



MINUTES OF THE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING
CITY OF NEW PORT RICHEY
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA
August 1, 2017
IMMEDIATELY FOLLOWING THE REGULAR CITY COUNCIL MEETING

MINUTES

ORDER OF
BUSINESS

1 Call to Order - Roll Call

The meeting was called to order by Chairman Rob Marlowe at 8:38 pm. Those in attendance were Director Judy DeBella Thomas, Director Jeff Starkey and Director Chopper Davis. Director Bill Phillips was absent.

Also in attendance were Executive Director Debbie Manns, City Attorney Timothy Driscoll, City Clerk Judy Meyers, Chief of Police Kim Bogart, Finance Director Crystal Feast, Development Director Lisa Fierce, Fire Chief Chris Fitch, Economic Development Director Mario Iezzoni, Public Works Director Robert Rivera, Library Director Andi Figart, Technology Solutions Director Bryan Weed, Human Resources Manager Bernie Wharran, Assistant to the City Manager Martin Murphy and Assistant Parks and Recreation Director Chris Bornfleth.

2 Approval of July 18, 2017 CRA Meeting Minutes - Page 2

Motion was made to approve the minutes as presented.

Motion made by Chopper Davis and seconded by Jeff Starkey. The Motion Passed. 4-0. Ayes: Davis, DeBella Thomas, Marlowe, Starkey Absent: Phillips

3 FY 2017-2018 Proposed Budget Presentation - Page 6

Executive Director Manns introduced Economic Development Director Mario Iezzoni who then presented the item to the Board. Mr. Iezzoni noted the following changes in the proposed budget for FY18:

Revenue:

- 334-70 Florida Historic Preservation Grant proceeds \$550,00 small matching grant and special category grant funds received
- 362-19 rent from the Business Incubator
- 381-37 Penny for Pasco dollars

- 389-87 grants that are in process and the commercial grant program
- 389-90 half of the small matching and special category grant funds. The paperwork is complete and we are in the negotiation phase with architect.

Expenditures:

- Picking up half salary for KC Quaretti
- 34-61 \$15,000 for New Port Richey Main Street Program
- 49-51 \$350,000 is committed the remaining \$350,000 for the two grant programs
- 62-33 small matching and special category grants going into the Hacienda for next year
- 62-53 Main Street Landings incentive program splitting allocation up over two years

4 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 8:45 pm.

(signed) _____
Judy Meyers, City Clerk

Approved: _____ (date)

Initialed: _____



NEW PORT RICHEY

5919 MAIN STREET • NEW PORT RICHEY, FL 34652 • 727.853.1016

TO: Members of the Community Redevelopment Agency
FROM: Judy Meyers, City Clerk
DATE: 8/1/2017
RE: Approval of July 18, 2017 CRA Meeting Minutes - Page 2

REQUEST:

The request is for the Board of Directors to approve the minutes from the July 18, 2017 CRA meeting.

DISCUSSION:

The Board of Directors met for its regularly scheduled meeting on July 18, 2017. The minutes from that meeting are attached for the Board's review and approval.

RECOMMENDATION:

Staff recommends that the Board of Directors approve the minutes from the July 18, 2017 CRA meeting as submitted.

BUDGET / FISCAL IMPACT:

No funding is required for this item.

ATTACHMENTS:

	Description	Type
▯	July 18, 2017 CRA Meeting Minutes	Backup Material



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CITY OF NEW PORT RICHEY
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA
July 18, 2017
IMMEDIATELY FOLLOWING THE REGULAR CITY COUNCIL MEETING

MINUTES

ORDER OF
BUSINESS

1 Call to Order - Roll Call

The meeting was called to order by Chairman Rob Marlowe at 8:30 pm. Those in attendance were, Director Bill Phillips, Director Judy DeBella Thomas, Director Jeff Starkey and Director Chopper Davis.

Also in attendance were Executive Director Debbie Manns, City Attorney Timothy Driscoll, City Clerk Judy Meyers, Chief of Police Kim Bogart, Finance Director Crystal Feast, Development Director Lisa Fierce, Fire Chief Chris Fitch, Economic Development Director Mario Iezzoni, Public Works Director Robert Rivera, Library Director Andi Figart, Parks and Recreation Director Elaine Smith, Technology Solutions Director Bryan Weed and Human Resources Manager Bernie Wharran.

