

Amended Agenda  
City of Dunnellon  
City Council Meeting  
September 12, 2022, 5:30 P.M.  
Join Zoom

<https://dunnellon.zoom.us/j/82715695638?pwd=S2czS0NtSGtFNmFVUWVnRlM1QUtTQT09>

Meeting ID:827 1569 5638

**Dunnellon City Council meeting will be held on September 12, 2022, 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 at [modom@dunnellon.org](mailto:modom@dunnellon.org).

Members of the public who would like to participate are encouraged to register in advance by 12:00 noon on Monday, September 12, 2022. Please see instructions below on how to register.

Public input on non-agenda items will be heard at the beginning of the meeting. A three (3) minute time limit will be strictly administered.

**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 - Posted on the City's website and City Hall bulletin board on Thursday, September 8, 2022. The Agenda was amended on September 12, 2022 to add backup to item's number 6 and 7.

Council's Comments Regarding Agenda

Public Comments on non-agenda items - 3 minute time limit

**CONSENT AGENDA**

**Accept public comment on consent agenda items prior to making a motion.**

(Note: Motion to approve items on the consent agenda is a motion to approve the recommended actions.)

## **1. Approve Proclamation #PRO2022-11, Constitution Week**

Documents:

[Proclamation PRO2022-11 Constitution Week.pdf](#)

### **Consent Agenda Approval**

PROPOSED MOTION: I move the consent agenda be approved as presented.

### **Regular Agenda**

## **2. Special Presentation For Mary Ann Hilton**

## **3. Presentation Of Proclamation #PRO2022-11, Constitution Week**

Documents:

[Proclamation PRO2022-11 Constitution Week.pdf](#)

## **4. Department Head Reports**

## **5. Agreement #AGR2022-28 Kimley-Horn IPO 103 Conceptual Plan Of Police Facility**

**Accept Public Comment Before Making A Motion**

Proposed Motion: Authorize the Mayor to sign Kimley Horn IPO No. 103 Agreement #AGR2022-28 Conceptual Plan of Police Facility – Not to Exceed \$8,500

Documents:

[Agreement AGR2022-28 IPO 103 Dunnellon Police Station Conceptual Plan.pdf](#)

## **6. West Pennsylvania Solar Lighting Fixtures**

Documents:

[Agenda Summary for West Pennsylvania Solar Lighting Fixtures.pdf](#)

## **7. City Hall Digital Signage**

**Accept Public Comment Before Making A Motion**

Documents:

[Agenda Summary for City Hall Digital Signage.pdf](#)

**8. Historic District Wayfinding Signage (Backup To Be Provided)**

**Accept Public Comment Before Making A Motion**

**9. Travel Expenses For Education - Mandy Odom, City Clerk**

**Accept Public Comment Before Making A Motion**

**10. Resolution #RES2022-08, Establish New General Fund Reserve**

**Accept Public Comment Before Making A Motion**

Proposed Motion: I move Resolution #RES2022-08 be read by title only.

Proposed Motion: I move Resolution #RES2022-08 be approved.

Documents:

[Agenda Summary for Resolution RES2022-08 Establishing New General Fund Reserve.pdf](#)

**11. Resolution #RES2022-15, Council Code Of Conduct**

**Accept Public Comment Before Making A Motion**

Proposed Motion: I move Resolution #RES2022-15 be read by title only.

Proposed Motion: I move Resolution #RES2022-15 be approved.

Documents:

[Resolution RES2022-15 Council Code of Conduct Amendment.pdf](#)

**12. Resolution #RES2022-07, Amending Blue Run Park Management Plan**

**Accept Public Comment Before Making A Motion**

Proposed Motion: I move Resolution #RES2022-07 be read by title only.

Proposed Motion: I move Resolution #RES2022-07 be approved.

Documents:

[Resolution RES2022-07 Amending Blue Run Park Management Plan.pdf](#)

## **Public Hearing Statement**

All persons wishing to address the City council will be asked to limit their comments to the specific subject being addressed. Public opinions and input are valued by the Council. However, it is requested that comments are directed at specific issues rather than personal comments directed toward the council members or staff in order to foster mutual respect between council members and the public.

Members of the public in attendance at public forums should listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

Members of the public addressing City council and boards/commissions on a specific project or proposal are requested to disclose any personal interest or relationship; and any business, professional, or financial interests with any individual, group, project or proposal regarding the subject matter under review. Members of the public should always err on the side of more public disclosure, not less, in order to provide integrity to the public process.

**Follow Public Hearing Notes - Public comment taken during public hearing**

- 13. Public Hearing - Ordinance #ORD2022-09, Blue Run Park Rules And Regulations (Posted On The City's Website On July 6, 2022 And Advertised In The Riverland News On September 2, 2022)**
- 14. Final Reading - Ordinance #ORD2022-09, Blue Run Park Rules & Regulations**

**Accept Public Comment Before Making A Motion**

Proposed Motion: I move Ordinance #ORD2022-09 be read by title only.

Proposed Motion: I move Ordinance #ORD2022-09 be approved.

Documents:

[Ordinance ORD2022-09 Blue Run Park Rules and Regulations.pdf](#)

- 15. Public Hearing On 2022 Tentative Proposed Millage Rate And Tentative Budget For The City Of Dunnellon For The 2022-2023 Budget Year (Advertised On Property Tax Notice)**

**16. Proposed Resolution #RES2022-10, Setting Tentative 2022 Tax Millage Rate**

**Accept Public Comment Before Making A Motion**

Proposed Motion: I move Resolution #RES2022-10 be read into the record.

Proposed Motion: I move Resolution #RES2022-10 setting the tentative 2022 tax millage at 6.3000 mills be approved as read.

Documents:

[Resolution RES2022-10 Tentative 2022 Millage.pdf](#)

**17. Proposed Resolution #RES2022-11 Setting The Tentative FY2022-2023 General Fund Budget**

**Accept Public Comment Before Making A Motion**

Proposed Motion: I move Resolution #RES2022-11 be read into the record.

Proposed Motion: I move Resolution #RES2022-11 setting the tentative FY2022-2023 General Fund Budget in the amount to \$4,772,572 be approved as read.

Documents:

[Resolution RES2022-11 Tentative 2022-2023 Budget.pdf](#)

**18. Approval Of Tentative Tax Increment Financing District Budget**

**Accept Public Comment Before Making A Motion**

Proposed Motion: I move the tentative FY2022-2023 Tax Increment Financing District budget in the amount of \$695,729 be approved as presented.

**19. Council Liaison Reports And Comments**

**20. City Attorney Report**

**21. Adjourn**

**Proposed Motion:** I move the City Council meeting be adjourned.

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.



## PROCLAMATION #PRO2022-11 CONSTITUTION WEEK

**WHEREAS**, The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

**WHEREAS**, September 17, 2022, marks the two hundred and thirty-fifth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS**, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary and to the patriotic celebrations which will commemorate it; and

**WHEREAS**, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week; and

**WHEREAS**, The Rainbow River Chapter, National Society of the Daughters of the American Revolution is locally sponsoring Constitution Week.

