

**Agenda
City of Dunnellon
Community Redevelopment Agency Meeting
20750 River Drive, Dunnellon, FL 34431
November 12, 2019
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, November 7, 2019)

Council's Comments Regarding Agenda

Public Comments

1. Approve Community Redevelopment Agency Board Meeting Minutes

August 12, 2019 Community Redevelopment Board Meeting

Documents:

[August 12 2019 CRA Meeting Minutes.pdf](#)

CONSENT AGENDA APPROVAL

Proposed Motion: I move the consent agenda be approved as presented.

REGULAR AGENDA

**2. Fiscal Year 2018-19 Fourth Quarter Tax Increment Finance District
(Community Redevelopment Agency) Budget Update**

Documents:

[Agenda Summary-CRA Quarterly Budget Update November 12, 2019 ADA.pdf](#)
[September CRA Financials-unaudited ADA.pdf](#)

3. West Pennsylvania Streetscape Project Update

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 proceeding 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: August 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 5:02 p.m., and led in the pledge of allegiance. He asked if any invitee or volunteer was present to open with prayer. There was none. He then called for a moment of silence.

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
Lynn Wyland, Records Clerk

LEGAL COUNSEL

Andrew Hand,
Shepard, Smith, Kohlmyer & Head, P.A. (arrived approximately 5:10 p.m.)

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 Wednesday, August 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, April 8, 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 – CRA FUNDS GRANT APPLICATION #CRA2019-01

Lonnie Smith provided a brief overview of the staff report. He explained a grant application was received from Bonnie Burchett of Bonnie's Antiques, 20669 W. Pennsylvania Avenue on July 8, 2019. The property is located within the Historic and CRA districts. Estimates from roofing contractors were provided. C&S Residential Roofing was the most reliable estimate received. The applicant is requesting \$2,500 reimbursement. Mr. Smith stated that the CRA grant allows 20% of the contract value, with a maximum \$25,000. With the estimate at \$14,400, the eligible grant amount is \$2,880. He noted an inspection and reimbursement package will be required.

Mr. Smith explained the CRA Façade Improvement Program provides property owners with financial assistance (grant) to improve the appearance of their properties in designated areas of Dunnellon's Community Redevelopment Area (CRA). He said they are not receiving many applications and the board may need to review the process and policy. He said both the CRA and Historic Preservation boards offer grants.

James Burchett, 20669 W. Pennsylvania Ave., offered some suggestions for promoting the grant opportunities. He recommended talking to potential buyers, creating handouts or placing signs.

Councilwoman Fernandez moved the CRA grant request #CRA2019-01 for 20669 W. Pennsylvania Avenue "Bonnie's Antiques" be awarded in the maximum eligible amount of \$2,880.00. Councilwoman Williams seconded the motion. The vote was taken and all members were in favor. The vote was 5-0.

AGENDA ITEM #3 – FY2018-2019 THIRD QUARTER TIFD (CRA) BUDGET UPDATE

Jan Smith provided a brief update on the FY2018-19 third quarter results. As of the end of June, the total TIFD revenues projected was \$396,044.

Vice-Mayor Hanchar recommended Mrs. Smith provide the color coordination on projects as she did in the previous year. Council agreed.

Mrs. Smith addressed the expenses. She said \$700 was spent to restripe the Blue Run parking lot and \$15,079 to complete the welcome signs. She expects expenses to come in at \$157,332. She said some major projects reported in the budget workshops are being rolled over to the new fiscal year.

Mrs. Bowne explained the Streetscape project and said she and Lonnie will be working towards having it completed by the end of the year.

