

Agenda  
City of Dunnellon  
City Council Meeting  
20750 River Drive, Dunnellon, FL 34431  
May 9, 2016  
5:30 P.M.

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

**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 the City's website and City Hall bulletin board on Friday, May 6, 2016)

Chairman's Comments Regarding Agenda  
Public Comments

**CONSENT AGENDA**

(Note: Motion to approve items on the consent agenda is a motion to approve the recommended actions.)

**1. CITY COUNCIL WORKSHOP MINUTES**

*April 6, 2016*

Documents: [cwm20160406.pdf](#)

**2. CITY COUNCIL MINUTES**

*April 11, 2016*

Documents: [cmm20160411.pdf](#)

**3. AUTHORIZE MAYOR TO SIGN CHANGE ORDER #1 - AGREEMENT  
#AGR2016-12 WITH GWP, CHOICE HOTEL CDBG WATER MAIN  
EXTENSION PROJECT, IN THE INCREASED AMOUNT OF \$11,137.35**

Documents: [choicehotelextenprojectchangeorder1.pdf](#)



**4. AUTHORIZE MAYOR TO SIGN CHANGE ORDER #2, AGREEMENT #AGR2016-12 WITH GWP, CHOICE HOTEL WATER MAIN EXTENSION FOR 3' WATER SERVICE IN THE INCREASED AMOUNT OF \$9,437.70**

Documents: [changeorderNo2.pdf](#), [gwp.pdf](#)

**5. AUTHORIZE CITY MANAGER TO WAIVE \$11,750.00 OF THE DAILY FINE ACCRUED THROUGH 12/15/15 ON LIEN #LIEN2015-02 FOR 19084 ST. GEORGE DR.**

Documents: [19084StGeorgeDrLienPayoffAmts121515.pdf](#)

**6. AUTHORIZE MAYOR TO SIGN VOLUNTARY COOPERATION/OPERATIONAL ASSISTANCE AGREEMENT #AGR2016-02 WITH BELLEVIEW POLICE DEPT.**

Documents: [cityofbellevuevoluncoopassagrmt.pdf](#)

**7. APPROVE PROCLAMATION #PRO2016-07, WOMEN'S LUNG HEALTH WEEK**

Documents: [PRO2016\\_07WomensLungHealthWeek.pdf](#)

**CONSENT AGENDA APPROVAL**

*PROPOSED MOTION: I move the consent agenda be approved as presented.*

**REGULAR AGENDA**

**8. APPOINTMENT TO CITY COUNCIL SEAT NUMBER TWO (2) PER CITY'S CHARTER**

*PROPOSED MOTION: I move \_\_\_\_\_ be appointed to City Council Seat # 2 until the next regular or special election.*

**9. OATH OF OFFICE - SEAT # 2**

**10. DUNNELLON CHAMBER OF COMMERCE REPORT**

**11. CONSIDERATION OF SITE PLAN #PZ1516-045, 11191 N. WILLIAMS ST., ZIEGENFUSS OR DUNNELLON REAL ESTATE LLC FOR WENDY'S**

*PROPOSED MOTION: I move to find the site plan consistent with the City's Comprehensive Plan.*

*PROPOSED MOTION: I move the site plan for Wendy's be approved.*

Documents: [WendysPCSitePlanPKT20160502withsignedRESO.pdf](#)

**12. QUASI-JUDICIAL HEARING - TREE REMOVAL PERMIT APPLICATION**

**#PZ1516-047 FOR 11680 CHEROKEE CIRCLE (NOTICE TO PROPERTY OWNER MAILED AND EMAILED ON 5/6/2016)**

Documents: [Property Owner Notice\\_Mathew Remail\\_Vogt Springs.pdf](#)

**13. CONSIDERATION OF TREE REMOVAL PERMIT #PZ1516-047, 11680 CHEROKEE CIRCLE, PARCEL NUMBER 3366-097-000, MATTHEW REMAI**

*PROPOSED MOTION: I move to affirm the Tree Board's recommendation to allow removal of one (1) 23.8" D.B.H. Heritage Cypress Tree - 11680 Cherokee Circle.*

Documents: [PZ1516\\_047TreeRemoval11680CherokeeCypress.pdf](#)

**14. FY2014-2015 ANNUAL FINANCIAL REPORT - PRESENTATION BY RICHARD POWELL OF POWELL AND JONES, CPA**

Documents: [auditreport2015dunnellon.pdf](#)

**15. E. PENNSYLVANIA AVE BIKE TRAIL CONCEPTUAL PLAN - MARION COUNTY TPO**

*PROPOSED MOTION: I move to select the option labeled Pennsylvania Avenue Alternate \_\_\_\_\_ as presented by TPO in the Design Alternatives Study dated April 2016 prepared by Kimley Horn.*

Documents: [Pennsylvania Avenue MEMO April 2016\\_FINAL.pdf](#)

**16. #LIEN2012-43, 20717 WALNUT STREET**

*PROPOSED MOTION: I move to authorize the City Manager to waive \$683.27 of the interest accrued through April 25, 2016 on #Lien2012-43, 20717 Walnut Street.*

Documents: [20717Walnutemail.pdf](#), [vacantparcel20717walnut.pdf](#)

**17. AGREEMENT #AGR2016-21, KIMLEY HORN IPO#52 - SHORT TOWER WAY RECONSTRUCTION**

*PROPOSED MOTION: I move to authorize the Mayor sign IPO#52 to Agreement #AGR2016 -21 with Kimley Horn for Reconstruction and resurfacing Short Tower Way, from CR 484 to the end of the City's ROW for a total length of approximately 500 feet.*

Documents: [IPO52.pdf](#)

**QUASI-JUDICIAL HEARING - #PZ1516-045 FOR SITE PLAN REVIEW #SPL2016-01 - 11191 N. WILLIAMS ST. - ZIEGENFUSS OR DUNNELLON REAL ESTATE LLC FOR WENDY'S ( NOTIFICATION TO APPLICANT AND ADJACENT PROPERTY OWNERS ON 04/22/2016)**

Documents: [PZ1516\\_045propertyownernotices\\_WendysSitePlan\\_20160422.pdf](#)

**18. AGREEMENT #AGR2016-22, KIMLEY HORN IPO#53 - JULIETTE FALLS WASTEWATER TREATMENT FACILITY OPERATING PERMIT RENEWAL**

*PROPOSED MOTION: I move to authorize the Mayor sign IPO#53 to Agreement #AGR2016 -22 with Kimley Horn for Juliette Falls Wastewater Treatment Facility operating permit.*

Documents: [IP053.pdf](#)

**19. AGREEMENT #AGR2016-25, AMENDMENT ONE (1) TO GRANT AGREEMENT #PO139 WITH THE DEPARTMENT OF ECONOMIC OPPORTUNITY**

*PROPOSED MOTION: I move the Mayor be authorized to sign Amendment One (1) to Grant Agreement #PO139 with the Department of Economic Opportunity.*

Documents: [AmendmentTechAssisGrantAgreement.pdf](#)

**20. RESOLUTION #RES2016-12, ADOPTING LOCAL MITIGATION STRATEGY (LMS) PLAN 2015 UPDATE**

*PROPOSED MOTION: I move Resolution #RES2016-12 be read by title only.*

*PROPOSED MOTION: I move Resolution #RES2016-12 be approved.*

Documents: [RES2016\\_12\\_LocalMitigationStrategy.pdf](#)

**21. REPAYMENT OF DEBT TO WATER & SEWER FUNDS**

*PROPOSED MOTION: I move in recognition of City Council's affirmation that Resolution #RES2012-29 is a valid financial obligation that may be repaid from the General Fund to the Water/Sewer Emergency Reserve Account, and in recognition of the attached recommendation received from the Utility Advisory Board at the April 20, 2016 Special Council Meeting, the City will include partial re-payment of this obligation within the annual budget for the fiscal year 2016/17, and recognizing that it is the current intent and goal to satisfy this obligation, that any possible future payments thereafter will be considered on an annual basis.*

**22. FORMAL RESPONSE FROM THE VOTERS AND TAXPAYERS**

*PROPOSED MOTION: I move City Council agree to create a ballot to be mailed to both the property tax payers and registered voters of the City of Dunnellon that will contain both education and ballot questions/options pertaining to level of services, assessment fees, and ad valorem tax rate in order to acquire formal input to assist the Council in determining future operating direction and decision making.*

**23. CHARTER REFERENDUM, CITY MANAGER**

*PROPOSED MOTION: I move to direct the City Attorney to prepare a referendum ordinance submitting to the electors of Dunnellon a proposed amendment abolishing section 18a - City Manager and amending the remaining sections that are affected by this change as appropriate.*

**24. COUNCIL LIAISON REPORTS AND COMMENTS**

**25. CITY MANAGER'S REPORT**

**26. CITY ATTORNEY'S REPORT**

**27. ADJOURN**

*PROPOSED MOTION: I move the City Council meeting be adjourned.*

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  
CITY COUNCIL WORKSHOP**

DATE: April 06, 2016  
TIME: 5:30 p.m.  
PLACE: City Hall  
20750 River Dr., Dunnellon, FL 34431

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Whitt called the meeting to order at approximately 5:34 p.m. and led the Council in the Pledge of Allegiance. He asked if any invitee or volunteer was present to open with prayer. There was none. Mayor Whitt called for a moment of silence.

**ROLL CALL**

The following members answered present at roll call:

Nathan Whitt, Mayor, Seat 1  
Johanna Soldato, Seat 2  
Chuck Dillon, Seat 3  
Walter Green, Vice-Mayor, Seat 4  
Richard Hancock, Seat 5

**STAFF PRESENT**

Eddie Esch, City Manager  
Dawn Bowne, City Clerk  
Chief Mike McQuaig, Police Dept.  
Lt. Troy Slattery, Interim Fire Chief  
Jan Smith, Finance Dept.  
Lynn Wyland, Staff Assistant

**LEGAL COUNSEL**

Andrew Hand  
Shepard, Smith & Cassady

**PROOF OF PUBLICATION**

Mrs. Bowne announced for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Monday, April 4, 2016.

**AGENDA ITEM NO. 1 – NEW POLICE OFFICER INTRODUCTIONS – CHIEF MCQUAIG**

Chief McQuaig introduced the department's newest officer, Shawn Carter. He said Officer Carter was an officer with the Dunnellon Police Department from 1999 to 2007 prior to serving a tour of duty in Afghanistan.

Chief McQuaig announced Interim Fire Chief Slattery has joined the Reserve Officer program. He said Lt. Slattery will complete field training within the next few months and become a certified officer with the Dunnellon Police Department.

Chief McQuaig announced Robert Johnson, Assistant Director of the Marion County Emergency Management, has been invited to attend the Monday, April 11<sup>th</sup> council meeting to address the upcoming hurricane season.

**AGENDA ITEM NO. 2 – BOARD REPORTS**

Hugh Lochrane, Chair of the UAB, extended a thank you to Council and staff for their participation in the joint workshop meeting held in March. He said some of the discussions and conclusions that came from the meeting are going to go a long way to resolve many issues. He announced the next UAB meeting will be April 18<sup>th</sup>.

Councilman Dillon reported on the 125<sup>th</sup> Anniversary Committee. He announced the committee will be selling tee shirts and collecting engraved brick applications at Boomtown Days as part of the fundraiser for the bike park. He also discussed the Dunnellon Birthday Party sponsored by the Historical Society to be held at the train depot on Thursday, April 21<sup>st</sup> at 5:30.

**AGENDA ITEM NO. 3 – DUNNELLON BUSINESS ASSOCIATION REPORT**

Mathew Baillargeon, President, introduced Danielle Stevens, the association's new Executive Director. Ms. Stevens explained the concept of a new program they are initiating called "Visitor's Passport", which will offer discounts from participating businesses throughout Dunnellon.

Councilwoman Soldato asked if the City targets certain types of businesses to come into Dunnellon.

Council engaged in brief discussion regarding encouraging new businesses to locate in Dunnellon.

Mr. Baillargeon provided an update on the lighting at the ball field. He said they have the poles and are now waiting for the lease agreement.

Mr. Esch provided an update on the lease agreement for the ball field. He said the last piece will be going to the Planning Commission in order to be in compliance with the Comp Plan.

Mrs. Bowne addressed Councilwoman Soldato's question regarding targeting certain types of businesses. She advised Council of a strategic plan and mission statement which was adopted by a prior council. She said this document addresses and identifies the types, size or kinds of business, and focuses on a walkable community promoting development that makes the City more independent and self-sufficient.

**AGENDA ITEM NO. 4 – CHAMBER OF COMMERCE REPORT**

Penny Lofton provided her report and stated the Chamber of Commerce is working with Marion County CEP and meeting with Comfort Suite representatives to discuss what kind of ecotourism will come into their hotel.

Mrs. Lofton provided a report on Dunnellon's Boomtown Days. She said the main events will be held on Saturday, April 16<sup>th</sup>. She said the Six Gun Territory's rehearsal is scheduled for Saturday, April 9<sup>th</sup> at noon with television and radio coverage attending. This event will take place at the old library on the corner of Pennsylvania Avenue and Cedar Street.

**AGENDA ITEM NO. 5 – REQUEST TO USE OLD LIBRARY BUILDING – PRESENTATION BY MARION SENIOR SERVICES – JENNIFER MARTINEZ**

Ms. Martinez provided a background and history of Marion Senior Services and herself. She stated the agency's mission is to help seniors remain independent. She said Marion Senior Services has been around for approximately forty (40) years and there are approximately ten (10) sites in Marion County. She said they have identified transit and meals as the two biggest needs in the Dunnellon area. Ms. Martinez described how the dining sites provide an opportunity for the seniors to socialize. She expressed interest in forming a partnership between the City and Marion Senior Services.

Council and staff engaged in discussion with Ms. Martinez regarding kitchen needs, liability insurance, transportation and an agreement.

Councilman Dillon discussed the possibility and benefits of an "artist co-op" sharing/pigging backing with the seniors in the building. Walter McClellan was present to provide information about the artist group in Rainbow Springs.

Council and staff engaged in discussion regarding the status of the tenants currently occupying the old library building.

Attorney Hand stated he will provide an update on this subject at the April 11<sup>th</sup> council meeting.

**AGENDA ITEM NO. 6 – REQUEST TO PURCHASE OLD LIBRARY BUILDING – PRESENTATION BY ELIZABETH CHRYST – ROBERTS REAL ESTATE**

Ms. Chryst, Chairman of the Building Committee of United Methodist Church, stated the committee would like to encourage the City to consider selling the old library building. She explained their intention would be to move and expand their Second Life store and possibly add a Christian book store to the location.

Councilman Dillon asked Ms. Chryst if they had an estimate or range of what the building would be worth. She replied yes, but she didn't have the authority to provide those numbers yet.

Mr. Esch explained both the Marion Senior Services and Building Committee of the United Methodist Church have timelines and he is hoping Council can provide direction during Monday's council meeting.

Vice-Mayor Green stated his concerns regarding the tenant issue at the old library building.

Council and staff engaged in discussion regarding Florida Cable.

**AGENDA ITEM NO. 7 – REQUEST TO APPOINT TREE BOARD MEMBER**

Staff recommended Council appoint the following members as presented:



**TREE BOARD  
 APPOINTMENT WORKSHEET**

**Council Workshop Date:** 04/06/2016      **Regular Meeting Date:** 04/11/2016

App	Name	Address	Current/Recent Board Member	Current Position	Resident	New Position	Recommended Action
1	Candy Craig	6825 SW 207 <sup>th</sup> Ct., Dunnellon	Yes	1 <sup>st</sup> Alternate	No	Member	Appoint to full Member for the term of April 11, 2016 – April 6, 2019 (previous term expired March 8, 2016)
2	Sally Chesterfield	11937 Hale St., Dunnellon	No	None	Yes	1 <sup>st</sup> Alternate	Appoint to 1 <sup>st</sup> Alternate for the unexpired term April 11, 2016 – December 28, 2017
3	Vacant			2 <sup>nd</sup> Alternate			Certify Vacancy, previous term expired in 2014

*Planning Commission Only: The city planning commission consists of five members plus two alternate members, appointed by the city council. 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.*

Council agreed to place this item on the consent agenda.

**AGENDA ITEM NO. 8 – SCHEDULING OF FUTURE WORKSHOPS TO DISCUSS CITY FINANCES – COUNCILWOMAN SOLDATO**

Councilwoman Soldato discussed the scheduling of workshops to discuss the City’s finances. She provided Council a list of items regarding the City’s expenses and revenue, as follows:

To: Dunnellon City Council  
From: Councilwoman Johanna Soldato,  
Date: April 6, 2016

RE: Budget to actuals and the Water/Sewer funds

The council, other boards and residents, have to realize that adding additional debt or switching debt from one fund/account to another has global effects on our budget. If you take money from one area you will ultimately impact another. I agree that we are morally obligated to pay back monies to the water/sewer fund that should not have been taken in the first place but how we do this needs to be carefully analyzed. If you don't you may have catastrophic effects that you may not be in a position to handle in the future.

I believe that you will find when the audit is complete, that we are doing OK right now however, we have much to consider before we make another commitment/resolution to pay back money to the Water/Sewer fund. I also believe that we cannot set an amount to the payback until the end of year audit (each year) is done. **Please consider the following:**

**Expenses:**

1. We can anticipate an approximate \$354,609 loss of gas tax revenue for roads. (Operating loss \$213,235. Capital loss \$141,374)
2. We are obligated to meet the requirements of the Rainbow Springs Settlement and pay the 2<sup>nd</sup> and final installment of \$212,688.48 no later than February 12, 2017.
3. We are required to pay back a total of \$1,362,664.83 bond money. This was originally budgeted at \$50,000 for FY 2015-2016 but was reduced due to budget constraints. Based on audited surplus a budget amendment should be done to transfer funds from general fund to water/sewer bond proceed reserve.
4. We have to come up with another ½ of the police chief's salary, ½ of the fire chief's salary and ½ of the fire/rescue lieutenant's salary. Police Dept. revenue, fines and forfeitures, is under budget 37.1% as of 3/31/16. The majority of these revenues help fund the police department.
5. According to our accountants, we should have approximately 4 months of unassigned fund balance on hand for emergencies. (i.e. 4 months of operating budgets)
6. Other balloon bond payments will be coming due. We have to have money in reserve so that a bank will consider us a good risk for refinancing.
7. The previous resolutions signed by council (and new ones) are committed monies just like the \$1.4 million debt to the Water/Sewer fund.

8. Council often develops resolutions without understanding the full impact of these financial decisions. Once financial decisions are put in writing they become committed monies.
9. We have to more accurately reflect our capital assets so that they match the financial ledger and are correct on our depreciation schedule. Finance was on track to complete this at end of FY 2014-2015 until the resignation of the Finance Accountant. This audit finding will be resolved by end of fiscal year 2015-2016.
10. We have to make sure our current inventory list is correct in order to save monies for our auto insurance premiums.
11. All amortization schedules (and interest) need to be reflected in our budget. Annual debt service is currently reflected in the FY 2015-2016 budget.
12. We need to know what large expenses, both operating and capital, we will incur by fund in the next five years in order to determine our cash flow needs. (example: fire truck, water tower inspection, fee study, attorney fees)
13. Currently accruals for compensated absences equal \$122,438.65 General Fund and \$165,622.63 Water and Sewer Funds. A transfer needs to be made to a committed reserve for compensated absences at a minimum annually.

**Revenue:**

1. We may be able to use the remaining Public Safety Building Fund reserve - \$156,747.96 and end of year surplus monies \$(will know exact amount when audit is complete) this year however, this income will not be available next year unless we sell some assets. This would leave us with \$12,323.75 emergency reserve funds for an emergency.
2. We may receive approximately \$100,000-\$200,000 in FY 2017 from the new 1 % infrastructure surtax. We will receive an estimate of this around June 30 from the Office of Economic and Demographic Research. These funds are for capital items only for Police, Fire/Rescue and Roads & Streets.
3. We may receive approximately \$38,000 in new revenue from the hotel.
4. We could do a fire assessment fee to add revenue.
5. We may be able to cut staff or reduce their hours for a reduction in salary and benefits/accruals.
6. We can and probably should reduce all employee benefits. We currently pay 100% of their health insurance premium. Their retirement is generous. Some benefits have already been reduced. This must be weighed against the cost to hire and train new employees, estimated at 1 year's salary as this will most likely have an impact on employee recruitment and retention.
7. We need to closely analyze grant requirements. There are specific requirements and if we don't meet them we will lose monies or have to pay the grant back (ex. We had to pay back \$13,145 for a policeman's salary because one left and it took too long to hire the next).
8. There are minimal expenditures that could be removed from the budget.

My recommendation with the support of our accountants and Jan Smith (Finance Director) is to do a resolution for pay back of the \$1.4 debt. This resolution will allow council to approve the transfer of GF monies after the accountants have closed our books at the end of the year. The monies would be transferred from the General Fund unassigned reserve to the Water/Sewer committed (Capital Replacement) reserve. I have asked Jan and our accountants to develop a resolution that will be given to you for consideration. Once you receive this resolution, we can meet with the Utility Board for a discussion.

She said the purpose of the first meeting will be to educate the residents on the City's budget and finances.

Council and staff engaged in discussion and agreed to schedule the first workshop on Wednesday, April 20<sup>th</sup> at 5:30 p.m.

Councilman Hancock anticipated Council would agree to meet every Wednesday until such time Council had a better understanding of what the City's situation is, and a feel for what they are going to do about it. Councilman Hancock stated Council is not doing a service to the public by meeting once a month and not taking action the first time we meet. He said he would like to have a debt schedule to discuss at the first workshop and copies of Councilwoman Soldato's material she has collected prior to the meetings so Council can begin to review and educate themselves.

Councilman Hancock stated Council and staff have talked about refinancing, which he believes isn't the answer. He said we have to spread our payments out. He said we should not be adding to the debt; we have to reschedule debt, and not refinance it. He said Council must take action and start considering the options.

Councilman Hancock addressed the budget process and said it should not take four months to prepare the budget. He said we need to find ways to simplify the process by establishing the parameters of what the budget process should look like.

Vice-Mayor Green and Mr. Esch thanked Councilwoman Soldato for her energy and effort regarding this project, and stated they are very grateful for what she brings to the table.

Mayor Whitt thanked Councilwoman Soldato and said he applauds her optimism and original scope. He said he believes the City is on the right track and has plenty of work to do.

#### **AGENDA ITEM NO. 9 – TOPICS OF DISCUSSION – VICE-MAYOR GREEN**

##### ***Council Meeting Agenda***

Vice-Mayor Green addressed the extended length of the council workshops and meetings. He said these meetings should not extend more than two hours. He recommended if Council or staff perceives that an item for the agenda is going to be lengthy, to either

move the item to the next meeting or to call the meeting after two hours and schedule a follow-up meeting.

Council and staff engaged in discussion and agreed to target “two hour” meetings.

***Dunnellon Memorial Gardens street repair***

Vice-Mayor Green discussed the roads in the newer section of the cemetery. He expressed the urgency to have the roads repaved soon because if delayed, it may cost the City more in the future.

Council and staff engaged in discussion regarding the cost of repaving the roads and using the funds in reserves. Mr. Esch estimated the cost of the project to be approximately \$30,000.

Council agreed to authorize Mr. Esch to prepare an RFP and advertise for this project and to place this item on the consent agenda.

**AGENDA ITEM NO. – 10 – TOPICS OF DISCUSSION – COUNCILMAN DILLON**

***Nine Island Cove***

Councilman Dillon described a situation he discovered when asked to build a home on Nine Island Cove. He stated there are sewer lines in Nine Island Cove, but no sewer service. He asked staff to research and find out if this is a private subdivision; and if not, to look at some type of assessment. He said there are 20 lots in Nine Island Cove and he does not want septic tanks on the river.

***Rainbow River Ranch***

Councilman Dillon stated that SWFWMD has agreed to purchase the property. He said they had an appraisal done which came in under the price Mr. Dodd is asking for the property. He suggested having someone contact conservation based organizations such as Sierra and inquire if they can assist and perhaps form a partnership as they did at Three Sister Springs. He said we need to form a consensus. He said Mr. Dodd wants to sell the property and he is frustrated.

Councilman Hancock said he is okay with continuing to pursue discussion with any or all parties to try and come to a resolution.

Councilman Dillon stated his greatest concern is that the Planning Commission and the City Council will have no say in the development of this property.

Council provided their consensus with Councilman Dillon acting as a liaison to pursue such alternatives.

***City Liens***

Councilman Dillon stated he reviewed the liens on the properties in the City and concluded there is only one worth pursuing. He said the City is in need of parking and this property could be used as a parking lot. He stated the lien amount far exceeds the value of the lot and he may be able to persuade the owner to deed the property to the City in lieu of foreclosing.

**AGENDA ITEM NO. 11 – DISCUSSION – CITY ENTRANCE SIGNS – CITY MANAGER**

Mr. Esch stated in prior meetings there has been discussion regarding trying to keep the signs maintenance free and possibly made with concrete or marble. He said he received comments from the Historic Board regarding their desire to have the sign material “eco-based”. He stated citizens have also commented they like the appearance of the Blue Run Park sign, which he discovered is made with urethane, which he said would be more durable.

Mr. Esch requested approval from Council to prepare an RFP to acquire that type of sign.

Council and staff engaged in brief discussion and agreed to place the motion on the consent agenda.

**AGENDA ITEM NO. 12 – VOLUNTARY COOPERATION/OPERATIONAL ASSISTANCE AGREEMENT #AGR2016-18 WITH MARION COUNTY SHERIFF’S OFFICE**

Mayor Whitt explained this agreement is consistent with those that the City has entered into with various other surrounding county and municipal agencies annually.

Council agreed to place this item on the consent agenda.

**AGENDA ITEM NO. 13 – RESOLUTION #2016-12, LOCAL MITIGATION STRATEGY (LMS) PLAN**

Council and staff engaged in discussion and agreed to table this project until May to allow Council more time to review.

**AGENDA ITEM NO. 14 – COUNCIL COMMENTS**

Councilman Dillon stated Attorney Cassady and Mrs. Smith have been working on the City’s property liens. He said after further consideration he thought it would be best to wait and negotiate the price when the property is purchased.

Council and staff agreed.

Other council comments received:

Councilman Hancock apologized for anything he may have said that offended Councilwoman Soldato or the audience. He explained his intent.

Mayor Whitt provided an update on the Withlacoochee River Basin Economic Development Partnership group that he has been working with.

**AGENDA ITEM NO. 15– CITY MANAGER COMMENTS**

Mr. Esch provided his report on the following:

- Collapsed manhole in Rainbow Springs
- Tyco Integrated Security agreement
- 180<sup>th</sup> force main water/sewer project
- SWFWMD and Florida Rural Water Association attempting to reduce consumption water loss
- Changing out water meters from manual read to radio read meters
- Proposed extra meetings

**AGENDA ITEM NO. 16– PUBLIC COMMENTS**

Joan Duggins, 19687 SW 88<sup>th</sup> Loop, discussed her discouragement regarding presentations. She commented on the presenters exiting soon after their presentation and how this doesn't allow the public to ask them questions. She also had a question regarding the water main project by the Winn Dixie.

Attorney Hand left the meeting approximately 8:30 p.m.

Mary Ann Hilton, 12078 Palmetto Court discussed the old library building and the Rainbow River Ranch.

The meeting was adjourned at approximately 8:37 p.m.

Attest:

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Dawn Bowne, MMC  
City Clerk

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Nathan Whitt, Mayor

**CITY OF DUNNELLON  
CITY COUNCIL MEETING**

DATE: April 11, 2016  
TIME: 5:30 p.m.  
PLACE: City Hall  
20750 River Dr., Dunnellon, FL 34431

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Whitt called the meeting to order at approximately 5:36 p.m. and led the Council in the Pledge of Allegiance. Pastor Tom Welch provided the invocation.

**ROLL CALL**

The following members answered present at roll call:  
Nathan Whitt, Mayor, Seat 1  
Vacant, Seat 2  
Chuck Dillon, Councilman, Seat 3  
Walter Green, Vice-Mayor, Seat 4  
Richard Hancock, Councilman, Seat 5

**STAFF PRESENT**

Eddie Esch, City Manager  
Dawn Bowne, City Clerk  
Jan Smith, Finance Officer  
Mike McQuaig, Police Chief  
Lynn Wyland, Staff Assistant

**LEGAL COUNSEL**

Andrew Hand  
Shepard, Smith & Cassady

**PROOF OF PUBLICATION**

Mrs. Bowne announced for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Friday, April 8, 2016.

**Mayor Whitt called for public comments on agenda items only.**

Kathryn Taubert, 19436 SW 101<sup>st</sup> Place Rd., provided a handout to Council and staff regarding the Suwannee - St. Johns Group Sierra Club and provided a brief presentation.

Janet Barrow, 11791 SW 164<sup>th</sup> Avenue Rd., discussed the proposed Sabel Trail Pipeline. She wanted to raise attention about this issue and the effects the pipeline could impose on the environment.

Mary Ann Hilton, 12078 Palmetto Ct., discussed agenda items #6 and #7 and asked that they be removed from the agenda.

Joan Duggins, 19687 SW 88<sup>th</sup> Loop, addressed agenda item #8. She asked several questions regarding the entrance signs.

**CONSENT AGENDA:**

1. City Council Workshop Minutes  
February 17, 2016 – Special  
March 9, 2016
2. City Council Minutes  
February 8, 2016  
February 17, 2016 – Special  
March 6, 2016 – Special  
March 14, 2016
3. Approve Proclamation #PRO2016-05, National Day of Prayer
4. Approve Proclamation #PRO2016-06, Arbor Day
5. Tree Board Appointments  
Appoint Candy Craig as a regular member of the Tree Board effective April 11, 2016, term to expire April 11, 2019. (Term previous held by P. Marraffino – expired March 8, 2016)  
  
Appoint Sally Chesterfield as 1<sup>st</sup> alternate member of the Tree Board to fill unexpired term formerly held by Candy Craig effective April 11, 2016, term to expire December 28, 2017.
6. Authorize Mayor to sign Voluntary Cooperation/Operational Assistance Agreement with Marion County Sheriff's Office.
7. Authorize Mayor to sign Agreement #AGR2011-121, Tyco Security Renewal.
8. Authorize staff to prepare specifications and bid for the design and production of City entrance signs.
9. Authorize staff to prepare specifications and bid for resurfacing of the main cemetery street in Dunnellon Memorial Gardens.

(Note: Motion to approve items on the consent agenda is a motion to approve the recommended actions.)

Councilman Dillon moved the consent agenda be approved as presented. Councilman Hancock seconded the motion and all were in favor. The vote was 4-0

**REGULAR AGENDA**

**AGENDA ITEM NO. 10 – SPECIAL PRESENTATION BY DUNNELLON CITY COUNCIL TO LT. TODD SPICHER**

Mayor Whitt presented a plaque and read the following:

“In recognition of your professional leadership and service to the City of Dunnellon while serving as Interim Police Chief. Your commitment to City Council, community and staff to effectively maintain police operations, strengthening the City’s partnership with Marion County’s Sheriff’s Office is sincerely appreciated. April 11, 2016.”

Chief McQuaig presented Lt. Spicher with a shadowbox containing a badge, and thanked him for stepping in as Dunnellon’s Interim Police Chief.

**AGENDA ITEM NO. 11 – PREPARATION FOR UPCOMING HURRICANE SEASON – MSG. ROBERT R. JOHNSON, MARION COUNTY DEPUTY DIRECTOR – EMERGENCY MANAGEMENT**

Lt. Chip Wildy, Marion County Emergency Management Director was present and introduced MSG. Robert R. Johnson.

MSG. Johnson provided details about an upcoming hurricane exercise to be held on May 18, 2016 from 8:30 a.m. to 12:00 p.m. and a breakfast on June 13<sup>th</sup> at 7:30 a.m. He encouraged Council and staff to participate.

**AGENDA ITEM NO. 12 – PRESENTATION OF PROCLAMATION #PRO2016-05, NATIONAL DAY OF PRAYER – PASTOR TOM WELCH**

Mayor Whitt read the following proclamation and presented the same to Pastor Tom Welch and his wife, Marylin Welch:

**“PROCLAMATION #PRO2016-05  
NATIONAL DAY OF PRAYER**

**WHEREAS**, prayer to the Almighty God is regarded by millions as the most important utterance of mankind for its benefit; and

**WHEREAS**, our nation was founded by single-minded men and women seeking wisdom and guidance through prayer to the God who has ears to hear; and

**WHEREAS**, prayer has aided us in all times where support and guidance was needed; and

**WHEREAS**, it is fitting that we should give thanks for the freedom and prosperity which our nation and state enjoys and to pray for the continued guidance and comfort which God has graciously bestowed upon this nation since its inception; and

**WHEREAS**, the Day of Prayer is a time set aside for Americans to pray to their heavenly Father and to reaffirm the spiritual principles upon which our nation was founded; and

**WHEREAS**, the State of Florida and the United States of America can and will benefit from prayer by its faithful and prayerful residents; and

**WHEREAS**, this year's theme is, "**Wake Up America**", emphasizing the need for individuals, corporately and individually, to return to the God of Fathers in reverence for His Holy Name. To further highlight the theme, Isaiah 58:1a has been chosen as the scripture for this year: "**Shout it aloud, do not hold back. Raise your voice like a trumpet;**" and

**WHEREAS**, across our land on May 5th Americans will unite at specific times in prayer for our nation and state to acknowledge our dependence upon God, to give thanks for the many blessings our country has received from Him, to recognize our need for personal and corporate renewal of moral values and to invoke God's blessings upon our leaders.

**NOW, THEREFORE**, be it proclaimed the City Council of the City of Dunnellon, Florida, does hereby recognize May 5, 2016 as the "**NATIONAL DAY OF PRAYER**" and urges all citizens in Marion County to pray with diligence and obedience and seek the face of Almighty God to direct our paths in the days and years ahead.

PASSED and PROCLAIMED this 11th day of April 2016."

**AGENDA ITEM NO. 13 – PRESENTATION OF PROCLAMATION #PRO2016-06,  
ARBOR DAY – CANDY CRAIG REPRESENTING THE TREE BOARD**

Mayor Whitt read the following proclamation:

**“THE CITY OF DUNNELLON  
OFFICE OF THE MAYOR  
A PROCLAMATION  
#PRO2016-06**

**WHEREAS**, 2016 marks the 194rd anniversary of Arbor Day; and

**WHEREAS**, trees are among Florida's, and more particularly the City of Dunnellon's, most beautiful natural resources; they bestow fine opportunities for aesthetic appreciation and recreation as well as improvements for our homes and communities, and are indispensable to our ecology as providers of wildlife habitat, erosion control, air filters and noise inhibitors; and

**WHEREAS**, the demands on our environment and on our environmental resources necessitate an increased awareness of ecological values, as well as individual commitment to the study and appreciation of trees and their maintenance.

*NOW, THEREFORE*, I, Nathan Whitt, Mayor of the City of Dunnellon, in the State of Florida, do hereby proclaim: **FRIDAY, APRIL 29, 2016 as ARBOR DAY** in the City of Dunnellon, State of Florida, and I commend this observance to all citizens.”

**AGENDA ITEM NO. 14 – PUBLIC HEARING – ORDINANCE #ORD2016-01, AMENDMENTS TO THE ZONING CODE – ALLOWING CHICKENS TO BE KEPT IN RESIDENTIAL AREAS - Advertised on the City Website on 3/21/2016 and in the Riverland News on 3/31/2016 and the Ocala Star Banner on 3/31/2016**

Mayor Whitt stated, “All persons wishing to address the City Council will be asked to limit their comments to the specific subject being addressed. Public opinions and input are valued by the Council. However, it is requested that comments are directed at specific issues rather than personal comments directed toward the Council members or staff in order to foster mutual respect between council members and the public.

Members of the public in attendance at public forums should listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

Members of the public addressing City Council and boards/commissions on a specific project or proposal are requested to disclose any personal interest or relationship; and any business, professional, or financial interests with any individual, group, project or proposal regarding the subject matter under review. Members of the public should always err on the side of more public disclosure, not less, in order to provide integrity to the public process. “

Mayor Whitt gavel down and said, “It is now 6:30 p.m. and I close the regular meeting and open the public hearing to discuss:

Ordinance #ORD2016-01, Amendment to the Zoning Code, allowing chickens to be kept in residential areas. Advertised in the Riverland News and in the Ocala Star Banner on 3/31/2016 on 3/3/2016 and on the City’s Website on 3/21/2016 .“

Mayor Whitt called for staff comments.

Mr. Esch stated this ordinance was requested by a citizen through Vice-Mayor Green. He explained the ordinance will allow up to six (6) chickens and they must be hens only. He explained the other requirements.

Mayor Whitt called for public comment. There was none.

Mayor Whitt gavel down and said, “It is now 6:32 p.m. and I close the public hearing held to discuss Ordinance #ORD2016-01 and reopen the April 11th council meeting.”

**AGENDA ITEM NO. 15 – SECOND AND FINAL READING OF ORDINANCE #ORD2016-01, AMENDMENTS TO THE ZONING CODE – ALLOWING CHICKENS TO BE KEPT IN RESIDENTIAL AREAS**

Councilman Dillon moved Ordinance #ORD2016-01 be read by title only. Vice-Mayor Green seconded the motion and all were in favor. The vote was 4-0.

Mrs. Bowne read the following into the record:

**“ORDINANCE #ORD2016-01**

**AN ORDINANCE OF THE CITY OF DUNNELTON, FLORIDA, AMENDING THE DUNNELTON CITY CODE, CHAPTER 14, “ANIMALS,” TO ALLOW CHICKENS TO BE KEPT ON LOTS OR PARCELS WITH SINGLE FAMILY RESIDENTIAL ZONING DESIGNATIONS; AMENDING SECTIONS 7.1 AND 7.2 OF THE ZONING CODE TO ALLOW CHICKEN-KEEPING AS AN ACCESSORY USE IN CERTAIN RESIDENTIAL DISTRICTS AND DEFINING CHICKEN-KEEPING; PROVIDING SPECIFIC CRITERIA FOR CHICKEN-KEEPING; AMENDING VARIOUS SECTIONS OF THE CODE AND ZONING CODE TO BE CONSISTENT WITH THE INTENT AND PURPOSE OF THIS ORDINANCE; PROVIDING FOR PENALTIES; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.”**

Vice-Mayor Green moved Ordinance #ORD2016-01 be approved. Councilman Dillon seconded the motion and all were in favor.

Mayor Whitt called for discussion. There was none.

The vote was taken and all were in favor. The vote was 4-0.

**AGENDA ITEM NO. 16 – PUBLIC HEARING – ORDINANCE #ORD2016-04, AMENDMENT TO SECTION 39 OF THE CITY’S CHARTER NEEDED TO COMPLY WITH FEDERAL REQUIREMENTS FOR MAILING OF OVERSEAS BALLOTS (Published on the City website on 3/21/2016 and in the Riverland News on 3/31/2016)**

Mayor Whitt stated, “All persons wishing to address the City Council will be asked to limit their comments to the specific subject being addressed. Public opinions and input are valued by the Council. However, it is requested that comments are directed at specific issues rather than personal comments directed toward the Council members or staff in order to foster mutual respect between council members and the public.

Members of the public in attendance at public forums should listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They

shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

Members of the public addressing City Council and boards/commissions on a specific project or proposal are requested to disclose any personal interest or relationship; and any business, professional, or financial interests with any individual, group, project or proposal regarding the subject matter under review. Members of the public should always err on the side of more public disclosure, not less, in order to provide integrity to the public process. “

Mayor Whitt gavelled down and said, “It is now 6:35 p.m. and I close the regular meeting and open the public hearing to discuss:

Ordinance #ORD2016-04, Amendments to Section 39 of the City’s Charter needed to comply with Federal requirements for mailing of overseas ballots. Advertised in the Riverland News on 3/31/2016 and on the City’s Website on 3/21/2016.”

Mrs. Bowne stated the City was notified by the Marion County Supervisor of Elections that the City’s Charter requirements make it impossible for the elections office to meet Federal and State requirements in the event of a run-off election with regard to mailing of overseas ballots. She said the State Statute would trump the City’s Charter if for some reason the referendum doesn’t pass. She explained the City would then be in violation of its own Charter.

Mrs. Bowne also discussed the need to amend language in the City’s Code regarding the certification of election results.

Mayor Whitt called for public comment. There was none.

Mayor Whitt gavelled down and said, “It is now 6:38 p.m. and I close the public hearing held to discuss Ordinance #ORD2016-04 and reopen the April 11th council meeting.”

**AGENDA ITEM NO. 17 – SECOND AND FINAL READING OF ORDINANCE #ORD2016-04, AMENDMENT TO SECTION 39 OF CITY’S CHARTER NEEDED TO COMPLY WITH FEDERAL REQUIREMENTS FOR MAILING OF OVERSEAS BALLOTS**

Vice-Mayor Green moved Ordinance #ORD2016-04 be read by title only. Councilman Hancock seconded the motion. The vote was taken and all were in favor. The vote was 4-0.

Mrs. Bowne read the following into the record:

**“ORDINANCE #ORD2016-04**

**AN ORDINANCE OF THE CITY OF DUNNELLON, FLORIDA,  
SUBMITTING TO THE ELECTORS OF DUNNELLON A PROPOSED**

**AMENDMENT TO SECTION 39 OF THE CITY CHARTER CHANGING THE DAY AND MONTH OF A RUN-OFF ELECTION IN THE EVENT OF A TIE VOTE TO BE CONSISTENT WITH FEDERAL LAW; PROVIDING THE BALLOT TITLE, SUMMARY, AND TEXT FOR THE PROPOSED AMENDMENT; PROVIDING DIRECTIONS TO THE CITY CLERK; PROVIDING FOR THE EFFECTIVE DATE OF THE CHARTER AMENDMENT IF APPROVED BY A MAJORITY OF ELECTORS; PROVIDING FOR SEVERABILITY, CONFLICTS, AND EFFECTIVE DATE FOR THIS ORDINANCE.”**

Councilman Hancock moved Ordinance #ORD2016-04 be approved. Vice-Mayor Green seconded the motion.

Mayor Whitt called for discussion.

Councilman Dillon asked Mrs. Bowne to explain if the City is amending the Charter by ordinance.

Mrs. Bowne said if adopted by Council, the ordinance provides for a ballot referendum.

The vote was taken and all were in favor. The vote was 4-0.

**AGENDA ITEM NO. 18 – AMENDMENT #1 AGREEMENT #AGR2015-21 KIMLEY-HORN IPO#50 CHOICE HOTEL CDBG WATER MAIN EXTENSION PROJECT CHANGE ORDER – RE-DESIGN BASED ON NEW RIGHT-OF-WAY INFORMATION PROVIDED BY FDOT**

Mr. Esch explained this amendment is for a re-design near the Porter property and is based on new right-of-way (ROW) information provided by FDOT. He said FDOT provided erroneous ROW information at time of contract award. He stated grant funding has been approved by DEO.

Councilman Dillon moved to authorize Mayor to sign Amendment #1 to Agreement #AGR2015-21 for Kimley-Horn IPO#50 change order - re-design based on new right-of-way information provided by FDOT. Vice-Mayor Green seconded the motion

Mayor Whitt reminded Council that DEO has signed off on the redesign.

The vote was taken and all were in favor. The vote was 4-0.

**AGENDA ITEM NO. 19 – AMENDMENT #AGR2015-21 KIMLEY-HORN IPO#50 CHOICE HOTEL CDBG WATER MAIN EXTENSION PROJECT CHANGE ORDER – RELOCATION OF GOPHER TORTOISE**

Mr. Esch explained prior to finalization of the permitting, there was no discovery of any type of endangered species. He explained when staking the site, the contractor began to

notice gopher tortoise holes that were fairly new. He stated this has not been approved by DEO, but Council would approve this conditional upon DEO funding.

Councilman Dillon moved to authorize Mayor to sign Amendment #2 to Agreement #AGR2015-21 for Kimley-Horn IPO#50 change order – relocation of gopher tortoise contingent upon DEO approval. Councilman Hancock seconded the motion.

Mayor Whitt called for discussion. There was none.

The vote was taken and all were in favor. The vote was 4-0.

**AGENDA ITEM NO. 20 – COUNCIL LIAISON REPORTS AND COMMENTS**

Vice-Mayor Green explained the Dunnellon Police and Fire Citizens Academy. He said this is a program Chief McQuaig and Lt. Slattery, in partnership with the Dunnellon Chamber of Commerce, developed in an effort to help the community understand their roles and what it takes to be a police officer or a firefighter. He said Mayor Whitt has offered to provide transportation.

Vice-Mayor Green addressed parking issues some residents have brought to his attention. He said if the first parking space along East Pennsylvania Avenue in front of Go-For-Donuts is occupied, it is nearly impossible to see when pulling out of the lot.

Council and staff engaged in discussion regarding two other parking spaces along Highway 484 near the Blue Cove subdivision entrance. He said when the first two spaces on the east side of the entrance are occupied, they obstruct the view of cars pulling out onto Highway 484 and creates a dangerous situation.

Mr. Esch stated he will contact Masood Mirza, Marion County Traffic Engineer, and request the three parking spaces be “striped out” and signs added.

Vice-Mayor Green discussed the roads in the cemetery.

Mr. Esch stated Council has provided consensus and he is preparing an RFP for the cemetery roads.

Vice-Mayor Green presented Council and staff with an example of a proposed ordinance the City of Belleview will be presenting to their council. The ordinance establishes a Youth Council and provides the youth of the community an opportunity to participate in reviewing and discussing challenges, needs and suggesting improvements for the community. Vice-Mayor Green requested Council pass an ordinance establishing this type of program in time for the next school term.

Council and staff engaged in brief discussion regarding procedures and duties.

Vice-Mayor Green further discussed a Spaghetti Dinner fund raiser the Student Support Foundation (SSF) club will be sponsoring on Tuesday, April 19<sup>th</sup> from 5:30 p.m. to 7:30 p.m. in the Dunnellon High School cafeteria. He explained the SSF club is required to raise funds as part of the requirements of the Morgridge Family Foundation grant.

Councilman Hancock reminded everyone of the UAB meeting to be held on Monday, April 18<sup>th</sup> at 3:00 p.m. He expressed his appreciation to the Chair of this board, Hugh Lochrane, for his attendance and participation in the council meetings.

Councilman Dillon discussed his frustrations regarding lots of record and the high percentage of residents who cannot build on their lot due to the square footage and street frontage requirements. He stated he would like to direct the City Manager to direct staff, to allow people to build on lots of record. He said Mr. Metcalf stated cities recognize lots of records within the Comp Plan and he believes it's a misinterpretation of the Code. Councilman Dillon said he thinks it's a simple fix by addressing it in the Comp Plan.

Councilman Dillon asked Attorney Hand if he had any updates regarding the eviction of occupants in the old library building.

Attorney Hand stated yes, he has a report.

Councilman Dillon further discussed the previous workshop with the representatives from the Marion Senior Services and First United Methodist Church of Dunnellon. He stated Council never provided staff any direction. He requested that the April 20<sup>th</sup> special workshop be changed to a council meeting so that Council may vote on this issue. He stated he believes their proposals will be a benefit for Dunnellon because it will bring people into town and benefit the senior citizens.

Mayor Whitt stated he thought we were waiting on the eviction update.

Vice-Mayor Green said the First United Methodist Church stated they no longer wish to pursue their proposal.

Council and staff engaged in lengthy discussion regarding the subject of lots of record and the discrepancies in the Comp Plan.

Councilman Dillon stated in one section of the Comp Plan it will say property owners can build on the lot, and in another section it says they can't. He explained it's an easy fix; an easy interpretation that lots of record, are lots of record, and they can be utilized.

Mayor Whitt stated Council and staff did request that Mr. Metcalf include lots of record in his amendments.

Councilman Dillon stated it isn't necessary because when the first Comp Plan was adopted, it took all the lots of record into consideration.

Mayor Whitt stated he was looking for some clarification from Mr. Metcalf once the EAL is revised and it comes back to us.

Councilman Dillon asked Council to direct the City Manager to direct his staff. He said we need to agree as a Council that we believe this, and we are going to direct staff to do it.

Councilman Hancock commented on Council not being good "gate-keepers" and not doing well with "take-aways." He said Council will discuss items but will not end the conversation and say, "okay what's the next step." Councilman Hancock challenged staff to challenge Council to do "take-aways." He said Council can do a much better job of establishing "take-aways" through better "gate-keeping."

Councilman Hancock stated the Planning Commission was established for the very purpose of allowing the community to control what our City would look like. He said the process involves presentation to the Planning Commission, which allows the Board to identify exceptions for representation to Council. He said let's support those exceptions, if that improves the overall presentation of a street, community and neighborhood and get the infill done.

Louise Kenny, 19970 Ibis Court, explained her real estate back ground and said the real estate history/law says that you cure an individual lot because you cannot take away those property rights that are inordinate for use of that property. She stated its private property, and that would be a taking. She said you cure it with a variance, and have the City's attorney determine if there is a difference between a non-conforming lot, which is a single lot, or an aggregate lot that has been purchased for speculation.

Councilman Dillon stated his problem with a variance is (1) we are penalizing the citizens because they have to pay more and (2) it takes us two to three months to do a variance.

Mayor Whitt asked if Council wishes to call for a vote to ask staff to exempt lots of record.

Councilman Dillon said he is ready to do that.

Attorney Hand explained it is ultimately Council's job to interpret, and he can only provide guidance. He said Dunnellon has a Comp Plan and when you enact a Comp Plan, and do an amendment, it essentially undoes everything in the past that has been consistent with the Comp Plan. He said under Florida law, the Comp Plan trumps and you have to be consistent with the Comp Plan.

Councilman Hancock stated the City has a responsibility to the community to accommodate, and it's worth taking the time and getting it right. He said he doesn't see the harm if

someone requests an exception to have the Planning Commission determine if they agree and want to support it.

Mayor Whitt stated he doesn't feel like it's a "sky is falling" issue because we have addressed it in the EAL that Mr. Metcalf is working on. He asked if Council could vote for exemptions.

Attorney Hand provided input saying he is not telling him no; he's telling him that either way there are risks, and you have to weigh those risks and the threat of litigation on either side. He said when the initial interpretation was made, it was not made based on the idea that there are 735 lots.

Mr. Esch stated for the record that the City did receive notification from DEO today and everything is in order. He said the 60 day clock starts now.

Mary Ann Hilton, Planning Commission member, stated the Planning Commission is a very cooperative and caring group. She encouraged Council and staff to bring requests before them and allow them to do their job, and trust they care enough about both the City and the people who would like to live here to do it well. Mrs. Hilton stated it should not take two to five months to complete.

After much discussion with Attorney Hand, Council agreed to have him draft language to be used in the interpretation of exempting lots of record until the Comp Plan is amended.

Mr. Smith addressed the timing issue. He said DEO has until June 3<sup>rd</sup> to respond, but we changed the DEO letter to incorporate lots of record. He said when we get the response back, we can include lots of record.

Attorney Hand asked if Council is specifically directing him to draft something in writing to essentially weigh the two options.

Councilman Hancock said if we are simply interpreting lots of record; that's one thing. But, Attorney Hand is talking about exemptions and all.

Mayor Whitt stated it would be case by case until the Comp Plan amendments are in place.

Councilman Dillon moved to approve Marion Senior Services and Rainbow Springs Fine Arts Association to utilize the old library building as a community type building with the City Manager negotiating whatever the terms may be. Mayor Whitt called for a second. Councilman Hancock seconded the motion.

Mr. Esch explained the legal conditions stipulated on that building. He said the building was originally leased as two different pieces. The cable company had a one year lease on

the part of the building Marion Senior Services is interested in and a ten (10) or twenty (20) year lease on the head-end section.

Attorney Hand explained Attorney Cassady provided him a very long memo with a lot of backup on everything she has prepared. He said it is a lot more complicated than a simple eviction because there are three (3) different documents that are in play: the Purchase Agreement, Lease Agreement and the Pole Attachment Agreement. He provided the amounts owed as of December 31, 2015 between the City of Dunnellon and Florida Fiber. Attorney Hand stated the numbers will have to be agreed upon before moving towards a resolution. He stated Attorney Cassady has a scheduled meeting with Mr. Esch on Thursday and the next step would be meeting with Florida Fiber's attorney.

Council and staff engaged in brief discussion regarding parking at the building.

Mayor Whitt called for a vote approving the use of the building. The vote was taken and all were in favor. The vote was 4-0.

***Continuation of Council Liaison Reports and Comments:***

Mayor Whitt announced the dates and times of the Dunnellon Citizens Academy: April 21<sup>st</sup>, April 28<sup>th</sup>, May 5<sup>th</sup> and May 12<sup>th</sup> from 6:00 p.m. to 9:00 p.m. at the Dunnellon Police Department.

Mayor Whitt stated the Dunnellon Anniversary Birthday party will be held on April 21<sup>st</sup> at the train depot. He said a "town photo" will be taken behind City Hall at 5:30 p.m.

Mayor Whitt addressed the resignation of former Councilwoman Soldato. Council agreed to re-advertise for the position place this on the May 4<sup>th</sup> council workshop agenda.

Council and staff engaged in brief discussion regarding the April 20<sup>th</sup> workshop. Mrs. Bowne questioned what the title should be on the agenda. Council agreed to title: "City's Financials and Future Financial Plan."

**AGENDA ITEM NO. 21 – CITY MANAGER'S REPORT**

Mr. Esch reported on the following:

- Boomtown Days events
- Update 5 year master plan for water and sewer

Councilman Hancock questioned when Council will be receiving a report regarding the Fire Assessment Study. Mr. Esch stated he has a final draft conference phone call set for Thursday morning with Tindale Oliver and the presentation will be scheduled soon after.

Councilman Hancock agreed to step into the vacant liaison positions with the TPO and the Chamber of Commerce.

Council and staff engaged in discussion regarding extra/special workshops and council meetings.

**AGENDA ITEM NO. 22 –CITY ATTORNEY’S REPORT**

Attorney Hand stated he is in the process of making a copy of a presentation of the Sunshine Law so Council and other boards will be able to view on their computer.

Mrs. Bowne stated she is gathering information for Council regarding council members complying with the statute for educational requirements.

**AGENDA ITEM NO. 23 – ADJOURNMENT**

At approximately 8:30 p.m. Councilman Dillon moved the April 11, 2016 City Council meeting be adjourned. Richard Hancock seconded. All members voted in favor. The motion passed 4-0.

Attest:

\_\_\_\_\_  
Dawn Bowne, MMC  
City Clerk

\_\_\_\_\_  
Nathan Whitt, Mayor



Meeting Date: May 4, 2016

From (Dept): Finance

Signature: *Jan Smith*  
Department Director

Approved for  
Agenda: *[Signature]*  
City Manager

**Official Use Only**

Reviewed by  
City Attorney: \_\_\_\_\_

Council Action: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBJECT:**

**Request For Approval:** Change Order No. 1 for AGR#2016-12 GWP Choice Hotel Water Main Extension

**SUMMARY EXPLANATION & BACKGROUND:** Utility conflicts on 99<sup>th</sup> Place, increase in valve vault size, reduced length and rescheduling of jack and bore, and fencing removal and replacement due to water main realignment results in a contract price increase of \$11,137.35. Contract price amended to \$469,519.95. DEO has approved contract change order No. 1.

**FISCAL INFORMATION:** 100% grant funded

**PROCUREMENT METHOD:**

**PURCHASE REQUISITION NUMBER:**

**RECOMMENDED ACTION:** Authorize Mayor to sign change order #1 agreement AGR2016-12

Initiated by: EE/js

AGK 11014 12

SECTION 00850 - CONTRACT CHANGE ORDER

Change Order No. 1

Date of Issuance: April 8, 2016 Effective Date: April 8, 2016

Table with 3 columns: Project: CHOICE HOTEL WM EXTENSION, Owner: CITY OF DUNNELLON, Owner's Contract No.; Contract; Date of Contract: February 8, 2016; Contractor: GWP Construction, Inc.; Engineer's Project No.: 042382040

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Utility conflicts on 99th place, increase in valve vault size, reduced length and rescheduling of jack and bore, and fencing removal and replacement due to watermain realignment.

Attachments (list documents supporting change): cost summary table

Table with 2 columns: CHANGE IN CONTRACT PRICE and CHANGE IN CONTRACT TIMES. Includes fields for Original Contract Price, Change Orders No., Contract Price prior to this Change Order, and Contract Times prior to this Change Order.

