COMMUNITY REDEVELOPMENT AGENCY MEETING
14150 5th Street, Dade City, FL 33525

Tuesday, February 14, 2012
5:30 p.m. (during recess of Commission meeting)

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

REGULAR MEETING
AGENDA

A. CALL TO ORDER

Roll Call

B. MINUTES

Approval: January 10, 2012 regular meeting

C. PUBLIC COMMENTS

D. UNFINISHED BUSINESS

E. NEW BUSINESS

E1. CRA Projects Update - Karen Traenkner

F. NOTED ITEMS

F1. RAC Minutes - January 17, 2012

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 with 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: February 9, 2012

Listed below is an update on current RAC projects:

Novotny Parking Lot / 8th Street Parking Lot Medians
Since taxes haven't been paid on the Novotny lot, and estimated cost for plantings for 8th Street came in at nearly $17,000, it is recommended that the $15,000 budgeted for Novotny be rolled into the $25,000 budgeted for 8th Street. Combining these amounts would allow for a $40,000 project that would be more functional and be more aesthetically pleasing. At CRA's request, this proposal was taken to RAC at their January 17 meeting; they concur.

Heather Washburn is working on finding specs for the drip irrigation system; it is anticipated that most if not all of the existing system will have to be replaced.

As part of the 8th Street project, RAC authorized purchase of twelve bike racks for the area, which were ordered from Barco Products Company on a clearance sale of $63 apiece. With shipping, the order came to $981.44. Since the total was less than $2,000, they were not subject to competitive quotation. Also, since they were on clearance at over 60% discount, the racks were ordered immediately. The next closest price we found for a similar rack was $155.

7th Street Alleyway
Once Engineering has completed specs for the irrigation, brickwork and walkways in the 8th Street parking lot, we will begin work on engineering issues associated with the alleyway.

Signage Program
Since none of the wayfinding sign companies have responded to the request for information, RAC members are contacting local sign companies, with the idea that they can provide design services for manufacture at a local company. There is a small specialty metalwork company in Tavares that may be interested in manufacturing the signs and kiosks.

North 7th Street parking lot
The parking lot north of Meridian Avenue, behind businesses on the west side of the 14400 block, was repaired, sealcoated and striped January 15 and 16 – in time for Kumquat Festival parking. TECO is being requested to evaluate existing lightpoles to see if wattage can be increased.

Recycling Report
The January recycling report is attached, showing participation at 20%, continuing in the 18 – 22% range for nearly a year.

CRA Façade Grants Program Update
A spreadsheet detailing 2011 - 2012 CRA grant applications is also attached, showing nine grants awarded to date for seven buildings: brick pointing at Williams/Lunch on Limoges; signs for Betty Cakes on Meridian Avenue; sign for Howard Office Park on 7th Street; Howard House vinyl siding, shutters, awnings and sign replacement; parking lot sealcoating for Otto Weitzenkorn; painting at the Edwinola; and signs at Meg's Market.

Total for 2011-2012 grants awarded to date is $24,530.50 out of a budgeted $65,755, or 37%.

Other
Two Attorney General Office (AGO) opinions were received from the FRA, forwarded to CRA and RAC, and discussed at the January RAC meeting:

- CRA Board Members Receiving CRA Grants – CRA board members can neither receive nor vote on grants or loans from the CRA. RAC members, however, can still receive such grants since the approval process does not involve RAC.
- CRA Promotional Expenditures – CRA funds can be used for promotional expenditures "provided the CRA plan specifically provides for such, the expenditure furthers the purposes of the Community Redevelopment Act, and the expenditure is necessary to carry out the redevelopment program." The Dade City Cooperative is investigating ways in which funds can best promote the CRA, and will present information for the CRA Board and RAC to consider.

Respectfully Submitted,

Karen Traenkner

CRA

2011-2012 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

Note: The items above were carried over from the 2010-2011 Capital Budget

- Rest room opposite existing one next to Chamber $100,000
- Renovations to North 7th Street parking lot: Striping, Lighting, Signage, Landscaping $25,000
- Recycling trashcans, located near existing trashcans TBD
- Renovations to Agnes Lamb Park: Fountain, drinking fountain, maintenance, tables and benches (upgrade existing), exercise equipment, plantings, hanging baskets, banners, etc. TBD

MONTHLY DADE CITY BIN RECYCLING REPORT - Accumulated by Pasco County through hauler report

HAULER: CENTRAL CARTING - CHOICE ENVIRONMENTAL (as of 6/11)