2 Approval of May 16, 2017 CRA Meeting Minutes - Page 2

Director Phillips requested the minutes be edited to reflect that Director DeBella Thomas "participated" via telephonically instead of "appeared." Motion was made to approve the minutes with the requested revision.

Motion made by Chopper Davis and seconded by Judy DeBella Thomas. The Motion Passed. 5-0.
Ayes: Davis, DeBella Thomas, Marlowe, Phillips, Starkey

3 Former Smart Start Business Incubator – Front Roof Replacement Project Close Out - Page 7

Executive Director Manns introduced Public Works Director Robert Rivera who presented the item to the Board. He stated the purpose of this agenda item was to approve a deductive change order in the amount of \$352.00 and a final pay request in the amount of \$27,749.80 for the front roof replacement of the Incubator. This project was result of defective workmanship. Subsequent to completion, staff received the engineering report confirming and identifying deficiencies from the original contractor and have forwarded the report to the City Attorney along with all warranty paperwork so that he may begin to initiate legal action.

Upon opening the floor to public comment, no one came forward therefore Chairman Marlowe returned the floor to the Board. Director Davis asked how much were we looking for and City Attorney Driscoll replied that it would be in excess of \$50,000 and will exhaust the limits of the bond.

Director Phillips stated that since there were issues with nails and metal he wanted to know if there were any outstanding issues. Mr. Rivera stated he was not aware of any claims. Director Phillips stated that the report lacks being specific of the prior roof that was put on and the date parameters gave the impression that the new roof had been on for a while. He stated he was not here for the Signature selection but it appears we used the same TPO roof material as the previous contractor and some of the flashing material is from a different manufacturer and wanted to make sure there was no wiggle room for the flashing details. Director Phillips also asked how long is the warranty and when it was received and if it is prorated. He inquired as to the transferability of the warranty and that it is important as some time in the future we can sell building. Value of roof can be added to the overall value. Mr. Rivera stated that we did submit all the warranty paperwork and he would double check that it is the same transferable product.

Motion was made to approve the item as presented.

Motion made by Chopper Davis and seconded by Bill Phillips. The Motion Passed. 5-0. Ayes: Davis, DeBella Thomas, Marlowe, Phillips, Starkey

4 Adjournment

Communications and Reports (deferred from regular City Council meeting):

Chairman Marlowe agreed with Deputy Mayor's comments and stated that Commissioner Starkey was clearly working with misinformation. He asked about the next Okra occasion at the Library and Executive Director Manns stated it was this coming Monday, July 24th. There is another concert in the park Saturday. He stated that he and Director Phillips had a chance to visit Main Street Landings and was pleased with the progress.

Director Starkey stated that Commissioner Kathryn Starkey had called out the City on the FGUA rates at the last BOCC meeting. He asked for confirmation that we are not price gouging. Executive Director Manns stated that we are currently reviewing the inflationary increase that occurs every year as a result of selling our bulk water. She stated that staff is working on setting meeting in order to provide accurate information for when she speaks. Director Starkey stated that we need to have a positive working relationship with County. Negative comments do not help. Relationships are what helps move our community forward.

Director Phillips stated that something in the fire pension board meeting triggered him to check if all board members are in compliance with filing their financial disclosures. He toured Main Street Landings and they are about a week to ten days behind schedule due to weather but good to hear how they are interacting with neighbors on addressing issues. Director Phillips asked if there are any water plants still in use by Lindrick. Mr. Rivera responded that the wastewater is not but they have some wells that are used. Their usage is declined. Director Phillips stated he wanted to point out the quality of water as opposed to other sources they have used in the past. He appreciates Commissioner Starkey but facts will bear out what's allowable and what the quality is. He thought Gulf Harbors wanted to work with City. Mr. Rivera stated there are other issues involved and also the bonding is high. Mr. Rivera stated that our 5% increase is based on a study and the methodology used is industry standard. Mr. Rivera stated that we will take another look at the rates and see where they correlate with other utilities. There are other variables. Mr. Rivera stated he has sat down with Flip Mellinger from the County and there are more issues than just what the city is charging for bulk water. Director Phillips stated that he had FGUA in the past and wished he had city water. He thanked New Port Richey Main Street for the invitation to sit in on their meeting last week. This Saturday is the jazz concert and

hopefully there will be good weather. He would like to see us reach out on Monday night's work session as the more we can talk about it the better it will help during budget meetings. He stated that businesses in the downtown are utilizing the sidewalk for seating. We have to understand our liabilities. The sidewalks have opened up since the planting of the palm trees. He thought the Grand Blvd. enhancement project from Delaware to Gulf would be a good project for New Port Richey Main Street. He stated there is no consistency with right-of-way. He is looking for streetscape elements.

