

# **City of Gainesville**

*City Hall  
200 East University Avenue  
Gainesville, Florida 32601*



## **Meeting Agenda**

**September 13, 2018**

**5:30 PM**

**Modified Agenda**

**City Hall Auditorium**

## **Utility Advisory Board**

*Mary Alford  
Michael Selvester  
David Denslow  
Wendell Porter  
Wes Wheeler  
Barry Jacobson*

*Persons with disabilities who require assistance to participate in this meeting are requested to notify the Office of the Equal Opportunity at 334-5051 or call TDD phone line at 334-2069 at least two business days in advance.*

**CALL TO ORDER****ROLL CALL****ADOPTION OF CONSENT ITEMS**[180316.](#)**Minutes of the August 9, 2018 UAB Meeting (B)****RECOMMENDATION**

Approve the minutes of the August 9, 2018 UAB meeting as drafted.

[180316 UAB 8-9-18 Meeting Minutes 20180913](#)

[180313.](#)**2018-091 Request for Proposal, FileMaker Database Services (B)**

*Explanation: In the mid-1980's, GRU staff began using a product called FileMaker, a highly scalable Relational Database Management System software, to support several of GRU's operational functions. At that time, a small number of trained departmental staff provided development and support for GRU's FileMaker applications. Over the last 20 years, FileMaker has become a valuable tool for tracking and reporting data and is now used daily in most operational areas of the utility. Use of FileMaker has expanded today to over 100 active users in Water/Wastewater Treatment Operations, Water/Wastewater Engineering, Energy Supply, New Services, Real Estate, and soon GRUCom.*

*FileMaker databases at GRU include:*

- *W/WW Systems databases to document important information*
  - o *Lift station attributes*
  - o *Fire flow testing data*
  - o *Tracking new development projects (used by W/WW Engineering, New Services and Real Estate)*
  - o *Calculation of Additional Developer Fees and Estimates (used by W/WW Engineering and New Services)*
  - o *Environmental incident tracking/reporting*
  - o *Capital budget tracking*
  - o *Purchase Order tracking, receipting, internal approvals and reporting*
  - o *W/WW Construction Daily Reports*
  
- *Environmental Programs for FDEP Environmental Compliance*
  - o *Database to implement GRU's Commercial Fats, Oil and Grease program*
  - o *Online Grease Hauling database for external grease haulers to input pumping data for compliance*
  - o *Database to implement GRU's Residential and Commercial Cross Connection Control database*
  - o *Online Cross Connection Control database for external testers to*

*input compliance data*

- o *Industrial Pretreatment database - tracking and reporting*
- Industrial Pretreatment Calculations for annual reporting*
- o *Industrial Pretreatment Calculations for Local Limit development*
- o *Operation and Maintenance Performance Reports for MWTP and WRFs*

- *Water/Wastewater Treatment Operations*

- o *Timesheet input, tracking, reporting*
- o *Leave requests approvals and calendar*
- o *Project planning and tracking*
- o *Work order tracking and management*

- *Energy Supply / Energy Delivery*

- o *Document control / Drawings database for Energy Supply and Energy Delivery (Substation/Relay)*

- *New Services Department*

- o *Estimates for New Development Projects*
- o *Invoicing for Developer Fees*
- o *Tracking Demolitions*
- o *Tracking Service Orders*
- o *Reporting for New Development Projects*
- o *Tracking Deferred Meters*
- o *Tracking Electric Inspections*
- o *Tracking Real Estate permits*

*For many years, FileMaker was supported in-house by employees with expert knowledge. However, as most of those employees have retired, staff has increasingly relied on consultants for support with custom script development and debugging. It has become clear to staff that a professional services agreement is needed to provide development and support services for GRU's existing and future FileMaker needs.*

*On June 28, 2018, GRU Purchasing issued an RFP for FileMaker support services and notified 160 vendors that the solicitation was available. Of that number, eleven (11) vendors requested the solicitation documents. Two responses were submitted and one of them was deemed non-responsive because they didn't meet the requirement that the vendor be FileMaker certified. An "Intent to Award" was issued on August 2, 2018, recommending Soliant Consulting, Inc. as the most responsive, responsible vendor upon approval of the City Commission.*

*Fiscal Note: Approximately \$200,000 per year, depending on amount of services used. Funds for these as-needed services are included in individual departments' approved budgets and will also be requested in future year budgets.*

**RECOMMENDATION**

*The City Commission authorize the General Manager, or his designee, to execute a multi-year contract with the top ranked firm, Soliant Consulting Inc., for FileMaker Database services,*

subject to approval of the City Attorney as to form and legality, and final appropriation of funds.

[180313 FileMaker Bid Record 20180913](#)

[180313 FileMaker Evaluation Meeting Notice 20180913](#)

[180313 FileMaker Vendor List 20180913](#)

[180313 FileMaker Intent to Award 20180913](#)

[180312.](#)

**Energy Supply Department of Gainesville Regional Utilities Request to Extend the Current NAES Contract to Operate and Maintain DHR (NB)**

*Explanation:* Under the Power Purchase Agreement between GRU and the former Gainesville Renewable Energy Center (GREC), staffing for the plant was supplied by North American Energy Services (NAES). When GRU purchased GREC in November 2017, GRU continued the contract with NAES for staffing services. The City Commission gave GRU permission to enter a contract with NAES for one year, starting November 7, 2017.

