



# City of New Smyrna Beach

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May 17, 2011

MEMBERS OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
ADVISORY BOARD  
New Smyrna Beach, Florida

THIS SHALL SERVE AS YOUR OFFICIAL NOTIFICATION of the regular meeting of  
the COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY BOARD on  
WEDNESDAY, May 25, 2011 at 6:00 P.M., at the Babe James Community Center, 201  
North Myrtle Avenue, New Smyrna Beach, Florida, for consideration of the following:

## ROLL CALL

### NEW BUSINESS

- A. Introduction to Sunshine Laws
- B. Election of Chair and Vice-Chair
- C. Overview of Community Development Block Grant (CDBG) Funding Process
- D. City of New Smyrna Beach 5-Year CDBG Plan
- E. Review of Projects funding during FY 10/11
- F. FY 2011/12 Funding and CDBG Application
- G. Establishment of Regular Meeting Dates and Times

## COMMENTS OR STATEMENTS BY MEMBERS OF THE BOARD

## REPORTS AND COMMUNICATIONS BY THE STAFF

## ADJOURNMENT

Respectfully,

Gail Henrikson, AICP  
Planning Manager

cc: Mayor and City Commissioners  
City Manager  
City Clerk  
City Attorney  
Planning Manager  
Community Redevelopment Agency Director  
New Smyrna Beach Housing Authority Director  
Members of the Press

Pursuant to Florida Statutes 286.01015, if an individual decides to appeal any decision made by the Community Development Block Grant Advisory Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. Such person must provide a method for recording the proceedings.

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:

Debora Jenkins, Community Development Block Grant Advisory Board Secretary  
City of New Smyrna Beach  
210 Sams Avenue  
New Smyrna Beach, FL 32168  
(386) 424-2132

**ITEM A**

**INTRODUCTION TO  
SUNSHINE LAWS**

## SUNSHINE LAW – FREQUENTLY ASKED QUESTIONS

- **What is the Sunshine Law?**

Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meetings requirements with the exception of the judiciary and the state Legislature which has its own constitutional provision relating to access.
- **What are the requirements of the Sunshine law?**

The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.
- **What agencies are covered under the Sunshine Law?**

The Government-in-the-Sunshine Law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision." Thus, it applies to public collegial bodies within the state at both the local as well as state level. It applies equally to elected or appointed boards or commissions.
- **What qualifies as a meeting?**

The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.
- **Can a public agency hold closed meetings?**

There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.
- **Can two members of a public board attend social functions together?**

Members of a public board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.
- **What is a public record?**

The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.
- **When does a document sent to a public agency become a public document?**

As soon as a document is received by a public agency, it becomes a public record, unless there is a legislatively created exemption which makes it confidential and not subject to disclosure.

**ITEM B**

**TO BE DETERMINED AT**

**MAY 25, 2011**

**MEETING**

**ITEM C**

**CDBG OVERVIEW**

## 2006-2007 CDBG accomplishments by expenditure

<b>Countywide</b>	
Senior services - weather radios	\$9,260
Community Resource Center	\$26,694
Family Self Sufficiency	\$10,421
Homeless facilities - operating costs	\$72,574
Abused/neglected children services	\$19,248
Employment training	\$3,076
General public facility improvements	\$123,646
Street improvements	\$340,018
Sewer improvements	\$96,636
Administration	\$268,508
Housing administration	\$77,795
Housing rehabilitation	\$31,865
<b>Total</b>	<b>\$1,079,741</b>
<b>Total 2006-2007 CDBG expenditures</b>	<b>\$2,407,288</b>
<b>Total 2006-2007 countywide planning and administration expenditure</b>	<b>\$268,508</b>
<b>Countywide planning and administration expenditure percentage</b>	<b>11.2%</b>

### Participating cities

Participating cities are required to plan annual projects to improve their communities. Projects must benefit low- and moderate-income populations as defined by the U.S. Department of Urban Development.