**NOW, THEREFORE** be it proclaimed the City Council of the City of Dunnellon, Florida does hereby recognize the week of September 17 through 23 as

### “CONSTITUTION WEEK”

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

**PASSED AND PROCLAIMED** this 12<sup>th</sup> day of September 2022.

### DUNNELTON CITY COUNCIL

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

\_\_\_\_\_  
Valerie Hanchar, Vice-Mayor

\_\_\_\_\_  
C. Anita Williams, Councilwoman

ATTEST:

\_\_\_\_\_  
Louise Kenny, Councilwoman

\_\_\_\_\_  
Amanda L. Odom, CMC, City Clerk

\_\_\_\_\_  
Jan Cabbage, Councilwoman



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ATTEST:

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Louise Kenny, Councilwoman

\_\_\_\_\_  
Amanda L. Odom, CMC, City Clerk

\_\_\_\_\_  
Jan Cubbage, Councilwoman



## INDIVIDUAL PROJECT ORDER NUMBER 103

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 Police Station Conceptual Plan

Client: City of Dunnellon

### ***Project Understanding:***

The City has requested that Kimley-Horn prepare a Conceptual Site Plan for a new police station located at the SW quadrant of Powell Road and Illinois Street. In support of this request, we have prepared the following scope of services.

### **SCOPE OF SERVICES**

#### Task 1 – Dunnellon Police Station Conceptual Site Plan

- A. Kimley-Horn will attend the Dunnellon Council Meeting to explain the process of developing (1) a Conceptual Plan; (2) formal site design; and (3) permitting for the project.
- B. Kimley-Horn will prepare a Conceptual Site Plan for the Police Station. This plan will be based on the building footprint provided by the City. The Conceptual Site Plan will show the building, parking, sidewalk, setbacks, drainage retention area, and general landscape areas.
- C. Kimley-Horn understands that the City has selected a modular constructed building for the Police Station. Kimley-Horn will coordinate with the modular building supplier selected by the City to obtain building renderings and building costs and include these items in the Conceptual Site Plan.
- D. Kimley-Horn will provide a list of the required permits during this process.
- E. Kimley-Horn will prepare a preliminary cost estimate for the improvements described in the Conceptual Site Plan.
- F. The formal Site Plan is not included in this Agreement. That process will be done under a separate Agreement at some later date.

### **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 Engineer. The above services will be provided as expeditiously as practicable to meet a mutually agreed upon schedule.

**FEE AND EXPENSE**

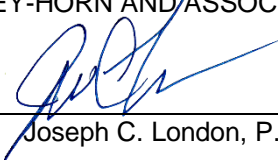
Kimley-Horn will complete the above scope of services for a lump sum fee of \$8,500, inclusive of office overhead expenses. Services provided under this IPO will be invoiced on a monthly basis. All invoices will include a description of services provided. Approval from the City shall be required for all invoiced travel expenses and meetings.

ACCEPTED:

THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: \_\_\_\_\_

BY:  \_\_\_\_\_

Joseph C. London, P.E.

TITLE: \_\_\_\_\_

TITLE: Project Manager

DATE: \_\_\_\_\_

DATE: September 1, 2022

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** September 12, 2022

1. Responsible Department: Community Development
2. Presenter: Georgina Cid
3. Recommended Action: Approval
4. **Subject:** Solar Lighting Fixtures

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

As per staff's presentation of the conceptual plan for approval of Solar Lighting Fixtures at West Pennsylvania Ave., please note the following quotes as per our procurement policy:

1. Gama Sonic Solar Lighting: \$15,120 (24 lumens/posts)
2. Solar Electric Power Co.: \$25,632 (24 fixtures)

This does not include the removal of existing fixtures and cancellation of existing electrical outlet or installation of new fixtures.

It is staff recommendation that the request for Solar Lighting Fixtures be approved based on the first quote listed herein as per information provided to Council during previous presentation.

**Procurement Method:** Quotes  
**Fiscal Information:** FY2022-2023  
**Attorney Review:** N/A

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** September 12, 2022

1. Responsible Department: Community Development
2. Presenter: Georgina Cid
3. Recommended Action: Approval
4. **Subject:** City Hall Digital Signage

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

As per staff's presentation of the conceptual plan for approval of Digital Signage for City Hall, please note the following quotes as per our procurement policy:

1. All Brite Signs: \$34,995.00 (7 MM or 10 MM)
2. Jay Berry Signs: \$33,138.00 (10 MM)

Software and on-site training and lifetime tech support will be provided. Parts and labor will be warrantied for a year. The structure will have lifetime warranty. It will have an aluminum decorative base cover of approximately 18" x 80" and it will be mounted on steel poles, in concrete footer to code. Power will need to be supplied by the City.

It is staff recommendation that the request for City Hall Digital Signage be approved based on 1<sup>st</sup> quote's information provided to Council during previous presentation. It is also staff's request that City Council provide direction as to the best location for this digital board. Options are:

1. Replacing the existing concrete City Hall sign on River Drive
2. Hwy. 41

Thank you.

**Procurement Method:** Quotes  
**Fiscal Information:** FY2022-2023  
**Attorney Review:** N/A

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** September 7, 2022

1. Responsible Department: Finance
2. Presenter: Jan Smith
3. Recommended Action: Consider adoption of Resolution #RES2022-08 at the first budget public hearing on September 12, 2022

**Subject:** Resolution #RES2022-08-Establish New General Fund Reserve titled “New Police Facility”

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

Council has earmarked funds from two (2) sources to be used for the construction of a new Police facility. This resolution moves the funds from the reserves where they are currently recorded to a new reserve titled “New Police Facility”. This resolution will designate those funds and in the event they are not used or needed for this express purpose they will revert back to the reserves where the funds originally came from.

**Procurement Method:** N/A

**Fiscal Information:** N/A

**Attorney Review:** Yes 08/11/22

**RESOLUTION #RES2022-08**

**A RESOLUTION OF THE CITY OF DUNNELLON, DESIGNATING FUNDS DEPOSITED TO THE GENERAL FUND FROM THE SALE OF SOULS HARBOR CHURCH LESS THE AMOUNT PAID FOR THE PURCHASE OF POWELL ROAD PROPERTY \$241,788 AND FUNDS FROM THE 1% DISCRETIONARY SALES SURTAX RESERVE IN THE AMOUNT OF \$365,000; ESTABLISHING A GENERAL FUND CAPITAL IMPROVEMENT RESERVE TITLED NEW POLICE FACILITY IN THE AMOUNT OF \$606,788; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Council has determined it is necessary, proper and for the benefit of the citizens of the City of Dunnellon to fund a new capital reserve titled New Police Facility.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNNELLON IN REGULAR MEETING THIS 12<sup>th</sup> DAY OF SEPTEMBER, 2022 AS FOLLOWS:**

**Section 1.** That the City of Dunnellon, Florida herein directs the transfer of proceeds in the amount of \$241,787 from the sale of Souls Harbor Church from undesignated reserve funds in the General Fund to a new Capital Improvement Reserve titled New Police Facility in the General Fund.

**Section 2.** That the City of Dunnellon, Florida herein directs the transfer of proceeds in the amount of \$365,000 from the 1% Discretionary Sales Surtax reserve in the General Fund to a new Capital Improvement Reserve titled New Police Facility in the General Fund.

**Section 3.** That the transfer of said funds to the New Police Facility Reserve as shown in Exhibit "A" shall be held for the purpose of capital improvements associated with a new Police Facility. If council deems a new facility is not required or needed to fund Police Facility capital improvements said funds will revert back to the original reserves from which they came as follows:

- 1% Discretionary Sales Surtax Reserve \$365,000
- General Fund Unrestricted Reserve \$241,788

Upon motion duly made and carried, the foregoing Resolution was adopted by the City Council of the City of Dunnellon on this 12<sup>th</sup> day of September, 2022.

