

**CITY OF DUNNELLON
SPECIAL CITY COUNCIL MEETING**

MASTER

DATE: October 26, 2016

TIME: 6:00 p.m.

PLACE: City Hall

20750 River Dr., Dunnellon, FL34431

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Vice-Mayor Green called the meeting to order at approximately 5:34 p.m. and led the Council in the Pledge of Allegiance. He asked if a citizen would volunteer to open with prayer. There was none. Vice-Mayor Green called for a moment of silence in memory of Gary Fifield.

ROLL CALL

The following members answered present at roll call:

Larry Winkler, Councilman, Seat 2

Chuck Dillon, Councilman, Seat 3

Walter Green, Vice-Mayor, Seat 4

Richard Hancock, Councilman, Seat 5

Valerie Hanchar, Councilwoman Elect

COUNCIL ABSENT

Nathan Whitt, Mayor, Seat 1

STAFF PRESENT

Dawn Bowne, Interim City Manager/City Clerk

Jan Smith, Finance Officer

Mike McQuaig, Police Chief

Troy Slattery, Fire 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, October 21, 2016.

Vice-Mayor Green comments

There were no comments.

PUBLIC COMMENTS

There were no comments.

CONSENT AGENDA

1. Approve Proclamation #PRO2016-14 Regas Woods

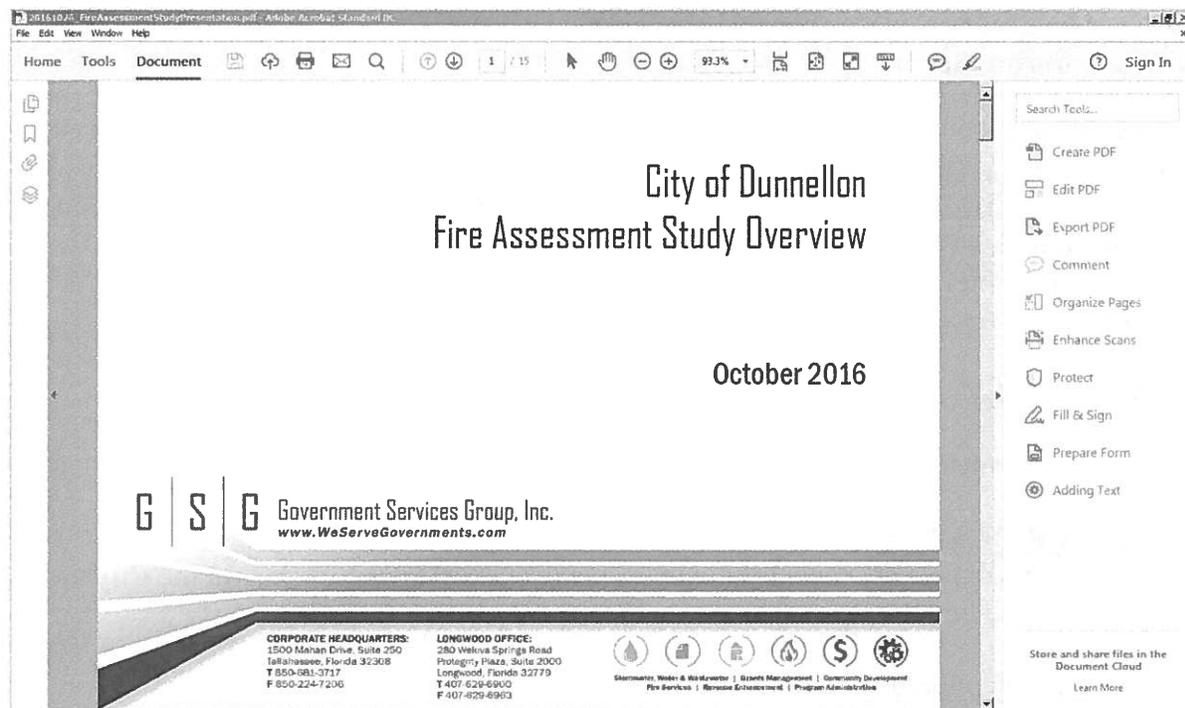
(Note: Motion to approve items on the consent agenda is a motion to approve recommended actions.)

