



Community Redevelopment Agency

210 Sams Avenue • New Smyrna Beach, Florida 32168 • (386) 424-2266 • Fax: (386) 409-4759

February 24, 2011

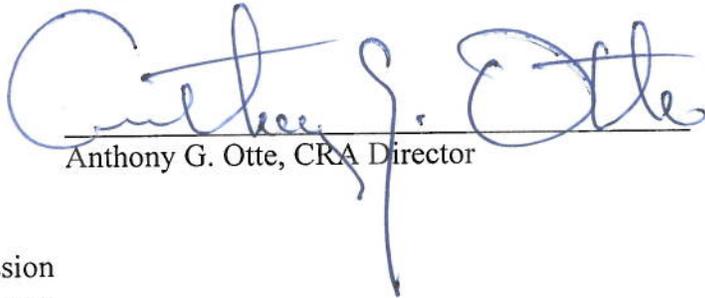
MEMORANDUM

Charles Belote, Chair
Steve Dennis, Vice Chair
James Kosmas
Doug Hodson
Thomas Williams
Chad Schilsky
James Peterson

May this serve as your official notification of the **REGULAR MEETING** of the Community Redevelopment Agency to be held on ***THURSDAY, March 3rd, 2011 at 2:00 p.m.** **The meeting will be held at the City Hall Commission Chamber, 210 Sams Ave, New Smyrna Beach, FL 32168** to discuss the attached Agenda pursuant to Florida Statute 163 and Local Ordinance 23-85.

*PLEASE NOTE THAT THIS MEETING TAKES PLACE ON A THURSDAY.

Respectfully submitted,



Anthony G. Otte, CRA Director

cc: Mayor and City Commission
City Manager /City Attorney
SE Volusia Chamber of Commerce
CRA Funding Partners
Members of the Press
Flagler Merchants Assoc.
Canal Street Historic District
Public Notice

Attachment

**REGULAR MEETING AGENDA
COMMUNITY REDEVELOPMENT AGENCY
THURSDAY, MARCH 3, 2011 AT 2:00 P.M.,
CITY COMMISSION CHAMBERS,
210 SAMS AVE. NEW SMYRNA BEACH, FL**

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Approval of Minutes – Regular CRA Meeting February 2, 2011
Special CRA Workshop February 21, 2011
- B. Commercial Property Improvement Grant Applications for 301 Flagler Ave Unit 3 – Clancy’s Cantina Addition
- C. Commercial Property Improvement Grant Applications for 504 Flagler Ave – Shoppes of Seaside Station
- D. Commercial Property Improvement Grant Time Extensions for Heath Natural Foods at 600 E. Third Ave and Midtown Dogs at 440 N. Dixie Freeway
- E. Commercial Matching Revitalization Grant for 424 Canal Street – Thai Mango, LLC
- F. Residential Property Improvement Grant 407 Lytle Ave. – Lytle Townhomes Association
- G. West Canal Streetscape and Drainage Improvements Project Supplemental Agreement # 4 and Resolution No 13-11

4. PUBLIC PARTICIPATION

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

5. PRESENTATION:

None

6. OLD BUSINESS

- 1. Contract for CRA Senior Inspector
- 2. Contract for CRA Marketing Coordinator
- 3. Dunn Lumber Clean-up
- 4. CRA Master Plan - Business Incentive Program
- 5. Architectural RFQ Firm Short list recommendation

7. NEW BUSINESS

None

8. REPORTS AND COMMUNICATIONS

- A. Director’s Report
- B. CRA Attorney’s Report
- C. Capital Projects Report (included in 8. A.)
- D. Commissioner Report
- E. Tracking report
- F. Correspondence

9. ADJOURNMENT

Pursuant to Chapter 80-15 of the Florida Sessions Laws, if an individual decides to appeal any decision made with respect to any matter considered at a meeting or hearing, that individual will need to ensure that a verbatim record of the proceedings is made.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the Board Secretary listed below prior to the meeting:

Claudia Soulie, CRA Administrative Assistant, City of New Smyrna Beach, 210 Sams Avenue, New Smyrna Beach, FL 32168, (386) 424-2265.

CONSENT AGENDA

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**MINUTES OF THE
CITY OF NEW SMYRNA BEACH
COMMUNITY REDEVELOPMENT AGENCY
MEETING OF FEBRUARY 2, 2011
CITY COMMISSION CHAMBER, CITY HALL, 210 SAMS AVE.
NEW SMYRNA BEACH, FLORIDA**

8 Chair Charles Belote called the CRA meeting to order at 2:00 p.m.
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Answering to roll call:

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**Charles Belote
Steve Dennis
Doug Hodson
James Kosmas
Chad Schilsky
Thomas Williams
James Peterson**

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20 Also present were CRA Director Tony Otte; CRA Project Manager Michelle Martin;
21 CRA Administrative Assistant Claudia Soulie and CRA Attorney Mark Hall.
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CONSENT AGENDA

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- A. Approval of Minutes – Regular CRA Meeting January 12, 2011
 - B. Commercial Property Improvement Grant Applications for buildings owned by Richard Rosedale at: 501 Canal Street and 509/511 Canal Street
 - C. South Orange Street Streetscape - Contract Time Extension

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Mr. Dennis made the motion to approve the consent agenda with all items as presented, seconded by Mr. Hodson. Motion carried on roll-call vote 7 –0.

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PUBLIC PARTICIPATION

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

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None

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OLD BUSINESS

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1. Wayfinding System – Final Report

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Mr. Otte stated that Glenn Herbert and Shaughnessy Hart, Bellomo-Herbert, are in the process of completing the revisions to the Wayfinding System based on comments received at the special meeting between the CRA and the City Commission on January 12, 2011 and were present to discuss the recommended changes in an effort to develop consensus for the final typography and symbolism to be used. Mr. Otte continued that the consultants would like to have the Board arrive at a consensus approving the basic components of the design, so that they can start negotiations with FDOT and begin developing construction documents for the project.

51 The consultants went over the proposed sign design changes and asked the CRA for a
52 recommendation. A brief discussion ensued about modifying the Canal Street Historic
53 District Identifier to include the word “Business”; using different colors or shapes to
54 identify each district; using the surfer on the wave for the Flagler District Identifier;
55 the need for great quality material on the brackets or whether or not to use brackets at
56 all and a maintenance schedule.

57
58 **Mr. Dennis made the motion to recommend Icon Option Header B for the New**
59 **Smyrna Beach Masthead; Icon Option Header A for both the Canal Street and**
60 **Flagler Ave. District Identifier, modified to include a color differential for the**
61 **Flagler Ave and Canal Street districts as well as the word “Business” for Canal**
62 **Street and the use of high quality/low maintenance banner brackets to the City**
63 **Commission for approval; seconded by Mr. Hodson. Motion carried on roll-call vote**
64 **7 –0.**

65
66 Ms. Hart stated that she would make the changes to the signs as discussed.

67 68 2. Flagler Boardwalk Project: Phase 2

69
70 Mr. Otte stated that the City Commission chose the “modify” option for the Flagler
71 Boardwalk structure at the December 14, 2010 City Commission meeting. At the
72 January 12, 2011 joint special meeting with the CRA, the City Commission voted to
73 accept the blue tile roof to be used on the modified Boardwalk Structure. Mr. Otte
74 confirmed that the plans for the first phase of the project, the rehabilitation of the
75 seawall, were now complete and ready for bidding.

76
77 Mr. Otte continued that the preparation of the construction plans and related duties for
78 the Boardwalk Structure (Phase 2 of the Flagler Boardwalk project), were now ready to
79 commence and that the project engineer had submitted a proposal for this phase.

80
81 Mr. Otte stated that the rehabilitation of the seawall and the modification and repair of
82 the Boardwalk Structure will be combined into one project to be bid later this year so
83 that work can begin after “turtle season” ends on November 1, 2011. Combining the two
84 projects would also condense the amount of time that the area would be closed to
85 visitors. Mr. Otte continued that staff was in the process of reviewing a scope of work
86 for the design of new restroom facilities which will be coordinated with the design of the
87 boardwalk structure. It was anticipated that this scope will be brought forward in March
88 and that this scope, if approved, will be added to the seawall and boardwalk structure
89 work to commence after “turtle season”.

90
91 Mr. Khalid Resheidat, Assistant City Manager and Public Works Director stated that
92 staff had a meeting with Volusia County to discuss options for their Lifeguard station.

93
94 A brief discussion ensued about the restroom project being a CRA project or not. Mr.
95 Williams stated that the restrooms and showers have been in operation and been
96 maintained by either the County or the City and cautioned that using CRA funds now
97 could cause an audit issue. Mr. Resheidat stated that this would be discussed once all the
98 information had been reviewed.

99

100 **Mr. Dennis made the motion to accept staff's recommendation and to move forward**
101 **with the Phase 2 scope of work submitted by Quentin L. Hampton Engineers;**
102 **seconded by Mr. Williams. Motion carried on roll-call vote 7 –0.**
103

104 3. CRA Master Plan – Discussion on Business Incentive Programs
105

106 Mr. Otte stated that on January 12, 2011 the CRA and City Commission held a special
107 joint meeting and discussed the formulation of a business development incentive
108 program. Mr. Otte continued that the present CRA grant programs are available
109 throughout the CRA and that it was suggested by the consultant from the Institute of
110 Government that special incentives should be offered in the areas that the CRA wants to
111 re-develop. Therefore, location criteria are needed and staff was proposing a new
112 program with the following elements:
113

- 114 • Take a block of funds out of the Business Development Assistance line item in
115 the CRA budget
- 116 • Term the program an “Opportunity Request for Proposal” program
- 117 • Publicize the program
118
119

120 Mr. Otte stated that the goal of the program is to encourage the development and
121 expansion of business types as cited in the CRA Master Plan Update, in the locations
122 cited in the Plan based on a scoring system and not only by meeting all the program
123 criteria.
124

125 Mr. Dennis commented on his proposed CRA Hospitality Matching Grant Program and
126 stated that the program's primary objectives are to assist existing hospitality businesses to
127 expand their facilities, venues and activities; encourage the development of new
128 hospitality businesses in locations not currently in use and develop hospitality activities
129 and venues not currently experienced by visitors.
130

131 A brief discussion ensued about reimbursement amounts; possibly staggering
132 reimbursement of funds based on progress; mortgage or liens; adding points for being
133 near water or a core area; measuring of the project's impact and return to the community;
134 and what the difference between Mr. Otte's and Mr. Dennis' program was.
135

136 Mr. Kosmas stated that the CRA should create an atmosphere to attract business
137 development and felt that the CRA was now trying to get into partnerships with private
138 businesses. Mr. Kosmas had an issue with liens and stated that a business' viability
139 needed to be verified. Mr. Kosmas preferred larger projects versus small private
140 businesses.
141

142 Mr. Belote stated that he would like to see incentives to address what possible hardship a
143 business was experiencing because of being in the CRA district. He also had issues with
144 partnerships.
145

146 Mr. Williams suggested rephrasing the questions “how do these incentives help the
147 business” to “how do these incentives help the district” as this would keep the CRA's
148 purpose in the forefront.

149 Mr. Hodson felt that a lot of valid points had been presented during this meeting and that
150 staff should merge the two programs based on the suggestions, so the CRA can move
151 forward.

152
153 The CRA agreed that staff should merge Mr. Otte's and Mr. Dennis' proposed programs
154 with focus on the maintenance, change in business, creation of jobs and impact on
155 community.
156

157 **NEW BUSINESS**

158 1. 407 Lytle – Clarification for future Grant Request
159

160 Mr. Otte stated that CRA staff had been contacted by one of the owners of the Lytle
161 Townhomes Association, Inc. at 407 Lytle Avenue in regards to submitting a CRA grant
162 application for their townhomes. The caller stated that they needed to improve the
163 appearance of their front yards, facing Lytle Ave., with landscaping and irrigation and
164 were proposing the installation of a hedge to buffer the view of Lytle Ave as well as an
165 irrigation system.
166

167 Mr. Otte continued that the question they asked was whether this request fell under a
168 commercial or a residential grant. The Planning Department informed CRA staff that
169 this area is zoned Mixed Use (MU), but the actual use of the property is residential.
170 Therefore, CRA staff recommended that the applicant fill out a Residential Property
171 Improvement Grant Application under the Lytle Townhomes Association's name; since
172 the area to be improved is common area and belongs to the Association (and not the
173 Townhome owners).
174

175 Mr. Otte stated that the caller also inquired if they could expand the
176 landscaping/irrigation improvements to the yard areas on the east and west side of their
177 building. Based on Planning staff's comments, a corner lot has two (2) front yards,
178 which in this case would be the area south and west of the building. So the applicant
179 would be allowed to improve these areas. However, they would like to include the
180 installation of a swale on the east side of their property as part of the landscaping, since
181 their parking lot floods even during light rains. This area is not considered part of their
182 front yard, thus not an eligible item. CRA staff had been to the site and felt that allowing
183 the applicant to also improve the east side yard would be beneficial to the overall
184 appearance of the property, while improving the quality of life for the residents. Staff
185 was planning on revising the Residential Improvement Grant guidelines to expand
186 eligible expenses and as such was recommending the CRA allow the applicant to submit
187 a separate cost estimate for installation of the swale with their application, with the
188 condition that work on that item can only start after the CRA and the City Commission
189 have reviewed and approved the proposed Guidelines revisions (estimated approval date
190 by CRA would be the March 3, 2011 meeting and the CC April 12, 2011).
191

192 A brief discussion ensued that the current Residential Grant Guidelines did not take into
193 consideration Multi-family structures; including mention of Multi-family residences in
194 the commercial grant guidelines; the pros and cons of revising grant guidelines solely
195 based on an individual scenario; including all yards that are visible by the public and
196 having staff check into the drainage situation.
197

198 Staff duly noted these suggestions.

199

200 2. Commercial Matching Revitalization Grant Revisions

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202

203 Mr. Otte stated that the CRA Commercial Matching Revitalization Grant Program had
204 been established in September 2009 to provide funds to perform general construction
205 improvements of the interior of a building in order to comply with current city, county
206 and state codes.

207

208 Mr. Otte continued that staff has streamlined the guidelines and included a list of code-
209 related items that may be eligible for reimbursement under this grant. Also, staff has
210 determined the need for a mandatory visit of the interior of the building for which a
211 grant is sought with the applicant, the City's Chief Building Official and Planning staff.
212 This will enable CRA staff to correctly assess which submitted items would be eligible
213 for reimbursement.

214

215 Further discussion points included:

216 • Changing the wording from ... only one grant per ~~structure~~ to ...only one grant
217 per business

218 • Getting the property owner to sign the grant application (if applicant is the
219 tenant)

220 • Getting two (2) estimates from licensed contractors and/or architects

221 • Having the applicant provide an executed lease for the property for which the
222 grant is sought prior to any work commencing.

223 • Stipulations on existing businesses relocating within the CRA district

224

225 A brief discussion ensued about the definition of "business" and to include a definition
226 about business activities; checking into why not-for-profits were ineligible; the need of
227 having an executed lease and revising that language.

228

229 Mr. Otte stated that staff would look into the topic of not for profits as well as including
230 the definition of "business" in the grant guidelines and bring that item back at the next
231 meeting.

232

233 Mr. Dennis suggested including extra points for businesses that have operating hours
234 which extend past 7:00 pm on weekdays and are open on weekends.

235

236 2. Change Order # 2 for S. Orange Street Streetscape

237

238 Mr. Otte stated that staff had several meetings with the project contractor and Utilities
239 Commission (UC) staff about resolving utility pipe conflicts for the S. Orange Street
240 Streetscape. The total additional costs for this change order came to \$28,350 however;
241 the UC was going to work directly with the contractor on some of these utility pipe
242 conflicts, which reduced the amount of the change order to \$15,700. Mr. Otte continued
243 that upon approval by the CRA this item would go before the City Commission on
244 February 22, 2011 for ratification.

245

246 Ms. Martin gave a brief update of the progress of the streetscape work.

247

248

249 Mr. Williams made the motion to approve Change Order # 2 in the amount of
250 \$15,700; seconded by Mr. Dennis. Motion carried on roll-call vote 7 -0.
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REPORTS AND COMMUNICATIONS

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A. Director's Report

256 Mr. Otte stated that staff had been in touch with City's Chief Building Official and was
257 told that the City had signed an agreement with the demolition contractor to demolish
258 several structures within the City. The contractor had rearranged their equipment in a
259 more orderly fashion on the former Dunn Lumber site and that the Chief Building
260 Official estimated that all equipment would be removed from this site and staged
261 somewhere else by this week's end.

262

263 Mr. Otte stated that four (4) finalists for the CRA Marketing Coordinator position had
264 been interviewed and a follow up interview was scheduled with one of the finalists.

265

266 Ms. Martin stated that she had received one quote in regards to the beautification of the
267 sidewalk in front of the former Dunn Lumber site and informed the CRA of possible
268 repair options she was given. Ms. Martin continued that she would keep the CRA
269 informed.

270

271 Mr. Kosmas inquired if staff had contacted the owners of the buildings on either side of
272 the recently demolished Fox Firestone building to make them aware of the possibility of
273 CRA grant funding to repaint the exposed sides of their facades. Mr. Otte stated that the
274 owner of the Arcade Building had been to the CRA office to pick up an application
275 pertaining to the Commercial Property Improvement grant.

276

277 A brief discussion ensued about notifying the property owners of the New Smyrna Fish
278 House about the availability of CRA grants to aid in the repainting of a wall that was
279 exposed during the construction of the Flagler Dunes parking lot.

280

CRA Attorney's Report

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283 Mr. Hall stated that he had nothing to report at this time, but was available for any
284 questions the Commissioners may have.

285

Commissioner Report

287

288 Mr. Schilsky stated that staff needed to touch base with Black Crow Media to further
289 discuss the proposed program where Flagler Ave. Merchants would purchase their own
290 equipment to broadcast a FM station. Mr. Otte stated that he had met with all interested
291 parties and that further information would be brought forward at a future CRA meeting.

292

293 Hearing no further comments, Mr. Belote entertained a motion to adjourn.

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ADJOURNMENT

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297 A motion was made to adjourn; all agreed. Meeting adjourned at 4:40 pm.

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**MINUTES OF THE
CITY OF NEW SMYRNA BEACH
COMMUNITY REDEVELOPMENT AGENCY
SPECIAL WORKSHOP OF FEBRUARY 21, 2011
CITY COMMISSION CHAMBER, CITY HALL, 210 SAMS AVE.
NEW SMYRNA BEACH, FLORIDA**

18 Vice Chair Steve Dennis called the CRA workshop to order at 11:30 a.m.

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Answering to roll call:

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**Steve Dennis
Doug Hodson
Thomas Williams
James Peterson**

30 Also present were CRA Director Tony Otte; CRA Administrative Assistant Claudia
31 Soulie; CRA Attorney Mark Hall and members of City Staff and the public.
32 Commissioner James Kosmas arrived at 11:37 am and Commissioners Charles Belote
33 Chad Schilsky were excused absent. Commissioners Hodson and Williams stated that
34 they had prior commitments and may have to leave early.

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PUBLIC PARTICIPATION

42 As this is a workshop meeting, comments will pertain to only those agenda items addressed below. In
43 accordance with the City Commission Resolution #11-89, a three-minute limitation will be imposed unless
44 otherwise granted by the CRA Commissioners.

45 Ms. Cindy Jones, owner of Southern Trends Furniture at 334 Canal Street and President
46 of the Canal Street Historic District Merchants Association stated that she has experience
47 in downtown redevelopment, as she had underwritten several commercial Real Estate
48 transactions. Ms. Jones asked the CRA to follow the recommendations of Mr. Tom
49 Kohler with Real Estate Development Consultants to focus on incentivizing residential
50 occupancies (Multi family, Commercial Real Estate for sale and/or rent) in the downtown
51 based on the example of revitalizations efforts for Orlando's downtown, which is
comparable to New Smyrna Beach. Ms. Jones continued that another suggestion made by
Mr. Kohler was to merge the prioritization efforts with the end goal of having a
sustainable downtown in mind, which could be achieved by increasing residential
occupancy.

There being no further requests, Mr. Dennis closed the Public Participation portion of the
meeting.

OLD BUSINESS

A. Development Assistance and Incentives Program

Mr. Otte stated that the CRA has had several discussions on the formulation of a program
for Business Development Assistance during a special joint CRA/ City Commission
meeting where Mr. Tom Kohler of the UCF Institute of Government was in attendance,

52 as well as at the February 2, 2011 CRA meeting. Mr. Otte continued that CRA
53 Commissioner Dennis and staff had developed a program and were asking that the CRA
54 review the program so that staff can finalize it for presentation and approval at the March
55 3, 2011 CRA meeting for final ratification by the City Commission.

56
57 Mr. Otte stated that this draft program combined the two programs discussed at the
58 February 2, 2011 CRA meeting and expanded their scope. The program now contained
59 elements such as location requirements; incentivizing of special project types and
60 activities (e.g. retail activity, hospitality activities and infill residential projects) and a
61 special point evaluation system.

62
63 Mr. Otte elaborated that this program has another component where City owned
64 properties that are publicly offered for development through sale or lease as part of a
65 negotiated development agreement may also qualify for Business Development
66 Assistance funding.

67
68 Mr. Dennis stated that he had developed an evaluation matrix for each of the categories
69 listed in the program, which were taken from the CRA Master Plan update and asked the
70 CRA to fine-tune how many points they wanted to assign to each category.

71
72 A brief discussion ensued about how the budget allocated for incentives was going to be
73 used; that major projects could be another incentive program; that acceptable project
74 construction time frame needs to reflect the upcoming sunset of the CRA in 2015 and
75 whether or not this proposed program should only be used for smaller projects.

76
77 Mr. Kosmas felt that it was a good idea to put a cap on the reimbursement amount.

78
79 Mr. Williams listed his suggestions (additions, deletions and rewording) as follows:

80
81 Program Guidelines: No 12. ...include provision for extension of project completion
82 from 365 days to two years or before the sunset of the
83 CRA in 2015.

84
85 A discussion ensued that this program was intended for smaller projects, which should be
86 completed within one year, but an extension could be considered for larger projects.

87
88 Program Procedures: No 2.... must include two (2) estimates from an architect, engineer
89 or licensed contractor.

90
91 No 9....Reword to include approval by all governmental entities
for a. and b.

92 Eligibility Requirements: No 2... reword this passage about having to be a new or
93 existing business relocating to the CRA district

94
95 No 4....Take out residential conversion restriction as a lot of
eligible structures would lend themselves to a conversion

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97 No 5....all County and City taxes ~~must be current~~ can't be
delinquent

98 Check list: No 4.... Reword

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No 7 Add engineers

No 11... all County and City taxes can't be delinquent

Mr. Williams suggested putting up recognition signs on projects that received CRA funding in the past, if the CRA had a budget for this.

Mr. Peterson questioned item No 10. "CRA reserves the right to grant additional funds" if there is supposed to be a cap of \$200,000 for the entire program. Mr. Dennis stated that they used an amount of \$200,000 for this pilot program to carry the program to the end of the fiscal year. Mr. Dennis suggested deleting this item to eliminate possible misinterpretation. Mr. Williams stated that he was under the impression that the CRA had increased this amount during the February 2, 2011 meeting and asked staff to verify it.

A brief discussion ensued about the CRA Director being able to request a budget transfer anytime throughout the year to increase the balance of available funding.

The CRA agreed that an applicant should be allowed to use only one of the incentive programs that the CRA offers.

Mr. Dennis stated that he had created matrices for Hospitality, Retail and Residential projects that could be used to assign points. Mr. Dennis explained how he intended these matrices to be used. Mr. Williams inquired why the location from Lytle Ave. to Canal Street was not in the matrices. Mr. Dennis stated that it needed to be added.

