Agenda
City of Dunnellon
City Council Workshop Meeting
November 6, 2023, 5:30 PM

Dunnellon City Council Workshop meeting will be held on November 6, 2023, 5:30 pm at Dunnellon City Hall

Public Comment: Anyone who wishes to provide public comment will be able to do so by participating in the City Council Workshop meeting in person.

Supporting Documentation for Agenda items may not be ADA compliant for website posting. To obtain supporting documentation not published to the website, please contact the City Clerk's office.

Call to Order

Pledge of Allegiance

Opening Prayer/Moment of Silence (suggested time limit: 1minute: Mayor to request if any invitee is present to open with prayer; if no invitee is present, Mayor will ask if a Dunnellon citizen will volunteer. If no volunteers, a moment of silence will be offered. If a citizen outside of Dunnellon requests to open with prayer, (s)he may do so if no invitee/citizens volunteer.)

Roll Call

Proof of Publication - The agenda was posted on the City's website and City Hall bulletin board on October 30, 2023.

1. **Public Comment**

2. **Board Reports**

3. Dunnellon Chamber and Business Association Reports

   3.a November City Council Report

   Documents:
   November City Council Chamber Directors report.pdf

4. **Discussion**

   4.a 2023 Two Rivers Music Festival - City Clerk

5. Regular Agenda Items

   5.a City Council Vacancy

   5.b Review of Rainbow Springs Art and OpticalTel Lease Agreements

   Documents:

Opticaltel Amended Lease 2024.pdf
RSA Amended Agreement 2024.pdf

5.c Community Redevelopment Agency Grant Policy

Documents:
CRA Grant Policy Revised.pdf

5.d Liaison Assignment to the Marion County Public School Technical Working Group

5.e FY2022-2023 Budget Amendment for Police Department Debt Service

Documents:
FY2022-2023 Budget Amendment-Police Department Debt Service.pdf

5.f Purchase Approval Request - New Mower

Documents:
Agenda Packet-Public Works Mower.pdf

6. **Resolutions**

6.a Resolution #RES2023-24 Amendment to the Personnel Manual, Drug Free Workplace Policy

Documents:
Resolution RES2023-24 Personnel Manual Amendment_Drug Free Workplace Policy.pdf

6.b Resolution #RES2023-26 Surplus Items

Documents:
Resolution RES2023-26_Surplus Equipment and Scrap Metal.pdf

6.c Resolution #RES2023-28 FY2023-2024 Budget Amendment - Parks and Recreation

Documents:
Resolution RES2023-28 FY2023-2024 Budget Amendment_Parks and Recreation.pdf

7. **Ordinances**

7.a Mobile Vending (food truck) Ordinance

7.b Special Event Ordinance

7.c Animal Control Ordinance

Documents:
Draft Animal Control Ordinance.pdf

8. **Council Agenda Items**

8.a Unimproved Road in Dunnellon Heights – Vice Mayor Inskeep

8.b Code Enforcement Process – Vice Mayor Inskeep

8.c Update on E. Pennsylvania Multi-modal Project – Vice Mayor Inskeep

9. **Department Reports**

10. **Council Comments**

11. **City Attorney Comments**

12. **Public Comment**

Tentative Agenda for Council Meeting on November 15, 2023

Consent Agenda

- Approval of Minutes
- Approve Purchase Request for New Mower
- Approve FY2022-2023 Budget Amendment
- Appoint Council Liaison to the Marion County Public School Technical Working Group

Regular Agenda

- Resolution #RES2023-24 Personnel Manual Amendment - Drug Free Workplace Policy
- Resolution #RES2023-26 Surplus Equipment and Scrap Metal
- Resolution #RES2023-28 Budget Amendment - Parks and Recreation
- Quasi-Judicial Public Hearing Ordinance #ORD2023-03 Rezone #REZ20230379, 20751 Powell Road
- First Reading Ordinance #ORD2023-03

Future Meetings:

- 11/15/2023 CRA Meeting
- 11/15/2023 City Council Meeting

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.

AGENDA ITEM NO. 3.a

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Dunnellon Chamber and Business Association Report

AGENDA SECTION: Dunnellon Chamber and Business Association Reports

SUBJECT: November City Council Report

SUGGESTED ACTION:

ATTACHMENTS:
November City Council Chamber Directors report.pdf

DUNNELLON CHAMBER & BUSINESS ASSOCIATION

November City Council Chamber Directors Report

New Members

A-1 Physical Therapy
Homes Ann David. Inc.

Upcoming Events

Nov. 7- Dunnellon Historical Society Museum 120621 S. Williams St. open from 9 am – 12 pm.

Nov. 11- Farm Swap at Sparr Building Supply 2915 W. Dunnellon Rd. from 8 am – 12 pm.

Nov. 14- Dunnellon Historical Society Museum 120621 S. Williams St. open from 9 am – 12 pm.

Nov. 21- Dunnellon Historical Society Museum 120621 S. Williams St. open from 9 am – 12 pm.

Nov. 25 - Farm Swap at Sparr Building Supply 2915 W. Dunnellon Rd. from 8 am – 12 pm.

Nov. 28 - Dunnellon Historical Society Museum 120621 S. Williams St. open from 9 am – 12 pm.

Dec 2 - First Saturday Market in the Park 10-2 at Ernie Mills Park 11899 Bostick St.

Dec 2- 2023 Dunnellon Christmas Parade at 6 pm. Beginning at Dunnellon Middle School traveling from Park Ave. South down Cedar St. to Pennsylvania Ave. Continuing East to San Jose Blvd.

