

**Amended Agenda
City of Dunnellon
Community Redevelopment Agency Meeting
20750 River Drive, Dunnellon, FL 34431
May 9, 2022
5:00 p.m.
Join Zoom
[https://dunnellon.zoom.us/j/81918465634?
pwd=L1ZFdFI1NkFKY3lvZGUyYkl2WEw3QT09](https://dunnellon.zoom.us/j/81918465634?pwd=L1ZFdFI1NkFKY3lvZGUyYkl2WEw3QT09)**

Meeting ID: 819 1846 5634

**Dunnellon Community Redevelopment Agency meeting will be held on
May 9, 2022, 5:00 p.m. at Dunnellon City Hall.**

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 modom@dunnellon.org

Members of the public who would like to participate are encouraged to register in advance by Noon on Monday, May 9, 2022. Please see instructions below on how to register.

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 do so if no invitees/citizens volunteer.)

Roll Call

Proof of Publication - Posted on City's website and City Hall bulletin board on Monday, May 02, 2022. The agenda was amended on May 3rd to add item #1 and on May 5th to add item #3.

Consent Agenda

1. CRA Board Meeting Minutes

February 14, 2022 CRA Board Meeting

Documents:

[February 14 2022 CRA Board Minutes.pdf](#)

2. Application For CRA/Historic Preservation Façade Rehabilitation Reimbursement Grant HPB2022-04, The Women's Club Of Dunnellon, 11756 Cedar Street

Documents:

[Agenda Summary -Grant Application HPB2022-04, The Womens Club.pdf](#)

3. FY2020-2021 Annual Audit Presentation-Richard Powell, Powell And Jones CPA

4. FY2021-2022 Second Quarter TIFD (CRA) Budget Update

Documents:

[CRA Quarterly Budget Update-meeting packet 050922.pdf](#)

5. Public Comments

6. 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**

Zoom Meeting

<https://dunnellon.zoom.us/j/84314108175?pwd=c3FTdFA1MGJ6Tkp3cHVMZG5aMEJhUT09>

Meeting ID: 843 1410 8175

Date: February 14, 2022

Time: 5:00 p.m.

Place: City Hall

20750 River Dr., Dunnellon, FL 34431

Anyone who wished to provide public comment was 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 or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the City Clerk at modom@dunnellon.org

Members of the public who would like to participate were encouraged to register in advance by Noon on Monday, February 14, 2022.

CALL TO ORDER AND PLEDGE

Mayor White called the meeting to order at approximately 5:00 p.m., and led in the pledge of allegiance. He asked if any invitee or volunteer was present to open with prayer. No one came forward and a moment of silence was observed.

ROLL CALL

Bill White, Mayor

Valerie Hanchar, Vice-Mayor

Anita Williams, Councilwoman

Louise Kenny, Councilwoman

Jan Cabbage, Councilwoman

STAFF PRESENT

Mandy Odom, City Clerk

Jan Smith, Finance Officer

Georgina Cid, Community Development Manager

Michelle Leonard, Assistant City Clerk

Julie Danowski, Records Clerk

Troy Slattery, Public Works Manager

Lt. Shane Yox, Police Department – arrived 5:20

Chief McQuaig, Police Department – arrived 5:20

LEGAL COUNSEL

Andrew Hand,
Shepard, Smith, Kohlmyer & Hand, P.A.

PROOF OF PUBLICATION

Mrs. Odom stated for the record the agenda for this meeting was posted on the City's website and City Hall bulletin board on Tuesday, February 08, 2022

Mayor White covered meeting etiquette.

CONSENT AGENDA:

Agenda Item #1 – CRA Meeting Minutes

September 13, 2021

November 08, 2021

Vice-Mayor Hanchar moved the consent agenda be approved as presented. Councilwoman Williams seconded the motion. A vote was taken and the motion passed 5-0.

REGULAR AGENDA:

AGENDA ITEM #2 – FY2021-2022 First Quarter TIFD (CRA) Budget Update

Mrs. Smith presented the first quarter budget update. She first spoke to the revenue portion. She stated the TIFD revenue makes the biggest impact on the report and it is still early in the year. She said the Federal Government will be increasing interest rates over the course of the year, so we may be doing better than projected because of this. She said the total projected revenue is \$624,655.

Mayor White inquired about the difference presented from the 20/21 fiscal year to the 21/22 fiscal year. He said it is confusing when revenue is brought forward and combined into the current year. He said he would like to see columns showing what the new revenue is and what is carried over from the prior year's revenue. Discussion followed regarding how to make this possible. Vice-Mayor Hanchar asked if the \$327,974 Year to Date actual is new money. Mrs. Smith replied it is. Vice-Mayor Hanchar asked more clarifying questions and Mrs. Smith answered questions to her satisfaction.

Mrs. Smith moved on to expenditures. She stated once again she is projecting the budget and she is estimating a small surplus, which will likely change. She said we have a little over a hundred thousand dollars in Grant monies, which cannot be spent outside the CRA District. She said a small amount can be used for roads and parks, but not for public services or maintenance. Mrs. Odom added the Council voted a few months ago to limit the \$5,000 grant money to the Historic District for this fiscal year.

