Community Redevelopment Agency

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

June 29, 2011

MEMORANDUM

James Kosmas, Chair
James Peterson, Vice Chair
Doug Hodson
Thomas Williams
Chad Schilsky
John Kinney
Melissa Latty

May this serve as your official notification of the **REGULAR MEETING** of the Community Redevelopment Agency to be held on **Wednesday, July 6th, 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.

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
WEDNESDAY, JULY 6, 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 June 8, 2011
B. Additional Grant time extension – Midtown Dogs – 440 N. Dixie Freeway
C. Approval of proactive news media activities for marketing of NSB Waterfront Loop assets

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

A. CRA Strategic Marketing Plan – Report on Preparation of Plan
B. Proposed Amendment to Flagler Boardwalk Project Scope of Work
C. Impact Fee Assistance Grant and Request for additional funds – Clancy's Cantina addition – 301 Flagler Ave Unit 3
D. CRA Grant Time extension and Request for additional funds – Heath's Natural Foods – 600 East Third Ave.
E. Change order request for Rosedale Building – 515 Canal Street
F. Proposed increase in funds – Panheads Pizzeria – 113 S. Orange Street
G. Development of Grant Programs:
    a. CRA Combined Program
    b. Opportunity Site Component
    c. $2,500 No Match Program

7. NEW BUSINESS

A. Proposal for Security Cameras

8. REPORTS AND COMMUNICATIONS

A. Director's Report
B. CRA Attorney's Report
C. Capital Projects Report
D. Financial Report
E. Commissioner Report
F. Tracking report - None
G. Correspondence - None

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

MINUTES OF THE
CITY OF NEW SMYRNA BEACH
COMMUNITY REDEVELOPMENT AGENCY
MEETING OF JUNE 8, 2011
CITY COMMISSION CHAMBER, CITY HALL, 210 SAMS AVE.
NEW SMYRNA BEACH, FLORIDA

CALL TO ORDER

CRA Chair James Kosmas called the CRA meeting to order at 2:00 p.m. Mr. Kosmas recognized former CRA Vice Chair Steve Dennis in the audience.

ROLL CALL

Answering to roll call:

James Kosmas
Doug Hodson
Thomas Williams
Chad Schilsky
James Peterson
John Kinney
Melissa Latty

Also present were CRA Director Tony Otte; CRA Administrative Specialist Claudia Soulie and CRA Attorney Mark Hall. CRA Project Manager Michelle Martin had to attend at a different meeting.

CONSENT AGENDA

A. Approval of Minutes – Regular CRA Meeting May 4, 2011

Mr. Peterson made the motion to approve the consent agenda; seconded by Mr. Hodson. Motion carried on roll-call vote 7–0.

Mr. Kosmas welcomed Ms. Latty to the CRA.

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.

Mr. Bob Wiley, property owner on Canal Street stated that he had questions and comments about an item to be addressed under Old Business and inquired if he should speak now or wait until the agenda item was up for discussion. The CRA agreed that he could wait until then.

Hearing no further requests for participation, Mr. Kosmas closed the public participation of the meeting.

OLD BUSINESS

A. CRA Grant Programs Discussion – Significant Façade feature and other program issues

Mr. Otte stated that the City Commission had directed that only one CRA grant be awarded "per business". The question has arisen if, in a large, multi-tenant building, the building owner could be considered a business for the purpose of improving the façade through a façade grant. Mr. Otte continued that during a recent Ad Hoc Committee meeting held May 25, 2011, the Ad Hoc committee stated that the building owner could be considered a business and could apply for a façade grant for up to $20,000 per "significant façade". Mr. Otte continued that the definition of a significant façade needed to be clarified by the CRA and stated that staff suggests that it could be a façade that faces a street or parking lot with a public building entrance on that side of the building and that some buildings may have more than one significant façade. Mr. Otte elaborated that the Ad Hoc Committee had also suggested only allowing the building owner to apply for exterior improvements and the tenant could apply for interior improvements plus exterior business signage, if necessary (with the property owner's consent).

Mr. Kosmas stated that the Ad Hoc meeting was held for the purpose of facilitating the CRA grant programs and vetting out any possible uncertainties and he summarized some of the discussion points.

Mr. Williams stated that the CRA's intent for establishing the grant programs was to improve its district and felt that limiting businesses or residents to only one grant was not conducive to fulfilling this intent, as in these current financial times applicants may have to make their improvements in increments. Mr. Williams suggested allowing applicants to apply multiple times until the CRA funding limit of $20,000 has been reached.

A brief discussion ensued about the pros and cons of this suggestion; that offering this option could almost be considered as providing a $20,000 business account and that this would not follow the directives of the City Commission of only allowing one grant per business.

Mr. Schilsky stated that the current guidelines granted an applicant 365 days from the date of approval in which to complete his project and suggested allowing the applicant to submit draw receipts for completed tasks. A brief discussion ensued that all grants were paid upon total completion and inspection of the project. Ms. Soulie stated that allowing draws was a suggestion in the proposed combined program. Mr. Hall commented that this would have to be a policy decision made by the CRA and the City Commission.

Mr. Hodson agreed with Mr. Williams' suggestion of allowing multiple grants per business owner.

Mr. Otte summarized that there could be three possible options:

1. Allowing only one grant per business (current ruling)

2. Allowing an applicant to come back for an additional grant, if the prior grant was obtained before the City Commission Directive was given on April 12, 2011.

3. Creating extra criteria, which, when met would allow an applicant to receive multiple grants regardless of when the prior grant was obtained.

Mr. Kosmas was concerned about allowing applicants to submit grant applications without having the combined grant guidelines approved. A brief discussion ensued that the City Commission had granted CRA staff a ninety day transition period in which to finalize the combined grant programs thus allowing staff to accept applications under the "old" guidelines, but being able to use the proposed $20,000 maximum in order not to delay any projects.

Mr. Kosmas summarized that the consensus of the City Commission is to only allow one grant per business and that the CRA's consensus is to allow more than one.

Mr. Peterson made the motion to recommend to the City Commission to allow more than one (1) grant per business, not to exceed $20,000; seconded by Mr. Hodson. Motion carried on roll-call vote 6 –1 with Mr. Schilsky casting the dissenting vote.

Mr. Kosmas commented on the question on how the CRA should define what is considered a business and that it should be based on the occupational license. Mr. Kosmas felt that this was an appropriate definition of a business as this would be a clearer approach, especially when applicants belonged to a Condominium Association or are tenants in a multi-tenant building.

Mr. Kosmas reiterated the suggestion of the Ad Hoc Committee to only allowing the building owner to apply for exterior improvements and the tenant to apply for interior improvements plus exterior business signage, if necessary (with the property owner's consent) as this would eliminate multiple tenants in a large building to be able to combine their applications to receive astronomical amounts of exterior grant funding.

Mr. Schilsky suggested creating a list of exterior improvements a tenant could apply for. A brief discussion ensued that improvements should be a joint effort between the property owner and the tenant as well as the need to come up with a true definition of what was considered a façade.

Mr. Peterson cautioned that the CRA needed to define its guidelines on the proposed "significant façade" stipulation clearly, as he had issues with awarding grants on subjectivity.

Further discussion ensued that the CRA's goal for the grant program is to remove blight; increase the tax roll/property values within the CRA district and not to make successful businesses more successful.

Mr. Otte stated that the question to be answered is "Who is eligible to apply" and summarized that for the $20,000 grant program staff needed direction on:

1. Exterior improvements – Property owner only

2. Interior improvements – Property owner or tenant with property owner approval
3. Who is the applicant – the property, the property owner or the tenant.

A discussion ensued about a property owner holding occupational licenses for several businesses within one building; making the guidelines too complicated and if a tenant's application would preclude the property owner from applying.

Mr. Kosmas summarized that it was his understanding that the CRA was recommending to the City Commission that:

a) a business is defined by an occupational license
b) a business is separate from the owner of the parcel
c) either the property owner or the tenant can make an application for a grant under the $20,000 program and use the funds as they deem appropriate, subject to the guidelines.

The CRA agreed, but felt that some sort of funding cap was needed pertaining to owners of multiple businesses and to define parcel or property.

Mr. Kosmas gave an example of a property with more than one building and asked if the CRA intended to make these grants available to each building on the property and that he was not in favor of giving grants per building.

Mr. Williams suggested giving only one grant per parcel, regardless of how many buildings were on the property.

Mr. Kosmas stated that he wanted to clarify if the CRA was in favor of giving multiple grants to multiple buildings on one parcel.

Discussion ensued about defining a business as holding an occupational license for a particular parcel; grants being available per business notwithstanding the number of structures that exist on one parcel; the need for a physical address to obtain an occupational license and that both the property owner and the business owner could apply for either interior or exterior grants.

Ms. Soulie asked for clarification of a proposed motion to read "*One grant per business per parcel, even if multiple structures on parcel.*" Mr. Kosmas concurred and added that a business was defined per occupational license and that this would not preclude the property owner from applying for a grant.

Mr. Williams inquired if there are multiple businesses in a building would all of them be able to apply for a grant. Mr. Kosmas stated that if they had an occupational license they are considered a business and could each apply. Mr. Kosmas continued that he has an issue with one person who owns four buildings coming in for four grants, however, if that person owned four businesses he could apply for four grants.

Ms. Soulie asked if two separate businesses with two separate addresses on the same parcel would be able to each receive a grant. Mr. Kosmas said yes. Ms. Soulie further inquired if the property owner would also be able to apply for a grant and Mr. Kosmas stated that the answer was clearly yes.

Mr. Kosmas asked Ms. Soulie to read the proposed motion again to avoid any misunderstandings:

One Grant per business per parcel, even if multiple structures on parcel. This does not preclude the owner of parcel to apply for a grant; a business is defined per occupational license. Mr. Schilsky so moved; seconded by Mr. Hodson. The motion carried on roll-call vote 7-0.

Mr. Kosmas clarified that the CRA had voted yes to staff's question of "May a business that had previously received a grant be awarded a second grant at a later time to facilitate an expansion?" All agreed and Ms. Soulie added that the total of these multiple grants may not exceed $20,000.

Mr. Kosmas continued if grant funds may be used as expenditure for equipment, and what constitutes fixtures versus personal property. He stated that the Ad Hoc committee was in agreement not to make CRA funds available for personal property, but to allow fixtures.

A brief discussion ensued that a fixture is defined as something that is permanently affixed to the building and that removing it would cause some type of damage to the building, as well as the CRA having the final decision on what types of fixtures to approve.

Mr. Hodson made the motion exclude personal property as an eligible expense from the grants; seconded by Mr. Peterson. Motion carried on roll-call vote 7 –0.

Ms. Soulie inquired if this motion would also apply to the $50,000 grant and Mr. Kosmas felt that it should.

Mr. Peterson commented on his recent suggestion to create a new $2,500 no-match grant program, which would allow for exterior building renovations to commercial or residential buildings of the type allowed in the Commercial Property Improvement Grant program and he summarized some of the approval criteria.

A brief discussion ensued about whether this should be a first come-first served program and whether to create a new program or implementing it as a component of the Property Improvement Grants;

Mr. Peterson made the motion to approve the $2,500 Non-Matching grant program for both commercial and residential properties; exterior only within the guidelines that have already been set for the program; one time only with no impact on any other grant options; seconded by Mr. Williams. Motion carried on roll-call vote 7-0.

At 3:40 pm Mr. Hall suggested taking a 5 minute break. Mr. Kosmas resumed the meeting at 3:45 pm.

B. Development Assistance and Incentives Program Discussion – "Opportunity Site" component

Mr. Kosmas gave a brief history on how this program was developed and that the CRA would match up to $50,000.

Mr. Otte stated that at their April 12, 2011 meeting the City Commission approved the new "Development Assistance and Incentives Program" which provides up to $50,000 in matching funds for interior and exterior renovations for retail, hospitality, and residential infill to support development in the Canal Street, Historic Westside and Flagler Ave areas.

Mr. Otte continued that the term "Opportunity Site" is used in the CRA Master Plan Update to refer to the public and private sites within the CRA district that were deemed worthy of special consideration and where staff feels that a $50,000 matching grant may not be sufficient. Mr. Otte elaborated that the Development Assistance and Incentives Program description includes a reference to properties that are City or CRA owned, which are governed by different requirements. Mr. Otte stated that staff was given a directive that the city-owned properties had to be advertised through a Request for Proposal and that staff could negotiate potential incentives with the Developer. For the privately owned properties, however, a program had to be created, so staff is suggesting incorporating these Opportunity Sites as a separate, more flexible component to the $50,000 program with a funding cap of $200,000 to bring the shell of the building up to code.

Mr. Otte continued that staff was asking direction on:

1. What types of projects does the CRA wish to incentivize in the Opportunity Sites component of this program?
2. What level of funding does the CRA wish to include in this component?
3. How can the CRA funds be used?
4. Can sites be added?

A brief discussion ensued about creating a completely separate program for the opportunity sites; the pros and cons of making a list of private properties to be included as Opportunity sites; an application process for properties not included on the list and a funding budget.

The CRA agreed that an approved list of properties was needed; that criteria had to be established for a property to be added to the list; that this opportunity sites program will be a separate component to the Development Assistance and Incentives Program; requiring 50/50 dollar match and not to impose a funding limit per application, but that the overall budget allocated for this program can't be exceeded.

Mr. Kosmas clarified that an applicant may meet all grant criteria, but that the CRA can collectively decide not to approve the application and that this applied to all CRA grant programs.

Mr. Kosmas asked for consideration on how the CRA was going to "protect" their investment and gave the hypothetical example of awarding a grant to a business and the owner selling the property to a developer within a year of receiving the grant.

Mr. Wiley addressed the CRA and elaborated on his plans to purchase and redevelop a property that is currently listed as an Opportunity Site. Mr. Wiley felt that applicants should not be limited in the number and types of grants they can apply for when tackling large development projects. Mr. Wiley continued that, while having a pre-lease from potential tenants would be a best-case scenario, he would be in favor of eliminating this proposed requirement from the guidelines.

Mr. Kosmas felt that a property owner receiving an opportunity site grant or a $50,000 grant should not preclude tenants in this building from getting a $20,000 grant, but he was not in favor of applicants receiving an opportunity site grant in conjunction with a $50,000 grant. Discussion ensued and the CRA agreed.

Mr. Kosmas summarized:

1. If property owner received Opportunity site grant or a $50,000 grant – tenants in same building can only receive $20,000 grant per business
2. Level of funding should remain open, but can't exceed allocated budget
3. Additional sites can be added by meeting special criteria established by staff
4. Make Opportunity sites a subcomponent of the Development Assistance and Incentives Program

Mr. Peterson made a motion to that effect; seconded by Mr. Kinney. Motion carried on roll-call vote 7-0.

Mr. Williams suggested keeping the definition on what staff considers an opportunity site broad.

Mr. Ernie Johnson, Developer interested in the Badcock site thanked the CRA for their efforts in assisting redevelopment through their grant programs and suggested considering criteria such as location of the opportunity site, its size, impact on the community, viability of developer and timely construction schedule.

NEW BUSINESS

Mr. Kosmas wanted the applicants of the grants on the agenda to be aware that the Property Improvement guidelines were in a state of flux until approved by the City Commission. Mr. Kosmas suggested either taking no action on these applications or approving them contingent upon ratification by the City Commission.

Mr. Otte suggested having the CRA take actions on the grants today and that staff would schedule any grant over $10,000 to go on the City Commission agenda for June 28, 2011.

A. Commercial Property Improvement Grant Application – 113 Flagler Ave – Ta Da Gallery

Mr. Otte stated that this applicant is proposing repairs to her business sign as well as construction repairs to the front and side porches of her historic building, as they have begun to collapse due to lack of footing support and rot.

A brief discussion ensued that the City Commission had granted CRA staff a ninety day transition period in which to accept grants under the existing guidelines until the combined grant guidelines had been approved.

Mr. Kosmas stated that he felt uncomfortable approving any grant without having approved guidelines in place and asked the applicant to come to the podium.

Ms. Jenny Norado, owner of Ta Da Gallery introduced herself to the CRA. Mr. Kosmas elaborated on some of his concerns of the possible impacts that approval under either the existing or the proposed combined program could have on the property and asked Ms. Norado if she would like the CRA to take action on her grant application today or wait until the combined guidelines were approved.

A brief discussion ensued about this application being approved using the existing guidelines that are in the transitional period; the CRA funding being way below $10,000; and the intent of the transition period.

Ms. Norado was in favor of having the CRA approve her grant application using the existing guidelines.

Ms. Soulie stated that she had spoken with the property owner and he did not want to add any additional items to this application and that she had also clarified that the Ta Da Gallery was the only business on that parcel.

Mr. Williams made the motion to approve the application using the existing exterior Property Improvement Guidelines; seconded by Mr. Kinney. Motion carried on roll-call vote 7-0.

B. Commercial Property Improvement Grant Application – 402 Flagler Ave – Pat Collado

Mr. Otte stated that this applicant is planning to incorporate the existing structure at 402 Flagler Ave. as the reception area for a proposed 2-story office building that will wrap around 402 Flagler and that CRA staff recommends funding this application in the maximum amount of $20,000 contingent the applicant complies with the Planning Department's requirement of joining the four (4) platted lots into one parcel.

Mr. Williams informed the CRA that he would abstain from voting on the item, as he is the Engineer of record for this project.

A brief discussion ensued similar to the previous application, with the exception that this application exceeded the existing funding limit of $10,000.

Ms. Pat Collado, applicant, introduced herself and stated that she would also accept being approved under the existing guidelines, which meant, in her case, that she would have to go before the City Commission, since her application now entailed a $10,000 exterior Property Improvement Grant and an interior $10,000 property improvement grant.

Mr. Jay Pendergast, Architect on record, stated that it would be in Ms. Colado's best interest to be approved using the existing guidelines as they were proposing to add more structures to the parcel in the future.