Mr. Hodson left at 12:44 pm.

Further discussion ensued about the matrices and the CRA agreed to amend them by creating four (4) major categories and respective subcategories.

1. Location - includes specific locations on a Canal Street or Flagler Avenue, or a side street off of Canal or Flagler;
2. Construction - includes the energy efficiency of the building, whether this is an expansion, rehab or an existing building, or a new building; architectural style and compliance with the CRA's design guidelines
3. Use - includes the type of use (Single Family, Multi-family, Mixed-use), hours of operation
4. Other - includes the economic impact and expected return on investment

Residential:

1. Location - 40 points (add Lytle to Canal)
2. Construction - 30 points (Structure, strives for LEED certification, square footage, delete Zoning Classification)
3. Use - 20 points (Apartments, house, complex, loft apartment, condo, town house and condominium)
4. Other – 10 (Market Analysis)

Mr. Peterson suggested that points could be assigned by looking at the current use/state of a project and what the end result is going to be, and what kind of impact this project will have on the community.

- 144 Retail
145 1. Location - 40 points
146 2. Construction - 20 points (New or Existing business, expansions)
147 3. Use - 30 points (Hours of Operations, Business Category – Independents only, no
148 redundancy)
149 4. Other - 10 points (Business Activities)

150
151 A brief discussion ensued about deleting the Business Classification and Franchise
152 entries.

- 153 Hospitality
154 1. Location - 40 points
155 2. Construction - 20 points (New or Existing business, expansions)
156 3. Use - 30 points (Hours of Operations, Accommodations, Business Category and
157 Business Activities)
158 4. Other - 10 points (Market Analysis, Tourism Data and benefits of propose project)

159
160 Mr. Dennis thanked staff and his fellow Commissioners for their input and stated that the
161 draft program would be brought back before the CRA at their March 3, 2011 meeting
162 with the changes and additions discussed during this workshop.

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164 Hearing no further comments, Mr. Dennis entertained a motion to adjourn. In order to
165 ensure quorum, Mr. Williams stayed until the adjournment of the workshop.

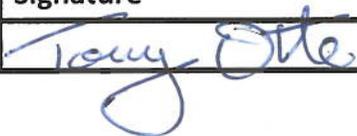
166

167 **ADJOURNMENT**

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169 **A motion was made to adjourn; all agreed. Workshop adjourned at 12:57 pm.**

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Claudia Soulie		
Meeting Date: March 3, 2011		
Action Item Title: Commercial Property Improvement Grant: 301 Flagler Ave Unit 3 – Clancy’s Cantina Addition		
Agenda Section: Consent <input checked="" type="checkbox"/> Public Hearing <input type="checkbox"/> Special Items <input type="checkbox"/>		
Summary Explanation and Background		
<p>The applicant, Matthew Clancy, has submitted a proposal to renovate an existing 1,300 sq. ft. building directly behind his restaurant (sketch enclosed). They are planning multiple uses for this space to include the selling of restaurant related merchandise. Grant funds are requested for exterior improvements to include landscaping, signage and painting. Mr. Clancy has already started interior work, which is not part of this grant request.</p> <p>The estimated total cost for the project is \$38,249 and the amount of CRA grant assistance requested is \$10,000.</p> <p>The grant guidelines specify that a project has to start within ninety (90) days of CRA approval. Should the CRA approve this request, staff is recommending, based on the Chief Building Official’s comments, that the applicant be granted an additional ninety (90) days for a total of one-hundred eighty (180) days from the date of approval to commence the project, due to the permitting process.</p> <p>The sketch plan has been reviewed by the Planning Department and the Chief Building Official and conceptually approved contingent the applicant amend his Business Tax receipt.</p> <p>Note: On April 1, 2009 the CRA awarded Sharon McHenry \$5,000 for a Property Improvement Grant application at 301 Flagler Ave Unit 1, which now houses Clancy’s Cantina.</p>		
Recommended Action/Motion:		
<p>This application has received the necessary points to qualify for approval and staff recommends approval of the grant with an additional ninety days (90) for a total of one-hundred eighty (180) days from the date of approval to commence the project, contingent that the scope meets all applicable permit requirements.</p>		
Funding Analysis: Budgeted <input checked="" type="checkbox"/> If not budgeted, recommend funding account:		
<p>If approved, the funds (\$10,000) for this application would come out of the FY 2011 budget, account number 12051502-583001, which has a balance of \$22,810.50.</p>		
Exhibits Attached:		
<ol style="list-style-type: none"> 1. Packet submitted by the applicant 2. Score sheets 		
Reviewed By:	Name	Signature
CRA Director	Tony Otte	
Commission Action		

CITY OF NEW SMYRNA BEACH
COMMUNITY REDEVELOPMENT AGENCY

APPLICATION FORM

COMMERCIAL PROPERTY IMPROVEMENT GRANT PROGRAM

(Exterior Improvements Only)

NAME: Clancy's Cantina inc
PROPERTY ADDRESS: 301 Flagler Ave New Smyrna Bch Fl 32169
TELEPHONE: 386-428-4500 (DAY) 386-640-0355 (EVENING)
work Call

TYPE OF IMPROVEMENT PLANNED:

Exterior Painting Landscape Electrical
Signage Awning Parking Area Other _____

PROJECT PROPOSAL ON IMPROVEMENTS

All Commercial Property Improvement Grant Applications must be approved by the CRA prior to work commencing. The following information must be included with the application.

1. Written Authorization from Property Owner (if not the applicant)
2. **Summary** of the scope of work to be performed
3. Breakdown of total cost estimate by Scope of work
4. **Color photographs** clearly showing existing condition of the facade, neighboring buildings, and rear entrances. If applicable, historic photographs and photos of existing parking areas should also be included
5. **Conceptual plans and specifications** detailing the scope of work.
6. **Samples** of all paint and material colors as well as awning materials to be used on the building and signage.

ESTIMATED TOTAL COST OF PROPOSED IMPROVEMENTS: \$ 31,415.00 ^{\$} 38,249!

ESTIMATED AMOUNT OF GRANT ASSISTANCE REQUESTED: \$ 10,000

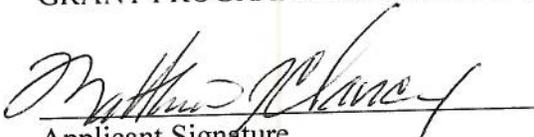
ESTIMATED START DATE: March 2011

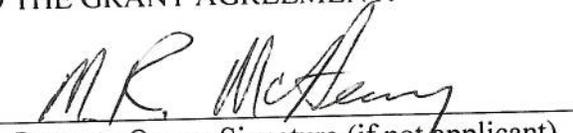
ESTIMATED COMPLETION DATE: April 20

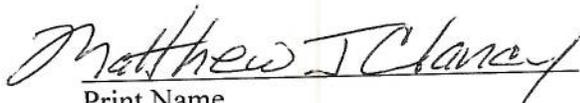
I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR GRANT FUNDING TO BE APPROVED, I MUST AGREE TO THE FOLLOWING CONDITIONS:

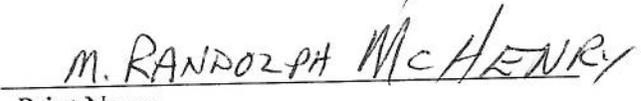
1. **To follow the design** recommendations as approved by the Community Redevelopment Agency.
2. **To adhere** to the Application Procedures and Guidelines and the Grant Agreement as specified.
3. **That I shall incur** all project costs and receive approved grant **reimbursement** only after:
 - A. All improvements have been **completed**.
 - B. **Final Inspection** of the improvements is approved.
 - C. **Proof of Payment** for project costs has been received.
 - D. All City Permits have been **inspected/finalized** by Building staff
4. Additional improvements or changes not approved will not be funded.

I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE DESIGN GUIDELINES (if applicable), THE COMMERCIAL PROPERTY IMPROVEMENT GRANT PROGRAM PROCEDURES AND THE GRANT AGREEMENT.

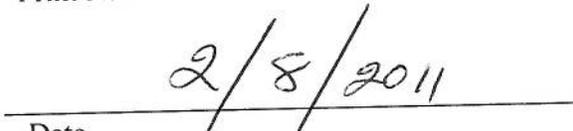

Applicant Signature


Property Owner Signature (if not applicant)


Print Name


Print Name


Date


Date

January 28, 2011

To whom it may concern;

Please kindly accept this letter and enclosed documents to serve as our application for the commercial property improvement grant program.

We are a family own business that has proudly served the visitors and residents of New Smyrna Beach for the past 27 years. As you know last year Clancy's re-invested into our community by moving to our current location at 301 Flagler Avenue. We are proud to belong to this very special corner of local commerce. We as a company have brought many guests to the Street of Flagler with our independent special events, free outdoor movies for kids of all ages and music concerts. Clancy's is also a participant in each and every special occasion hosted by the merchant of Flagler. We would like to continue to add value to our friends and neighbors by expanding our offerings.

In order to increase revenue and generate more foot traffic to Flagler we are building out an additional 1300 sq. ft. of space directly behind the restaurant. We are planning on multiple uses for this space and we are very excited about it. This work-horse of a space will be decorated in the style of a Mexican Mercado. Very colorful and vibrant. Serapes, folk art, pottery and Clancy Cantina merchandise. Should the occasion arise when we would like to do a small banquet, we would be able to accommodate. The outside garden patio we are adding will be open all hours.

It is this outdoor oasis that we are asking the CRA to partner with us. Enclosed you will find the proposed project drawings, estimates for the project by local licensed business partners and the rest of the required material for your approval. With the help of the CRA, Clancy's will be able to add to the esthetic appeal of our fine city. We thank you for your time and consideration to our initiative.

Best regards,



Matthew Clancy

3/January 2011

I approve the project planned
by Margaret Michelbrink and Matt
Clancy for the building known as
the old laundromat located behind
Clancy's Cantina ~~behind~~ near Flagler
Ave in New Smyrna Beach, FL.

W.S. McHenry
Trustee
A. Randolph & Sharon M. McHenry
Living TRUST

CMG GENERAL CONTRACTING

Danny Michelbrink: 386-314-6313
 Rob Burns: 386-547-2846

Name/Address
Clancy's Cantina 301 Flagler Ave. - Back Bldg. New Smyrna Beach, FL 32169

Date	Estimate No.	Project
01/26/11	1060	

Description	Quantity	Cost	Total
Landscaping - 2 Trees Removed & Re-Planted	1	2,000.00	2,000.00
Painting	1	1,750.00	1,750.00
Electric & Lighting & Fans	1	3,000.00	3,000.00
Paver Deck	1	4,000.00	4,000.00
Carpenter Materials & Labor	1	7,000.00	7,000.00
Roofing	1	5,000.00	5,000.00
Gutter System	1	800.00	800.00
Architect & Design	1	1,500.00	1,500.00
Permitting	1	300.00	300.00
Labor	1	3,065.00	3,065.00
Supervision	1	3,000.00	3,000.00
Sales Tax - .5% Surcharge		6.50%	0.00
		Total	\$31,415.00



2225 Guava Drive
Edgewater, FL 32141
Phone: (386) 426-2373

PO Box 519
Edgewater, FL 32132
Fax: (386) 426-2789

A Sign of Quality

Name	Clancy's Cantina	Date	2/15/11
Address	301 Flagler Ave.	Contact Name	Matt
City	New Smyrna Beach	Job Location	same
State/Zip	FL 321698		
Phone	386-428-4500	Email	clancycantia@live.com

We hereby submit specifications and estimates for:

Fabricate and install one set of Clancy's Mercato open faced neon channel letters \$ 3,861.00 with shamrock and cactus. Clancy's channel letters will be 24" tall, Mercato channel letters will be 13" tall, shamrock will be 14" tall, and cactus will be 18" tall. Letters will be fabricated of 063 aluminum backs and returns painted with automotive grade paint. Faces will be 1/4" clear acrylic with 1" acrylic jewel trim. Internal illumination will consist 15mm neon. Sign will be installed on 8" x 8" aluminum raceway painted to match building. Sign will match the existing Clancy's Cantina sign as close as possible.

Fabricate and install one double-faced internally illuminated 5'6" x 4' sign cabinet \$ 2,973.00 to be mounted to existing footing and structure located in northeast corner of parking lot. Sign cabinet will be fabricated of aluminum and will be primed and painted to customer specified color. Internal illumination will consist of high output fluorescent lamps and ballasts. Faces will be high impact vacuum formed acrylic with high performance translucent digital graphics applied to second surface. All colors and layout to be approved by customer.

Signs will be UL listed and meet all state and national codes.

Two year warranty on electrical components and workmanship.

All designs and colors to be approved by Clancy's.

Final electrical connection to dedicated sign circuit within 5' of sign at time of installation is included.

We hereby propose to furnish labor and materials, in accordance with the above specifications, for the sum of:

Six thousand eight hundred thirty-four dollars and 00/100 Dollars \$ 6,834.00

(Sales tax and permitting are not included in estimate)

Payment made as follows:

50% deposit

Balance due upon installation

(Completion date of 2 to 3 weeks from deposit date unless otherwise stated in contract)

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed upon written orders only and will become an extra charge over and above estimate. Any deposit given is non-refundable unless permit has been denied by municipality. All agreements contingent upon strikes, accidents, or delays beyond our control. Any underground obstructions will be removed on a time plus material basis. Contract prices are good for 90 days. Final payment due at time of installation.

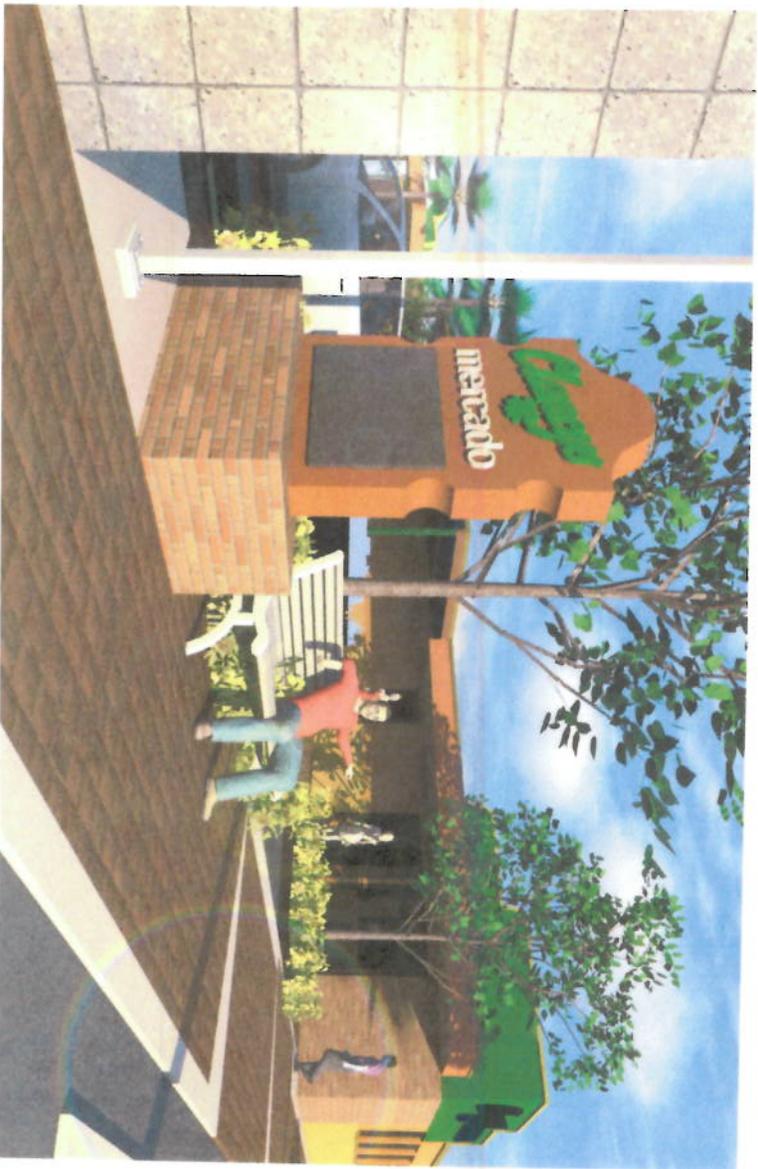
B & C Signs Authorized Signature _____

ACCEPTANCE

The above prices, specifications, and conditions are hereby accepted. B & C Signs is authorized to do the work as specified. Payment will be made as written above.

Date: _____ **Signature:** _____

Northwest corner of Claverys Cantina parking area.
Shows new sign concept for second building at 301 Flagler Ave.
Red brick base will be saved and used to support new signage
Signage will painted in earth-tone colors to match existing building
and built with the Flagler Ave Streetscape in mind.



Southwest corner of second building @ 301 Flagler Ave
Shows elevation of roofline parapit to accommodate signage
for Clancy's Mercato

Bottom foreground shows where stormwater retention area
will be. Area measures approx. 18ft. x 48ft.



Southwest corner of second building at 301 Flagler Ave
Shows extension of covered patio area approx 16ft x 42ft
ground covered with brick pavers. The trees (2) oak trees
will remain in place and will be trimmed. Green area is approx
10 feet x 40 feet for stormwater retention
As an alternative to transplanting the two trees they will
remain in place



North east corner of Cloney's Center at 301 Flagler Ave
with Second building in background. Signage will be used for
Cloney's Mercado



**Property Improvement Grants
Funding Evaluation**

Property Address: 301 Flagler Ave Unit 3

Did Applicant attend pre-application conference: YES X NO _____

Does the proposed project substantially comply with the guidelines: YES X NO _____

**Review for Funding (26 Points Possible)
(15 Points Minimum Required)**

Circle a Score
for each category

Compliance with Guidelines:

Project substantially meets guidelines _____
No character defining features are inappropriately altered: _____ 3 Points

Location:

A corner building on Flagler, or Canal Street must do all façade visible to receive credit: --- 5 Points
Located on Canal St, Flagler Ave, N Causeway or Third Ave: _____ 4 Points
Other Locations in Grant Area: _____ 3 Points

Overall Impact / Improvements:

Condition improves from poor to excellent: _____ 5 Points
Condition improves from poor to good: _____ 4 Points
Condition improves from good to excellent: _____ 3 Points
Condition improves from average to excellent: _____ 3 Points
Condition improves from average to good: _____ 2 Points

Quality of Work Proposed:

Special treatment (removing "slipcover façade", rebuilding original character-defining features, substantial structural renovation, significant landscape improvement, etc): _____ 7 Points
Overall high quality: _____ 3 Points

Present Use:

Commercial / Office: _____ 3 Points
Current Vacant / reuse: _____ 3 Points
New INFILL construction on Flagler Ave or Canal St: _____ 4 Points

Bonus Points:

Special significance – historically or architecturally important, now or in the past, to the community: _____ 2 Points

Total _____

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Claudia Soulie		
Meeting Date: March 3, 2011		
Action Item Title: Commercial Matching Revitalization Grant: 424 Canal Street – Thai Mango, LLC		
Agenda Section: Consent <input checked="" type="checkbox"/> Public Hearing <input type="checkbox"/> Special Items <input type="checkbox"/>		
Summary Explanation and Background		
<p>The applicant has submitted a proposal to open a Sushi Bar in the upstairs portion of their existing and operating Thai restaurant. Staff has met onsite with the applicant and the City's Chief Building Official.</p> <p>The scope of work entails the installation of a Sushi Bar with possible upgrades to the electrical service, refrigeration equipment, special sinks and all related plumbing.</p> <p>The estimated total cost for the project is \$13,565.42 of which \$5,810 qualifies as eligible expenses and the amount of CRA grant assistance allowed is \$2,905. The eligible expenses are as follows:</p> <ul style="list-style-type: none"> • Grease Trap..... \$ 284.50 • Handwash Sink.....\$ 114.97 • Under Counter Refrigerator.....\$1,868.22 • All plumbing services.....\$3,542.31 <p>Note: The CRA has approved a matching grant for this address in September 2009 in the amount of \$7,700 to assist a Mexican Restaurant that has since vacated the premises. These improvements are still benefiting the current tenant. The guidelines currently use the term "structure" and staff recommends that this be changed to "business".</p> <p>The applicant needs to still submit written consent from the property owner, Mr. Rosedale, who is currently unavailable due to a medical situation. The applicant has stated that he had spoken with the property owner about his intend to open the Sushi Bar and that he will forward the proper consent to staff as soon as possible.</p>		
Recommended Action/Motion:		
Staff recommends approval contingent upon the applicant providing written consent from the property owner to apply for CRA Grant Assistance.		
Funding Analysis: Budgeted <input checked="" type="checkbox"/> If not budgeted, recommend funding account:		
If approved, the funds for this application would come out of the FY 2011 budget, account number 12051502-583004, which has a balance of \$70,500.		
Exhibits Attached:		
1. Packet submitted by the applicant		
Reviewed By:	Name	Signature
CRA Director	Tony Otte	
Commission Action		



COMMUNITY REDEVELOPMENT AGENCY

CITY OF NEW SMYRNA BEACH
210 SAMS AVENUE
NEW SMYRNA BEACH, FLORIDA 32168



CRA COMMERCIAL MATCHING REVITALIZATION GRANT APPLICATION

Applicant Name: Joel Paige

Mailing Address: 827 E-12TH Ave NSB FL 32169

Business Name: Thai Mango LLC

Property Owner: Dick Rosedale

Property Address: 424 Canal ST
NSB FL 32168

Contact Person: Joel Paige

Applicant Telephone Number: cell 512-585-1864

E-Mail Address: CONCHKEY83 @ Yahoo.com

Total Cost of Project (estimate): \$15,000

Estimated Start Date: March 2011 Estimated Completion Date: April 2011

Please attach the following:

- Addendum A – Description of Proposed Business including hours of operation
- Addendum B – Design Plans or Project Rendering of Proposed Improvements
- Addendum C – Professional Estimate from an Architect or Licensed Contractor

Application will not be reviewed without all supporting data.

I hereby submit the attached plans and specifications for the proposed project and understand that the CRA must approve this application. **No work shall begin until I have received written approval from the CRA.** No funding is guaranteed until a completed application is approved by the CRA. I agree to place a CRA grant sign for the duration of the project and return the sign to the CRA upon completion of project. Grant monies will not be paid until the project is completed and a paid invoice(s) is provided.

