

**Amended Agenda
City of Dunnellon
City Council Workshop
20750 River Drive, Dunnellon, FL 34431
February 3, 2021
5:30 p.m.
Join Zoom**

<https://dunnellon.zoom.us/j/98949349490?pwd=dFMzS3RneHlFbEJ3Ym80SnV6VGdDZz09>

Webinar ID: 989 4934 9490

Dunnellon City Council meeting will be held on February 3, 2021, at 5:30 p.m. at Dunnellon City Hall with Social Distancing Modifications.

Anyone attending the meeting will be required to wear a mask/face covering. All attendees will be subject to screening to include a temperature check.

Public Comment

Anyone who wishes to provide public comment will be able to do so by participating in the City Council meeting in person, or via the Zoom "**AUDIO ONLY**" platform and/or telephone, by speaking during public comment portions of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk mroberts@dunnellon.org

Members of the public who would like to participate are encouraged to register in advance by Noon on Wednesday February 3, 2021. Please see instructions below on how to register.

Instructions on How to Listen and/or Participate in the Meeting

Attachment: [Meeting Instructions \(PDF\)](#)

Call to Order

Pledge of Allegiance

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

Roll Call

Proof of Publication Posted on City's website and City Hall bulletin board on Wednesday, January 27, 2021.

1. **Public Commets**
2. **Dunnellon Chamber & Business Association Report**

3. Board Reports

4. Joint Workshop, Historic District Enhancement Plan - City Council, Planning Commission and Historic Preservation Board

Documents:

[ASF TAC Grant Historic District Enhancement Joint Workshop.pdf](#)

5. Resolution #RES2021-01, Personnel Manual Amendment-Classification and Pay Plan

Documents:

[2021-01 Personnel Manual Amendment.pdf](#)

6. Resolution #RES2021-02, Administrative Duties

Documents:

[2020-02 Administrative Duties.pdf](#)

7. Police Building - Present Condition, New Ideas - Chief McQuaig

8. Time limits for Public Comment - Mayor White

9. Council Comments

10. City Administrator Comments - Chief McQuaig

11. City Attorney Comments

12. Public Comments

Tentative Agenda for Council Meeting Monday, February 08, 2021 at 5:30 p.m.

Consent Agenda

- Approval of Minutes
- Schedule Special Joint Workshop

Regular Agenda

- FGUA Special Presentation
- Resolution #RES2021-01, Personal Manual Amendment-Classification and Pay Plan
- Resolution #RES2021-02, Administrative Duties
- Public Hearing Ordinance #ORD2020-10, Solar Farms Land Development Regulation (LDR)
- Final Reading Ordinance #ORD2020-10, Solar Farms LDR

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: Workshop February 3, 2021

1. Responsible Department: Community Development
2. Presenter: T. Malmberg
3. Recommended Action: Schedule Joint Workshop

Subject: Joint Workshop Historic District Enhancement Plan – City Council, Planning Commission, and the Historic Preservation Board.

Request for Approval Summary Explanation & Background: The City was awarded a grant from the Department of Economic Opportunity that will allow for the creation of a Historic District Enhancement Plan and continued planning efforts for a mixed-use Village Center that would act as a catalyst for further public and private investment in our Historic District. Additionally, the grant will allow for an evaluation of potential locations where a public-private partnership could be implemented to develop a maritime oriented urban district with multimodal connections to other points of interest.

The joint workshop is for the purpose of having Kenneth Metcalf, AICP, grant consultant, present Deliverable 1 documents and obtain the public, Council, Planning Commission and Historic Preservation Board input. Mr. Metcalf is available March 17, 2021. Staff recommends Council consider scheduling the workshop on March 17, 2021, at 3:00 p.m. Mr. Metcalf estimates two hours will be needed. Authorize staff to advertise and send out flyers encouraging public participation.

Procurement Method: N/A

Fiscal Information: N/A

Department Staff Approval: *tam*

City Administrator Approval:

Attorney Review: N/A

RESOLUTION #RES2021-01

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF DUNNELLON ADOPTING PERSONNEL MANUAL AMENDMENTS AND CHANGES TO ARTICLE X, SECTION 6.1 PAY AND CLASSIFICATION PLAN AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the attached amendments and changes titled “Exhibit A” to the personnel manual have been studied and reviewed by the City Council; and

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

NOTE: Underlined words of Schedule “A” of this Resolution constitute new text of the Personnel Manual. Words ~~stricken~~ are deletions.

NOW, THEREFORE, be it resolved by the City Council of the City of Dunnellon, Florida this 8th day of February 2021 that:

1. City of Dunnellon Personnel Manual, Article X, Section 6.1 is attached as “Exhibit A” and incorporated herein by reference, shall be amended as indicated.
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 8th day of February 2021.

ATTEST:

CITY OF DUNNELLON, FLORIDA

Amanda L. Roberts, CMC
CITY CLERK

William P. White, Mayor

Approved as to form and legality:

Andrew J. Hand, City Attorney

EXHIBIT A
RESOLUTION #RES2021-01
PERSONNEL MANUAL AMENDMENTS
Article X Pay and Classification Plan
SECTION 6 - SALARY PLAN/PAY
CLASSIFICATIONS