Ms. Latty raised the question if this property could be considered an opportunity site.

Mr. Peterson made the motion to approve the application under the existing guidelines as being a $10,000 exterior and $10,000 interior Property Improvement grant contingent upon City Commission approval on June 28, 2011; seconded by Mr. Kinney. Motion carried on roll-call vote 7-0.

C. Commercial Property Improvement Grant Application for Wiley Building - north façade

This application is the third and final phase of improvements to the Wiley Building at the corner of Canal and Faulkner Street. The improvements are proposed for the north façade facing the parking lot. The total project cost is $123,000 and staff recommended CRA funding assistance in the amount of $20,000 based on the decision made by the Ad Hoc Committee during the May 25, 2011 meeting that stipulated that façade improvements should be capped at $20,000.

Mr. Wiley stated that he was under the impression that he would be able to be considered for $60,000 in grant reimbursement by applying on behalf of the three tenants who have entrances on this façade. Mr. Wiley stated that if he was only able to be approved for $20,000 he would not be able to start the project and would have to withdraw his application.

A brief discussion ensued and Mr. Kosmas stated that he could not foresee the City Commission necessarily rejecting the CRA's concept of allowing grants for tenants as well as for the property owner. Mr. Kosmas continued that the only issue that he could see would be the "One bite of the apple" type scenario, which he felt in Mr. Wiley's case wouldn't be significant, so it seemed to Mr. Kosmas that if Mr. Wiley could wait he would probably have more funds available.

Mr. Wiley clarified that assuming the City Commission approved the proposed program, he would be able to submit three separate $20,000 applications for this project. Mr. Kosmas stated that based upon the CRA's recommendation to the City Commission, that type of funding would be available to Mr. Wiley to improve his façade.

Further discussion ensued about how the City Commission's decision could affect Mr. Wiley's project.

Mr. Peterson reiterated that Mr. Wiley had the following options:

1. Ask for $30,000 (3 tenants at $10,000 each under the existing guidelines), would have to go before the City Commission for final approval
2. Ask for $60,000 (3 tenants at $20,000 each under proposed new guidelines, if approved by City Commission)

3. $20,000 per significant façade, if Ad Hoc Committee recommendation approved by City Commission

Mr. Kosmas asked what the CRA would like to define as a significant façade and how it would impact Mr. Wiley's project. Discussion ensued about developing criteria based on high visibility from a public thoroughfare and estimating the total CRA funding award based on square footage per façade.

Mr. Otte asked for clarification on how much money Mr. Wiley could expect for his project. Mr. Otte stated that staff had submitted Mr. Wiley's application based on the decision made by the Ad Hoc Committee during the May 25, 2011 meeting that façade improvements be capped at $20,000 per façade. Mr. Kosmas stated that the CRA was proposing that property owners as well as tenants could apply for either exterior or interior improvements. Mr. Kosmas stated that tenants are usually leasing the interior of a building, so the façade of their entrance would not appear to be limited to improvements under these grants based on the criteria the CRA is sending back to the City Commission. Mr. Kosmas did not think that the CRA ever restricted it to that, so theoretically if there is no limit on the façade, multiple tenants could apply for a façade grant. Mr. Otte stated that it was his understanding that the CRA was trying to avoid granting astronomically large amounts to owners of multi-tenant buildings by limiting the tenant to $20,000 for interior improvements only and the property owner to $20,000 per significant façade. Mr. Kosmas stated that the CRA was recommending to the City Commission that tenants can apply for exterior improvements as well.

Mr. Wiley inquired if the CRA could keep the owner of a multi-tenant building from applying on behalf of all of his tenants. Mr. Kosmas stated that the CRA needed to have a rational basis for their decisions so not to give an appearance of approving one, but denying another. Mr. Kosmas felt that, as it stood right now, there didn't appear to be anything that would prohibit multiple tenants from applying as these wouldn't be under significant façade grants, but rather just be under the $20,000 renovations.

Mr. Wiley stated that he would withdraw his application until after the City Commission has made a decision on the combined grant guidelines.

D. Development Assistance and Incentive Program Application – 107 N. Riverside Dr. – Dolphin View

Mr. Williams informed the CRA that he would abstain from voting on the item, as he is the Engineer of record for this project.

Mr. Otte stated that 107 N. Riverside (Dolphin View Restaurant) was the first application to be submitted under the new Development Assistance and Incentives Program approved at the April 12, 2011 City Commission meeting and that the program has extensive guidelines and provides up to $50,000 in grant funds on a 50/50 matching, reimbursement basis for projects in the Canal St and Flagler Ave areas for retail, hospitality and residential infill.

Mr. Steve Dennis, former CRA Vice Chair addressed the CRA on behalf of the applicant and gave a brief summary of the proposed project and of the steps they had taken to

complete the application. Mr. Dennis stated that he realized that creating a business plan and having it reviewed by a third party was a more involved process that they had anticipated, but that it was a positive experience.

This item will be scheduled for final approval by the City Commission at their June 28, 2011 meeting.

Mr. Kinney made the motion to approve the application; seconded by Ms. Latty. Motion carried on roll-call vote 6-0. Mr. Williams abstained.

Mr. George Richford, owner of the Dolphin View, thanked the CRA for their assistance.

Commissioners Hodson and Latty asked to be excused for personal reasons and left the meeting at 5:45 pm.

E. Professional Service Contract for Architectural Services – Bender/Pendergast

Mr. Otte stated that CRA staff and the CRA attorney met with Jay Pendergast and reviewed the standard Professional Services Agreement. This is the standard contract that includes items such as the rate sheet for different persons working in the firm, insurance requirements, payment procedures, etc. There is no work called for in this contract, it simply establishes the contractual relationship. Actual work to be done will be described separately in "scopes of work" to be prepared and brought forward in the future to describe projects and the cost. Mr. Otte continued that 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.

Mr. Peterson made the motion to approve the Professional Service Contract for Architectural Services with Bender/Pendergast; seconded by Mr. Kinney. Motion carried on roll-call vote 4-0. Mr. Williams abstained.

F. Mary Ave Streetscape – GAI Additional Services

Staff had requested GAI to perform some additional duties for the Mary Ave Streetscape Phase I and Phase II Projects, and therefore GAI has submitted a Request for Additional Services for the following tasks:

- Prepare an additional FDOT Permit for Phase I for $4,265. Note: The original FDOT Permit was used last year for the emergency pipe crossing across US1.
- Added construction administration for Phase I for $2,500.
- Modify and complete the Phase II design for $ 2,500.

Total = $9,265

Mr. Williams made the motion to approve GAI additional services for Mary Ave Streetscape in the amount of $9,265; seconded by Mr. Schilsky. Motion carried on roll-call vote 5-0.

G. Orange Streetscape – GAI Additional Services

Staff had requested GAI to perform some additional construction administration duties for the Orange St Streetscape and Parking Lot Improvements Project, and therefore GAI has submitted a Request for Additional Services for this task for $1,000.

Mr. Kinney made the motion to approve GAI additional services for Orange Street Streetscape in the amount of $9,265; seconded by Mr. Schilsky. Motion carried on roll-call vote 5-0.

A. CRA Strategic Marketing Plan – Report on Preparation of Plan

Ms. Smith commented on a recent survey that was distributed which allowed the CRA to look at its district as a whole, instead of by the larger streets, such as Flagler Avenue, Third Ave or Canal Street. The survey was asking people to describe how they felt when they go to or think of these areas, what experiences they've had there and the character of those districts. Ms. Smith continued that the intent of the marketing and the branding is not to take away the identity of the different character districts, but to provide a common thread between them.

Ms. Smith stated that the survey information will be reviewed by a focus group that will meet several times to develop marketing information for the NSB Waterfront Loop; the approved name to be used in the branding of the CRA and that the next step is to develop a branding and marketing campaign.

Ms. Smith elaborated that she will be providing a report at the July 6 CRA meeting and at the July 27, 2011 City Commission Budget meeting.

Mr. Williams asked if it was possible that any material Ms. Smith was going to present could be provided to the CRA Commissioners prior to the next CRA meeting.

Mr. Kosmas thanked Ms. Smith for her time and was looking forward to her report at the July 6, 2011 CRA meeting.

Additional Agenda Item:

Mr. Kosmas asked if the CRA Commissioners had received an agenda item for the awarding of the N. Myrtle Ave Improvement Bid to D2 Paving in the amount of $188,995. The portion of the improvements that are within the CRA district costs $159,120 and the City's portion is $29,875. This item is scheduled to go before the City Commission on June 14, 2011

Mr. Williams made the motion to approve awarding the contract to D2 Paving for the N. Myrtle Ave Improvements; seconded by Mr. Kinney. Motion carried on roll-call vote 5-0.

REPORTS AND COMMUNICATIONS

A. Director's Report

Mr. Otte stated that he had nothing to add to the Director's report, but was available for any questions that may have arisen.

B. CRA Attorney's Report

Mr. Hall stated that he had booklets on Parliamentary Procedure and Government-In-The-Sunshine Manual for each Commissioner and that he was available for questions.

Ms. Soulie stated that she would send out a flyer on the 2011 Florida Redevelopment Conference that will be taking place in October.

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

ADJOURNMENT

A motion was made to adjourn; all agreed. Meeting adjourned at 6:00 pm.

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Claudia Soulie

Meeting Date: July 6, 2011

Action Item Title: CRA Grant Time extension request- Midtown Dogs at 440 N. Dixie Freeway

Agenda Section: Consent__X___ Public Hearing_____ Special Items___ _

Summary Explanation and Background

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. On March 3, 2011 the applicant, Stephen Clancy 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, which was granted by the CRA.

Mr. Clancy has indicated that the present lessee will not be off premise until July 2011 and has therefore submitted another time extension until August 15, 2011 (see attached email). Mr. Clancy stated in his email that he is committed to this project and anticipates being able to open his new business by October, 2011.

Recommended Action/Motion:

Approve the requested time extension contingent that the applicant re-submit his application should there be any revisions to the plans that were reviewed and approved by the CRA.

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

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 $73,730.58. After 9/30/2011 funds will be allocated from FY 2011/12, same account number, however, the exterior, interior and impact fee accounts will be combined into one account with a proposed balance of $370,000.

Exhibits Attached:

1. Time extension request email from Stephen Clancy dated June 20, 2011

Reviewed By:	**Name**	**Signature**
CRA Director	Tony Otte	Tony Otte

Commission Action

Soulie, Claudia

From: STEPHEN CLANCY [spclancygc@msn.com]
Sent: Monday, June 20, 2011 3:10 PM
To: Soulie, Claudia
Subject: RE: Grant Extension Mid-Town Dogs

Hi Claudia, as per our conversation I am requesting a little more time for the following reasons: The present leasee will not be off premise until the end of July. This makes it impossible for me to start up construction. Everything else is in order and I will be ready to start as soon as they are out. I'm excited about getting this going as I'm getting nothing but positive feedback. Once I start I am committed to getting open in a timely fashion. I expect to be in no later than two to three months. October would be fine with me. Along with the Mary Street Streetscape this will be a complimentary addition to what already looks like a great project.

Feel free to contact me anytime. Best Regards,
Steve Clancy

566-6188

Proposed Start Date
August 15, 2011 (SPC)

Subject: Grant Extension
Date: Fri, 4 Mar 2011 13:52:59 -0500
From: csoulie@cityofnsb.com
To: spclancygc@msn.com

Hi Stephen:

Please see attached.

Claudia ☺

CRA AGENDA ITEM SUMMARY

Staff Member Making Request Tony Otte

Meeting Date: July 6, 2011

Action Item Title Approval of proactive news media activities for marketing of NSB Waterfront Loop assets

Agenda Section: Consent___x___ Public Hearing_____ Special Items_____

Summary Explanation and Background

A key goal of the initiative to market the NSB Waterfront Loop is to build awareness of CRA district assets (i.e. venues, events, CRA initiatives, retail mix, etc.). Engaging in proactive news media efforts can assist in delivering the area's image. Proactive news media tools include news releases, tip sheets, newsletters, photo opportunities, etc. The CRA marketing consultant seeks to use these proactive tools by working with CRA businesses and community leaders to gather news items, which are then released via email from info@cityofnsb.com.

Types of "news" items may include:

- Community events (fundraisers, festivals, open houses, etc.)
- Classes/seminars (that are a unique offering)
- Demonstrations (ex. Artistic, etc.)
- Special events (ex. musician performance, guest speaker etc.)
- Honors/awards of staff
- Staff additions
- Business expansion or additions
- Good deeds done by the business (ex. Charitable donations)
- Business receipt/use of CRA grant awards.
- Personal interest stories that involve the CRA (residents, businesses, venues, non-profits, events, etc.)

News items must be a unique offering and not part of normal business. "Sales" are not information that can be used in this format.

The intent of these efforts is not to replace marketing activities conducted as a business function by local merchants but to seek unique opportunities to highlight potential news-worthy items occurring in the NSB Waterfront Loop. In turn, each published mention of the business, NSB Waterfront Loop, character district or City may generate "impressions" of the district without requiring expenditures for advertising space.

Proactive news media efforts are one element that will be presented in the marketing plan for the NSB Waterfront Loop. The NSB Waterfront Loop is the approved name to be used in the branding of the combined CRA district. This effort follows the recommendation on p. 49 of the CRA Master Plan Update for "branding the loop."

Recommended Action/Motion:

Recommend approval of the use of proactive news media efforts for the CRA district.

Funding Analysis: Budgeted___x_____ If not budgeted, recommend funding account: Marketing and promotion of the CRA area is funded in budget line items 51502.531099, Other Professional Service, and 51502.548001, Promotional Expense.		
Exhibits Attached: None		
Reviewed By:	**Name**	**Signature**
CRA Director	Tony Otte	
Commission Action		

OLD BUSINESS

CRA AGENDA ITEM SUMMARY

Staff Member Making Request Tony Otte

Meeting Date: July 6, 2011

Action Item Title Report on the Preparation of the CRA Strategic Marketing Plan

Agenda Section: Consent_____ Public Hearing_____ Special Items___x__

Summary Explanation and Background

Holly Smith, the consultant who is preparing the CRA Strategic Marketing Plan, will give a progress report. Ms. Smith will provide the final report at the August 3, 2011 CRA meeting, and the August 9, 2011 City Commission meeting

Recommended Action/Motion:
None at this time.

Funding Analysis: Budgeted___x_____ If not budgeted, recommend funding account:
The preparation of the CRA Strategic Marketing plan is funded in budget line items 120.51502.531099, Other Professional Service, and 51502.548001, Promotional Expense.

Exhibits Attached:

None

Reviewed By:	Name	Signature
CRA Director	Tony Otte	Tony Otte

Commission Action

CRA AGENDA ITEM SUMMARY

Staff Member Making Request Tony Otte

Meeting Date: July 3, 2011

Action Item Title Additional Scope for the Flagler Boardwalk Project

Agenda Section: Consent_____ Public Hearing_____ Special Items___x__

Summary Explanation and Background

The Flagler Boardwalk project is nearing the end of the design phase. The project currently consists of:

- Repairs to the seawall, including a new cap, railing, and ramp
- A substantial modification to the existing pavilion, with new tile roofing and the elimination of bird nesting areas
- The demolition of the two restroom buildings, the small handicapped restroom, and the storage building and the construction of a plaza with a new restroom buildings and showers
- Modifications to the parking lot to include an island to delineate parking spaces and add some landscaping. (The surface of the parking lot will remain as shell and not be paved.)

This project is scheduled to begin construction in November, following the bid process, review of bids, and the selection of a contractor.

Since the design phase of this project began, it has been noted that Flagler Ave has developed some depressions that are believed to come from a failure in the stormwater system. The stormwater system was a part of the CRA streetscape project over ten years ago.

CRA staff is proposing to add a new scope of work to the above mentioned Flagler Boardwalk project, which would include repairs to the stormwater system beneath Flagler Ave, and resurfacing Flagler Ave from the bridge to the beach access.

Staff will make a presentation on this item.

Recommended Action/Motion:
Direct staff to being a detailed cost estimate to the August CRA meeting for further review.

Funding Analysis: Budgeted___x_____ If not budgeted, recommend funding account:

Funding would come from line item 12051502.567778, the Flagler Boardwalk Project.

Exhibits Attached:
None

Reviewed By:	**Name**	**Signature**
CRA Director	Tony Otte	Tony Otte

Commission Action

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Claudia Soulie

Meeting Date: July 6, 2011

Action Item Title: Impact Fee Assistance Grant Application and Increase in Funds Request: 301 Flagler Ave Unit 3 – Clancy's Cantina Addition

Agenda Section: Consent__ ___ Public Hearing_____ Special Items__X__

Summary Explanation and Background

On March 3, 2011Matt Clancy submitted an application for exterior improvements to a building directly behind the restaurant intended for multiple uses with the focus on selling restaurant related merchandise. The CRA approved that application contingent the applicant amend his Business Tax receipt to include any additional seats. (Per the Planning Department this still needs to be done). The applicant stated that, while evaluating their business plan, the focus changed and they are now planning on using this space for banquets and meetings more often than originally anticipated. The applicant has met with the City's Planning Manager and based on his explanation the Planning Manager has determined that at least seven (7) additional parking spaces are necessary (based on 35 seats) in order to comply with City regulations. Also, this change in use will trigger Transportation Impact fees in the estimated amount of $2,002.25, which the applicant is now applying for.

Secondly, the applicant stated that he became aware that the City Commission recently directed CRA staff to combine the Exterior, Interior and Impact Fee Assistance Grants into one program with a funding cap of $20,000. At this time, Mr. Clancy would like the CRA to consider increasing his previous grant award by $7,122.25. as follows:

PIG Awarded March 3, 2011-------Estimated construction cost: $38,249---CRA grant award: $10,000.00
Impact Fee Assistance Grant to be requested July 6, 2011-------- Proposed CRA grant award: $ 2,002.25
$12,002.25

New CRA grant limit (per City Commission on 4/12/2011) ----------$20,000.00

CRA's new 50% match based on the $38,249 est. project cost..$19,124.50
Minus prior grant awards –received and proposed….$12,002.25
= $ 7,122.25 (requested addt'l funds)

The applicant understands that the proposed combined program has not been approved by the CRA or the City Commission yet, and that this request for the additional monies has to go before the City Commission in August, if approved by the CRA.

