Meeting of the City Commission
Commission Chambers/City Hall Annex
14150 5th Street
Dade City, Florida

Tuesday, February 14, 2012
5:30 p.m.

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 SESSION
AGENDA

A. CALL TO ORDER

Invocation
Pledge of Allegiance
Roll Call

B. PRESENTATIONS

B1. Proclamation for Congenital Heart Defect Awareness Week 2012

B2. Proclamation for World Rotary Day 2012

*** Recess for Community Redevelopment Agency meeting ***

C. PUBLIC COMMENTS

D. MINUTES

Approval: January 24, 2012 regular Commission meeting

E. PUBLIC HEARINGS

F. CONSENT AGENDA

F1. Acceptance of proposal for asbestos survey - Avanco Environmental

F2. Appointment of alternate member to Historic Preservation Advisory Board - Doug Sanders

G. CONSIDERATION OF ITEMS REMOVED FROM CONSENT AGENDA (if any)

H. INTRODUCTION OF PROPOSED ORDINANCES

H1. Introduction of Ordinance No. 2012-01 - Establishing a reserve for WWTP relocation

AN ORDINANCE OF THE CITY OF DADE CITY, FLORIDA, ESTABLISHING A DESIGNATED RESERVE IN THE UTILITY FUND TO ACCEPT DONATIONS FOR FUTURE RELOCATION AND CONSTRUCTION COSTS FOR A WASTEWATER TREATMENT PLANT AND FACILITY; PROVIDING FOR REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

I. UNFINISHED BUSINESS

J. NEW BUSINESS

J1. Authorization to request proposals and approval of funding for neighborhood planning consulting services

J2. Appointment of members to the Neighborhood Steering Committee for the Mickens-Harper, Habitat, and the East Lake Park/Victory subdivisions

K. CITY ADMINISTRATION ITEMS (IF ANY)

K1. City Manager:
K2. City Clerk/Finance Director:
K3. City Attorney:
K4. Police Chief:
K5. Community Development Director:
K6. City Engineer/Public Works Director:

L. COMMISSIONER ITEMS

M. PUBLIC COMMENTS (For items not already discussed)

N. NOTED ITEMS

O. APPROVED MINUTES

P. ADJOURNMENT

ADDRESSING THE COMMISSION: Any person desiring to address the Commission shall secure the permission of the Presiding Officer to do so.

MANNER OF ADDRESSING THE COMMISSION: TIME LIMIT: Each person addressing the Commission shall step up to the podium, shall give their name and address in an audible tone of voice for the records, and unless further time is requested and granted by the Commission shall limit the address to **three minutes**. All remarks shall be made to the Commission as a body and not to any member thereof. No person other than the person having the floor and the Commission shall be allowed to enter into any discussion either directly or through a Commissioner without the permission of the Presiding Officer. No question shall be asked a Commissioner except through the Presiding Officer.

APPEALS: Any person desiring to appeal any decision made by the City Commission 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.

Proclamation

CONGENITAL HEART DEFECT AWARENESS WEEK
February 7 - 14, 2012

WHEREAS, congenital heart defects are the most frequently occurring birth defect and the leading cause of birth defect related deaths worldwide; and

WHEREAS, over a million families across America are facing the challenges and hardships of raising children with congenital heart defects; and

WHEREAS, every year 40,000 babies are born in the United States with congenital heart defects; and

WHEREAS, some congenital heart defects are not diagnosed until months or years after birth; and

WHEREAS, undiagnosed congenital heart conditions cause many cases of sudden cardiac death in young athletes; and

WHEREAS, Congenital Heart Defect Awareness Week provides an opportunity for families whose lives have been affected to celebrate life and to remember loved ones lost, to honor dedicated health professionals, and to meet others and know they are not alone; and

WHEREAS, the establishment of Congenital Heart Defect Awareness Week will also provide the opportunity to share experiences and information with the public and the media, in order to raise public awareness about Congenital Heart Defects.

NOW, THEREFORE, I, Scott Black, by virtue and authority vested in me as Mayor of Dade City, Florida do hereby proclaim February 7 - 14, 2012, as ***CONGENITAL HEART DEFECT AWARENESS WEEK*** and encourage all citizens to increase awareness, education and services for Congenital Heart Defects which each year affect thousands of babies in Florida.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Dade City, Florida to be affixed this 14th day of February, 2012.