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Community Redevelopment Agency
August 12, 2019
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AGENDA ITEM #4 - ADJOURN

At approximately 5:26 p.m. Vice-Mayor Hanchar moved to adjourn the August 12, 2019 CRA Board meeting. Councilwoman Fernandez 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: 11/12/19

Review by City Attorney:

Responsible Dept.: Finance

Council Action:

Department Head Approval:

Date of Action:

City Administrator Approval:

Subject: FY2018-19 Fourth Quarter TIFD (CRA) Budget Update

Request for Approval Summary Explanation & Background: A presentation on FY2018-19 unaudited fourth quarter results will be made at the October 12, 2019 CRA Board meeting. The following documents will be provided at the meeting:

- Budget vs Actuals period ending September 30, 2019
- TIFD (CRA) Spending Schedule period ending September 30, 2019
- Cash/Equity Balances as of September 30, 2019

Fiscal Information: N/A

Procurement Method: N/A

Purchase Requisition#: N/A

Recommended Action:

Initiated by: JS

**CITY OF DUNNELLON
2018-2019 YEAR TO DATE SUMMARY
September 100% COMPLETE-Unaudited**

TAX INCREMENT FINANCING DISTRICT (CRA)

| REVENUES | UNAUDITED FY 17-18 ACTUAL | FY 18-19 REVISED/ AMENDED BUDGET | FY 18-19 YEAR TO DATE ACTUAL | FY 18-19 % OF BUDGET COLLECTED | FY 18-19 PROJECTED | Projected vs Budget (Under)/Over Budget) | Variance From Budget at Year End |
|--------------------------------|---------------------------------|---|------------------------------------|--------------------------------------|-----------------------|---|--|
| Taxes | 175,464 | 196,461 | 196,128 | 99.8% | 196,128 | (333) | |
| Grants | - | - | - | 0.0% | - | - | |
| Miscellaneous | 462 | 375 | 566 | 150.8% | 566 | 191 | |
| Other Sources/ Uses | - | 199,408 | - | 0.0% | - | (199,408) | Reserves transfer not needed due to projects rolling forward to FY2019-2020 |
| Total TIFD Revenues | 175,926 | 396,244 | 196,693 | 49.6% | 196,693 | (199,551) | |
| | | | | | | | |
| EXPENDITURES | UNAUDITED FY 17-18 ACTUAL | FY 18-19 REVISED/ AMENDED BUDGET | FY 18-19 YEAR TO DATE ACTUAL | FY 18-19 % OF BUDGET USED | FY 18-19 PROJECTED | Projected vs Budget (Under)/Over Budget) | Variance From Budget at Year End |
| Personnel | 31,035 | 30,184 | 16,243 | 53.8% | 16,243 | (13,941) | Under budget due to restructuring/vacancy of Public Works employee charged to CRA |
| Operations | 15,256 | 40,948 | 7,085 | 17.3% | 7,085 | (33,863) | Professional Services under \$10,000, Legal under \$8,758, Contractual Services under \$9,900, Sidewalk repair under \$5,000 |
| Capital | 26,496 | 265,112 | 20,596 | 7.8% | 20,596 | (244,516) | Projects rolled forward to FY2019-2020 |
| Grants | - | 60,000 | - | 0.0% | 2,880 | (57,120) | Grant awarded in the amount of \$2,880 reimbursed property owner 10/10/2019 |
| Other Sources/Uses | - | - | - | 0.0% | - | - | |
| Total TIFD Expenditures | 72,787 | 396,244 | 43,925 | 11.1% | 46,804 | (349,440) | |
| Surplus/(Deficit) | | | | | 149,889 | 149,889 | |

