

Agenda
City of Dunnellon
City Council Workshop
20750 River Drive, Dunnellon, FL 34431
January 4, 2023
5:30 p.m.
Join Zoom

<https://dunnellon.zoom.us/j/88247321002?pwd=R0dWaUNzTjhjekg5djlWdUV3anlyQT09>

Webinar ID: 882 4732 1002

Dunnellon City Council Workshop will be held on January 4, 2023, at 5:30 p.m. 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 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 modom@dunnellon.org

For the convenience of our citizens and the public, we livestream City Council meetings on Zoom and YouTube. If the livestream is interrupted or compromised due to technical or other issues, the meeting may continue as normal and will not be paused or postponed. If you wish to ensure your ability to access the meeting to provide public comment, please attend the meeting in person.

Members of the public who would like to participate are encouraged to register in advance by Noon on Wednesday, January 4, 2023. 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 do so if no invitees/citizens volunteer.)

Roll Call

Proof of Publication - The agenda was posted on Wednesday, December 28, 2022 to the City's website and City Hall bulletin board.

1. **Mayor Comments**
2. **Public Comments**
3. **Presentation - Rob Balmes, Director, Ocala Marion TPO**
4. **Agreement #AGR2023-01 Kimley-Horn IPO 104, BMAP Data Collection Project**

Documents:

[Agreement AGR2023-01 Kimley-Horn IPO 104, BMAP Data Collection Project.pdf](#)

5. **Board Reports**
6. **Dunnellon Chamber & Business Association Report**
7. **Department Head Reports**
8. **IT Services - Andrew Mathew**
9. **Resolution #RES2023-01, Personnel Manual Amendment**

Documents:

[Agenda Summary for Resolution RES2023-01 Personnel Manual Amendment_Classification.pdf](#)

10. **Resolution #RES2023-03, Council Meeting And Workshop Schedule**

Documents:

[Resolution RES2023-03 Council Meeting and Workshop Schedule.pdf](#)

11. **Ordinance #ORD2022-05, Vacation Rentals**

Documents:

[Ordinance ORD2022-05 Vacation Rentals_First Draft.pdf](#)

12. **Boat Launch Fee Program - Jan Smith, Finance Officer**

Documents:

[Ordinance ORD2022-12 Boat Ramp Launch Fee_Draft.pdf](#)
[SafeParc Boat Launch Revenue Spreadsheet.pdf](#)
[SafeParc Enforcement Collections Spreadsheet.pdf](#)

13. **Travel Authorization for Mayor White to Attend Marion County Legislative Day in Tallahassee on March 29, 2023**

14. Discussion - Councilwoman Cabbage

- ADA Compliant Kayak Launch
- Boating Regulations

15. Management of Charitable Contribution Requests and Solicitation/Acceptance of Contributions - Councilperson Mendonca

16. City Council Goals and Priorities

- Shade Pavilions at City Beach
- Trees for Ernie Mills Park
- City Budget and Expenditures
- Administrative Procedures
- Law Enforcement Activity
- City Code and Comprehensive Plan
- Road and Storm Water Projects
- Residential Speed Limits

17. Council Comments

18. City Attorney Comments

19. Public Comments

Tentative Agenda for Council Meeting Monday, January 9, 2023 at 5:30 p.m.

Consent Agenda

- Approval of Minutes
- Authorize Mayor's Travel to Tallahassee to Attend the 2023 Marion County Legislative Day
- Authorize Mayor to Sign Agreement #AGR2023-01 Kimley-Horn IPO 104, BMAP Data Collection Project

Regular Agenda

- Resolution #RES2023-01, Personnel Manual Amendment
- Resolution #RES2023-03, Council Meeting and Workshop Schedule

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.

Future Meetings:

- 01/09/2023 City Council Meeting 5:30 p.m.

INDIVIDUAL PROJECT ORDER NUMBER 104

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the "Engineer" or "Kimley-Horn"), and the City of Dunnellon (the "City") in accordance with the terms of the Master Agreement for Continuing Professional Services dated November 9, 2009, which is incorporated herein by reference.

Identification of Project:

Project: Dunnellon BMAP Project Collection Portal
Client: City of Dunnellon

Project Understanding:

The City of Dunnellon has requested that Kimley-Horn assist in the management of the State of Florida's Basin Management Action Plan (BMAP) online interface for all City BMAP projects. Kimley-Horn will provide the following services to aid the City in becoming compliant with the BMAP Project Collection Portal compliance.

SCOPE OF SERVICES

Task 1 – BMAP Project Collection Portal

- A. Kimley-Horn will coordinate with the City and Florida Department of Environmental Protection (FDEP) to create a username and login in the State's BMAP Project Collection Portal.
- B. Kimley-Horn will review the previous year's STAR reports and coordinate with the City to update the listed projects and add new projects.
- C. Kimley-Horn will upload the City's BMAP projects identified in the STAR report and added to by City staff to the State's BMAP Project Collection Portal.

ADDITIONAL SERVICES

Services requested that are not specifically included will be provided under a new and separate IPO agreement or can be performed on an hourly basis upon written authorization.

SCHEDULE

Kimley-Horn will begin services upon receipt of an executed IPO. This authorization can be in the form of an email from the City Administrator or Public Works Director. The above services will be provided as expeditiously as practicable to meet a mutually agreed upon schedule.

FEE AND EXPENSE

Kimley-Horn will complete the above scope of services on an hourly basis at our current hourly rates for a amount not to exceed \$4,800.00, inclusive of office overhead expenses. Services provided under this IPO will be invoiced on a monthly basis. All invoices will include a description of services provided. Approval from the City shall be required for all invoiced travel expenses and meetings.

ACCEPTED:

THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____

Alan J. Garri, P.E.

TITLE: _____

TITLE: Project Manager

DATE: _____

DATE: December 16, 2022

City of Dunnellon Agenda Summary Form

Meeting Date: January 4, 2023

1. Responsible Department: Clerk
2. Presenter: Amanda Odom
3. Recommended Action: Consider Resolution #RES2023-01, Personnel Manual Amendment

Subject: Florida's Constitutional Amendment 2, November 3, 2020, Increasing Florida's Minimum Wage

Request for Approval Summary Explanation & Background:

On November 3, 2020, Florida voters approved Amendment 2, which amends Florida's Constitution to gradually increase the state's minimum wage to \$15.00 an hour by the year 2026.

The mandated increase to the minimum wage has prompted many businesses, cities and counties to amend their pay plans to increase wages in an effort to retain and recruit employees. Our research revealed that many have already increased their minimum wage to \$15.00 per hour, rather than phasing over the next several years. This is not an option the City can afford.

The City Council addressed the first phase of the increase on March 21, 2022 via Resolution #RES2022-05 and the second phase during the FY2023 budget process by implementing phased adjustments as proposed by staff. In each case, consideration was given and adjustments were made to address compression issues by taking into account an employee's years of service in the position.

The proposed resolution is necessary to amend the City Personnel Manual to be consistent with the adjustments that became effective upon the adoption of the FY2023 budget.