For more information, please contact:

Daytona Beach Shores	(386) 763-5326
DeBary	(386) 668-2040
DeLand	(386) 626-7074
Edgewater	(386) 424-2400
Holly Hill	(386) 248-9463
Lake Helen	(386) 228-2121
New Smyrna Beach	(386) 424-2160
Oak Hill	(386) 345-3522
Orange City	(386) 775-5427
Ormond Beach	(386) 676-3315
Pierson	(386) 749-2661
South Daytona	(386) 322-3016

For more information, please contact:

**Community Assistance Division**  
110 W. Rich Avenue  
DeLand, FL 32720-4213

Daytona Beach (386) 254-4648  
New Smyrna Beach (386) 423-3375  
DeLand (386) 736-5955

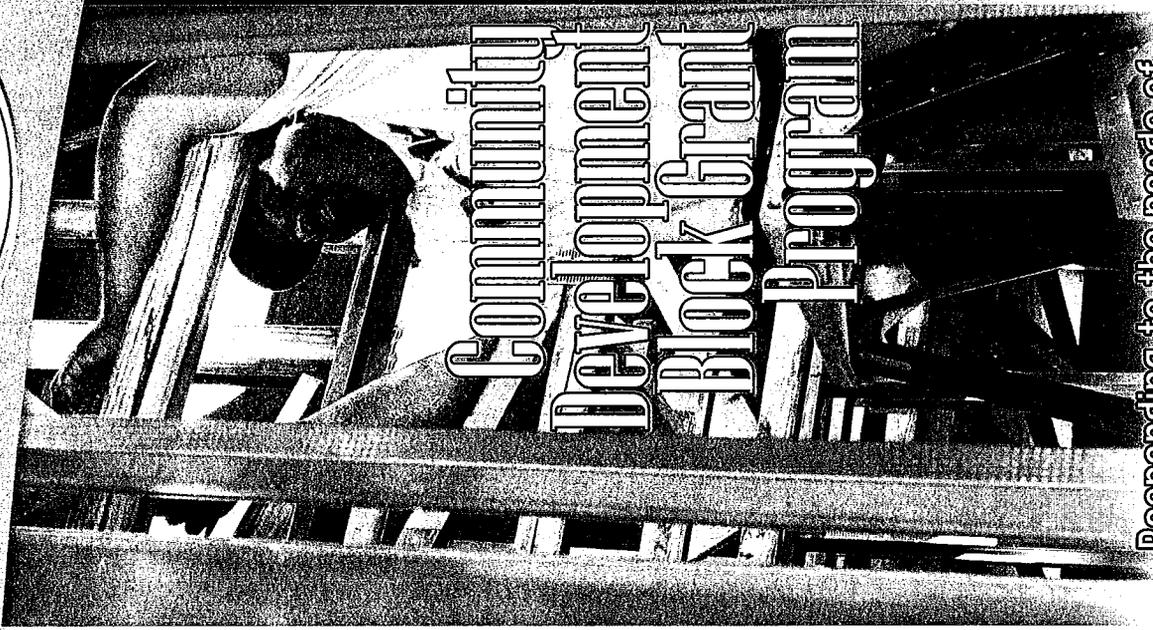
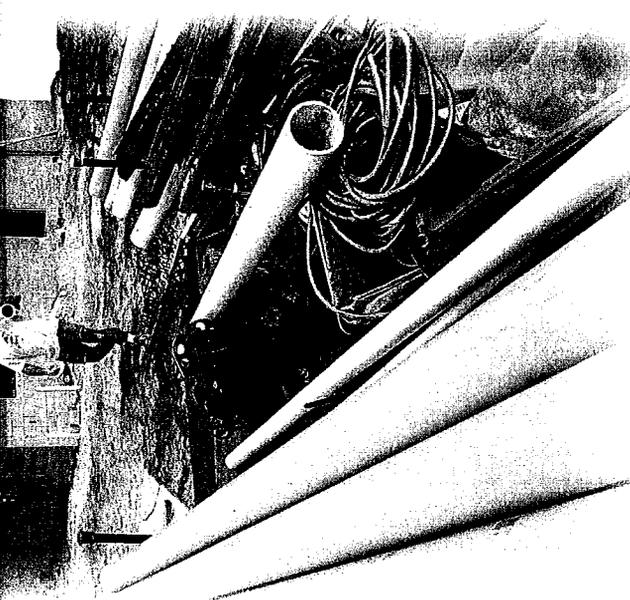
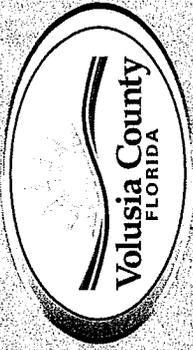
[www.volusia.org](http://www.volusia.org)

Information provided as a public information service by Volusia County Government.