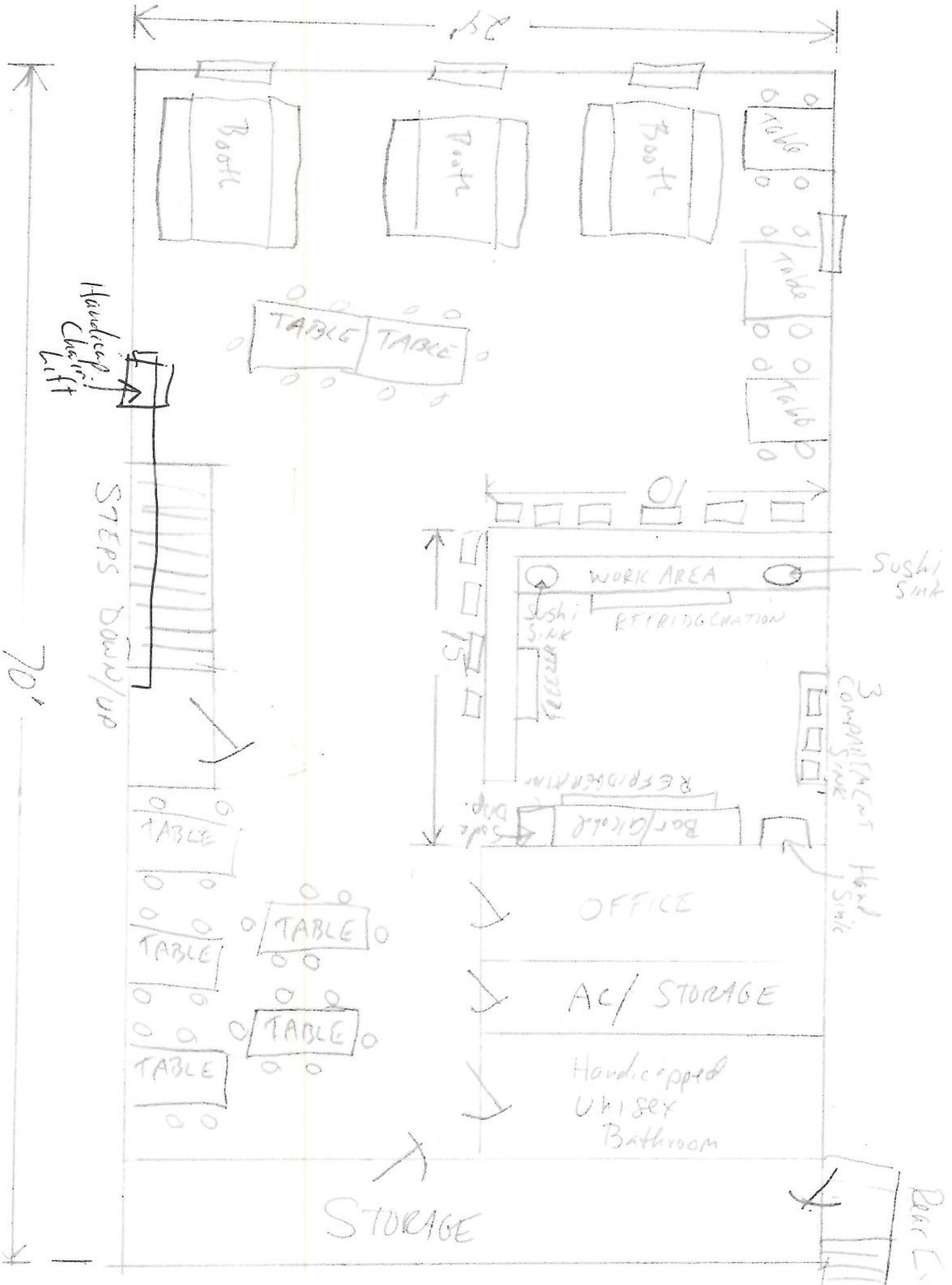
The project must be completed within one (1) year of grant approval. I agree to maintain the completed project in its approved design for a period of five (5) years from the date of completion. I further understand that a W-9 Form must be provided to the City as part of the grant reimbursement process.

2-22-11
Date

Joel Paiz
Print Name
[Signature]
Signature of Applicant

Business is a Thai Restaurant,
and we propose to have a
Sushi Bar upstairs. The hours
of operation for the business is

Tues-Sun/1am - 3pm and 5pm - 9pm, Sat, Sun
open until 10pm. Monday closed



HOWELL PLUMBING CO. LLC
Fl. State Cert. CFC023632
287 Otter Blvd. New Smyrna Bch. Fl. 32168
386/423-9456 (office & fax)
386/547-9807 (cell)

Proposal

February 22, 2011

To; Joel Paige – Thai Mango Restaurant

Re; Plumbing for Sushi Bar

Joel,

Following is description and pricing for work we propose in your restaurant. Description herewith is based solely on sketch that you provided and conditions that we have observed. Locations and quantity of fixtures are as illustrated on your sketch. Two items are added, as they are not clearly indicated on the sketch. Those items are;

- Water supply and drain for Soda Dispenser and Icemaker. Icemaker is assumed to be located adjacent to Soda Dispenser.
- Water Heater, located within the Sushi Bar service area.

Waste and Vent system will be tied into the existing sewer at location of above ground Cleanout located under exterior stairway. The piping will be entirely exposed and strapped to the exterior of the building wall, except in locations where it is necessary to penetrate exterior wall to service fixtures inside. Waste and Vent system will be constructed entirely of standard PVC material and in accordance with minimum local code requirements.

Water Supply System will be tapped into existing buried building water supply pipe, run on exterior wall to location of wall penetration at Sushi Bar area. From wall penetration to interior (one cold water penetration only) water piping, hot and cold will be installed on the interior and in the Sushi Bar area only. Exterior water pipe will be insulated. Water System will be constructed entirely of schedule 40 CPVC material and in accordance with minimum local code requirements.

Interior Water and Waste Piping will be installed “surface mount” on interior wall surfaces, either existing or newly constructed, within the Sushi Bar area.

Fixtures Served

- 2 Sushi Sinks
- 1 Hand Wash Sink
- 1 Three Compartment Sink
- 1 Water Heater
- Soda Dispenser
- Icemaker

All fixtures and faucets will be provided by owner (except for Water Heater) with sinks complete with primary drainage connection devices (i.e. basket strainers etc.)

Howell Plumbing Co. LLC will provide:

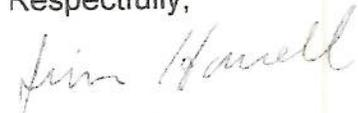
- All labor and materials for complete water and waste piping installation, up to and including final connections to and testing of fixtures.
- 30 gallon, 240volt Water Heater (with drain pan and drain pipe to exterior).
- All ancillary materials required for connections to fixtures i.e. Supply Stops, Supply Tubes, P-Traps, etc.

No costs for permits or other regulatory fees are included with this proposal.

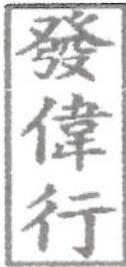
Howell Plumbing Co. LLC proposes to provide all goods and services as described herein for a total cost not to exceed \$3,542.31

Please let me know if we may provide these services for you.

Respectfully,



Jim Howell



FAIRWAY

餐館用具公司

Restaurant Equipment Contracting, Inc.
5510 W. Colonial Dr. # 102, Orlando, FL 32808
Tel: 407-521-8288 Fax: 407-578-6488
Toll Free: 800-362-3383 www.fairwayeq.com

Quote

Attn: Joel Page
(386)-428-7295

2/15/2011

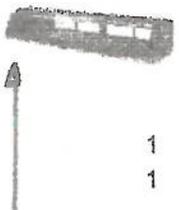
To:
THAI MANGO
JOEL
424 CANAL ST
NEW SMYRNA BEACH, FL
Phone: (386) 428-0208
Cell: (512) 585-1864

Ship To:
THAI MANGO
JOEL
424 CANAL ST
NEW SMYRNA BEACH, FL
Phone: (386) 428-0208
Cell: (512) 585-1864

From:
Fairway Restaurant Equipment
Chester Tang
5510 W. COLONIAL DR.
Orlando, FL 32808
Phone: (407) 521-8288
Fax: (407) 578-6488
Email: chester@fairwayeq.com
URL: www.fairwayeq.com

Project code: 11110187

Item	Qty	Description	Sell Each	Sell Total
1	1	ea DISPLAY CASE, REFRIGERATED SUSHI Packed: each Display Case, Refrigerated, countertop, see-thru, self-contained refrig system, 82.7" long, stainless steel, condensing unit on left, R-134A refrigerant, 115v/60/1-ph, 13 amps 11(h) x 82.7(w) x 13.6(d)	2,752.00	2,752.00
	1	ea 1-Year parts & labor on entire machine		
	1	ea 2-Year parts & labor on compressor, evaporator & air-cooled condenser		
	1	ea 5-Year parts on compressor & air-cooled condenser		
<div style="border: 1px solid black; padding: 5px;"> <p>***WE SUGGEST YOU PICK UP THIS ITEM YOURSELF. ***SUSHI CASE IS VERY FRAGILE AND WE DO NOT TRUST SHIPPING COMPANY TO HANDEL THIS ITEM.</p> </div>				
Weight: 135 lbs. total				
Extended Total for Item No. 1:			\$2,752.00	
2	1	ea BOTTLE COOLER Class: 110 Bottle Cooler, flat top, (16-1/2cs) 12oz bottles or (24cs) 12oz can capacity, 300 s/s counter top & (2) lids, deep well design, galvanized interior, black vinyl exterior, 1/3 HP, 115v/60/1-ph, 8.1 amps, NEMA 5-15P, MADE IN USA 33.36(h) x 49.63(w) x 26.63(d)	1,373.01	1,373.01
	1	ea Self-contained refrigeration standard		
	1	ea Warranty - 5 year compressor (self-contained only), please visit www.truemfg.com for specifics		
	1	ea Warranty - 1 year parts and labor, please visit www.truemfg.com for specifics		
Weight: 260 lbs. total				
Extended Total for Item No. 2:			\$1,373.01	



Compressor on customer LEFT!!

not required by code

Important!!



True TD-50-12
not required by code

2/15/2011

3 1 ea REFRIGERATOR, UNDERCOUNTER, REACH-IN 1,868.22 1,868.22



Class: 110
Undercounter Refrigerator, 33-38° F, (4) shelves, s/s top & sides, white aluminum interior with 300 stainless steel floor, (2) s/s doors, 5" castors, front breathing, 1/5 HP, 115v/60/1-ph, 5.0 amps, NEMA 5-15P, MADE IN USA
29.75(h) x 48.38(w) x 30.13(d)

- 1 ea Self-contained refrigeration standard
- 1 ea Warranty - 5 year compressor (self-contained only), please visit www.truemfg.com for specifics
- 1 ea Warranty - 1 year parts and labor, please visit www.truemfg.com for specifics
- 1 ea Alternative hinging available, please contact factory

1 ea 3" castors, set of 4

Weight: 270 lbs. total

Extended Total for Item No. 3:

\$1,868.22

*Undercounter height
TRUE TUC-48 - 2" height castor*

4B 1 ea FREEZER, UNDERCOUNTER, REACH-IN 1,497.01 <alternate>



Class: 110
Undercounter Freezer, -10° F, (2) shelves, s/s top & sides, white aluminum interior with 300 stainless steel floor, (1) s/s door, 5" castors, front breathing, 1/3 HP, 115v/60/1-ph, 8.3 amps, NEMA 5-15P, MADE IN USA
29.75(h) x 27.63(w) x 30.13(d)

- 1 ea Self-contained refrigeration standard <alternate>
- 1 ea Warranty - 5 year compressor (self-contained only), please visit www.truemfg.com for specifics <alternate>
- 1 ea Warranty - 1 year parts and labor, please visit www.truemfg.com for specifics <alternate>
- 1 ea Alternative hinging available, please contact factory <alternate>

1 ea 3" castors, set of 4 <alternate>

Weight: 195 lbs. total

TRUE TUC-27F - Under counter height

not required

4A 1 ea FREEZER, UNDERCOUNTER, REACH-IN 2,171.54 2,171.54



Class: 110
Undercounter Freezer, -10° F, (4) shelves, s/s top & sides, white aluminum interior with 300 stainless steel floor, (2) s/s doors, 5" castors, front breathing, 1/2 HP, 115v/60/1-ph, 6.1 amps, NEMA 5-15P, MADE IN USA
29.75(h) x 48.38(w) x 30.13(d)

- 1 ea Self-contained refrigeration standard
- 1 ea Warranty - 5 year compressor (self-contained only), please visit www.truemfg.com for specifics
- 1 ea Warranty - 1 year parts and labor, please visit www.truemfg.com for specifics
- 1 ea Alternative hinging available, please contact factory

1 ea 3" castors, set of 4

Weight: 300 lbs. total

Extended Total for item No. 4A:

\$2,171.54

TRUE TUC-48F - Under counter height.

*not required upstairs
if kitchen downstairs has
freezer*

5 1 ea SINK, THREE (3) COMPARTMENT 580.66 580.66



EA41-8AB-BT2D-60
60X21X29 TRIPLE BARSINK2DB
NSF APPROVED
TYPE 304 ALL STAINLESS STEEL CONSTRUCTION
TRIPLE COMPARTMENT SINK WITH TWO DRAINBOARDS.
STAINLESS STEEL CONSTRUCTION, 60 INCHES LONG
*****FAUCET IS INCLUDED**

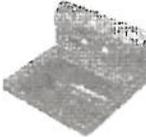
*Per FL. Dept of Business &
Prof Regulations - not
required upstairs if there
is already one in the
restaurant*

2/15/2011

*****OUR 3 COMPARTMENT BAR SINK IS ALL STAINLESS, MOST UNITS ON THE MARKET TODAY HAS GALVANISED SIDES AND LEGS.**

Extended Total for Item No. 5: **\$580.66**

6	1	ea	SINK, HAND EAH-FW1615WM-NSF 16"156 SS W/ M GOSE FAU WALL MOUNT HAND SINK, 16 INCHES BY 15 INCHES, ALL STAINLESS STEEL CONSTRUCTION	89.00	89.00
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*****FAUCET IS INCLUDED**

Extended Total for Item No. 6: **\$89.00**

7	1	ea	SINK, HAND EAH-FW1014-5-HSK-NSF NSF APPROVED DROP-IN HAND SINK 10X14X5 ALL 304 STAINLESS STEEL CONSTRUCTION DROP-IN HAND SINK, ALL STAINLESS STEEL CONSTRUCTION, 5 INCHES DEEP. COMPLETE WITH H.D. 4" SPACING DECK MOUNT GOOSENECK FAUCET	114.97	114.97
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*****FAUCET IS INCLUDED**

Extended Total for Item No. 7: **\$114.97**

Required

Merchandise	8,949.40
Freight	207.50
Sales Tax (6.5%)	581.71
Total	9,738.61

Prices Good Until 3/16/2011

Conditions:

- In the event that seller is required to take legal action to collect any sums due to it, or to recover the goods sold, Buyer shall be responsible for all of SELLER'S ATTORNEYS FEE, LEGAL EXPENSE, COURT COST & TRAVELLING EXPENSES.
- A finance charge of 1.5% per month (18% per year) will be charged on past due accounts over 30 days.
- All GOODS REMAIN the Property of Fairway until paid in full, otherwise, Fairway has the right to enter the premises and remove any of such goods or fixtures or property at buyer's expenses.
 - No goods returned without our written Authorization Number.
 - All custom products can not be returned.
- Service charge on N.F.S. check will be \$50.00 on each instant.
- Final Electrical, Gas, Plumbing & Hook up By Others.
- Set in Place, Adjustment & Installation By Others.
- TERMS: C.O.D.
- F.O.B: FACTORY.
- VIA: TRANSPORTATION COMPANY

Acceptance: _____ Date: _____

Printed Name: _____

BK Resources BK-GT-40 Grease Trap - 40 lbs - 20 gpm

[REP Catalog](#) > [Sinks, Tables & Storage](#) > [Grease Traps](#)



Required

*Image is a general representation.

\$284.50

FREE shipping!

Quantity:

[Add to cart](#)

SKU: BK-GT-40

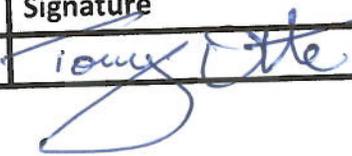
BK Resources offers exceptional products at very affordable prices. With a solid reputation for quality and value, the equipment and supplies manufactured by BK Resources are sure to be a smart choice.

- Capacity: 40 lbs.
- Gallons Per Minute: 20.
- Inlet/Outlet Connections: 3 1/2".

- Both ends accept no-hub adapters for steel or plastic, t-vent pipe included.
- Features no-skid cover w/ locking device.
- Carbon steel construction.
- Includes removeable baffle.
- PDI Certified.
- BK Resources offers a guarantee against defects in material and/or workmanship for a period of one year from the date of purchase.
- To download a cleaning log for your regular grease trap maintenance, click here: [Grease Trap Cleaning Log](#).

*Image is a representation. Actual product may vary based on model, size, and options selected.

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Claudia Soulie		
Meeting Date: March 3, 2011		
Action Item Title: Commercial Property Improvement Grant: 504 Flagler Ave – Shoppes of Seaside Station		
Agenda Section: Consent <input checked="" type="checkbox"/> Public Hearing <input type="checkbox"/> Special Items <input type="checkbox"/>		
<p>Summary Explanation and Background</p> <p>The applicant, Robert Garriques, has submitted a proposal to install two (2) wooden decks and remove and replace palm trees at 504 Flagler Ave in the Shoppes of Seaside Station (sketch enclosed).</p> <p>The estimated total cost for the project is \$9,850 and the amount of CRA grant assistance requested is \$4,925.</p> <p>The sketch plan has been reviewed by the Planning Department and approved based on what was submitted.</p>		
<p>Recommended Action/Motion:</p> <p>This application has received the necessary points to qualify for consideration and staff recommends approval contingent that the scope meets all applicable permit requirements.</p>		
<p>Funding Analysis: Budgeted <input checked="" type="checkbox"/> If not budgeted, recommend funding account:</p> <p>If approved, the funds (\$4,925) for this application would come out of the FY 2011 budget, account number 12051502-583001, which has a balance of \$22,810.50.</p>		
<p>Exhibits Attached:</p> <ol style="list-style-type: none"> 1. Packet submitted by the applicant 2. Score sheets 		
Reviewed By:	Name	Signature
CRA Director	Tony Otte	
Commission Action		

CITY OF NEW SMYRNA BEACH
COMMUNITY REDEVELOPMENT AGENCY

APPLICATION FORM

COMMERCIAL PROPERTY IMPROVEMENT GRANT PROGRAM
(Exterior Improvements Only)

NAME: ROBERT M. CALLIQUES

PROPERTY ADDRESS: 504 FLAGLER AVE

TELEPHONE: 427-5557 (DAY) 689-6951 ^{CELL} (EVENING)

TYPE OF IMPROVEMENT PLANNED:

Exterior X Painting _____ Landscape X Electrical _____
Signage _____ Awning _____ Parking Area _____ Other DECKS

PROJECT PROPOSAL ON IMPROVEMENTS

All Commercial Property Improvement Grant Applications must be approved by the CRA prior to work commencing. The following information must be included with the application.

1. Written Authorization from Property Owner (if not the applicant)
2. **Summary** of the scope of work to be performed
3. Breakdown of total cost estimate by Scope of work
4. **Color photographs** clearly showing existing condition of the facade, neighboring buildings, and rear entrances. If applicable, historic photographs and photos of existing parking areas should also be included
5. **Conceptual plans and specifications** detailing the scope of work.
6. **Samples** of all paint and material colors as well as awning materials to be used on the building and signage.

ESTIMATED TOTAL COST OF PROPOSED IMPROVEMENTS: \$ 9,850

ESTIMATED AMOUNT OF GRANT ASSISTANCE REQUESTED: \$ 4,925

ESTIMATED START DATE: ASAP

ESTIMATED COMPLETION DATE: APRIL 2011

I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR GRANT FUNDING TO BE APPROVED, I MUST AGREE TO THE FOLLOWING CONDITIONS:

1. **To follow the design** recommendations as approved by the Community Redevelopment Agency.
2. **To adhere** to the Application Procedures and Guidelines and the Grant Agreement as specified.
3. **That I shall incur** all project costs and receive approved grant reimbursement only after:
 - A. All improvements have been **completed**.
 - B. **Final Inspection** of the improvements is approved.
 - C. **Proof of Payment** for project costs has been received.
 - D. All City Permits have been **inspected/finalized** by Building staff
4. Additional improvements or changes not approved will not be funded.

I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE DESIGN GUIDELINES (if applicable), THE COMMERCIAL PROPERTY IMPROVEMENT GRANT PROGRAM PROCEDURES AND THE GRANT AGREEMENT.



Applicant Signature

Property Owner Signature (if not applicant)

R. M. GARRIGUS

Print Name

Print Name

2/14/11

Date

Date

Wood Decks Proposal
504 Flagler Ave.
New Smyrna Bch. Fl.

JIM GOEMPEL FOOTINGS, INC
GENERAL BUILDING CONTRACTOR

225 Owens Harbor Rd.
Osteen, Florida 32764
Ph. (352) 636-5569
goempel@earthlink.net

Transmitted VIA Electronic Format

February 4, 2011

Subject: New Wood Decks
Owner: Bob Garriques
Dear, Bob,

JGF will provide all labor, material, equipment, supervision and incidentals required to complete the renovation work associated with the above referenced project as detailed below:

Scope of Work

- Design and provide engineered drawing for (2) 12ft. x 12ft. wooden decks.
- Remove and replace (2) dead existing palm trees with new.
- Relocate electrical from underneath proposed new decks.
- Foundations for new decks.
- Install wood beams and decking.
- Supply and install all fasteners.
- Install concrete walk ways to each deck.
- Supply and install aluminum hand rail to each deck.
- Execute all permits and fees associated with the two decks.
- Provide all supervision, barricading and cleanup associated with our work.