Procurement Method: N/A

Fiscal Information: Adoption of the Resolution is procedural and does not further impact the FY2022-2023 Budget

Department Head Approval: N/A

Attorney Review: Y e s

RESOLUTION #RES2023-01

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, on November 3, 2020, Florida voters approved Florida Amendment 2, a Constitutional Amendment, to gradually increase the State's minimum wage to \$15.00 per hour by the year 2026.

WHEREAS, the City Council recognizes that the City must comply with this mandate and intends to address wage adjustments annually as the minimum wage increases; and

WHEREAS, the City Council recognizes as a result of increasing the lowest salary classification to comply with the mandate, all salary classifications must be adjusted accordingly utilizing a fair and equitable method to avoid compression; and

WHEREAS, the City Council approved adjustments to salary ranges effective March 21, 2022 to account for the first minimum wage increase; then again in the FY2023 budget effective October 1, 2022 to account for the second minimum wage increase; and

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 9th day of January 2023 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. The effective date of this resolution shall be the 1st day of October 2022.

ATTEST:

CITY OF DUNNELLON, FLORIDA

Amanda L. Odom, CMC
City Clerk

William P. White, Mayor

Approved as to form and legality:

Andrew J. Hand, City Attorney

EXHIBIT A
 RESOLUTION #RES2023-01
 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	24,960 22,880	33,862 31,782
Janitor	101	24,960 22,880	33,862 31,782
Service Worker I	106	26,572 25,532	37,934 36,894
Accounting Clerk (part-time)	108	28,901 27,861	41,428 40,388
Service Worker II	108	28,901 27,861	41,428 40,388
CSR/Administrative Assistant	109	30,154 29,114	43,307 42,267
Staff Assistant/Police	109	30,154 29,114	43,307 42,267
Staff Assistant/Records Clerk	109	30,154 29,114	43,307 42,267
Accounting Clerk (full-time)	109	30,154 29,114	43,307 42,267
Working Coordinator/PW	109	30,154 29,114	43,307 42,267
Code Enforcement Officer	110	30,772 29,682	44,158 43,118
Administrative Assistant/Police	112	34,300 33,260	49,526 48,486
Community Development Planning Assistant	112	34,300 33,260	49,526 48,486
Police Officer	116	40,863 39,823	59,370 58,330
Assistant City Clerk	118	44,657 43,617	65,061 64,021
Corporal	118	44,657 43,617	65,061 64,021
Sergeant	120	48,840 47,800	71,336 70,296
Finance Officer	121	51,089 50,045	74,710 73,670
Public Works Manager	121	51,089 50,045	74,710 73,670

Police Lieutenant	121	51,089 50,045	74,710 73,670
City Clerk/HR Manager	122	53,452 52,412	78,253 77,213
Community Development/CRA Manager	122	53,452 52,412	78,253 77,213
Police Chief/Emergency Management Coordinator	122	53,452 52,412	78,253 77,213
City Administrator	130	77,193 76,153	99,099 98,059

RESOLUTION #RES2023-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNNELLON, SETTING FORTH THE TIME AND PLACE OF ITS MEETINGS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council wishes to reschedule the dates and times of its regular meetings and regular workshops as to the City Council; and

WHEREAS, the City Council feels that it would be in the public interest to restructure its meetings and the times thereof in order to more efficiently utilize city staff and resources.

NOW, THEREFORE, BE IT RESOLVED THIS 9TH DAY OF JANUARY 2023, BY THE CITY COUNCIL OF THE CITY OF DUNNELLON, AS FOLLOWS:

SECTION 1: The City Council workshop meetings shall be held the first Monday of each month, beginning at 5:30 p.m. unless otherwise rescheduled or cancelled.

SECTION 1a: Persons wishing to place an item on the workshop agenda must make a written request for same to the City Clerk on or before 12:00 p.m. the Wednesday before the workshop meeting, together with any backup material the speaker wishes the Council to consider. Requests shall be considered in the order they are received. The City Clerk shall have the discretion to defer the request to a future meeting depending on the volume of business already scheduled on the agenda by staff and City Council.

SECTION 2: The regular meetings of the City Council shall be held the week following the workshop meeting on Wednesday beginning at 5:30 p.m. unless otherwise rescheduled or cancelled.

SECTION 2a: Persons wishing to place an item on the regular meeting agenda must make a written request for same to the City Clerk on or before 12:00 p.m. the Wednesday before the meeting, together with any backup material the speaker wishes the Council to consider. Requests shall be considered in the order they are received. The City Clerk shall have the discretion to defer the request to a future meeting depending on the volume of business already scheduled on the agenda by staff and City Council.

SECTION 3: CRA workshop meetings and CRA regular meetings will be scheduled prior to council workshop meetings and regular council meetings on a quarterly schedule as per statutory requirement.

SECTION 4: This Resolution shall become effective March 1, 2023.

Upon motion duly made and carried, the foregoing Resolution was adopted by the City Council of the City of Dunnellon on this 9th day of January 2023.

ATTEST:

CITY OF DUNNELLON, FLORIDA

Amanda L. Odom, CMC
City Clerk

William P. White, Mayor

Approved as to form and legality:

Andrew J. Hand, City Attorney

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ORDINANCE #ORD2022-05

AN ORDINANCE OF THE CITY OF DUNNELLON, CREATING ‘CHAPTER 18, ARTICLE VIII – VACATION RENTALS’ OF THE CITY’S CODE OF ORDINANCES; PROVIDING FOR CONSTRUCTION AND DEFINITIONS; PROVIDING GENERAL REGULATIONS; PROVIDING FOR VIOLATIONS, ENFORCEMENT, AND REMEDIES, PROVIDING FOR VESTING; PROVIDING FOR APPEALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, prior to 2011, Florida’s municipalities were free to regulate local land use issues under the Home Rule Authority granted them by the Florida Constitution and Chapter 166, *Florida Statutes*; and

WHEREAS, in 2011, the Florida Legislature, through the enactment of Chapter 2011-119, Laws of Florida, preempted the local regulation of a specific land use known as Vacation Rentals, thereby preventing municipalities from enacting new regulations necessary to address any consequential or negative impacts caused by Vacation Rentals; and

WHEREAS, in 2014, the Florida Legislature, through the enactment of Chapter 2014-71, Laws of Florida, rescinded the complete preemption of the regulation of Vacation Rentals, but specifically mandated that local laws, ordinances, or regulations could not prohibit Vacation Rentals or regulate the duration or frequency of Vacation Rentals; and

WHEREAS, Chapter 2014-71, Laws of Florida, returned some local control back to municipalities to mitigate the effects of Vacation Rentals in an attempt to make them safer and more compatible with existing neighborhood regulations and to hold operators of such properties accountable for their proper operation; and

WHEREAS, the Occupants of Vacation Rentals, due to the transient nature of such occupancy, may be unfamiliar with local evacuation plans, the location of fire extinguishers, exit routes, pool and home safety features, and other similar safety measures that would ordinarily be provided to guests in traditional lodging establishments, i.e., hotels and motels; and

