

Agenda
City of Dunnellon
City Council Workshop Meeting
20750 River Drive, Dunnellon, FL 34431
March 4, 2020
5:30 p.m.

PLEASE NOTE: Individuals wishing to address City Council are required to sign in at the beginning of the meeting or you will not be recognized. A three-minute time limit will be strictly administered. You may address the Council one time only unless you are scheduled to speak on the agenda.

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 do so if no invitees/citizens volunteer.)

Roll Call

Proof of Publication (Posted on City's website and City Hall bulletin board on Wednesday, February 26, 2020)

One or more members of the same City of Dunnellon advisory board may attend this meeting and may speak to Council.

1. Board Reports

2. Dunnellon Chamber & Business Association Report

- Boomtown Day April 18, 2020 9 a.m. to 5 p.m. - Alcohol Waiver

Documents:

[3-4-2020 ADA Boomtown Alcohol Waiver Request to Council.pdf](#)

3. Update - Jim Couillard, Director Marion County Parks & Recreation

- Blue Run Park
- Dock Numbering Ordinance

Documents:

[Blue Run Park Short_Term Goals.pdf](#)
[County Dock Numbering Ordinance Draft V.3.pdf](#)

4. Emergency Services Update - Preston Bowlin, Director Marion County Emergency Management

5. **Review Contract Agreement AGR2020-09, Purchase of Property for New Police Facility. (non ADA compliant backup available to public upon request)**

6. **Update: Wellhead Protection Zones Comp Plan Amendment**

7. **Qualifications for Planning Commission Members**

- Applications to be considered for Planning Commission Appointment.

Documents:

[Planning Commission Qualifications.pdf](#)

8. **Agreement AGR2020-08, Beacon Software Solutions - IT Services for Police Department - Chief McQuaig (non ADA compliant backup available to public upon request)**

Documents:

[20200304_Agenda_Beacon.pdf](#)

[Beacon IT Support Agreement 2020 DPD Rev_1 - FINAL.pdf](#)

9. **Stormwater Education - Illicit Discharge**

Documents:

[20200304_Workshop_IllicitDischarge.pdf](#)

10. **Council Comments**

11. **City Administrator Comments**

12. **City Attorney Comments**

13. **Public Comments**

Tentative Agenda for Council Meeting Monday, March 9, 2020 at 5:30 p.m.

Consent Agenda

- Approval of Minutes
- Approval of Proclamation #PRO2020-03
- Boomtown Day, April 18, 2020 - Alcohol Waiver
- Approve #AGR2020-08, Beacon Software Solutions

Regular Agenda

- Presentation of Proclamation #PRO2020-03, Clinton Burns
- Public Hearing - Agreement #AGR2020-09, Purchase of Property for new Police Facility (Advertised on the City's website 2/19/2020 and in the Riverland News on 2/27/2020)

- Public Hearing Ordinance #ORD2020-01, #CPA2020-02, Amending Transportation Element (Posted on the City's Website on 2/19/2020 and Advertised in the Riverland News on 02/27/2020)
- Final Reading Ordinance #ORD2020-01
- Public Hearing Ordinance #ORD2020-02, Amending Appendix "A" Zoning (Posted On The City's Website On 2/19/2020 And Advertised In The Riverland News On 2/27/2020)
- Final Reading Ordinance #ORD2020-02

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
Agenda Summary Form

Meeting Date: March 9, 2020

1. Responsible Department: Community Development
2. Presenter: Lonnie Smith
3. Recommended Action: Approval is consistent with city code

Subject: Alcohol Waiver for 2020 Boomtown Day, April 18, 2020 9 a.m. – 5 p.m.

Request for Approval Summary Explanation & Background:

In accordance with Code Section 6.8 Waivers for Festival Events, Boomtown Day event organizers are requesting a waiver of Code Section 6-4 to allow the sale and consumption of alcoholic beverages during the event on April 18, 2020, 9 a.m. – 5 p.m. within the barricaded areas as shown on the attached map.

The event organizers(s) must also seek City Council permission which is then presented to the State Division of Alcoholic Beverages & Tobacco for permit authorization of sale and consumption of beer and wine.

Sec. 6-8. - Waivers for festival events.

