

**Amended Agenda  
City of Dunnellon  
City Council Workshop  
20750 River Drive, Dunnellon, FL 34431  
June 9, 2021  
5:30 p.m.  
Join Zoom**

<https://dunnellon.zoom.us/j/97021249488?pwd=MHI1dnBETGpWbVdPS3pVUXArZEJJQT09>

Webinar ID: 970 2124 9488

**Dunnellon City Council Workshop will be held on June 9, 2021, at 5:30 p.m. at Dunnellon City Hall with Social Distancing Modifications.**

**Anyone attending the meeting may be required to wear a mask/face covering. All attendees may 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](mailto:mroberts@dunnellon.org)

Members of the public who would like to participate are encouraged to register in advance by Noon on Wednesday, June 9, 2021. 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 do so if no invitees/citizens volunteer.)

### **Roll Call**

**Proof of Publication** - The agenda was posted on Wednesday, June 2, 2021 to the City's website and City Hall bulletin board. On Monday, June 7, 2021 the agenda was amended to add item #11 and backup to item #14.

1. **Public Comments**
2. **Dunnellon Chamber & Business Association Report**

3. **Board Reports**
4. **Citizen Involvement - Julianne Mendonca**
5. **Dunnellon Little League - Walter Green**
6. **Rainbow Springs Art Group Update - Susan Jones**
7. **Volunteer Program Discussion**
8. **Blue Run Park Discussion**
  - Weekend Traffic Issues - Vice Mayor Hanchar
  - Park Rules - Mayor White
9. **City Beach Weather Pavilion - Public Works Manager, Troy Slattery**
10. **Florida Wildlife Commission - Boat Ramp Agreement - Mayor White**
11. **Agreement #AGR2021-05, Kimley Horn IPO #92 Grant Preparation and Writing Services for the Dunnellon Police Station - Finance Officer, Jan Smith**

Documents:

[Agenda Summary IPO 92\\_CDBG-MIT GIP\\_Police Station\\_City of Dunnellon.pdf.pdf](#)

12. **Agreement #AGR2021-06, Kimley Horn IPO #93 for Grant Preparation and Writing Services for the Dunnellon Heights Infrastructure Design and Construction - Finance Officer, Jan Smith**

Documents:

[Agenda Summary Kimley Horn IPO 93 Dunn Hts Infra Design\\_Const Grant.pdf.pdf](#)

13. **RFQ2021-01 Architectural Services for Dunnellon Police Department (Backup to be Provided)**
14. **Council Comments**
15. **City Clerk Comments**
16. **City Attorney Comments**
17. **Public Comments**
  - Tentative Agenda for Council Meeting Monday, June 14, 2021 at 5:30 p.m.

- Approval of Minutes
- Authorize Mayor to sign Kimley Horn IPO No. 92, Agreement #AGR2021-05 Grant Preparation and Writing Services for the Dunnellon Police Station in the amount of \$15,000.00
- Authorize Mayor to sign Kimley Horn IPO No. 93, Agreement #AGR2021-06 Grant Preparation and Writing Services for the Dunnellon Heights Infrastructure Design and Construction in the amount of \$15,000.00

#### Regular Agenda

- FY2019-2020 Annual Financial Report - Richard Powell, Powell and Jones CPA's

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:** June 9, 2021

1. Responsible Department: Finance
2. Presenter: Jan Smith
3. Recommended Action: Authorize the Mayor to sign Agreement #AGR2021-05 Kimley Horn IPO No. 92 Grant Preparation and Writing Services for the Dunnellon Police Station \$15,000.

**Subject:** Agreement #AGR2021-05 Kimley Horn IPO #92 for Grant Preparation and Writing Services for the Dunnellon Police Station \$15,000.

**Request for Approval Summary Explanation & Background:**

The U.S. Department of Housing and Urban Development (HUD) created a funding program to help assist areas impacted by presidentially declared disasters in 2016 and 2017. The program is the Community Development Block Grant-Mitigation (CDBG-MIT) administered by DEO. This request falls under the Rebuild Florida Mitigation Program –Critical Facility Hardening. IPO #92 provides for the preparation of the grant application for the City to submit to DEO for the complete remodel of the Souls Harbor Church.

**Procurement Method: Extension to current contracted grant writing service**

**Fiscal Information:** This is an unbudgeted item for FY20-21. A budget amendment will be prepared at year end if needed to use funds from the General Fund unrestricted operating reserve.