RECOMMENDED: By: [Signature] Engineer (Authorized Signature) Date: 4/8/16

ACCEPTED: By: [Signature] Owner (Authorized Signature) Date: [Signature]

ACCEPTED: By: Cheryl P. Riggs Contractor (Authorized) Date: 4/8/16

Approved by Funding Agency (if applicable):

Date: [Signature]

END OF SECTION

	Change	Amount	Notes
1	Valve Vault- increased size	\$2,100.00	Add cost of structure \$1800.00 Add cost of handling \$ 300.00
2	Gopher tortoise excavation	\$800.00	1 day of excavation
3	Fencing removal and replacement	\$7,706.00	Quote from Fences R Us
4	SW 99th PL- Utility Conflicts	\$3,970.88	3/7/16 & 3/8/16 sta 137 conflicts
5	SW 99th PL- Utility Conflict Additional Delays	\$799.47	Lost time due to conflicts on 99th PI – Total time – 6 hours
6	Jack and Bore- Reduced Length	(\$4,239.00)	100 ft = Revised Length of Jack and Bore. \$7,425 deduct, \$3,186 remobilization cost

**CHANGE ORDER NO. 1 TOTAL**  
**CONTRACT PRICE**

**\$11,137.35**  
**\$458,382.60**

**TOTAL**

**\$469,519.95**

## Jan Smith

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**From:** Jamie.Zivich@kimley-horn.com  
**Sent:** Tuesday, April 12, 2016 2:46 PM  
**To:** Eddie Esch  
**Cc:** Lewis.Bryant@kimley-horn.com; Jan Smith  
**Subject:** Fwd: CDBG # 15DB-OJ-05-52-02-E02/City of Dunnellon - Change Order # 1 (RE: Choice Hotel WM- Change Order No 1)  
**Attachments:** image001.jpg

Eddie,

Please provide go-ahead for GWP to continue construction.

Thanks,  
Jamie

Happy Connecting. Sent from my Sprint Samsung Galaxy S® 5

----- Original message -----

From: "Court, Ted" <[Ted.Court@deo.myflorida.com](mailto:Ted.Court@deo.myflorida.com)>  
Date: 04/12/2016 2:39 PM (GMT-05:00)  
To: [fred.fox@fredfoxenterprises.com](mailto:fred.fox@fredfoxenterprises.com)  
Cc: "Anderson, Tammy" <[Tammy.Anderson@deo.myflorida.com](mailto:Tammy.Anderson@deo.myflorida.com)>, "Doherty, Roger" <[Roger.Doherty@deo.myflorida.com](mailto:Roger.Doherty@deo.myflorida.com)>, "Melissa Fox" ([Melissa.Fox@fredfoxenterprises.com](mailto:Melissa.Fox@fredfoxenterprises.com))" <[Melissa.Fox@fredfoxenterprises.com](mailto:Melissa.Fox@fredfoxenterprises.com)>, [jsmith@dunnellon.org](mailto:jsmith@dunnellon.org), [eesh@dunnellon.org](mailto:eesh@dunnellon.org), "Zivich, Jamie" <[Jamie.Zivich@kimley-horn.com](mailto:Jamie.Zivich@kimley-horn.com)>, "Bryant, Lewis" <[Lewis.Bryant@kimley-horn.com](mailto:Lewis.Bryant@kimley-horn.com)>  
Subject: CDBG # 15DB-OJ-05-52-02-E02/City of Dunnellon - Change Order # 1 (RE: Choice Hotel WM- Change Order No 1)

**Attention: Fred Fox, President, Fred Fox Enterprises, Inc.**

Thank you for your e-mail inquiry (copy embedded below). I spoke with Jamie Zavich, P.E., of Kimley-Horn, and consulted with Geoff Amison, Environmental Review Officer, for the Small Cities CDBG program. Based on the understanding that approximately 1,000 linear feet of agricultural-style wire and three-board fencing is simply being removed and replaced to facilitate an already-approved activity, it appears that the change order is allowable.

If you have questions regarding this matter, please call me at (850) 717-8429 or reply to this e-mail.

TC :)

Ted Court, Government Operations Consultant II  
Region One Representative  
Florida Small Cities CDBG Program  
Bureau of Community Revitalization  
Department of Economic Opportunity  
107 East Madison Street, MSC – 400  
Tallahassee, Florida 32399-6508  
O: 850-717-8429  
F: 850-922-5609

[Ted.court@deo.myflorida.com](mailto:Ted.court@deo.myflorida.com)

---

**From:** Doherty, Roger  
**Sent:** Tuesday, April 12, 2016 12:00 PM  
**To:** Court, Ted <[Ted.Court@deo.myflorida.com](mailto:Ted.Court@deo.myflorida.com)>  
**Cc:** Anderson, Tammy <[Tammy.Anderson@deo.myflorida.com](mailto:Tammy.Anderson@deo.myflorida.com)>  
**Subject:** FW: Choice Hotel WM- Change Order No 1

Ted:

Please review the attached change order for Tammy. If it is okay, please send an email approving it to everyone that Fred copied on the original email.

Roger J. Doherty, CLEP  
Planning Manager  
Small Cities CDBG Program  
Florida Department of Economic Opportunity  
107 E. Madison St.  
Caldwell Building - MSC 400  
Tallahassee, FL 32399-6508  
O: 850-717-8417  
F: 850-922-5609  
[roger.doherty@deo.myflorida.com](mailto:roger.doherty@deo.myflorida.com)



---

**From:** Fred Fox [<mailto:fred.fox@fredfoxenterprises.com>]  
**Sent:** Tuesday, April 12, 2016 11:54 AM  
**To:** Doherty, Roger <[Roger.Doherty@deo.myflorida.com](mailto:Roger.Doherty@deo.myflorida.com)>  
**Cc:** [Lewis.Bryant@kimley-horn.com](mailto:Lewis.Bryant@kimley-horn.com); [EEsch@dunnellon.org](mailto:EEsch@dunnellon.org); [Jamie.Zivich@kimley-horn.com](mailto:Jamie.Zivich@kimley-horn.com); Melissa Fox <[melissa.fox@fredfoxenterprises.com](mailto:melissa.fox@fredfoxenterprises.com)>  
**Subject:** FW: Choice Hotel WM- Change Order No 1

Roger:

The City of Dunnellon is requesting approval of the attached construction contract change order for the Choice Hotel ED project as soon as possible. The contractor cannot proceed with the project until he get the attached change order approved and is charging the City 310.00/hour while is crew is down. I received the change order yesterday and forwarded it to Tammy. However, Tammy is out until Friday. I did not see any issues with the Change Order ; however, the City needs the Department's approval before they can authorize the contractor to move ahead.

Thank you in advance for your quick response to this request.

Fred D. Fox, President  
Fred Fox Enterprises

221 Treasure Beach Road  
St. Augustine, Florida 32080  
Office Phone: (904) 810-5183  
Cell Phone: (386) 937-1953

---

**From:** Fred Fox

**Sent:** Monday, April 11, 2016 12:13 PM

**To:** 'Anderson, Tammy' <[Tammy.Anderson@deo.myflorida.com](mailto:Tammy.Anderson@deo.myflorida.com)>

**Cc:** Jan Smith ([jsmith@dunnellon.org](mailto:jsmith@dunnellon.org)) <[jsmith@dunnellon.org](mailto:jsmith@dunnellon.org)>; Melissa Fox ([melissa.fox@fredfoxenterprises.com](mailto:melissa.fox@fredfoxenterprises.com)) <[melissa.fox@fredfoxenterprises.com](mailto:melissa.fox@fredfoxenterprises.com)>; 'Jamie.Zivich@kimley-horn.com' <[Jamie.Zivich@kimley-horn.com](mailto:Jamie.Zivich@kimley-horn.com)>; Lewis Bryant ([lewis.bryant@kimley-horn.com](mailto:lewis.bryant@kimley-horn.com)) <[lewis.bryant@kimley-horn.com](mailto:lewis.bryant@kimley-horn.com)>; [EEsch@dunnellon.org](mailto:EEsch@dunnellon.org)

**Subject:** FW: Choice Hotel WM- Change Order No 1

Tammy:

The City of Dunnellon is requesting approval of the attached Change Order #1 for the Choice Hotel CDBG Economic Development pr

**SECTION 00850 - CONTRACT CHANGE ORDER**

Change Order No. 2

Date of Issuance: April 27, 2016 Effective Date: \_\_\_\_\_

Project: CHOICE HOTEL WM EXTENSION	Owner: CITY OF DUNNELLON	Owner's Contract No.:
Contract:	Date of Contract: FEBRUARY 8, 2016	
Contractor: GWP Construction, Inc.	Engineer's Project No.: 042382040	

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description: Installation of 3" water service.

**Attachments (list documents supporting change):** Cost Summary Table

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:  \$ <u>458,382.60</u>	Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): <u>May 15, 2016</u> Ready for final payment (days or date): <u>June 14, 2016</u>
[Increase] [ <del>Decrease</del> ] from previously approved Change Orders No. <u>0</u> to No. <u>1</u> :  \$ <u>11,137.35</u>	[Increase] [ <del>Decrease</del> ] from previously approved Change Orders No. <u>0</u> to No. <u>1</u> : Substantial completion (days): <u>7</u> Ready for final payment (days): <u>7</u>
Contract Price prior to this Change Order:  \$ <u>469,519.95</u>	Contract Times prior to this Change Order: Substantial completion (date): <u>May 22, 2016</u> Ready for final payment (date): <u>June 21, 2016</u>
[Increase] [ <del>Decrease</del> ] of this Change Order:  \$ <u>9,437.70</u>	[Increase] [ <del>Decrease</del> ] of this Change Order: Substantial completion (days): <u>7</u> Ready for final payment (days): <u>7</u>
Contract Price incorporating this Change Order:  \$ <u>478,957.65</u>	Contract Times with all approved Change Orders: Substantial completion (date): <u>May 29, 2016</u> Ready for final payment (date): <u>June 28, 2016</u>

RECOMMENDED:  
By: *Malcolm O*  
Engineer (Authorized Signature)  
Date: 5/4/16  
Approved by Funding Agency (if applicable): \_\_\_\_\_

ACCEPTED:  
By: \_\_\_\_\_  
Owner (Authorized Signature)  
Date: \_\_\_\_\_

ACCEPTED:  
By: *Cheryl R. Riggs*  
Contractor (Authorized)  
Date: 5/6/16  
Date: \_\_\_\_\_

**END OF SECTION**

GWP CONSTRUCTION, INC

AGR# 2016-12



4269 NW 44<sup>th</sup> Ave, Suite A  
Ocala, FL 34482  
352-351-2412 Fax 352-351-2430

April 25, 2016

Kimley – Horn and Associates Inc.  
Via Email: Jamie Zivich – [Jamie.zivich@kimley-horn.com](mailto:Jamie.zivich@kimley-horn.com)

RE: Choice Hotel  
Proposed Change Order-  
Added 3" Water main and water service  
Revised 5/04/2016 – Gate Valve

Ms. Zivich:

As requested, attached is the cost summary for 500LF - 3 inch water main and water services. Please note the contract includes one 1" water service in this location, therefore this change order includes the cost of the second water service.

We assume materials are to be 3" Sch 80, and a terminal blow off. There are two- 1" water services off of this 3" main that will connect to existing services at the existing service. Gate valve is included at the 12"x3" connection point.

This change order also does include open cut and replacement of asphalt driveways.

This change order includes pressure testing and sodding of disturbed areas. It does not include additional bacteriological tests.

The compensation request for this work is \$8,858.00. Should additional water samples be required, they shall be provided at a cost of \$30.00 per sample.

Any questions, please contact us.

Best Regards,

Cheryl P. Riggs,  
Exec. Vice President

Provided by City Manager during 5/4/16  
Council Workshop

City of Dunnellon

Code Enforcement Lien #2015-02 19084 St. George Drive

Lien: #2015-02 Failure to connect to City central wastewater system

Lien Amount	Connection Fees (Tap & Connect)	3,305.00	\$3305 pd 4/27/16
	Daily Fine \$50 - 9/2/14-12/15/15	23,500.00	470 days x \$50
	Recording Fees:		
	Record Lien with Marion County FL	18.50	
	Record Satisfaction of Lien with Marion County FL	10.00	
	Total Due to City	<u>26,833.50</u>	

1. This Schedule was sent to Matt Hinton-Sun Crest Florida Properties LLC [www.SunCrestFloridaProperties.com](http://www.SunCrestFloridaProperties.com) 12/31/15
2. Property connected to sewer as of 12/15/15 per Lonnie and confirmation from City Building Inspector
3. 50% waiver of daily fine = \$11,750. If the waiver is approved the total amount due including recording fees to satisfy Lien #2015-02 is \$11,778.50

**VOLUNTARY COOPERATION/OPERATIONAL  
ASSISTANCE AGREEMENT  
FOR 2016-2017**

**“WHEREAS**, The City of Belleview and The City of Dunnellon are public agencies as defined in Section 163.01, Florida Statutes, and each has the authority to enter into interlocal agreements and exercise jointly with the other any power, privilege, or authority which they share in common and which each might exercise separately, as provided in Section 163.01, Florida Statutes; and

**“WHEREAS**, The City of Belleview is a municipality which maintains a municipal law enforcement agency known as the Belleview Police Department; and the City of Dunnellon is a municipality which maintains a municipal law enforcement agency known as the Dunnellon Police Department; and

**WHEREAS**, it is the intent of this agreement that because of existing and continuing law enforcement problems and intensive situations, especially those that cross jurisdictional lines, and in order to insure that the preparation of law enforcement will be adequate to deal with such activity, protect the public peace and safety, and preserve the lives and property of the people; and

**WHEREAS**, the subscribed law enforcement agencies are so located in relation to each other that it is to the advantage of each to receive and extend mutual aid in the form of law enforcement services in both intensive situations including emergencies under Section 252.34(2), Florida Statutes, and routine services including but not limited to follow-up investigation into criminal activity, backup services during patrol activities and inter-agency task forces;

**NOW, THEREFORE**, the parties agree as follows:

**SECTION I:** In the event that a party to this agreement is in need of assistance as set forth above, they shall notify the agency or agencies from whom assistance is required. The agency head whose assistance is sought shall evaluate the situation and his available resources, and will respond in a manner he deems appropriate. Where investigative priorities arising during a law enforcement operation require crossing of jurisdictional lines, it is the intent of the parties to this agreement that approval to cross jurisdictional lines is presumed at all times unless expressly stated to the contrary. Each party agrees to notify the agency head or his designees of the agency involved as soon as is practical in the event of a major investigation or if an intensive situation develops.

**SECTION II:** Each party agrees to furnish necessary equipment, resources and facilities and to render aid and services to each and every other party to the agreement as set forth

above; provided however, that no party shall be required to unreasonably deplete its own equipment, resources, facilities and services in furnishing such mutual aid.

- (a) **MASS ARRESTS** – In the event it becomes necessary to effect mass arrests resulting from any intensive situation, including but not limited to those aforementioned, unless circumstances make it impractical or impossible, the procedure shall be as follows:
1. **IDENTIFICATION:** The evidence sections of the Dunnellon Police Department and the Belleview Police Department shall be designated to process for identification all persons taken into custody in any mass arrest situation. The evidence technicians will be responsible for photographing and preparing a log of all arrested persons and the respective arresting officers, as well as for supervising the collection and preservation of any and all evidence related to or associated with the incident necessitating the arrest, or that may be required for effective prosecution.
  2. **TRANSPORTATION:** Transportation of any arrested person shall be the responsibility of the arresting agency unless the number of persons arrested is greater than fifteen (15). In the event that the number of persons arrested is greater than fifteen (15), the transportation shall be by the Marion County Sheriff's Office Corrections Officers. In the event the resources of the Marion County Sheriff's Office are inadequate to meet the transportation requirements, additional vehicles for transportation may be obtained from the Florida Correctional Institution, Lowell, Florida.
  3. **BOOKING AND DETENTION:** Booking and Detention of arrested persons shall be by the Marion County Sheriff's Office Corrections Officers at the Marion County Jail. Whenever possible, advance notice of mass arrests, or anticipated mass arrests, shall be given to the on-duty supervisor at the Marion County Jail in order that adequate arrangements may be made for orderly, efficient, and safe processing of all arrested persons.

**SECTION III:** The party that furnishes any equipment pursuant to this agreement shall bear the loss or damage to such equipment and shall pay any expense incurred in the operation and maintenance thereof. The party furnishing aid pursuant to this part shall compensate its employees while they are rendering such aid, including any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid unless otherwise provided. Nothing herein shall prevent the requesting agency requesting supplemental appropriations from the governing authority having budgetary jurisdiction to reimburse the assisting agency for any actual costs or expenses incurred by the assisting agency performing hereunder.

**SECTION IV:** Each agency will bear the liability arising from acts undertaken by its personnel pursuant to this agreement. All of the privileges and immunities from liability,

exemption from laws, ordinances and rules, and all pension, insurance, relief, disability, workers' compensation, salary, death and other benefits which apply to the activity of such officers, agents, or employees of any such agency when performing their respective functions within the territorial limits of their respective agencies shall apply to them to the same degree, manner, and extent while engaged in the performance of any of their functions and duties extra-territorially under the provisions of this mutual aid agreement. The provisions of this section shall apply with equal effect to paid, volunteer, and auxiliary employees.

**SECTION V:** Each party shall provide satisfactory proof of police professional liability insurance including public liability insurance in the amount of \$100,000.00 per occurrence or that it is a self-insured entity for purposes of Chapter 768.28(13) of the Florida Statutes. Self-insured parties shall provide proof of \$100,000.00 liability coverage per occurrence. Should the coverage of any party be cancelled or undergo material change, that party shall notify all parties to this agreement of such change within ten (10) days of their receipt of notice of such change.

**SECTION VI:** The resources or facilities that are assigned by the assisting agency shall be under the immediate command of a supervising officer designated by the assisting agency. Such supervising officer shall be under the direct supervision and command of the agency head or his designee of the agency requesting assistance.

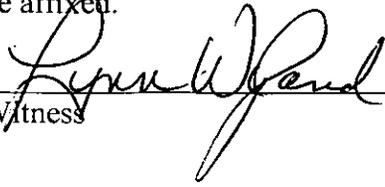
**SECTION VII:** In accordance with Chapter 23.127, Florida Statutes, whenever the employees of any law enforcement agency are rendering aid outside its jurisdiction and pursuant to the authority contained in or to any written agreement entered under this part, such employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the political subdivision in which they are normally employed or appointed.

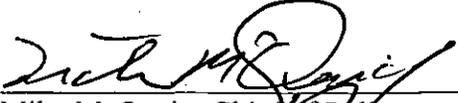
**SECTION VIII:** Nothing in this agreement is intended or is to be construed as any transfer or contracting away of the powers or functions of one agency to the other.

**SECTION IX:** This agreement shall be in effect for a period of one year from the date of signing. Under no circumstances may the agreement be amended, renewed, or extended except in writing.

**SECTION X:** Any party may withdraw from this agreement upon written notice to all other parties.

**IN WITNESS WHEREOF**, the agencies hereto cause the duly authorized signatures to be affixed.

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Mike McQuaig, Chief of Police  
Dunnellon Police Department

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Terry Holland, Chief of Police  
Bellevue Police Department

Approved as to form and sufficiency for the use and benefit of the City of Bellevue:

\_\_\_\_\_  
City Attorney (date)

\_\_\_\_\_  
City Attorney (date)

\_\_\_\_\_  
Mayor Christine Dobkowski (date)  
Mayor

\_\_\_\_\_  
Nathan Whitt (date)  
Mayor

**PROCLAMATION #PRO2016-07**  
**Women’s Lung Health Week**

*WHEREAS*, every five minutes, a woman in the U.S. is told she has lung cancer; and

*WHEREAS*, lung cancer is the #1 cancer killer of women in the U.S.; and

*WHEREAS*, the lung cancer death rate in women has almost doubled over the past 37 years; and

*WHEREAS*, advocacy and increased awareness will result in more and better treatment for women with lung cancer and other lung diseases and will ultimately save lives; and

*WHEREAS*, LUNG FORCE is the national movement led by the American Lung Association, with the mission of making lung cancer history—uniting women to stand together with a collective strength and determination to lead the fight against lung cancer and for lung health.

*NOW, THEREFORE*, be it proclaimed the City Council of the City of Dunnellon, Florida, does hereby recognize the second full week in May as:

**“Women’s Lung Health Week”**

and encourages all residents of Marion County to learn more about the detection and treatment of lung cancer.

PASSED and PROCLAIMED this 9<sup>th</sup> day of May 2016.



**DUNNELLON CITY COUNCIL**

\_\_\_\_\_  
NATHAN WHITT, Mayor

\_\_\_\_\_  
WALTER GREEN, Vice-Mayor

\_\_\_\_\_  
CHARLES J. DILLON III, Councilman

\_\_\_\_\_  
RICHARD HANCOCK, Councilman

ATTEST:

\_\_\_\_\_  
Dawn M. Bowne, MMC  
City Clerk, City of Dunnellon  
State of Florida

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUNNELLON, FLORIDA, MAKING RECOMMENDATION TO THE CITY COUNCIL TO  APPROVE;  DISAPPROVE WENDY'S SITE PLAN, PURSUANT TO THE CITY OF DUNNELLON LAND DEVELOPMENT REGULATIONS APPENDIX A, "ZONING" AS REQUESTED BY APPLICANT, ROBERT ZIEGENFUSS REPRESENTATIVE OF DUNNELLON REAL ESTATE, LLC, OWNER OF THE PROPERTY LOCATED AT 11191 N. WILLIAMS STREET, DUNNELLON, FLORIDA 34432; PROVIDING SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Planning Commission held a Public Hearing on May 2, 2016, to consider a request by Dunnellon Real Estate, LLC to recommend approval of a Site Plan pursuant to Land Development Regulations, Appendix "A", Zoning, Section 9.2(15) and (16) for property located at 11191 N. Williams Street, being Parcel Number 33641-001-00; and

**WHEREAS**, the Planning Commission has determined that the Applicant, Robert Ziegenfuss,  has,  has not met, the criteria for Site Plan approval and that approval of the Site Plan will not adversely affect the public interest; and

**WHEREAS**, the Planning Commission finds that the Applicant  has,  has not, met the criteria under Section 9.2 (15) and (16) of the Land Development Regulations for a Site Plan and has shown that the approval of the Site Plan will be in harmony with the general intent and purpose of the Land Development Regulations, and such Site Plan will not be injurious to the area involved or otherwise detrimental to the public welfare; and

**WHEREAS**, the Planning Commission, sitting as the Local Planning Agency,  has,  has not, found that the Site Plan is consistent with Dunnellon's Comprehensive Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF DUNNELLON THAT:**

**SECTION 1.** The "Whereas" clauses above are adopted as part of this Resolution.

**SECTION 2.** A recommendation of  approval  disapproval will be forwarded to the City Council for their consideration, with the recommended addition of a bicycle rack to the site plan.

**BE IT, FURTHER, RESOLVED** that this Resolution shall be effective immediately upon adoption.

On May 2, 2016, by the Planning Commission upon a motion by Commissioner *Cowan* and seconded by Commissioner *Vannoyck* and upon being put to a vote, the result was as follows:

[Voting result and signatures on following page]

Commissioner Brenda D'Arville	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Did Not Vote
Commissioner Lisa Sheffield	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Did Not Vote
Commissioner Tracy Fero	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Did Not Vote
Commissioner Wilber Vanwyck	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Did Not Vote
Commissioner Paul Cowan	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Did Not Vote
Commissioner Hilton - 1 <sup>st</sup> Alt	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Did Not Vote
Vacant - 2 <sup>nd</sup> Alt	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Did Not Vote

Attested by:

Approved as to Form and Legality

**PLANNING COMMISSION,  
CITY OF DUNNELLON**

BY: Brenda D'Arville  
Brenda D'Arville, Chairwoman  
Planning Commission, City of Dunnellon

BY: Andrew Hand  
Andrew Hand  
City Attorney

This 2nd day of May, 2016.

This 3rd day of May, 2016.



## CITY OF DUNNELLON STAFF REPORT

### APPLICATION INFORMATION

---

**DATE OF HEARING:** May 2, 2016

**REQUEST FOR APPROVAL OF:** Site Plan as submitted

**PUBLIC HEARING:** Quasi-Judicial

**PROJECT NAME:** Wendy's Restaurant w/drive-thru

**PROJECT NUMBER:** SPL 2016-01, PZ1516-045

**PROJECT REPRESENTATIVE(S):**  
Applicant: Robert Ziegenfuss  
Property Owner: Dunnellon Real Estate LLC

**PROPERTY LOCATION:**

Project Address(es):	Parcel ID Number(s):
11191 N. Williams Street	33639-006-01
Dunnellon, FL 34432	33639-006-02

**PARCEL SIZE:** .78 Acres

**EXISTING FUTURE LAND USE MAP:** Commercial

**EXISTING ZONING:** B-4

**EXISTING USE:** Restaurant/Car Wash - Inactive

## STAFF EVALUATION AND FINDINGS

---

### 1. REQUEST:

- The Applicant is seeking approval of a site plan pursuant to Land Development Regulations, Appendix “A”, Zoning, Section 9.2(15) and (16) and Sections 9.3-1 for a Restaurant on the subject property.

### 2. REVIEW REQUIREMENT:

#### *Appendix A – Zoning, Section 9.2*

##### *15. Site development plan approval.*

B. *Contents.* The site development plan required to be submitted under subsection A above and the requirements of these zoning regulations shall include the following elements, where applicable:

- (1) Statement of ownership and control of the proposed development.
- (2) Statement describing in detail the character and intended use of the development.
- (3) A dimensioned site plan based on exact survey of the property drawn to scale of sufficient size to show (a) exact location of all buildings and structures, (b) all means of ingress and egress, (c) all screens and buffers, (d) off-street parking and loading areas, (3) refuse collection areas, (f) access to utilities hook-up, and (g) natural features such as streams, lakes, or other topographic features.
- (4) Storm drainage and sanitary sewage plans.
- (5) Architectural definitions for buildings in the development; exact number of dwelling units, sizes and types, together with typical floor plans of each type.
- (6) Plans for recreation facilities, if any, including buildings for such use.
- (7) A determination of radon emissions level.
- (8) Such additional data, maps, plans or statements as may be required for the particular use or activity involved.
- (9) Such additional data as the applicant may believe is pertinent to the site development plan. Items (3), (4), and (5) above shall be prepared by a registered surveyor, engineer, or architect or practicing land planner as may be appropriate to the particular item.

16. *Duties of planning commission in site development plan approval.* Certain uses permitted in zoning districts, as shown on the schedule of district regulations, require approval by the planning commission of a site development plan prior to the issuance of building permits by the building official. In reaching decision as to whether or not the site development plan as submitted should be approved with a directive to the building official to issue building permits, the planning commission shall follow the procedure set out in subsection 14 [15] of this section and shall be guided in its decision by the following standards and shall show in its record that each was considered where applicable:

- A. Ingress and egress to the property and proposed structures thereon, with particular reference to automotive and pedestrian safety, traffic flow and control, provision of services and servicing for utilities, and access in case of fire or catastrophe.
- B. Manner of drainage on the property, with particular reference to the effect of provisions for drainage on adjacent properties and the consequences of such drainage on overall city capacities.
- C. Conditions on ownership, control and use generally, and conditions on ownership, control, use, and maintenance of open space or common lands to insure preservation of such lands for their intended purposes.
- D. Utilities, with reference to hook-in locations and availability and capacity for the use projects.

- E. Off-street parking and loading areas, with attention to automotive and pedestrian safety, traffic flow and control, access in case of fire and catastrophe, and screening and landscaping.
- F. Recreation and open spaces, with attention to the location, size, and development of the areas as to adequacy, effect on privacy of adjacent and nearby community-wide open spaces and recreation facilities.
- G. Density and/or purpose of the development, with attention to its relationship to adjacent and nearby properties.
- H. General site arrangement, amenities, and convenience, with particular reference to insuring that appearance and general layout of the proposed development will be compatible and harmonious with properties in the general area and will not be so at variance with other development in the area as to cause a substantial depreciation of such property values.
- I. Loss of pervious surfaces with attention to the lowering of recharge capabilities and increasing runoff.
- J. Such other standards as may be imposed by these zoning regulations for the particular use of activity involved.
- K. Consistency with neighborhood and historical character.

### 3. BACKGROUND:

In 1993 the subject property was originally used for a Checkers restaurant. In 2002 a car wash was built on the adjacent property 33639-006-01. The two parcels have been purchased and a new Wendy's restaurant is being proposed for the combined site. The applicant submitted a conceptual site plan for an initial feasibility determination. A pre-application meeting was conducted and it was determined that a landscape buffer depth variance would be required. Planning council and City council both approved a workable landscape buffer dimension.

The applicant has now submitted a site plan for review and approval for a 2,247 S.F. Restaurant on the subject property.

### 4. COMPREHENSIVE PLAN:

#### FUTURE LAND USE ELEMENT GOALS, OBJECTIVES, AND POLICIES

##### **Policy 1.4:**

The **Commercial** land use category includes retail, entertainment, eating establishments, offices, medical facilities, personal services, trade services, wholesale and discount establishments, storage facilities, lodging establishments, recreational vehicle parks, fueling facilities, rental establishments, religious facilities, and facilities for repair and maintenance of vehicles and equipment. The maximum impervious surface is 65 percent and the maximum building height is forty (40) feet.

The subject property is located in the land use designation of Commercial.

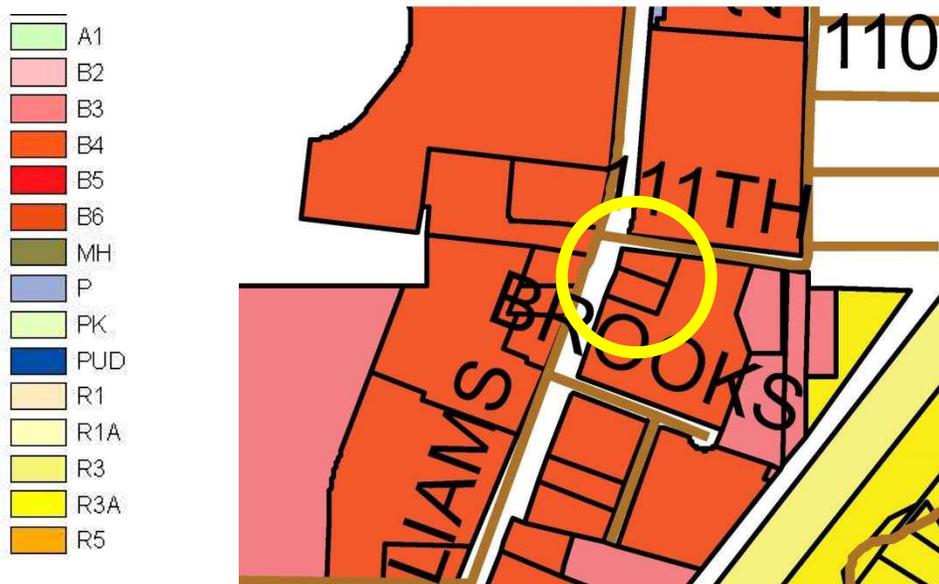
Site Area is 34,274 S.F. Impervious area is 20,871 S.F. = **ISR 62.8%**  
Proposed Building height - **24 feet**

The Zoning classification is B-4 and is one of the permitted classifications in this land use category. The nature and type of building development is not considered inconsistent with the comp plan.

Future Land Use Map (below)



Zoning Map (below)





## 5. REVIEW OF APPLICATION:

### Relevant Sections of the Code

#### Article V Section 5.3(18) - Amount of off-street parking.

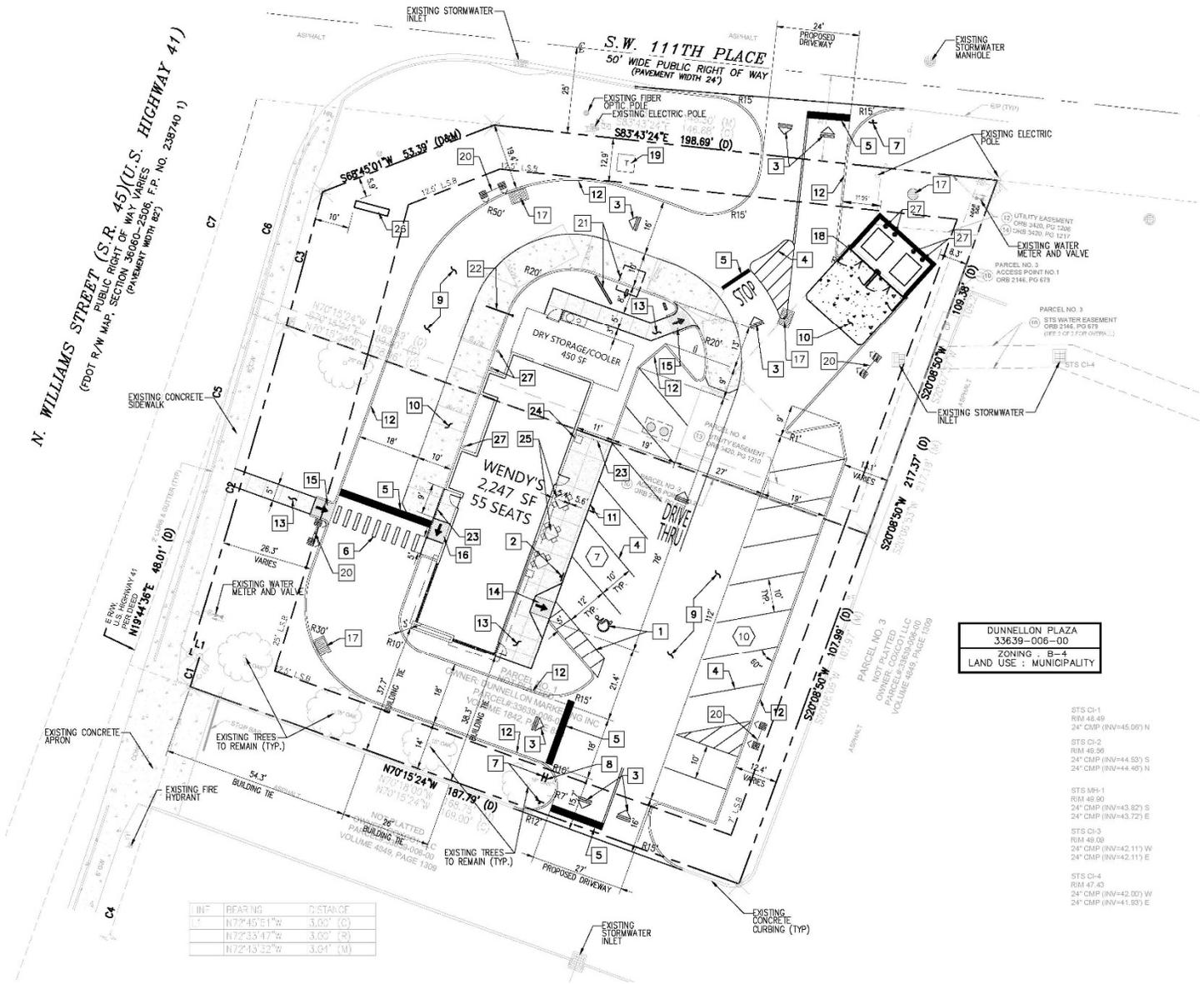
The off-street parking required by this article shall be provided and maintained on the basis of the following minimum requirements:

18. Restaurants, bars, beer gardens, clubs, nightclubs: One parking space for each **four seats** in the rooms for customer service.

Building seating capacity 55 (indoors) + 12 (outdoors) = 67 seats divided by 4 = 16.75 required  
17 spaces have been provided

**The Applicant meets the off-street parking requirements as set forth above.**

# Wendy's Site Plan



**DUNNELLO PLAZA**  
 33639-006-00  
 ZONING: B-4  
 LAND USE: MUNICIPALITY

- STS C1-1  
R1M 45.49  
24" CMP (INV=45.08) N
- STS C1-2  
R1M 45.35  
24" CMP (INV=44.53) S  
24" CMP (INV=44.45) N
- STS MH-1  
R1M 45.90  
24" CMP (INV=43.82) S  
24" CMP (INV=43.72) E
- STS C1-3  
R1M 45.09  
24" CMP (INV=42.11) W  
24" CMP (INV=42.11) E
- STS C1-4  
R1M 47.45  
24" CMP (INV=42.00) W  
24" CMP (INV=41.93) E



Duties of planning commission in site development plan approval

- A. Ingress and egress to the property and proposed structures thereon, with particular reference to automotive and pedestrian safety, traffic flow and control, provision of services and servicing for utilities, and access in case of fire or catastrophe.  
**Response: Addressed on sheet C-1 of the site plan**
- B. Manner of drainage on the property, with particular reference to the effect of provisions for drainage on adjacent properties and the consequences of such drainage on overall city capacities.  
**Response: Addressed on sheet C-3 of the site plan**
- C. Conditions on ownership, control and use generally, and conditions on ownership, control, use, and maintenance of open space or common lands to insure preservation of such lands for their intended purposes.  
N/A
- D. Utilities, with reference to hook-in locations and availability and capacity for the use projects.  
**Response: Addressed on sheet C-2 of the site plan**
- E. Off-street parking and loading areas, with attention to automotive and pedestrian safety, traffic flow and control, access in case of fire and catastrophe, and screening and landscaping.  
**Response: Addressed on sheet C-1 and L-1 of the site plan**
- F. Recreation and open spaces, with attention to the location, size, and development of the areas as to adequacy, effect on privacy of adjacent and nearby community-wide open spaces and recreation facilities.  
N/A
- G. Density and/or purpose of the development, with attention to its relationship to adjacent and nearby properties.  
**Response: Addressed on sheet C-V of the site plan**
- G. General site arrangement, amenities, and convenience, with particular reference to insuring that appearance and general layout of the proposed development will be compatible and harmonious with properties in the general area and will not be so at variance with other development in the area as to cause a substantial depreciation of such property values.  
**Response: Addressed in the body of this report**
- H. Loss of pervious surfaces with attention to the lowering of recharge capabilities and increasing runoff.  
**Response: Addressed on sheet C-0 and C-3 of the site plan**
- I. Such other standards as may be imposed by these zoning regulations for the particular use of activity involved.  
N/A
- J. Consistency with neighborhood and historical character.  
**Response: Addressed in the body of this report**

**6. STAFF RECOMMENDATION:**

Staff recommends the Planning Commission recommend City Council to approve the site plan as presented.

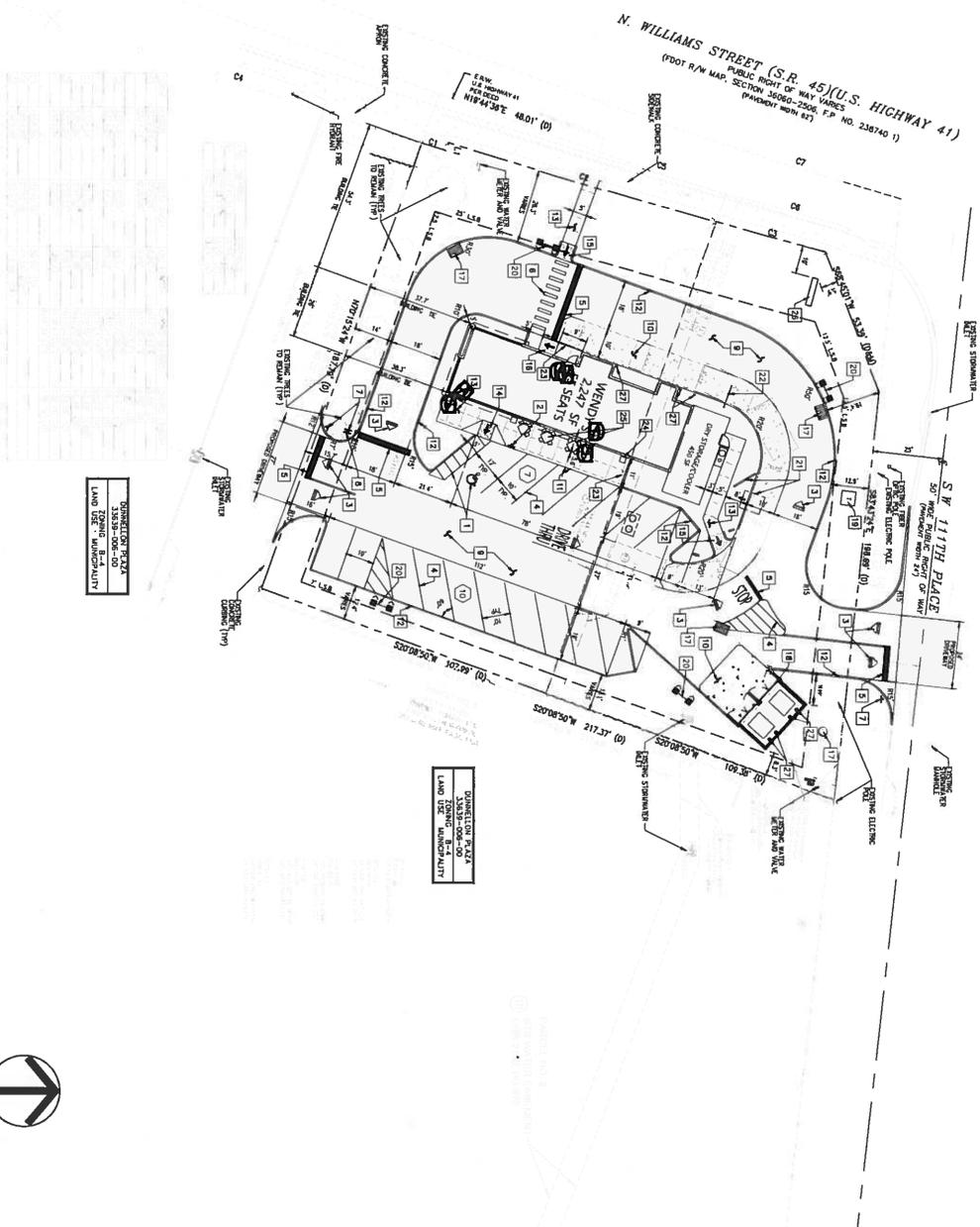




**APPLICABLE SITE PERMITS:**

- FEDERAL DEPARTMENT OF TRANSPORTATION DAMAGE PREVENTION PERMIT
- STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION DAMAGE PREVENTION PERMIT
- STATE OF FLORIDA WATER MANAGEMENT DISTRICT
- CITY OF DUNNELLON

**SITE DIMENSION PLAN**



**EXISTING EXCISE TILES**  
 CONCRETE  
 LAND USE: MUNICIPALITY

**EXISTING EXCISE TILES**  
 CONCRETE  
 LAND USE: MUNICIPALITY

**EXISTING EXCISE TILES**  
 CONCRETE  
 LAND USE: MUNICIPALITY

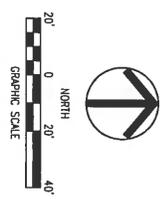
**LEGEND**

CONCRETE PAVEMENT

**PROPOSED DEVELOPMENT:**  
 THE GENERAL CHARACTERISTICS OF THE PROPOSED DEVELOPMENT ARE TO CONSTRUCT A 1,100-SQ-FT. RESTAURANT AND 100-SQ-FT. DRIVE-THRU SERVICE AREA. THE PROPOSED DEVELOPMENT IS TO BE CONSTRUCTED ON A 1.2-ACRE PARCEL OF LAND. THE PROPOSED DEVELOPMENT IS TO BE CONSTRUCTED ON A 1.2-ACRE PARCEL OF LAND. THE PROPOSED DEVELOPMENT IS TO BE CONSTRUCTED ON A 1.2-ACRE PARCEL OF LAND.

**PLAN NOTES**

1. 1" WIDE PAVEMENT, 8" DEPTH, 4" MANHOLE ACCESS RING
2. MANHOLE PAVEMENT 50% (1) PLACE
3. MANHOLE PAVEMENT 50% (2) PLACE
4. 4" WHITE PAINT (17M)
5. 2" WHITE PAINT-50% BAR
6. 4" WHITE PAINT-CORNER SYMBOL
7. 3" STAMP SIGN (8-1)
8. 10' X 10' STAMP SIGN
9. 10' X 10' STAMP SIGN
10. CONCRETE PAVEMENT AND MANHOLE
11. MANHOLE SIGN AND SYMBOL
12. VERTICAL CURB
13. CONCRETE TALK NEW EXPANSION JOINTS AND SCORE JOINTS
14. 1" WIDE MANHOLE SIGN
15. MANHOLE SIGN SYMBOL
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100. 1" WIDE MANHOLE SIGN



SEE TO SHEET FOR GENERAL NOTES, SPECIFICATIONS AND LEGENDS IN ADDITION TO SITE SPECIFIC NOTES AND REQUIREMENTS.

DATE: 03/17/16  
 DRAWN BY: J.A.  
 CHECKED BY: C.K.  
**CTI**  
 PROJECT NO.: 2015 216

**WENDY'S RESTAURANT**  
 11191 N. WILLIAMS STREET  
 (US HWY 41)  
 DUNNELLON, FLORIDA

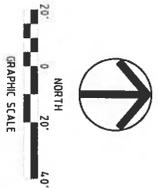
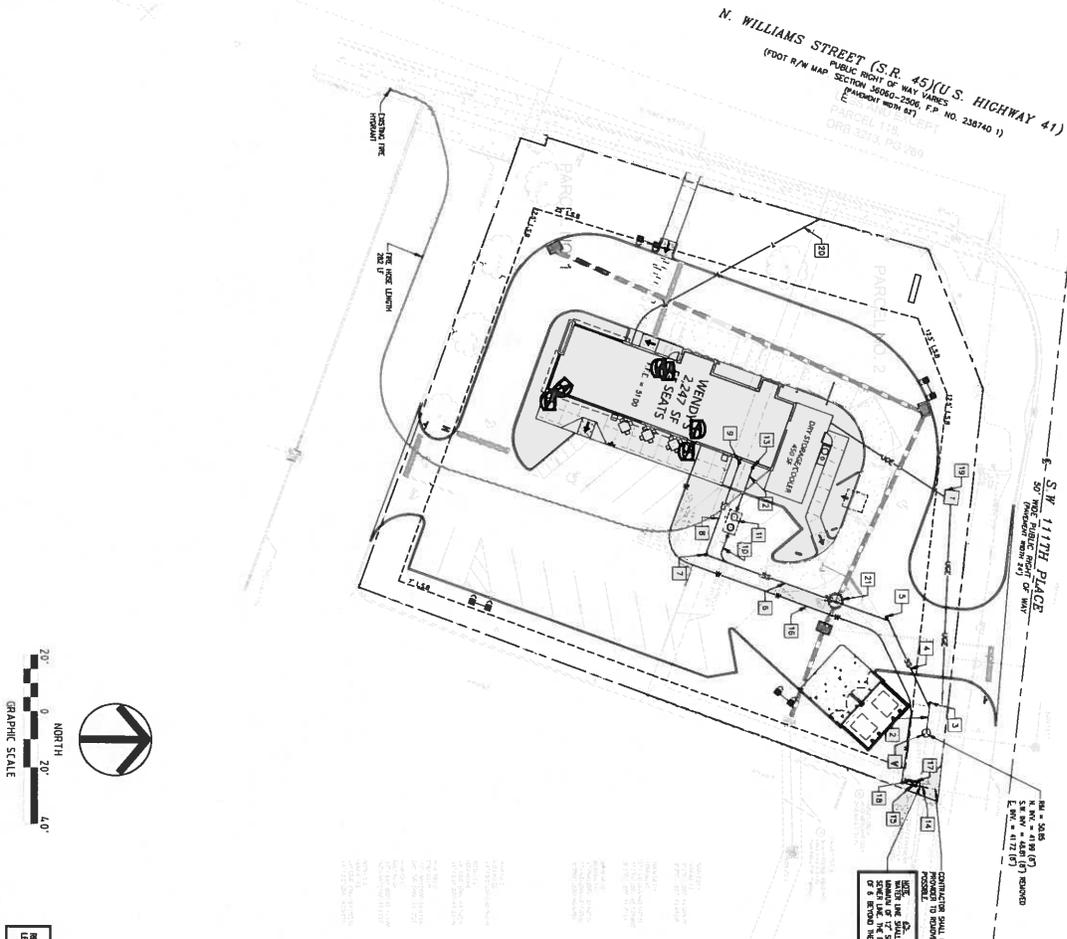
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Δ CLIENT COMMENTS	04/25/16		

**Z DEVELOPMENT**  
 SERVICES  
 CA 29354  
 708 E. COLONIAL DR., STE 100 PH: (407) 271-8910  
 ORLANDO, FL 32803 FAX: (407) 442-0604

PROJECT: ZESCHWISS, P.E., LEED AP  
 FL REG # 56752

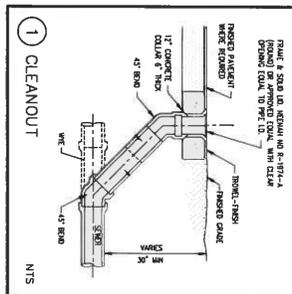


SITE UTILITY PLAN



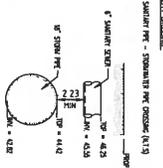
REFER TO SHEET C-01 FOR GENERAL NOTES, SPECIFICATIONS AND LEGENDS IN ADDITION TO THE SPECIFICATIONS AND REQUIREMENTS.

PARCEL NO. 3



UTILITY NOTES

1. CONSTRUCTION TO COMPLY WITH ALL CITY AND COUNTY ORDINANCES AND SPECIFICATIONS TO THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION. WHERE SHOWN OTHERWISE, THE SPECIFICATIONS SHALL BE THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION.
2. ALL UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY AND COUNTY ORDINANCES AND SPECIFICATIONS TO THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION.
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WENDY'S RESTAURANT  
11191 N. WILLIAMS STREET  
(US HWY 41)  
DUNNELLON, FLORIDA

ROBERT ZIESCHMUS, P.E., LEED AP  
FL REG # 54752

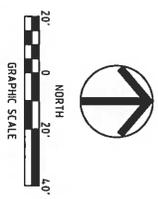
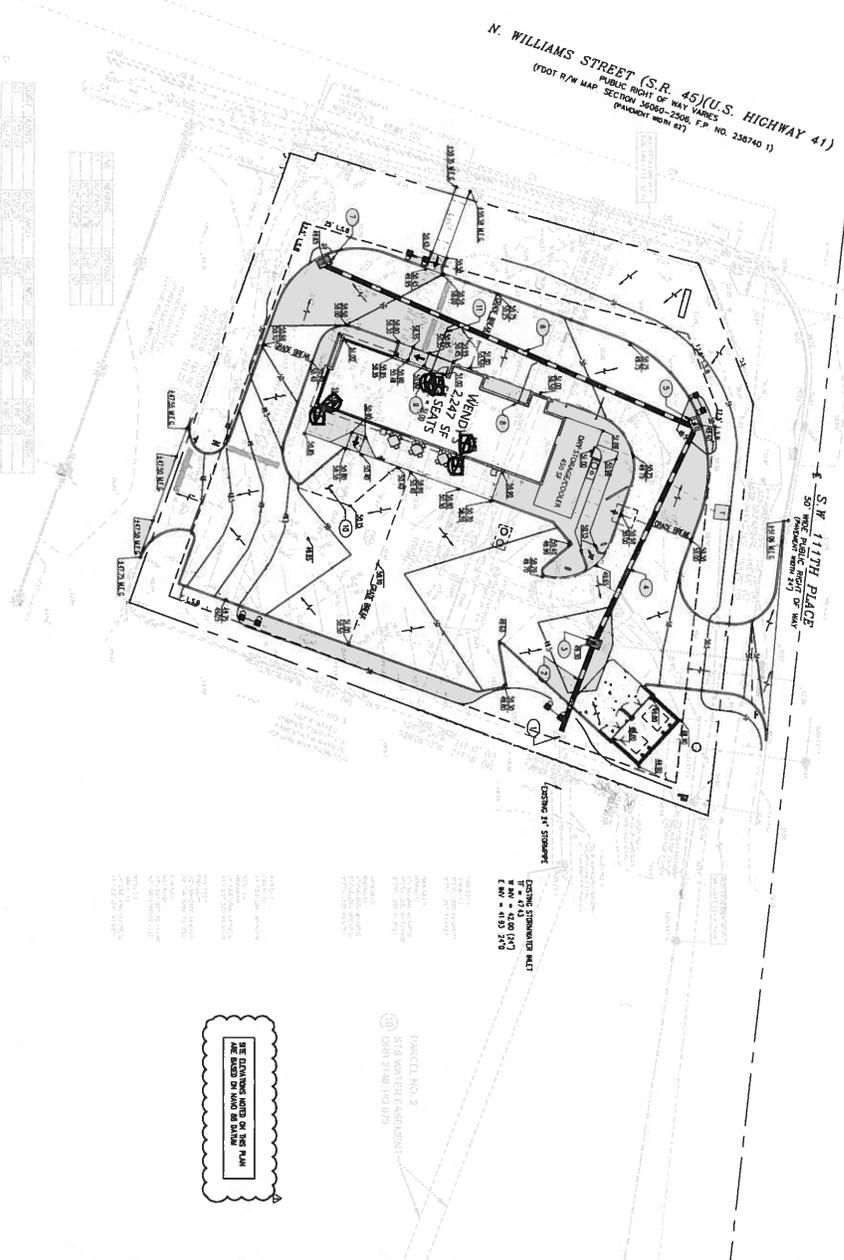
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**Z DEVELOPMENT**  
S E R V I C E S  
CA 29354  
708 E. COLONIAL DR., STE 100 PH: (407) 271-8910  
ORLANDO, FL 32803 FAX: (407) 442-0604

DATE: 03/17/16  
DRAWN: BJA  
CHECKED: CK  
**C2**  
PROJECT NO.: 2015 216

SITE GRADING AND DRAINAGE PLAN

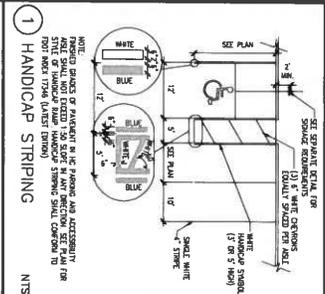
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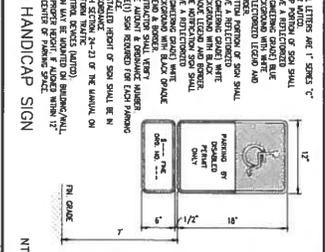
SEE EXISTING NOTES ON THIS PLAN FOR THE LOCATION OF THE SITE WATER FASSEMBLY

- DRAINAGE NOTES**
- 1. CONSTRUCTION TO CONVERT EXISTING STORM INLET DRAIN TO SLOD CONCRETE
    - (1) 12" MC (0.01) = 4.21 ft (ELEVATION)
    - (2) 12" MC (0.01) = 4.21 ft
  - 2. 24" U - 12" SLOPE @ 1.1% SLOPE (1.1%)
  - 3. TYPE "Y" INLET #1
  - 4. (1) 12" MC (0.01) = 4.21 ft
  - 5. (2) 12" MC (0.01) = 4.21 ft
  - 6. 60" U - 12" SLOPE @ 1.1% SLOPE
  - 7. TYPE "Y" INLET #1
  - 8. (1) 12" MC (0.01) = 4.21 ft
  - 9. (2) 12" MC (0.01) = 4.21 ft
  - 10. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 11. TYPE "Y" INLET #1
  - 12. (1) 12" MC (0.01) = 4.21 ft
  - 13. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 14. TYPE "Y" INLET #1
  - 15. (1) 12" MC (0.01) = 4.21 ft
  - 16. (2) 12" MC (0.01) = 4.21 ft
  - 17. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 18. TYPE "Y" INLET #1
  - 19. (1) 12" MC (0.01) = 4.21 ft
  - 20. (2) 12" MC (0.01) = 4.21 ft
  - 21. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 22. TYPE "Y" INLET #1
  - 23. (1) 12" MC (0.01) = 4.21 ft
  - 24. (2) 12" MC (0.01) = 4.21 ft
  - 25. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 26. TYPE "Y" INLET #1
  - 27. (1) 12" MC (0.01) = 4.21 ft
  - 28. (2) 12" MC (0.01) = 4.21 ft
  - 29. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 30. TYPE "Y" INLET #1
  - 31. (1) 12" MC (0.01) = 4.21 ft
  - 32. (2) 12" MC (0.01) = 4.21 ft
  - 33. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 34. TYPE "Y" INLET #1
  - 35. (1) 12" MC (0.01) = 4.21 ft
  - 36. (2) 12" MC (0.01) = 4.21 ft
  - 37. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 38. TYPE "Y" INLET #1
  - 39. (1) 12" MC (0.01) = 4.21 ft
  - 40. (2) 12" MC (0.01) = 4.21 ft
  - 41. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 42. TYPE "Y" INLET #1
  - 43. (1) 12" MC (0.01) = 4.21 ft
  - 44. (2) 12" MC (0.01) = 4.21 ft
  - 45. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 46. TYPE "Y" INLET #1
  - 47. (1) 12" MC (0.01) = 4.21 ft
  - 48. (2) 12" MC (0.01) = 4.21 ft
  - 49. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 50. TYPE "Y" INLET #1
  - 51. (1) 12" MC (0.01) = 4.21 ft
  - 52. (2) 12" MC (0.01) = 4.21 ft
  - 53. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 54. TYPE "Y" INLET #1
  - 55. (1) 12" MC (0.01) = 4.21 ft
  - 56. (2) 12" MC (0.01) = 4.21 ft
  - 57. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 58. TYPE "Y" INLET #1
  - 59. (1) 12" MC (0.01) = 4.21 ft
  - 60. (2) 12" MC (0.01) = 4.21 ft
  - 61. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 62. TYPE "Y" INLET #1
  - 63. (1) 12" MC (0.01) = 4.21 ft
  - 64. (2) 12" MC (0.01) = 4.21 ft
  - 65. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 66. TYPE "Y" INLET #1
  - 67. (1) 12" MC (0.01) = 4.21 ft
  - 68. (2) 12" MC (0.01) = 4.21 ft
  - 69. 12" U - 12" SLOPE @ 1.1% SLOPE
  - 70. TYPE "Y" INLET #1
  - 71. (1) 12" MC (0.01) = 4.