# Community Development Block Grant Program

Responding to the needs of  
Volusia's communities



# Volusia County • Community Development Block Grant Program

## Introduction

The Community Development Block Grant (CDBG) program plays a critical role in local housing and community development efforts. This and other U.S. Department of Housing and Urban Development programs have improved the quality of life for residents throughout Volusia County.

For more than 30 years, the CDBG program has been at the heart of projects that provide valuable community services or respond to neighborhood needs. Enacted in 1974, the program is the principle source of federal funding for local governments. Grants are used to create innovative and comprehensive approaches to improve the physical, economic and social conditions in communities.

## The program in Volusia County

CDBG addresses community problems and improves and expands affordable housing. It also provides funding for property acquisition, housing rehabilitation, improvements to neighborhood parks and facilities, new and resurfaced streets, sidewalk installation, wastewater collection improvements and economic development projects.

Volusia County first received CDBG funds in 1981. Through its Community Assistance Division, Volusia County Government is committed to developing viable urban communities.

The County works to provide decent housing, a suitable living environment and enhanced economic opportunities for low- and moderate-income residents. Improvement initiatives are implemented throughout unincorporated areas and 12 of Volusia County's municipalities.

## 2006-2007 CDBG accomplishments by expenditure

### Northwest Volusia

<b>DeLand</b>	
General public services	\$47,378
Job training	\$13,942
Street improvements	\$86,306
Park improvements	\$20,068
Sidewalk improvements	\$46,099
Sewer/water improvements	\$86,662
<b>Total</b>	<b>\$300,455</b>
<b>Pierson</b>	
Street improvements	\$188,858
<b>Total</b>	<b>\$188,858</b>

### Southwest Volusia

<b>DeBary</b>	
Park improvements	\$15,216
<b>Total</b>	<b>\$15,216</b>
<b>Lake Helen</b>	
Street improvements	\$179,463
<b>Total</b>	<b>\$179,463</b>
<b>Orange City</b>	
Sidewalk improvements	\$72,327
<b>Total</b>	<b>\$72,327</b>

### Northeast Volusia

<b>Daytona Beach Shores</b>	
Senior services	\$59,150
<b>Total</b>	<b>\$59,150</b>
<b>Holly Hill</b>	
Sidewalk improvements	\$117,775
<b>Total</b>	<b>\$117,775</b>
<b>Ormond Beach</b>	
Clearance	\$4,700
Street improvements	\$13,680
Homeless facility – operating costs	\$10,000
Sidewalk improvements	\$7,420
Park improvements	\$65,604
<b>Total</b>	<b>\$101,404</b>
<b>Port Orange</b>	
Park improvements	\$48,906
<b>Total</b>	<b>\$48,906</b>
<b>South Daytona</b>	
Flood/drainage improvements	\$1,553
Sewer/Water improvements	\$5,345
<b>Total</b>	<b>\$6,898</b>

### Southeast Volusia

<b>Edgewater</b>	
Drainage improvements	\$130,337
Public facilities	\$25,309
<b>Total</b>	<b>\$155,646</b>
<b>New Smyrna Beach</b>	
Clearance	\$18,953
Street improvements	\$60,996
<b>Total</b>	<b>\$79,949</b>
<b>Oak Hill</b>	
ADA improvements	\$1,500
<b>Total</b>	<b>\$1,500</b>



**ITEM D**

**5-YEAR PLAN**

**(FY 10/11 – FY 14/15)**

**City of New Smyrna Beach**

**Fiscal Year 2010/2011  
Non-Housing Community Development Priorities  
5 Year Projected Activities**

The following are eligible activities that have been identified as priority needs in this community to be funded by CDBG. Projected funding available is based on fiscal year 2010/11 HUD allocation in the amount of \$136,520.

