

# COMMUNITY REDEVELOPMENT AGENCY MEETING

14150 5th Street, Dade City, FL 33525

Monday, September 13, 2010

5:20 p.m.

Immediately Following the Youth Council Interviews

<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: August 10, 2010 - Regular Meeting  
August 24, 2010 - Workshop

### C. PUBLIC COMMENTS

### D. UNFINISHED BUSINESS

### E. NEW BUSINESS

- E1. Approval of CRA Resolution No. 2010-01 - Adopting the FY 2010-2011 CRA Budget
- E2. CRA Projects Update - Karen Traenkner

### F. NOTED ITEMS

- F1. Notes from CRA/RAC workshop - August 24, 2010

### G. 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*

## **MEMO**

**To:** Honorable Chairman and Members of the CRA Board  
**From:** James D. Class, City Clerk / Finance Director **JC**  
**Subject:** CRA budget for fiscal year 2010-2011  
**Date:** September 7, 2010

It is requested that the CRA Board consider the following information and recommendations:

**BACKGROUND:**

The CRA receives tax increment financing from the city and county each year to fund redevelopment activities within the community redevelopment area and as defined in the redevelopment plan.

**ISSUES:**

CRA Resolution No. 2010-01 adopts a CRA budget for the 2010-2011 fiscal year. Both CRA No. 1 and CRA No. 2 are included under this resolution.

**ALTERNATIVES:**

The CRA Board may amend the budget, but must still adopt a resolution.

**RECOMMENDATION:**

Adopt CRA Resolution No. 2010-01.

**FUNDING:**

Funding for the fiscal year 2010-2011 CRA budget comes from tax increment financing, interest earnings, and cash balances brought forward.

By the CRA Board

**CRA RESOLUTION NO. 2010-01**

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY BOARD OF DADE CITY, FLORIDA, ADOPTING A BUDGET FOR THE FISCAL YEAR 2010-2011; PROVIDING FOR THE DISPOSITION OF FUNDS REMAINING FROM THE 2009-2010 FISCAL YEAR; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Community Redevelopment Agency Board of the City of Dade City wishes to set forth the appropriations and revenue estimates for its budget for fiscal year 2010-2011 in the amount of \$993,808, and,

WHEREAS, the Community Redevelopment Agency budget is included as part of the final budget of the City of Dade City for fiscal year 2010-2011.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DADE CITY, FLORIDA, THAT:**

Section 1. The Community Redevelopment Agency Board does hereby adopt a budget for fiscal year 2010-2011.

Section 2. The budget for fiscal year 2010-2011 may be amended if there are significant changes to the millage rates levied by the city or the county or significant changes to the taxable value of the CRA area.

Section 3. Any monies remaining from the fiscal year 2009-2010 budget shall be allocated as required under Section 163.387(7) of the Florida Statutes.

Section 4. A copy of this resolution will be forwarded to the City Commission of Dade City.

Section 5. This resolution will take effect immediately upon its adoption.

DULY ADOPTED in open and regular meeting at Dade City, Florida, this 13th day of September, 2010.

PASCO COUNTY, FLORIDA  
CITY OF DADE CITY

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CHAIRMAN

ATTEST:

APPROVED AS TO FORM:

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CLERK

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CITY ATTORNEY

### Component Units - Dependent Special Districts

	FY 08-09 Actual (1)	FY 09-10 Original (2)	FY 09-10 Projected (3)	FY 10-11 Requested (4)	\$ Change (4) - (2)
<b>Component Units</b>					
<b>Community Redevelopment Agency 1</b>					
Tax Increment - County	\$126,059	\$104,000	\$123,970	\$107,000	\$3,000
Interest	\$4,189	\$4,000	\$2,400	\$2,000	(\$2,000)
Contributions	\$0	\$0	\$1,000	\$0	\$0
Tax Increment - City	\$159,131	\$140,000	\$132,218	\$120,000	(\$20,000)
Budgeted Cash Balances	\$764,619	\$1,120,517	\$1,006,522	\$768,808	(\$351,709)
<b>TOTAL - CRA #1</b>	<b>\$1,053,998</b>	<b>\$1,368,517</b>	<b>\$1,266,110</b>	<b>\$997,808</b>	<b>(\$370,709)</b>
<b>Community Redevelopment Agency 2</b>					
Tax Increment - County	\$0	\$0	\$0	(\$2,000)	(\$2,000)
Interest	\$0	\$0	\$0	\$0	\$0
Contributions	\$0	\$0	\$0	\$0	\$0
Tax Increment - City	\$0	\$0	\$0	(\$2,000)	(\$2,000)
Budgeted Cash Balances	\$0	\$0	\$0	\$0	\$0
<b>TOTAL - CRA #2</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$4,000)</b>	<b>(\$4,000)</b>