AGENDA ITEM NO. 4.a

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Discussion

AGENDA SECTION: **Discussion**

SUBJECT: 2023 Two Rivers Music Festival - City Clerk

SUGGESTED ACTION:

AGENDA ITEM NO. 5.a

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Regular Agenda Items

AGENDA SECTION: Regular Agenda Items

SUBJECT: City Council Vacancy

SUGGESTED ACTION:

AGENDA ITEM NO. 5.b

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Agreement

AGENDA SECTION: Regular Agenda Items

SUBJECT: Review of Rainbow Springs Art and OpticalTel Lease Agreements

SUGGESTED ACTION:

ATTACHMENTS:
Opticaltel Amended Lease 2024.pdf
RSA Amended Agreement 2024.pdf

AMENDMENT TO
LEASE AGREEMENT #LEA2020-06
MEMORANDUM OF AGREEMENT

THIS AMENDMENT TO LEASE AGREEMENT #LEA2020-06 (hereinafter "Amended Lease"), 34431 is hereby entered into this ____ day of _____, 2023 between THE CITY OF DUNNELLON (hereinafter "Landlord" or "City") and OTI Fiber, LLC d/b/a Opticaltel, a Florida limited liability company ("Tenant" or "OPTICALTEL"), whose principal address is 23748 SR 40, Astor, Florida 32102. For purposes of this Agreement, City and OPTICALTEL shall be referred to collectively as "the Parties."

WITNESSETH:

WHEREAS, the Parties previously entered into that LEASE AGREEMENT ("#LEA2020-06") on May 29, 2020, attached hereto as Exhibit "A" which leased portions of a City-owned building on property located at 20804 West Pennsylvania Avenue, Dunnellon, Florida 34431 to OPTICALTEL as more particularly described on Exhibit "A" attached hereto; and

WHEREAS, Parties have jointly agreed to extend the terms of #LEA2020-06 as modified by this Amended Agreement herein; and

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is agreed by the Parties as follows:

1. **Section 1 of #LEA2020-06 shall be amended as follows:**

~~OPTICALTEL's lease of the Premises shall commence on September 1, 2020, and shall continue for a term of three (3) years until December 31, 2023, ("Term of Agreement") unless sooner terminated as described in this Agreement.~~ OPTICALTEL's lease of the Premises and Term of Agreement is hereby extended until December 31, 2024, as modified by this Amended Lease.

2. **Section 4 of #LEA2020-06 shall be amended as follows:**

a. OPTICALTEL shall pay the City Annual Rent[1] for the Premises in the following amounts:

- ~~September 1, 2020 – December 31, 2020 **$4,381.44 due September 1, 2020**~~
- ~~January 1, 2021 – December 31, 2021 **$13,144.32 due January 1, 2021**~~
- ~~January 1, 2022 – December 31, 2022 **$13,538.65 due January 1, 2022 (3% increase to account for anticipated inflation)**~~
- ~~January 1, 2023 – December 31, 2023 **$13,944.80 due January 1, 2023 (3% increase to account for anticipated inflation)**~~
- January 1, 2024 – December 31, 2024 **$14,642.04 due January 1, 2024 (5% increase due to inflation)**

~~If OPTICALTEL makes payment for the period September 1, 2020 – December 31, 2020 prior to the September 1, 2020 due date, then OPTICALTEL may deduct 2% of the total amount due~~

[1] Rent figures are based on Base Rent of $1,220.17 per month.

~~as a credit for prompt payment. In order for the credit to apply City must receive the Rental Payment prior to September 1.~~

b. If OPTICALTEL makes its Annual Rental Payment to City prior to the January 1 due date for the year that it will become due, then OPTICALTEL may deduct 2% of the total Annual Rent due as a credit for prompt payment. In order for the credit to apply City must receive the Annual Rental Payment prior to ~~September~~ January 1.

c. If the Annual Rental Payment is not made payable to and received by the City on or before the tenth day after it is due, then OPTICALTEL shall be in material breach of this Lease.

3. **Other Provisions Unaffected.** All other provisions of #LEA2020-06 not in conflict with this Amended Agreement shall be unaffected and continue in full force and effect.

IN WITNESS WHEREOF, the parties have caused their duly authorized officers to execute this Agreement on the day and year first above written.

Landlord:

CITY OF DUNNELLON, FLORIDA

_____

WALLACE DUNN II, MAYOR

Date signed: _____

ATTEST:

_____
AMANDA L. ODOM, CMC, CITY CLERK

Witnesses:

Tenant:

OTI Fiber, LLC d/b/a OPTICALTEL

_____

Print name: _____

_____

MARIO BUSTAMANTE, Manager

_____

Date signed: _____

Print name: _____

AMENDMENT TO
AGREEMENT #AGR2020-05

THIS AMENDMENT TO AGREEMENT #AGR2020-05 (hereinafter "Amended Agreement"), is hereby entered into this ____ day of _____, 2023, between THE CITY OF DUNNELLON (hereinafter "City") and RAINBOW SPRINGS ART, INC. (hereinafter "RSA"), a Florida Not for Profit Corporation with a mailing address of 20804 West Penn Avenue, Dunnellon, Florida 34431. For purposes of this Amended Agreement, City and RSA shall be referred to collectively as "the Parties."

WITNESSETH:

WHEREAS, the Parties previously entered into that MEMORANDUM OF AGREEMENT ("#AGR2020-05") on August 31, 2020, attached hereto as Exhibit "A" which authorized RSA to utilize portions of a City-owned building on property located at 20804 West Pennsylvania Avenue, Dunnellon, Florida 34431 as more particularly described on Exhibit "A" attached hereto; and

WHEREAS, Parties have jointly agreed to extend the terms of #AGR2020-05 as modified by this Amended Agreement herein; and

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is agreed by the Parties as follows:

1. Section 1(e) of #AGR2020-05 shall be amended as follows:

(e) ~~RSA traditionally holds the "Annual Rainbow Springs Art Festival (the "Festival") over a one or two day period in November on an annual basis in the City's Boomtown Historic District.~~ RSA shall continue to hold ~~the Festival~~ events within City limits for the duration of this Agreement.

2. Section 2(a) of #AGR2020-05 shall be amended as follows:

(a) ~~The term of this Agreement shall commence on September 1, 2020 and shall continue per the provisions of this Agreement until December 31, 2023.~~ The term of #AGR2020-05 (originally September 1, 2020 to December 31, 2023) shall be extended to December 31, 2024 as modified by this Amended Agreement.