Attest: **DADE CITY, FLORIDA**

_____ _____

City Clerk **Mayor**

Proclamation

ROTARY INTERNATIONAL
WORLD ROTARY DAY

WHEREAS, Rotary International, founded on February 23, 1905 in Chicago, Illinois, is the world's first and one of the largest non-profit service organizations; and

WHEREAS, there are over 1.2 million Rotary Club members comprised of professional and business leaders in over 33,000 clubs in 200 countries and geographic areas; and

WHEREAS, the Rotary Motto, "Service Above Self," inspires members to provide humanitarian service, encourage high ethical standards, and promote good will and peace in the world; and

WHEREAS, Rotary funds club projects and sponsors volunteers with community expertise to provide medical supplies, health care, clean water, food production, job training, and education to millions in need, particularly in developing countries; and

WHEREAS, Rotary works towards the protection of more than two billion children in 122 countries by providing much-needed operational support, medical personnel, laboratory equipment and educational materials for health workers and parents; and

WHEREAS, Rotary is the world's largest privately-funded source of international scholarships and promotes international understanding through scholarships, exchange programs and humanitarian grants; and

WHEREAS, there are two Rotary Clubs in the City of Dade City, Rotary Club of Dade City and Rotary Club of Dade City Sunrise, with Rotarians actively sponsoring service projects that address such critical issues as poverty, health, hunger, illiteracy and the environment in the local communities and abroad.

NOW, THEREFORE, I, Scott Black, as Mayor of the City of Dade City, Florida, and on behalf of the entire City Commission, do hereby proclaim **Thursday, February 23** as World Rotary Day in Dade City, and encourage all citizens to join in recognizing Rotary International for its more than 107 years of service to improving the human condition in local communities around the world, and recognize as well our local community Rotary Clubs of East Pasco County.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Dade City, Florida, to be affixed this 14th day of February, 2012.

Attest: **DADE CITY, FLORIDA**

_____ _____

City Clerk **Mayor**

City of Dade City

AGENDA MEMO

To: Honorable Mayor and Members of the City Commission

From: Gordon Onderdonk, PE – City Engineer / Public Works Director

Subject: Morningside Drive Extension – Award of Bid for Pre-Demolition Asbestos Survey

Date: 2/9/12

It is requested that the City Commission consider the following information and recommendations:

BACKGROUND:

Included in the Morningside Drive extension project is the demolition of two existing buildings. In order to demolish the buildings, an asbestos survey must first be performed to assess and identify any asbestos containing materials (ACM). In general, the survey will include a visual inspection, bulk material samples, and lab analysis of interior and exterior suspect asbestos containing materials. Deliverables will include a final written report summarizing the findings and recommendations based upon the results of the inspection and lab analysis.

City staff has obtained three bids to provide these services. The results of the bids are as follows:

Avanco Environmental, Incorporated	$1,200.00
EE&G Environmental Services, LLC	$1,449.00
Apollo Environmental, Inc.	$2,390.00

ISSUES:

The City Commission should award the bid to Avanco Environmental, Incorporated.

ALTERNATIVES:

The City Commission may:

1. Direct that other actions be taken.

RECOMMENDATION:

Staff recommends approval for the lowest bid price firm Avanco Environmental, Incorporated

FUNDING:

Monies for this item were budgeted in the FY 2011-2012 CIP.

AVANCO ENVIRONMENTAL, INCORPORATED
Consulting and Testing Services

7920 N.W. 210th Street
Micanopy, FL 32667
Phone: 352 591-8595

2815 Valley View Lane, Suite 113
Dallas, TX 75231
Phone: 972 620-7306

February 7, 2012

Mr. Robert Shaw
Dade City Florida
PO Box 1355
Dade City, FL 33526

RE: Dade City Fairgrounds
Egg Lab and Barn

Proposal

SCOPE OF WORK

Avanco Environmental, Inc. (AEI) will provide asbestos demolition surveys for the above referenced structures in accordance with National Emission Standards for Hazardous Air Pollutants (NESHAPS) regulations.

The extent of the survey will include a visual inspection, bulk material samples (estimated quantity 33 samples) and PLM analysis of interior and exterior suspect asbestos containing materials (ACM). The survey reports will include material quantities and locations.

