

**Amended Agenda  
City of Dunnellon  
Community Redevelopment Agency Meeting  
20750 River Drive, Dunnellon, FL 34431  
February 8, 2021  
5:00 p.m.  
Join Zoom**

<https://dunnellon.zoom.us/j/94383853454?pwd=eHQ4dHV4ZFJzd3dtWXNoNzVPazJ3UT09>

Meeting ID: 943 8385 3454

**Dunnellon City Council CRA meeting will be held on February 8, 2021, 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 February 8th. 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** - The agenda was posted on the City's website and City Hall bulletin board on Wednesday, February 3, 2021 and amended on February 4, 2021 to

add backup to item #1.

## **Consent Agenda**

**Accept public comment on consent agenda items prior to making a motion**

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

### **1. CRA Board Meeting Minutes**

November 9, 2020 CRA Meeting

Documents:

[November 9, 2020 CRA Board Minutes.pdf](#)

### **Consent Agenda Approval**

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

### **Regular Agenda**

### **2. FY2020-2021 First Quarter TIFD Community Redevelopment Agency Budget Update**

**Accept Public Comments**

Documents:

[CRA 1st Q Presentation.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 9, 2020

Time: 5:00 p.m.

Place: City Hall

20750 River Dr., Dunnellon, FL 34431

Dunnellon CRA meeting will be held on November 9, 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 November 9th. 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.

**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. There was none. Mayor Burns 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

Jay Dugan, Councilman, Seat 5

**Staff Present**

Dawn Bowne, City Administrator

Mandy Roberts, City Clerk

Jan Smith, Finance Officer

Lonnie Smith, Community Development

Troy Slattery, Public Works Manager (arrived approximately 5:15 p.m.)

Lynn Wyland, Records Clerk

**Legal Counsel (Attended by Zoom)**

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 Tuesday, November 3, 2020.

**Council's Comments Regarding Agenda**

There were none.

**Public Comments**

Mayor Burns called for 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**

August 10, 2020 CRA Meeting

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

**Regular Agenda:**

**Agenda Item #2 – FY2019-2020 Fourth Quarter TIFD (CRA) Budget Update - Jan Smith**

Mrs. Smith reported revenues came in at \$276,587. They consist of ad valorem taxes and some interest earnings. No funds were required to be transferred from reserve in fiscal year 2020 because there were no projects completed and/or started. She noted these are unaudited results. The revenue budget came in at \$301,543.

Mrs. Smith said the budget was \$578,000 and we have spent \$71,684. We are under budget by \$506,000. Mrs. Smith reviewed each line item under expenditures. She is projecting an unaudited surplus going into TIFD reserve of \$204,903.

Mrs. Bowne addressed the two grant policy programs that are in existence. One is utilized through the CRA Board with a maximum of \$25,000 or 20% of the project value. The other is through the Historic Preservation Board in the amount of \$2,500. Mrs. Bowne explained the grant funds are to encourage residents to improve their structures which improve the taxable value of the property. She recommended reviewing the application to help make it more attractive in order to have more residents utilize the grant funds and take advantage of them.

Mrs. Bowne and Mr. Smith reported on the landscaping project and advised the installation of benches in the historic district, flags for the light poles and solar lights for trees on East Pennsylvania Avenue will be ordered soon.

Councilman Dugan asked if the City is working with the Chamber in getting the word out to our local businesses regarding the grants.

Mrs. Bowne addressed Council's questions.

Mrs. Smith reviewed the CRA Spending Schedule and history. She noted \$21,000 was budgeted for the West Pennsylvania Streetscape project and \$19,000 was spent. \$30,000 has been spent to date for the Ernie Mills Parking project. \$303,760 is in reserve for the FDOT Multi-Modal project on CR484.

Mrs. Smith said the unaudited total TIFD reserves at the end of the year is \$913,512. She reiterated that \$303,760 is restricted for the FDOT Multi-Modal project, leaving an unrestricted balance of \$609,000.

Councilman White asked questions regarding the procedure for the grant program.

Mr. Smith explained the procedure. She said the resident receives an application package which spells out all the requirements of the grant, the reimbursement process and what percentages would apply. The package helps guide the resident through the process.

Lonnie Smith provided a brief overview of the GIS Maps recently implemented on the City's website. He reviewed the different interactive maps and "layers."

Mrs. Bowne stated the project was funded by a Department of Economic Opportunity (DEO) grant.

**Agenda Item #3 – City Administrator Comments**

No further comments.