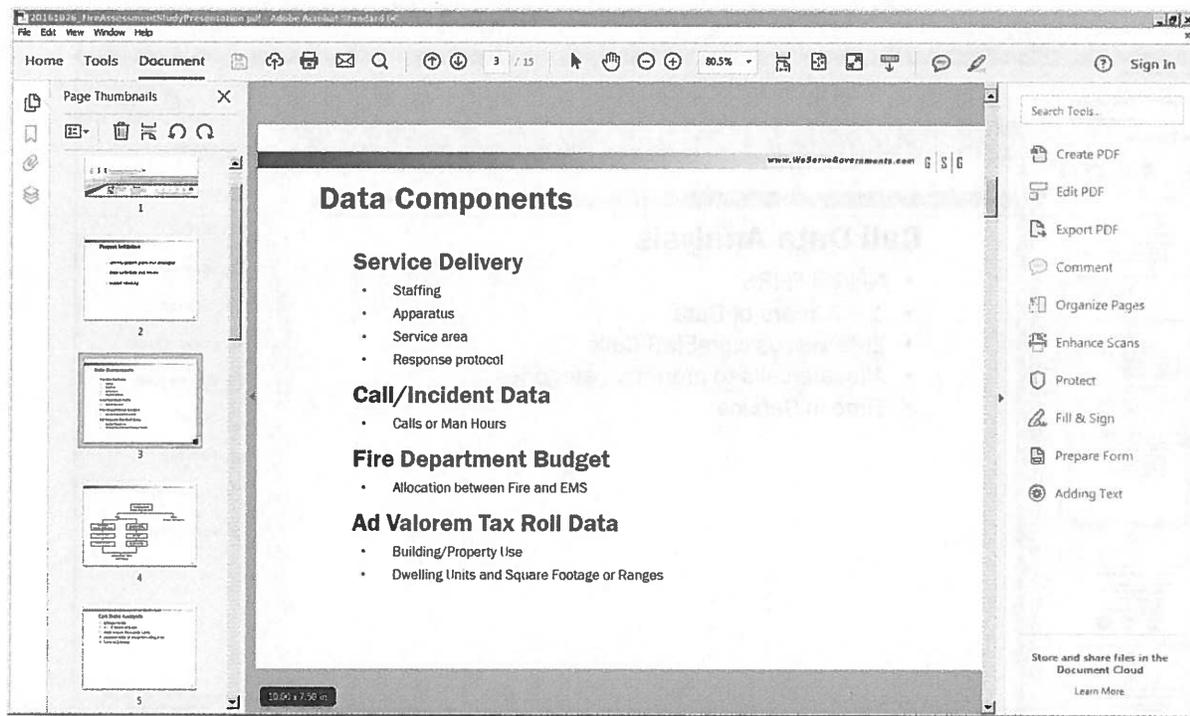
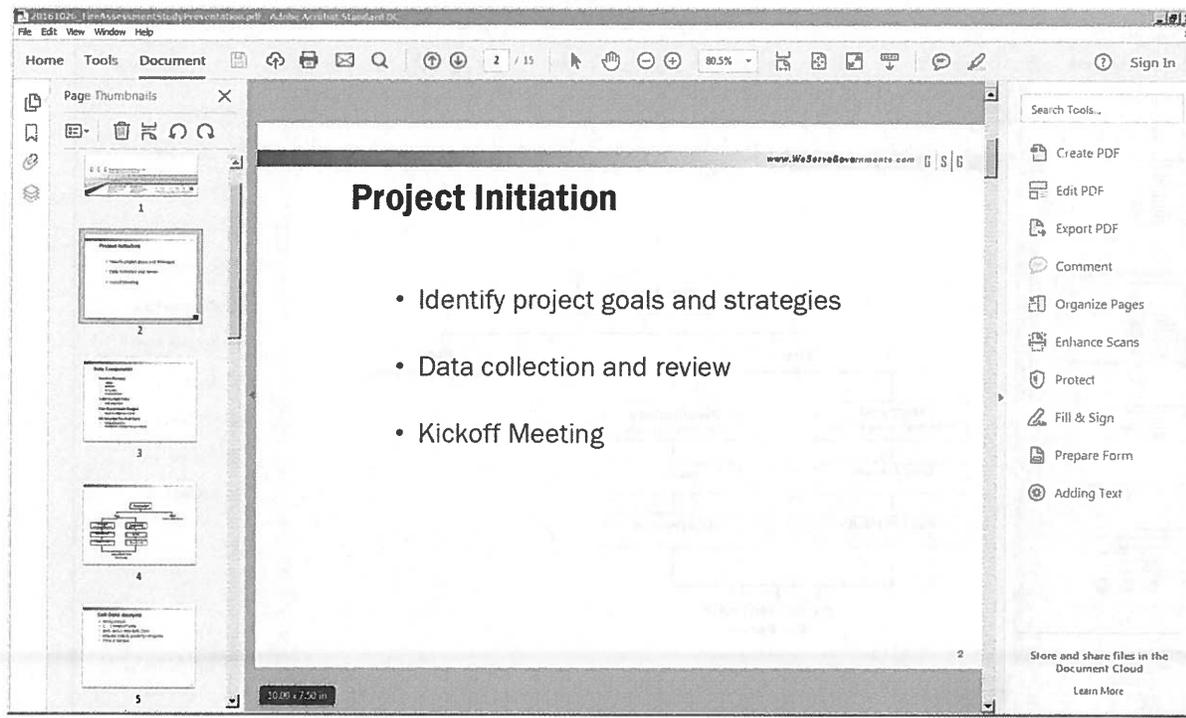
Councilman Dillon moved the consent agenda be approved as presented. Councilman Hancock seconded the motion. The vote was taken and all were in favor. The vote was 4-0.