TERMS AND CONDITIONS

We propose to furnish all material, labor, and analytical services in accordance with the above scope of services for the following sum:

- **Egg Lab Building - approximate 2760 sq. ft.** **$600.00**
- **Barn - approximately 2800 sq. ft.** **$600.00**

Total $1,200.00

Payment to be made as follows: **Net 30**

All work is to be completed in a workmanlike manner according to standard industry practice. Any deviation or alteration from the above estimate involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control.

Authorized Signature: _____

Gary Lunsford, CIAQM, REPA
Avanco Environmental Inc.
Florida License Number ZA303

NOTICE TO PROCEED

Please sign and return a copy of this proposal to Avanco Environmental, Inc. Scheduling of work can be initiated upon receipt of a signed faxed copy of this agreement. A copy of the signed document will be returned for your records. This proposal is considered valid for a period of thirty (30) days from the date of issue.

ACCEPTANCE OF PROPOSAL

You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Authorized Signature: _____

Name: _____
(Please print or type)

Title: _____
(Please print or type)

EE&G
Environmental Services, LLC

16116 Dawnview Drive
Tampa FL 33624
(813) 962-4498
(813) 960-8374 Fax

February 7, 2012
Proposal No.: 2012-4134

Mr. Robert (Bob) Shaw
Administrator II
City of Dade City - Public Works
14206 U.S. 98 Bypass
Dade City, FL 33525
352.523.5050 Office
RShaw@dadecityfl.com

Subject: **Proposal for Pre-Demolition Asbestos Survey**
Two Structures- 36722 State Road 52
Dade City, Florida 33525
Marion County Public Schools- Piggyback Contract
Asbestos Inspection, Monitoring, & Management Planning Services
LOI # 3224TK

Dear Mr. Shaw:

EE&G Environmental Services, LLC (EE&G) is pleased to provide City of Dade City herein referred to as the "client", with this proposal for the performance of a pre-demolition asbestos survey at the above-referenced site. EE&G's Statement of Services and Fee are presented below.

STATEMENT OF SERVICES

EE&G will conduct a pre-demolition asbestos survey at the above-referenced location. EE&G understands that there are two structures on site. One block structure with shingle roof approximately 2,760 square feet built in 1957, formerly used as a chicken laboratory. Second structure is a barn type block structure with tin roof approximately 2,800 square feet and year construction is unknown. Both structures are currently used for storage. EE&G has prepared this proposal based on the offer of our annual piggyback contract with Marion County Public Schools- Asbestos Inspection, Monitoring, & Management Planning Services.

Task 1 – Pre-Demolition Asbestos Survey

An EE&G certified inspector will conduct a walk-through of accessible areas within the subject building, to visually assess suspect friable and non-friable asbestos-containing materials (ACM) that will be impacted by the proposed demolition activities. EE&G will assess the condition of the suspect ACM, and determine homogenous areas and functional spaces.

For the purpose of this proposal, EE&G will collect up to a total of 42 representative bulk samples from suspect materials that will be impacted by the proposed demolition

activities at the subject site. The samples will be delivered to our in-house asbestos laboratory for analysis via Polarized Light Microscopy (PLM). Our fee estimate assumes that each suspect material identified within the survey area will be sampled and analyzed. Verbal results will be available with in 48 hours from the day the field work is completed.

It should be noted, that enclosed suspect asbestos-containing materials such as fire-rated door insulation and many other building materials such as sheetrock wallboard, ceramic tile flooring, and roofing materials, will require destructive sampling techniques in order to penetrate and/or sample these materials.

Bulk samples collected during the survey will be analyzed for asbestos content via PLM analysis by EE&G's in-house, National Voluntary Laboratory Accreditation Program (NVLAP) certified, asbestos laboratory. The laboratory reports will be included in the final asbestos survey report.

As per United States (US) Environmental Protection Agency (EPA) regulations, any *friable* materials found to contain less than 10% asbestos by visual estimation, may require analysis by the objective Point Count Method for confirmation of asbestos content. EE&G will discuss these options with the client, prior to any further sample analysis. The Point Count analysis can be performed for an additional fee of $45 per sample, upon approval from the Client. Any unused sample fees from unanalyzed samples may be applied to any Point Counts required.