**CITY OF DUNNELLON, FLORIDA**

**ATTEST:**

\_\_\_\_\_  
Amanda Odom, CMC, City Clerk

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

Approved as to form and legality:

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

Exhibit A

1% Discretionary Sales Tax	\$365,000
Proceeds Sale of Souls Harbor Church	<u>\$327,190</u>
Funding for Police Facility	\$692,190
Expenses:	
Purchase Powell Road Property	<u>(\$85,402)</u>
Net Amount for Reserve (New Police Facility)	\$606,788



**RESOLUTION #RES2022-15**

**A RESOLUTION OF THE CITY OF DUNNELLON AMENDING THE CITY COUNCIL CODE OF CONDUCT REGARDING COUNCILMEMBER ENDORSEMENT AND CAMPAIGNING FOR COUNCIL CANDIDATES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Dunnellon desires to amend Code of Conduct as herein provided; and

**WHEREAS**, under First Amendment doctrine local government meetings are “limited public forums” where the government may enact speaking regulations which are reasonable in light of the purpose of the forum.

NOTE: Words ~~stricken~~ are deletions and words underlined are additions to the Council Conduct.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**SECTION 1.** Legislative Findings. The Whereas clauses above are adopted as legislative findings of the City Council.

**SECTION 2.** Exhibit “A” attached hereto and incorporated by reference, is adopted as the City Council Code of Conduct.

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

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

**SECTION 5.** This resolution shall take effect immediately upon its approval.

Upon motion duly made and carried, the foregoing Resolution was adopted by the City Council of the City of Dunnellon on the 12th day of September 2022.

**CITY OF DUNNELLON, FLORIDA**

**ATTEST:**

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

\_\_\_\_\_  
Amanda Odom, CMC, City Clerk

EXHIBIT A

CITY COUNCIL CODE OF CONDUCT  
September 12, 2022

"Conduct is three-fourths of our life and its largest concern."

-- Matthew Arnold

The Three R's of Government Leadership:

**Roles, Responsibilities and Respect**

The City Charter provides information on the roles and responsibilities of Councilmembers, the Vice Mayor, and the Mayor; however, it does not spell out a code of conduct for elected officials.

This Code of Conduct is designed to describe the manner in which Councilmembers should treat one another, city staff, constituents, and others they come into contact with in representing the City of Dunnellon. ***It reflects the work of the City Council in defining more clearly the behavior, manners, and courtesies that are suitable for various occasions.***

The contents of this Code of Conduct includes:

- I. Overview of Roles & Responsibilities**
- II. Policies & Protocol Related to Conduct**
- III. Council Conduct with One Another**
- IV. Council Conduct with City Staff**
- V. Council Conduct with and Relationship to City Attorney**
- VI. Council Conduct with The Public**
- VII. Council Conduct with Other Public Agencies**
- VIII. Council Conduct with Boards and Commissions**
- IX. Council Conduct with the Media**
- X. Sanctions**
- XI. Principles of Proper Conduct**
- XII. Checklist for Monitoring Conduct**
- XIII. Glossary of Terms**

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers to do the right thing, in even the most difficult situations.

**I. Overview of Roles & Responsibilities**

"Leadership is an action, not a word."

### **MAYOR**

- Acts as the official head of the City for all ceremonial purposes (Dunnellon City Charter, Section 12)
- Chairs Council meetings (Dunnellon City Charter, Section 12)
- Calls for special meetings
- Recognized as spokesperson for the City
- Responsible to find a substitute for City representation when Mayor cannot attend
- Leads the Council into an effective, cohesive working team
- Signs documents on behalf of the City

### **VICE MAYOR**

- Serves at the pleasure of the Council (Dunnellon City Charter, Section 14)
- Performs the duties of the Mayor if the Mayor is absent or disabled (Dunnellon City Charter, Section 14)
- Chairs Council meetings at the request of the Mayor
- Represents the City at ceremonial functions at the request of the Mayor

### **ALL COUNCILMEMBERS**

All members of the City Council, including those serving as Mayor and Vice Mayor, have equal votes. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect.

All Councilmembers should:

- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of Council meetings and be familiar with issues on the agenda
- Represent the City at ceremonial functions at the request of the Mayor
- Be respectful of other people's time. Stay focused and act efficiently during public meetings
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Dunnellon government
- Provide contact information with the City Clerk in case an emergency or urgent situation arises while the Councilmember is out of town
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Conduct

### **MEETING CHAIR**

The Mayor will chair official meetings of the City Council, unless the Vice Mayor or another Councilmember is designated as Chair of a specific meeting.

- Maintains order, decorum, and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on specific agenda item under consideration
- Makes parliamentary rulings with advice, if requested, from the City Attorney who acts as an advisory parliamentarian. Chair rulings may be overturned if a Councilmember makes a motion as an individual and the majority of the Council votes to overrule the Chair.

## **II. Policies & Protocol Related To Conduct**

"Wherever there is a human being, there is an opportunity for kindness."

-- Seneca

### **Ceremonial Events**

Requests for a City representative at ceremonial events will be handled by City staff. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Councilmember should be asked to serve as a substitute. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal consideration.

### **Correspondence Signatures**

Councilmembers do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. City staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor unless the Mayor requests that another Councilmember or City staff member sign them. A copy of the direct response to the citizen shall be provided to the City Council.

If correspondence is addressed only to one Councilmember, that Councilmember may check with staff on the best way to respond to the sender.

Written communication requesting an appearance before the City Council is to be referred to the City Clerk for:

- Forwarding to the Council with their agenda packet, or
- Placement on an agenda with or without a staff report

### **Deadlines**

#### **Evaluations:**

Councilmembers evaluating the City Manager shall do so in a timely fashion. The evaluation form provided to councilmembers shall be completed in its entirety along with any comments and shall be submitted to the City Clerk within four (4) weeks of the date in which it was received by said councilmember. The date that staff provided the document to councilmembers shall be recorded on the document by staff along

with the calculated return date. If any evaluation is received after the four week deadline it will not be included in the final compilation to be submitted to City Council for approval.

**Miscellaneous:**

At times the City Council will have work product that must be completed and returned to staff for processing or compilation as council meeting backup. For example, goals and objectives, strategic plan concepts, etc. Councilmembers will adhere to a (4) four-week deadline for all items requiring completion and return such to the City Manager or City Clerk. If the sensitive nature of the work product in question requires a more immediate response, staff will place the due date on the document or notify the Councilmembers in writing.

**Endorsement of Candidates/Keeping Political Support Away from Public Forums**

Councilmembers shall not actively endorse or campaign for other candidates for City council seats or any other board/commission seats during City meetings or while conducting official City business. Councilmembers and board/commission members may offer political support to other Councilmembers and board/commission members in accordance with applicable laws and regulations, but not while conducting official duties.

**Intergovernmental Relations**

Each year during a council meeting, city council members will agree on which liaison assignments shall be assigned to them.

**Rules of Parliamentary Procedure**

The City of Dunnellon is guided by Webster's New World Robert's Rules of Order Simplified and Applied Second Edition as amended from time to time for meeting management. The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Chair, subject to the appeal of the full Council.