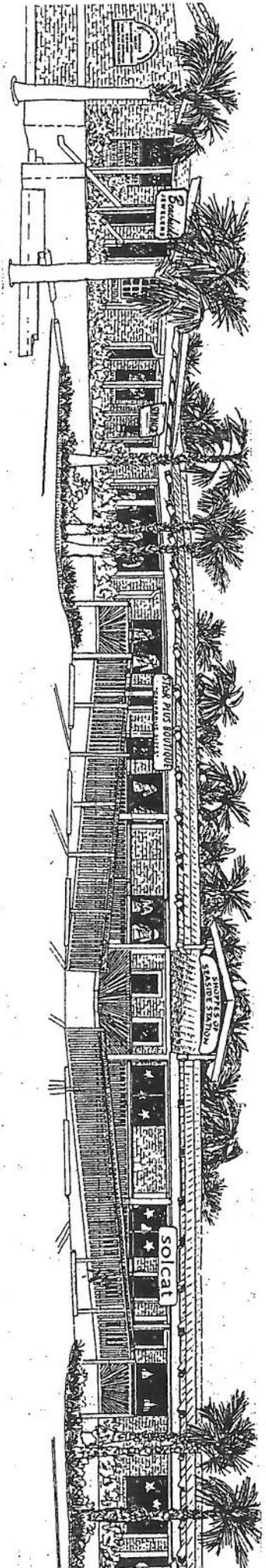
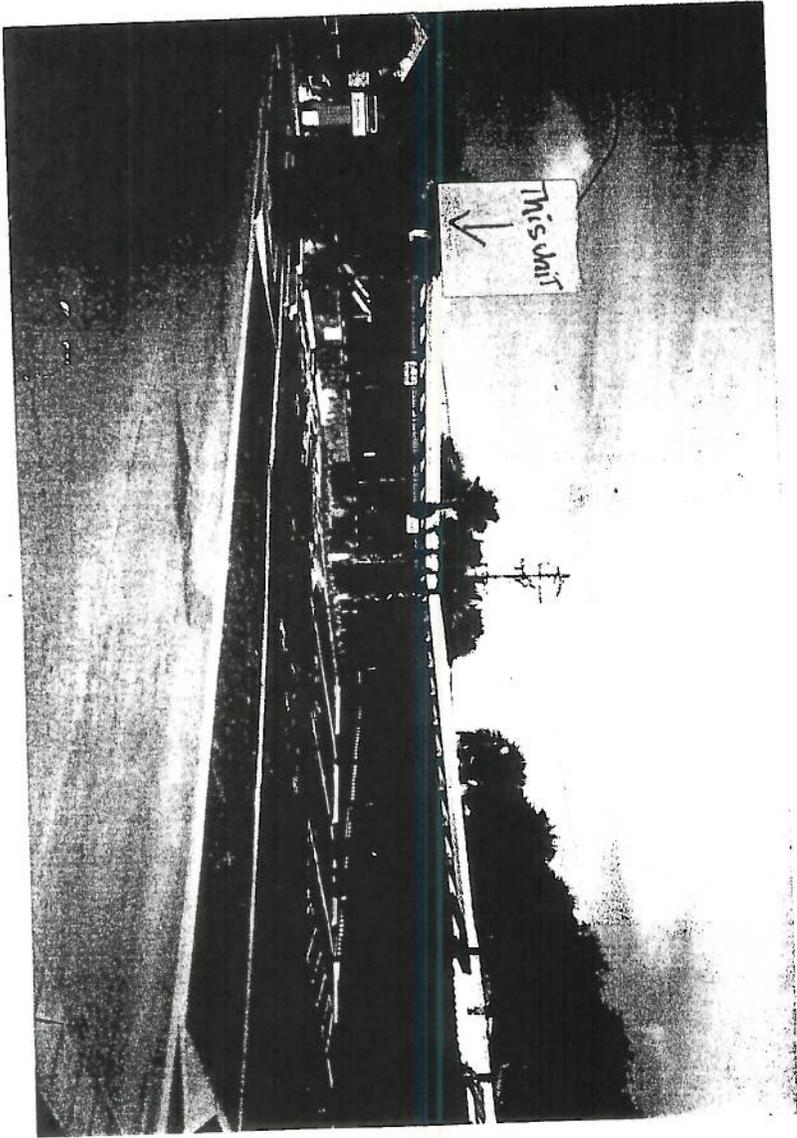
Lump sum pricing: \$9,850.00

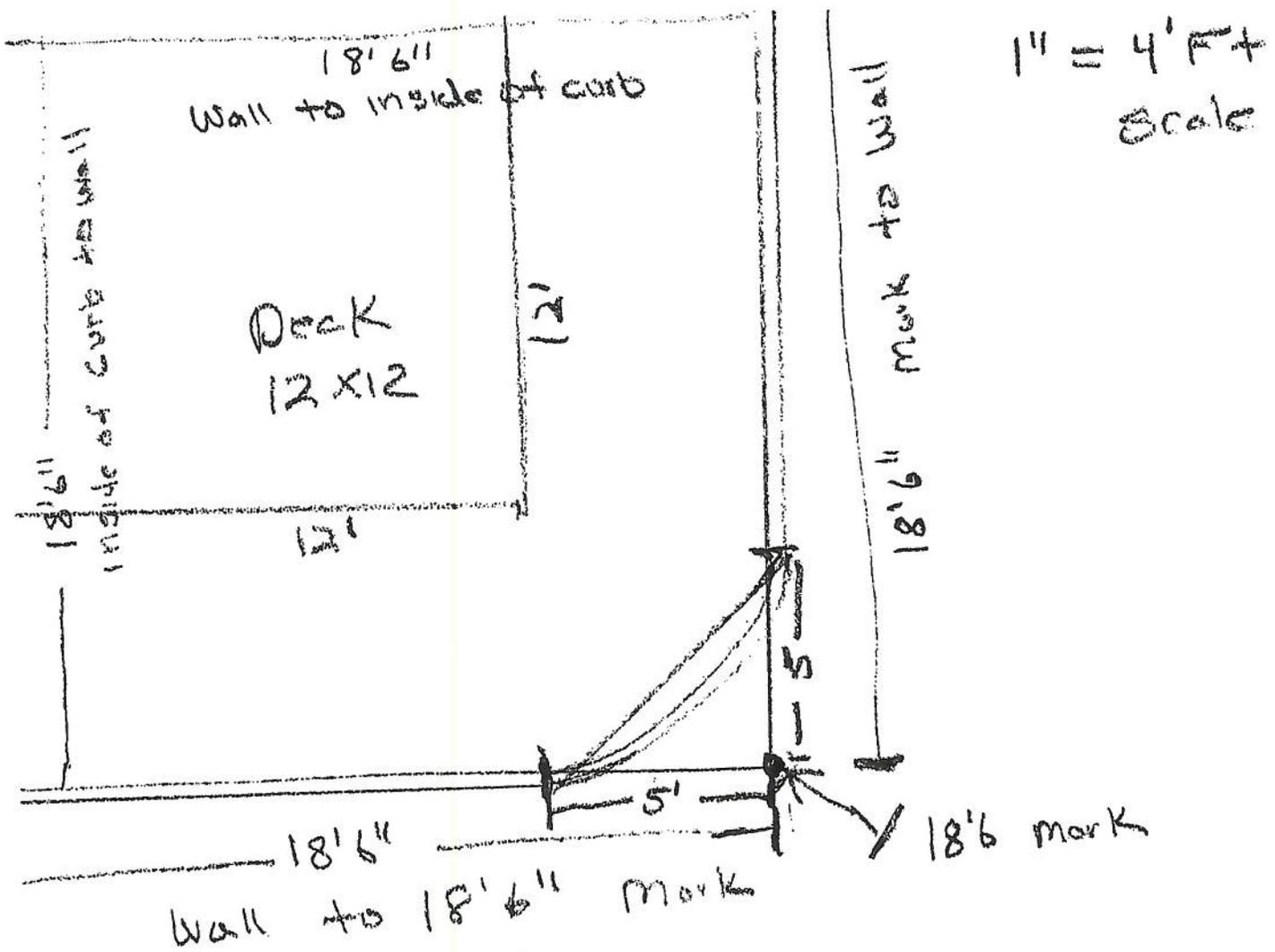
Exclusions to date:

- Any work not outlined in this proposal

Should you have any questions with this proposal please feel free to contact me at (352) 636-5569.

Sincerely,
Jim Goempel Footings, Inc.
Jim Goempel





planter area $18.5 \times 18.5 = 342.25 \text{ Sq Ft.}$
 less radius area $5 \times 5 = 25 \div 2 = 12.50 \text{ Sq Ft.}$
 Net planter area 329.75 Sq Ft.

Both Planters are same size \times
 $\frac{329.75 \text{ Sq Ft.}}{2}$

2 - Planters, Total Sq Ft. 659.50 Sq Ft.
 2 - Deck area, Total Sq Ft. $- 244.00 \text{ Sq Ft.}$
 Balance left landscaped 415.50 Sq Ft.

Shoppers of Seaside Station
 504 Flagler Ave
 NSE, FL 32169

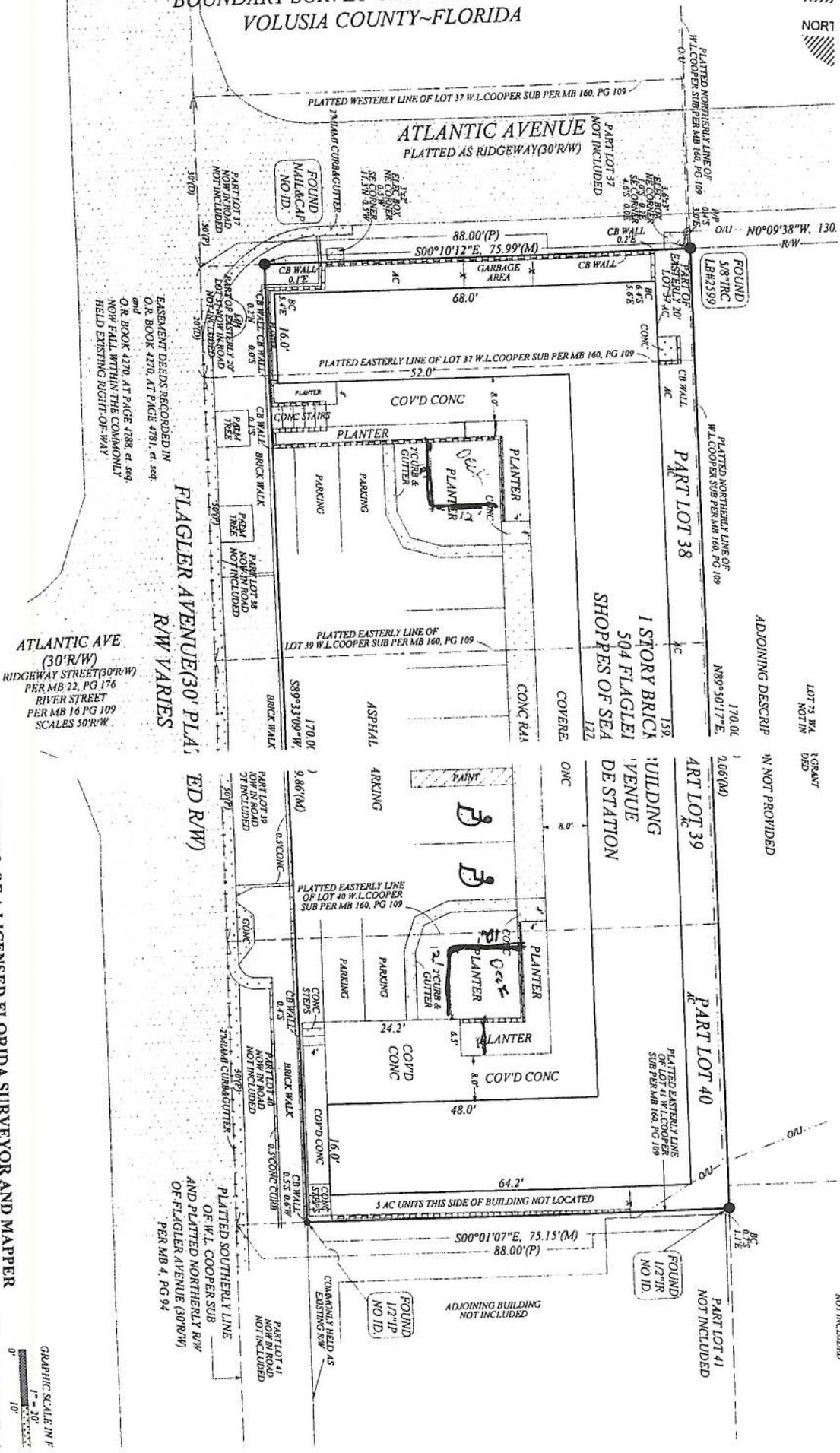
(386)
 Mark Klosky 689-2862

SURVEY PLANNING CONCRETE PIPE/TYP-TYPICAL TELEPHONE CONDUIT/GRD-GRADE WITH WITNESS OR METAL PIPE/RCP-REINFORCED CONCRETE PIPE/ELEVATION/ RP-RADIUS POINT/ NRMH-NORTH RIM MANHOLE/ MB-MANHOLE/ GRD-GRADE WITH WITNESS OR CURVATURE/ PT-POINT OF TANGENCY/ CRD-CHORD ELEVATION/ RCP-RADIUS POINT/ NRMH-NORTH RIM MANHOLE/ MB-MANHOLE/ GRD-GRADE WITH WITNESS OR SURVEY/ S-SOUTH/ E-EAST/ W-WEST/ N-NORTHERLY/ SLY-SOUTHERLY/ ELY-EASTERLY/ WLY-WESTERLY/ CBW-CONCRETE BLOCK WALL/ OR-OFFICIAL RECORD BOOK/ PG-MAP BOOK/ PG-PAGE SUBD-SUBDIVISION/ POB-POINT OF BEGINNING/ POC-POINT OF COMMENCEMENT

BOUNDARY SURVEY~NEW SMYRNA BEACH VOLUSIA COUNTY~FLORIDA

**THE SURVEY DEPICTED HEREON IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL I
JAMES MARVIN BUN**

USED SEAL OF A LICENSED FLORIDA SURVEYOR AND MAPPER
PREPARED BY
PROFESSIONAL SURVEYOR INC.
1 THE UNDERSIGNED HEREBY CERTIFY THIS PLAN TO BE A TRUE REPRESENTATION OF A FIELD SURVEY MADE UNDER MY SUPERVISION AND MEETS OR EXCEEDS THE MINIMUM TECHNICAL STANDARDS AND MEETS OR EXCEEDS THE MINIMUM ADMINISTRATIVE CODE SURVEYING IN THE STATE OF FLORIDA. I HEREBY CERTIFY TO THE ACCURACY OF THE DATA AND CALCULATIONS SET FORTH HEREIN.



GRAPHIC SCALE IN FEET
1" = 40'
0 10 20 30 40 50 60 70 80 90 100

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Claudia Soulie		
Meeting Date: March 3, 2011		
Action Item Title: CRA Grant Time extension requests for Heath's Natural Foods at 600 East Third Ave. and Midtown Dogs at 440 N. Dixie Freeway		
Agenda Section: Consent <input checked="" type="checkbox"/> Public Hearing _____ Special Items _____		
<p>Summary Explanation and Background</p> <p>On August 4, 2010 the CRA approved the Commercial Property Improvement Grant application for Heath's Natural Foods to create an addition, porch and awning for their existing store. Mark Rakowski, the owner's representative, has submitted a request for a time extension for construction to start by mid June 2011 and an estimated completion by the end of 2011 (please see attached letter).</p> <p>On December 8, 2010 the CRA approved a Commercial Property Improvement Grant; Commercial Matching Revitalization Grant and Impact Fee Assistance Grant for 440 N. Dixie Freeway for a carry-out food establishment. The applicant, Stephen Clancy, has submitted a request for a time extension for construction to start by June 22, 2011 and an estimated completion by the end of August 2011 (please see attached email).</p>		
<p>Recommended Action/Motion:</p> <p>Approve the requested time extensions contingent that the applicants re-submit their applications should there be any revisions to the plans that were reviewed and approved by the CRA.</p>		
<p>Funding Analysis: Budgeted <input checked="" type="checkbox"/> If not budgeted, recommend funding account:</p> <p>Should the construction be completed and reimbursement be requested prior to September 30, 2011 the funds will come from FY 2010/11 from account number 120-51502.583001, which has a balance of \$22,810.50. If after 9/30/2011 funds will be allocated from FY 2011/12, same account number with account balance TBD.</p>		
<p>Exhibits Attached:</p> <ol style="list-style-type: none"> 1. Time extension request letter from Mark Rakowski dated February 17, 2011 2. Time extension request email from Stephen Clancy dated February 22, 2011 		
Reviewed By:	Name	Signature
CRA Director	Tony Otte	
Commission Action		
		

**MARK H. RAKOWSKI, AICP
LAND PLANNING CONSULTING**

REACH YOUR PROPERTY GOALS

February 17, 2011

Ms. Claudia Soulie
Administrative Specialist
Community Redevelopment Agency
Connor Library Building
201 Sams Avenue
New Smyrna Beach, FL 32168

Dear Claudia,

This letter is regarding the Community Redevelopment Agency (CRA) Property Improvement Grant awarded to Maria & Tom Heath, Owners of Heath's Natural Foods, Inc. located at 600 East Third Avenue in New Smyrna Beach (**See attached letter**). On behalf of the Heath's I am requesting an extension of the Property Improvement grant awarded to the Heath's by the CRA in August of 2010.

Please be aware the project was moving along nicely until bids came back for construction. The cost to proceed with construction was too high so the owners are reviewing options to reduce the cost. At this point we anticipate construction to commence by mid June of 2011 with construction to be completed by the end of 2011. Should there be any revisions in the plans that were reviewed and approved by the CRA, I will be sure to request to appear before the CRA for their re-approval.

My understanding is this request will be before the CRA on March 3, 2011. I will be present at the meeting should there be any questions that need to be answered.

Please let me know if you have any questions pertaining to this letter and thank you for your time and consideration in this matter.

Sincerely,

Mark H. Rakowski

Mark H. Rakowski, AICP
Land Planning Consulting

Soulie, Claudia

Subject: FW: Mid-Town Dogs

From: STEPHEN CLANCY [mailto:spclancygc@msn.com]
Sent: Tuesday, February 22, 2011 11:38 AM
To: Soulie, Claudia
Subject: Mid-Town Dogs

To: Claudia Soulie
From: Steve Clancy

Subject: Mid-Town Dogs
440 North Dixie Freeway
New Smyrna Beach, Florida 32168

Dear Claudia, on December 8th I was approved a CRA Grant for Mid-Town Dogs. I am requesting an extension until June 22nd, 2011. This will allow time for the tenant occupying the premise to move out and allow me time for additional drawings to be made along with proper permitting and time for existing projects I'm working on to be completed. I can than give my full attention to this project. Completion date is expected in August 2011.

Thank you for your consideration. Please advise.

Best Regards,
Stephen Clancy

Cell: 386-566-6188
Fax: 386-402-8444

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Claudia Soulie

Meeting Date: March 3, 2011

Action Item Title: Residential Property Improvement Grant for 407 Lytle Ave

Agenda Section: Consent X Public Hearing Special Items

Summary Explanation and Background

The owners of the Lytle Townhomes Association, Inc. at 407 Lytle Avenue have submitted a Residential Property Improvement Grant application to improve the appearance of their front yards facing Lytle Ave., with landscaping and irrigation. Based on Planning staff's comments, a corner lot has two (2) front yards, which in this case would be the area south and west of the building. They are proposing the installation of a hedge to buffer the view of Lytle Ave, various plants and shrubs as well as an irrigation system to maintain the plantings.

NOTE: Planning Staff informed the applicant(s) that they needed to observe the visual sight triangle at the corner of Lytle Ave and S. Orange Street, which ranges 25 feet in each direction (pertaining to hedge installation).

The Residential Property Improvement Grant Application is being submitted under the Lytle Townhomes Association, Inc., since the area to be improved is common area and belongs to the Association (and not the Townhome owners).

Recommended Action/Motion:

The application has received the necessary points to qualify for approval. Staff recommends approval of the Residential PIG in the estimated amount of \$8,381.00 with CRA reimbursement in the estimated amount of \$4,190.50.

Funding Analysis: Budgeted X If not budgeted, recommend funding account:

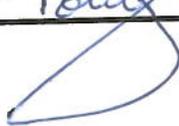
If approved, the funds for this application would come out of the FY 2011 budget, account number 12051502-583001, which has a balance of \$47,489.

Exhibits Attached:

1. Application

Reviewed By:	Name	Signature
CRA Director	Tony Otte	

Commission Action



RESIDENTIAL PROPERTY IMPROVEMENT GRANT
APPLICATION

Applicant / Property Owner: Lytle Townhomes Association Inc.

Applicant/Owner Mailing Address: 407 Lytle Ave, Unit A, NSB

Telephone Number (Business/Home): J Fike: 451 3642 J Kitchener 4286735

Social Security Number or Federal I.D. Number: 54-211 8078

Property Address (property for grant): 407 Lytle Ave, NSB

Description of Project: see attached

Estimated Construction Time and Completion Date: Utilities 1-1.5 months

Project includes the following improvements by price: Landscape 1-3 weeks
Completion May 30, 2011

1) landscaping: sod + shrubs, mulch \$2,700 - \$3,900

2) irrigation: \$3,000 - \$3,500

3) utilities hook-up + meter \$1,415

(Continue on another sheet if necessary)

Total est.
Project cost
\$8,381

Total est. CRA
Reimb. \$4,190.50

Check List:

- Completed application to CRA prior to work commencing
- Two estimates for materials and/or professional labor
- Applicant does not owe the City any money
- Photographs of the existing building (all sides to be improved)

I have read and fully understand the Residential Grant Application and agree to comply with the requirements of the grant and provisions of Chapter 50 of the City Code.

Applicant Signature: see attached form & file Date: 2-10-11

Application Received By: Claudia Santer Date: 2/10/11

1/22/11

Randy Fiedler	OWNER	E + F	
Deborah Cr	OWNER	D	
Paul A. Savois	OWNER	B	
Jennifer Fairfike	owner	A	and Association President
Scott Kramer	owner	G	
Joan McKay	owner	H	
John Kitchener	owner	H	

Print

Page 1 of 1

From: bill stefanowitz (bstefanow@att.net)
To: joanmckay@rogers.com;
Date: Tue, February 8, 2011 12:07:21 PM
Cc:
Subject: CRA Application

To Whom It May Concern:

I, William Stefanowitz, owner of Unit C at Lytle Townhome Association, state that I concur and approve with the submission of the Landscape Improvement Application to the CRA at New Symma Beach.

February 8, 2011

**UTILITIES COMMISSION
CITY OF NEW SMYRNA BEACH, FLORIDA
REQUEST FOR NEW SERVICE**

DATE: January 24, 2011

TAKEN BY: JEANNIE SANTROCK

ACCOUNT NAME: THIS IS A QUOTE ONLY

ACCOUNT NUMBER: QUOTE

ESTABLISHED CREDIT: YES NO

CONTACT NAME: JOHN KITCHENER

NUMBER: _____

SERVICE ADDRESS: 407 LYTLE AVE

CITY X CNTY _____

SERVICES REQUESTED			
ELECTRIC	RES	_____	COMM _____
	TEMP	_____	PERM _____
WATER	DOMESTIC	_____	SIZE _____
	IRRIGATION	_____	SIZE _____
	REG	_____	SUPP. _____
	RECLAIM	<u>X</u>	SIZE <u>3/4"</u>
WASTEWATER	YES	_____	NO _____
	TEMP CONST/ HYDRANT MTR	SIZE _____	
WRENCH	YES	_____	NO _____
FIRE SERVICE	SIZE	_____	

FEES PAID	
TEMP EL	_____
URD LATERAL	_____
WR CAPACITY	_____
RW CAPACITY	<u>\$970.00</u>
WW CAPACITY	_____
WR METER SET	_____
IR METER SET	_____
RW METER SET	<u>\$400.00</u>
TEMP CONST. MTR	_____
WRENCH	_____
WR LINE EXT.	_____
WW LINE EXT.	_____
FIRE SERVICE	_____
CUT-IN FEE	<u>\$35.00</u>
SERVICES TOTAL	<u>\$1,405.00</u>
EL DEPOSIT	_____
WR DEPOSIT	_____
IR DEPOSIT	_____
RW DEPOSIT	<u>\$10.00</u>
WW DEPOSIT	_____
DEPOSIT TOTAL	<u>\$10.00</u>
TOTAL	<u>\$1,415.00</u>

METER REBATES

QUALIFIES FOR WR METER REBATE
YES _____ NO _____

ENGINEERING DEPARTMENT APPROVAL _____

SPECIAL INSTRUCTIONS/ COMMENTS/ NOTES: Irrigation hookup

547 53 55

DAVES PUMP & SPRINKLER SYSTEMS, INC.

320 Country Circle Drive East Port Orange, Florida 32128 386-322-8874

Proposal

Proposal Submitted To: Lytle Townhomes Ass'n (INC.)

Phone: 428 6735 John Kitchener

Date 2/7/11

Job Name: Lytle Town Homes

We hereby propose to furnish materials and labor necessary for the completion of:

~~2" Shallow Well, 1 1/2 H.P. Pump~~ - Automatic Sprinkler System
Consisting of 1 1/4" main line + 7 zones of sprays + Drip Pipe -
Rainbird System.

We Propose hereby to furnish material and labor - complete in accordance with the
Above specifications in the sum of: ~~10,966.25~~ ~~at 6,500~~ ~~GM~~

Payment to be made as follows:

See attached.
upon completion of job. \$ 8,966.25
AKL

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry, fire, tornado, and other necessary insurance. 6,966 eligible

Authorized Signature 

Note: This proposal may be withdrawn by us if not accepted within 30 days

Acceptance Of Proposal The prices, specifications and conditions are satisfactory and are hereby Accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature _____

Date of Acceptance _____

p92

Daves Pump + Sprinkler System

Estimate for South and West Side of Property:

- 5000 Sq. Foot Sod St. Augustine
 - 25 yards of mulch
 - 72-3 gallon Vib. Shrubs
 - 56-1 gallon liriopse
 - 35-3 gal Pasoni Juniper
 - 40- 3gal Shillings Holly
 - 4-7gallon E-fan Palms
 - Irrigation System
- 3,816
- 3,150

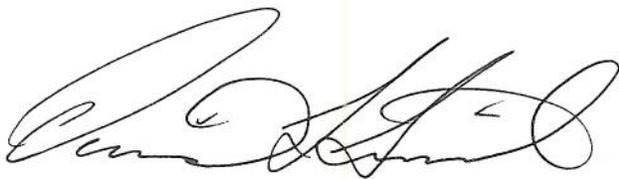
Eligible expense
 west + South Total = \$6,966

Estimate for North and East side

- 500 Sq Foot Sod St. Augustine
 - Stump removal (2)
 - Cedar removal (1)
 - Swell Dumping fees
 - Irrigation System
- 1,000
- 1,000

All sides Total 8,966

Arrangements with City Utilities to hook up to re-claimed water for irrigation system- To be paid separately by Lytle Townhomes.