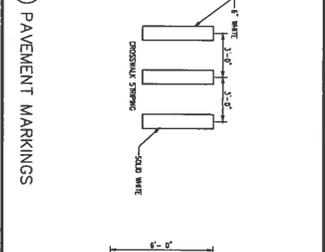




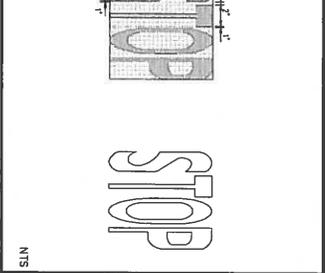
1 HANDICAP STRIPING



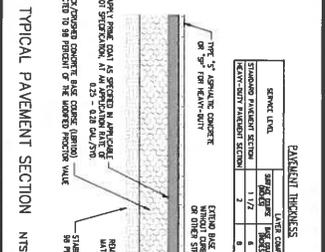
2 HANDICAP SIGN



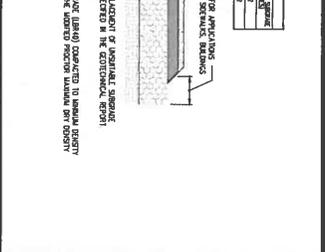
3 PAVEMENT MARKINGS



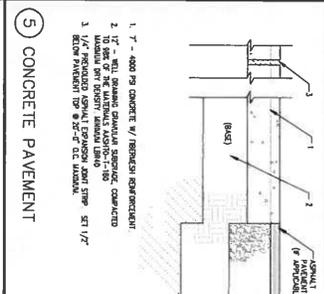
4 TYPICAL PAVEMENT SECTION



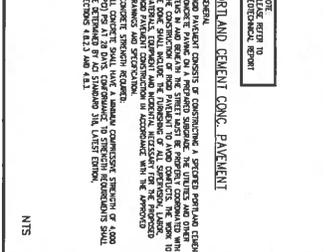
6 CONCRETE APRON



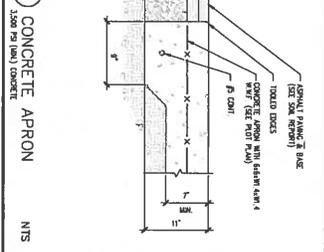
5 CONCRETE PAVEMENT



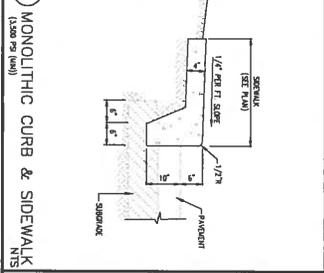
10 FLARED HANDICAP RAMP



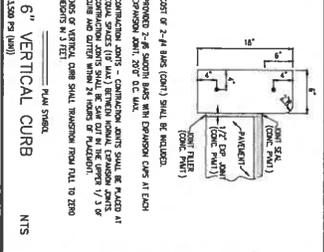
11 HANDICAP END RAMP



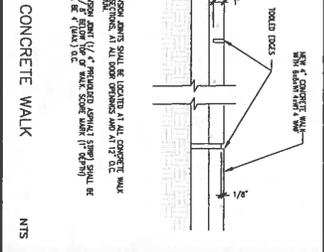
12 SIDEWALK HANDICAP RAMP



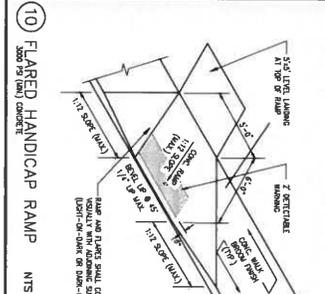
7 MONOLITHIC CURB & SIDEWALK



8 6" VERTICAL CURB



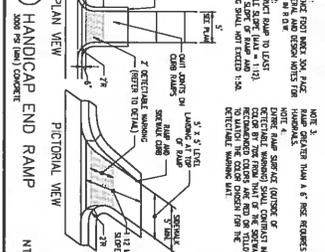
9 CONCRETE WALK



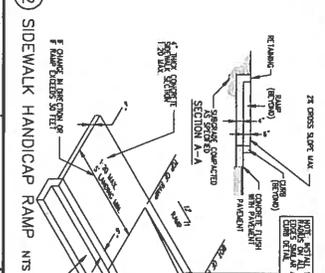
14 TRENCH DETAIL



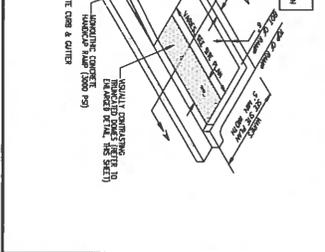
15 REDUCED PRESSURE BACKFLOW PREVENTER



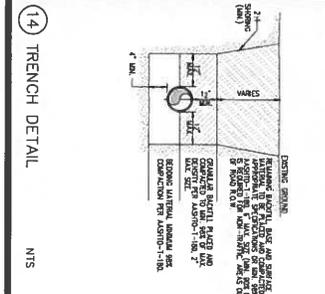
16 TYPE 1 INLET



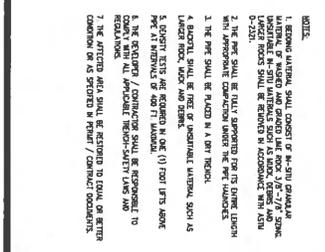
17 DETECTABLE DOME



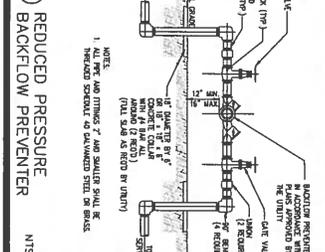
13 BOLLARD



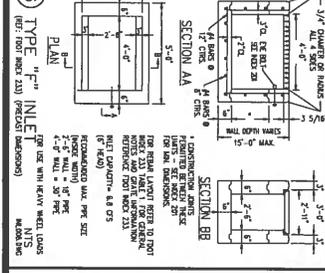
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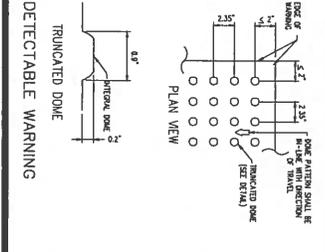
11 HANDICAP END RAMP



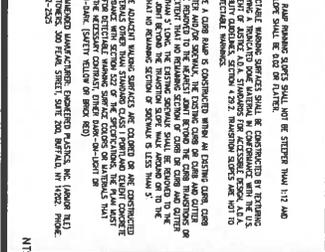
12 SIDEWALK HANDICAP RAMP



7 MONOLITHIC CURB & SIDEWALK



8 6" VERTICAL CURB



9 CONCRETE WALK

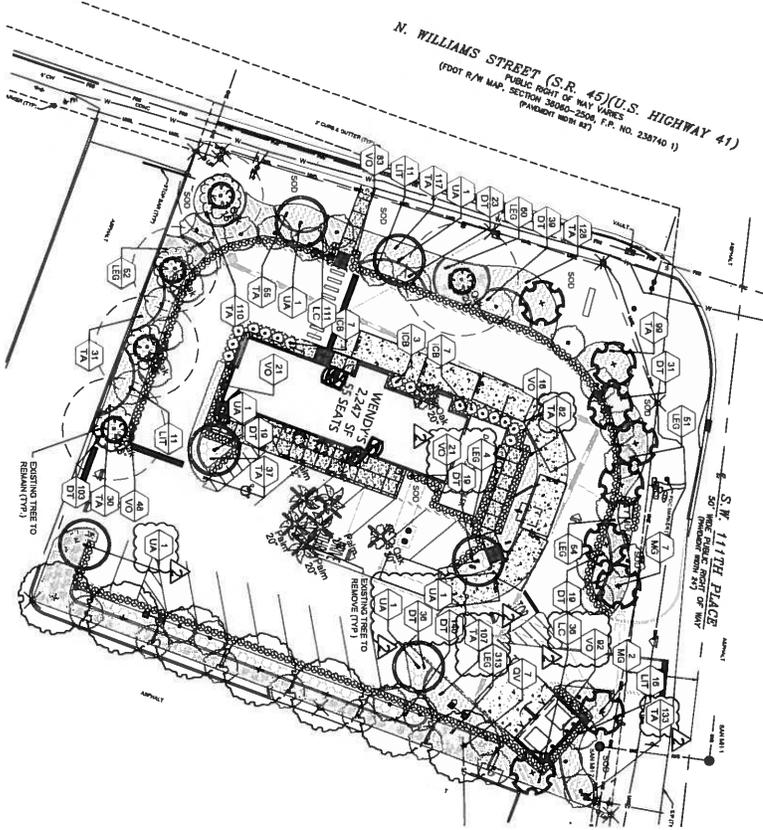
**Z DEVELOPMENT**  
CORPORATION  
CA 29354  
708 E. COLONIAL DR., STE 100 PH: (407) 271-8910  
ORLANDO, FL 32803 FAX: (407) 442-0604

REVISION	DATE	REVISION	DATE

ROBERT ZECHMUS, P.E. LEED AP  
FL REG # 56152

**WENDY'S RESTAURANT**  
11191 N. WILLIAMS STREET  
(US HWY 41)  
DUNNELLON, FLORIDA

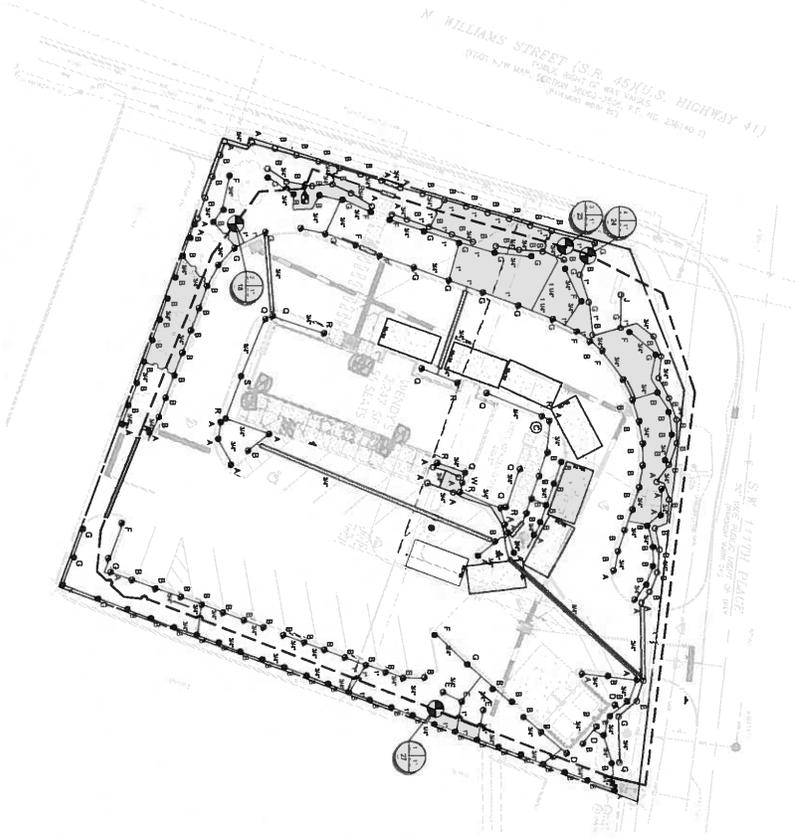
DATE: 01/17/16  
DRAWN BY: CHRICEDRICK  
PROJECT NO: 2015 115



**PLANT LIST**

SYMBOL	QUANTITY	BOTANICAL NAME	COMMON NAME	DESCRIPTION	REMARKS
UT	34	ULMUS THOMPSONIANUS	RED CHINE WHITE TORONTO BEECH	4" HT 2 1/2" DIA. UNDRUNK	SHADE AS SHOWN
AD	0	MORONGIA SPERMATOPHYTES	SOUTHERN MORONGIA	*****	SHADE AS SHOWN
DV	7	DIPTEROCARPUS	LONG LEAF	*****	SHADE AS SHOWN
UA	0	ULMUS AMERICANA	ALICE ELM	*****	SHADE AS SHOWN
SP	17	SPERMATOPHYTES	BURROCK HOLLY	3" DIA. UNDRUNK	3" C.C.
SH	17	SHADE TREES	PRINCE EDWARD	3" HT. 1 1/2" DIA. UNDRUNK	3" C.C.
LC	281	LEUCOPHYLLA CHENSIS	SWISS VERNALIA	1 1/2" HT. 1 1/2" DIA. UNDRUNK	3" C.C.
VO	281	VERONICA SPERMATOPHYTES	SWISS VERNALIA	1 1/2" HT. 1 1/2" DIA. UNDRUNK	3" C.C.
SO	0	SOLIDAGINA	FLAX LILY	1 1/2" HT. 1 1/2" DIA. UNDRUNK	3" C.C.
DT	0	DIPLOMORPHIA	EMERALD OGDONIA LINDSEY	3" HT. 1 1/2" DIA. UNDRUNK	3" C.C.
LG	0	LEUCOPHYLLA CHENSIS	ADAM JASMINE	3" HT. 1 1/2" DIA. UNDRUNK	3" C.C.
VA	0	VERONICA SPERMATOPHYTES	ARGENTINE BUNA	3" DIA. UNDRUNK	3" C.C.
SA	0	SALICINA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
SI	0	SILVANA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CA	0	CARAGANA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AB	0	ABUTILON	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AM	0	AMORPHAEA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AN	0	ANEMONE	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AR	0	ARISTIDA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AS	0	ASPERULA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AT	0	ATROPA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AU	0	AURICULA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AV	0	AVICENNIA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AW	0	AWOBI	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AX	0	AXONOTIS	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AY	0	AYR	3" DIA. UNDRUNK	3" C.C.	3" C.C.
AZ	0	AZALEA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BA	0	BALANITA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BB	0	BB	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BC	0	BC	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BD	0	BD	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BE	0	BE	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BF	0	BF	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BG	0	BG	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BH	0	BH	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BI	0	BI	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BJ	0	BJ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BK	0	BK	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BL	0	BL	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BM	0	BM	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BN	0	BN	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BO	0	BO	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BP	0	BP	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BQ	0	BQ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BR	0	BR	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BS	0	BS	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BT	0	BT	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BU	0	BU	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BV	0	BV	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BW	0	BW	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BX	0	BX	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BY	0	BY	3" DIA. UNDRUNK	3" C.C.	3" C.C.
BZ	0	BZ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CA	0	CA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CB	0	CB	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CC	0	CC	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CD	0	CD	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CE	0	CE	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CF	0	CF	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CG	0	CG	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CH	0	CH	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CI	0	CI	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CJ	0	CJ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CK	0	CK	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CL	0	CL	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CM	0	CM	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CN	0	CN	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CO	0	CO	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CP	0	CP	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CQ	0	CQ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CR	0	CR	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CS	0	CS	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CT	0	CT	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CU	0	CU	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CV	0	CV	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CW	0	CW	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CX	0	CX	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CY	0	CY	3" DIA. UNDRUNK	3" C.C.	3" C.C.
CZ	0	CZ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
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DB	0	DB	3" DIA. UNDRUNK	3" C.C.	3" C.C.
DC	0	DC	3" DIA. UNDRUNK	3" C.C.	3" C.C.
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DE	0	DE	3" DIA. UNDRUNK	3" C.C.	3" C.C.
DF	0	DF	3" DIA. UNDRUNK	3" C.C.	3" C.C.
DG	0	DG	3" DIA. UNDRUNK	3" C.C.	3" C.C.
DH	0	DH	3" DIA. UNDRUNK	3" C.C.	3" C.C.
DI	0	DI	3" DIA. UNDRUNK	3" C.C.	3" C.C.
DJ	0	DJ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
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DL	0	DL	3" DIA. UNDRUNK	3" C.C.	3" C.C.
DM	0	DM	3" DIA. UNDRUNK	3" C.C.	3" C.C.
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DW	0	DW	3" DIA. UNDRUNK	3" C.C.	3" C.C.
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EJ	0	EJ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
EK	0	EK	3" DIA. UNDRUNK	3" C.C.	3" C.C.
EL	0	EL	3" DIA. UNDRUNK	3" C.C.	3" C.C.
EM	0	EM	3" DIA. UNDRUNK	3" C.C.	3" C.C.
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FC	0	FC	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FD	0	FD	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FE	0	FE	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FF	0	FF	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FG	0	FG	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FH	0	FH	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FI	0	FI	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FJ	0	FJ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FK	0	FK	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FL	0	FL	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FM	0	FM	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FN	0	FN	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FO	0	FO	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FP	0	FP	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FQ	0	FQ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FR	0	FR	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FS	0	FS	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FT	0	FT	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FU	0	FU	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FV	0	FV	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FW	0	FW	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FX	0	FX	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FY	0	FY	3" DIA. UNDRUNK	3" C.C.	3" C.C.
FZ	0	FZ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GA	0	GA	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GB	0	GB	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GC	0	GC	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GD	0	GD	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GE	0	GE	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GF	0	GF	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GG	0	GG	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GH	0	GH	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GI	0	GI	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GJ	0	GJ	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GK	0	GK	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GL	0	GL	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GM	0	GM	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GN	0	GN	3" DIA. UNDRUNK	3" C.C.	3" C.C.
GO	0				



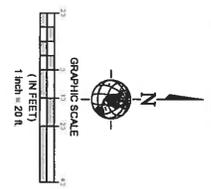


TOTAL SHEETS  
1 OF 2

24 HOURS SERVICE YOURS  
CALL BUSHNINE  
770-438-4778  
1775 KENNEDY BLVD. SUITE 100  
DUNNELLON, FL 32728  
FL REGISTRATION NO. 12815  
FL REGISTRATION NO. 12815

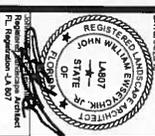
**CADDSCAPES, INC.**  
Florida Landscape Architecture Firm  
3162 Palma Drive  
Deltona, FL 32738  
Office: 407-310-5547  
LC# 20000550  
caddscapes@gmail.com

Landscape Architect:  
John Ewseychik, RLA  
Landscape Designer:  
Jason Bridgewater,  
Florida Water Star AP



DATE: 03-18-18  
DRAWN: JB  
CHECKED: JE  
IRIGATION PLAN  
PROJECT NO. 2015.216

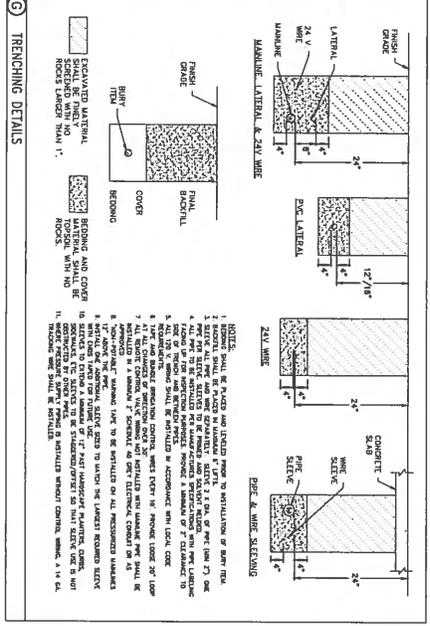
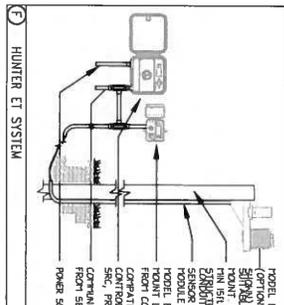
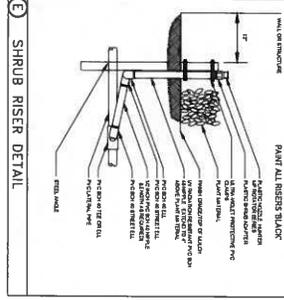
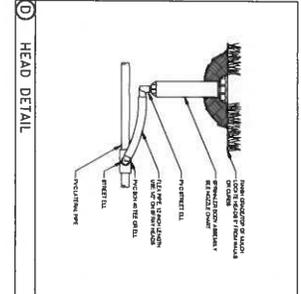
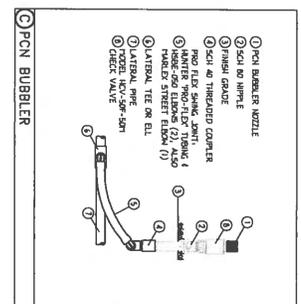
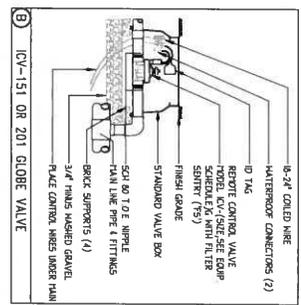
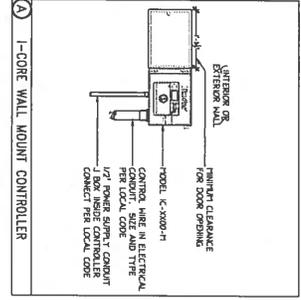
**WENDY'S RESTAURANT**  
**11191 N. WILLIAMS STREET**  
**(US HWY 41)**  
**DUNNELLON, FLORIDA**



REVISION	DATE	REVISION	DATE
ADD TREES	04/13/18		
CLIENT REVISIONS	04/25/18		

**Z DEVELOPMENT**  
services  
CA 29354  
708 E. COLONIAL DR., STE 100 PH: (407) 271-8910  
ORLANDO, FL 32803 FAX: (407) 442-0604

**IRRIGATION DETAILS**



**NOTES:**

1. IRRIGATION SHALL BE FINISHED AND LATERAL PIPING TO BE INSTALLED BY 05/01/16.
2. SCHEDULE ALL PIPING AND WIRE SHALL BE INSTALLED IN ACCORDANCE WITH ALL LOCAL AND STATE CODES.
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**IRRIGATION NOTES**

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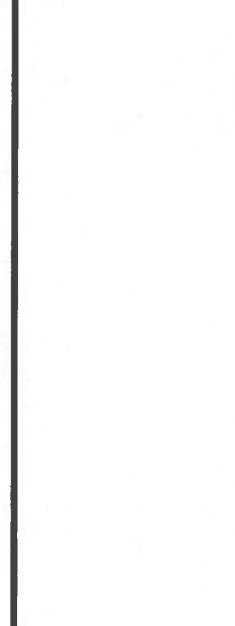
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**EQUIPMENT LIST**

NO.	DESCRIPTION	QUANTITY
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3	1\"/>	1
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18	1\"/>	1
19	1\"/>	1
20	1\"/>	1



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**CADDSCAPES, INC.**  
 Florida Landscape Architecture Firm  
 3162 Parma Drive  
 Deltona, FL 32738  
 Office: 407.310.6667  
 LC# 28000550  
 caddscapes@gmail.com

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 REGISTERED PROFESSIONAL ENGINEERS  
 REGISTERED PROFESSIONAL SURVEYORS  
 REGISTERED PROFESSIONAL PLANNERS

LANDSCAPE ARCHITECT:  
 John Ewsychik, RLA  
 LANDSCAPE DESIGNER:  
 Jason Bridgewater,  
 Florida Water Star AP

DATE: 03-10-16  
 DRAWN: JB  
 CHECKED: JF  
 IRRIGATION DETAILS  
 PROJECT NO: 201578

WENDY'S RESTAURANT  
 11191 N. WILLIAMS STREET  
 (US HWY 41)  
 DUNNELLON, FLORIDA



REVISION	DATE	REVISION	DATE
ADD TREES	04/13/16		
CLIENT REVISIONS	04/25/16		

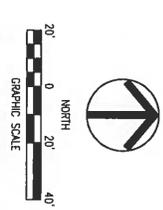
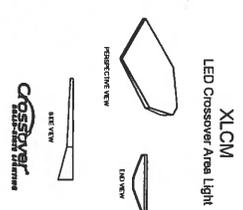
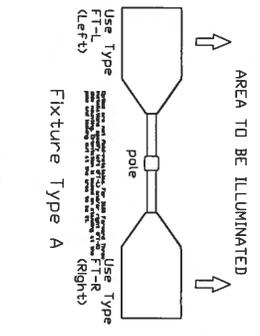
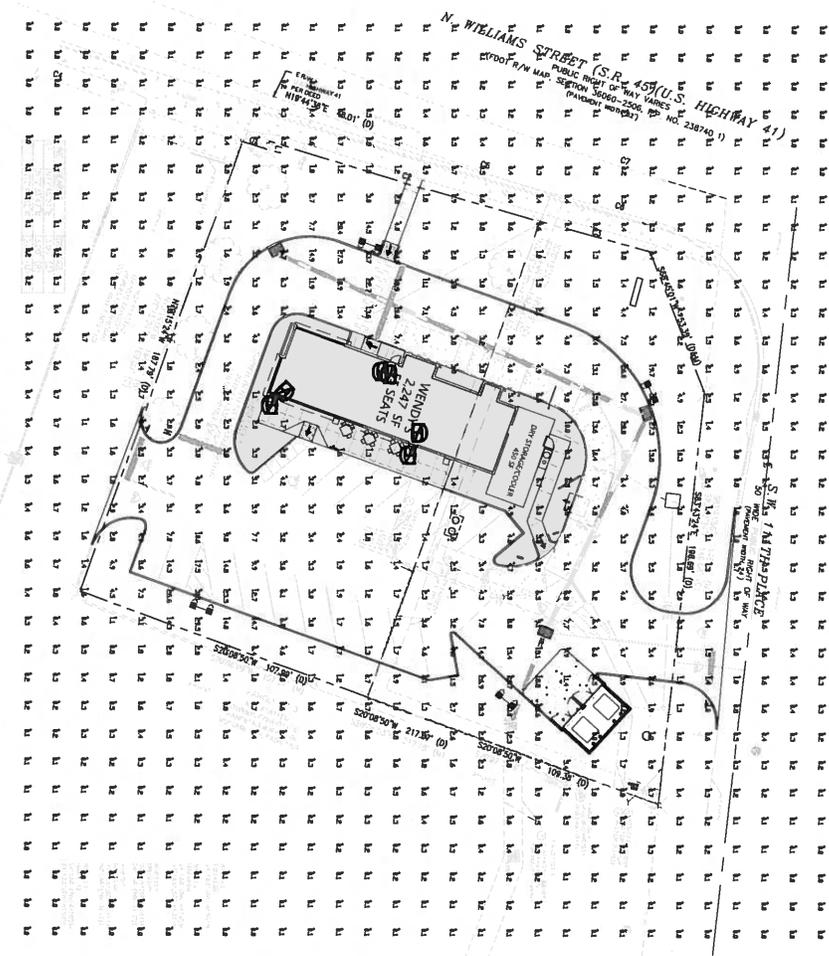
**Z DEVELOPMENT**  
 services  
 CA 29354  
 708 E. COLONIAL DR., STE 100 PH: (407) 271-8910  
 ORLANDO, FL 32803 FAX: (407) 442-0604

Check Item Summary	Calc Type	Units	Avg	Max	Min	Avg/Min	Max/Min
LED CALC FOR THE DRIVE	ILLUMINANCE	FC	232	317	88	N/A	N/A
MINIMUM DRIVE SPEED	MPH	50	50	50	50	50	50

Luminaire Schedule	Label	Arrangement	Spacing	LF	Lumens/Lamp	Arr Lum	Lumens	Arr Watts
4'x4'	A	3000 3000	3000-3000	1800	N/A	1800	1800	5312

SITE LIGHTING PLAN

Lot	Area (sq ft)	Perimeter (ft)	Volume (cu ft)	Height (ft)	Notes
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100	1000	100	10000	10	



PROJECT NO. 2015 716 <b>SL1</b>	DATE: 02/16/16 DRAWN BY: DANIELA CHECKED BY:	<b>WENDY'S RESTAURANT</b> <b>11191 N. WILLIAMS STREET</b> <b>(US HWY 41)</b> <b>DUNNELLON, FLORIDA</b>	<b>Z DEVELOPMENT</b> services CA 29354 708 E. COLONIAL DR., STE 100 PH: (407) 271-8910 ORLANDO, FL 32803 FAX: (407) 442-0604
	REVISION DATE REVISION DATE	REVISION DATE REVISION DATE	REVISION DATE REVISION DATE







# City of Dunnellon Planning and Zoning Application

RECEIVED

MAR 15 2016

CITY OF DUNNELLON  
COMMUNITY DEVELOPMENT

Date: 3/10/16

Application No.: PZ1516-045

Applicant Name:

Robert Ziegler LLC  
108 E. Colonial Dr. #80  
Orlando FL 32803

Phone# 407 271 8910

Address:

Fax # 407 442 0404

Email Address: \_\_\_\_\_

Applicant is:  Owner  Agent  Purchaser  Lessee  Other \_\_\_\_\_

Owner(s) Name:

Dunnellon Real Estate LLC  
6401 Congress Ave #100  
Boca Raton FL 33487

Phone # 561-997-6002

Address:

Fax # N/A

Email Address: jmercado@jarcstgroup.com

### Application Type

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Annexation                  | <input type="checkbox"/> Rezoning                | <input type="checkbox"/> Comprehensive Plan Amendment |
| <input type="checkbox"/> Lot Line Deviation          | <input type="checkbox"/> Variance-Residential    | <input type="checkbox"/> Administrative Appeal        |
| <input checked="" type="checkbox"/> Site Plan Review | <input type="checkbox"/> Preliminary Plat Review | <input type="checkbox"/> Variance-Commercial          |
| <input type="checkbox"/> Final Plat                  | <input type="checkbox"/> Special Exception Use   | <input type="checkbox"/> Construction Plan Review     |
| <input type="checkbox"/> Road/Easement Vacation      | <input type="checkbox"/> Concurrency Review      | <input type="checkbox"/> Planned Unit Development     |
| <input type="checkbox"/> Other: _____                |  |   |

Reason for Request: Site plan review

Project Title (Site Plans, future/existing subdivisions only): Wendy's

Property Address: 1191 N. Williams St. Property Size (acres): 0.34

Parcel ID Number: 33639-006-01

Existing Use of Property: Car wash

Existing Zoning: B4 Current/Future Land Use: Commercial

Current number of structures on the property: 2

Type of structure(s) on property (house, shed, etc.): Car wash / fast food restaurant

Proposed Use of Property: Fast food restaurant

Proposed Zoning: B4 Proposed Land Use: Commercial

Please Explain Your Request for the Proposed Zoning and/or Future Land Use: \_\_\_\_\_

N/A

What utilities currently exist on the site?

Water     Sewer     Well     Septic     None

What utilities are proposed to be used?

Water     Sewer     Well     Septic     None

Have any previous applications been filed within the last year in connection with this property?

Yes     No

If yes, please describe and give Application Numbers: N/A

**Submittal Requirements: Check Box For Each Item You Are Attaching**

**All Applications MUST provide the following:**

- Required advertising to placed in:  Riverland News (default)  Ocala Star Banner (expedited)
- Completed Planning & Zoning Application
- Copy of the Recorded Deed(s) for the property
- Copy of Property Record Card(s) (Available online at <http://www.pa.marion.fl.us>)
- Owner's / Agent's Affidavit (Last page of this Application)

**All Applications MUST provide the following upon request by the City:**

- Lot Plan
- Survey of the Property
- Diagram

**Specific Attachments:**

- Annexation: Complete Electronic Legal Description in MS Word Format  
Annexation Letter (sample attached)
- Large Scale Comprehensive Plan Amendment (LSCPA): Complete Electronic Legal Description in MS Word Format
- Variance: Survey of property detailing variance request
- Special Exception: Survey of property detailing special exception request
- Site Plan Approval: 7 copies of site plan and 1 electronic copy
- Preliminary Plat Application: 7 copies of site plan and 1 electronic copy
- Construction Plan Approval: 3 copies of site plan and 1 electronic copy
- Final Plat Application: 7 copies of site plan and 1 electronic copy
- Road / Lot / Parcel / Plat / Easement Vacation: Survey detailing request
- Planned Unit Development (PUD) Zoning: 7 copies of site plan and 1 electronic copy
- Other: \_\_\_\_\_

**ONLY CONCURRENT ANNEXATION, REZONING, AND COMPREHENSIVE PLAN AMENDMENTS ARE ALLOWED ON A SINGLE APPLICATION**

**ADDITIONAL INFORMATION: PLEASE READ**

The applicant is requested to be present during the public hearing before the Planning Commission and City Council. Although a city employee may be present, they are there to give advice and answer questions only. If for any reason you cannot attend the scheduled meeting, please contact the Community Development Department at (352) 465-8500. Your application may be tabled until a new public hearing can be scheduled and advertised.

## Fee Schedule

**Application Fees are required at the time the application is submitted.**

Voluntary Annexation	\$500.00
Re-zoning	\$500.00
Small Scale Comprehensive Plan Amendment ≤ 10 acres	\$1,200 .00
Large Scale Comprehensive Plan Amendment > 10 acres	\$2,500 .00
Variance	\$500.00
Special Exception Use	\$750.00
Vacation of Plat	\$750.00
Abrogation	\$750.00
Concurrency Application	\$1,000.00
Developer's Agreement	\$6,000.00
Amendment to Developer's Agreement	\$3,000.00
Site Plan	
First 10,000 square feet	\$250.00
Each Additional 10,000 square feet or portion thereof	\$150.00 (maximum of \$2,500.00)
Minor Site Plan Review (Improvements to existing site)	\$500.00
Subdivisions	
Pre-Conceptual Plan Fee	\$300.00
Preliminary Plat	
First 15 lots	\$250.00
16 lots or more	\$500.00
Plus (per lot or parcel)	\$25.00
Improvement (Construction) Plan Review	\$600.00
Plus (per 100 feet of roadway)	\$30.00
Final Plat	
First 15 lots	\$250.00
16 lots or more	\$500.00
Plus - per lot or parcel	\$25.00
PUD (Required if Site Plan Approval was not part of the PUD Comp Plan Amendment)	\$2,500.00
Admin Appeal to the City Council	\$250.00
D.R.I.	\$15,000.00
Written Zoning Verification	\$50.00
Admin Fee	\$50.00

**The applicant shall pay all costs of advertising and other fees, including attorney fees in accordance with the City of Dunnellon Code of Ordinances, Chapter 94, Planning, Article II, Planning Commission, Section 94.37 (16).**

**Prior to Application Hearing before City Council ALL Incurred Fees to date MUST Be Paid to the City Clerk's Office. If you have any questions regarding any outstanding fees, please contact the City Clerk's office at (352) 465-8500.**

**Fees Are Non-Refundable, Unless The Application Is Withdrawn, In Writing, Within Five (5) Business Days Of Submittal (Not Including City-Observed Holidays), Unless Otherwise Approved By The City Manager Or By Majority Vote Of The City Council.**

Applicant \_\_\_\_\_

Date 3/10/14

PZ1516-045

Wendy

MISCELLANEOUS PAYMENT RECPT#: 467208  
CITY OF DUNNELLON  
20750 RIVER DRIVE  
DUNNELLON FL 34431-0000

Site Plan

DATE: 03/15/16      TIME: 16:36  
CLERK: 81271bar      DEPT:  
CUSTOMER#: 0

COMMENT: Z DEVELOPMENT/PZ1516

CHG: 32201 PERMIT ADMINIST      550.00

AMOUNT PAID:      550.00

PAID BY:      Z DEVELOPMENT SERVIC  
PAYMENT METH: CHECK  
2554

REFERENCE:

AMT TENDERED:      550.00  
AMT APPLIED:      550.00  
CHANGE:      .00

# Property Owner & Agent Affidavit

Date: 3/10/16

Before me, the undersigned authority personally appeared Johnny Mercado (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires to: obtain permits

3. That said authority (property owner) has appointed Robert Tegenfuss (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:

- A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Dunnellon, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further that this application and attachments shall become part of the Official Records of the City of Dunnellon, Florida, and are not returnable.
- B. That the submittal requirements for the application have been completed and attached hereto as part of the application.

4. That the fees are NON-REFUNDABLE unless the Application is withdrawn in writing within five (5) business days of submittal (not including observed holidays), unless otherwise approved by the City Manager or a majority vote by the City Council.

Property Owner's Signature

STATE OF FLORIDA  
COUNTY OF MARION Palm Beach (KL)  
Subscribed and sworn to (or affirmed) before

Me on 3/10/2016 (date) by  
Johnny Mercado (name)  
Of affiant, deponent, or other signer. He/she is  
personally known to me or has presented

as identification.

Kellee Kluthe  
PUBLIC NOTARY

SEAL:



Agent's Signature

STATE OF FLORIDA  
COUNTY OF MARION Orange (KL)  
Subscribed and sworn to (or affirmed) before

me on 3/10/16 (date) by  
Robert Tegenfuss (name)  
of affiant, deponent, or other signer. He/she is  
personally known to me or has presented

as identification.

Pendra Lakeberg

SEAL:



Note: The Property Owner must sign the Affidavit. When an Agent is representing the case, both the Agent and the Property Owner must sign the Affidavit.

# CHECKLIST FOR SITE DEVELOPMENT PLANS

CITY OF DUNNELLON  
COMMUNITY DEVELOPMENT DEPARTMENT  
(352) 465-8500 x1011

RECEIVED

MAR 15 2016

CITY OF DUNNELLON  
COMMUNITY DEVELOPMENT

This checklist must be completed, signed and submitted with three (3) hard copies and one (1) electronic copy of the site plan to the Community Development Department. Plans must be submitted at least 30 days prior to the approval process. Except as otherwise noted, refer to the City of Dunnellon Code of Ordinances for specific information on the items below:

Site plans must contain the following information:

**Please refer to the City of Dunnellon Code of Ordinances, Appendix A, Article IX. Supplementary District Regulations.**

1. CV Name and owner of the proposed development.
2. CV Name and address of the preparer of the site plan.
3. CV A vicinity map; including scale and north arrow, oriented in the same direction as the site plan.
4. CO The land use and zoning of the project site. The dates and case number of board of adjustment or planning and zoning commission cases, if applicable.
5. CI Adjacent land use, zoning, and existing uses.
6. ALL Date, north arrow, and graphic scale.
7. CO Percentage of the property covered by structures and impervious surfaces.
8. CI A site plan must contain a statement describing the general character of the intended development, including intensity and density. Intensity is to include floor area ratio and percentage of building coverage.
9. ALL Signed, sealed and certified by an engineer registered in the State of Florida (only applicable if a Stormwater or FDEP permit is required). Architects and landscape architects shall be allowed to sign and seal site plans (if permits are required) to the extent allowed by law by the State of Florida.
10. CI Proof or other required permits must be provided, including but not limited to FDEP, FDOT, septic tank, or Marion County. Applicable drawings, applications, or approvals must be included with the material submitted or site plan review.
11. CI/survey A site plan must contain a valid and accurate legal description of the subject property. The site plan drawing must show the information contained in the legal description for the subject property. Adjacent property must be identified and labeled as described in paragraph (d) below.
  - a. Survey A lot and block description must include parcel account number, plat book and page, subdivision name, block number(s), lot number(s), lot line bearings, and lot dimensions for subject property. Section lines, section corners, and quarter section corners must be shown, as appropriate.

b. Survey A metes and bounds description must include parcel account number, official records book and page, point of commencement, point of beginning, bearings and distances for subject property. Section lines, section corners, and quarter section corners must be shown, as appropriate.

c. Survey A fractional breakdown description must include parcel number and official records books and page, property line bearings, and property dimensions for subject property. Section lines, section corners, and quarter section corners must be shown as appropriate.

d. Survey Property adjacent to subject property must be identified and labeled on the site plan drawing with subdivision name, block number(s), lot number(s), or parcel account number and phrase "not platted" for non-platted land.

12. C1/Survey Property lines must be shown and the bearings and dimensions of the property must be shown on the site plan.

13. C1/Survey Adjacent streets must be shown and identified.

14. Survey Distance from centerline must be shown and identified.

15. Survey Show width of existing rights-of-way and any proposed future rights-of-way that may affect the development.

16. CO Street widening setbacks and building setbacks must be shown and distance given.

17. CO Location, dimensions (including height), and elevations of all structures must be given.

18. C1/Survey Easements must be shown and labeled with the following information:

a. C1/Survey Plat book and page or official records book and page.

b. C1/Survey The type of easements.

c. C1/Survey All easements on the subject property and easements on abutting property that could be affected by the development must be shown and labeled.

19. C2, C3 & Survey Location of utilities must be provided, including:

a. C2, C3 & Survey Location of all existing utility structures on site and adjacent rights-of-way.

b. C2/Survey Show underground electric lines, existing and proposed. Non-conductive pipe must have a locator wire.

20. C2 Water and sanitary sewer service information must be provided in accordance with the City of Dunnellon utility requirements.

21. CO/C2 Telephone lines. Non-conductive pipes must have a locator wire.

22. CO/C2 Telephone cables. Non-conductive pipe must have a locator wire.

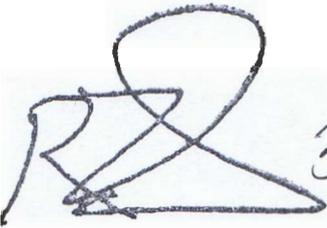
23. C2 Grease trap locations, sizes, and construction materials and specifications must be given.

24. C2 Fire hydrant location(s) and distance(s) from the fire hydrant(s) to the building(s) must be given.

25. CO Information on parking areas and paved vehicle access area must be given, including:
- CO Parking calculations (in accordance with City of Dunnellon Code of Ordinances), indicating number of parking spaces required and number to be provided for both regular and handicap parking spaces.
  - CI/CA Parking area construction materials.
  - CI Dimensions and angles of parking spaces.
  - CI Location, dimensions, and area of landscape islands in parking areas.
  - N/A Fire lanes must be shown and dimensioned.
  - CI Striping and signage for traffic control must be shown.
  - N/A Off-street loading areas must be shown and dimensioned.
  - CI Vehicle stacking for drive-through uses must be shown and dimensioned.
26. CI Driveway location(s), width(s), and radii shall be designed in accordance with good engineering practices.
27. CI/CS Handicap access shall be in accordance with the State of Florida requirements.
28. CI Location, size, and number of parking spaces and access areas shall be shown on the plan.
29. CI Sign locations for handicap parking spaces required.
30. CI/CS Location, width, length, and slope for ramp(s) must be given. Handrails, if required, must be shown and described.
31. LI A landscape plan is required in accordance with the City of Dunnellon Landscape Ordinance.
32. CO Open space calculations. State if the open space area includes drainage retention.
33. CI Dimensions and area of parking islands. Complete parking area interior landscaping calculations.
34. Survey A tree survey giving locations, sizes, and types of existing trees. Trees must be labeled as being saved, removed, or moved.
35. LI Tree protection diagram required.
36. LI Locations, sizes, and types of any trees to be planted.
37. LI Buffers, if required, including depth. Specify types, numbers, size, and spacing of hedge plants and trees to be planted in a buffer. If a wall or berm is required in the buffer, provide details. A buffer is required when the site abuts a less intensive use (example: retail site being located adjacent to a residence).
38. N/A Show the location and size of any lakes, ponds, streams, canals or other water or waterways adjacent to the site. Identify prominent natural or topographic features.

39. CI/Survey Show existing sidewalks.
40. CI Dumpster pad may be required depending on type of business. Contact public service department (489-2992). Indicate location of pad.
41. N/A Submit construction detail of any proposed enclosure, including required clearance.  
(On architectural plans)
42. CO Indicate height of building and height of building overhangs if in the area of the dumpster box access.
43. CA All construction must conform to the specifications shown on the dumpster pad detail provided by Public Service Department.
44. N/A If residential pickup will be used, show location of pickup.
45. CI Signs will be permitted separately show location of sign on site plan.
46. C3 Drainage plans must be included as part of the application for site plan review and approval if impervious areas are to be added.
47. N/A If site is located in the Historic District, site plan must be approved by the Historic Preservation Board.
48. N/A Identify location of existing or proposed underground storage tanks.

**NOTE: The above information is not all inclusive of the requirements of the City of Dunnellon ordinances. Access to the City of Dunnellon Code of Ordinances may be obtained from the Municipal Code Corporation Website.**

  
3/14/14  
Robert Ziegertuss

**RECEIVED**

**MAR 15 2016**

**CITY OF DUNNELLON  
COMMUNITY DEVELOPMENT**

Date: March 14, 2016

RE: Wendy's-Dunnellon

To:

Lonnie Smith  
City of Dunnellon  
20750 River Drive  
Dunnellon, FL 34431

From:

Bob Ziegenfuss, PE  
Z Development Services  
708 E. Colonial Drive, Suite 100  
Orlando, FL 32803

Lonnie:

Enclosed please find the following:

- 7 sets of plans
- Checklist
- City Application
- Check
- CD

Thank you

**RECEIVED**  
**MAR 15 2016**  
**CITY OF DUNNELLON  
COMMUNITY DEVELOPMENT**

Dunnellon, FL - Official W... Marion County Florida, Pr... MCPA Search Results x Login | FacilityDude x

www.dunnellon.org/index.aspx?nid=109

Department of Mana... Weeks Auction Home Occupational Wup Application Dunnellon, FL - Admin Google Other bookmarks

My Favorites Pages Modules Live Edit 0 Teresa Help

Posted on the City's website 3/11/2016  
Published in the Riverland News 3/31/2016  
Published in the Ocala Star Banner 3/21/2016

**NOTICE OF PLANNING COMMISSION QUASI - JUDICIAL PUBLIC HEARING**  
SITE PLAN REVIEW #SPL2016-01 PARCELS#33639-006-01/33639-006-02

The Planning Commission will hold a quasi-judicial public hearing for recommendation to the City Council regarding a site plan review for the property located at 11191 N. Williams Street, being Parcel Number 33639-006-01 and 33639-006-02. The public hearing will be held at Dunnellon City Hall, 20750 River Drive, Dunnellon, FL 34431, on Tuesday, April 19, 2016, at 5:30 p.m., or as soon thereafter as can be heard. If necessary, this public hearing may be continued to a time and date certain by announcement at the scheduled hearing without any further written notice.

The application, filed under application number SPL2016-01/PZ1516-045, submitted by Robert Ziegenfuss for Dunnellon Real Estate, LLC, together with any back-up materials may be reviewed during normal business hours 8:00 a.m. to 4:00 p.m. at Dunnellon City Hall. For further information please contact the Community Development Department at (352) 465-8500, ext. 1010.

APPEAL: NECESSITY OF RECORD. Notice is given that if any person desires to appeal any action taken by the Planning Commission at the above hearing, a verbatim record of the proceedings may be necessary pursuant to Florida Statutes, 286.0105. The City assumes no responsibility for furnishing said record, however, the hearings will be audio recorded by the City for public use.

If any accommodations are needed for persons with disabilities, please contact the Office of the City Clerk at 352-465-8500.

Posted on the City's Website 3/17/16  
Published in the Riverland News 3/24/2016

Notes 2

You Are Here: [Home](#) > [Government](#) > [Public Notices](#)

Page : 1 of 1 03/16/2016 11:09:14

Order Number : 12853423  
 PO Number : SPL2016-01  
 Customer : 10079093 zzCity of Dunnellon Legals  
 Contact : Dawn M. Bowne, C.M.C., City Cl  
 Address1 : 20750 River Drive  
 Address2 :  
 City St Zip : Dunnellon FL 34431  
 Phone : (352) 465-8500 x23  
 Fax : (352) 465-8505  
 Credit Card :  
 Printed By : Mary Ann Naczi  
 Entered By : Mary Ann Naczi

Keywords : 411-0324 RIV PUBLIC NOTICE NOTICE OF PLANNING COM  
 Notes :  
 Zones :

Ad Number : 12969546  
 Ad Key :  
 Salesperson : 05 - Mary Ann Naczi  
 Publication : Riverland Legals  
 Section : Legals  
 Sub Section : Legals  
 Category : 995E-Miscellaneous Notices  
 Dates Run : 03/24/2016-03/24/2016  
 Days : 1  
 Size : 3 x 2.79, 31 lines  
 Words : 243  
 Ad Rate : 99GOV  
 Ad Price : 21.10  
 Amount Paid : 0.00  
 Amount Due : 21.10

411-0324 RIV  
 PUBLIC NOTICE  
 NOTICE OF PLANNING COMMISSION QUASI-JUDICIAL  
 PUBLIC HEARING  
 SITE PLAN REVIEW #SPL2016-01 PARCELS#33639-006-01/33639-006-02

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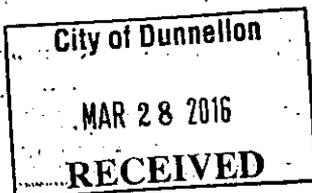
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If any accommodations are needed for persons with disabilities, please contact the Office of the City Clerk at 352-465-8500.

Published March 24, 2016.

*Wendy - Site Plan Rev. PH  
 RES 2016-08  
 # SPL2016-01  
 PZ 1516-045*



*cc: Teresa/Ronnie  
 Sue  
 Dawn  
 (Site Plan) LFV*

CITRUS PUBLISHING  
ATTN: LEGAL DEPARTMENT  
1624 N MEADOWCREST BLVD.  
CRYSTAL RIVER, FL 34429  
352-726-0902 PHONE  
352-726-9603 FAX

## Riverland News - INVOICE

Dear Customer: *10879093 City of Dunnellon*

This is an invoice to process your payment for the enclosed ad. Please include Order #12853423 on your check and send payment of \$21.10 directly to the Legal Department at the above address. If you have paid previously, then disregard this invoice or keep for your records. REMEMBER: Payment is due in full within 20 days.

RE: 411-0324 RIV PUBLIC NOTICE NOTICE OF PLANNING COMMISSION  
QUASI-JUDICIAL PUBLIC HEARING SITE PLAN REVIEW #SPL2016-01  
PARCELS#33639-006-01/33639-006-02 The Planning Commission will hold a quasi-judicial public hearing for recommendation to the City Coun

Ad publication dates:  
March 24th, 2016,

Thank you for your business,

Theresa J. Savery and/or Mary Ann Naczi and/or Mishayla Coffas  
Legal Representative

# Proof of Publication

from the  
**RIVERLAND NEWS**  
Dunnellon, Marion County, Florida  
**PUBLISHED WEEKLY**

STATE OF FLORIDA  
COUNTY OF MARION

Before the undersigned authority personally appeared

Theresa J. Savery and/or Mary Ann Naczi and/or Mishayla Coffas

Of the Riverland News, a newspaper published weekly at Dunnellon, in Marion County, Florida, that the attached copy of advertisement being a public notice in the matter of the

411-0324 RIV PUBLIC NOTICE NOTICE OF PLANNING COMMISSION QUASI-JUDICIAL PUBLIC HEARING SITE PLAN REVIEW #SPL2016-01 PARCELS#33639-006-01/33639-006-02 The Planning Commission will hold a quasi-judicial public hearing for recommendation to the City Coun

Court, was published in said newspaper in the issues of March 24th, 2016,

Affiant further says that the Riverland News is a Newspaper published at Dunnellon in said Marion County, Florida, and that the said newspaper has heretofore been continuously published in Marion County, Florida, each week and has been entered as second class mail matter at the post office in Dunnellon in said Marion County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Mary Ann Naczi  
The forgoing instrument was acknowledged before me

This 24<sup>th</sup> day of March, 2016  
By: Theresa J. Savery and/or Mary Ann Naczi and/or Mishayla Coffas

who is personally known to me and who did take an oath.

Mishayla Coffas  
Notary Public

411-0324 RIV  
PUBLIC NOTICE  
NOTICE OF PLANNING COMMISSION QUASI-JUDICIAL  
PUBLIC HEARING  
SITE PLAN REVIEW #SPL2016-01 PARCELS#33639-006-01/33639-006-02

The Planning Commission will hold a quasi-judicial public hearing for recommendation to the City Council regarding a site plan review for the property located at 11191 N. Williams Street, being Parcel Number 33639-006-01 and 33639-006-02. The public hearing will be held at Dunnellon City Hall, 20750 River Drive, Dunnellon, FL 34431, on **Tuesday, April 19, 2016, at 5:30 p.m.**, or as soon thereafter as can be heard. If necessary, this public hearing may be continued to a time and date certain by announcement at the scheduled hearing without any further written notice.

The application, filed under application number SPL2016-01/PZ1516-045, submitted by Robert Ziegenfuss for Dunnellon Real Estate, LLC, together with any back-up materials may be reviewed during normal business hours 8:00 a.m. to 4:00 p.m. at Dunnellon City Hall. For further information please contact the Community Development Department at (352) 465-8500, ext. 1010.

APPEAL: NECESSITY OF RECORD. Notice is given that if any person desires to appeal any action taken by the Planning Commission at the above hearing, a verbatim record of the proceedings may be necessary pursuant to Florida Statutes, 286.0105. The City assumes no responsibility for furnishing said record, however, the hearings will be audio recorded by the City for public use.

If any accommodations are needed for persons with disabilities, please contact the Office of the City Clerk at 352-465-8500.

Published March 24, 2016.





## CITY OF DUNNELLO

20750 River Drive  
Dunnellon, FL 34431  
(352) 465-8500  
FAX (352) 465-8505

April 15, 2016

Application PZ1516-045/ SPL2016-01

Robert Ziegenfuss  
708 E. Colonial Drive, Suite 100  
Orlando, FL 32803

RE: Quasi-judicial public hearings before Planning Commission: applications for site plan approval

Dear Applicant:

Please take notice that your application for site plan approval will be heard by the Planning Commission of the City of Dunnellon on Monday, May 2, 2016, at 5:30 p.m., or soon thereafter as can be heard, in the Council Chambers at Dunnellon City Hall, 20750 River Drive, Dunnellon, Florida 34431. **Please be advised that your failure to appear at these public hearings will likely result in your applications being denied.**

Your application, together with any back-up materials including the staff reports, may be reviewed during normal business hours 8:00 a.m. to 4:00 p.m. at Dunnellon City Hall. For further information please contact the Community Development Department at (352) 465-8500, ext. 1010.

Pursuant to the City's Land Development Regulations, owners of property within 300 feet of your property have been sent notice of the public hearings on your applications. Interested parties may appear at the hearings and be heard with respect to your applications. Please be advised that all oral and written communications concerning your applications prior to the public hearings between any member of the Planning Commission and an applicant or interested person is strongly discouraged under Florida law.

A person who decides to appeal any decision made by any board, agency, or council with respect to any matter considered at such meeting or hearing, will need a record of the proceedings. For such purposes, any such person may need to ensure that a verbatim record of the proceedings is

made, which includes the testimony and evidence upon which the appeal is based (Florida Statutes, 286.0105).

The City of Dunnellon City Code and Land Development Regulations are available for inspection at City Hall, during normal business hours, 8:00 a.m. to 4:00 p.m. Persons with disabilities needing assistance to participate in this hearing should contact Dawn Bowne, City Clerk at (352) 465-8500 at least 48 hours prior to the date of the scheduled hearing.

Sincerely,



Lonnie Smith  
Community Development

## Teresa Malmberg

---

**From:** Teresa Malmberg  
**Sent:** Thursday, April 14, 2016 4:09 PM  
**To:** 'Bob Ziegenfuss'  
**Cc:** Lonnie Smith  
**Subject:** Owner Notice of Site Plan Hearing - Wendy's  
**Attachments:** Owner Notice Letter Contd to 5-2-2016

In lieu of U.S. Mail, I am sending you the owner notice letter to provide to Dunnellon Real Estate, LLC. As discussed, the Planning Commission will continue the original hearing scheduled for April 19 to May 2 due to neighboring property owners noticing requirements.

Regards,

*Teresa A. Malmberg*

Administrative Coordinator  
City of Dunnellon  
Community Development &  
Public Services

Ofc: (352) 465-8500 x1010

Cell: (352) 445-0705

[tmalmberg@dunnellon.org](mailto: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.**



## CITY OF DUNNELLON

20750 River Drive  
Dunnellon, FL 34431  
(352) 465-8500  
FAX (352) 465-8505

April 15, 2016

### NOTICE OF PUBLIC HEARING FOR SITE PLAN APPROVAL

Dear Property Owner:

The Planning Commission of Dunnellon will hold public hearings for recommendations to the City Council regarding a site plan approval requested by the Applicant, Robert Ziegenfuss, Z Development Services. Applicant's property is located at 11191 N. Williams St ("Subject Property"), being Parcel Numbers 33636-006-01/02, situated across from the Dunnellon Pizza Hut on Williams St.

The Applicant seeks approval of a site plan pursuant to Land Development Regulations, Appendix "A", Zoning, Section 9.2(15) and (16) and Section 9.3-1 for a Restaurant with drive-thru on the subject property.

The public hearings will be held at Dunnellon City Hall, 20750 River Drive, Dunnellon, FL 34431, on **Monday, May 2, 2016, at 5:30 p.m.**, or as soon thereafter as can be heard. If necessary, any of these public hearings may be continued to a time and date certain by announcement at the scheduled hearing without any further written notice to you.

The application, filed under application number PZ1516-045/SPL2016-01, submitted by Robert Ziegenfuss, Z Development Services, together with any back-up materials may be reviewed during normal business hours 8:00 a.m. to 4:00 p.m. at Dunnellon City Hall. For further information please contact the Community Development Department at (352) 465-8500, ext. 1010.

