

**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](mailto: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 - The agenda was posted on Wednesday, January 27, 2021 to the City's website and City Hall bulletin board. On January 28, 2021 the agenda was amended to add items #1 and #8.**

#### **1. Introductions - Chief McQuaig**

2. **Public Commets**
3. **Dunnellon Chamber & Business Association Report**
4. **Board Reports**
5. **Joint Workshop, Historic District Enhancement Plan - City Council, Planning Commission and Historic Preservation Board**

Documents:

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

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

Documents:

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

7. **Resolution #RES2021-02, Administrative Duties**

Documents:

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

8. **Agreement #AGR2021-02, Janitorial Services with Service Masters**

Documents:

[AGR2021-02 Service Master City Hall and Public Restrooms 020321.pdf](#)

9. **Police Building - Present Condition, New Ideas - Chief McQuaig**
10. **Time limits for Public Comment - Mayor White**
11. **Council Comments**
12. **City Administrator Comments - Chief McQuaig**
13. **City Attorney Comments**
14. **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
- Agreement #AGR2021-02, Service Masters
- 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 8<sup>th</sup> 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

<b>CLASSIFICATION/TITLE</b>	<b>PAY GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
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 be 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 8<sup>th</sup> 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 8<sup>th</sup> day of February 2021.

**ATTEST:**

**CITY OF DUNNELLON, FLORIDA**

\_\_\_\_\_  
Amanda Roberts, CMC

\_\_\_\_\_  
William P. White, Mayor

Approved as to form:

\_\_\_\_\_  
Andrew J. Hand, City Attorney

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** February 3, 2021

1. Responsible Department: Building Repair & Maintenance
2. Presenter: Mike McQuaig
3. Recommended Action: Authorize the Mayor to execute the agreement #AGR2021-02 with Service Master in the amount of \$7,560

**Subject:** Service Master cleaning services contract for City Hall and City public restrooms

**Request for Approval Summary Explanation & Background:**

The City currently has an agreement with Service Master for the Police Department. This company is FDLE certified and is used by the Florida Highway Patrol. This agreement will provide cleaning services for City Hall and the City's public restrooms.

Funding for this service will come from the elimination of a part-time position in public works for cleaning services budgeted at \$10,667. The City will realize an annual savings of \$3,107 by entering into an agreement with Service Master.

**Procurement Method: Piggyback Highway Patrol- This is in compliance with Purchasing Ordinance 2015-08 Sec. 2-382(3)**

**Fiscal Information: Funds budgeted in FY2021**

**Department Head Approval: Mike McQuaig**

**City Administrator Approval:**

**Attorney Review:**

AGR2021-02



## CITY OF DUNNELLON

20750 River Drive- Dunnellon, Fl. 34431

Contact: Mandy Roberts, CMC

Phone: 352-465-8500

Santiago Reynolds

[santiago@smcflorida.com](mailto:santiago@smcflorida.com)



7765 W. Gulf to Lake  
 Hwy Crystal River, FL  
 34429  
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 Lic# CRC057844

