

COMMUNITY REDEVELOPMENT AGENCY MEETING

14150 5th Street, Dade City, FL 33525

Tuesday, December 14, 2010

5:30 p.m. (after recess of City Commission meeting)

<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

Roll Call

B. MINUTES

Approval: November 9, 2010 - Regular Meeting

C. PUBLIC COMMENTS

D. UNFINISHED BUSINESS

E. NEW BUSINESS

E1. CRA Façade Grant Program Update - Crystal Davenport

E2. CRA Projects Update - Karen Traenkner

F. NOTED ITEMS

F1. RAC Minutes - November 16, 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
AGENDA MEMO

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

Listed below is an update on current RAC projects:

Christmas Decorations

Clark Sales Display installed Christmas decorations on November 13: 50 of the 100 streetlights between Coleman and Whitehouse Avenues are decorated with green garland with red bows on both sides, and five large decorations (similar to prior years) are installed on the light poles between 5th and 8th Streets.

Sidewalk Cleaning

On November 8, Extreme Concrete Cleaning began pressure washing sidewalks along both sides of 7th Street, from Coleman Avenue to Whitehouse Avenue. Work was completed on November 30. Extreme will also bid on additional pressure washing along Meridian Avenue, between 5th and 10th Streets.

Light at Overflow Parking Lot

A light was requested for the overflow parking lot along Church Avenue. After researching the cost for a portable light (\$7,000), it was decided to install a light on the existing TECO pole on the property, at a cost of approximately \$20/month. The installation was completed on December 8.

This completes the last two items on the attached Project List, under “Other ideas.”

#1 Project: Novotny Parking Lot Paving

An Agreement between the City, CRA and the Novotnys was delivered to Jim Novotny on December 3 for signature. The Agreement calls for the City/CRA to pave the lot within 90 days of execution, and the City to lease the lot for a 10-year term with 5-year options.

#2 Project: Streetlights / 8th Street Parking Lot Medians

At the Main Street Strategic Planning session, it was suggested that lights in the 8th Street parking lot medians be replaced with new streetlights like the ones on 7th Street, with underground wiring. Lee Isham with TECO did some research and found a couple of obstacles: the current lights feed other poles, so wiring could not be relocated underground at a reasonable cost; and additional lights would be needed per median to maintain current light levels. TECO could, however, install more attractive poles with two shoebox lights on each, increasing light levels. Lee is working up a proposal, but there would likely be no upfront costs.

Once a decision is made on replacing the poles, the rest of the median project will be put out to bid: Installing drip irrigation, re-setting bricks down the middle, pouring concrete walkways on both sides of each median, and plantings at the ends.

#3 Project: 7th Street Alleyway

Once the Novotny lot has been paved, work on the alleyway can begin. It was suggested to RAC that the work be done in phases, beginning with any underground work such as installing the three streetlights donated by Gramercy Capital Corporation, owner of the Wachovia Bank parcel. This would ensure all improvements in the Wannemacher Jensen (WJA) plans would be compatible and not overcrowd the alleyway.

It was instead recommended that a project manager be assigned to supervise and stage the entire project. RAC formed an alleyway sub-committee to evaluate the individual items included in the WJA plan prior to any work being done: pavers, screens, pergolas, benches, plantings, etc. Bob Larkin was named to head a three-person panel, also consisting of Jean Ward and Vickie West.

#4 Project, Signage Program, will be addressed once the three projects above are underway. The rest room project (#5) may be prohibitively expensive, and construction of a new City Hall may fulfill the need for additional rest rooms.

#6 Project, moving lines underground at three intersections along 7th Street, will be addressed with TECO. They are currently researching whether cobra-head light fixtures at Church, Pasco and MLK can be removed without affecting light levels; this will make lighting along 7th more uniform.

Recycling Report

Recycling participation had been decreasing, from 30.5% last March to 21% in October. However, November's report shows an increase to 26%, which hopefully will be maintained and increased. The program has been in place since June 2009.

CRA Façade Grants Program Update

For 2010 – 2011, CRA has budgeted items for each obligation – streetlight costs, Chamber and Main Street allocations, etc. – with the remainder allocated to grant funding. These budget items are funded by TIF funding from Pasco County and Dade City. Additional funds accumulated from prior years are assigned to Capital Projects as detailed above.

Attached is a spreadsheet listing the grant projects and amounts awarded to date. Of the \$99,665 budgeted, \$30,672 remains after projects begun the last budget year have been paid. This will change pending resolution of the Premier Healthcare \$15,000 grant.