REGULAR AGENDA

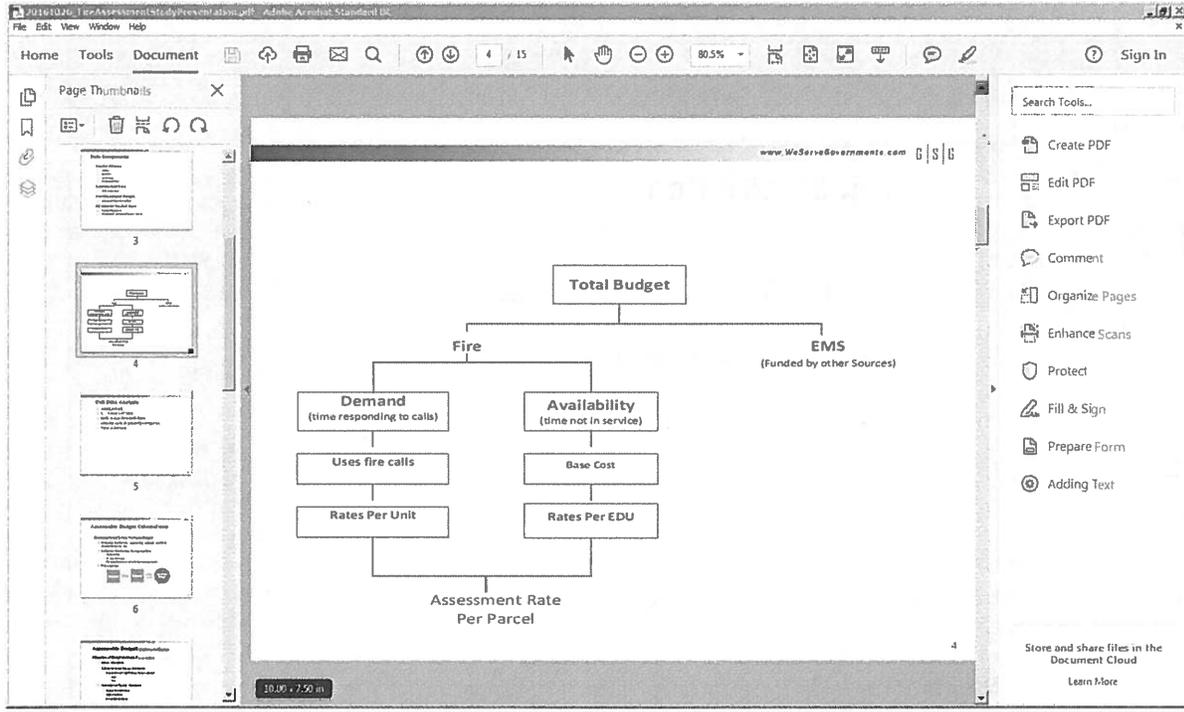
AGENDA ITEM NO. 2 – FIRE ASSESSMENT STUDY – PRESENTATION BY CAMILLE P. THARPE WITH GOVERNMENT SERVICES GROUP (GSG)

Ms. Tharpe provided her background and stated her primary focus is in “special assessments.” She provided the following presentation:





Ms. Tharpe pointed out that because Dunnellon Fire Rescue is first response, and not a licensed provider, 100% of the budget can be funded through the fire assessment.



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- The slide is titled "Call Data Analysis" and contains a bulleted list of points:
- NFIRS/FFIRS
 - 1 - 3 Years of Data
 - EMS versus Non-EMS Calls
 - Allocate calls to property categories
 - Time in Service

The screenshot shows a PDF viewer interface with a presentation slide. The slide title is "Assessable Budget Calculations" and the subtitle is "Fire Department 5-Year Profoma Budget". The slide content includes a bulleted list of budget components and a diagram showing the calculation of an assessable budget.

