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**MINUTES OF THE
CITY OF NEW SMYRNA BEACH
COMMUNITY REDEVELOPMENT AGENCY
MEETING OF AUGUST 4, 2010
UTILITIES COMMISSION, 3RD FLOOR DEBERRY ROOM,
200 CANAL STREET
NEW SMYRNA BEACH, FLORIDA**

11 Chair Linda DeBorde called the CRA meeting to order at 2:00 p.m.

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Answering to roll call:

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**Steve Dennis
James Kosmas
Cynthia Lybrand
Thomas Williams
Doug Hodson**

21 Also present were CRA Director Tony Otte; CRA Project Manager Michelle Martin;
22 CRA Administrative Assistant Claudia Soulie and CRA Attorney Mark Hall.
23 Commissioner Charles Belote was absent (excused).

24
25 Ms. DeBorde recognized Volusia Councilman Jack Hayman and NSB City Manager Pam
26 Brangaccio.

27
28

CONSENT AGENDA

- 29 A. Approval of Minutes – Regular Meeting July 7, 2010
30 B. Purchase Order Change Form – Mark Hall, CRA Attorney

31
32 **Mr. Hodson made the motion to approve the consent agenda items, seconded by Mr.**
33 **Dennis. Motion carried on roll-call vote 6 -0.**

34
35 Mr. Otte stated that staff would like to withdraw item D. *Report on Bids received for*
36 *South Orange St. and Mary Ave. Streetscapes* from today's agenda as they were still in
37 the process of checking references. Mr. Otte continued that this item would be brought
38 back on a future agenda.

39
40 Mr. Hall suggested checking with the audience if someone was attending the meeting
41 specifically for this item. There being no one, the CRA agreed to the withdrawal.

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44

PUBLIC PARTICIPATION

45 In accordance with the City Commission Resolution #11-89, a three-minute limitation will be imposed
46 unless otherwise granted by the CRA Commissioners.

47 Ms. Doris O'Toole, long-time employee of Island Collection at 304 Flagler stated that
48 she was representing her employer, Mr. and Mrs. Carpenter who were also present at the

49 meeting. Ms. O'Toole stated that the Carpenters had recently submitted a Change Order
50 which the CRA denied as the additional work was done without prior approval. This
51 Change Order requested an increase in the dollar amount for a Commercial Property
52 Improvement Grant for 304 Flagler Ave. approved by the CRA in 2009. Ms. O'Toole
53 continued that the Carpenters felt that they had followed what was told to them by CRA
54 staff and that they would like the opportunity to revisit their case for additional funding.

55 Mr. Otte stated Mr. Carpenter had approached him for further guidance after the denial.
56 Mr. Otte continued that he informed Mr. Carpenter that he was not able to put this item
57 back on the CRA agenda, as it had been denied and suggested that Mr. Carpenter ask the
58 CRA to revisit his case during the Public Participation portion of the meeting and await
59 CRA direction.

60 Mr. Williams stated that he would like this item to be addressed again on the next CRA
61 agenda, as he had learned additional information on the sequence of events for this case
62 that may have caused confusion.

63 A brief discussion ensued about the amount approved for the original application, that the
64 matching dollar amount contribution by the CRA for this type of grant was increased at
65 the same meeting, and possible causes for the misunderstanding

66 Mr. Dennis stated that Mr. Otte should bring this item back at the next meeting for further
67 discussion.

68

69 Ms. Lola West Duckworth, business owner and recent resident to New Smyrna Beach
70 from Winter Park, Florida, stated that her goal was to re-open her consulting office in
71 New Smyrna Beach and commented on the proposed CRA grant to assist new businesses.
72 Ms. West Duckworth urged the CRA to reconsider a stipulation in the grant guidelines
73 that the recipients had to be a retail establishment. Ms. DeBorde stated that she felt the
74 CRA's goal was to establish more retail businesses on Canal Street but suggested that
75 Ms. West Duckworth contact Mr. Otte as the criteria for this proposed grant had not been
76 fully established.