Lytle Townhomes Association prefers this quote because of the variety of plants and shrubs
 Pam McKay

Proposal



RJ LANDSCAPE CONTRACTORS

1766 Taylor Road
 Port Orange, Florida 32128
 Ph (386) 767-3008 Fax (386) 767-1041
 Email: office@rjlandscapecontractors.com

John Kitchener	(386) 428-6735		December 9, 2010
876 Flounder		Townhouse Association	
New Smyrna Beach, FL 32169		407 Lytle Avenue, New Smyrna Beach	

We Propose hereby to furnish material and labor - complete in accordance with specifications below, for the sum of: Six Thousand Seven Hundred Seventy Five dollars (\$6,775.00).
 Payment to be made as follows: _____

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.
 We hereby submit specifications and estimates for:

Authorized Signature _____
 Note: This proposal may be withdrawn by us if not accepted within _____ 30 _____ days.

Spray with roundup and kill all existing vegetation, grade and prep all areas on south, east and west for new plants and Floratam Sod.

\$ 550.00

Install new fully automatic irrigation system to provide 100% coverage to all areas on south, west and ~~east side~~ of building using a 1" irrigation meter provided by owner for supply. Volusia County Health Department permit, as-built certificate and backflow device included in bid price.

\$3,855.00

Install the following materials:

3,500 sq. ft. Floratam Sod @ .30			
50 Viburnum Suspensum	3 gal	@ \$ 8.00 (Building)	
60 Viburnum Odoratissimum	3 gal	@ \$ 8.00 (South Buffer)	
40 Society Garlic	1 gal	@ \$ 4.00 (Building)	
8 cu. yds. Cypress Mulch		@ \$35.00	

\$1,050.00

\$ 400.00

\$ 480.00

\$ 160.00

\$ 280.00

Landscape Subtotal: \$2,370.00

Proposal Total: \$6,775.00 ←

4345

Alternate:

~~To irrigate north side of building, add one additional zone to system~~

~~\$ 490.00~~

To plant:

Add 50 additional 3 gal. shrubs against fence
 Add 50 additional 1 gal. shrubs for remaining areas
 40 @ \$8.00
 50 @ \$4.00
 5 cu. yds. @ \$35.00

\$ 320.00

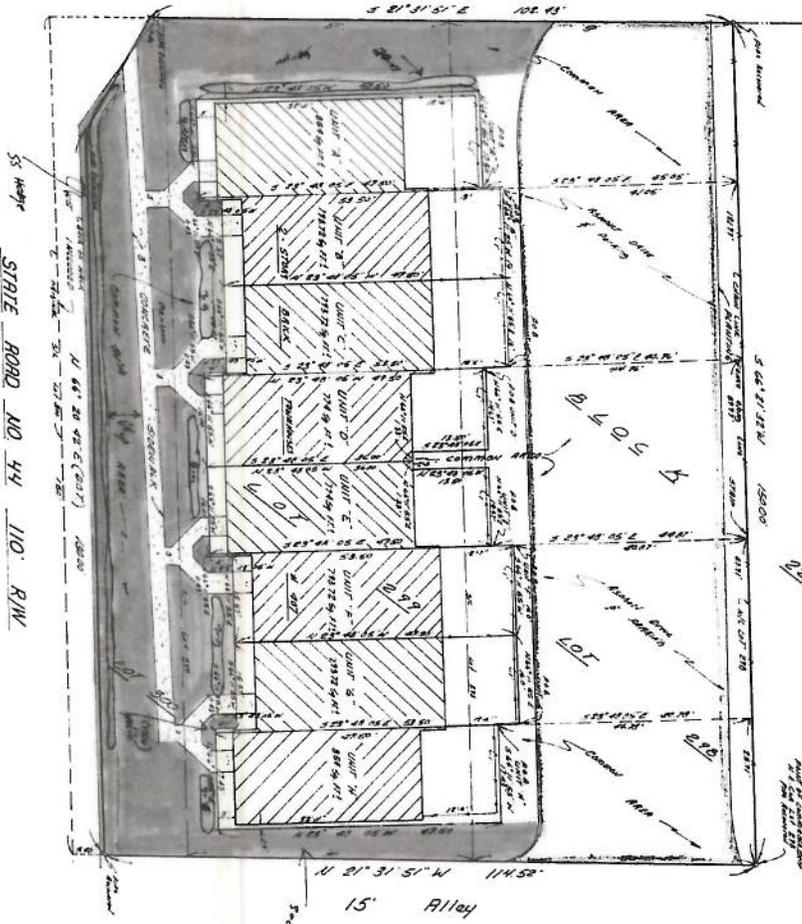
\$ 200.00

\$ 175.00

Subtotal: \$ 695.00

RJ Landscape Contractors

SOUTH ORANGE ST. 60' R/W



55' WIDE STATE ROAD NO. 44 110' R/W

15' Alley
 -0.5' - 3'0"
 -0.5' - 3'0"
 -0.5' - 3'0"
 -0.5' - 3'0"

UNIT A - A portion of lots 288 and 289, Block 22, ANNEKE'S SUBDIVISION, as recorded in Map Book 2, page 66 of the public records of Volusia County, Florida and being more particularly described as follows: Commence at the Northwest corner of said lot 288; thence S 64° 21' 32" W along the Northwesterly line of said lot 288, a distance of 131.50 feet; thence S 49° 02' E, a distance of 46.50 feet; thence S 64° 11' 55" W, a distance of 17.43 feet; thence N 21° 48' 02" W, a distance of 16 feet to the Point of Beginning. Containing 793.72 square feet more or less. Together with the right to use the common area as described below.

UNIT B - A portion of lots 288 and 289, Block 22, ANNEKE'S SUBDIVISION, as recorded in Map Book 2, page 66 of the public records of Volusia County, Florida and being more particularly described as follows: Commence at the Northwest corner of said lot 288; thence S 64° 21' 32" W along the Northwesterly line of said lot 288, a distance of 131.50 feet; thence S 49° 02' E, a distance of 46.50 feet; thence S 64° 11' 55" W, a distance of 17.43 feet; thence N 21° 48' 02" W, a distance of 16 feet to the Point of Beginning. Containing 793.72 square feet more or less. Together with the right to use the common area as described below.

UNIT C - A portion of lots 288 and 289, Block 22, ANNEKE'S SUBDIVISION, as recorded in Map Book 2, page 66 of the public records of Volusia County, Florida and being more particularly described as follows: Commence at the Northwest corner of said lot 288; thence S 64° 21' 32" W along the Northwesterly line of said lot 288, a distance of 131.50 feet; thence S 49° 02' E, a distance of 46.50 feet; thence S 64° 11' 55" W, a distance of 17.43 feet; thence N 21° 48' 02" W, a distance of 16 feet to the Point of Beginning. Containing 793.72 square feet more or less. Together with the right to use the common area as described below.

VALID ONLY WITH EMBOSSED SEAL

I HEREBY CERTIFY THAT THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF THE SURVEY AND CONTAINS ALL THE NECESSARY DATA AND INFORMATION AS REQUIRED BY THE FLORIDA STATUTES AND AS PREVIOUSLY DESCRIBED.

DANIEL W. CONY
 F.L.A. REG. SURVEYOR #2027

DANIEL W. CONY SURVEYOR, INC.
 300 CALHOUN STREET
 PALM BEACH, FLA. 33409
 PHONE: 561-837-8278

SHEET 1 OF 2 SHEETS

SCALE 1" = 20'

DATE 04/18/2018

72

LYLE TOWNHOMES

LYLE TOWNHOMES

Property Improvement Grants Funding Evaluation

Property Address: 407 Lytle Ave

Did Applicant attend pre-application conference: YES NO

Does the proposed project substantially comply with the guidelines: YES NO

Review for Funding (26 Points Possible) (15 Points Minimum Required)

Circle a Score
for each category

Compliance with Guidelines:

Project substantially meets guidelines: ----- 3 Points
No character defining features are inappropriately altered: -----

Location:

A corner building on Flagler, or Canal Street must do all façade visible to receive credit: --- 5 Points
Located on Canal St, Flagler Ave, N Causeway or Third Ave: ----- 3 Points
Other Locations in Grant Area: -----

Overall Impact / Improvements:

Condition improves from poor to excellent: ----- 5 Points
Condition improves from poor to good: ----- 4 Points
Condition improves from good to excellent: ----- 3 Points
Condition improves from average to excellent: ----- 3 Points
Condition improves from average to good: ----- 2 Points

Quality of Work Proposed:

Special treatment (removing "slipcover façade", rebuilding original character-defining features, substantial structural renovation, significant landscape improvement, etc): ----- 7 Points
Overall high quality: ----- 3 Points

Present Use:

Commercial / Office: ----- 3 Points
Current Vacant / reuse: ----- 3 Points
New INFILL construction on Flagler Ave or Canal St: ----- 4 Points

Bonus Points:

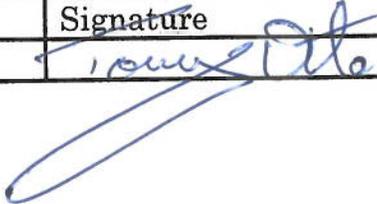
Special significance – historically or architecturally important, now or in the past, to the community: ----- 2 Points

Total 18





CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Tony Otte		
Meeting Date: <u>3/3/2011</u>		
Action Item Title: West Canal Streetscape and Drainage Improvements Project Supplemental Agreement # 4 and Resolution No 13-11		
Agenda Section: Consent <input checked="" type="checkbox"/> Public Hearing <input type="checkbox"/> Special Items <input type="checkbox"/>		
Summary Explanation and Background: <p>The Florida Department of Transportation has created Supplemental Agreement # 4 for the West Canal Streetscape and Drainage Improvements Project, to extend contract time to July 31, 2011. City Resolution No. 13-11 is provided for this purpose.</p> <p>This will give the City time to comply with the Office of the Governor Executive Order 11-02. This Executive Order requires the use of the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of persons employed by the contractor and sub-contractor for work performed under a contract with a state agency. A copy of the Resolution, the Governor's Executive Order, and an information sheet on the E-Verify system are attached.</p> <p>The City Commission needs to approve this Supplemental Agreement as one of the documents required by FDOT to reimburse the City for their share of funding for the West Canal Streetscape Project.</p> <p>The adoption of this Resolution does not cause additional costs.</p>		
Recommended Action/Motion: The adoption of Resolution No 13-11		
Funding Analysis: Budgeted <input type="checkbox"/> If not budgeted, recommended funding account: N/A (this is a \$0.00 Supplemental Agreement)		
Exhibits Attached: <ul style="list-style-type: none"> • City Resolution No. 13-11 • Governor Executive Order 11-02 (Verification of Employment Status or E-Verify) • Information sheet on E-Verify 		
Reviewed By:	Name	Signature
Department Director:	Tony Otte	
Commission Action:		

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RESOLUTION NO. 13-11

A RESOLUTION AUTHORIZING THE MAYOR TO MAKE,
EXECUTE AND DELIVER TO THE STATE OF FLORIDA,
DEPARTMENT OF TRANSPORTATION A SUPPLEMENTAL
LOCAL AGENCY PROGRAM AGREEMENT FOR THE
WEST CANAL STREETScape; PROVIDING FOR
CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN
EFFECTIVE DATE.

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WHEREAS, the State of Florida Department of Transportation
and the City of New Smyrna Beach desire to facilitate the West
Canal Streetscape project; and

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WHEREAS, the State of Florida Department of Transportation
has requested the City of New Smyrna Beach to execute and deliver
to the State of Florida Department of Transportation Supplemental
No. 4, Supplemental Local Agency Program Agreement for the
aforementioned project FPN 410777-1-58-01.

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***NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY
OF NEW SMYRNA BEACH, FLORIDA:***

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SECTION 1: *Authorization.* That the City Commission hereby
authorizes the Mayor to make, execute, and deliver to the State of
Florida Department of Transportation Supplemental No. 4, the
Supplemental Local Agency Program Agreement for the aforementioned
project FPN 410777-1-58-01, which agreement is more particularly
described as:

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**SEE EXHIBIT "A" ATTACHED HERETO AND
BY REFERENCE MADE A PART HEREOF.**

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SECTION 2: *Conflicting Resolutions.* That all other resolutions
or parts thereof that are in conflict with this resolution are
hereby rescinded and repealed.

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SECTION 3: *Effective Date.* That this resolution shall take
effect immediately upon its final adoption.

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APPROVED AS TO FORM AND CORRECTNESS:

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FRANK B. GUMMEY, III
City Attorney

DATE: _____

2/21/11

SUPPLEMENTAL NO. 4 DUNS NO. 80-939-7102	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT	FPN 410777-1-58-01 CONTRACT NO. AON 11
--	---	---

PROJECT DESCRIPTION

Name: West Canal Streetscape Length .259 MI
 Termini: From W of US 1 to Myrtle Avenue

The Department and the Local Agency desire to supplement the Agreement referenced hereinabove. All provisions of the Agreement and any prior Supplements or Amendments thereto, if any, shall remain in effect except as may expressly modified by this Supplement.

The changes to the agreement and supplements, if any, are described as follows:

To extend the Local Agency Program Agreement until July 31, 2011.

The following paragraph is hereby added to the Agreement:

1. E – VERIFY

a. Local Agency shall utilize the U.S. Department of Homeland Security's E – Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

- (i) all persons employed by the Local Agency during the term of the Contract to perform employment duties within Florida; and
- (ii) all persons, including subcontractors, assigned by the Local Agency to perform work pursuant to the contract with the Department.

b. The Local Agency shall assure that the Local Agency's construction agreement with the Local Agency's contractor is amended to include Specification SP 0072800 concerning "Legal Requirements and Responsibility to the Public – E-Verify".

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

AGENCY

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

By: _____
 Name:
 Title:

By: _____
 Name:
 Title:

Attest: _____
 Name:
 Title:

Attest: _____
 Name:
 Title:

Date: _____

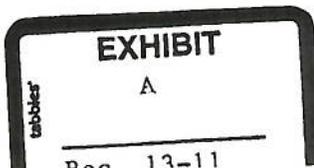
Date: _____

As to form:

Legal Review:

Attorney

Office of the General Counsel



This Employer Participates in E-Verify

E-Verify™



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

Employment Verification.  Done.

For more information on E-Verify, please contact DHS at:

1-888-464-4218

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).



E-VERIFY IS A SERVICE OF DHS AND SSA

SUPPLEMENTAL NO. 4 DUNS NO. 80-939-7102	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM SUPPLEMENTAL AGREEMENT	FPN 410777-1-58-01 CONTRACT NO. AON 11
--	---	---

PROJECT DESCRIPTION

Length .259 MI

Name: West Canal Streetscape

Termini: From W of US 1 to Myrtle Avenue

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The changes to the agreement and supplements, if any, are described as follows:

To extend the Local Agency Program Agreement until July 31, 2011.

The following paragraph is hereby added to the Agreement:

1. E – VERIFY

a. Local Agency shall utilize the U.S. Department of Homeland Security's E – Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

- (i) all persons employed by the Local Agency during the term of the Contract to perform employment duties within Florida; and
- (ii) all persons, including subcontractors, assigned by the Local Agency to perform work pursuant to the contract with the Department.

b. The Local Agency shall assure that the Local Agency's construction agreement with the Local Agency's contractor is amended to include Specification SP 0072800 concerning "Legal Requirements and Responsibility to the Public – E-Verify".

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

AGENCY

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

By: _____
Name:
Title:

By: _____
Name:
Title:

Attest: _____
Name:
Title:

Attest: _____
Name:
Title:

Date: _____

Date: _____

As to form:

Legal Review:

Attorney

Office of the General Counsel

STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 11-02 (Verification of Employment Status)

WHEREAS, Federal law requires employers to employ only individuals eligible to work in the United States; and

WHEREAS, the U.S. Department of Homeland Security's E-Verify system allows employers to quickly verify employee eligibility in an efficient and cost-effective manner;

NOW, THEREFORE, I, RICK SCOTT, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, and all other applicable laws, do hereby promulgate the following Executive Order, to take immediate effect:

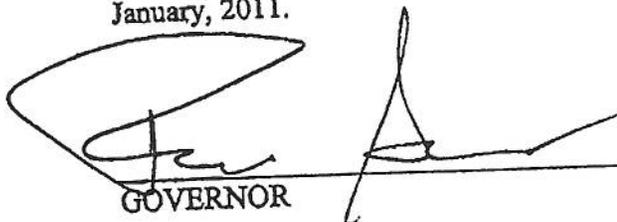
Section 1. I hereby direct all agencies under the direction of the Governor to verify the employment eligibility of all current and prospective agency employees through the U.S. Department of Homeland Security's E-Verify system.

Section 2. I hereby direct all agencies under the direction of the Governor to include, as a condition of all state contracts, an express requirement that contractors utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the contract term by the contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the contractor to perform work pursuant to the contract with the state agency.

Section 3. Agencies not under the direction of the Governor are encouraged to verify the employment eligibility of their current and prospective employees utilizing the E-Verify system, and to require contractors to utilize the E-Verify system to verify the employment eligibility of their employees and subcontractors.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, the Capitol, this 4th day of January, 2011.


GOVERNOR

ATTEST:


SECRETARY OF STATE

OLD BUSINESS

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Tony Otte

Meeting Date March 3, 2011

Action Item Title: Contract for Inspection Services

Agenda Section: Consent_____ Public Hearing_____ Special Items__x__

Summary Explanation and Background

At the present time the CRA has many capital projects in process, including:

- S Orange Streetscape – construction underway
- Mary Ave Streetscape – construction underway
- Flagler Ave Boardwalk – in design
- Washington St Streetscape – in design
- Esther St seawall – in design
- Riverside Park, including seawall, decking, and park lighting – in design
- Myrtle Ave Streetscape – in design
- Wayfinding signs – in design
- Gateway features – in design
- Washington St Business Incubator – in the process of hiring an architect

This level of activity requires the services of an additional inspector to aid the CRA Project Manager (Michelle Martin). The CRA advertised in the News Journal from December 19, 2010 thru January 17, 2011 for the opportunity to contract with the CRA to provide these services.

On February 7, 2011 CRA and City staff (Khalid Resheidat, Kyle Fegley, Mike Knotek, and Tony Otte) interviewed four persons. It was the consensus of the group that Steve Parnell be selected for contract negotiations. Mr. Parnell has worked in an underground utility business for many years in this area and brings experience that will be very valuable in the inspection of streetscape projects in historic areas. For example, on both S Orange St and Mary Avenue there are a number of utility pipe conflicts that need to be addressed. Of the candidates interviewed, Mr. Parnell has the most experience in this area and is in the best position to evaluate such situations, identify options, and make recommendations for change orders proposed by the Contractor.

The proposed contract calls for the Contractor to be paid \$22 per hour, and to provide his own transportation. The proposed contract may have some changes following further review. Any changes in the proposed contract will be announced at the outset of the discussion at the CRA meeting.

Recommended Action/Motion:

To approve the proposed contract for Construction Inspection Services with Steve Parnell.

Funding Analysis: Budgeted ___x___ If not budgeted, recommend funding account:
Funding for this contract will be taken from the various project budgets to be inspected.

Exhibits Attached:

1. The resume of Steve Parnell
2. The proposed contract with Steve Parnell

Reviewed By:	Name	Signature
CRA Director	Tony Otte	

Commission Action



CONTRACT EMPLOYMENT AGREEMENT

This agreement, made and entered into this 29th day of March, by and between the Community Redevelopment Agency of the City of New Smyrna Beach, hereinafter called the "CRA" as party of the first part, and Steve Parnell, hereinafter called "Contract Employee", as party of the second part, both of whom understand as follows:

WITNESSETH

WHEREAS, the CRA wishes to employ the services of said Contract Employee as a Contract Construction Inspector for various projects within the CRA area;

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION I: EMPLOYMENT AND EVALUATION

- (A) Duties - The City hereby agrees to contract for the services of the Contract Employee full time under the direction of the CRA Project Manager, to perform the functions and duties needed to properly oversee the construction of CRA projects as assigned. The duties include, but are not limited to: Review of plans, providing comments, identifying and recommending options, daily inspections of streetscape and other projects, daily reports, acting as a liaison between the City, Architects, Engineers, and the Contractor, review, identify options, and make recommendations for addressing requested change orders, review and provide comments on shop drawings, review payment requests, monitor all construction including but not limited to: structure, site work drainage, grading, paving, landscaping, irrigation, electrical, utilities, and all components of project construction, etc.

- (B) Additional Terms – the City shall fix any other terms and conditions as it may determine from time to time, relating to the performance of the Contract Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of the Agreement, the City Ordinance(s), and any other law. The Contract Employee shall provide services under the direction of the CRA Project Manager. The Contract Employee will work an average of forty (40) hours a week as scheduled by the CRA Project Manager. It is understood that the Contract Employee would not engage in other employment that would interfere with the duties described herein and will not be employed or perform work for the entities whose work he will oversee for the CRA during the term of this contract and for a period of two (2) years after the conclusion of this contract. In addition, the Contract Employee shall not engage in any activity that represents a conflict of interest or may give the appearance of a conflict of interest, including accepting any goods or services from contractors or sub-contractors or anyone connected to said contractors or subcontractors for projects being inspected or to be inspected by the Contract Employee.

SECTION II: TERM OR AGREEMENT

1. This agreement shall be for a one year period beginning April 1, 2011; provided, however that nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Contract Employee or the CRA Director to terminate the services of the Contract Employee at any time with a notice of intent of 30 days, with or without cause during the term of this Agreement, and Contract Employee shall sever at the will and pleasure of the CRA Director of the City of New Smyrna Beach.
2. This Agreement shall not be automatically renewed unless the City and the Contract Employee enter into an agreement to do so. In the absence of such an agreement, this Agreement shall expire on March 31, 2012.
3. The Contract Employee shall provide his own transportation to perform the work required in this contract and shall name the City as an additional insured.
4. The Contract Employee is an independent contractor and not an employee of the CRA or City. As such, Contract Employee is not entitled to any of the rights or benefits provided CRA or City employees pursuant to City Personnel Policies, including but not limited to health insurance, life insurance, retirement and personal leave. The CRA and the City of New Smyrna Beach shall in no way be responsible for providing worker's compensation insurance coverage for the Contract Employee nor shall the City or CRA be responsible for withholding any monies from any compensation to the Contract Employee for purposes of any withholding taxes, for any Social Security payment, unemployment compensation payments or any governmental obligations which may be associated with the receipt of income pursuant to this contract. If for any reason any governmental entity shall determine for its purposes that the Contract Employee is an employee rather than an independent contractor, Contract Employee shall hold the CRA and City harmless and indemnify the CRA and City from any costs, taxes, penalties, fees, withholding obligations of any other costs, including attorney's fees, for which the CRA or City may become liable on account of such determination.

SECTION III: COMPENSATION

(A) Salary

1. The CRA agrees to pay the Contract Employee for the services rendered pursuant hereto \$22.00 per hour, payable through the City in installments bi-weekly. .

SECTION IV: GENERAL PROVISIONS

- (A) The text herein shall constitute the entire Agreement between the parties.
- (B) This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- (C) If any provision or any portion thereof contained in this Agreement, is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or a portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of New Smyrna Beach has caused this Agreement to be approved and to be executed by its City Manager and duly attested by its City Clerk, and the Contract Employee has signed and executed this Agreement, both in duplicate, the day and year first written above.