(a) Upon request by organizers of any city-approved festival, ceremony, or celebration, the city council may waive specific sections of the restrictions and prohibitions of this chapter. (b) The waiver shall set forth the specific sections of this chapter being waived, the location, time and other restrictions established by the city in its sole discretion deemed necessary to promote and protect the health, safety and welfare of the public.(c)Any restrictions imposed by the city council shall be strictly enforced and are a precondition to such waiver. Failure to adhere to the restrictions shall vitiate the waiver and all persons violating such restrictions shall be considered in violation of this Chapter (d) There shall be no waiver of sections 6-5 and 6-7.

(Ord. No. 99-08, § 1, 8-9-1999)

Sec. 6-4. - Possession or consumption on public property or on private property without permission.

(a)It shall be unlawful for any person to consume or to have in his possession any alcoholic beverage in a publicly owned park or recreation area or on any public school property within the city.(b)It shall be unlawful for any person to consume or have in his possession any alcoholic beverage in an open container on any public street, thoroughfare, sidewalk, or alley or on any publicly owned, operated, leased or controlled public recreation area or other facility, including parking areas, within the city, nor shall any person except the owner or person placed in charge by the owner consume or have in his possession any alcoholic beverages in an open container on any private property, unless such person is a lawful guest and has the consent of the owner or person in charge of the private property.

(Code 1985, § 3-118)

Procurement Method: N/A

Fiscal Information: N/A

Department Head Approval: *Lonnie Smith*

City Administrator Approval: **digitally signed 2-26-2020 by D. Bowne**

Attorney Review: No

From: [Bouyounes, Mounir](#)
To: [Dawn Bowne](#); [Couillard, James](#)
Cc: [Arenas, Jovanny](#); [Roussel, Angel](#); [Couillard, James](#); [Mail Group - Commissioners Office](#)
Subject: RE: Blue Run of Dunnellon Park (Tuber's Exit)
Date: Wednesday, August 21, 2019 6:58:08 AM

Good morning Dawn,

Thank you for providing us with your email and the letter regarding the City Council's concern of the recent operation of Blue Run Park. We recognize the importance of working together to address the points included in the letter and those discussed during the workshop. Marion County understands our responsibility as it pertains to the tubing activities that begin at KP Hole Park and exit at the Blue Run Park as the Rainbow River Classic – the tuber ride of generations™ has originated from KP Hole and terminated at Blue Run Park since 1953.

We feel it is important to provide you with accurate information in response to the data that was presented by one of the three public speakers was inaccurate. It was stated that Marion County sends 300,000 tubers down the river each year, which is incorrect. The actual number from 2018 was 30,802 “floaters” which included those directly from KP Hole. This number is 13,429 fewer than the number of floaters in 2015.

As the vision of Blue Run Park continues to become a reality, it is very important that we all understand the impact that future improvements will have on local residents and businesses. The completion of the dedicated pedestrian bridge linking the park to the west side of the Rainbow River will provide a significant boost to ecotourism in this area and Dunnellon will find itself becoming a desirable destination along the statewide trail system. The recreational, economic and health benefits of these trail systems can significantly increase the quality of life in any town they pass through.

As we work towards completing these plans, we will work together to find amicable solutions to our concerns and not single out specific user groups. Our staff team continues to explore solutions to address safety concerns, improving the visitor experience and fostering growth in the outdoor recreation sector and we are looking forward to working with your team to complete those plans and address the City's concerns. Mr. Jovanny Arenas from my office will coordinate the requested meeting as soon as possible.

Regards,

Mounir Bouyounes, PE
County Administrator
352-438-2308
mounir.bouyounes@marioncountyfl.org

From: Dawn Bowne <DBowne@dunnellon.org>
Sent: Thursday, August 15, 2019 8:43 PM
To: Bouyounes, Mounir <Mounir.Bouyounes@marioncountyfl.org>; Couillard, James <James.Couillard@marioncountyfl.org>
Subject: Blue Run of Dunnellon Park (Tuber's Exit)

Mounir:

I just wanted to reach out and thank you and Jim for his attendance at our City Council workshop last week. This allowed him to be able to hear first-hand City Council's concerns about the congestion at

Blue Run Park. He was also able to listen to comments from many of the residents. This season it is more apparent than ever how the mass amounts of tubers have outgrown Blue Run Park tuber take out area.

The Council is extremely concerned with the public safety of all park users because of the excessive amount of tubers from KP Hole utilizing the exit and waiting for shuttle pickup. There is an enormous amount of foot traffic, vehicular traffic, multiple shuttle companies permitted by the County, kayakers, bikers, and walkers all forced into a very small parking lot and exit ramp area. Unfortunately, this is the only Marion County tuber exit for all K.P. Hole customers. As a result, traffic is continually overflowing onto County Road 484/E. Pennsylvania Avenue creating a standstill of traffic headed east on 484 during the weekends.

