

# COMMUNITY REDEVELOPMENT AGENCY MEETING

14150 5th Street, Dade City, FL 33525

Tuesday, June 8, 2010

5:30 p.m.

<u>CITY COMMISSION / PLANNING AGENCY / CRA</u>	<u>CITY STAFF</u>
Scott Black, Mayor Eunice M. Penix, Mayor Pro-Tem Curtis A. Beebe, Commissioner William L. Dennis, Commissioner Camille Hernandez, Commissioner	William C. Poe, Jr., City Manager James D. Class, City Clerk & Finance Director Karla S. Owens, City Attorney

## REGULAR MEETING AGENDA

### A. CALL TO ORDER:

Invocation  
Pledge of Allegiance  
Roll Call

### B. MINUTES:

Approval: May 11, 2010 – Regular Meeting

### C. PUBLIC COMMENTS:

### D. UNFINISHED BUSINESS:

### E. NEW BUSINESS:

- E1. Reappointments to Redevelopment Advisory Committee (RAC) Membership
- E2. CRA Projects Update - Karen Traenkner

### F. NOTED ITEMS:

- F1. RAC Minutes – May 18, 2010

### ADJOURNMENT:

**APPEALS:** Any person desiring to appeal any decision made by the Community Redevelopment Agency with respect to any matter considered at any meeting or hearing will need a record of the proceedings and may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

**DISABILITY:** If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled at no cost to you to the provision of certain assistance within two (2) working days of your receipt of this notice. Please contact the Dade City Clerk's office, P.O. Box 1355, Dade City, FL 33526-1355; (352) 523-5052 for further assistance and information.

# *City of Dade City*

## **AGENDA MEMO**

**To:** Chairman and Members of the Community Redevelopment Agency  
**From:** Karen Traenkner, Development Review Tech / CRA Director  
**Subject:** CRA Projects Update  
**Date:** June 8, 2010

Listed below is an update on current RAC projects:

### **Streetlights**

All new streetlights in Phase 1 – along 7<sup>th</sup> Street between Howard Ave. and Whitehouse Ave. – have been installed and energized. Old lights are being removed, beginning at the north end of 7<sup>th</sup> Street.

Phase 2 – CRA #2, Howard Ave. south to Coleman Ave. – will likely begin in late August. TECO will have to bore under 7<sup>th</sup> Street for installation. They have the lights in stock, but there is an 8-week lead-time for the poles.

Phase 3 – Coleman Ave. to the 301 apex – is funded by the City, and will be done simultaneously with Phase 2.

Dade City Police Department will check lights at night on a regular basis to ensure they are operating, and note pole numbers of non-functioning lights so TECO can service them.

### **Matter of Taste Alleyway**

On June 29 at 5:30, Wannemacher Jensen Architects (WJA), architect for the new City Hall project, will hold a design charette for the 7<sup>th</sup> Street alleyway project. CRA, RAC, other City organizations, property owners and interested public are invited to provide input and design ideas. Under a second phase, WJA will also prepare construction drawings for the final design, so the project can be put out to bid. RAC approved up to \$4,000 for WJA's participation; each of the two phases will be billed at \$1,995, for a total of \$3,990.

WJA will also address repair/renovation of the six brick medians in the 8<sup>th</sup> Street parking lot, as well as a sign package for 7<sup>th</sup> Street and the CRA area; this will be under separate proposal.

### **CRA Grants Update**

Thirteen CRA Grant projects were approved by CRA in April. Three painting projects have been completed and submitted for payment; three others are complete and awaiting receipts for payment. The seven façade grants are either underway or materials have been ordered. A spreadsheet is attached detailing these 13 grants.

A meeting was held June 1 to begin revision of the CRA Building Exteriors Grant Guidelines. When complete, they will be submitted to RAC and CRA for comments.

### **Recycling**

Central Carting's May report shows the City at 25% participation – since January, numbers have ranged between 24% and 30%. Jennifer Seney, Pasco County Recycling Coordinator, is encouraging Dade City to include a recycling reminder in utilities billing. She can provide a 2-color piece to be inserted in bills.

RAC also approved spending \$140 to provide 25 "Recycling Volunteer" vests to Habitat for Humanity, to call attention to volunteers working recycling containers at local events. Hopefully this will increase attendees' participation in recycling.

Minutes from the May 18, 2010 RAC meeting are also attached.