Contact & Phone: Angie, 352-583-4204

Month	Total # of Customers	Monthly Setouts	Pickups / Month	Setouts / Pickups	% Participation
January 2010	1,854	2,032	4	508	27.40%
February 2010	1,854	1,809	4	452	24.39%
March 2010	1,854	2,254	4	564	30.39%
April 2010	1,854	1,963	4	491	26.47%
May 2010	1,854	1,834	4	459	24.73%
June 2010	1,854	1,751	4	438	23.61%
July 2010	1,854	1,711	4	428	23.07%
August 2010	1,854	1,656	4	414	22.33%
September 2010	1,854	1,981	5	396	21.37%
October 2010	1,854	1,559	4	390	21.02%
November 2010	1,865	1,939	4	485	25.99%
December 2010	1,865	2,047	5	409	21.95%
January 2011	1,865	1,913	4	478	25.64%
February 2011	1,865	1,813	4	453	24.30%
March 2011	1,865	2,058	5	412	22.07%
April 2011	1,865	1,915	4	479	25.67%
May 2011	1,865	1,570	4	393	21.05%
June 2011	1,865	1,150	5	230	12.33%
July 2011	1,865	942	4	236	12.63%
August 2011	1,865	1,819	5	364	19.51%
September 2011	1,865	1,615	4	404	21.65%
October 2011	1,865	1,349	4	337	18.08%
November 2011	1,865	2,049	5	410	21.97%
December 2011	1,865	1,594	4	399	21.37%
January 2012	1,865	1,513	4	378	20.28%
February 2012					
March 2012					
April 2012					
May2012					
June 2012					

2011 - 2012 CRA Façade Grant Applications

Address	Building	Application	Project Cost	Grant Amount	Total for Building	Contractor	Date Approved	Date Paid
CRA #1								
14139 7th St	Williams/Lunch on Limoges	Tuck point all exterior brick	$3,400.00	$2,550.00	**$2,550.00**	William Walters	5/10/2011 ~~Exp. 9/10/11~~ Exp. 12/10/11	12/19/2011 Check #1234
14447 7th St	Weitzenkorn Parking Lot	Repair, sealcoat & stripe parking lot	$1,825.00	$790.00	**$790.00**	ProWay Paving Systems	1/10/2012 Exp. 5/10/12	
14235 Edwinola Way	Edwinola Retirement Community	Paint exterior of original building	$15,420.00	$11,565.00	**$11,565.00**	Painting by Ritz	12/13/2011 Exp. 4/13/2012	
37809 Howard Ave	Howard House, LLC	Vinyl siding and shutters	$6,125.00	$4,593.75		Reliable Contracting, Inc.	9/12/2011 Exp. 1/12/2012	12/20/2011 Check #1232
		One new awning & 4 awning recovers	$1,457.00	$1,092.75		Universal Canvas	11/8/2011	
		Sign face replacement	$1,230.50	$615.25	**$6,301.75**	Todays Graphics	11/8/2011 Exp. 3/8/2012	
37752 Meridian Ave	Meg's Market & Deli	Reface pole sign and road-side sign, replace façade sign	$4,373.00	$1,250.00	**$1,250.00**	Sign-O-Rama	12/13/2011 Exp. 4/13/2012	
37941 Meridian Ave	Betty Cakes/Vickie West	Projecting sign + 2 façade signs	$935.00	$467.50	**$467.50**	Todays Graphics	7/12/2011 Exp. 11/12/11	12/20/2011 Check #1233
		CRA #1 TOTALS	$34,765.50		**$22,924.25**			
CRA #2								
13960 7th St	Howard Office Park	8' x 4' Monument sign	$2,350.00	$1,175.00	**$1,175.00**	Whispering Pines Dev. Co.	7/12/2011 Exp. 11/12/11	12/20/2011 Check #1231
		CRA #2 TOTALS	$2,350.00		**$1,175.00**			
		GRAND TOTAL	**$37,115.50**		**$24,099.25**			

$65,755.00	2011-2012 Grants Budget
$24,099.25	Allocated to Date
$41,655.75	Balance Available
37%	Percentage Allocated

2/10/2012

CITY OF DADE CITY

REDEVELOPMENT ADVISORY COMMITTEE MINUTES
Tuesday, January 17, 2012
5:30 p.m.

MEMBERS PRESENT: Jean Ward, Chairman
Lucy Avila
Bob Larkin
Pete Odom
Vickie West, Vice-Chairman (@5:40)
Nancy Johnson (@5:35)
Deanna Mander

Others: Mike Sherman, Community Development Director
Crystal Davenport, Main Street Director
Anne Johnson, Dade City Garden Club
Karen Traenkner, Development Review Tech, CRA Director

The meeting was called to order at 5:30 by Chairman Jean Ward. The Pledge of Allegiance was recited and roll was called; by 5:40, all members were present.

Minutes of the November 15, 2011 RAC meeting were approved as submitted; due to the Holidays, there was no December meeting.

Election of Chairman & Vice-Chairman
Per Ordinance, the Chairman and Vice-Chairman are elected the first meeting of the calendar year. Vickie West was nominated for Chairman and elected unanimously. Bob Larkin was nominated for Vice-Chairman and also elected unanimously. The group thanked Jean Ward for her job as Chairman the past years.

Old Business
Recycling Update
Included with the Agenda packet was a copy of the December recycling report from Jennifer Seney, Pasco County Recycling Coordinator, showing participation at over 21%, still fluctuating within the 18 – 22% range.