77

78 Ms. Cindy Jones, owner of Southern Trends Furniture, 334 Canal Street, addressed the
79 CRA with the request of being able to re-allocate the remaining funds on a previously
80 approved Grants & Aids application for the Canal Street Historic District Association
81 (CSHD), as one of the events did not take place. Ms. Jones stated that the CSHD had
82 recently reorganized its association.

83 Mr. Hodson inquired if there had been similar scenarios in the past and how was it
84 handled. Mr. Otte stated that he was not aware of any precedent and that he did not object
85 to the reallocation. Mr. Otte felt that the new association was making great progress and
86 was excited about the current direction.

87 A brief discussion ensued on how to handle this request. Mr. Hall, CRA Attorney
88 suggested that staff bring this item back for a vote at the next CRA meeting.

89 There being no further request, Ms. DeBorde closed the Public Participation portion of
90 the meeting.

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PRESENTATION:

A. None

OLD BUSINESS

A. Request for Additional Public Art funds – Images, a Festival of the Arts

Mr. Otte stated that the Atlantic Center for the Arts (ACA) presents *Images – A Festival of the Arts* show every year in the Canal St area and in the past had received funding from both the CRA and the City Commission.

Mr. Otte continued that during a recent City Commission budget workshop it was noted that the draft budget for the City’s General Fund anticipated a significantly reduced revenue stream, thus the City not being able to provide the \$5,000. Mr. Otte stated that the City Commission wished to utilize any CRA or City funding for purposes other than the purchase of artwork and that the ACA representatives had responded with several other options they would welcome as donations in lieu of the purchase of art work.

Mr. Otte clarified that the request today was to replace the \$5,000 usually donated by the City from the City’s general fund with CRA dollars for a total CRA contribution of \$12,500 [\$2,500 for the Children’s Education tent; \$5,000 for a Purchase Art fund (approved by CRA at 7/7/10 meeting) and the additional \$5,000 to cover the City’s contribution]. Another option could be to reallocate the \$5,000 the CRA had approved for an art purchase award to a sponsorship award for a total CRA contribution of \$7,500.

Ms. Lowden Norman thanked the CRA for their support and stated that it had been very instrumental in the Festival’s success.

A brief discussion ensued about the ACA’s sponsorship plan once the CRA sunsets in 2015. Ms. Nancy Lowden Norman with the ACA stated that they were constantly looking for sponsors and broadening their list.

Ms. Lybrand wanted to make sure that the CRA was following the correct guidelines if any funds other than those set aside for public art were being used.

Mr. Otte stated that there were monies set aside for partnership/marketing activities.

Mr. Williams mentioned that at a recent Florida Redevelopment Agency (FRA) regional meeting it was stated that CRA’s were not allowed fund a service or function that had been traditionally funded by its City and he wanted to make sure that all rules were being followed. Mr. Hall stated that this could be a concern.

Mr. Kosmas stated that he felt more comfortable reallocating the previously approved \$5,000 from an art purchase award to a sponsorship award.

139 Mr. Dennis suggested not taking an action on this item until the proposed FY 2010/11
140 budget later on today's agenda had been reviewed. Ms. DeBorde felt that this was a
141 good idea and Mr. Kosmas stated that he was under the impression that the CRA had
142 already reviewed/reallocated all funds at the last CRA meeting.

143

144 **Mr. Kosmas made the motion to rescind the previously approved \$5,000 for an**
145 **art purchase award and to reallocate them to a \$5,000 Festival Sponsorship**
146 **award under the CRA's Marketing/Promotion budget, subject to Staff's review of**
147 **it being an appropriate expenditure; seconded by Mr. Williams. The motion**
148 **carried on a roll call vote 6 – 0.**

149

150

151 B. Contract for Wayfinding Project

152

153 Mr. Otte stated that the development of a Wayfinding system was a key
154 recommendation in the CRA Master Plan Update and that Wayfinding was a general
155 term referring to a system of special highway and street signage, directing visitors to
156 attractions and desired destinations. Mr. Otte continued that in New Smyrna Beach, this
157 included many destinations within the CRA, such as Canal Street, Flagler Ave, the
158 beach, and historical and cultural sites.