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 restaurant.

Recommended Action/Motion:

1. Staff recommends approval of the additional $7,122.25, which includes the $2,002.25 in requested Impact Fee assistance contingent all City permitting and license requirements are met.
2. Should the CRA deny the additional funds, staff recommends approval of the $2,002.25 in Impact Fee Assistance contingent that the applicant acquires all necessary off-site parking spaces (has to go before City Commission in August).

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

Should 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 $73,730.58. After 9/30/2011 funds will be allocated from FY 2011/12, same account number, however, the exterior, interior and impact fee accounts will be combined into one account with a proposed balance of $370,000.

Exhibits Attached:

1. Impact Fee Assistance Application Packet submitted by the applicant, which includes letter requesting consideration for additional funds.

Reviewed By:	**Name**	**Signature**
CRA Director	Tony Otte	

COMMUNITY REDEVELOPMENT AGENCY

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

CRA COMMERCIAL IMPACT FEE ASSISTANCE PROGRAM

(City of New Smyrna Beach Building Department or Transportation Impact Fees ONLY)

Applicant Name: Matthew Clancy

Mailing Address: 301 Flagler Ave.
New Smyrna Beach FL 32169

Business Name: Clancy's Cantina

Property Owner: Randy + Sheri McHenry

Property Address: 301 Flagler Ave.
New Smyrna Beach FL 32169

Contact Person: Danny Michelbrink

Applicant Telephone Number: 386-314-6313

E-Mail Address: dmichelbrink@earthlink.net

Total Amount of Impact Fees: 2002.25

- **Written Estimate of Impact Fee Received**
- **Supporting Data Checklist must be included with application.**
- **Application must be submitted within 30 days of permit application or business tax receipt application.**
- **Application <u>will not</u> be reviewed without all supporting data.**

I hereby submit the attached estimate and supporting documents for the proposed project and understand that the CRA must approve this application. I further understand that I must maintain a valid Business Operation at the subject location for a minimum of three (3) years from receipt of CRA Impact Fee Assistance.

Matt Clancy
Print Name

6-21-2011
Date

Matt Clancy
Signature of Applicant

CLANCY'S CANTINA
301Flagler Ave
New Smyrna Beach Fl. 32169

June 22, 2011

CRA Commercial Impact Fee Assistance:

Members of the New Smyrna Beach Community Redevelopment Board

Please accept the attached application and explanation for assistance with commercial impact fees.

The scopes of work for the improvements at 301 Suite B Flagler Ave dated January 28, 2011 are attached.

As stated in the March 3, 2011 approved grant we proposed using the facility for the occasional banquet and meeting.

In evaluating our current business plan we came to the conclusion that we would be using the facility for banquets, and meetings more often than we originally anticipated when we applied for the improvement grant in March.

After discussing this with Gail Henrikson we discovered that this increased use as a banquet/ meeting facility triggered transportation impact fees estimated at $2002.25 (see attached estimate). Had we recognized the need/interest in such a use we would have included this request in our March application.

The work described in the approved grant has not yet started although we have applied for the permits. The scope of the approved project has not changed but the increased use as a banquet/meeting place has triggered the fees.

Therefore we are requesting the CRA's assistance with these impact fees. We are requesting to combine the grant we received in March 3, 2011 with this request into one program capped at $20,000.00.

Exterior Construction	$38,249.00
50% of Cost	$19,124.50
Approved	$10,000.00
Impact fee	$2002.25 (estimated)
	$7,122.25 (estimated)

Thank you for your consideration.

Matt Clancy

7. Applicant is responsible for obtaining any permits required to construct the project.
8. Upon CRA approval, CRA staff will provide the funding upon submittal of proof of payment of City Impact Fees by the business owner/applicant; or will allow payment directly to the City Building Department upon proof of payment of non-impact fees.

Supporting Data Checklist for Program Applications

Selection Consideration (Please check all that apply)

- ☑ Facilitates the proper balance of commercial enterprises to create a more diversified business environment
- ☑ Encourages community based, individually owned, businesses
- ☑ Encourages quality construction projects that increase the tax base within the CRA area
- ☑ Enhances the pedestrian friendly atmosphere of the business districts within the CRA area
- ☑ Promotes the re-use of vacant or underutilized segments of the existing building stock
- ☑ Provides for expanded periods of operation beyond normal business hours

Location of Business: 301 Flagler Ave NSB 32169

Addendum A: Please attach additional information that demonstrates the qualifications of the proposed project application.

See ATTACHED Request dated 6/22/11

ESTIMATE ONLY

EXHIBIT A: Transportation Impact Fees Schedule

10/1/2008

(Fee based on weighted average construction cost of $1,762,654.00 per lane mile, distribution factor of 24.1%, and 5.6% CPI adjustment.)

Permit:	Contractor:			Address:	
ITE Code	Use	Unit	Fee per Unit (or) 1,000 sf	Unit(s) (or) 1,000 sf	Extension
210	Single Family	DU	$975.50		
220	Apartment	DU	$720.91		
230	Residential Condominium / Townhouse	DU	$479.79		
240	Mobile Home Park	DU	$377.53		
310	Hotel	Rooms	$708.30		
320	Motel	Rooms	$395.00		
620	Nursing Home	Beds	$109.55		
610	Hospital	1,000 sf	$1,181.74		
710	Office up to and including 10,000 sf[1]	1,000 sf	$1,779.78		
710	Office over 10,000 sf[1]	1,000 sf	$1,134.40		
714	Corporate headquarters building	1,000 sf	$565.32		
720	Medical Office	1,000 sf	$2,782.49		
750	Office Park	1,000 sf	$1,619.56		
760	Research Center	1,000 sf	$688.88		
770	Business Park	1,000 sf	$1,513.26		
911	Bank w/out Drive-through	1,000 sf	$2,202.21		
912	Bank w/ Drive-through	1,000 sf	$6,405.51		
110	Light Industry	1,000 sf	$711.22		
130	Industrial Park	1,000 sf	$885.86		
140	Manufacturing	1,000 sf	$411.72		
150	Warehouse	1,000 sf	$509.57		
151	Mini-Warehouse	1,000 sf	$164.17		
812	Building Materials and Lumber Store	1,000 sf	$2,232.04		
816	Hardware / Paint Store	1,000 sf	$5,817.32		
820	Retail, less than 10,000 sf[2]	1,000 sf	$2,397.69	1.370	3284.84 CREDIT
820	Retail, 10,000 - 99,999 sf[2]	1,000 sf	$1,530.32		
820	Retail, 100,000 - 1,000,000 sf[2]	1,000 sf	$1,177.97		
820	Retail, Greater than 1,000,000 sf[2]	1,000 sf	$1,646.90		
831	Quality Restaurant	1,000 sf	$3,859.19	1.370	5287.09 DEBIT
832	High-Turnover Restaurant	1,000 sf	$5,533.03		
834	Fast Food Restaurant	1,000 sf	$10,744.65		
	CBD Sandwich Shop	1,000 sf	$1,829.36		
836	Bar / Lounge / Drinking Place	1,000 sf	$6,961.42		
837	Quick Lube	Bays	$1,773.54		
840	Auto Care / Detailing	1,000 sf	$1,483.97		
841	New and Used Car Sales	1,000 sf	$2,199.16		
847	Car Wash	1,000 sf	$3,465.73		
849	Tire Store / Auto Repair	Bays	$1,056.78		
850	Supermarket	1,000 sf	$2,326.75		
851	Convenience Store	1,000 sf	$7,337.74		
853	Convenience Store w/ Gas Pumps	1,000 sf	$6,271.88		
	Convenience Store w/ Gas and Fast Food	1,000 sf	$13,698.59		
862	Home Improvement Store	1,000 sf	$1,377.47		
881	Pharmacy / Drugstore w / Drive Through	1,000 sf	$1,507.34		
890	Furniture Store	1,000 sf	$270.18		
	General Recreation	Parking Space	$296.97		
411	City Park	Parking Space	$912.86		
412	Major Park	Parking Space	$200.00		
416	Campground / RV Park	Space	$319.13		
420	Marina	Slip	$379.75		
	Major Sports Facility	Parking Space	$178.43		
444	Movie Theater	Screens	$4,510.25		
560	Church	1,000 sf	$569.23		
565	Day Care	1,000 sf	$1,993.85		
	Airport Hanger	1,000 sf	$891.46		
	Veterinary Clinic	1,000 sf	$950.24		
				Total Transportation Impact Fee Due:	2002.25

[1] The fee for an office use shall be $1.6854 for each sf up to and including 10,000 sf, plus $1.07424 for each sf in excess of 10,000 sf.

[2] The fee for a retail use shall be $2.27054 for each sf less than 10,000 sf, plus $1.44917 for each sf in excess of 9,999 sf and less than 100,000 sf, plus $1.1155

Source: City of New Smyrna Beach Transportation Impact Fee Study Final Report, *B and H Consultants, Inc., February 2005*
Effective 10/1/2008

CLANCY'S CANTINA
301Flagler Ave
New Smyrna Beach Fl. 32169

June 22, 2011

CRA Commercial Impact Fee Assistance:

DTN March 3

I approve the project at Clancy's Cantina planed and approved by the CRA on ~~April 12,~~ 2011. I further approve Clancy's request for assistance with the impact fees associated with this project and the combining of the April grant and this request into one program capped at $20,000.00.

Thank you for your consideration

M. R. McHenry

Randy McHenry

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Claudia Soulie

Meeting Date: July 6, 2011

Action Item Title: CRA Grant Time extension request and additional funds for Heath's Natural Foods at 600 East Third Ave.

Agenda Section: Consent____ Public Hearing_____ Special Items_X_ _

Summary Explanation and Background

On August 4, 2010 the CRA approved a Commercial Property Improvement Grant application for Heath's Natural Foods to create an addition, a porch, and an awning for the existing store. On September 8, 2010 approval was received for an Impact Fee Assistance Grant.

On March 3, 2011 Mark Rakowski, the owner's representative, submitted a request for a time extension for construction to start by mid June 2011 due to the need of rebidding the project, which was approved by the CRA. Mr. Rakowski informed staff that project construction is now proposed to commence in July 2011, however, in case of further unforeseen circumstances he is requesting an additional 90-day extension until September 20, 2011, which will be one year after the initial approval date. The owners now have a contract for construction, which is still anticipated to be completed in early 2012.

Furthermore, Mr. Rakowski stated that he became aware that the City Commission recently directed CRA staff to combine the Exterior, Interior and Impact Fee Assistance Grants into one program with a funding cap of $20,000. At this time, Mr. Rakowski would like the CRA to consider increasing his previous grant award by $5,480.86.

PIG Awarded August 4, 2010-------Estimated construction cost: $115,000---CRA grant award: $10,000.00
Impact Fee Assistance Grant Awarded September 8, 2011---------- CRA grant award: $ 4,519.14
$14,519.14

New CRA grant limit (per City Commission on 4/12/2011) ----------$20,000.00
Minus $14,519.14 (prior grant awards)
= $ 5,480.86 (requested addt'l funds)

Mr. Rakowski and the property owners understand that the proposed combined program has not been approved by the CRA or the City Commission yet, and that this request for the additional monies has to go before the City Commission in August if approved by the CRA.

Recommended Action/Motion:

1) Approve the requested time extension contingent that the applicant re-submit the application should there be any revisions to the plans that were reviewed and approved by the CRA.
2) Approve the additional funds. Will also require City Commission approval in August.

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

Should 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 $73,730.58. After 9/30/2011 funds will be allocated from FY 2011/12, same account number, however, the exterior, interior and impact fee accounts will be combined into one account with a proposed balance of $370,000.

Exhibits Attached:

1. Time extension /funding increase request from Mark Rakowski dated June 20, 2011

Reviewed By:	Name	Signature
CRA Director	Tony Otte	Tony Otte

Commission Action

MARK H. RAKOWSKI, AICP
LAND PLANNING CONSULTING

REACH YOUR PROPERTY GOALS

June 20, 2011

Ms. Claudia Soulie, Administrative Specialist
Community Redevelopment Agency (CRA)
201 Sams Avenue
New Smyrna Beach, FL 32168

Dear Claudia,

This letter is regarding the CRA Commercial Property Improvement Grant (PIG) and Commercial Impact Fee Assistance Grant (IFA) awarded to Maria & Tom Heath, owners of Heath's Natural Foods, Inc., located at 600 East Third Avenue in New Smyrna Beach (**See attached letters**). On behalf of the Heath's I am requesting a 90 day extension of the PIG and IFA awarded to the Heath's by the CRA in August and September of 2010. Please be aware the project is proposed to commence in July of 2011. However, in case of unforeseen circumstances we are requesting a 90 day extension to begin construction.

Please be aware the project had to be re-bid for construction due to the high costs associated with the original bid. The Heaths now have a contract with Steve Clancy for construction which is still scheduled to be completed by early 2012. 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.

On behalf of Mr. and Ms. Heath I also request to increase the grant amount by $5,480.86. My understanding is recently the City determined that the amount of available commercial CRA grant funds will be changed to $20,000 total instead of $10,000 for the PIG, $10,000 for the Commercial Matching Revitalization Grant and up to $5,000 for the IFA. The Heaths were granted $10,000 for the PIG and $4,519.14 for the IFA. The project scope remains the same. The total project cost is estimated to be approximately $200,000.

My understanding is the extension request will be before the CRA on July 6, 2011. Also, the City Commission will consider the $20,000 grant request in August of 2011. I will be present representing the Heath's for both meetings should questions arise.

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

386.690.3880 MRakowski@cfl.rr.com 822 E. 8th Avenue, New Smyrna Beach, Florida 32169

COMMUNITY REDEVELOPMENT AGENCY
210 SAMS AVENUE, NEW SMYRNA BEACH, FLORIDA

March 4, 2011

Mark Rakowski
Land Planning Consulting
822 East 8th Ave.
New Smyrna Beach, FL 32169

Subject: 600 E. Third Ave. – Grant Extension

Dear Mark,

On behalf of the Community Redevelopment Agency, I am pleased to inform you that your grant application for the above referenced property has been extended until mid June 2011 with the contingency that you re-submit your application should there be any revisions to the plans that were reviewed and approved by the CRA.

Please notify this office when the work is planned to begin and when you are ready for the project to be inspected for completion of the CRA approved project specifications.

Once copies of canceled checks, or detailed invoices, or paid receipts of all the work performed have been submitted the closeout paperwork will be processed.

Please let me know if I can be of any further assistance.

Respectfully,

Claudia Soulie

386-424-2265

COMMUNITY REDEVELOPMENT AGENCY
210 SAMS AVENUE, NEW SMYRNA BEACH, FLORIDA

August 5, 2010

Mark Rakowski
Land Planning Consulting
822 East 8th Ave.
New Smyrna Beach, FL 32169

Subject: 600 E. Third Ave. – Property Improvement Grant Application

Dear Mark,

On behalf of the Community Redevelopment Agency, I am pleased to inform you that your project application for the above referenced property has been approved. The $10,000 grant for 600 E. Third Ave. is a one-to-one dollar match on work performed in accordance with your approved scope of work and the Grant guidelines.

Below, please find excerpts of the Grant guidelines:

VII. Any and all unforeseen changes in the scope of work that may arise during the renovation process must be approved prior to any work initiated or completed.

VIII. Prior to reimbursement of project costs, the applicant shall agree to maintain all improvements and not to alter the project for a period of three (3) years without approval. Routine maintenance e.g., replacing same materials, repainting same color, etc., does not require CRA approval.

XIV. Projects receiving funding must begin work within 30 days and must be completed within 1 year, unless a written request has been submitted and approved by the CRA Board.

Please notify this office when the work is planned to begin and when you are ready for the project to be inspected for completion of the CRA approved project specifications.

Once copies of canceled checks, or detailed invoices, or paid receipts of all the work performed have been submitted the closeout paperwork will be processed.

Please let me know if I can be of any assistance.

Respectfully

Claudia Soulie
386-424-2265

COMMUNITY REDEVELOPMENT AGENCY
210 SAMS AVENUE, NEW SMYRNA BEACH, FLORIDA

September 9, 2010

Mark Rakowski
Land Planning Consulting
822 East 8th Ave.
New Smyrna Beach, FL 32169

Subject: 600 E. Third Ave. – Commercial Impact Fee Assistance Program Application

Dear Mark,

On behalf of the Community Redevelopment Agency, I am pleased to inform you that your application for the above referenced property has been approved. The $4,519.14 is provided as reimbursement upon submittal to CRA staff of proof of payment or payable directly to the City of NSB Building Department. Please let me know which option you would like to go with. Should you choose to pay for the Impact Fees, you will need to submit a paid receipt in order to be reimbursed. If you decide to have us issue the check directly to the Building Department, please provide an Impact Fee Calculation Form that has been signed or initialed by a staff member from either the Planning or Building Department.

Below, please find excerpts of the Grant guidelines:

- Funds would be eligible for disbursement when the permit or business license is paid minus the impact fees.
- Only one (1) grant shall be awarded per business.
- No grants will be awarded to government owned properties, to tenants in government owned properties, or non-profit organizations.
- The business must maintain a valid Business Operation at the subject location for a minimum of three (3) years from the receipt of CRA assistance.
- If the business fails to maintain a valid Business Operation within three (3) years from the receipt of CRA Assistance, the CRA reserves the right to invoice the business owner/applicant as required, to reclaim the total amount of CRA funds granted to the business owner/applicant for the subject project.

Please let me know if I can be of any assistance.