Interested parties may appear at the meeting and be heard with respect to the proposed site plan. Please be advised that all oral and written communications prior to the hearings concerning the case between any member of the Planning Commission and the Applicant or the public are strongly discouraged under Florida law.

A person who decides to appeal any decision made by any board, agency, or council with respect to any matter considered at such meeting or hearings, will need a record of the proceedings. For

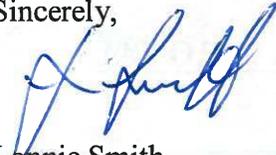
Page 2

Notice of Public Hearing – Site Plan

such purposes, any such person may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based (Florida Statutes, 286.0105).

The City of Dunnellon City Code and Land Development Regulations are available for inspection at City Hall, during normal business hours, 8:00 a.m. to 4:00 p.m. Persons with disabilities needing assistance to participate in any of these proceedings should contact Dawn Bowne, City Clerk at (352) 465-8500 at least 48 hours prior to the date of the scheduled hearing.

Sincerely,



Lonnie Smith  
Community Development

## Teresa Malmberg

---

**From:** Teresa Malmberg  
**Sent:** Wednesday, March 16, 2016 12:02 PM  
**To:** 'Legals - Sumter, Marion, Gadsden & Wakulla'  
**Subject:** RE: your first proof

The ad is approved. Thank you Mary Ann.

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](mailto: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:** Legals - Sumter, Marion, Gadsden & Wakulla [mailto:[mnaczi@chronicleonline.com](mailto:mnaczi@chronicleonline.com)]  
**Sent:** Wednesday, March 16, 2016 11:21 AM  
**To:** Teresa Malmberg <[tmalmberg@dunnellon.org](mailto:tmalmberg@dunnellon.org)>  
**Subject:** your first proof

Hi Teresa, here is your first proof.... thanks, mary ann

**CITRUS PUBLISHING, ATTN: LEGAL DEPARTMENT**  
**1624 N. MEADOWCREST BLVD., CRYSTAL RIVER, FL 34429**  
**Phone: [352-726-0902](tel:352-726-0902) Fax: [352-726-9603](tel:352-726-9603)**  
**Email: [legalads@chronicleonline.com](mailto:legalads@chronicleonline.com)**

Hi there, this is your first proof, if there are any errors please let me know **TODAY**

**FAILURE TO RESPOND WITH CORRECTIONS  
WILL BE DEEMED AS AN ACCEPTANCE OF LEGAL**

When paying your invoice please include Customer Number, (the number before your name), **Order Number** and Ad Number on your check and send the total in Cost: directly to the Legal Department at the above address.

Payment is **DUE IN FULL** within 20 days of last insertion.

**REMINDER:** The original invoice will go out with the copy of the final proof, so if you have paid before that comes, just disregard it.

*Thank you so much for your business! Mary Ann Naczi, Legal Rep*

**Customer Number: [10079093](#) City of Dunnellon**

Order Number: 12853423

Ad Number: 12969546

Cost: \$ 21.10

Here is Your First Proof

**411-0324 RIV  
PUBLIC NOTICE  
NOTICE OF PLANNING COMMISSION QUASI-JUDICIAL  
PUBLIC HEARING  
SITE PLAN REVIEW #SPL2016-01 PARCELS#33639-006-01/33639-006-02**

The Planning Commission will hold a quasi-judicial public hearing for recommendation to the City Council regarding a site plan review for the property located at 11191 N. Williams Street, being Parcel Number 33639-006-01 and 33639-006-02. The public hearing will be held at Dunnellon City Hall, 20750 River Drive, Dunnellon, FL 34431, on **Tuesday, April 19, 2016, at 5:30 p.m.**, or as soon thereafter as can be heard. If necessary, this public hearing may be continued to a time and date certain by announcement at the scheduled hearing without any further written notice.

The application, filed under application number SPL2016-01/PZ1516-045, submitted by Robert Ziegenfuss for Dunnellon Real Estate, LLC, together with any back-up materials may be reviewed during normal business hours 8:00 a.m. to 4:00 p.m. at Dunnellon City Hall. For further information please contact the Community Development Department at (352) 465-8500, ext. 1010.

APPEAL: NECESSITY OF RECORD. Notice is given that if any person desires to appeal any action taken by the Planning Commission at the above hearing, a verbatim record of the proceedings may be necessary pursuant to Florida Statutes, 286.0105. The City assumes no responsibility for furnishing said record, however, the hearings will be audio recorded by the City for public use.

If any accommodations are needed for persons with disabilities, please contact the Office of the City Clerk at 352-465-8500.

Published March 24, 2016.

**HAVE A BLESSED DAY!!**

**Mary Ann Naczi** Legal/Classified Rep. **8AM-4PM mon-fri.**

Phone: 352-726-0902 Fax: 352-726-9603 email: [legalads@chronicleonline.com](mailto:legalads@chronicleonline.com)

Legals for Sumter/Marion/Gadsden & Wakulla counties

**DEADLINE FOR LEGAL ADS - THURSDAYS AT 5PM**

Citrus County legals: Call Mishayla, 352-726-0902 email: [legals@chronicleonline.com](mailto:legals@chronicleonline.com)

---

**From:** Teresa Malmberg [tmalmberg@dunnellon.org]

**Sent:** Wednesday, March 16, 2016 10:14 AM

**To:** Legals - Sumter, Marion, Gadsden & Wakulla

**Cc:** Lonnie Smith; Eddie Esch

**Subject:** Legal Ad - for Publication on or BEFORE 3/31/2016

Good morning Mary Ann! Hope you are having a wonderful week. Legal ad attached. Please provide proof prior to and proof of publication. Thank you.

Regards,

*Teresa A. Malmberg*

Administrative Coordinator

Public Services &

Community Development

City of Dunne llon

Ofc: (352) 465-8500 x1010

Cell: (352) 445-0705

[tmalmberg@dunne llon.org](mailto:tmalmberg@dunne llon.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.**

## Teresa Malmberg

---

**From:** Andrew Hand <ahand@shepardfirm.com>  
**Sent:** Wednesday, March 16, 2016 9:52 AM  
**To:** Teresa Malmberg  
**Cc:** Lonnie Smith; Eddie Esch  
**Subject:** RE: SPL2016-01 / PZ1516-045 Wendys\_siteplan\_Ad - Draft

Teresa,

I have reviewed and am of the opinion that the ad is legally sufficient.

Best Regards,



**DISCLAIMER:**

The information transmitted is intended only for the person or entity to which it is addressed and contains confidential and/or privileged materials protected under the Attorney-Client Privilege. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

---

**From:** Teresa Malmberg [mailto:tmalmberg@dunnellon.org]  
**Sent:** Tuesday, March 15, 2016 5:20 PM  
**To:** Andrew Hand <ahand@shepardfirm.com>  
**Cc:** Lonnie Smith <lsmith@dunnellon.org>; Eddie Esch <EEsch@dunnellon.org>  
**Subject:** SPL2016-01 / PZ1516-045 Wendys\_siteplan\_Ad - Draft

Andrew,

Please review and confirm legal sufficiency. Thank you.

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](mailto: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.**



DISCLAIMER: This is a work in progress. This application was compiled by the Marion County Property Appraiser's Office solely for the governmental purpose of property assessment. These are NOT surveys. Our goal is to provide the most accurate data available, however, no warranties, expressed or implied are provided with this data, its use, or interpretation. All information subject to change without notice. Use at your own risk.

PARCEL	NAME	ADD_1	ADD_2	OWNER
33639-006-02	DUNNELLON REAL ESTATE LLC	6401 CONGRESS AVE # 100	BOCA RATON FL 33487	OWNER
33639-006-00	COXCO1 LLC C/O CHELSEA MARINE	5023 FIRST COAST HWY # B201	AMELIA ISLAND FL 32034	
33607-001-02	RAINBOW IV INVESTMENTS RLLP	3535 E 161ST ST	CARAMEL IN 46033-8138	
33636-000-00	CFL PIZZA LLC	1146 CELEBRATION BLVD	CELEBRATION FL 34747	
33639-003-00	BALDEO SHYAM	20765 WALNUT ST	DUNNELLON FL 34431-6750	
33639-001-05	OCALA LUMBER COMPANY	PO BOX 1389	OCALA FL 34478-1389	
33615-001-01	SREE NSNK HOLDINGS LLC	1429 N ANNAPOLIS AVE	HERNANDO FL 34442-3318	
33639-005-00	MCDONALD'S CORP 009/0707	8240 SW STATE RD 200	OCALA FL 34481	
<del>33639-006-01</del>	<del>DUNNELLON REAL ESTATE LLC</del>	<del>6401 CONGRESS AVE # 100</del>	<del>BOCA RATON FL 33487</del>	DUPLICATE
33607-001-05	DUNNELLON EQUITIES LLC	5728 MAJOR BLVD STE 505	ORLANDO FL 32819-7970	
<del>33615-001-00</del>	<del>SREE NSNK HOLDINGS LLC</del>	<del>1429 N ANNAPOLIS AVE</del>	<del>HERNANDO FL 34442-3318</del>	DUPLICATE



## CITY OF DUNNELLON

20750 River Drive  
Dunnellon, FL 34431  
(352) 465-8500  
FAX (352) 465-8505

Mailed and Emailed  
05-06-2016

### **NOTICE OF QUASI JUDICIAL HEARING FOR TREE PERMIT REMOVAL #PZ1516-047**

Dear Property Owner:

The Dunnellon City Council will hold a public hearing regarding tree removal permit application #PZ1516-047 by Matthew Remai on behalf of property owner at 11680 Cherokee Circle, Dunnellon, FL 34431, Parcel Number 3366-097-000 to remove one 23.8 D.B.H Heritage Cypress tree located 105' from the water's edge. The public hearing will be held at Dunnellon City Hall, 20750 River Drive, Dunnellon, FL 34431, on **Monday, May 9, 2016, at 5:30 p.m.**, or as soon thereafter as can be heard. If necessary, this public hearing may be continued to a time and date certain by announcement at the scheduled hearing without any further written notice to you.

The application, filed under application number PZ1516-047, by Matthew Remai, together with any back-up materials may be reviewed during normal business hours 8:00 a.m. to 4:00 p.m. at Dunnellon City Hall. For further information please contact the Community Development Department at (352) 465-8500, ext. 1010.

Interested parties may appear at the meetings and be heard with respect to the requested special exception. Please be advised that all oral and written communications prior to the hearing concerning the case between any member of the City Council and the applicant or the public are strongly discouraged under Florida law.

A person who decides to appeal any decision made by any board, agency, or council with respect to any matter considered at such meeting or hearing, will need a record of the proceedings. For such purposes, any such person may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based (Florida Statutes, 286.0105).

The City of Dunnellon Land Development Regulations are available for inspection at City Hall, during normal business hours, 8:00 a.m. to 4:00 p.m. Persons with disabilities needing assistance to participate in any of these proceedings should contact Dawn Bowne, City Clerk at (352) 465-8500 at least 48 hours prior to the date of the scheduled hearing.

Sincerely,

Dawn M. Bowne, M.M.C.  
City Clerk

**From:** [Dawn Bowne](#)  
**To:** "[Trentontreeservice@outlook.com](mailto:Trentontreeservice@outlook.com)"  
**Cc:** [Lonnie Smith](#); [Teresa Malmberg](#); [Eddie Esch](#); [Mandy Roberts](#); [Lynn Wyland](#); [Loretta Barton](#)  
**Subject:** Notice of Quasi Judicial Hearing - Tree Removal - Vogt Springs  
**Date:** Friday, May 06, 2016 4:10:00 PM  
**Attachments:** [PZ1516\\_047\\_Property\\_Owner\\_Notice\\_Mathew\\_Remai\\_Vogt\\_Springs\\_20160506.pdf](#)

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Matthew:

Here is the notice that Teresa Malmberg discussed with you today. This provides you a 4 day notice instead of 15, in which you agreed to via email, waiving your 15 day notice. This will allow us to keep this on the schedule for Monday and not delay consideration of your application before the City Council. Have a great weekend.

*Dawn M. Bowne*

Dawn M. Bowne, MMC  
City Clerk  
City of Dunnellon  
20750 River Drive  
Dunnellon, FL 34431  
352-465-8500, ext. 1002  
352-465-8505 fax  
[dbowne@dunnellon.org](mailto:dbowne@dunnellon.org)  
[www.dunnellon.org](http://www.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.**

**Teresa Malmberg**

**From:** noreply@civicplus.com  
**Sent:** Tuesday, March 22, 2016 1:37 PM  
**To:** Teresa Malmberg  
**Subject:** Online Form Submittal: Tree Removal Permit Application

## Tree Removal Permit Application

### Step 1

City of Dunnellon

#### Applicant Information

Type Residential

Applicant First Name Matthew

Last Name Remai

Address 11680 Cherokee Circle

Address2 *Field not completed.*

City Dunnellon

State FL

Zip 34431

Phone Number 3522316402

Cell Phone *Field not completed.*

Other Phone *Field not completed.*

Email Trentontreeservice@outlook.com

Property Address 11680 Cherokee Circle

Address2 *Field not completed.*

City Dunnellon

State FL

Zip 34431

Contact Person if other than above *Field not completed.*

Phone *Field not completed.*

**Tree Information**

Species/Diameter 4.5 ft. above ground Cyprus/ 20 in **75"DIA / 23.8"D.B.H. (HERITAGE)**  
*Tree is 105' from water's edge*

Replaced with (maintain 16 trees per acre) Live Oak

Reason for Removal Tree is doing property damage. The roots are raising the concrete drive way and and is starting to lift parts of the foundation. *Also, lifting the A/C pad.* **Visual verification by L.Smith**

Upload site plan sketch here *Field not completed.*

**If Applicable**

Contractor Name Trenton Tree Service

Phone Number 352 231 6402

Address 1900 SW 50th ST Trenton FL 32619

License Number *Field not completed.*

City Registration Number *Field not completed.*

**Acknowledgments**

*Detailed Code Information available at the City's website, www.dunnellon.org, City Code, Chapter 74 Vegetation, Article III, Trees; and more specifically Sec. 74-63. - Tree removal permit requirements and procedures. I understand that this application for tree removal must be reviewed and approved prior to any removal taking place. I also understand that replacement trees, if required to meet the City of Dunnellon's minimum 16 trees per acre requirement, must be completed within 60 days of issuance of the permit. NOTE: Failure to secure a permit may result in fines in accordance with City Tree Code I certify that I have read and understand the application and requirements for tree removal. If completed and signed by Contractor, a signed, notarized letter of authorization from the owner is included.*

I have read and understood the foregoing statement Yes

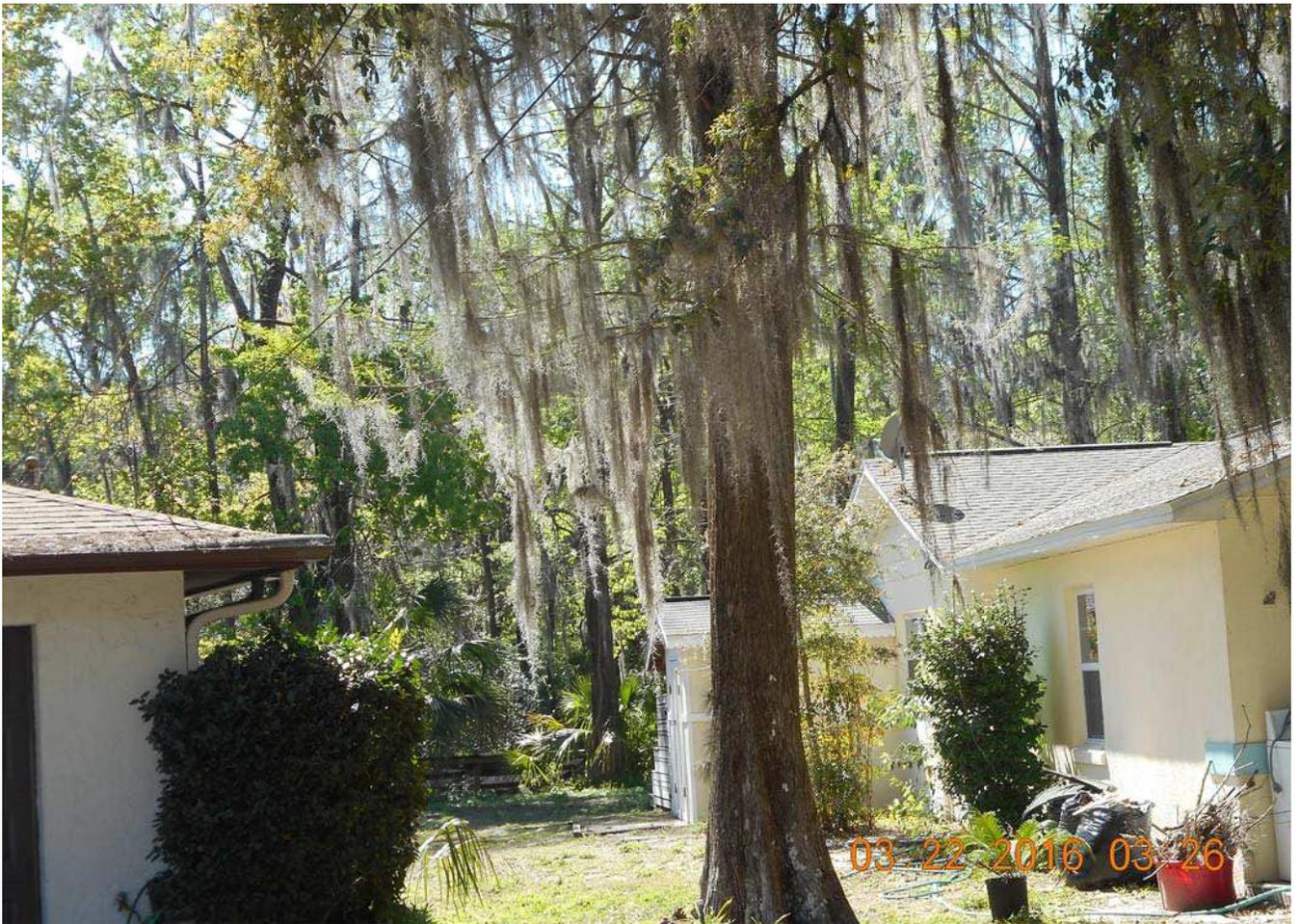
Signature Matthew Remail

Date

03222016

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Email not displaying correctly? [View it in your browser.](#)







**CITY OF DUNNELLON, FLORIDA**

**ANNUAL FINANCIAL REPORT**

**September 30, 2015**

**CITY OF DUNNELLON, FLORIDA**

**ANNUAL FINANCIAL REPORT**

**September 30, 2015**

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**CITY OF DUNNELLON, FLORIDA**

**ANNUAL FINANCIAL REPORT**

**September 30, 2015**

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## INDEPENDENT AUDITOR'S REPORT

To the City Council;  
City of Dunnellon, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Dunnellon, Florida, (the City) as of and for the year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Dunnellon, Florida, as of September 30, 2015, and the respective changes in financial position and cash flows, where applicable, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison, other post-employment benefits plan, special risk pension trust, and schedules of proportionate share of net pension liability and contributions information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the City of Dunnellon, Florida's basic financial statements. The schedule of expenditures of federal awards and state financial assistance is presented for purposes of additional analysis and the requirements described in the *Department of Financial Services' State Projects Compliance Supplement*, and are not a required part of the basic financial statements. The City's major State projects are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

The schedule of expenditures of federal awards and state financial assistance is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and state financial assistance is fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 29, 2016, on our consideration of the City of Dunnellon, Florida's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Dunnellon, Florida's internal control over financial reporting and compliance.

**POWELL & JONES**  
Certified Public Accountants  
April 29, 2016

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

Our discussion and analysis of the City of Dunnellon's financial performance provides an overview of the City's financial activities for the year ended September 30, 2015. Please read it in conjunction with the City's basic financial statements, which begin on page 14.

### **USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 14-15) provide information about the activities of the City as a whole and present a longer-term view of the City's finances. Fund financial statements start on page 16. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the City's operations in more detail than the government-wide statements by providing information about the City's most significant funds. The remaining statements provide financial information about activities for which the City acts solely as a trustee or agent for the benefit of those outside of the government.

### **Reporting the City as a Whole**

#### **The Statement of Net Position and the Statement of Activities**

Our analysis of the City as a whole begins on page 14. One of the most important questions asked about the City's finances is, "Is the City as a whole financially better or worse as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the City's Net Position and changes in them. You can think of the City's Net Position—the difference between assets and liabilities—as one way to measure the City's financial health, or financial position. Over time, increases or decreases in the City's Net Position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, such as changes in the City's property tax base and the condition of the City's roads, to assess the overall health of the City.

In the Statement of Net Position and the Statement of Activities, we divide the City into two types of activities:

- **Governmental activities** - Most of the City's basic services are reported here, including the police, fire, general administration, streets and parks, property taxes, franchise fees, gas taxes, fines, and state and county-shared revenues.
- **Business-type activities** - The City charges a fee to customers to help it cover all or most of the cost of certain services it provides. The City's water and sewer systems are reported here.

## Reporting the City's Most Significant Funds

### Fund Financial Statements

Our analysis of the City's major funds begins on page 16. The fund financial statements provide detailed information about the General Fund and Enterprise Funds-not the City as a whole. Some funds are required to be established by State law and by bond covenants. However, the City Council establishes other funds to help it control and manage money for particular purposes. The City's two types of funds-governmental and proprietary (business-type)-use different accounting approaches.

- **Governmental funds** - Most of the City's basic services are reported in governmental funds which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in reconciliations on pages 17 and 19.
- **Proprietary funds** - The City's proprietary funds are comprised of enterprise funds. An enterprise fund is used to account for activities when the City charges customers for the services it provides. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the City's enterprise fund is the same as the business-type activities we report in the government-wide statements but provide more detail and additional information, such as cash flows.

### The City as Trustee

#### Reporting the City's Fiduciary Responsibilities

The City is the trustee, or fiduciary, for the Special Risk Pension Trust Fund. The City's fiduciary activities are reported in a separate Statement of Fiduciary Net Position Pension Trust Fund on page 25. The Fiduciary Fund Financial Statement is not presented as part of the Government-wide Financial Statements because the resources of these funds are not available to support the City's programs. Fiduciary (Trust and Agency) Funds represent trust responsibilities of the government. However, these assets are restricted in purpose and do not represent discretionary assets of the government.

## THE CITY AS A WHOLE

	Governmental		Business-Type		Total	
	2014	2015	2014	2015	2014	2015
Revenues	\$2,534,092	\$2,570,829	\$ 7,230,126	\$ 3,818,716	\$ 9,764,218	\$ 6,389,545
Expenses	\$2,411,226	\$2,338,610	\$ 5,646,220	\$ 3,130,976	\$ 8,057,446	\$ 5,469,586

To aid in the understanding of the Statement of Activities some additional explanation is given. Expenses are listed in the first column with revenues from that particular program reported to the right.

The result is a Net (Expense)/Revenue. The reason for this kind of format is to highlight the relative financial burden of each of the functions on the City's taxpayers. It also identifies how much each function draws from the general revenues or if it is self-financing through fees and grants. Some of the individual line item revenues reported for each function are:

General Government	Building permits, occupational licenses, and plumbing/electric inspections
Public Safety	Fire inspections, accident responses, police fines for traffic and parking violations, Department of Justice grants
Physical Environment	Grave opening and closing, burial lot purchases, sanitation activities-trash removal
Transportation	Gasoline Tax
Culture and Recreation	City beach user fees

All other governmental revenues are reported as general. It is important to note that all taxes are classified as general revenue even if restricted for a specific purpose.

**Governmental Activities**

Total Governmental revenues increased by 1.5% in the current year.

**Business-type Activities**

The Water and Sewer Utilities show a combined operating income of \$300,858, combined non-operating revenues of \$786,014, and combined interest expense of \$399,132 for a net increase of \$687,740 for fiscal year 2015. The net increase is primarily due to excess of operating revenues over operating expenses.

**Net Position**

For the years ended September 30, 2015 and 2014, Net Position changed as follows:

	Governmental		Business-Type		Total	
	Activities		Activities			
	2014	2015	2014	2015	2014	2015
Beginning net position	\$ 6,732,749	\$ 3,337,238	\$ 8,693,995	\$ 13,537,022	\$ 15,426,744	\$ 16,874,260
Increase (decrease) in net position	(3,395,511)	232,219	4,843,027	687,740	1,447,516	919,959
	<u>\$ 3,337,238</u>	<u>\$ 3,569,457</u>	<u>\$ 13,537,022</u>	<u>\$ 14,224,762</u>	<u>\$ 16,874,260</u>	<u>\$ 17,794,219</u>

This reflects an increase of 7 percent for governmental activities and a 5 percent increase for business-type activities over the prior year. The beginning net positions of both governmental and business-type activities are shown as restated to include a prior period adjustment related to the implementation of GASB 68. This is discussed in detail in the notes to the financial statements.

## THE CITY'S FUNDS

The following schedule of Assets and Liabilities presents a summary of the City's Assets and Liabilities for the fiscal year ended September 30, 2015 and 2014.

### Assets

	Governmental Activities		Business-Type Activities	
	2014	2015	2014	2015
Current Assets	\$ 2,550,289	\$ 2,718,468	\$ 3,715,974	\$ 3,387,555
Capital Assets, Net of Accumulated Depreciation	4,457,831	4,338,030	24,345,255	24,709,238
Total Assets	<u>7,008,120</u>	<u>7,056,498</u>	<u>28,061,229</u>	<u>28,096,793</u>
Deferred outflows	\$ 14,076	\$ 25,133	\$ 87,631	\$ 74,741

Capital assets for governmental activities have decreased 3 percent over the prior year. Business-type activities reflect an increase of 2 percent primarily due to the addition of the infrastructure from the Rio Vista decommissioning project.

### Liabilities

	Governmental Activities		Business-Type Activities	
	2014	2015	2014	2015
Current Liabilities Payable from Restricted Assets	\$ 360,703	\$ 392,828	\$ 113,161	\$ 526,006
Unearned Revenue	23,199	23,353	-	-
Long-term Liabilities	3,100,783	3,052,069	13,238,341	12,454,259
Total Liabilities	<u>3,484,685</u>	<u>3,468,250</u>	<u>14,533,257</u>	<u>13,929,536</u>
Deferred Inflows	\$ 96,071	\$ 43,924	\$ 37,695	\$ 17,236

Liabilities for governmental activities substantially increased primarily due to the implementation of GASB 68 and the resulting recognition of the City's proportionate share of the Florida Retirement System. Current liabilities for business-type activities have decreased substantially due to the aforementioned.

The following schedule presents a summary of general, special revenue, capital project, debt service, and enterprise fund revenues and expenses for the fiscal year ended September 30, 2015 and 2014.

	Governmental		Business-Type					
			Water Utility		Sewer Utility		Communications Utility	
	2014	2015	2014	2015	2014	2015	2014	2015
<b>Program Revenues</b>								
Charges for Services	\$ 204,372	\$ 217,426	\$ 1,151,072	\$ 1,358,448	\$ 1,622,673	\$ 1,674,254	\$ 188,216	\$ -
Operating Grants and Contributions	9,630	9,551	-	-	-	-	-	-
Capital Grants and Contributions	-	-	-	2,460	57,560	780,692	-	-
<b>General Revenues</b>								
Taxes	1,912,272	1,919,029	-	-	-	-	-	-
Licenses and permits	82,456	159,979	-	-	-	-	-	-
Fines and forfeitures	64,575	19,593	-	-	-	-	-	-
State-shared	209,536	184,051	-	-	-	-	-	-
Investment income	2,548	8,842	1,831	1,791	1,235	1,067	130	-
Miscellaneous	48,703	52,358	-	-	-	-	-	-
Gain on debt refinance	-	-	-	-	-	-	4,207,409	-
Transfers in	-	-	11	-	(30)	-	205,000	-
	<u>\$ 2,534,092</u>	<u>\$ 2,570,829</u>	<u>\$ 1,152,914</u>	<u>\$ 1,362,699</u>	<u>\$ 1,681,438</u>	<u>\$ 2,456,013</u>	<u>\$ 4,600,755</u>	<u>\$ -</u>

Governmental revenue decreased 1 percent over prior year. Charges for Services decreased 24 percent. Taxes increased 0.3 percent. State-shared Revenue decreased 12 percent. Business-type revenues increased 35 percent primarily due to the Small Community Wastewater Construction Grant coming to a close.

### Expenses

Governmental		Water Utility		Sewer Utility		Communication Utility	
2014	2015	2014	2015	2014	2015	2014	2015
\$ 2,447,032	\$ 2,338,610	\$ 1,377,556	\$ 879,213	\$ 2,465,921	\$ 1,852,631	\$ 1,802,743	\$ -

Expenses decreased in the governmental fund and combined utility funds by 37 percent for the year ended September 30, 2015 primarily due to the close of the communications fund.

### GENERAL FUND BUDGETARY HIGHLIGHTS

Total revenue for the year shows 7 percent over budget.

On the expense-side, total General Government is under budget 4 percent or \$109,404. This is primarily associated with conservative operations lowering operating expenses.

### CAPITAL ASSETS

As of September 30, 2015, the City had \$29 million invested in capital assets including police and fire equipment, buildings, park facilities, roads, and water and sewer lines. (See table below) This represents a net increase of \$244,182 or 1 percent, over the prior year.

	Governmental		Business-Type		Total	
	Activities		Activities			
	2014	2015	2014	2015	2014	2015
Capital Assets	\$7,387,082	\$7,186,801	\$ 31,656,000	\$ 32,014,180	\$ 39,043,082	\$ 39,200,981
Construction in Progress	-	-	188,747	550,613	188,747	550,613
Less Accumulated						
Depreciation	(2,929,251)	(2,848,771)	(7,499,492)	(7,855,555)	(10,428,743)	(10,704,326)
<b>Total</b>	<b>\$4,457,831</b>	<b>\$4,338,030</b>	<b>\$ 24,345,255</b>	<b>\$ 24,709,238</b>	<b>\$ 28,803,086</b>	<b>\$ 29,047,268</b>

This year's major addition was due to the addition of the sewer infrastructure in the Rio Vista decommissioning project.

## **CONTACTING THE CITY'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information contact the Finance Office at 20750 River Drive, Dunnellon, Florida.

*Eddie Esch*

**Eddie Esch  
City Manager**

*Jan Smith*

**Jan Smith  
Finance Officer**

## **BASIC FINANCIAL STATEMENTS**

**CITY OF DUNNELLON, FLORIDA**  
**STATEMENT OF NET POSITION**  
September 30, 2015

<b>ASSETS</b>	<b>Governmental Activities</b>	<b>Business- Type Activities</b>	<b>Total</b>
Cash and investments	\$ 2,578,911	\$ 334,774	\$ 2,913,685
Receivables, net	64,542	225,460	290,002
Due from other governments	74,915	115,519	190,434
Other assets	100	-	100
Restricted cash	-	2,711,802	2,711,802
Capital assets, not being depreciated	3,210,071	829,982	4,040,053
Capital assets, being depreciated	3,976,730	31,734,811	35,711,541
Less accumulated depreciation	(2,848,771)	(7,855,555)	(10,704,326)
<b>Total assets</b>	<b>7,056,498</b>	<b>28,096,793</b>	<b>35,153,291</b>
<b>DEFERRED OUTFLOWS</b>			
Pension obligations	25,133	9,860	34,993
Bond issue costs, net of amortization	-	64,881	64,881
	<b>25,133</b>	<b>74,741</b>	<b>99,874</b>
<b>LIABILITIES</b>			
Accounts payable and accrued liabilities	114,220	100,657	214,877
Settlement payable	-	425,349	425,349
Payable from restricted assets:			
Utility deposits	-	116,584	116,584
Accrued interest	-	153,524	153,524
Unearned revenue	23,353	-	23,353
Long-term liabilities:			
Due within one year	278,608	701,449	980,057
Due in more than one year	3,052,069	12,431,973	15,484,042
<b>Total liabilities</b>	<b>3,468,250</b>	<b>13,929,536</b>	<b>17,397,786</b>
<b>DEFERRED INFLOWS</b>	<b>43,924</b>	<b>17,236</b>	<b>61,160</b>
<b>NET POSITION</b>			
Invested in capital assets,			
Net of related debt	4,338,030	11,813,111	16,151,141
Restricted for:			
Debt service	-	812,196	812,196
Capital projects	156,748	1,649,863	1,806,611
Infrastructure	56,247	-	56,247
Roads and streets	1,617,074	-	1,617,074
Public safety	65,585	-	65,585
Cemetery perpetual care	53,403	-	53,403
Tree fund	1,048	-	1,048
Emergency reserve	11,211	-	11,211
Unrestricted (deficit)	(2,729,889)	(50,408)	(2,780,297)
<b>Total net position</b>	<b>\$ 3,569,457</b>	<b>\$ 14,224,762</b>	<b>\$ 17,794,219</b>

**CITY OF DUNNELLON, FLORIDA**  
**STATEMENT OF ACTIVITIES**  
For the Fiscal Year Ended September 30, 2015

Functions/Programs	Program Revenues				Net (Expense) Revenue and Change in Net Position		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		
					Governmental Activities	Business-type Activities	Total
<b>Governmental activities</b>							
General government	\$ 483,985	\$ 1,306	\$ -	\$ -	\$ (482,679)	\$ -	\$ (482,679)
Public safety	1,248,044	14,469	9,551	-	(1,224,024)	-	(1,224,024)
Physical environment	157,168	179,780	-	-	22,612	-	22,612
Transportation	320,786	21,155	-	-	(299,631)	-	(299,631)
Economic environment	58,309	-	-	-	(58,309)	-	(58,309)
Culture and recreation	12,932	716	-	-	(12,216)	-	(12,216)
Human services	57,386	-	-	-	(57,386)	-	(57,386)
<b>Total governmental activities</b>	<b>2,338,610</b>	<b>217,426</b>	<b>9,551</b>	<b>-</b>	<b>(2,111,633)</b>	<b>-</b>	<b>(2,111,633)</b>
<b>Business-type activities</b>							
Water utility	879,213	1,358,448	-	2,460	-	481,695	481,695
Sewer utility	1,852,631	1,674,254	-	780,696	-	602,319	602,319
Interest expense	399,132	-	-	-	-	(399,132)	(399,132)
<b>Total business-type activities</b>	<b>3,130,976</b>	<b>3,032,702</b>	<b>-</b>	<b>783,156</b>	<b>-</b>	<b>684,882</b>	<b>684,882</b>
<b>Total primary government</b>	<b>\$ 5,469,586</b>	<b>\$ 3,250,128</b>	<b>\$ 9,551</b>	<b>\$ 783,156</b>	<b>(2,111,633)</b>	<b>684,882</b>	<b>(1,426,751)</b>
<b>General revenues</b>							
Taxes:							
Property taxes					1,048,381	-	1,048,381
Franchise taxes					193,097	-	193,097
Public service taxes					353,642	-	353,642
Fuel taxes					323,909	-	323,909
State-shared revenues					184,051	-	184,051
Licenses and permits					159,979	-	159,979
Fines and forfeitures					19,593	-	19,593
Investment income					8,842	2,858	11,700
Miscellaneous					52,358	-	52,358
<b>Total general revenues</b>					<b>2,343,852</b>	<b>2,858</b>	<b>2,346,710</b>
<b>Change in net position</b>					<b>232,219</b>	<b>687,740</b>	<b>919,959</b>
<b>Net position, beginning of year</b>					<b>3,523,435</b>	<b>13,610,080</b>	<b>17,133,515</b>
Prior period adjustment					<b>(186,197)</b>	<b>(73,058)</b>	<b>(259,255)</b>
<b>Net position, end of year</b>					<b>\$ 3,569,457</b>	<b>\$ 14,224,762</b>	<b>\$ 17,794,219</b>

See notes to financial statements.

**CITY OF DUNNELLON, FLORIDA**  
**GOVERNMENTAL FUNDS**  
**BALANCE SHEET**  
September 30, 2015

	General Fund	Tax Increment Financing District Fund	Total Governmental Funds
<b>Assets</b>			
Cash and investments	\$ 2,369,370	\$ 209,541	\$ 2,578,911
Accounts receivable	64,542	-	64,542
Due from other governments	74,915	-	74,915
Other assets	100	-	100
<b>Total assets</b>	<b>\$ 2,508,927</b>	<b>\$ 209,541</b>	<b>\$ 2,718,468</b>
<b>Liabilities and Fund Balances</b>			
<b>Liabilities</b>			
Accounts payable	\$ 50,527	\$ 225	\$ 50,752
Accrued liabilities	61,124	2,344	63,468
Unearned revenue	23,353	-	23,353
<b>Total liabilities</b>	<b>135,004</b>	<b>2,569</b>	<b>137,573</b>
<b>Fund balances</b>			
Restricted for:			
Public safety	53,472	-	53,472
Roads and streets, operations	659,070	-	659,070
Roads and streets, capital projects	958,004	-	958,004
Downtown redevelopment	-	206,972	206,972
Committed for:			
Public safety	12,113	-	12,113
Infrastructure	56,247	-	56,247
Cemetery perpetual care	53,403	-	53,403
Tree fund	1,048	-	1,048
Emergency reserve	11,211	-	11,211
Assigned for:			
Capital improvements, public safety - building	156,748	-	156,748
Unassigned	412,607	-	412,607
<b>Total fund balances</b>	<b>2,373,923</b>	<b>206,972</b>	<b>2,580,895</b>
<b>Total liabilities and fund balances</b>	<b>\$ 2,508,927</b>	<b>\$ 209,541</b>	<b>\$ 2,718,468</b>

**CITY OF DUNNELLON, FLORIDA**  
**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF NET POSITION**  
**September 30, 2015**

**Fund balances - total governmental funds** **\$ 2,580,895**

**Amounts reported for governmental activities in the Statement of Net Position are different because:**

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. The cost of the assets is \$7,186,801 and the accumulated depreciation is \$2,848,771. 4,338,030

Deferred outflows of resources represent a consumption of fund equity that will be reported as an outflow of resources in a future period and therefore are not reported in governmental funds. 25,133

Long-term liabilities are not due and payable in the current period, and accordingly are not reported as fund liabilities. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due. All liabilities, both current and long-term, are reported in the statement of net position. Long-term liabilities at year end consist of:

Revenue bonds payable	(3,018,750)	
OPEB payable	(34,960)	
Compensated absences	(122,439)	
Net pension liability	<u>(154,528)</u>	(3,330,677)

Deferred inflows of resources represent an acquisition of fund equity that will be recognized as an inflow of resources in a future period and therefore are not reported in governmental funds. (43,924)

**Total net position of governmental activities** **\$ 3,569,457**

**CITY OF DUNNELLON, FLORIDA**  
**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
For the Fiscal Year Ended September 30, 2015

	General Fund	Tax Increment Financing District Fund	Total Governmental Funds
<b>Revenues</b>			
Taxes	\$ 1,754,523	\$ 142,116	\$ 1,896,639
Licenses and permits	159,979	-	159,979
Intergovernmental revenues	215,992	-	215,992
Charges for service	217,426	-	217,426
Fines and forfeitures	19,593	-	19,593
Miscellaneous revenue	61,005	195	61,200
<b>Total revenues</b>	<u>2,428,518</u>	<u>142,311</u>	<u>2,570,829</u>
<b>Expenditures</b>			
Current:			
General government	448,824	-	448,824
Public safety	1,201,909	-	1,201,909
Physical environment	158,962	-	158,962
Transportation	318,028	-	318,028
Economic environment	-	59,172	59,172
Human services	13,774	-	13,774
Culture and recreation	35,145	-	35,145
Capital outlay			
Transportation	15,075	-	15,075
Debt service			
Principal payments	175,000	-	175,000
<b>Total expenditures</b>	<u>2,366,717</u>	<u>59,172</u>	<u>2,425,889</u>
<b>Excess of revenues over expenditures</b>	<u>61,801</u>	<u>83,139</u>	<u>144,940</u>
<b>Net change in fund balances</b>	<b>61,801</b>	<b>83,139</b>	<b>144,940</b>
<b>Fund balances, beginning of year</b>	<u>2,312,122</u>	<u>123,833</u>	<u>2,435,955</u>
<b>Fund balances, end of year</b>	<u>\$ 2,373,923</u>	<u>\$ 206,972</u>	<u>\$ 2,580,895</u>

**CITY OF DUNNELLON, FLORIDA**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
For the Fiscal Year Ended September 30, 2015

**Net change in fund balances - total governmental funds** **\$ 144,940**

**Amounts reported for governmental activities in the Statement of Activities are different because:**

Governmental funds report capital purchases as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives and reported as depreciation expense:

Net expenditures for capital assets	15,075	
(Current year depreciation)	<u>(134,876)</u>	(119,801)

Some expenses reported in the statement of activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds. Also, recognition of certain obligations related to prior and subsequent periods are not recognized in the statement of activities.

Compensated absences	23,053	
Revenue bonds	175,000	
OPEB liability	(3,849)	
Net pension liability	12,876	
Net decrease in deferred outflows/inflows	<u>(63,204)</u>	143,876

Recognition of certain obligations related to prior and future periods are not recognized in governmental funds.

Net increase in deferred outflows	11,057	
Net decrease in deferred inflows	<u>52,147</u>	<u>63,204</u>

**Change in net position of governmental activities** **\$ 232,219**

**CITY OF DUNNELLON, FLORIDA**  
**PROPRIETARY FUNDS**  
**STATEMENT OF NET POSITION**  
**September 30, 2015**

	Business-Type Activities		
	Water Fund	Sewer Fund	Total
<b>Assets</b>			
<b>Current assets</b>			
Cash and investments	\$ 211,215	\$ 123,559	\$ 334,774
Accounts receivable (net of allowance for uncollectible accounts)	91,356	134,104	225,460
Due from other governments	2,460	113,059	115,519
<b>Total current assets</b>	<u>305,031</u>	<u>370,722</u>	<u>675,753</u>
<b>Restricted assets</b>			
Cash:			
Utility deposit cash	116,584	-	116,584
Water capital improvement funds	18,653	-	18,653
Sewer capital improvement funds	-	108,582	108,582
Emergency reserve	3,622	2,302	5,924
Revenue bond proceeds	1,067,277	582,586	1,649,863
Debt service, state revolving loan	-	33,893	33,893
Debt service, revenue bonds	362,038	416,265	778,303
<b>Total restricted assets</b>	<u>1,568,174</u>	<u>1,143,628</u>	<u>2,711,802</u>
<b>Utility plant in service</b>			
Cost of capital assets	6,015,105	25,999,075	32,014,180
(accumulated depreciation)	(2,036,964)	(5,818,591)	(7,855,555)
Construction in progress	550,613	-	550,613
<b>Total utility plant in service -   cost less depreciation</b>	<u>4,528,754</u>	<u>20,180,484</u>	<u>24,709,238</u>
<b>Total assets</b>	<u>6,401,959</u>	<u>21,694,834</u>	<u>28,096,793</u>
<b>Deferred outflows of resources</b>			
Bond issuance costs, net of amortization	31,436	33,445	64,881
Pension obligations	4,930	4,930	9,860
	<u>36,366</u>	<u>38,375</u>	<u>74,741</u>

**CITY OF DUNNELLON, FLORIDA**  
**PROPRIETARY FUNDS**  
**STATEMENT OF NET POSITION**  
**September 30, 2015**

	<b>Business-Type Activities</b>		
	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>Total</b>
<b>Liabilities and Net Position</b>			
<b>Current liabilities, unrestricted</b>			
Payable from current assets:			
Accounts payable	\$ 16,444	\$ 37,656	\$ 54,100
Accrued liabilities	21,510	25,047	46,557
Settlement payable, due within one year	157,379	267,970	425,349
Compensated absences, due within one year	49,521	58,134	107,655
Net pension liability, due within one year	4,671	4,671	9,342
<b>Total current liabilities, unrestricted</b>	<b>249,525</b>	<b>393,478</b>	<b>808,792</b>
<b>Current liabilities, restricted</b>			
Payable from restricted assets:			
Accrued revenue bond and SRF loan interest payable	69,755	83,769	153,524
Customer deposits	116,584	-	116,584
SRF loan payable within one year	-	13,887	13,887
Revenue bonds payable within one year	270,860	299,705	570,565
<b>Total current liabilities, restricted</b>	<b>457,199</b>	<b>397,361</b>	<b>854,560</b>
<b>Total current liabilities</b>	<b>706,724</b>	<b>790,839</b>	<b>1,663,352</b>
<b>Long-term liabilities</b>			
Revenue bonds, noncurrent portion	5,815,490	6,496,185	12,311,675
OPEB payable	5,520	5,520	11,040
Compensated absences, noncurrent portion	27,396	30,572	57,968
Net pension liability	25,645	25,645	51,290
<b>Total long-term liabilities</b>	<b>5,874,051</b>	<b>6,557,922</b>	<b>12,431,973</b>
<b>Total liabilities</b>	<b>6,580,775</b>	<b>7,348,761</b>	<b>13,929,536</b>
<b>Deferred inflow of resources</b>	<b>8,618</b>	<b>8,618</b>	<b>17,236</b>
<b>Net Position</b>			
Invested in capital assets, net of related debt	(1,557,596)	13,370,707	11,813,111
Restricted for debt service	362,038	450,158	812,196
Restricted for bond financed capital projects	1,067,277	582,586	1,649,863
Unrestricted (deficit)	(22,787)	(27,621)	(50,408)
<b>Total net position (deficit)</b>	<b>\$ (151,068)</b>	<b>\$ 14,375,830</b>	<b>\$ 14,224,762</b>

**CITY OF DUNNELLON, FLORIDA**  
**PROPRIETARY FUNDS**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
For the Fiscal Year Ended September 30, 2015

	Business-Type Activities		
	Water Fund	Sewer Fund	Total
<b>Operating revenues</b>			
Charges for services	\$ 1,345,673	\$ 1,673,257	\$ 3,018,930
Miscellaneous revenue	12,775	997	13,772
<b>Total operating revenues</b>	<u>1,358,448</u>	<u>1,674,254</u>	<u>3,032,702</u>
<b>Operating expenses</b>			
Personnel services	386,768	452,264	839,032
Operating expenses	189,638	432,004	621,642
Professional services	29,203	50,304	79,507
Depreciation and amortization	273,604	918,059	1,191,663
<b>Total operating expenses</b>	<u>879,213</u>	<u>1,852,631</u>	<u>2,731,844</u>
<b>Operating income (loss)</b>	<u>479,235</u>	<u>(178,377)</u>	<u>300,858</u>
<b>Nonoperating revenues</b>			
<b>(expenses)</b>			
Interest income	1,791	1,067	2,858
Interest expense	(184,537)	(214,595)	(399,132)
Grant revenue	2,460	780,696	783,156
<b>Total nonoperating revenues</b>			
<b>(expenses)</b>	<u>(180,286)</u>	<u>567,168</u>	<u>386,882</u>
<b>Net change in net position</b>	<u>298,949</u>	<u>388,791</u>	<u>687,740</u>
<b>Net position, beginning of year</b>	<u>(413,488)</u>	<u>14,023,568</u>	<u>13,610,080</u>
<b>Prior period adjustment</b>	<u>(36,529)</u>	<u>(36,529)</u>	<u>(73,058)</u>
<b>Net position, end of year</b>	<u>\$ (151,068)</u>	<u>\$ 14,375,830</u>	<u>\$ 14,224,762</u>

**CITY OF DUNNELLON, FLORIDA**  
**PROPRIETARY FUNDS**  
**STATEMENT OF CASH FLOWS**  
For the Fiscal Year Ended September 30, 2015

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Total</u>
<b>Cash flows from operating activities</b>			
Cash received from customers, including cash deposits	\$ 1,316,722	\$ 1,617,243	\$ 2,933,965
Cash paid to suppliers	(241,167)	(487,603)	(728,770)
Cash paid to employees	(374,294)	(433,920)	(808,214)
<b>Net cash provided by operating activities</b>	<u>701,261</u>	<u>695,720</u>	<u>1,396,981</u>
<b>Cash flows from capital and related financing activities</b>			
Acquisition and construction of capital assets	(497,249)	(1,041,171)	(1,538,420)
Grant revenue	-	730,740	730,740
Principal payments	(264,137)	(305,217)	(569,354)
Interest paid	(187,514)	(218,171)	(405,685)
<b>Net cash used in capital and related financing activities</b>	<u>(948,900)</u>	<u>(833,819)</u>	<u>(1,782,719)</u>
<b>Cash flows from investing activities</b>			
Interest Income	1,791	1,067	2,858
<b>Net change in cash and cash equivalents</b>	<u>(245,848)</u>	<u>(137,032)</u>	<u>(382,880)</u>
<b>Cash and cash equivalents, October 1, 2014</b>	<u>2,025,237</u>	<u>1,404,219</u>	<u>3,429,456</u>
<b>Cash and cash equivalents, September 30, 2015</b>	<u>\$ 1,779,389</u>	<u>\$ 1,267,187</u>	<u>\$ 3,046,576</u>
<b>Shown in the financial statements as:</b>			
<b>Current assets</b>			
Cash and cash equivalents	\$ 211,215	\$ 123,559	\$ 334,774
Restricted cash	1,568,174	1,143,628	2,711,802
<b>Totals</b>	<u>\$ 1,779,389</u>	<u>\$ 1,267,187</u>	<u>\$ 3,046,576</u>

**CITY OF DUNNELLON, FLORIDA**  
**PROPRIETARY FUNDS**  
**STATEMENT OF CASH FLOWS**  
For the Fiscal Year Ended September 30, 2015

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Total</u>
<b>Reconciliation of operating gaine (loss) to net cash provided by (used) in operating activitiles</b>			
Operating gain (loss)	\$ 479,235	\$ (178,377)	\$ 300,858
Adjustments to reconcile operating loss to net cash provided by (used in) operating activities			
Depreciation and amortization	273,604	918,059	1,191,663
Changes in assets decrease (Increase) and liabilities increase (decrease):			
Accounts receivable, net	(13,444)	(7,812)	(21,256)
Deffered outflows	(2,169)	(2,169)	(4,338)
Accounts payable	(22,326)	(5,295)	(27,621)
Settlement payable	(27,621)	(47,030)	(74,651)
Customer deposits	(661)	-	(661)
Accrued wages and OPEB payable	16,669	19,812	36,481
Compensated absences	(1,670)	(1,112)	(2,782)
Deferred inflows	(10,230)	(10,230)	(20,460)
Net pension liability	9,874	9,874	19,748
<b>Total adjustments</b>	<u>222,026</u>	<u>874,097</u>	<u>1,096,123</u>
<b>Net cash provided by operating activities</b>	<u>\$ 701,261</u>	<u>\$ 695,720</u>	<u>\$ 1,396,981</u>

**CITY OF DUNNELLON, FLORIDA  
PENSION TRUST FUNDS  
STATEMENT OF NET POSITION  
September 30, 2015**

	<b>Pension Trust Funds</b>
<b>Assets</b>	
Cash and investments	\$ 3,068,108
<b>Total assets</b>	\$ 3,068,108
<b>Net position</b>	
Reserved for:	
Employees' pension benefits	\$ 3,068,108
<b>Total net position</b>	\$ 3,068,108

**CITY OF DUNNELLON, FLORIDA**  
**PENSION TRUST FUNDS**  
**STATEMENT OF CHANGES IN NET POSITION**  
For the Fiscal Year Ended September 30 , 2015

	<b>Pension Trust Funds</b>
<b>Additions</b>	
<b>Contributions</b>	
Employer	\$ 111,462
Forfeitures applied	(58,627)
<b>Net employer contributions</b>	52,835
State	38,556
Employee	51,888
<b>Total contributions</b>	143,279
Net investment income	423
<b>Total additions</b>	143,702
<b>Deductions</b>	
Pension benefit payments and refunds	(92,604)
General and administrative	(16,069)
<b>Total deductions</b>	(108,673)
<b>Increase in net position</b>	35,029
<b>Net position reserved for employees' Pension benefits:</b>	
<b>Net position, beginning of year</b>	3,033,079
<b>Net position, end of year</b>	\$ 3,068,108

**CITY OF DUNNELLON, FLORIDA**

**NOTES TO FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2015**

**NOTE 1. DESCRIPTION OF FUNDS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity** - The City of Dunnellon (the City) is a Florida municipality governed by an elected five-member City Council. The City provides services to its citizens including water, sanitation and sewer, police and fire protection, parks and recreation, streets, and other general governmental activities. The City was established by Laws of Florida 71-616.

The accompanying financial statements present the financial position, results of operations and cash flows of the applicable funds administered by the City Council of the City and its component unit in accordance with governmental accounting standards. Blended component units, although legally separate entities, are, in substance, part of the government's operations. Financial accountability is present if the City Council appoints a voting majority of a component unit's governing body and has the ability to impose its will on that organization or if there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the City.

**Blended component unit.** The financial activity of the City of Dunnellon, Florida Community Redevelopment Agency (the Agency), is included in the financial reporting entity as a blended component unit. The Agency was established by Ordinances #00-3 and #2011-07 as provided in Chapter 163, *Florida Statutes*, for the fostering of economic development in the downtown area of the City. The City Council serves as the Agency's governing board. The Agency is fiscally dependent on the City, and the City Council approves the Agency's annual budget as a component of the City's budget. The Agency is presented as a governmental fund type.

**1. Government-wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Indirect expenses are allocated automatically and certain indirect costs are included in program expenses reported for individual functions and activities. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds. The fiduciary funds are not included in the government-wide financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial

statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Amounts reported as program revenues include (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than program revenues.

**2. Fund Financial Statements**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise fees, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

**Governmental Funds** - Governmental funds are used to account for all or most of a government's general activities. The City operates the following major governmental funds:

The **General Fund** is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**Special Revenue Fund**

The **Special Revenue Fund** is used to account for revenue sources that are legally restricted to expenditures for specific purposes.

**Proprietary Funds**

Enterprise funds - to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Enterprise funds of the City are as follows:

- Sewer Fund
- Water Fund

## Fiduciary Funds

Pension trust funds are used to account for assets held by the City in a trustee capacity. The types of fiduciary funds used by the City are the general employees' pension trust fund and the special risk employees' pension trust fund.

## Summary of Significant Accounting Policies

The City conforms all significant accounting policies to generally accepted accounting principles applicable to government units. The following is a summary of the more significant principles and practices used in the preparation of these financial statements.

## Implementation of New GASB Pronouncements

In fiscal year 2014-15 the City adopted the following new accounting standard in order to conform to the following Governmental Accounting Standards Board Statement:

**GASB Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27***, effective for periods beginning after June 15, 2014, replaces the requirements of GASB Statements Nos. 27 and 50 as they relate to pensions that are provided through pension plans administered as trusts or equivalent arrangements that meet certain criteria. The standard requires government employers to recognize as a liability, for the first time, their long-term obligation for pension benefits. The employer liability is to be measured as the difference between the present value of projected benefit payments to be provided through the pension plan for past periods of service less the amount of the pension plan's fiduciary net position. Obligations for employers with cost sharing plans will be based on their proportionate share of contributions to the pension plan. The standard also requires more immediate recognition of annual service cost, interest and changes in benefits for pension expense; specifies requirements for discount rates, attribution methods; and changes disclosure requirements. The impact on the financial statements was a decrease in the beginning net position as follows:

	<u>Governmental Activities</u>	<u>Business-type Activities</u>
Net position, beginning of year, as previously reported	\$ 3,523,435	\$ 13,610,080
Restatement of net pension liability	(186,197)	(73,058)
Net position, beginning of year, as restated	<u>\$ 3,337,238</u>	<u>\$ 13,537,022</u>

## Proprietary Funds

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidelines of GASB. Based on the accounting and reporting standards set forth in GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the City has opted to apply only the accounting and reporting pronouncements issued by the Financial Accounting Standards Board (FASB) on or before November 30, 1989, for business-type activities and enterprise funds.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services.

Operating expenses for enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to generally use restricted resources first, and then unrestricted resources, as they are needed for their intended purposes, however, this decision is frequently made on a case-by-case basis based upon facts and circumstances. Revenues of the enterprise funds are recognized on the basis of services rendered. Billing cycles of the enterprise funds that overlap September 30, are prorated based upon meter reading dates.

## **Budgeting**

The annual operating budget serves as legal authorization for expenditures and the proposed means of financing them. The 2015 annual operating budget was prepared for all funds, except the pension trust funds, which are not budgeted annually by the City Council.

The City's procedures in preparing and adopting the annual budget are as follows:

- The City Manager is responsible for preparing a proposed operating budget for the upcoming year prior to September 30 that includes estimated revenues, proposed expenditures, and other financing sources and uses.
- Public hearings are held to obtain taxpayer comments and suggestions. The budget is enacted through passage of a resolution.
- The City Manager is authorized to transfer budgeted amounts within any fund, but may not revise total fund expenditures without the approval of the City Council. The budgetary data presented is in agreement with the originally adopted budget.
- Budgets are adopted on a basis consistent with generally accepted accounting principles. Total budgeted fund expenditures within the governmental fund type may not be exceeded legally. Appropriations lapse at the end of the year. Encumbrance accounting is not used by the City.