 Pam Brangaccio
 City Manager

 Date

ATTEST:

 Johnny Bledsoe
 City Clerk

 Date

 Steve Parnell
 Contractor

 Date

STATE OF FLORIDA
 COUNTY OF VOLUSIA

BEFORE me, the undersigned duly authorized by law to administer oaths and take acknowledgements, did appear, Pam Brangaccio, City Manager and Johnny Beldsoe, City Clerk, and for and on behalf of the City of New Smyrna Beach, each signed the foregoing employment agreement on the date and year herein written, pursuant to authority of the City Commission of the City of New Smyrna Beach, Florida.

WITNESS my hand and official seal this _____ day of _____, 2011.

 Notary Public

APPLICATION FOR EMPLOYMENT
PERSONNEL OFFICE
City of New Smyrna Beach
210 Sams Avenue
New Smyrna Beach, Florida 32168

PLEASE PRINT OR TYPE

Date of Application 1-11-11

Position(s) Applied For Senior Inspector

Referral Source: Advertisement Friend Relative
 Employment Agency Other

Name: PARNELL STEVEN BROOKS
Last First Middle

Address: 199 OAK LANE NSB FL 32168
Number Street City State Zip

Phone: 386-427-9144

Have you filed an application here before? Yes No Date When _____

Have you ever been employed here before? Yes No Date When _____

Are you a lawfully eligible to work in the United States? Yes No

(Verification of eligibility will be confirmed upon employment)

Are you available to work? Full Time Part Time Shift Work

Do you have a driver's license? (Circle One) CDL/Type A Restricted Operator

Does the City of New Smyrna Beach employ any relative (by blood or marriage) or cohabitant of yours?
 Yes No

If yes, provide name, relationship and department where they work:

Name _____ Relationship _____ Dept. where employed _____

Name _____ Relationship _____ Dept. where employed _____

RECORD OF EDUCATION

SCHOOL	NAME/ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE	LIST DIPLOMA/ DEGREE
ELEMENTARY	Read Pattillo	N/A	<input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
HIGH	N.S.B		<input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
OTHER SPECIFY			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SPECIALIZED TRAINING: Typing _____ wpm Shorthand _____ wpm

Other: Underground utility contractor

Honors Received: _____

Have you pleaded *nolo contendere* (no contest) to, or been convicted of, a first-degree misdemeanor or a felony? No Yes

If yes, you must provide a full explanation on a separate sheet of paper. Conviction of a crime alone typically will not disqualify you from being considered for employment. Factors taken into consideration include nature of infraction, remoteness in time and rehabilitation.

If yes, explain: _____

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? Yes No If yes, what Branch? _____

Date of Duty: From _____ to _____ Rank at Discharge _____

List duties in the service including special training: _____

VETERAN'S PREFERENCE

Are you claiming Veteran's Preference as a:

- _____ 1) Disabled veteran;
- _____ 2) Spouse of totally disable veteran or who is MIA;
- _____ 3) Veteran of any war;
- _____ 4) Unremarried widow or widower of a veteran who died of a service-connected disability?

Yes No 5) Have you claimed Veteran's Preference since October 1, 1987?

The applicant claiming preference is responsible for providing the required documentation at the time of Making an application for a vacant position.

Work History: List each job held. Start with your PRESENT or MOST RECENT job.. Include military service assignments and volunteer activities. (Exclude groups which indicate race, color, religion, sex or national origin). Are there any employers listed below you WOULD NOT like contacted for employment reference checks?

Yes No. If yes, please indicate by placing a check mark by employer's name.

Employer <input type="checkbox"/>	Dates		WORK PERFORMED
	From	To	
PARNELL Well Drilling	1978	Present	
Address 1105 CAVAL ST. N.S.B.	Hourly Rate/Salary		
Job Title President	Starting	Final	
Supervisor Boykin PARNELL	See ATTACHED		
Reason for Leaving N/A			
Telephone 386-428-2757			

Employer <input type="checkbox"/>	Dates		WORK PERFORMED
	From	To	
Address	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Telephone			

Employer <input type="checkbox"/>	Dates		WORK PERFORMED
	From	To	
Address	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Telephone			

Employer <input type="checkbox"/>	Dates		WORK PERFORMED
	From	To	
Address	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Telephone			

References: List three (3) persons NOT RELATED to you who have knowledge of your character. Do Not list former Employers.

Name and Occupation	Full Address	Telephone Number with Area Code
1. _____	Sec Attached	() _____
2. _____	_____	() _____
3. _____	_____	() _____

APPLICANT’S CERTIFICATION and AGREEMENT – Please Read Carefully Before Signing

Statement of Application: I understand that previous employers will be contacted for references. I hereby authorize former employers to furnish any and all records of my service with them. I also release my former employers from any liability for any damage in providing this information. I also authorize educational institutions to furnish any records of education-related information they may have concerning me.

Status: I understand that positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full time positions, with the exception of FICA and Worker’s Compensation.

Probation Period: I understand that if hired, my position with the City of New Smyrna Beach is temporary during the established initial probationary period. My employment may be ended before the expiration of that period for any reason, without recourse.

Physical Examination/Drug/Alcohol Testing: I am aware that the City of New Smyrna Beach is a “Drug-free Workplace”. I understand that I may be required to take and pass a physical examination after an offer of employment is made and employment is contingent on the results of that examination in accordance with the Americans With Disabilities Act (ADA). I also understand that the post-offer physical, I will receive a copy of the City’s Drug-free Workplace Program. Any illegal or controlled substance that shows in my test results will cause my immediate disqualification for employment with the City of New Smyrna Beach.

Public Records: Pursuant to Florida Statute 119, the Public Records Act, documents made or received by the City of New Smyrna Beach may be public record and open for inspection by the public. Some records, such as social security numbers, examination questions and answers and medical documentation are not public records and may not be disclosed.

Certification: I understand that this application must be completed in full. Incomplete applications may be rejected. I agree that any false or misleading information provided by me will be cause for canceling the application process. If hired by the City of New Smyrna Beach, after my hire date, it may cause my dismissal from City service. I have answered all the questions on this form completely and truthfully. I certify that the facts set forth in this employment application are true and complete to the best of my knowledge. If hired, I agree to accept conditions of employment and abide by rules, procedures and policies of the City of New Smyrna Beach.

Signature: Steve Parnell Date: 1-11-11

FOR OFFICE USE ONLY

Scheduling Interview(s)/Test(s)

Contacted by	Date	Position	Department	Date/Time of Interview

Scheduling Interview(s)/Test(s)

Interviewer	Date	Comments

Date of Employment: _____ Job Title: _____

Hourly Rate/Salary: _____ Department: _____

By _____
Name/Title Date

CITY OF NEW SMYRNA BEACH

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER M/F/V/H & DRUG FREE
 WORKPLACE**

STEVEN B PARNELL
199 Oak Ln • New Smyrna Beach FL 32168
Sparnell59@att.net • 386-427-9144 (Home) • 386-566-3596 (Cell)

**UNDERGROUND UTILITY
CONSTRUCTION MANAGER
with comprehensive experience in**

- Construction Superintendent
- Sanitary Sewer Systems
- Storm Water Systems
- Reclaim Water Systems
- Potable Water Systems
- Forced Sewer Systems (Force Main)
- Concrete work including slabs, sidewalks, miter ends

Capable in all aspects in the construction of underground utilities, including comprehension and execution of civil engineered plans. Expertise in project management from estimating and scheduling, to actual construction. Experienced in working with owners, city officials, engineers and other subcontractors involved in construction projects. General management of the day to day operations of business, including crew scheduling, ordering material, and general office administration.

PROFESSIONAL EXPERIENCE

PARNELL WELL DRILLING INC – New Smyrna Beach, FL

1978 to Present

President for a construction company specializing in underground utilities.

President (2000 to Present)

Responsible for the daily operations of the business. Scheduled crews, chief estimator, ordered materials, invoice billing, and coordinated with inspectors, contractors, and owners as needed. Oversee all equipment maintenance and repairs. Safety officer for the company including development of safety programs and meetings.

Foreman (1982 to 2000)

Full accountability for a job, running the crew and completing the project. Job duties included pipe laying, equipment operator, concrete finisher, surveying duties, dewatering, truck driving and coordinating inspections with city or county officials.

Laborer (1978 to 1982)

Worked on projects as directed by Foreman. All aspects of pipe laying, equipment operator, concrete finisher, dewatering, and truck driver.

Knowledge & Experience

- Extensive knowledge of Pipe line & level lasers
- Strong ability to identify problems in plans and coordinate solutions with the appropriate party
- Ability to read plans and estimate project costs and materials
- Extensive knowledge of specifications and standards for various local municipalities
- Experience with DOT projects and specifications
- Extensive experience with environmental protection requirements and specifications (excavations, dewatering)
- Heavy equipment operator
- Organized and proficient at office administration

Additional Recognition

- Certified Underground & Excavation Contractor – License #CUC057373
- Osha Safety Certified Class 2003 (trench safety)
- CDL Class A License

References for Steven B Parnell

Khalid Resheidat, PE
Assistant City Manager/Public Works Director City of NSB
386-424-2209

Allan Weaver
Owner of Weaver Construction
386-427-3214 (office) 386-527-9229 (cell)

Mike McDonald
General Manager of BeeDe Blacktop
386-547-1512

Hargy, Carol

Jim

OK

From: Steve Parnell [sparnell59@att.net]
Sent: Sunday, January 23, 2011 1:46 PM
To: Hargy, Carol
Subject: Re: follow-up on Application

In response to your request for further clarification of my experience:

1 and 2. As a superintendent/contractor I have overseen numerous projects that encompassed storm drainage placement, pavement, and concrete repair. Some projects required the installation of new paving and storm sewer pipe. As the superintendent of these projects I had to inspect and okay any work performed by my crew. I have been in this position for 25 years.

3. Being able to set up transits, levels, read grade rods, and understanding existing grade elevations and how to do the math to make the required changes to reach the finish elevations established on the job plans. This has been a part of my job responsibilities for over 25 years.

4. During my years of work I have been in charge of many lane closures and road crossings. Most recently was the crossing of U.S. 1 at Mary Avenue last year. I have managed at least 50 of these jobs over 25 years.

5. My strongest asset in construction is my knowledge of all phases of underground utilities. I have 30 years experience in this field. I am a Licensed Underground Utilities Contractor since 2000.

6. After evaluating geotechnical reports some projects I have been in charge of required removing unsuitable material then replacing it with approved material. This was done so density and stabilization could be attained. I have 25 years experience in this area.

7. My experience in roadway inspection comes from my years of overseeing lane replacement, road crossings and limited paving projects. I would inspect the work performed by my crew to make certain it was up to standards required by different municipalities before I would call for inspection from city and state inspectors. I have 25 years experience in this area.

If you require any further information, please do not hesitate to contact me.

Sincerely,

Steve Parnell

From: "Hargy, Carol" <chargy@cityofnsb.com>
To: sparnell59@att.net
Cc: "Otte, Tony" <totte@cityofnsb.com>; "Resheidat, Khalid" <kresheidat@cityofnsb.com>
Sent: Thu, January 20, 2011 9:38:40 AM
Subject: FW: follow-up on Application

Mr. Parnell:

Thank you for your interest in the contract position of Sr. Inspector for the Community Redevelopment Agency for the City of New Smyrna Beach. A selection committee convened today and reviewed the applications received and selected individuals for further consideration. As this position will be responsible for a specific project, further clarification of experience is required. Listed below are questions that would address our need at this time.

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Tony Otte

Meeting Date March 3, 2011

Action Item Title: Contract with CRA Marketing Coordinator

Agenda Section: Consent _____ Public Hearing _____ Special Items x

Summary Explanation and Background

The CRA budget contains funds for promotional activities, and there has been a request for assistance in the promotion and operation of events that are held on Canal Street. There is also a need for marketing the vacant commercial spaces within the CRA and the recruitment of businesses that fit the business model presented in the CRA Master Plan Update.

To carry out these tasks, CRA staff advertised on several websites the opportunity to contract with the CRA to provide these services. On January 26 a group consisting of Adele Aletti of the Flagler Merchants Association, Cindy Jones of the Canal Street Historic District, Carol Hargy (HR Director) and Gail Henrikson (Planning Director) of the City staff, and Tony Otte of the CRA staff interviewed four candidates. The group selected one candidate for a second interview, which was held with the group on February 4. Following the second interview it was the consensus of the group that CRA staff should proceed to negotiate a contract with Holly Smith. Please find Ms. Smith's resume attached.

It was apparent to the group that Ms. Smith's experience with marketing and events, and her approach to the services required made her a clear choice for this contract. Ms. Smith quickly grasped what is needed in the development of a marketing plan that utilized all available outlets, including social media, the internet, and print media, and had a framework for the preparation and implementation of such a plan.

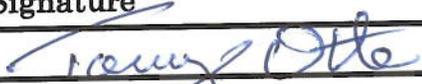
The attached draft contract calls for the development of the marketing plan as the first task, and then the implementation of the plan, event assistance, and business recruitment to follow. The contract amount is \$60,000 and includes no City employment benefits. The contract contains a 60 day termination notice as the Contractor could potentially be terminated before the plan is done and time would be needed to complete the plan. (Note: There may be changes in the contract. Any changes will be announced at the outset of the review of this item at the CRA meeting.)

Recommended Action/Motion:

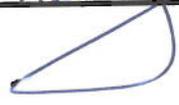
Recommend to the City Commission that the Contract for CRA Marketing Services with Ms. Holly Smith be approved.

Funding Analysis: Budgeted x If not budgeted, recommend funding account:
Funds for this contract are available in line item 120.51.515.51502.5480.01,
Promotional Expense, with a balance in excess of \$391,089 as of February 22..

- Exhibits Attached:**
- 1, The resume of Holly Smith
 2. The proposed (draft) contract with Holly Smith

Reviewed By:	Name	Signature
CRA Director	Tony Otte	

Commission Action



INDEPENDENT CONTRACT AGREEMENT

WHEREAS, the Community Redevelopment Agency (CRA) of the City of New Smyrna Beach (City) desires to contract for marketing and related services for the CRA area; and

WHEREAS, HSC, L.L.C. (Contractor) has successful experience in marketing and related services; and

WHEREAS, the City and the Contractor wish to enter into a contract to enable the Contractor to provide these types of services to the CRA, as specifically described in a contract;

NOW, THEREFORE, for and in consideration of mutual covenant contained herein, the sufficiency of which are hereby acknowledged, the undersigned parties hereby agree to the following:

- 1) The City hereby retains Contractor to provide marketing and related services specified below to promote the Community Redevelopment Agency (CRA) and Contractor hereby agrees to serve in this role.
- 2) The duties and responsibilities of the Contractor shall include the following:
 - a) Review and be well-versed with the City's CRA Master Plan Update.
 - b) Develop a strategic marketing plan to facilitate and promote revitalization within the CRA district. The strategic marketing plan will be completed within ___ months of the effective date of this contract and the Contractor will provide the CRA with a schedule that will include meetings with CRA and City staff, stakeholders, the CRA, and the City Commission;
 - c) Develop, administer, and evaluate an annual marketing campaign for the CRA in compliance with the strategic marketing plan, with tasks to include:
 - 1.) Researching, copywriting and distributing news releases, newsletters, articles, advertisements, and other collateral materials.
 - 2.) Managing social media postings.
 - 3.) Managing media placement.
 - 4.) Working with City-appointed staff to select professional services vendors as needed to carry out CRA marketing plans.
 - 5.) Working with City-appointed creative services and printing vendors to produce collateral materials, advertisements and all other creative elements.
 - 6.) Working with City-appointed vendor and/or staff to oversee website development, maintenance and creation of monthly statistical reports.

- d) Assisting CRA merchant associations with event marketing.
 - e) Assist in the development and implementation of CRA business recruitment marketing efforts.
 - g) Establish liaison and work with merchant associations, Southeast Volusia Chamber of Commerce and New Smyrna Beach Visitor's Center to facilitate promotion of the CRA district.
- 3) Contractor shall devote as much time as is necessary to provide the services and duties. The City shall provide the Contractor with the following:
- A) Access to office space at the Community Redevelopment Agency along with a computer with internet and printer access, network file storage, and CRA email account.
 - B) Office supplies and storage for promotional material developed as part of this contract.
 - C) Access to City support staff including the City Attorney, CRA Director, Parks/Recreation Director, Planning Director, and CRA staff to assist the Contractor in performing the obligations of the contract.
 - D) The CRA will provide direct payment to vendors for all pre-approved costs of implementing marketing plans and other promotional efforts as listed in Subsection 2 items a-g.

The Contractor shall provide all other supplies and equipment necessary to provide the above duties and services other than those items described in (A) — (D) above, including but not limited to a vehicle and necessary local travel to meet with prospective businesses and developers interested in the CRA district.

- 4) Contractor is an independent contractor and not an employee of the City. As such, Contractor is not entitled to any of the rights or benefits provided City employees pursuant to City's Personnel Policies, including but not limited to health insurance, life insurance, retirement and personal leave. The City shall in no way be responsible for providing workers' compensation insurance coverage for the Contractor nor shall the City be responsible for withholding any monies from any compensation to Contractor for purposes of any withholding taxes, for any Social Security payment, unemployment compensation payments or any governmental obligations which may be associated with the receipt of income pursuant to this contract. If for any reason any governmental entity shall determine for its purposes that the Contractor is an employee rather than an

independent contractor, Contractor shall hold the City harmless and indemnify the City from any costs, taxes, penalties, fees, withholding obligations or any other costs, including attorney's fees, for which the City may become liable on account of such determination.

- 5) Contractor shall provide General Liability Automotive Insurance in the amount of \$100,000 naming the City as an additional named insured.
- 6) Contractor shall not have the apparent or actual authority to enter into any contractual obligation or to otherwise obligate the City or CRA, nor shall Contractor represent that it has such authority.
- 7) The Contractor shall receive a base compensation of \$60,000.00 per year which shall be paid according to the schedule below:
 - a) \$3,000 upon receipt of a draft strategic marketing plan for the CRA.
 - b) \$3,000 upon receipt of draft plan for an annual marketing campaign for the CRA.
 - c) Two equal monthly installments of \$2,000 to be paid in months one and two of this contract.
 - d) Ten equal monthly installments of \$5,000 to be paid in months three-twelve of this contract.
- 8) All compensation shall be paid to the Contractor on or before the third Thursday of each month after the payment becomes due and owing.
- 9) The term of this Agreement shall be for 12 months. Either the Contractor or the City may terminate the contract with 60 days notice. In such case, the City shall pay the Contractor for work done to the date of the termination.

In the event the Contractor is convicted of any crime, whether felony or misdemeanor, the City can terminate this Agreement without advance notice and shall pay the Contractor the compensation through the date of termination.

10) Contractor shall have the right to have other contractual or employment relationships with third parties as long as said relationship does not create a conflict, whether actual or perceived, with the Contractor fulfilling its obligations under the Agreement. Such other contractual or employment relationships shall be pre-approved by the City before the Contractor can enter into such relationships, so as to make a determination as to whether a conflict of interest may be created by said contractual or employment relationship, which determination shall be made in the City's sole discretion. The Contractor shall receive no form of compensation from any private third party that has any involvement, dealings, business relationship or any other form of relationship with the City or any business operating in the City.

11) Venue for any litigation related to or arising out of this Agreement shall be in State Court, Seventh Judicial Circuit, Volusia County, Florida and both parties specifically waive any federal court jurisdiction, including jurisdiction based on diversity. The prevailing party in any

litigation arising out or related to this Agreement shall be entitled to be reimbursed all attorney fees and costs incurred, including fees and costs incurred in an appeal.

Contractor

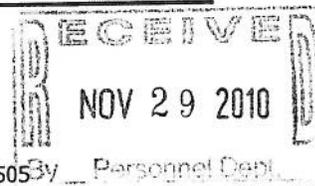
City of New Smyrna Beach

Date _____

Date _____

HOLLY E. SMITH, DC, MA

315 N. Causeway, New Smyrna Beach, FL 32169 hollysmith@cfl.rr.com (386) 290-9505



November 29, 2010

Mr. Tony Otte
CRA Director
City of New Smyrna Beach
210 Sams Avenue
New Smyrna Beach, FL 32168

Dear Mr. Otte:

This letter is in reference to the CRA Marketing Coordinator position posted on the City's website. My resume' is attached for your review.

As a lifelong Volusia County resident, I have a strong desire to play a role in the revitalization of the historic downtown/Flagler Avenue area. My events and community relations background make me a strong candidate for this position. I also feel my experience working in healthcare business development will facilitate my success. Strong organizational and problem solving skills coupled with an outgoing personality are qualities that will help me to develop sound relationships with current and future businesses.

Thank you for considering me for this position. I look forward to the opportunity to discuss how my diverse background can serve the CRA and the New Smyrna Beach community. You can reach me at (386) 290-9505.

Sincerely,

Holly E. Smith, MA

**APPLICATION FOR VOLUNTEER/INTERNSHIP
INDEPENDENT CONTRACTOR POSITIONS**

PERSONNEL OFFICE

City of New Smyrna Beach

210 Sams Avenue

New Smyrna Beach, Florida 32168

PLEASE PRINT OR TYPE

Name: Smith, Holly Elizabeth
Last First Middle

Address: 315 N. Causeway E-303, New Smyrna Beach, FL 32169

Number Street City State Zip

Phone: 386.290.9505 Email address: hollysmith@cfl.rr.com

Are you a student? Yes No x If so, is volunteer/internship required for school: Yes No
If yes, how many hours are required? n/a

Days of the week and times you are available for volunteer/internship activities? This application
is for the contracted CRA marketing coordinator position.

How did you hear about us? city website

Why do you want to volunteer? This application is for the contracted CRA marketing coordinator
position.

Do you have a driver's license? (Circle One) CDL/Type C

Date of Application 11/29/2010

For Volunteer Position Internship Position Independent Contractor Position x

In Department (Name) Community Redevelopment Agency

Referral Source: Website and Director of the Small Business Development Center (SBDC) at
Daytona State College.

Does the City of New Smyrna Beach employ any relative (by blood or marriage) or cohabitant of yours?

Yes No

If yes, provide name, relationship and department where they work:

Name _____ Relationship _____ Dept. where employed _____

Name _____ Relationship _____ Dept. where employed _____

RECORD OF EDUCATION

Highest level of education: High School College Other _____

List Diploma/Degree:

Master's of Communication Degree

Bachelor's of Elementary Education Degree

Additional education not related to this position.

Have you pleaded *nolo contendere* (no contest) to, or been convicted of, a first-degree misdemeanor or a felony? No _____ Yes _____

If yes, explain:

Work History: List each job held. Start with your PRESENT or MOST RECENT job.. Include military service assignments and volunteer activities. for employment reference checks?