Main motions may be followed by amendments, followed by substitute motions. Any Councilmember can call for a point of order. Only Councilmembers who voted on the prevailing side may make motions to reconsider.

**Public Participation on Non-agenda Items: General Public Comments at City Council Meetings**

There shall be an item on each regular Council meeting agenda entitled "General Public Comments." Prior to, or at the beginning of the meeting, a person wishing to address the Council under this agenda item should fill out a public comment form provided by the City to, at a minimum, give his/her name and address. The comments shall be limited to one (1) appearance per person for a duration not to exceed three (3) minutes unless a majority of the Council feels some other time limit is appropriate, and must address a subject or subjects other than a specific item appearing on the agenda.

Staff members, City Attorney, or Councilmembers may not be able to give an immediate response to a comment. If the Council decides that a matter raised during General Public Comments requires further review and discussion that cannot take place during the meeting, the matter may be referred to City staff or City Attorney and placed on a subsequent agenda.

No question or comment by the public should be addressed directly to any individual Councilmember, staff member, or City Attorney. All comments must be directed to the Chair.

**Public Participation on Legislative and Administrative Items on Agenda at City Council Meetings**

Prior to Council decisions, the Chair shall allow the public to participate and comment on specific agenda items of a legislative or administrative nature. Prior to making comments, each person wishing to address the Council should fill out a form provided by the City to give his/her name and address. (S)he can indicate his or her designation of a representative to speak for him or her on the proposition.

A person shall be limited to one (1) appearance on each agenda item and may not speak for more than three (3) minutes, unless a majority of the Council feels some other time limit is appropriate.

Once a legislative public hearing is closed, Council discussions will take place. Council will deliberate the issue and make a motion, if deemed appropriate, and take the final appropriate action.

To maintain orderliness of the meeting, no question or comment by the public should be addressed directly to any individual Councilmember, staff member, or City Attorney. All comments must be directed to the Chair.

**When multiple speakers appear to speak on one topic on the Agenda**

When a group of people supporting or opposing the same position regarding an item on the agenda desires to be heard, in the interest of time and to avoid repetitious comments, a spokesperson should be designated by the group to express the group's concerns. However, a person in the group may make comments which were not included in the spokesperson's comments. Participation shall be limited to three (3) minutes per person, unless a majority of the Council feels some other time limit is appropriate.

**Public participation on Consent Agenda matters**

The Council agenda typically includes a Consent Agenda, during which Council adopts a series of measures listed on the Consent Agenda in one vote. If one or more Council members requests that an item(s) be removed from the Consent Agenda for discussion during the main agenda, the item(s) shall be removed and placed on the main agenda without necessity of a formal vote of Council.

No public comment is required for ministerial items on the Consent Agenda, such as, and not limited to, approval of minutes of meetings, ceremonial proclamations, and items provided for informational purposes only and are not propositions for action by Council.

**Exceptions when public participation is not required**

The right of the public to a reasonable opportunity to be heard does not apply:

When an official act must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements for public participation would cause an unreasonable delay in the ability of the Council to act;

When an official act involves a ministerial act, including but not limited to, approval of minutes and ceremonial proclamations;

When the Council holds an executive session pursuant to § 286.011, Florida Statutes; and

When a public hearing is held before Council acting in its quasi-judicial capacity, pursuant to a separate Resolution of Council. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

#### **Public Comment at City Council Workshops**

Public comments shall not be taken during specific workshop agenda items at a workshop, unless a majority of the City Council makes a determination to permit public input. However, there shall be two agenda items on each regular Council workshop agenda entitled "General Public Comments" with one of the comment periods scheduled at the beginning of the workshop prior to Council discussion of the first agenda item and the other scheduled near the end of the workshop, following Council discussion of the last agenda item. Prior to each comment period, a person wishing to address the Council should fill out a public comment form provided by the City to, at a minimum, give his/her name and address. The comments shall be limited to one (1) appearance **per each comment period** for a duration not to exceed three (3) minutes unless a majority of the Council feels some other time limit is appropriate, and may address either agenda or non-agenda items.

#### **Written Correspondence between board members**

The use of e-mail, a written report, or any other form of written communication from one Councilmember to other Councilmembers on a subject which might be discussed at a public meeting is not a violation of the Sunshine Law if no other Councilmembers respond to the Councilmember's correspondence outside of a public meeting.

If, however, **even one** Councilmember responds to the e-mail, written report, or other written communication, **a violation of the sunshine law has occurred.**

**THEREFORE, NO COUNCILMEMBER SHOULD SEND E-MAILS, REPORTS, POSITION PAPERS, OR OTHER FORMS OF COMMUNICATION REGARDING A SUBJECT WHICH MIGHT COME BEFORE THE COUNCIL FOR ACTION.** Thus, the city council's discussions and deliberations on matters coming before the council must occur at a duly noticed city council meeting. If any Councilmember wants to communicate his or her position on a subject which might come before the Council, he or she can send the communication to the City Manager and the City Clerk and ask that it be included in the Council's meeting packet. Similarly, a board that is responsible for assessing the performance of its chief executive officer (CEO) must conduct the review and appraisal process in a proceeding open to the public as prescribed by s. 286.011, F.S., instead of using a review procedure in which individual board members evaluate the CEO's performance and send their individual written comments to the board chairman for compilation and subsequent discussion with the CEO. AGO 93-90.

#### **Handling of Litigation and Other Confidential Information**

All written materials and verbal information provided to Councilmembers on matters that are confidential under State law shall be kept in complete confidence to ensure that the City's position is not compromised. Any confidential material will only be provided to Councilmembers when needed by Council to make a formal decision that is to come before them. No disclosure, photo copies, or mention of any information in these materials may be made to anyone other than Council members, the City Attorney, or City Manager, and City Clerk when applicable.

Confidential materials provided in preparation for and during closed sessions must be returned to staff at the conclusion of the closed session.

Confidential materials provided to Council members outside of closed sessions must be returned to staff within ten (10) days of their receipt.

Council members may not request confidential written information from staff that has not been provided to all Council members.

### **Travel Expenses**

The policies and procedures related to the reimbursement of travel expenses for official City business by Councilmembers are outlined in the City's Personnel Manual. All Council travel, with the exception of liaison assignments, in which the Councilmember expects to officially represent the City and/or be reimbursed by the City for travel costs, must be approved in advance by the Council. The travel policy and budget for Council should be reviewed at each budget cycle.

### **Council Conduct with One Another**

"In life, courtesy and self-possession, and in the arts, style, are the sensible impressions of the free mind, for both arise out of a deliberate shaping of all things and from never being swept away, whatever the emotion, into confusion or dullness."

-- William Butler Yeats

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

### **In Public Meetings**

**Practice civility and decorum in discussions and debate:** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Councilmembers to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

**Honor the role of the Chair in maintaining order:** It is the responsibility of the Chair to keep the comments of Councilmembers on track during public meetings. Councilmembers should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions in enforcing the rules of order set forth herein, those objections should be voiced politely

and with reason. If the rest of Council disagrees with the decision of the Mayor, a majority vote of Council is binding. In the event a decision cannot be reached by the Council as to the manner of proceeding on any matter, the Council may use Robert's Rules of Order as a guide to assist the Council in making a determination.