Respectfully Submitted,

Karen Traenkner

CRA

2010-2011 Project List / Capital Improvement Projects

- Pave Novotny parking lot for public parking \$15,000
- 8th Street parking lot medians \$25,000
- 7th Street Alleyway \$50,000
- Signage, especially north of Meridian Avenue \$25,000
- Rest room, preferably east of 7th Street \$60,000
- Moving lines underground at three intersections along 7th Street

Other ideas forwarded by RAC members:

- Cleaning CRA District sidewalks (after repairs are made)
- Light at overflow parking lot along Church Avenue – to be used as needed for events

MONTHLY DADE CITY BIN RECYCLING REPORT

Accumulated by Pasco County through hauler report

Hauler: CENTRAL CARTING			
Contact & Phone: Angie, 352-583-4204			
<u>Month</u>	<u>Total Number of Customers</u>	<u>Total Number of SETOUTS This Month divided by # pickups</u>	<u>Pickups per Month and percent participation</u>
June 2009	1854	229 /4 = 57.25	4 (57.25/1854= 3%)
July 2009	1854	517/5 = 103.40	5 (103.40/1854= 5.5%)
August 2009	1854	1156/4 = 289	4 (289/1854=15.58%)
Sept 2009	1854	1390/5 = 278	5 (278/1854=14.99%)
Oct 2009	1854	1712/4 = 428	4 (428/1854=23.08%)
Nov 2009	1854	1448/4 = 362	4 (362/1854=19.52%)
Dec 2009	1854	2010/5 = 402	5 (402/1854=21.68%)
Jan 2010	1854	2931/4 = 508	4 (508/1854=27.40%)
Feb 2010	1854	1809/4 = 452	4 (452/1854=24.37%)
March 2010	1854	2254/4 = 564	4 (565/1854=30.5%)
April 2010	1854	1963/4 = 491	4 (491/1854=26.48%)
May 2010	1854	1834/4 = 459	4 (459/1854=24.75%)
June 2010	1854	1751/4 = 438	4 (438/1854=23.62%)
July 2010	1854	1711/4 = 428	4 (428/1854=23.08%)
August 2010	1854	1656/4 = 414	4 (414/1854=22.33%)
Sept 2010	1854	1981/5 = 396	5 (396/1854=21.36%)
Oct 2010	1854	1559/4 = 390	4 (390/1854=21.03%)
Nov 2010	1865	1939/4 = 485	4 (485/1865=26.0%)

The set out numbers are provided by the hauler (Central Carting)

2010 - 2011 CRA Façade Grant Applications

Address	Building	Application	Amount	Total for Building	Contractor	Date Approved	Date Paid
CRA #1							
14022 5th St	K.T. Bardin Estate	Re-roof building	\$4,800.00	\$4,800.00	Gavin Roofing		
14402-14428 7th St	Manbar Inc	Security & sign lighting	\$3,268.50	\$3,268.50	Martin Electric	05/11/2010	Expire 10/15/10
14148 8th St	MarTom Old City Market	Point/seal bricks, new windows, awnings	\$7,500.00	\$7,500.00	Creighton Bros, Quality Check, Wm Walters	10/12/2010	
37944 Church Ave	Premier Community Healthcare	Re-do façade: paint, etc	\$7,500.00		Simpson Environmental	07/13/2010	
37946 Church Ave		Re-do façade: paint, etc	\$7,500.00	\$15,000.00	Simpson Environmental		
37927 Live Oak Ave	KAS Prop/Boyett Insurance	Stucco, paint, windows, planter, pavers	\$7,500.00	\$7,500.00	Solution Source, K&K Glass	07/13/2010	
37940 Live Oak Ave	Gail Greenfelder: Entire block	Paint multi-tenant building	\$7,500.00		Salvador's Painting	05/11/2010	
37940 Live Oak Ave	Kafe Kokopelli	Stucco, dentil molding, lighting, awnings	\$5,724.31		Pasco Stucco, East Pasco	Expire 10/15/10	
37937 Meridian Ave	Kafe Kokopelli Banquet room	Stucco, dentil molding, lighting	\$7,500.00		Electric, Creighton Awning		
37941 Meridian Ave	Vacant (Future Restaurant)	Remove, planter, stucco; new façade	\$7,500.00		Pasco Stucco, Martin Elec		
37945 Meridian Ave	Quaker Bar	Stucco, dentil molding	\$7,500.00	\$35,724.31	St. Joseph Construction		
37832 Meridian Ave	Barbara Huckabay: Griffin Block	Add trim to windows & door, lighting, sandblast beams, signs, painting	\$7,114.50		E.Pasco Stucco, Hannah Signs, Salvador's Painting	05/11/2010	Work not done

CRA #1 TOTALS **\$68,992.81**

CRA #2

CRA #2 TOTALS **\$0.00**

GRAND TOTAL **\$68,992.81**

\$99,665.00	2010-2011 Grants Budget
\$68,992.81	Allocated to Date
\$30,672.19	Balance Available

CITY OF DADE CITY

REDEVELOPMENT ADVISORY COMMITTEE MINUTES

Tuesday, November 16, 2010

5:30 p.m.

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

MEMBERS ABSENT: Bob Larkin, Vice Chairman

Others: Karen Traenkner, CRA Director
Jimmy Adcock, TECO
Crystal Davenport, Downtown Dade City Main Street
Tyrone Lovett

The meeting was called to order at 5:30 by Chairman Jean Ward. The Pledge of Allegiance was recited and roll was called; Bob Larkin was absent.

Minutes of the October 19, 2010 RAC meeting were approved as submitted.