3. Section 3 (b) & (c) of #AGR2020-05 shall be amended as follows:

(b) Unless paid in advance on an annual basis per Section 3(c) of this Agreement, RSA will pay to City rent for use of the Property at a rate of $500.00 per month. Unless paid in advance on an annual basis per Section 3(c) of this Amended Agreement, monthly rent for

those months in 2024 for use of the Property shall be at a rate of $525.00 per month. Rent shall be due on the first day of each month. If rental payment is not made payable to and received by the City on or before the tenth day of any month, then RSA shall be in material breach of this Agreement.

(c) If RSA makes its payment annually in advance, then RSA will receive a 10% discount for the year paid in advance according to the following schedule:

- ~~September 1, 2020 – August 31, 2021 $5400 – Due prior to September 1, 2020 to receive discount.~~
- ~~September 1, 2021 – August 31, 2022 $5400 – Due prior to September 1, 2021 to receive discount.~~
- ~~September 1, 2022 – August 31, 2023 $5400 – Due prior to September 1, 2022 to receive discount.~~
- ~~September 1, 2023 – December 31, 2023 $1800 – Due prior to September 1, 2023 to receive discount.~~
- January 1, 2024 – December 31, 2024 $5674 – Due prior to January 1, 2024 to receive discount.

4. Section 7 (a) & (b) of #AGR2020-05 shall be amended as follows:

(a) RSA shall be responsible for maintaining the interior ceiling, walls, floor, and fixtures of the Property. RSA shall maintain same in compliance with the City's Code. Fixtures are defined as lighting and fans.

(b) City will maintain the exterior of the building on which the Property is located and all other improvements of the Property for which RSA is not responsible for maintaining, including, but not limited to: ~~pipes,~~ doors~~,~~ and windows in compliance with the City's Code.[1]

5. Section 14 of #AGR2020-05 shall be amended as follows:

As required for any purpose in this agreement, notice shall be addressed and sent by certified U.S. Mail, return receipt requested to:

City:	City Clerk, City of Dunnellon 20750 River Drive Dunnellon, FL 34431
RSA:	~~Rainbow Springs Art, Inc.~~

[1] In accordance with OpticalTel Agreement #AGR2020-069, lessee is responsible for maintenance, repair and replacement of all interior components and elements of the electrical and plumbing system.

~~1201W Beagle Run Loop~~
~~Hernando, FL 34442~~

Rainbow Springs Art, Inc.
c/o Trent Snider, CPA
20743 W. Pennsylvania Avenue
Dunnellon, FL 34431

6. **Other Provisions Unaffected.** All other provisions of the #AGR2020-05 not in conflict with this Amended Agreement shall be unaffected and continue in full force and effect.

IN WITNESS WHEREOF, the parties have caused their duly authorized officers to execute this Agreement on the day and year first above written.

CITY:

CITY OF DUNNELLON, FLORIDA

_____

WALLACE DUNN II, MAYOR

Date signed: _____

ATTEST:

_____
AMANDA ODOM, CMC, CITY CLERK

RSA:

RAINBOW SPRINGS ART, INC.

Witnesses:

_____ _____

Print name: _____ AMY WOOD, DIRECTOR

_____ Date signed: _____

Print name: _____

AGENDA ITEM NO. 5.c

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Regular Agenda Items

AGENDA SECTION: Regular Agenda Items

SUBJECT: Community Redevelopment Agency Grant Policy

SUGGESTED ACTION:

ATTACHMENTS:
CRA Grant Policy Revised.pdf

City of Dunnellon
Community Redevelopment Area (CRA) Exterior Improvement Grant

The CRA Exterior Improvement Grant (grant) provides commercial and residential property owners with financial assistance through a reimbursement grant to improve the exterior appearance of properties in Dunnellon's CRA District. Applicants must propose a permitted/conforming use for which work has not begun when applying for grant funds. Applicants are responsible for all building permits and fees that may be associated with the proposed work, which is not reimbursable.

Eligible applicants may receive awards of up to 100% of the total eligible project costs. Grants are limited to a maximum amount of $~~5,0~~7,5~~0~~0 for residential properties and $15,000 for commercial properties. As it pertains to grants, commercial business does not include residences with a home occupation business. An applicant may apply for a grant more than once until the maximum grant award has been reached.

Funds are reimbursed after the applicant's submittal of a valid reimbursement package is approved by the CRA Board.

ELIGIBILITY REQUIREMENTS

- ✓ Prior grant awards for same property owner of subject residential address have not reached $5,000 within five year period;
- ✓ Prior grant awards for same property owner of subject commercial address have not reached $15,000 within five year period;
- ✓ Proposed work cannot begin until approval by the CRA Board is received;
- ✓ Property must be located in the CRA District;
- ✓ Applicant must be the property owner or authorized designee. Designees must have a notarized Owner Authorization specifying the work to be done;
- ✓ Property taxes must be current;
- ✓ Commercial entities must have a valid and current Business Tax Receipt (BTR);
- ✓ No active liens on the property; and
- ✓ The property must have no outstanding building code citations, except those considered for the purpose of building preservation.

ELIGIBLE IMPROVEMENTS

❖ **Facade Rehabilitation**

- ✓ Awnings and shutters of exterior structure
- ✓ Exterior doors and windows
- ✓ Exterior paint[1]
- ✓ Siding or exterior coverings
- ✓ Exterior hardwired lighting
- ✓ Hardscape
- ✓ Other exterior projects on a case-by-case basis

❖ **Demolition**

- ✓ Structures or portions of primary structure that are beyond economic repair

INELIGIBLE IMPROVEMENTS

- ⨉ Interior improvements
- ⨉ General maintenance (e.g., pressure washing, yard cleanup)
- ⨉ Owner labor
- ⨉ Decorative items such as bird feeders and ornaments
- ⨉ Electrical work (except hard-wired exterior lighting)

[1] Historic District properties: Paint colors must be chosen from the Sherwin Williams Historic Color Collection.