**Avoid personal comments that could offend other Councilmembers:**

If a Councilmember is personally offended by the remarks of another Councilmember, the offended Councilmember should make notes of the actual words used and call for



a "point of personal privilege" that challenges the other Councilmember to justify or apologize for the language used. The Chair will maintain control of this discussion.

**Demonstrate effective problem-solving approaches:** Councilmembers have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

## **Social Encounters**

**The Florida Open Meetings Law will prevail on any social gatherings involving Councilmembers:** Members of a public board or commission are not prohibited under the Sunshine Law from meeting together socially, provided that matters which may come before the board or commission are not discussed at such gatherings. Thus, when two or more members of a public board are attending or participating in meetings or other functions unconnected with their board, they must refrain from discussing matters on which foreseeable action may be taken by the board, but are not otherwise restricted in their actions.

A luncheon meeting held by a private organization for members of a public board or commission at which there is no discussion among such officials on matter relating to public business would not be subject to the Sunshine Law, merely because of the presence of two or more members of a covered board or commission.

Councilmembers should avoid situations in which they may be perceived by the general public as discussing matters which may come before the board or commission.

Elected officials are always on display – people around them that they may not know monitor their actions, mannerisms, and language. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

**Continue respectful behavior in social gatherings:** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in social conversations.

**Be aware of the insecurity of written notes, voicemail messages, and e-mail:** Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speakerphone in a full office?

What would happen if this e-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

The Sunshine Law applies to the deliberations and discussions between two or more members of the City Council on some matter which foreseeably will come before the Council for action. The use of a telephone to conduct such discussions does not remove the conversation from the requirements of s. 286.011, F.S.

Section 286.011, F.S., applies to meetings of "two or more members" of the same board or commission when discussing some matter which will foreseeably come before the board or commission.

#### **IV. Council Conduct with City Staff**

"Never let a problem become an excuse."

-- Robert Schuller

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

##### **Treat all staff as professionals.**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior toward staff is not acceptable.

##### **Limit contact to specific City staff.**

Questions of City staff and/or requests for additional background information should be directed only to the City Manager, City Attorney, or Department Heads. The Office of the City Manager should be copied on any request.

Requests for follow-up or directions to staff should be made only through the City Manager or the City Attorney when appropriate. When in doubt about what staff contact is appropriate, Councilmembers should ask the City Manager for direction. Materials supplied to a Councilmember in response to a request will be made available to all members of the Council so that all have equal access to information.

##### **Do not disrupt City staff from their jobs.**

Councilmembers should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

##### **Never publicly criticize an individual employee.**

Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through correspondence or conversation. Comments about staff in the office of the City Attorney should be made directly to the City Attorney.

##### **Do not get involved in administrative functions.**

Councilmembers must not attempt to influence City staff on items that are within the jurisdiction of the City Manager such as the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

##### **Check with City staff on correspondence before taking action.**

Before sending correspondence, Councilmembers should check with City staff to see if an official City response has already been sent or is in progress.

**Do not attend meetings with City staff unless directed by council.**

Even if the Councilmember does not say anything, the Councilmember's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

**Limit requests for staff support.**

Routine secretarial support will be provided to all Councilmembers. All mail for Councilmembers is opened by the City Clerk or designee, unless other arrangements are requested by a Councilmember. Mail addressed to the Mayor is reviewed first by the City Manager who notes suggested action and/or follow-up items.

Requests for additional staff support – even in high priority or emergency situations -- should be made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

**Do not solicit political support from staff.**

Councilmembers should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

**Prior to Council Meetings**

When preparing for Council meetings, Council members should direct questions ahead of time to the City Manager so that staff can provide the desired information at the Council meeting.

**V. Council Conduct with and Relationship to the City Attorney**

**No Attorney-Client Relationship**

Council members who consult the City Attorney, his or her staff and/or attorney(s) contracted to work on behalf of the City cannot enjoy or establish an attorney-client relationship with said attorney(s) by consulting with or speaking to same. Any attorney-client relationship established belongs to the City, acting through the City Council and as may be allowed in Florida Bar Rules of Professional Conduct and State law for purposes of defending the City and/or the City Council in the course of litigation and/or administrative proceedings, etc.

**Request for Legal Assistance**

Legal assistance may be requested directly to the City Attorney by an individual City Council member outside of public meeting(s) to assist the City Council member in carrying out his or her official duties on a matter. The City Attorney will respond to the individual request as prescribed in the Legal Services Agreement with the City.

**VI. Council Conduct with the Public**

"If a man be gracious and courteous to strangers, it shows he is a citizen of the world, and that his heart is no island cut off from other lands, but a continent that joins to them."

-- Francis Bacon

**In Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Councilmembers

toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

**Be welcoming to speakers and treat them with care and gentleness.**

"I give many public presentations so standing up in front of a group and using a microphone is not new to me. But I found that speaking in front of Council was an entirely different experience. I was incredibly nervous and my voice was shaking. I think the reason was because the issue was so personal to me. The Council was going to take a vote that would affect my family's daily life and my home. I was feeling a lot of emotion. The way that Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity."

**Give the appearance of active listening.** It is disconcerting to speakers to have Councilmembers not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time gazing around the room gives the appearance of disinterest.

**Ask for clarification, but avoid debate and argument with the public.**

Only the Chair – not individual Councilmembers -- can interrupt a speaker during a presentation. However, a Councilmember can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language that the Councilmember finds disturbing.

**No personal attacks of any kind, under any circumstance**

Councilmembers should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

**In Unofficial Settings**

**Make no promises on behalf of the Council.**

Councilmembers will frequently be asked to explain a Council action or to give their

opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

**Make no personal comments about other Councilmembers.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Councilmembers, their opinions and actions.

**Remember that Dunnellon will always be a small town at heart.**

Councilmembers are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Dunnellon. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Councilmembers, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

## **VII. Council Conduct with Other Public Agencies**

"Always do right. This will gratify some people and astonish the rest."

-- Mark Twain

### **Be clear about representing the city or personal interests.**

If a Councilmember appears before another governmental agency or organization to give a statement on an issue, the Councilmember must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; 2) whether this is the majority or minority opinion of the Council.

If the Councilmember is representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint.

If the Councilmember is representing another organization whose position is different from the City, the Councilmember should withdraw from voting on the issue if it significantly impacts, or is detrimental to the City's interest. Councilmembers should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

### **Correspondence also should be equally clear about representation.**

City letterhead may be used when the Councilmember is representing the City and the City's official position. A copy of official correspondence should be given to the City Clerk to be filed as part of the permanent public record.

City letterhead shall not be used for correspondence of Councilmembers representing a personal point of view, or a dissenting point of view from an official Council position.

## **VIII. Council Conduct with Boards and Commissions**

"We rarely find that people have good sense unless they agree with us."

--Francois, Duc de La Rochefoucauld

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government, and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

### **If attending a Board or Commission meeting, be careful to only express personal opinions.**

Councilmembers may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a Board or Commission meeting should be clearly made as an individual opinion, and not a representation of the feelings of the entire City Council.

### **Limit contact with Board and Commission members to questions of clarification.**

It is inappropriate for a Councilmember to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Councilmembers to

contact Board or Commission members in order to clarify a position taken by the Board or Commission.

**Remember that Boards and Commissions serve the community, not individual Councilmembers.**

The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."