The plant now known as Deerhaven Renewable (DHR) has continued to be operated by NAES. GRU is also actively reviewing the advantages of staffing DHR directly. Because employee benefits and compensation are a major component for retention of current plant employees, the City of Gainesville Human Resources department is tasked with many components of the potential conversion. Employee benefits and compensation are negotiated terms that fall under the Communication Workers of America (CWA) contract and the current contract negotiations will not be finished before the end of this calendar year.

In order to maintain continued reliable operations of the DHR facility, GRU has been negotiating with NAES to amend the contract, extending the current contract for one year with two additional one year extensions. Also, the amended contract includes the removal of the 7% markup on labor costs. GRU recommends the City Commission approve the amended contract for a one year extension that may be renewed for two additional one year extensions and removal of the 7% markup on labor costs. The contract does allow for termination of the contract with 60 days' notice to NAES.

*Fiscal Note:* Funds are available in the FY2018 Energy Supply budget and will be requested in subsequent year budgets as needed for the additional extensions.

**RECOMMENDATION**

*The City Commission:* 1) Authorize the General Manager or his designee to negotiate and execute up to three (3) years of contract amendments with North American Energy Services for operation and maintenance for the DHR facility, subject to the approval of the City Attorney as to form and legality; and 2) approve the issuance of purchase

orders to NAES for each year of the contract amendment pending final appropriation of funds for each fiscal year.

[180312 DHR - OMA Amendment No 1 \(NAES signed copy 8-10-18\) 20180913](#)

[180312 GRU DHR OMA \(Redacted Execution Version 11-20-17\) 20180913](#)

## ADOPTION OF THE AGENDA

## CITIZEN COMMENT

## STATE OF THE UTILITY

[180317.](#)

### GRU Operational Update for August 2018 (B)

*Explanation:* Staff has prepared a report of the utility's operating statistics for the month of August 2018.

**RECOMMENDATION** Receive a report from staff.

[180317 UAB Ops Update - Aug 2018 - All Depts 20180913](#)

[180323.](#)

### GRU's FY2018 Audited Third Quarter Financials, Budget to Actuals and Supplementary Data (B)

**\*\*This item is for informational purposes.\*\***

*Explanation:* Each quarter during the fiscal year, staff is required to submit unaudited financial statements along with budget to actuals and supplementary data to the City Auditor, who in turn presents them to the Audit and Finance Committee for approval. If committee approval is received, the documents then go to the City Commission for final approval. The statements are presented to the UAB for informational purposes either before or after the City Commission meeting, whichever date is most efficient.

*Fiscal Note:* GRU's FY18 audited third quarter financials, budget to actuals and supplementary data are presented.

**RECOMMENDATION** The UAB review GRU's FY18 audited third quarter financials, budget to actuals and supplementary data and ask questions as needed.

[180323 FY18 Q3 Interim Financial Statements - Audited 20180913](#)

[180323 FY18 Q3 GRU Budget to Actuals 20180913](#)

[180323 FY18 Q3 Supplementary Data Q3 20180913](#)

**NEW BUSINESS**[180314.](#)**Sanitary Sewer Overflow Education - Flushable Slogan Contest for Customers (B)**

*Explanation: Residential grease and toiletries (e.g., flushable wipes) are the leading cause of sanitary sewer overflows in GRU's service area. Flushables are a growing challenge to utilities worldwide and create a significant impact on operation and maintenance costs. Personal care products should not be flushed down the toilet, as they can create blockages in personal and utility pipes. Clogged pipes lead to sanitary sewer overflows, which in our city can quickly drain into the creek system.*

*GRU is asking our customers to partner with us to prevent these blockages and reduce sanitary sewer overflows.*

*GRU is running a contest on social media for our customers to select a new slogan to replace our "Think Before You Flush" campaign. Customers will be given a chance to vote on their favorite slogan out of three pre-selected campaigns: Your Toilet Is Not a Trashcan, The Unflushables and Flush Responsibly. The slogan with the most votes will be chosen as the theme for our FY19 Flushable campaign.*

*Fiscal Note: Budget: \$500 from approved Communications budget:*

- \$100 for social media promotion*
- \$200 for email distribution*
- \$200 for raffle giveaways*

**RECOMMENDATION**

*UAB/City Commission hear a presentation for the flushable slogan contest. We also ask for the Board's/Commission's full support to advocate responsible flushing behavior.*

[180314 FlushablesContest Pres 20180913](#)

[180361.](#)**Advanced Metering Infrastructure (AMI) Update (B)**

*Explanation: In 2014, GRU decided to rollout a small pilot program for Advanced Metering Infrastructure. An Invitation to Negotiate (ITN) was issued and an AMI vendor, Gartner, was awarded the opportunity to participate. This vendor provided an AMI solution that gave us the ability to investigate functions of smart meters, head end system software, and various types of communication protocols. The pilot program was rolled out strategically over a four-year period and the tests consisted of automated internal controls, meter to cash integrations (AMI meter data combined with billing system requirements equals billing statement), and various backhaul solutions and data analytic programs (communication efforts). The pilot proved successful and gave the utility confidence, and a good*

look inside what it would take to not only deploy, but also maximize the potential benefits of an AMI system.

