AGENDA
CITY OF DUNNELLON
UTILITY ADVISORY BOARD
20750 RIVER DRIVE, DUNNELLON, FLORIDA 34431
WEDNESDAY, JANUARY 20, 2016
3:00 P.M.

PLEASE NOTE: Individuals wishing to address the Board please sign in. A three-minute time limit will be administered. PLEASE TURN CELL PHONES OFF.

OPENING
Call to Order
Pledge of Allegiance

PROOF OF PUBLICATION
The agenda was posted on the City's website and City Hall Bulletin Board on Thursday, January 14, 2016.

ROLL CALL

1. **APPROVAL OF MINUTES**

   i. **Minutes 9/21/2015, 10/19/2015 And 11/16/2015**

   Documents: 20150921 MEETING WEXHIBITS.PDF, 20151019 MEETING WEXHIBITS.PDF, 20151116 MEETING - FACILITIES TOUR.PDF

2. **Election Of Chairman And Vice Chairman For 2016**

   Ordinance requires election of Chairman and Vice Chairman at beginning of each calendar year.

3. **Florida Rural Water Association - Status Update**

   Documents: 20160120 DUNNELLON UAB UPDATE 1-11-2016.PDF

4. **Actual End-Of-Year Figures - FY2015**

   - Staff is currently performing year-end close. Required audit is to be scheduled and audit report must be presented to Council by May 30, 2016.

5. **Budget Status Report - 1st Quarter - FY2016**

   Documents: PROJECTED BUDGET ANALYSIS15-16_SUMMARY_123115.PDF

6. **Update And Status Of Reserve Accounts**

   Documents: EQUITY ACCOUNTS CHANGES AND ANALYSIS_123115.PDF

   i. **Status Of Credits To Rainbow Springs / Chatmire Customers**

   Clarify where funds are coming from to compensate for these credits

7. **Status Of Hotel Project**

   - Timeline for Contract Award and Performance (Bid award documents attached)
   - Potential Impact on Utility Customers during Construction

   Documents: BID2015_08CHOICEHOTELWATERMAINEXT.PDF

8. **Blue Run Of Dunnellon Park Project - Impact On Water / Sewer**

9. **Review Status Of Recommendations To Council**

   Combine Water & Sewer Budgets

   Policy for Allocation of Indirect Expenses

   Documents: UAB 20150727 RECOMMENDATIONS TO COUNCIL.PDF, UAB REPORT TO COUNCIL FOR BUDGET.PDF

10. **PUBLIC COMMENT**

11. **ADJOURNMENT**

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.

MINUTES UTILITY ADVISORY BOARD
SEPTEMBER 21, 2015, 3:00 P.M.

1. OPENING

Chairman, Hugh Lochrane, called the meeting to order and led the Pledge of Allegiance.

Proof of Publication: The agenda was posted on the City's website and City Hall bulletin board on Friday, September 18, 2015.

2. ROLL CALL

Members Present: Chuck Daimler; Hugh Lochrane, Jim Hicklin, Burt Eno, Tom Brady; William Descalzi; Denise Rondeau

Members Absent: Anita Williams; Jo Wise

Staff Present: Jan Smith, Teresa Malmberg

3. PUBLIC COMMENT:

Judge Benza thanked members for serving on this board. He then submitted and reviewed handwritten comments concerning the water and sewer budgets (Exhibit I). Members discussed and responded to the items on the handout. Hugh Lochrane clarified that last two items: percentage of expenses are line items for city staff amounting to 5% of the expense budget. Capital replacement reserve is money left over going into reserves and does show in the budget. Also, a specific line item for replacement of money taken from water and sewer and going into reserves. In the General Fund, there is a line item for replacement at $25,000. Jan Smith confirmed. From the standpoint of transparency some of that is actually happening. Mr. Lochrane went on to report that reserves are not shown in the in the budget. Jan Smith reported that reserves are not shown in the budget. There is a separate schedule that can be provided to show that information. Discussion continued concerning reserves and how it happens. Monies are from the General Fund to repay water and sewer. All of this information will appear in the audit report. Jim Hicklin confirmed Jan Smith that the debt owed is a balance sheet report. Requested that a schedule be added showing restricted and unrestricted reserves in water and sewer. Hugh Lochrane highly recommends all members read through the audit statements, which are available on the website. When looking into the allocation of indirect costs, we need to review the 62% allocation to Finance Officer. Address whether this is an equitable amount. Does the Finance Office spend this much time on water and sewer?

Burt Eno asked about $2 million dollars being transferred to General Fund from water and sewer. Recalls resolutions in the past 2-3 years much greater than that. A resolution for reconciling what when to Greenlight that was by itself $3 million. Jan Smith reported

that when Greenlight was closed out, those loans were closed. The bond proceeds are being repaid. Mr. Eno would be interested in seeing what the value of the reserves have been over three years, or even 24-months. Jan Smith will provide a balance in each of those reserves in each of those periods. Discussion of rates not keeping up with expenses. We do not budget for depreciation, but would be helpful to replace and repair capital equipment. Requested a one-page report of reserves going back to at least 2011. Goal is to see what effect combining and separating the water and sewer budgets has had. Discussion of Sunshine Law hampering learning and discussing, even over coffee, outside the public meeting. Discussion of Greenlight, Council responsibility to approve loans, and operation of enterprise funds.

4. ITEMS FOR DISCUSSION

B. Final Budget Comments/Recommendations: Hugh Lochrane noted that the final budget meeting is next week, September 28. Does anyone have any additional recommendations? Requested that the date be printed on the budget documents. There is not a lot of significant changes. Jan Smith reported that funds moved from water to sewer concerning the hotel have to do with the lift station project. The funds remaining in water have to do with water system, and this is a grant funded project. There is savings because of insurance contracts. Additional revenue will go into reserves at end of year $4,823 into water reserve and $7,125 into sewer reserve.

Hugh Lochrane asked if the $9,000 for legal fees is going to the attorney or the financial institution. The amount is $18,000 ($9K from each water & sewer). Jan Smith reported that the money could go to either depending on what is billed. Discussion of grant funding going toward the hotel project. Mr. Descalzi brought up the connection from the hotel to Rainbow Springs. The two systems will be interconnected, but it is not Rainbow Springs coming directly into the hotel. Burt Eno asked about resolution for utility rates because they are to remain the same. Jan Smith confirmed the resolution is in the works, and there is no increase to 2016 rates.