**Be respectful of diverse opinions.**

A primary role of Boards and Commissions is to represent many points of view in the community, and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair and respectful of all citizens serving on Boards and Commissions.

~~**Keep political support away from public forums.**~~

~~Board and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.~~

**Inappropriate behavior can lead to removal.**

Inappropriate behavior by a Board or Commission member should be noted to the City Manager, and the City Manager should counsel the offending member. If inappropriate behavior continues, the City Manager should bring the situation to the attention of the Council, and the individual is subject to removal from the Board or Commission.

**IX. Council Conduct with the Media**

"Keep them well fed and never let them know that all you've got is a chair and a whip."

-- Lion Tamer School

**Councilmembers are frequently contacted by the media for background and quotes.**

**The best advice for dealing with the media is to never go "off the record."**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

**The Mayor is the official spokesperson for the representative on City position.**

The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether their comments represent the official City position or a personal viewpoint.

**Choose words carefully and cautiously.** To avoid inadvertent errors by the media when quoting what a Councilmember says, it is advisable to give short answers. Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

## **X. Sanctions**

"You cannot have a proud and chivalrous spirit if your conduct is mean and paltry; for whatever a man's actions are, such must be his spirit." -- Demosthenes

### **Public Decorum**

Each person who addresses the City Council shall not be allowed to make personal, impertinent, slanderous, abusive, obscene, profane, or disruptively repetitive remarks to any member of the City Council, staff, or the general public. Any person who makes such remarks, or who utters loud, threatening, or abusive language, or engages in any other disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of any City Council meeting shall be instructed by the Chair to cease making such remarks and refrain from engaging in such improper conduct. If the person fails to comply with the Chair's instruction, (s)he may be removed from the Council Chambers upon the Chair's directive (unless a majority of City Council grants such person permission to remain in Council Chambers) or upon the directive of a majority of City Council. Upon removal such person shall be barred from further audience before the City Council during that meeting.

Any individual who commits a violent act at a City Council meeting shall be immediately removed from the Council Chambers and barred from further audience during that meeting.

It is the duty of the Chief of Police or a member of the Police Department acting as sergeant-at-arms to forcibly evict, if necessary, any person from the Council Chambers upon the order of the Chair or Council at any such meeting. The sergeant-at-arms shall carry out all orders and instructions given by the Chair for the purpose of maintaining order and decorum at the Council meeting.

If speakers become flustered or defensive by Council questions, the Chair will make a good faith effort to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Councilmembers to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Councilmembers' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

All persons wishing to address the City Council must limit their comments to the specific subject being addressed. All questions or comments must be directed to the Chair rather than to an individual Councilmember, City Staff, Attorney, or other City consultant.

### **Inappropriate Staff Behavior**

Councilmembers should refer to the City Manager any City staff or to the City Attorney any City Attorney's staff who do not follow proper conduct in their dealings with Councilmembers, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

## **XI. Principles of Proper Conduct**

### **Proper conduct IS ...**

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

### **Proper conduct IS NOT ...**

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner
- **It all comes down to respect.**

Respect for one another as individuals . . . respect for the validity of different opinions  
respect for the democratic process . . . respect for the community that we serve.

## **XII. Checklist for Monitoring Conduct**

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense?
- Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?



- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

### **XIII. Glossary of Terms**

**attitude** - The manner in which one shows one's dispositions, opinions, and feelings

**behavior** - External appearance or action; manner of behaving; carriage of oneself

**civility** - Politeness, consideration, courtesy

**conduct** - The way one acts; personal behavior

**courtesy** - Politeness connected with kindness

**decorum** - Suitable; proper; good taste in behavior

**manners** - A way of acting; a style, method, or form; the way in which things are done

**point of order** - An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration

**point of personal privilege** - A challenge to a speaker to defend or apologize for comments that a fellow Councilmember considers offensive

**propriety** - Conforming to acceptable standards of behavior

**protocol** - The courtesies that are established as proper and correct

**respect** - The act of noticing with attention; holding in esteem; courteous regard

I affirm that I have read and understand this City of Dunnellon Code of Conduct.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Council Seat Number

---

Councilmember Signature

---

Date

**RESOLUTION #RES2022-07**

**A RESOLUTION OF THE CITY OF DUNNELLON AMENDING THE BLUE RUN OF DUNNELLON PARK MANAGEMENT PLAN AS SPECIFIED HEREIN; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Blue Run of Dunnellon Park Management Plan (the “MP”) provides for the establishment and administration of Blue Run Park; and

**WHEREAS**, the City of Dunnellon adopted the MP via Resolution #RES2010-15 on September 27, 2010 and has since amended same by resolution from time to time; and

**WHEREAS**, the City of Dunnellon desires to amend the MP as set forth herein; and

**WHEREAS**, per the terms of the MP, the City, Marion County, and Office of Greenways and Trails have a direct interest in the management of Blue Run Park; and

**WHEREAS**, a copy of the amendments to the MP proposed herein have been provided to Marion County, the Florida State Park Service (formerly Office of Greenways and Trails), and Florida Communities Trust (“FCT”) for feedback and comment and the City received no objections; and

**WHEREAS**, the City owns Blue Run Park and per the MP is the entity with primary responsibility for management of the Park and ensuring compliance with the MP; and

**WHEREAS**, the concept of the MP is to carefully overlay the required public facilities and trails on the property to ensure the long-term protection of Blue Run Park’s natural communities while providing park visitors with access to the Park’s exceptional natural resources and interpretive experiences; and

**WHEREAS**, the MP identifies the capital improvement facilities required for visitor comfort, access, and safety as well as the park’s maintenance, operational, and regulatory needs; and

**WHEREAS**, the MP recognizes the importance of a comprehensive approach for a successful park program; and

**WHEREAS**, the overall goal of the MP is to provide visitors with a safe experience in one Florida’s natural treasures, while ensuring that the park’s natural resources are protected for future generations; and

**WHEREAS**, Blue Run Park is intended to be managed for the conservation, protection, and enhancement of natural resources and for public outdoor passive recreation that is compatible with the conservation, protection, and enhancement of the park; and

**WHEREAS**, in furtherance of that goal, Section V of the MP requires the City to adopt park rules, regulations and policies to ensure the protection of the natural resources of the park; and

**WHEREAS**, the K.P. Hole shuttle service provided by Marion County (or its contractor on behalf of Marion County) is the sole transportation service authorized to operate within Blue Run Park; and

**WHEREAS**, City desires to amend the MP to implement identification requirements for designated K.P. Hole shuttles in order to ensure that shuttles performing transportation services within the Park are permitted to do so; and

**WHEREAS**, nature trails are meant to provide non-motorized, low-impact, low-traffic pedestrian passage and recreation within the park; and

**WHEREAS**, individuals using the park to take part in relatively high-impact, high-traffic water-based recreational purposes such as tubing, kayaking and other water-based activities sometimes carry bulky water-based recreational equipment and other supplies over the nature trails; and

**WHEREAS**, such use of nature trails increases impact to natural resources and the environment as well as increases danger to park attendees due to individuals having reduced awareness while carrying heavy and/or bulky objects in the presence of dangerous wildlife; and

**WHEREAS**, the City desires to amend the MP to address same; and

**WHEREAS**, the City Council of the City of Dunnellon finds the amendments to the MP as specified herein to be in the best interests of the City and its residents.