## **Investments**

The City accounts for investments in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*. Under this provision, investments are recorded at fair value on the balance sheets. Investment income, including changes in the fair value of investments, is reported as revenue in the statements of revenues, expenses, and changes in fund balances.

In accordance with GASB Statement No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, and GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, the investments within the pension trust funds are stated at market value.

## **Receivables**

Governmental and Business-type activities receivables are comprised generally of amounts due from customers. Customer accounts receivable are recorded at their net realizable value reduced by an allowance for uncollectible accounts of \$19,801 for 2015. Other receivables in the General Fund consist primarily of franchise fees and receivables from miscellaneous services.

## **Payables**

Accounts Payable in the Governmental Funds and Business-type Funds consists primarily of amounts due to vendors.

## **Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The City only has two items that qualify for reporting in this category. The first is the deferred charge on pensions in the government-wide statement of net position. Deferred outflows on pensions are recorded when actual earnings on pension plan investments exceed projected earnings and are amortized to pension expense using a systematic and rational method over a closed five-year period. Deferred outflows on pensions also include the difference between expected and actual experience with regard to economic or demographic factors; changes of assumptions about future economic, demographic, or other input factors; or changes in the City's proportionate share of net pension liability. These are amortized over the average expected remaining service lives of all employees that are provided with pensions through each pension plan. Contributions to pension plans made subsequent to the measurement date are also deferred and reduce net pension liability in the subsequent year. The second is the deferred charge of bond issue costs. Bond issue costs include the professional fees and registration fees associated with the issuance of bonds. These amounts will be amortized over the life of the bonds.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The City has only one type of item, which is related to pensions. Deferred inflows on pension plan investments exceed actual earnings and are amortized to pension expense using a systematic and rational method over a closed five-year period. Deferred inflows on pensions also include the difference between expected and actual experience with regard to economic or demographic factors; changes of assumptions about future economic, demographic, or other input factors; or changes in the City's proportionate share of net pension liability. These are amortized over the average expected remaining service lives of all employees that are provided with pensions through each pension plan.

## **Due from Other Governments**

Due from other governments represents amounts due from the State of Florida or Marion County for shared revenues or costs. Due from Other Governments is considered fully collectible.

## **Capital Assets**

Capital assets, which include property, plant, equipment and infrastructure (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are recorded at historical cost, except for \$249,192 of assets in the proprietary fund and \$89,858 of assets in the general fund, acquired prior to 1975, which are valued at estimated historical cost. Donated capital assets are valued at their estimated fair value at the time of acquisition. Capital asset purchases are recorded as capital outlay expenditures in the fund level governmental funds in the year of acquisition. Property, plant, and equipment and infrastructure are depreciated using the straight-line method over the following estimated useful lives:

Plant, buildings, and improvements	10 - 40 years
Machinery, vehicles, and equipment	5 - 7 years
Infrastructure	30 years

Construction interest cost is generally not capitalized; approximately \$397 in such interest was expensed during the fiscal year.

The City has opted out of retroactively recording and depreciating major infrastructure assets.

Expenditures for ordinary repairs and maintenance are charged to expense as incurred.

## **Transfers**

Transfers are recognized in the accounting period in which the interfund receivable or payable arise.

## **Compensated Absences**

In governmental fund financial statements, the amount of compensated absences associated with employee vacations that are recorded as expenditures represent the amounts paid during the year, plus the amount accrued at year-end that would normally be liquidated with available spendable resources. Only the amount of compensated absence liability that would normally be liquidated with current expendable available resources in the next fiscal year is recorded in the fund financial statements of governmental funds. In the government-wide financial statements, all governmental fund compensated absences are recorded and split between the current and noncurrent portions.

In proprietary funds, the amount of compensated absences associated with employee vacations that are recorded as expenses represent the amounts paid during the year and accrued at year-end. The entire liability for compensated absences of these funds is reflected in the respective financial statements split between the current and noncurrent portions.

Prior to August 1999, no accrual was made for unpaid vacation since City policy did not allow for carryover of vacation time unless by special permission from City Council. For all employees, (who are not within a union bargaining unit) they may accumulate and carry over a maximum of twenty work days. An accrual has been made for unpaid sick pay under the City's policy to pay an employee in good standing 50% of all unused sick pay, upon retirement or voluntary resignation. There is a \$5,000 maximum of unused sick pay. Employees with 25 years or more of service in good standing will receive 100% of accrued sick pay upon retirement.

## **Property Taxes**

Under Florida law, the assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of the state regulating tax assessment are also designed to assure a consistent property valuation method statewide. Florida Statutes permit municipalities to levy property taxes at a rate of up to 10 mills. The millage rate assessed by the City for the fiscal year ended September 30, 2015 was 7.5000 mills.

The tax levy of the City is established by the City Council prior to October 1 of each year, and the Marion County Property Appraiser incorporates the City's millage into the total tax levy, which includes the County and the County School Board tax requirements.

All property is assessed according to its fair market value January 1 of each year. Each assessment roll is submitted to the Executive Director of the Florida Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of Florida Statutes.

All taxes are assessed on November 1 of each year, or as soon thereafter, as the assessment roll is certified and delivered to the County Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, and 1% in the month of February. Taxes paid in March are without discount.

On or prior to June 1 following the tax year, certificates are sold for all delinquent taxes on real property. After sale, tax certificates bear interest of 0-18% per year or at any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years. Unsold certificates are held by the County.

Delinquent taxes on personal property bear interest of 0-18% per year until the tax is satisfied either by seizure and sale of the property or by the five-year statute of limitations.

The City does not accrue its portion of the County held tax sale certificates or personal property tax warrants because such amounts are not measurable and available as of the balance sheet date.

## **Franchise Fees**

Continuing franchise fees are reported as revenues as the fees are earned and become receivable from the franchise.

## **Capital Grants and Contributions**

Accounts receivable from other governments include amounts due from grantors. Program and capital grants for capital assets are recorded as receivables and revenues at the time reimbursable costs are incurred. Revenues received in advance of costs being incurred are deferred.

## **Fund Balances**

### **A. Governmental Funds**

As of September 30, 2015, fund balances of the governmental funds are classified as follows:

**Non-spendable** – amounts that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to be maintained intact.

**Restricted** – amounts that can be spent only for specific purposes because of constitutional provisions, charter requirements or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

**Committed** – amounts that can be used only for specific purposes determined by a formal action of the City Council. The City Council is the highest level of decision making for the City. Commitments may be established, modified, or rescinded only through resolutions approved by the City Council.

**Assigned** – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the City’s general procedure, only the City Council may assign amounts for specific purposes.

**Unassigned** – all other spendable amounts.

As of September 30, 2015, fund balances are composed of the following:

<b>Restricted for:</b>	
Downtown redevelopment	\$ 206,972
Roads and streets, operating	659,070
Roads and streets, capital projects	958,004
Public safety	53,472
<b>Committed for:</b>	
Public safety	12,113
Infrastructure	56,247
Cemetery perpetual care	53,403
Tree fund	1,048
Emergency reserve	11,211
<b>Assigned for:</b>	
Capital improvements, public safety, buildings	156,748
Unassigned	412,607
	<u>\$ 2,580,895</u>

When an expenditure is incurred for purposes to which both restricted and unrestricted fund balance is available, the City considered restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the City Commission has provided otherwise in its commitment or assignment actions.

**B. Proprietary Funds**

Restrictions of equity show amounts that are not appropriated for expenditure or are legally restricted for specific uses.

As of September 30, 2015, net position balances are composed of the following:

	<u>Amount</u>
Invested in capital assets, net	\$ 11,813,111
Restricted, debt service	812,196
Restricted, capital projects	1,649,863
Unrestricted (deficit)	(50,408)
	<u>\$ 14,224,762</u>

## **Cash and Cash Equivalents**

For purposes of the statement of cash flows, the enterprise funds consider all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

## **NOTE 2. CASH DEPOSITS AND INVESTMENTS**

For the fiscal year ending September 30, 2015, the City is required to utilize a new financial statement disclosure standard issued by GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, which required additional disclosures concerning investment and deposit risk as stated below.

### **Pooled Cash and Investments**

The City maintains a cash and investment pool, which carries substantially all cash and investments of the City, and is used by all funds except the pension trust funds. Each fund's portion of the pool is displayed in the accompanying financial statements as "Cash and Investments". The cash and investments of the pension trust funds are held separately from those other funds of the City.

### **Cash Deposits**

Chapter 280 of the *Florida Statutes* requires, in general, that all public deposits (including those of the City) be made in qualified public depositories within the state of Florida. Per statute, no qualified public depository may hold public deposits exceeding 10% of that qualified public depository's total deposits received in this state, or 10% of the total public deposits held by all qualified public depositories of the same type. Additionally, no qualified public depository may accept or retain any public deposit in excess of deposit insurance limits unless it pledges eligible collateral having a market value equal to 50% of the public deposits held by the depository.

In the event of a default or insolvency of a qualified public depository, the loss to public depositors shall be satisfied, first through any applicable deposit insurance and then through the sale of securities pledged by the defaulting depository. If the loss to public depositors is not covered by such insurance or the proceeds of such sale, the State Treasurer shall provide coverage of the remaining loss by assessment against the other qualified public depositories of the same type as the depository in default.

All of the City's cash deposits (excluding investments) at September 30, 2015, were held by qualified public depositories within the state of Florida and are considered to be fully insured. Total deposits as of September 30, 2015, are \$5,479,548.

### **Restricted Cash**

Customer deposits, renewal and replacement, and unspent use benefit fees are shown as restricted cash due to legal limitations imposed on them.

### **Investments**

Investments are recorded in all funds of the City at fair value. The deposits and investments of the pension trust funds are held separately from those of other City funds and are recorded at fair value.

The City's investment policy allows the City to invest surplus money in instruments provided by *Florida Statutes*. Among them are U.S. Treasury bills, bonds, notes and their derivatives, federal agency securities, local government surplus trust fund, domestic time deposits, bankers acceptance notes, repurchase agreements, federal securities trusts, collateralized mortgage obligations, assets-backed securities, taxable and tax-exempt securities, and mortgage securities mutual funds.

As of September 30, 2015, the City had the following investments and maturities:

<u>Investment</u>	<u>Fair Value</u>
State Board of Administration (SBA)	
Local Government Surplus Funds Trust Fund	\$ 145,939
Pension Funds	
Florida Municipal Pension Trust Fund - Firefighters and Police Officers (FMIVT)	2,057,414
Florida Municipal Pension Trust Fund - General Employees (CitiStreet)	<u>1,010,694</u>
Total	3,214,047
Cash deposits	5,479,548
Total cash and investments	<u>\$ 8,693,595</u>

As shown on the accompanying financial statements as:

Cash and investments - entity-wide	\$ 5,625,487
Cash and investments - fiduciary funds	<u>3,068,108</u>
Total cash and investments	<u>\$ 8,693,595</u>

**State Board of Administration**

Investments placed with the State Board of Administration for participation in the Local Government Surplus Funds Trust Fund investment pool created by Sections 218.405 and 218.417, *Florida Statutes*, is not registered with the Securities and Exchange Commission. The local investments operate under the guidelines established by Section 218.415, *Florida Statutes*. The Council's investments in the Pool, which the State Board of Administration indicates is a Securities and Exchange Commission Rule 2a7-like external investment pool, as of September 30, 2015, are similar to money market funds in which shares are owned in the fund rather than the underlying investments. These investments are reported at fair value, which is amortized cost.

**Credit Risk**

Credit risk exists when there is a possibility the issuer or other counterparty to an investment may be unable to fulfill its obligations. GASB Statement No. 40 requires disclosure of credit quality ratings for investments in debt securities as well as investments in external investment pools, money market funds, and other pooled investments of fixed-income securities.

**Florida Municipal Pension Trust Fund – Police and Firefighters Pension Fund**

<i>Fixed Income Funds:</i>	<u>Fitch Rating</u>
FMIVT Broad Market High Quality Bond Fund	AA/V4
FMIVT Core Plus Fixed Income Fund	Not Rated
<i>Equity Funds:</i>	
FMIVT High Quality Growth Portfolio	Not Rated
FMIVT Large Cap Diversified Value Portfolio	Not Rated
FMIVT Russell 1000 Index Portfolio	Not Rated
FMIVT Diversified Small Cap Equity Portfolio	Not Rated

**Florida Municipal Pension Trust Fund – General Employees’ Pension Fund**

<i>Fixed Income Funds:</i>	<u>Fitch Rating</u>
Mellon Stable Value M	Not Rated
Vanguard Intermediate Bond Index	Not Rated
Vanguard Prime Money Market Instal	Not Rated
Vanguard Total Bond Market Index	Not Rated
Vanguard Long-term Treasury	Not Rated
Vanguard Inflation-Protected Securities	Not Rated

**Custodial Credit Risk**

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City’s pension funds are held in the name of an outside party.

**Interest Rate Risk**

Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect an investment’s fair value. GASB Statement No. 40 requires that interest rate risk be stated using a prescribed method.

**Florida Municipal Pension Trust Fund – Police and Firefighters Pension Fund**

<i>Fixed Income Funds:</i>	<u>Average Maturity</u>
FMIvT Broad Market High Quality Bond Portfolio	5.98 years
FMIvT Core Plus Fixed Income Fund	5.41 years

**Florida Municipal Pension Trust Fund – General Employees’ Pension Fund**

<i>Fixed Income Funds:</i>	<u>Average Maturity</u>
Mellon Stable Value M	2.51 years average
Vanguard Intermediate Bond Index	7.30 years average
Vanguard Prime Money Market Instal	Data is not available
Vanguard Total Bond Market Index	7.70 years average
Vanguard Long-term Treasury	24.30 years average
Vanguard Inflation-Protected Securities	8.60 years average

<i>Lifestyle Funds:</i>	
Vanguard Wellington Adm	9.20 years average
Vanguard Target Retirement Income	6.71 years average
Vanguard Target Retirement 2010	6.82 years average
Vanguard Target Retirement 2015	7.16 years average
Vanguard Target Retirement 2020	7.76 years average
Vanguard Target Retirement 2025	7.76 years average
Vanguard Target Retirement 2025	7.76 years average
Vanguard Target Retirement 2030	7.76 years average
Vanguard Target Retirement 2035	7.76 years average
Vanguard Target Retirement 2040	7.76 years average
Vanguard Target Retirement 2045	7.76 years average
Vanguard Target Retirement 2050	7.76 years average
Vanguard Target Retirement 2055	7.76 years average

<b>State Board of Administration Investments</b>	
Surplus Funds Trust Fund Investment Pool	29 day average

### Concentration Risk

If 5% or more of the total assets of the portfolio are invested with issuer, that information per issuer and the percentage of total assets are to be disclosed excluding investments issued or guaranteed by the U.S. government and investments in mutual funds or pools. Since the City's pension funds are invested in pooled funds, the City is excluded from this disclosure.

### NOTE 3. RECEIVABLE AND PAYABLE BALANCES

#### Receivables

Receivables at September 30, 2015 were as follows:

	<u>Accounts</u>	Due from <u>Other Governmental</u> Units	<u>Total</u>
<b>Governmental activities:</b>			
General	\$ 64,542	\$ 74,915	\$ 139,457
<b>Business-type activities;</b>			
Water	91,356	2,460	93,816
Sewer	134,104	113,059	247,163
	<u>\$ 290,002</u>	<u>\$ 190,434</u>	<u>\$ 480,436</u>

#### Payables

	<u>Accounts</u>	Accrued <u>Liabilities</u>	<u>Total</u>
<b>Governmental activities:</b>			
General	\$ 50,527	\$ 61,124	\$ 111,651
Tax Increment Financing District	225	2,344	2,569
<b>Business-type activities;</b>			
Water	16,444	21,510	37,954
Sewer	37,656	25,047	62,703
	<u>\$ 104,852</u>	<u>\$ 110,025</u>	<u>\$ 214,877</u>

## NOTE 5. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2015, was as follows:

	Beginning Balance	Increases	Disposals	Reclassifications /Adjustments	Ending Balance
<b>Governmental Activities</b>					
Capital assets not being depreciated:					
Land and improvements	\$ 3,210,071	\$ -	\$ -	\$ -	\$ 3,210,071
Construction in progress	-	-	-	-	-
Total capital assets not being depreciated	<u>3,210,071</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,210,071</u>
Capital assets being depreciated:					
Buildings	1,087,664	-	(5,412)	-	1,082,252
Improvements other than buildings	840,362	-	-	-	840,362
Furniture, equipment and machinery	2,248,985	15,075	(209,944)	-	2,054,116
Total capital assets being depreciated	<u>4,177,011</u>	<u>15,075</u>	<u>(215,356)</u>	<u>-</u>	<u>3,976,730</u>
Less accumulated depreciation:					
Buildings	(477,219)	(30,358)	5,412	-	(502,165)
Improvements other than buildings	(354,994)	(34,801)	-	-	(389,795)
Furniture, equipment and machinery	(2,097,038)	(69,717)	209,944	-	(1,956,811)
Total accumulated depreciation	<u>(2,929,251)</u>	<u>(134,876)</u>	<u>215,356</u>	<u>-</u>	<u>(2,848,771)</u>
Total capital assets being depreciated, net	<u>1,247,760</u>	<u>(119,801)</u>	<u>-</u>	<u>-</u>	<u>1,127,959</u>
Governmental activities capital assets, net	<u>\$ 4,457,831</u>	<u>\$ (119,801)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,338,030</u>
<b>Business-type activities:</b>					
Capital assets not being depreciated:					
Land and improvements	\$ 274,835	\$ -	\$ -	\$ 4,534	\$ 279,369
Construction in progress	188,747	464,613	-	(102,747)	550,613
Total capital assets not being depreciated	<u>463,582</u>	<u>464,613</u>	<u>-</u>	<u>(98,213)</u>	<u>829,982</u>
Capital assets being depreciated:					
Buildings and Improvements	787,432	-	(22,815)	-	764,617
Improvements other than building	29,702,148	1,072,408	(629,104)	98,214	30,243,666
Machinery and equipment	891,585	-	(165,057)	-	726,528
Total capital assets being depreciated	<u>31,381,165</u>	<u>1,072,408</u>	<u>(816,976)</u>	<u>98,214</u>	<u>31,734,811</u>
Less accumulated depreciation:					
Buildings and Improvements	(1,063,304)	(23,282)	22,815	-	(1,063,771)
Improvements other than building	(5,513,279)	(1,116,110)	629,104	1,398	(5,998,887)
Equipment	(922,909)	(35,045)	165,057	-	(792,897)
Total accumulated depreciation	<u>(7,499,492)</u>	<u>(1,174,437)</u>	<u>816,976</u>	<u>1,398</u>	<u>(7,855,555)</u>
Total capital assets being depreciated, net	<u>23,881,673</u>	<u>(102,029)</u>	<u>-</u>	<u>99,612</u>	<u>23,879,256</u>
Business-type activities capital assets, net	<u>\$ 24,345,255</u>	<u>\$ 362,584</u>	<u>\$ -</u>	<u>\$ 1,399</u>	<u>\$ 24,709,238</u>
<b>Depreciation expense:</b>					
<b>Governmental activities</b>					
General government and administration					\$ 41,283
Public safety					62,226
Physical environment					107
Transportation					8,075
Culture and recreation					23,185
Total depreciation expense - governmental activities					<u>\$ 134,876</u>
<b>Business-type activities</b>					
Water					\$ 264,398
Sewer					910,038
Total depreciation expense - business-type activities					<u>\$ 1,174,436</u>

**NOTE 7. LONG-TERM LIABILITIES**

Long-term liability activity for the year ended September 30, 2015, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
<b>Governmental Activities</b>					
Revenue bonds payable	\$ 3,193,750	\$ -	\$ (175,000)	\$ 3,018,750	\$ 175,000
Compensated absences	145,490	98,124	(121,175)	122,439	79,585
OPEB payable	31,111	3,849	-	34,960	-
Net pension liability	-	154,528	-	154,528	24,023
<b>Total Governmental Activities</b>	<b>\$ 3,370,351</b>	<b>\$ 256,501</b>	<b>\$ (296,175)</b>	<b>\$ 3,330,677</b>	<b>\$ 278,608</b>
<b>Business-type Activities</b>					
State revolving loan	\$ 27,531	\$ -	\$ (13,644)	\$ 13,887	\$ 13,887
Revenue bonds payable	13,437,950	-	(555,710)	12,882,240	570,565
Compensated absences	168,405	55,229	(58,011)	165,623	107,655
OPEB payable	8,888	2,152	-	11,040	-
Net pension liability	-	60,632	-	60,632	9,342
<b>Total business-type activities</b>	<b>\$ 13,642,774</b>	<b>\$ 118,013</b>	<b>\$ (627,365)</b>	<b>\$ 13,133,422</b>	<b>\$ 701,449</b>

**A. Governmental Activities**

**Telecommunications Revenue Bonds**

On November 18, 2010, the City closed on bond issues from Regions Bank in the amounts of \$3,300,000 and \$2,200,000 with terms ranging to 15 years. These proceeds were utilized to construct the City's telecommunications utility. Although certain general revenues were pledged on this debt, the City anticipated full repayment to be made from future telecommunications revenues. In November 2012, the City refinanced the bond in the amount of \$2,200,000, extending repayment from five years to 10 years, with an interest rate of 3.20%, requiring a down payment of \$275,000. The City was also issued a line of credit from Regions Bank in the amount of \$1,850,000 with the terms due in one year. These proceeds were utilized to cover operating expenses of the City's telecommunications utility. At September 30, 2013 the balance on this loan was \$1,650,000. In November 2012, the City signed an extension which required a down payment of \$200,000 with the remaining balance plus interest due on November 1, 2013. On March 31, 2014, the City signed a settlement agreement which restructured the debt to a total amount due of \$3,468,750. A new payment schedule provided for a payment of \$200,000 due no later than April 1, 2014, followed by another payment of \$75,000 due no later than September 1, 2014. Subsequent payments in the amount of \$43,750 shall be paid quarterly beginning on December 31, 2014 and continue through and including December 31, 2032. The effective interest rate is 0.0%. The terms of this arrangement are contingent upon timely payments. Maturity on this bond agreement for the years ending September 30, is as follows:

September 30	Principal	Interest	Total
2016	\$ 175,000	\$ -	\$ 175,000
2017	175,000	-	175,000
2018	175,000	-	175,000
2019	175,000	-	175,000
2020	175,000	-	175,000
2021 - 2025	875,000	-	875,000
2026 - 2030	875,000	-	875,000
2031 - 2033	393,750	-	393,750
	<u>\$ 3,018,750</u>	<u>\$ -</u>	<u>\$ 3,018,750</u>

This debt service is budgeted and paid from General Fund revenues.

## B. Business-type Activities

### Water/Sewer Improvement Revenue Bonds

On December 27, 2010, the City closed on a bond issue from Regions Bank in the total amount of \$7,952,033. The proceeds of the bond issue were used to retire the USDA financing totaling \$559,000 with the balance used in the ongoing sewer improvement project. In February 2013, the City entered into an extension agreement with Regions Bank in order to facilitate the remaining draw down of the revenue bonds. This balance is to be used in ongoing sewer and water improvement projects. Maturity of this bond agreement for the years ending September 30, are as follows:

#### Revenue Bond 2010A

<u>September 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$ 22,286	\$ 15,328	\$ 37,614
2017	23,041	14,559	37,600
2018	23,822	13,765	37,587
2019	24,630	12,944	37,574
2020	25,465	12,095	37,560
2021 - 2025	140,872	46,695	187,567
2026	203,170	3,444	206,614
	<u>\$ 463,286</u>	<u>\$ 118,830</u>	<u>\$ 582,116</u>

#### Revenue Bond 2013

<u>September 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$ 278,279	\$ 221,700	\$ 499,979
2017	287,713	212,106	499,819
2018	297,466	202,188	499,654
2019	307,550	191,933	499,483
2020	317,977	181,330	499,307
2021 - 2025	1,759,070	734,593	2,493,663
2026	3,430,899	58,144	3,489,043
	<u>\$ 6,678,954</u>	<u>\$ 1,801,994</u>	<u>\$ 8,480,948</u>

On December 30, 2011, the City closed on a bond issue from Branch Bank & Trust Company in the amount of \$6,500,000. The proceeds of the bond were used in the ongoing sewer improvement project, as well as improvements to the water system. The bond is payable in 10 payments to include 2.64% interest beginning June 1, 2012 and semiannually thereafter on each June 1 and December 1 of each year up to and including maturity on December 1, 2016.

#### Branch Bank & Trust Bond

<u>September 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$ 270,000	\$ 147,972	\$ 417,972
2017	5,470,000	72,204	5,542,204
	<u>\$ 5,740,000</u>	<u>\$ 220,176</u>	<u>\$ 5,960,176</u>

#### State Revolving Loan (SRL)

In 2005, the City obtained a construction loan from the Florida Department of Environmental Protection for \$3,056,000. The proceeds were used for Phase 1 of a large sewer project to upgrade the system. In 2007, the loan was amended to include the construction cost of Phase 2 in the amount of \$2,292,642. The loan is collateralized by net revenues of the sewer utility fund. A

February 2007, the City began making semiannual loan repayments with interest of 1.91% for Phase 1 and 1.77% for Phase 2 over the next twenty years. An amendment in July of 2011 reduced the amount of the loan by \$1,546,868. The City continued making semiannual loan repayments. The balance of this loan is \$13,887 as of September 30, 2015. The City expects to pay this remaining amount due subsequently to the fiscal year end.

#### Annual Requirements to Retire Long-term Debt

Maturities of long-term debt for the years ending September 30, are as follows:

Year	Business-type Activities		Total Interest	Total Debt Service
	Principal			
	Bonds	SRL		
2016	\$ 570,565	\$ 13,887	\$ 385,245	\$ 969,697
2017	5,780,754	-	298,870	6,079,624
2018	321,289	-	215,952	537,241
2019	332,180	-	204,876	537,056
2020	343,441	-	193,424	536,865
2021 - 2025	1,899,942	-	781,287	2,681,229
2026	3,634,069	-	61,597	3,695,666
Total	<u>\$12,882,240</u>	<u>\$ 13,887</u>	<u>\$ 2,141,251</u>	<u>\$15,037,378</u>

#### NOTE 8. LEGAL COMPLIANCE AND ACCOUNTABILITY

At year end, the Water Fund had a deficit net position of \$151,068. This deficit was the result of prior year operating income insufficient to cover operating expenses related to annual depreciation on assets. In addition, the City lost a lawsuit against them which resulted in a significant loss being recorded in the Water and Sewer Fund. This deficit was significantly reduced by current year operating income resulting in a change in net position of \$298,949. The remaining deficit is expected to be fully recovered by the subsequent fiscal year operations.

#### NOTE 9. OPERATING LEASES

The City has various operating leases for office equipment under non-cancellable operating lease agreements. Lease expenditures for the year ended September 30, 2015, amounted to \$7,732. The future minimum lease payments for leases are as follows:

Year ending September 30,	Amount
2016	\$ 8,272
2017	5,151
2018	5,151
2019	3,123
	<u>\$ 21,697</u>

#### NOTE 10. DEFINED BENEFIT/DEFINED CONTRIBUTION PENSION PLANS

##### Florida Retirement System

**General Information** - All full-time employees of the City hired prior to January 1, 1996, participate in the Florida Retirement System (FRS). As provided by Chapters 121 and 112, Florida Statutes, the FRS provides two cost sharing, multiple employer defined benefit plans administered by the Florida Department of Management Services, Division of Retirement, including the FRS Pension Plan ("Pension Plan") and the Retiree Health Insurance Subsidy ("HIS Plan"). Under Section

121.4501, Florida Statutes, the FRS also provides a defined contribution plan ("Investment Plan") alternative to the FRS Pension Plan, which is administered by the State Board of Administration ("SBA"). As a general rule, membership in the FRS is compulsory for all employees working in a regularly established position for a state agency, county government, City school board, state university, community college, or a participating city or special City within the State of Florida. The FRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits are established by Chapter 121, Florida Statutes, and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida State Legislature.

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or from the Web site: [www.dms.myflorida.com/workforce\\_operations/retirement/publications](http://www.dms.myflorida.com/workforce_operations/retirement/publications).

#### **A. Pension Plan**

**Plan Description** – The Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program ("DROP") for eligible employees.

**Benefits Provided** - Benefits under the Pension Plan are computed on the basis of age, average final compensation, and service credit. For Pension Plan members enrolled before July 1, 2011, Regular class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Vested members with less than 30 years of service may retire before age 62 and receive reduced retirement benefits. Special Risk Administrative Support class members who retire at or after age 55 with at least six years of credited service or 25 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Special Risk class members (sworn law enforcement officers, firefighters, and correctional officers) who retire at or after age 55 with at least six years of credited service, or with 25 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 3.0% of their final average compensation based on the five highest years of salary for each year of credited service. Senior Management Service class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 2.0% of their final average compensation based on the five highest years of salary for each year of credited service. Elected Officers' class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 3.0% (3.33% for judges and justices) of their final average compensation based on the five highest years of salary for each year of credited service.

For Plan members enrolled on or after July 1, 2011, the vesting requirement is extended to eight years of credited service for all these members and increasing normal retirement to age 65 or 33 years of service regardless of age for Regular, Senior Management Service, and Elected Officers' class members, and to age 60 or 30 years of service regardless of age for Special Risk and Special Risk Administrative Support class members. Also, the final average compensation for all these members will be based on the eight highest years of salary.

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the Pension Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is three percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of three percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by three percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

In addition to the above benefits, the DROP program allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed 60 months after electing to participate. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants

**Contributions** – Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute three percent of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1 of each year. The employer contribution rates by job class for the periods from October 1, 2014 through June 30, 2015 and from July 1, 2015 through September 30, 2015, respectively, were as follows: Regular—7.37% and 7.26%; Special Risk Administrative Support—42.07% and 32.95%; Special Risk—19.82% and 22.04%; Senior Management Service—21.14% and 21.43%; Elected Officers’—43.24% and 42.27%; and DROP participants—12.28% and 12.88%. These employer contribution rates include 1.26% and 1.66% HIS Plan subsidy for the periods October 1, 2014 through June 30, 2015 and from July 1, 2015 through September 30, 2015, respectively.

The City’s contributions, including employee contributions, to the Pension Plan totaled \$24,148 for the fiscal year ended September 30, 2015.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** – At September 30, 2015, the City reported a liability of \$124,862 for its proportionate share of the Pension Plan’s net pension liability. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2015. The City’s proportionate share of the net pension liability was based on the City’s 2014-15 fiscal year contributions relative to the 2013-14 fiscal year contributions of all participating members. At June 30, 2015, the City’s proportionate share was 0.000966695 percent, which was an increase (decrease) of (0.000024461) percent from its proportionate share measured as of June 30, 2014.

For the fiscal year ended September 30, 2015, the City recognized pension expense of \$10,020. In addition the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 13,182	\$ 2,961
Changes in assumptions	8,287	-
Net difference between projected and actual earnings on Pension Plan investments	-	29,775
Changes in proportion and differences between City Pension Plan contributions and proportionate share of contributions	-	26,192
City Pension Plan contributions subsequent to the measurement date	5,389	-
<b>Total</b>	<b>\$ 26,858</b>	<b>\$ 58,928</b>

The deferred outflows of resources related to the Pension Plan, totaling \$5,389 resulting from City contributions to the Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

Fiscal Year Ending September 30	Amount
2016	(32,723)
2017	(32,723)
2018	(32,723)
2019	48,768
2020	9,471
Thereafter	2,472
	<b>\$ (37,459)</b>

**Actuarial Assumptions** – The total pension liability in the July 1, 2015 actuarial valuation was determined using the following actuarial assumption, applied to all period included in the measurement:

Inflation	2.60 %
Salary increases	3.25%, average, including inflation
Investment rate of return	7.65%, net of pension plan investment expense, including inflation

Mortality rates were based on the Generational RP-2000 with Projection Scale BB tables.

The actuarial assumptions used in the July 1, 2015 valuation were based on the results of an actuarial experience study for the period July 1, 2008 through June 30, 2013 completed in 2014.

The long-term expected rate of return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates

of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation (1)	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.00%	3.11%	3.10%	1.65%
Intermediate - Term Bonds	18.00%	4.18%	4.05%	5.15%
High Yield Bonds	3.00%	6.79%	6.25%	10.95%
Broad U.S. Equities	26.50%	8.51%	6.95%	18.90%
Developed Foreign Entities	21.20%	8.66%	6.85%	20.40%
Emerging Market Equities	5.30%	11.58%	7.60%	31.15%
Private Equity	6.00%	11.80%	8.11%	30.00%
Hedge Funds/Absolute Return	7.00%	5.81%	5.35%	10.00%
Real Estate (Property)	12.00%	7.11%	6.35%	13.00%
<b>Total</b>	<b>100.00%</b>			
Assumed Inflation - Mean		2.60%		2.00%

(1) As outlined in the Pension Plan's investment policy

**Discount Rate** - The discount rate used to measure the total pension liability was 7.65%. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation the total pension liability is equal to the long-term expected rate of return.

**Sensitivity of the City's Proportionate Share of the Net Position Liability to Changes In the Discount Rate** - The following represents the City's proportionate share of the net pension liability calculated using the discount rate of 7.65%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.65%) or one percentage point higher (8.65%) than the current rate:

	1% Decrease (6.65%)	Current Discount Rate (7.65%)	1% Increase (8.65%)
City's proportionate share of the net pension liability	\$ 323,545	\$ 124,862	\$ (40,475)

**Pension Plan Fiduciary Net Position** - Detailed information regarding the Pension Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

**Payables to the Pension Plan** - At September 30, 2015, the City had \$2,385 payable for outstanding contributions to the Pension Plan required for the fiscal year ended September 30, 2015.

## B. HIS Plan

**Plan Description** - The HIS Plan is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida legislature at any time. The benefit is a monthly payment to assist retirees of State-administered

retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

**Benefits Provided** – For the fiscal year ended September 30, 2015, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month. To be eligible to receive these benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

**Contributions** – The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended September 30, 2015, the HIS contribution for the period October 1, 2014 through June 30, 2015 and from July 1, 2015 through September 30, 2015 was 1.26% and 1.66%, respectively. The City contributed 100% of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

The City's contributions to the HIS Plan totaled \$3,608 for the fiscal year ended September 30, 2015.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** – At September 30, 2015, the City reported a liability of \$90,298 for its proportionate share of the HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2015. The City's proportionate share of the net pension liability was based on the City's 2014-15 fiscal year contributions relative to the 2013-14 fiscal year contributions of all participating members. At June 30, 2015, the City's proportionate share was 0.000885410 percent, which was an increase (decrease) of (0.000019486) percent from its proportionate share measured as of June 30, 2014.

For the fiscal year ended September 30, 2015, the City recognized pension expense of \$1,497. In addition the City reported deferred outflows of resources and deferred in flows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ -
Changes in assumptions	7,104	-
Net difference between projected and actual earnings on HIS Plan investments	9	-
Changes in proportion and differences between City HIS Plan contributions and proportionate share of contributions	-	2,232
City HIS Plan contributions subsequent to the measurement date	1,022	-
<b>Total</b>	<b>\$ 8,135</b>	<b>\$ 2,232</b>

The deferred outflows of resources related to the HIS Plan, totaling \$1,022 resulting from City contributions to the HIS Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the HIS Plan will be recognized in pension expense as follows:

Fiscal Year Ending September 30	Amount
2016	\$ 844
2017	844
2018	844
2019	837
2020	834
Thereafter	677
	\$ 4,881

**Actuarial Assumptions** - The total pension liability in the July 1, 2015, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60 %
Salary increases	3.25%, average, including inflation
Municipal bond rate	4.29 %

Mortality rates were based on the Generational RP-2000 with Projection Scale BB tables.

The actuarial assumptions used in the July 1, 2015, valuation were based on the results of an actuarial experience study for the period July 1, 2008 through June 30, 2013.

**Discount Rate** - The discount rate used to measure the total pension liability was 4.29%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

**Sensitivity of the City's Proportionate Share of the Net Position Liability to Changes In the Discount Rate** - The following represents the City's proportionate share of the net pension liability calculated using the discount rate of 4.29%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (3.29%) or one percentage point higher (5.29%) than the current rate:

	1% Decrease (3.29%)	Current Discount Rate (4.29%)	1% Increase (5.29%)
City's proportionate share of the net pension liability	\$ 102,890	\$ 90,298	\$ 79,798

**Fiduciary Net Position** - Detailed information regarding the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

**Payables to the Pension Plan -** At September 30, 2015, the City had \$356 payable for outstanding contributions to the HIS Plan required for the fiscal year ended September 30, 2015.

### **C. Investment Plan**

The SBA administers the defined contribution plan officially titled the FRS Investment Plan. The investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. City employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected City Officers, etc.), as the Pension Plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.04 percent of payroll and by forfeited benefits of plan members. Allocations to the investment member's accounts during the 2014-15 fiscal year, as established by Section 121.72, Florida Statutes, are based on a percentage of gross compensation, by class, as follows: Regular class 6.30%, Special Risk Administrative Support class 7.95%, Special Risk class 14.00%, Senior Management Service class 7.67% and City Elected Officers class 11.34%.

For all membership classes, employees are immediately vested in their own contributions and are vested after one year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the Pension Plan is transferred to the Investment Plan, the member must have the years of service required for Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to five years. If the employee returns to FRS-covered employment within the five-year period, the employee will regain control over their account. If the employee does not return within the five-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended September 30, 2015, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the City.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The City did not have any participants in the Investment Plan for the fiscal year ended September 30, 2015.

### **Florida State Retirement System Opt-Out**

In December 1995, the City Council approved opting out of the Florida State Retirement System effective with all new employees hired after January 1, 1996. City employees covered under the System at December 31, 1995, will continue to participate in the System and the City will continue to make contributions on their behalf.

### **Florida Municipal Pension Trust Fund (Defined Contribution Plan)**

In January 1996, the City adopted the Florida Municipal Pension Trust Fund Pension Plan administered by the Florida League of Cities. The plan is available to all general employees hired beginning January 1, 1996, and who have remained employed for at least six months. The City will contribute 6% of the eligible employee's salary. Additionally, the City will contribute 1% for each 1% the employee contributes for a maximum of 12% of employer contribution.

Employee contributions are voluntary and have certain contribution limits. Vesting in the plan is determined by the number of years of service. Employees vest at 25% at two years of service increasing incrementally by 25% each year thereafter. Vesting of 100% occurs at five years.

At September 30, 2015, there were 33 active members in the plan.

### **Florida Municipal Pension Trust Fund (Defined Benefit Plan)**

#### **Plan Description**

In January 1996, the City adopted the Florida Municipal Pension Trust Fund Pension Plan administered by the Florida League of Cities. The plan is available to all full-time police officers and full-time firefighters hired by the City beginning January 1, 1996. Eligibility becomes immediate after hire date.

The firefighters' and police officers' pension plan covers all full-time officers and firefighters. Members of the firefighters' and police officers' pension plan do not vest in their pension benefits until they have completed ten years of service. Firefighters and police officers that retire at the earlier age of fifty-five and have completed ten years of service, or age fifty-two and twenty-five years of credited service are entitled to a monthly retirement benefit, payable for life or a minimum of ten years, in an amount equal to 2% of their final monthly compensation for years served and purchased before October 1, 2011, and 2.5% of their final monthly compensation for years served and purchased after September 30, 2011. The plan also provides for death and disability benefits. Administrative costs are financed through investment earnings.

#### **Contributions**

Firefighters and police officers were required to contribute 1% of their annual salary to the plan for the year ended September 30, 2015. The City is required to contribute the remaining amounts necessary to fund the plan, using the actuarial determined amounts. Insurance excise taxes remitted by the state to the pension plan are available to offset City contributions up to the 1997 base amount. The increment above the base amount is to provide extra benefits to the firefighters and police officers.

As of the most recent actuarial reports dated October 1, 2013, the plan had the following number of participants:

Active	13
Retired, disabled, vested terminations and beneficiaries	<u>7</u>
Total number of participants	<u><u>20</u></u>

### Annual Pension Costs and Net Pension Liability

#### Net Pension Liability as of October 1, 2013

Total pension liability	\$ 934,534
Less fiduciary net position	<u>(1,632,551)</u>
Net pension liability (excess)	<u><u>\$ (698,017)</u></u>

The City's annual pension costs and net pension obligation to the Firefighters' and Police Officers' Defined Benefit Plan based on the most recent actuarial information (valuation date October 1, 2013) was as follows:

Service cost	\$ 106,900
Other recognized changes in net pension liability:	
Expected interest growth	(47,703)
Investment gain/loss	-
Demographic gain/loss	-
Employee contributions	(6,149)
Benefit payments and refunds	-
Administrative expense	10,761
Changes in benefit terms	-
Assumption changes	-
Pension expense	<u><u>\$ 63,809</u></u>

#### Other Pension Plan Information

The annual required contribution for the current year was determined as part of the October 1, 2013. The actuarial assumptions include the following:

- Interest (or Discount) Rate – 8.07% per annum (3.59% per annum is attributable to long-term inflation)
- Salary Increases – Plan compensation is assumed to increase at the rate of 4% per annum, unless actual plan compensation is known for a prior plan year.
- Cost-of-living increases – None assumed
- Mortality basis – Sex-distinct rates set forth in the RP-2000 Mortality Table for annuitants, projected to 2015 by Scale AA, as published in the Internal Revenue Service for purpose of Internal Revenue Code section 430; future generational improvements in mortality have not been reflected.
- Retirement – Retirement is assumed to occur at the most valuable retirement age.
- Decrements – None assumed
- Non-investment expense – 1.75% of future payroll
- Future contributions – Contributions from the employer and employees are assumed to be made as legal required; employer contributions are assumed equal to \$82,861 for the fiscal year.
- Changes – The actuarial assumptions did not change from the prior measurement date since GASB 67 is first effective for this measurement period.

**Determination of the Long-Term Expected Rate of Return on Plan Assets**

<u>Investment Category</u>	<u>Target Allocation</u>	<u>Expected Long-term Real Return</u>
Core bonds	16.00%	2.29% per annum
Multi-sector	24.00%	2.78% per annum
U.S. large cap equity	39.00%	5.68% per annum
U.S. small cap equity	11.00%	6.24% per annum
Non-U.S. equity	10.00%	5.44% per annum
Statistical or weighted arithmetic average	100.00%	4.48% per annum

**Comparison of Net Pension Liability Using Alternate Discount Rates**

	<u>Discount Rate Minus 1.00%</u>	<u>8.07% Discount Rate</u>	<u>Discount Rate Plus 1.00%</u>
Total pension liability	1,060,610	934,534	813,812
Less fiduciary net position	(1,632,551)	(1,632,551)	(1,632,551)
Net pension liability	<u>\$ (571,941)</u>	<u>\$ (698,017)</u>	<u>\$ (818,739)</u>

**Schedule of Changes in Pension Plan Net Position as of September 30, 2015**

	<u>Pension Trust Funds</u>		
	<u>General Employees</u>	<u>Special Risk</u>	<u>Total</u>
<b>Assets</b>			
Cash and Investments	\$ 1,010,694	\$ 2,019,830	\$ 3,030,524
Total assets	<u>1,010,694</u>	<u>2,019,830</u>	<u>3,030,524</u>
<b>Total liabilities</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net assets</b>			
Reserved for:			
Employees' pension benefits	1,010,694	2,019,830	3,030,524
Total liabilities and net assets	<u>\$ 1,010,694</u>	<u>\$ 2,019,830</u>	<u>\$ 3,030,524</u>
<b>Additions</b>			
Contributions:			
Employer	\$ 84,767	\$ 21,302	\$ 106,069
(Forfeitures applied)	(58,627)	-	(58,627)
Net employer contributions	26,140	21,302	47,442
State	-	38,556	38,556
Employee	52,514	4,766	57,280
Total contributions	<u>78,654</u>	<u>64,624</u>	<u>143,278</u>
Investment income	354	69	423
Less: Investment management fees	-	-	-
Net investment income*	354	69	423
Total additions	<u>79,008</u>	<u>64,693</u>	<u>143,701</u>
<b>Deductions</b>			
Pension benefit payment and refunds	68,705	23,899	92,604
General and administrative	5,788	10,280	16,068
Total deductions	<u>74,493</u>	<u>34,179</u>	<u>108,672</u>
Increase (decrease) in fiduciary net assets	<u>4,515</u>	<u>30,514</u>	<u>35,029</u>
<b>Net assets reserved for employees pension benefit</b>			
Beginning of year	1,006,179	2,026,900	3,033,079
End of year	<u>\$ 1,010,694</u>	<u>\$ 2,057,414</u>	<u>\$ 3,068,108</u>

**Other Post-Employment Benefits (OPEB)**

Pursuant to Section 112.0801, *Florida Statutes*, The City is required to permit participation in the single-employer health insurance program (the "Plan") by retirees and their eligible dependents at

a cost to the retiree that is no greater than the cost at which coverage is available for active employees.

Based on Governmental Accounting Standards Board (GASB) approval of Statement Nos. 43 and 45 which set forth the guidelines and a future implementation timetable for reporting and disclosure of Other Post-Employment Benefits (OPEB), the City had an actuary calculate future funding requirements using an appropriate actuarial cost method. The valuation was performed as of October 1, 2011 and covers the subsidies for medical and life insurance benefits. The City has elected to implement the provisions of GASB Statement No. 45 prospectively. The City's annual OPEB cost for the Plan is calculated based on the annual required contribution of the employer, an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The projected unit credit cost method was used to determine all liabilities, with the liability for each active employee assumed to accrue over the working lifetime based on elapsed time from the date of hire until retirement.

**Plan Description.** The City provides optional post-employment benefits to all eligible individuals including lifetime medical, prescription, dental, and certain life insurance coverage. Eligible individuals include all regular employees of the City of Dunnellon who retire from active service under one of the pension plans sponsored by the City. Under certain conditions, eligible individuals also include spouses and dependent children. The Plan does not issue a publicly available financial report.

**Funding Policy.** The City Council is authorized to establish benefit levels and approve the actuarial assumptions used in the determination of contributions levels. The City Council establishes the contributions requirements of plan members and the City. These contributions are neither mandated nor guaranteed. The retiree contributes the premium cost each month. Spouses and other dependents are also eligible for coverage, although the retiree pays the premium cost.

Retirees must pay a monthly premium as determined by the insurance carrier. The premium varies depending on whether the retiree elects single, single plus spouse, single plus dependents, or family coverage.

Currently, the City's subsidy to OPEB benefits is unfunded. There are no separate Trust Funds or equivalent arrangements into which the City makes contributions to advance-fund the OPEB obligations, as it does for its retiree pension plans. The City's cost of the OPEB benefits, funded on a pay-as-you-go basis, was \$6,000 for the year ended September 30, 2015.

The ultimate implicit and explicit subsidies which are provided over time are financed directly by general assets of the City, which are invested in short-term fixed income instruments according to its current investment policy. The City selected an interest discount rate of 4.00% per annum, which is the long-range expected return on such short-term fixed income instruments, to calculate the present values and costs of the OPEB. This is consistent with GASB Statement No. 45 guidelines.

Significant Actuarial Assumptions and methods used to estimate the OPEB liability are as follows:

Valuation date.....	July 1, 2014
Actuarial cost method.....	Project unit credit
Amortization method.....	Level-dollar credit
Amortization period.....	10 year, open
Assumes rate of return on investments.....	4.00% per annum (includes inflation at 2.75% per annum)

Assumed healthcare cost trend rates:

Healthcare cost trend rate(s):

	<u>Insurance Premiums</u>
Select rates	7.50% for 1014/15 graded to 5.17% for 2018/19
Ultimate rate	5.00% per annum

**Actuarial Methods.** The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Projections of benefits for financial reporting purposes are based on the substantive Plan (the Plan as understood by the employer and Plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and Plan members to that point. Actuarial calculations reflect a long-term perspective and the methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets.

**Annual OPEB cost and Net OPEB Obligation.** The City's annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize the actuarial liabilities (or funding excess) over a period not to exceed 10 years. The City's annual OPEB cost for the fiscal year was \$6,000.

The City's annual OPEB cost and the net OPEB obligation for the fiscal year ended September 30, 2015 is as follows:

Annual required contribution (ARC).....	\$ 12,000
Interest on the net OPEB obligation.....	2,000
Adjustment to the ARC.....	<u>(5,000)</u>
	9,000
Employer contributions.....	(3,000)
Interest on employer contributions.....	<u>-</u>
	6,000
Net OPEB obligation - beginning of year.....	<u>40,000</u>
Net OPEB obligation - end of year.....	<u>\$ 46,000</u>

The City's percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation for the fiscal year ended September 30, 2015 is as follows:

A. Schedule of Employer Contributions

<u>Year Ended September 30</u>	<u>ARC</u>	<u>% Contributed</u>	<u>Annual OPEB Cost</u>	<u>% Contributed</u>
2013	\$ 12,000	0%	\$ 9,000	0%
2014	12,000	0%	9,000	0%
2015	12,000	0%	9,000	0%

The 2014 contribution represented 25% of the annual required contribution. The actuarial valuation for the Plan was done as of July 1, 2014. Thereafter, actuarial valuations will be done bi-annually.

As of July 1, 2014, the most recent actuarial valuation date, the Plan was unfunded. The actuarial accrued liability for benefits was \$41,000, and the actuarial value of assets was \$-0-, resulting in an unfunded actuarial accrued liability (UAAL) of \$41,000.

The following Schedule of Funding Progress presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**B. Schedule of Funding Progress**

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL) (2) - (1)	Funded Ratio (1) - (2)	Covered Payroll	UAAL As % of Covered Payroll (3) - (4)
October 1, 2010	\$ -	\$98,000	\$98,000	0.0%	\$1,445,000	6.8%
November 1, 2012	-	38,000	38,000	0.0%	2,107,000	1.8%
July 1, 2014	-	41,000	41,000	0.0%	2,219,000	1.8%

**NOTE 11. COMMITMENTS AND CONTINGENCIES**

**Grants and Loans**

Under the terms of federal and state grants and loans, periodic audits are required and certain costs may be questioned as not allowable as expenditures under the terms of the grants which could lead to reimbursement to the grantor agencies. City management believes disallowances, if any, will not be material.

**NOTE 12. RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the City carries commercial insurance. Insurance against losses are provided through the Florida League of Cities, Inc., and Preferred Government Insurance Trust for the following types of risk:

- Workers' Compensation and employer's liability
- General and automobile liability
- Real and personal property damage
- Public officials' liability
- Accidental death and dismemberment
- Dishonesty bond

The City's coverage for workers' compensation is under a retrospectively rated policy. Premiums are accrued based on the ultimate cost to-date of the City's experience for this type of risk.

The City is covered for health insurance under a group policy with a commercial carrier with premiums reassessed annually.

**NOTE 13. SEGMENT INFORMATION FOR WATER AND SEWER ENTERPRISE FUNDS**

Segment information for the Water and Sewer Enterprise Funds are available in the basic financial statements and notes to the financial statements.

**NOTE 14. LITIGATION**

The City is defendant in various pending or threatened litigation. Although the outcome of these lawsuits is not presently determinable, in the opinion of the City Attorney, the resolution of these matters will not have a material adverse effect on the financial condition of the City.

**NOTE 15. PRIOR PERIOD ADJUSTMENT – RESTATEMENT OF BEGINNING NET POSITION**

The implementation of GASB 68 requires employers participating in cost-sharing defined benefit pension plans to report their proportionate share of the total net pension liability and deferred outflows/inflows of resources for the plan on their government-wide financial statements. This resulted in the following adjustments:

Deferred outflows	\$	19,599
Deferred inflows		(133,766)
Net pension liability		(145,085)
Net position		259,252
	\$	<u>          </u>

**REQUIRED SUPPLEMENTARY INFORMATION**

**CITY OF DUNNELLON, FLORIDA**  
**GOVERNMENTAL FUND - GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**For the Fiscal Year Ended September 30, 2015**

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
<b>Revenues</b>				
<b>Taxes</b>				
Ad valorem	\$ 904,335	\$ 904,335	\$ 906,265	\$ 1,930
Local option gas tax	287,769	287,769	301,519	13,750
Franchise tax:				
Electricity	165,000	165,000	193,097	28,097
Communication service tax	111,388	111,388	97,230	(14,158)
Utility tax :				
Electricity	214,200	214,200	227,924	13,724
Propane	24,432	24,432	28,488	4,056
<b>Total taxes</b>	<b>1,707,124</b>	<b>1,707,124</b>	<b>1,754,523</b>	<b>47,399</b>
<b>Licenses and permits</b>				
Professional and occupational	23,139	23,139	24,156	1,017
Building permits	44,628	44,628	114,188	69,560
Other licenses and permits	7,980	7,980	21,635	13,655
<b>Total licenses and permits</b>	<b>75,747</b>	<b>75,747</b>	<b>159,979</b>	<b>84,232</b>
<b>Intergovernmental revenue</b>				
State, federal and local grants	1,620	1,620	9,551	7,931
State shared revenues:				
State revenue sharing	59,478	59,478	60,106	628
Mobile home licenses	7,954	7,954	7,478	(476)
Alcoholic beverage licenses	4,123	4,123	5,415	1,292
Local government one-half cent sales tax	107,472	107,472	111,052	3,580
Motor fuel tax	19,678	19,678	19,585	(93)
Motor fuel tax rebate	2,000	2,000	2,805	805
<b>Total intergovernmental revenue</b>	<b>202,325</b>	<b>202,325</b>	<b>215,992</b>	<b>13,667</b>
<b>Charges for services</b>				
Copying and records search	300	300	1,002	702
Garbage and solid waste	164,137	164,137	175,747	11,610
Cemetery fees	1,177	1,177	4,033	2,856
City beach user fees	750	750	716	(34)
Other miscellaneous charges	17,044	17,044	35,928	18,884
<b>Total charges for services</b>	<b>183,408</b>	<b>183,408</b>	<b>217,426</b>	<b>34,018</b>
<b>Fines and forfeitures</b>				
Court fines	75,000	75,000	10,530	(64,470)
Other fines	7,200	7,200	9,063	1,863
<b>Total fines and forfeitures</b>	<b>\$ 82,200</b>	<b>\$ 82,200</b>	<b>\$ 19,593</b>	<b>\$ (62,607)</b>

**CITY OF DUNNELLON, FLORIDA**  
**GOVERNMENTAL FUND - GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
For the Fiscal Year Ended September 30, 2015  
*(Continued)*

	Original Budget	Final Budget	Actual Amounts	Variance With Final Budget Positive (Negative)
Miscellaneous revenue				
Investment earnings	\$ 2,200	\$ 2,200	\$ 8,647	\$ 6,447
Cemetery lots	6,000	6,000	13,683	7,683
Other miscellaneous	20,000	20,000	38,675	18,675
Total miscellaneous revenue	<u>28,200</u>	<u>28,200</u>	<u>61,005</u>	<u>32,805</u>
<b>Total revenues</b>	<u><u>\$ 2,279,004</u></u>	<u><u>\$ 2,279,004</u></u>	<u><u>\$ 2,428,518</u></u>	<u><u>\$ 149,514</u></u>
<b>Expenditures</b>				
<b>General government</b>				
Legislative:				
Personnel services	\$ 41,209	\$ 41,209	\$ 16,623	\$ 24,586
Operating expenses	12,626	12,626	22,622	(9,996)
Capital outlay	10,250	10,250	-	10,250
Debt service	225,000	225,000	175,000	50,000
Total legislative	<u>289,085</u>	<u>289,085</u>	<u>214,245</u>	<u>14,590</u>
Executive:				
Personnel services	19,834	19,834	18,612	1,222
Operating expenses	13,795	13,795	5,659	8,136
Total executive	<u>33,629</u>	<u>33,629</u>	<u>24,271</u>	<u>9,358</u>
Financial and administrative:				
Personnel services	66,161	66,161	62,778	3,383
Operating expenses	63,984	63,984	57,023	6,961
Total Financial and administrative	<u>130,145</u>	<u>130,145</u>	<u>119,801</u>	<u>10,344</u>
Legal counsel:				
Operating expenses	80,000	80,000	107,154	(27,154)
Comprehensive planning:				
Personnel services	43,895	43,720	10,154	33,566
Operating expenses	22,415	22,640	39,673	(17,033)
Total comprehensive planning	<u>66,310</u>	<u>66,360</u>	<u>49,827</u>	<u>16,533</u>
Other general government				
Personnel services	88,173	88,173	84,528	3,645
Operating expenses	29,691	29,691	23,998	5,693
Total other general government	<u>117,864</u>	<u>117,864</u>	<u>108,526</u>	<u>9,338</u>
<b>Total general government</b>	<u><u>\$ 717,033</u></u>	<u><u>\$ 717,083</u></u>	<u><u>\$ 623,824</u></u>	<u><u>\$ 37,352</u></u>

**CITY OF DUNNELLON, FLORIDA**  
**GOVERNMENTAL FUND - GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
For the Fiscal Year Ended September 30, 2015  
*(Continued)*

	Original Budget	Final Budget	Actual Amounts	Variance With Final Budget Positive (Negative)
<b>Expenditures (continued)</b>				
<b>Public safety</b>				
Law enforcement:				
Personnel services	\$ 517,477	\$ 517,477	\$ 533,711	\$ (16,234)
Operating expenses	157,660	157,660	170,066	(12,406)
<b>Total law enforcement</b>	<u>675,137</u>	<u>675,137</u>	<u>703,777</u>	<u>(28,640)</u>
Fire control:				
Personnel services	301,583	301,583	340,317	(38,734)
Operating expenses	54,353	54,353	39,894	14,459
<b>Total fire control</b>	<u>355,936</u>	<u>355,936</u>	<u>380,211</u>	<u>(24,275)</u>
Protective inspections:				
Personnel services	80,832	80,832	31,016	49,816
Operating expenses	38,649	38,599	86,905	(48,306)
<b>Total protective inspections</b>	<u>119,481</u>	<u>119,431</u>	<u>117,921</u>	<u>1,510</u>
<b>Total public safety</b>	<u>1,150,554</u>	<u>1,150,504</u>	<u>1,201,909</u>	<u>(51,405)</u>
<b>Physical environment</b>				
Garbage and solid waste:				
Personnel services	8,307	8,307	8,328	(21)
Operating expenses	140,094	140,094	132,501	7,593
<b>Total garbage and solid waste</b>	<u>148,401</u>	<u>148,401</u>	<u>140,829</u>	<u>7,572</u>
Cemetery:				
Personnel services	16,636	16,636	16,488	148
Operating expenses	4,488	4,488	1,645	2,843
<b>Total Cemetery</b>	<u>21,124</u>	<u>21,124</u>	<u>18,133</u>	<u>2,991</u>
<b>Total physical environment</b>	<u>169,525</u>	<u>169,525</u>	<u>158,962</u>	<u>10,563</u>
<b>Transportation</b>				
Roads and streets:				
Personnel services	227,280	227,280	189,431	37,849
Operating expenses	142,064	142,064	128,597	13,467
Capital Outlay	10,000	10,000	15,075	(5,075)
<b>Total transportation</b>	<u>379,344</u>	<u>379,344</u>	<u>333,103</u>	<u>46,241</u>
<b>Human services</b>				
Animal control:				
Personnel services	13,017	13,017	13,073	(56)
Operating expenses	2,360	2,360	701	1,659
<b>Total human services</b>	<u>\$ 15,377</u>	<u>\$ 15,377</u>	<u>\$ 13,774</u>	<u>\$ 1,603</u>

**CITY OF DUNNELLON, FLORIDA**  
**GOVERNMENTAL FUND - GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
For the Fiscal Year Ended September 30, 2015  
*(Concluded)*

	Original Budget	Final Budget	Actual Amounts	Variance With Final Budget Positive (Negative)
<b>Expenditures (concluded)</b>				
<b>Culture and recreation</b>				
Parks and recreation:				
Personnel services	\$ 19,725	\$ 19,725	\$ 19,971	\$ (246)
Operating expenses	24,563	24,563	15,174	9,389
<b>Total culture and recreation</b>	<u>44,288</u>	<u>44,288</u>	<u>35,145</u>	<u>9,143</u>
<b>Total expenditures</b>	<u>2,476,121</u>	<u>2,476,121</u>	<u>2,366,717</u>	<u>109,404</u>
<b>Excess of revenues over expenditures</b>	<u>(197,117)</u>	<u>(197,117)</u>	<u>61,801</u>	<u>258,918</u>
<b>Net change in fund balance</b>	(197,117)	(197,117)	61,801	258,918
<b>Fund balance, beginning of year</b>	2,312,122	2,312,122	2,312,122	
<b>Fund balance, end of year</b>	<u>\$ 2,115,005</u>	<u>\$ 2,115,005</u>	<u>\$ 2,373,923</u>	<u>\$ 258,918</u>

**CITY OF DUNNELLON, FLORIDA**  
**GOVERNMENTAL FUND - TAX INCREMENT FINANCING DISTRICT FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
For the Fiscal Year Ended September 30, 2015

	Original and Final Budget	Actual Amounts	Variance With Budget Positive (Negative)
<b>Revenues</b>			
Taxes:			
Ad valorem	\$ 143,395	\$ 142,116	\$ (1,279)
Miscellaneous revenue:			
Investment earnings	110	195	85
<b>Total revenues</b>	<u>143,505</u>	<u>142,311</u>	<u>(1,194)</u>
<b>Expenditures</b>			
Economic environment			
Industry development:			
Personnel services	70,582	43,460	27,122
Operating expenses	43,424	15,712	27,712
<b>Total expenditures</b>	<u>114,006</u>	<u>59,172</u>	<u>54,834</u>
<b>Deficiency of revenues over expenditures</b>	<u>29,499</u>	<u>83,139</u>	<u>53,640</u>
<b>Net change in fund balance</b>	29,499	83,139	53,640
<b>Fund balances, beginning of year</b>	<u>123,833</u>	<u>123,833</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 153,332</u>	<u>\$ 206,972</u>	<u>\$ 53,640</u>

**CITY OF DUNNELLON, FLORIDA  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
SEPTEMBER 30, 2015**

**I. Stewardship, Compliance, and Accountability**

- A. Budgetary Information.** The City, in establishing its budgetary data reflected in the financial statements follows the procedures set out in Chapters 166 and 200, *Florida Statutes*. The City prepares a tentative budget, which is used by the City at a public workshop to prepare the budgets for the coming year. Public hearings are conducted to obtain taxpayer comments. Subsequently, these budgets are legally adopted through the passage of a resolution at an advertised public session. Such actions are recorded in the City's minutes.