6.1 - PAY CLASSIFICATION BY GRADE

| CLASSIFICATION/TITLE | PAY GRADE | MINIMUM | MAXIMUM |
|--|------------------|----------------|----------------|
| Beach/Park Attendant | 101 | 17,805 | 26,707 |
| Janitor | 101 | 17,805 | 26,707 |
| Service Worker I | 106 | 22,724 | 34,086 |
| Accounting Clerk | 106 | 22,724 | 34,086 |
| Service Worker II | 108 | 25,053 | 37,850 |
| CSR/Administrative Assistant | 109 | 26,306 | 39,459 |
| Staff Assistant/Police | 109 | 26,306 | 39,459 |
| Staff Assistant/Records Clerk | 109 | 26,306 | 39,459 |
| Working Coordinator/PW | 109 | 26,306 | 39,459 |
| Code Enforcement Officer | 110 | 26,874 | 40,310 |
| Administrative Assistant/Police | 112 | 30,452 | 45,678 |
| Community Development Planning Assistant | 112 | 30,452 | 45,678 |
| Police Officer | 116 | 37,015 | 55,522 |
| <u>Assistant City Clerk</u> | <u>118</u> | <u>40,809</u> | <u>61,213</u> |
| Corporal | 118 | 40,809 | 61,213 |
| Sergeant | 120 | 44,992 | 67,488 |
| Finance Officer | 121 | 47,241 | 70,862 |
| Public Works Manager | 121 | 47,241 | 70,862 |
| <u>Police Lieutenant</u> | <u>121</u> | <u>47,241</u> | <u>70,862</u> |

| | | | |
|--|-----|--------|--------|
| City Clerk/HR Manager | 122 | 49,604 | 74,405 |
| Community Development/IT/CRA Manager | 122 | 49,604 | 74,405 |
| Police Chief/Emergency Management Coordinator | 122 | 49,604 | 74,405 |
| City Administrator | 130 | 73,345 | 95,251 |

RESOLUTION #RES2021-02

A RESOLUTION OF THE CITY OF DUNNELLON, FLORIDA, REASSIGNING SPECIFIED ADMINISTRATIVE DUTIES TO THE CITY CLERK DURING THE PRESENT ABSENCE OF A CITY ADMINISTRATOR FOR AN INDEFINITE PERIOD OF TIME; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, Chapter 2, Article III, Division 2 of the Code of Ordinances of the City of Dunnellon (“City”) creates the office of City Administrator, provides for appointment to the position, and establishes the authority and responsibilities associated with the position; and

WHEREAS, City Council, in recognizing that an emergency event, unforeseen circumstances, and/or a change in employment status may result in a temporary vacancy of the City Administrator position, adopted Resolution #RES2020-32 to establish a general policy directing the City’s Chief of Police to undertake the duties ascribed to the City Administrator in an ex officio capacity during a temporary vacancy of the City Administrator position; and

WHEREAS, there is currently a temporary vacancy of the City Administrator position; and

WHEREAS, the Chief of Police has requested that certain ex officio duties specified herein be reassigned to the City Clerk for the duration of the current temporary vacancy of the City Administrator position, or until such time as such duties are further reassigned by City Council; and

WHEREAS, accordingly, City Council finds it to be in the best interest of the City to reassign the temporary ex officio additional duties specified herein to the City Clerk during the current temporary vacancy of the City Administrator position in order to ensure the City’s continued operation in an efficient manner; and

WHEREAS, the City Council does not intend to violate the dual office holding prohibition codified within Article II, Section 5(a), of the Florida Constitution, is aware of the opinions of the Attorney General’s Office related to the dual office holding prohibitions as well as relevant caselaw, and intends to act in accordance with same by ensuring that the Chief of Police maintains his or her single office as Chief of Police and that the City Clerk maintains his or her single office as City Clerk while performing additional ex officio duties during the current temporary vacancy of the City Administrator; and

WHEREAS, the City Council finds the duties of the Chief of Police, the City Clerk, and the City Administrator as specified herein and hereby delegated to be in harmony and specifically finds that the City Clerk’s and Chief of Police’s performance of ex officio duties during the current temporary vacancy of the City Administrator will not create an employment or contractual relationship that would create any continuing or frequently recurring conflict between the Chief of Police’s or City Clerk’s private interests and the performance of their public duties or that would impede the full and faithful discharge of their public duties.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Dunnellon, Florida, on this 8th day of February 2021, that:

Section 1. During the current temporary vacancy of the City Administrator's position, or until such time as such duties are reassigned by City Council, the Chief of Police shall, in addition to his or her usual duties, continue to temporarily direct and supervise the Community Development and Public Works departments per Section 2-104(7) of the City of Dunnellon Code of Ordinances in an ex officio capacity, only for such length of time until City Council appoints an Interim City Administrator or City Council appoints a new City Administrator in a permanent capacity.

Section 1. During the current temporary vacancy of the City Administrator's position, or until such time as such duties are reassigned by City Council, the City Clerk shall, in addition to his or her usual duties, temporarily undertake the duties set forth within Section 2-104 of the City of Dunnellon Code of Ordinances in an ex officio capacity that are not specifically assigned to the Chief of Police by this Resolution, only for such length of time until City Council appoints an Interim City Administrator or City Council appoints a new City Administrator in a permanent capacity.

Section 2. All resolutions in conflict herewith are hereby repealed to the extent of such conflict. City Council specifically finds that Resolution #RES2020-32 does not conflict with this resolution as #RES2020-32 establishes general policy in events where no further specific direction, such as the reassignment of such duties herein, is undertaken by City Council.

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 shall affect the remaining portion(s) of this Resolution.

Section 4. This Resolution shall take effect immediately upon its adoption.

Upon motion duly made and carried, the foregoing resolution was adopted by the City Council of the City of Dunnellon this 8th day of February 2021.

ATTEST:

CITY OF DUNNELLO, FLORIDA

Amanda Roberts, CMC

William P. White, Mayor

Approved as to form:

Andrew J. Hand, City Attorney