No further updates were made to the budget recommendations to Council.

A. Update on Florida Rural Water Association Activities: Burt Eno reported that Mr. Gustafson has been meeting with the city and selected a month's worth of charges and they are going to try and determine from those numbers where the big leaks are happening. Mr. Eno reported that both utility clerks have resigned or turned in their resignations. Julio is supposed to be taking over this endeavor, and ask Ms. Malmberg to let board know who he is and how he fits into this project. Ms. Malmberg reported that Julio Granados is responsible for reporting to SWFWMD and DEP and he is a numbers person, very detailed and knowledgeable on the operations side for water reporting and usage. Provided an update on where they are with looking at the

Requested a time line from Florida Rural Water and Utilities Department to know where they are and what the plan is for looking at the issues. Ms. Malmberg will get together with Mr. Gustafson and prepare a timeline.

Mr. Descalzi noted that a water person was checking homes in Juliette Falls where there is no usage to see why no revenue is being generated. Ms. Malmberg explained the re-read process, and that the utility billing staff is sensitive to zero readings. Discussion of billing cycle causing need to read meters on weekends causing over time. Mention of tanker truck being run on weekends between Juliette Falls and Rainbow Springs could be changed to the weekdays, rather than overtime. Mr. Lochrane reported that it was recommended to Council to reduce the overtime expense by considering an alternate billing cycle.

D. Recommend Documents the UAB should have available on the City Website

Hugh Lochrane noted that the city website has several areas where documents are stored for access. Looking for a place where certain documents important to us. Please let Teresa know what you are looking to see in this area and/or how to find them.

C. Comments on Ordinance ORD2015-09 (extending the Economic Development Incentive) Hugh Lochrane discussed the incentive, and that there is not that much of an impact on our budget. The hotel has paid the first portion of this incentive. Jim Hicklin reported that the funds are put aside to increase capacity when needed. Being able to delay the fees will not impact the budget.

E. Plan Future UAB Projects and Schedule: Now that the budget process has come to an end, we need to plan for the future. The tour of facilities, we would like to see sometime in October. Mr. Descalzi noted the board would like to see what equipment needs to be replaced or repaired to include in planning. Need to look at a Master Plan, and have that on the website so we can see where we are with planning. The current Master Plan dates to 2011. Discussion of the Master Plan update being budgeted year after year. Possible that it's only been in this year because of the settlement agreement. The funds were put in initially to hire a contractor to development the plan, and the amount budgeted $25,000 total from water/sewer. Need to review and see what part this board will play in the Master Plan update and development. The biggest thing affecting the rates currently is the debt. Debt service accounts for almost thirty-five cents.

Mr. Descalzi mentioned the sewer line the city is reportedly going out for grant to run a sewer line along 180th to provide service to the state parks, Sateke Village, and the schools. If there's not money in that grant to cover new capacity, Juliette Falls cannot support the need. The Juliette Falls plant has capacity for 250 homes, but serving 35. If they do a plan like this, new development could not be served, but requires them to pay the costs of treating that amount of flow. Hugh Lochrane noted that all these things have to be taken into consideration in the new Master Plan. Requested that everyone take a look at the Master Plan, how it is formatted and what it's going to take. We also need a Rate Study. We need to put that into the schedule. Burt Eno noted that we can only recommend who the city uses for the Rate Study. The City is in the habit of using Burton & Associates over the past few years. It will need to be a recommendation through Council to staff. I have not confidence in Burton and Associates. Hugh Lochrane noted the money is not in the

budget to do a rate study this year, so we assume the recommendation of this board was accepted. The next item we need to undertake is the study or analysis of indirect expenses and how they are being shared between the General Fund and the Water/Sewer Funds. Mr. Descalzi asked about guidelines for operations and maintenance that may be available from Marion County or Florida Rural Water. Mr. Lochrane said there should exist a standard, but after several months of searching nothing found, and it's probably because they are all so different. Discussion continued about a couples studies that have been done.

Mr. Eno mentioned whether or not an algorithm had been developed for the surcharge. It would be nice to know when it has been developed. With the loss of staff in the Utility Billing Department, this is a concern. Mr. Lochrane said it would be appropriate to ask Mr. Esch the status.

Consensus for the next meetings to be scheduled for Monday, October 19 and November 16, at 3:00 p.m.

5. The meeting adjourned at 4:48 p.m.

Hugh Lochrane, Chairman	Teresa Malmberg, Admin. Coordinator

9/21/15 Public Comment Judge Benza Exhibit I

1. Should be a line in W&S budget listing actual dollars held in reserves and indicating source of reserves and transfers in and out of the fund.

2. Does the 2015-2016 W&S budget line which reflects anticipated ~~rev~~ income anticipate less revenue based on crediting of payment to R.S. customers of credits based on settlement under Benza v City of Swansea

3. Does the 2015-2016 W&S budget show a payment out of W&S funds for payment of cost awarded ~~to R.S. Benza~~ as per settlement judgment entered in Benza vs C.o.D.

4. Should be a line in W&S budget showing money ~~owe~~ owed to W&S by City for loans & other disbursements made out of W&S funds for City debts incurred because of Greenlight failure.

5. Should also be a line in W&S budget showing each dollar from W&S paying for City obligations for salaries for City officials & administrative cost. The total cost for these items should also appear as a total percentage of W&S revenues.

MINUTES UTILITY ADVISORY BOARD
OCTOBER 19, 2015, 3:00 P.M.

OPENING: The Chairman called the meeting to order and led the Pledge of Allegiance.

PROOF OF PUBLICATION: The agenda was posted on the City's website and City Hall Bulletin Board on Friday, October 16, 2015.

ROLL CALL

The following members were present at roll call:

Anita Williams	Chuck Daimler	Hugh Lochrane
Jim Hicklin	Burt Eno	Tom Brady
William Descalzi	Jo/Allen Wise	Denise Rondeau

The following staff were present at roll call:

Eddie Esch	Jan Smith	Teresa Malmberg

1. MEETING MINUTES the minutes of the August 17, 2015 were approved as submitted by unanimous vote, 8-0.

2. PUBLIC COMMENT Walter Green commented on the undefeated Dunnellon Tigers football team and encouraged everyone to come out and support them. Also noted that the Pop-Warner team is doing well.