Task 2 - Report Preparation

EE&G will prepare a final written report summarizing our findings and recommendations based upon the results of the asbestos survey. The report will be reviewed and signed by a Licensed Asbestos Consultant and will meet local permitting requirements regarding asbestos for local agencies. ACM/Sample Location Plans are not included as part of the scope of work for this project.

FEE

EE&G's lump sum fee for completion for Task 1 & 2- is $ 1,449.00.

This fee assumes that EE&G will be able to survey the subject structure in one site visit. Should EE&G experience delays in the performance of this work due to accessibility, we reserve the right to charge additional fees for our time. EE&G assumes that each suspect material will be sampled and analyzed, and that the proposed number of samples will be sufficient to adequately complete the survey. If more samples are required to complete the survey, they will be collected and analyzed at a unit rate of $13.00 per sample. However, EE&G will not analyze the additional samples without prior authorization by the client. The final written report will be delivered with in 5 business days from the time the field work is completed.

LIMITATIONS AND ASSUMPTIONS

The following limitations and assumptions apply to this proposal:

- Our fee is based on analysis of the maximum number of samples referenced above.

- Our fee is based upon no restrictions of access to survey areas.

- EE&G will not be held responsible for sampling, analysis, and subsequent identification of ACBM's that are not "reasonably accessible". For the purpose of this proposal, "reasonably accessible" includes, but is not limited to "capable of sampling with hand tools, reachable with a standard 12' ladder". Building materials rendered not reasonably accessible and therefore, not sampled and analyzed, will be presumed to be asbestos-containing.

- EE&G will perform roof sampling as part of the scope of work for this survey, assuming that the roofs are reasonably accessible. Should EE&G not be able to access the roofs, it is the responsibility of the client to provide access, otherwise the materials will be presumed to be asbestos-containing. Please note, that EE&G will patch all roofing penetrations made during the survey, however these patches should be considered temporary measures and are not warranteed by EE&G against future leakage. EE&G is not a certified roofing contractor and therefore, recommends the patches be permanently patched by a certified roofing contractor in order to be warranteed against leakage.

- Any large scale destruction of walls or finishes in search of ACBMs will only be conducted by EE&G at the approval of the client, and only after written permission is granted. It should be noted that large scale destruction of specific areas within the structure, will be required either at the time of inspection or at a later date (prior to demolition), in order to confirm that no suspect asbestos-containing materials exist within these specific areas. If permission is not granted to conduct large scale destruction at the time of the EE&G's initial inspection, due to issues such as current occupancy of the areas or denied permission due to lack of ownership, etc., it will be the clients responsibility for contracting with EE&G at a later date (prior to demolition and filing of applicable building permits) via a separate proposal for an additional fee, to access these areas.

- This asbestos survey is only intended to address asbestos and lead containing materials within the survey area, and is not intended or implied to be intended to be adequate for assessing regulated or hazardous materials within the subject structure. EE&G recommends that a hazardous material assessment be performed prior to demolition, to address hazardous materials (i.e., petroleum products, solvents, degreasers, chemical products, PCBs, Freon, mercury-containing thermostat switches, lamp ballasts, fluorescent fixtures, etc.) prior to demolition. At the request of the client, EE&G can assist with the performance of a hazardous material assessment for the subject structure.

If this proposal is satisfactory, please sign the Professional Services Agreement included in the attachment and forward the signed copy to the address on this letterhead. EE&G will execute the agreement and forward a copy to you for your file. If time is of the essence, a telefaxed copy of the signature page of the Agreement will be acceptable. Fees for work performed will be invoiced upon completion of the final report.

EE&G appreciates the opportunity to assist you and your organization with this matter. Please contact the undersigned with any questions regarding this proposal.

Sincerely,

Starr B. Sutton
Vice President
EE&G

Michael Sewell
Project Professional
EE&G

SBS/MS:ss

Attachment

PROFESSIONAL SERVICES AGREEMENT BETWEEN

CITY OF DADE CITY

AND

EE&G ENVIRONMENTAL SERVICES, LLC

This Agreement is made on February 7th, 2012, by and between City of Dade City (Client) and EE&G Environmental Services, LLC (EE&G).

WITNESSETH

That for the considerations set forth below, the parties hereto do agree as follows:

1. **Description of Services:**

   EE&G to provide services in accordance with EE&G's proposal number 2012-4134, attached.