159

160 Mr. Otte stated that City staff had issued a solicitation for this task and other planning
161 work and that the firm BellomoHerbert had been selected. Mr. Otte informed the CRA
162 that the City Commission had authorized staff to begin the negotiation of a contract
163 with BellomoHerbert and CRA staff was suggesting the CRA approve staff's
164 recommendation to move forward with the proposed Wayfinding scope of work at
165 \$48,650 (design only). Mr. Otte continued that the cost for the actual signs etc. would
166 be well within the proposed budgeted amount in the CRA's wayfinding/signage line
167 item.

168

169 Mr. Glenn Herbert, with BellomoHerbert gave a brief summary of his proposal and
170 elaborated on new FDOT regulations, as some of the streets included in the wayfinding
171 were FDOT State Roads.

172

173 A brief discussion ensued about the intersection of US1 and SR 44 being a very
174 important intersection and that the CRA would be able to fund signage in that location,
175 even though it was outside of the CRA district, as placing signage there would have a
176 positive benefit on the CRA district.

177

178 **Mr. Hodson made the motion approved staff's recommendation to move forward**
179 **with the Wayfinding scope of work; seconded by Mr. Dennis. Motion carried on a**
180 **roll call vote 6 - 0.**

181

182

183 C. Budget Amendment: West Canal Streetscape Change Order #3

184

185 Mr. Otte stated that Change Order # 3 had been submitted by the design build team,
186 ThadCon, for added items of work, which were not described in the original scope of
187 work in the City RFP or in their Proposal. Mr. Otte continued that CRA staff had

188 thoroughly reviewed all items included in this change and had conducted several
189 meetings with the design build team to discuss each item with them, which had resulted
190 in many of the items being re-negotiated. Mr. Otte stated that staff recommended
191 additional funding for Change Order # 3, Items 3A (Electrical Engineering for Backlot
192 easement), 3C (Variable Message Boards during Bike Week), 3D (70 Additional Days to
193 contract duration), and 3E (Chestnut additional asphalt), in the amount of \$18,966.55,
194 and denial of additional funding (\$16,165.33) for Item 3B (Archaeological Funding).
195

196 Ms. Michelle Martin, CRA Project Manager, stated that staff was denying the request for
197 Archaeological funding based on the statement in the New Smyrna Beach City Code
198 section 50-13 which states that it was the responsibility of the DesignBuild Team to
199 comply with all of the requirements listed herein and that the DesignBuild Team would
200 be responsible for any fees associated with archaeological construction monitoring and
201 compliance with Section 50-13.
202

203 **Mr. Dennis made the motion approved all items of Change order No. 3 except for**
204 **Item # 3B (Additional Funding for Archaeological requirements for the Canal**
205 **Work); seconded by Ms. Lybrand. Motion carried on a roll call vote 6 - 0.**
206

207 Mr. Dick Sizemore, owner of Thadcon, felt that the issue with this item could stem from
208 verbiage used in the original Request for Proposal and the Lump-sum bid included in it.
209 Mr. Sizemore stated that they could not have realistically put a price on the
210 archaeological work, as there was no way of telling what would be involved. Mr.
211 Sizemore pointed out that the City, in a recent bid, had separated out what was
212 archaeological monitoring and what was “Phase 2 – Discovery”, which he felt should
213 have also been done in the package that they had bid on. Mr. Sizemore asked that the
214 CRA would allow his team to address the CRA.
215

216 Mr. Bill Scott, Engineer with Ghyabi and Associates, explained that it was extremely
217 difficult to put a price on an archaeological project until construction actually began.
218