ACTIVITY 1	
<b>Activity:</b>	Neighborhood Facilities
<b>Location:</b>	Westside Neighborhood
<b>Cost Estimate</b>	\$25,000
<b>Brief Description: Electronic Message Center Sign for Babe James Community Center</b>	
ACTIVITY 2	
<b>Activity:</b>	Parks, Recreational Facilities
<b>Location:</b>	Westside Neighborhood
<b>Cost Estimate</b>	\$111,520
<b>Brief Description: 1. Splash pad at Babe James Community Center (\$53,520) 2. Handicapped accessible walkway/trail system at Pettis Park (\$58,000)</b>	
ACTIVITY 3	
<b>Activity:</b>	
<b>Location:</b>	
<b>Cost Estimate</b>	
<b>Brief Description:</b>	
ACTIVITY 4	
<b>Activity:</b>	
<b>Location:</b>	
<b>Cost Estimate</b>	
<b>Brief Description:</b>	
ACTIVITY 5	
<b>Activity:</b>	
<b>Location:</b>	
<b>Cost Estimate</b>	
<b>Brief Description:</b>	

FOR COUNTY USE ONLY	Activity #	1	2	3	4	5
	Matrix Code					
	Estimate					

**City of New Smyrna Beach**

**Fiscal Year 2011/2012  
Non-Housing Community Development Priorities  
5 Year Projected Activities**

The following are eligible activities that have been identified as priority needs in this community to be funded by CDBG. Projected funding available is based on fiscal year 2010/11 HUD allocation in the amount of \$136,520.

<b>ACTIVITY 1</b>	
<b>Activity:</b>	<b>Economic Development</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$35,000</b>
<b>Brief Description: 1.Grants to businesses opening in or relocating to the Westside Neighborhood. Grant based on # of LMI residents employed at business. 2. Partner with CRA to create a business incubator.</b>	
<b>ACTIVITY 2</b>	
<b>Activity:</b>	<b>Youth and Senior Services</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$30,000</b>
<b>Brief Description: 1. Funding for youth sports and arts programs. 2. Funding for health/wellness, housing repair, and other programs serving seniors.</b>	
<b>ACTIVITY 3</b>	
<b>Activity:</b>	<b>Employment Training</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$15,000</b>
<b>Brief Description: 1. Funding for teen employment program, including a job skills training component 2. Funding for job training programs.</b>	
<b>ACTIVITY 4</b>	
<b>Activity:</b>	<b>Acquisition of Real Property</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$41,520</b>
<b>Brief Description: Purchase of vacant and/or substandard housing and/or lots</b>	
<b>ACTIVITY 5</b>	
<b>Activity:</b>	<b>Clearance/Demolition</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$15,000</b>
<b>Brief Description: Demolition of unsafe and/or dilapidated structures. While other funding sources will be sought for this activity, it is currently included in the 5-year CDBG plan.</b>	

<b>FOR COUNTY USE ONLY</b>	<b>Activity #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Matrix Code</b>					
	<b>Estimate</b>					

**City of New Smyrna Beach**

**Fiscal Year 2012/2013  
Non-Housing Community Development Priorities  
5 Year Projected Activities**

The following are eligible activities that have been identified as priority needs in this community to be funded by CDBG. Projected funding available is based on fiscal year 2010/11 HUD allocation in the amount of \$136,520.

<b>ACTIVITY 1</b>	
<b>Activity:</b>	<b>Youth and Senior Services</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$30,000</b>
<b>Brief Description: 1. Funding for youth sports and arts programs. 2. Funding for health/wellness, housing repair, and other programs serving seniors.</b>	
<b>ACTIVITY 2</b>	
<b>Activity:</b>	<b>Employment Training</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
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<b>ACTIVITY 3</b>	
<b>Activity:</b>	<b>Economic Development</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$35,000</b>
<b>Brief Description: 1.Grants to businesses opening in or relocating to the Westside Neighborhood. Grant based on # of LMI residents employed at business.</b>	
<b>ACTIVITY 4</b>	
<b>Activity:</b>	<b>Acquisition of Real Property</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$41,520</b>
<b>Brief Description: Purchase of vacant and/or substandard housing and/or lots</b>	
<b>ACTIVITY 5</b>	
<b>Activity:</b>	<b>Clearance/Demolition</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$15,000</b>
<b>Brief Description: Demolition of unsafe and/or dilapidated structures. While other funding sources will be sought for this activity, it is currently included in the 5-year CDBG plan.</b>	

<b>FOR COUNTY USE ONLY</b>	<b>Activity #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Matrix Code</b>					
	<b>Estimate</b>					

**City of New Smyrna Beach**

**Fiscal Year 2013/2014  
Non-Housing Community Development Priorities  
5 Year Projected Activities**

The following are eligible activities that have been identified as priority needs in this community to be funded by CDBG. Projected funding available is based on fiscal year 2010/11 HUD allocation in the amount of \$136,520.