Director DeBella Thomas asked where were were on Cavalaire Sur Mer as she remembers there was expressed interest in wanting to come here for a visit. Executive Director Manns stated she would put together a report. Director DeBella Thomas then asked about an old neighborhood naming system as it provided an opportunity for a city our size to have a sense of ownership. She stated that we have so many wonderful things and if new residents could know all the neat things such as we are a tree city and water saving items. She asked for an update on the golf cart program. She also requested a copy of the pie chart from the budget presentation earlier this evening. She stated that it is so nice to see the flow of information across social media pages. Quality customer service when she called and great level of enthusiasm at the Rec Center.

Director Davis stated he was in a fender bender earlier today and had rear-ended a vehicle after the driver had slammed on the brakes due to a yellow light. He stated the driver told him she always stops since she received a ticket for running a red light. He jokingly asked if anyone wanted to donate \$158 towards his \$250 deductible.

There being no further business to consider, upon proper motion, the meeting adjourned at 8:55 pm.

(signed) _____
Judy Meyers, City Clerk

Approved: _____ (date)

Initialed: _____



NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 ■ 727.853.1016

TO: Members of the Community Redevelopment Agency
FROM: Crystal S. Feast, Finance Director
DATE: 8/1/2017
RE: FY 2017-2018 Proposed Budget Presentation - Page 6

REQUEST:

The Board is asked to review and consider the proposed budget for FY 2017-2018.

DISCUSSION:

There will be a presentation of the amounts being proposed by Mario Iezzoni, Economic Development Director.

RECOMMENDATION:

The recommendation is for your review of the proposed budget and provide feedback to the Executive Director of any desired changes.

BUDGET / FISCAL IMPACT:

Once approved, the proposed budget will be adopted and become the financial plan for the Community Redevelopment Agency.

ATTACHMENTS:

	Description	Type
▢	FY 2017-2018 Proposed Budget	Exhibit

COMMUNITY REDEVELOPMENT AGENCY

630-0000						AMENDED	BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE		BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17		FY16-17	FY17-18
311-10	Tax Increment - County	556,261	657,421	681,080		719,780	784,960
334-70	Florida Historic Preservation Grant	-	750,000	-		-	550,000
354-10	Code Enforcement Fines	(7,496)	(100)	(13,179)		-	-
361-10	Interest on Investments	(1,823)	15	-		-	-
361-20	Interest - SBA	1,411	8,423	1,255		-	-
362-19	Rent - Business Incubator	1,600	9,592	36,000		36,000	36,000
364-22	Sale of Orange Lake Property	-	-	300,000		300,000	-
369-90	Other Miscellaneous Revenue	-	6,588	5,272		-	5,000
	Litigation Proceeds	-	-	-		-	100,000
381-10	Transfer from Gen Fund - Tax Increment	719,554	811,061	865,715		865,715	923,480
381-37	Transfer from General Fund	-	11,202,894	-		-	-
	Transfer from Capital Improvement Fund	-	-	-		-	774,400
389-87	Unused Redevelopment Incentives from PY	-	-	200,000		200,000	200,000
389-88	Unused Residential Incentives from PY	-	-	85,000		85,000	-
389-90	Carryover of Unused Funding Sources from PY	-	-	-		-	150,000
TOTAL CRA REVENUE		\$ 1,269,507	\$ 13,445,894	\$ 2,161,143		\$ 2,206,495	\$ 3,523,840