### Main Building City Hall

Conference Room	<ol style="list-style-type: none"> <li>1. Sweep, dust mop, or vacuum all floors</li> <li>2. Wet mop all floors</li> <li>3. Entry door mats vacuumed</li> <li>4. Empty all waste baskets, and place in dumpster</li> <li>5. Spot clean all tables, chairs, ledges, and entrys</li> <li>6. Clean and sanitize drinking fountain, remove mineral deposits.</li> <li>7. Clean all glass entry doors and two side glass patitions</li> <li>8. Remove hand prints on switch covers and door frames.</li> </ol>	<p>2 Per/Week          Tuesdays &amp;          Thursday</p>
Bathrooms	<ol style="list-style-type: none"> <li>1. Clean and disinfect inside and outside of all toilets and urinals</li> <li>2. Clean sinks and couter tops including chore fixture</li> <li>3. Polish all glass mirrors</li> <li>4. Mop tile floors</li> <li>5. Replenish paper and soap supplies (servicemaster)</li> </ol>	<p>2 Per/Week          Tuesdays &amp;          Thursday</p>
Offices	<ol style="list-style-type: none"> <li>1. When opened clean/ when closed don't clean</li> <li>2. Clean desk avoid moving paperwork</li> <li>3. Dust the desks, computers, printers, monitors</li> <li>4. Spot clean the floors</li> </ol>	<p>2 Per/Week          Tuesdays &amp;          Thursday</p>
Kitchen	<ol style="list-style-type: none"> <li>1. Wipe counters and tables</li> <li>2. Clean sinks (no dishes)</li> <li>3. Wipe coffee machine and outside microwave</li> <li>4. Spot clean outside of cabinets and appliances</li> <li>5. Clean inside windows and dust blinds</li> <li>6. Replenish paper supplies (ServiceMaster)</li> </ol>	<p>2 Per/Week          Tuesdays &amp;          Thursday</p>
Outside Windows	<ol style="list-style-type: none"> <li>1. All the windows in the club house need to be cleaned in the outside 2 times per year</li> </ol>	<p>2 Per/Year</p>

Clause: We do not clean the whole window (only spot clean unless specified by contract). We do not clean the grout between tiles. We do not remove stains from floors, walls, furniture, fixtures, equipment, ceilings. We do not clean ceilings, or inside ceiling lights. We do not clean outside the building unless specified on the contract (exact location).



7765 W. Gulf to Lake  
 Hwy Crystal River, FL  
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 www.smcflorida.com  
 Lic# CRC057844

### City Hall Bathrooms (Boat Ramp)

Bathrooms	<ol style="list-style-type: none"> <li>1. Clean and disinfect inside and outside of all toilets and urinals.</li> <li>2. Clean sinks and couter tops including chore fixture</li> <li>3. Polish all glass mirrors</li> <li>4. Mop tile floors</li> <li>5. Replenish paper and soap supplies</li> </ol>	7 Days/Week
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### Chaplin A. Dinkins, III Memorial Park Bathrooms

Bathrooms	<ol style="list-style-type: none"> <li>1. Clean and disinfect inside and outside of all toilets and urinals.</li> <li>2. Clean sinks and couter tops including chore fixture</li> <li>3. Polish all glass mirrors</li> <li>4. Mop tile floors</li> <li>5. Replenish paper and soap supplies</li> </ol>	1 Day/Week Mondays
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### Ernie Mills Park

Bathrooms	<ol style="list-style-type: none"> <li>1. Clean and disinfect inside and outside of all toilets and urinals.</li> <li>2. Clean sinks and couter tops including chore fixture</li> <li>3. Polish all glass mirrors</li> <li>4. Mop tile floors</li> <li>5. Replenish paper and soap supplies</li> </ol>	1 Day/Week Mondays
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Clause: We do not clean the whole window (only spot clean unless specified by contract). We do not clean the grout between tiles. We do not remove stains from floors, walls, furniture, fixtures, equipment, ceilings. We do not clean ceilings, or inside ceiling lights. We do not clean outside the building unless specified on the contract (exact location).



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### Janitorial Prices

Main Building City Hall	2 times per week Tuesdays & Thursday	\$540.00 + Tax Monthly
Main Building City Hall	1 time per week Tuesdays	\$270.00 + Tax Monthly
City Hall Boat Ramp Bathrooms	7 Times per week	\$315.00 + Tax Monthly
Chaplin A. Dinkins Bathrooms	1 Time per week Mondays	\$45.00 + Tax Monthly
Ernie Mills Park Bathrooms	1 Time per week Mondays	\$45.00 + Tax Monthly

### Floor Care

Main Building City Hall	Tile and Grout Strip and wax	\$577.36 + Tax 1 Time per year
Main Building City Hall	Carpet Clean	\$679.20 + Tax 1 Time per year

Clause: We do not clean the whole window (only spot clean unless specified by contract). We do not clean the grout between tiles. We do not remove stains from floors, walls, furniture, fixtures, equipment, ceilings. We do not clean ceilings, or inside ceiling lights. We do not clean outside the building unless specified on the contract (exact location).