2. **Period of Performance:**

   EE&G will perform the fieldwork within 3 working days of the acceptance of this proposal and deliver the final written report within 5 business days following the completion of the field work.

3. **Basis of Compensation:**

   EE&G's lump sum fee for completion of Task 1&2 is $ 1,449.00.

4. **Method of Invoicing:**

   Invoice will be generated upon completion of the survey report. Payment is due prior to delivery of the report.

5. **Professional Retainer:**

   Waived.

6. **General Conditions:**

   a) Payments for invoices prepared by EE&G are due and payable upon receipt. All balances on invoices not paid within 30 days of receipt are subject to a monthly 1.5% interest rate.

   b) This Agreement may be terminated by either party hereto upon 15 days notice in writing to the other party. Upon termination, EE&G shall prepare and submit a final invoice for services rendered to the date of termination together with any termination expenses incurred.

c) The parties hereto shall maintain in full force and effect comprehensive public liability insurance with coverage limits which are reasonable in light of the work to be undertaken, and workmen's compensation insurance as required by law.

d) Any drawings and specifications developed pursuant to this Agreement are instruments of service, and as such the original documents, tracings, and field notes are and remain the property of EE&G regardless of whether the work for which they were prepared is executed.

e) In the event that legal action is instituted to enforce any of the terms of this Agreement, the party which does not prevail shall pay the legal expenses of the prevailing party, including attorney's fees.

f) The parties hereto each binds itself, its successors, executors, administrators and assigns to the other party to this Agreement and to the successors, executors, administrators and assigns of such other party in respect of all covenants of this Agreement.

g) EE&G's liability for services to be rendered under this Agreement shall be limited to $250,000 or the amount of EE&G's fee (whichever is less), unless Client pays for the assumption of additional liability by EE&G as a separate line item in Article 3, Compensation.

h) If applicable, Client agrees that EE&G shall not be responsible for liability caused by the presence or release of hazardous substances at the site. The Client will either make others responsible for liabilities due to such conditions, or will indemnify and save harmless EE&G from such liability. The provisions of this Article (6,h) shall survive any termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized officers on the date first written above.

EE&G Environmental Services, LLC		**Client: City of Dade City**	
SIGN:	_____	**SIGN:**	_____
NAME:	_____	**NAME:**	_____
TITLE:	_____	**TITLE:**	_____
DATE:	_____	**DATE:**	_____

APOLLO ENVIRONMENTAL, INC.
P. O. Box 239
Gibsonton, FL 33534

e-mail: info@apolloenv.com
Tel: (813) 671-3999
Fax: (813) 677-3422

Tel.: (352) 523-5051
Fax: (813) 286-1078

February 7, 2012

Mr. Bob Shaw
City of Dade City
14206 US Highway 98 Bypass
Dade City, Florida 33525

RE: NESHAP Demolition Asbestos Survey of Poultry House and Barn at Fair Grounds in Dade City, FL

Dear Mr. Shaw:

Apollo Environmental, Inc. (Apollo) proposes to provide a NESHAP Demolition Asbestos Survey of the Poultry House and Barn on the County Fair Grounds located at 36722 State Road 52 in Dade City, Florida. Apollo will provide a certified Asbestos Surveyor to conduct the On-site Inspection and Sample Collection. Apollo estimates collection and analysis of 48 bulk samples. Sample Analysis will be performed by Apollo's NVLAP Accredited Lab. The Final Report will detail the findings of the survey, the results of the lab analysis and the recommended response actions. Apollo will perform this work for a price of **$2,390.00** as detailed below.

Asbestos Survey and Sample Collection: (estimated 10 hours, includes travel, mileage and time on site)	$850.00
Sample Analysis: (estimated 60 samples)	$900.00
Final Report: (estimated 8 hours for draft, final report, administrative processing)	$640.00
TOTAL:	**$2,390.00**

Apollo will schedule the on-site inspection within one week of "Notice to Proceed", and issue the final report within 10 work days of site inspection. This quote is valid for 90 days. If this proposal meets with your approval, please sign the "Notice to Proceed" below and fax back to Apollo. Thank you for the opportunity to provide a proposal for this project.