WHEREAS, if left unregulated, the Occupants of Vacation Rentals located within established neighborhoods can disturb the quiet enjoyment of the neighborhood and create numerous secondary impacts, including noise, traffic, parking, and an increased demand on public services; and

42 **WHEREAS**, traditional lodging establishments are typically restricted to commercial and
43 other non-residentially zoned areas where intensity of use is separated from less busy and quieter
44 residential uses; and

45
46 **WHEREAS**, like many other municipalities throughout the State of Florida, the City of
47 Dunnellon wishes to impose standards both to provide for the safety and welfare of Occupants of
48 Vacation Rentals, to facilitate and enable fair and healthy economic competition between forms of
49 public lodging accommodations, and to minimize any negative impacts caused by Vacation
50 Rentals in residential areas, especially established single-family neighborhoods; and

51
52 **WHEREAS**, Vacation Rentals located within established neighborhoods may disturb the
53 quiet enjoyment of the neighborhood, lower property values, and otherwise negatively impact
54 permanent neighborhood residents; and

55
56 **WHEREAS**, Vacation Rentals may create compatibility impacts, including but not limited
57 to excess noise, on-street parking, accumulation of trash, and diminished public safety; and

58
59 **WHEREAS**, traditional lodging establishments must meet stricter development
60 requirements, undergo inspections, and meet more stringent operational and business
61 requirements; and

62
63 **WHEREAS**, a permanent residence is typically the largest investment a family will
64 make in their lifetime, with the homestead held sacred in popular culture as the heart and
65 center of the family unit; and

66
67 **WHEREAS**, permanent residents within established residential neighborhoods
68 deserve the right to tranquility and peaceful enjoyment of their home without intrusion by an
69 excessive number of transient Occupants and

70
71 **WHEREAS**, the City of Dunnellon has experienced an increase in the repurposing of
72 existing residential homes for the primary purpose of serving as Vacation Rentals; and

73
74 **WHEREAS**, Policy 3.2 of the City's Comprehensive Plan requires the City to
75 establish standards for protection of residential areas from inconsistent uses which threaten
76 the residential quality or stability of neighborhoods; and

77
78 **WHEREAS**, the City of Dunnellon seeks to balance respect for private property rights
79 and incompatibility concerns between the investors in Vacation Rentals and the familial
80 investment in permanent residences in established residential neighborhoods through the use
81 of reasonable rules and regulations; and

82

83 **WHEREAS**, the City of Dunnellon desires Vacation Rentals that are safe, conform to the
84 character of the community, provide positive impacts for tourism, do not detract from property
85 values and achieve greater neighborhood compatibility; and

86
87 **WHEREAS**, the City’s enactment of regulations applicable to Vacation Rentals is
88 necessary to preserve the integrity of residential areas and neighborhoods and corresponding
89 property values, while also protecting the health, safety, and welfare of residents, property owners,
90 investors, transient Occupants of the City; and

91
92 **WHEREAS**, a maximum occupancy, with an exception for children under six (6)
93 years of age, based on the number of Bedrooms is a fair and proportional manner to set
94 maximum occupancy for each dwelling unit, with an ultimate maximum of sixteen (16)
95 persons within any Vacation Rental, even if the number of Bedrooms would support more
96 than sixteen (16) persons, because any occupancy of greater than sixteen (16) persons falls
97 within a commercial classification of hotel or dormitory for the purposes of the National Fire
98 Protection Association (NFPA) 101 Life Safety Code; and

99
100 **WHEREAS**, the City’s Vacation Rental regulations are intended to supplement, not
101 replace, any existing federal, state, and/or local law or regulation, or any existing controls
102 (including, but not limited to deed restrictions and/or covenants) within established residential
103 units served by homeowner or condominium associations; and

104
105 **WHEREAS**, the City’s vacation regulations contained herein neither prohibit Vacation
106 Rentals nor restrict the duration or frequency of Vacation Rentals; rather they are intended to
107 address life safety and compatibility concerns and the secondary effects of Vacation Rentals
108 located within the City and specifically within residential areas and neighborhoods; and

109
110 **WHEREAS**, these regulations are deemed necessary to preserve property values and
111 to protect the health, safety, and general welfare of permanent residents, property owners,
112 investors, transient Occupants, and visitors alike; and

113
114 **WHEREAS**, the City’s Planning Commission has determined that this Ordinance is
115 consistent with the City’s Comprehensive Plan and provided its recommendation to City Council;
116 and

117
118 **WHEREAS**, the City Council of the City of Dunnellon determines that adoption of this
119 Ordinance benefits the public health, safety and welfare of the residents and citizens of the City as
120 well as visitors to the City of Dunnellon.

121

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

125
126 **NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY**
127 **OF DUNNELLON, FLORIDA AS FOLLOWS:**

128
129 **SECTION 1:** The “whereas” clauses cited herein are the legislative findings of the City
130 Council.

131
132 **SECTION 2:** ‘Chapter 18, Article VIII – Vacation Rentals’ of the City’s Code of Ordinances is
133 hereby created as follows:

134 **CHAPTER 18 – BUSINESSES.**

135
136 ***

137
138 **ARTICLE VIII. – VACATION RENTALS**

139
140
141 **Sec. 18-240. Construction of Article.**

142 This Article shall be liberally construed to accomplish its purpose of regulating Vacation
143 Rentals, facilitating and enabling fair and healthy economic competition between forms of
144 public lodging accommodations, protecting the residential character of the City of Dunnellon’s
145 neighborhoods, the health, safety, and general welfare of its residents and visitors, and the
146 quiet enjoyment by City's residents of their residential property.

147
148 **Section 18-241. Definitions.**

149
150 The following words, terms, and phrases, when used in this Ordinance, shall have the meanings
151 set forth herein:

152
153 *Bedroom.* The term “ Bedroom” means any room in a Vacation Rental which has a minimum of
154 70 square feet, a bed or other place for sleeping and a separate closet, wardrobe, chiffonier, or
155 armoire that is an integral part of the permanent construction within the Bedroom or an en-suite
156 bathroom and is located along an exterior wall with an emergency means of escape and rescue
157 opening to the outside, but shall not include living rooms, kitchens, bathrooms, shower rooms,
158 water closet compartments, laundries, pantries, foyers, connecting corridors, closets and storage
159 spaces. A Bedroom shall not constitute the only means of access to other Bedrooms or habitable
160 spaces and shall not serve as the only means of egress from other habitable spaces. If a room has
161 been added, altered, or converted without any required building permit having been granted, such
162 room shall not be deemed a Bedroom.

163
164 *Occupant.* The term “Occupant” means any person who occupies a Vacation Rental
165 overnight.

166
167 Owner. The term "Owner" shall mean the person or entity holding legal title to the Vacation Rental
168 property, as reflected in the Marion County Tax Collector's records.

