

Agenda
City of Dunnellon
Community Redevelopment Agency Meeting
20750 River Drive, Dunnellon, FL 34431
April 11, 2016
5:00 p.m.
Regular City Council Meeting to Follow

PLEASE NOTE: Individuals wishing to address City Council please sign in. A three-minute time limit will be administered. **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 Friday, April 8, 2016)

1. CRA BOARD MEETING MINUTES

January 11, 2016

Documents: [20160111rm.pdf](#)

CONSENT AGENDA APPROVAL

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

REGULAR AGENDA

2. 2015-2016 YEAR TO DATE FINANCIAL SUMMARY- (Backup Updated)

Documents: [Projected Budget Analysis15_16_033116\(r\)w_2ndpage.pdf](#)

3. UPDATE ON THE AMENDMENT TO THE CRA PLAN - CITY MANAGER

4. PUBLIC COMMENTS

5. 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.

REGULAR AGENDA:

AGENDA ITEM #2 – PROPOSED AMENDMENT TO COMMUNITY REDEVELOPMENT PLAN – BATHROOM FACILITIES AT BLUE RUN PARK

Mayor Whitt identified documents provided to City Council by Paul Marraffino related to this agenda topic. Councilman Green expressed the importance of the information that has been provided.

Councilman Dillon stated in order to be fiscally responsible there should be an annual list of projects including the amount. He felt the process should be that the CRA Advisory brings a proposed list to the CRA Board and then the funds can be encumbered. Councilman Dillon reminded everyone that one of the taskings of the CRA Advisory Board was to come up with a process where people could submit requests for funding projects. He stated that a procedure to fund grants needs to be established. He discussed a proposal he wanted to make. He suggested committing \$30,000 from the General Fund and send a letter to Marion County indicating such. If the CRA Board does not approve the project then the City will fund it from other sources. It was his understanding that Marion County wanted the \$30,000 in place so if they needed to use it, it would be there. He stated that he would like to see some type of written commitment from the City now and work on amending the CRA Plan.

Mayor Whitt agreed with the proposal to show intent to support the project.

Mr. James Couillard, Marion County Parks and Recreation Director/Landscape Architect, was in attendance at the meeting and stated the County could use this as a reimbursement through his department's capital funds. He indicated it would not be necessary to have the funds up front; however the Council decided to fund the project would be fine.

Councilman Dillon stated if he makes a motion that passes, a letter can be sent tomorrow committing the City to \$30,000 toward the project.

Councilman Dillon said some people in the audience disagree over procedures, but he feels there needs to be a capital improvement plan for the CRA District that outlines the amounts and the projects. He indicated when the maximum budget is reached, new projects should be rolled into a subsequent year.

Mr. Couillard stated he wanted to be a good partner on this project, so whatever the Council decides works with him.

Vice-Mayor Evans asked for input from the City Manager and City Attorney. He referred to the project timeline and the legal memorandum on the matter. He indicated when he attended the CRA school, he learned that you could have an approved project in the CRA Plan and not actually complete it. However, you could not complete a project that was not identified in the CRA Plan. He questioned what specificity is needed to identify the project in the Plan. He questioned if Mr. Marraffino's recommendation was

viable along with the documents he submitted, and if that satisfied the intent of the statute. He recommended verifying this with Carol Westmorland, CRA educator for FLOC.

Councilman Dillon agreed. He felt his recommendation and motion would accomplish both: 1) meet the timeline needed to take advantage of Marion County's participation and 2) allow the City time to amend the CRA Plan.

City Attorney Cassady acknowledged that Councilman Dillon had a good idea. She supported the approach and stated it would give the City time to amend the plan and include any other necessary projects that have been identified. She stated there is too much specificity about the projects that are currently included in the plan. She said she would recommend preferred language for future amendments relating to capital projects. She identified the current projects included in the Plan as: sidewalks, street resurfacing, drainage, water facilities, sewer, fire hydrants and esthetics. She advised it would be a good idea to review the current capital projects when updating the Plan. She stated that Blue Run Park is definitely not a listed project in the Plan.

There was discussion over the recommended "savings language" that Attorney Cassady recommended be placed in the plan in lieu of so much specificity. She pointed out to the Council that the City is already half way through, or 15 years into the plan. She stated that the Council could consider amending the plan to 40 years, which is now allowed.

She advised that a promissory note/memorialization must be documented and followed up with if the CRA will owe money back to the General Fund. She stated this could be done via Resolution.

Councilman Dillon discussed creating a process and funding to allow businesses to apply for grants to improve the façade of their property.

Attorney Cassady stated once the CRA Advisory Board recommends a plan amendment to include all capital improvement projects, the CRA Board can then make a motion to amend the plan. She stated now is not the time for a motion; it is too early.

Councilman Dillon stated the \$30,000 commitment needs to be taken from reserves not the operating budget. Mrs. Smith stated that the only reserve available to make that commitment from would be the Public Safety Building Fund. Councilman Dillon stated he understood.

Councilman Green encouraged the CRA Board to move forward without delay to approve the funding for this restroom project because it has always been a part of this park project. He stated this project did not just drop out of the sky yesterday. He said he does not want the project to stall.

Vice-Mayor Evans stated the project would not get stalled if the Council dedicates the \$30,000 from reserves. He said what needs to be followed through with is amending the CRA Plan in order for the General Fund to get the money back. He stated if he is going to vote on this he just wants to know that the City Manager and City Attorney support this process and that it is legal.

