

**Agenda**  
**City of Dunnellon**  
**Community Redevelopment Agency Meeting**  
**20750 River Drive, Dunnellon, FL 34431**  
**August 9, 2021**  
**5:00 p.m.**  
Join Zoom  
[https://dunnellon.zoom.us/j/81209933557?  
pwd=ek93RnNpVzE1LzdvdUdhLzJUYmJzdz09](https://dunnellon.zoom.us/j/81209933557?pwd=ek93RnNpVzE1LzdvdUdhLzJUYmJzdz09)

Meeting ID: 812 0993 3557

**Dunnellon Community Redevelopment Agency meeting will be held on August 9, 2021, 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 [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 9th. 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, August 2, 2021.

**Consent Agenda**

**1. CRA Board Meeting Minutes**

May 10, 2021 CRA Meeting

Documents:

[May 10 2021 CRA Minutes.pdf](#)

## **Consent Agenda Approval**

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

## **2. FY2020-2021 Third Quarter TIFD (CRA) Budget Update - Jan Smith**

Documents:

[CRA 3rd Quarter Budget Update Agenda Packet ADA.pdf](#)

## **3. CRA Grant Funding Discussion**

## **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.

**City of Dunnellon  
Community Redevelopment Agency Board**

Zoom

<https://dunnellon.zoom.us/j/98790700046?pwd=MHAvMnptVWNYN0tuSDU0cVYyYjkyQT09>

Meeting ID: 987 9070 0046

Date: May 10, 2021

Time: 5:00 p.m.

Place: City Hall

20750 River Dr., Dunnellon, FL 34431

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, May 10th. Please see instructions below on how to register.

**CALL TO ORDER AND PLEDGE**

Mayor White called the meeting to order at approximately 5:12 p.m., and led in the pledge of allegiance. He asked if any invitee or volunteer was present to open with prayer. No one approached and Mayor White offered a moment of silence.

**ROLL CALL**

The following members answered present at roll call:

Bill White, Mayor

Valerie Hanchar, Vice-Mayor

Anita Williams, Councilwoman

Louise Kenny, Councilwoman

**ABSENT**

Jan Cubbage, Councilwoman

**STAFF PRESENT**

Mandy Roberts, City Clerk

Jan Smith, Finance Officer

Julie Danowski, Records Clerk

Lt. Shane Yox, Police Department

Chief McQuaig, Police Department

**LEGAL COUNSEL**

Andrew Hand,

Shepard, Smith, Kohlmyer & Hand, 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, May 06, 2021.

**Council's Comments Regarding Agenda**

No comments.

**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**

February 08, 2021 CRA Meeting

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

**REGULAR AGENDA:**

**AGENDA ITEM #2 - FY2020-2021 SECOND QUARTER TIFD (CRA) BUDGET UPDATE – JAN SMITH**

Mrs. Smith provided an overview of the CRA budget for the period ending March 31, 2021. She said the actual revenue received year to date is \$299,455.00. She projects almost all of the budget will be spent due to ongoing projects and it being relatively early in the year. She said, as of March 31<sup>st</sup>, the projected total revenues are \$731,759.00.

Mrs. Smith said actual expenditures year to date is \$21,548.00. She said not much has been spent at the 6 month mark, but projects the entire budget will be spent due to outstanding projects. She said Capital Expenditures of \$563,257.00 is mostly for the Ernie Mills project. She is projecting a shortfall of \$9,229.00 but only if all the projects are completed and she felt strongly we will come in with a surplus this year.

Mrs. Smith explained funding and reserves budgeted for each of the active projects, personnel, operating expenses and grants covering a five-year period. She said cash reserves in the CRA fund stands at \$882,169.22 (she said this is the bank account) plus \$303,760.00 which is set aside for the Bike Path.

Mayor White and Mrs. Smith explained the CRA has identified three areas that need a helping hand and this is a special fund dedicated to helping rehabilitate those areas. They said the funding comes from both the City and the County.

**AGENDA ITEM #3 – PUBLIC COMMENTS**

Kathy Dunn, 11386 SW Hendrix Dr., asked if an entity applies for a grant, would they initially put up the money for the work but then recover 20% if they received the grant. She also asked if personnel salaries could come from the grant money. Mrs. Smith said she was correct on both questions except there is a cap on the funding and she could not confirm the 20% figure. Further discussion was had regarding who actually applies for the grants and how. Ms. Roberts offered to send Mrs. Dunn a copy of the grant policy.

**AGENDA ITEM #4 - ADJOURN**

At approximately 5:30 p.m. Vice-Mayor Hanchar moved to adjourn the May 10, 2021 CRA Board meeting. Councilwoman Williams seconded the motion and all were in favor. The vote was 4-0.