<b>ACTIVITY 1</b>	
<b>Activity:</b>	<b>Youth and Senior Services</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$30,000</b>
<b>Brief Description: 1. Funding for youth sports and arts programs. 2. Funding for health/wellness, housing repair, and other programs serving seniors.</b>	
<b>ACTIVITY 2</b>	
<b>Activity:</b>	<b>Employment Training</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$15,000</b>
<b>Brief Description: 1. Funding for teen employment program, including a job skills training component 2. Funding for job training programs.</b>	
<b>ACTIVITY 3</b>	
<b>Activity:</b>	<b>Economic Development</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$35,000</b>
<b>Brief Description: 1.Grants to businesses opening in or relocating to the Westside Neighborhood. Grant based on # of LMI residents employed at business.</b>	
<b>ACTIVITY 4</b>	
<b>Activity:</b>	<b>Acquisition of Real Property</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$41,520</b>
<b>Brief Description: Purchase of vacant and/or substandard housing and/or lots.</b>	
<b>ACTIVITY 5</b>	
<b>Activity:</b>	<b>Clearance/Demolition</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$15,000</b>
<b>Brief Description: Demolition of unsafe and/or dilapidated structures. While other funding sources will be sought for this activity, it is currently included in the 5-year CDBG plan.</b>	

<b>FOR COUNTY USE ONLY</b>	<b>Activity #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Matrix Code</b>					
	<b>Estimate</b>					

**City of New Smyrna Beach**

**Fiscal Year 2014/2015  
Non-Housing Community Development Priorities  
5 Year Projected Activities**

The following are eligible activities that have been identified as priority needs in this community to be funded by CDBG. Projected funding available is based on fiscal year 2010/11 HUD allocation in the amount of \$136,520.

<b>ACTIVITY 1</b>	
<b>Activity:</b>	<b>Youth and Senior Services</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$30,000</b>
<b>Brief Description: 1. Funding for youth sports and arts programs. 2. Funding for health/wellness, housing repair, and other programs serving seniors.</b>	
<b>ACTIVITY 2</b>	
<b>Activity:</b>	<b>Employment Training</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$15,000</b>
<b>Brief Description: 1. Funding for teen employment program, including a job skills training component 2. Funding for job training programs.</b>	
<b>ACTIVITY 3</b>	
<b>Activity:</b>	<b>Economic Development</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$35,000</b>
<b>Brief Description: 1.Grants to businesses opening in or relocating to the Westside Neighborhood. Grant based on # of LMI residents employed at business.</b>	
<b>ACTIVITY 4</b>	
<b>Activity:</b>	<b>Acquisition of Real Property</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$41,520</b>
<b>Brief Description: Purchase of vacant and/or substandard housing and/or lots.</b>	
<b>ACTIVITY 5</b>	
<b>Activity:</b>	<b>Clearance/Demolition</b>
<b>Location:</b>	<b>Westside Neighborhood</b>
<b>Cost Estimate</b>	<b>\$15,000</b>
<b>Brief Description: Demolition of unsafe and/or dilapidated structures. While other funding sources will be sought for this activity, it is currently included in the 5-year CDBG plan.</b>	

<b>FOR COUNTY USE ONLY</b>	<b>Activity #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Matrix Code</b>					
	<b>Estimate</b>					

**ITEM E**

**REVIEW OF FY 10/11**

**PROJECTS**

**Section I – FY 2006-2007 Request For Monthly Reimbursement and  
Expense Summary Form**

SUBRECIPIENT NAME: City of New Smyrna Beach TIME FRAME: April 2011  
 (Month)  
 ADDRESS: 210 Sams Avenue, New Smyrna Beach, FL 32168 TELEPHONE: (386) 424-2134  
 REQUEST NUMBER: \_\_\_\_\_ FINAL REQUEST: YES  NO FUNDING SOURCE: CDBG  
 CONTACT PERSON: Gail Henrikson TELEPHONE: (386) 424-2134  
 REIMBURSEMENT FUNDS REQUESTED FOR THE PERIOD: \$0.00