169
170 Owner-Occupied. The term "Owner-Occupied" means the Vacation Rental is then
171 occupied by person(s), at the Vacation Rental Owner's consent, who do not pay rent for
172 the occupancy of the Vacation Rental, when such persons are members of the family of
173 the Vacation Rental Owner.

174
175 Responsible Party. The term "Responsible party" means the Owner, or any person eighteen
176 (18) years of age or older designated by the Owner, tasked with responding to requests
177 for complaints, and other problems relating to or emanating from the Vacation Rental.
178 There shall only be one designated Responsible Party for each Vacation Rental. An
179 Owner may retain a private property management company to serve as the designated
180 Responsible Party.

181
182 Vacation Rental. A "Vacation Rental" is a dwelling unit that is also a transient public lodging
183 establishment, but is not a time share project. A transient public lodging establishment, as defined
184 by F.S. § 509.013(4)(a), as amended, is any unit which is rented out to guests more than three (3)
185 times in a calendar year for periods of less than thirty (30) days or one (1) calendar month,
186 whichever is less, or which is advertised or held out the public as a place regularly rented to guests
187 for periods less than thirty (30) days or one (1) calendar month, whichever is less.

188
189 **Sec. 18-242 Vacation Rental General Regulations.**

190 (a) Applicability. The regulations set forth in this article shall apply to any building or structure
191 utilized as a Vacation Rental within any City zoning district.

192
193 (b) Registration and inspection.

194
195 (1) Registration required. It shall be unlawful for any person or entity to operate a Vacation
196 Rental within the corporate limits of the City without first registering the Vacation Rental
197 with the community development department in accordance with the requirements of this
198 article. All existing Vacation Rentals shall be required to be registered by _____;

199
200 (2) Initial registration. Every Vacation Rental Owner shall first register with the City by
201 submitting to the community development department a properly completed and notarized
202 registration form, as prescribed by the City, together with a registration fee in an amount
203 established by resolution of the City council. A separate registration form shall be required
204 for each Vacation Rental. The registration form shall be accompanied by the following:

- 205
206 a. A copy of the business tax receipt issued by the City if applicable (Per Chapter 18 of
207 the City's Code of Ordinances an Owner is required to obtain a business tax receipt if
208 owning two (2) or more rental properties);

209

- 210 **b. A copy of the Florida Department of Business and Professional Regulation license as**
211 **a transient public lodging establishment/Vacation Rental;**
212
- 213 **c. A copy of the Vacation Rental's current and active certificate of registration with the**
214 **Florida Department of Revenue for the purpose of collecting and remitting sales taxes,**
215 **transient rental taxes and any other taxes required by law to be remitted, as applicable,**
216 **or proof that payment is arranged through a third party such as an on-line platform;**
217
- 218 **d. Proof of the establishment of an account with the Marion County Tax Collector for the**
219 **payment of applicable taxes or that payment is arranged through a third party such as**
220 **an on-line platform;**
221
- 222 **e. Copies of the postings or pamphlets required by subsection (c)(6) below;**
223
- 224 **f. A copy of a sample lease agreement;**
225
- 226 **g. Exterior site sketch. An exterior site sketch of the Vacation Rental property showing**
227 **and identifying all structures, pools, spas, fencing, docks, and uses, including areas**
228 **provided for off-street parking. For purposes of the sketch, parking spaces shall be**
229 **shown so as to enable a fixed count of the number of parking spaces provided per**
230 **subsection (c)(4) below. At the option of the Vacation Rental Owner, such sketch may**
231 **be hand drawn, and need not be professionally prepared;**
232
- 233 **h. Interior building sketch by floor. A building sketch by floor shall be provided, showing**
234 **a floor layout identifying all Bedrooms, other rooms, exits, hallways, stairways, and**
235 **location of fire extinguishers, smoke, and carbon monoxide detectors. At the option of**
236 **the Vacation Rental Owner, such sketch may be hand drawn, and need not be**
237 **professionally prepared; and**
238
- 239 **i. A completed Vacation Rental Responsible Party designation, in the format prescribed**
240 **by the City, which includes the information required by subsection (c)(5) below.**
241
- 242 **(3) Registration renewal. After a Vacation Rental is initially registered, the registration shall**
243 **be renewed by October 1st of each year through the execution of a renewal affidavit, in the**
244 **format prescribed by the City, and the payment of the renewal fee established by resolution**
245 **of the City council.**
246
- 247 **(4) Registration updates. Any changes to the information or submittals included with the initial**
248 **registration must be reported to the City within thirty (30) days of the occurrence of such**
249 **changes. Such changes include, but are not limited to:**
250
- 251 **a. An increase in the number of Bedrooms of the Vacation Rental.**
252
- 253 **b. An increase in the maximum occupancy of the Vacation Rental.**
254

- 255 c. An increase or decrease in the number of parking spaces, or a change in the location of
256 parking spaces of the Vacation Rental.
257
- 258 d. A change in ownership of the Vacation Rental.
259
- 260 e. A change in status of state licensure. City registration shall not be valid for any duration
261 where such vacation rental is not properly licensed with the State of Florida's
262 Department of Business and Professional Regulation.
263
- 264 (5) Incomplete registration/renewal. If the registration form or renewal form submitted
265 pursuant to this section is incomplete, the registrant shall be informed of such deficiency
266 and shall have ten (10) days to correct the deficiency.
267
- 268 (6) Outstanding code violations. The City shall not process any Vacation Rental registration
269 or renewal if the property has unresolved code violations or code enforcement liens.
270
- 271 (7) Inspection. Inspection by the City to verify compliance with the requirements of the article
272 may be required subsequent to initial registration with the City and annually after each
273 renewal. The Owner shall allow the City to inspect the Vacation Rental within forty-five
274 (45) days after the City notifies the Owner or Responsible Party that the City is ready to
275 conduct an inspection. Non-compliance with the requirements of this article discovered
276 during any inspection shall be treated as a violation of the City Code and be processed in
277 accordance with Section 18-243 below. Additionally, failure to allow the City to inspect
278 the Vacation Rental within the time period specified herein shall constitute a separate
279 violation of the City Code and be processed in accordance with Section 18-243 below.
280
- 281 (8) Evidence of Vacation Rental operation. Advertising, listing, or posting a property on the
282 internet, utilizing any mass communication medium or in any publication as being
283 available for use as a Vacation Rental creates a rebuttable presumption that the Owner or
284 operator is utilizing the property as a Vacation Rental. Nothing set forth herein precludes
285 the City from presenting other forms of evidence of Vacation Rental operation.
286
- 287 (9) False information. It shall be unlawful for any person to give any false or misleading
288 information in connection with the requirements and obligations set forth in this article.
289
- 290
- 291 (10) Waiver/estoppel. A Vacation Rental registration shall not be construed to
292 establish any vested rights or entitle the registered Vacation Rental to any rights
293 under the theory of estoppel. A Vacation Rental registration shall not be construed
294 as a waiver of any other requirements contained within the City's code or
295 Comprehensive Plan and is not an approval of any other code requirement outside
296 this Article. The registration of a Vacation Rental is not an approval of a use or
297 activity that would otherwise be illegal under Florida law, the Florida Building

298 Code, the Florida Fire Code or Life Safety Code, or in violation of the City Code or
299 Comprehensive Plan.

300

301 (c) Vacation rental standards. No person or entity shall operate a Vacation Rental within the City
302 unless such Vacation Rental complies with the following standards:

303

304 (1) Minimum life/safety requirements:

305

306 a. Swimming pool, spa and hot tub safety. A swimming pool, spa or hot tub shall comply
307 with the current standards of the Residential Swimming Pool Safety Act, as set forth in
308 F.S. ch. 515.