Councilman Dillon asked Mr. Esch if he has been attending the CRA Advisory Board meetings. Mr. Esch stated because of conflicts he had not. Council directed Mr. Esch to attend the next CRA Advisory Board Meeting and provide them direction with what the Council needs them to do with regard to providing recommendations for plan amendments to include a portion of money to be set aside for individual grant applications for façade improvements.

Attorney Cassady stated there are a lot of things in the Plan that can perhaps cause this process to be lengthy, so for this to happen more quickly, she advised the CRA Advisory Board just focus on the “Capital Projects” piece of the plan for now.

There was discussion pertaining to the CRA Plan amendment process and that it should go before the Planning Commission to make sure it is found consistent with the City’s Comprehensive Plan.

AGENDA ITEM #3 - YEAR TO DATE BUDGET UPDATE – QUARTER ENDING DECEMBER 31, 2015:

Mrs. Smith provided a Powerpoint financial presentation which is inserted into these minutes.

**CITY OF DUNNELLON
 2015-2016 YEAR TO DATE SUMMARY
 as of December 31, 2015 - 25% Collected/Used**

TAX INCREMENT FINANCING DISTRICT (CRA)				
	FY 15-16 REVISED/ AMENDED BUDGET	FY 15-16 YEAR TO DATE ACTUAL	PERCENT COLLECTED	
40	REVENUES			
41	Taxes	156,607	151,251	96.6%
42	Miscellaneous	185	60	32.2%
43				
44	Total TIFD Revenues	156,792	151,311	96.5%
	FY 15-16 REVISED/ AMENDED BUDGET	FY 15-16 YEAR TO DATE ACTUAL	PERCENT USED	
45	EXPENDITURES			
46	Personnel	20,619	4,490	21.8%
47	Operations	21,016	2,554	12.2%
48	Capital	-	-	0.0%
49	Transfer to Reserves	115,157	-	0.0%
50				
51	Total TIFD Expenditures	156,792	7,044	4.5%

The screenshot shows a web browser window with a financial table titled "CASH/EQUITY BALANCES". The table has five columns: "BEGINNING BALANCE", "11/30/2015", "12/31/2015", "NET CHANGE FROM PRIOR PERIOD", and "NET CHANGE FROM START OF YEAR". The rows include "TIFD EQUITY", "02000-15179 HISTORIC BLDG REDEVELOPMENT", "02000-15183 TIFD EQUITY", and a total "TIFD EQUITY" row.

		BEGINNING BALANCE			NET CHANGE FROM	NET CHANGE FROM
		10/1/2015	11/30/2015	12/31/2015	PRIOR PERIOD	START OF YEAR
TIFD EQUITY						
02000-15179	HISTORIC BLDG REDEVELOPMENT	9,000.00	9,000.00	10,600.00	1,000.00	1,000.00
02000-15183	TIFD EQUITY	195,709.60	241,349.12	338,750.40	97,401.28	143,040.80
TIFD EQUITY		204,709.60	250,349.12	348,750.40	98,401.28	144,040.80

Councilman Dillon asked that a line item specifically identified as money available for projects less expenses, such as personnel costs, be made a part of the future financial reports.

Councilman Green asked that this information be provided to the CRA Advisory Board.

AGENDA ITEM #4 - PUBLIC QUESTIONS/COMMENTS

Public Comments were heard from the following individuals who encouraged the CRA Board not to delay and to immediately approve the Blue Run Park Restroom project and insisted the park was already in the plan because it was in the CRA District.

- Paul Marraffino -19544 SW 82nd Place Road, Dunnellon, FL
- Louise Kenny - 19970 Ibis Court, Dunnellon, FL
- Dr. Burt Eno - 9220 SW 193rd Circle, Dunnellon, FL

Bill Vibbert - 9552 SW 192nd Court Road, provided information that the Blue Run Park project has already been found to be consistent with the City’s Comprehensive Plan.

Andy Arevalo, CRA Advisory Board member, asked questions pertaining to what he perceived as delays on approving the project.

Councilman Dillon stated he understands Mr. Arevalo’s quandary because he feels there has been a lack of communication and education to the CRA Advisory Board. He

apologized for that. However, he said that everything the Advisory Board has asked for is being provided through the City committing the \$30,000 for the park bathroom project.

AGENDA ITEM #5 - ADJOURNMENT

At approximately 6:30 p.m. Councilman Dillon moved to adjourn the January, 11, 2016 CRA meeting. Councilwoman Fleeger seconded the motion and all were in favor. The vote was 5-0.

ATTEST:

Dawn M. Bowne, MMC
City Clerk

Nathan Whitt, Mayor

CITY OF DUNNELLON
2015-2016 YEAR TO DATE SUMMARY
as of March 31, 2016 - 50% Collected/Used

TAX INCREMENT FINANCING DISTRICT (CRA)

	FY 15-16 REVISED/ AMENDED BUDGET	FY 15-16 YEAR TO DATE ACTUAL	PERCENT COLLECTED
40	REVENUES		
41	156,607	151,251	96.6%
42	185	145	78.6%
43			
44	<u>156,792</u>	<u>151,396</u>	96.6%

	FY 15-16 REVISED/ AMENDED BUDGET	FY 15-16 YEAR TO DATE ACTUAL	PERCENT USED
45	EXPENDITURES		
46	20,619	9,235	44.8%
47	21,016	4,839	23.0%
48	-	-	0.0%
49	115,157	-	0.0%
50			
51	<u>156,792</u>	<u>14,074</u>	9.0%

52	TIFD Reserves		
53		11,000	
54		<u>330,807</u>	
55		341,807	
56		<u>27,561</u>	
57		<u>314,246</u>	

Note: In any given year unassigned reserves must fund the operating budget.