	DESCRIPTION OF ACTIVITY	BUDGET	EXPENSES THIS MONTH	EXPENSES YEAR-TO-DATE	AVAILABLE BALANCE
1.	Pettis Park Improvements	\$322,291.00	\$0.00	\$312,073.03	\$10,217.97
2.	TOTAL	\$322,291.00	\$0.00	\$312,073.03	\$10,217.97

<p align="center"><b>FOR COUNTY USE ONLY</b></p> <p>PREPARED BY: _____</p> <p>REVIEWED BY: _____</p> <p>VOLUSIA COUNTY COMMUNITY SERVICES DEPARTMENT</p> <p>APPROVED BY: _____</p>	<p align="center"><b>AMENDMENT JOURNAL</b></p> <p>Amendment 1 - April 5, 2007          Amendment 2 - September 14, 2007          Amendment 3 - September 23, 2008          Amendment 4 - September 14, 2009          Amendment 5 - June 30, 2010          Amendment 6 - January 20, 2011</p>
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REQUEST DATE: May 10, 2011

AGENCY AUTHORIZED SIGNATURE: Gail Henrikson

**SECTION I – FY 2008/2009 Request For Monthly Reimbursement  
and Expense Summary Form**

SUBRECIPIENT NAME: City of New Smyrna Beach      TIME FRAME: April 2011  
(Month)

ADDRESS: 210 Sams Avenue      TELEPHONE: (386) 424-2134

CITY: New Smyrna Beach      STATE: FL      ZIP: 32168

REQUEST# \_\_\_\_\_ FINAL REQUEST: YES \_\_\_ NO X FUNDING SOURCE: CDBG

CONTACT PERSON: Gail Henrikson      TELEPHONE: (386) 424-2134

REIMBURSEMENT FUNDS REQUESTED FOR THIS PERIOD: \$ 0

	DESCRIPTION OF ACTIVITY	BUDGET	EXPENSES THIS MONTH	EXPENSES YEAR-TO-DATE	AVAILABLE BALANCE
1.	Park Improvements – Pettis Park	\$21,480.00	\$0	\$0	\$21,480.00
2.	<b>TOTAL</b>	<b>\$21,480.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,480.00</b>
<i>FOR COUNTY USE ONLY</i>				<b>AMENDMENT JOURNAL</b> Amendment 1 - April 5, 2007 Amendment 2 - September 14, 2007 Amendment 3 – September 23, 2008 Amendment 4 – September 14, 2009 Amendment 5 – June 30, 2010 Amendment 6 – January 20, 2011	
PREPARED BY _____					
REVIEWED BY _____					
VOLUSIA COUNTY COMMUNITY ASSISTANCE					
APPROVED BY _____					

REQUEST DATE: May 10, 2011

AGENCY AUTHORIZED SIGNATURE: 

(This form is for reproduction or copying by Recipient).

**SECTION I – FY 2010/2011 Request For Monthly Reimbursement  
and Expense Summary Form**

SUBRECIPIENT NAME: City of New Smyrna Beach TIME FRAME: April 2011  
(Month)

ADDRESS: 210 Sams Avenue TELEPHONE: (386) 424-2134

CITY: New Smyrna Beach STATE: FL ZIP: 32168

REQUEST# \_\_\_\_\_ FINAL REQUEST: YES \_\_\_\_\_ NO X FUNDING SOURCE: CDBG

CONTACT PERSON: Gail Henrikson TELEPHONE: (386) 424-2134

REIMBURSEMENT FUNDS REQUESTED FOR THIS PERIOD: \$ 0

	DESCRIPTION OF ACTIVITY	BUDGET	EXPENSES THIS MONTH	EXPENSES YEAR-TO-DATE	AVAILABLE BALANCE
1.	Public Facility Improvement – Babe James Sign	\$25,000.00	\$0	\$0	\$25,000.00
2.	Public Facility Improvement – Babe James Playground Equipment and Fence Relocation	\$51,467.00	\$0	\$0	\$51,467.00
3.	Park Improvement – Pettis Park Trail	\$58,000.00	\$0	\$0	\$58,000.00
4.	Public Services – Police Athletic League	\$5,000.00	\$0	\$0	\$5,000.00
5.	Public Services – Youth Boxing	\$5,000.00	\$0	\$0	\$5,000.00
6.	Public Services – KC Society Youth Mentoring	\$20,000.00	\$0	\$0	\$20,000.00
7.	<b>TOTAL</b>	<b>\$164,467.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$164,467.00</b>