INELIGIBLE IMPROVEMENTS (continued)

- x Improvements funded with a previous grant
- x Improvements not listed as an eligible improvement
- x Improvements/services rendered prior to grant approval
- x Property damage that may be covered by or compensated through an applicant's property insurance coverage
- x Demolition of accessory structures such as sheds and decks

APPLICATION PROCESS AND DEADLINE

Please note that applications must be submitted and approved BEFORE work begins. Award of the grant is not guaranteed, and the applicant assumes all financial liabilities for work initiated prior to the approval of the grant by the CRA Board.

Applications are accepted during City Hall office hours. Applications will not be accepted between June 30th and October 1st while fiscal year end is being closed. Applications are accepted and processed by the Community Development Department, 20750 River Drive, Dunnellon, FL 34431.

Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet. Incomplete applications will not be considered.

The completed application submission shall include the following:

1. Current date stamped photo(s) of project site showing all areas of proposed improvement(s);
2. Proof of paid property taxes;
3. Description of proposed improvement(s);
4. Rendering or sketch of proposed improvement(s);
5. Documentation of cost estimates – copies of vendor quotes (two required);
6. Signature of applicant; and
7. Boundary Survey (if applicable).

City of Dunnellon
Community Redevelopment Area (CRA) Exterior Improvement Grant

Community Development (CD)

- Applicant submits complete application package to CD
- CD reviews application for completeness and eligibility
- CD review photos of home for obvious structural deficiencies
- CD prepares application for board approvals

Historic Preservation Board (HPB)

- SKIP THIS SECTION FOR PROPERTIES NOT LOCATED IN THE HISTORIC DISTRICT
- Applications due 14 days prior to HPB meeting date
- Meetings are held on the second Tuesday each month - applicants MUST attend meeting
- HPB will approve/deny the request
- Upon HPB approval, application will go to the CRA Board for final approval

CRA Board

- Meetings held quarterly or on an as-needed basis
- Applicants MUST attend meeting
- CRA Board will approve/deny the request
- Upon approval, CD issues grant award letter to applicant via email

Applicant

- Authorized improvements must commence within 60 days of CRA Board approval
- Within 30 days of completion of all work, submit reimbursement package to Community Development

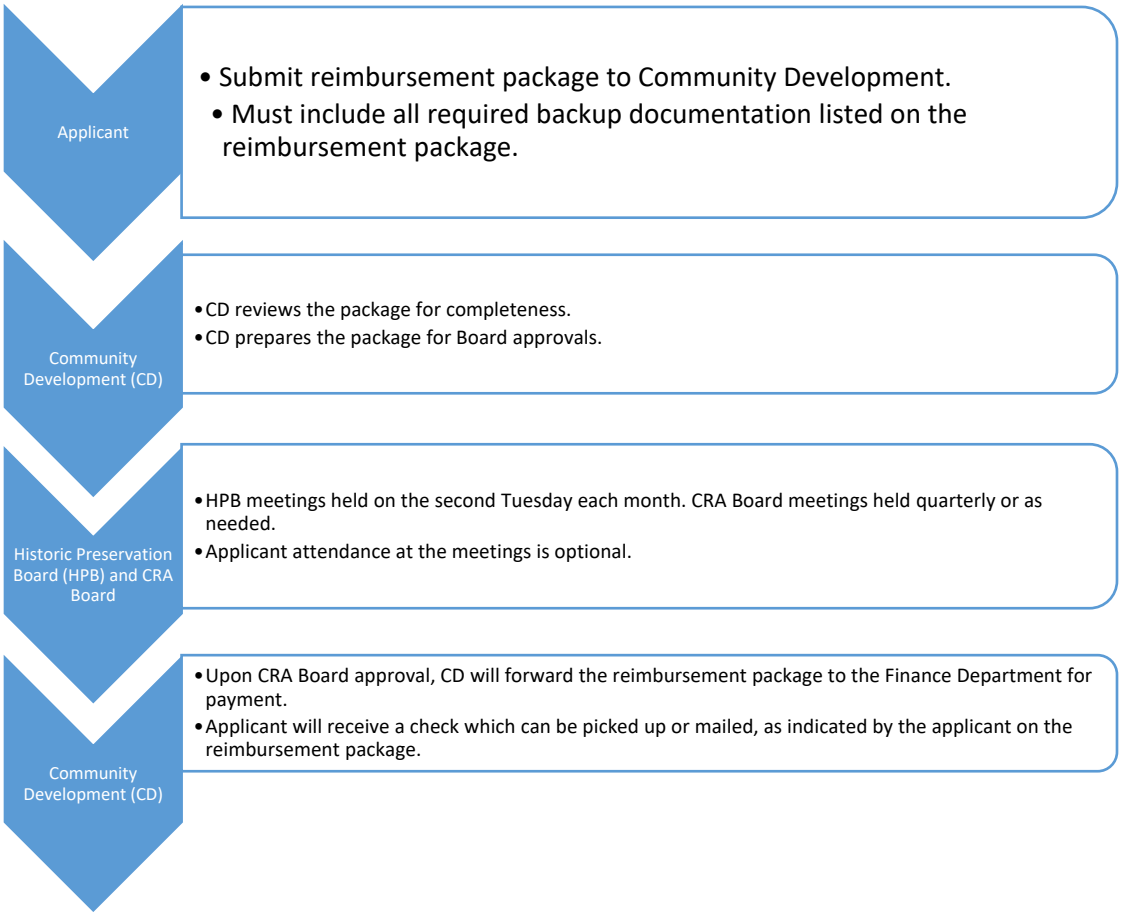
City of Dunnellon
Community Redevelopment Area (CRA) Exterior Improvement Grant

REIMBURSEMENT OVERVIEW

Applicants will receive grant reimbursement after the project is completed and the complete reimbursement package is approved by the CRA Board. It is the responsibility of the applicant to maintain proper documentation of funds expended while completing the project. Release of funds is subject to submission of this documentation by the applicant. The project must be completed as originally presented to the Historic Preservation Board and CRA Board to receive payment. The Boards reserve the right to make on-site inspections throughout the course of the project, subject to meeting Sunshine Law.