Respectfully

Claudia Soulie
386-424-2265

CRA AGENDA ITEM SUMMARY

Staff Member Making Request: Claudia Soulie

Meeting Date: July 3, 2011

Action Item Title: Change order request for 515 Canal Street

Agenda Section: Consent__ ___ Public Hearing_____ Special Items__X__

Summary Explanation and Background

The applicant, Richard Rosedale submitted two individual grant applications where a portion of the scope entailed demolition of existing structures to be able to install new awnings at 509/511 Canal and 515 Canal Street.

For the grant at 509/511 Canal Street the total project cost in the application for work including painting, stucco repair, and new awnings was $9,451. The grant amount awarded was $4,725.50 (50% of $9,451.) The scope of work for this location included the removal of an old wooden awning and elongated iron wall hanger at an estimated cost of $2,395.

For the grant at 515 Canal Street the total project cost in the application for work including painting, stucco repair, and new awnings was $6,619. The grant amount awarded was $3,309.5 (50% of $6,619). The scope of work for this location included the removal of an old wood framed canopy at an estimated cost of $2,550.

In the spirit of economization the contractor performed the demolition work on both 509/511 and 515 Canal Street at the same time. The applicant submitted a letter he had received from his contractor stating that he had anticipated using a Bob Cat for all demolition work to be performed. However, before execution of the scopes it was determined that the Bob Cat would not be sufficient for these tasks and using it could pose a potential safety risk, thus heavier equipment was necessary. This unforeseen change increased the demolition work estimates by $750.

The applicant is requesting the CRA consider funding the additional $375 (or 50% of $750) incurred for the heavier duty equipment rental. Staff is recommending approval of this request and would like to add the additional $375 to the total CRA award for 515 Canal Street. This would increase the amount from $3,309.50 to $3,684.50.

Please note that the project for 509/511 Canal Street came in $369 lower than estimated. The CRA reimbursement amount was adjusted by $184.50 (or 50% of $369) to $4,541. A check request was processed on June 15, 2011.

Recommended Action/Motion:

Approve the increase of total CRA funding for 515 Canal Street from $3,309.50 to $3,684.50.

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.

Exhibits Attached: 1. Correspondence from Property owner as well as contractor

Reviewed By:	Name	Signature
CRA Director	Tony Otte	Tony Otte

Commission Action

Soulie, Claudia

From: DRose7105@aol.com [mailto:DRose7105@aol.com]
Sent: Friday, June 24, 2011 11:32 AM
To: Soulie, Claudia
Subject: Re: 515 Canal Street

Could not have said it better. I concur.
Dick Rosedale

In a message dated 6/24/2011 10:02:09 A.M. Eastern Daylight Time, csoulie@cityofnsb.com writes:

> Mr. Rosedale:
>
> Please read the paragraph below and let me know if I have substantially understood your wishes pertaining to an increase in CRA funding.
>
> - The applicant is requesting the CRA to consider funding the additional $375 (or 50% of $750) incurred for the heavier duty equipment rental. Staff is recommending approval of this request and would like to add the additional $375 to the total CRA award for 515 Canal Street. This would increase the amount from $3,309.50 to $3,684.50.
>
> Please advise by responding to the email not later than 12 noon today.
>
> Thanks
>
> Claudia

Soulie, Claudia

From: M.R. Davis, Corp. [theroot@bellsouth.net]
Sent: Friday, June 24, 2011 8:27 AM
To: Soulie, Claudia
Subject: Re: Canopy Removal Cost

Hi Claudia:

Concerning the removal of the canapies at 509, 511, and 515 Canal Street, the additional cost of $750. for mobilization and use of larger equipment, should be distributed equally to the three canopies.

Please contact me should you need further clarification.

Sincerely,

Mark Davis

Mark R. Davis
M.R. Davis, Corp.
State Certified General Contractor
CGC1515430
Leaders in "Green" Building and Consulting
LEED GA
Florida Green Building Coalition,Inc.
Mobil: 386-566-4646
Fax: 386-423-0455

----- Original Message -----
From: Soulie, Claudia
To: theroot@bellsouth.net
Cc: DRose7105@aol.com
Sent: Wednesday, June 22, 2011 3:32 PM
Subject: RE: rosedale

Hi Mark:

Per our phone conversation the other day, when would you be able to send me a separate statement for the total extra cost incurred for equipment rental for the jobs at 509/511 and 515 Canal Street for Mr. Rosedale? Please just email me that cost and copy Mr. Rosedale as he will be using this figure to go before the CRA to ask for additional assistance.

Hope this makes sense. If not, please let me know.

Claudia
386-424-2265

CRA AGENDA ITEM SUMMARY

Staff Member Making Request Tony Otte

Meeting Date: July 3, 2011

Action Item Title Proposed Increase in Funds: Panhead's Pizza

Agenda Section: Consent_____ Public Hearing_____ Special Items___x__

Summary Explanation and Background

Panhead's Pizza has received three grants from the CRA:

1. First Property Improvement Grant: $2,043
2. Impact Fee Grant: 3,762
3. Second Property Improvement Grant 8,925

$14,730

The second property improvement grant was for the patio project. The initial cost estimate was $17,850, and the grant was awarded for 50% of that estimate.

Construction of the patio was still underway when the direction was given to combine the three grants for interior renovation, exterior renovation, and impact fees for a total of available grant funds adjusted to $20,000. The final inspection was conducted on June 1.

The patio project had unanticipated costs, and the final cost is $30,070.92. If the restaurant owners had known that the total was going to be changed they would have applied for the higher amount.

The restaurant owners are now requesting a "change order" in their grant of $5,270 to bring their grant total up to $20,000.

Staff recommends approval of this request. Panheads has been a successful venture and worthy of CRA support. It adds value to the newly refurbished Orange Ave streetscape and the Patio adds another dimension to dining in the Canal St area. The applicant has submitted documentation of costs.

Recommended Action/Motion:
Approval of the request for an additional $5,270 in grant funds for the second property improvement grant.

Funding Analysis: Budgeted___x_____ If not budgeted, recommend funding account:
Funds would come from line item 51502.583001, Façade Improvements (Property Improvement Grants).

Exhibits Attached:
None

Reviewed By:	Name	Signature
CRA Director	Tony Otte	Tony Otte

Commission Action

CRA AGENDA ITEM SUMMARY

Staff Member Making Request Tony Otte

Meeting Date: July 3, 2011

Action Item Title Review of Grant Program Descriptions for four CRA Grant Programs

Agenda Section: Consent_____ Public Hearing_____ Special Items___x__

Summary Explanation and Background

CRA staff has prepared a description for the CRA grant programs listed below based on the discussion from the June meeting:

1. Grant Program for:
   a. Large Grants ($50,000). This program was approved by the City Commission on April 12 and no substantive changes are recommended.
   b. Opportunity Sites. This is the program being discussed for grants in excess of $50,000, for the "opportunity sites" listed in the CRA Master Plan Update as well as sites that could be added to the list.
2. Combined Grant ($20,000) Program for Commercial Exterior/Interior Renovation and New Construction, and Impact Fees/Permit Fees. This is the combination of three formerly separate programs, with several new features such as allowing CRA funds to be used for any impact fees, not just City impact fees.
3. Grant program for Small-Scale Improvements. This program has been recently proposed and discussed.

Staff has prepared the grant descriptions into a standard format with headings that are intended to be "user friendly". Staff has also prepared an excel spreadsheet (please see attached) in an effort to address how each of the programs are coordinated with one another; for example:

- A building may be the subject of an "Opportunity Site" grant award, and may also receive awards under the $20,000 combined program.
- A building may receive a Large Grant ($50,000) Grant Program award, and may also received awards under the $20,000 combined program.
- A building may not receive both an Opportunity Site grant award and a Large ($50,000) Grant Award.

Program descriptions must be approved by both the CRA and the City Commission. Since the City Commission will not meet again in regular session until August 9 and the transition period for the combined program is scheduled to end after that meeting, staff proposes to have these program descriptions approved at either the July 6 or the August 3 CRA meetings and then present them for approval to the City Commission at their August 23 meeting. If there are any areas in which the City Commission has concerns, those grant program descriptions could be held until a joint CRA/City Commission meeting is conducted in October. If the concerns are with the combined program, CRA staff will request the City Commission to continue the transition period until the joint meeting.

Recommended Action/Motion:
Review and approval of the program descriptions.

Funding Analysis: Budgeted___x_____ If not budgeted, recommend funding account:
Funding for the programs is provided in separate line items in the FY 2010/11 budget:
12051502.583003 Development Assistance and Incentives
12051502.583001 Façade Improvements
12051502.580304 Revitalization Grants

Exhibits Attached:
1. Draft Program Descriptions for the three new grant programs. (the Large Grant ($50,000) Program was approved by the City Commission on April 12.)
2. CRA Grant Program Summary

Reviewed By:	Name	Signature
CRA Director	Tony Otte	Tony Otte

Commission Action

CRA GRANT PROGRAM SUMMARY

(summary only - detailed conditions found in program guidelines)

Grant Program Title	Amount Available (all 50/50 matching)	Eligible Expenses (no equipt)	Who Can Apply (Non-profits are not eligible)	How Many grants can a building receive?	Draws Allowed?	Fee Eligibility	Notes
A. *Large Grants Program	Maximum grant award $50,000	Renovation costs - interior items need not be code required	Property owners and business owners joint application in the Canal and Flagler area for hospitality or retail buisnesses; or for residential to support retail; and westside residential infill	One $50,000 per building. The building may receive a $20,000 grant for tenant spaces, but not an Opportunity Site Grant	Yes	All Impact and Permit fees are eligible.	This is a pilot program, only 4 grants to be awarded before program evaluation.
B. *Opportunity Sites	TBD, as part of a negotiated development agreement, not to exceed budget allocation; awards greater than $50,000.	Maximum Flexibility: Renovation costs including site work, pay down interest rate, impact fees. Interior items need not be code required.	Property owners of specified "Opportunity Sites"; other sites may be approved per requirements	One Opportunity Site grant per site. An Opportunity Site property can also receive a $20,000 grant for tenant spaces but not a $50,000 grant.	Yes	Yes, to be determined in the development agreement	A two step approval process: concept approval, and devel. agreement approval
Commercial Interior and Exterior Improvement, and Impact Fee Grant Program	Maximum Grant Award: $20,000. Grants for façade improvements depend on certification as a "significant façade"; $ amount depends on square footage of façade.	Interior renovation required by code, exterior improvements incl. signage, landscaping, parking lot improvements etc. Does not include building items such as roofs, A/C.	Property owners for all three types; business owners with property owner approval for all types, anywhere in the CRA. The amount available for Exterior grants in multi-tenant buildings determined per significant façade as described in the program requirements	One grant per business or business space. If a business had previously received a CRA grant it may receive additional grants, not to exceed $20,000 cumulatively.	No. All grant funds released following final inspec-tion (CRA and Building Depart)	Yes, all impact fees and permit fees are eligible.	Pre app Planning and Building meetings required.
Small Improvement Program	$2500 - No Match	residential and commercial exterior improvements incldg Landscaping,	property owners only	One. Any other CRA grant received would be reduced by this amount	No. Release following final inspection	Permit fees and city impact fees eligible	special condi-tions apply

July 1, 2011

CITY OF NEW SMYRNA BEACH

COMMUNITY REDEVELOPMENT AGENCY

COMBINED GRANT ($20,000) PROGRAM FOR COMMERCIAL EXTERIOR/INTERIOR RENOVATION AND NEW CONSTRUCTION, AND IMPACT FEES/PERMIT FEES

DRAFT

GUIDELINES AND APPLICATION

Further information and assistance may be obtained by contacting:

The CRA office
Phone: 386-424-2266

Introduction

The New Smyrna Beach Community Redevelopment Agency (CRA) has a number of grant programs and incentives available for the purpose of eliminating blight, encouraging growth of the tax base, and maintaining a quality image and consistent unique character of the area.

The purpose of the Combined Grant ($20,000) Program for Exterior/Interior Renovation and New Construction, and Impact Fee and Permit Fees is to provide funds up to $20,000 per grant, on a matching basis, according to grant requirements. The CRA will review and consider each application as measured by the goals, priorities, and objectives of the CRA Master Plan Update, Florida Statutes Chapter 163, and the adopted Design Guidelines. Design Guidelines for each business area within the CRA District are available at the CRA office or at www.cityofnsb.com. Applications must be approved by the CRA prior to any work beginning.

Qualifying applications for this grant program are being considered for approval during the monthly CRA meetings, typically held the first Wednesday of each month. Applications must be submitted to CRA staff at least three (3) weeks prior to the meeting date at which the application will be considered.

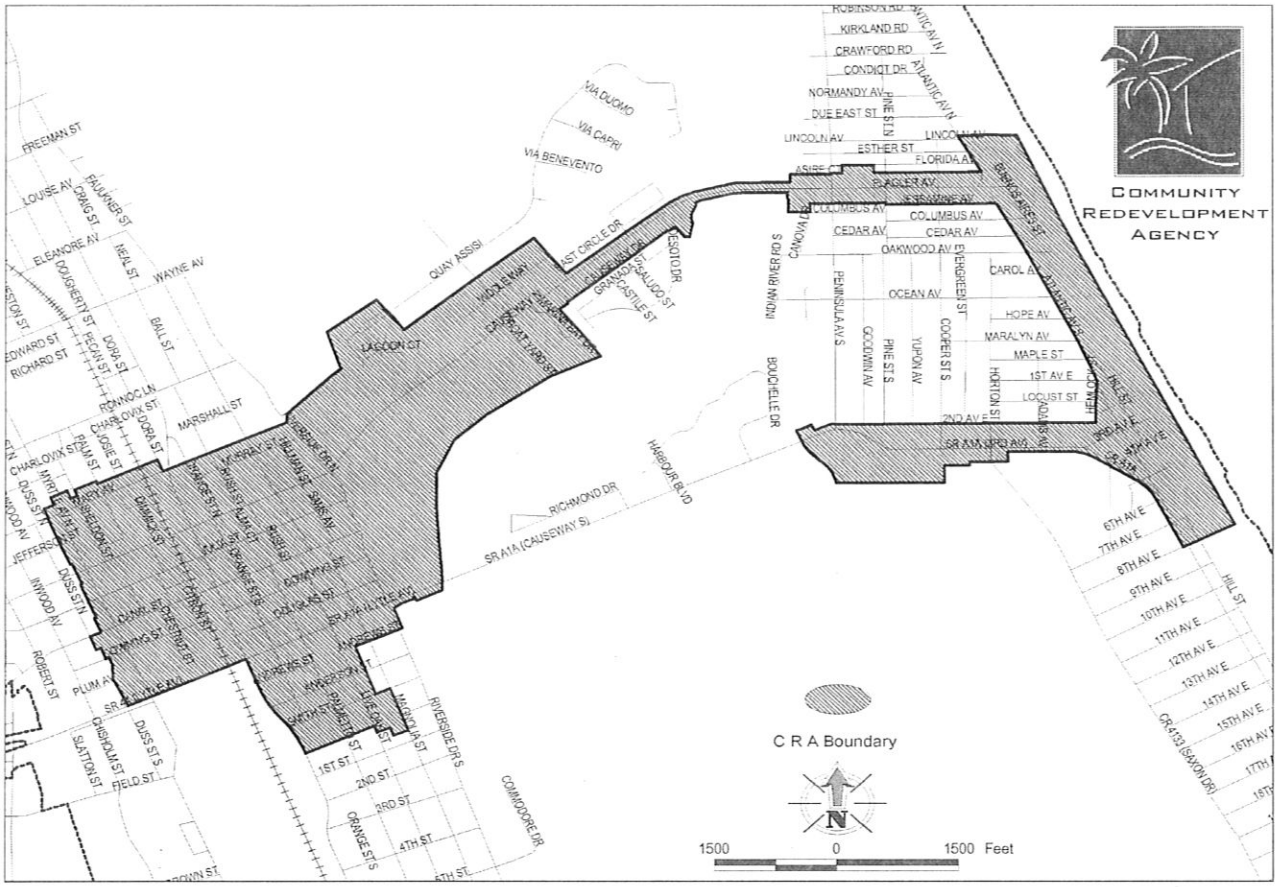
~~The New Smyrna Beach Community Redevelopment Agency (CRA) will consider providing financial incentives and/or grants for exterior and/or interior renovation and new construction as well as impact fee assistance for commercial projects within the CRA District. The in order to achieve noticeable visual changes and create a positive impact Combined Grant ($20,000) Program for Exterior/Interior Renovation and New Construction, and Impact Fee and Permit Fees has been established for this purpose.~~

~~The CRA will review and consider each application as measured by the goals, priorities and objectives of the CRA Master Plan Update, Florida Statutes Chapter 163, Redevelopment Plan and the adopted Design Guidelines. Design Guidelines for each business area within the CRA District are available for reference at the CRA office or at www.cityofnsb.com.~~ **~~Applications must be approved by the CRA prior to any work beginning for which reimbursement will be sought, including any match.~~**

~~Applications must be submitted to CRA staff at least three (3) weeks prior to the CRA meeting date (CRA typically meets every first Wednesday of the month) at which the application is considered. Qualifying applications for this Grant Program are being considered for approval during the monthly CRA meetings, typically held the first Wednesday of each month.~~ **~~Applications must be submitted to CRA staff at least two (2) weeks prior to the meeting date.~~**

Program Area

The Grant Program is available to applicants with properties located in the CRA District.



Program Objectives

This Grant Program is designed to achieve specific redevelopment objectives within the CRA District, such as:

- Stimulating reinvestment within the District by creating an atmosphere which will enhance new business growth, development and job opportunities.
- Maintaining a quality image and consistent unique character and/or historic integrity of each of the designated areas.
- Creating pride and confidence in the CRA District by improving visual quality.
- Creating vital areas within the community for business and leisure enjoyment by providing a safe and attractive environment.