**LEGISLATIVE UNDERSCORING:** Underlined words constitute additions to the MP, ~~strike through~~ constitutes deletions from the original, and asterisks (\*\*\*) indicate an omission from the existing text which is intended to remain unchanged.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**SECTION 1.** Legislative Findings. The Whereas clauses above are adopted as legislative findings of the City Council.

**SECTION 2.** The City of Dunnellon hereby amends the MP as follows:

- a) The section entitled “Easements, Concession, Leases” of “Chapter IV. Site Development and Improvement” located on page 17 of the MP is amended by addition of the following underlined language:

\*\*\*

The K.P. Hole shuttle service provided by Marion County (or its contractor on behalf of Marion County) is the sole transportation service authorized to operate within Blue Run Park. All such designated shuttles responsible for guest transportation must be identified by signage on the side of the shuttle that reads “KP Hole Park Shuttle” visible from no less than 50 feet away (letters must be a minimum of five (5) inches in height).

- b) The section entitled “Easements, Concession, Leases” of “Chapter V. Management Needs” located on page 21 of the MP is amended by addition of the following underlined language:

\*\*\*

The K.P. Hole shuttle service provided by Marion County (or its contractor on behalf of Marion County) is the sole transportation service authorized to operate within Blue Run Park. All such designated shuttles responsible for guest transportation must be identified by signage on the side of the shuttle that reads “KP Hole Park Shuttle” visible from no less than 50 feet away (letters must be a minimum of five (5) inches in height).

**SECTION 3.** The City of Dunnellon hereby amends the MP as follows:

The section entitled “Park Rules, Regulations and Policies” of “Chapter V. Management Needs” located on page 21 of the MP is amended by addition of the following underlined language:

The City of Dunnellon, within one year, will develop an ordinance that will establish the rules, regulations, and policies for public use of the Blue Run of Dunnellon Park. The purpose of the ordinance will be to ensure that the natural resources of the park are protected while providing visitors with compatible access that is consistent with the goals of the Management Plan. The rules will ensure that nature trails are used in a manner consistent with their purpose of providing low-impact recreational passage that will not cause undue environmental impacts or dangers to park users. The rules will also reduce user conflicts that can result from inappropriate use. The rules and policies will be posted throughout the park and be available in a park brochure. Examples are listed below:

- Bulky and/or heavy equipment is prohibited on nature trails and unimproved areas of the Park. (City will specify size restriction within ordinance applicable to equipment including, but not limited to kayaks, inflated tubes and/or inner tubes, paddleboards, canoes, and coolers. This rule shall not be applicable to equipment that is necessary for accessibility by persons with disabilities, equipment utilized for administrative purposes, equipment which must be allowed under state or federal law, or fishing poles.)

\*\*\*

**SECTION 4.** If any section, sentence, clause or phrase of this Resolution is held to be invalid or

unconstitutional by any court of competent jurisdiction, that holding in no way affects the remaining portions of this Resolution.

**SECTION 5.** All resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 6.** This resolution shall take effect on September 12, 2022.

Upon motion duly made and carried, the foregoing Resolution was adopted by the City Council of the City of Dunnellon on the \_\_\_th day of \_\_\_\_\_ 2022.

**CITY OF DUNNELLON, FLORIDA**

**ATTEST:**

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

\_\_\_\_\_  
Amanda Odom, CMC, City Clerk

Approved as to form and legality:

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



35           **WHEREAS**, the overall goal of the Management Plan is to provide visitors with a safe  
36 experience in one Florida's natural treasures, while ensuring that the park's natural resources are  
37 protected for future generations; and

38           **WHEREAS**, the Management Plan recognizes Marion County as the City of Dunnellon's  
39 principal partner regarding protection of Blue Run Park and the park's management; and

40           **WHEREAS**, Blue Run Park is intended to be managed for the conservation,  
41 protection, and enhancement of natural resources and for public outdoor passive recreation  
42 that is compatible with the conservation, protection, and enhancement of the park; and

43  
44           **WHEREAS**, Marion County has historically operated its K.P. Hole shuttle service as  
45 contemplated by the Blue Run Park Management Plan and as authorized per the Plan's  
46 requirements; and

47           **WHEREAS**, the K.P. Hole shuttle service provided by Marion County (or its contractor  
48 on behalf of Marion County) is the sole transportation service authorized to operate within Blue  
49 Run Park; and

50           **WHEREAS**, City desires to amend the MP to implement identification requirements  
51 for designated shuttles in order to ensure that shuttles performing transportation services  
52 within the Park are permitted to do so; and

53           **WHEREAS**, nature trails are meant to provide non-motorized, low-impact, low-traffic  
54 pedestrian passage and recreation within the park; and

55           **WHEREAS**, individuals using the park to take part in relatively high-impact, high-traffic  
56 water-based recreational purposes such as tubing, kayaking and other water-based activities  
57 sometimes carry bulky water-based recreational equipment and other supplies over the nature  
58 trails; and

59           **WHEREAS**, such use of nature trails increases impact to natural resources and the  
60 environment as well as increases danger to park attendees due to individuals having reduced  
61 awareness while carrying heavy and/or bulky objects in the presence of dangerous wildlife; and

62           **WHEREAS**, the City is committed to compliance with Americans with Disabilities  
63 Act and making needed accessibility accommodations; and

64  
65           **WHEREAS**, the City of Dunnellon recognizes the preemption of firearm regulation by  
66 the State legislature; and

67  
68  
69



70           **WHEREAS**, the rules, regulations, and provisions of this Ordinance have been developed  
71 by the City Council of Dunnellon to ensure consistency between the regulations of appropriate  
72 State Agencies and the Blue Run Park Management Plan; and

73  
74           **WHEREAS**, City Council of the City Dunnellon finds that the rules, regulations, and  
75 provisions of this Ordinance are consistent with the Blue Run Park Management Plan; and  
76

77           **WHEREAS**, the City Council of the City of Dunnellon determines that it is in the best  
78 interest of the health, safety, and welfare of its residents to adopt the rules, regulations, and  
79 provisions of this Ordinance as stated herein.  
80

81 **LEGISLATIVE UNDERSCORING:** Underlined words constitute additions to the City of  
82 Dunnellon Code of Ordinances, ~~striketrough~~ constitutes deletions from the original, and asterisks  
83 (\*\*\*) indicate an omission from the existing text which is intended to remain unchanged.  
84

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

87 **SECTION 1:** The “whereas” clauses cited herein are the legislative findings of the City  
88 Council.  
89

90 **SECTION 2:** Chapter 46 – Parks and Recreation, Article III – BLUE RUN PARK is hereby  
91 amended as follows:  
92

93 **Article III – Blue Run Park.**

94 \*\*\*

95  
96 Sec. 46-77. - Blue Run Park User Rules and Regulations.

97 The following rules and regulations for use of Blue Run Park shall apply.

98       a) Regular park hours are from dawn to dusk.  
99

100       b) Possession and use of alcoholic beverages is prohibited.  
101

102       c) Fires are prohibited, however prescribed fires for the purpose of resource management for  
103 which the appropriate permit(s) has been obtained are allowed.  
104

105       d) Motorized vehicles are prohibited beyond the parking area, except for those necessary for  
106 accessibility by persons with disabilities and those utilized for administrative purposes.