I look forward to working with County staff to create a safer environment for all to enjoy. Please let me know when you are able to meet with City staff to begin discussing amicable solutions that will resolve this problem. Mounir, we have had great success working together to date and I trust we can do the same here as well. Thank you in advance as you have always extended a welcoming invitation to the City along with a sensible and experienced approach to problem solving between our two entities. Have a great weekend.

Warm Regards,

Dawn M. Bowne

Dawn M. Bowne
City Administrator
City of Dunnellon
20750 River Drive
Dunnellon, FL 34431
352-465-8500 ext 1002
dbowne@dunnellon.org
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.

Dunnellon Staff Talking Points County Meeting 09/18/2019

Blue Run Park

Intent of Meeting: For staff to address and discuss identified public safety, congestion and traffic concerns and hopefully work together with County staff to implement some measures to rectify.

1. Number of and timing of shuttles picking up customers
 - Reduce number of shuttles picking up at same time that is contributing to traffic congestion and overspill onto CR484
 - Overflow parking area utilize more consistently as a holding/waiting zone for shuttles
 - Shuttle loading zoning away from regular traffic
 - Alternative location on premises for customers waiting for shuttle away from traffic and blocking exit ramp
 - Create time restrictions for length of shuttle pickup
2. Stacking of tubes
 - Stacking of tubes in area that does not block visual for incoming traffic to better protect pedestrians and bikers
3. Increase in park attendant oversight
 - Directing crowds off ramp and prevent loitering on ramp
 - Ensuring crowds waiting for shuttles are in the right waiting area to ensure their safety
 - Enforcing how long shuttles can remain on premises for pickup (5 minute pickup)
 - Discouraging extended times for pickup of kayaks in the high traffic areas
4. Miscellaneous suggestions
 - Rethinking how overflow is used with regard to tuber pickup/implement transit pickup within park to overflow
 - Video required to be playing on shuttles with applicable rules and direction for pickup/waiting for shuttles, etc.
 - City of Dunnellon will have trees trimmed back off CR 484 next week

Marion County Parks & Recreation

Rainbow River Operations

Short Term Goals for Improving Operation and Guest Experiences

Goal 1: Reduce the congestion at the Blue Run of Dunnellon Park and traffic on CR484.

Objective ST1.1: Require shuttle service providers to pick up tubers every 15 minutes or less.¹

Action ST1.1.1: Amend existing County shuttle service agreement and mandate the provider arrives at BRDP every 15 minutes or less regardless of the number of patrons ready.

Action ST1.1.2: Increase the number of County shuttle service providers picking up tubers/paddle craft for improved efficiencies and better customer experience.

Action ST1.1.3: Mandate that shuttle service providers use portable communication devices to improve inter-company communication.

COST: \$25,000 pending solicitation, budget amendment(s) and contracts.

Objective ST1.2: Implement five (5) minute load/unload period.

Action ST1.2.1: Create media release to educate the public on the new procedure for loading and unloading personal vehicles.

Action ST1.2.2: Install “5 Minute Loading/Unloading Only” signs and striping along the loading/unloading zone.

Action ST1.2.3: Coordinate enforcement effort with Dunnellon Police Department.

COST: \$500

Objective ST1.3: Enforce Resolution 2015-11 to prevent swimmers from using the area in front of the river access ramp.

Action ST1.3.1: Create media release to educate the public on the rules pertaining to swimming at the river access ramp area.

Action ST1.3.2: Codify Resolution 2015-11 (City of Dunnellon).

Action ST1.3.3: Coordinate enforcement effort with Dunnellon Police Department.

COST: \$0 (Staff time)

Objective ST1.4: Create specific tube stacking areas per each commercial shuttle service.²

Action ST1.4.1: Identify the peak use volume of tubers per shuttle service.

Action ST1.4.2: Determine the space needed for each vendor based on the volume identified on Action 1.4.1.

Action ST1.4.3: Determine the most suitable location at BRDP for the space needed for each shuttle service.

Action ST1.4.4: Delineate spaces at BRDP and create signage to identify which space will be utilized by the specific shuttle service providers.

¹ Dunnellon: “Number of and timing of shuttles pickup up customers”

² Dunnellon: “Stacking of Tubes”

Marion County Parks & Recreation

Rainbow River Operations

Action ST1.4.5: Coordinate with each shuttle service provider and ensure they educate their clients as to where to stack tubes at BRDP.