219 Mr. Mike Arbuthnot, Principal Archaeologist for the W. Canal Streetscape project gave a
220 brief summary of the steps that had to be taken depending on what was being discovered.
221 He felt that the issue was a fundamental disagreement on the interpretation of City Code
222 50-13 and what it meant to work in compliance with City Code 50-13.
223

224 Mr. Kosmas asked why no one (neither ThadCon nor the Archaeologist) had addressed
225 the possibility that monitoring could reveal artifacts in form of a contract modification
226 before the project even began to avoid any confusion later.
227

228 Mr. Arbuthnot stated that he interpreted the section of the code *...if monitoring indicates*
229 *that a site is archaeologically significant, further excavation shall occur.*” to mean that
230 this was now a separate task from monitoring and required a change order.
231

232 Mr. Sizemore felt that making any kind of modifications to the contract of a lump sum
233 bid by adding stipulations or conditions would not have been appropriate nor did he feel
234 that there was an opportunity to do so.
235

236 A brief discussion ensued about the pros and cons of lump sum bids versus “cost plus”
237 bids and the need to stay competitive.

238

239 Ms. Lybrand asked for clarification on a similar scenario in change order number 2 where
240 the CRA paid for the archaeological costs. Ms. Martin stated that change order number 2
241 was a completely new request which was not at all mentioned in the RFP, thus, qualified
242 to be reimbursed by the CRA.

243

244 Mr. Hodson asked for Mr. Hall’s opinion. Mr. Hall stated that he felt that the contractor
245 and his sub-contractors were responsible to pay for this item and not the CRA.

246

247 The CRA came to the consensus to take no action.

248

249

250

251 D. Report on Bids received for South Orange St. and Mary Ave. Streetscapes

252

253 Withdrawn. See staff’s comments under Consent Agenda.

254

255

256 E. Rent Incentive Program

257

258 Mr. Otte stated that there were over a half-dozen vacant commercial spaces now on Canal
259 Street and that CRA staff had developed a program to attract businesses to locate to the
260 CRA modeled after an existing similar program in Delray Beach. Mr. Otte continued that
261 this proposed program would provide rent incentives for up to one-third of the business’s
262 monthly rent or \$500 per month, whichever was less, for 12 months with a maximum
263 total subsidy per business of \$6,000.

264

265 Mr. Otte mentioned that there were a number of restrictions in the program and that this
266 program was briefly discussed at a meeting of the Canal Street property owners with
267 spaces for lease, and there was interest expressed in any program that would help fill the
268 spaces.

269

270 Mr. Hodson felt that this was a great idea and was in favor of this program.

271

272 Mr. Williams stated that CRA incentives were generally matching grants and felt that the
273 property owners needed to contribute to the incentives. Mr. Williams also wanted to be
274 sure that the rent rates were fair market rates and was wondering if some properties were
275 vacant due to their location or their lease/rent rates.

276

277 Mr. Kosmas was in favor of finding ways to help the property owners attract tenants to
278 fill their vacancies.

279

280 Mr. Bob Wiley, property owner on Canal Street cautioned about comparing rates by
281 square footage as this may not render accurate results and felt that the rent incentive
282 program should be kept very simple.

283

284 The CRA agreed that some type of reasonable rent/lease rate check had to be established
285 and a brief discussion ensued about the tenant paying at least 50% of the rent and the
286 CRA and the property owner sharing the other 50%.

287

288 Ms. Lybrand questioned one of the stipulations in the guidelines that would disqualify
289 any business that had not been in operation for at least three years.

290

291 Mr. Dennis felt that the program had to be kept simple in order to assure that the CRA
292 was able to monitor it.

293

294 A brief discussion ensued about the pros and cons of the “retail business” stipulation and
295 that some offices can bring a clientele with a lot of wherewithal to Canal Street.

296

297 Mr. Kosmas was concerned about the “full-time equivalent W-2 employees” requirement
298 and felt that this would disqualify a lot of start up businesses.

