



COMMUNITY REDEVELOPMENT AGENCY
CITY OF NEW SMYRNA BEACH
210 SAMS AVENUE
NEW SMYRNA BEACH, FLORIDA 32168



TO: CRA Commissioners

FROM: Tony Otte, CRA Director

DATE: January 28, 2011

RE: Proposed Expenditures for Orange and Mary Streetscape
Projects: The Moving of Power Poles

Please find enclosed special expenditures for the Orange Street and Mary Ave Streetscape Projects: the cost of moving power poles. I put these costs on the January 25, 2011 City Commission agenda, so that progress on the projects would not be held up. The proposed expenditures were approved.



P.O. Box 100
 200 Canal Street
 New Smyrna Beach FL 32170-0100

INVOICE	M-733
Type	
Date	1/6/2011
Page	1

Bill to:

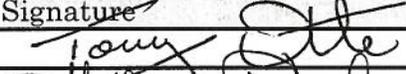
City of New Smyrna Beach
 Attn: Michelle Martin
 210 Sams Avenue
 New Smyrna Beach FL 32168

Purchase Order ID	Customer ID	Department	Payment Terms ID
	CITY100	ELECTRIC	Net 30 Days
Description			Price
<p>To bill you for charges incurred for the relocation of existing electric pole at SW corner of Orange St. & Douglas St. which will require a support pole. (Project Name: Orange Street Streetscape).</p>			\$0.00
Labor			\$6,489.50
Equipment			\$3,920.00
Material			\$3,236.42
9% ENGINEERING FEES			\$1,228.13

CREDIT TO: 11-UE103A

Subtotal	\$14,874.05
Misc	\$0.00
Freight	\$0.00
Total	\$14,874.05

AGENDA ITEM SUMMARY

Department Making Request: CRA Department		
Meeting Date: 1 st Reading: January 25, 2011		2 nd Reading: _____
Action Item Title: Mary Avenue Streetscape Project - Change Order # 1		
Agenda Section: Consent <u> X </u> Public Hearing _____ Special Items _____		
Summary Explanation and Background: <p>The plans were designed for the existing wooden power poles to be "RELOCATED BY POWER COMPANY", which would be the Utilities Commission (UC). The plans called for nine (9) poles to be relocated, but after a December 3, 2010 on-site walk-thru inspection with the UC it was determined that only five (5) poles will actually need to be relocated. The remaining four (4) poles can be left in place and the proposed sidewalk can meander slightly around them. The UC's cost for relocating these five (5) poles is \$18,760.87.</p>		
Recommended Action/Motion: Approval for the UC to relocate five (5) wooden power poles as part of the Mary Ave Streetscape Project, at a cost of \$18,760.87.		
Funding Analysis: Budgeted <u> X </u> If not budgeted, recommended funding account: Account # 12051502-567777 The budget for this project is \$885,011.32, minus the contract price for construction of \$729,270.72 and miscellaneous other expenses, leaves an available balance of \$138,343.94 in this line item. The cost of this Change Order is \$18,760.87 which will leave a remaining account balance of \$119,583.07.		
Exhibits Attached: Utilities Commission Invoice for \$18,760.87.		
Reviewed By:	Name	Signature
Department Director:	Tony Otte	
Finance Director	Althea Philord Bradley	
City Manager	Pam Brangaccio	
City Attorney	Frank Gummey	
Commission Action:		



P.O. Box 100
 200 Canal Street
 New Smyrna Beach FL 32170-0100

INVOICE	M-732
Type	
Date	1/6/2011
Page	1

Bill to:

City of New Smyrna Beach
 Attn: Michelle Martin
 210 Sams Avenue
 New Smyrna Beach FL 32168

Purchase Order ID	Customer ID	Department	Payment Terms ID
	CITY100	ELECTRIC	Net 30 Days
Description			Price
<i>To bill you for the charges incurred for the relocation of existing three phase main line feeder poles. (Project Name: Mary Avenue Streetscape).</i>			\$0.00
Labor			\$8,413.36
Equipment			\$4,760.00
Material			\$4,038.45
9% ENGINEERING FEES			\$1,549.06