The budget is adopted on the modified accrual basis of accounting, which is consistent with accounting principles generally accepted in the United States of America (GAAP). The only exception to the GAAP basis is the Enterprise Fund, where depreciation is not budgeted for capital assets, while capital outlay expenditures are budgeted and are reclassified into fixed assets. These are then eliminated from the results of operations for financial reporting purposes in the Enterprise Fund. Estimated beginning fund balances are considered in the budgetary process, but are not included in the financial statements as budgeted revenues.

The annual budget serves as the legal authorization for expenditures. All budget amendments, which change the legally adopted total appropriation for a fund, are approved by the City Council.

If during the fiscal year, additional revenue becomes available for appropriations in excess of those estimated in the budget, the City Council, by resolution, may make supplemental appropriations for the year up to the amount of such excess.

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to September 1, the Finance Officer and City Manager submit to the City Council a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted in September to obtain taxpayer comments.
3. Prior to October 1, the budget is legally enacted through passage of an ordinance.
4. The legal level of budgetary control is the department level; however, the City Council may, by formal motion, transfer appropriations between departments and may use surplus revenues not appropriated in the budget for any municipal purpose.
5. Budgets are prepared in accordance with accounting principles generally accepted in the United States of America for governmental fund types.

**REQUIRED SUPPLEMENTARY INFORMATION  
SPECIAL RISK PENSION TRUST FUND  
SEPTEMBER 30, 2015  
CITY OF DUNNELLON, FLORIDA**

**Historical Trend Information**

Measurement Date	Total Pension Liability	Fiduciary Net Position	Net Pension Liability (excess)	Percentage	Covered Payroll	as a % of Covered Payroll
October 1, 2013	934,534	1,632,551	(698,017)	174.69%	614,903	0.00%
October 1, 2011	758,063	802,214	(44,151)	105.82%	565,373	0.00%
October 1, 2009	716,547	547,459	169,088	76.40%	500,405	33.79%
October 1, 2007	392,293	565,801	(173,508)	144.23%	470,515	0.00%

**Schedule of Employer Contributions**

Fiscal Year End September 30,	(1) Actuarially Determined Contribution	(2) Contributions Recognized By the Plan	Defference Between (1) and (2)	Covered Payroll	Column (3) as a % of Covered Payroll
2014	81,861	81,861	☐	614,903	0.00%
2013	373,978	373,978	☐	Not available	Not available
2012	77,030	77,030	☐	565,373	0.00%
2011	100,375	100,375	☐	Not available	Not available
2010	83,032	83,032	☐	500,405	0.00%
2009	77,117	77,117	☐	Not available	Not available
2008	74,849	74,849	☐	470,515	0.00%
2007	50,427	50,427	☐	Not available	Not available
2006	50,427	50,427	☐	316,266	0.00%
2005	54,713	54,713	☐	Not available	Not available

Includes contributions by excise tax on certain insurance policies collected by the State of Florida. The City is required to contribute to the balance of the ARC.

In each year, the City contribution was greater than required. The excess contribution was placed in the surplus contribution account.

The City obtains an actuarial report every two years. The information presented in the required supplementary schedules was determined as part of the actuarial valuations at the dates indicated.

**REQUIRED SUPPLEMENTARY INFORMATION  
OTHER POST-EMPLOYMENT BENEFITS PLAN  
SEPTEMBER 30, 2015  
CITY OF DUNNELLON, FLORIDA**

**SCHEDULE OF FUNDING PROGRESS**

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL) (2) - (1)	Funded Ratio (1) - (2)	Covered Payroll	UAAL As % of Covered Payroll (3) - (4)
October 1, 2010	\$ -	\$98,000	\$98,000	0.0%	\$1,445,000	6.8%
November 1, 2012	-	38,000	38,000	0.0%	2,107,000	1.8%
July 1, 2014	-	41,000	41,000	0.0%	2,219,000	1.8%

**SCHEDULE OF EMPLOYER CONTRIBUTIONS**

Year Ended September 30	ARC	% Contributed	Annual OPEB Cost	% Contributed
2013	\$ 12,000	0%	\$ 9,000	0%
2014	12,000	0%	9,000	0%
2015	12,000	0%	9,000	0%

**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF THE CITY OF DUNNELLON'S PROPORTIONATE SHARE OF NET PENSION LIABILITY**  
**FLORIDA RETIREMENT SYSTEM AND HEALTH INSURANCE SUBSIDY PROGRAM**  
**LAST 10 FISCAL YEARS\***

	<u>2015</u>	<u>2014</u>
City's proportion of the FRS net pension liability (asset)	0.000966695%	0.000991156%
City's proportionate share of the FRS net pension liability (asset)	\$ 124,862	\$ 60,475
City's proportion of the HIS net pension liability (asset)	0.000885410%	0.000904896%
City's proportionate share of the HIS net pension liability (asset)	90,298	84,610
City's proportionate share of the total net pension liability (asset)	\$ 215,160	\$ 145,085
City's covered-employee payroll	\$ 299,379	\$ 299,265
City's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	71.87%	48.48%
Plan fiduciary net position as a percentage of the total pension liability	92.00%	96.09%

Note 1) The amounts presented for each year were determined as of the June 30 year end of the Florida Retirement System

\*GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, only those years for which information is available is presented.

**REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF THE CITY OF DUNNELLON'S CONTRIBUTIONS  
FLORIDA RETIREMENT SYSTEM AND HEALTH INSURANCE SUBSIDY PROGRAM  
LAST 10 FISCAL YEARS\***

	<u>2015</u>	<u>2014</u>
Contractually required FRS contribution	\$ 24,148	\$ 22,676
Contractually required HIS contribution	3,608	3,388
<b>Total Contractually Required Contributions</b>	<u>27,756</u>	<u>26,064</u>
Contributions in relation to the contractually required contribution	<u>(27,756)</u>	<u>(26,064)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
 City's covered-employee payroll	 \$ 299,379	 \$ 299,265
 Contributions as a percentage of covered-employee payroll	 9.27%	 8.71%

\*GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, only those years for which information is available is presented.

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION  
THE CITY OF DUNNELLON'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY AND  
REQUIRED CONTRIBUTIONS  
FLORIDA RETIREMENT SYSTEM AND HEALTH INSURANCE SUBSIDY PROGRAM  
For the Fiscal Year End September 30, 2015**

**Net Pension Liability**

The components of the collective net pension liability of the participating employers for each defined benefit plan for the measurement date of September 30, 2015, are shown below (in thousands):

	<u>FRS</u>	<u>HIS</u>
Total pension liability	\$ 161,370,735	\$ 10,249,201
Plan fiduciary net position	(148,454,394)	(50,774)
	<u>\$ 12,916,341</u>	<u>\$ 10,198,427</u>
 Plan fiduciary net position as a percentage of the total pension liability	 92.00%	 0.50%

The total pension liability for each plan was determined by the plans' actuary and reported in the plans' valuations dated July 1, 2015. The fiduciary net position used by the actuary to determine the net pension liability (as shown above) was determined on the same basis used by the plan. The fiduciary net position is reported in the financial statements and the net pension liability is disclosed in the notes to the financial statements. Update procedures were not used.

The HIS actuarial valuation was prepared as of July 1, 2014, and update procedures were used to determine liabilities as of July 1, 2015. The fiduciary net position used by the actuary to determine the net pension liability (as shown above) was determined on the same basis used by the Plan. The fiduciary net position is reported in the financial statements and the net pension liability is disclosed in the notes to the financial statements.

**Basis for Allocation**

The employer's proportionate share reported in the pension allocation schedules was calculated using accrued retirement contributions related to the reporting periods included in the System's fiscal years ending June 30, 2013, 2014 and 2015, respectively, for employers that were members of the FRS and HIS during those fiscal years. For fiscal year 2015, in addition to contributions from employers the required accrued contributions for the Division (paid on behalf of the Division's employees who administer the Plans) were allocated to each employer on a proportionate basis. The Division administers the Plans, and therefore, cannot allocate a portion of the liability to itself. Although GASB 68 encourages the use of the employers' projected long-term contribution effort to the retirement plan, allocating on the basis of historical employer contributions is acceptable. The aggregate employer contribution amounts for each fiscal year agree to the employer contribution amounts reported in the system's CAFR for that fiscal year.

The proportion calculated based on contributions for each of the fiscal years presented in the pension allocation schedules was applied to the net pension liability and other pension amounts applicable for that fiscal year to determine each employer's proportionate share of the liability,

deferred outflows of resources, deferred inflow of resources and associated pension expense.

For the purposes of the pension allocation schedules, pension amounts are allocated to reporting employers. The pension amounts of participating employers whose payrolls are reported and contributions are remitted by another entity are included in the reporting employer's amounts and will be allocated to the participating employer by the reporting employer.

### **Actuarial Methods and Assumptions**

Actuarial assumptions for both cost-sharing defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS Pension Plan has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS Pension Plan was completed in 2014 for the period July 1, 2008 through June 30, 2013. Because the HIS Program is funded on a pay-as-you-go basis, no experience study has been completed for that program. The actuarial assumptions that determined the total pension liability for the HIS Program were based on certain results of the most recent experience study for the FRS Pension Plan.

The total pension liability for each cost-sharing defined benefit plan was determined using the individual entry age actuarial cost method. Inflation increases for both Plans is assumed at 2.60%. Payroll growth, including inflation, for both Plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS Pension Plan investments is 7.65%. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Because the HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 3.80% was used to determine the total pension liability for the program (Bond Buyer General Obligation 20-Bond Municipal Bond Index). Mortality assumptions for both Plans were based on the Generational RP-2000 with Projection Scale BB tables (refer to the valuation reports for more information – See Additional Financial and Actuarial Information).

The following changes in actuarial assumptions occurred in 2015:

- **FRS:** There were no changes in actuarial assumptions. The inflation rate assumption remained at 2.60%, the real payroll growth assumption remained at 0.65%, and the overall payroll growth rate assumption remained at 3.25%. The long-term expected rate of return remained at 7.65%
- **HIS:** The municipal bonds rate used to determine total pension liability was decreased from 4.29% to 3.80%.

## **SUPPLEMENTARY INFORMATION**

**CITY OF DUNNELLON, FLORIDA**  
**DEBT SERVICE COVERAGE SCHEDULE**  
**WATER AND SEWER REVENUE BONDS**  
For the Fiscal Year Ended September 30, 2015  
**UNAUDITED**

	September 30, 2015
Gross revenue (B)	
Operating revenue	3,032,702
Interest income	2,858
Total gross revenue	3,035,560
Costs of operation and maintenance	
Personnel services	839,032
Operating expenses ( C )	621,642
Total costs of operation and maintenance	1,460,674
Gross revenues less costs of operation and maintenance	1,574,886
<b>Senior Lien Debt Service and Coverage</b>	
Senior lien debt service	
Regions principal	290,710
Regions interest	246,033
BB&T principal	265,000
BB&T interest	152,702
Total senior lien debt service	954,445
Senior lien debt service coverage for rate covenant (D)	1.65
Non-operating revenue (wastewater project grant funds) (E)	780,696
Total pledged funds	2,355,582
Senior lien debt service coverage for all pledged funds	2.47
<b>Subordinate Lien Debt Service and Coverage</b>	
Gross revenues less costs of operation and maintenance	1,574,886
Senior lien debt service plus coverage (F)	1,145,334
Net income available for SRF coverage	429,552
SRF debt service	14,133
SRF debt service coverage (G)	30.39

**Notes to the Debt Service Coverage Schedule**

(A) Calculations based on figures from the Statement of Revenues, Expenses, and Changes in Net Position (page 21)

(B) Gross revenue includes interest earnings and operating revenues of the Water and Sewer Fund and excludes impact fees and contributions in aid of construction

(C) Operating expenses exclude depreciation, amortization and expenses related to professional services (professional services are capital-related for the Utility Master Plan, and system mapping)

(D) Required rate for coverage is 1.10, and for additional bonds 1.20

(E) Grant Revenue is Financially Disadvantaged Small Community Grant Agreement, SC511070, Pledged for Debt Service per Bond Resolution

(F) Calculation is total senior lien debt service multiplied by the greater required rate for coverage of 1.20

(G) State Revolving Funds Loan required rate for coverage is 1.15

**CITY OF DUNNELLON, FLORIDA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE**  
For the Fiscal Year Ended September 30, 2015

GRANTOR/PROGRAM TITLE	CFDA #/ CSFA #	Grant Number	Amount	Reported in Prior Years	Revenue Recognized	Expenditures
<b>Federal Awards</b>						
<b>Non-major programs</b>						
U.S. Department of Housing & Urban Development	14.228	15DB-OJ-05-52-02-E-02	\$ 650,000	\$ -	\$ 2,460	\$ 2,460
<b>U.S. Department of Justice</b>						
Justice Assistance Grant - Car C.A.P.S.	16.738	2015-JAGC-MARI-6-R3-185	9,600	-	9,283	9,283
Bullet Proof vest Program 2014	16.607	11055237	919	-	268	268
<b>Total federal awards</b>			<b>660,519</b>	<b>-</b>	<b>12,011</b>	<b>12,011</b>
<b>State Financial Assistance</b>						
<b>Major programs</b>						
Florida Department of Environmental Protection						
Small Community Wastewater Construction Grant	37.075	SG420800	914,294	133,598	780,696	780,696
<b>Total State Financial Assistance</b>			<b>914,294</b>	<b>133,598</b>	<b>780,696</b>	<b>780,696</b>
<b>Total federal awards and state financial assistance</b>			<b>\$ 1,574,813</b>	<b>\$ 133,598</b>	<b>\$ 792,707</b>	<b>\$ 792,707</b>

See notes to schedule of expenditures of federal awards and state financial assistance.

**CITY OF DUNNELLON, FLORIDA**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
AND STATE FINANCIAL ASSISTANCE**

For the Year Ended September 30, 2015

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies and presentation of the Schedule of Expenditures of Federal Awards and State Financial Assistance of the City of Dunnellon, Florida, (the "City") have been designed to conform to generally accepted accounting principles as applicable to governmental units, including the reporting and compliance requirements of the Audits of States, Local Governments, and Non-Profit Organizations and Office of Management and Budget Circular A-133.

**A. Reporting Entity**

The reporting entity consists of the City of Dunnellon, Florida. The City includes a Schedule of Expenditures of Federal Awards and State Financial Assistance in the Compliance Section for the purpose of additional analysis.

**B. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting related to the timing of the measurements made, regardless of the measurement focus.

The modified accrual basis of accounting is followed in the Schedule of Expenditures of Federal Awards and State Financial Assistance. Under the modified accrual basis, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days after the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the City Council  
City of Dunnellon, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of the City of Dunnellon, Florida, as of and for the year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise the City of Dunnellon, Florida's basic financial statements, and have issued our report thereon dated April 29, 2016.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City of Dunnellon, Florida's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Dunnellon, Florida's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Dunnellon, Florida's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City of Dunnellon, Florida's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**POWELL & JONES**  
Certified Public Accountants  
April 29, 2016

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR STATE PROJECT AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH CHAPTER 10.550, RULES OF THE AUDITOR GENERAL, OFFICE OF THE AUDITOR GENERAL**

To the City Council  
City of Dunnellon, Florida

**Report on Compliance for Each Major State Project**

We have audited the compliance of the City of Dunnellon with the types of compliance requirements described in the State of Florida, Department of Financial Services State Projects Compliance and Supplement, that could have a direct and material effect on its major State project for the year ended September 30, 2015. The City of Dunnellon's major State project is identified in the summary of auditors' results section of the accompanying Schedule of Findings.

**Management's Responsibility**

The City of Dunnellon's management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its major State projects.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the City of Dunnellon's compliance for each major State Project based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General. Those standards and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, require that we plan and perform the audit to obtain reasonable assurance about whether non-compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major State project occurred. An audit includes examining, on a test basis, evidence about the City of Dunnellon's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major State Project. However, our audit does not provide a legal determination of the City of Dunnellon's compliance.

**Opinion on Each Major State Project**

In our opinion, the City of Dunnellon complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major State project for the fiscal year ended September 30, 2015.

**Other Matters**

The results of our auditing procedures disclosed no instances of noncompliance, which are required to be reported in accordance with Chapter 10.550, Rules of the State of Florida, Office of the Auditor General.

## **Internal Control Over Compliance**

Management of City of Dunnellon is responsible for establishing and maintaining effective internal control over the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City of Dunnellon's internal control over compliance with the types of requirements that could have a direct and material effect on a major State project to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major State Project and to test and report on internal control over compliance in accordance with Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City of Dunnellon's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a State project on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a State project will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a State Project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Pursuant to Chapter 119, *Florida Statutes*, this report is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this report is intended solely for the information and use of the City of Dunnellon's management, State awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

**POWELL & JONES**  
Certified Public Accountants  
April 29, 2016

**CITY OF DUNNELLON  
SCHEDULE OF FINDINGS  
For the Fiscal Year Ended September 30, 2015**

**Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

- Material weakness identified? No
- Reportable condition identified not considered to be material weaknesses? None reported

Noncompliance material to financial statements noted? No

**State Financial Assistance**

Internal control over major projects:

- Material weakness identified? No
- Reportable condition identified not considered to be material weaknesses? None reported

Type of auditor's report issued on compliance for major projects: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Rule 10.656, *Rules of the Auditor General*? No

CSFA Number  
37.075

Name of State Programs  
Small Community Wastewater  
Construction Grant

Dollar threshold used to distinguish between Type A and Type B programs: \$234,209

**Financial Statement Findings**

None

**State Financial Assistance Findings and Questioned Costs**

None

## MANAGEMENT LETTER

To The City Council  
City of Dunnellon, Florida

We have audited the financial statements of the City of Dunnellon, Florida, as of and for the fiscal year ended September 30, 2015, and have issued our report thereon dated April 29, 2016. We have also issued our report on compliance and on internal control over financial reporting. That report should be considered in conjunction with this management letter.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally our audit was conducted in accordance with the provisions of Chapter 10.550, *Rules of the Auditor General*, which govern the conduct of local governmental entity audits performed in the State of Florida and require that certain items be addressed in this letter.

### PRIOR YEAR FINDINGS

#### **Finding 2013-02: Fixed Assets (second preceding year)**

For our review of the City's fixed assets in the prior and current years we found that the detail fixed assets did not agree with the corresponding general ledger balances. We again recommend that the City perform a comprehensive review and reconciliation of all of its fixed assets during the current year and that the general ledger balances be adjusted accordingly.

### CURRENT YEAR RECOMMENDATIONS

#### **Recommendation 2015-01: Cash Management**

The City currently prepares monthly bank reconciliations on a manual basis. This procedure was adequate in prior years when the full pooled cash system was utilized by the City. However, since the separation of cash accounts between the general and enterprise funds, the manual bank reconciliation process is not adequate to produce accurate monthly bank reconciliations for each individual fund. This has resulted in the cash balances being correct in the accounting system for each of the funds, but the corresponding bank balances do not always agree on an individual fund basis.

To correct this weakness we recommend that the City consider implementing the bank reconciliation module of the financial software. Properly utilized this system will fully correct this weakness. Alternatively, the individual fund cash accounts should be fully reconciled to the overall bank reconciliation on a monthly basis.

#### **Recommendation 2015-02: Fund Balance Policy**

The City has experienced several prior years of deteriorating financial conditions primarily due to transactions relating to the prior Communications Fund. During the current year this trend was reversed as the governmental funds increased fund balances by \$144,940 and the enterprise funds had operating income of \$300,858. To assist the City in restoring and maintaining its

financial reserves at appropriate levels we recommend that the City Council adopt a formal "Financial Reserves" policy. Such a policy would specify reserve levels for each fund and direct uses of excess funds when such situations occur.

There were no other reportable recommendations in the current year.

## **AUDITOR GENERAL COMPLIANCE MATTERS**

**Annual Local Government Financial Report** - The Financial Report filed with the Department of Financial Services pursuant to Section 218.32(1)(a), *Florida Statutes*, is in agreement with the accompanying financial statements of the City of Dunnellon, Florida, for the fiscal year ended September 30, 2015.

**Financial Condition Assessment** - As required by the *Rules of the Auditor General* (Sections 10.554(7)(c) and 10.556(7)), we applied financial condition assessment procedures. It is management's responsibility to monitor the entity's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information they provided.

### **Prior Year**

During the fiscal year ended September 30, 2014, the Communications Fund was closed into the General fund resulting in an incurred deficit of approximately \$(3,146,305) to the General Fund. This deficit will be repaid over approximately 18 years at \$175,000 per year. The City intends to annually budget this debt service in the General Fund.

Additionally, the City has agreed to pay \$500,000 to certain of its utility customers as the result of a lawsuit. These funds must be fully repaid within the next two years, and be budgeted and funded within current City revenues until fully repaid.

### **Current Year**

During the fiscal year ended September 30, 2015, the City paid the first installment of \$175,000 on the new loan and still managed to increase the General Fund Balance by \$61,801, and achieved an ending unassigned fund balance of \$412,607 which was approximately two months of General Fund expenditures. The Enterprise Funds had a combined net increase in ending net position of \$687,740 which would allow the City to fund the lawsuit judgment with the required two years.

If the City continues this trend of financial performance in the ensuing years, then it should result in full restoration of the City's unrestricted reserves to prudent levels.

**Financial Emergency Status** - Notwithstanding the foregoing conditions, we have determined that the City of Dunnellon, Florida, did not meet any of the conditions described in Section 218.503(1)(a), *Florida Statutes*, that might result in a financial emergency.

Our audit did not disclose any further items that would be required to be reported under the *Rules of the Auditor General*, Chapter 10.550.

**CONCLUSION**

We have reviewed each of our specific findings with appropriate officials or employees and have provided them with documentation as requested. We very much enjoyed the challenges and experiences associated with our audit of the City. We appreciate the helpful assistance and courtesy afforded us by all City employees and look forward to working with you in the future.

**POWELL & JONES**  
Certified Public Accountants  
April 29, 2016

## **INDEPENDENT ACCOUNTANT'S REPORT**

To The City Council  
City of Dunnellon, Florida

We have examined the City of Dunnellon, Florida's compliance with Section 218.415, *Florida Statutes*, regarding the investment of public funds during the year ended September 30, 2015. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, the City complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2015.

This report is intended solely for the information and use of the City of Dunnellon, Florida and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

**POWELL & JONES**  
Certified Public Accountants  
April 29, 2016



**City of Dunnellon Management Response To  
Auditors' Management Letter Comment  
Annual Audit FYE 9/30/15**

Honorable Mayor and City Council  
City of Dunnellon  
Dunnellon, Florida

We have reviewed the audit report for fiscal year ending September 30, 2015 including the management letter. The following is in response to Powell & Jones CPA's current year finding and recommendations.

**Fixed Assets**

During fiscal years 2013-2014 and 2014-2015 we took a physical inventory of the assets recorded in the fixed asset module of the City's financial system. We identified assets that are no longer in the City's possession and began to remove them from the financial system. It was also discovered that some assets were not entered into the system properly which resulted in inaccurate reporting. This task was not completed as of September 30, 2015 due to a staffing shortage. We will continue with the review and cleanup of the fixed asset module and will process adjusting entries accordingly. We anticipate completion of this very large project no later than September 30, 2016.

**Cash Management**

We will research the Munis Financial System treasury management module to determine if it meets the needs of the City and is affordable within our financial constraints. At a minimum, all cash accounts will be fully reconciled to the overall bank reconciliation on a monthly basis.

**Fund Balance Policy**

A Fund Balance Policy will be presented to City Council for their consideration.

*Eddie Esch*  
Eddie Esch  
City Manager

## **Communication with Those Charged with Governance**

To the City Council  
City of Dunnellon, Florida

We have audited the financial statements of the City of Dunnellon, Florida for the year ended September 30, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Dunnellon, Florida are described Note 1 to the financial statements. As described in Note 1 and Note 10 to the financial statements, the City changed accounting policies related to the recognition of their proportionate share of the net pension liability of the Florida Retirement System by adopting Statement of Governmental Accounting Standards (GASB statement) No. 68, Accounting and Financial Reporting for Pension Plans, in 2015. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the statement of net position. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no sensitive estimates affecting the City of Dunnellon, Florida's financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There are no sensitive disclosures affecting the financial statements.

#### ***Difficulties Encountered In Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no such misstatements identified during our audit.

#### ***Disagreements with Management***

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated April 29, 2016.

***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Other Information in Documents Containing Audited Financial Statements**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the City Council and management of the City of Dunnellon, Florida, and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

**POWELL & JONES**  
Certified Public Accountants  
April 29, 2016



# MEMORANDUM

## Pennsylvania Avenue (CR 484) Design Alternatives Study

Prepared for:



APRIL 2016

Prepared By

**Kimley»»Horn**

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## PENNSYLVANIA AVENUE (CR 484) DESIGN ALTERNATIVES STUDY

### Project Background

One of the key recommendations of the City of Dunnellon Bicycle and Pedestrian Master Plan was the re-design of Pennsylvania Avenue with a bike (shared-use) path that connects the downtown area to Blue Run Park. Which ultimately connects to the future Cross Florida Greenway Trail and the Withlacoochee Trail. In addition, in 2013 Marion County and the City of Dunnellon started developing conceptual plans for Pennsylvania Avenue (CR 484) for corridor improvements. The concept plans developed in 2013 depicted potential streetscapes to accommodate non-motorized travel through the corridor. These plans included a 12-foot shared-use path along the southern side of the roadway and a four-foot sidewalk for pedestrian use on the northern side. In addition to the shared-use path, the concepts had 11-foot vehicle travel lanes and an 11-foot two-way left turn lane/median. Public input was gathered to assess support for the suggested modifications. Input from the public stated their desire to maintain on-street parking along the corridor in some way. Local businesses shared concerns that any substantial changes to the roadway may negatively affect their patronage.

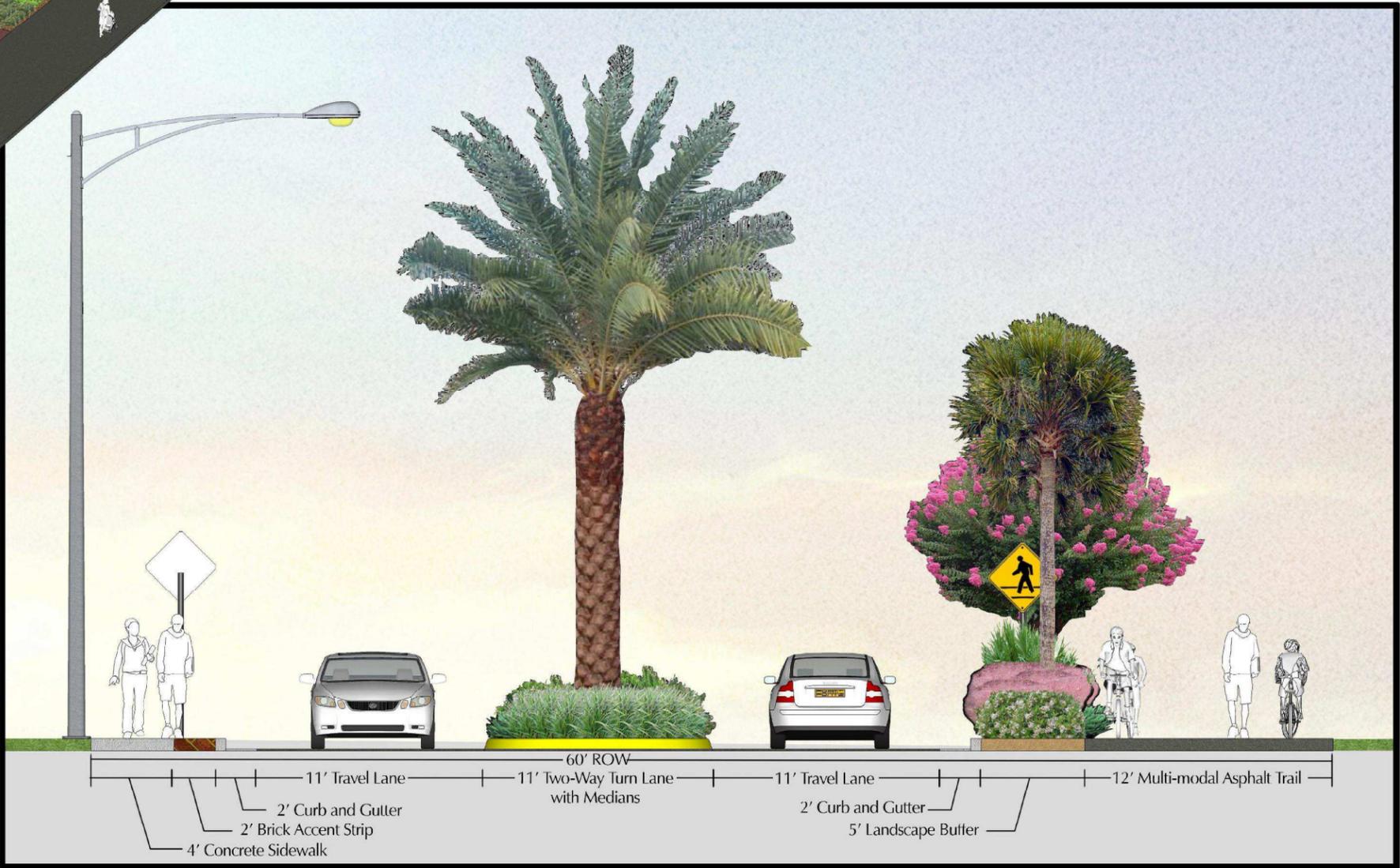
Multi-use trails in the City of Dunnellon and surrounding area could become a major economic driver for the area. The City of Dunnellon finds itself in a unique situation to develop infrastructure that will utilize and integrate with the existing/proposed trail networks and improve access to its already popular natural areas. Plans are in place for the creation of the Heart of Florida Loop which will be a continuous shared-use path within the central Florida region, connecting with other trails that cover the extent of Florida. This trail network enters Marion County from the south near Dunnellon and continues eastward along the Cross Florida Greenway Trail, north toward the Ocala area. The connection of these shared-use paths in Dunnellon will provide economic development opportunities in the form of ecotourism and recreation. Marion County is home to some truly outstanding natural areas, several of which are within or very near Dunnellon. Blue Run Park provides access to the Rainbow River, which is one of Marion County's most visited waterways. This park draws visitors from all around the region to enjoy the crystal clear waters of the Rainbow River. Providing facilities for non-motorized forms transportation allows for the development of on-street businesses and may improve patronage of the local businesses. It is believed that vehicle use and nearby parking is essential for businesses to succeed, but providing improved access for non-motorized users can help improve economic development by catering to additional visitation. Creating a comfortable area for individuals to travel to will help foster a sense of place and can lead to increased economic success.

The Ocala/Marion Transportation Planning Organization (TPO) has undertaken this assessment of the Pennsylvania Avenue corridor for multimodal improvement and has developed new concepts for consideration. These concepts have been developed to improve the multimodal use of Pennsylvania Avenue using varying techniques and modifications to promote both motorized and non-motorized movement through the corridor. The five design alternatives and three Rainbow River Bridge options have been presented during two meetings, one with the Dunnellon City Council on February 17, 2016 and another with the general public on March 30, 2016.

### Previous Concept

The previous design concept created by Kimley-Horn in 2013 had reduced lane size, two-way left turn lane/landscaped median, and added a shared-use path with a landscaped buffer to separate the path from the travel lanes, as shown in **Figure 1**. Through public input it was expressed that this concept had too much landscaping, as well as concerns for medians blocking off business entrances. Marion County engineering developed another concept using significantly less landscaping. This design concept had two 11-foot travel lanes, two six-foot bike lanes and a seven-foot on-street parking area.

Figure 1: Concept Graphics - Typical Section



# Pennsylvania Avenue East Streetscape

## Concept Graphics - Typical Section

## Existing Conditions

This typical section shows lane widths and current sidewalk and parking conditions on the roadway. Currently the on-street parking is used by weekend visitors to the Blue Run Park and patrons of the local businesses. The parking is also used by delivery trucks servicing the nearby businesses. Pedestrian and bicycle activity has been identified as a major concern for this area as well. Currently cyclists and pedestrians must either share the sidewalks or make use of travel lanes which are not marked for bicycle safety. The five alternatives (listed A-E) have been developed to address the concerns heard from the public. The existing typical section for Pennsylvania Avenue is shown in **Figures 2 and 3**:

- ⊙ 13-foot travel lanes
- ⊙ 7-foot parking on both sides
- ⊙ 5-foot sidewalk on both sides

## New Alternatives

Five alternatives were developed and presented for public comment. Each of these alternatives were designed using the feedback gathered during the 2013 conceptual project and modified to include different facilities. Each of the alternatives below offers a different layout from the existing corridor with an eye toward increasing pedestrian and bicycle use and improving safety throughout the corridor. A description of the alternatives can be found below.

### Alternative A:

This alternative reduces the lane size from 13 feet to 11 feet, which would decrease vehicle speeds, reduces on-street parking to only the northern side of the road which allows for the addition of bike lanes on both sides of the road. This option is relatively low cost can be created through restriping the roadway. The bicycle lanes are not buffered and may exclude non-proficient cyclists from using this facility. This alternative includes the following and can be seen in **Figures 4 and 5**:

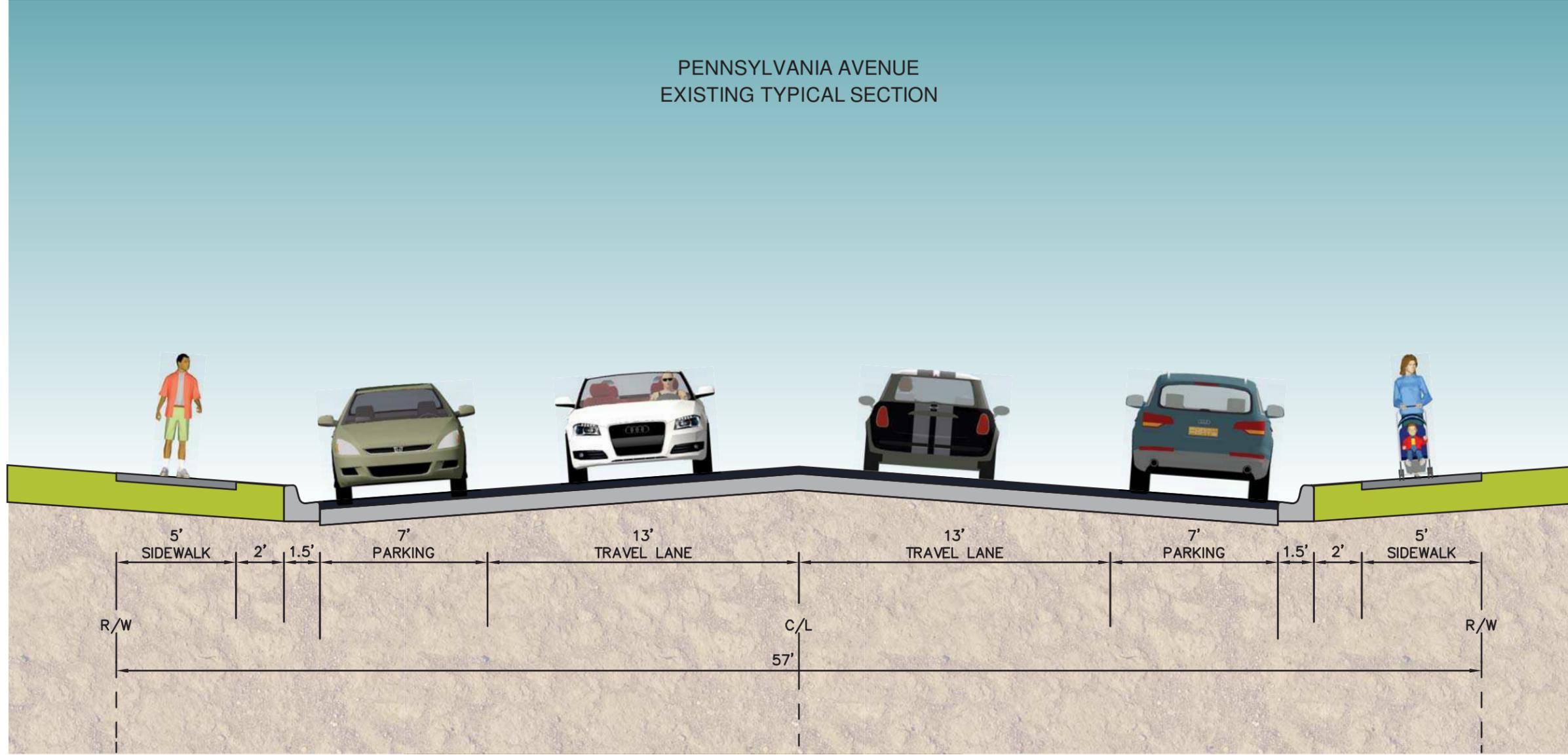
- ⊙ 11-foot travel lanes
- ⊙ 5.5-foot bike lanes on both sides
- ⊙ 7-foot parking on north side
- ⊙ 5-foot sidewalks on both sides

### Alternative B:

This alternative reduces the lane size to the FDOT minimum width of 10.5 feet, which would decrease vehicle speeds, reduces on-street parking to only the northern side of the road, making available roadway for bike lanes on both sides of the road. With the travel lane width suggested to be 10.5 feet Wide, coordination with Marion County is needed to ensure the roadway will remain compliant with standards. This option is relatively low cost as in many cases the alternative will be created through restriping the roadway. The bicycle lanes are only five feet with a one-foot buffer to allow for more cyclist use of this facility. This alternative includes the following and can be seen in **Figures 6 and 7**:

- ⊙ 10.5-foot travel lanes
- ⊙ 5-foot bike lanes on both sides with a 1-foot buffer
- ⊙ 7-foot parking on north side
- ⊙ 5-foot sidewalks on both sides

Figure 2: Existing Typical Section



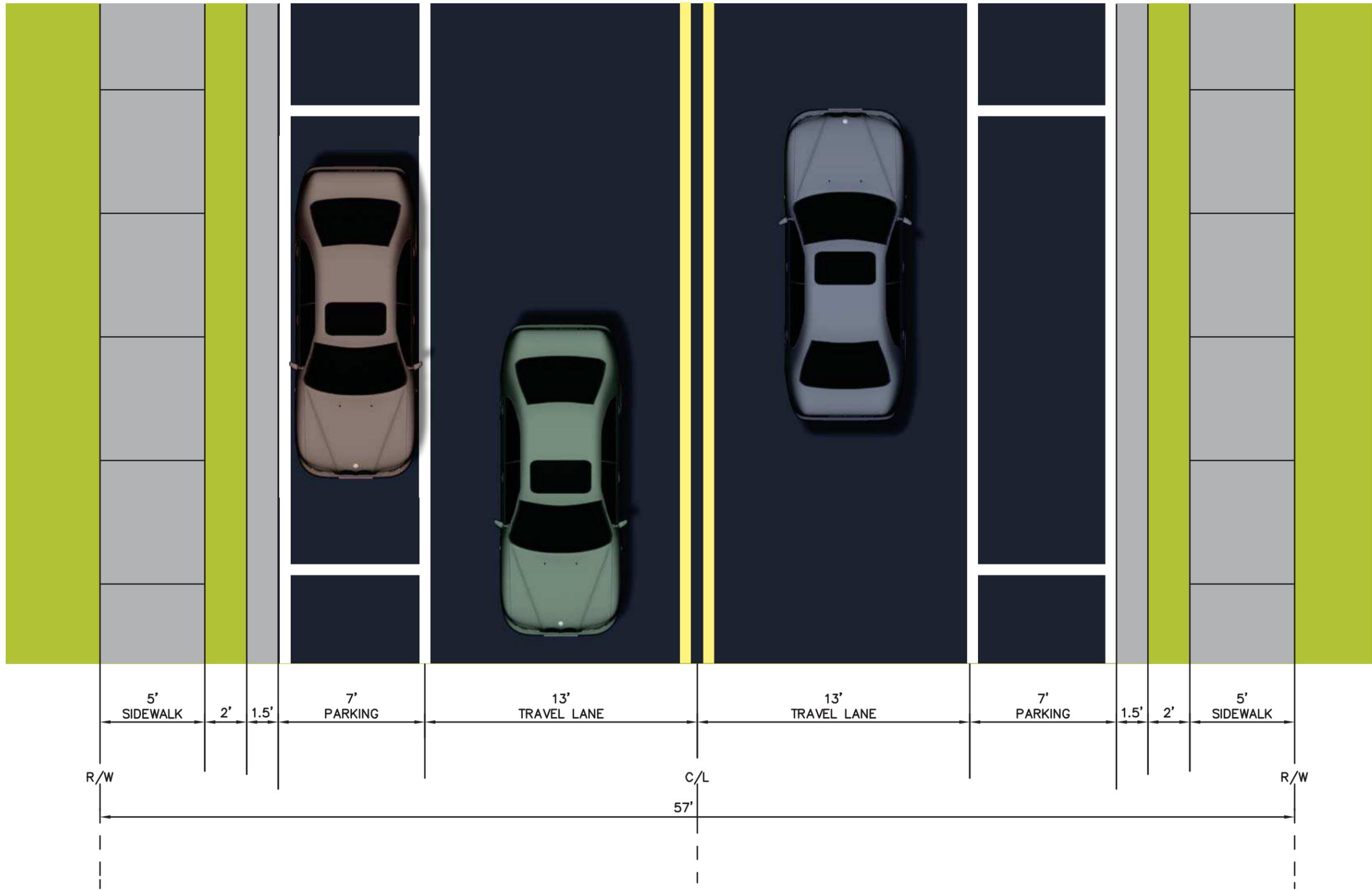
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PENNSYLVANIA AVENUE PREPARED FOR OCALA/MARION COUNTY TPO CITY OF DUNNELLON FLORIDA	EXISTING TYPICAL SECTION	KHA PROJECT 04068019 DATE FEBRUARY 2016 SCALE AS SHOWN DESIGNED BY KHA DRAWN BY DSC CHECKED BY ALG DATE	LICENSED PROFESSIONAL AMBER L. GARTNER, P.E. FLORIDA LICENSE NUMBER 72294	Kimley»Horn © 2016 KIMLEY-HORN AND ASSOCIATES, INC. 1823 SE FORT KING STREET, SUITE 200, OCALA, FL 34471 PHONE: 352-438-3000 WWW.KIMLEY-HORN.COM CA 00000896	REVISIONS No.      DATE      BY
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Figure 3: Existing Typical Section (Aerial View)

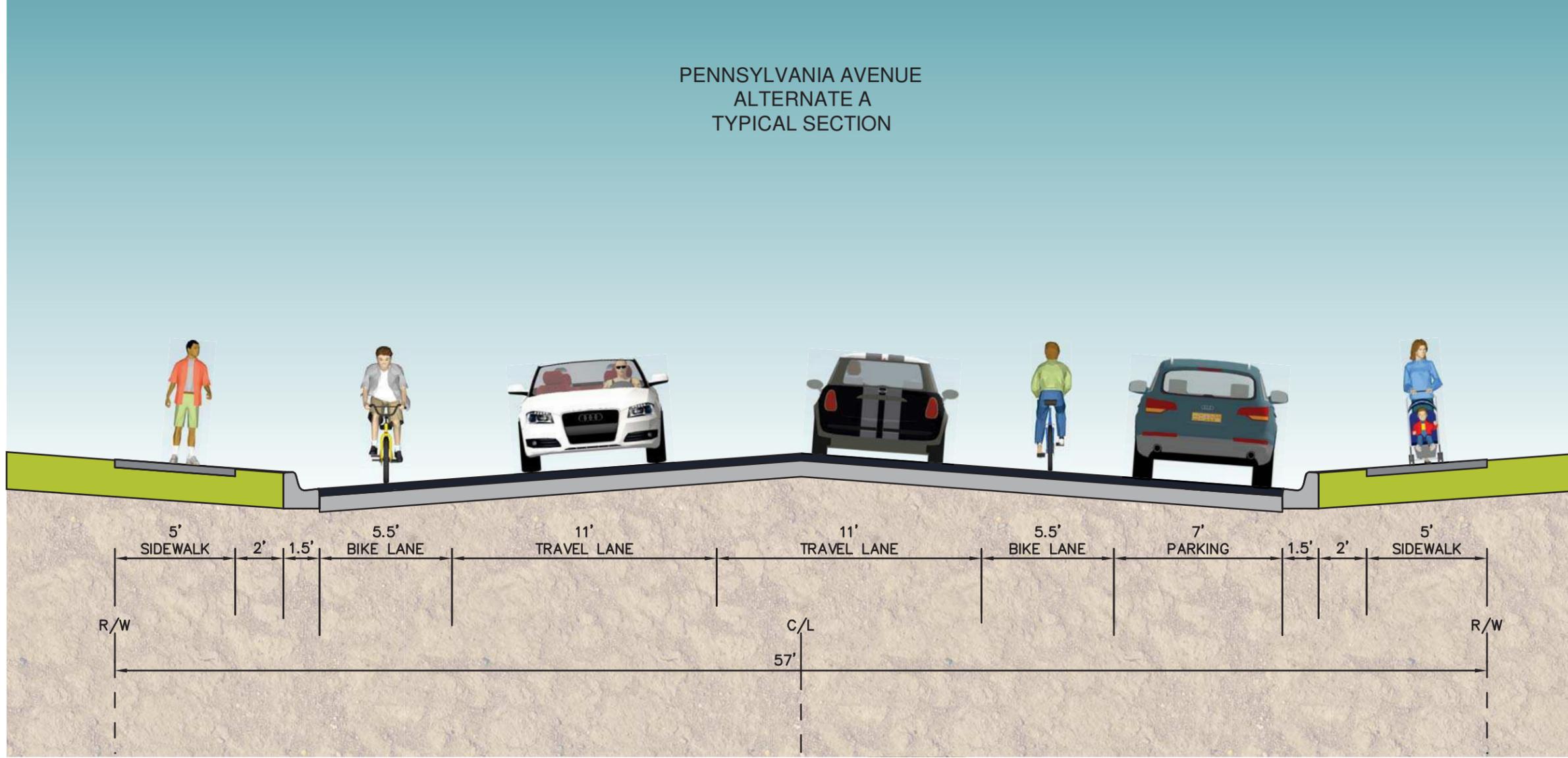
PENNSYLVANIA AVENUE  
EXISTING TYPICAL SECTION



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PENNSYLVANIA AVENUE PREPARED FOR OCALA/MARION COUNTY TPO CITY OF DUNNELLON FLORIDA	EXISTING TYPICAL SECTION	KHA PROJECT 040668019 DATE FEBRUARY 2016 SCALE AS SHOWN DESIGNED BY KHA DRAWN BY DSC CHECKED BY ALG DATE
		LICENSED PROFESSIONAL AMBER L. GARTNER, P.E. FLORIDA LICENSE NUMBER 72294
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Figure 4: Alternate A Typical Section

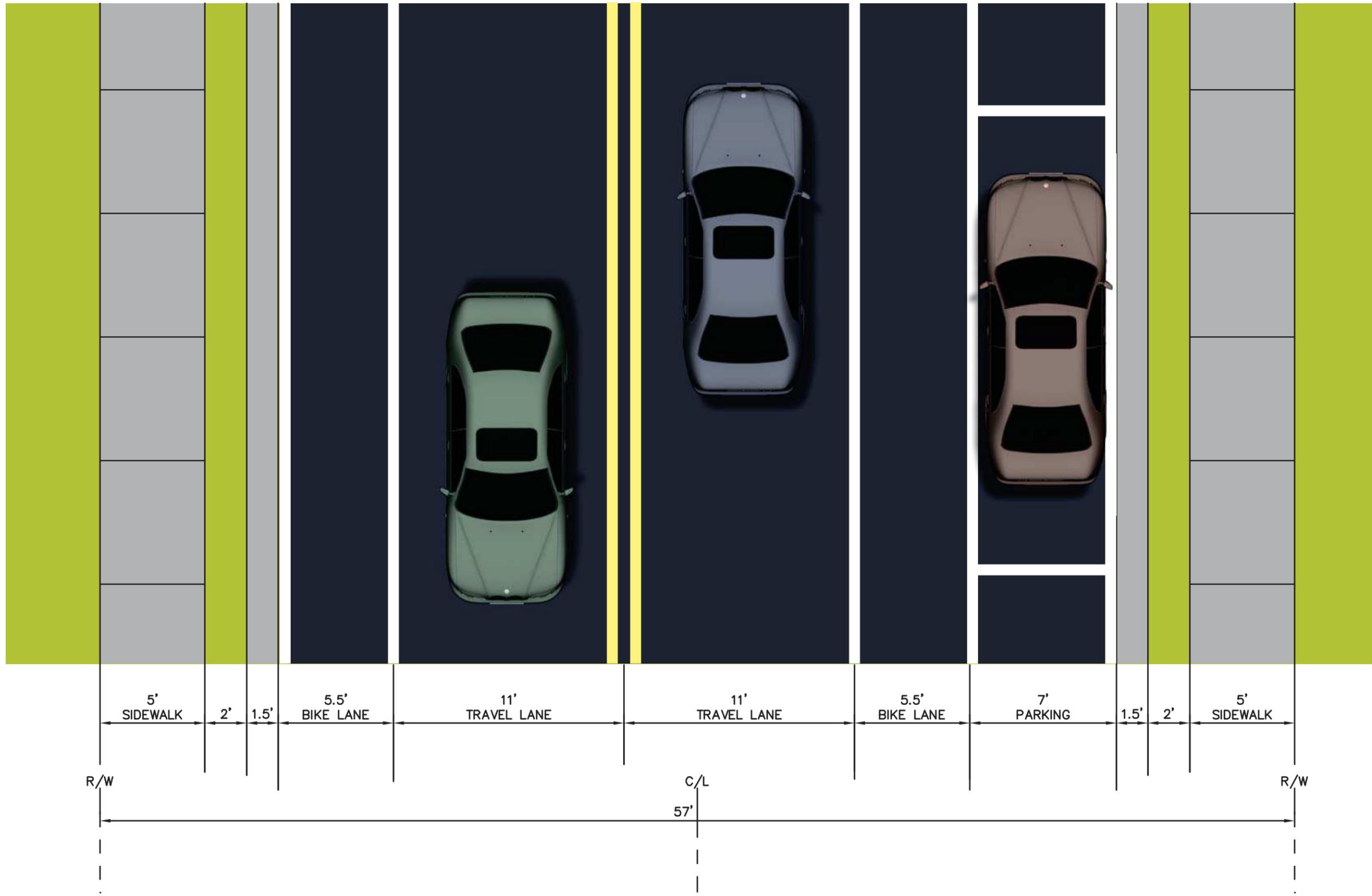


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	SHEET NUMBER <b>02</b>	DATE FEBRUARY 2016	SCALE AS SHOWN	DESIGNED BY KHA		DRAWN BY DSC

Figure 5: Alternate A Typical Section (Aerial View)