299

300 Flare Elliot, Business owner on Canal Street suggested revisiting the CRA Master Plan
301 update which indicated that Canal Street needed a balance between retail and office
302 space. Ms. Elliot continued that “retail” can be a broad definition, which may allow an
303 undesired element on Canal Street.

304

305 Mr. Otte suggested rewriting the program to include the Commissioners comments and to
306 forward this draft to the Canal Street property owners for comment.

307

308

309 F. Brownfields Inventory and Priority Ranking

310

311 Mr. Otte stated that the purpose of this study would be to provide the City with a tool
312 required to prioritize potential Brownfield projects and successfully manage the
313 Brownfield program. This work would include:

314

- 315 1. Meeting with staff to obtain local knowledge regarding the properties within the
316 area of investigation to create a list of potential program sites.
- 317 2. Working to further refine this information with the collection of basic site
318 information and site reconnaissance.
- 319 3. Conducting an in-depth screening for each property.
- 320 4. Reviewing the completed report and gaining a consensus with CRA and City staff
321 on which sites would be the best candidates for Phase I and Phase II
322 Environmental Site Assessments.

323

324 Mr. Otte continued that this work was the next step in the implementation of the
325 Brownfields program, funded with grant funds.

326

327 Mr. Howard Fowler and Mark Mulligan with Nodarse & Associates gave a brief
328 summary of their proposal which also included locations outside the CRA district.

329

330 Mr. Kosmas asked about the CRA’s function as this involved neither CRA funds nor
331 CRA district properties and he wanted to make sure the CRA was not overstepping its
332 authority. Mr. Otte stated that the initial sites were all in the CRA. Mr. Mulligan felt that

333 the State had authorized the CRA to “watch over” the Grant funds and that the CRA was
334 able to augment their goals for redevelopment by using the grant money to help clean up
335 blighted areas.

336
337 Ms. DeBorde stated that when the CRA obtained this federal grant it was explained that
338 this would be a citywide grant and that the CRA had put forward the effort to fill out the
339 grant application that secured the grant. Mr. Otte clarified that City staff would be
340 working on areas outside the CRA district.

341
342 Mr. Kosmas deferred to Mr. Hall’s expertise. Mr. Hall stated that there was nothing to be
343 concerned about.

344
345
346 **Mr. Williams made the motion to approve staff’s recommendation to execute the**
347 **scope of work with Nodarse and Associates; seconded by Mr. Hodson. Motion**
348 **carried on a roll call vote 6 - 0.**

349
350
351 **NEW BUSINESS**

352
353 A. Commercial Property Improvement Grant Application: 600 East Third Ave.

354
355 Mr. Otte stated that this application requested improvements at Heath’s Natural Foods
356 Inc., located at 600 East Third Ave and had received the necessary points to be
357 considered for funding.

358
359 Mr. Mark Rakowski, Land Planning Consulting, representing the property owner gave a
360 summary of the scope of work.

361
362 Mr. Kosmas asked if there had been any consideration for outside seating. Mr. Rakowski
363 stated that this was being discussed and that leased parking may be an option. Mr. Otte
364 stated that he would work with Mr. Rakowski.

365
366 **Mr. Hodson made the motion to approve the Commercial Property Grant for 600 E.**
367 **Third Ave in the amount of \$10,000; seconded by Ms. Lybrand. Motion carried on a**
368 **roll call vote 6 - 0.**

369
370 B. Commercial Property Improvement Grant Application: 227 – 231 Canal Street

371
372 Mr. Otte stated that this application requested improvements on the west side of the
373 Wiley Building at 227-231 Canal Street and that the design would architecturally flow
374 with the front exterior.

375
376 Mr. Bob Wiley, property owner on Canal Street gave a summary of the scope of work
377 and why he wanted to beautify this area.

378
379 **Mr. Hodson made the motion to approve the Commercial Property Grant for 227 –**
380 **231 Canal Street in the amount of \$10,000; seconded by Ms. Lybrand. Motion**
381 **carried on a roll call vote 6 - 0.**

382

383 Mr. Wiley stated that a new retail business opened up on the corner of Canal Street and
384 Faulkner and invited everyone to stop by and say hello.