Assessable Budget Calculations

Fire Department 5-Year Profoma Budget

- Includes personnel, operating, capital, service improvements, etc.
- Includes other costs as appropriate
 - Study costs
 - TC and PA costs
 - 5% adjustment for uncollected assessments
- Net revenue

Diagram: Full Cost - Revenue = Assessable Budget

The PDF viewer interface includes a top toolbar with navigation and editing tools, a left sidebar with page thumbnails, and a right sidebar with additional actions like "Create PDF", "Edit PDF", and "Export PDF". The status bar at the bottom indicates the page number (6) and zoom level (80.5%).

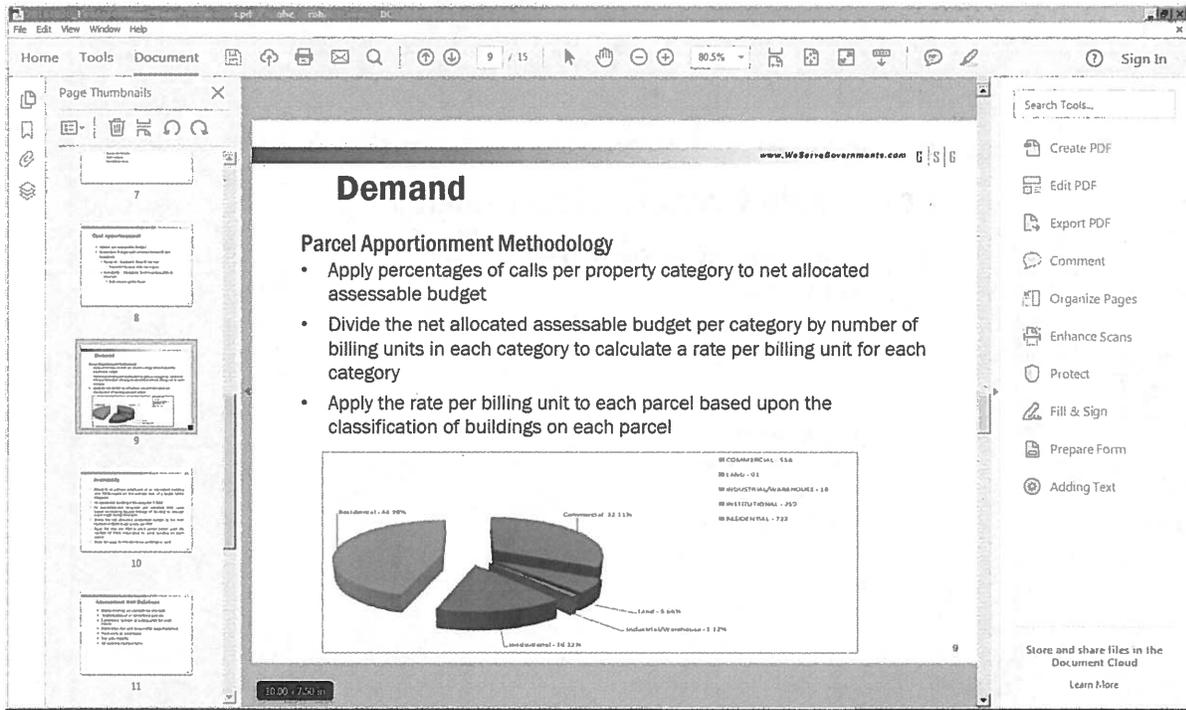
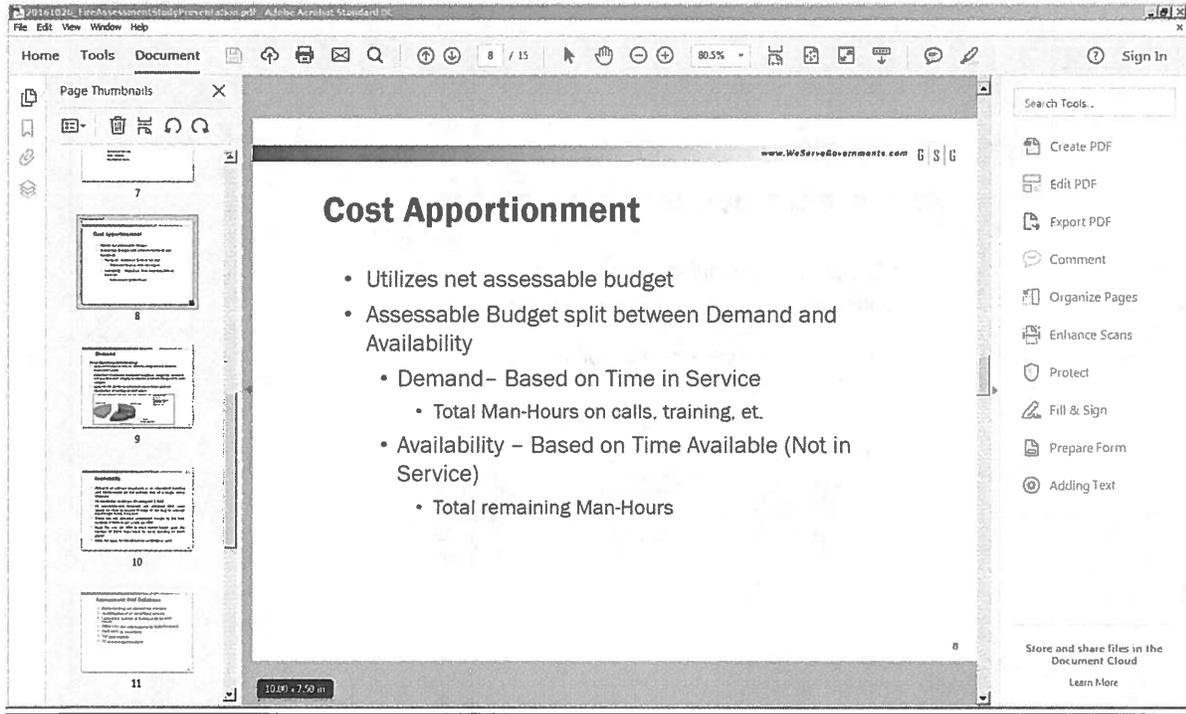
The screenshot shows a PDF viewer interface with a presentation slide. The slide title is "Assessable Budget Calculations" and the subtitle is "Allocation of Budget Between Fire and EMS". The slide content includes a bulleted list of allocation methods.

