

**Agenda  
City of Dunnellon  
Community Redevelopment Agency Meeting  
20750 River Drive, Dunnellon, FL 34431  
August 10, 2020**

**5:00 p.m.**

Join Zoom

<https://dunnellon.zoom.us/j/94562730174?pwd=eDVYTW5JQ0hhbUd6Qm82cTYwakJGQT09>

Meeting ID: 945 6273 0174

**Dunnellon City Council meeting will be held on August 10, 2020, 5:00 p.m. at Dunnellon City Hall with Social Distancing Modifications.**

**Anyone attending the meeting will be required to wear a mask/face covering. All attendees will be subject to screening to include a temperature check.**

### **Public Comment**

Anyone who wishes to provide public comment will be able to do so by participating in the City Council meeting in person, or via the Zoom "**AUDIO ONLY**" platform and/or telephone, by speaking during public comment portions of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk 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 Monday August 10th. 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 so if no invitees/citizens volunteer.)

### **Roll Call**

**Proof of Publication** - Posted on City's website and City Hall bulletin board on Thursday, August 6, 2020.

## **1. CRA BOARD MEETING MINUTES**

March 9, 2020 CRA Meeting

Documents:

[20200309rm.pdf](#)

## **CONSENT AGENDA APPROVAL**

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

## **REGULAR AGENDA**

### **2. FY2019-2020 Third Quarter TIFD (CRA) Budget Update - Jan Smith**

Documents:

[CRA Quarterly Budget Update Agenda Packet\\_ADA.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: March 09, 2020

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. A member of the audience 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; **Absent**

**Staff Present**

Dawn Bowne, City Administrator

Mandy Roberts, City Clerk

Jan Smith, Finance Officer

Lonnie Smith, Community Development

Troy Slattery, Public Works Manager (arrived 5:10 p.m.)

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, March 5, 2020.

**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, November 12, 2019

Vice-Mayor Hanchar moved the consent agenda be approved. Councilwoman Williams seconded the motion. The vote was taken and all members were in favor. The vote was 4-0.

**Regular Agenda:**

**Agenda Item #2 – Fiscal Year 2019-20 First Quarter Budget Update**

Mrs. Smith provided a presentation of the fiscal year 2019-2020 first quarter results. She reviewed the revenues. She said 99.5% of our ad valorem revenue from TIFD has been received. The total revenue received to date is \$275,863. She pointed out on line 97, under the projected column, the projected is increased slightly due to people who default on their taxes. She explained we will have to utilize \$1,200 from reserves if we spend the entire CRA budget this year.

Mrs. Smith reviewed the expenditures. Total expenditures year to date are \$16,471. She said at this point she is projecting that we will spend almost the entire budget. She said we will have a better understanding of how things are going to play out as the year progresses.

Mrs. Smith reviewed Line 104, Operations. She explained the year-to-date actual of \$11,135 includes almost \$6,000 for the Streetscape Project and \$2,400 for general property insurance. She explained typically property and liability insurance is paid in advance payments.

Mrs. Smith engaged in discussion with Council regarding the proposed projects and reserve balance.

Mrs. Smith reviewed the project schedule which shows the breakdown and reserve balances. She said as of December 31, 2019, there is a total of \$708,470.52 in an unrestricted equity account for all the projects that are in this year's budget. She explained the total TIFD in the bank account is \$962,230.52 which includes the \$253,760 for the bike path project.

Council and staff engaged in brief discussion regarding the bike path project. Mrs. Smith stated during the next quarter she will be transferring \$50,000 into that reserve as provided for in the budget.

Councilman White asked what happens to the money set aside for the bike trail if the project is delayed for approximately five (5) years.

Mrs. Smith explained the money remains in the account obligated for the bike path. She said the agreement was for seven (7) years. After the seven years we would have to re-enter into an agreement with Marion County to keep the funds in reserve for the project.

Mrs. Smith provided an overview of the CRA Spending Schedule and History. The spreadsheet provides the breakdown for the proposed projects and the funds set aside in restricted reserve.

Mrs. Smith provided a brief summary of the general fund as of December 31, 2019. She said \$482,000 in revenue was received. As of December 31<sup>st</sup> 10.7% of revenue has been collected. She projected a shortfall of \$5,503 due to timing and ad valorem revenue receipts.

The total expenses are \$676,311. Mrs. Smith is currently projecting a small surplus of approximately \$6,000.

Mrs. Smith reviewed the spreadsheet listing all the general fund reserves. She explained Line 12, General Fund Unrestricted, which is the operating reserve.

**Agenda Item #3 – Public Comments**

There were none.

**Agenda Item #4 - Adjourn**

At approximately 5:40 p.m. Vice-Mayor Hanchar moved to adjourn the March 9, 2020 CRA Board meeting. Mayor Burns seconded the motion. The vote was taken and all members were in favor. The vote was 4-0.

ATTEST:

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Amanda Roberts, CMC  
City Clerk

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C. Dale Burns, Jr., Mayor

**CITY OF DUNNELLON  
CRA  
AGENDA SUMMARY FORM**

**Meeting Date:** August 10, 2020

**Review by City Attorney:**

**Responsible Dept.:** Finance

**Council Action:**

**Department Head Approval:** *Jan Smith*

**Date of Action:**

**City Administrator Approval:**

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

**Request for Approval Summary Explanation & Background:** Attached are the FY2019-2020 Third quarter results. The following documents are provided.