385

386 Mr. Kosmas thanked Mr. Wiley for his continued efforts of having New Smyrna Beach's
387 best interest at heart.

388

389

390 C. Commercial Property Improvement Grant Application: 521-523, 519 Canal
391 Street

392

393 Mr. Otte stated that this application requested improvements to the area west of the
394 building at 519 Canal Street, which would be done in conjunction with improvements
395 planned for the area just east and north of 521-523 Canal St (the "Big Joe's Subs building
396 and the two story house to the east of that building). Mr. Otte continued that the owner
397 wished to create an outdoor seating area to serve the restaurant, as well as a landscaped
398 walkway to the parking lot to the north and Canal St to the south.

399

400 Mr. Dennis felt that the City's Land Development regulations limited the allowance for
401 outdoor dining and asked the City Manager her views. Ms. Brangaccio stated that the
402 City was in the process of addressing this topic.

403

404 **Mr. Dennis made the motion to approve the Commercial Property Grant for 521-**
405 **523 Canal Street in the amount of \$10,000 and 519 Canal Street in the amount of**
406 **\$10,000; seconded by Mr. Williams. Motion carried on a roll call vote 6 - 0.**

407

408 D. Review of FY 10-11 Proposed Budget

409

410 Mr. Otte stated that the CRA made a presentation to the City Commission during their
411 budget workshop on July 28 of the draft operational budget with the following
412 features:

413

414 1. The Personnel Services section deleted the CRA Coordinator position and had
415 two new positions: a part-time planner, and a part-time consultant. Duties for
416 the part-time planner would include planning related duties such as changes to
417 the Land Development Code (a form-based code and/or other changes to
418 remove impediments to redevelopment), the Arts Overlay District,
419 Coordination of the US 1/Canal St design, the designation of city properties for
420 development, and the Brownfields program. Duties for the part-time consultant
421 will include the development of the business incubator, grant applications,
422 employment related training, and coordination with partner agencies.

423

424 2. One of the key goals for the upcoming fiscal year will be to move capital
425 projects forward. At this point nearly every project on the capital project list
426 had been initiated.

427

428 Mr. Kosmas stated that it needed to be understood that the CRA still had incentives
429 available for any entities interested in relocating to this Medical District area, even
430 though the dollar amount for the Medical Services District had been reduced to zero.

431

432 Mr. Otte understood Mr. Kosmas' concern and informed the CRA that he had a meeting
433 scheduled with the CEO of the Hospital to discuss the directions for partnership in the
434 CRA Master Plan update.

435

436 Mr. Williams quoted Ms. Lybrand's comment from a previous meeting about the hospital
437 purchasing properties, thus taking them off the tax roll and felt that it would be beneficial
438 to encourage the hospital to entice private businesses to relocate to the medical district
439 area.

440

441 **Mr. Kosmas made the motion to approve the FY 2010/11 CRA budget as proposed;**
442 **seconded by Mr. Hodson. Motion carried on a roll call vote 6 - 0.**

443

444 E. S. Orange St. Streetscape and Parking lot improvement project – FDOT
445 Utility Permit

446

447 Ms. Martin stated that CRA staff initially began the permit process with the FDOT, as it
448 would be required when installing Stormwater Manhole # 1, however the FDOT returned
449 with a lengthy list of requirements for the permit, which could not be easily accomplished
450 in-house. Ms. Martin continued that staff had coordinated with AECOM, the Engineer of
451 record for the project to prepare and apply for the FDOT Utility Permit, addressing all of
452 the FDOT's requirements, for an added Services amount of \$11,100.