**Department Head Approval: Jan smith**

**Attorney Review: N/A**

## INDIVIDUAL PROJECT ORDER NUMBER 92

Describing a specific agreement between Kimley-Horn and Associates, Inc. (“Kimley-Horn”), and The City of Dunnellon (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: Grant Preparation and Writing Services (Dunnellon Police Station)

Client: City of Dunnellon

### ***General Category of Services:***

The U.S. Department of Housing and Urban Development (HUD) created a funding program to help assist areas impacted by presidentially declared disasters in 2016 and 2017. That funding program is the Community Development Block Grant - Mitigation (CDBG-MIT) administered by the Florida Department of Economic Opportunity. The funding will be used to fund disaster mitigation programs to better protect Florida from future disasters. The Rebuild Florida Mitigation Program offers three different categories of potential funding: Critical Facility Hardening Program, General Planning Support Program, and General Infrastructure Program.

The Client has requested Kimley-Horn to assist in the preparation and writing of a grant under the Rebuild Florida CDBG-MIT General Infrastructure Program.

It is understood that grant applications are time-sensitive and that adequate time is required for grant preparation and writing. The amount of time necessary to complete the grant application is dependent on the particular grant and will be discussed and agreed upon between the Client and Consultant prior to authorization to proceed.

### ***Scope of Services***

Kimley-Horn will provide the services specifically set forth below.

#### Task 1: Project Coordination

The Consultant will assist in the scheduling of meetings (all meetings are to be held virtually), the development of timelines, project narrative, project budget, and the development of the grant application.

Under this task, the Consultant will prepare for and facilitate a kick-off meeting with City Staff to review application requirements and details. During this meeting the following will be covered:

- Consultant will provide the Client with a list of necessary materials that may be in the possession of the Client or another consultant of the Client. Consultant will review with the Client the timeliness of the receipt of materials requested. It is understood that if materials are required, and not provided by the Client in a timely manner, the Consultant may not be able to complete and submit the grant to the relevant agency, or organization by the application deadline.
- Consultant will review the application timelines which may include, but not limited to, any question and answer periods, application submittal deadline, application review and evaluation period, award date, and project completion date.

## Task 2: Grant Preparation and Writing

Consultant will perform the following services under this task:

- Provide consultation, planning, and strategizing with the Client throughout the process.
- Understand the compliance guidelines provided for the grant and advise the Client.
- Prepare and ask questions, as necessary and/or applicable, for clarity during available question and answer periods with grantor.
- Develop timelines and the strategy for the timely submission of the application.
- Collaborate with appropriate stakeholders to obtain signatures, data, forms, and other relevant information.
- Locate, identify, research, collect, and analyze data as set forth in the grant application guidelines.
- Provide research and research assistance, as necessary.
- Develop language for both the grant application narrative and data including, if necessary, charts, tables, photographs, and diagrams to illustrate data, as appropriate.
- Prepare a project budget.
- Prepare supplemental documents to support the application.
- Prepare grant application with all required documents.

Consultant will review the draft application with Client and make necessary revisions prior to submitting the grant application. The Client is responsible for publishing any public notices in a timely manner as requested by funding agencies (in both English and Spanish, Creole or other language, if and as required by the grant).

## Task 3: Grant Application Submittal, Evaluation, and Monitoring

The Consultant will rely upon the appropriate Client representative as the responsible party for signing documents in an expeditious manner in order to meet application deadlines.

Consultant or Client will submit the grant application to the required agency and/or organization in the method required under the grant.

Consultant will monitor the evaluation process of the agency or organization and apprise the Client of status of award notifications.

### ***Additional Services***

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services Kimley-Horn can provide include, but are not limited to, the following:

- Grant administration
- In-person meetings

### ***Information Provided by Client***

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn in a timely manner, including but not limited to the following:

- Materials as requested by Consultant to support the grant application (i.e. maps, data, reports, studies, and other similar record), if available.

- The City's up to date FEIN #, DUNS #, and other similar information, as appropriate.

### **Responsibilities of Client**

In addition to other responsibilities set out in this Agreement, the Client shall:

- Provide requested materials in a timely fashion as requested by the Consultant, including signing and/or submitting the application, which may be required to be done electronically.

### **Schedule**

Kimley-Horn will provide our services as expeditiously as practicable, when requested.

### **Fee and Expenses**

Kimley-Horn will complete the above scope of services on a Lump Sum fee basis of \$15,000.

ACCEPTED:

THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY:  \_\_\_\_\_

Richard V. Busche, P.E.