**CRA Spending Schedule and History
As of September 30, 2019-Unaudited**

| | | FY 2016-17 | | FY 2017-18 | | FY 2018-19 | | | |
|----|---|----------------|---------------------------------|----------------|---------------------------------|----------------|---------------------------------|------------------|--|
| | | Budget | Actual | Budget | Actual | Budget | Actual | Projected | |
| 1 | Beginning Fund Balance -October 1 | 158,860 | | 566,814 | | 557,053 | 534,616 | | - |
| 2 | Current Year Revenue | 190,925 | | 175,464 | | 196,461 | 196,693 | | |
| 3 | Transfer In-125 Pk donations from GF (Funds will be transferred when project begins construction) | | | | | 26,790 | | | |
| 4 | Total Available Fund Balance | 669,725 | | 742,278 | | 780,304 | 731,309 | | |
| 7 | Fund Balance (RESERVES) Budgeted for: | Budget | Actual | Budget | Actual | Budget | Actual | Projected | |
| 8 | Personnel | 21,660 | 23,093 | 29,320 | 31,034 | 30,184 | 16,243 | 16,243 | |
| 9 | Operating | 36,084 | 19,344 | 36,104 | 15,226 | 40,948 | 7,085 | 7,085 | |
| 10 | Grants-CRA | 51,569 | - | 50,000 | 3,600 | 60,000 | - | 2,880 | |
| 11 | Blue Run Pk Restrooms | 30,000 | 18,000 | 12,000 | - | 12,000 | - | - | |
| 12 | 125 Trailhead Re-design | 23,400 | - | 23,400 | - | 50,190 | - | - | |
| 13 | City Welcome Signs - Three | 20,000 | 300 | 20,000 | 18,269 | - | 15,079 | 15,079 | |
| 14 | W Penn Streetscape-PH 1 | | | 30,000 | 8,257 | - | | | |
| 15 | Parking Lots | | | | | 202,922 | 5,518 | 5,517 | |
| 16 | Parking Enhancements (Meters/Kiosks)-Project Terminated | | | 50,000 | - | | | | |
| 17 | Total Appropriations | 182,713 | 60,737 | 250,824 | 76,386 | 396,244 | 43,925 | 46,804 | - |
| 18 | RESERVES: | | Set Aside in Restricted Reserve | | Set Aside in Restricted Reserve | | Set Aside in Restricted Reserve | | Re-obligate to different project for: |
| 19 | Fund Balance Available To Be Obligated To Projects (Line 4 minus Line 7) | | | | | 384,060 | | | |
| 21 | Recommended Projects: | | | | | | | | |
| 22 | Park Improvements-Ernie Mills | 12,087 | | 12,087 | | 12,087 | | 12,087 | Specific park identified FY 18/19 |
| 23 | Parking Enhancements | 200,000 | | 150,000 | | - | | - | reobligated and budgeted FY19-Parking Lots |
| 24 | FDOT Multi-Modal Grant-Reserve (Max Contr. \$350,000) | 50,000 | 153,760 | 153,760 | 203,760 | 253,760 | 253,760 | 253,760 | 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 | | - | FY 21/22 |
| 29 | Reserve-Historic Board (for Grants) | 4,000 | 17,000 | 4,000 | 18,000 | 23,000 | 21,000 | 21,000 | FY 19/20 |
| 30 | Unappropriated Fund Balance FY 2018-2019 | | | | | | 708,384 | | |

*If a project commences within a 3 year time period and extends beyond the 3 years funds can remain obligated with an interlocal agreement between Marion County and the City.

If a project has not commenced within a 3 year time period the funds must be re-obligated to an entirely different project. This action starts a new 3 year time frame.

** Increased obligation \$103,760 per Council directive as a result of 8/23/17 and 9/6/17 FY17-18 budget workshops. Total now obligated \$203,760 as of 9/30/18

| |
|---|
| <p>Legend Green = 1st year of obligation Blue = 2nd year of obligation Red = 3rd and final year of obligation -funds must be spent or reobligated Orange = Completed projects</p> |
|---|

CASH/EQUITY BALANCES

| | | BEGINNING BALANCE 10/1/2019 | BALANCE 8/31/2019 | BALANCE 9/30/2019 | NET CHANGE FROM PRIOR PERIOD | NET CHANGE FROM START OF YEAR |
|--------------------|-----------------------------|-----------------------------------|----------------------|----------------------|------------------------------------|-------------------------------------|
| TIFD EQUITY | | | | | | |
| 02000-15179 | HISTORIC BLDG REDEVELOPMENT | 18,000.00 | 21,000.00 | 21,000.00 | 0.00 | 3,000.00 |
| 02000-15183 | TIFD EQUITY | 340,504.72 | 434,721.48 | 433,623.25 | (1,098.23) | 93,118.53 |
| 02000-15183 A1731 | TIFD EQUITY-BIKE PATH | 203,760.00 | 253,760.00 | 253,760.00 | | |
| TIFD EQUITY | | 562,264.72 | 709,481.48 | 708,383.25 | (1,098.23) | 96,118.53 |