Applicants have 30 days from the completion date of the project to file for reimbursement according to procedures set forth within the reimbursement package. All requests for payments will be processed in the next available accounts payable warrant cycle.

REIMBURSEMENT PROCESS



City of Dunnellon
Community Redevelopment Area (CRA) Exterior Improvement Grant

APPROVAL CONSIDERATIONS
The following criteria will be used to review applications for the CRA Grant Program. Criteria are derived from the goals and objectives of the Dunnellon Community Redevelopment Plan.

1. **Quality of Site Design and Materials**: Degree to which the proposed project promotes the adopted CRA Master Plan and promotes harmony with neighboring structures.

2. **Streetscape Aesthetics and Functionality**: Degree to which the proposed project enhances the streetscape of CRA Corridor, including the addition or enhancement of display windows, awnings, exterior handicapped accessibility and architectural amenities.

3. **Increased Safety**: Degree to which the proposed project will promote safety by easily identifying the business for customers and emergency services.

4. **Removal of Slum and Blight**: Degree to which the proposed project upgrades or eliminates substandard structures or eliminates non-conforming uses.

Disclaimer:
The City of Dunnellon shall not be responsible for the planning, design, or construction of the property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the CRA Grant Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

AGENDA ITEM NO. 5.d

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Loretta Barton
ITEM TYPE:	Regular Agenda Items
AGENDA SECTION:	Regular Agenda Items
SUBJECT:	Liaison Assignment to the Marion County Public School Technical Working Group

SUGGESTED ACTION:

AGENDA ITEM NO. 5.e

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Regular Agenda Items

AGENDA SECTION: Regular Agenda Items

SUBJECT: FY2022-2023 Budget Amendment for Police Department Debt Service

SUGGESTED ACTION:

ATTACHMENTS:
FY2022-2023 Budget Amendment-Police Department Debt Service.pdf

City of Dunnellon

Agenda Summary Form

Meeting Date: November 6, 2023

1. Responsible Department: Finance
2. Presenter: Jan Smith
3. Recommended Action: Authorize the Finance Officer to Amend the FY2022-2023 Budget by reallocating unspent operating funds in the amount of $13,533 in the Police Department to the Police Department line-item Debt Service.

Subject: FY2022-2023 Budget Amendment for Police Department Debt Service

Request for Approval Summary Explanation & Background:
In July Council approved entering into a 5-year lease purchase agreement with Axon Enterprises for Tasers and Body Cameras. The first payment of $13,532.77 was made August 8, 2023.

F.S. 166.241 requires the governing body of a municipality to amend the budget within 60 days following the end of the fiscal year for expenses not appropriated in the adopted budget.

Per F.S. 166.241 7(a) This amendment may be made by motion recorded in the minutes if the total appropriations of the fund is not changed. As of October 11, 2023, total appropriations of the General Fund have not changed from the adopted budget.

Procurement Method: N/A

Fiscal Information: Line-Item Transfer from Police Department operating line(s) to fund line items Debt Service Principal 01521-70710 and Debt Service Interest 01521-70720

Attorney Review: N/A

AGENDA ITEM NO. 5.f

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Regular Agenda Items

AGENDA SECTION: Regular Agenda Items

SUBJECT: Purchase Approval Request - New Mower

SUGGESTED ACTION:

ATTACHMENTS:
Agenda Packet-Public Works Mower.pdf

City of Dunnellon

Agenda Summary Form

Meeting Date: November 6, 2023

1. Responsible Department: Roads & Streets
2. Presenter: Chad Ward
3. Recommended Action: Authorize the Purchase of a new John Deere 61 inch deck Zero Turn Mower in the amount of $10,635.22

Subject: New John Deere Mower

Request for Approval Summary Explanation & Background:

This is a request to purchase a new John Deere 61 inch Zero Turn Mower with a value of $11,835.22. The City will trade-in a 2018 SCAG Mower that is no longer in working condition. The trade-in value is $1,200.

Procurement Method: 2 Quotes

Fiscal Information: FY 2023-24 budget $11,000 (01541-60640 1% Discretionary Sales Surtax)

Attorney Review: N/A

CITY OF DUNNELLON
PRICE QUOTE FORM

ITEM / DESCRIPTION: John Deere 60" Deck Mower 01541-60640

	VENDOR	AMOUNT
1.	AG-Pro 1695 NW 63rd St, Ocala, FL 34475 with trade-in value $1,200	**$10,635.22**
2.	Mike's Lawnmower Sales & Service (trade-in option not available)	$10,896.00
3.		
4.		
5.		

Chad Ward
Name of employee obtaining quotes

Chad Ward
Signature of employee obtaining quotes

Oct 30, 2023
Date

ATTACH SUPPORT DOCUMENTATION IF AVAILABLE

Revision: Feb 3, 2015

JOHN DEERE

Quote Summary

Prepared For:
CITY OF DUNNELLON
20750 RIVER DR
DUNNELLON, FL 34431
Business: 352-489-2423

Prepared By:
Perry Cannon
Ag-Pro
1695 Nw 63rd Street
Ocala, FL 34475
Phone: 352-351-2383
pcannon@agproco.com

Quote Id: 29811186
Created On: 18 October 2023
Last Modified On: 18 October 2023
Expiration Date: 30 November 2023

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE Z930M ZTrak	$ 11,835.22 X	1 =	$ 11,835.22
Equipment Total			**$ 11,835.22**

Trade In Summary	Qty	Each	Extended
2018 SCAG STCII-48V23CV - L8900284	1	$ 1,200.00	$ 1,200.00
PayOff			$ 0.00
Total Trade Allowance			$ 1,200.00
Trade In Total			**$ 1,200.00**