EDIT TO: 11-UE103A

Subtotal	\$18,760.87
Misc	\$0.00
Freight	\$0.00
Total	\$18,760.87



COMMUNITY REDEVELOPMENT AGENCY
CITY OF NEW SMYRNA BEACH
210 SAMS AVENUE
NEW SMYRNA BEACH, FLORIDA 32168



TO: CRA Commissioners

FROM: Tony Otte, CRA Director

DATE: January 28, 2011

RE: Program Proposal for the February 2, 2011 meeting

As referenced in the agenda packet in the item on the Business Development Assistance "Opportunity RFP" Program, please find attached the program proposal from Steve Dennis.

Program Guidelines

1. Applicants should provide documentation indicating:
 - a. What business operations are currently being performed.
 - b. What additional business operations will be proposed.
 - c. What increases in revenues, number of visitors/guests/customers will be achieved with the proposed project.
 - d. What markets are currently being served and what changes the proposed project will have on those markets or new markets.
 - e. What number of jobs are preserved or created.
 - f. What cross marketing opportunities with other local businesses, if any, are created by the proposed project.
2. **No work for which a grant is sought shall commence until authorized by the CRA**
3. Funds to perform general repairs and/or construction to comply with current city, county and state codes to occupy the building shall be allocated on a first come first served basis and only one (1) grant shall be awarded per structure
4. Tenants must provide written consent from the building/property owner.
5. **Applications must be submitted to CRA staff at least three (3) weeks prior to the CRA meeting date (CRA meets every first Wednesday of the month)**
6. A Grant for a new or relocating business may be awarded contingent upon the applicant providing an executed lease agreement for the property for which the grant is sought within ninety days (90) of grant approval. Applicable only if tenant is applicant.
7. Project must commence within ninety (90) days and be completed within 365 days of CRA approval.
8. This is a reimbursement grant program. All grant funds will be awarded on a 50/50 matching funds basis not to exceed \$50,000. (example: Total approved project cost by applicant \$60,000 – CRA grant match maximum \$30,000; example Total approved cost by applicant \$125,000 – CRA grant match maximum \$50,000)
9. Improvements/ Repairs shall be designed, constructed and maintained to compliment the architectural features of the building and shall be in harmony with overall character.
10. No grants shall be awarded to government owned properties, to tenants within government owned properties, non-profit organizations, or residential conversions
11. Construction and repairs for which a grant is sought requires two (2) estimates from architects or licensed contractors (applicants who are licensed contractors may not submit their own estimate)
12. Applicant is responsible for obtaining any permits required to design and construct the project ~~and the costs of permitting fees shall not be included in the CRA grant funding~~
13. Any unapproved changes may void the Grant (at the discretion of the CRA)
14. The applicant is required to attend an on-site meeting with CRA staff, the Chief Building official and Planning Staff at the property for which the grant is sought. Applicant is responsible for providing access to the interior of the building.

15. Upon CRA grant approval, applicant will be required to place signage recognizing the CRA participation (furnished by the CRA) and viewable to the general public, for the duration of the project
16. Applicant and Property Owner (if not applicant) agree to maintain the completed project in its approved design for a period of three (3) years from the date of completion.