Mr. Lochrane asked if anyone had anything to add to the agenda. Mr. Descalzi wants to add a discussion concerning the SW 180th based on information he requested from Ms. Malmberg after the last meeting.

3. ITEMS FOR DISCUSSION

A. 1 Update on Florida Rural Water Association Activities
Burt Eno reviewed the time line. Discussion regarding actual processes. Eddie Esch and Teresa Malmberg reported on specific testing for field work and where the data audits are at this time. Discussion of where we are on the surcharge refund. Currently making the batch reports balance. Eddie Esch discussed the water break at City Hall. Residents concerned about loss of water pressure during testing – will not be affected.

B. 2. Schedule Water / Sewer Plant Tour Dates – November 16 start at 1 p.m. Staff work on an agenda and logistics.

C. Update on Status of Reserve Funds - Jan Smith reviewed Hugh Lochrane's summary of her reserve reports (Exhibit I). Jan will research drop from 2011 to zero and report back to the Board. Discussed the definitions of each category for clarification and better understanding. Hugh Lochrane asked if there are any plans to combine water sewer. Jan Smith said, currently, the software provider wants $8K. Discussion of how certain things will be easier to accomplish and we are one of the few cities who are still separate. Need to give new UB employees time to acclimate.

D. Agree to List of UAB Pertinent Documents for Website: Ordinance; Resolutions; Water/Sewer Rate Fees; Agenda/Minutes; consistent naming; Rates Resolution posted.

E.3. Define Capital Improvement Projects Scheduled for FY2016 – If there are ongoing projects provide a status report. We do not have anything except meter replacements (ongoing). Recently completed RV and the 41 project basically done pending as built drawings. The hotel water/sewer mains January/February start. Grand opening around January 12. Fire flow is adequate for them to open their doors.

F. Define Billing Process: Requesting a written procedure on how the billing process works, i.e. flow chart Reading Dates are determined; routes sheets sent to Operations from UB; meters are read mechanically and auto-read, route sheets with readings are returned to UB for data entry and auto reads are uploaded; readings are verified; re-reads are requested; data is sent to Information Outsource (IO) for billing; billing data is uploaded by the city to the bill pay website at the same time as sent to IO. Tom Brady asked about time line for radio read meters to be installed throughout the system.

G. Select Recurring Meeting Date, *i.e. Third Monday of the Month, 3:00 p.m.,* w/Additional Dates Scheduled during Budget Season or as needed. Members agreed to make this a permanent date/time. Main concern is capacity used up from expansion.

H. Funding and Planning for the SW 180th Force Main: Eddie Esch summarized the process and plan. Main concern is capacity used up from expansion. Sateke Village has to connect by choice. The County looked at a regionalization plan north of the city. Their plan was denied. City's plan was approved. We have access to what the schools are using, and Sateke Village. The state is currently working the impact fee plan, but they are contemplating land swaps. Until someone brings a better plan, we need to continue to collect fee, maybe reduced. We do not know the condition of the lines in

Sateke Village. Exhibit II provided – email from William Descalzi to Eddie Esch with responses concerning this matter.

4. The meeting was adjourned at 5:00 p.m.

Hugh Lochrane, Chairman	Teresa Malmberg, Admin. Coordinator

10/19 UAB

Exhibit I

Dunnellon Cash Balance Accounts

	9/30/2011	9/30/2012	9/30/2013	10/1/2013	8/31/2014	9/30/2014
Water						
02000-15163 Water - Util Dep	143,470	189,940	134,335	134,335	117,584	117,474
02000-15164 Cap Improv/Connect fees	493,681	0	0	0	0	3,792
02000-15168 Unrestricted	395,387	224,830	205,143	230,582	151,040	168,739
02000-15189 Reserve Equip Repl	513,503	0	0	0	0	0
02000-15192 Emergency Reserve	43,989	49,054	51,052	0	1,676	1,830
02000-15195 Regions Debt Srv Reserve - WEF			135,171	77,421	154,562	172,483
02000-15196 BB&T Debt Srv Reserve - WEF		149,707	238,222	78,766	155,199	174,800
02000-15148 Regions Bond Proceeds - 2013			2,587,469	1,561,464	1,400,758	1,382,120
Total Water	**1,590,030**	**613,531**	**3,351,392**	**2,082,568**	**1,980,819**	**2,021,238**
Sewer						
02000-15174 Sewer - 93 Bonds R&R	0					
02000-15176 Sewer - 94 Bonds R&R	0					
02000-15167 Cap Improv/Connect Fees	863	1,701	1,832	1,832	1,832	42,628
02000-15169 Unrestricted	29,568	184,069	1,578,246	264,924	211,562	160,697
02000-15181 Reserve Equip Repl	597,240	125,994	125,994	0	0	0
02000-15189 SRF Loan Reserve	10,120	10,125	54,999	47,964	40,928	40,928
02000-15190 Regions Debt SRV Reserve	76,189	295,549	217,171	118,311	232,313	259,204
02000-15193 Emergency Reserve	14,638	18,378	20,515	0	1,127	1,235
02000-15197 BB&T Debt Srv Reserve - SEF		117,627	187,174	61,888	121,942	137,343
02000-15149 Regions Bond Proceeds - 2013			1,205,631	868,971	758,179	758,179
Total Sewer	**728,618**	**753,443**	**3,391,562**	**1,363,890**	**1,367,883**	**1,400,214**
TOTAL	**2,318,648**	**1,366,974**	**6,742,954**	**3,446,458**	**3,348,702**	**3,421,452**

Exhibit II

Teresa Malmberg

From: Teresa Malmberg
Sent: Friday, October 16, 2015 3:41 PM
To: william descalzi
Cc: Burt Eno; Charles Daimler; Cynthia Williams; Denise Rondeau; Eddie Esch; Hugh Lochrane; Jim Hicklin; Jo Wise; Richard Grabbe; Tom Brady
Subject: RE: UAB Mtg 10/19/2015

Mr. Descalzi,

Below are answers from Eddie. I apologize for the delay. I am copying board members as well. Any additional information will be provided at the meeting.

Regards,
Teresa A. Malmberg
Administrative Coordinator
Public Services &
Community Development
City of Dunnellon
Ofc: (352) 465-8500 x1010
Cell: (352) 445-0705
tmalmberg@dunnellon.org
Please Note: Florida has a very broad public records law. Written communication to or from city officials regarding city business is public record and open to inspection including names, addresses, and email addresses. Therefore, your email communication may be subject to public disclosure.