- Budget vs Actuals period ending June 30, 2020
- TIFD (CRA) Spending Schedule period ending June 30, 2020
- Cash/Equity Balances as of June 30, 2020

**Fiscal Information:** N/A

**Procurement Method:** N/A

**Purchase Requisition#:** N/A

**Recommended Action:** N/A

**Initiated by:** JS

**CITY OF DUNNELLON  
2019-2020 YEAR TO DATE SUMMARY  
JUNE 50% COMPLETE**

48

91

92

**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
<b>REVENUES</b>							
Taxes	196,128	276,948	275,700	99.5%	275,700	(1,248)	
Grants	-	-	-	0.0%	-	-	
Miscellaneous	846	452	685	127.9%	798	346	
Other Sources/ Uses	-	300,730	-	0.0%	-	(300,730)	Decrease: transfer from reserve not needed to fund expenses \$149,047
<b>Total TIFD Revenues</b>	<b>196,973</b>	<b>578,130</b>	<b>276,385</b>	<b>47.8%</b>	<b>276,498</b>	<b>(301,632)</b>	
<b>EXPENDITURES</b>							
Personnel	16,243	16,147	8,692	53.8%	15,846	(301)	
Operations	7,085	42,047	5,462	13.0%	15,772	(26,275)	Decreases: Professional services for general engineering not anticipated \$7,500, Legal services not anticipated \$7,500, Contractual services for demolition of unsafe structures, streetscape maintenance and lot mowing \$9,000
Capital	20,596	442,946	37,438	8.5%	58,743	(384,203)	Decrease: 125 Park and balance of Ernie Mills parking lot project carried forward to FY2020-2021
Grants	-	76,990	2,880	3.7%	2,880	(74,110)	Decrease: Cut-off to apply and complete work by yearend June 30
Other Sources/Uses	-	-	-	0.0%	-	-	
<b>Total TIFD Expenditures</b>	<b>43,925</b>	<b>578,130</b>	<b>54,471</b>	<b>9.4%</b>	<b>93,241</b>	<b>(484,889)</b>	
<b>Surplus/(Deficit)</b>							<b>183,257</b>

100

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**CRA Spending Schedule and History**  
**FY2019-2020 Budget**  
**As Of June 30, 2020**

		FY 2016-17		FY 2017-18		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	550,070	631,475	703,118	
2	Current Year Revenue	190,925		175,464		196,461	196,972	226,058	276,109	276,498
	Transfer from TIFD Reserve									-
	Transfer In-125 Pk donations from GF (Funds will be transferred when project begins construction)					26,790		24,357		
3	Total Available Fund Balance	669,725		742,278		780,304	747,042	881,890	979,227	276,498
4										
5										
6										
7	<b>Fund Balance (RESERVES) Budgeted for:</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Projected</b>
8	Personnel	21,660	23,093	29,320	31,034	30,184	16,244	16,147	8,692	15,846
9	Operating	36,084	19,344	36,104	15,226	40,948	7,084	42,047	5,462	15,772
10	Grants-CRA	51,569	0	50,000	3,600	60,000	0	76,990	2,880	2,880
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	0
13	City Welcome Signs - Three	20,000	300	20,000	18,269	0	15,079	0	0	0
14	W Penn Streetscape-PH 1			30,000	8,257	0	0	21,743	21,540	21,743
15	Parking Lots/Enhancements - Ernie Mills					202,922	2,833	361,446	0	25,000
	Parking Lots/Enhancements - Short Tower Wy						2,684			
	Parking Enhancements (Meters/Kiosks)-Project Terminated			50,000						
16										
17	<b>Total Appropriations</b>	<b>182,713</b>	<b>60,737</b>	<b>250,824</b>	<b>76,386</b>	<b>396,244</b>	<b>43,924</b>	<b>578,130</b>	<b>38,574</b>	<b>93,241</b>
18	<b>RESERVES:</b>		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve	Projected Restricted Reserves
19	<b>Fund Balance Available To Be Obligated To Projects (Line 4 minus Line 17)</b>					384,060		303,760		
20										
21	<b>Recommended Projects:</b>									
22	Park Improvements-Ernie Mills	12,087		12,087		12,087		-		Rolled into FY19/20 Budget-Park Improvements Ernie Mills
23	Parking Enhancements	200,000		150,000		-		-		Reobligated and budgeted FY19-Parking Lots
	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	FY 23/24 - Interlocal agreement with Marion County
25	Landscaping	10,000		10,000				-		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										
33										

Re-obligate to different project for:

39	Legend
40	Green = 1st year of obligation
41	Blue = 2nd year of obligation
42	Red = 3rd year of obligation
43	Orange = Completed projects



CASH/EQUITY BALANCES

		UNAUDITED			NET CHANGE	NET CHANGE
		BALANCE	BALANCE	BALANCE	FROM	FROM
		10/1/2019	5/31/2020	6/30/2020	PRIOR PERIOD	START OF YEAR
1						
2						
3						
4						
25						
26	<b>TIFD EQUITY</b>					
27	02000-15179 HISTORIC BLDG REDEVELOPMENT	21,000.00	-	-	0.00	(21,000.00)
28	02000-15183 TIFD EQUITY	433,903.25	633,341.04	621,272.11	(12,068.93)	187,368.86
29	02000-15183 A1731 TIFD EQUITY-BIKE PATH	253,760.00	303,760.00	303,760.00	0.00	50,000.00
30	<b>TIFD EQUITY</b>	708,663.25	937,101.04	925,032.11	(12,068.93)	216,368.86



**CRA Spending Schedule and History**  
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**As Of June 30, 2020**

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30	<b>TIFD EQUITY</b>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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