**Agenda Item #3 – Public Comments**

There were none.

**Agenda Item #4 - Adjourn**

At approximately 5:37 p.m. Vice-Mayor Hanchar moved to adjourn the November 9, 2020 CRA Board meeting. Councilwoman Williams seconded the motion. The vote was taken and all members were in favor. The vote was 5-0.

ATTEST:

\_\_\_\_\_  
Amanda Roberts, CMC, City Clerk

\_\_\_\_\_  
Valerie Hanchar, Vice Mayor

**CITY OF DUNNELLON  
COUNCIL  
AGENDA SUMMARY FORM**

**Meeting Date:** February 8, 2021

**Review by City Attorney:**

**Responsible Dept.:** Finance

**Council Action:**

**Department Head Approval:** Jan Smith

**Date of Action:**

**Subject:** FY2020-2021 First Quarter TIFD (CRA) Budget Update

**Request for Approval Summary Explanation & Background:** Attached are the FY2020-2021 First quarter results. The following documents are provided.

- Budget vs Actuals period ending December 31, 2020
- TIFD (CRA) Spending Schedule period ending December 31, 2020
- Cash/Equity Balances as of December 31, 2020

**Fiscal Information:** N/A

**Procurement Method:** N/A

**Purchase Requisition#:** N/A

**Recommended Action:**

**Initiated by:** JS

**CITY OF DUNNELLON**  
**2020-2021 YEAR TO DATE SUMMARY**  
**December 25% COMPLETE**

		TAX INCREMENT FINANCING DISTRICT (CRA)					
	UNAUDITED	FY 20-21	FY 20-21	FY 20-21	FY 20-21	Projected vs	
	FY 19-20	REVISED/ AMENDED	YEAR TO DATE	% OF BUDGET	PROJECTED	Budget	
	ACTUAL	BUDGET	ACTUAL	COLLECTED		(Under)/Over	Variance From Budget at Year End
						Budget)	
95	<b>REVENUES</b>						
96	Taxes	275,700	309,176	299,169	96.8%	299,169	(10,007) Decrease due to final certified property values less than anticipated
97	Grants	-	-	-	0.0%	-	-
98	Miscellaneous	888	841	154	18.3%	784	(57)
99	Other Sources/ Uses	-	431,883	-	0.0%	431,883	-
100							
101	<b>Total TIFD Revenues</b>	<u>276,587</u>	<u>741,900</u>	<u>299,322</u>	<u>40.3%</u>	<u>731,836</u>	(10,064)
102							
103							
104	<b>EXPENDITURES</b>						
105	Personnel	13,574	41,614	4,620	11.1%	41,614	-
106	Operations	5,608	66,639	3,145	4.7%	66,616	(23)
107	Capital	49,623	563,257	2,693	0.5%	563,257	-
108	Grants	2,880	70,390	-	0.0%	70,390	-
109	Other Sources/Uses	-	-	-	0.0%	-	-
110							
111	<b>Total TIFD Expenditures</b>	<u>71,684</u>	<u>741,900</u>	<u>10,458</u>	<u>1.4%</u>	<u>741,877</u>	(23)
112	<b>Surplus/(Deficit)</b>	204,903				(10,041)	

UNAUDITED

FY 2016-17      FY 2017-18      FY 2018-19      FY 2019-20      FY 2020-21

- 1 Beginning Fund Balance -October 1
- 2 Current Year Revenue
- Transfer from TIFD Reserve
- 3
- Transfer In-125 Pk donations from GF (Funds will be transferred when project begins construction)
- 4 Total Available Fund Balance
- 5
- 6
- 7 **Fund Balance (RESERVES) Budgeted for:**
- 8 Personnel
- 9 Operating
- 10 Grants-CRA
- 11 Blue Run Pk Restrooms
- 12 125 Trailhead Re-design
- 13 City Welcome Signs - Three
- 14 W Penn Streetscape-PH I
- 15 W Penn Streetscape-PH II
- 16 Ernie Mills Beautification Project
- 17 Entrance Signs-Historic Distrct
- 18 Parking Lots/Enhancements - Ernie Mills
- 19 Parking Lots/Enhancements - Short Tower Wy
- 20 Parking Enhancements (Meters/Kiosks)-Project Terminated
- 21 Wayfinding Signage-EC-10
- 22
- 23 Total Appropriations