COMMUNITY REDEVELOPMENT AGENCY

630-0080-515		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-10	Regular Exempt Salaries	-	25,006	26,200	33,500	15,460
15-11	Employee Incentives	-	-	50	50	30
21-11	Social Security Matching	-	1,877	2,120	2,570	1,190
22-11	Florida Retirement System	-	1,655	2,000	2,510	1,210
23-11	Health Insurance	-	1,994	5,000	7,410	3,960
23-12	Life Insurance	-	7	20	50	30
23-13	Accidental Death & Disab Insurance	-	1	5	20	10
24-26	Workers Comp - Clerical (8810)	-	94	90	100	40
TOTAL PERSONNEL SERVICES		\$ -	\$ 30,634	\$ 35,485	\$ 46,210	\$ 21,930
31-11	City Attorney Services	4,495	-	-	-	-
31-81	Professional Servcies - Planning	6,313	13,500	85,000	85,000	50,000
31-99	Professional Services - Misc	77,006	135,206	26,859	26,859	30,000
34-22	Advertising & Marketing	12,907	10,549	7,500	7,500	10,000
34-61	Main Street Grant Award	10,000	-	-	-	15,000
34-99	Contractual Services - Misc	-	14,237	-	-	-
40-11	Travel & Training	-	2,120	1,000	1,000	1,000
42-11	Postage	28	53	25	50	50
43-11	Electric - City Facilities	14,315	13,659	7,500	8,000	8,000
43-31	Trash Removal	2,320	2,066	2,000	2,000	2,000
43-51	Water & Sewer - City	5,225	6,674	5,460	4,000	5,500
43-73	Street Light Fee	-	800	768	770	770
43-81	Stormwater Assessment	-	2,452	3,524	3,590	3,530
45-11	Liability Insurance - Comp. General	6,902	-	-	-	-
45-21	Building & Contents Insurance	18,791	26,377	16,011	17,200	17,000
46-11	Maintenance & Repairs - Bldg & Grounds	6,046	-	6,584	8,456	8,000
46-12	Maintenance & Repairs - Hacienda Hotel	36	-	3,367	3,400	3,500
46-13	Maintenance & Repairs - Bus. Incubator	28,487	165	2,400	6,210	3,500
46-23	Maintenance & Repairs - Copiers	-	219	219	-	-
49-11	Legal Advertising	43	-	-	50	-
49-51	Redevelopment Incentives	36,334	214,998	65,763	300,000	700,000
49-51	Residential Incentives	-	17,358	20,572	65,000	50,000
49-99	Other Current Charges - Misc	2,008	43,042	7,000	9,300	8,000
51-11	Office Supplies - General	-	15	15	50	50
54-11	Dues & Memberships	-	745	795	745	750
54-61	Books & Publications	435	-	-	10	-
TOTAL OPERATING		\$ 231,691	\$ 504,235	\$ 262,362	\$ 549,190	\$ 916,650
61-13	Land - Rio Vista Park Parcel	-	-	1,500	-	-
62-33	Building Improvements - Hacienda Hotel	-	928,662	11,445	275,000	850,000
	Building Improvements - Business	-	34,549	27,374	73,425	10,000
62-99	Incubator	-	-	-	-	-
63-41	Commercial Area Improvements (Parking	-	42	42	-	-
63-43	Waterfront Activity Center	21,189	-	-	-	-
63-53	Main Street Landings Incentives Program	-	-	-	-	587,500
TOTAL CAPITAL		\$ 21,189	\$ 963,253	\$ 40,361	\$ 348,425	\$ 1,447,500
71-21	Principal Payments - Note A	437,000	5,497,000	-	-	-
71-23	Principal Payments - Note B	436,000	5,487,000	-	-	-
72-21	Interest Payments - Note A	122,240	109,464	-	-	-

COMMUNITY REDEVELOPMENT AGENCY

630-0080-515

EXP

CODE

CLASSIFICATION

ACTUAL
FY14-15

ACTUAL
FY15-16

ESTIMATE
FY16-17

AMENDED
BUDGET
FY16-17

BUDGET
AMOUNT
FY17-18

72-23 Interest Payments - Note B

TOTAL DEBT SERVICE

91-51 Transfer to General Fund

91-52 Transfer to General Debt Service Fund

TOTAL TRANSFERS

244,620	109,430	-	-	-
\$ 1,239,860	\$ 11,202,894	\$ -	\$ -	\$ -
-	522,794	375,440	375,440	250,000
-	458,834	887,230	887,230	887,760
\$ -	\$ 981,628	\$ 1,262,670	\$ 1,262,670	\$ 1,137,760

\$ 1,492,740 \$ 13,682,644 \$ 1,600,878 \$ 2,206,495 \$ 3,523,840

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM COMMUNITY REDEVELOPMENT AGENCY

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
62-33	<i>Building Improvements</i>					
	Hacienda Hotel	850,000	-	-	-	-
	TOTAL	850,000	-	-	-	-
62-99	<i>Building Improvements</i>					
	Business Incubator	10,000	-	-	-	-
	Main Street Landings Incentive Program	587,500	887,500	-	-	-
	TOTAL	597,500	887,500	-	-	-

DIVISION TOTAL \$ 1,447,500 \$ 887,500 \$ - \$ - \$ -