COST: \$750

Objective ST1.5: Increase staffing at BRDP ahead of and during peak use hours to assist in the accomplishment of Goal 1.³

Action ST1.5.1: Hire Park Service Worker I (Seasonal) as needed.

Action ST1.5.2: Develop plan of action to have staff in place prior to the initial arrival of floaters at BRDP.

Action ST1.5.3: Use appropriate uniforms and identification to assure BRDP users of Marion County being available to provide assistance and guidance.

Action ST1.5.4: Create strong working relationship between Parks & Recreation staff and Dunnellon Police detail staff to enhance communication.

COST: \$20,000

Goal 2: Create a plan to address future groups which will use Blue Run of Dunnellon Park.

The current use of Blue Run of Dunnellon Park (BRDP) does create congestion at the site during peak use times. While this report provides solutions to the current issues, it would be remiss to not provide goals to help address the expected increase of use due to the eminent pedestrian bridge over the Rainbow River.

Objective ST2.1: Determine the physical impacts of the proposed pedestrian bridge over the Rainbow River.

Action ST2.1.1: Finalize conceptual layout of bridge landing at BRDP.

Action ST2.1.2: Determine any tree removals, impacts to existing river access ramp and potential conflicts with trail alignment.

COST: \$0 (Staff time)

Objective ST2.2: Model the expected bicycle and pedestrian traffic changes generated by the bridge being completed.

Action ST2.2.1: Examine trail use data from the Withlacoochee Bridge traffic counter.

Action ST2.2.2: Review current pedestrian traffic and user trends during tubing season.

Action ST2.2.3: Review current cyclist traffic and user trends during tubing season.

Action ST2.2.4: Coordinate with consultant regarding removal of on-street parking on Pennsylvania Ave.

Action ST2.2.5: Review potential increases of cyclist traffic associated with connecting BRDP to downtown Dunnellon.

COST: \$0 (Staff time)

³ Dunnellon: "Increase in park attendant oversight"

Marion County Parks & Recreation

Rainbow River Operations

Goal 3: Create a safe, fun and memorable experience for all users on the Rainbow River.

The user experience on the Rainbow River using county facilities is a four phase process:

1. Arriving at and being processed through KP Hole Park.
2. Floating/paddling down the Rainbow River.
3. Arriving at BRDP.
4. Traveling back to KP Hope Park.

The following objectives are developed with improving the overall experience for all river users who commence their journey at KP Hole Park and end at BRDP.

Objective ST3.1: Improve experience for tubers entering the Rainbow River through KP Hole Park.

Action ST3.1.1: Provide all users with information about KP Hole Park, the river, Blue Run of Dunnellon Park and the shuttle service providers before they enter the river.

Action ST3.1.2: Develop multimedia messages with assistance from Public Relations to provide information for patrons in an appealing and interesting manner.

Action ST3.1.3: Install video monitors at the main pay station to transmit video messages.

Action ST3.1.4: Require that all shuttle service providers who use KP Hole Park install video monitors and play messages about the rules of the river and direction while waiting on shuttles at BRDP.⁴

Action ST3.1.4: Review information on a routine basis and update messages as needed.

COST: \$6,500 (monitors and cabling at KP Hole Park; staff time)

Objective ST3.2: Promote rules of the Rainbow River for all river users.

Action ST3.2.1: Clearly define the rules governing the use and enjoyment of the river.

Action ST3.2.2: Develop a summary of the rules that are the most important for typical user groups.

Action ST3.2.3: Provide users with an easy-to-read version of the rules that can be used and reviewed during their experience on the river.

COST: \$2,500 (luggage tags; graphics)

Objective ST3.3: Promote safety protocols for users on the Rainbow River.

Action ST3.3.1: Provide all users with information about KP Hole Park, the river, Blue Run of Dunnellon Park and the shuttle service providers before they enter the river.

Action ST3.3.2: Develop Dock Numbering System to provide users with a sense of location and first responders with a macro-response location in case of emergencies.

COST: \$2,000

⁴ Dunnellon: "Miscellaneous suggestions" Require shuttle buses to have video monitors which provide messages regarding applicable rules and direction for pickup/waiting for shuttles, etc.

