

Agenda  
City of Dunnellon  
Special City Council Meeting  
**August 18, 2021 5:30 P.M.**

Join Zoom

<https://dunnellon.zoom.us/j/88324607514?pwd=aVUvSIFoQlZnd2U4RjFkZTBvUjFoQT09>

Webinar ID: 883 2460 7514

**Dunnellon Special City Council meeting will be held on August 18, 2021, 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 [mroberts@dunnellon.org](mailto:mroberts@dunnellon.org).

Members of the public who would like to participate are encouraged to register in advance by Noon on Wednesday, August 18th. 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 Wednesday, August 11, 2021.

Council's Comments Regarding Agenda

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

- 1. City Owned Property Located At 11808 North Ohio Street, Former Souls Harbor Church**

## Accept Public Comment

Proposed Motion: I move to direct staff to prepare a resolution declaring the City owned property located at 11808 North Ohio Street as surplus property, begin taking action necessary to comply with CRA property disposition requirements which shall include scheduling a special CRA Board meeting to take appropriate action, and further authorize staff to take other actions necessary to begin preparations to list the property for sale.

### 2. Ordinance #ORD2021-02 Blue Run Park Rules And Regulations (Backup To Be Provided)

#### Accept Public Comment

Proposed Motion: I move to direct staff to incorporate the input provided by City Council into draft Ordinance #ORD2021-02, Blue Run Park Rules and Regulations, for City Council's review at the upcoming September workshop.

### 3. Four-Factor Analysis For Limited English Proficiency (LEP) Persons - CDBG Program

#### Accept Public Comment

Proposed Motion: I move to authorize the Mayor to certify the results of the Four-Factor Analysis as presented.

Documents:

[Four-Factor Analysis for Limited English Proficiency Persons CDBG Program.pdf](#)

### 4. Council Liaison Reports And Comments

### 5. Department Head Comments

### 6. City Attorney's Report

### 7. Adjourn

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

#### Meeting Schedule:

September 8, 2021 Regular Council Workshop

September 13, 2021 Regular Council Meeting

September 13, 2021 First Public Hearing to Adopt Tentative FY 2021-22 Budget

September 27, 2021 Second and Final Hearing to Adopt FY 2021-22 Budget

ANY PERSON REQUIRING A SPECIAL ACCOMMODATION AT THIS HEARING BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT THE CITY CLERK AT (352) 465-8500 AT LEAST 48 HOURS PRIOR TO THE PROCEEDING. IF A PERSON DESIRES TO APPEAL ANY DECISION WITH RESPECT TO ANY MATTER CONSIDERED AT THE ABOVE MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY IS NOT RESPONSIBLE FOR ANY MECHANICAL FAILURE OF RECORDING EQUIPMENT.

**CITY OF DUNNELLON  
COUNCIL  
AGENDA SUMMARY FORM**

**Meeting Date:** August 18, 2021

**Review by City Attorney:** N/A

**Responsible Dept.:** Finance

**Department Head Approval:** Jan Smith

**Subject:** Four-Factor Analysis for Limited English Proficiency (LEP) Persons-CDBG Program

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

On June 23, 2021 City Council gave their authorization to move forward to apply for a Rebuild Florida General Infrastructure Grant through the CDBG disaster mitigation program to address flooding and drainage issues in Dunnellon Heights.

As a condition for grant recipients of CDBG funds the City must document that we have performed a four factor analysis to serve as the guide for determining which language assistance measures the City will undertake to guarantee access to the City's CDBG programs by LEP persons.

As a result of this analysis the City is not required to develop a language assistance plan and must certify the result to DEO.

**Fiscal Information:** N/A

**Procurement Method:** N/A

**Purchase Requisition#:** N/A

**Recommended Action:** Authorize the Mayor to certify the results of the Four Factor Analysis

**Initiated by:** JS

**FOUR-FACTOR ANALYSIS  
FOR LIMITED ENGLISH PROFICIENCY  
PERSONS**

**COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM**

**CITY OF DUNNELLON, FLORIDA**

**Purpose:** In compliance with Executive Order 13166, the City of Dunnellon has developed the following Four Factor Analysis for Limited English Proficiency (LEP) persons.

**History:** Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

**City of Dunnellon Four-Factor Analysis:** The following Four-Factor Analysis will serve as the guide for determining which language assistance measures the City of Dunnellon will undertake to guarantee access to the City of Dunnellon's Community Development Block Grant (CDBG) programs by LEP persons.

1. Number or proportion of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services).

The City of Dunnellon utilized American Community Survey data Table # S1602. Based on this data, the City of Dunnellon does not meet the 1,000 or 5% LEP persons threshold for any languages identified.

2. The frequency with which the LEP persons come into contact with the program.

The proposed project is an infrastructure project that does not provide direct assistance to individuals. As a result, LEP persons rarely come into contact with the CDBG program. However, all citizen participation activities are open to the general public.

3. The nature and importance of the program, activity, or service provided by the program.

The proposed project does not provide direct assistance to individuals. As a result, LEP persons rarely come into contact with the CDBG program. However, all citizen participation activities are open to the general public.

4. The resources available and costs to the recipient.

Currently, there are free websites that can be utilized to translate some written materials. Additionally, local volunteers have been identified to provide oral translation services at public meetings and during conversations with LEP residents during the implementation of the proposed project. Furthermore, many of the common forms used in the implementation of a CDBG project are available in multiple languages on the HUD and DOL websites. Additionally, translation activities are an eligible CDBG administrative expense. Therefore, limited LAP measures are reasonable given the resources available to the City of Dunnellon.

**Certification:** Based on the above Four-Factor Analysis, the City of Dunnellon, Florida is not required to develop a LAP. However, the City of Dunnellon will make all reasonable attempts to accommodate language access needs of residents requesting oral translation during citizen participation activities.

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William P. White, Mayor

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Date