Quote Summary	
Equipment Total	$ 11,835.22
Trade In	$ (1,200.00)
Dealer services	$ 0.00
SubTotal	$ 10,635.22
Est. Service Agreement Tax	$ 0.00
Total	$ 10,635.22
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	**$ 10,635.22**

Salesperson : X _____ **Accepted By : X** _____

JOHN DEERE

Selling Equipment

Quote Id: 29811186 **Customer:** CITY OF DUNNELLON

JOHN DEERE Z930M ZTrak

Hours:
Stock Number:

Code	Description	Qty
216CTC	Z930M ZTrak	1
	Standard Options - Per Unit	
001A	United States/Canada	1
1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1
1504	60 In. Side Discharge Mower Deck	1
2091	Deluxe Comfort Seat with Armrests (22.5" High Back)	1
	Other Charges	
	Freight	1
	EnviroCrate	1
	Setup	1

Mike

QUOTATION

MIKE'S LAWNMOWER SALES & SERVICE, INC
3840 SE 47 Ave.
Ocala, FL 34480 USA
Phone #: (352)694-4866
Fax #: (352)694-7449

PHONE #: **(352)465-8500 Ext: 1015**
CELL #: **(352)445-4238**
ALT. #:
P.O.#:
TERMS: **Net 10 EOM**
SALES TYPE: **Quote**

DATE: **10/16/2023**
ORDER #: **1416316**
CUSTOMER #: **10280**
CP: **Mike Jr.**
LOCATION: **1**
STATUS: **Active**

BILL TO 10280

CITY OF DUNNELLON
DAN ADAMS
20750 RIVER DR
DUNNELLON, FL 34431-6744

SHIP TO

CITY OF DUNNELLON
DAN ADAMS
20750 RIVER DR
DUNNELLON, FL 34431-6744

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
SCA	STCII48V-22FX	48" Velocity Deck, 22hp Kawasaki FX	1	$14,143.85	$9,593.22	$9,593.22
SCA	STCII61V-26FTEFI	61" Velocity Deck, 26hp Kawasaki FT EFI, suspension seat	1	$14,756.80	$10,896.00	$10,896.00
		SPURS # F591672196-001				
		MAKE PO OUT TO FLORIDA OUTDOOR EQUIPMENT 800-865-3533				

Prices reflected on this quote are valid for 1 day. NOTICE: Prices on Equipment, Parts or Accessories that need to be ordered are subject to change without notice due to manufacture price changes. A 10% NON-REFUNDABLE deposit will be required on all equipment orders. Equipment pricing is subject to change and will be adjusted as needed if changes occur. We appreicate your bussiness!

SUBTOTAL:	$20,489.22
TAX:	$0.00
ORDER TOTAL:	$20,489.22

Authorized By: _____

AGENDA ITEM NO. 6.a

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Resolution

AGENDA SECTION: **Resolutions**

SUBJECT: Resolution #RES2023-24 Amendment to the Personnel Manual, Drug Free Workplace Policy

SUGGESTED ACTION:

ATTACHMENTS:
Resolution RES2023-24 Personnel Manual Amendment_Drug Free Workplace Policy.pdf

RESOLUTION #RES2023-24

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF DUNNELLON ADOPTING AMENDMENTS AND CHANGES TO ARTICLE II, SECTION 27 - 'DRUG-FREE WORKPLACE PROGRAM' OF THE CITY'S PERSONNEL MANUAL; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the attached amendments and changes to the City's Personnel Manual shown in "Exhibit A" of this resolution have been studied and reviewed by the City Council; and

WHEREAS, the City Council finds that adoption of these amendments and changes are in the best interest of the City of Dunnellon.

LEGISLATIVE UNDERSCORING: Underlined words constitute additions to the City of Dunnellon Personnel Manual, ~~strikethrough~~ constitutes deletions from the original, and asterisks (***) indicate an omission from the existing text which is intended to remain unchanged.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNNELLON, FLORIDA AS FOLLOWS:

1. Article II, Section 27 of the City of Dunnellon Personnel Manual is hereby amended as indicated on Exhibit "A," said exhibit attached hereto and incorporated herein by reference.

2. If any portion of this Resolution is declared unconstitutional or if the applicability of this Resolution or any portion thereof to any person or circumstances shall be held invalid, the validity of the remainder of this Resolution and the applicability of this Resolution, or any portion thereof to other persons or circumstances, shall not be affected thereby.

3. All resolutions and parts of resolutions in conflict with this Resolution are hereby repealed.

4. This Resolution shall become effective on the15th day of November 2023.

ATTEST: **CITY OF DUNNELLON, FLORIDA**

_____ _____

Amanda L. Odom, CMC, City Clerk Wallace Dunn, II, Mayor

EXHIBIT "A"

RESOLUTION #RES2023-24

PERSONNEL MANUAL AMENDMENTS

ARTICLE II: RECRUITMENT AND SELECTION

SECTION 2.7 DRUG-FREE WORKPLACE PROGRAM

***

DEFINITIONS:

***

14.0 "Job Applicant" means a person who has been offered a safety-sensitive and/or special risk position with the city conditioned upon meeting the requirements of the Drug and Alcohol Testing Policy.

***

POLICY

***

H. Job Applicant Drug Testing

1. A job applicant who has applied for a safety-sensitive and/or special risk position with the City of Dunnellon and has been offered employment conditional upon successfully passing a drug test will undergo screening for the presence of drugs or alcohol. An applicant who refuses to take the test or whose test results are confirmed positive will not be considered qualified for employment with the City of Dunnellon and will be denied employment at that time, but may initiate another employment inquiry with the City after one (1) year. Positive test results may be challenged by the applicant.

AGENDA ITEM NO. 6.b

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Resolution

AGENDA SECTION: **Resolutions**

SUBJECT: Resolution #RES2023-26 Surplus Items

SUGGESTED ACTION:

ATTACHMENTS:
Resolution RES2023-26_Surplus Equipment and Scrap Metal.pdf

RESOLUTION #RES2023-26

A RESOLUTION OF THE CITY OF DUNNELLON, FLORIDA, DECLARING CERTAIN PROPERTY AS SURPLUS AND PROVIDING FOR DISPOSAL THEREOF.