~~PROGRAM GRANT AWARDS~~

General Requirements

Application Review: The CRA and/or City Commission will, in their sole discretion, determine if an application is a worthy, viable, and deserving use of CRA funds in meeting the goals and objectives of the CRA Master Plan Update and Florida Statutes Chapter 163.

Eligible Applicants: Applicant eligibility depends on the proposed use of funds, as follows:

- Exterior Improvements: Property owners only; or Property owners and business owners/tenants jointly.

- Interior Improvements: Property owners or business owners/tenants, with property owner approval
- Impact Fees and Permit Fees: Property owners, or business owners/tenants, with property owner approval.

Grant Funding Amount Available: The maximum amount of funding to be awarded is up to $20,000 total per grant except as noted for exterior grants, as follows:

- Per interior space: up to $20,000. Interior spaces are eligible to receive a grant each time a new business moves in, but funds cannot be used to substantially disturb improvements that were previously grant funded.
- For exterior areas, up to $20,000, except that the amount available for façade improvements will depend on the amount of square feet of façade area as the amount of grant funding for facades is determined by a dollar amount set per square foot x the number of square feet of façade. In addition, a building may have more than one façade that is eligible for grant funding (please see "façade improvements" below). The dollar amount available per square foot of the significant façade area is $18, with a cap of no more than $60,000 available per significant façade. Example:
    - The dimensions of the north side of the building at 223 Canal St are 163 feet (horizontal dimension) by 20 feet (vertical dimension), for a total of 3,260 square feet. With grant funding available at $18 per square foot of façade area, there would be a maximum amount of $58,680 available in grant funds for a façade improvement to the north side of this building. The north side qualifies as a significant façade since it faces a parking lot and has public building entrances on that side of the building. This amount falls below the cap amount of $60,000. Note that in order to be considered for a grant award at that amount, the building owner would have to have a project budget with $117,360 of eligible expenses, and meet the Canal St Design Guidelines.

- For impact fees and permit fees, up to $20,000.

City Commission Approval for Facade Grants Exceeding $25,000: For façade grants, if the grant amount exceeds $25,000, the application must be approved by both the CRA and the City Commission.

Match Requirement: This program requires a 50/50 match. For example, if a project is approved with eligible costs of $40,000, at the conclusion of the project following a satisfactory inspection, the grantee will be reimbursed $20,000.

~~**NOTE: An applicant may apply for exterior/interior improvements and impact fee assistance all at one time, or may choose any combination of the three options. Please be aware, however, that once a grant option has been selected and awarded, the business to which the grant was awarded is no longer eligible to receive additional grant assistance under this Program. For this reason, CRA staff recommends that the building owner, if he or she is the applicant, inform the tenant of the intent to apply for a grant to incorporate any possible needs the tenant may have. ONLY ONE GRANT APPLICATION PER BUSINESS.**~~

Eligible Expenses: This program provides funds for commercial building exterior and interior improvements, new construction, and impact fees and permit fees, as described herein. ~~including landscaping and parking lot improvements, as well as certain impact fees.~~

Coordination with other CRA grant programs and multiple awards:

- Opportunity Sites: a property owner may receive grants under this $20,000 program for the renovation of tenant spaces after receiving a grant under the Opportunity Site program.
- Different businesses at different times may receive funds under this program for the same interior space provided that one grant does not substantially disturb the work that was previously done with grant funding.
- Large ($50,000) Grant Program ($50,000): the $20,000 grant program may be combined with the large ($50,000) grant program.
- A business or property owner may receive more than one grant under this program provided that the funding does not exceed the maximum of funding allowed per grant. For example, a business at different times may receive several grant awards provided that the cumulative total of the awards does not exceed $20,000. Similarly, a property owner could apply for façade grants at different times provided that the cumulative total does not exceed the amount available by applying the square footage formula. This provision also applies to impact fees.

Reimbursement requirement: The payment of grant funds can only be made for eligible expenses as approved by the CRA in the grant application, on a reimbursement basis. At the conclusion of the project CRA staff will inspect the project to insure that all work was properly completed as called for in the project application. The grant recipient shall also submit documents to verify that all expenses have been properly paid. When these requirements have been satisfied, the grant recipient will receive reimbursement.

Licenses/Permits: All design professionals and contractors must be properly licensed. The property owner must obtain any permits needed for the project prior to starting work.

Compliance with design guidelines: All projects must comply with any design guidelines for the area in which the project is located. There are design guidelines for buildings in the Canal Street, Flagler Avenue, and Third Avenue areas.

Cost Estimates: There must be two type-written cost estimates/quotes provided by the applicant from licensed contractors, on the contractor's company letterhead that includes the contractor's license number, for project work. If only one quote can be obtained, the applicant must provide a good reason why the second quote could not be obtained. CRA staff will examine a work quote to determine if it is reasonable.

Verification: Each CRA grant applicant authorizes CRA staff to contact anyone to verify information provided regarding any aspect of the project including but not limited to quotes.

Fixtures: Fixtures must become a permanent part of the structure and cannot be removed from the premises.

Personal Property: Grant funds may not be used for the purchase of personal property.

On-site meeting: The applicant is required to attend an on-site meeting at the property for which the grant is sought with CRA staff and pertinent City staff as part of the application process.

Quality of Work: All work must be performed in a professional and workman-like manner. Upon completion, all work must pass applicable Federal, State, and local inspections. The CRA reserves the right to withhold reimbursement payments should the final inspection reveal that the work performed was not completed in a professional, workman-like manner and per the approved permit(s) and grant application.

Prohibition against delinquencies: Neither the applicant nor the property owner may be delinquent to the City or County for any properties, including but not limited to ad valorum taxes, special assessments, etc.

Property must be in compliance with City Regulations: Property subject to grant awards must be in compliance with all City codes, including but not limited to code enforcement and zoning.

Project Re-evaluation: The applicant shall agree to meet with CRA staff at staff's request to resolve unforeseen circumstances that may arise in the administration of the application or grant. Likewise, CRA staff will meet with applicants and grant recipients upon request.

Valid Business Operation for a minimum of three years: If a business owner/tenant is the grant recipient, the business must maintain a valid business operation at the subject location for a minimum of three (3) years from the receipt of CRA assistance. If the business fails to maintain a valid business operation within three (3) years from the receipt of CRA assistance, the CRA reserves the right to invoice the business owner or applicant as required, to reclaim the total amount of CRA funds granted for the subject project.

Impact fees and/or Permit fees paid prior to CRA Grant approval: Impact Fees and/or permit fees paid prior to CRA Grant approval are ineligible for CRA grant funding. ~~reimbursement.~~

Approval Guidelines and Criteria

Exterior: Approved exterior projects must comply with the established Design Guidelines and all projects should strive to address the entire façade, including signage and other exterior issues that reflect the building as a whole.

Eligible exterior expenditures include:

Exterior Renovations/New Construction: Including, but not limited to: painting, cleaning, repairs, replacing architectural details, removing incompatible additions, repairing or replacing windows, door trims, porches, storefronts, etc., on the front, side and rear of buildings facing public entrance areas.

Signage: Including removal of old signs and obsolete sign poles, brackets or fixtures; and the design, production and installation of new signage.

Electrical: Any work directly related to exterior window lighting, security lighting or illumination of signage.

Landscaping: Including, but not limited to: removal of plant materials, installation of protective fencing during construction activity, replacement and addition of plant materials, soil augmentation and installation of plants, irrigation systems and window boxes.

Awnings: Including removal of old awnings and the purchase and installation of new appropriate awnings.

Screening: Including all screening of trash receptacles, air conditioning, utility equipment or other unsightly objects or areas with landscape material or with fencing material that complements the building material.

Parking Areas: The creation or improvement of off-street, private parking facilities, which provide a safe and pleasant parking environment for customers and employees.

Design Assistance: Professional design services related to structural renovation, new construction, signage and landscaping.

Impact Fees and Permit Fees: Including any impact fees or permit fees that are required by City Code as described herein.

Façade Improvements: Typically a building is eligible for one façade grant. The amount of grant funding available will be determined by the number of square feet in the façade surface x the amount of grant funding available per square foot of façade area. In addition, a building may be eligible for more than one façade grant if it has more than one "significant façade". A significant façade includes but is not limited to:

- The exterior wall that is generally considered to be the front of the building, facing the street, with the main public access point
- A wall that is substantially visible to the public, either walking or driving
- A façade that faces a street or parking lot with a public building entrance on that side of the building.
- Other considerations to be determined by the CRA.

****

Interior: The interior grant is intended to give financial assistance to applicants to perform general construction improvements or purchase certain fixtures[1] to comply with current city, county and state codes to occupy or expand the building. Funding preference is given to businesses with hours that extend beyond 6:00 pm on weekdays and are open on weekends.

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

- Floor repairs and upgrades
- Installation of Heating unit (A/C not eligible)
- 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 can be adjusted during the on-site meeting with the Chief Building Official and Fire Marshal. Certain items, like refrigerators or ice makers, while required by code, are not eligible items for reimbursement under this grant program. **The CRA, at their discretion, reserves the right to reject any item(s) they do not deem eligible.**

[1]Fixtures must become a permanent part of the structure and cannot be removed from premises if vacated by business.

The applicant is required to attend an on-site meeting at the property for which the grant is sought with CRA staff and pertinent City Staff as part of the application process. Applicant is responsible for providing access to the interior of the building.

~~QUALITY OF WORK~~

~~All exterior and interior work must be performed in a professional and workman-like manner. Prior to the work commencing, the applicant must secure all necessary Federal, State and Local Permits. Upon completion, all work must pass applicable Federal, State and Local Inspections. The CRA reserves the right to withhold reimbursement payment should the final inspection reveal that the work performed was not completed in a professional, workman-like manner and per the approved permit(s).~~

~~PROJECT RE-EVALUATION~~

~~The Applicant shall agree to return to the CRA for project re-evaluation upon request. Examples of the situations requiring re-evaluation include, but are not limited to the following: Dissatisfaction with the paint test results, removal of false façade or other material to reveal original building elements or conditions not presented in the original application and other situations discussed in the mandatory pre-application meeting.~~

Ineligible Expenditures for Exterior and Interior Grants

- Improvements made prior to Grant approval
- Refinancing existing debts
- Non-fixed improvements and certain fixtures
- Inventory
- Sweat equity payments, i.e., reimbursement for applicant's own labor and performance of renovation work or new construction.
- Business Payroll
- General periodic maintenance
- Work performance that is not consistent with the Design Guidelines for the Areas as adopted by the Community Redevelopment Agency

Application Procedures

I. Applications under this Grant Program are considered for approval by the CRA at their monthly meeting, which is typically held on the first Wednesday of each month. **No work may begin prior to grant approval by the CRA, including the use of any matching funds.**

II. Applicants seeking funding for commercial property improvements on structures located within the CRA District shall submit a completed application to **CRA staff three (3) weeks prior to the CRA meeting**. Applicants must follow the adopted Grant Application process, including the mandatory pre-application conference and on-site visit (for interior improvements only) in order to be considered for a Grant Award.

III. Completed Applications shall include the following:

1. Written consent from the Property Owner (if the business/tenant is the applicant.)
2. A detailed summary of the scope of work to be performed.
3. Two (2) cost estimates broken down into scope of work line items.
4. Color photographs clearly showing existing conditions of the property to be improved. If applicable, historic photographs and/or photos of existing parking area should be included.
5. Conceptual plans and specifications detailing the scope of work that will be required at the time of application.
6. Samples of all paint and material colors as well as awning materials to be used on the building and signage.
7. Applicant shall provide documentation from Planning Department and Building Department staff that the proposed project appears to meet permit requirements (available after pre-application meeting)

~~IV.~~ CRA staff shall review all applications to determine if they meet the criteria for approval and are in compliance with the CRA Design Guidelines. An applicant whose submission is incomplete shall be so informed by CRA staff. ~~The applicant or property owner cannot owe the City any money and Property taxes, both City and County, cannot be delinquent.~~

V. The approved project must comply with the requirements of the City Code, and applicant must obtain all necessary permits. Projects receiving funding must begin work within 90 days from receipt of Grant approval notification and must be completed within 1 year, unless a written request for time extension has been approved by the CRA.

VI. Applicants shall be notified in writing of all approvals, approvals with conditions, or denials within one week of the monthly CRA meeting. Applicants are encouraged to attend these meetings.

VII. Upon CRA grant approval, applicant is required to place signage recognizing the project funding partners in a location at the subject property that is viewable to the general public. This signage is being furnished by the CRA and must remain in place for the duration of the project. Applicant agrees to return said signage with the final check request upon completion of the project.

VIII. Any and all unforeseen changes in the scope of work that may arise during the renovation process must be approved prior to any of that work being initiated or completed.

IX. The applicant shall incur all project costs and may receive reimbursement only after all improvements have been completed in accordance with the Grant Approval. ~~Staff reserves the right to allow~~ At the conclusion of the project the applicant ~~to~~ shall submit paid receipts for individual project tasks that have been completed and inspected.

X. By applying for this grant and signing the application, the applicant and property owner agree:

a. not to alter the project, modify or remove the improvements made in accordance with the agreement for a period of three (3) years without CRA approval.

b. to maintain the improvements, including landscape materials, made in accordance with this agreement for a period of three (3) years.

Failure to comply with ~~VIII~~ X a. may result in the applicant or property owner being asked to repay the total amount of CRA funds granted for the subject property and failure to comply with ~~VIII b.~~X b may result in Code Enforcement action.

XI. Costs not included in either the approved scope of work or an approved Change Order shall not be considered for reimbursement.

XII. Required documentation for reimbursement of project costs must include:

1. Copies of cancelled checks, certified checks or money orders
2. Detailed invoices and paid receipts initialed or signed by contractor(s).
3. Name, address, telephone number of contractor(s) and design professional(s)
4. List of Permit Number(s) pulled for the project

XIII. Project costs reimbursement shall be made upon total completion of the project, presentation of documented costs and final inspection of the project by CRA and Building Department staff to ensure the work was performed in a professional and workman-like manner, and in accordance with the specifications of the Grant Approval and the Design Guidelines. CRA staff will further verify that all permits have been inspected and signed off by the City's Building inspectors. (Staff reserves the right to allow the applicant to submit paid receipts for individual project tasks that have been completed and inspected).

~~XIV. The CRA reserves the right to verify any and all costs associated with design or renovation work included in the grant application.~~

~~XV. Each applicant may receive only one Grant Award per business.~~

****

Impact Fees and Permit Fees: ~~This program has been created to encourage new business activity in the CRA district by offering financial assistance with City of New Smyrna~~

~~Beach Police, Fire and Transportation Impact Fees (non-city assessments are not eligible).~~ ~~**Please note that the City Commission has currently suspended Police and Fire Impact fees.**~~ Impact fees of any type, including City, County, Utilities Commission, and any permit fees required by City Code, are eligible expenses.

Program ~~Guidelines and~~ Requirements

1. The applicant needs to submit an Impact Fee and Permit Fee estimate in written form to CRA staff.

    - ~~Transportation Impact Fee estimates may be obtained from the Planning Department.~~
    - ~~**Not Applicable at this time** (Police and Fire Impact Fees need to be estimated by applicant based on square footage. CRA staff can assist with this task. The final amount will be determined by the Building Department and will be used in the payment/reimbursement process.)~~

~~2. In most cases, Impact Fee Assistance is being requested in conjunction with exterior and interior improvements. If this is not the case, the applicant needs to provide detailed information on the proposed business, including any project improvements at the business location for which impact fee assistance is sought.~~

3. Upon CRA approval, applicant may choose to:

    a. pay for the impact fees and permit fees and submit proof of payment, with initials and printed name of the Building Department staff member handling the transaction, to CRA staff for reimbursement.

    b. have CRA staff pay the impact fees and permit fees directly to the City Building Department on the applicants behalf. **Please note that this option could possibly delay the project by up to two (2) weeks, as the Finance Department processes check requests only once a week. The Building Department will not release the permit until paid in full**.

~~4. The business must maintain a valid Business Operation at the subject location for a minimum of three (3) years from the receipt of CRA assistance.~~

~~5. If the business fails to maintain a valid Business Operation within three (3) years from the receipt of CRA assistance, the CRA reserves the right to invoice the business owner or applicant as required, to reclaim the total amount of CRA funds granted for the subject project.~~

~~6. Impact Fees paid prior to Grant approval are ineligible for reimbursement.~~

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

CITY OF NEW SMYRNA BEACH

COMMUNITY REDEVELOPMENT AGENCY

GRANT PROGRAM
FOR:
A. LARGE GRANTS ($50,000)
AND
B. OPPORTUNITY SITES

GUIDELINES AND APPLICATION

Further information and assistance may be obtained by contacting:

The CRA Office
Phone: 386-424-2266

~~DEVELOPMENT ASSISTANCE AND INCENTIVES:~~
LARGE GRANTS ($50,000) PROGRAM;
OPPORTUNITY SITE 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 allocations is entitled "Development Assistance and Incentives." This budget allocation has two programs: the Large Grants Program, and the Opportunity Site Pro~~

The New Smyrna Beach Community Redevelopment Agency (CRA) has a number of grant programs and incentives available for the purpose of eliminating blight, encouraging growth of the tax base, and maintaining a quality image and consistent unique character of the area.

The purpose of the Large Grants ($50,000) Program is to provide grants of up to $50,000 on a matching basis for redevelopment projects according to grant requirements. The Opportunity Site Program provides funds to incentivize redevelopment on sites that are identified as "Opportunity Sites" in the CRA Master Plan Update, and other sites that may be added, according to grant guidelines.

Qualifying applications for this Grant Program are being considered for approval during the monthly CRA meetings, typically held the first Wednesday of each month. Applications must be submitted to CRA staff at least five (5) weeks prior to the meeting date at which the application will be considered.