Name and Occupation	Full Address	Telephone Number with Area Cod
1. Halifax Health – Hospice Director, External Relations/Fund Development	3800 Woodbriar Trail Port Orange, FL 32129	(386) 254-4165 David Davidson, General Counsel
2. VITAS Innovative Hospice Care Marketing/Community Relations	2381 Mason Ave. Daytona Beach, FL	(386) 846.7505 Jeffrey Hogan, supervisor 234 207 0950
3. County of Volusia Assist. Community Information Director/Marketing Coordinator	123 W. Indiana Ave. Room 301 Deland, FL 32720	(386) 239-7756 David Byron # 2616
4. Federal Emergency Management Agency Media Relations Instructor (adjunct)	16825 S. Seton Ave. Emmitsburg, MD 21727	(301) 447-1000 Ray Chevalier
5. Vince Carter's Embassy of Hope Foundation Executive Board Member (volunteer)	P.O. Box 9596 Daytona Beach, FL 32120	(386)239-8215 Michelle Carter-Scott
6. Daytona State College College of Sciences (adjunct)	1200 W. International Speedway Blvd. Daytona Beach, FL 32114	(386) 506-3000 Susan Pate

HOLLY E. SMITH, MA

315 N. Causeway • New Smyrna Beach, FL 32169 • 386.290.9505 • hollysmith@cfl.rr.com

EDUCATIONAL BACKGROUND

Master of Arts, Communication, 2000 • University of Central Florida, Orlando, FL

Bachelor of Science, Elementary Education, 1992 • University of Central Florida, Orlando, FL

PROFESSIONAL EXPERIENCE

Marketing Representative/Community Liaison, 2009-2010
VITAS Innovative Hospice Care
Ormond Beach, FL

Assistant Community Information Director/Community Information Specialist, 1998-2008
Volusia County Government, Community Information Division
DeLand, FL

Adjunct Media Relations Instructor, 2002-present
Integrated Emergency Management Institute, Federal Emergency Management Agency,
Emmitsburg, MD

Educator, 1993-1998
Volusia County Public Schools, DeLand, FL

CAREER HIGHLIGHTS

Event Planning

Developed, coordinated and implemented high-profile ceremonies for several facilities including the ground breaking of the Ocean Center Expansion Project and the grand opening ceremonies for the Volusia County Courthouse. Efforts included all news media elements, coordination of appearances by elected officials, and public information elements particularly for projects meeting community resistance.

Public/News Media Initiatives

Created innovative and high-energy educational presentations and interactive events to inform target audiences of Volusia County Government services. Also developed public relations plans for various voter initiatives.

...Continued...

Award-Winning Publications

Edited an award-winning employee newsletter and award-winning annual Disaster Preparedness Guide for Volusia County Government. Also coordinated news releases and the development of collateral materials, such as brochures, rack cards, FAQs and news media kits for various Volusia County Government services and departments.

Disaster News Media Relations

Coordinated the public information effort from the Volusia County Emergency Operations Center during hurricanes Charley, Frances and Jean, 2004. This included gathering information from Volusia's cities, hospitals, schools, Health Department and non-profit agencies and compiling news releases, overseeing public information staff, and fulfilling news media interview and information requests.

Crisis Communications

Assisted Volusia County's Community Information Director with the news media response to the county's 2000 Presidential Election recount. This included gathering facts and information to write news releases, compiling news media kits for out-of-town reporters, participating in news media interviews and fulfilling public records requests for local, national and international media while working in a high-pressure, high-tension environment.

Broadcast Programs

Served as producer and on-air talent for *Volusia Magazine*, a weekly informational program produced by Volusia County Government. This segment covered people, events and programs of interest. Also hosted an informational live radio program in the director's absence.

Volusia County Spokesperson

Served daily as agency spokesperson for broadcast and print media interviews pertaining to various Volusia County Government topics and services. This involved coordinating the agency's response to inquiries with internal managers and maintaining a level of professionalism with reporters.

Volusia/Flagler Public Information Network

Spearheaded the effort to form the Volusia/Flagler Public Information Network. The group of more than 60 public and private communicators has developed plans to coordinate information efforts during a disaster. Since its 2004 inception, the group has become the example of a coordinated information effort used by news media training personnel at the National Emergency Training Center, Emmitsburg, MD.

RELATED EXPERIENCE

Hospice Services Educator

The role of community liaison included educating professional/non-professional constituents on the wide range of services offered by hospice providers as part of the Medicare benefit. Focused event planning often was a part of these efforts.

On-Air Talent, *Volusia Magazine*, 1997-2008

The weekly television program is produced by Volusia County Government and airs on WDCS TV 15, Daytona Beach, FL.

On-Air Host/Producer, *At Issue: Swine Flu*, 2009

The 30-minute informational program included the local health department director and an infectious disease specialist answering most frequently asked questions during a live-to-tape program which aired on WDCS TV 15, Daytona Beach, FL.

On-Air Host, *Healthy Lifestyles*, 2007-2009

“Healthy Lifestyles” programs were funded through a grant from the National Institutes of Health, Washington, DC. Programs broadcast on WDCS Ch. 15, Daytona Beach, FL.

Assistant Producer/On-air Host, *Diagnosis Cancer*, 1999

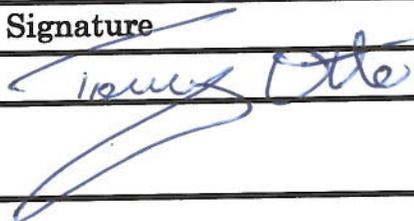
The 90-minute program, which aired on WDCS-TV 15, focused on cancer patients and their methods of dealing with the diagnosis.

VOLUNTEER ACTIVITIES

- Executive Board Member, *Vince Carter's Embassy of Hope Foundation*, Daytona Beach, FL, 2003-present.
- Member, *Junior League of Daytona Beach*, 2008.
- Co-Chair, annual fundraising gift wrapping event to benefit the *American Cancer Society*, Daytona Beach, FL, 2000-2005.
- Driver, *Meals on Wheels*, DeLand, FL, 2002-2004.

References available upon request.

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Tony Otte		
Meeting Date March 3, 2011		
Action Item Title: Dunn Property Clean-up Level		
Agenda Section: Consent _____ Public Hearing _____ Special Items <u> x </u>		
<p>Summary Explanation and Background</p> <p>The City has received a \$50,000 grant from the Florida Department of Environmental Protection for the clean-up of the Dunn property. The environmental engineer for the Dunn Property project, David Goldman of Kimley Horne, has recently stated that this amount will probably only be adequate to clean the property to the level to allow commercial uses on the property, and not residential uses.</p> <p>Options that have been identified are as follows:</p> <ol style="list-style-type: none"> 1. Continue with the grant, clean the property to the commercial level, and accept deed restrictions on the property to limit its use to commercial activity. 2. Do the above and apply for another grant to further clean the property. 3. Do the above and provide funding for further engineering to identify other options for allowing residential uses on the site, such as paving the majority of the site; 4. Order additional sampling on the property and move ahead at this time with cleaning the property to the level required for residential activity, with funding above the \$50,000 level to come from the CRA. <p>Mr. Goldman is preparing the "site specific quality assurance plan" and must identify which option the CRA and the City will accept in moving forward with the project. CRA staff recommends Option 1.</p>		
<p>Recommended Action/Motion:</p> <p>To recommend to the City Commission that the FDEP use grant funds to clean the Dunn property to the level that permits commercial activity and accepts deed restrictions on the property to reflect that condition.</p>		
<p>Funding Analysis: Budgeted _____ If not budgeted, recommend funding account: <u> x </u></p> <p>The clean-up work on the property is being handled by FDEP.</p>		
<p>Exhibits Attached:</p> <p>None.</p>		
Reviewed By:	Name	Signature
CRA Director	Tony Otte	
Commission Action		

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Tony Otte; and Vice-Chair Steve Dennis

Meeting Date: March 3, 2011

Action Item Title: Development Assistance and Incentive Program

Agenda Section: Consent _____ Public Hearing _____ Special Items x

Summary Explanation and Background

On January 12, 2011 the CRA and City Commission held a special joint meeting and discussed the formulation of a business development incentives program.

The CRA discussed this new program at the regular February 2 meeting and a special workshop meeting on February 21.

The attached amended program description and application scoring matrixes reflects the discussions held on the new program. The program is now ready for approval.

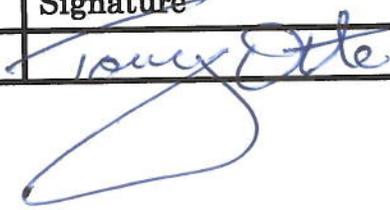
Recommended Action/Motion: Recommend approval to the City Commission.

Funding Analysis: Budgeted x If not budgeted, recommend funding account:

Line item 120.51.515.51502.5830.03, Development Assistance and Incentives, with a balance of \$1,379,533.

Exhibits Attached:

The amended program

Reviewed By:	Name	Signature
CRA Director	Tony Otte	
Commission Action		



COMMUNITY REDEVELOPMENT AGENCY

CITY OF NEW SMYRNA BEACH
210 SAMS AVENUE
NEW SMYRNA BEACH, FLORIDA 32168

DEVELOPMENT ASSISTANCE AND INCENTIVES PROGRAM

Introduction

The Community Redevelopment Agency, in its Master Plan update has allocated funds in a five year program for redevelopment. One of the funded programs is entitled “Development Assistance and Incentives.” A program of the same name is hereby created to provide specific guidelines for the uses of those funds.

The program has two key components that are identified in the CRA Master Plan update.

1. Certain areas and types of businesses identified in the CRA Master Plan update are hereby provided development incentives as provided in the remainder of the program description below. The program encompasses a wide range of activities in order to achieve the Master Plan’s objectives in realizing redevelopment activity in the areas of:

- a. Retail
- b. Hospitality
- c. Residential infill to support retail development

This section of the Development Assistance and Incentives Program is a reimbursement program with a maximum award of \$50,000 for qualifying projects. Applicants may receive only one award per property and are not eligible for any other CRA grant programs on that property until 2015 or until the program is modified at the discretion of the CRA.

2. The City/CRA currently owns a number of key parcels located throughout the CRA district that provide the opportunity for redevelopment. These include two lots on Florida Avenue, a parcel on the North Causeway, and a one half block at 103 Faulkner Ave. All three of these properties have been or are scheduled to be publicly offered for development through a negotiated development agreement. It is anticipated that the agreements will call for the sale or lease of the property, and the development of one or more buildings on the property for specific uses, to be constructed in accordance with an approved schedule. Funding from the Development Assistance and Incentives Program may be made available as a part of the negotiated development agreement.

The remainder of this program description is for program number 1 as described above.

The CRA updated Master Plan identified a number of “Essential Elements for Downtown” among them is the need to “Broaden Hospitality Options”. Hospitality/Tourism is our core industry, with accommodations and restaurants leading the way as “destinations” for visitors and citizens alike. In addition, these two activities provide 7 day and after 5pm operations both of which are critical to bringing additional visitors and citizens into the core areas.

For purposes of this grant, the CRA defines “Hospitality” as accommodations and restaurants in the Redevelopment area. Accommodations may include, but are not limited to, hotel, motel, condominium and bed & breakfast. Restaurants may include, but are not limited to, food establishments with seating, bars who prepare and serve food, bars that adjoin or are attached to food establishments under a single business name.

The Residential element of this program is designed to create a market base that will support business activities in the core areas of the CRA. These should be focused on smaller more efficient living units that encourage walkability to the core areas, with the inclusion of commercial spaces on ground level spaces. Applicants are encouraged to review the RCLC document provided the City and CRA focusing on housing trends.

It is anticipated that the award of incentives through this program will be done through a negotiated contract, and therefore there can be no expectation on the part of an applicant that since they meet the program eligibility guidelines that they will receive funding. Awards will be based on a number of factors and this program provides applicants with the “opportunity” to apply for and negotiate a contract with the CRA/City for funding.

Project Goals

The primary goals of this program are to:

1. Eliminate blighting influences and prevent further deterioration of commercial and residential properties in targeted CRA areas.
2. Stimulate renewed interest in the core areas and preserve the traditional retail district and establish the CRA area as a location for convenient pedestrian/visitor commercial activities over extended hours of operation that are compatible with the Master Plan Update.
3. Encourage the development of multiple businesses activities on major streets to function as anchors in the targeted areas.
4. Encourage the preservation of existing employment or the creation of new employment in the core areas.
5. Encourage the utilization of existing building stock within the targeted CRA areas
6. Encourage the utilization of existing vacant land within the targeted CRA areas.

Program Objectives

The primary objectives of this program are to:

1. Implement key recommendations in the CRA Master Plan update: page 37, 42, 43
2. Promote the redevelopment of Canal St and Flagler Ave by incentivizing the expansion or location of targeted business types
3. Promote sustainable redevelopment by incentivizing the development of residential in the Canal St area.
4. To encourage the development of retail, restaurants, and accommodations within the targeted CRA areas
5. To incentivize business operations who have extended hours and days of operations.
6. To encourage the development of cross marketing opportunities between hospitality businesses and other business activities.

THERE IS NO OBLIGATION ON THE PART OF THE CRA TO AWARD A GRANT TO AN APPLICANT WHO MAY MEET THE GUIDELINES, THE APPLICATION ONLY PROVIDES THE OPPORTUNITY TO BE CONSIDERED.

Program Guidelines

The CRA has developed a series of Matrixes that are required to be completed by the applicant this will determine the level of possible funding.

1. Applicants should provide “Marketing” data documenting:
 - a. A business plan to be reviewed by the Director of the Small Business Development Center of Daytona State College.
 - b. What business operations are currently being performed,
 - c. What additional business operations will be proposed,
 - d. What increases in revenues, number of visitors/guests/customers, sales taxes, resort taxes will be achieved with the proposed project,
 - e. What markets are currently being served and what changes the proposed project will have on those markets or new markets,
 - f. What number of jobs are preserved or created,
 - g. What cross marketing opportunities with other local businesses, if any, are created by the proposed project?
 - h. Residential projects should provide residential market data for targeted markets, proposed unit sales prices, square footage of units and the inclusion of any commercial activities.
2. **No work for which a grant is sought shall commence until authorized by the CRA**
3. Funds shall only be used for fixed improvements where the business is located(or going to be located in the CRA district) for purposes of expansion, change the use of the building, increase the use of the building.
4. Funds may be used for parking and driveway improvements and signage
5. Funds may be used for interior and exterior building improvements, including interior renovation to expand restaurant seating or to create additional retail space.
6. Funds be used in conjunction with the Independent Business Move In Program.
7. Funds cannot be used for business equipment, operating expenses, or to make building repairs that would be normally expected of the building owner. An exception would be made for the renovation of buildings that have been vacant for more than 3 years.
8. Funds to perform general repairs and/or construction to comply with current city, county and state codes to occupy the buildings shall be allocated on a first come first served basis and only one (1) grant shall be awarded per structure
9. Tenants must provide written consent from the building/property owner.
10. **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)**
11. 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.
12. Project must commence within ninety (90) days and be completed within 365 days of CRA approval. Any extensions will require CRA approval. Failure to get the project underway in a timely manner may cause the award to be withdrawn.

13. **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),
14. This grant is provided to incentivize projects larger monetary projects and is limited to one grant per property and the applicant will not be eligible for any other CRA grant programs.
15. Improvements/ Repairs shall be designed, constructed and maintained to compliment the architectural features of the building and shall be in harmony with overall character.
16. No grants shall be awarded to government owned properties or to tenants within government owned properties unless they are leased from the government as part of a development agreement. **Non-profit organizations are not eligible for this program.**
17. 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**
18. Any unapproved changes may void the Grant (at the discretion of the CRA)
19. 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.
20. Upon CRA grant approval, applicant will be required to place signage recognizing the CRA/City and County participation (furnished by the CRA) and viewable to the general public, for the duration of the project
21. 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 the number of customers, etc.
2. Completed applications must include two (2) estimates from a **licensed architect, engineer or 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, 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 appropriate City 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 of appropriate City 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.

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. The applicant must be the owner of the building, although a tenant may qualify upon written consent by the owner of the building
3. Governmental entities, tenants of government owned buildings and, non-profit organizations are not eligible
4. Property taxes, both City and County and appropriate Occupational licenses can't be delinquent
5. 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.
6. 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.

Development Assistance and Incentives Program Matching Grant Check list – (CRA Approval required prior to any construction/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 being used for governmental activities and/or a non-profit organization are not eligible.
- 4. This item deleted.
- 5. Completed application form
- 6. Written Consent from the property owner (if applicable)
- 7. Two (2) Project estimates from a licensed architects, engineer or contractors. (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. “Marketing” data, including but not limited to, demonstrating increases in revenues, visitors/citizens/customers increases, changes in markets or additional markets and preservation or creation of jobs, sales tax generation, resort taxes, property taxes and any other supporting data deemed pertinent to the project.
- 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 not be delinquent. In the case of businesses any and all occupational licenses 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. Completed Matrix as provided by the CRA for the appropriate activity.
- 14. Onsite meeting set for _____ at _____

RETAIL
EXISTING AND PROPOSED PROJECT MATRIX

	A	B	C	D	E	F
	DESCRIPTION	CURRENT	PROPOSED	POINTS	COMMENTS	
1						
2				Max/Sec. Awarded/Sec.		
3	Location			40		
4	East Canal Street					
5	Fronting Canal Street					
6	Canal Street to Lytle Avenue					
7	Rush to Washington					
8	Fronting Washington					
9	Washington to Mary Avenue					
10	Fronting Side Street					
11						
12	West Canal Street					
13	Fronting Washington					
14	Washington to Mary Avenue					
15	Fronting Side Street					
16						
17	US 1					
18						
19	Flagler Avenue					
20	Fronting Flagler Avenue					
21	Fronting Side Street					
22						
23						
24	Construction			20		
25	Additon to existing facility					
26	Redesign of interior to expand retail space					
27	Increasing space for existing activity					
28	Increasing space for additional activity					
29	New Facility					
30						
31						

RETAIL
EXISTING AND PROPOSED PROJECT MATRIX

	A	B	C	D	E	F
32	Use			30		
33	Retail Business Category (P.37)					
34	Apparel					
35	Books					
36	Bakeries					
37	Carry Out Food					
38	Florists					
39	Personal Services					
40	Bank					
41	Groceries					
42	Mail Centers					
43	Home Furnishings					
44	Jewelry					
45	Sporting Goods					
46	Other					
47						
48						
49						
50	Other			10		
51	Hours of Operation					
52	Monday - Friday					
53	7 Day Operations					
54	Hours after 5PM					
55						
56	Market Data					
57						
58						
59						
60	TOTALS			100	0	

HOSPITALITY
EXISTING/PROPOSED MATRIX

	A	B	C	D	E	F
	DESCRIPTION	Current	Proposed	Points/Section Max	Awarded	COMMENTS
1						
2						
3	Location			40		
4	East Canal Street					
5	Fronting Canal Street					
6	Rush to Washington					
7	Fronting Washington					
8	Washington to Mary Avenue					
9	Fronting Side Street					
10	Waterfront					
11						
12	West Canal Street					
13	Fronting Washington					
14	Washington to Mary Avenue					
15	Fronting Side Street					
16						
17	US 1					
18						
19	Flagler Avenue					
20	Fronting Flagler Avenue					
21	Fronting Side Street					
22	Waterfront					
23						
24	Construction			20		
25	Facility					
26	Additon to existing facility					
27	Redesign of interior spaces					
28	New Facility					
29						
30	Energy Efficient Construction					
31	Energy Saving Devices					
32	Seeking LEED Certification					

HOSPITALITY
EXISTING/PROPOSED MATRIX

	A	B	C	D	E	F
33	Use			30		
34	Hospitality Business Category					
35	Restaurant					
36	Carry out Food					
37	General Food Service					
38	Food Service/Bar					
39	Exterior Seating					
40	Interior Seating					
41						
42	Accommodations					
43	Hotel					
44	Motel					
45	Bed & Breakfast					
46	Other					
47	Hours of Operation					
48	Monday - Friday					
49	7 Day Operations					
50	Hours after 5PM					
51						
52	Franchise					
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						

HOSPITALITY
EXISTING/PROPOSED MATRIX

	A	B	C	D	E	F
65	Other			10		
66	Economic Impact					
67	Market Data					
68	Tourism Data (ROI)					
69	# of additional visitors					
70	# of additional visitor vehicles					
71	Amount of increased Sales taxes					
72	Amount of increased resort taxes					
73	Business Plan					
74	Increase in Property value/Taxes					To be reviewed by third party
75	Jobs Created					
76	Jobs Preserved					
77	Add additional business activities					
78						
79						
80						
81						
82						
83	TOTALS			100	0	

RESIDENTIAL
MATRIX

	A	B	C	D	E	F
	DESCRIPTION	Current	Proposed	Max	Points/Sec Awarded	COMMENTS
1						
2						
3						
4	Location			40		
5	East Canal Street					
6	Canal Street to Lytle Avenue					
7	Rush to Washington					
8	Fronting Washington					
9	Washington to Mary Avenue					
10	Fronting Side Street					
11	Waterfront					
12						
13	West Canal Street					
14	Fronting Washington					
15	Washington to Mary Avenue					
16	Fronting Side Street					
17						
18	Flagler Avenue					
19	Fronting Side Street					
20	Waterfront					
21						
22						
23						
24	Construction				30	
25	New					
26	Existing/Rehab					
27	Zoning Classification					
28	Energy Efficiencies					
29	Seeking LEED Certification					
30						
31						
32						
33						

RESIDENTIAL
MATRIX

	A	B	C	D	E	F
34	Use			20		
35	Type of Building					
36	Apartment/house/complex					
37	Loft Apartment					
38	Town House					
39	Condominium					
40						
41	Number of Residential Units					
42	Square Footage/Unit					
43						
44	Commercial					
45	Number of Units					
46	Square Footage/unit					
47						
48						
49						
50	Other			10		
51	Market Data					
52	Estimated Sales Price of Units					
53	Targeted Demographic					
54						
55						
56						
57	TOTALS			100	0	
58						
59						
60						
61						
62						
63						
64						
65						

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Tony Otte

Meeting Date March 3, 2011

Action Item Title: Short list for Architect Selection

Agenda Section: Consent_____ Public Hearing_____ Special Items__x__

Summary Explanation and Background

CRA staff anticipates that there will be a number of projects in which architectural services will be needed. The first such project is the Washington Street Business District/Incubator. The focus of this project is the building at the NW corner of Washington and Dimmick that houses a barber shop. In order to proceed with this project, an architect will be needed to assist the CRA in assessing the condition of the building and preparing design criteria for the renovation of the building.

In order to obtain the services of an architect for this and other projects, the CRA has been following the procedures in the Consultant's Competitive Negotiation Act (CCNA), which require the following:

- CRA staff publish a Request for Qualifications (RFQ) (the ad appeared in the News Journal on November 26, 2010)
- CRA and City staff individually review and evaluate the submittals. There were submittals from 12 firms.
- CRA and City staff members hold a public meeting to rank the submittals and determine which firms to invite to make presentations. This meeting was held on February 11, 2011 and after reviewing the 12 submittals the following firms were invited to make presentations:
 - Burke, Hogue, and Mills (Lake Mary)
 - CPH (DeLand)
 - DJ Design (Holly Hill)
 - Godwin/Williams (Melbourne/New Smyrna Beach)
 - Pendergast/Bender (New Smyrna Beach/Key West)
 - Schweizer Waldroff (New Smyrna Beach)
- On February 23, 2011 CRA and City staff heard presentations from each of the 6 firms (30 minutes) and then asked questions (15-20 minutes). After the last presentation the group ranked the top three firms as follows:
 - Burke, Hogue, and Mills
 - Pendergast/Bender
 - Schweizer Waldroff

CRA staff wishes to negotiate a contract with the top firm. (Note: If legally permissible, CRA staff would like to negotiate a contract with the top two firms in order to have two firms available and lessen the likelihood of having CRA or City projects held up due to one firm being too busy to do the projects in a timely manner.)

Recommended Action/Motion:

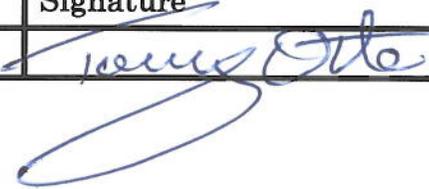
The CRA recommends that:

1. the short list of architects be approved by the CRA and City Commission; and
2. CRA and City staff be directed to negotiate a contract with the #1 firm and follow CCNA requirements.
3. the contract be brought back to the CRA and City Commission for approval.