CRA Grants Update
A spreadsheet detailing 2011 - 2012 CRA grant applications was also included, showing nine grants awarded to date for seven buildings: brick pointing at Williams/Lunch on Limoges; signs for Betty Cakes on Meridian Avenue; sign for Howard Office Park on 7th Street; Howard House vinyl siding, shutters, awnings and sign replacement; parking lot sealcoating for Otto Weitzenkorn; painting at the Edwinola; and signs at Meg's Market. Total for 2011-2012 grants awarded to date is $24,530.50 out of a budgeted $65,755, or 37%.

Projects Update
Alleyway at Matter of Taste: The project can proceed, with Engineering input for drainage, etc. once the disposition of the Novotny parking lot and space donation are resolved.

Wayfinding Signs: Karen has contacted several companies concerning configuring directional, location and kiosk signs; none have responded to date. Members recommended contacting local

companies for design work that can be put out to bid: Summit Signs on Highway 301, and Mark Hannah in Dade City. They could be invited to speak at the April RAC meeting.

Bike Racks: Karen presented photos and specs for four different bike rack options, ranging in price from $63 (on clearance) to $350 plus shipping. Members chose the cheapest model, a "Key" style from Barco Products on sale for $44 plus $19 for surface mount cover, and requested Karen order 12 of them. Some will be placed around the City immediately, and others held for future installation.

Update: Cooperative Marketing Team
Crystal gave an update on Dade City Cooperative activities:

- Several local businesses are closing or moving: Sisters & Company, Old City Market, Peddlers Village, Osceola Tavern and Pasco Motors.

Cooperative members are contacting property owners and working to try to backfill the vacant spaces, or recommend other uses for vacant property (Pasco Motors).

It was suggested that empty storefronts be decorated for the Kumquat Festival, so the vacancies aren't so obvious.

New Business
Remove Novotny Lot from 2011-2012 CIP & Roll Funds into 8th Street Parking Lot Medians
At the January 10, 2012 CRA meeting, Karen requested that the $15,000 budgeted for resurfacing the Novotny parking lot be rolled instead into the 8th Street parking lot medians project, for two reasons: Taxes still haven't been paid on the Novotny lot, holding back the work; and estimated cost for plantings alone for 8th Street came in at nearly $17,000 out of a $25,000 budget. Combining these amounts would allow for a $40,000 project that would be more complete and have more of a visual effect on the lots. CRA members requested that the question be taken to RAC members first for their consideration, and to also consider having CRA purchase the lot for City parking.

RAC agreed with the suggestion to combine the funds. Karen talked with Jimmy Shive about the City purchasing the lot; he indicated Jim Novotny was asking $100,000, but the lot is listed on the Pasco County Appraisers website at $44,000. This obviously is too large a discrepancy in value and too large a price for CRA.

Sealcoating/Striping North 7th Street Parking Lot
The parking lot was repaired, sealed and striped January 15 – 16 by ProWay Paving Systems at a cost of $7,030. Lighting upgrade will be discussed with TECO, to determine if wattage can be increased on existing lightpoles.

Recent Florida Attorney General Opinion re CRA Actions

- CRA Board Members Receiving CRA Grants

In December 2011, FRA forwarded a Florida Attorney General Office (AGO) opinion concerning CRA board members applying for CRA-funded grants or loans for their businesses or

associates or relatives. In short: "In conclusion, it would be improper for a CRA board member to both vote on and/or to accept a grant, loan or other incentive from the CRA."

This does not, however, prevent RAC members from applying for or obtaining CRA loans; it applies only to CRA board members, who are also the City Commission members.

- CRA Promotional Expenditures

In December 2011, FRA also forwarded an AGO opinion concerning CRA Promotional Expenditures – whether a CRA could make them within an approved budget. Basically, the AGO's office said yes, "provided a CRA's plan specifically provides for such, the expenditure furthers the purposes of the Community Redevelopment Act (the 'Act'), and the expenditure is necessary to carry out the redevelopment program."

Karen said she would check with Karla Owens to determine if this is specifically addressed in RAC's "Plans and Objectives." Members would then like to have a visioning session with the CRA, possibly prior to the March 13 CRA meeting, to discuss this and other plans for the upcoming year.

Christmas Decorations

Lucy Avila requested that merchants be encouraged to decorate their stores, to provide a more festive Christmas look throughout the City. She mentioned contacting groups such as Rotary in August, to solicit funds for decorations.

Member Reports

Jean Ward noted that the bases on new lightpoles at the south end of 7th Street are askew, possibly as a result of being hit by lawn mowers. Karen will bring this to the attention of the Public Works Department. She will also talk to TECO about the cobra-head lights along 7th Street, and lights in the north 7th Street parking lot.

Vickie West commented that she has noticed several groups of customers in her shop from out of town.

Nancy Johnson noted that volunteers are painting the planter bases black, to better complement the benches and trashcans.

The next RAC meeting is scheduled for **Tuesday, February 21, 2012** at 5:30.

The meeting adjourned at 7:10.

Respectfully submitted by Karen Traenkner