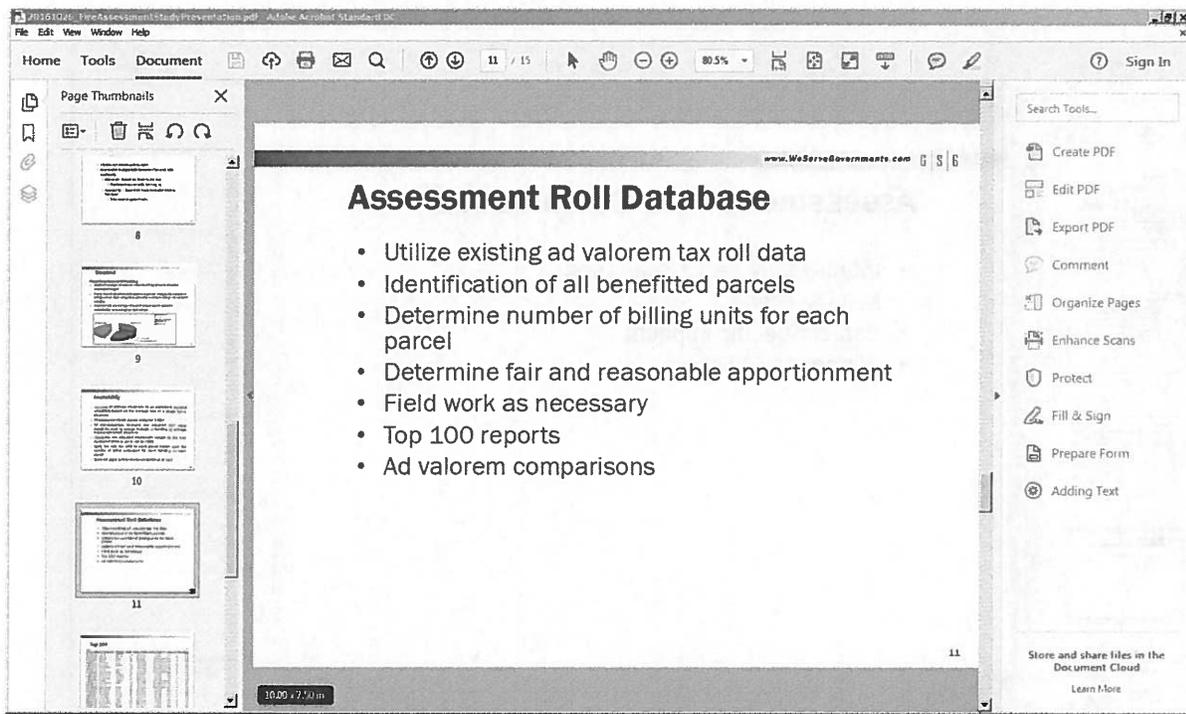
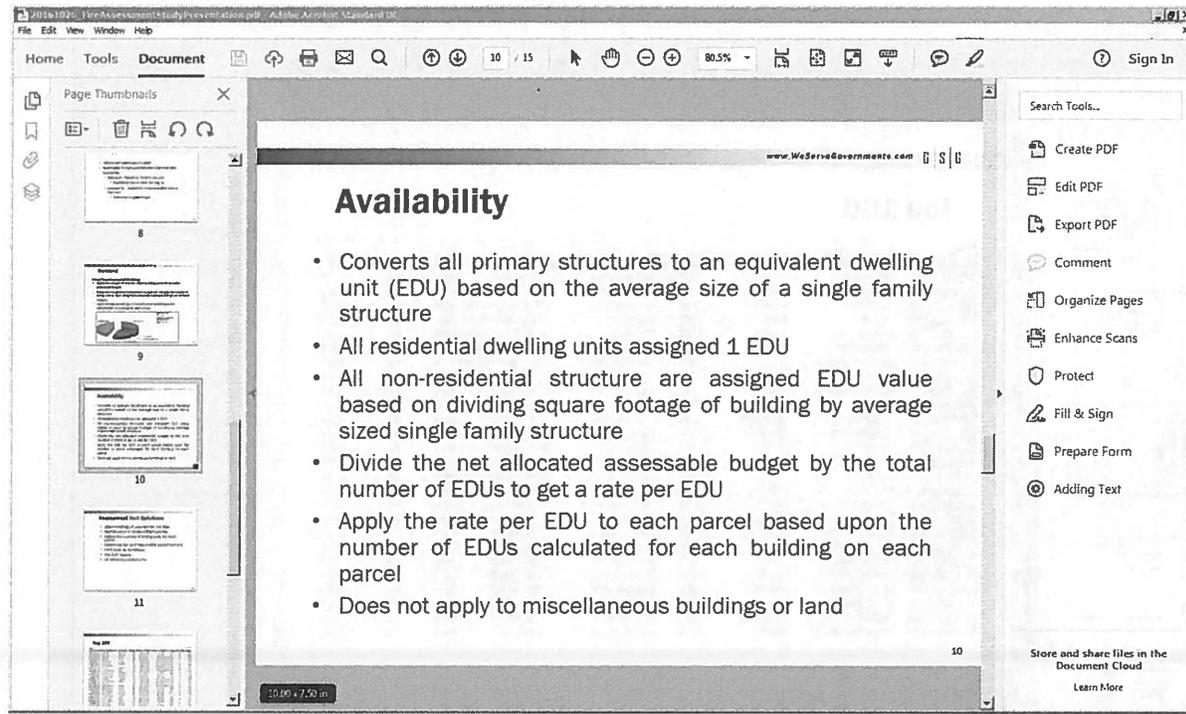
Assessable Budget Calculations