~~The Large Grant Program was approved by the City Commission on April 12, 2011 to provide grants of up to $50,000 on a matching basis for redevelopment projects as described herein. The Opportunity Site Program provides funds to incentivize redevelopment on sites that are identified as "Opportunity Sites" in the CRA Master Plan Update, and other sites that may be added, as described herein.~~

A. Large Grant ($50,000) Program

Certain areas and types of businesses identified in the CRA Master Plan Update are hereby ~~provided~~ eligible for development incentives as described ~~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

The ~~Development Assistance and Incentives~~ Large Grants ($50,000) Program ~~is a reimbursement program with~~ provides a maximum award of $50,000 for qualifying projects located within the Canal St, Flagler Ave, and Historic Westside areas as indicated on the Program Area map included herein. The Large Grans ($50,000) Program is a reimbursement program that provides funds on a 50/50 matching basis. Applicants may receive only one award and are not eligible for any other CRA grant programs 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 element #1 as described above.~~
The CRA ~~updated~~ Master Plan Update identified a number of "Essential Elements for Downtown" among them is the need to "Broaden Hospitality Options". Hospitality/Tourism is the City's 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.

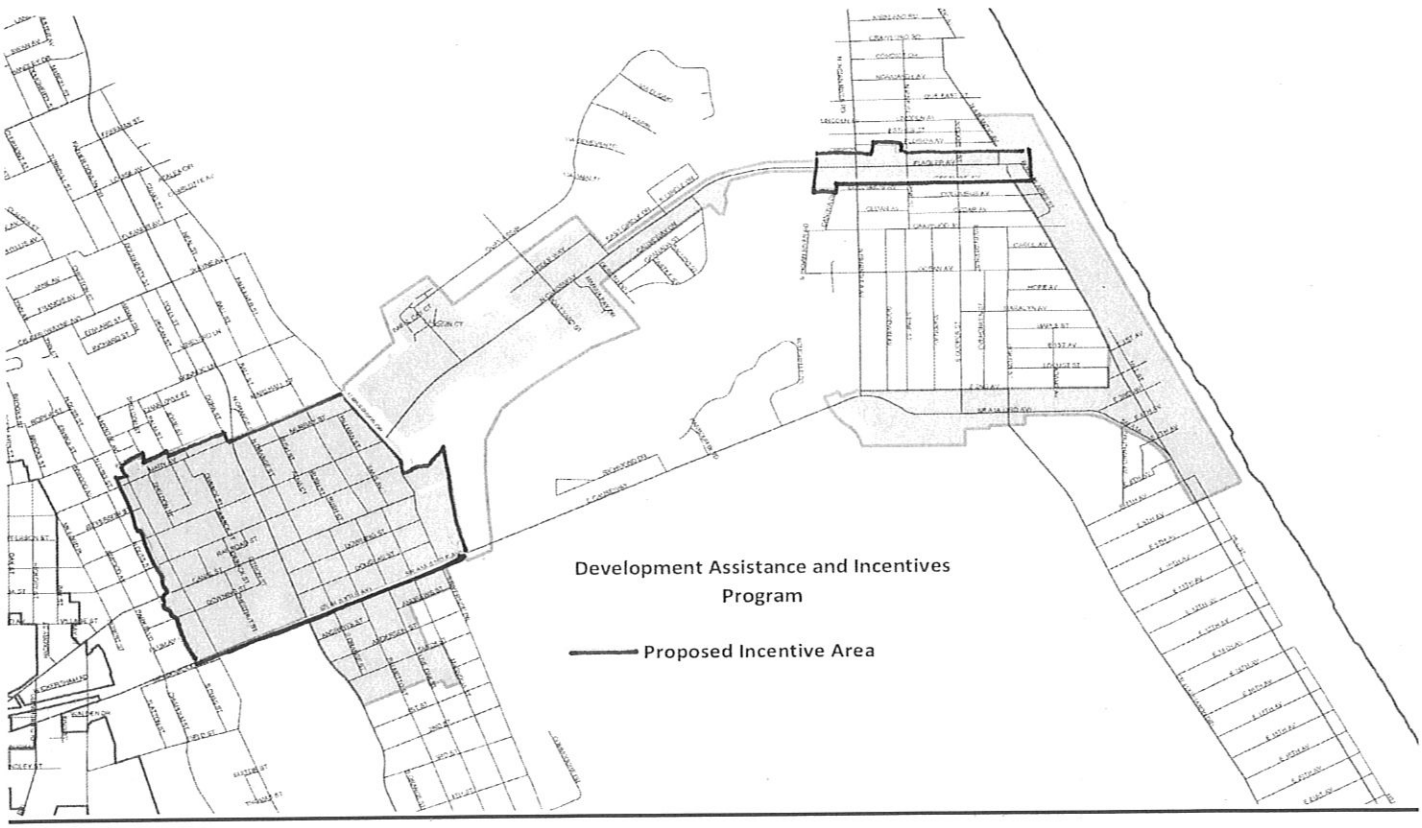
For purposes of this grant, the CRA defines "Hospitality" as accommodations and restaurants in the Redevelopment area. Accommodations may include, but are not limited to, hotel, motel, condominium and bed & breakfast. Restaurants my include, but are not limited to, food establishments with seating, bars that prepare and serve food, and 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 RCLCO document provided the City and CRA regarding 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.~~

Program Area

The Large Grants ($50,000) Program is available to applicants with properties located in the Canal S, Flagler Ave, and Historic Westside areas as indicated on the map below:



~~**Project Goals**~~

Program Objectives

The primary objectives ~~goals~~ of this program are contained within the CRA Master Plan Update and Florida Statutes Chapter 163, specifically 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 business 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.~~ 7. Implement key recommendations in the CRA Master Plan update, specifically on pages 37, 42, 43

~~2.~~ 8. Promote the redevelopment of Canal St and Flagler Ave by incentivizing the expansion or location of targeted business types

~~3.~~ 9. Promote sustainable redevelopment by incentivizing the development of residential in the Canal St area including the Historic Westside.

~~4.~~ 10. To encourage the development of retail, restaurants, and accommodations within the targeted CRA areas

~~5.~~ 11. To incentivize business operations that have extended hours and days of operations.

~~6.~~ 12. 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. A COMPLETED APPLICATION ONLY PROVIDES THE OPPORTUNITY TO BE CONSIDERED.

~~Program Guidelines~~ General Requirements

The CRA has developed a series of matrixes that are required to be completed by the applicant. The completed matrixes 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 business revenues, the number of visitors/guests/customers, sales taxes, and 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 shall 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, or 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 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.
7. Funds to perform general repairs and/or construction to comply with current city, county and state codes to occupy the building shall be allocated on a first come first served basis and only one (1) grant shall be awarded per structure
8. Tenants must provide written consent from the building/property owner.
9. **Applications must be submitted to CRA staff at least <u>five (5)</u> ~~three (3)~~ weeks prior to the CRA meeting date (the CRA typically meets every first Wednesday of the month) <u>at which the application will be considered.</u>**
10. 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 the applicant.)
11. 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.
12. **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)
13. This grant is provided to incentivize larger monetary projects and is limited to one grant per property and the applicant will not be eligible for any other CRA grant programs.
14. Improvements/ Repairs shall be designed, constructed and maintained to complement the architectural features of the building and shall be in harmony with overall character.
15. 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.
16. 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**
17. Any unapproved changes may void the Grant (at the discretion of the CRA)
18. 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 property and interior of the building.
19. 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
20. 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; if not, the grantee is subject to returning the grant funds at the discretion of the CRA.

21. City Commission approval: For all grant applications for grant funds in excess of $25,000, approval is required by both the CRA and the City Commission.

22. Applicants shall be notified in writing of all approvals, approvals with conditions, of denials within one week of the meeting at which the grant was approved. Applicants are encouraged to attend the meetings at which the application is being considered.

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 an 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, religion, sex, national origin, disability, age, or marital status. 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 three specific areas within the CRA district that are served by this program.
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, must not be delinquent and appropriate Occupational licenses must be current.

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.
7. Applicants must ensure that the buildings included in the grant application are in compliance with the Florida Building Code and National Electric Code. Such 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.

The Large Grants ($50,000) Program Check list – (CRA Approval required prior to any construction/repair/renovation work commencing)

☐ 1. Located within the three specific areas of the CRA District (please see map)

☐ 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.

☐ 4. Completed Matrix as provided by the CRA for the appropriate activity.

☐ 5. Completed application form

☐ 6. Written Consent from the property owner (if the property owner is not the applicant)

☐ 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 that propose a commitment to extend hours of operation beyond 7:00 p.m., additional business days of operation, current activities, and 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. Onsite meeting set for _____ at _____

_____

B. OPPORTUNITY SITE GRANTS

Introduction

The Opportunity Site Program provides funds to incentivize redevelopment on sites that are identified as "Opportunity Sites" in the CRA Master Plan Update, and other sites that may be added, as described herein.

The CRA Master Plan Update contains a list of "Opportunity Sites", which are described as follows: "There are numerous opportunity sites for redevelopment within the CRA. Strategic initiatives like incentives, partnerships, and facilitation will be key to realizing their highest and best use. Opportunity Sites listed in the Master Plan Update are:

- Administrative Office Building
- Pennysaver Site
- Winn Dixie Plaza
- Badcock Building Site
- West side residential infill sites
- County Administration site
- Brannon Center site, Flagler Avenue sites, Medical Area Parking Lot, Smith Street Utility site"

The specific sites eligible for this program include but are not limited to the sites listed above.

Criteria for Opportunity Sites

a. Opportunity Sites include, but are not limited to, sites listed as "Opportunity Sites" on p. 45 of the CRA Master Plan Update. In order for sites to be added or deleted, they must be approved by the CRA and City Commission.
b. High priority sites in the CRA for redevelopment
c. The redevelopment of an opportunity site will encourage the redevelopment of surrounding properties, or support retail or residential uses
d. An opportunity site is a prominent site, one that is generally well-known
e. A project that will provide a maximum and positive impact to the adjacent area and the CRA district as a whole
f. In the entire CRA area, there are relatively few opportunity sites
g. Any other sites to be agreed upon by the CRA and the City Commission.

General Requirements

Application Review: The CRA and/or City Commission will, in their sole discretion, determine if an application will be a worthy, viable, and deserving use of CRA funds in meeting the goals and objectives of the CRA Master Plan Update.

Eligible Applicants: Property owners.

Grant Funding Amount Available: The maximum amount of funding to be awarded is determined on a case by case basis. Each grant awarded under this program shall be part of a development agreement negotiated with the property owner or prospective buyer. It is anticipated that individual grant amounts will exceed $50,000. The amount of a grant cannot exceed the budget allocation for this program.

Match Requirement: This program requires a 50/50 match. For example, if a project is approved with eligible costs of $200,000, at the conclusion of the project following a satisfactory inspection, the grantee will be reimbursed $100,000.

Eligible Expenses: This program provides maximum flexibility in that CRA funds are granted as a part of a negotiated development agreement. The following are examples of CRA grant funds under this program could be used:

- to renovate an existing building including structural repairs, heating/ventilation/air conditioning work, plumbing, and electrical work; site work, including parking lot and landscaping, signage, and impact fees.
- To build a new building, including site work
- To pay for any impact fee or permit fee
- to pay for the preparation of construction plans, but not conceptual plans
- to grant funding to reduce interest costs for a loan for the project

Ineligible Expenses:

- Any expenses related to the preparation of the grant application or materials in support of the grant application, including conceptual plans, studies, etc.

Coordination with other CRA grant programs and multiple awards:

- A property owner may receive grants under the Commercial Interior and Exterior Improvement, and Impact Fee Grant Program for costs related to the renovation of tenant spaces after receiving a grant under the Opportunity Site program.
- An Opportunity Grant can only be provided one time per site as defined in the negotiated development agreement.
- An Opportunity Site Program may not be combined with a Large Grant Program ($50,000) award.

Progress Payments: Progress payments are permitted in the Opportunity Site program. The timing of payments and the procedure for approval shall be included in the negotiated development agreement.

Licenses/Permits: All design professionals and contractors must be properly licensed. The property owner must obtain any permits needed for the project prior to starting work.

Compliance with design guidelines: All projects must comply with any design guidelines for the area in which the project is located. There are design guidelines for buildings in the Canal Street, Flagler Avenue, and Third Avenue areas.

Conceptual Plans: The applicant shall supply, at his expense, conceptual plans for the project as prepared by a licensed and appropriate design professional. These conceptual plans shall become a part of the negotiated development agreement. Applicants shall ensure that all plans meet all requirements including but not limited to all city land development codes and building codes.

Cost Estimates: There must be three type-written cost estimates/quotes provided by the applicant from licensed contractors, on the contractor's company letterhead that includes the contractor's license number, for project work. If only one or two quotes can be obtained, the applicant must provide a good reason why the second quote could not be obtained. CRA staff will examine a work quote to determine if it is reasonable.

Verification: Each CRA grant applicant authorizes CRA staff to contact anyone to verify information provided regarding any aspect of the project including but not limited to quotes.

Prohibition against delinquencies: Neither the applicant nor the property owner may be delinquent to the City or County for any properties, including but not limited to ad valorum taxes, special assessments, etc.

Property must be in compliance with City Regulations: Property subject to grant awards must be in compliance with all City codes, including but not limited to code enforcement and zoning.

Project Re-evaluation: The applicant shall agree to meet with CRA staff at staff's request to resolve unforeseen circumstances that may arise in the administration of the application or grant. Likewise, CRA staff will meet with applicants and grant recipients upon request.

Application Procedures

Application Process: The application process for Opportunity Sites is a two step process:

1. For public property, the first step is the preparation and approval of a Request for Proposal (RFP). Responses to the RFP are the first step for public property.
   For privately owned property, the applicant meets with CRA staff and CRA attorney and reviews the proposed project. The application will include the following elements:
   - A description of the property to include but not be limited to the following:
     a. A copy of the property record card from the property appraiser's website
     b. An aerial of the property
     c. The size of the property
     d. The future land use designation and zoning for the property
     e. A general description of the property
     f. Existing utilities serving the property
     g. A concurrency analysis for the proposed use
     h. A history of the property including previous uses
     i. A narrative description of the proposed construction/renovation and the property/building
     j. A narrative description of the proposed uses of the property/building
     k. A conceptual plan for the current and proposed floor plan of the building, as well as the current and proposed elevations.
     l. A budget for the project, with supporting documents, including cost estimates from three licensed contractors
   - If the applicant is a prospective buyer, there must be an executed contract to purchase in place with adequate time for the preparation of a negotiated developers agreement, and the availability of extensions in the contract to purchase.
   - Information concerning the applicant, including but not limited to the following:
     a. current name, address, email, telephone and fax number of the applicant
     b. previous name (if any) and/or address of the applicant
     c. if the applicant if a firm, current President or CEO; years in that position
     d. number of permanent employees
     e. how many years has the organization been in business? All under its present name?
     f. If a corporation, submit a copy of current Certificate of Authorization from the State of Florida
     g. If an individual or partnership, provide the date of organization, name and address of all partners, and state whether a general or limited partnership.
     h. Name and address of current affiliated companies
     i. Experience on similar projects
     j. qualifications of key personnel on the project
     k. provide 5 references for similar projects
     l. Organizational Chart for the applicant
     m. provide a statement that the firm is capable of meeting all insurance requirements. CRA staff will provide these separately (standard list used in public property RFPs)
     n. Legal proceedings: list all criminal proceedings, arbitration demands, lawsuits, administrative proceedings, or hearings in the last five years.
     o. Submit a preliminary financing plan including a budget detailing total project cost and sources of revenue.

p. description of how the project will be financed and a letter from the lender to include the lender's understanding of the project, total cost, and the lender's relationship to the applicant.
q. a demonstration of the applicant's financial capability to develop the site, including a letter of reference from a bank that has on ongoing banking relationship with the applicant. This letter needs to note if the applicant has a line of credit and give an indication of the upper limit of this line of credit.
r. project revenue of the project with a brief description of price points for any residential units proposed.
s. a statement indicating the willingness of the applicant to have a third party financial consultant chosen and compensated by the City or CRA to review the financial information provided and render an opinion of the financial capability of the applicant to develop and complete the project.
t. has the applicant or any major shareholder ever had a bankruptcy petition in its name? Is the applicant currently in default on any loan or financing agreement?
u. what is the applicant's current bonding capability for a single project? Provide the name and address of the surety agent.
v. Has performance or payment bond claims ever been made to a surety on any project where the applicant was the principal on the bond? If so, please describe the claim and the name of the person making the claim, and the resolution.
w. in the last five years has any surety company refused to bond the applicant?

- A narrative and vision statement of the project.
  a. a statement of the vision of the site and how it will relate to the surrounding area
  b. a conceptual site plan, floor plan, and elevations
  c. the development schedule

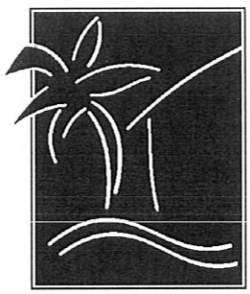
- Submission of application to the CRA and forwarded to the City Commission

2. If the application receives tentative approval, funds are encumbered for the project. To complete the project approval process:
   - the CRA staff and CRA attorney negotiate a developers agreement for the project, encompassing but not limited to the items included in the application in step one.
   - The developer's agreement is taken to the CRA and City Commission for final project approval.