From: william descalzi [mailto:bdescalzi@yahoo.com]
Sent: Thursday, October 08, 2015 6:04 PM
To: Teresa Malmberg <tmalmberg@dunnellon.org>
Subject: UAB Mtg 10/19/2015

Hi Teresa:

For our Mtg that date; please advise Eddie that I would like a complete description of the planned application for the proposed 180th ave (high school road) funding (100% funding from SWFWMD) of the forced sewage main line to service the schools, Sateke Village and the State Facilities along that watershed. Also, I would like to know the sewage treatment capacity of the JF plant 100,000 gallons and how much capacity will be required to service this area 71,000.

Also, are those residents and facilities in that watershed presently on Dunnellon water service NO or their own wells? They are on private water distribution systems.

If this information cannot be provided at that meeting, please advise me as to where it can be found.

I would also like to know who is responsible for testing the fire hydrants in JF for flow and condition answered in previous email (MCFR). Fire service here is provided by the County but our water is the responsibility of the City. The hydrants have weeds surrounding them and NO street marking reflectors are installed. I know our streets do not have the wearing surface asphalt in place but reflectors should be installed and hydrants cleared from weeds.

Thank you,

Bill Descalzi

MINUTES UTILITY ADVISORY BOARD
November 16, 2015 @ 1:00 p.m.

In lieu of its regular meeting, the Utility Advisory Board members participated in a tour, conducted by city staff, of the water and sewer facilities throughout the system:

1. ROLL CALL:

   Members Present: Hugh Lochrane, Tom Brady, Jim Hicklin, Denise Rondeau, Anita Williams, Jo and Allen Wise

   Members Absent: Burt Eno, Chuck Daimler, William Descalzi

   Staff Present: Eddie Esch, Richard Grabbe

   Members of the Public: Glen Spiering,

2. WATER/SEWER FACILITIES TOUR – toured the facilities as noted on the itinerary.

3. ADJOURNMENT – The meeting (tour) adjourned at 4:30 p.m.

Hugh Lochrane, Chair	Teresa Malmberg, Administrative Coord.

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FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813
(850) 668-2746

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EMAIL
frwa@frwa.net

WEBSITE
www.frwa.net

January 12, 2016

Eddie Esch, Sr.
City Manager
20750 River Drive
Dunnellon, Florida 34431

Attn: Utility Advisory Board

RE: FRWA Study, Progress Report

Dear Mr. Esch:

In August of 2015 a water audit was begun to determine the unaccounted for water in the City of Dunnellon, Rainbow Springs and Rio Vista. As of this date residential meters have been tested in each of the three utilities with no significant inaccuracies being found. All water plants have been reviewed for any problems that might cause water loss (i.e. meter inaccuracies, leaking check valves, etc.) no problems have been discovered. A thorough report with findings will be presented at the end of the audit. At this time we are compiling information for water pumped and water sold for calendar year 2015. We are gathering information on unmetered water (flushing, estimated breaks, fire department use, and any other potential unmetered water). Leak detection is being scheduled for the month of February in conjunction with the Southwest Florida Water Management District.

After this is competed and the true water loss determined a rate study can be started at your request. If you have any questions please do not hesitate to call.

Sincerely,

Tom Gustafson
FRWA Financial / Management Circuit Rider

CITY OF DUNNELLON
2015-2016 YEAR TO DATE SUMMARY
as of December 31, 2015 - 25% Collected/Used

	WATER FUND			
52	REVENUES	FY 15-16 REVISED/ AMENDED BUDGET	FY 15-16 YEAR TO DATE ACTUAL	PERCENT COLLECTED
53	Federal Grants	613,000	42,823	7.0%
54	Charges For Services	1,213,836	329,792	27.2%
55	Miscellaneous	1,784	429	24.0%
56	Transfers From Reserves	178,690	-	0.0%
57				
58	Total Water Revenues	2,007,310	373,044	18.6%

59	EXPENDITURES	FY 15-16 REVISED/ AMENDED BUDGET	FY 15-16 YEAR TO DATE ACTUAL	PERCENT USED
60	Personnel	264,595	61,624	23.3%
61	Operations	476,657	108,763	22.8%
62	Capital	608,000	67,997	11.2%
63	Debt Service	485,880	352,374	72.5%
64	Contribution to General Fund	71,106	17,776	25.0%
65	Transfer to Reserves	101,072	-	0.0%
66				
67	Total Water Expenditures	2,007,310	608,534	30.3%

	SEWER FUND			
68	REVENUES	FY 15-16 REVISED/ AMENDED BUDGET	FY 15-16 YEAR TO DATE ACTUAL	PERCENT COLLECTED
69	Federal Grants	37,000	-	0.0%
70	State Grants	-	-	0.0%
71	Charges For Services	1,470,292	391,444	26.6%
72	Miscellaneous	1,684	269	16.0%
73	Transfers from Reserves	133,985	-	0.0%
74				
75	Total Sewer Revenues	1,642,961	391,713	23.8%

76	EXPENDITURES	FY 15-16 REVISED/ AMENDED BUDGET	FY 15-16 YEAR TO DATE ACTUAL	PERCENT USED
77	Personnel	326,553	75,676	23.2%
78	Operations	562,391	77,441	13.8%
79	Capital	109,000	-	0.0%
80	Debt Service	556,757	377,998	67.9%
81	Contribution to General Fund	72,622	18,155	25.0%
82	Transfer to Reserves	15,638	-	0.0%
83				
84	Total Sewer Expenditures	1,642,961	549,270	33.4%