Respectfully submitted,

Frank Recupero
Project Manager

Notice to Proceed: _____
Clients Signature

CITY OF DADE CITY

"Proud Heritage, Promising Future"

Scott Black, Mayor
Eunice M. Penix, Mayor Pro-Tem
Curtis A. Beebe, Commissioner
William Dennis, Commissioner
Camille Hernandez, Commissioner

William C. Poe, Jr., City Manager
Raymond E. Velboom, Police Chief
James D. Class, City Clerk & Finance Director
Gordon Onderdonk, PE, City Engineer & Public Works Director
Michael Sherman, AICP, Community Development Director
Karla S. Owens, City Attorney

AGENDA MEMO

TO: The Honorable Scott Black, Mayor and Members of the City Commission

THROUGH: William C. Poe, Jr., City Manager

FROM: Michael Sherman, AICP, Director Community Development Department

DATE: 14 February 2012

SUBJ: Historic Board Alternate Member appointment

It is requested that the City Commission consider the appointment of Mr. Doug Sanders as the Alternate Member of the Historic Preservation Board. Mr. Sanders is a local historian and a journalist writing articles about local history for the Dade City News.

RECOMMENDATION:

Appoint Mr. Doug Sanders as Alternate Member of the Historic Board

FUNDING:

No funding is required for these actions.

AT THE REQUEST OF THE CITY COMMISSION

ORDINANCE NO. 2012-01

AN ORDINANCE OF THE CITY OF DADE CITY, FLORIDA, ESTABLISHING A DESIGNATED RESERVE IN THE UTILITY FUND TO ACCEPT DONATIONS FOR FUTURE RELOCATION AND CONSTRUCTION COSTS FOR A WASTEWATER TREATMENT PLANT AND FACILITY; PROVIDING FOR REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City Commission has expressed its desire to begin planning for the future relocation of the existing wastewater treatment plant and facility from its existing location to a new location; and

WHEREAS, the City Commission would like to extend an opportunity for the public to contribute to funding the relocation and construction of the new plant; and

WHEREAS, to establish this fund, it is necessary for the City Commission to adopt an ordinance specifically designating these contributions as reserved for that purpose.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY COMMISSION OF DADE CITY, FLORIDA, AS FOLLOWS:

Section 1. The Commission hereby directs the City Clerk/Finance Director to create a designated reserve in the Utility Fund to account for monies donated by the public for the future relocation and construction of the City's wastewater treatment plant and facility. Any funds donated to this account shall be non-refundable. This fund shall remain for a period of forty (40) years from the adoption of this Ordinance. Should the funds not be committed or expended by that time, the funds shall be placed in the general fund of the City.

Section 2. Repealer. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. Severability. That if any section, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this ordinance.

Section 4. Effective Date. This ordinance shall take effect as provided in the City Charter and Chapter 166, Florida Statutes.

The foregoing Ordinance No. 2012-01 was read and passed on introduction on February 14, 2012, and read and approved following a public hearing in open and regular meeting by the City Commission of Dade City, Florida on the 28th day of February, 2012.

ATTEST:

By: _____
James D. Class, City Clerk

CITY OF DADE CITY, FLORIDA

By: _____
Scott Black, Mayor

Approved as to legal form and sufficiency

_____
Karla S. Owens, City Attorney

CITY OF DADE CITY

"Proud Heritage, Promising Future"

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Raymond E. Velboom, Police Chief
James D. Class, City Clerk & Finance Director
Gordon Onderdonk, PE, City Engineer & Public Works Director
Michael Sherman, AICP, Community Development Director
Karla S. Owens, City Attorney

AGENDA MEMO

TO: The Honorable Scott Black, Mayor and Members of the City Commission

THROUGH: William C. Poe, Jr., City Manager

FROM: Michael Sherman, AICP, Director Community Development Department

DATE: 14 February 2012

SUBJ: Neighborhood Planning, Request for non-budgeted funds and to advertise for Request for Qualifications for Neighborhood Planning Services

As you know, City Planning Staff has been developing the foundation for implementation of a neighborhood planning program into the services offered by the City. In December, the City Commission selected three neighborhoods to be included in the first round of neighborhood plans. As the City Commission knows, this neighborhood planning program was not considered during the budgetary process for FY 2011 – 2012. To date, no funds have been allocated for implementation of the program.