TITLE: \_\_\_\_\_

TITLE: Senior Vice President

DATE: \_\_\_\_\_

DATE: June 1, 2021

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** June 9, 2021

1. Responsible Department: Finance
2. Presenter: Jan Smith
3. Recommended Action: Authorize the Mayor to sign Kimley Horn IPO No. 93 – Agreement #AGR2021-06 Grant Preparation and Writing Services for the Dunnellon Heights Infrastructure Design and Construction -\$15,000

**Subject:** Kimley Horn IPO #93 for Grant Writing Services for the Dunnellon Heights Infrastructure Design and Construction Agreement #AGR2021-06

**Request for Approval Summary Explanation & Background:** The U.S. Department of Housing and Urban Development (HUD) created a funding program to help assist areas impacted by presidentially declared disasters in 2016 and 2017. The program is the Community Development Block Grant-Mitigation (CDBG-MIT) administered by DEO. This request falls under the Rebuild Florida Mitigation General Infrastructure Program.

IPO #93 provides for the preparation of the grant application for the City to submit to DEO for the Dunnellon Heights Road Improvement Project.

**Procurement Method:** Extension to current contracted grant writing service

**Fiscal Information:** This is an unbudgeted item for FY20-21. A budget amendment will be prepared at year end if needed to use funds from the 6<sup>th</sup> Cent Gas Tax reserve.

**Department Head Approval:** Jan smith

**Attorney Review:** N/A



**INDIVIDUAL PROJECT ORDER NUMBER 93**

Describing a specific agreement between Kimley-Horn and Associates, Inc. ("Kimley-Horn"), and The City of Dunnellon (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: Grant Preparation and Writing Services (Dunnellon Heights Infrastructure Design and Construction)

Client: City of Dunnellon

***General Category of Services:***

The U.S. Department of Housing and Urban Development (HUD) created a funding program to help assist areas impacted by presidentially declared disasters in 2016 and 2017. That funding program is the Community Development Block Grant - Mitigation (CDBG-MIT) administered by the Florida Department of Economic Opportunity. The funding will be used to fund disaster mitigation programs to better protect Florida from future disasters. The Rebuild Florida Mitigation Program offers three different categories of potential funding: Critical Facility Hardening Program, General Planning Support Program, and General Infrastructure Program.

The Client has requested Kimley-Horn to assist in the preparation and writing of grant(s) under the different CDBG-MIT Rebuild Florida programs.

It is understood that grant applications are time-sensitive and that adequate time is required for grant preparation and writing. The amount of time necessary to complete the grant application is dependent on the particular grant and will be discussed and agreed upon between the Client and Consultant prior to authorization to proceed.

***Scope of Services***

Kimley-Horn will provide the services specifically set forth below.

**Task 1: Project Coordination**

The Consultant will assist in the scheduling of meetings, the development of timelines, proposal language, and the development of the grant application.

Under this task, the Consultant will prepare for and facilitate a kick-off meeting with City/Town/Village Staff to review application requirements and details. During this meeting the following will be covered:

- Consultant will provide the Client with a list of necessary materials that may be in the possession of the Client or another consultant of the Client. Consultant will review with the Client the timeliness of the receipt of materials requested. It is understood that if materials are required, and not provided by the Client in a timely manner, the Consultant may not be able to complete and submit the grant to the relevant agency, or organization by the application deadline.
- Consultant will review the application timelines which may include, but not limited to, any question and answer periods, application submittal deadline, application review and evaluation period, award date, and project completion date.

## Task 2: Grant Preparation and Writing

Consultant will perform the following services under this task:

- Provide consultation, planning, and strategizing with the Client throughout the process.
- Understand the compliance guidelines provided for the grant and advise the Client.
- Prepare and ask questions, as necessary and/or applicable, for clarity during available question and answer periods with grantor.
- Develop timelines and the strategy for the timely submission of the application.
- Collaborate with appropriate stakeholders to obtain signatures, data, forms, and other relevant information.
- Locate, identify, research, collect, and analyze data as set forth in the grant application guidelines.
- Provide research and research assistance, as necessary.
- Develop language for both the grant application narratives and data including, if necessary, charts, tables, photographs, and diagrams to illustrate data.
- Prepare supplemental documents to support the application.
- Prepare grant application with all required documents.

Consultant will review the draft application with Client and make necessary revisions prior to submitting the grant application. The Client is responsible for publishing any public notices in a timely manner as requested by funding agencies (in both English and Spanish, Creole or other language, if and as required by the grant).

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Kimley-Horn will provide our services as expeditiously as practicable, when requested.

### **Fee and Expenses**

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ACCEPTED:

THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY:  \_\_\_\_\_

Richard V. Busche, P.E.

TITLE: \_\_\_\_\_

TITLE: Senior Vice President

DATE: \_\_\_\_\_

DATE: March 18, 2021