decrease: Fire Safety Inspections pass-through to Marion County |
| 11 Sanitation | 242,322 | 181,553 | 242,322 | 244,738 | - | 2,416 | Increase: Pass-through 2.62% Residential Service Charge paid to contracted sanitation company |
| 12 Transportation | 16,520 | 16,520 | 16,520 | 17,555 | - | 1,035 | Increase: Annual 6% increase from FDOT for highway safety lighting maintenance |
| 13 Culture/Recreation | 10,000 | 5,137 | 10,239 | 10,000 | 239 | - | |
| 14 Fines & Forfeitures | 13,462 | 5,001 | 7,244 | 11,548 | (6,218) | (1,914) | Decrease: Based on 3 year average |
| 15 Miscellaneous | 97,900 | 82,863 | 132,800 | 108,977 | 34,900 | 11,077 | Increases: Pass through fees for legal expenses and Community Development fees |
| 16 Other Sources/Uses | 877,067 | - | 624,941 | 1,301,762 | (252,126) | 424,695 | Increase in amount transferred from reserves for capital projects |
| 17 | | | | | | - | |
| 18 Total GF Revenues | 4,507,587 | 3,029,804 | 4,167,012 | 3,951,250 | (340,575) | (556,337) | |

**CITY OF DUNNELLON
FISCAL YEAR 2020-2021 BUDGET
PROPOSED**

| | FY 19-20 REVISED/ AMENDED BUDGET | FY 19-20 YEAR TO DATE ACTUAL | FY 19-20 PROJECTED | FY20-21 PROPOSED BUDGET | Projected vs Budget (Under)/Over Budget) | DIFFERENCE FROM FY 19-20 BUDGET | |
|---|---|------------------------------------|-----------------------|-------------------------------|---|--|---|
| 19 EXPENDITURES | | | | | | | |
| 20 City Council | 261,904 | 154,830 | 216,747 | 287,205 | (45,157) | 25,301 | Increase: Contingency \$49,735, General Insurance \$ 7,603 due to reallocation, Decrease: \$33,062 Anticipated YE Surplus, Capital Purchase \$6,125 |
| 21 Executive | 140,343 | 113,263 | 145,691 | 144,780 | 5,348 | 4,437 | Increase: FRS Retirement contribution expense \$4,222 |
| 22 City Clerk | 253,558 | 205,486 | 266,438 | 242,997 | 12,880 | (10,561) | Decrease: Capital expense \$10,175 |
| 23 Legal Counsel | 63,100 | 80,984 | 91,500 | 63,100 | 28,400 | - | |
| 24 Comprehensive Planning & Development | 100,256 | 78,767 | 104,010 | 151,426 | 3,754 | 51,170 | Increase: Professional Services for Planning \$11,000, DEO TAC Grant \$35,000, Education \$2,600 Munis Code Enforcement Module Training |
| 25 Information Technology | 36,323 | 22,410 | 37,134 | 36,786 | 811 | 463 | |
| 26 Finance | 135,350 | 118,850 | 138,269 | 134,140 | 2,919 | (1,210) | Decrease: Professional Services- Asset Inventory completed FY20 |
| 27 Buildings Repair/Maintenance | 79,051 | 27,248 | 78,867 | 82,840 | (184) | 3,789 | Increase: Replace siding leased City building \$5,000 |
| 28 Garage | 14,668 | 7,680 | 13,502 | 13,061 | (1,166) | (1,607) | Decrease: Operating Supplies \$1,000 |
| Police | 860,006 | 653,439 | 921,486 | 1,242,691 | 61,480 | 382,685 | Increases: USDA Grant \$110,304 (offset by grant revenue of \$81,600), JAG Grant \$7,000 (offset by grant revenue of \$7,000), Property Acquisition for new Police facility \$297,800, Overtime \$4,000, Architect/Design new police facility \$56,000. Decrease: Debt Service for new radios shared with FD as a result of Marion County change in communications with first responders in 2017 \$38,392 |
| 29 Fire/Rescue | 25,984 | 25,591 | 26,358 | 7,300 | 374 | (18,684) | Decrease: Debt Service for new radios shared with PD as a result of Marion County change in communications with first responders in 2017 \$19,778 |
| 31 Animal Control | 8,881 | 3,664 | 6,096 | 5,026 | (2,785) | (3,855) | Decreases: Personnel reallocation \$2114, Operations \$ 1,741 |
| 32 Building Inspector | 152,789 | 71,142 | 102,002 | 111,920 | (50,787) | (40,869) | Decreases: As a result of restructuring contract for services \$40,273 |
| Sanitation | 172,835 | 128,678 | 178,287 | 179,520 | 5,452 | 6,685 | Increases: Pass-through to WM monthly customer fee adjustment per contract from \$16.05 to \$16.47, FGUA Fee from \$1.73 to \$1.76, Bad Debt expense \$5,000 |
| 33 Cemetery | 25,125 | 10,879 | 15,977 | 31,660 | (9,148) | 6,535 | Increase: \$6,677 PT Employee going to FT |
| 34 Roads and Streets | 2,100,205 | 1,079,386 | 1,667,898 | 1,120,030 | (432,307) | (980,175) | Decreases: Grant projects-CDBG \$788,984, Leg. Appro. \$405,000 And SWFWMD Asset Inventory \$23,750, City Beach parking \$138,048 |
| 35 Mosquito Control | - | - | - | 1,517 | - | 1,517 | Reinstated Department |
| 36 Parks and Recreation | 65,042 | 36,521 | 53,940 | 82,298 | (11,102) | 17,256 | Increase: City Beach Shade Shelter \$17,000, City Beach Water/Sewer \$1,200, City Beach Operating Supplies \$1,342, Decrease: Water/Sewer \$6,200 parks other than City Beach |
| 37 Police Trust Expense | - | 1,383 | 1,383 | - | 1,383 | - | |
| 38 Other Sources/Uses | 12,167 | - | 101,426 | 12,953 | 89,259 | 786 | Increase: Anticipated year end transfer to reserves |
| 40 | | | | | | | |
| 41 Total GF Expenditures | 4,507,587 | 2,820,201 | 4,167,012 | 3,951,250 | (340,575) | (556,337) | |
| 42 Surplus/(Deficit) | | | 0 | - | 0 | | |