Allocation of Budget Between Fire and EMS

- Direct Allocation
- Administrative Factor Allocation
 - Based on Staffing (Primary Responsibility)
 - EMS
 - Fire
- Operational Factor Allocation
 - Based on Call Data
 - EMS incidents
 - Non-EMS incidents

The PDF viewer interface is consistent with the previous slide, showing the same top toolbar, left sidebar with page thumbnails, and right sidebar with additional actions. The status bar at the bottom indicates the page number (7) and zoom level (80.5%).





20161026_116AssessmentStudyPresentations.pdf - Adobe Acrobat Standard DC

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Top 100

Parcel ID	Address	Area	Current Value	Market Value	Example	Market	Rate	Category	Rate	Rate Type	Area Amt
20161026_116	10000 S.W. 10th St	1.00	11,271.00	11,271.00	Residential	1.00%	1.1271%	Residential	1.1271%	Residential	10,000.00
20161026_117	10000 S.W. 10th St	1.00	7,251.00	7,251.00	New General	1.00%	7.2510%	Residential	7.2510%	Residential	7,251.00
20161026_118	10000 S.W. 10th St	1.00	2,421.00	2,421.00	New General	1.00%	2.4210%	Residential	2.4210%	Residential	2,421.00
20161026_119	10000 S.W. 10th St	1.00	1,210.50	1,210.50	New General	1.00%	1.2105%	Residential	1.2105%	Residential	1,210.50
20161026_120	10000 S.W. 10th St	1.00	605.25	605.25	New General	1.00%	60.5250%	Residential	60.5250%	Residential	605.25
20161026_121	10000 S.W. 10th St	1.00	302.62	302.62	New General	1.00%	30.2620%	Residential	30.2620%	Residential	302.62
20161026_122	10000 S.W. 10th St	1.00	151.31	151.31	New General	1.00%	15.1310%	Residential	15.1310%	Residential	151.31
20161026_123	10000 S.W. 10th St	1.00	75.65	75.65	New General	1.00%	7.5650%	Residential	7.5650%	Residential	75.65
20161026_124	10000 S.W. 10th St	1.00	37.82	37.82	New General	1.00%	3.7820%	Residential	3.7820%	Residential	37.82
20161026_125	10000 S.W. 10th St	1.00	18.91	18.91	New General	1.00%	1.8910%	Residential	1.8910%	Residential	18.91
20161026_126	10000 S.W. 10th St	1.00	9.45	9.45	New General	1.00%	0.9450%	Residential	0.9450%	Residential	9.45
20161026_127	10000 S.W. 10th St	1.00	4.72	4.72	New General	1.00%	0.4720%	Residential	0.4720%	Residential	4.72
20161026_128	10000 S.W. 10th St	1.00	2.36	2.36	New General	1.00%	0.2360%	Residential	0.2360%	Residential	2.36
20161026_129	10000 S.W. 10th St	1.00	1.18	1.18	New General	1.00%	0.1180%	Residential	0.1180%	Residential	1.18
20161026_130	10000 S.W. 10th St	1.00	0.59	0.59	New General	1.00%	0.0590%	Residential	0.0590%	Residential	0.59
20161026_131	10000 S.W. 10th St	1.00	0.29	0.29	New General	1.00%	0.0290%	Residential	0.0290%	Residential	0.29
20161026_132	10000 S.W. 10th St	1.00	0.14	0.14	New General	1.00%	0.0140%	Residential	0.0140%	Residential	0.14
20161026_133	10000 S.W. 10th St	1.00	0.07	0.07	New General	1.00%	0.0070%	Residential	0.0070%	Residential	0.07
20161026_134	10000 S.W. 10th St	1.00	0.03	0.03	New General	1.00%	0.0030%	Residential	0.0030%	Residential	0.03
20161026_135	10000 S.W. 10th St	1.00	0.01	0.01	New General	1.00%	0.0010%	Residential	0.0010%	Residential	0.01

10.00 x 7.93 in

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Assessment Rate Calculations

- Infinite Number of Scenarios
- Millage Offset
- Parcel Specific Impacts
- Winners and Losers

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Assessment-Millage Rate Comparison

- Interactive Rate/Revenue Database
 - Shows impact of assessment and ad valorem rates for each parcel based on various rate scenarios

Sample Assessment Roll Database

PID	Owner Name	SQ-Ft	Assess Value	Area Class	Total Area	Total MSGL	Proposed	MSGL Single by Category				Uses by Category			
								Commercial	Industrial	Residential	Unimproved	Commercial	Industrial	Residential	Unimproved
2000001	Joe Jones	67,889,188.00	18	13,888.14	137,469.71	137,202.00	6,229.71	92.00	92.00	133	0.361	0	0		
2000002	Mike Smith	1,768,278.00	1	8028.16	1,738,271	92.00	8,271.84	92.00	92.00	0	3.944	0	0		
2000003	Jay Snow	1,221,023.00	1	9521.80	9862.20	92.00	9,869.20	92.00	92.00	0	6.038	0	0		

Sample Timeline

Event	Date
PHASE I	
Notice to Proceed	October 2016
Data Collection and Analysis	October – November 2016
Develop Apportionment Methodology	October – November 2016
Proforma Assessment Rates	November – December 2016
Draft Assessment Report	November – December 2016
PHASE II	
Resolution of Intent	By January 1, 2017
Ordinance	January – February 2017
Initial Assessment Resolution	January – February 2017
Notices	February – March 2017
Final Assessment Resolution	March – April 2017
Certify Fire Assessment Roll to Tax Collector	By September 15, 2017
Tax Bills Mailed	November 2017

Council and staff engaged in discussion regarding the timeframe. Ms. Tharpe stated if the City has the program in place by May/or June, this will help when beginning the budget

process for fiscal year 2018. Mrs. Bowne asked how often the study should be re-done. Ms. Tharpe recommended three to five years. She said in a small city when there is not a lot of change, five to six years.

Ms. Tharpe explained the lump sum fee does not include the cost of producing and mailing the statutorily required first class notices (if required) to the property owners informing them of the rates before holding the public hearing. She stated the City has the option of mailing the notices or GSG, Inc. will handle the mailing and production for approximately \$1.35 per parcel.

Ms. Tharpe stated Jeff Rackley, will be assisting with this project.