CASH/EQUITY BALANCES

		BEGINNING BALANCE 10/1/2015	11/30/2015	12/31/2015	NET CHANGE FROM PRIOR PERIOD	NET CHANGE FROM START OF YEAR
WATER EQUITY						
02000-15148	REGIONS BOND PROCEEDS-2013	1,067,276.50	887,997.60	930,821.00	42,823.40	(136,455.50)
02000-15163	WATER - UTIL DEP	116,583.92	119,623.92	123,363.92	3,740.00	6,780.00
02000-15164	CAP IMPROVE/CONNECT FEES	3,792.25	3,792.25	3,792.25	0.00	0.00
02000-15168	UNRESTRICTED	189,674.82	184,153.93	123,688.69	(60,465.24)	(65,986.13)
02000-15180	RESERVE EQUIP REPL	0.00	0.00	0.00	0.00	0.00
02000-15192	EMERGENCY RESERVE EQUITY	3,622.34	3,922.14	4,051.02	128.88	428.68
02000-15195	REGIONS DEBT SVC RESERVE-WEF	187,202.09	55,889.78	75,039.89	19,150.11	(112,162.20)
02000-15196	BB&T DEBT SVC RESERV-WEF	174,836.48	213,847.20	217,216.72	3,369.52	42,380.24
WATER EQUITY		1,742,988.40	1,469,226.82	1,477,973.49	8,746.67	(265,014.91)
SEWER EQUITY						
02000-15149	REGIONS BOND PROCEEDS-2013	582,586.02	524,962.41	524,962.41	0.00	(57,623.61)
02000-15167	CAP IMPROVE/CONNECT FEES/SRF	42,628.36	42,628.36	42,628.36	0.00	0.00
02000-15169	UNRESTRICTED	140,674.05	201,466.26	220,463.35	18,997.09	79,789.30
02000-15181	RESERVE EQUIP REPL	0.00	0.00	0.00	0.00	0.00
02000-15189	SRF LOAN RESERVE	33,893.18	33,893.18	33,893.18	0.00	0.00
02000-15190	REGIONS DEBT SVC RESERVE-SEF	278,892.93	96,315.46	124,866.40	28,550.94	(154,026.53)
02000-15193	EMERGENCY RESERVE EQUITY	2,301.93	2,478.01	2,571.34	93.33	269.41
02000-15197	BB&T DEBT SVC RESERV-SEF	137,371.52	152,697.16	155,344.64	2,647.48	17,973.12
SEWER EQUITY		1,218,347.99	1,054,440.84	1,104,729.68	50,288.84	(113,618.31)

Presented to Council for Award 1/11/2016.

Kimley»Horn

December 30, 2015

Eddie Esch
City of Dunnellon
11924 Bostick Street
Dunnellon, Florida 34431

RE: ***Choice Hotel WM Extension / Bid Results***
Kimley-Horn Project No. 042382040

Dear Mr. Esch:

On December 30, 2015 at 1:05 PM, bids for the Choice Hotel Water Main Extension were opened and read aloud in the City Hall Council Chambers. All bids were reviewed for calculation errors and responsiveness. The following is a summary of our review.

Paragraph 7, Section 00300 "Bid Form" of the bid documents states that the unit prices submitted on the Bid Form shall govern all errors in extension or addition and shall void the total base bid. Also, the corrected extension and addition of all items shall be considered to be the correct base bid for comparison purposes. There were unit price summation errors found in several bids; however, the changes were minor. Corrected bid totals are portrayed below.

The following is a summary of bids received:

CONTRACTOR	BASE BID TOTAL
GWP Construction, Inc.	$458,382.60
Commercial Industrial Corp.	$516,039.19
Pave Rite Inc.	$518,707.29
T&C Underground, Inc.	$544,620.00
Art Walker Construction Inc.	$554,843.50
Salser Construction	$546,802.42
Pospiech Contracting, Inc.	$568,870.00
Hartman Civil Construction Co., Inc.	$614,200.00

Section 00100 "Instructions to Bidders" of the bid documents describes the information that must be submitted with each bid to be considered a complete and responsive bid. All bids received were reviewed for compliance with this section of the bid documents. No errors were noted.

The lowest responsive base bid was from GWP Construction, Inc. in the amount of $458,382.60. GWP Construction, Inc. has performed well for the City in the past and is eligible for rehire. Based on the above information, we have no objection to the City selecting GWP Construction, Inc. for the Choice Hotel Water Main Extension project.

Sincerely,

M. Lewis Bryant, P.E.

MMT/aep

Attachment: Bid Tabulation

Cc: File

K:\OCA_Civil\042382040 - Choice Hotel WM Extension\Bid Admin\Lee151230mlb_Bid Results.docx