WHEREAS, The City of Dunnellon has certain property that is considered as surplus; and

WHEREAS, The City of Dunnellon wishes to dispose of said property by advertisement and Agreement #AGR2022-02 with Technology Conservation Group.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Dunnellon, Florida, on this 15th day of November 2023, that:

1. The property outlined in "Exhibit A" identified as miscellaneous equipment is declared as surplus and shall be disposed of as outlined in Agreement #AGR2022-02 with Technology Conservation Group.
2. The property outlined in "Exhibit A" identified as miscellaneous scrap metal and equipment is declared as surplus and shall be disposed of upon advertising for and seeking offers from scrap metal dealers.
3. The property outlined in "Exhibit A" identified as a 2005 GEM electric cart and miscellaneous office supplies shall be disposed of via Weeks Auction Co. of Ocala located at 4851 FL-40, Ocala, FL 34482
4. The property outlined in "Exhibit A" identified as a 2018 SCAG Mower shall be disposed of via trade-in on a new John Deere Z930M ZTrak mower through AG-PRO located at 1695 NW 63rd St., Ocala, FL 34475

Upon motion duly made and carried, the foregoing resolution was adopted by the City Council of the City of Dunnellon this 15th day of November 2023.

ATTEST: **CITY OF DUNNELLON, FLORIDA**

_____ _____

Amanda L. Odom, CMC
City Clerk

Wallace Dunn II, Mayor

Approved as to form:

_____

Andrew J. Hand, City Attorney

First Draft Council Workshop November 6, 2023

Resolution #RES2023-26
EXHIBIT A

MISCELLANEOUS EQUIPMENT			
QTY	**GENERAL DESCRIPTION**	**INVENTORY TAG #**	**DEPT**
1	CPU	000025	PD
1	CPU	000026	PD
1	CPU	000029	PD
1	CPU	000030	PD
1	CPU	000031	PD
1	CPU	000115	PD
1	Laptop	000037	PD
1	Laptop	000143	PD
1	Laptop	20200075	PD
1	Computer Monitor	20200136	PD
1	Computer Monitor	20200137	PD
1	Computer Monitor	20200144	PD
1	Computer Monitor	20200145	PD
1	Computer Monitor	20200146	PD
1	Computer Monitor	20200148	PD
1	Computer Monitor	20200150	PD
1	Computer Monitor	20200151	PD
1	Computer Monitor	20200154	PD
1	Computer Monitor	20200155	PD
2	Computer Speakers	N/A	CH

MISCELLANEOUS SCRAP METAL AND EQUIPMENT				
QTY	**GENERAL DESCRIPTION**	**ASSET TAG #**	**VIN / MODEL / SERIAL**	**DEPT**
	Equipment Parts			PW
	Fencing			PW
	Signs			PW
	Pipes			PW
	Other Misc Metal			PW
1	2005 Gem 825 two-person electric cart	20200101	5ASAG274755F-37213	PD
1	2014 SCAG Mower	#14 / 000065	STC48V-25CV-SS/E9300082	PW
1	2018 SCAG Mower	#57 / 20200046	STCII-48V-23CV/L8900284	PW

AGENDA ITEM NO. 6.c

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Resolution

AGENDA SECTION: **Resolutions**

SUBJECT: Resolution #RES2023-28 FY2023-2024 Budget Amendment - Parks and Recreation

SUGGESTED ACTION:

ATTACHMENTS:
Resolution RES2023-28 FY2023-2024 Budget Amendment_Parks and Recreation.pdf

City of Dunnellon

Agenda Summary Form

Meeting Date: November 6, 2023

1. Responsible Department: Finance
2. Presenter: Jan Smith
3. Recommended Action: Approve Resolution #RES2023-28 Budget Amendment in the amount of $7,227.76

Subject: FY2023-2024 Budget Amendment for Parks and Recreation

Request for Approval Summary Explanation & Background:
This is a request to budget the September 30, 2023 remaining balance of the 125 Park donated funds to improve park amenities.

In October 2023 Council approved the use of these funds to purchase benches for Ernie Mills Park. The benches were purchased along with several waste receptacles totaling $3,936.31. This leaves an unspent balance of $3,291.45 for the remainder of FY2023-2024.

Procurement Method: N/A

Fiscal Information: Funding to come from General Fund Unrestricted Reserve as described in Attachment A to Resolution #RES2023-28 in the amount of $7,227.76

Attorney Review: N/A

RESOLUTION #RES2023-28

A RESOLUTION OF THE CITY OF DUNNELLON, FLORIDA AMENDING THE FISCAL YEAR 2023-24 BUDGET TO TRANSFER FUNDS FROM GENERAL FUND UNRESTRICTED RESERVE TO FUND EXPENSES RELATED TO THE ENHANCEMENT OF PARK AMENITIES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, due to unbudgeted expenses anticipated to be paid through the end of FY 2023-24, the City Council has determined it to be in the best interests of the City to amend the City's FY 2023-24 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNNELLON, FLORIDA AS FOLLOWS:

SECTION 1. The "WHEREAS" clause above is hereby incorporated herein as a legislative finding.

SECTION 2. The City Council of the City of Dunnellon, Florida hereby amends the Fiscal Year 2023-24 budget as shown in Attachment A.

SECTION 3. If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding in no way affects the remaining portions of this Resolution.

SECTION 4. All resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5. This Resolution shall take effect immediately upon its approval.

Upon motion duly made and carried, the foregoing Resolution was adopted by the City Council of the City of Dunnellon on the 15th day of November, 2023.

