

**Agenda
City of Dunnellon
Community Redevelopment Agency Meeting
20750 River Drive, Dunnellon, FL 34431
March 09, 2020
5:00 p.m.**

PLEASE NOTE: Individuals wishing to address City Council are required to sign in at the beginning of the meeting. You may address the Council one time before each agenda item as the item is called upon. A three-minute time limit will be strictly administered per agenda item unless you are scheduled on the agenda to appear before City Council.

PLEASE TURN CELL PHONES OFF.

Call to Order

Pledge of Allegiance

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

Roll Call

Proof of Publication (Posted on City's website and City Hall bulletin board on Thursday, March 5, 2020)

Council's Comments Regarding Agenda
Public Comments

CONSENT AGENDA

1. CRA BOARD MEETING MINUTES

November 12, 2019 CRA Meeting

Documents:

[CRA Board Minutes November 12, 2019.pdf](#)

CONSENT AGENDA APPROVAL

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

REGULAR AGENDA

2. Fiscal Year 2019-2020 First Quarter Budget Update

Documents:

[Council Presentation CRA 1Q 2020.pdf](#)

3. PUBLIC COMMENTS

4. ADJOURN

PROPOSED MOTION: I move the CRA 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.

**City of Dunnellon
Community Redevelopment Agency Board**

Date: November 12, 2019

Time: 5:00 p.m.

Place: City Hall

20750 River Dr., Dunnellon, FL 34431

Call to Order and Pledge

Mayor Burns called the meeting to order at approximately 5:05 p.m., and led in the pledge of allegiance. He asked if any invitee or volunteer was present to open with prayer. Katherine Burns provided the invocation.

Roll Call

The following members answered present at roll call:

Dale Burns, Mayor, Seat 1

Bill White, Councilman, Seat 2

Anita Williams, Councilwoman, Seat 3

Valerie Hanchar, Vice-Mayor, Seat 4

Linda Fernandez, Councilwoman, Seat 5

Staff Present

Dawn Bowne, City Administrator

Mandy Roberts, City Clerk

Jan Smith, Finance Officer

Lonnie Smith, Community Development

Mike McQuaig, Police Chief

Troy Slattery, Public Works Manager

Lynn Wyland, Records Clerk

Legal Counsel

Andrew Hand,

Shepard, Smith, Kohlmyer & Head, P.A.

Proof of Publication

Ms. Roberts stated for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Thursday, November 7, 2019.

Council's Comments Regarding Agenda

There were none.

Public Comments

There were none.

Consent Agenda:

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

Agenda Item #1 – CRA Board Meeting Minutes

CRA Board Minutes, August 12, 2019

Vice-Mayor Hanchar moved the consent agenda be approved. Councilwoman Fernandez seconded the motion and all members were in favor. The vote was 5-0.

Regular Agenda:

Agenda Item #2 – Fiscal Year 2018-19 Fourth Quarter Tax Increment Finance District (Community Redevelopment Agency) Budget Update

Mrs. Smith provided her report on the revenues and expenditures. The year to date revenues total \$196,693 and expenses are at \$43,925. She noted one grant was awarded in the amount of \$2,880 for reimbursing a property owner. This will be paid out in the new fiscal year.

Councilman White asked questions regarding a full-time employment position that was budgeted but not filled.

Troy Slattery explained the restructuring in his department.

Councilman White commented on the positive remarks he receives regarding the new entrance signs.

He asked Mrs. Smith several questions regarding the CRA funds which she provided answers.

Agenda Item #3 – West Pennsylvania Streetscape Project Update

Mrs. Bowne commented on the new plant installation in the medians. She said it will be completed by the end of the month.

Mr. Slattery stated the W. Pennsylvania Avenue streetscaping project is still on schedule with a start date of mid-December.

Council and staff engaged in brief discussion regarding safety precautions to be taken during the installations of the trees and vegetation in the medians.

AGENDA ITEM #4 - ADJOURN

At approximately 5:26 p.m. Vice-Mayor Hanchar moved to adjourn the November 12, 2019 CRA Board meeting. Councilman White seconded the motion and all were in favor. The vote was 5-0.

ATTEST:

Amanda Roberts, CMC
City Clerk

C. Dale Burns, Jr., Mayor

**CITY OF DUNNELLON
COUNCIL
AGENDA SUMMARY FORM**

Meeting Date: 3/9/2020

Review by City Attorney:

Responsible Dept.: Finance

Council Action:

Department Head Approval:

Date of Action:

City Administrator Approval:

Subject: FY2019-2020 First Quarter TIFD (CRA) Budget Update

Request for Approval Summary Explanation & Background: A presentation on FY2019-2020 First quarter results will be made at the March 9, 2020 CRA Board meeting. The following documents will be provided at the meeting:

- Budget vs Actuals period ending December 31, 2019
- TIFD (CRA) Spending Schedule period ending December 31, 2019
- Cash/Equity Balances as of December 31, 2019

Fiscal Information: N/A

Procurement Method: N/A

Purchase Requisition#: N/A

Recommended Action:

Initiated by: JS

CITY OF DUNNELLON
2019-2020 YEAR TO DATE SUMMARY
December 25% COMPLETE

TAX INCREMENT FINANCING DISTRICT (CRA)							
	UNAUDITED FY 18-19 ACTUAL	FY 19-20 REVISED/ AMENDED BUDGET	FY 19-20 YEAR TO DATE ACTUAL	FY 19-20 % OF BUDGET COLLECTED	FY 19-20 PROJECTED	Projected vs Budget (Under)/Over Budget)	Variance From Budget at Year End
REVENUES							
Taxes	196,128	276,948	275,700	99.5%	275,700	(1,248)	
Grants	-	-	-	0.0%	-	-	
Miscellaneous	516	452	163	36.2%	452	-	
Other Sources/ Uses	-	300,730	-	0.0%	301,978	1,248	
Total TIFD Revenues	196,644	578,130	275,863	47.7%	578,130	(0)	
EXPENDITURES							
Personnel	15,138	16,147	2,456	15.2%	16,029	(118)	
Operations	7,016	42,047	11,136	26.5%	42,047	-	
Capital	15,079	442,946	-	0.0%	442,946	-	
Grants	-	76,990	2,880	3.7%	76,990	-	
Other Sources/Uses	-	-	-	0.0%	-	-	
Total TIFD Expenditures	37,233	578,130	16,471	2.8%	578,012	(118)	
Surplus/(Deficit)					118	118	

CASH/EQUITY BALANCES

1			UNAUDITED			NET CHANGE	NET CHANGE
2			BALANCE	BALANCE	BALANCE	FROM	FROM
3			10/1/2019	11/31/19	12/31/2019	PRIOR PERIOD	START OF YEAR
4			<hr/>				
5	TIFD EQUITY						
6	02000-15179	HISTORIC BLDG REDEVELOPMENT	21,000.00	21,000.00	-	(21,000.00)	(21,000.00)
7	02000-15183	TIFD EQUITY	433,623.25	418,559.83	708,470.52	289,910.69	274,847.27
8	02000-15183 A1731	TIFD EQUITY-BIKE PATH	253,760.00	253,760.00	253,760.00	0.00	0.00
9	TIFD EQUITY		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
			708,383.25	693,319.83	962,230.52	268,910.69	253,847.27

CRA Spending Schedule and History
Proposed FY2019-2020 Budget

		FY 2016-17		FY 2017-18		UNAUDITED FY 2018-19		FY 2019-20		
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Projected
1	Beginning Fund Balance -October 1	158,860		566,814		557,053	562,265	631,475	961,024	
2	Current Year Revenue	190,925		175,464		196,461	196,542	226,058	275,863	276,152
	Transfer from TIFD Reserve									301,978
	Transfer In-125 Pk donations from GF (Funds will be transferred when project begins construction)					26,790		24,357		
3										
4	Total Available Fund Balance	669,725		742,278		780,304	758,807	881,890	1,236,887	578,130
5										
6										
7	Fund Balance (RESERVES) Budgeted for:	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Projected
8	Personnel	21,660	23,093	29,320	31,034	30,184	13,047	16,147	2,456	16,029
9	Operating	36,084	19,344	36,104	15,226	40,948	3,652	42,047	11,136	42,047
10	Grants-CRA	51,569	0	50,000	3,600	60,000	0	76,990	2,880	76,990
11	Blue Run Pk Restrooms	30,000	18,000	12,000	0	12,000	0	12,000	0	12,000
12	125 Trailhead Re-design	23,400	0	23,400	0	50,190	0	47,757	0	47,757
13	City Welcome Signs - Three	20,000	300	20,000	18,269	0	15,079	0	0	-
14	W Penn Streetscape-PH 1			30,000	8,257	0		21,743	0	21,743
15	Parking Lots/Enhancements - Ernie Mills					202,922	0	361,446	0	361,446
	Parking Enhancements (Meters/Kiosks)-Project Terminated			50,000						
16										
17	Total Appropriations	182,713	60,737	250,824	76,386	396,244	31,778	578,130	16,472	578,012
18	RESERVES:		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve	Projected Restricted Reserves
	Fund Balance Available To Be Obligated To Projects (Line 4 minus Line 17)					384,060		303,760		
21	Recommended Projects:									
22	Park Improvements-Ernie Mills	12,087		12,087		12,087		-		Rolled into FY19/20 Budget-Park Improvements Ernie Mills reobligated and budgeted FY19-Parking Lots
23	Parking Enhancements	200,000		150,000		-		-		
	FDOT Multi-Modal Grant-Reserve (Max Contr. \$350,000)	50,000	153,760	153,760	203,760	253,760	253,760	303,760	-	303,760
24	Landscaping	10,000		10,000				-		FY 23/24 - Interlocal agreement with Marion County Reobligated to streetscape PH II in FY18/19
26	Benches	10,000		10,000				-		Reobligated to streetscape PH II in FY18/19
27	Lighting	10,000		10,000				-		Reobligated to streetscape PH II in FY18/19
28	Streetscape PH II (Bulb-outs, intersection upgrades 41/484, gateway infrastructure, stamped brick concrete)					95,213		-		Amount decreased due to available remaining reserves
29	Reserve-Historic Board (for Grants)	4,000	17,000	4,000	18,000	23,000	20,000			Reserve discontinued 10/1/19
30	Unappropriated Fund Balance FY 2018-2019									

Legend
Green = 1st year of obligation
Blue = 2nd year of obligation
Red = 3rd year of obligation
Orange = Completed projects