On January 24, I met with a class of USF graduate students in the Department of Geography, Environment and Planning. The reason for the meeting was to recruit them for assistance in the City neighborhood planning efforts. At this point, I have two (2) graduates students that have volunteered to work with the City. The planning activities for the students will primarily consist of conducting door-to-door and structural condition surveys of the participating neighborhoods, and demographic and other research.

I have also included a budget for the project. The attached worksheet includes information on city staff that will participate in the project, the phases they will work on, and the hours and days projected for the project. For the project to be successful there are other parts of the project and the plan that cannot be easily accomplished by the staff and for that reason, I would like to advertise for a Request for Qualifications (RFQ) to seek responses from qualified firms for general planning services as well as for participation in the neighborhood planning effort. These additional planning activities include:

- Graphic Communications including sketches, renderings, computer graphics, plan view drawings. plan elevations, etc.

- Public facilitation and engagement
- Visioning and meeting facilitation
- Neighborhood Calming techniques.

Additional duties that the staff could be assisted with include:

- Capital Improvement planning
- Geographic Information Systems
- Plan implementation techniques

To pay for the neighborhood planning consulting services, I am requesting a budget with line item established in the Community Development Department budget be established and funds. I am estimating that funds necessary to complete the project include approximately $20,000.

I will be at the meeting to discuss the project.

Recommendation

Approve the funds from contingency to budget the neighborhood planning program and direct staff to advertise for an RFQ for general planning services.

PROJECT BREAK DOWN BY PHASE

PLAN IMPLEMENTATION

Task 3.1 Comprehensive Plan amendments

	DAYS	HOURS	RATE	FEE
City Manager	0.13	1	$ 36.78	$ 36.78
Community Development Director	0.00		$ 28.56	$ -
City Engineer	0.00		$ 33.41	$ -
Police Chief	0.00		$ 30.90	$ -
Building Official	0.00	0	$ 23.36	$ -
Safety Services Officer	0.00	0	$ 19.76	$ -
Building Permit Tech	0.00	0	$ 14.12	$ -
Police Sgt	0.00		$ 24.41	$ -
Crime Analyst	0.00		$ -	$ -
Community Police Officer	0.00		$ -	$ -
Staff Assistant - Special Projects	0.00	0	$ 14.00	$ -
Development Review Technician	0.00		$ 17.72	$ -
City Clerk	0.00	0	$ 30.38	$ -
Todd Engala - USF Intern	0.00		$ -	$ -
Kelly Lyons - USF Intern	0.00	0	$ -	$ -
	0.00		$ -	$ -
	0.00	0	$ -	$ -
	0.00	0	$ -	$ -
	0.00	0	$ -	$ -
	0.00		$ -	$ -
	0.00		$ -	$ -
	0.00		$ -	$ -
	0.00		$ -	$ -
	0.00		$ -	$ -
TOTAL DAYS/HOURS	0.13	1	$ 36.78	$ 36.78

Task 3.2 Land Development Code amendments

	DAYS	HOURS	RATE	FEE
City Manager	0.13	1	$ 36.78	$ 36.78
Community Development Director	0.00		$ 28.56	$ -
City Engineer	0.00		$ 33.41	$ -
Police Chief	0.00		$ 30.90	$ -
Building Official	0.00	0	$ 23.36	$ -
Safety Services Officer	0.00	0	$ 19.76	$ -
Building Permit Tech	0.00	0	$ 12.14	$ -
Police Sgt	0.00		$ 24.41	$ -
Crime Analyst	0.00		$ -	$ -
Community Police Officer	0.00		$ -	$ -
Staff Assistant - Special Projects	0.00	0	$ 14.00	$ -
Development Review Technician	0.00		$ 17.72	$ -
City Clerk	0.00	0	$ 30.38	$ -
Todd Engala - USF Intern	0.00	0	$ -	$ -
Kelly Lyons - USF Intern	0.00	0	$ -	$ -
	0.00		$ -	$ -
	0.00	0	$ -	$ -
	0.00	0	$ -	$ -
	0.00	0	$ -	$ -
	0.00		$ -	$ -
	0.00		$ -	$ -
	0.00	0	$ -	$ -
	0.00		$ -	$ -
	0.00		$ -	$ -
TOTAL DAYS/HOURS	0.13	1	$ 36.78	$ 36.78