CITY OF DUNNELLON, FLORIDA

_____
WALLACE DUNN II, MAYOR

ATTEST:

_____
AMANDA ODOM, CMC
CITY CLERK

Approved as to form and legality:

_____
Andrew Hand, City Attorney

First Draft City Council Workshop 11-6-2023

Attachment A

General Fund

Fund Balance:

Unrestricted Reserve	(Balance of 125 Park funds)	$7,227.76

Expenses:

Parks & Recreation (01572-30520)	$7,227.76

AGENDA ITEM NO. 7.a

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Ordinance

AGENDA SECTION: **Ordinances**

SUBJECT: Mobile Vending (food truck) Ordinance

SUGGESTED ACTION:

AGENDA ITEM NO. 7.b

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Ordinance

AGENDA SECTION: **Ordinances**

SUBJECT: Special Event Ordinance

SUGGESTED ACTION:

AGENDA ITEM NO. 7.c

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Ordinance

AGENDA SECTION: **Ordinances**

SUBJECT: Animal Control Ordinance

SUGGESTED ACTION:

ATTACHMENTS:
Draft Animal Control Ordinance.pdf

ORDINANCE #ORD2023-XX

AN ORDINANCE RELATED TO ANIMAL WELFARE; ESTABLISHING LIMITS ON THE NUMBER OF DOGS AND CATS OWNED OR KEPT ON RESIDENTIAL PROPERTIES; DEFINING 'ANIMAL RESCUE ORGANIZATIONS' AND PROVIDING FOR ESTABLISHMENT OF SAME WITHIN SPECIFIED ZONING DISTRICTS WITHIN THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Dunnellon has found that it is in the best interest of the public welfare to amend the City of Dunnellon Code of Ordinances as set forth below; and

WHEREAS, the City Council finds that it is in the best interest of the public welfare to limit the number of dogs and cats owned or kept at residences within the City in order to promote animal health and welfare and to prevent nuisance behavior; and

WHEREAS, animal rescue organizations provide essential charitable services to rescue, care for, and arrange for the adoption of abandoned, abused, homeless, or otherwise neglected animals; and

WHEREAS, the City Council finds it in the best interest of the public welfare to amend its table of permitted uses to allow for the establishment and operation of animal rescue organizations within the Central Business and General Business Zoning Districts.

LEGISLATIVE UNDERSCORING: Underlined words constitute additions to the City of Dunnellon Code of Ordinances, ~~strikethrough~~ constitutes deletions from the original, and asterisks (***) indicate an omission from the existing text which is intended to remain unchanged.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF DUNNELLON, FLORIDA AS FOLLOWS:

SECTION 1. The " whereas" clauses cited herein are the legislative findings of the City Council.

SECTION 2. Chapter 14, Animals - Article IV. "Dogs and Cats" is hereby created as follows:

ARTICLE IV. DOGS AND CATS

Sec. 14-155.

a) No person may own or keep at their residence more than four dogs and more than four cats over six months of age within the City limits.

b) The limitation set forth above shall not immediately apply to persons who at the time of passage of this section already possess more than four dogs or four cats, however, such persons must not acquire additional dogs or cats in excess of the limitations set forth above, so that the number of dogs or cats is reduced over time to conform to the prescribed limit as normal attrition occurs.

SECTION 3. Appendix A – Zoning, Article VII – 'District Regulations' is hereby amended as follows:

Article VII. – DISTRICT REGULATIONS

Section 7.1 – Table of Permitted Uses.

***

SERVICE USES	A-1	R-1	R1A	R1B	R-2	R-3	R-5	MH	NBR	RBO	B2	B3	B4	B5	B6	P	PUD
***																	
Animal Rescue Organization												X	X				
***																	

***

Section 7.2 District Uses Definitions.

***

Animal Rescue Organization means a humane society or not for profit corporation who operates a charitable rescue under section 501(c)(3) of the Internal Revenue Code and whose mission includes the rescue, care, or adoption of animals, and which does not obtain animals from a breeder or broker for payment or compensation.

***

SECTION 4. CONFLICTS. In any case where a provision of this Ordinance is found to be in conflict with a provision of any other ordinance of this City, the provision which establishes the higher standards for the promotion and protection of the health and safety of the people shall prevail.

SECTION 5. SEVERABILITY. If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful or unconstitutional.

SECTION 6. CODIFICATION. The provisions of this Ordinance shall be codified as and become and be made a part of the City of Dunnellon Code of Ordinances. The sections of this Ordinance may be renumbered or re-lettered to accomplish such intention and the word "Ordinance", or similar words, may be changed to "Section," "Article", or other appropriate word. The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

SECTION 7. EFFECTIVE DATE. This Ordinance shall become effective immediately upon adoption at the second reading/public hearing.

Upon motion duly made and carried, the foregoing Ordinance was approved upon the first reading on the __th day of _____, 2023.

Upon motion duly made and carried, the foregoing Ordinance was approved and passed upon the second and final reading and public hearing on the __th day of _____, 2023.

Ordinance Posted on the City's website on _____ ___, 2023. Public hearing advertised on the City's website on _____ ___, 2023 and advertised in the Riverland News on _____ ___, 2023.

ATTEST: **CITY OF DUNNELLON**

_____ _____

Amanda L. Roberts, CMC
City Clerk

Wallace Dunn, II, Mayor

Approved as to Form:

_____

Andrew J. Hand, City Attorney

AGENDA ITEM NO. 8.a

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Council Agenda Item

AGENDA SECTION: **Council Agenda Items**

SUBJECT: Unimproved Road in Dunnellon Heights – Vice Mayor Inskeep

SUGGESTED ACTION:

AGENDA ITEM NO. 8.b

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Loretta Barton

ITEM TYPE: Council Agenda Item

AGENDA SECTION: **Council Agenda Items**

SUBJECT: Code Enforcement Process – Vice Mayor Inskeep

SUGGESTED ACTION:

AGENDA ITEM NO. 8.c

Item Cover Page

CITY COUNCIL WORKSHOP AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Loretta Barton
ITEM TYPE:	Council Agenda Item
AGENDA SECTION:	**Council Agenda Items**
SUBJECT:	Update on E. Pennsylvania Multi-modal Project – Vice Mayor Inskeep
SUGGESTED ACTION:	