Program Procedures

1. Only completed applications including all supporting documentation will be accepted, including but not limited to detailed information on the proposed business, proposed hours of operation, projections on hospitality impacts due to expanded uses or
2. Completed applications must include two (2) estimates from an architect or licensed contractor related to the proposed building improvements
3. CRA staff reviews program applications for compliance with submittal requirements
4. CRA staff schedules an on-site meeting with the Chief Building Official, Planning staff and the applicant.
5. CRA staff schedules compliant program applications for the next available regular CRA meeting agenda, which occur on the first Wednesday of each month
6. Upon approval by the CRA Commissioners, a letter of commitment is provided to the applicant, however no work shall start until written notice is received from CRA staff
7. Applicant is responsible for obtaining any permits required to construct the project and funds received as part of the CRA program ~~shall not be used for permit and/or design fees~~
8. Applicant must submit paid invoice(s) to CRA staff for reimbursement with indication from the contractor certifying that they have been paid in full for the work as submitted
9. Reimbursement – This grant is a reimbursement program, the applicant will have two options for reimbursement
 - a. Upon inspection of the completed project by CRA staff, and verification that all project construction tasks have received final inspection and approval by Building Department staff, the applicant will be reimbursed the grant awarded or 50% of the total approved project costs, not to exceed the CRA maximum reimbursement amount \$50,000.
 - b. Upon inspection and approval by building Department staff of each task/phase, the applicant may submit proof of inspection and approval by building Department staff and paid invoices for project costs for that task/phase for reimbursement. Upon verification of an inspection and approval by building Department staff and paid invoices by CRA staff, the applicant may be reimbursed up to 50% of the paid project cost for that task/phase. The total reimbursement may not exceed the awarded amount or up to 50% of the total cost not to exceed \$50,000.
10. CRA reserves the right to grant additional funds to targeted projects that they believe will have a significant positive impact on the CRA area

Eligibility Requirements

The program shall be available to anyone meeting the program eligibility requirements, and no one shall be denied the benefits of the program because of race, color, national origin, or sex. Applicants must comply with the following criteria and submit a complete application containing all required submittals. Approval of applications by the CRA will be based on the consistency of the proposed project with the goals of the adopted CRA Redevelopment Plan.

1. Property for which the grant is sought must be located within the CRA district
2. It is not the intent of the CRA to engage in any revitalization activities that require vacating property within the CRA district. However, special conditions, such as relocation due to business expansion may be considered at the discretion of the CRA.
3. The applicant must be the owner of the building, although a tenant may qualify upon written consent by the owner of the building
4. Governmental entities, tenants of government owned buildings, non-profit organizations, and residential conversions are not eligible
5. Property taxes, both City and County, must be current
6. Proposed business must commit to hours of operation that extend beyond 5:00PM and preference will be afforded to businesses who propose a commitment to extend hours of operation beyond 7:00PM and/or add additional days of operation.
7. Business must be a permitted use as outlined in the City of New Smyrna Beach Land Development Code and meet the intent of the zoning code

Florida Building and National Electric Code related items include, but are not limited to:

- Floor repairs and upgrades
- Installation of Heating unit
- Hot water heater
- Bathroom repairs and upgrades
- Exhaust hood
- Commercial Sinks
- Grease trap
- Electrical upgrades
- Wall/Ceiling repairs and upgrades
- Fire sprinkler system

This list of items is a reference only and final eligibility will be determined during the on-site meeting with the Chief Building Official.

Hospitality Matching Grant Check list – (CRA Approval required prior to any repair/renovation work commencing)

- 1. Located within the CRA District
- 2. First Grant for this structure (Only one Grant shall be awarded per structure)
- 3. Not a Government owned property, non-profit organization or residential conversion
- 4. New or existing business locating to CRA District (Does not leave another property within the CRA district vacant)
- 5. Completed application form
- 6. Written Consent from the property owner (if applicable)
- 7. Two (2) Project estimates from licensed contractors or architects (if applicant is licensed contractor, he or she may not submit their own estimate)
- 8. Hours of operation extend beyond 5:00 p.m. with preference given to businesses who propose a commitment to extend hours of operation beyond 7:00 p.m., additional business days of operation, current activities, expanded activities.
- 9. Hospitality” data, demonstrating increases in revenues, visitors/citizens/customers increases, changes in markets or additional markets and preservation or creation of jobs..
- 10. Permitted use as outlined in the City of New Smyrna Beach Land Development Regulations (to be determined by Planning and Zoning Department)
- 11. Property taxes, both City and County, must be current
- 12. Upon CRA grant approval, applicant will be required to place signage recognizing the CRA participation (furnished by the CRA) and viewable to the general public, for the duration of the project
- 13. On-site meeting set for _____ at _____