<p align="center"><i>FOR COUNTY USE ONLY</i></p> <p>PREPARED BY _____</p> <p>REVIEWED BY _____</p> <p><b>VOLUSIA COUNTY COMMUNITY ASSISTANCE</b></p> <p>APPROVED BY _____</p>	<p><b>AMENDMENT JOURNAL</b> Amendment 1 – January 20, 2011 Amendment 2 – May 5, 2011</p>
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REQUEST DATE: May 10, 2011

AGENCY AUTHORIZED SIGNATURE: Gail Henrikson

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# **ITEM F**

## **FY 11/12 ANTICIPATED FUNDING AND POTENTIAL PROJECTS**

# Interoffice Memorandum

## City of New Smyrna Beach

**To:** CDBG Advisory Board Members

**From:** Gail Henrikson, AICP, Planning Manager

**Subject:** FISCAL YEAR 2011/2012 CDBG ALLOCATION

**Date:** May 17, 2011

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On April 25, 2011, Volusia County notified the City of its estimated Fiscal Year 2011/2012 Community Development Block Grant (CDBG) allocation. The estimated allocation for the upcoming fiscal year is \$113,995. This is a 16% decrease from the FY 2010/11 allocation of \$136,520. The letter states that the City must have all application materials to Volusia County Community Assistance no later than June 1, 2011.

A list of City-suggested projects is listed below. Projects are listed in order of expense and not by order of priority.

1. Housing Rehabilitation Grants (\$113,995)
2. Street Resurfacing (\$84,000)
3. Mary Ave Tot Lot Restroom (\$70,000)
4. Play Equipment replacement at Mary Ave Tot Lot (\$50,000)
5. Demolition of buildings (\$30,000)
6. Park Ranger/Safety Supervisor (\$15,000)
7. Code Enforcement activities (\$15,000)

The Commission should note that all costs listed are only estimates and the actual costs may change. In no case shall the projects exceed the CDBG allocation of \$113,995.

In addition to projects suggested by staff, the residents of the Historic Westside Neighborhood also prepared a list of projects in 2010. This list is shown below (projects are organized by location).

### **Pettis Park Improvements**

1. Two bicycle racks (\$10,000)
2. Fence on racquet ball court (\$5,000)
3. Fence around picnic pavilion (\$21,000 - \$56,000)
4. P.A. system (\$1,000 - \$2,000)

5. Score board for baseball (\$3,500)

**Babe James Improvements**

1. Splash park (\$200,000)
2. Swimming pool (\$750,000)

**Other**

1. Senior stipend program (\$10,000)

**RECOMMENDATION**

Staff recommends the board allocate funding towards the following:

1. Street Resurfacing (\$84,000)
2. Park Ranger/Safety Supervisor (\$15,000)
3. Code Enforcement activities (\$15,000)



cc: Gail H.  
may agenda  
needs to include  
allocation of  
funds (per June 15)

April 25, 2011 >

Ms. Pam Brangaccio, City Manager  
City of New Smyrna Beach  
210 Sams Avenue  
New Smyrna Beach, FL 32168

**Re: Community Development Block Grant (CDBG)  
FY 2010/2011 Funding Allocation**

Dear Ms. Brangaccio,

This is to inform the City of Daytona Beach Shores that the County of Volusia's Urban County Community Development Block Grant (CDBG) allocation for FY 2011/12 is estimated to be \$1,753,763. The allocation is based upon information provided by the U.S. Department of Housing and Urban Development (HUD) indicating a reduction in funding of approximately 16%. **At this time, Volusia County has not received notification from HUD with the specific funding amount for FY 2011/2012; however, it is necessary to proceed with estimated amounts in order to ensure that the annual plan will be completed within the required time frame.** Updated information regarding the HUD allocation will be provided as soon as it becomes available, and adjustments will be made as necessary.