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A VOLUNTARY DOCK NUMBERING PROGRAM FOR NEW AND EXISTING DOCKS ALONG THE RAINBOW RIVER TO ASSIST THE PUBLIC IN REPORTING ANY EMERGENCY ON OR ALONG THE RAINBOW RIVER, AND PROVIDE TO PUBLIC SAFETY AGENCIES THE CORRESPONDING 9-1-1 ADDRESS FOR ACCESSING THE RAINBOW RIVER AT THE SITE OF THE EMERGENCY; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE MARION COUNTY CODE OF ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Rainbow River, located in Marion County is a popular destination for people who participate in various water related activities, and on occasion an emergency situation may arise from such activities; and

WHEREAS, citizens reporting an emergency to the E9-1-1 system may be unaware of, or unable to describe and accurately report their physical location on the river; and

WHEREAS, Marion County recognizes that readily locating and finding the proper location is vital to providing emergency services; and

WHEREAS, citizens using the river may encounter and observe emergency situations both on the river as well as emergencies on the river front properties; and

WHEREAS, the Board of County Commissioners of Marion County has determined that it is in the best interest of the public health, safety and well-being of the citizens and visitors of the Rainbow River to establish a voluntary uniform dock numbering program, so that each existing and new dock along the Rainbow River shall be assigned a unique location number, with standardized numbers to be provided to dock Owners at no cost by the County; and

WHEREAS, the numbering system will be cross-referenced to the corresponding 9-1-1 address of the property where each dock is located to allow the Public Safety Communications

Center to assist in directing public safety agencies to the location to reduce response and search time.

NOW, THEREFORE BE IT ORDAINED by the Board of County Commissioners of Marion County, Florida, as follows:

SECTION 1. Rainbow River Uniform Dock Numbering System.

1. The 9-1-1 Management Department shall create the Rainbow River Uniform Numbering System provided for herein.
2. Within 60 days of adoption of this ordinance, the Director shall provide by U.S. Mail an informational bulletin to all property owners along the Rainbow River, advising them of this voluntary program, and that they will be contacted by the County staff to determine their willingness to participate in the program.
3. To accommodate new and potential future docks, each parcel that is along the Rainbow River will be pre-assigned a unique and uniform identification number.
4. The Department shall provide to all participating dock owners with their assigned dock number to be affixed to and displayed on their dock to assist in reporting the location of any emergency along the river.
5. In close parallel to the system utilized in establishing addresses for property on area roadways, docks along the WEST bank will be issued an EVEN number. Docks along the EAST bank will utilize an ODD number. The numbers will start at the springhead of the Rainbow River and increase towards the confluence with the Withlacoochee River.
6. Dock numbers shall be displayed, river side, in a numeric block format (“76” not “Seventy Six”), contrast to the surrounding surface as to be readily visible, black numbers with a reflective white background, and shall be a minimum of four (4) inches high and two (2) inches wide.

SECTION 2. Definitions.

For the purposes of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein, unless the context clearly indicates otherwise:

1. Dock Number(s) – A number issued by the 9-1-1 Management Department to identify a specific location along the river.
2. Department - 9-1-1 Management Department, addressing authority under the Marion County Board of County Commissioners.
3. Director - Director of the 9-1-1 Management Department, holding the titles of Marion County 9-1-1 Management Director and Marion County 9-1-1 Coordinator.
4. Dock – a pier, platform or other structure extending from the shore of the river over the water to which a boat can be moored.
5. River – The Rainbow River located within Marion County, Florida.
6. Owner - Any and all persons, firms, entities, partnerships, trusts, corporations, associations or other organizations owning the fee title to, or having an undivided interest in, any building or property along the river.

SECTION 3. Administration and Assignment of Numbers.

1. The Department shall be responsible for creating and maintaining the numbering system established by this Ordinance. The Department shall issue dock numbers in conformity with the Rainbow River Uniform Numbering System.

2. The Department is authorized to adopt policies and procedures, to be approved by the County Administrator, for the implementation of this program. Should any situation arise beyond the normal scope of standard practice, the Director will decide on appropriate action.

3. Participating owner(s) shall ensure that the dock numbers are displayed properly in accordance with this ordinance and Department policies and procedures. If a parcel has multiple docks, each dock will be assigned an individual number and must be properly posted.

SECTION 4. Applicability.

This Ordinance applies to all new or existing docks along the Rainbow River located in Marion County, in that the Department shall assign a number to each such dock, and shall apply to all participating Owners who voluntarily agree to participate in this program.

SECTION 5. SEVERABILITY. If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.