Old Business

Sidewalk Pressure Washing, CRA #1 & #2

On November 8, Extreme Concrete Cleaning began pressure washing sidewalks along both sides of 7th Street, from Coleman Avenue to Whitehouse Avenue. The job is going well, with only two comments from merchants. Work is expected to take two to three weeks. All merchants have been alerted to put towels, etc. at their front door in case of water spray into their store.

Christmas Decorations

Clark Sales Display installed Christmas decorations on November 13: 50 of the 100 streetlights between Coleman and Whitehouse Avenues were decorated with green garland and red bows (on both sides), and five large decorations (similar to prior years) were installed on the old poles between 5th and 8th Streets.

Nancy Johnson inquired about the CRA purchasing decorations rather than renting them. The advantage to rental is that Clark stores as well as installs and removes them. They also assume liability for any damage.

Streetlights

Members were strongly encouraged to report any damaged or malfunctioning streetlights by pole number rather than by address or store location. TECO tracks poles by number, and this is how their reporting form is set up. Dade City Police Department also checks poles during night patrols and turns in any problem areas.

November 4 Conference in Lutz

Nancy Johnson and Pete Odom attended a conference titled “From Main Street Gardening to Economic Gardening” on November 4 sponsored by Pasco Economic Development Council (PEDC). Nancy reported that it was geared for businesses with 10 to 20 employees with the goal to grow to 25 workers and income of \$1M. There is \$8M available for loans for expanding businesses, new hires, etc.

For Dade City merchants, the main interest would be in using the resources available through PEDC, including Pasco Enterprise and SCORE. Karen was asked to contact Suzanne Renkowski at PEDC to get a list of topics they could present to members of the Chamber, Main Street and RAC. Meetings could be set up at Commission Chambers, the American Legion or Dade City Business Center, depending on the number of merchants interested in attending and the times they could be held. With small businesses that have staggered hours, it is difficult to find time(s) that would be convenient to owners and employees.

Projects Update

#1: Pave Novotny Parking Lot: Mike Sherman is still working on the agreement between the City, CRA and the Novotnys. Once this has been executed, paving should take less than 90 days.

#2: 7th Street Alleyway: Once the Novotny lot has been paved, work on the alleyway can begin. Karen suggested doing the work in phases, beginning with any underground work such as installing the three streetlights donated by Gramercy Capital Corporation, owner of the Wachovia Bank parcel. This would ensure all improvements in the Wannemacher Jensen (WJA) plans would be compatible and not overcrowd the alleyway.

Jimmy Adcock recommended that RAC have a project manager to supervise the entire project, so work done by all trades would be coordinated correctly. Vickie West made a motion to form a RAC sub-committee to evaluate the WJA plan prior to any work being done. Bob Larkin was named to head a three-person panel, also consisting of Jean Ward and Vickie West. This motion was made and passed 6-0.

New Business

December 21 RAC Meeting

A motion was made and passed 6-0 to cancel the December 21 RAC meeting, due to the start of Church Street Christmas and other member Holiday obligations.

AGO Opinion Regarding Use of CRA Funds for Special Events

The City of Sanford asked for a legal opinion from the Florida Attorney General concerning expending funds for festivals, advertisements and grants to promote tourism and economic

development – whether CRA funds could be applied toward these uses. Basically, the AGO determined that, if such activities are included in the Redevelopment Plan, they can be covered with CRA funds.

This information was sent to City Attorney Karla Owens to see if Dade City's plan complied. She recommended "amending the Plan language to specifically authorize expenditures for special events and related promotional activities." This will be included with revisions including the 2010-2011 Project List.

Member Reports

Jean Ward noted that a gift shop has opened up in the ANPM building in the former Jason's Hair Salon, next to the Highbrow Art Gallery. Also that Pasco High School finished their season 10-0 and was in play-offs against Lakewood High. Go PHS!!

Lucy Avila reported that last weekend The Meridian at the ANPM building featured a jazz performer, Matter of Taste sponsored the Homecoming dinner and The Coffee Mug held a Mug Jam, featuring eight local bands. All contributed to "Unity in Our Community" and created a vibrant downtown for the weekend!

Allison Todd is hosting Santa at The Coffee Mug on December 21, as well as crafts for kids.

Nancy Johnson asked about signage throughout downtown. This is on the list for 2010-2011 projects, after the Novotny parking lot, 7th Street alleyway and 8th Street parking lot medians.

Pete Odom provided an e-mail from FDOT showing location of a new sign along U.S. 98 at Meridian Avenue with a directional arrow for "Downtown." Also, Pete is the 2011 President of the Greater Dade City Chamber of Commerce and heads the committee searching for a new Executive Director for the Chamber.

Public Comment

Crystal Davenport reported several Main Street items:

- At the Main Street Strategic Planning session, Lynn Tepper asked about replacing lights in the 8th Street parking lot medians with new streetlights like the ones on 7th Streets, with underground wiring. Karen will research with TECO.
- The Main Street fundraiser on November 19 will include trolley rides through the City.
- Christmas decorations will be installed at the Historic Courthouse next weekend. Main Street needs a future storage location for the Christmas tree.

The meeting adjourned at 6:40.

Respectfully submitted by Karen Traenkner