**Community Redevelopment Agency #1**

<b>Community Redevelopment Agency 1</b>	<b>FY 08-09 Actual (1)</b>	<b>FY 09-10 Original (2)</b>	<b>FY 09-10 Projected (3)</b>	<b>FY 10-11 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$30,000	\$4,000	\$10,000	(\$20,000)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$30,000	\$30,000	\$40,000	\$45,000	\$15,000
Travel & Per Diem	\$120	\$200	\$350	\$400	\$200
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$52,700	\$0	\$50,000	(\$2,700)
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$10	\$87,000	\$0	\$10,000	(\$77,000)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$210	\$1,500	\$745	\$1,300	(\$200)
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$86	\$10,000	\$1,500	\$2,000	(\$8,000)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,280	\$1,500	\$707	\$800	(\$700)
Contingency	\$0	\$0	\$0	\$603,643	\$603,643
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$15,770	\$80,000	\$450,000	\$99,665	\$19,665
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$47,476</b>	<b>\$292,900</b>	<b>\$497,302</b>	<b>\$822,808</b>	<b>\$529,908</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$47,476</b>	<b>\$292,900</b>	<b>\$497,302</b>	<b>\$822,808</b>	<b>\$529,908</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$1,075,617	\$0	\$175,000	(\$900,617)
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$1,075,617</b>	<b>\$0</b>	<b>\$175,000</b>	<b>(\$900,617)</b>
<b>TOTAL</b>	<b>\$47,476</b>	<b>\$1,368,517</b>	<b>\$497,302</b>	<b>\$997,808</b>	<b>(\$370,709)</b>

**Community Redevelopment Agency #2**

<b>Community Redevelopment Agency 2</b>	<b>FY 08-09 Actual (1)</b>	<b>FY 09-10 Original (2)</b>	<b>FY 09-10 Projected (3)</b>	<b>FY 10-11 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$0	\$0	\$0	\$0	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	(\$4,000)	(\$4,000)
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$20,565	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,565</b>	<b>(\$4,000)</b>	<b>(\$4,000)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,565</b>	<b>(\$4,000)</b>	<b>(\$4,000)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,565</b>	<b>(\$4,000)</b>	<b>(\$4,000)</b>

*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:** September 8, 2010

Listed below is an update on current RAC projects:

**Sidewalk Repairs**

Precision Sidewalk Safety made repairs in both CRA districts on September 1 and 2 as follows:

- CRA #1: 7<sup>th</sup> Street sidewalks – 150 trip hazards rather than 85
- CRA #2: All sidewalks – 83 trip hazards rather than 69
- Total: \$4,652

Have also requested prices from three vendors to pressure clean sidewalks along 7<sup>th</sup> Street from Coleman Avenue through Whitehouse Avenue/River Road.

**Streetlights**

Phase 2 – CRA #2, Howard Avenue south to Coleman Avenue: All conduit is installed. TECO has the lights in stock but the poles are still on order. Lights in Phase 3, from Coleman Avenue to the 301 apex (funded by the City), will be done concurrent with Phase 2. There are 16 streetlights in Phase 2 and 13 in Phase 3.

**CRA Grants Update**

Thirteen CRA Grant projects were approved in April and May, and two in July. All but two have been started, and they expire September 11: Manbar Inc. at 14402 7<sup>th</sup> Street and Barbara Huckabay/Griffin Block at 37832 Meridian Avenue. Manbar is requesting an extension, and a letter has been sent to Barbara Huckabay.

**Recycling**

Central Carting's August recycling report showed the City at 22% participation, continuing a gradual decline from a high of 30.5% in March. This is likely due to slippage in participation, seasonal residents and summer vacations. Jennifer Seney, Pasco County Recycling Coordinator,

provided a 2-color flyer which was mailed last month with water bills – to remind and encourage residents to recycle.

**2010-2011 CRA Budget / Project List**

At their July 20 meeting, RAC recommended the following list of projects for 2010-2011:

- Pave Novotny parking lot for public parking
- 7<sup>th</sup> Street Alleyway
- Signage, especially north of Meridian Avenue
- Rest room, preferably east of 7<sup>th</sup> Street
- 8<sup>th</sup> Street parking lot medians
- Moving lines underground at three intersections along 7<sup>th</sup> Street

**CRA / RAC Visioning Session**

A CRA/RAC Visioning Session was held August 24 instead of the regular RAC meeting. Notes are attached.