SECTION 6. INCLUSION IN CODE. It is the intention of the Board of County Commissioners that the provisions of this ordinance shall become and be made a part of the Marion County Code and that the Section of this ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to section, article, or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 7. EFFECTIVE DATE. The Clerk of the Board with the office of the Secretary of State of Florida shall file a certified copy of this ordinance as enacted within ten (10) days after enactment, and this ordinance shall take effect in accordance with Section 125.66 (2) of the Florida Statutes.

DULY ADOPTED in regular session by the Board of County Commissioners of Marion County

this XX __ day of XX, 2020

ATTEST:

BOARD OF COUNTY COMMISSIONERS
MARION COUNTY, FLORIDA

DAVID R. ELLSPERMAN, CLERK

KATHY BRYANT, CHAIRMAN

Sec. 94-31. - Established; membership.

The city council does hereby create the city planning commission, which will consist of five members, plus two alternate members appointed by the city council.

(Code 1985, § 2-91)

Sec. 94-32. - Qualifications of members.

As provided in section 94-31, the city planning commission consists of five members plus two alternate members, appointed by the city council. A minimum of three members and one alternate shall be residents of the city. 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. No member of the planning commission shall be a paid employee or elected official of the city.

(Code 1985, § 2-92; Ord. No. 2011-13, § 2, 1-23-2012)

Sec. 94-33. - Term of members; removal of members; failure to attend meetings.

- (a) The planning commission members shall be appointed to staggered terms. Each planning commission member shall serve for a term of three years, or until his or her successor is appointed. Members may be re-appointed for subsequent terms.
- (b) The city council is authorized to remove any member of the planning commission for cause, after written notice and public hearing. In cases where the planning commission certifies a seat as being vacant under subsection (d) below, no prior written notice and public hearing is required.
- (c) An alternate shall serve for a three-year term or until such person's successor is appointed. Alternate members may participate in discussions of all proceedings but may not vote except in the absence, abstention or disqualification of a regular member. In the event any voting member is absent from a meeting, the voting seat or seats shall be filled by alternate members in order of seniority.
- (d)

Notwithstanding any other provision of this section, if any member of the planning commission fails to attend three consecutive regularly scheduled meetings without cause and without prior approval of the chair, the seat occupied by such commission member shall be declared vacant by the planning commission. The planning commission shall certify the vacancy to the city council.

(Code 1985, § 2-93; Ord. No. 2007-15, § 10, 8-13-2007; Ord. No. 2015-04, § 6, 4-13-2015)

Sec. 94-34. - Filling of vacancies.

In the event that the commission certifies to city council that a seat is vacant, the city council shall at their next available meeting appoint a person to fill the unexpired term of the vacant seat. Priority shall be given to the alternate member with the most seniority to fill the unexpired term of the vacant seat. The city clerk shall advertise for a period of 30 days a vacancy of the alternate position or board seat, unless applications of qualified persons are on file from which to make a selection. Thereafter, the city council shall appoint an applicant to fill the unexpired term of the vacant alternate or board seat.

(Code 1985, § 2-94; Ord. No. 2007-15, § 11, 8-13-2007; Ord. No. 2015-04, § 6, 4-13-2015)

Sec. 94-35. - Officers; quorum; meetings and rules of procedure.

- (a) At the beginning of the first meeting of a calendar year, the planning commission shall elect a chair and a vice-chair from among its members. The vice-chair shall perform the duties of the chair if the chair is absent or disabled and shall fulfill all duties delegated to that position by the commission. The commission shall appoint a secretary, who may be a member of the commission or an employee of the city.
- (b) The presence of three commission members at a meeting, which may include alternate members filling in for absent members, shall constitute a quorum.
- (c) The planning commission shall meet at regular intervals to be determined by it, and at such other times as the chair or the planning commission may desire. The planning commission shall adopt rules for the transaction of its business, and keep a properly indexed record of its business and transactions, findings, and determinations, which shall be a public record. All meetings of the commission shall be public.

(Code 1985, § 2-95; Ord. No. 2007-16, § 3, 7-13-2007; Ord. No. 2015-04, § 6, 4-13-2015)

City of Dunnellon
Agenda Summary Form

Meeting Date: March 4, 2020

1. Responsible Department: Police Department
2. Presenter: Chief McQuaig
3. Recommended Action: Consideration of Agreement for IT Services

Subject: AGR2020-08 Marion County Interlocal Agreement

Request for Approval Summary Explanation & Background:

In an effort to improve IT services at the Police Department, we have identified a well-qualified provider that is more cost effective than the current provider.

Procurement Method: Two Quotes

Fiscal Information: Cost savings of \$6,960 per year.