453

454 **Mr. Hodson made the motion to approve the additional Services for AECOM in the**
455 **amount of \$11,100; seconded by Ms. Lybrand. Motion carried on a roll call vote 6 -**
456 **0.**

457

458 F. Emergency Business Retention Program

459

460 Mr. Otte stated that the primary objective of the CRA Emergency Business Retention
461 Program would be to make funds available to a building owner on a 1 to 1 matching
462 basis not to exceed CRA funds of \$10,000 per project (\$20,000 total project cost) to
463 make building repairs that would help keep a tenant business from closing. Mr. Otte
464 informed that a recent A/C situation at a local Mexican restaurant had prompted staff to
465 look into creating this type of program.

466

467 Mr. Otte continued that at times there were unanticipated repairs that needed to be
468 completed on buildings and their mechanical elements and if those threatened the
469 continued usefulness of a building and the occupancy of a valued tenant, the CRA may
470 wish to be involved in order to maintain the existing business.

471

472 Mr. Otte commented that specific goals of the CRA Emergency Business Retention
473 Program could include:

474

- 475 1. Allowing property owners to properly maintain their buildings and the occupancy
476 of their rental spaces.
477 2. The elimination of conditions that were detrimental to the public health, safety and
478 welfare of the business's patrons.

479 3. The revitalization and/or preservation of properties deemed significant for their
480 historical, architectural or design value

481

482 Mr. Hodson felt that it was in the CRA's best interest to retain businesses on Canal
483 Street but cautioned that some issues needed to be resolved by the property owner and
484 the tenant.

485

486 Mr. Kosmas suggested deferring making a decision on this item until a future meeting
487 to allow for a better review of the program.

488

489 A brief discussion ensued about the property owner not only needing to participate in the
490 proposed program with a dollar for dollar match, but also in offering other incentives for
491 the tenant, e.g. lowering the rent for a certain amount of time to ease the business'
492 hardship.

493

494 Mr. Dennis suggested that staff meet with the tenant and the property owner. Mr. Otte
495 stated that he had been in touch with the tenants and that he would invite both the tenants
496 and the property owner to a future CRA meeting.

497

498 Mr. Kosmas asked that any information that came out of these meetings be forwarded to
499 the CRA as this could be beneficial in making an appropriate decision.

500

501 Mr. Wiley was not in favor of such an incentive program as he felt that this might set a
502 bad precedent.

503

504 **Mr. Dennis made the motion to defer item 7. F and G. until a later date; seconded**
505 **by Mr. Williams. Motion carried on a roll call vote 6 - 0.**

506

507 G. Emergency Business Retention Program - Application for 424 Canal St

508

509 Deferred – See motion above.

510

511 H. Proposed CRA R/W and Safety Improvements Project

512

513 Ms. Martin stated that the proposed new program would be an annual program designed
514 to proactively improve the safety and quality of the CRA District's streets and sidewalks,
515 as well as enhance the *Charm*.

516

517 Ms. Martin continued that this program would be managed by the CRA Project Manager
518 and implemented on an annual basis, similar to Volusia County's Annual Road
519 Resurfacing Project which the City "piggy-backs" on. Annually a Master Line Item List
520 would be advertised for bidding and the winning Contractor would be furnished with a
521 list of locations in which to implement the improvements, including detailed drawings,
522 estimated quantities, and other specific details for the improvements.

523

524 Mr. Dennis cautioned that the CRA was not in the position to pay for items that have
525 ordinarily been maintained by the City, as this would go against the CRA statutes.

526

527 A brief discussion ensued on the proposed program.

528 Mr. Kosmas was concerned that modifying areas to meet ADA features could be very
529 costly and suggested treating this as a separate item on a project basis.

530

531 The CRA commended Ms. Martin on her work in coming up with this draft program and
532 gave the direction that staff modify the program to stay in line with CRA statutes and
533 bring it back at a future meeting.

534

535 Mr. Otte referred to a hand-out placed at the CRA Commissioners' stations that
536 addressed the Riverside Park lighting retrofit project. Mr. Otte continued that Quentin
537 Hampton (QH) was the design engineer for the Riverside Park project and it had been
538 discovered that the light poles in the park have deteriorated and could become a hazard.
539 Mr. Otte stated that staff was recommending approval of QH's proposal, as funds were
540 available in the Riverside Park Project line item.