Mrs. Smith stated the next schedule details history of the budget, current budget and project funding. She discussed funding for the Wayfinding signs and where the funds came from within the CRA Budget. Vice-Mayor Hanchar asked if CRA funds can be used for the kiosk discussed in a prior meeting for the boat ramp. Attorney Hand stated the user fees could be set up to pay off the kiosk, but if we wanted to use CRA funds he would have to research further. Mayor White asked clarifying questions regarding how much was spent and asked if there is money in hand for the City's needs, why have we spent so little of the funds. Mrs. Smith answered his questions and showed how the money is earmarked. Mayor White explained how the budget can be misunderstood and suggested ways to make it easier to understand. Discussion followed regarding the bicycle path, Marion County and funding for the path.

Mrs. Smith moved to TIFD reserves and spoke about the unrestricted account. She said this is basically the bank account. She commented there is a secondary TIFD reserve for the Multi-Modal bike path.

AGENDA ITEM #3 – 125th Anniversary Park Donations

Mrs. Smith explained the intent of the donations for this park. She provided a list of donation purposes and described what they mean. She stated if we wanted to use the donations for the memorial bricks elsewhere, we would need to contact the donors for permission. She said Council needs to make a decision about whether to reach out to these donors and ask if they would allow the change. She speculated if we kept the donations in the park system, the donors might be more likely to accept the change.

Mayor White stated he believes there is a Council consensus of not moving forward with the 125th Anniversary Park. He said he hopes the people who donated will allow the money to remain within the City as long as it remains in the park system.

Councilwoman Kenny said she agrees we should contact the donors. Mrs. Smith stated we could provide examples to the donors of how else their donations could be utilized.

Discussion followed regarding ideas on how to approach the donors.

Public Comment:

Juliane Mendonca, 11894 E. Blue Cove Dr., is wondering what year the money was collected. Mrs. Smith answered 2016-2018. Mrs. Mendonca suggested the City ask the donors for suggestions. She stated she has heard people joke and say "where's my brick."

Kathy Dunn, 11386 SW Hendrix Dr., asked if the budget presentation could be simplified since we are fully staffed. She suggested our I.T. person help to enlarge the screen so the citizens can see it better or have a copy presented to the public prior to the meeting. She stated she would like to see a schedule of salaries in the funds and this is a prime example of why citizens should

be on an Advisory Board. She encouraged the Council to listen to the Planning Commission with regard to the Manager of Newberry's presentation. She said we need a vision statement and a review of the Comprehensive Plan before we do anything else.

Mrs. Smith asked Council for clarification about their direction to staff to write the letter.

Vice-Mayor Hanchar moved to direct staff to write a letter to the 125th Anniversary Park donors asking them for approval to repurpose their donation to be used elsewhere within the park system. Councilwoman Kenny seconded the motion.

Councilwoman Kenny suggested amending the motion made to provide an additional paragraph inviting the public to state what they would like to see the funds used for. Discussion followed and it was agreed to add further verbiage to the letter.

A vote was taken and the motion passed 5-0.

Agenda Item #4 – Public Comment

There were none.

AGENDA ITEM #5 – Adjourn

At approximately 5:55 p.m. Councilwoman Williams moved to adjourn the February 14, 2022 CRA Board meeting. Vice-Mayor Hanchar seconded the motion.

A vote was taken and the motion passed 5-0.

ATTEST:

Penned Signature of;
Amanda Odom, CMC, City Clerk

Penned Signature of;
William P. White, Mayor

City of Dunnellon
Agenda Summary Form

Meeting Date: April 6, 2022

1. Responsible Department: Community Development
2. Presenter: Georgina Cid
3. Recommended Action: Approval

Subject: Application for CRA/Historic Preservation Façade Rehabilitation Reimbursement Grant

Request for Approval Summary Explanation & Background:

The Women's Club of Dunnellon is requesting a façade improvement grant i/a/o \$5,000 to remove rotten trees and rotten wood around the porch area, trim trees, do new landscaping, replace a window and repair the driveway.

It is staff recommendation that it be approved as per the policy.

Procurement Method: Reimbursement upon invoice submittal.

Fiscal Information: FY2021/2022

Attorney Review: N/A

**CITY OF DUNNELLON
COUNCIL
AGENDA SUMMARY FORM**

Meeting Date: May 9, 2022

Review by City Attorney:

Responsible Dept.: Finance

Council Action:

Department Head Approval: Jan Smith

Date of Action:

Subject: FY2021-2022 Second Quarter TIFD (CRA) Budget Update

Request for Approval Summary Explanation & Background: Attached are the FY2021-2022 Second quarter results. The following documents are provided.