Department Head Approval: MR/MM

City Administrator Approval:

Attorney Review: Yes or No



Agreement for IT Services and Support

This is a contract entered into by **Beacon Software Solutions, Inc.** (hereinafter referred to as “the Provider”) and **Dunnellon Police Department** (hereinafter referred to as “the Client”) on this date, **March 9, 2020.**

The Provider’s place of business is **1515 E. Silver Springs Blvd., Suite 107, Ocala, Florida, 34470**, and the Client’s place of business is **12014 S. Williams Street, Dunnellon, Florida, 34432.**

The Client hereby engages the Provider to provide services described herein under “Scope and Manner of Services.” The Client hereby agrees to provide the Provider with payment(s) described herein under “Payment.”

Scope and Manner of Services

Services To Be Rendered By Provider:

1. Schedule with Client any on-site visit as determined by Provider to conduct routine maintenance on equipment, such as Windows updates, and configure machines as needed.
2. Provide 24 hour/7 days per week technical support for all client-owned equipment made available to the Provider, with a 4-hour maximum response time by electronic mail or telephone on all support requests.
3. Provide software to Client for Provider’s Advanced Authentication, CAD, RMS, and mobile CAD and updates as released by Provider, as well as 24/7 remote technical support for software.
4. 24/7 remote technical support for non-Provider software to extent possible, with assist in referral to vendor of non-Provider software as determined necessary by Provider.
5. Monitor, troubleshoot, and resolve issues on all servers physically located at Client site to ensure proper functionality and configure updates as needed. Provider will ensure that all agency-owned machines have active agency-provided antivirus, malware, and ransomware protection.



6. Ensure completion of proper back-up methods according to Client's needs and intent. Backups will be routinely tested for functionality with written verification.
7. Provide up-to-date CJIS Security and Awareness training certification for all employees who conduct maintenance on the Client's computer systems.
8. Provide recommendations and evaluations of any future vendor hardware or software prior to purchase by Client.

Services To Be Rendered By Client:

1. Provide a current list of all equipment owned by the Client at Client's physical site, including serial number, nomenclature, and location.
2. Provide the Provider with remote desktop access to all servers at Client location.
3. Provide to the Provider administrator and VPN credentials, so that services can be rendered.
4. Provide to the Provider a list of all current software and hardware vendors, along with contact information, and the product(s) used by Client that each vendor supports.
5. Notify the Provider of intent to purchase any hardware or software to allow for Provider evaluation and recommendation prior to purchase.
6. Grant to the Provider full access to all Client workstations by using a "GoToMeeting"-type program.
7. Purchase any software or hardware upgrades or changes as recommended by the Provider.

Payment

The Client shall pay to the Provider monthly payments of **\$580.00** for IT services and support, due before the end of each calendar month for each subsequent month of support, for the term of this agreement.



IT service and support and the 12-month duration of this agreement is scheduled to begin once first payment has been received.

Term

The term of this service agreement is 12 months, renewable each year by written agreement of both parties.

Termination

Either party may terminate this agreement for any reason upon provision of 30 calendar days written notice by U.S. Mail to the other party. The Provider will send an invoice to the Client, which Client agrees to pay, for any remaining cost of services rendered, within 30 days of the written date of notice of termination. In the event of termination by either party, Client will only be responsible for cost of services rendered by Provider up to the date of termination.

Applicable Law

This agreement shall be governed by the laws of the State of **FLORIDA** and any applicable U.S. federal law.

PUBLIC RECORDS

1. Provider recognizes that as a contractor of services to Client, Provider will have in its possession records which are considered public under Florida's Public Records Act. Pursuant to Florida law, Provider agrees to:
 - (a) Keep and maintain public records that ordinarily and necessarily would be required by the Client in order to perform the service.
 - (b) Provide the public with access to public records on the same terms and conditions that the Client would provide the records and at a cost that does not exceed the cost provided under the Public Records Law or as otherwise provided by law.