CITY OF NEW SMYRNA BEACH

COMMUNITY REDEVELOPMENT AGENCY

GRANT PROGRAM
FOR
SMALL - SCALE IMPROVEMENTS



GUIDELINES AND APPLICATION

Further information and assistance may be obtained by contacting:

The CRA office
Phone: 386-424-2266

Introduction

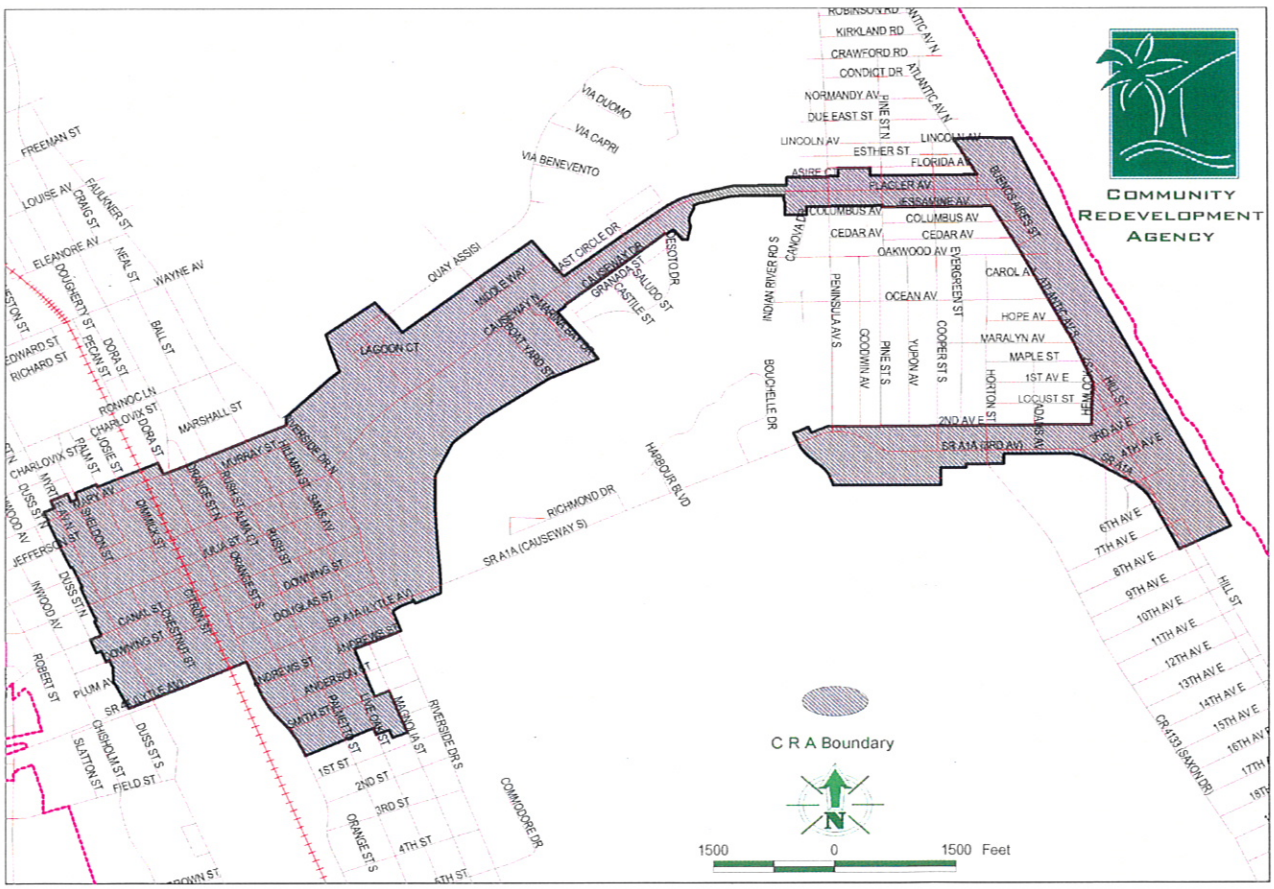
The New Smyrna Beach Community Redevelopment Agency (CRA) has a number of grant programs and incentives available for the purpose of eliminating blight, encouraging growth of the tax base, and maintaining a quality image and consistent unique character of the area.

The purpose of the Small-Scale Grant Program is to provide funds for exterior improvements for both residential and commercial buildings up to $2,500 with no match required, according to grant requirements. The CRA will review and consider each application as measured by the goals, priorities and objectives of the CRA Master Plan Update. Florida Statutes Chapter 163, and the adopted Design Guidelines. Design Guidelines for each business area within the CRA District are available ~~for reference~~ at the CRA office or at www.cityofnsb.com. **Applications must be approved by the CRA prior to any work beginning.**

Qualifying applications for this Grant Program are being considered for approval during the monthly CRA meetings, typically held the first Wednesday of each month. **Applications must be submitted to CRA staff at least two (2) weeks prior to the meeting date at which the application will be considered.**

Program Area

The Grant Program is available to applicants with properties located in the CRA District.



Program Objectives

This Grant Program is designed to achieve specific redevelopment objectives within the CRA District, such as:

- Stimulating reinvestment within the District by creating an atmosphere which will enhance new business growth, development and job opportunities.
- Maintaining a quality image and consistent unique character and/or historic integrity of each of the designated areas.
- Creating pride and confidence in the CRA District by improving visual quality.
- Creating vital areas within the community for business and leisure enjoyment by providing a safe and attractive environment.

General Requirements

Application Review: The CRA and/or City Commission will, in their sole discretion, determine if an application is a worthy, viable, and deserving use of CRA funds in meeting the goals and objectives of the CRA Master Plan Update and Florida Statues Chapter 163.

Eligible Applicants: Property owners within the CRA area are the only eligible applicants.

Grant Funding Amount Available: The maximum amount of funding to be awarded under this program is one grant per building with a maximum of $2,500 per building.

Match Requirement: This program does not require a matching contribution.

Eligible Expenses: This program provides funds for both residential and commercial building exterior improvements, including painting and other expenses as further described herein.

Coordination with other CRA grant programs: Only one grant from this program is allowed per building. If another CRA grant program is applied for and received, that grant award would be reduced by the amount received in this program.

Reimbursement requirement: The payment of grant funds can only be made for eligible expenses as approved by the CRA in the grant application, on a reimbursement basis. At the conclusion of the project CRA staff will inspect the project to insure that all work was properly completed as called for in the project application. The property owner shall also submit documents to verify that all expenses have been properly paid. When these requirements have been satisfied, the property owner will receive reimbursement.

Licenses/Permits: All design professionals and contractors must be properly licensed. The property owner must obtain any permits needed for the project prior to starting work.

Compliance with design guidelines: All projects must comply with any design guidelines for the area in which the project is located.

Local Contractor/Supplier Requirement: All work being paid for with grant funds must be performed by local contractors and must use supplies from local suppliers to the greatest extent

possible. Property owners may perform work as allowed by applicable codes but will not be compensated for their time.

Cost Estimates: CRA staff will examine a cost estimate to determine if it is reasonable. Each CRA grant applicant authorizes CRA staff to contact anyone to validate information provided regarding any aspect of the project.

Verification: Each CRA grant applicant authorizes CRA staff to contact third parties to verify information provided regarding any aspect of the project including but not limited to cost estimates.

Approval Guidelines and Criteria

Grant Approval: The CRA and/or City Commission will, in their sole discretion, approve or deny a grant application and determine if an application will be a worthy, viable, and deserving use of CRA funds in meeting the goals and objectives of the CRA Master Plan Update and Florida Statutes Chapter 163..

Eligible expenditures include:

Exterior Renovations/New Construction: Including, but not limited to: painting, cleaning, repairs, replacing architectural details, removing incompatible additions, repairing or replacing windows, door trims, porches, storefronts, etc., on the front, side and rear of buildings facing public entrance areas.

Signage: Including removal of old signs and obsolete sign poles, brackets or fixtures; and the design, production and installation of new signage.

Electrical: Any work directly related to exterior window lighting, security lighting or illumination of signage.

Landscaping: Including, but not limited to: removal of plant materials, installation of protective fencing during construction activity, replacement and addition of plant materials, soil augmentation and installation of plants, irrigation systems and window boxes.

Awnings: Including removal of old awnings and the purchase and installation of new appropriate awnings.

Screening: Including all screening of trash receptacles, air conditioning, and utility equipment or other unsightly objects or areas with landscape material or with fencing material that complements the building material.

Impact Fees and Permit Fees: Including any impact fees and permit fees that are required by City Code.

Fixtures: Fixtures must become a permanent part of the structure and cannot be removed from the premises.

Personal Property: Grant funds may not be used for the purchase of personal property.

On-site meeting before the CRA meeting: The applicant is required to attend an on-site meeting at the property for which the grant is sought with CRA staff and pertinent City Staff as part of the application process.

Quality of Work: All work must be performed in a professional and workman-like manner. Upon completion, all work must pass applicable Federal, State and Local Inspections. The CRA reserves the right to withhold reimbursement payment should the final inspection reveal that the work performed was not completed in a professional, workman-like manner and per the approved permit(s) and grant application.

Permits: Prior to the work commencing, the applicant must secure all necessary Federal, State and Local Permits.

Cannot owe the City or County Money: The applicant or property owner cannot owe the City or County any money, and ad valorum taxes cannot be delinquent.

Project Re-evaluation: The Applicant shall agree to return to the CRA for project re-evaluation upon request. Examples of the situations requiring re-evaluation include, but are not limited to the following: Dissatisfaction with a paint test result, removal of false façade or other material to reveal original building elements or conditions not presented in the original application and other situations discussed in the mandatory pre-application meeting.

Ineligible Expenditures: Ineligible expenses include but are not limited to:

- Improvements made prior to Grant approval
- Refinancing existing debts
- Non-fixed improvements and certain fixtures
- Inventory
- Sweat equity payments, i.e., reimbursement for applicant's own labor and performance of renovation work or new construction.
- Business Payroll
- General periodic maintenance
- Work performance that is not consistent with the Design Guidelines for the Areas as adopted by the Community Redevelopment Agency
- Impact Fees

Application Procedures and Guidelines

I. Applications under this Grant Program are considered for approval by the CRA at their monthly meeting, which is typically held on the first Wednesday of each month. **No work may begin prior to grant approval by the CRA.**

II. Applicants seeking funding for commercial property improvements on structures located within the CRA District shall submit a completed application to **CRA staff two (2) weeks prior to the CRA meeting**. Applicants must follow the adopted Grant Application process listed herein, including the mandatory pre-application conference and on-site visit in order to be considered for a Grant Award.

III. Completed Applications shall include the following:

1. Application signed by the applicant, who is the property owner.
2. A detailed summary of the scope of work to be performed.
3. A cost estimate broken down into scope of work line items.
4. Color photographs clearly showing existing conditions of the property to be improved.
5. Conceptual plans detailing the scope of work that will be required at the time of application.
6. Samples of all paint and material colors as well as awning materials to be used on the building and signage.
7. Applicant shall provide documentation from Planning Department and Building Department staff that the proposed project appears to meet permit requirements (available after pre-application meeting)

IV. CRA staff shall review all applications to determine if they meet the criteria for approval and are in compliance with the CRA Design Guidelines. An applicant whose submission is incomplete shall be so informed by CRA staff.

V. The approved project must comply with the requirements of the City Code, and applicant must obtain all necessary permits. Projects receiving funding must begin work within ~~90~~ 30 days from receipt of Grant approval notification and must be completed within ~~1 year~~ 60 days, unless a written request for time extension has been approved by the CRA.

VI. Applicants shall be notified in writing of all approvals, approvals with conditions, or denials within one week of the monthly CRA meeting. Applicants are encouraged to attend these meetings.

VII. Upon CRA grant approval, applicant is ~~required~~ asked to place signage recognizing the project funding partners in a location at the subject property that is viewable to the general public. This signage in form of a cling-on sticker is being furnished by the CRA ~~and must remain in place for the duration of the project. Applicant agrees to return said signage with the final check request upon completion of the project.~~

VIII. Any and all unforeseen changes in the scope of work that may arise during the renovation process must be approved prior to any of that work being initiated or completed.

IX. The applicant shall incur all project costs and may receive reimbursement only after all improvements have been completed in accordance with the Grant Approval.

X. By applying for this grant and signing the application, property owner agrees:

a. not to alter the project, modify or remove the improvements made in accordance with the agreement for a period of three (3) years without CRA approval.

b. to maintain the improvements, including landscape materials, made in accordance with this agreement for a period of three (3) years.

b. to maintain the improvements, including landscape materials, made in accordance with this agreement for a period of three (3) years.

Failure to comply with item X a. may result in the applicant or property owner being asked to repay the total amount of CRA funds granted for the subject property and failure to comply with X b. may result in Code Enforcement action.

XI. Costs not included in either the approved scope of work or an approved Change Order shall not be considered for reimbursement.

XII. Required documentation for reimbursement of project costs must include:

1. Copies of cancelled checks, certified checks or money orders
2. Detailed invoices and paid receipts initialed or signed by contractor(s).
3. Name, address, telephone number of contractor(s) and design professional(s)
4. List of Permit Number(s) pulled for the project

XIII. Project costs reimbursement shall be made upon total completion of the project, presentation of documented costs and final inspection of the project by CRA and Building Department staff to ensure the work was performed in a professional and workman-like manner, and in accordance with the specifications of the Grant Approval and the Design Guidelines. CRA staff will further verify that all permits have been inspected and signed off by the City's Building inspectors.

XIV. The CRA reserves the right to verify any and all costs associated with design or renovation work included in the grant application.

****

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

NEW BUSINESS

CRA AGENDA ITEM SUMMARY

Staff Member Making Request Tony Otte

Meeting Date: July 3, 2011

Action Item Title Surveillance Camera Partnership

Agenda Section: Consent_____ Public Hearing_____ Special Items___x__

Summary Explanation and Background

The New Smyrna Beach Police Department proposes to partner with the CRA to install surveillance cameras in the Canal St and Flagler Ave areas to increase security. CRA staff believes this is a worthwhile project and has asked the CRA Attorney to review this proposal - a report is forthcoming.

It is anticipated that cameras would be installed on the Southern Trends Building; near the GoneBonkers store, and at the Beach Patrol Tower to view the Flagler Boardwalk parking area. Costs for the remainder of this fiscal year would be as follows:

Canal St area:

• Two camera installation	$728
• Routers and firewalls	800
• Monthly costs: $100 per month x 3 months*	300
	$1,828

Flagler Ave area:

• Two cameras installation	$1,000
• Monthly costs: $80 per month x 3 months*	240
	$1,240
Grand total to the end of the fiscal Year	$3,068

*It is anticipated that the monthly costs would be extended into next year's budget. The annual cost would be ($180 x 12) $2,160.

It is possible that the system could be expanded to offer Wi-Fi; however, it is likely to be at a much higher on-going cost. Sgt. Griffith will be at the meeting to present the proposal and provide further information.

Recommended Action/Motion:

Approval, contingent on a favorable review from the CRA Attorney.

Funding Analysis: Budgeted___x_____ If not budgeted, recommend funding account:

Funds for this project would come from line item 51502.549099, Other Current Charges.

Exhibits Attached:

Memo from Sgt. Griffith

Reviewed By:	Name	Signature
CRA Director	Tony Otte	Tony Otte

Commission Action

New Smyrna Beach Police Department

Ronald P. Pagano, Chief of Police

To: Tony Otte, CRA Director

From: Sergeant Griffith, CID Supervisor

Date: June 28, 2011

Subject: Surveillance Camera Partnership

The New Smyrna Beach Police Department is interested in forming a partnership with the Community Redevelopment Agency (CRA) to install surveillance security cameras within our business districts. This partnership will benefit the business community and the City of New Smyrna Beach. As this program is new to our agency and the CRA, a pilot program may be best suited.

In late 2010, the police department received a federal grant to be used for the purpose of establishing a surveillance camera system. The police department purchased several cameras, a computer workstation and recording equipment. The cameras communicate with servers housed in the police department through Internet connections. The video is stored on the servers and can be reviewed remotely by authorized users.

The department approached the business community in an effort to form a partnership to dedicate five of these cameras to the business districts with the city. During the initial discussions of the partnership, we considered installing two of the cameras on Canal Street, two cameras on Flagler Avenue and one camera in the Flagler Avenue parking lot.

The business community showed a strong desire to have cameras in their areas, in an effort to deter criminal activity. The police department recognized the benefits of working with the business community and began to work on forming a partnership with the CRA. Due to the size of the program, it was broken down into several phases.

Phase I of our partnership consists of providing two cameras in the Canal Street business area. The partnership will include the Southern Trends business. The police department will provide two security cameras to be placed on the exterior of the Southern Trends furniture store. The CRA will provide the costs associated with installing the cameras, power supply and CAT5 wiring needed at Southern Trends, $728.00. The CRA will provide the costs associated with routers and firewalls, $800.00. The CRA will incur the monthly costs associated with providing a Static IP Address at Southern Trends, $20.00. The CRA will incur the monthly costs associated with providing a dedicated Bright House Internet Service at the police department, $80.00.

Phase II of our partnership consists of providing three cameras in the Flagler Avenue business area. The partnership will include the Gone Bonkers business. The police department will provide two security cameras to be placed on the street light poles along the street and another camera on the Beach Patrol Tower in the Flagler Parking Lot area. The CRA will provide the costs associated with installing the cameras, power supply and a secured wireless network estimated at $10000.00. The CRA will incur the monthly costs associated with providing a dedicated Bright House Internet Service and Static IP Address at Gone Bonkers, $80.00.

Phase III of our partnership consists of providing wireless WI-FI access in the Flagler Avenue and Flagler Parking Lot area of the city. This partnership will provide the citizens and visitors will free WI-FI access while patronizing this part of our city. This phase will also allow an expansion of the surveillance camera program.

Phase IV of our partnership consists of providing wireless WI-FI acces in the Canal Street and Riverside Park area. This partnership will provide the citizens and visitors will free WI-FI access while patronizing this part of our city. This phase will also allow an expansion of the surveillance camera program.

REPORTS AND COMMUNICATIONS

CRA DIRECTOR'S REPORT

July 6, 2011

Announcements

- The City Commission is not scheduled to hold any regular meetings in July. A budget meeting is scheduled for the morning of July 27 at the Brannon Center.
- Westside Community Meeting: Monday, July 25, 6:15 pm, Babe James Center.
- The Third Public Hearing on the Washington St Streetscape design will be held on Tuesday, August 16, at 6 pm at the Babe James Center.
- The Florida Redevelopment Association Annual Conference will be held from October 19-21 at the Hilton Orlando. Reservations need to be made for any CRA Commissioners who are interested in attending.