309

310 b. Smoke and carbon monoxide (CO) detection and notification system. If an
311 interconnected and hard-wired smoke and carbon monoxide (CO) detection and
312 notification system is not in place within the Vacation Rental, then one (1) such
313 system shall be required to be installed and maintained on a continuing basis
314 consistent with the requirements of Section R314, Smoke Alarms, and Section
315 R315, Carbon Monoxide Alarms, of the Florida Building Code-Residential. In the
316 alternative, a battery operated system with a 10-year battery may be utilized for
317 smoke and carbon monoxide detection and notification.

318 c. Fire extinguisher. A portable, multi-purpose dry chemical 2A:10B:C fire extinguisher
319 shall be installed, inspected and maintained in accordance with NFPA 10 on each
320 floor/level of the dwelling unit. The extinguisher(s) shall be installed on the wall or in
321 a visible, easily accessed location in an open common area or in an enclosed space with
322 appropriate markings visibly showing the location.

323

324 d. Emergency egress and maintenance. Halls, entrances and stairways within a Vacation
325 Rental shall be clean and ventilated. Hall and stair runners shall be kept in good
326 condition. Rails shall be installed on all stairways and around all porches and steps.

327

328 (2) Maximum occupancy. The maximum occupancy restrictions set forth below shall not apply
329 when the property is Owner-Occupied by the Vacation Rental Owner. Maximum
330 occupancy of a Vacation Rental shall not exceed the lesser of:

331

332 a. Two (2) persons per Bedroom plus two (2) additional persons per property; or

333

334 b. Sixteen (16) persons.

335

336 Children under six (6) years of age shall not be included in the calculation of maximum
337 occupancy.

338

339 (3) Lease requirements. There shall be a written or online lease, rental, tenant, or other
340 recorded agreement memorializing each Vacation Rental tenancy between the Owner or

341 Responsible Party and the Occupant(s). The City reserves the right to request and receive
342 a copy of any Vacation Rental lease or rental agreement from the Owner or Responsible
343 Party at any time. The agreement shall, at a minimum, contain the following information:
344

- 345 a. The maximum number of Occupants for the unit as specified in subsection (2) above;
346
347 b. The number of parking spaces associated with the Vacation Rental unit, if applicable,
348 and the location of such spaces;
349
350 c. The name, date of birth, and driver's license number of all person(s) financially
351 responsible for paying for the vacation rental unit and/or the person who will be
352 physically present and responsible for the unit during the rental;
353
354 d. The dates of such occupancy;
355
356 e. A statement that all Occupants must evacuate from the Vacation Rental following any
357 evacuation order issued by local, state, or federal authorities;
358
359 f. A statement that the subletting of the unit is prohibited;
360
361 g. A statement that the unit shall not be used for any commercial use; and
362
363 h. A copy of a document to be supplied by the City which includes excerpts from City
364 of Dunnellon ordinance provisions of general application relevant to Vacation Rentals
365 to include solid waste pick-up regulations, regulations related to Rainbow River rules
366 (including State Laws regarding alligators and wildlife), and the City of Dunnellon's
367 Noise Ordinance as a lease addendum. The City will make available to Vacation
368 Rental Owners and Responsible Party a copy of such document in digital format
369 upon request, and the City will post such document on its website.

370
371 (4) Parking. All vehicles associated with the Vacation Rental shall be parked within a
372 driveway or a designated parking area located on the premises and shall, at all times, abide
373 by all generally applicable City of Dunnellon ordinances.
374

375 (5) Vacation Rental Responsible Party. Each Vacation Rental must designate a Responsible
376 Party to respond to routine inspections as well as non-routine complaints and any other
377 problems related to the operation of the Vacation Rental. The property Owner may serve
378 in this capacity or shall otherwise designate another person eighteen (18) years or older to
379 serve as the Responsible Party. The Responsible Party shall perform the following duties:
380

- 381 a. Be available by telephone at the listed phone number twenty-four (24) hours per day,
382 seven (7) days per week and be capable of handling any issues relating to the operation
383 of the Vacation Rental;
- 384
- 385 b. If required, be willing and able to come to the Vacation Rental within a reasonable
386 time following notification from an Occupant, the Owner, or the City to address any
387 issues relating to the operation of the Vacation Rental;
- 388
- 389 c. Maintain a record of all lease or rental agreements for the Vacation Rental for a period
390 of three years;
- 391
- 392 d. Receive service of any legal notice on behalf of the Owners for violation of the
393 requirements set forth in this article;
- 394
- 395 e. Maintain for three years a log of all bookings of the Vacation Rental. The log
396 shall only be required to contain the booking date of each rental, the name of
397 the person(s) financially responsible for the booking; and the number of
398 Occupants on each booking date. The log shall be available for inspection by
399 the city to determine compliance with this article. Nothing herein shall be
400 construed to require the provision of any other information in the log
401 including any personal or confidential information of the Occupants; and
- 402
- 403 f. Otherwise reasonably monitor the Vacation Rental to ensure compliance with the
404 requirements set forth in this article.
- 405
- 406 (6) Minimum Vacation Rental information required postings or pamphlets. The Vacation
407 Rental shall be posted, or pamphlets provided to the Occupants within the unit, with the
408 following information, either on the back of or next to the main entrance door or on the
409 refrigerator:
- 410
- 411 a. The name, address, and telephone number of the Vacation Rental Responsible Party;
- 412
- 413 b. The maximum occupancy of the unit;
- 414
- 415 c. A notification that all garbage or trash must be placed in a garbage or trash can or
416 other approved garbage receptacle and that all recyclables must be placed in
417 approved recyclable containers;
- 418
- 419 d. The days and time of trash pickup;
- 420
- 421 e. The location of the nearest hospital;

- 422 f. The location of designated parking spaces/areas, if applicable and the maximum
423 number of vehicles that can be parked onsite;
- 424 g. A basic evacuation map showing available entrances and exits from the unit in the
425 case of an emergency; and
- 426
- 427 h. A copy of the latest version of the document referenced within subsection (c)(3)(h)
428 herein (the document to be supplied by the City).

429

430 (7) Additional use restrictions.