- Budget vs Actuals period ending March 31, 2022
- TIFD (CRA) Spending Schedule period ending March 31, 2022
- Cash Reserves as of March 31, 2022

Fiscal Information: N/A

Procurement Method: N/A

Purchase Requisition#: N/A

Recommended Action:

Initiated by: JS

**CITY OF DUNNELLON
2021-2022 YEAR TO DATE SUMMARY
MARCH 50% COMPLETE**

94 TAX INCREMENT FINANCING DISTRICT (CRA)							
	FY 20-21	FY 21-22 REVISED/ AMENDED	FY 21-22 YEAR TO DATE	FY 21-22 % OF BUDGET COLLECTED	FY 21-22 PROJECTED	Projected vs Budget (Under)/Over Budget)	Comment
	ACTUAL	BUDGET	ACTUAL				
95 REVENUES							
96 Taxes (New)	299,169	327,893	327,894	100.0%	327,894	1	
97 Grants	-	-	-	0.0%	-	-	
98 Miscellaneous	93	560	188	33.5%	468	(92)	
99 Transfer from Reserves (Old)	235,038	296,261	-	0.0%	272,154	(24,107)	Decrease due to cancellation of 125YR Park Project
100							
101 Total TIFD Revenues	534,300	624,714	328,081	52.5%	600,515	(24,199)	
102							
103							
104 EXPENDITURES							
105 Personnel	26,836	45,635	21,361	46.8%	45,962	327	
106 Operations	6,174	59,182	4,387	7.4%	58,692	(490)	
107 Capital	501,290	419,507	-	0.0%	395,400	(24,107)	\$23,400 Allocated to 125YR Park Project re-allocated to Blue Run Park Restroom Project
108 Grants	-	100,390	-	0.0%	100,390	-	
109 Transfer to Reserves	-	-	-	0.0%	-	-	
110							
111 Total TIFD Expenditures	534,300	624,714	25,747	4.1%	600,444	(24,270)	
112 Surplus/(Deficit)	(0)				71		

CASH RESERVES

	UNAUDITED BALANCE 10/1/2021	BALANCE 2/28/2022	BALANCE 3/31/2022	NET CHANGE FROM PRIOR PERIOD	NET CHANGE FROM START OF YEAR
1 TIFD EQUITY					
2 02000-15183 TIFD EQUITY	367,474.51	613,864.28	609,281.52	(4,582.76)	241,807.01
3 02000-15183 A1731 TIFD EQUITY-BIKE PATH	303,760.00	303,760.00	303,760.00	0.00	0.00
4 TIFD EQUITY	671,234.51	917,624.28	913,041.52	(4,582.76)	241,807.01

FY2021-2022 Budget

	UNAUDITED		BEGINNING FUND BALANCE		
	FY 2020-21		UNAUDITED FY 2021-22		
	Actual		Budget	Actual	Projected
1 Beginning Fund Balance -October 1	908,022		589,130	671,235	
2 Current Year Revenue	299,262		328,453	328,081	
3 Transfer from TIFD Reserve					
4					
Transfer In-125 Pk donations from GF (Funds will be transferred when project begins construction)	0		24,107	0	
5 Total Available Fund Balance	1,207,284		941,690	999,316	
6					
7 Fund Balance (RESERVES) Budgeted for:	Budget	Actual	Budget	Actual	
8 Personnel	41,614	26,836	45,635	21,361	45,962
9 Operating	66,639	6,174	59,182	4,387	58,692
10 Grants-CRA	70,390	0	100,390		100,390
11 Blue Run Pk Restrooms	12,000	0	12,000		35,400
12 125 Trailhead Re-design	47,507	0	47,507		0
13 City Welcome Signs - Three					
14 W Penn Streetscape-PH I					
15 W Penn Streetscape-PH II	50,000	8,723	50,000		50,000
16 Ernie Mills Beautification Project	10,000		10,000		10,000
17 Entrance Signs-Historic District	25,000		25,000		0
18 Parking Lots/Enhancements -Ernie Mills	393,750	492,567			
19 Parking Lots/Enhancements - Short Tower Wy					
20 Parking Enhancements (Meters/Kiosks)-Project Terminated					
21 Wayfinding Signage-EC-10	25,000		25,000		226,200
22 Parking Enhancements			250,000		73,800
23					
24 Total Appropriations	741,900	534,300	624,714	25,748	600,444
25					
RESERVES:					
26					
27 Fund Balance Available To Be Obligated To Projects (Line 4 minus Line 17)					
28 Recommended Projects:					
29 Park Improvements-Ernie Mills					
30 Parking Enhancements					
31 FDOT Multi-Modal Grant-Reserve (Max Contr. \$350,000)	303,760	303,760	316,976	303,760	316,976
32 Landscaping					
33 Benches					
34 Lighting					
35 Streetscape PH II (Bulb-outs, intersection upgrades 41/484, gateway infrastructure, stamped brick concrete)					
36 Reserve-Historic Board (for Grants)-Reserve combined with CRA unrestricted at FYE 2019					
37 Property Acquisition and/or Development of Public Parking (i.e. CRA Public Parking at new Police Facility)	168,722	369,224			81,896
38 Legend					
39 Green = 1st year of obligation					
40 Blue = 2nd year of obligation					
41 Red = 3rd year of obligation and beyond					
42 Orange = Completed projects					