Volusia County, as grantee of Federal funds, has the responsibility of overall grant administration and ensuring the primary CDBG objective of improving and expanding affordable housing countywide is achieved. Administrative activities include, but are not limited to, development of the Annual Consolidated Plan which includes the CDBG, HOME and ESG grants; coordination of CDBG planning and implementation of activities with all participating municipalities, CDBG regulatory review, program/statutory compliance, environmental review and mitigation planning, review and approval of funds reimbursement requests to include payment disbursements, review and processing project amendments to the Consolidated Plan, and capital project implementation for all participating municipalities.

Additionally, Community Assistance provides program administration and implementation of the countywide housing rehabilitation and Emergency Shelter Grant programs, programmatic and fiscal monitoring of all municipalities and other subrecipients, annual reporting requirements, development of all Subrecipient Agreements and any amendments thereto, correspondence with all participants, and management and supervision of staff members. A funding reserve amounting to 38.8% will be retained by the County to carry out these responsibilities. Therefore, the amount of CDBG funds to be allocated among the participating cities and county unincorporated areas is \$1,073,303.00

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Page 2  
Pam Brangaccio  
April 25, 2011

While the allocation percentages have not changed, the amount of your 2011/2012 funding has been reduced to an amount approximately 16% lower than your 2010/2011 funding in anticipation of an equal reduction to the total allocation by HUD. A table listing those changes is attached for your reference. Based upon the percentages, the City of New Smyrna Beach will receive a FY 2011/12 allocation of ~~\$113,995.00~~

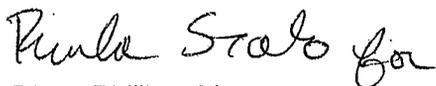
The City must submit an Annual Plan Application for FY 2011/2012. The activities identified on this application will become part of the Urban County's FY 2011/2012 Action Plan submitted to HUD for funding approval. The City must submit their Annual Plan Application for FY 2011/2012 by **June 1, 2011**.

**Citizen participation in formulation of the plan is a grant regulation. In prior years, we have required each City to have a public hearing during the development of the plan to allow citizen participation and comment. This requirement is being waived for your fiscal year 2011/2012 annual plan and Community Assistance will meet the public participation requirement through community meetings we will be holding. If you have held, or still plan to hold public hearings for next year's activities, please forward copies of sign-in sheets and minutes to Community Assistance along with the annual plan.**

It is imperative that the County complies with HUD's CDBG application submittal deadline of August 15, 2011. Failure to submit the application will result in the loss of Urban County CDBG funding. **Funding for cities that do not submit the 2011/2012 Annual Plan by June 1, 2011 will automatically revert to countywide funds. These funds will become available to complete countywide activities on a "first-ready, first-served" basis.**

Community Assistance staff will be available to provide technical assistance to all participating cities having difficulty in preparing their plans. We encourage you to call and, if necessary, schedule an appointment to discuss any questions you may have.

Sincerely,



Diana Phillips, Manager  
Housing and Grants Administration

cc: Donna King, Grants Coordinator, Housing and Grants Administration

Attachments

City	FY 2010 Allocation Percentage	FY 2010 Allocation \$2,100,315.00	FY 2011 Allocation Percentage	FY 2011 Allocation \$1,753,763.00
Daytona Beach Shores	3.20%	\$67,210.00	3.20%	\$56,120.00
DeBary	3.20%	\$67,210.00	3.20%	\$56,120.00
DeLand	8.40%	\$176,427.00	8.40%	\$147,317.00
Edgewater	4.60%	\$96,615.00	4.60%	\$80,673.00
Holly Hill	4.60%	\$96,615.00	4.60%	\$80,673.00
Lake Helen	3.20%	\$67,210.00	3.20%	\$56,120.00
New Smyrna Beach	6.50%	\$136,520.00	6.50%	\$113,995.00
Orange City	3.20%	\$67,210.00	3.20%	\$56,120.00
Ormond Beach	5.50%	\$115,517.00	5.50%	\$96,457.00
Pierson	3.20%	\$67,210.00	3.20%	\$56,120.00
South Daytona	3.70%	\$77,712.00	3.70%	\$64,890.00
Unincorporated County	11.90%	\$249,937.00	11.90%	\$208,698.00
Subtotal		\$1,285,393.00		\$1,073,303.00
Administration & Rehab.	38.80%	\$814,922.00	38.80%	\$680,460.00
Total	100%	\$2,100,315.00	100%	\$1,753,763.00

**ITEM G**

**TO BE DETERMINED AT**

**MAY 25, 2011**

**MEETING**