Respectfully Submitted,

Karen Traenkner

# April 2010 CRA Grant Applications: Painting & Façade

Address	Building	Grant	Application	Amount		Total for Building	Contractor
				Painting	Façade		
<b>CRA #1</b>							
14016 7th St	Downtown Commons Rest.	Painting	Paint single-story building	\$2,250.00		\$2,250.00	M&M Painting
14110 7th St	Ivy Cottage Antiques	Façade	Metal façade on front of building		\$2,362.50	\$2,362.50	Widner Roofing
14314 7th St	Little Mexico Restaurant	Painting	Paint single-story building	\$2,335.00		\$2,335.00	New Tampa Painting
14402-14428 7th St	Manbar Inc	Façade	Security & sign lighting		\$3,268.50	\$3,268.50	Martin Electric
14444 7th St	Tin Can Pam's	Painting	Paint single-story building	\$2,500.00		\$2,500.00	New Tampa Painting
14602-14610 7th St	Dade City Glass Plaza	Painting	Paint multi-tenant building	\$5,486.00		\$5,486.00	New Tampa Painting
14136 8th St	Otto Weitzenkorn:	Painting	Paint multi-story building	\$6,900.00			Salvador's Painting
14136 8th St	Annetta's Antiques Building	Façade	Remove metal awning; repair roof of		\$7,500.00		Simpson Construction
14138 8th St		Façade	existing awning; stucco lower half of		\$7,500.00		Simpson Construction
14140 8th St		Façade	building.		\$7,500.00		Simpson Construction
14144 8th St	Nancy's Natural Foods	Façade			\$7,500.00		Simpson Construction
14144 8th St		Painting	Paint multi-story building	\$5,400.00		\$42,300.00	Salvador's Painting
37912 Church Ave	Simpson Farms	Painting	Paint multi-story building	\$3,845.00			Gale Insulation
		Façade	Construction of parking lot		\$7,500.00	\$11,345.00	W.Clyde Daniel Construction
37940 Live Oak Ave	Gail Greenfelder: Entire block	Painting	Paint multi-tenant building	\$7,500.00			Salvador's Painting
37937 - 37945	Kafe Kokopelli, vacant bldg &						
Meridian Ave	Quaker Bar						
37940 Live Oak Ave	Kafe Kokopelli	Façade	Stucco, dentil molding, lighting, recover		\$5,724.31		Pasco Stucco, East Pasco
			black awnings				Electric, Creighton Awning
37937 Meridian Ave	Kafe Kokopelli Banquet room	Façade	Stucco, dentil molding, lighting		\$7,500.00		Pasco Stucco, Martin Elec
37941 Meridian Ave	Vacant (Future Restaurant)	Façade	Remove mansard roof, planter, stucco;		\$7,500.00		St. Joseph Construction
			install glass garage door & screen				
37945 Meridian Ave	Quaker Bar	Façade	Stucco, dentil molding		\$7,500.00	\$35,724.31	Pasco Stucco
37832 Meridian Ave	Barbara Huckabay:	Façade	Add trim to windows & door, lighting,		\$7,114.50	\$7,114.50	William Walters, East
	Griffin Block		sandblast beams, signs, painting				Pasco Electric, Pasco
							Stucco, Salvador's Painting,
							Mark Hannah Signs
37850 Meridian Ave	Kiefer Village Jewels	Façade	Awnings at overhang & 2nd floor windows		\$4,422.00	\$4,422.00	Creighton Bros. Awning Co
38038 Meridian Ave	Charles Waller Law Firm	Painting	Paint single-story building	\$2,475.00		\$2,475.00	Daniel's Painting
<b>CRA #1 TOTALS</b>				<b>\$38,691.00</b>	<b>\$82,891.81</b>	<b>\$121,582.81</b>	
<b>CRA #2</b>							
13950 5th St	Milton Funeral Home (Rosandrea McClendon)	Painting	Paint multi-story building	\$6,490.00		\$6,490.00	Bob White Painting
<b>CRA #2 TOTALS</b>				<b>\$6,490.00</b>	<b>\$0.00</b>	<b>\$6,490.00</b>	
<b>GRAND TOTAL</b>				<b>\$45,181.00</b>	<b>\$82,891.81</b>	<b>\$128,072.81</b>	

# CITY OF DADE CITY

## REDEVELOPMENT ADVISORY COMMITTEE MINUTES

Tuesday, May 18, 2010

5:30 p.m.

**MEMBERS PRESENT:** Jean Ward, Chairman  
Lucy Avila  
Pete Odom  
Vickie West  
Nancy Johnson  
Allison Todd

**MEMBERS ABSENT:** Bob Larkin, Vice-Chairman

**Others:** Michael Sherman, Community Development Director  
Karen Traenkner, CRA Director  
Crystal Davenport, Downtown Dade City Main Street

The meeting was called to order at 5:35 by Jean Ward, Chairman. The Pledge of Allegiance was recited and roll was called; Bob Larkin was absent.

Minutes of the March 16, 2010 RAC meeting were approved as submitted. Due to lack of a quorum, there was no April meeting.

### **Old Business**

#### Matter of Taste Alleyway – Update

Mike Sherman met with Lisa Wannemacher of Wannemacher Jensen Architects (WJA), who is doing the planning for the proposed new City Hall, to discuss plans for the alleyway project. Lisa will submit two proposals for RAC review: One for a design charette to solicit concept ideas for the project, and to reach a consensus for the final design. Invitees would include RAC, CRA, other City organizations, property owners and interested public – to get their expectations and recommendations. The second proposal would include taking the charette design and preparing construction drawings for bidding and permitting the project. Each proposal would not exceed \$2,000.

Action: RAC unanimously voted to authorize up to \$4,000 total for two Work Orders as detailed above. The charette will be held in Commission Chambers on Tuesday, June 29 at 5:30.