With knowledge from the pilot system, as well as multiple visits with other organizations that were using AMI, we moved forward in 2017/18 by bringing in two reputable consultants along with Gartner to conduct the business case as well as a gap analysis, assessment, and feasibility study for AMI. The business case gave us a better look at how we do business and the affects that an AMI system could have in terms of costs and benefits. With that data and permission from the City Commission, we have started the vendor selection process and would like to take this opportunity to deliver an update on the progress of GRU's Advanced Metering Infrastructure ITN.

GRU, along with our AMI management consultants, have determined that three separate ITN's would offer the most benefits to the utility. The three ITN's identified are the AMI/MDM ITN, Installation ITN, and the Integration ITN. Two of the three ITNs identified for release have been distributed to potential suppliers/vendors and responses for the initial ITN have been received and the evaluation process has begun. This affords the utility more insight into the potential vendors and possible solutions, thus giving us the opportunity to present some meaningful insight to the UAB in terms of the AMI initiative.

*Fiscal Note:* No changes at this time fiscally.

**RECOMMENDATION**      Hear an update from staff.

[180361 AMI ITN Update - UAB 20180913](#)

## [180315.](#)

### **Broadband Feasibility Analysis Invitation to Negotiate (B)**

*Explanation:* In February 2017, the General Policy Committee directed the Charter Officers to develop a framework for a study to examine the potential for broadband expansion in Gainesville. Subsequently, the Gainesville City Commission established the Broadband Connectivity Subcommittee (BCS) to explore broadband availability, affordability, and performance and development opportunities in our community. Since then, the BCS has reviewed a number of issues related to broadband delivery, with an emerging goal of "Expanding Affordable Internet in Gainesville".

Specifically, the BCS developed the following goals as a framework for developing a broadband expansion study:

**Primary Goals:**

- Lower prices and increased speeds for residents
- Lower prices and increased speeds for businesses
- Everyone has access to municipal network in designated areas

**Secondary Goals:**

- Lowest priced gigabit internet for residential service in the United States
- Lowest priced internet for businesses in the United States
- Universal free service to all residents served

The sub-committee also recognizes that some other areas throughout Alachua County are also underserved. Therefore, the City is interested in forming partnerships that may expand research to include; what it would mean to provide broadband service, not only within the city limits, but within the urban service area (which includes the Gainesville Regional Utilities service area) and in other municipalities in Alachua County.

Potential areas for expansion of the analysis include:

- GRU Service Area
- Urban Reserve with consideration for density
- Municipal areas within the county where GRUCom has infrastructure (Newberry, Hawthorne, Archer, High Springs, Waldo and Alachua)

On February 12, 2018, the BCS approved a motion to have staff proceed with an Invitation to Negotiate (ITN) process for a broadband feasibility analysis. The ITN process requires approval from the commission before contracting with a vendor for the project. In accordance with that initiative, the City of Gainesville invited qualified vendors to negotiate an agreement for services that can help us determine the best scope-specific approach, execution and provision of a feasibility analysis to determine how we can make Gainesville the "Most Connected City in America". What we expect to learn through this process is how we might best connect every household and business in Gainesville. Answers we will seek include: how might this necessary infrastructure project be rolled out, how long might it take, how much will it cost, and how might it be paid for?

Six vendors submitted proposals for the ITN. After review, the evaluation team invited three of the vendors to continue discussions before eventually requesting and receiving a best and final offer from CCG Consulting to provide a broadband feasibility analysis.

The negotiated feasibility analysis is designed to include engineering feasibility cost estimates for several coverage options, financial feasibility and forecasting models for various market-based levels of products and services, a competitive market analysis, a report of the study's findings, and recommendations for solutions to achieve the City Commission's goals.

*Fiscal Note:* The negotiated cost of the study is \$101,500 to \$105,500. The project is partially funded in the FY18 and FY19 General Governmental and GRU budgets.

**RECOMMENDATION**

The Broadband Subcommittee recommends the Commission direct staff to move forward with CCG Consulting, upon successful completion of agreements, to complete a broadband expansion feasibility analysis.



*Staff recommends that the Commission provide further direction on funding the remaining costs of the project.*

[180315 ITN 20180913](#)

[180315 BB Feasibility Presentation 20180913](#)

[180315 CGC Proposal 20180913](#)

**MEMBER COMMENT**

**CITIZEN COMMENT**

**NEXT MEETING DATE**

*October 11, 2018*

**ADJOURNMENT**