Task 3.3 Capital Improvement and Budgeting recommendations

	DAYS	HOURS	RATE	FEE
City Manager	0.00		$ 36.78	$ -
Community Development Director	0.00		$ 28.56	$ -
City Engineer	0.00		$ 33.41	$ -
Police Chief	0.00		$ 30.90	$ -
Building Official	2.00	16	$ 23.36	$ 373.76
Safety Services Officer	2.00	16	$ 19.76	$ 316.16
Building Permit Tech	2.50	20	$ 12.14	$ 242.80
Police Sgt	0.00		$ 24.41	$ -
Crime Analyst	0.00		$ -	$ -
Community Police Officer	0.00		$ -	$ -
Staff Assistant - Special Projects	1.00	8	$ 14.00	$ 112.00
Development Review Technician	0.00		$ 17.72	$ -
City Clerk	2.00	16	$ 30.38	$ 486.08
Todd Engala - USF Intern	0.00		$ -	$ -
Kelly Lyons - USF Intern	0.00		$ -	$ -
	0.00		$ -	$ -
	0.00	0	$ -	$ -
	0.00	0	$ -	$ -
	0.00	0	$ -	$ -
	0.00		$ -	$ -
	0.00		$ -	$ -
	0.00	0	$ -	$ -
	0.00		$ -	$ -
	0.00		$ -	$ -
TOTAL DAYS/HOURS	9.50	76	$ 20.14	$ 1,530.80

Task 3.4 Policy Recommendations

	DAYS	HOURS	RATE	FEE
City Manager	0.13	1	$ 36.78	$ 36.78
Community Development Director	2.50	20	$ 28.56	$ 571.20
City Engineer	0.13	1	$ 33.41	$ 33.41
Police Chief	0.13	1	$ 30.90	$ 30.90
Building Official	0.00	0	$ 23.36	$ -
Safety Services Officer	0.00		$ 19.76	$ -
Building Permit Tech	0.50	4	$ 12.14	$ 48.56
Police Sgt	0.00		$ 24.41	$ -
Crime Analyst	0.00		$ -	$ -
Community Police Officer	0.00		$ -	$ -
Staff Assistant - Special Projects	0.25	2	$ 14.00	$ 28.00
Development Review Technician	0.25	2	$ 17.72	$ 35.44
City Clerk	0.00	0	$ 30.38	$ -
Todd Engala - USF Intern	0.00		$ -	$ -
Kelly Lyons - USF Intern	0.00		$ -	$ -
	0.00		$ -	$ -
	0.00	0	$ -	$ -
	0.00		$ -	$ -
	0.00	0	$ -	$ -
	0.00		$ -	$ -
	0.00		$ -	$ -
	0.00	0	$ -	$ -
	0.00		$ -	$ -
	0.00		$ -	$ -
TOTAL DAYS/HOURS	3.88	31	$ 25.30	$ 784.29

CITY OF DADE CITY

"Proud Heritage, Promising Future"

Scott Black, Mayor
Eunice M. Penix, Mayor Pro-Tem
Curtis A. Beebe, Commissioner
William Dennis, Commissioner
Camille Hernandez, Commissioner

William C. Poe, Jr., City Manager
Raymond E. Velboom, Police Chief
James D. Class, City Clerk & Finance Director
Gordon Onderdonk, PE, City Engineer & Public Works Director
Michael Sherman, AICP, Community Development Director
Karla S. Owens, City Attorney

AGENDA MEMO

TO: The Honorable Scott Black, Mayor and Members of the City Commission

THROUGH: William C. Poe, Jr., City Manager

FROM: Michael Sherman, AICP, Director Community Development Department

DATE: 14 February 2012

SUBJ: Neighborhood Planning, Steering Committee Members

Please accept the following names to be submitted for appointments to the Neighborhood Steering Committee for the Mickens-Harper, Habitat Subdivision and the East Lake Park/Victory Subdivision.

Rev. Jesse McClendon,
Ms. Levator Holt
Rev. Clyde Carter
Mrs. Hazel Wells
Mr. Tavaris Elliott
Ms. Dorothy Harris
Dr. Bermice Mathis
Mr. Rubin Rivera
Additional member

Recommendation

Staff recommends that all persons that have submitted their names to be part of the Neighborhood Steering Committee be appointed. As you see we still have one space open to be filled. That person's name will be submitted at a later date.