431

432 a. Subletting of Vacation Rentals is prohibited;

433

434 b. Vacation rental units shall not be used or advertised for any commercial use; and

435

436 c. Vacation rentals and their occupants must comply with all applicable regulations,
437 standards, and requirements set forth in the City Code of Ordinances, as well as all
438 applicable federal, state, and county laws, ordinances, regulations, and administrative
439 codes pertaining to short-term or vacation rentals, including but not limited to Chapter
440 509, Florida Statutes, and Chapter 61C, Florida Administrative Code.

441

442 (d) Advertising. A Vacation Rental Owner shall include the City of Dunnellon Vacation Rental
443 registration number of the Vacation Rental unit in all advertising of the availability of
444 accommodations for the Vacation Rental unit. Advertising includes, but is not limited to print,
445 radio, television, video, online, social media, and sharing economy platform.

446

447 (e) Sexual offenders & human trafficking.

448

449 (1) Sexual Offender Proximity Prohibitions. It is unlawful to knowingly or
450 negligently rent any Vacation Rental to a sexual offender as defined by state law
451 if the Vacation Rental is located within two thousand five hundred (2,500) feet of
452 any school day care center, park, playground, or other place where children
453 regularly congregate.

454

455 (2) Human trafficking. It is unlawful for any Vacation Rental Owner or Responsible
456 Party to knowingly or negligently allow human trafficking activity within the
457 Vacation Rental.

458

459 (3) Non-compliance. In addition to other remedies provided for by general law, and those
460 identified in Section 18-243 below, a Vacation Rental Owner's failure to comply
461 with the provisions of this subsection (e) shall subject the Owner to revocation of
462 the Vacation Rental permit.

463

464 Sec. 18-243 Violations/Remedies and Enforcement.

465

466 (1) Violations. Non-compliance with any provision of this article shall constitute a violation
467 of the City Code of Ordinances and each day the violation exists shall constitute a separate
468 and distinct violation.

469
470 (2) Remedies and enforcement. Any violations of this Article may be prosecuted and shall be
471 punishable as provided for in Section 1-12 of the Code of Ordinances or through any other
472 manner authorized by law, including, but not limited to, injunctive relief.

473
474 **Sec. 18-244 Vesting.**

475
476 (a) Existing, legally-established Vacation Rentals in operation prior to the effective date of this
477 ordinance may become vested in the ways described below, provided they are otherwise in
478 compliance with all other requirements contained herein. To qualify for vesting, an existing
479 Vacation Rental shall have until _____ to make full and complete application for a Vacation
480 Rental registration certificate and until _____ to receive a Vacation Rental registration
481 certificate in compliance with this section. All vesting determinations shall be made
482 administratively by the city clerk, community development director, or designee.

483
484 (1) Rental agreement vesting. It is recognized that there may exist rental or lease agreement(s)
485 for Vacation Rentals upon the effective date of this ordinance which may not be in
486 compliance with the terms of this article. Rental agreements entered into prior to the
487 effective date of this ordinance shall be considered vested. All such fully executed rental
488 agreements shall be attached to the initial application for Vacation Rental registration
489 certificate. No special vesting process or fee shall be required to obtain this vesting benefit
490 other than demonstrating eligibility through the Vacation Rental registration certificate
491 application process and providing copies of such rental or lease agreement(s).

492
493 (2) Temporary vesting of certain safety requirements. Some existing Vacation Rentals may
494 not meet the minimum life/safety requirements as required in Sec. 18-242(c)(1). Correcting
495 these measures may take some time to secure a licensed contractor, obtain the necessary
496 permits, and complete the work. All Vacation Rentals shall have six (6) months from the
497 effective date of [the ordinance from which this article derives], or _____, whichever is
498 later, to comply with the physical changes required. No special vesting process or fee shall
499 be required to obtain this vesting benefit other than demonstrating eligibility through the
500 Vacation Rental registration certificate application process.

501
502 (b) A vested use shall not transfer to a subsequent Owner. A vested use is not transferrable to
503 another Vacation Rental. Subsequent Owners must make application and comply with the
504 requirements of this section.

505
506 (c) If a vested use ceases for a period of six (6) months, then the vesting shall be considered to
507 have lapsed and the Vacation Rental will be subject to all Vacation Rental requirements as if
508 a new application.

510 **Sec. 18-245 Appeal.**

511
512 Appeal. Any person adversely affected by an administrative interpretation of the city clerk,
513 community development manager, or designee may appeal that interpretation to the City Council
514 by filing a written notice of appeal of said interpretation within ten (10) calendar days of said
515 interpretation. The City Council shall hear and decide said appeal at its next available regular
516 meeting date.

517
518 **SECTION 3. CONFLICTS.** In any case where a provision of this Ordinance is found to be in
519 conflict with a provision of any other ordinance of this City, the provision which establishes the
520 higher standards for the promotion and protection of the health and safety of the people shall
521 prevail.

522
523 **SECTION 4. SEVERABILITY.** If any section, subsection, sentence, phrase, word, or portion of
524 this Ordinance is determined to be invalid, unlawful, or unconstitutional, said determination shall
525 not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase,
526 word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or
527 unconstitutional.

528
529 **SECTION 5. CODIFICATION.** The provisions of this Ordinance shall be codified as and
530 become and be made a part of the City of Dunnellon Code of Ordinances. The sections of this
531 Ordinance may be renumbered or re-lettered to accomplish such intention and the word
532 “Ordinance,” or similar words, may be changed to “Section,” “Article,” or other appropriate word.
533 The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

534
535 **SECTION 6. EFFECTIVE DATE.** This Ordinance shall become effective on _____,
536 2023.

537
538 **Upon motion duly made and carried,** the foregoing ordinance was adopted on the first reading
539 on the ____ day of _____ 2023.

540
541 **Upon motion duly made and carried,** the foregoing ordinance was adopted on the second and
542 final reading on the ____ day of _____ 2023.

543
544 Ordinance Posted on the City’s website on _____, 2023. Public hearing advertised on the
545 City’s website on _____ and advertised in the Riverland News on _____.

546
547
548
549 _____
549 William P. White, Mayor

550 Attest:
551
552 _____
553 Amanda L. Odom, CMC
554 City Clerk

555

556 Approved as to Form:

557

558 _____

559 Andrew J. Hand, City Attorney

560

561

562

CERTIFICATE OF POSTING

563

564 **I HEREBY CERTIFY** that copies of the foregoing Ordinance were posted at City Hall, the
565 Chamber of Commerce, and Dunnellon Library, in the City of Dunnellon, Florida, and on the
566 City's Official Website this ____ day of _____ 2023.