Kimley»Horn

SECTION 00300 BID FORM

BID NUMBER	ITEM DESCRIPTION	GWP CONSTRUCTION				COMMERCIAL CORP				PAVERITE				T&C UNDERGROUND				ART WALKER CONSTRUCTION				SALSER CONSTRUCTION				POSPIECH CONTRACTING				HARTMAN CIVIL			
		QUANTITY	UNIT	UNIT PRICE	AMOUNT	QUANTITY	UNIT	UNIT PRICE	AMOUNT	QUANTITY	UNIT	UNIT PRICE	AMOUNT	QUANTITY	UNIT	UNIT PRICE	AMOUNT	QUANTITY	UNIT	UNIT PRICE	AMOUNT	QUANTITY	UNIT	UNIT PRICE	AMOUNT	QUANTITY	UNIT	UNIT PRICE	AMOUNT	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Mobilization (Cannot Exceed 5% of Total Bid)	1	LS	$22,536.20	$22,536.20	1	LS	$22,000.00	$22,000.00	1	LS	$18,340.47	$18,340.47	1	LS	$20,800.00	$20,800.00	1	LS	$24,068.25	$24,068.25	1	LS	$9,000.00	$9,000.00	1	LS	$22,650.00	$22,650.00	1	LS	$30,000.00	$30,000.00
2	Performance and Payment Bond	1	LS	$14,070.00	$14,070.00	1	LS	$9,635.99	$9,635.99	1	LS	$8,740.56	$8,740.56	1	LS	$8,500.00	$8,500.00	1	LS	$5,500.00	$5,500.00	1	LS	$9,161.59	$9,161.59	1	LS	$6,500.00	$6,500.00	1	LS	$12,000.00	$12,000.00
3	Maintenance of Traffic	1	LS	$9,870.90	$9,870.90	1	LS	$25,520.44	$25,520.44	1	LS	$6,539.01	$6,539.01	1	LS	$11,500.00	$11,500.00	1	LS	$52,045.00	$52,045.00	1	LS	$4,265.57	$4,265.57	1	LS	$3,000.00	$3,000.00	1	LS	$8,500.00	$8,500.00
4	Erosion and Sediment Control	1	LS	$2,857.50	$2,857.50	1	LS	$3,903.26	$3,903.26	1	LS	$1,350.43	$1,350.43	1	LS	$3,500.00	$3,500.00	1	LS	$8,360.00	$8,360.00	1	LS	$15,993.94	$15,993.94	1	LS	$7,000.00	$7,000.00	1	LS	$8,500.00	$8,500.00
5	Restoration General - (Includes grading, seeding, and mulching all areas disturbed during construction and general restoration of project.)	1	LS	$18,568.20	$18,568.20	1	LS	$29,898.77	$29,898.77	1	LS	$51,421.19	$51,421.19	1	LS	$25,000.00	$25,000.00	1	LS	$26,080.00	$26,080.00	1	LS	$51,630.79	$51,630.79	1	LS	$20,000.00	$20,000.00	1	LS	$16,000.00	$16,000.00
6	Restoration - Asphalt Pavement	3,700	SF	$4.00	$14,800.00	3,700	SF	$3.55	$13,135.00	3,700	SF	$7.47	$27,639.00	3,700	SF	$6.00	$22,200.00	3,700	SF	$8.50	$31,450.00	3,700	SF	$5.04	$18,648.00	3,700	SF	$3.00	$11,100.00	3,700	SF	$6.00	$22,200.00
7	Restoration - Other Pavement	200	SF	$3.90	$780.00	200	SF	$6.63	$1,326.00	200	SF	$7.17	$1,434.00	200	SF	$10.00	$2,000.00	200	SF	$8.50	$1,700.00	200	SF	$4.26	$852.00	200	SF	$3.00	$600.00	200	SF	$10.00	$2,000.00
8	Survey	1	LS	$5,500.00	$5,500.00	1	LS	$8,843.72	$8,843.72	1	LS	$4,592.28	$4,592.28	1	LS	$3,500.00	$3,500.00	1	LS	$3,415.50	$3,415.50	1	LS	$3,725.83	$3,725.83	1	LS	$3,570.00	$3,570.00	1	LS	$5,000.00	$5,000.00
9	Record Drawings	1	LS	$1,980.00	$1,980.00	1	LS	$6,316.94	$6,316.94	1	LS	$3,479.36	$3,479.36	1	LS	$2,500.00	$2,500.00	1	LS	$2,607.00	$2,607.00	1	LS	$2,843.87	$2,843.87	1	LS	$2,800.00	$2,800.00	1	LS	$2,500.00	$2,500.00
10	Construction Testing	1	LS	$3,910.20	$3,910.20	1	LS	$4,421.86	$4,421.86	1	LS	$5,354.01	$5,354.01	1	LS	$3,500.00	$3,500.00	1	LS	$7,711.00	$7,711.00	1	LS	$11,947.10	$11,947.10	1	LS	$4,500.00	$4,500.00	1	LS	$4,500.00	$4,500.00
11	Unsuitable Fill (includes removal, hauling, dispoal, and tipping fees of unsuitable material and hauling., replacement, compaction, testing, etc, of all clean fill required to replace removed material)	250	CY	$21.00	$5,250.00	250	CY	$13.84	$3,460.00	250	CY	$41.96	$10,490.00	250	CY	$15.00	$3,750.00	250	CY	$10.00	$2,500.00	250	CY	$13.90	$3,475.00	250	CY	$12.00	$3,000.00	250	CY	$10.00	$2,500.00
12	6" C-900 DR-18 PVC Water Main (including fittings, restraints, adapters, etc.)	800	LF	$15.60	$12,480.00	800	LF	$13.22	$10,576.00	800	LF	$14.19	$11,352.00	800	LF	$20.00	$16,000.00	800	LF	$23.85	$19,080.00	800	LF	$21.91	$17,528.00	800	LF	$30.00	$24,000.00	800	LF	$32.00	$25,600.00
13	12" C-900 DR-18 PVC Water Main (including fittings, restraints, adapters, etc.)	6,100	LF	$27.30	$166,530.00	6,100	LF	$28.24	$172,264.00	6,100	LF	$28.61	$174,521.00	6,100	LF	$34.00	$207,400.00	6,100	LF	$28.70	$175,070.00	6,100	LF	$31.96	$194,956.00	6,100	LF	$37.00	$225,700.00	6,100	LF	$40.00	$244,000.00
14	12" Class 350 Ductile Iron Pipe Water Main (including fittings, restraints, adapters, etc.)	210	LF	$49.80	$10,458.00	210	LF	$56.94	$11,957.40	210	LF	$58.60	$12,306.00	210	LF	$67.00	$14,070.00	210	LF	$60.25	$12,652.50	210	LF	$56.20	$11,802.00	210	LF	$60.00	$12,600.00	210	LF	$90.00	$18,900.00
15	FDOT Crossing Jack and Bore w/ 24" Casing (Includes all pipe, spacers, restraints, fittings, and all other material and labor as required for a complete and functional system)	125	LF	$297.00	$37,125.00	125	LF	$400.33	$50,041.25	125	LF	$351.65	$43,956.25	125	LF	$320.00	$40,000.00	125	LF	$338.15	$42,268.75	125	LF	$369.70	$46,212.50	125	LF	$320.00	$40,000.00	125	LF	$480.00	$60,000.00
16	Fire Hydrant Assembly	6	EA	$4,170.50	$25,023.00	6	EA	$4,080.68	$24,484.08	6	EA	$4,285.31	$25,711.86	6	EA	$4,800.00	$28,800.00	6	EA	$5,510.00	$33,060.00	6	EA	$4,661.96	$27,971.76	6	EA	$4,925.00	$29,550.00	6	EA	$4,600.00	$27,600.00
17	12" Gate Valve	8	EA	$2,128.00	$17,024.00	8	EA	$2,582.30	$20,658.40	8	EA	$2,336.80	$18,694.40	8	EA	$2,800.00	$22,400.00	8	EA	$3,047.00	$24,376.00	8	EA	$2,530.56	$20,244.48	8	EA	$6,525.00	$52,200.00	8	EA	$2,800.00	$22,400.00
18	12" x 6" Tapping Sleeve and Valve Assembly	1	EA	$2,752.60	$2,752.60	1	EA	$3,739.36	$3,739.36	1	EA	$3,271.24	$3,271.24	1	EA	$3,400.00	$3,400.00	1	EA	$3,046.00	$3,046.00	1	EA	$3,098.52	$3,098.52	1	EA	$5,000.00	$5,000.00	1	EA	$3,500.00	$3,500.00
19	8" x 8" Tapping Sleeve and Valve Assembly	1	EA	$3,074.70	$3,074.70	1	EA	$4,836.05	$4,836.05	1	EA	$3,685.43	$3,685.43	1	EA	$3,800.00	$3,800.00	1	EA	$3,326.50	$3,326.50	1	EA	$3,361.72	$3,361.72	1	EA	$5,000.00	$5,000.00	1	EA	$4,000.00	$4,000.00
20	Valve Vault (Includes transitions, 12" piping, 4" piping, reducers, fittings, 4" valves, 12" valves, flow meter, pressure reducing valves, valve vault, vault bedding and #57 stone, pipe stands, and all other material and labor as required for a complete and functional system)	1	LS	$33,370.60	$33,370.60	1	LS	$33,520.67	$33,520.67	1	LS	$34,010.09	$34,010.09	1	LS	$41,500.00	$41,500.00	1	LS	$25,444.00	$25,444.00	1	LS	$37,898.77	$37,898.77	1	LS	$40,600.00	$40,600.00	1	LS	$40,000.00	$40,000.00
21	Solar Power Panel (Includes solar power system, mounting pole, conduit, conductor, and all other material and labor as required for a complete and functional system)	1	LS	$12,388.60	$12,388.60	1	LS	$10,000.00	$10,000.00	1	LS	$13,237.95	$13,237.95	1	LS	$16,000.00	$16,000.00	1	LS	$12,389.00	$12,389.00	1	LS	$13,514.22	$13,514.22	1	LS	$13,000.00	$13,000.00	1	LS	$14,500.00	$14,500.00
22	Lift Station Rehabilitation (Includes two new pumps, power cable, control panel replacement, and all other materials and labor as required for a complete and functional system)	1	LS	$37,533.10	$37,533.10	1	LS	$45,000.00	$45,000.00	1	LS	$38,080.76	$38,080.76	1	LS	$44,000.00	$44,000.00	1	LS	$38,194.00	$38,194.00	1	LS	$38,170.76	$38,170.76	1	LS	$36,000.00	$36,000.00	1	LS	$39,500.00	$39,500.00
23	Allowance for City of Dunnellon Electrical Permit fee.	1	LS	$500.00	$500.00	1	LS	$500.00	$500.00	1	LS	$500.00	$500.00	1	LS	$500.00	$500.00	1	LS	$500.00	$500.00	1	LS	$500.00	$500.00	1	LS	$500.00	$500.00	1	LS	$500.00	$500.00
		GRAND TOTAL			**$458,382.60**	**GRAND TOTAL**			**$516,039.19**	**GRAND TOTAL**			**$518,707.29**	**GRAND TOTAL**			**$544,620.00**	**GRAND TOTAL**			**$554,843.50**	**GRAND TOTAL**			**$546,802.42**	**GRAND TOTAL**			**$568,870.00**	**GRAND TOTAL**			**$614,200.00**