Funding Analysis: Budgeted ___x___ If not budgeted, recommend funding account:
The negotiation of a contract as recommended will not require funding. However, any work to be done by the architectural firms under the approved contracts will require separate scopes of work to be approved by the CRA and funded under the budgeted line item for that particular project. (For example, the Washington Street Business Incubator Project is funded in line item 120.51.515.51502.5679.06 in the amount of \$279,000 in the current CRA budget.

Exhibits Attached:

Selected pages from the Burke, Hogue, and Mills RFQ response.

Reviewed By:	Name	Signature
CRA Director	Tony Otte	
Commission Action		



January 7, 2011

Mr. Tony Otte, CRA Director
City of New Smyrna Beach
Department of Finance
Second Floor, City Hall
210 Sams Avenue
New Smyrna Beach, FL 32168
386.424.2160
totte@cityofnsb.com

**RE: RFQ for Continuing Professional Architectural Services
BHM Project Number MM10.067**

Dear Tony and Selection Committee Members,

You have an opportunity to select an Architectural firm providing the same services in Southwest Volusia County (Deltona) and right next door at Seminole State College, just over half an hour from City Hall. Combine that with BHM's experience, ability to listen and communicate, our responsiveness, our ability to produce excellent documentation and you have a formula for success in your next Continuing Services Architect. Bold statements? Maybe so, but with the list of current continuing clients provided below, you know BHM must be doing something right:

- Seminole State College
- Lake County Public Schools
- City of Sanford
- City of Deltona
- Colonial Properties Trust
- Peoples Banks
- Seaside National Bank
- Bank of New York (Central Florida)

BHM has been offering restoration/ renovation/ remodeling/ new design services for clients with projects of varied types and scope for over thirty years including registered historic projects. This includes past continuing contracts with Starbucks, Orlando-Sanford International Airport, the City of Orlando, Orange County, Orange County Public Schools, Seminole County Public Schools and Volusia County Public Schools.



We have attached a list of specialized services required for your type of work following this letter to encourage you to select BHM for your Continuing Services contract. We have recently completed constructing our own LEED Certified office building in Lake Mary, just a short drive away from THE Florida Beach. We have four LEED Accredited Professionals on staff and can certainly assist you with any efforts to "green up" your buildings, whether restoring, renovating or with new design.

We encourage you to review Jerry W. Mills' resume and the restoration projects (and Studies) we have accomplished over the last thirty-one years.

We offer you experience, longevity, responsiveness and reliability, at a fair price and with consistency. Allow us to present our qualifications and our excellent team of consultants in person.

Respectfully submitted,

BURKE HOGUE MILLS, INC.

A handwritten signature in black ink, appearing to read 'Jerry Walker Mills', is written over a large, stylized circular scribble.

Jerry Walker Mills, Sr. AIA, LEED AP
Architect, Principal

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Jerry Walker Mills, Sr., AIA, LEED® AP	13. ROLE IN THIS CONTRACT Restoration Architect // Project Coordinator	14. YEARS EXPERIENCE	
		a. TOTAL 35	b. WITH CURRENT FIRM 31

15. FIRM NAME AND LOCATION *(City and State)*

Burke Hogue Mills, Inc. // Lake Mary, Florida

16. EDUCATION *(DEGREE AND SPECIALIZATION)*

Bachelor of Architecture, 1975
Master of Arts in Architecture, 1977
Historic Preservation
University of Florida

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*

Registered Architect, Florida
AR0008314

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

American Institute of Architects (AIA)
LEED® NC 2.2 Accredited
Current Sanford Planning & Zoning Commissioner

Past Member & Chair: Sanford Historic Preservation Board
Past Member & Chair: Orlando Historic Preservation Board
Past Member & Chair: Sanford Waterfront Steering Committee

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i> State Attorney's Office Building Condition Assessment // Sanford, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2010	CONSTRUCTION <i>(If applicable)</i> N/A

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm
 a. This four-story historic building in Sanford's Commercial Historic District is currently owned by Seminole County. Under BHM's Continuing Service Agreement with the City of Sanford, a condition assessment was performed to identify issues to be corrected before reoccupancy of this vacant building could be achieved. BHM coordinated other consultants to complete the assessment.

(1) TITLE AND LOCATION <i>(City and State)</i> 113 Palmetto Avenue Shell Restoration // Sanford, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2009	CONSTRUCTION <i>(If applicable)</i> Not Yet Started

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm
 b. Purchased by the City on the "courthouse steps", this urban infill building originally served as a livery stable from the mid-1890s until the city constructed a jail and filled in the storefront with brick around 1916. In the 1950s, the ornate brick cornice and brick infill were covered with a stucco system. To enhance resale to a potential owner, the City hired BHM to complete proposed construction documents for the restoration of the shell of this historic structure. // Cost: \$200,000 // Role: Principal-in-Charge, Restoration Architect

(1) TITLE AND LOCATION <i>(City and State)</i> Rio Vista Condition Assessment // Ormond Beach, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2008	CONSTRUCTION <i>(If applicable)</i> Not Yet Started

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm
 c. Rio Vista monument was an entry gateway for a boom period housing development in Ormond Beach. Mr. Mills prepared a Condition Assessment for Volusia County to determine current condition, missing elements and costs for replacement. The study was completed in 2008. The County is pursuing funds for the restoration based on this study. // Estimated Construction Cost: \$598,845 // Role: Principal-in-Charge, Restoration Architect

(1) TITLE AND LOCATION <i>(City and State)</i> Tarragona Arch // Daytona Beach, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2002	CONSTRUCTION <i>(If applicable)</i> 2003

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm
 d. The restoration of this coquina tower and arch won an "Outstanding Achievement Award" from the Florida Trust for Historic Preservation. Originally a tower and two arches as a copy of an entry element in Tarragona, Spain, this promotional boom period real estate office was used to help sell new homes behind the arch in the 1920s. // Cost: \$400,000 // Role: Principal-in-Charge, Restoration Architect

(1) TITLE AND LOCATION <i>(City and State)</i> Daytona Beach Bandshell // Daytona Beach, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 1997 - 2000	CONSTRUCTION <i>(If applicable)</i> 2000

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm
 e. Another "Outstanding Achievement Award" was won for the City by BHM's two phased restoration of this often used, beachfront facility. The first phase included structural stabilization followed by exterior and interior restoration. Two copper cupolas / lanterns in poor condition were measured and drawn by BHM. The copper craftsman also tends to restoration on the Statue of Liberty but was raised in Daytona Beach. // Total Cost: \$1,100,000 // Role: Principal-in-Charge, Restoration Architect

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Camala McCarter Hogue	13. ROLE IN THIS CONTRACT Principal-in-Charge // Project Architect	14. YEARS EXPERIENCE	
		a. TOTAL 33	b. WITH CURRENT FIRM 31

15. FIRM NAME AND LOCATION *(City and State)*
Burke Hogue Mills, Inc. // Lake Mary, Florida

16. EDUCATION *(DEGREE AND SPECIALIZATION)*

**Bachelor of Architecture, 1977
Clemson University**

**Master of Architecture, 1979
Ohio State University**

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*

**Registered Architect, Florida
AR0009533**

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i> Florida School for The Deaf and The Blind Healthcare Facility // St. Augustin, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2001	CONSTRUCTION <i>(If applicable)</i> 2001
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
a. Two-story 35,000 square foot Healthcare Facility on campus. Additions attach to original 1917 structure, which was also renovated. // Cost: \$4,188,742 // Role: Principal-in-Charge, Architect		

Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i> Congregation Ohev Shalom Synagogue and Hebrew School // Maitland, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2008 - 2009	CONSTRUCTION <i>(If applicable)</i> 2009
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
b. A new 45,000 sq. ft. worship, educational and administrative facility will include a 400+ seat sanctuary, a part-time Hebrew school, a mikveh, various social halls and chapels that will accommodate at least 1,500 congregants for High Holy Days and an Administrative support wing. // Cost: \$7,700,000 // Role: Principal-in-Charge, Project Architect		

Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i> Children's Museum of Naples // Naples, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2008 - 2009	CONSTRUCTION <i>(If applicable)</i> 2009
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
c. C'MON will boast 32,000 square feet of state-of-the-art exhibits, classrooms, a birthday party room and dining devoted exclusively to child's play. The focal point of the C'MON is a two-story Banyan tree with tree house. Inside and out, this outparcel jewel of the North Collier Regional Park is about and for children, with the goal of reaching LEED® Silver certification. // Cost: \$12,000,000 // Role: Principal-in-Charge, Project Architect		

Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i> Sanford Museum // Sanford, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 1993	CONSTRUCTION <i>(If applicable)</i> 1993
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
d. Renovation and addition to existing historic structure creating over 7,000 square feet of exhibit and administrative space. // Cost: \$700,000 // Role: Architect		

Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i> Country Club of Orlando	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2000	CONSTRUCTION <i>(If applicable)</i> 2000
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
e. A long-awaited replacement of the 1950's clubhouse is finally in place. BHM was the local architect with the responsibility of exterior building design, construction documents and administration. The project consists of three new structures. The principal building, designed in the Addison Mizner Mediterranean Revival style, is a 52,000 square foot clubhouse complete with ballroom, dining rooms, lounges, kitchen, offices, pro shop, and locker rooms. // Cost: \$11,200,000 // Role: Project Architect		

Check if project performed with current firm

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Michelle DeLora, LEED® AP	13. ROLE IN THIS CONTRACT Architect // LEED® Administration	14. YEARS EXPERIENCE	
15. FIRM NAME AND LOCATION (City and State) Burke Hogue Mills, Inc. // Lake Mary, Florida		a. TOTAL 17	b. WITH CURRENT FIRM 11
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Architecture, 1993 University of Oregon		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Registered Architect, Florida AR91485	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) USGBC-CF Vice President, 2008 - 2009, President, 2010 - 2011 USGBC-CF Board Secretary, 2005-2006 LEED® 2.1 Accredited			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State) Cambria Suites Hotel // Orlando, Florida	(2) YEAR COMPLETED	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. In addition to LEED® Administration, BHM was responsible for the design and production of Construction documents for this 86,970 square foot hotel containing 126 guest rooms, conference space, fitness facility, restaurant and general public spaces. // Goal: Basic LEED® Certification // Cost: \$7,000,000 // Role: LEED® Administration	PROFESSIONAL SERVICES 2009	CONSTRUCTION (If applicable) Permitting
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Kalidas Office Building // Orlando Florida	(2) YEAR COMPLETED	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Ms. DeLora was the Project Architect and is the LEED® Administrator for this 20,000 square foot office building for a doctor specializing in natural healing approaches. // Goal: Basic LEED® Certification // Cost: \$3,000,000 // Role: Project Architect and Project Team Manager (LEED®)	PROFESSIONAL SERVICES 2009	CONSTRUCTION (If applicable) Permitting
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Burke Hogue Mills Office Building // Lake Mary, Florida	(2) YEAR COMPLETED	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. BHM's new 16,000 square foot home was designed "in-house" with Michelle leading the way with the sustainable features. Our Certification application for LEED® Gold is in final review by USGBC and is set to become the first Architect's office in the country to achieve this level of LEED® certification. // Cost: \$3,000,000 // Role: LEED® Administration	PROFESSIONAL SERVICES 2008	CONSTRUCTION (If applicable) 2008
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Deltona Fire Station #65 // Deltona, Florida	(2) YEAR COMPLETED	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. BHM was contracted by another Orlando area architect to provide LEED® Administration services for the design of a 12,000 square foot fire station. // Role: LEED® Administration	PROFESSIONAL SERVICES 2009	CONSTRUCTION (If applicable) 2009
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) e.	(2) YEAR COMPLETED	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<input type="checkbox"/> Check if project performed with current firm		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Laura L. Roquemore	13. ROLE IN THIS CONTRACT Director of Interior Design	14. YEARS EXPERIENCE	
		a. TOTAL 14	b. WITH CURRENT FIRM 7
15. FIRM NAME AND LOCATION (City and State) Burke Hogue Mills, Inc. // Lake Mary, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Arts, Interior Design, 1997 University of Kentucky		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Registered Interior Designer, Florida ID4847	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Seminole State College - Building "E" // Sanford, Florida <small>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</small> Existing 3,700 sq. ft. Faculty and Administration building was completely remodeled for more efficient utilization with reconfigured offices and conference room, new mechanical/electrical and new ADA group restrooms. // Role: Interior Design, Space Planning, Artwork Selection	2008 - 2009	2009
<input checked="" type="checkbox"/> Check if project performed with current firm		
Sanford City Hall // Sanford, Florida <small>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</small> Renovation of Second Floor of Sanford City Hall. Approximately 30,000 square feet. BHM provided Programming, space planning, construction documentation, coordination of MEP consultants, permitting, construction administration and field verification. // Cost: \$500,000 // Role: Project Manager	2008	2008
<input checked="" type="checkbox"/> Check if project performed with current firm		
Workforce of Central Florida // Lake Mary & Orlando, Florida <small>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</small> This new facility for Workforce Central Florida has been thoroughly renovated on the interior and exterior to provide them with a new identity accommodating offices, counseling, career training, medical occupations training classroom and laboratory, job research, job fairs, and conference facilities. BHM facilitated and planned the relocation and consolidation of 15,000 sq. ft. of operations and administrative offices, and 26,000 sq. ft. of two One Stop Career Centers into a 48,000 sq. ft. facility. // Cost: \$2,500,000 // Role: Interior Design & Space Planning.	20083	2003
<input checked="" type="checkbox"/> Check if project performed with current firm		
First United Methodist Church // Winter Park, Florida <small>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</small> Based on city requirements, the historic Morse Boulevard facade of the Lincoln Apartments has been retained and incorporated into the construction of a new multipurpose building for the church. A three-story structure has been constructed directly behind, and attached to, the restored facade of the old apartment building. This building completes the campus of this historic church in downtown Winter Park. A multi-purpose gymnasium is on the first floor, adjacent to the commercial kitchen. Restrooms, locker rooms, classrooms, and flexible meeting space are throughout the building. Cost: \$4,000,000 Role: Interior Design & Space Planning.	2004	2004
<input checked="" type="checkbox"/> Check if project performed with current firm		
Lakes of Mount Dora // Mount Dora, Florida <small>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</small> A long-awaited replacement of the 1950's clubhouse is finally in place. BHM was the local architect with the responsibility of exterior building design, construction documents and administration. The project consists of three new structures. The principal building, designed in the Addison Mizner Mediterranean Revival style, is a 52,000 square foot clubhouse complete with ballroom, dining rooms, lounges, kitchen, offices, pro shop, and locker rooms. // Cost: \$11,200,000 // Role: Project Architect	2003	2004
<input checked="" type="checkbox"/> Check if project performed with current firm		

REPORTS AND COMMUNICATIONS

CRA DIRECTOR'S REPORT

March 3, 2011

Announcements

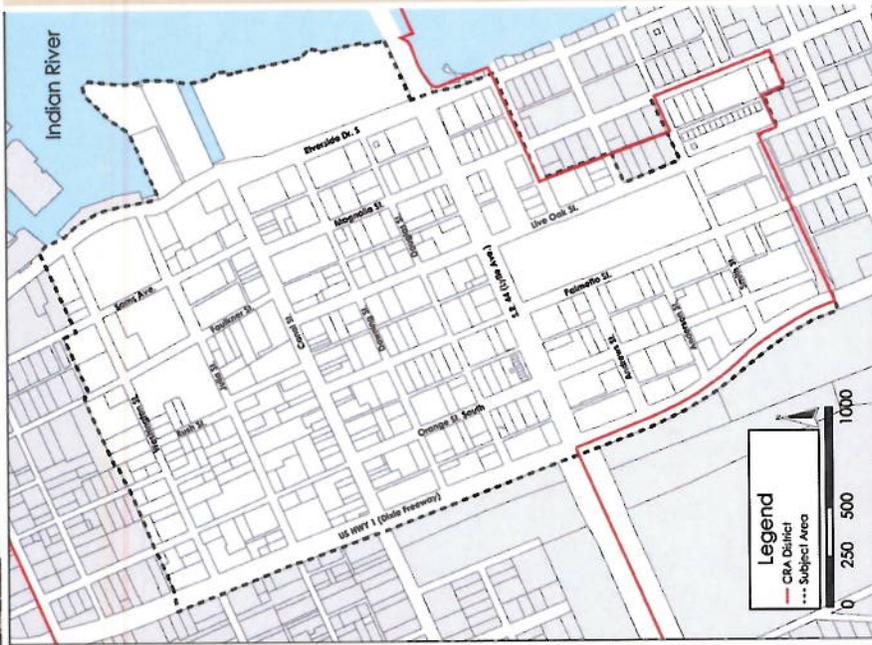
- Westside Community Meeting: Monday, February 28, 6:15 pm, Babe James Center
- Form-Based Code Planning Charrette, Tuesday, March 1, 6 pm. Brannon Center (please see the attached flyer)
- City Commission Meeting: Tuesday, March 8, 6 pm, City Hall
- City Commission Workshop: Infill strategies, stabilizing neighborhoods, and economic development: Wednesday, March 9, Noon – 6 pm, Atlantic Center for the Arts
- Citizen Academy: March 3 – April 14. 6 – 9 pm, at various locations. On March 10 at the Brannon Center I will make a presentation on the CRA and Economic Development activities.
- Westside Community Meeting: Monday, March 28, 6:15 pm, Babe James Center

Work Priorities

- S. Orange St and Mary Ave Streetscape Projects:
 - Khalid Resheidat continues to help CRA staff by presiding at meetings with the engineer, the contractor, UC staff, and CRA staff to resolve utility pipe conflicts in both projects in the most cost effective manner.
 - The contractor is underway on S. Orange Street
 - In addition to the relocation of a gas line, a telephone line may also have to be moved on Mary Ave.
 - Funding for the railroad crossing from the TPO is still being sought by CRA and City staff. The City's application for funds was highly ranked, and TPO staff is searching for funding.
- Brownfields: The US EPA program monitor for our grant recently visited with me and Marissa Moore of the Planning staff (now assigned to the program). The program monitor had no negative comments. Staff also held a meeting with the owners of two of the properties in the area near US 1 between Canal and Lytle.
- Planning position: The planner to replace Jake Baker and perform selected CRA work has been hired: Kevin Jameson, who has previously worked for Manatee County and the City of Lakeland. Kevin starts in mid-March.
- Esther Street project:
 - City staff has been in contact with the property owners to the south to discuss the use of their property for the entryway to the park and parking lot.
 - The seawall plans are still under review. Meetings have been held with adjacent property owners to review the plans and answer questions.
- Construction projects in design: Washington Street streetscape phase 1 (Anderson Dixon); Myrtle Avenue (Parker Mynchenberg), Riverside Park lighting (Quentin L. Hampton), Riverside Park seawall (Quentin L. Hampton), Esther Street seawall (Tetra

Tech), and Flagler Boardwalk seawall project and Boardwalk structure modification (Quentin L. Hampton).

- Chamber of Commerce building exterior rehabilitation: Work is underway. During construction the popular Saturday morning Farmers' Market has moved one block north, in front of City Hall.
- Arts District Overlay – this item will be reviewed later this fiscal year.
- Flagler Dunes parking lot – the lot is complete and in use. Lighting for the lot was reviewed by County staff for compliance with requirements and was modified to be “turtle friendly”. The east side of the restaurant building, where the dune was, has been painted.
- Waffle Planet - At their December 8, 2010 meeting, the CRA approved several grant applications for the Waffle Planet for various addresses. With at least two of those locations recently leased to other businesses, CRA staff has been informed that the Waffle Planet business owners are moving out of state.
- Dunn Property – the vehicles owned by the demolition company have been removed.
- Expansion of the Reduced Parking District in the Canal St area – the City Commission approved the expansion on second reading on February 8.
- Riverside Park – This project includes new lighting, decking, floating docks, and seawall repairs. It is anticipated that funding for the project will come from several sources, including a FIND grant, CRA funds, and Recreation Impact Fees. Attached is a concept drawing of the fourth and fifth option, and City and CRA staff are following up on the fifth option. The fifth option includes a new floating boat dock, opening up the views of the water and access to the seawall by the removal of some decking, and replacing the decking leading to the “bump outs” which are used for fishing and viewing the river, City and CRA staff are also working with the UC electrical engineer and a consultant to design new lighting in the park. A key factor in the analysis of both the fifth option plan and design of the new lighting is the capital costs, as well as the on-going operational costs.
- CIP – the Capital Improvements schedule is undergoing a revision to include projects city-wide, and to provide a tie-in with financial reporting for year to date expenditures for each project. It is anticipated that the summary page will be available by the April CRA meeting.



New Smyrna Beach Shaping your Downtown

Thank you to the citizens that attended the workshop in January! Participants were active in analyzing current challenges and opportunities for development in the downtown area, and defining “character” districts.

It's time for the next step! We now need your input to tailor the standards that will guide development in those character districts for years to come. Please join us to provide your input.

When: Tuesday, March 1, 2011

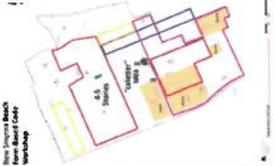
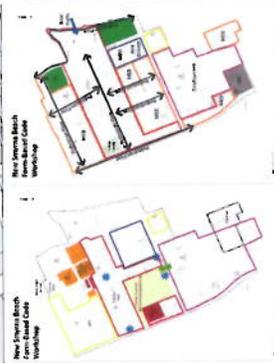
6:00pm-8:00pm

Where: The Brannon Center

105 South Riverside Drive
New Smyrna Beach, FL 32168

Who: This community charrette is open to all interested parties

For questions, please contact Gail Henrikson at (386) 424-2134



Engineer's Estimate
New Smyrna Beach Riverfront Park
Repair Option 5 (floating dock, small wood deck)

Option 5: Repair existing seawall as discussed in Option 4. All decking removed to be replaced at only two observation platforms and two circles. A 50-foot by 12-foot floating concrete dock is included

Item	Description	QTY	Unit	Unit Price	Amount
1	Performance Bond	1	EA	\$ 5,000.00	\$ 5,000.00
2	Mobilization/Demobilization	1	LS	\$ 25,000.00	\$ 25,000.00
3	Demolition- Cap, old deck material	1	LS	\$ 25,000.00	\$ 25,000.00
4	Repair Seawall - new concrete cap, aluminum/SS whaler, Anchors ten feet O.C., Excavate and	1350	LF	\$ 300.00	\$ 405,000.00
5	Sod	2500	SY	\$ 3.00	\$ 7,500.00
6	Asbuilt survey	1	LS	\$ 2,500.00	\$ 2,500.00
7	Turbidity control methods and devices	1	LS	\$ 3,000.00	\$ 3,000.00
8	Wood decking	1500	SF	\$ 20.00	\$ 30,000.00
9	Remove/Replace Wood Piles	8	EA	\$ 1,000.00	\$ 8,000.00
10	Concrete Piles	4	EA	\$ 2,000.00	\$ 8,000.00
11	Aluminum Gangways	1	EA	\$ 15,000.00	\$ 15,000.00
12	Concrete Floating Docks (50 x 12)	600	SF	\$ 50.00	\$ 30,000.00
Sub-Total					\$ 564,000.00
Contingency 15.00%					\$ 84,600.00
TOTAL					\$ 648,600.00



Prepared by
 QLH and DMC
 February 2011

CORRESPONDENCE



Riverside Park, oil on canvas, 18" x 24" by Cynthia Edmonds
Commemorating the 35th Anniversary of **IMAGES: A Festival of the Arts**

ACA

PRESENTED BY ATLANTIC CENTER FOR THE ARTS

Dear Community Redevelopment
Agency members:

In behalf of the Board of Trustees
of Atlantic Center for the Arts,
Thank you for your generous
support of the 35th Anniversary
of Images! What a fantastic
weekend for the merchants on
Canal, the artists, and the tens
of thousands of people who
flooded the area.

Respectfully,
Lauden Norman