567

568 _____

569 Amanda L. Odom, CMC

570 City Clerk

43 Sec. 46-102. Imposition of Launch Fees.

- 44
- 45 a) Any person launching a watercraft at the Centennial Park Boat Ramp shall pay a
- 46 launch fee, the amount of which shall be set by resolution of the City Council.
- 47
- 48 b) Annual permits may be purchased from the City of Dunnellon. Annual permits shall
- 49 be displayed on the permit holder's vehicle or as may be otherwise directed by the
- 50 City.
- 51
- 52 c) The amount of the launch fee may be changed by resolution of the City Council.
- 53
- 54 d) Launch fees may be waived for special events by resolution of the City Council.
- 55

56 Sec. 46-103. – Penalties - Fine schedule for violations.

- 57
- 58 a) Violations of the provisions of this Article, or failure to comply with any of the
- 59 requirements as stated, shall constitute a civil municipal code violation.
- 60
- 61 b) Any person who violates this chapter or fails to comply with any of its provisions shall
- 62 be issued a civil municipal code violation ticket by the City of Dunnellon Police
- 63 Department or by a City Code Enforcement Officer. The citation may be served by
- 64 personal delivery, by first class mail or by affixing the citation to the vehicle, watercraft,
- 65 or trailer.
- 66
- 67 c) Contents of civil municipal code violation ticket. The ticket shall specifically describe
- 68 the following:
- 69
- 70 (1) Specify the nature of the violation and cite to the applicable section of this Article;
- 71
- 72 (2) Indicate the amount of the fine;
- 73
- 74 (3) Give notice to the violator that he or she must pay the fine within 30 days or appeal
- 75 the ticket; and
- 76
- 77 (4) Describe the procedures to be followed in either paying such fine or electing not to
- 78 pay such fine and requesting a hearing before a county court official concerning the
- 79 violation, and the penalty for failure to comply with the directions on the ticket. A
- 80 sequential numbering system shall be used.
- 81
- 82 d) Computation of time. If the last day of any time period described in this section falls
- 83 on a Saturday, Sunday or legal holiday, the time period shall run until the end of the
- 84 next day which is neither a Saturday, a Sunday nor a legal holiday.
- 85
- 86 e) All civil municipal code fines under this Article, will be \$50.00 per violation.
- 87
- 88

89 Sec. 46-104. - Payment of fine; appeals.

- 90
- 91 a) Violations of this division shall be referred to the county court for the county of the
- 92 Fifth Judicial Circuit.
- 93
- 94 b) An individual receiving a ticket pursuant to this section shall have 30 days from the
- 95 date of issuance to pay the fine per the instructions on the ticket or request an appeal
- 96 per subsection (c) below.
- 97
- 98 c) Appeal of civil municipal code fine ticket.
- 99
- 100 (1) Any individual who receives a civil ticket issued pursuant to the requirements of
- 101 this chapter may voluntarily elect to appeal the ticket and request a hearing within
- 102 30 days from issuance of the ticket, by requesting an appeal with the county court
- 103 for the county of the Fifth Judicial Circuit per the instructions on the ticket.
- 104
- 105 (2) Any person who elects to appear before a designated official to present evidence
- 106 waives his or her right to pay the fine cited on the ticket. The official, after a hearing,
- 107 shall make a determination as to whether a violation has been committed and may
- 108 impose a civil penalty or the fine amount designated on the ticket, plus court costs.
- 109
- 110 d) Failure to pay fine. If the fine is not paid within 30 days from issuance, and no appeal
- 111 is filed, then the appearance before the county court of persons who fail to comply with
- 112 the provisions of this division will be compelled by the issuance of a summons by the
- 113 deputy clerk of the court for the county of the Fifth Judicial Circuit. A warrant shall be
- 114 issued by the court for the arrest of any person who fails to appear in response to such
- 115 summons.

116 Sec. 46-104. - Revenue Generated from Launch Fees

- 117 a) All revenue generated from launch fees will be placed in a restricted fund to be used
- 118 for City projects and improvements related to boating.
- 119

120 **SECTION 3. CONFLICTS.** In any case where a provision of this Ordinance is found to be in

121 conflict with a provision of any other ordinance of this City, the provision which establishes the

122 higher standards for the promotion and protection of the health and safety of the people shall

123 prevail.

124

125 **SECTION 4. SEVERABILITY.** If any section, sentence, phrase, word, or portion of this

126 Ordinance is determined to be invalid, unlawful, or unconstitutional, said determination shall not

127 be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase,

128 word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or

129 unconstitutional.

130

131 **SECTION 5. CODIFICATION.** The provisions of this Ordinance shall be codified as and

132 become and be made a part of the City of Dunnellon Code of Ordinances. The sections of this

133 Ordinance may be renumbered or re-lettered to accomplish such intention and the word

134 “Ordinance,” or similar words, may be changed to “Section,” “Article,” or other appropriate word.
135 The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

136
137 **SECTION 6. EFFECTIVE DATE.** This Ordinance shall become effective on **April 1, 2023.**

138
139 **Upon motion duly made and carried,** the foregoing Ordinance was approved upon the first
140 reading on the _____ day of _____ 2023.

141
142 **Upon motion duly made and carried,** the foregoing Ordinance was approved and passed upon
143 the second and final reading and public hearing on the _____ day of _____ 2023.

144
145 Ordinance Posted on the City’s website on _____, 2023. Public hearing advertised on the City’s
146 website on _____, 202_ and advertised in the Riverland News on _____, 202_.

147
148 ATTEST: **CITY OF DUNNELLON**

149
150 _____
151 Amanda L. Odom, CMC
152 City Clerk

150 _____
151 William P. White, Mayor

153
154 Approved as to Form:
155
156 _____
157 Andrew J. Hand, City Attorney

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160
161
162
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164
165 **CERTIFICATE OF POSTING**

166
167 **I HEREBY CERTIFY** that copies of the foregoing Ordinance were posted at City Hall, the
168 Chamber of Commerce, and Dunnellon Library, in the City of Dunnellon, Florida, and on the
169 City’s Official Website this ___ day of _____ 202_.

170
171
172 _____
173 Amanda L. Odom, CMC
174 City Clerk

175

Boat Launch Revenue Management

12.27.2022

INTERNAL

City of Dunnellon

Potential Daily Launches		75
Resident Boat Launch Rate	Driver Charge Per Launch	\$ 15.00
	Projected Usage	35%
Non-Resident Boat Launch Rate	Driver Charge Per Launch	\$ 25.00
	Projected Usage	55%