Respectfully Submitted,

Karen Traenkner

# CITY OF DADE CITY

## CRA / RAC VISIONING SESSION

Tuesday, August 24, 2010

4:00 p.m.

**CRA MEMBERS PRESENT:** Scott Black, Mayor    Eunice Penix, Mayor Pro-Tem  
Curtis Beebe                      William Dennis  
Camille Hernandez

**RAC MEMBERS PRESENT:** Jean Ward, Chairman                      Lucy Avila  
Allison Todd

**RAC MEMBERS ABSENT:** Bob Larkin, Vice-Chairman    Nancy Johnson  
Pete Odom                                      Vickie West

**Others in attendance:** Billy Poe, City Manager  
Jim & Carol Hendry                      Ray Velboom, Police Chief  
David Hernandez                              Jim Class, City Clerk/Finance Director  
Karen Traenkner  
Jimmy Adcock, Tampa Electric  
Laura Kinsler, *Tampa Tribune*  
Nita Beckwith, Greater Dade City Chamber of Commerce  
Crystal Davenport, Downtown Dade City Main Street

The Workshop was called to order at 4:00 p.m. by Mayor Scott Black.

At their July 20 meeting, RAC approved the following list of projects for 2010-2011:

- Pave Novotny parking lot for public parking                      #1 Priority
- 7<sup>th</sup> Street Alleyway    #3
- Signage, especially north of Meridian Avenue                      #4
- Rest room, preferably east of 7<sup>th</sup> Street
- 8<sup>th</sup> Street parking lot medians    #2
- Moving lines underground at three intersections along 7<sup>th</sup> Street

Since several adjoining business owners were in attendance, the **7<sup>th</sup> Street Alleyway** project was discussed first.

On June 29, Lisa Wannemacher and Sergio DeSanto of Wannemacher Jensen Architects presented an alleyway charette to approximately two dozen citizens, including Commissioners and RAC members. After evaluating input, they submitted preliminary drawings in July, then a “bid set” on August 12. Blow-ups of components were presented for discussion by participants in the Visioning Session. Overall, the concept was approved, and Karen was directed to get specs for the pavers and put the project out to bid. Quotes will also be obtained for the pergola materials and green screens; shutters may be added later.

**Pave Novotny Parking Lot for public parking**

Although Jim and Jeanne Novotny were sent invitations, they were not present for the meeting. This project is estimated to cost \$15,000 and should be completed prior to start of work on the alleyway. An agreement has been drafted by the City Attorney and given to the Novotnys for review. Start-date for the paving will be determined when the agreement has been executed.

**Signage, especially north of Meridian Avenue**

Revising and combining signs along 7<sup>th</sup> Street, with more historic-looking signs, will be also be addressed, possibly in combination with several kiosks that can hold flyers/maps listing stores as well as posters for upcoming events. A 3-sided kiosk is proposed for the 8<sup>th</sup> Street parking lot, and one or two 2-sided kiosks along 7<sup>th</sup> Street north of Meridian Avenue.

**Rest room, preferably east of 7<sup>th</sup> Street**

It was originally intended to build a unisex restroom on YMCA property, but it is located outside the CRA district. Cost is also estimated at \$50,000 - \$60,000. Since the proposed new City Hall will have restrooms that can be accessed during events, this project may be postponed in favor of a restroom at Agnes Lamb Park (see below).

**8<sup>th</sup> Street parking lot medians**

Since the City has had the liability of a slip-and-fall in the median between Meridian and Pasco Avenues, this project and area will be given priority. Current plans call for removal of existing bricks and two trees in each median. Ground will be leveled and prepped for replacement of the bricks; two new trees planted with grating around them; drip irrigation installed; ends of each median will be planted with shrubs/flowers; shallow steps may be built at the east end of each median to avoid the current sloping.

**Moving lines underground at three intersections along 7<sup>th</sup> Street**

TECO will provide estimates for this work; cost will determine if one intersection will be done per year.

**Other: Agnes Lamb Park Improvements**

Since more events are being held at Agnes Lamb Park, building a rest room will be researched, as well as improvements to landscaping, trash cans, etc.

Additional RAC member requests:

**Pressure-washing Sidewalks**

This will be done after sidewalk repairs are made by Precision Sidewalk Safety.

**Light at overflow parking on Church Avenue**

Ray Velboom will get prices for a portable light tower that can be used as needed for events.

The Session was adjourned at 5:25.

Respectfully submitted by Karen Traenkner