Council and staff engaged in lengthy discussion and asked Ms. Tharpe several questions regarding calls being medical or fire calls, and the location of the calls. Councilman Winkler asked when GSG is collecting the data, how do they know what calls are actually within the City limits. Ms. Tharpe stated they are using Chief Slattery's call data and removing calls that are outside the City. She said only the calls within the city limits are counted. Councilman Winkler asked if the City will receive a copy of that data. Ms. Tharpe replied yes.

Art Fisher, of Dunnellon, asked if it would be helpful for GSG to be aware of future significant improvements planned within the City limits, and build that within the plan. Ms. Tharpe replied yes.

AGENDA ITEM NO. 3 – RESOLUTION #RES2016-29, CAPITAL IMPROVEMENT PLAN UPDATE TO INCLUDE PARKS AND SIGNAGE PROJECTS

Mrs. Bowne explained this resolution shows Council's intent to identify and make projects part of the CIP and help maximize points for the FRDAP grant. The projects are as follows: Blue Run of Dunnellon Park Restrooms, Dunnellon 125th Anniversary Park, Dunnellon Entry Signage and the City Beach Retaining Wall.

Attorney Hand stated the proposed resolution adds the new projects to the CIP and nothing else in the CIP is changing. He said it directs staff to prepare an amendment to the Capital Improvement Element of the City's Comprehensive Plan to include the Parks & Recreation Improvements.

Councilman Dillon moved Resolution #RES2016-29 be read by title only. Councilman Hancock seconded the motion.

Vice-Mayor Green asked for discussion.

Louise Kenny, 19970 Ibis Court, discussed Exhibit "A," the \$86,000 amount for 125th Anniversary Park. Mrs. Bowne stated the entire expense for the park was required to be identified in the budget and is reflected in the capital plan. Mrs. Kenny suggested providing

more detail, and possibly highlighting the donation amount of \$62,600 and the CRA amount of \$23,400. Mrs. Bowne agreed and recommend this be noted in the motion to approve.

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

Mrs. Bowne read the following into the record:

“RESOLUTION #RES2016-29

A RESOLUTION OF THE CITY COUNCIL OF DUNNELLON, FLORIDA, AMENDING THE 2016 - 2020 CAPITAL IMPROVEMENT PLAN; PROVIDING DIRECTION TO STAFF TO PREPARE AN AMENDMENT TO THE CAPITAL IMPROVEMENTS ELEMENT OF THE CITY’S COMPREHENSIVE PLAN TO INCLUDE THE UPDATED PROJECTS IDENTIFIED IN THIS RESOLUTION; PROVIDING FOR THE REPEAL OF CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.”

Councilman Hancock moved Resolution #RES2016-29 be approved with the changes noted for the sources of funds for the 125th Anniversary Park and the correct amount for the signage is shown as approved by the budget. Councilman Dillon seconded the motion.

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

Other discussion

Mrs. Bowne asked Council for direction with regard to drafting a resolution or a letter addressing Sabal Trail Pipeline. Council and staff engaged in brief discussion. Council directed staff to draft a letter addressing the City’s concerns for the safety of the community and the close proximity of the pipeline to the schools.

Councilman Winkler asked Mrs. Bowne about the status of the survey/questionnaire that was sent to the residents of Dunnellon. Mrs. Bowne stated 245 have been received to date. She said 1,500 questionnaires were sent out and they are due by October 31st. She informed Council she will make a presentation at the November workshop.

Councilman Hancock provided an updated on the recent TPO meeting.

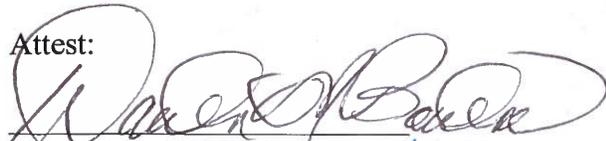
Vice-Mayor Green stated he could not be more pleased with Mrs. Bowne’s service to the City and her capable handling of our City, as our City Clerk/Interim City Manager. He wholeheartedly endorsed that she continue managing whether it be as our City Clerk or our City Manager.

Mrs. Bowne thanked Council and the community for their overwhelming support and encouragement.

AGENDA ITEM NO. 4 – ADJOURN

At approximately 7:52 p.m. Councilman Dillon moved the October 26, 2016 Special City Council meeting be adjourned. Councilman Hancock seconded. All members voted in favor. The motion passed 4-0.

Attest:


Dawn Bowne, MMC
City Clerk/Interim City Manager

12/12/16


Walter Green, ~~Vice~~ Mayor

12/12/16