**CITY OF DUNNELLON
FISCAL YEAR 2020-2021 BUDGET
PROPOSED**

TAX INCREMENT FINANCING DISTRICT (CRA)

| | FY 19-20 REVISED/ AMENDED BUDGET | FY 19-20 YEAR TO DATE ACTUAL | FY 19-20 PROJECTED | FY20-21 PROPOSED BUDGET | Projected vs Budget (Under)/Over Budget) | DIFFERENCE FROM FY 19-20 BUDGET | |
|-----------------------------------|---|------------------------------------|-----------------------|-------------------------------|---|--|---|
| 43 REVENUES | | | | | | | |
| 44 Taxes | 276,948 | 275,700 | 275,700 | 309,176 | (1,248) | 32,228 | Increase: Overall Property Value Increase, and Marion County Proposed Millage from 4.59 to 4.65 Mills |
| 45 Grants | - | - | - | - | - | - | |
| 46 Miscellaneous | 452 | 618 | 693 | 841 | 241 | 389 | |
| 47 Other Sources/ Uses | 300,730 | - | - | 431,883 | (300,730) | 131,153 | Increase: Project Funding Needs |
| 48 | | | | | | | |
| 49 Total TIFD Revenues | 578,130 | 276,318 | 276,393 | 741,900 | (301,737) | 163,770 | |
| 50 | | | | | | | |
| 51 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 52 EXPENDITURES | | | | | | | |
| 53 Personnel | 16,147 | 10,498 | 15,500 | 41,614 | (647) | 25,467 | Increase: Roads & Street Personnel Allocation for maintaining CRA |
| 54 Operations | 42,047 | 5,505 | 15,942 | 66,639 | (26,105) | 24,592 | Increase: Professional Services for ecotourism visioning \$25,000 |
| Capital | 442,946 | 40,863 | 58,743 | 563,257 | (384,203) | 120,311 | Increase: Parking Lots/Enhancements - Ernie Mills \$25,000, W. Penn Streetscape PH II \$50,000, Ernie Mill Beautification \$10,000, Economic Dev Strategy Wayfinding Signage \$25,000 |
| 55 | | | | | | | |
| 56 Grants | 76,990 | 2,880 | 2,880 | 70,390 | (74,110) | (6,600) | Decrease: To allocate funds to Economic Dev. Strategy goals |
| 57 Other Sources/Uses | - | - | 183,328 | - | 183,328 | - | End of Year Transfer to reserve. |
| 58 | | | | | | | |
| 59 Total TIFD Expenditures | 578,130 | 59,747 | 276,393 | 741,900 | (301,737) | 163,770 | |
| 60 Surplus/(Deficit) | | | (0) | 0 | (0) | | |