BID FORM NOTE: 1. ASTERISK SYMBOL(*) ON LANDSCAPE QUANTITIES INDICATES THAT THE BIDDER SHALL INSERT THE QUANTITY TO INCLUDE SODDING NECESSARY FOR LANDSCAPE PLAN AND RESTORATION OF ALL DISTURBED AREAS.

SECTION 00841 – NOTICE OF INTENT TO AWARD

To GWP Construction, Inc
CONTRACTOR

4269 NW 44th Ave,
ADDRESS

Ocala FL 34482
CITY STATE ZIP

PROJECT: Choice Hotel Water Main Extension

The Owner has considered the Bid submitted by you for the above described work in response to its Invitation to Bid dated November 27, 2015.

You are hereby notified that your Bid has been accepted for items in the amount of $ 458,382.60.

You are required to execute the Agreement and furnish the required Contractor's Performance and Payment Bond and Certificate of Insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish bonds within ten (10) days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your Bid as abandoned and void.

You are required to return an acknowledged copy of the Notice of Intent to Award, executed Agreement, Bonds, and Insurance Certificates to M. Lewis Bryant at Kimley-Horn and Associates, Inc. 1823 SE Fort King Street, Suite 200, Ocala, Florida 34471.

Dated this _____ day of _____, 2016.

OWNER: City of Dunnellon

BY: _____ TITLE: _____

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged by _____ this _____ day of _____, 2016.

BY: _____ TITLE: _____

END OF SECTION

July 25, 2015

FROM: Utility Advisory Board

TO: City Council

SUBJECT: Recommendations for the FY 2015-2016 Water and Sewer Budget

1. During our review of the first draft budgets for water and sewer the board made several recommendations that were adopted and subsequently include in revision 2 of the budget. These changes included:

a. Move two personnel entries to the section of the budget where funds are transferred to the General Fund. These include the CD Tech/Staff Supervisor and the CD Mgr/IT Mgr positions. The board recommended this so that personnel costs would reflect only those individuals assigned to the Public Services Department.

b. Remove the Rate Study item entirely. It is recommended that Florida Rural Water Association be contacted to perform this study. Decrease of $25,000.

c. Reduce the Facility Master Plan item from $50,000 to $2,000. It is recommended that Florida Rural Water Association assist in preparation of this plan. Decrease of $48,000.

d, Reduce the item for Legal Services from $45,000 to $20,000. The board recommends further reducing this item to $10,000 for a total decrease of $35,000.

e. Remove the item for Marion County CEP Membership. Decrease of $2,500.

2. Adopting these initial recommendations reduces the water and sewer expense by $108,000.

3. The water and sewer expense budgets include a total of $75,205 for Postage, Printing & Binding, and Lockbox Processing Fees. The Board has not looked into the details of how these expenses are calculated, but it does seem to be an excessive amount to send out bills and make collections. The Board recommends that the city review these expenses with the goal of reducing them by at least 10%.

4. The city currently considers the water and sewer funds as two separate entities, even though 70% of the expense items in these two budgets are split between the two operations. Preparing these separate budgets cause two major problems:

a. There is additional administrative work to the finance and utility departments. This includes financial transactions moving funds from one budget to another and keeping track of what expenses need to be split between the two areas. There is also the additional expense of having to create and maintain two separate budgets.

b. The second problem involves those items that are being split with the General Fund. This includes items such as the annual audit, the city's web site and the

accounting system (MUNIS). Having separate budgets for water and sewer means that utility customers are paying for two-thirds of these expenses instead of one-half.

5. There is $64,000 in the expense budget for the purchase of vehicles. The board recommends that the city fund this purchase from bond proceeds or reserves rather than expensing it all to utility customers in one year.