	Launch Days Per Month	25	26	25	25	26	25	25	23	22	25	21	25	Total
		<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	
Projected Boat Launch Income	Resident Boat Launch	\$ 9,843.75	\$ 10,237.50	\$ 9,843.75	\$ 9,843.75	\$ 10,237.50	\$ 9,843.75	\$ 9,843.75	\$ 9,056.25	\$ 8,662.50	\$ 9,843.75	\$ 8,268.75	\$ 9,843.75	\$ 115,368.75
	Non-Resident Boat Launch	\$ 25,781.25	\$ 26,812.50	\$ 25,781.25	\$ 25,781.25	\$ 26,812.50	\$ 25,781.25	\$ 25,781.25	\$ 23,718.75	\$ 22,687.50	\$ 25,781.25	\$ 21,656.25	\$ 25,781.25	\$ 302,156.25
Florida Sales Tax	Sales Tax	\$ (2,137.50)	\$ (2,223.00)	\$ (2,137.50)	\$ (2,137.50)	\$ (2,223.00)	\$ (2,137.50)	\$ (2,137.50)	\$ (1,966.50)	\$ (1,881.00)	\$ (2,137.50)	\$ (1,795.50)	\$ (2,137.50)	\$ (25,051.50)
	Total Projected Revenue	\$ 33,487.50	\$ 34,827.00	\$ 33,487.50	\$ 33,487.50	\$ 34,827.00	\$ 33,487.50	\$ 33,487.50	\$ 30,808.50	\$ 29,469.00	\$ 33,487.50	\$ 28,129.50	\$ 33,487.50	\$ 392,473.50
Operating Expenses - Born by SafeParc														
Liability Insurance Aggregate \$2M - \$5M Umbrella	CGL, GL, & Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Text2Park - Parking Technology	Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T2 Portal and Data Plan	Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T2 Kiosk Purchase	City Purchase													\$ -
Camera Rental & Internet Feed	\$100 Per Camera (2) - \$99 Internet F	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting Fees	Finance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Charges - Monthly	Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Processing Fees - Projection	Credit Card Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology Fees - .99, \$2, \$1 (26%)	Technology Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Management and Parking Lot Cleaning Fees	City to Provide	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Start-Up Costs for All New Signage & Installation for Payment Instructions	Start-Up Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Profit	Minimum Base Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Projected Expense	Total Projected Expense	-\$ 13,469.25	-\$ 11,371.10	-\$ 10,969.25	-\$ 10,969.25	-\$ 11,371.10	-\$ 10,969.25	-\$ 10,969.25	-\$ 10,165.55	-\$ 9,763.70	-\$ 10,969.25	-\$ 9,361.85	-\$ 10,969.25	-\$ 131,318.05
Total Proceeds	100%	\$ 33,487.50	\$ 34,827.00	\$ 33,487.50	\$ 33,487.50	\$ 34,827.00	\$ 33,487.50	\$ 33,487.50	\$ 30,808.50	\$ 29,469.00	\$ 33,487.50	\$ 28,129.50	\$ 33,487.50	\$ 392,473.50
Projected Net Operating Revenue		\$ 20,018.25	\$ 23,455.90	\$ 22,518.25	\$ 22,518.25	\$ 23,455.90	\$ 22,518.25	\$ 22,518.25	\$ 20,642.95	\$ 19,705.30	\$ 22,518.25	\$ 18,767.65	\$ 22,518.25	\$ 261,155.45
\$10 Net Per Launch - City of Dunnellon		\$ 18,750.00	\$ 19,500.00	\$ 18,750.00	\$ 18,750.00	\$ 19,500.00	\$ 18,750.00	\$ 18,750.00	\$ 17,250.00	\$ 16,500.00	\$ 18,750.00	\$ 15,750.00	\$ 18,750.00	\$ 219,750.00
Net Revenue (Profit or Loss) -SafeParc		\$ 1,268.25	\$ 3,955.90	\$ 3,768.25	\$ 3,768.25	\$ 3,955.90	\$ 3,768.25	\$ 3,768.25	\$ 3,392.95	\$ 3,205.30	\$ 3,768.25	\$ 3,017.65	\$ 3,768.25	\$ 41,405.45

Boat Launch Enforcement

12.27.2022

INTERNAL

City of Dunnellon

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Potential Daily Launches	75
Violators - Local	Driver Charge Per Launch \$ 75.00
	5%
Violators - Visitors	Driver Charge Per Launch \$ 75.00
	5%
Enforcement	
Assumes 10% Violators	10%

Projected Boat Launch Income	Launch Days Per Month	25	26	25	25	26	25	25	23	22	25	21	25	Total
		<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	
Resident Boat Launch Rate	\$	7,031.25	\$ 7,312.50	\$ 7,031.25	\$ 7,031.25	\$ 7,312.50	\$ 7,031.25	\$ 7,031.25	\$ 6,468.75	\$ 6,187.50	\$ 7,031.25	\$ 5,906.25	\$ 7,031.25	\$ 82,406.25
Non-Resident Boat Launch Rate	\$	7,031.25	\$ 7,312.50	\$ 7,031.25	\$ 7,031.25	\$ 7,312.50	\$ 7,031.25	\$ 7,031.25	\$ 6,468.75	\$ 6,187.50	\$ 7,031.25	\$ 5,906.25	\$ 7,031.25	\$ 82,406.25
	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Florida Sales Tax	Sales Tax	\$ (843.75)	\$ (877.50)	\$ (843.75)	\$ (843.75)	\$ (877.50)	\$ (843.75)	\$ (843.75)	\$ (776.25)	\$ (742.50)	\$ (843.75)	\$ (708.75)	\$ (843.75)	-\$ 9,888.75
Total Projected Revenue	\$	13,218.75	\$ 13,747.50	\$ 13,218.75	\$ 13,218.75	\$ 13,747.50	\$ 13,218.75	\$ 13,218.75	\$ 12,161.25	\$ 11,632.50	\$ 13,218.75	\$ 11,103.75	\$ 13,218.75	\$ 154,923.75
Operating Expenses - City Expense														
Notice Detected Fee - \$12.00 Per Notice	\$	(2,250.00)	\$ (2,250.00)	\$ (2,250.00)	\$ (2,250.00)	\$ (2,250.00)	\$ (2,250.00)	\$ (2,250.00)	\$ (2,250.00)	\$ (2,250.00)	\$ (2,250.00)	\$ (2,250.00)	\$ (2,250.00)	-\$ 27,000.00
Notice Mailing Fee of \$1.99 Per Notice Per Mailing (Optional)	\$	(373.13)	\$ (373.13)	\$ (373.13)	\$ (373.13)	\$ (373.13)	\$ (373.13)	\$ (373.13)	\$ (373.13)	\$ (373.13)	\$ (373.13)	\$ (373.13)	\$ (373.13)	-\$ 4,477.50
Expert Witness Fee on Demand as Requested - \$150 (Optional)	\$	(150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	\$ (150.00)	-\$ 1,800.00
Total Projected Expense	\$	(2,773.13)	\$ (2,773.13)	\$ (2,773.13)	\$ (2,773.13)	\$ (2,773.13)	\$ (2,773.13)	\$ (2,773.13)	\$ (2,773.13)	\$ (2,773.13)	\$ (2,773.13)	\$ (2,773.13)	\$ (2,773.13)	-\$ 33,277.50
Total Proceeds	100%	\$ 13,218.75	\$ 13,747.50	\$ 13,218.75	\$ 13,218.75	\$ 13,747.50	\$ 13,218.75	\$ 13,218.75	\$ 12,161.25	\$ 11,632.50	\$ 13,218.75	\$ 11,103.75	\$ 13,218.75	\$ 154,923.75
Projected Net Operating Revenue	\$	10,445.63	\$ 10,974.38	\$ 10,445.63	\$ 10,445.63	\$ 10,974.38	\$ 10,445.63	\$ 10,445.63	\$ 9,388.13	\$ 8,859.38	\$ 10,445.63	\$ 8,330.63	\$ 10,445.63	\$ 121,646.25