	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21		
							Actual	Budget	Actual	Projected	
1	158,860		566,814		550,070		703,118	880,258	897,565		
2	190,925		175,464		196,972		276,318	310,017	299,322		
3											
Transfer In-125 Pk donations from GF (Funds will be transferred when project begins construction)					0		0	24,107	0		
4 Total Available Fund Balance	669,725		742,278		747,042		979,436	1,214,382	1,196,887	-	
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>Budget</b>	<b>Actual</b>	<b>Projected</b>
8 Personnel	21,660	23,093	29,320	31,034	30,184	16,244	16,147	7,549	41,614	4,620	41,614
9 Operating	36,084	19,344	36,104	15,226	40,948	7,084	42,047	5,418	66,639	3,145	66,639
10 Grants-CRA	51,569	0	50,000	3,600	60,000	0	76,990	2,880	70,390	0	70,390
11 Blue Run Pk Restrooms	30,000	18,000	12,000	0	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	47,507	0	47,507
13 City Welcome Signs - Three	20,000	300	20,000	18,269	0	15,079					
14 W Penn Streetscape-PH I			30,000	8,257			21,743	15,898			
15 W Penn Streetscape-PH II									50,000	1,050	50,000
16 Ernie Mills Beautification Project									10,000		10,000
17 Entrance Signs-Historic Distrct									25,000		25,000
18 Parking Lots/Enhancements - Ernie Mills					202,922	2,833	361,446	10,590	393,750	1,643	393,750
19 Parking Lots/Enhancements - Short Tower Wy						2,684					
20 Parking Enhancements (Meters/Kiosks)-Project Terminated			50,000								
21 Wayfinding Signage-EC-10									25,000		25,000
22											
23 Total Appropriations	182,713	60,737	250,824	76,386	396,244	43,924	578,130	42,335	741,900	10,458	741,900

**Legend**

Green = 1st year of obligation

Blue = 2nd year of obligation

Red = 3rd year of obligation and beyond

  

Orange = Completed projects

**RESERVES:**

- 24
- 25
- 26
- 27 **Fund Balance Available To Be Obligated To Projects (Line 4 minus Line 17)**
- 29 **Recommended Projects:**
- 30 Park Improvements-Ernie Mills
- 31 Parking Enhancements
- 32 FDOT Multi-Modal Grant-Reserve (Max Contr. \$350,000)
- 33 Landscaping
- 34 Benches
- 35 Lighting
- 36 Streetscape PH II  
(Bulb-outs, intersection upgrades  
41/484, gateway infrastructure, stamped brick concrete)
- 37 Reserve-Historic Board (for Grants)-Reserve combined with CRA unrestricted at FYE 2019
- 38 Property Acquisition and/or Development of Public Parking (i.e. CRA Public Parking at new Police Facility)

	Set Aside in Restricted Reserve		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve		Set Aside in Restricted Reserve		Projected Restricted Reserves
27 Fund Balance Available To Be Obligated To Projects (Line 4 minus Line 17)					(396,244)		(578,130)			472,482	
29 Recommended Projects:											
30 Park Improvements-Ernie Mills	12,087		12,087				-		-		
31 Parking Enhancements	200,000		150,000				-		-		
32 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	303,760	303,760	303,760
33 Landscaping	10,000		10,000				-		-		
34 Benches	10,000		10,000				-		-		
35 Lighting	10,000		10,000				-		-		
36 Streetscape PH II (Bulb-outs, intersection upgrades 41/484, gateway infrastructure, stamped brick concrete)					95,213		(881,890)				
37 Reserve-Historic Board (for Grants)-Reserve combined with CRA unrestricted at FYE 2019	4,000	17,000	4,000	18,000	23,000	20,000					
38 Property Acquisition and/or Development of Public Parking (i.e. CRA Public Parking at new Police Facility)									168,722		



CASH RESERVES

		UNAUDITED BALANCE 10/1/2019	BALANCE 11/30/2020	BALANCE 12/31/2020	NET CHANGE FROM PRIOR PERIOD	NET CHANGE FROM START OF YEAR
<b>TIFD EQUITY</b>						
02000-15179	HISTORIC BLDG REDEVELOPMENT	21,000.00	-	-	0.00	(21,000.00)
02000-15183	TIFD EQUITY	433,903.25	729,574.61	893,126.52	163,551.91	459,223.27
02000-15183 A1731	TIFD EQUITY-BIKE PATH	253,760.00	303,760.00	303,760.00	0.00	50,000.00
<b>TIFD EQUITY</b>		708,663.25	1,033,334.61	1,196,886.52	163,551.91	488,223.27