PENNSYLVANIA AVENUE  
ALTERNATE A  
TYPICAL SECTION

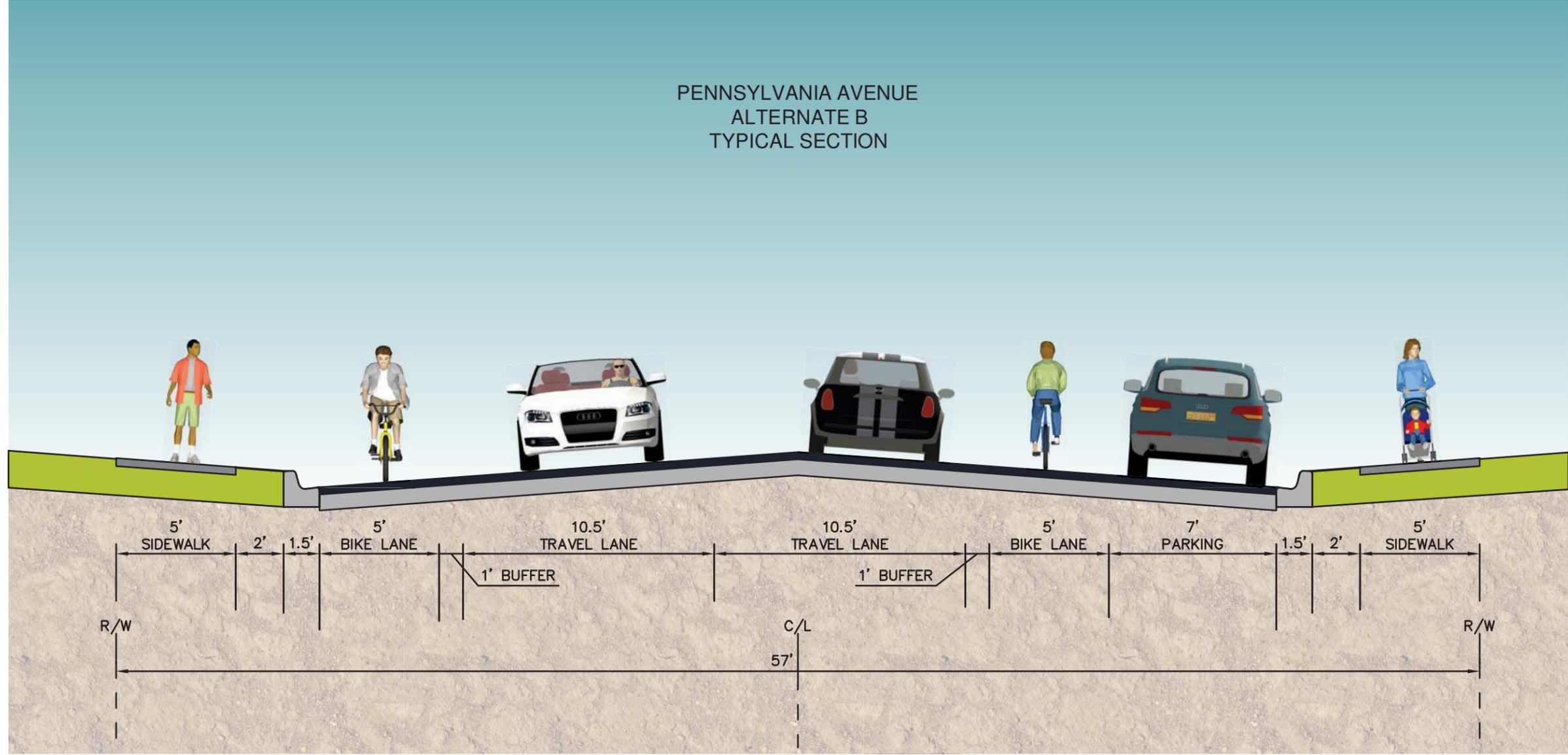


R/W  
 5' SIDEWALK  
 2'  
 1.5'  
 5.5' BIKE LANE  
 11' TRAVEL LANE  
 11' TRAVEL LANE  
 5.5' BIKE LANE  
 7' PARKING  
 1.5'  
 2'  
 5' SIDEWALK  
 R/W  
 C/L  
 57'

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		KHA DATE FEBRUARY 2016	KHA SCALE AS SHOWN	KHA DESIGNED BY KHA	DSC DRAWN BY DSC
SHEET NUMBER <b>02</b>					

Figure 6: Alternate B Typical Section

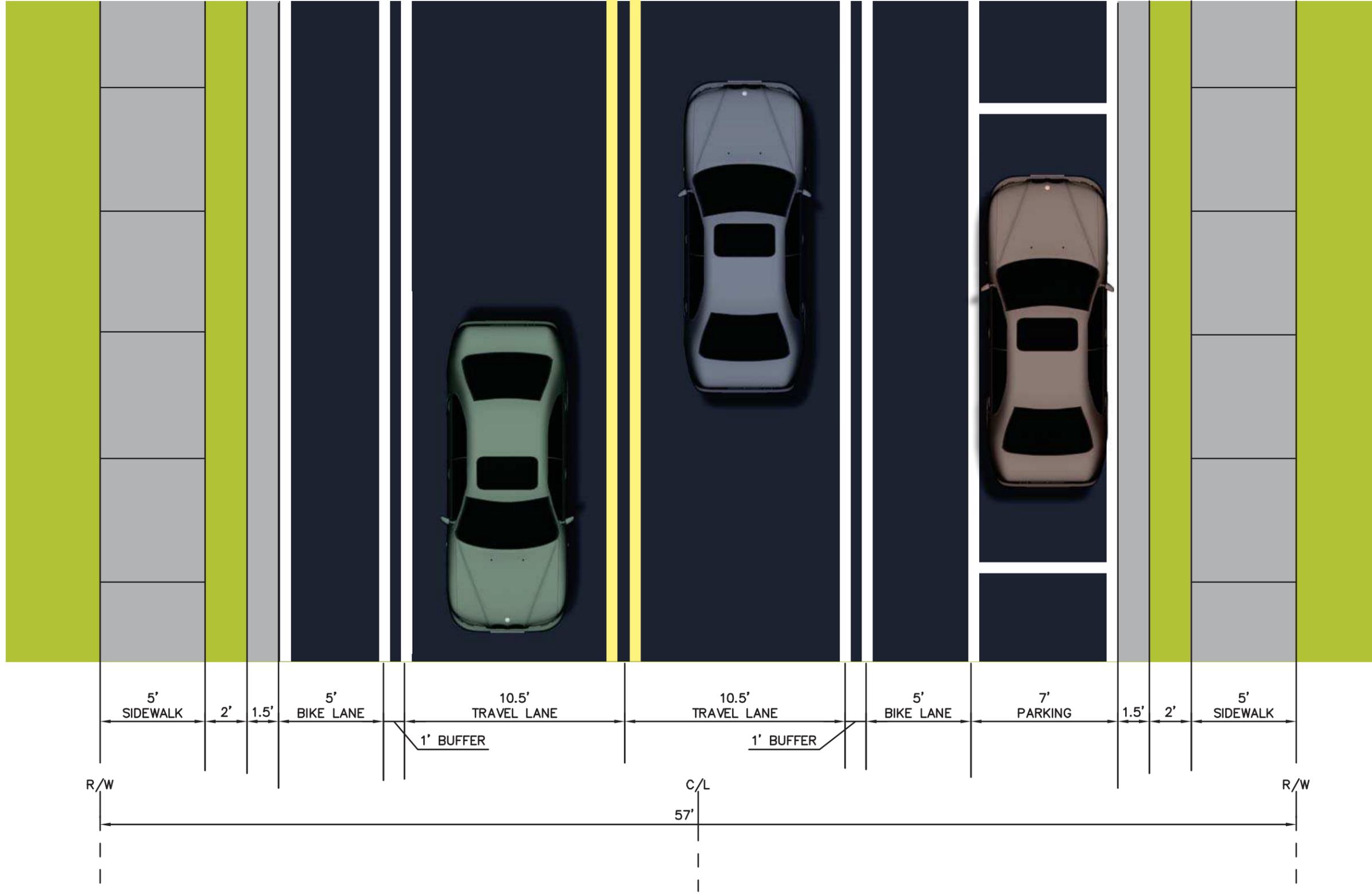


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SHEET NUMBER	03				

Figure 7: Alternate B Typical Section (Aerial View)

PENNSYLVANIA AVENUE  
ALTERNATE B  
TYPICAL SECTION



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	DATE FEBRUARY 2016	SCALE AS SHOWN	DESIGNED BY KHA	
SHEET NUMBER <b>03</b>	CHECKED BY ALG	DRAWN BY DSC	DATE	REVISIONS
				No.
				DATE
				BY

**Alternative C:**

This alternative reduces the lanes from 13 feet to 11 feet which would reduce vehicle speeds. In addition this alternative would also reduce on-street parking to only the northern side of the road, which allows for the creation of a side path on the southern side of the roadway. This side path would be separated by some type of vertical separator such as a vertical delineator or vehicle curb separator. These provide a buffer allowing for more comfortable use of the side path for trail users. Roadway delineators can vary from rumble strip materials on the ground, low barriers, to vertical delineators of multiple designs and heights. This alternative will likely be more expensive than alternatives A and B. The following can be seen in **Figures 8 and 9:**

- ⦿ 11-foot travel lanes
- ⦿ 8-foot side path on south side with a 3-foot buffer and delineators on the road
- ⦿ 7-foot parking on north side
- ⦿ 5-foot sidewalks on both sides



⦿ [www.fhwa.dot.gov](http://www.fhwa.dot.gov)



⦿ [www.en.zicla.com](http://www.en.zicla.com)

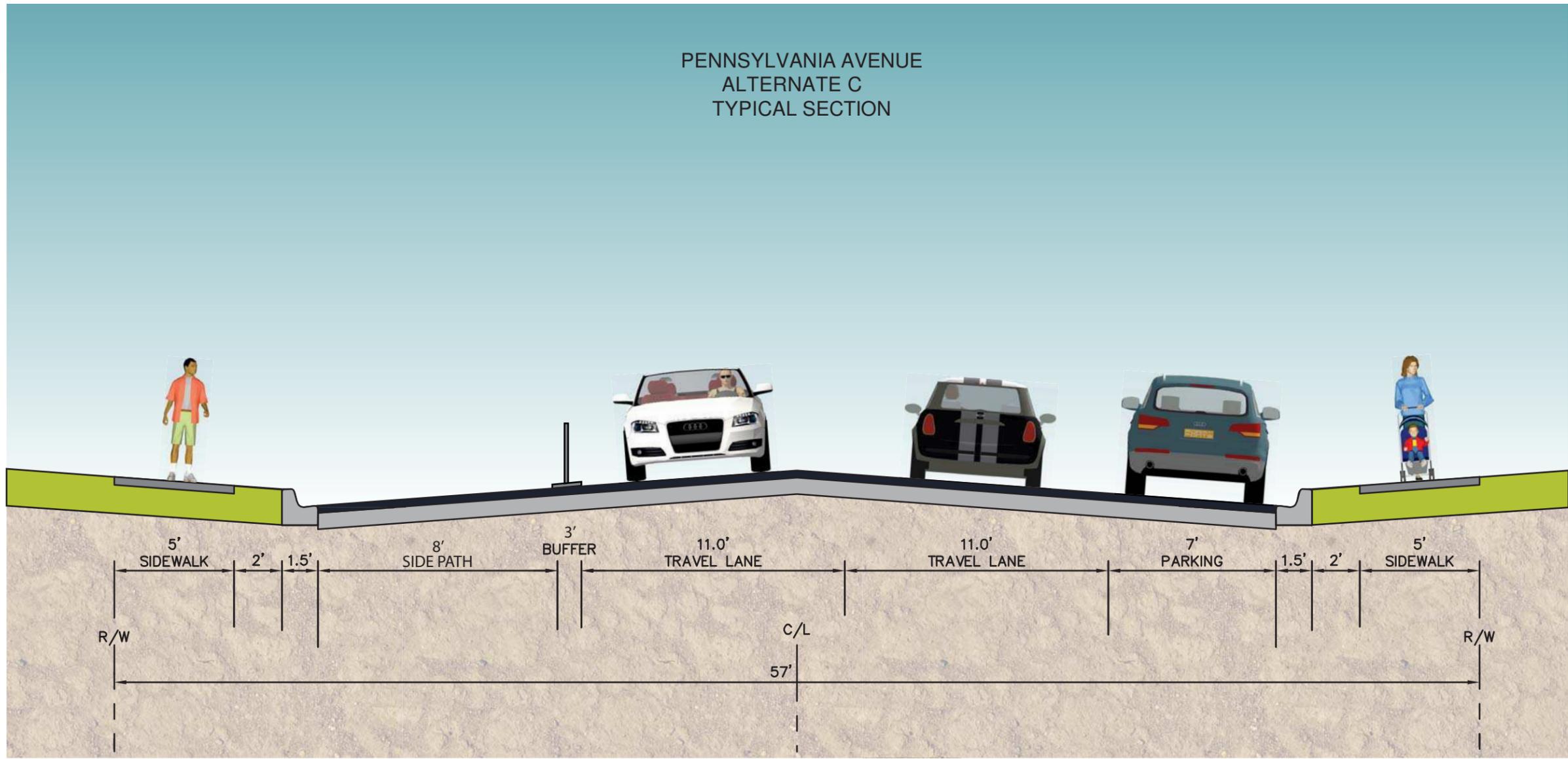


⦿ [www.fhwa.dot.gov](http://www.fhwa.dot.gov)



⦿ [www.wamu.org](http://www.wamu.org)

Figure 8: Alternate C Typical Section

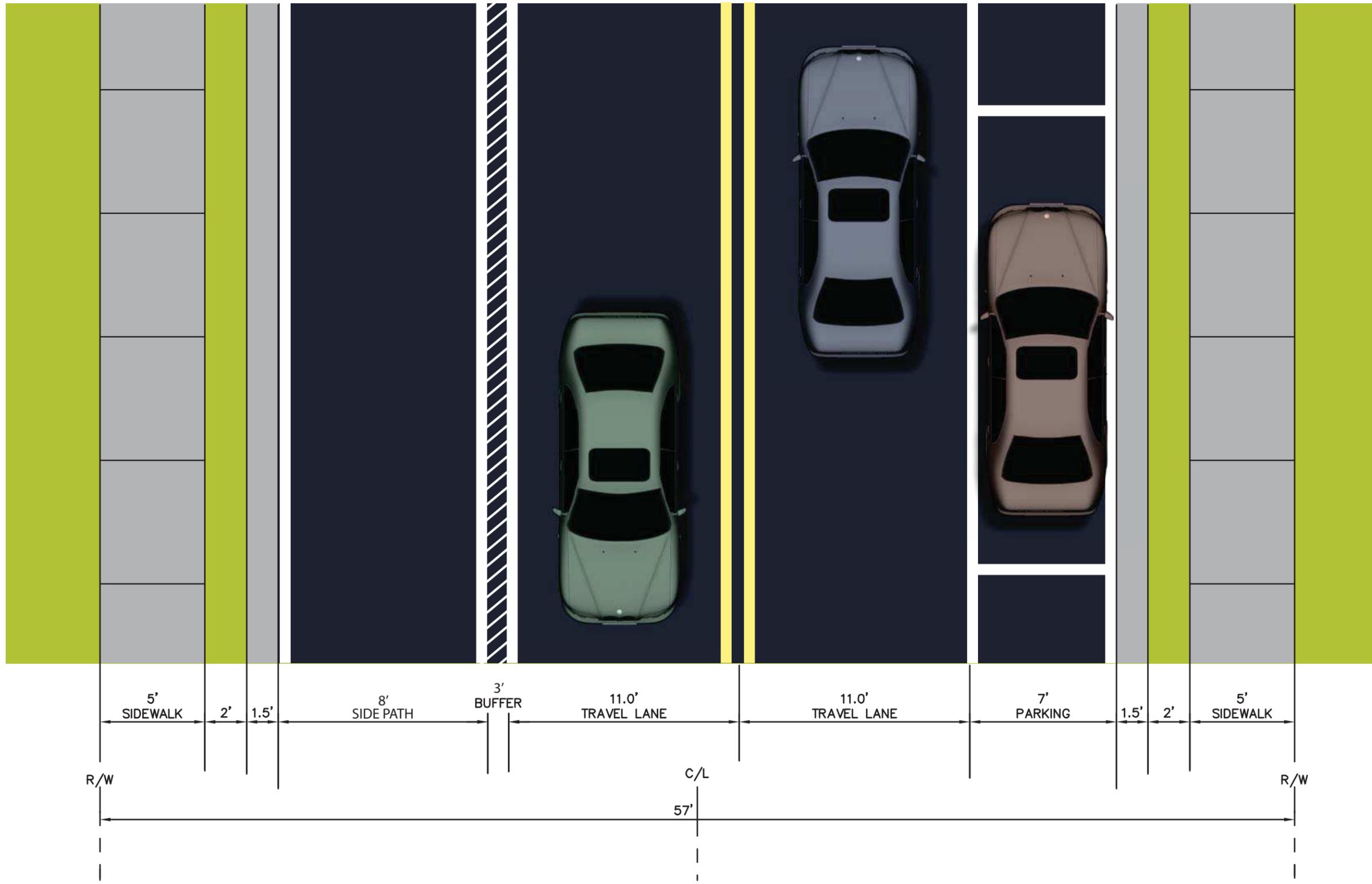


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	SHEET NUMBER <b>04</b>	DATE FEBRUARY 2016	SCALE AS SHOWN	DESIGNED BY KHA	
		CHECKED BY ALG		DATE:	REVISIONS No. DATE BY

Figure 9: Alternate C Typical Section (Aerial View)

PENNSYLVANIA AVENUE  
ALTERNATE C  
TYPICAL SECTION



R/W  
5' SIDEWALK  
2'  
1.5'  
8' SIDE PATH  
3' BUFFER  
11.0' TRAVEL LANE  
11.0' TRAVEL LANE  
7' PARKING  
1.5'  
2'  
5' SIDEWALK  
R/W  
C/L  
57'

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	SHEET NUMBER 04	KHA DATE FEBRUARY 2016	SCALE AS SHOWN	DESIGNED BY KHA	DRAWN BY DSC	CHECKED BY ALG	DATE

### Alternative D:

This alternative reduces the lane size from 13 feet to 11 feet which would decrease vehicle speeds and removes all on-street parking and adds a two-way left turn lane/landscaped median. A sidewalk is proposed on the northern side, while a 12-foot shared-use path is recommended on the southern side. This alternative is one of the safer options as it completely separates motor vehicles from other users and provides a turn lane/median area that separates the travel lanes. This alternative will likely be the highest cost of implementation. This alternative includes the following and can be seen in **Figures 10 and 11**:

- ⊙ 11-foot travel lanes
- ⊙ 11-foot turn lane and/or landscaped median
- ⊙ 12-foot shared-use path on south side, off the road
- ⊙ 5-foot sidewalk on north side

### Alternative E:

This alternative reduces lane size from 13 feet to 11 feet which would reduce vehicle speeds, maintains on-street parking on the northern side. A sidewalk is present on the northern side, while a 12-foot shared-use path is implemented off the road on the southern side. This is the best overall option for safety and connectivity, by separating motorists from other users and continuing to provide on-street parking for the local businesses. This alternative has higher predicted costs for implementation. This alternative includes the following and can be seen in **Figures 12 and 13**:

- ⊙ 11-foot travel lanes
- ⊙ 12-foot shared-use path on south side, off the road
- ⊙ 7-foot parking on north side
- ⊙ 5-foot sidewalk on north side

### Bridge Options:

During the Stakeholder meetings, modification of the Rainbow River Bridge was discussed to integrate with the proposed CR 484 design alternatives. Three options were discussed in the meetings:

- ⊙ Use the existing shoulder along the bridge
- ⊙ Develop a separate bicycle/pedestrian bridge
- ⊙ Do nothing

Use of the existing shoulder is only recommended for a temporary solution. Use of the existing shoulder would require either the implementation of roadway barriers or crosswalks to allow bi-directional travel of pedestrians over the bridge. The stakeholder input indicated that the public favored the implementation of a bicycle/pedestrian bridge over the Rainbow River. This separate bridge option will increase pedestrian and cyclist safety by separating them from the vehicle travel lanes while providing adequate width for bi-directional travel. Additionally, this option will allow for more direct travel between the downtown area, Blue Run Park, and the nearby trail system. Both suggested improvement options will require additional engineering design to connect the bridge with the Blue Run Park. The implementation of a new bridge is a longer term project due to anticipated cost. Implementation of the separated shoulder option will also require funding for design and construction however, at far less cost than the separate bicycle/pedestrian bridge.

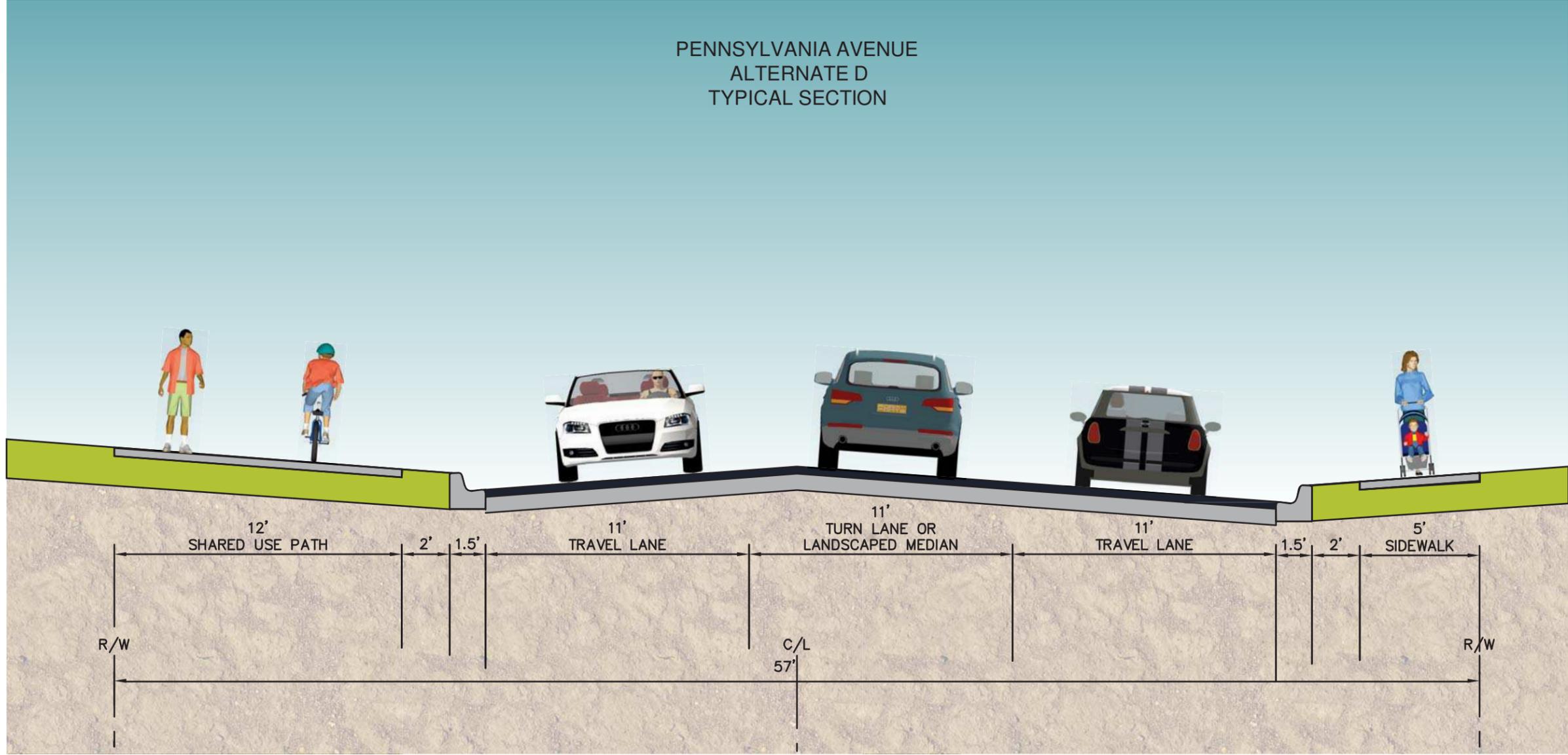


⊙ [www.artthuresoninc.com](http://www.artthuresoninc.com)



⊙ Site Visit

Figure 10: Alternate D Typical Section

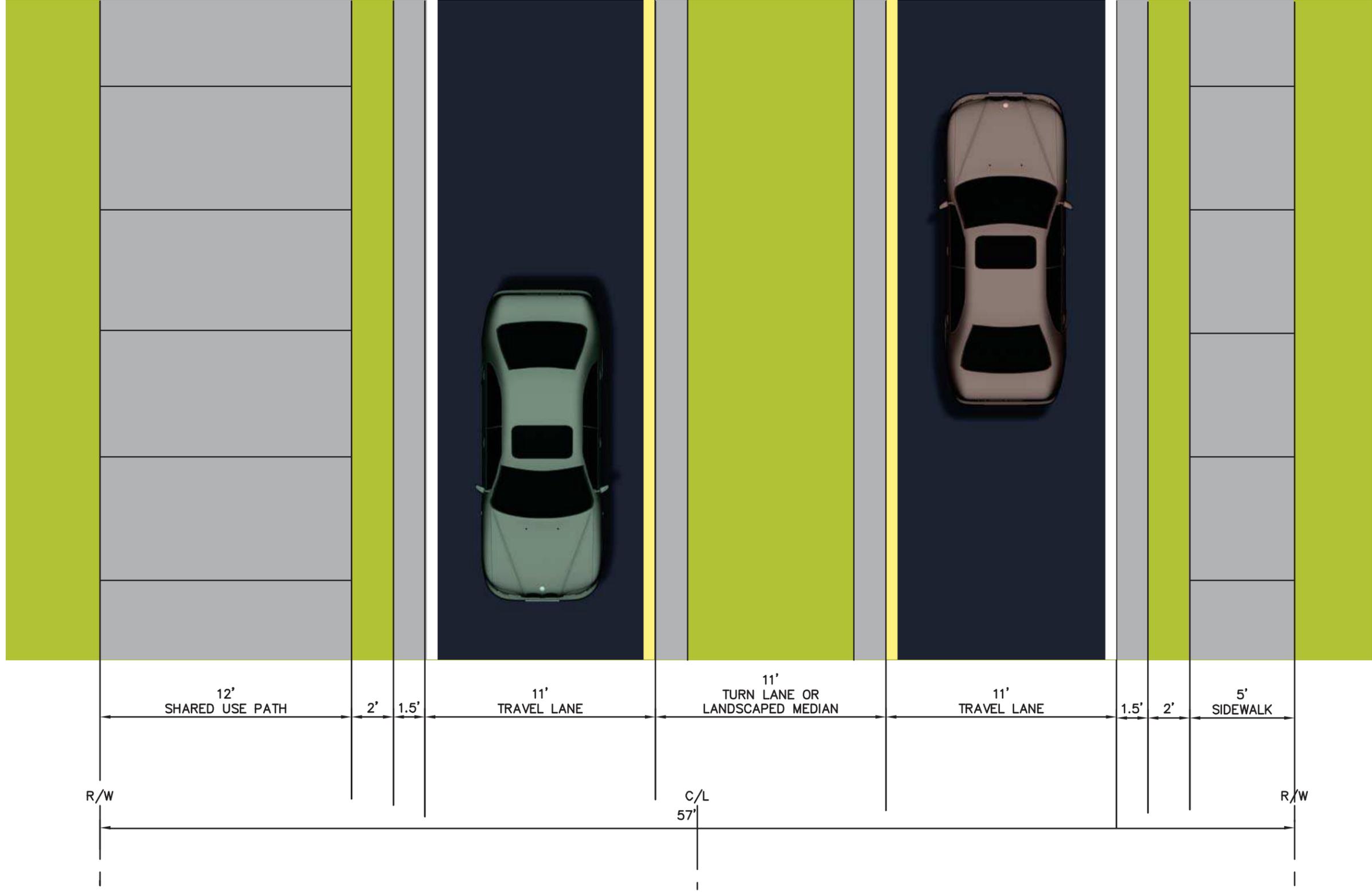


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PREPARED FOR <b>OCALA/MARION COUNTY TPO</b>		<b>TYPICAL SECTION</b>		© 2016 KIMLEY-HORN AND ASSOCIATES, INC. 1823 SE FORT KING STREET, SUITE 200, OCALA, FL 34471 PHONE: 352-438-3000 WWW.KIMLEY-HORN.COM CA 00000696	
CITY OF DUNNELLON FLORIDA		KHA PROJECT 04068019		LICENSED PROFESSIONAL AMBER L. GARTNER, P.E. FLORIDA LICENSE NUMBER 72294	
SHEET NUMBER <b>05</b>		DATE FEBRUARY 2016		REVISIONS No. DATE BY	
SCALE AS SHOWN DESIGNED BY KHA DRAWN BY DSC CHECKED BY ALG		DATE FEBRUARY 2016		REVISIONS No. DATE BY	

Figure 11: Alternate D Typical Section (Aerial View)

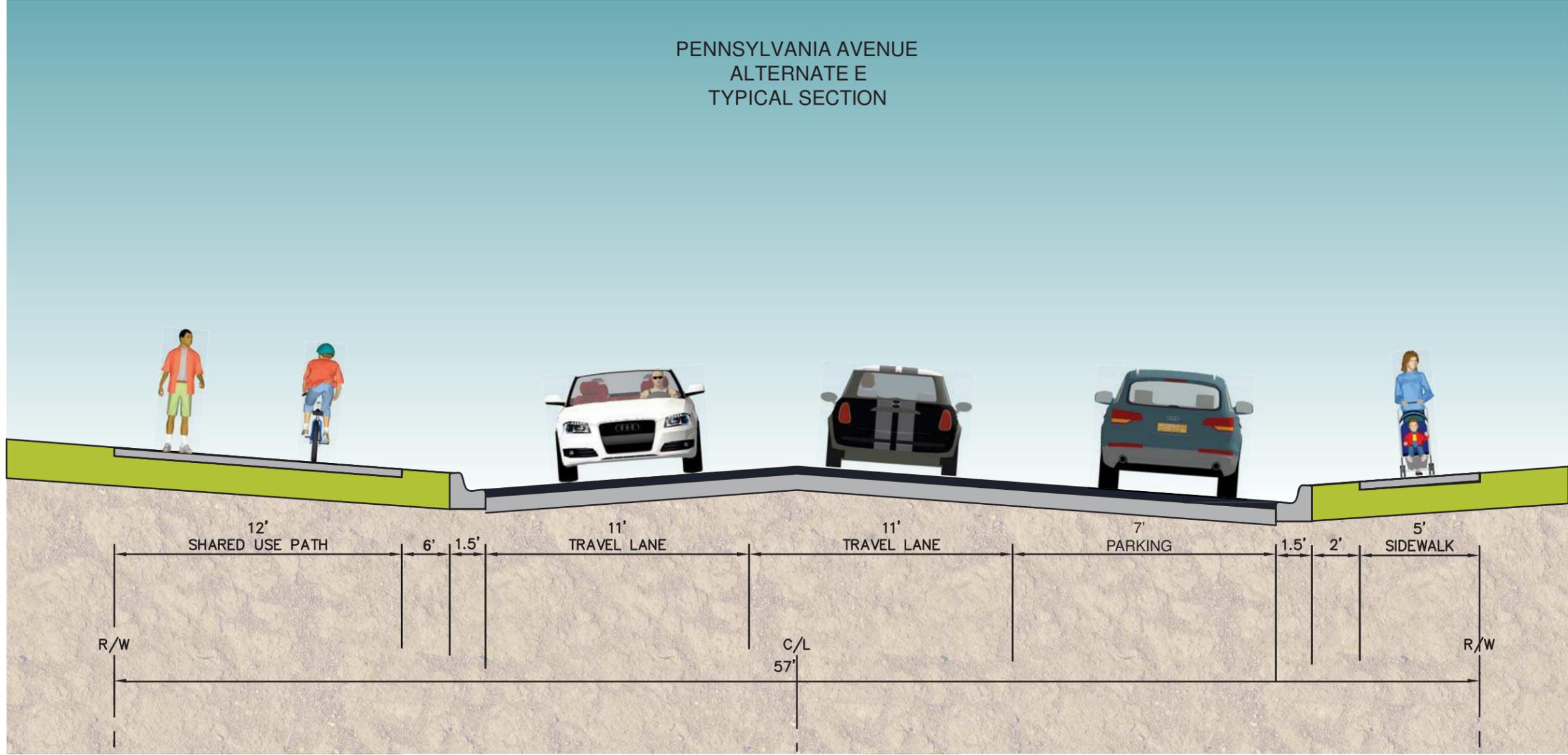
PENNSYLVANIA AVENUE  
ALTERNATE D  
TYPICAL SECTION



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		KHA PROJECT 040688019	DATE FEBRUARY 2016	CHECKED BY ALG		DATE:
		SCALE AS SHOWN	DESIGNED BY KHA	DRAWN BY DSC		NO.
		SHEET NUMBER <b>05</b>	REVISIONS	DATE		BY

Figure 12: Alternate E Typical Section



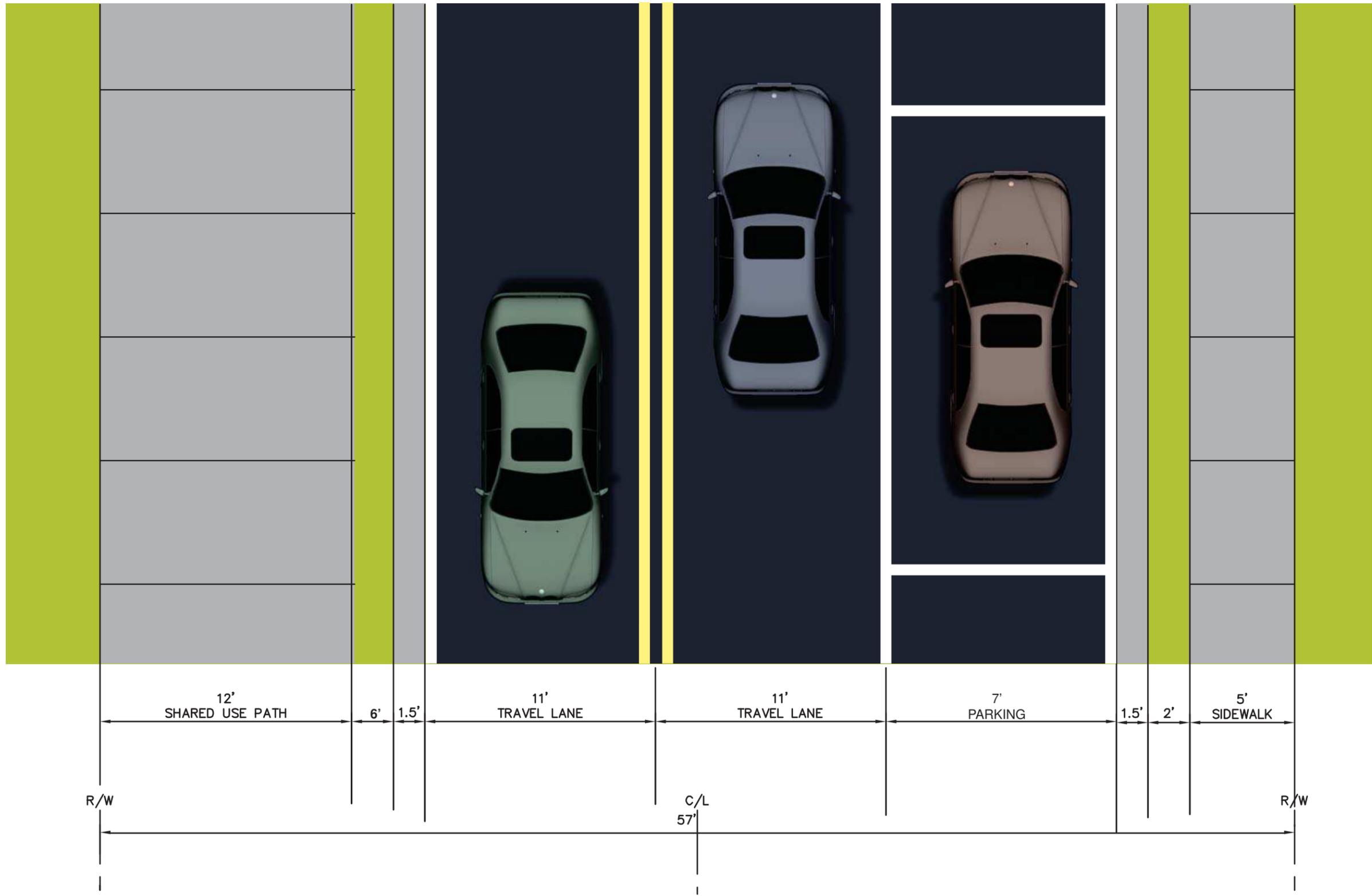
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SHEET NUMBER	06		
		REVISIONS	DATE
		No.	BY



Figure 13: Alternate E Typical Section (Aerial View)

PENNSYLVANIA AVENUE  
ALTERNATE E  
TYPICAL SECTION



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	SHEET NUMBER 06	KHA DATE FEBRUARY 2016	SCALE AS SHOWN	DESIGNED BY KHA DRAWN BY DSC CHECKED BY ALG DATE: _____		

## Stakeholder Outreach

### Dunnellon City Council – February 17, 2016:

A meeting was held with the Dunnellon City Council to gather input on the newly developed design alternatives for the Pennsylvania Avenue corridor. The Council generally agreed that Alternative C was the preferred option. This option contained the features that the Council desired to see from a streetscape such as maintaining some of the on-street parking and implementing a shared-use path, while requiring a more modest budget to implement. The Council expressed concerns over the types of vertical barriers/delineators and signage that could be used in the design. Concerns over the aesthetics of the delineators and the implementation of other options were discussed to increase the safety of the corridor. Additionally, the Council expressed a desire to explore external funding sources such as the Florida Department of Environmental Protection's Recreational Trails Grant Program. This is a competitive grant program that allows local governments to compete for federal funding for trail facilities.

### Public Meeting - March 30, 2016:

A public meeting was held at the Dunnellon Bingo Hall on Wednesday, March 30, 2016. The meeting was held to gather public input on the Pennsylvania Avenue alternatives. There were 46 attendees who participated, and there were 32 comment forms submitted. Alternative C had the most community support followed by Alternative D. Eight individuals did not indicate which alternative they would support, but did indicate that they would like to see bicycle access improvements to Pennsylvania Avenue. Two individuals clearly indicated that they would not like to see anything done to the roadway. The other category is comprised of individuals who shared concerns for safety, turn lane availability, and the impact on businesses. Several individuals indicated they were in favor of Alternative E, but made the decision to support other options due to the potential costs and time it would take to implement.

## Results

Throughout the stakeholder engagement process, it was clear that the City Council and the residents that participated in the process favored Alternative C. This alternative accomplishes the addition of a shared-use path while maintaining on-street parking on the north side of the corridor. This alternative creates a safe facility for non-motorized users and will likely increase usage from non-proficient cyclists and pedestrians. Any safety related issues with this option will have to be examined during the engineering design phase. The design phase will have to address the curb cuts to existing land uses, on-street parking, and the Alternative C bicycle facility. The on-street parking will remain on the north side of the road to service the local businesses as well as weekend visitors to Blue Run Park. Additionally, the long term option of building a separate bicycle/pedestrian bridge was favored over using the existing shoulder along the Rainbow River Bridge. This bridge option will be used to create a safe and efficient route for cyclists and pedestrians to travel between the downtown Dunnellon area and Blue Run Park and ultimately to other regional trails. Any modification to Pennsylvania Avenue or the bridge will require coordination with Marion County Engineering. Additionally, Marion County Engineering should be coordinated with to make the connection from the bridge to the Blue Run Park. The proposed modifications to Pennsylvania Avenue will allow Dunnellon to make the necessary changes to accommodate increased cycling in the area as well as draw new visitors to this area.

The results of this report are to examine Alternative C with further engineering analysis and design to ensure the safety and access features have been properly addressed. In addition, the results suggest the consideration of the long term goal for the implementation of a separate bicycle/pedestrian bridge over the Rainbow River. These actions will require engineering design to be completed as the next phase.

## Loretta Barton

---

**From:** Dawn Bowne  
**Sent:** Thursday, May 05, 2016 12:28 PM  
**To:** Loretta Barton  
**Subject:** FW: 20717 Walnut St.-CC Mtg 05/09/16

*Dawn M. Bowne*

Dawn M. Bowne, MMC  
City Clerk  
City of Dunnellon  
20750 River Drive  
Dunnellon, FL 34431  
352-465-8500, ext. 1002  
352-465-8505 fax  
[dbowne@dunnellon.org](mailto:dbowne@dunnellon.org)  
[www.dunnellon.org](http://www.dunnellon.org)

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---

**From:** Jan Smith  
**Sent:** Thursday, May 05, 2016 12:26 PM  
**To:** Dawn Bowne  
**Cc:** Eddie Esch  
**Subject:** 20717 Walnut St.-CC Mtg 05/09/16

The motion should read: Authorize the City Manager to waive \$683.27 of the interest accrued through April 25, 2016 on Lien #2012-43 for Mr. Seth Popper.

I put Mr. Popper's name and the Apr. 25th date as the date interest stopped accruing . If he doesn't purchase the property interest will still accrue and then the 50% waiver amount will increase. (Unless I'm directed to stop accruing interest as of 4/25/16)

Jan Smith  
Finance Officer  
City of Dunnellon  
20750 River Drive  
Dunnellon, FL 34431  
Phone: 352-465-8500 Ext. 1003  
Fax: 352-465-8505  
E-mail: [jsmith@dunnellon.org](mailto:jsmith@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.**



Meeting Date: May 4, 2016

From (Dept.): City Manager

Signature: tam for E. Esch  
Department Director

Approved for  
Agenda: tam for E. Esch  
City Manager

**Official Use Only**

Reviewed by  
City Attorney: \_\_\_\_\_

Council Action: \_\_\_\_\_

Date: \_\_\_\_\_

**Subject:** Discuss vacant parcel located at 20717 Walnut Street

\_\_\_\_\_

\_\_\_\_\_

**Request for Approval:**

---

**Summary Explanation and Background:**

Property information attached.

---

**Fiscal Information:**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Project No.  
(If applicable)

**Amount:** \_\_\_\_\_

**Procurement Method:** \_\_\_\_\_

**Purchase Requisition Number:** \_\_\_\_\_

---

**Recommended Action:** \_\_\_\_\_

Initiated by: EE / \_\_\_\_\_

# Marion County Property Appraiser

Villie M. Smith, CFA, ASA

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GO TO [2015](#) [2014](#) [2013](#) PRC

2016

3380-1406-00

Prime Key: 803111

[MAP IT](#)

As of 4/26/2016

## Property Information

B & S & GG LLC  
3154 SE 6TH PL  
OCALA FL 34471

## Taxes / Assessments:

Map ID: 21

Millage: 3002

## M.S.T.U.

PC: 00

Acres: 0.14

Situs: 20717 WALNUT ST DUNNELLON

Values NOT Available

## History of Assessed Values

Year	Land Just	Building	Misc Value	Mkt/Just	Assessed Val	Exemptions	Taxable Val
2015	\$8,842	\$0	\$0	\$8,842	\$8,842	\$0	\$8,842
2014	\$9,147	\$0	\$0	\$9,147	\$9,147	\$0	\$9,147
2013	\$9,147	\$0	\$0	\$9,147	\$9,147	\$0	\$9,147

## Property Transfer History

Book/Page	Date	Instrument	Code	Q/U	V/I	Price
<a href="#">5824/0676</a>	03/13	34 TAX	2 V-SALES VERIFICATION	U	V	\$3,600
<a href="#">4853/0116</a>	07/07	62 DISTR	0	U	I	\$100
<a href="#">UNRE/INST</a>	11/06	71 DTH CER	0	U	I	\$100
<a href="#">4667/1608</a>	11/06	74 PROBATE	0	U	I	\$100
<a href="#">0727/0316</a>	01/76	02 DEED NC	0	U	I	\$10,000

## Property Description

SEC 35 TWP 16 RGE 18  
PLAT BOOK A PAGE 174  
DUNNELLON  
LOT 1406

## Land Data - Warning: Verify Zoning

Use	Front	Depth	Zoning	C Notes	Units	Type	Rate	Loc	Shp	Phy	Class	Value	Just Value
0001	50	125	RBO		6098.00	SF		1.00	1.00	1.00			

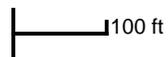
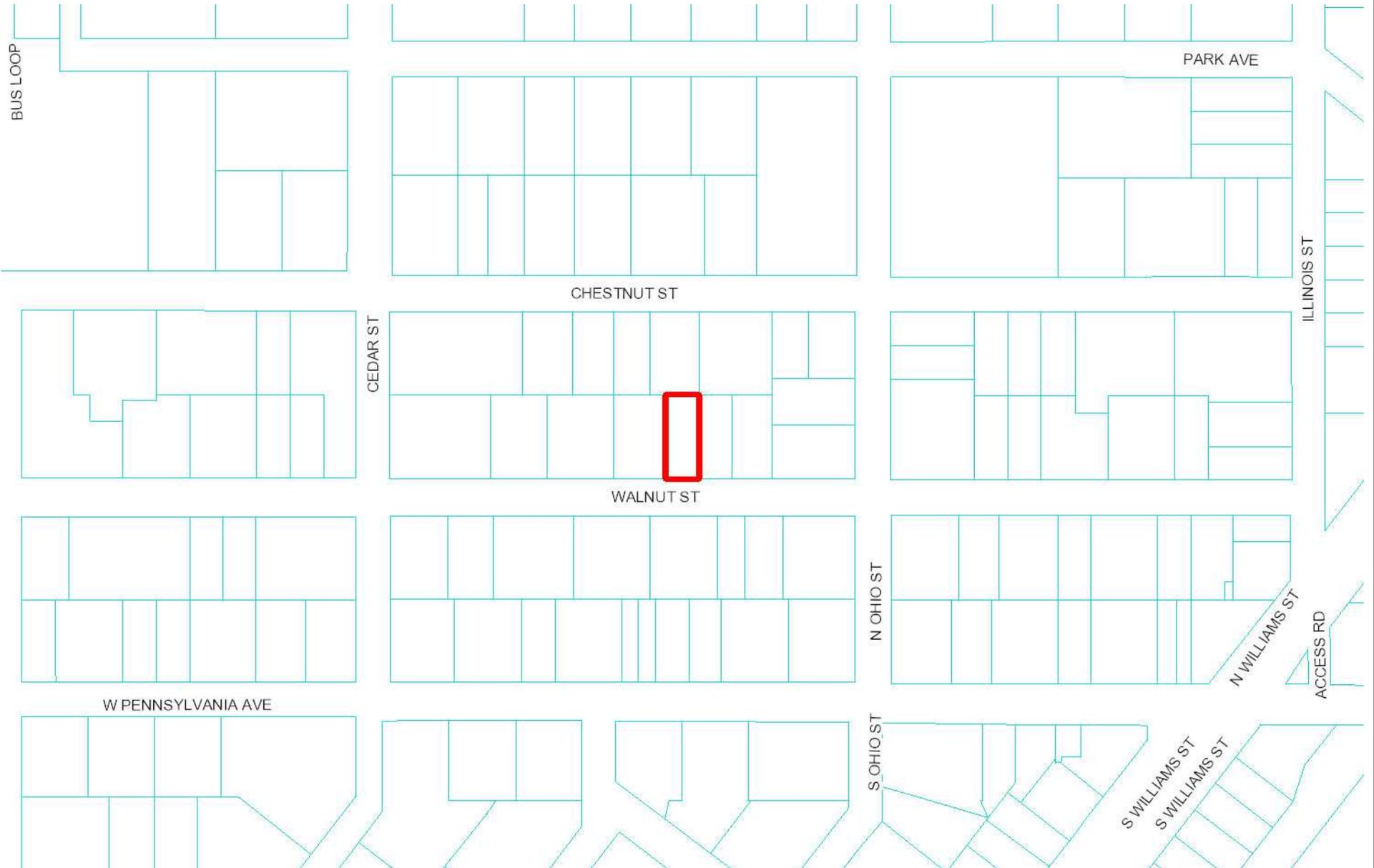
Neighborhood 8150 - DUNNELLON HISTORICAL DISTRICT

Mkt: 1 70

## Planning and Building, County Permit Search

### \*\* Permit Search \*\*

Permit Number	Amount	Issued Date	Complete Date	Description
DN4132	\$14,700	9/1/1994	-	VINYL SIDING/REPAIR
200103	\$1	6/1/2007	-	??
DUN11120023	\$4,280	12/5/2011	-	DEMO



DISCLAIMER: This is a work in progress. This application was compiled by the Marion County Property Appraiser's Office solely for the governmental purpose of property assessment. These are NOT surveys. Our goal is to provide the most accurate data available, however, no warranties, expressed or implied are provided with this data, its use, or interpretation. All information subject to change without notice. Use at your own risk.



**TAX DEED**

**DAVID R. ELLSPERMANN**  
Clerk

SALE # 288161  
PROPERTY ID NUMBER 3380-1406-00

STATE OF FLORIDA  
COUNTY OF MARION

DAVID R ELLSPERMANN CLERK OF COURT MARION COUNTY  
DATE: 03/12/2013 04:28:58 PM  
FILE #: 2013025178 OR BK 05824 PGS 0676-0678

REC 27.00 DEED DS 25.20

*mze*

The following Tax Sale Certificate Numbered 14549 issued on June-01-2009 was filed on the Office of the Tax Collector of this County and application made for the issuance of a tax deed, the applicant having paid or redeemed all other taxes or tax sale certificates on the land described as required by law to be paid or redeemed, and the costs and expenses of this sale, and due notice of sale having been published as required by law, and no person entitled to do so having appeared to redeem said land; such land was on the 13th day of February, 2013 offered for sale as required by law for cash to the highest bidder and was sold to: **B & S & GG LLC ADDRESS: 3154 SE 6TH PL; OCALA, FL 34471** being the highest bidder and having paid the sum of his bid as required by the Laws of Florida.

NOW, this 12th day of March, 2013 the County of Marion, State of Florida, in consideration of the sum of (\$ 3,552.59) THREE THOUSAND FIVE HUNDRED FIFTY TWO AND 59 / 100----Dollars, being the amount paid pursuant of the Laws of Florida does hereby sell the following lands situated in the County and State and described as follows:

**SEC 35 TWP 16 RGE 18  
DUNNELLON LOT 1406  
PLAT BOOK A PAGE 174**

SUBJECT TO CURRENT TAXES

DAVID R. ELLSPERMANN  
CLERK OF THE CIRCUIT COURT  
MARION COUNTY



*John F. Suess, III*  
DEPUTY CLERK

WITNESS:

*Shirley M. Mason*

*Melanie Z Alexander*

STATE OF FLORIDA  
COUNTY OF MARION

On this 12th day of March, 2013 before me personally appeared John F. Suess, III, Deputy Clerk for David R. Ellspermann, Clerk of the Circuit Court in and for the State and this County known to me to be the person described in and who executed the foregoing instrument, and acknowledged the execution of this instrument to be his own free act and deed for the use and purpose therein mentioned, who is personally known to me and who did not take an oath.

Witness my hand and official seal date aforesaid.

*Melanie Z Alexander*  
NOTARY PUBLIC  
STATE OF FLORIDA



# AFFIDAVIT OF PUBLICATION

**Star-Banner**  
Published – Daily  
Ocala, Marion County, Florida

STATE OF FLORIDA  
COUNTY OF MARION

Before the undersigned, a Notary Public of Said County and State, David R. Ellspemann who on oath says that they are an authorized employee of the Star-Banner, a daily newspaper published at Ocala, in Marion County, Florida; that the attached copy of advertisement, being a notice in the matter of

**Sale # 288161 NOTICE OF APPLICATION FOR TAX DEED NOTICE IS HEREBY GIVEN, that B & S & GG LLC the holder of the following certificate has filed said certificate for a tax deed to be issued thereon. The certificate number and year of issuance, the descripti**

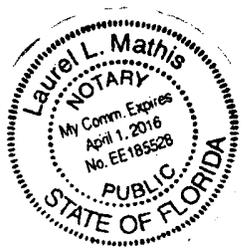
Sale # 288161  
**NOTICE OF APPLICATION FOR TAX DEED**  
NOTICE IS HEREBY GIVEN, that B & S & GG LLC the holder of the following certificate has filed said certificate for a tax deed to be issued thereon. The certificate number and year of issuance, the description of the property, and the names in which it was assessed are as follows:  
Certificate No. 14549  
Year of Issuance: 2009  
Description of Property:  
# 3380-1406-00  
SEC 35 TWP 16 RGE 18  
DUNNELLON LOT 1406  
PLAT BOOK A PAGE 174  
Name in which assessed: ROY JOSEPH FELVER  
Said property being in the County of Marion, State of Florida.  
Unless such certificate shall be redeemed according to law the property described in such certificate shall be sold to the highest bidder in the Jury Assembly Room of the Marion County Judicial Center on February 13, 2013 at 8:30 AM  
Dated this December 27, 2012  
DAVID R. ELLSPERMANN,  
CLERK OF THE CIRCUIT COURT  
OF MARION COUNTY, FLORIDA  
SIGNATURE: David R. Ellspemann  
December 27, 2012 & January 3, 10, 17, 2013  
#A000770989

was published in said newspaper in the issues of:

*12/27 1x, s1/3 1x, s1/10 1x, s1/17 1x*

Affiant further says that the said STAR-BANNER is a daily newspaper published at Ocala, in said Marion County, Florida, and that the said newspaper has heretofore been continuously published in said Marion County, Florida, daily, and has been entered as second class mail matter at the post office in Ocala in said Marion County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the person of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 17<sup>th</sup> day of January, A.D., 2013



Laurel L. Mathis  
Notary Public

LAUREL L. MATHIS  
(Print, Type or Stamp Name of Notary Public)

Ad #: A000770989



# Clerk of the Circuit Court

Marion County

Post Office Box 1030 • Ocala, Florida 34478-1030

## CLERK'S AFFIDAVIT CERTIFICATE

STATE OF FLORIDA  
COUNTY OF MARION

SALE # 288161  
CERTIFICATE: 14549-2009

I, DAVID R. ELLSPERMANN, Clerk of the Circuit Court of the above state and county, do hereby certify that a copy of the NOTICE OF APPLICATION FOR TAX DEED PUBLICATION AND THE WARNING NOTICE LETTER were mailed certified, registered and/or regular mail on the Dec-27-2012 to the following:

B & S & GG LLC, C/O SUNWEST TRUST FBO MICHAEL L MEAD, 3154 SE 6TH PL, OCALA FL 34471

ROY JOSEPH FELVER, 22759 SW 117TH PL, DUNNELLON FL 34431-6201

ROY JOSEPH FELVER, 20717 WALNUT ST, DUNNELLON FL 34431-6750

ROY JOSEPH FELVER, 23185 SW 120TH STREET, DUNNELLON FL 34431

CITY OF DUNNELLON, 20750 RIVER DRIVE, DUNNELLON FL 34431

CITY OF DUNNELLON, C/O FOWLER & O'QUINN PA, 28 W CENTRAL BLVD 4TH FLOOR, ORLANDO FL 32801

In witness whereof, I have hereunto set my hand and official seal this 27th day of December, 2012.

DAVID R. ELLSPERMANN  
Clerk of the Circuit Court  
Marion County



By: Williamson  
Deputy Clerk

Tax Roll Property Summary								<a href="#">Help</a>
Account Number	R3380-1406-00		Type	REAL ESTATE REMINDER			<a href="#">Request Future E-Bill</a>	
Address	<a href="#">20717 WALNUT ST DUNNELLON</a>			Status				
Sec/Twn/Rng	35 16 18		Subdivision	8150				
Year	Roll	Account Number	Status	Date Paid	Amount Paid	Balance Due	Pay Online	
<a href="#">1999</a>	R	1999 R3380-1406-00	No Tax Due				<a href="#">Tax Bill</a>	
<a href="#">2000</a>	R	2000 R3380-1406-00	No Tax Due				<a href="#">Tax Bill</a>	
<a href="#">2001</a>	R	2001 R3380-1406-00	No Tax Due				<a href="#">Tax Bill</a>	
<a href="#">2002</a>	R	2002 R3380-1406-00	No Tax Due				<a href="#">Tax Bill</a>	
<a href="#">2003</a>	R	2003 R3380-1406-00	No Tax Due				<a href="#">Tax Bill</a>	
<a href="#">2004</a>	R	2004 R3380-1406-00	No Tax Due				<a href="#">Tax Bill</a>	
<a href="#">2005</a>	R	2005 R3380-1406-00	No Tax Due				<a href="#">Tax Bill</a>	
<a href="#">2006</a>	R	2006 R3380-1406-00	No Tax Due				<a href="#">Tax Bill</a>	
<a href="#">2007</a>	R	2007 R3380-1406-00	CER SOLD	06/2008			<a href="#">Tax Bill</a>	
<a href="#">2007</a>	CER	2008-00010220-00	REDEEMED	06/2008	1,288.01		<a href="#">Certificate</a>	
<a href="#">2008</a>	R	2008 R3380-1406-00	CER SOLD	06/2009			<a href="#">Tax Bill</a>	
<a href="#">2008</a>	CER	2009-00014549-00	REDMD-CLRK	02/2013	3,558.84		<a href="#">Certificate</a>	
<a href="#">2009</a>	R	2009 R3380-1406-00	CER SOLD	06/2010			<a href="#">Tax Bill</a>	
<a href="#">2009</a>	CER	2010-00015824-00	REDEEMED	09/2012	710.00		<a href="#">Certificate</a>	
<a href="#">2010</a>	R	2010 R3380-1406-00	CER SOLD	06/2011			<a href="#">Tax Bill</a>	
<a href="#">2010</a>	CER	2011-00015008-00	REDEEMED	09/2012	513.40		<a href="#">Certificate</a>	
<a href="#">2011</a>	R	2011 R3380-1406-00	CER SOLD	06/2012			<a href="#">Tax Bill</a>	
<a href="#">2011</a>	CER	2012-00015471-00	REDEEMED	09/2012	441.59		<a href="#">Certificate</a>	
<a href="#">2012</a>	R	2012 R3380-1406-00	PAID	03/2013	171.55		<a href="#">Tax Bill</a>	
<a href="#">2013</a>	R	2013 R3380-1406-00	PAID	01/2014	168.19		<a href="#">Tax Bill</a>	
<a href="#">2014</a>	R	2014 R3380-1406-00	CER SOLD	06/2015			<a href="#">Tax Bill</a>	
<a href="#">2014</a>	CER	2015-00015269-00	UNPAID			247.44	<input type="checkbox"/> <a href="#">Certificate</a>	
<a href="#">2015</a>	R	2015 R3380-1406-00	UNPAID			181.42	<input type="checkbox"/> <a href="#">Tax Bill</a>	



## CURRENT ACCOUNT DETAILS

Account Number	2015	R3380-1406-00	<a href="#">Tax Bill</a>
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## DELINQUENT TAXES DUE

Property Description	Owner Information
SEC 35 TWP 16 RGE 18 PLAT BOOK A PAGE 174 DUNNELLON LOT 1406	B & S & GG LLC 3154 SE 6TH PL

Current Values and Exemptions				Taxes and Fees Levied		
ASSESSMENT	8,842			TAXES		176.14
TAXABLE	8,842			INT. 3.0000%		5.28
APR 30 2016	MAY 31 2016	ONLY	CERTIFIED	FUNDS	PAST DUE ON	
181.42	187.08	ACCEPTED	AFTER	APRIL 30 2016	APRIL 1 2016	
<b>Post Date</b>	<b>Receipt #</b>	<b>Pmt Type</b>	<b>Status</b>	<b>Disc</b>	<b>Interest</b>	<b>Total</b>

**Links of Interest**

[LINK TO PROPERTY APPRAISER WEB](#)

**From:** Jan Smith  
**Sent:** Wednesday, April 27, 2016 3:52 PM  
**To:** Teresa Malmberg; Lonnie Smith  
**Subject:** FW: 20717 Walnut St.