ATTEST:

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Amanda Roberts, CMC  
City Clerk

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William P. White, Mayor

**CITY OF DUNNELLON  
COUNCIL  
AGENDA SUMMARY FORM**

**Meeting Date:** August 9, 2021

**Review by City Attorney:**

**Responsible Dept.:** Finance

**Council Action:**

**Department Head Approval:** Jan Smith

**Date of Action:**

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

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

- Budget vs Actuals period ending June 30, 2021
- TIFD (CRA) Spending Schedule period ending June 30, 2021
- Reserve Balances as of June 30, 2021

**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  
JUNE 75% COMPLETE**

**TAX INCREMENT FINANCING DISTRICT (CRA)**

	FY 19-20 ACTUAL	FY 20-21 REVISED/ AMENDED BUDGET	FY 20-21 YEAR TO DATE ACTUAL	FY 20-21 % OF BUDGET COLLECTED	FY 20-21 PROJECTED	Projected vs Budget (Under)/Over Budget)	Variance From Budget at Year End
<b>REVENUES</b>							
Taxes	275,700	309,176	299,169	96.8%	299,169	(10,007)	Decrease due to final certified property values less than anticipated
Grants	-	-	-	0.0%	-	-	
Miscellaneous	888	841	397	47.3%	608	(233)	
Other Sources/ Uses	-	431,883	112,334	26.0%	215,921	(215,962)	Decrease due to reserve funding not needed as a result of capital projects carried forward to FY2021-2022
<b>Total TIFD Revenues</b>	<b>276,587</b>	<b>741,900</b>	<b>411,900</b>	<b>55.5%</b>	<b>515,697</b>	<b>(226,203)</b>	
<b>EXPENDITURES</b>							
Personnel	13,574	41,614	19,513	46.9%	41,614	-	
Operations	5,608	66,639	3,682	5.5%	65,727	(912)	
Capital	49,623	563,257	388,705	69.0%	408,356	(154,901)	Decrease due to capital projects carried forward to FY2021-2022
Grants	2,880	70,390	-	0.0%	-	(70,390)	Decrease due to lack of interest in CRA grants by property owners
Other Sources/Uses	-	-	-	0.0%	-	-	
<b>Total TIFD Expenditures</b>	<b>71,684</b>	<b>741,900</b>	<b>411,900</b>	<b>55.5%</b>	<b>515,697</b>	<b>(226,203)</b>	
<b>Surplus/(Deficit)</b>	<b>204,903</b>				<b>0</b>		

	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21		
							Actual	Budget	Actual	Projected	
1 Beginning Fund Balance -October 1	158,860		566,814		550,070		703,118	880,258	913,512		
2 Current Year Revenue	190,925		175,464		196,972		276,318	310,017	299,455		
Transfer from TIFD Reserve											
3											
Transfer In-125 Pk donations from GF (Funds will be transferred when project begins construction)								24,107	0	0	
4 Total Available Fund Balance	669,725		742,278		747,042		979,436	1,214,382	1,212,967	-	
5											
6											
7 <b>Fund Balance (RESERVES) Budgeted for:</b>	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Projected
8 Personnel	21,660	23,093	29,320	31,034	30,184	16,244	16,147	7,549	41,614	13,241	41,614
9 Operating	36,084	19,344	36,104	15,226	40,948	7,084	42,047	5,418	66,639	3,296	65,727
10 Grants-CRA	51,569	0	50,000	3,600	60,000	0	76,990	2,880	70,390	0	-
11 Blue Run Pk Restrooms	30,000	18,000	12,000	0	12,000	0	12,000	0	12,000	0	-
12 125 Trailhead Re-design	23,400	0	23,400	0	50,190	0	47,757	0	47,507	0	-
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	2,274	2,274
16 Ernie Mills Beautification Project									10,000		-
17 Entrance Signs-Historic Distrct									25,000		-
18 Parking Lots/Enhancements - Ernie Mills					202,922	2,833	361,446	10,590	393,750	2,737	406,082
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		-
22											
23 Total Appropriations	182,713	60,737	250,824	76,386	396,244	43,924	578,130	42,335	741,900	21,548	515,697
24											
25											
<b>RESERVES:</b>											
26											
27 <b>Fund Balance Available To Be Obligated To Projects (Line 4 minus Line 17)</b>		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
					703,118		937,101		472,482		697,270
29 <b>Recommended Projects:</b>											
30 Park Improvements-Ernie Mills	12,087		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		633,341				
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		393,510

**Legend**  
Green = 1st year of obligation  
Blue = 2nd year of obligation  
Red = 3rd year of obligation and beyond  
Orange = Completed projects

CASH RESERVES

			BALANCE 10/1/2020	BALANCE 5/31/2021	BALANCE 6/30/2021	NET CHANGE FROM PRIOR PERIOD	NET CHANGE FROM START OF YEAR
1	<b>TIFD EQUITY</b>						
2	02000-15179	HISTORIC BLDG REDEVELOPMENT	-	-	-	0.00	0.00
3	02000-15183	TIFD EQUITY	609,752.03	729,647.84	491,927.50	(237,720.34)	(117,824.53)
4	02000-15183 A1731	TIFD EQUITY-BIKE PATH	303,760.00	303,760.00	303,760.00	0.00	0.00
5	<b>TIFD EQUITY</b>		913,512.03	1,033,407.84	795,687.50	(237,720.34)	(117,824.53)