- 107 e) Golf carts are prohibited.
- 108
- 109 f) Overnight use or camping is prohibited.
- 110
- 111 g) Pets must be on a leash and controlled at all times, and owner must clean up after.
- 112
- 113 h) Removal or cutting of vegetation is prohibited except for maintenance purposes.
- 114
- 115 i) Collecting or harassing wildlife in any stage of life or form is prohibited.
- 116
- 117 j) Catch and release fishing is permitted in the interior pond. Any other fishing is prohibited.
- 118
- 119 k) Possession and/or discharge of an air gun, slingshot, bow and arrow, or spear gun is
- 120 prohibited.
- 121
- 122 l) Trash must be placed in designated containers.
- 123
- 124 m) Disposal of personal trash from off-site is prohibited.
- 125
- 126 n) Damaging or defacing any park facility or sign is prohibited.
- 127
- 128 o) Metal detectors are prohibited.
- 129
- 130 p) Engaging in violent or disruptive behavior or refusal to follow directions of official staff is
- 131 prohibited.
- 132
- 133 q) Use of facilities is on a first come, first served basis.
- 134
- 135 r) Cyclists and other individuals utilizing any other form of conveyance shall yield to
- 136 pedestrians.
- 137
- 138 s) Equestrian use is prohibited except for official use.
- 139
- 140 t) Individuals shall comply with the City's noise regulations as codified in Sec. 42-3, in the
- 141 Code of Ordinances of the City of Dunnellon.
- 142
- 143 u) Use of any device or vehicle that disturbs the natural soundscape of the park is prohibited. As
- 144 used herein "natural soundscape" shall mean all the natural sounds that occur in Blue Run Park,
- 145 including the physical capacity for transmitting those natural sounds and the interrelationships
- 146 among park natural sounds of different frequencies and volumes.
- 147

148 v) Groups of more than 25 people shall contact the City’s Clerk’s office at least five days in  
149 advance in order to make a reservation.

150  
151 w) Bulky and/or heavy equipment equal to or greater than two (2) feet in length is prohibited  
152 on nature trails and unimproved areas of the park. This restriction is applicable to  
153 equipment including, but not limited to, kayaks, inflated tubes and/or inner tubes,  
154 paddleboards, canoes, and coolers. This rule shall not be applicable to equipment that is  
155 necessary for accessibility by persons with disabilities, equipment utilized for  
156 administrative purposes, equipment which must be allowed under state or federal law,  
157 and/or fishing poles.

158 \*\*\*

159  
160 Sec. 46-79. – Prohibition on Commercial Use.

- 161 a) Commercial use of the park is prohibited except as otherwise provided herein.  
162  
163 b) For purposes of this section, ‘commercial use’ shall mean:  
164  
165 i. the sale or rental of any item, good, concession, or merchandise within the boundaries  
166 of Blue Run Park; and  
167  
168 ii. the provision of any service performed within the boundaries of Blue Run Park  
169 regardless of whether compensation for such service is paid onsite or offsite.

170  
171 Governmental provision of park services by Marion County for water-based recreation  
172 and/or other passive recreation programs are exempt from this section so long as such  
173 services are authorized both via Interlocal Agreement 2007-14 (entered into between the  
174 City and Marion County on May 14, 2007) and per the requirements of the Blue Run Park  
175 Management Plan. The K.P. Hole shuttle service provided by Marion County (or its  
176 contractor on behalf of Marion County) is the sole transportation service authorized per the  
177 requirements of the Blue Run Park Management Plan. All such designated shuttles  
178 responsible for guest transportation must be identified by signage on the side of the shuttle that  
179 reads “KP Hole Park Shuttle” visible from no less than 50 feet away (letters must be a minimum  
180 of five (5) inches in height).

181  
182 \*\*\*

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

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

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

197 **SECTION 7. EFFECTIVE DATE.** This Ordinance shall become effective on September 12,  
198 2022.

199 **Upon motion duly made and carried,** the foregoing Ordinance was approved upon the first  
200 reading on the 11th day of July 2022.

201  
202 **Upon motion duly made and carried,** the foregoing Ordinance was approved and passed upon  
203 the second and final reading and public hearing on the 12th day of September 2022.

204  
205 Ordinance Posted on the City’s website on July 6, 2022. Public hearing advertised on the City’s  
206 website on August 31, 2022 and advertised in the Riverland News on September 2, 2022.

207  
208 ATTEST: **CITY OF DUNNELLON**  
209  
210 \_\_\_\_\_  
211 Amanda L. Odom, CMC \_\_\_\_\_  
212 City Clerk William P. White, Mayor

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214  
215 Approved as to Form:  
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217 \_\_\_\_\_  
218 Andrew J. Hand, City Attorney

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**CERTIFICATE OF POSTING**

**I HEREBY CERTIFY** that copies of the foregoing Ordinance were posted at City Hall, the Chamber of Commerce, and Dunnellon Library, in the City of Dunnellon, Florida, and on the City’s Official Website this 6th day of July 2022.

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Amanda L. Odom, CMC  
City Clerk

**RESOLUTION #RES2022-10**

**CITY OF DUNNELLON**

**A RESOLUTION TENTATIVELY SETTING THE TAX MILLAGE FOR  
THE YEAR 2022**

WHEREAS, the City Council for the City of Dunnellon met on September 12, 2022 at 5:30 p.m. at City Hall, 20750 River Dr., Dunnellon, FL 34431, to consider the tentative amount of the tax millage to be collected on all real and personal property in the City of Dunnellon, Florida for the year 2022; and

WHEREAS, the City Council has determined the tentative millage on all real and personal properties in the City of Dunnellon shall be set at 6.3000 mills which is 3.43% greater than the rolled-back rate of 6.0912 mills.

NOW, THEREFORE, be it resolved by the City Council for the City of Dunnellon, Florida that:

The tax millage on all real and personal properties in the City of Dunnellon for the year 2022 is tentatively set at 6.3000 mills.

DULY ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING HELD ON  
THE 12<sup>th</sup> DAY OF SEPTEMBER, 2022.

ATTEST:

\_\_\_\_\_  
AMANDA ODOM, CMC  
City Clerk

\_\_\_\_\_  
WILLIAM P. WHITE  
Mayor

Approved as to Form for use and reliance by the  
City of Dunnellon, Florida:

\_\_\_\_\_  
ANDREW HAND  
City Attorney

**RESOLUTION #RES2022-11**

**CITY OF DUNNELLON**

**A RESOLUTION ADOPTING THE TENTATIVE BUDGET FOR  
THE FISCAL YEAR 2022-2023**

WHEREAS, the City Council for the City of Dunnellon met on September 12, 2022 at 5:30 p.m. at City Hall, 20750 River Dr., Dunnellon, FL 34431, to consider the adoption of a tentative budget for the fiscal year 2022-2023; and

WHEREAS, the City Council for the City of Dunnellon has determined that the budget will be \$ 4,772,572.00 for the City of Dunnellon.

NOW, THEREFORE, be it resolved by the City Council for the City of Dunnellon, Florida that:

The budget for the City of Dunnellon has been tentatively set for \$4,772,572.00

DULY ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING HELD ON  
THE 12th DAY OF SEPTEMBER, 2022.

ATTEST:

---

AMANDA ODOM, CMC  
City Clerk

---

WILLIAM P. WHITE  
Mayor

Approved as to Form for use and reliance by the  
City of Dunnellon, Florida:

---

ANDREW HAND  
City Attorney