541

542 **Mr. Dennis made the motion to approve Quentin Hampton's proposal in the**
543 **amount of \$18,700; seconded by Mr. Williams. Motion carried on a roll call vote 6 -**
544 **0.**

545

546

547 **REPORTS AND COMMUNICATIONS**

548

549 A. Director's Report

550

551 Mr. Otte stated that he had been approached on several occasions for an update on the
552 Flagler Ave. Boardwalk project. Mr. Otte informed the CRA that staff had contacted
553 Quentin Hampton and invited them to present their report at the September 1, 2010 CRA
554 meeting.

555

556 Mr. Otte stated that staff had started compiling a list of inventories of leasable spaces on
557 Canal Street and had posted this list on the City's website as well as Canal Street
558 Merchant's website.

559

560 Mr. Otte handed out a poster given to him by the NSB Visitor's Center advertising the
561 Antique Car Show and he also informed the CRA that staff was still working with the
562 Visitor Center to create a video of Canal Street.

563

564 Mr. Otte informed the CRA that a workshop was scheduled on August 10, 2010 to
565 discuss a list of City owned properties that could potentially be developed and staff
566 would report back on this item.

567

568 Mr. Otte stated that staff had decided to get an asbestos survey for the Dunn property
569 prior to putting together a demolition bid and was trying to have a package put together
570 for presentation to the CRA at the next meeting.

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572 Mr. Otte commented that the bike racks had been installed at various locations
573 throughout the CRA and one (1) had already gotten hit by a car and staff was making
574 great efforts on "cleaning up" Canal Street by trimming trees, cleaning sidewalks, etc.

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B. CRA Attorney's Report

- a. Review of Procedures for the Selection of Officers and the filling of vacancies

Mr. Hall quoted from Ordinance 18-85 that the City Commission shall designate a chairman and vice-chairman from among the agency commissioners.

Mr. Hall elaborated on the requirements that in order to be appointed as a CRA Commissioner, a person had to live, work or own a business within the CRA District.

C. Capital Projects Report

Mr. Otte stated that CRA staff had been working on creating a report of all CRA Capital projects and was updating it monthly. Mr. Otte continued that this report showed that there was activity in virtually every project.

D. Commissioner Report

Ms. DeBorde thanked everybody for their patience with her in the recovery from her recent illness.

Ms. Lybrand stated that she recently visited the City's website to check for local events and felt that the information was lacking. Ms. Lybrand suggested posting any events within the CRA district along with the City's events.

Mr. Kosmas commented on several areas within the City and CRA district that looked good but stated that he was not aware that Canal Street from the railroad tracks to US1 was not included in any of the CRA's projects. Mr. Kosmas suggested looking at a project of paving/stripping to make that section look more presentable. Ms. Martin stated that FDOT would be doing this section of the road as part of the US1 project.

Mr. Hodson stated that he was pleased to the attention given to Canal Street and the redevelopment efforts and wanted this forward movement to continue.

Mr. Williams made a motion to budget an amount in the CRA's seminar line item to allow the Mayor, City Manager and City Commissioner to attend the annual Florida Redevelopment Association conference, as this was a way to educate people about CRAs; seconded by Ms. Lybrand. The motion carried on roll call vote 6 -0.

Mr. Williams was in favor of suggesting to the City Commission that they attend the CRA meeting where Quentin Hampton was making their presentation on the Flagler Boardwalk.

E. Tracking report

F. Correspondence

622 Mr. Dennis read a letter from CRA Chair Linda DeBorde written July 23, 2010 in which
623 she regretfully resigned from her position as Chair effective October 1, 2010.

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625 Ms. DeBorde thanked everybody for all their support.

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627 **ADJOURNMENT**

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629 **A motion was made to adjourn; all agreed. Meeting adjourned at 4:45 pm.**