I sent this to Eddie not sure if I copied you

Jan Smith  
Finance Officer  
City of Dunnellon  
20750 River Drive  
Dunnellon, FL 34431  
Phone: 352-465-8500 Ext. 1003  
Fax: 352-465-8505  
E-mail: [jsmith@dunnellon.org](mailto:jsmith@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:** Seth Popper [mailto:[brookesconsulting@yahoo.com](mailto:brookesconsulting@yahoo.com)]  
**Sent:** Tuesday, April 26, 2016 7:14 AM  
**To:** Jan Smith  
**Subject:** Re: 20717 Walnut St.

I am requesting a waiver of interest on lien #2012-43 at property 20717 walnut street. I would not only like to request half the interest be waived. I would also like to bring before the city manager and council that all the interest and a portion of the fee be waived in order to make this a purchasable property to be used in the growth of Dunnellon from within. Thank you.

Seth Popper  
352-256-0832

[Sent from Yahoo Mail for iPhone](#)

On Monday, April 25, 2016, 2:56 PM, Jan Smith <[jsmith@dunnellon.org](mailto:jsmith@dunnellon.org)> wrote:

Mr. Popper,

There is one lien outstanding for the above property Lien #2012-43 in the amount of \$4,903.83

The amount to satisfy the lien is \$4,903.83 + \$1,366.54 interest for a total due of \$6,270.37. I spoke with our City Manager and it is possible to waive 50% of the interest due. This brings the total due down to \$5,587.10.

This property is on the agenda to be discussed at the council workshop on May 4, 2016 at 5:30 pm. I will need your request for a 50% waiver of the interest in writing as soon as possible so that it can be included in the discussion with City Council.

Sincerely,

Jan Smith

Finance Officer

City of Dunnellon

20750 River Drive

Dunnellon, FL 34431

Phone: [352-465-8500](tel:352-465-8500) Ext. 1003

Fax: [352-465-8505](tel:352-465-8505)

E-mail: [jsmith@dunnellon.org](mailto:jsmith@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.**

Lien\* 2012-43

Return to:

City of Dunnellon  
20750 River Drive  
Dunnellon, Florida 34431



DAVID R ELLSPERMANN CLERK OF COURT MARION COUNTY

DATE: 10/31/2012 09:31:52 AM

FILE #: 2012107389 OR BK 05759 PGS 0771-0779

REC 78.00

Prepared by:

Fowler & O'Quinn, P.A.  
28 W. Central Blvd., 4<sup>th</sup> Floor  
Orlando, Florida 32801  
(407) 425-2684

CITY OF DUNNELLO, MARION COUNTY, FLORIDA  
A Florida Municipal Corporation

CITY OF DUNNELLO LIEN

KNOW ALL MEN BY THESE PRESENTS:

That the City of Dunnellon, Marion County, Florida, hereby declares that it has a true and correct lien in the amount of \$4,903.83 plus interest at a legal rate of 6% per annum from the date hereof, against the following described real property in Marion County, Florida, and lying within the corporate limits of the City of Dunnellon, Florida, to-wit:

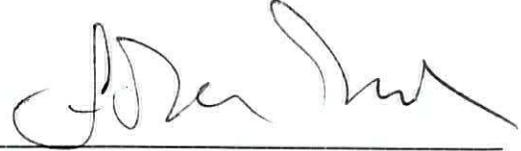
**SEC 35 TWP 16 RGE 18  
PLAT BOOK A PAGE 174  
DUNNELLO  
LOT 1406**

**Parcel #3380-1406-00  
Special Magistrate Case #DCV1011-002**

**Property Owner: Roy Felver  
Property Address: 20717 Walnut Street**

That said lien represents unpaid monies and charges for: Code Enforcement has demolished the buildings upon the property and cleared the public nuisance of the above listed property in the City of Dunnellon. Based upon Findings of Fact and Conclusions of Law ordered by Special Magistrate Denise A. Dymond Lyn on September 28, 2011, and shall constitute a lien on said property until fully paid.

In WITNESS WHEREOF, the Mayor of the City of Dunnellon has hereunto set his respective hand and seal, and the City Clerk of the City of Dunnellon has hereunto affixed the corporate seal of the City, this 22<sup>nd</sup> day of October, 2012.



Fred R. Ward, Mayor

10-22-12

Attest:



Dawn M. Bowne, MMC

10-22-12

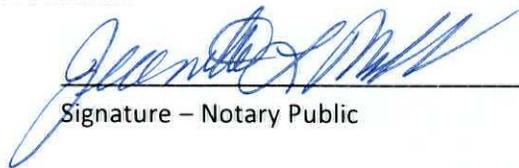
City Clerk

STATE OF FLORIDA  
COUNTY OF MARION

On this 22<sup>nd</sup> day of October, 2012, personally appeared before me, Fred R. Ward and Dawn M. Bowne respectively, of the City of Dunnellon, Florida, who are personally known to me and acknowledged that they executed the foregoing Lien for the purposes therein expressed. Witness my hand and seal this day and year last above written.



JEANETTE L. REHBERG  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# DD963421  
Expires 2/21/2014



Signature - Notary Public

Seal:



**CODE COMPLIANCE SPECIAL  
MAGISTRATE, DUNNELLON, FLORIDA**

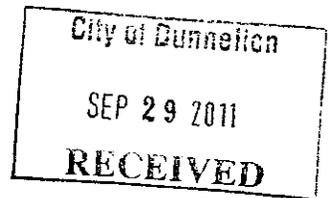
CITY OF DUNNELLON  
Petitioner,

v.

ROY JOSEPH FELVER  
20717 Walnut St.  
Dunnellon, FL  
Respondent

Case No. DCV1011-002  
#11-0693

**FINDINGS OF FACT,  
CONCLUSIONS OF LAW AND ORDER**



**THIS CAUSE** came on for public hearing before the City of Dunnellon Code Compliance Special Magistrate Denise A. Dymond Lyn on September 13, 2011, after due notice and the Special Magistrate having heard testimony from the Code Enforcement Officer under oath and received evidence, thereupon issues her **Findings of Fact, Conclusions of Law and Order**, as follows:

**FINDINGS OF FACT:**

1. The real property which is the subject of this case ("Property") is located at 20717 Walnut St., Dunnellon, Florida and identified by the Marion County Property Appraiser as 3380-1406-00. The property is owned by Roy Joseph Felver.
2. After an investigation by Code Enforcement Officer Lawrence Straus, a NOTICE OF VIOLATION dated April 29, 2011 was posted upon the property on May 2, 2011, was posted upon the public posting board at Dunnellon City Hall on May, 2011 and was mailed via UPS on May 3, 2011 to be delivered to Respondent at 23185 SW 120<sup>th</sup> St., Dunnellon, Florida. A SECOND AND FINAL NOTICE OF VIOLATION dated June 15, 2011 was posted upon the public posting board at Dunnellon City Hall on June 14, 2011 and was mailed via certified mail, return receipt requested to Respondent at 23185 SW 120<sup>th</sup> St., Dunnellon, Florida on June 14, 2011. Thereafter a CITY COUNCIL MEETING NOTICE dated July 1, 2011 was posted upon the property on July 1, 2011, was posted upon the public posting board at Dunnellon City Hall on July 1, 2011 and was mailed via regular mail, certified mail and UPS ground delivery to Respondent at 23185 SW 120<sup>th</sup> St., Dunnellon, Florida on July 1, 2011. Finally, a SPECIAL MAGISTRATE NOTICE OF HEARING, dated August 9, 2011 was posted upon the property on August 9, 2011, was posted upon the public posting board at Dunnellon City Hall on August 9, 2011 and was mailed via regular mail, certified

mail and by UPS ground delivery to Respondent at 23185 SW 120<sup>th</sup> St., Dunnellon, Florida on August 9, 2011.

3. The Dunnellon City Council, in public meeting, reviewed this code enforcement matter and referred it to this Magistrate for hearing and determination.
4. The Respondent, Roy Joseph Felver was provided proper and adequate notice of the hearing before this Magistrate but was not present for hearing
5. The Notice of Violation alleged violations of Dunnellon Code Section 99A-2, Nuisance and Hazards Declared.
6. The buildings that were once constructed upon the property have been burned by fire. What remains of the buildings is in a serious state of disrepair and dilapidation. It is apparent that the buildings have not been maintained for a very long time and were never repaired following the fire. The roof on both buildings has long ago fallen in and does not provide any protection from the elements. It appears that a porch was, at one time, connected to the front of the main structure but has since been removed or has deteriorated. There are no windows or doors securing either building.
7. The City's Building Official, Walter F. Brown has determined that the structures upon the property have deteriorated to the point that they are unsafe.
8. Nothing short of demolition could bring this property into compliance.
9. The City has attempted, on many occasions, to contact the property owner at his last known address but the property owner has ignored the City's notices and communications. It is apparent, through his lack of action that the owner has no intent to take any action regarding the dilapidated buildings upon his property.
10. The City has the resources to effect the demolition of the buildings whereas the property owner does not appear to either have the resources or the desire or ability to apply those resources to secure, rehabilitate or demolish the buildings.
11. The buildings have no historical or cultural significance.

**CONCLUSIONS OF LAW:**

12. Respondent knew or should have known of the hearing held on September 13, 2011 because he was mailed notice and because the notice was posted upon his property and at City

Hall. Respondent waived his right to appear and to testify before the Magistrate by not attending this hearing.

13. Respondent is in violation of City of Dunnellon Code Section 99A-2. The buildings upon the property are unoccupied, unsuitable, dangerous and unsafe creating a nuisance and hazard. The buildings upon the property have become a public nuisance.

14. The Building Official's determination that the buildings are unsafe is correct and the Code Enforcement Officer's determination that the buildings are unsafe and should be demolished is correct and appropriate.

**ORDER:**

Based upon the foregoing **FINDINGS OF FACT AND CONCLUSIONS OF LAW**, it is hereby **ORDERED THAT:**

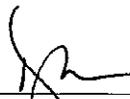
15. The Respondent is granted a period of forty-five (45) days from the date of the hearing held herein on September 13, 2011 or until October 28, 2011 to demolish the buildings upon the property and to clear the public nuisance. It is the responsibility of the Respondent to remove the dangerous buildings from his property, on or before the compliance date and to demonstrate to the City of Dunnellon's satisfaction that the violation(s) have been corrected.

16. If the Respondent does not demolish the buildings as ordered herein on or before October 28, 2011, the City may take whatever lawful action is necessary to bring the property into compliance with the City's Code of Ordinances.

**The Respondent has the right to appeal this order within thirty (30) days of the date of this Order pursuant to Section 162.11, Florida Statutes.**

**DONE AND ORDERED** this the 28<sup>th</sup> day of September 2011, at Inverness, Florida.

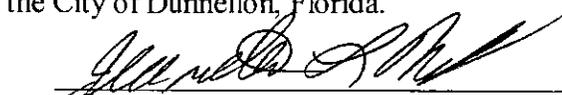
BY: \_\_\_\_\_

  
Denise A. Dymond Lyn, Special Magistrate

I HEREBY CERTIFY that a true and correct copy of the foregoing **FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER** has been furnished via Regular U.S. Mail and via U.S. Certified Mail to Roy Joseph Felver at 23185 SW 120<sup>th</sup> St., Dunnellon, Florida, 34431 on this the 30<sup>th</sup> day of September, 2011.

  
Name: Jeanette L. Rehberg Jeanette L. Rehberg  
Title: Planning Assistant Planning Assistant

I HEREBY CERTIFY that as an Agent of the City of Dunnellon, Florida, the office to whose custody the original Order is entrusted, this is a true and correct copy of the document maintained on file in the Code Compliance records of the City of Dunnellon, Florida.

  
Name: Jeanette L. Rehberg  
Title: Planning Assistant

## Lynn Wyland

---

**From:** Dawn Bowne  
**Sent:** Tuesday, September 16, 2014 1:14 PM  
**To:** Lynn Wyland  
**Subject:** Fw: Felver - Order Imposing Fine & Lien

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Can you create legal opinion in LF and save to the lien file in LF?

Sent from my Verizon 4G LTE Smartphone

----- Original message-----

**From:** Teresa Malmberg  
**Date:** Tue, Sep 16, 2014 11:33 AM  
**To:** Virginia Cassady; Jan Smith;  
**Cc:** Dawn Bowne; Eddie Esch; Larry Straus;  
**Subject:** RE: Felver - Order Imposing Fine & Lien

Thanks, Virginia. We will proceed accordingly.

Regards,

*Teresa Malmberg*

Administrative Coordinator  
Public Services and  
Community Development  
City of Dunnellon  
Of: 352.465.8500 x1101  
Fax: 352.465.8592  
[tmalmberg@dunnellon.org](mailto:tmalmberg@dunnellon.org)

Please Note: Florida has a very broad public records law. Written communications to or from city officials regarding city business is public record and open to inspection including names, addresses, and e-mail addresses. Therefore, your e-mail communication may be subject to public disclosure.

---

**From:** Virginia Cassady [mailto:[vcassady@shepardfirm.com](mailto:vcassady@shepardfirm.com)]  
**Sent:** Tuesday, September 16, 2014 10:55 AM  
**To:** Teresa Malmberg; Jan Smith  
**Cc:** Dawn Bowne; Eddie Esch; Larry Straus  
**Subject:** RE: Felver - Order Imposing Fine & Lien

First step is to have Larry request that the Special Magistrate authorize the City Attorney to initiate steps to foreclose on this lien. He should make this request at the next code enforcement meeting. On the agenda should be:

**Request authorization for City Attorney to initiate foreclosure proceedings pursuant to Fla. Stat.162.09(3) for City of Dunnellon Lien filed at OR Book 05759 Page 771.**

Then in the packet, have a copy of the tax deed (attached) together with the packet you sent me (also attached). Also include the Property Appraiser's info on this property. If Larry prepares a staff report, he should state that the property is not homesteaded and should cite to the statute, which says:

**After 3 months from the filing of any such lien which remains unpaid, the enforcement board may authorize the local governing body attorney to foreclose on the lien or to sue to recover a money judgment for the amount of the lien plus accrued interest.**

Special Magistrate does not need to enter an order. She only needs to authorize, and her authorization should be stated in the minutes.

No need to send notice of this authorization to the property owner.

Once I have been told by Larry that the SM has authorized me to move forward, my first step will be to write the owner a letter.

Virginia

**Shepard, Smith & Cassady, P.A.**  
Attorneys and Counselors at Law  
2300 Maitland Center Parkway, Suite 100  
Maitland, Florida 32751  
Phone 407-622-1772; toll free 866-247-3008  
Fax 407-622-1884  
[vcassady@shepardfirm.com](mailto:vcassady@shepardfirm.com)  
[www.ShepardSmithCassady.com](http://www.ShepardSmithCassady.com)



Virginia Cassady is a Board Certified Specialist in city, county, and local government law.

NOTICE: The contents of this email message and any attachments are intended solely for the party or parties addressed and named in this message. This communication and all attachments, if any, are intended to be and to remain confidential, and it may be subject to the applicable attorney - client and/or work product privileges. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the Shepard, Smith & Cassady, P.A. by reply email and then delete this message and its attachments. Do not deliver, distribute, or copy this message and or any attachments if you are not the intended recipient. Do not disclose the contents or take any action in reliance upon the information contained in this communication or any attachments. Although this email and any attachments are believed to be free of any virus or other defect that might affect any computer system into which it is received and opened, it is the responsibility of the recipient to ensure that it is virus free and no responsibility is accepted by Shepard, Smith & Cassady, P.A. for damage arising in any way from its use.

---

**From:** Teresa Malmberg [<mailto:tmalmberg@dunnellon.org>]  
**Sent:** Tuesday, September 16, 2014 10:11 AM  
**To:** Jan Smith; Virginia Cassady  
**Cc:** Dawn Bowne; Eddie Esch; Larry Straus  
**Subject:** FW: Felver - Order Imposing Fine & Lien

Jan/Virginia:

Assuming City Manager wants to go forward with foreclosure proceedings, Virginia, please let us all know how to proceed. The case file is attached for your review. I believe this is out of our hands as far as community development and/or code enforcement. If Larry needs to stand in front of magistrate and make a statement, he'll be happy to do so.

Regards,  
*Teresa Malmberg*

Administrative Coordinator  
Public Services and  
Community Development  
City of Dunnellon  
Of: 352.465.8500 x1101  
Fax: 352.465.8592  
[tmalmberg@dunnellon.org](mailto:tmalmberg@dunnellon.org)

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---

**From:** Lynn Wyland  
**Sent:** Tuesday, September 16, 2014 9:27 AM  
**To:** Teresa Malmberg; Dawn Bowne  
**Cc:** Larry Straus  
**Subject:** RE: Felver - Order Imposing Fine & Lien

Good Morning All!

Attached is the document I believe you are looking for...if you need anything further, please let me know !

Thanks!

*Lynn Wyland*

Lynn Wyland  
Staff Assistant  
City of Dunnellon  
20750 River Drive  
Dunnellon, FL 34431  
352-322-2447 direct  
352-465-8500 ext.1007 main  
352-465-8505 fax  
[lwyland@dunnellon.org](mailto:lwyland@dunnellon.org)  
[www.dunnellon.org](http://www.dunnellon.org)

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---

**From:** Teresa Malmberg  
**Sent:** Tuesday, September 16, 2014 7:47 AM  
**To:** Dawn Bowne  
**Cc:** Lynn Wyland; Larry Straus  
**Subject:** RE: Felver - Order Imposing Fine & Lien

Thanks, Dawn.

Regards,

*Teresa Malmberg*

Administrative Coordinator  
Public Services and  
Community Development  
City of Dunnellon

Of: 352.465.8500 x1101  
Fax: 352.465.8592  
[tmalmberg@dunnellon.org](mailto:tmalmberg@dunnellon.org)

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---

**From:** Dawn Bowne  
**Sent:** Monday, September 15, 2014 6:36 PM  
**To:** Teresa Malmberg  
**Cc:** Lynn Wyland; Larry Straus  
**Subject:** RE: Felver - Order Imposing Fine & Lien

		<b>CODE VIOLATION, Case</b>				
		#DCV1011-			10/31/2012;	
		002, Parcel	20717		File	
2012-	Felver,	ID#3380-1406-	Walnut		#2012107389	
43	Roy	000	Street	10/22/2012	PGS 0771-	Scanned to LF
	Joseph				0779	11/05/12 ML

According to the number log the above info is the lien information and was scanned into Laserfiche by Michelle. Lynn can you locate in LF and email to Teresa and Larry?

*Dawn M. Bowne*  
Dawn M. Bowne, MMC  
City Clerk  
City of Dunnellon  
20750 River Drive  
Dunnellon, FL 34431  
352-465-8500, ext. 1002  
352-465-8505 fax  
[dbowne@dunnellon.org](mailto:dbowne@dunnellon.org)  
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**From:** Teresa Malmberg  
**Sent:** Monday, September 15, 2014 10:11 AM  
**To:** Dawn Bowne  
**Cc:** 'Larry Straus'  
**Subject:** Felver - Order Imposing Fine & Lien

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Public Services and

Community Development

City of Dunnellon

Of: 352.465.8500 x1101

Fax: 352.465.8592

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## Lynn Wyland

---

**From:** Dawn Bowne  
**Sent:** Tuesday, September 16, 2014 1:16 PM  
**To:** Lynn Wyland  
**Subject:** Fw: Felver - Order Imposing Fine & Lien  
**Attachments:** 2012-43 Roy Joseph Felver (Code Violation\_demolished property) 10\_31\_12.pdf

For lien of file

Sent from my Verizon 4G LTE Smartphone

----- Original message-----

**From:** Teresa Malmberg  
**Date:** Tue, Sep 16, 2014 10:10 AM  
**To:** Jan Smith; Virginia Cassady;  
**Cc:** Dawn Bowne; Eddie Esch; Larry Straus;  
**Subject:** FW: Felver - Order Imposing Fine & Lien

Jan/Virginia:

Assuming City Manager wants to go forward with foreclosure proceedings, Virginia, please let us all know how to proceed. The case file is attached for your review. I believe this is out of our hands as far as community development and/or code enforcement. If Larry needs to stand in front of magistrate and make a statement, he'll be happy to do so.

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Lynn Wyland  
Staff Assistant  
City of Dunnellon

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Public Services and  
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Of: 352.465.8500 x1101  
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		<b>CODE VIOLATION,</b>			
		Case			10/31/2012;
		#DCV1011-			File
		002, Parcel	20717		#2012107389
2012-	Felver,	ID#3380-1406-	Walnut		or BK 05759
43	Roy	000	Street	10/22/2012	PGS 0771-
	Joseph				0779
					Scanned to LF
					11/05/12 ML

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Dawn M. Bowne, MMC  
City Clerk  
City of Dunnellon  
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Lien # 2012-43

SALE #288161

AMENDED NOTICE OF APPLICATION FOR TAX DEED

NOTICE IS HEREBY GIVEN, THAT B & S & GG LLC THE HOLDER OF THE FOLLOWING CERTIFICATE HAS FILED SAID CERTIFICATES FOR A TAX DEED TO BE ISSUED THEREON. THE CERTIFICATE NUMBER AND YEAR OF ISSUANCE, THE DESCRIPTION OF THE PROPERTY, AND THE NAMES IN WHICH IT WAS ASSESSED ARE AS FOLLOWS:

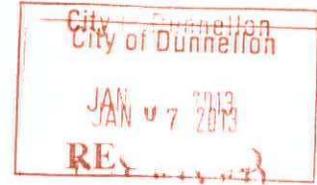
CERTIFICATE NO: 14549

YEAR OF ISSUANCE: 2009

DESCRIPTION OF PROPERTY:

#3380-1406-00  
SEC 35 TWP 16 RGE 18  
DUNNELON LOT 1406  
PLAT BOOK A PAGE 174

*Per Marsha  
our lien still  
in force.*



NAME IN WHICH ASSESSED: ROY JOSEPH FELVER

SAID PROPERTY BEING IN THE COUNTY OF MARION, STATE OF FLORIDA

UNLESS SAID CERTIFICATE SHALL BE REDEEMED ACCORDING TO LAW THE PROPERTY DESCRIBED IN SUCH CERTIFICATE SHALL BE SOLD TO THE HIGHEST BIDDER IN THE JURY ASSEMBLY ROOM OF THE MARION COUNTY JUDICIAL CENTER, 110 NW 1ST AVENUE, OCALA, FL 34475 OF THE MARION COUNTY JUDICIAL CENTER ON THE 13TH DAY OF FEBRUARY, 2013 AT 8:30 A.M.

Dated this Dec-27-2012

Signature



DAVID R. ELLSPERMANN  
CLERK OF CIRCUIT COURT OF  
MARION COUNTY, FLORIDA

TO RUN: Dec-27-2012 Jan-03-2013 Jan-10-2013 Jan-17-2013

**WARNING!**

THERE ARE UNPAID TAXES ON THE PROPERTY WHICH YOU OWN OR HAVE A LEGAL INTEREST. THE PROPERTY WILL BE SOLD AT PUBLIC AUCTION ON Feb-13-2013 AT 8:30 A.M. UNLESS THE BACK TAXES ARE PAID. TO MAKE PAYMENT, CONTACT GEORGE ALBRIGHT, TAX COLLECTOR, ATTN: DELINQUENT TAX DEPARTMENT AT 503 SE 25<sup>TH</sup> AVENUE, OCALA, FL 34471 OR P.O. BOX 2002 OCALA, FL 34478-2002 OR BY TELEPHONE (352) 368-8274.

TO RECEIVE FURTHER INFORMATION, CONTACT DAVID R. ELLSPERMANN, CLERK OF THE CIRCUIT COURT ATTN: TAX DEEDS AT 19 N. PINE AVENUE , ROOM 125, OCALA, FL 34475 OR P.O. BOX 1030, OCALA, FL 34478-1030 OR BY TELEPHONE (352) 671-5648.

DELINQUENT REAL ESTATE TAXES DUE FOR THE YEARS: 2008, 2009, 2010, 2011

REDEMPTION AMOUNT: \$ 3,558.84

Note: REMIT BY MONEY ORDER, CASHIER'S CHECK OR CERTIFIED CHECK ONLY FOR TOTAL AMOUNT TO BE REDEEMED.

MAKE PAYABLE TO: GEORGE ALBRIGHT, TAX COLLECTOR, MARION COUNTY  
MAIL TO: P.O. BOX 2002; OCALA, FL 34478-2002



DUNNELLOM POLICE DEPARTMENT  
CODE ENFORCEMENT DIVISION  
12014 SOUTH WILLIAMS STREET  
DUNNELLOM, FL 34432



### AFFIDAVIT OF ADMINISTRATIVE FEES

Date: June 5, 2012

Case No: DCV1011-002: #110693

Violator: Roy Felver

Address: 20717 Walnut Street, Dunnellon, Florida

Pursuant to Chapter 162.09(2)(d), of the Florida Statutes, the following is a summary of actual minimal costs incurred by the City of Dunnellon for the enforcement of City Code against the above referenced property and property owner.

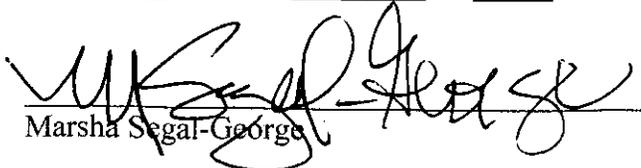
Inspection Expenses:	= _____
Mileage Expense:	= _____
Photographic Costs:	= _____
Mailing Costs: <u>UPS, Regular &amp; Certified Mail</u>	= <u>\$101.83</u>
Posting Costs:	= _____
Special Magistrate Fee:	= <u>\$525.00</u>
Recording Fee:	= _____
Administrative Costs: <u>Demolition</u>	= <u>\$4,280.00</u>
<b>TOTAL ADMINISTRATIVE FEES:</b>	<b>= <u>\$4,903.83</u></b>

Before me, the undersigned authority personally appeared Lawrence Straus, who, after being duly cautioned and sworn deposes and states under oath:

1. My legal name is Lawrence Straus
2. I am employed by the City of Dunnellon and I have direct personal knowledge of the facts stated herein.
3. The Administrative Fees are true and accurate to the best of my knowledge.

  
Code Enforcement Officer

I, Marsha Segal-George, Assistant City Attorney for the City of Dunnellon do hereby certify the Administrative Fees are true and accurate to the best of my knowledge, this 19<sup>th</sup> day of June, 2012.

  
Marsha Segal-George



DUNNELLO POLICE DEPARTMENT  
CODE ENFORCEMENT DIVISION  
12014 SOUTH WILLIAMS STREET  
DUNNELLO, FL 34432



**AFFIDAVIT OF  
ADMINISTRATIVE FEES  
NOTARIZATION**

Sworn to and subscribed before me this 5th day of June, 2012. The affiant, who is personally known to me, did date an oath and appeared before me at the time of notarization.

NOTARY PUBLIC:

Sign: *Jeanette L. Rehberg*

Print: Jeanette L. Rehberg

State of Florida

County of Marion

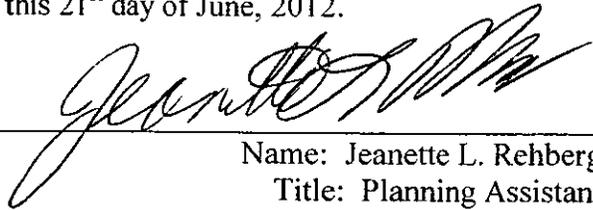
My Commission Expires: February 21, 2014



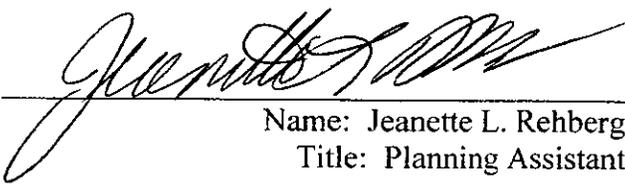
JEANETTE L. REHBERG  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# DD963421  
Expires 2/21/2014

SEAL

**I HEREBY CERTIFY** that a true and correct copy of the foregoing **AFFIDAVIT OF ADMINISTRATIVE FEES** has been furnished via Regular U.S. Mail and via U.S. Certified Mail to Roy Joseph Felver at 23185 SW 120<sup>th</sup> St., Dunnellon Fl 34431, 20717 Walnut St., Dunnellon, FL 34431, and 22759 SW 117<sup>th</sup> Place, Dunnellon, FL 34431-6201 on this 21<sup>st</sup> day of June, 2012.

  
Name: Jeanette L. Rehberg  
Title: Planning Assistant

**I HEREBY CERTIFY** that as an Agent of the City of Dunnellon, Florida, the office to whose custody the original order is entrusted, this is a true and correct copy of the document maintained on file in the Code Compliance Records of the City of Dunnellon, Florida.

  
Name: Jeanette L. Rehberg  
Title: Planning Assistant



Meeting Date: 5/4/16  
From (Dept): Roads & Streets  
Signature: [Signature]  
Department Director  
Approved for [Signature]  
Agenda: [Signature]  
City Manager

**Official Use Only**  
Reviewed by  
City Attorney: \_\_\_\_\_  
Council Action: \_\_\_\_\_  
Date: \_\_\_\_\_

**SUBJECT:**  
**Request For Approval:** AGR#2016-21 Kimley Horn IPO#52 – Short Tower Way Reconstruction

**SUMMARY EXPLANATION & BACKGROUND:** The City desires to reconstruct and pave Short Tower Way, from CR 484 to the end of the City's ROW for a total length of approximately 500 feet. A new paved connection will be provided from the end of Blue Heron Court to the newly paved Short Tower Way.

**FISCAL INFORMATION:** \$60,000 Budgeted FY15-16 for engineering and construction. Funding from 5<sup>th</sup> cent gas tax reserve.

**PROCUREMENT METHOD:**  
**PURCHASE REQUISITION NUMBER:**

**RECOMMENDED ACTION:** Authorize Mayor to sign agreement AGR#2016-21

Initiated by: EE/js



## INDIVIDUAL PROJECT ORDER NUMBER 52

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the "Engineer" or "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: Short Tower Way Reconstruction  
Client: City of Dunnellon  
Project Manager: Lewis Bryant

### ***Background Information:***

The City desires to reconstruct and pave Short Tower Way, from CR 484 to the end of the City's ROW for a total length of approximately 500 feet. A new paved connection will be provided from the end of Blue Heron Court to the newly paved Short Tower Way. It is assumed that the improvements are exempt from SWFWMD ERP permitting. It is assumed that no ROW acquisition will be required for the improvements.

With the above in mind, our scope of services, schedule, and fee are provided below.

### ***Specific Scope of Basic Services:***

#### Task 1 – Design Plans

- A. Kimley-Horn will retain the services of a licensed surveyor to perform a route survey in compliance with Florida Minimum Technical Standards Rule 5J-17 FAC for engineering design.
- B. Kimley-Horn will retain the services of a geotechnical engineering firm to perform two pavement cores to identify the existing road base materials.
- C. Kimley-Horn will perform one site visit to generally document the condition of the roadway corridor and compare existing conditions to the survey.
- D. Kimley-Horn will prepare design plans for construction of an asphalt roadway along the existing alignment of Short Tower Way. The design will include a paved connection from the existing paved Blue Heron Court to Short Tower Way. Design plans will be prepared on 11" X 17" sheets and will generally include a cover sheet, general notes sheet, typical section sheet, plan sheet(s), and a details sheet if necessary.
- E. Kimley-Horn will submit up to five copies of the roadway design plans to the City at the 90% design stage.
- F. Kimley-Horn will incorporate City comments on the 90% design plan submittal into Final design plans.
- G. Kimley-Horn will submit up to five copies of the Final roadway design plans to the City.
- H. Kimley-Horn will provide electronic copy of the Final design plans.

#### Task 2 – Bid Administration Assistance

- A. Kimley-Horn will prepare bid packages consisting of plans and specifications (in EJCDC format) to be included in the City's bid packages.
- B. The City will prepare and advertise the Bid Notification. Kimley-Horn will provide the technical information required for the notification language.
- C. Kimley-Horn will conduct a pre-bid meeting with prospective bidders.

- D. Kimley-Horn will administer distribution of the bid packages and maintain a log of the issued bid packages. Kimley-Horn will charge those requesting bid packages a fee for each set of issued documents. The fee is intended to cover the cost of reproduction, shipping and handling of the bid packages. The City will be provided with two bid package sets at no cost.
- E. Kimley-Horn will respond to Request for Information's (RFIs) and prepare bid addendums as necessary during the bid process.
- F. Kimley-Horn will review the bid responses and tabulate the results. Kimley-Horn will provide the City with a written bid tabulation record along with a selection recommendation.

**Additional Services if Required:**

The following services are not included in this Agreement, but may be authorized by the City should they become necessary. Additional Services will be performed under a separate IPO.

1. Preparation of a SWFWMD permit.
2. Development of Traffic Control Plans.
3. Development of Utility Adjustment Plans.
4. Construction Stage Services.
5. Any other professional consulting service not specifically detailed in the Scope of Services.

**Schedule:**

The Engineer will provide the above Scope of Services as expeditiously as possible to meet a mutually agreed upon schedule.

**Method of Compensation:**

The Engineer will perform the services described in the Scope of Services for a lump sum fee of \$23,600, inclusive of expenses. All permitting, application, and similar project fees will be paid directly by the CITY. A breakdown of fee by task is as follows:

Task	Description	Lump Sum Fee
Task 1	Design Plans	\$17,100
Task 2	Bid Administration Assistance	\$6,500
<b>Total:</b>		<b>\$23,600</b>

Any additional or miscellaneous services requested by the City but not specifically included in the above Scope of Services will be provided in accordance with the approved rate schedule on an hourly labor fee plus expense basis.

ACCEPTED BY:

THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

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

BY:   
M. Lewis Bryant, PE

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

TITLE: Associate

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

DATE: April 18, 2016



## CITY OF DUNNELLO

20750 River Drive  
Dunnellon, FL 34431  
(352) 465-8500  
FAX (352) 465-8505

US Mail and Emailed  
04-22-2016

### **NOTICE OF QUASI JUDICIAL HEARING #PZ1516-045 FOR SITE PLAN REVIEW #SPL2016-01**

Dear Property Owner:

The Dunnellon City Council will hold a quasi judicial public hearing regarding #SPL2016-01 site plan review application #PZ1516-045 by applicant, Robert Ziegenfuss, for Dunnellon Real Estate, LLC, 11191 N. Williams Street, Parcel Number 33639-006-01. The public hearing will be held at Dunnellon City Hall, 20750 River Drive, Dunnellon, FL 34431, on **Monday, May 9, 2016, at 5:30 p.m.**, or as soon thereafter as can be heard. If necessary, this public hearing may be continued to a time and date certain by announcement at the scheduled hearing without any further written notice to you. Please be advised that your failure to appear at this public hearing will likely result in your application being denied.

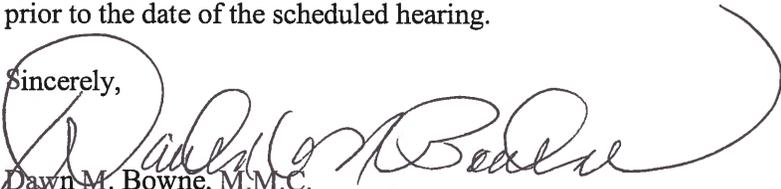
The application, filed as number PZ1516-045, by Robert Ziegenfuss on behalf of Dunnellon Real Estate, LLC, together with any back-up materials may be reviewed during normal business hours 8:00 a.m. to 4:00 p.m. at Dunnellon City Hall. For further information please contact the Community Development Department at (352) 465-8500, ext. 1010.

Pursuant to the City's Land Development Regulations, owners of property adjacent to your property have been sent notice of the public hearing on your application. Interested parties may appear at the meetings and be heard with respect to the requested site plan review. Please be advised that all oral and written communications prior to the hearing concerning the case between any member of the City Council and the applicant or the public are strongly discouraged under Florida law.

A person who decides to appeal any decision made by any board, agency, or council with respect to any matter considered at such meeting or hearing, will need a record of the proceedings. For such purposes, any such person may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based (Florida Statutes, 286.0105).

The City of Dunnellon Land Development Regulations are available for inspection at City Hall, during normal business hours, 8:00 a.m. to 4:00 p.m. Persons with disabilities needing assistance to participate in any of these proceedings should contact Dawn Bowne, City Clerk at (352) 465-8500 at least 48 hours prior to the date of the scheduled hearing.

Sincerely,

  
Dawn M. Bowne, M.M.C.  
City Clerk

**From:** [Dawn Bowne](#)  
**To:** "[bob@zdevelopmentsservice.com](mailto:bob@zdevelopmentsservice.com)"; "[jmercado@jaereagroup.com](mailto:jmercado@jaereagroup.com)"  
**Cc:** [Teresa Malmberg](#); [Lonnie Smith](#); [Loretta Barton](#); [Mandy Roberts](#); [Lynn Wyland](#); [Eddie Esch](#)  
**Subject:** Property Owner Notice of Quasi Judicial Variance Hearing Before City Council - Wendys  
**Date:** Tuesday, February 23, 2016 6:02:00 PM  
**Attachments:** [PZ1516\\_028\\_Applicant\\_PropertyOwner\\_Notice\\_Variance\\_2016\\_02.pdf](#)

---

Attached, please find the property owner notice for your Variance hearing scheduled for March 14, 2016 before the Dunnellon City Council.

I have also sent a notice via US Postal Service.

*Dawn M. Bowne*

Dawn M. Bowne, MMC  
City Clerk  
City of Dunnellon  
20750 River Drive  
Dunnellon, FL 34431  
352-465-8500, ext. 1002  
352-465-8505 fax  
[dbowne@dunnellon.org](mailto:dbowne@dunnellon.org)  
[www.dunnellon.org](http://www.dunnellon.org)

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## CITY OF DUNNELLON

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Dunnellon, FL 34431  
(352) 465-8500  
FAX (352) 465-8505

US Mail  
04-22-2016

### NOTICE OF QUASI JUDICIAL HEARING #PZ1516-045 FOR SITE PLAN REVIEW #SPL2016-01

Dear Adjacent Property Owner:

The Dunnellon City Council will hold a quasi judicial public hearing regarding #SPL2016-01 site plan review application #PZ1516-045 by applicant, Robert Ziegenfuss, for Dunnellon Real Estate, LLC, 11191 N. Williams Street, Parcel Number 33639-006-01. The public hearing will be held at Dunnellon City Hall, 20750 River Drive, Dunnellon, FL 34431, on Monday, **Monday, May 9, 2016, at 5:30 p.m.**, or as soon thereafter as can be heard. If necessary, this public hearing may be continued to a time and date certain by announcement at the scheduled hearing without any further written notice to you. You are receiving this notice because you are an adjacent property owner of the subject property.

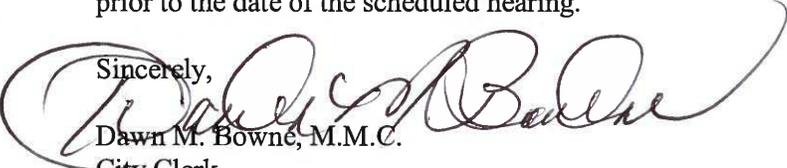
The application, filed as number PZ1516-045, by Robert Ziegenfuss on behalf of Dunnellon Real Estate, LLC, together with any back-up materials may be reviewed during normal business hours 8:00 a.m. to 4:00 p.m. at Dunnellon City Hall. For further information please contact the Community Development Department at (352) 465-8500, ext. 1010.

Interested parties may appear at the meetings and be heard with respect to the requested site plan review. Please be advised that all oral and written communications prior to the hearing concerning the case between any member of the City Council and the applicant or the public are strongly discouraged under Florida law.

A person who decides to appeal any decision made by any board, agency, or council with respect to any matter considered at such meeting or hearing, will need a record of the proceedings. For such purposes, any such person may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based (Florida Statutes, 286.0105).

The City of Dunnellon Land Development Regulations are available for inspection at City Hall, during normal business hours, 8:00 a.m. to 4:00 p.m. Persons with disabilities needing assistance to participate in any of these proceedings should contact Dawn Bowne, City Clerk at (352) 465-8500 at least 48 hours prior to the date of the scheduled hearing.

Sincerely,

  
Dawn M. Bowne, M.M.C.  
City Clerk



Meeting Date: 5/4/16

From (Dept): Sewer

Signature: [Signature]  
Department Director

Approved for  
Agenda: [Signature]  
City Manager

**Official Use Only**

Reviewed by  
City Attorney: \_\_\_\_\_

Council Action: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBJECT:**

**Request For Approval:** AGR#2016-22 Kimley Horn IPO#53 – Juliette Falls WWTF Permit Renewal

**SUMMARY EXPLANATION & BACKGROUND:** The Juliette Falls Wastewater Treatment Facility (WWTF) operates under the FDEP Domestic Wastewater Facility Permit number FLA490415. The current operating permit was issued on April 4, 2012 and expires on April 3, 2017. Chapter 62-620 of the FL Administrative Code requires submittal of the operating permit renewal application no later than 180 days before the expiration date.

**FISCAL INFORMATION:** Not Budgeted in FY15-16. \$9,500 Funding from sewer operating reserve. Budget amendment will be presented to Council if required at yearend.

**PROCUREMENT METHOD:**

**PURCHASE REQUISITION NUMBER:**

**RECOMMENDED ACTION:** Authorize Mayor to sign agreement AGR#2016-22

Initiated by: EE/js

**INDIVIDUAL PROJECT ORDER NUMBER 53**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the "Engineer" or "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: Juliette Falls WWTF Permit Renewal  
Client: City of Dunnellon  
Project Manager: Lewis Bryant

**Background Information:**

The Juliette Falls Wastewater Treatment Facility (WWTF) operates under the Florida Department of Environmental Protection (FDEP) Domestic Wastewater Facility Permit number FLA490415. The current operating permit was issued on April 4, 2012 and expires on April 3, 2017. Chapter 62-620 of the Florida Administrative Code requires submittal of the operating permit renewal application no later than 180 days before the expiration date.

The detailed scope of services for Kimley-Horn to prepare the required FDEP operating permit renewal package is described below.

**Specific Scope of Basic Services:****Task 1 – Design Plans**

- A. Kimley-Horn will retain the services of a licensed surveyor to perform a route survey in compliance with Florida Minimum Technical Standards Rule 5J-17 FAC for engineering design.

**Task 2 – FDEP WWTF Domestic Wastewater Facility Permit Renewal Application**

- A. Kimley-Horn will attend a pre-application meeting with FDEP to ensure all required information is included in the application package.
- B. Kimley-Horn will prepare and submit a FDEP WWTF Domestic Wastewater Facility Permit Renewal Application. The following information is anticipated to be required with the submittal package:
- Form 62-620.910 (1) "Wastewater Facility or Activity Permit Application – General Information – Form 1"
  - Form 62-620.910 (2) "Wastewater Permit Application Form 2A for Domestic Wastewater Facilities"
  - A "Capacity Analysis Report" update
  - An "Operation and Maintenance Performance Report"
  - Form 62-610.300(4)(a)1 "Annual Reuse Report"
  - Form 62-610.300(4)(a)4 "Pathogen Monitoring"
  - Form 62-620.910(15) "Reclaimed Water or Effluent Analysis Report"
  - A current flow meter calibration certification
  - Current Residuals Management Facilities (RMF) agreement
  - Current Reuse agreements (for each reuse site)
  - Current flow diagram depicting sample and metering locations
  - Current site plan
  - Current Operating Protocol
  - Permit Application Fee (provided by the City)
- C. Kimley-Horn will make up to two site visits to conduct inspections, review plant information and interview plant operators.

D. Kimley-Horn will prepare the following information:

1. Form 62-620.910 (1) "Wastewater Facility or Activity Permit Application – General Information – Form 1"
2. Form 62-620.910 (2) "Wastewater Permit Application Form 2A for Domestic Wastewater Facilities"
3. A Capacity Analysis Report Update
4. An Operation and Maintenance Performance Report

E. The City will provide the following information:

1. Form 62-610.300(4)(a)1 "Annual Reuse Report"
2. Form 62-610.300(4)(a)4 "Pathogen Monitoring"
3. Form 62-620.910(15) "Reclaimed Water or Effluent Analysis Report"
4. A current flow meter calibration certification
5. Current Residuals Management Facilities (RMF) agreement
6. Current Reuse agreements (for each reuse site)
7. Current flow diagram depicting sample and metering locations
8. Current site plan
9. Ground water monitoring reports for the last 5 years
10. FDEP Permit Application Fee
11. Dates and descriptions of all facility modifications within the last 5 years
12. Any FDEP consent orders
13. Discharge Monitoring Reports (DMR's) for the last 5 years
14. A copy of the WWTF Preliminary Design Report
15. Up to date record drawings
16. Up to date Operation and Maintenance Manuals
17. Up to date Operating Protocol
18. Cross-connection control and inspection program
19. Industrial pre-treatment program

F. Kimley-Horn will provide two draft permit application packages to the City for review prior to submittal. Kimley-Horn will provide the City with two final versions of the application package and all RAI submittals.

G. After the initial permit renewal application submittal, Kimley-Horn will respond no more than two reasonable requests for additional information (RAI). Additional RAI responses will be performed on an hourly labor fee plus expense basis in accordance with the approved rate schedule.

***Additional Services if Required:***

This proposal does not include performing any specialized studies outside those listed above. On specific projects in the past, FDEP has requested additional hydro-geological studies, attendance of multiple meetings at FDEP offices, performing reuse feasibility studies, preparing or updating reclaimed water operating protocols, preparing or updating Operation and Maintenance manuals, preparing construction or modification plans, and certifying the completion of FDEP required repairs or sampling the WWTP effluent and existing groundwater monitoring wells. These types of activities are not anticipated and are not included.

# Kimley»Horn

Services requested that are not specifically included will be provided under an amendment of this scope of services or as a new and separate agreement upon written authorization.

**Schedule:**

The Engineer will provide the above Scope of Services as expeditiously as possible to meet a mutually agreed upon schedule.

**Method of Compensation:**

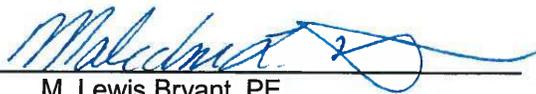
The Engineer will complete the above scope of services for a lump sum fee of \$9,500 inclusive of expenses.

ACCEPTED BY:

THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

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

BY:  \_\_\_\_\_  
M. Lewis Bryant, PE

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

TITLE: Associate

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

DATE: April 15, 2016

**AMENDMENT ONE  
TO GRANT AGREEMENT BETWEEN  
THE DEPARTMENT OF ECONOMIC OPPORTUNITY  
AND THE CITY OF DUNNELLON, FLORIDA**

On October 30, 2015, the State of Florida, Department of Economic Opportunity (“DEO”), and the City of Dunnellon, Florida (“Grantee”) (collectively the “Parties”), entered into an agreement, Agreement P0139 (“Agreement”), in the amount of \$50,000, for a Community Planning Technical Assistance grant, provided pursuant to section 163.3168, F.S.

**WHEREAS**, Section II.A., *Renegotiation or Modification*, of the Agreement provides that any modifications to the Agreement shall be in writing executed by the Parties thereto; and

**WHEREAS**, the Parties wish to amend the Agreement to increase grant funding by \$24,000, for a total of \$74,000, for the Grantee to conduct public workshops to advise the public of the content of the proposed comprehensive plan amendments and conduct a public hearing to adopt the proposed comprehensive plan amendments.

**NOW, THEREFORE**, based on the foregoing, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following:

1. The first sentence of section I.D., *Agreement Payment*, of the Agreement is hereby deleted in its entirety and replaced with the following:

“This Agreement shall not exceed seventy-four thousand dollars (\$74,000) which shall be paid by DEO in consideration for Grantee’s provision of services as set forth by the terms and conditions of this Agreement.”

2. The table in section 4, *Deliverables*, of Attachment 1, *Scope of Work*, is hereby amended to add Deliverable 4, delete and replace the “Total” amount, and delete and replace footnote 1 to the table, as follows:

Deliverables and Tasks	Performance Measures	Due Date	Fixed Payment Amount
<b>Deliverable 4. Conduct three public workshops and one adoption public hearing pursuant to section 163.3184(11), F.S.</b>			
<b>Task 4.1</b> – Conduct three advertised public workshops regarding the City’s proposed EAR-based plan amendments.	Completion of tasks in Deliverable 4, as evidenced by the following, in either hard copy or digitally (any maps shall be provided on a compact disc in PDF format):	June 20, 2016	\$24,000.00
<b>Task 4.2</b> – Conduct one public hearing to consider adoption of the City’s proposed EAR-based plan	<b>Task 4.1</b> Each of the following for all three public workshops: 1. the public notice; 2. an agenda;		

<p>amendments pursuant to section 163.3184(11), F.S.</p>	<ol style="list-style-type: none"> <li>3. the minutes or summary of the workshop;</li> <li>4. a copy of any handouts, other than the proposed EAR-based comprehensive plan amendments; and</li> <li>5. a copy of any PowerPoint presentation used at the workshop.</li> </ol> <p><b>Task 4.2</b></p> <ol style="list-style-type: none"> <li>1. the public notice or notices of City Council adoption public hearing;</li> <li>2. an agenda for City Council adoption public hearing;</li> <li>3. the minutes or a written summary of the Town Council adoption public hearing;</li> <li>4. a copy of adoption ordinance or, if the proposed EAR-based amendments are not adopted, an email or letter advising that the EAR-based plan amendments were not adopted; and</li> <li>5. if applicable, a copy of any changes made to the proposed EAR-based amendments as a result of the public workshops or the adoption public hearing.<sup>1</sup></li> </ol>		
			<p><b>Total: \$74,000.00</b></p>

<sup>1</sup> The adopted plan amendment is not part of this Agreement. Grantee shall forward the adopted plan amendment package to DEO at the following address: D. Ray Eubanks, Plan Review Administrator, Department of Economic Opportunity, 107 East Madison Street, MSC 160, Tallahassee, Florida 32399, for review pursuant to section 163.3184, F.S.

3. Except as expressly modified herein, all terms and conditions of the Agreement remain in full force and effect.
4. This Amendment One is effective on the date the last Party signs this Amendment.

IN WITNESS HEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Agreement P0139, as amended.

**CITY OF DUNNELLO, FLORIDA**

**DEPARTMENT OF ECONOMIC OPPORTUNITY**

By \_\_\_\_\_

Signature  
Nathan Whitt

Title Mayor

Date \_\_\_\_\_

By \_\_\_\_\_

Signature  
Taylor Teepell

Title Director, Division of Community  
Development

Date \_\_\_\_\_

A true copy:

ATTEST:

\_\_\_\_\_  
Clerk

Approved as to form and legal sufficiency,  
subject only to full and proper execution by  
the Parties.

OFFICE OF GENERAL COUNSEL  
DEPARTMENT OF ECONOMIC OPPORTUNITY

By: \_\_\_\_\_

Approved Date: \_\_\_\_\_

**RESOLUTION #RES2016-12**

**A RESOLUTION BY THE CITY OF DUNNELLON, FLORIDA,  
ADOPTING THE MARION COUNTY LOCAL MITIGATION  
STRATEGY PLAN 2015 UPDATE; PROVIDING FOR REPEAL  
AND CONFLICT; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Dunnellon is vulnerable to the human and economic costs of natural, technological, and societal disasters, and the Council recognizes the importance of reducing or eliminating those vulnerabilities for the overall safety, health, and welfare of the community; and

**WHEREAS**, The City of Dunnellon recognizes that regardless of efforts and preparation to reduce or eliminate such vulnerabilities, natural, technological, and societal disasters may occur and recovery from such disasters is critical to the overall safety, health, and welfare of the community; and

**WHEREAS**, the Federal Disaster Mitigation Act of 2000 ("Act") required each local jurisdiction to establish and maintain an individual local mitigation plan or actively participate in the development and maintenance of multi-jurisdictional local mitigation plan; and

**WHEREAS**, the Act significantly expanded the mitigation planning requirements in order for state and local jurisdictions to maintain their eligibility for Federal hazard mitigation funds; and

**WHEREAS**, Chapter 44 CFR Sections 201 & 206 provide that a local jurisdiction(s) must review and revise the local mitigation plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and update the local mitigation plan a minimum of every five (5) years in order to continue to be eligible for Federal hazard mitigation funds under the Federal Emergency Management Agency ("FEMA"); and

**WHEREAS**, the Florida Division of Emergency Management ("FDEM") is the State of Florida office responsible for reviewing and coordinating local mitigation plans for State and Federal compliance as well as distributing State allocated Federal hazard mitigation funds; and

**WHEREAS**, Rule 9G-22 of the Florida Administrative Code, titles a local mitigation plan as the jurisdiction's Local Mitigation Strategy ("LMS") and sets forth the method for monitoring and evaluating changes to hazard assessments, project priority list, critical facilities list, repetitive flood-loss list and map revisions; and

**WHEREAS**, Marion County and the City of Ocala, the City of Belleview, the City of Dunnellon, the Town of McIntosh, the Town of Reddick, community interests and stakeholders have prepared, adopted and maintained a Local Mitigation Strategy Plan ("LMS Plan") which presents a unified strategy toward building a disaster-resilient community; and

**WHEREAS**, the Marion County Board of County Commissioners tasked the LMS Working Group to create and maintain the Marion County LMS Plan; and

**WHEREAS**, Marion County’s original LMS Plan was approved and adopted in 1999 by Resolution No. 99-R-293 and updated by Resolution 05-R-108; and Resolution 11-R-129; and

**WHEREAS**, the LMS Working Group prepared the *Marion County Local Mitigation Strategy Plan 2015 Update* (“Update”) pursuant to Chapter 44 CFR Sec. 201 and Rule 9G-22, F.A.C., including conducting public meetings to receive public comment and recommendations regarding the Update; and

**WHEREAS**, the Update has received conditional approval by the FDEM and FEMA; and

**WHEREAS**, the FDEM and FEMA conditional approval of the LMS Update will become final upon adoption of the Update by the Board of County Commissioners.

**NOW THEREFORE, BE IT RESOLVED** by the City of Dunnellon, Florida:

**SECTION 1. ADOPTION.** The City of Dunnellon City Council hereby approves and adopts the *Marion County 2015 Local Mitigation Strategy Plan 2015 Update*.

**SECTION 2. COPY OF FILE.** A copy of the *Marion County Local Mitigation Strategy Plan 2015 Update* shall be maintained on file with the Marion County Clerk of Court of the Board and in the Marion County Growth Services Department.

**SECTION 3. REPEAL AND CONFLICT.** The *Marion County Local Mitigation Strategy Plan 2015 Update* shall stand as the Marion County Local Mitigation Strategy superseding prior editions.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

Upon motion duly made and carried, the foregoing Resolution was adopted by the City Council of the City of Dunnellon this 9th day of May, 2016.

**ATTEST:**

**CITY OF DUNNELLO, FLORIDA**

\_\_\_\_\_  
DAWN M. BOWNE, M.M.C.  
CITY CLERK

\_\_\_\_\_  
NATHAN WHITT, MAYOR

Approved as to form and legality:

\_\_\_\_\_  
Andrew Hand, City Attorney