- (c) Ensure that records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the Client all public records in possession of the Provider upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Client in a format that is compatible with the information technology systems of the Client upon termination of this Agreement.
- (e) If Provider does not comply with a public records request, the Client shall enforce the provisions above. In any legal proceeding against Provider for non-compliance with a public records request, if the Client is the prevailing party, it is entitled to an award of its reasonable attorney fees and costs.
- (f) **IF PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT CLIENT'S CUSTODIAN OF PUBLIC RECORDS AT:**

**CITY CLERK'S OFFICE
CITY OF DUNNELLON
20750 RIVER DRIVE
DUNNELLON, FL 34431
MROBERTS@DUNNELLON.ORG
(352) 465-8500**

2. In the event that the Provider receives a request from any person or entity, other than the Client, for a document, computerized information, audio or videotape, CD, DVD, or any other record in Provider's possession pursuant to this



Agreement, Provider shall notify the Client immediately and submit the request to the Client for direction on how to comply with Florida's Public Records Law. Provider shall allow the Client to inspect the requested record to advise Provider if any material therein is exempt or confidential and therefore subject to redaction.

3. Upon request by the Client, the Provider shall promptly provide copies of public records which pertain to this Agreement to the Client.

Entire Agreement

This services and support agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings and negotiations, whether oral or written, between the parties with respect to the subject matter.

Signatures

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

(Printed Name of Client or agent)

(Printed Name of Provider or agent)

(Signature of Client or agent) (Date)

(Signature of Provider or agent) (Date)

City Council Workshop 03/04/2020 – Public Education MS4 Reporting Requirements and Illicit Discharge

The Public Services Department is responsible for maintaining and improving stormwater management throughout the city limits to include swales, storm drains, drainage (DRA) and water retention areas (WRA) not maintained by the county or state, and responding to flood emergencies to prevent future events, and responding to and addressing citizen complaints or requests.

In order to comply with the City's stormwater permit and MS4 reporting requirements, the City is required to distribute educational materials or conduct equivalent outreach activities about the adverse environmental impacts caused by polluted stormwater and the steps the public can take to reduce pollutants in stormwater runoff.

In that effort, we have distributed "Illicit Discharge Detection & Elimination" brochures to tonight's meeting guests. We would also like to provide some very basic information to Council and the public addressing illicit discharge into our storm drains.

What is Illicit Discharge?

An Illicit Discharge is ANY disposal, emptying or dumping of any substance other than rainfall into the stormwater drainage system. Pollutants entering Dunnellon's stormwater system do not flow to the water treatment plant; they empty into our local rivers and wetlands! Chemicals and nutrients become stormwater pollution as they are soaked up by the passing water. The stormwater pollution is harmful and can lead to algae blooms, resulting in inadequate oxygen levels and other impacts to fish and wildlife.

Improper disposal of oil-based paints, mineral spirits, pool chemicals, pesticides, or other home chemicals can pollute Dunnellon's sensitive environment. Did you know that used automobile batteries and fluids can be returned to an auto parts shop?

Stormwater runoff is rain that does not soak into the ground where it falls. This water runs off yards, streets and parking lots into storm sewers or waterways and carries a variety of pollutants including fertilizers, yard waste, paint, gasoline, motor oil, pesticides, weed killer, pet wastes, detergents and soaps.

These pollutants entering storm drains end up in our Rainbow and Withlacoochee Rivers. Be sure to maintain a “fertilizer-free” zone around all storm drains and be sure that pet waste and yard clippings near storm drains are picked up and disposed of properly.

Disposing Cooking Waste - Cooking oil and grease are wastes that the sewer system cannot handle and should not be discarded down the sink. Dumping grease, fats and oil can clog sewer lines causing sewage back-ups and flooding. Sewage back-ups can damage personal property, public property and also the surrounding environment. DO NOT dump cooking oil, poultry fat and grease into the kitchen sink or the toilet bowl. DO NOT use hot water and soap to wash grease down the sink because it will cool and harden in your pipes or in the sewer down the line. DO place cooled cooking oil, poultry and meat fats in sealed non-recyclable containers and discard with your regular garbage. DO use paper towels to wipe residual grease or oil off of dishes, pots and pans prior to washing them.

Disposing Pharmaceuticals - Flushing medications down the toilet or throwing them into your trash can also be harmful to our environment. These pharmaceuticals can end up in our water system. Residents can dispose properly of expired prescriptions, over-the-counter medications, needles and “sharps,” by visiting the Dunnellon Police Department at 12014 S. Williams Street, 352-465-8510.

Water quality is important to improve and sustain our springs and waterways in Dunnellon and Marion County for future generations to enjoy. Keeping this ecosystem and fishery healthy is critical to protecting the quality of life of the community and wildlife, as well as our local economy.

If you have any questions, or to report a possible illicit discharge, please call the City of Dunnellon (352) 465-8500 x 1010 or visit the City’s website at <http://www.dunnellon.org> and select Departments/Public Services/Stormwater.