6. The city budgeted a total of $200,000 in fiscal years 2014 and 2015 for Automatic Meter Readers. There is another $100,000 budgeted in the current proposed budget. It is unclear whether or not the city is realizing any economic benefits from these expenditures. The board recommends that this project be suspended until the economic benefits, in terms of personnel reductions or increased revenue, are clearly defined.

7. The board did have questions about the budget process, especially the premiss that budgeted revenue should be increased by 4%. It is not realistic to assume that there is a need for a 4% increase without first identifying what expenses are increasing to justify a rate increase.

8. There is currently a $52,000 expense item for Overtime in the current budget, $24,000 in the water portion and $28,000 in the sewer portion. That works out to a little over $4,300 per month in overtime expenses. While the board understands that some overtime is to be expected for emergency conditions, we do feel that this amount is excessive. During discussions with staff about this item it was noted that this estimate is based on historical data, and that it is also incurred when meter readers are working weekends. The board recommends that efforts be made to significantly reduce this expense, and that options like better scheduling and maybe even staggered billing cycles be considered to lower the amount of overtime needed.

9. The proposed budget includes a $155,597 expense item for a transfer to the General Fund. This includes $18,404 for Clerk Administration, $92,861 for Finance Administration, $64,715 for Executive Administration and $7,220 for IT Administration. The total amount for these items represents 5.16% of the total expense budget for water and sewer.

a. The first version of the budget had the total for these transfers at $175,980, and that did not include anything to IT Administration. The revised version of the budget reduced the amount for Executive Administration by $27,603 and added the amount of $7,220 for IT Administration.

b. It should be noted that this method of transferring funds from water and sewer to the General Fund is different from previous years where specific percentages were identified for the administrative support. In previous years the expenses for this support showed up in the Personnel expense portion of the budgets. This year they are grouped into an item identified as a transfer to the General Fund.

c. The amount for Clerk Administration ($18,202) includes 20% of personnel expenses for the Assistant Clerk and the Records Clerk. The calculation seems be be based on the number of employees in the department versus the total number of employees. This needs to be further clarified.

d. The amount for Finance Administration ($92,861) is based on the idea that water and sewer represents 65.2% of the total city budget and therefore 65.2% of the finance department personnel cost should be charged to water and sewer.

e. The amounts charged for Executive Administration and IT Administration seem to be only estimates and not based on any specific formula.

f. There does not seem to be a consistent methodology for allocating indirect personnel costs to the water and sewer funds, either from a year-to-year basis or from one department to another. The board recommends that a specific policy be put in place to handle these indirect personnel expenses. The policy should take into account the tasks that are assigned to personnel in their job descriptions. The policy should also take into consideration that some positions would exist even if the city did not have a water and sewer utility, and that it is unreasonable to allocate a portion of the expenses for these positions to water and sewer. This scenario seems to be recognized by the City Clerk since none of her salary expenses are included in the Clerk Administration item. It acknowledges the fact that there would be a City Clerk position even if there were no water and sewer utility. The same logic should be applied to the City Manager and the Finance Manager, which would reduce the amount being transferred to the General Fund by $108,086.

10. The board has not done a detailed review of the Repair/Maintenance or Operating Supplies portions of the water and sewer budgets. These two areas combined represent approximately 9% of the total expenses, and the amounts appear to be consistent with previous year budgets. The board will continue to review these items.

11. Based on our review of the expense budgets for the water and sewer utility, identification of the potential reductions discussed above, the Utility Advisor Board recommends that the planned 4% increase in water and sewer rates be rescinded.

Hugh Lochrane
Chairman, Utility Advisory Board

August 26, 2015

FROM: Utility Advisory Board

TO: City Council

SUBJECT: UAB Report on Budget Without 4% Rate Increase

1. The UAB met on Monday, August 17, 2015 to review changes made to the water and sewer budgets resulting from the decision to not apply a 4% rate increase for FY2016. A summary of the changes noted are shown at Attachment 1. As the summary shows, 58% of the reductions made to accommodate rescinding the rate increase was done by decreasing the amount going to reserves. These changes result in only 3.6% of billable revenue going into the Capital Replacement Reserve accounts. The water and sewer budgets still include a large transfer to the General Fund for Clerk, Finance and Executive administrative expenses. The amount was reduced from $155,597 to $143,728 (reduction of $11,869) due to personnel changes in the General Fund. The board continues to recommend that this amount is an excessive charge to utility customers and should be reduced. This one item represents 5% of the total water and sewer expense budget.

2. The board reviewed the Repair/Maintenance and Operating Supplies parts of the water and sewer budgets by comparing the proposed FY16 amounts to the FY14 and FY15 budgets. These comparisons are included at Attachments 2 (water) and 3 (sewer). The board noted that there is significant consistency in these areas from year to year, and without having line-by-line actual expenditure data to compare with what was budgeted in previous years it is not possible to make any meaningful recommendations.

3. The board reviewed the proposed Ordinance #ORD2015-09 extending the Economic Development Incentive. The board noted the following:

   A. Reducing the Land Development Application Fees does not impact water and sewer revenue or expenses since these fees are part of the General Fund.

   B. Deferring the payments for Water and Sewer Connection Fees will impact water and sewer revenue for FY16 since the connection fee revenue will not be collected.

   C. The Review Deposit requirements of the ordinance do not have a direct impact on the water and sewer budgets.

   D. The board feels that the actual economic incentives to be derived from implementing the fee reductions and deferments is dependent on the relative size of the projects involved. For larger projects, in the millions of dollars, it is doubtful whether the reductions and deferments will be a major factor in the developer's decision making process. For smaller projects the incentives could be significant. The city needs to assess the projected impact of these incentives by developing a rough model that shows what benefits will be derived compared to the revenue being forfeited or delayed.

4. Mr. Tom Gustafson (Central Florida Water Circuit Rider) from the Florida Rural Water Association attended the meeting and discussed various areas where that organization can assist the city. It was agreed that Mr. Gustafson will work with Mr. Esch and Dr. Eno to

prepare a schedule of activities for reviewing the Dunnellon water and sewer systems, including an analysis of system leakage, a rate study and an operations study.

5. The board agreed to meet on September 21, 2015 for a final review of the budget before the council meets for approval on September 28th.

Hugh Lochrane
Chairman Utility Advisory Board