#### Main Street Window of Opportunity Grants - Status

Crystal Davenport reported that the Façade Grant Procedures will be revised, with award amounts based on total frontage, square footage or other factor beside number of addresses on a building.

She also proposed a new Window of Opportunity grant, to cover maintenance of brickwork on buildings, which would encourage owners to restore their buildings instead of applying stucco over historic brick.

#### Pricing for 8<sup>th</sup> Street Parking Lot Medians

At the March 16 meeting, City Engineer Lennie Naeyaert submitted a drawing for installation of 4' concrete sidewalks within each of the six brick medians in the 8<sup>th</sup> Street parking lot. The center of each median would still be a 7' wide brick area, with a 4' sidewalk on each side to provide pedestrians a smoother, safer walking surface. The work would be done by Public Works, and would cost \$7,500 to include all six medians.

Action: Members requested that WJA give their opinion on renovation of the medians when they make their presentation on June 29.

#### Bench Dedication Fee

Karen Traenkner has been working with Carol Madill Lockey on dedication of a bench on Pasco Avenue at the 8<sup>th</sup> Street parking lot, to commemorate the former location of her parents' furniture store. Carol submitted a \$1,000 check to the City, to be earmarked for the bench fund, and is working with Michael Hodges on wording for a bench plaque.

#### March 5 FRA Conference in Mt. Dora: Pete Odom

Pete Odom gave an overview of the Conference he attended. He was especially interested in two small business grants programs: Micro Loan Program offered by the City of Winter Park CRA, and Downtown Sanford Rehabilitation Interest Subsidy Program offered by the City of Sanford. Karen will copy brochures from both cities and send to RAC members.

#### New Business

##### Sidewalk Repair Quotes for CRA #1 and #2

Precision Sidewalk Safety demonstrated their sidewalk repair system to City Staff in April. They also submitted a proposal for "CRA Sidewalk Restoration and Trip Hazard Repair" for RAC review:

- CRA #1 along 7<sup>th</sup> Street from Howard Avenue to River Road: 85 repairs = \$2,880
- All of CRA #2: 69 repairs = \$1,772

Action: Members requested a price to include sidewalk repair along Meridian Avenue, from 5<sup>th</sup> to 8<sup>th</sup> Street.

#### Recycling Update: Quote for Vests

Recycling within the City is holding fairly steady at 26% – 30% for 2010. April participation was 26.5%.

Karen received a quote from Safety Zone Specialists for 25 “Recycle Volunteers” safety vests at \$138.75. Vests would be donated by RAC to recycling volunteers organized by Habitat for Humanity, who set up, monitor and dispose of recyclables at events in the City.

Action: Members voted unanimously to authorize purchase of 25 vests for recycling volunteers as coordinated by Habitat for Humanity.

#### Budget Status Report / 2010-2011 Budget Process

Karen reviewed current figures from the CRA budget and RAC obligations for the 2010 – 2011 Budget, including \$50,000 annually for the streetlight lease. A decrease in income from County and City TIF funds of between 10 and 15% is anticipated; at 15%, CRA income will be roughly \$220,000. There are still funds available from prior years that can be used to complete current projects (alleyway) and start others (signage program).

Members decided to hold a Budget preparation meeting, to include a Capital Improvement Plan (CIP), prior to the WJA charette on June 29; the RAC meeting will begin at 4:30. Karen will send the 2009 – 2010 Project List as well as the master list to all members prior to the meeting.

#### **Other Business**

##### Pasco County Request

County officials have requested that CRA consider funding rehabilitation of the bandstand and installation of a fountain in the courtyard of the Historic Courthouse. Since CRA funds cannot be used to improve government-owned property, the request was denied.

##### e-mail from Hanson Products

Karen received an e-mail from Jose Gonzalez with Hanson Hardscapes in Pompano Beach, concerning their interest in bidding on brick pavers for the alleyway project. This information will be filed with brochures from other contractors for reference when specs for the project are developed by WJA and sent out for bid.

##### Member Reports

Pete Odom noted that Sunrise Rotary had once earmarked funds for public restrooms at the YMCA. He wondered about the status of the project and if it was still viable. Karen will research.

Pete also mentioned that the Chamber of Commerce was re-thinking their sponsorship of the monthly Cruise-In. The cost of mandatory portable restrooms as well as insurance was making the event unprofitable. Public restrooms would eliminate one major expense. July and August Cruise-Ins have been canceled – participation is down due to the heat.

Allison Todd reminded members that summer is a tough time for merchants. Since tourists are gone, they count on local customers – so Support Your Local Merchants!

Crystal Davenport noted that Main Street is getting complaints on their Facebook page about merchants' hours being restrictive – stores are closed both when workers come to town and when they leave work for home. This limits their hours to “Shop Locally.”

She also reported that the Main Street Economic Restructuring Committee was working on two projects:

- Information gathering in the form of surveys at events to gauge interest and participation.
- Merchant meetings, focusing on three areas: south of Church Avenue, from Church Avenue to Live Oak, and from Live Oak north.

**Adjournment:** The meeting was adjourned at 7:15 p.m.

Respectfully submitted by Karen Traenkner