City Commission Items

- June 14 City Commission meeting:
    - Staff was directed to begin the process for future consideration of adopting the Design Guidelines for Canal St, Flagler Ave, and Washington St by ordinance.
    - GAI request for additional engineering services for the Mary Ave Streetscape project approved.
    - GAI request for additional engineering services for the Orange St Streetscape project approved.
    - Bid award for N Myrtle Ave Streetscape approved: D2 Paving, $188,995, funded by both the CRA and the City (the project limits have been extended North of Mary, the CRA district boundary, and the City will pay for those costs).
    - New setbacks on US 1, first reading

- June 28 City Commission meeting
    - Special event permits approved for August 18 Shrimp and Seafood Festival on Flagler Ave, and Christmas on Canal events.
    - Sidewalk Café addition permit approved for That's Amore Restaurant
    - Professional Services contract with architects Pendergast/Bender approved
    - Large Grant Application for the DolphinView Restaurant approved
    - Combined Grant application for Pat Collado building approved
    - Change order #3 approved for Mary Ave Streetscape
    - Deadline Extension: the deadline for responses to the Request for Proposals for City property at 103 Faulkner St (former shuffleboard court, skatepark, and fire station) has been extended, from July 11 at 2 pm to September 30 at 2 pm.
    - First public hearing on an ordinance to allow Tattoo Parlors only in the I-2 zoning district. The second public hearing is scheduled for August 9.
    - First public hearings to consider enacting a temporary moratorium on:
        - Pain Management Clinics
        - Game Rooms, Arcades, Internet Cafes, Sweepstakes Redemption Centers, Establishments Using Slot Machines or Slot Machine

Like Equipment and similar indoor entertainment and amusement activities

- Designation of the Airport and Airport Industrial Park (with the exception of one property) as a Brownfield. (Note: the CRA district is already a designated Brownfield.)

Work Priorities

- Form Based Code – a draft of this document is now in staff review.
- June 1, 2011 - CRA Staff received applications from six (6) groups under the Grants and Aids Program for events taking place from October 1, 2011 through September 30, 2012. The total CRA funding request for all applications totals $134,650. Staff anticipates bringing these applications before the CRA at their August 3, 2011 meeting.
- South Orange St Streetscape – Staff is planning to have a ribbon cutting ceremony in the next 90 days. The additional crepe myrtle tree to be added to the project at the request of residents is on order but has not yet arrived.
- Mary Ave Streetscape – work continues on schedule with estimated completion at the end of the calendar year.
- Funding for the railroad crossing at Mary Ave from the TPO is still being sought by CRA and City staff. The City's application for funds submitted last year was highly ranked, and TPO staff is searching for funding.
- Brownfields: Staff is now exploring a program for the AOB site. Work on other Brownfield projects continues to progress. Program sites include:
  - Two sites near Downing St
  - The Dunn site – there will be a meeting in mid-July on site with FDEP officials and the archeologist to plan the decontamination work.
  - In addition, the survey of potential Brownfield sites is underway.
- Construction projects in design or in the bidding phase: Washington Street streetscape phase 1 (Anderson Dixon); Riverside Park lighting (Quentin L. Hampton), Riverside Park seawall (Quentin L. Hampton), Esther St Seawall (Tetra Tech), and Flagler Boardwalk seawall project and Boardwalk structure modification (Quentin L. Hampton).
  - A sign has been provided by a sub-consultant on this project (David Dacar) and it has been installed in the NW corner of the parking area. The names of the City and CRA Commissioners are on the sign.
  - It is anticipated that the Flagler Boardwalk Project and the Esther St Project will be bid out within the next 90 days in order to have a construction begin in November for both projects. The Riverside Park project is also being reviewed to determine if it would meet this timetable as well.
- Gateways: The landscape architecture firm of Bellamo Herbert is under contract and is completing designs for the SR 44 area at I-95, at the W Canal triangle, and other areas on SR 44, as well as entry signage on US 1. Within the next 90 days a landscaping design is scheduled for completion for the US 1 and Canal St intersection.
- Wayfinding – Bellamo Herbert is continuing a series of meetings with FDOT to seek approval for the placement of signs in the FDOT Right of Way. Mr. Herbert believes

that the signage can be bid out and installed before the end of the calendar year, depending on the timing of FDOT approval.

- 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.
- CIP – City and CRA staff have prepared a Capital Improvements information spreadsheet that is available on the City's website, www.cityofnsb.com. The spreadsheet contains CRA capital projects and is accessible by clicking on the Capital Improvement Projects tab on the left side of the home page.
- Julia St project: the street project on Julia St between Faulkner St and Riverside Drive is a stormwater improvement project, not a CRA project.
- North Causeway – staff is exploring the planting of palm trees in the FDOT right of way along the North Causeway and has included a funding allocation in the proposed budget for this purpose.
- Maintenance – staff is reviewing the maintenance at CRA parking lots.
- Parking:
    - The City Commission selected parking on Flagler Ave as one of their top ten priorities for calendar year 2011. CRA staff (planner Kevin Jameson) is working on the study utilizing base data collected by AECOM for the CRA Master Plan Update. It is anticipated that his study will be complete in the next 30 days.
    - The parking on S. Pine St from Flagler to the entrance to the Coronado Civic Center has been eliminated due to the lack of adequate street width.
    - New blue parking lot signs for the Coronado Civic Center now read "Public Parking", as requested by CRA staff. When the civic center is rented, the renters are instructed to put up a saw-horse with signage to designate the parking during that time to civic center attendees.
    - At a recent Flagler Ave event the Coronado United Methodist Church allowed their church lot at the corner of Flagler and Peninsula to be used for event parking for a fee. It is anticipated that this arrangement will continue, and that more area for parking on the Church lot will be available with the upcoming demolition of the house that is now located on the lot, just south of the Coronado Civic Center.

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

Status Report of CRA Construction Projects

July 6, 2011

South Orange St Streetscape and Downing St Parking Lot Improvements Project
This project is now substantially complete, and once the new stop signs have been installed, a Final Walk-Thru Inspection will be conducted followed by a Ribbon Cutting Ceremony.

The S Orange St Streetscape and Downing St Parking Lot Improvements Project consisted of the following improvements:

- Complete reconstruction of the stormwater system
- Complete reconstruction of the roadway with nested on-street parking, new 5FT sidewalks, hardscape, landscaping, and irrigation from Lytle Avenue to Downing Street
- Milling and resurfacing the roadway from Downing Street to Canal Street
- Decorative streetlights from Lytle Avenue to Canal Street
- Improvements to the Downing Street Parking Lot, including paving, stormwater, streetlights, landscaping, and irrigation

Mary Ave Streetscape Project – N Myrtle Avenue to US1:
This project consists of the following improvements:

- Complete reconstruction of the stormwater system
- Complete reconstruction of the roadway with curb and gutter and nested on-street parking, 4FT sidewalk on the south side and 8FT multi-use trail on the north side, landscaping, and irrigation
- Decorative streetlights
- Improvements through the Florida East Coast Railway (FECR) right-of-way will be constructed in a separate phase of work

Progress to date:

- Reconstruction of the stormwater system is now complete

Washington St Streetscape – N Myrtle Ave to US1:
This project is currently in design, which is expected to be complete by mid September 2011.

Progress to date:

- The 30% plans are complete
- Utility Coordination Letters have been sent to the various Utility Agencies

Esther St Park Improvements Project:

This project is being designed and will be constructed in 3 phases including reconstructing the seawall, stormwater improvements to the area, and new park facility.

Progress to date:

- The stormwater features are in design and an FDEP 319h Grant has been submitted for
- The seawall design is substantially complete, and the FDEP permit has been submitted for.

Riverside Park Improvements Project:

This project is being designed and will be constructed in 2 phases including reconstructing the seawall and wooden boardwalk, and replacing the park lighting

Progress:

- The seawall and boardwalk design is complete, and a FIND Grant has been submitted for
- The park lighting is currently in design, and is expected to be complete in the next few weeks

5-Year Capital Improvement Plan Summary

Project Name	Project Number	Project Description	Total Project Budget	Actual Expenditures through FY10	Budget FY11	Budget FY12	Budget FY13	Budget FY14	Budget FY15	Budget FY16	FY11 Expenditures	Contact
STORMWATER/DRAINAGE AND PAVING PROJECTS												
Mary Avenue Streetscape Project Phase I	567777	Phase I - Streetscape and Drainage Improvements from N Myrtle Ave to US1 (excludes improvements within the FECR R/W which will be constructed under a different phase of work)	$1,016,974	$131,963	$885,011	$0	$0	$0	$0	$0	$121,868	Michelle Martin
Orange St Streetscape Project	567779	Streetscape, Drainage, and Parking Lot Improvements from Lytle Ave to Canal Street	$1,012,262	$83,830	$928,432	$0	$0	$0	$0	$0	$574,151	Michelle Martin
Washington St Streetscape Project Phase I N. Myrtle to US1	567781	Phase I - Streetscape and Drainage Improvements from N Myrtle Ave to US1 Phase II - Streetscape and Drainage Improvements from US1 to Riverside Drive	$930,000	$10,450	$126,000	$793,550	$0	$0	$0	$0	$49,820	Michelle Martin
Esther Park Seawall & Stormwater Improvement Project	567758	Construct New Beachfront Park, including Seawall and Stormwater Improvements	$1,462,350	$4,800	$546,500	$911,050	$0	$0	$0	$0	$38,800	Kyle Fegley
Central Beach Drainage Improvement Phase III	567917	To Design and Permit Phase III of the Drainage Improvements in 3 Sub-Phases	$5,250,062	$62	$750,000	$1,500,000	$1,500,000	$1,500,000	$0	$0	$55,599	Kyle Fegley
South Orange St. Drainage	567916	Pipe replacement from Lytle to Smith	$431,078	$0	$431,078	$0	$0	$0	$0	$0	$0	Khalid Resheidat
Fairmont & Westwood Drainage & Paving	567808-1106	Fairmont Ave and Westwood Ave between North Street and Conrad Drive	$952,612	$30,408	$461,102	$461,102	$0	$0	$0	$0	$0	Kyle Fegley
Julia Street Water Quality Improvement (Outfall)	567913	Faulkner St to Riverside Dr	$185,607	$9,370	$176,237	$0	$0	$0	$0	$0	$9,370	Kyle Fegley
Arlington Ave Drainage (2500 Block)	567915	Address Flooding issues	$113,088	$0	$113,088	$0	$0	$0	$0	$0	$0	Khalid Resheidat
2631 Westwood & 632 S. Pine St	567914	Acquire properties and demolish structures	$619,080	$1,000	$618,080	$0	$0	$0	$0	$0	$373,163	Khalid Resheidat
PARK PROJECTS												
Riverside Park Seawall & Lighting	567895	Reconstruct Seawall and Boardwalk and Lighting	$1,340,880	$95,895	$745,865	$499,120	$0	$0	$0	$0	$28,945	Kyle Fegley
Flagler Boardwalk Improvement	567778-1103	Reconstruct Seawall and Boardwalk, upgrade Restroom Facilities, upgrade Parking Lot	$2,000,000	$14,595	$546,169	$1,439,236	$0	$0	$0	$0	$48,712	Khalid Resheidat
Grayce Kenemer Barck North Beach park Restroom Facilities	567880	Construct Restroom Facilities	$81,378	$6,378	$75,000	$0	$0	$0	$0	$0	$567	Kyle Fegley
Babe James Park Improvement	567101-1104	Sign and Playground Equipment	$78,250	$0	$78,250	$0	$0	$0	$0	$0	$0	Gail Henrikson
Pettis Park Improvement	567839-1105	Walking Trail, Skating Area and Handicap Spaces	$567,920	$470,817	$97,103	$0	$0	$0	$0	$0	$978	Gail Henrikson
Multi-Use Trail	567888	2.2 mi Trail with two trail heads incl parking and water fountain	$1,144,012	$700	$23,800	$1,119,512	$0	$0	$0	$0	$0	Marissa Moore
CITY BEAUTIFICATION PROJECTS												
US1 Gateway Signs	567920	US 1 North and South entry signs	$42,000	$0	$42,000	$0	$0	$0	$0	$0	$0	Marissa Moore
Gateway Features SR44/I95 & SR44/Canal St and Landscape Features	567920	Landscape features from Hunting Camp to Williamson and Sugar Mill to US 1 Overpass Gateway features at SR44/I95 and SR44/Canal St.	$1,849,800	$0	$1,449,800	$200,000	$200,000	$0	$0	$0	$0	Marissa Moore
Signage and Wayfinding	567909	Erect new Wayfinding Signs	$279,000	$0	$279,000	$0	$0	$0	$0	$0	$31,650	Tony Otte
Gateway Landscaping (US1 at Canal St)	567908	US 1 and Canal St. Landscaping	$60,450	$0	$60,450	$0	$0	$0	$0	$0	$0	Michelle Martin
Myrtle Ave Infrastructure Project	567782-1101	Landscaping at intersections and other possible locations pending obtaining easements, and repair or replace the sidewalk on the west side of N Myrtle Ave from Julia St to Mary Avenue	$465,000	$0	$465,000	$0	$0	$0	$0	$0	$400	Khalid Resheidat

5-Year Capital Improvement Plan Summary

Project Name	Project Number	Project Description	Total Project Budget	Actual Expenditures through FY10	Budget FY11	Budget FY12	Budget FY13	Budget FY14	Budget FY15	Budget FY16	FY11 Expenditures	Contact
AIRPORT PROJECTS												
Airport T-Hangers Phase III	567853	15 Unit T-Hanger at 278 Industrial Park Ave	$899,646	$437,212	$462,434	$0	$0	$0	$0	$0	$319,542	Rhonda Walker
Airport Taxiway A & E Rehab	567890	Rehabilitate Taxiway A and E (from 11/29 to Delta)	$644,483	$18,745	$625,738	$0	$0	$0	$0	$0	$562,112	Rhonda Walker
Airport Apron/Fuel Farm	567850-1102	Expand Apron and prep for Fuel Farm	$1,034,430	$0	$779,400	$255,030	$0	$0	$0	$0	$0	Rhonda Walker
Airport Taxiway E & D Rehab	567XXX	Rehabilitate Taxiway E (from Delta to 07/25) and D	$1,707,000	$0	$853,500	$853,500	$0	$0	$0	$0	$0	Rhonda Walker
Airport Maintenance Project	567764	Roof Replacement, Hangar Door Replacement etc.	$392,787	$92,787	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$337	Rhonda Walker
OTHER CITY PROJECTS												
Fleet Underground Infrastructure	567906	Replace underground piping for the City main fuel farm at Public Works	$120,000	$0	$120,000	$0	$0	$0	$0	$0	$0	Brenda Hendrickson
Washington Business District Incubator	567906	Development of a Business Incubator and Start-ups	$279,000	$0	$279,000	$0	$0	$0	$0	$0	$0	Tony Otte
Chamber of Commerce Bldg Rehab	567842	Exterior Rehabilitation	$450,712	$47,581	$403,131	$0	$0	$0	$0	$0	$75,604	Kyle Fegley
Canal Calore Dredging	567201	To dredge the mouth of the Canal Calore off of the ICW	$1,190,000	$0	$30,000	$1,160,000	$0	$0	$0	$0	$0	Khalid Resheidat
Dunn Lumber Demolition	567885	Demolish 2 Buildings at 533 Canal Street	$65,000	$0	$34,466	$30,534	$0	$0	$0	$0	$34,466	Michelle Martin
Swoop Site Boat Ramp and Parking	TBD	To provide boat launching facility and trailer parking	$216,440	$0	$0	$216,440	$0	$0	$0	$0	$0	Khalid Resheidat
COMPLETED PROJECTS												
Public Safety Project	567791 & 567792	Construct New Police Station and Fire Dept Station 53	$10,449,161	$9,776,228	$672,933	$0	$0	$0	$0	$0	$313,259	Khalid Resheidat
W Canal Streetscape Project	567776	Streetscape and Drainage Improvements from Myrtle Ave to FECR Railroad Tracks	$3,605,766	$3,065,740	$540,026	$0	$0	$0	$0	$0	$225,582	Michelle Martin
N Duss Street Improvements	567919	Widen approximately 100 LF of N Duss at Canal Street, replace the drainage culvert, extend sidewalk on west side from Canal St to Julia Ave	$131,029	$32,571	$98,458	$0	$0	$0	$0	$0	$95,347	Kyle Fegley
Flagler Dunes Parking Lot	567788	Improvements to create a Parking Lot and Lease Spaces	$68,000	$0	$68,000	$0	$0	$0	$0	$0	$68,000	Michelle Martin
Coronado Shuffleboard Courts and Restroom Facility	567836	Construct New Restroom Facilities and Improvements to the existing Shuffleboard Courts	$201,629	$71,509	$130,120	$0	$0	$0	$0	$0	$100,120	Kyle Fegley
Paige Avenue Paving	567867	Pave Paige Ave from Old Mission Rd to the Shopping Center	$115,915	$490	$115,425	$0	$0	$0	$0	$0	$107,560	Kyle Fegley
Quay Assisi	567823	To address a localized flooding at the cul de sac of east Quay Assisi as a pilot project	$21,000	$0	$21,000	$0	$0	$0	$0	$0	$20,000	Kyle Fegley
TOTAL			$41,473,801	$14,403,130	$14,181,596	$9,489,074	$1,750,000	$1,550,000	$50,000	$50,000	$3,235,952	

FOR 2011 13

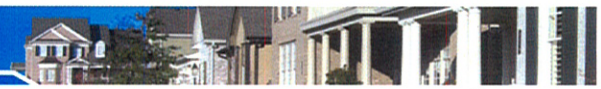
ACCOUNTS FOR: 120 COMMUNITY REDEVELOPMENT AGENCY

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
12051502 COMMUNITY REDEVELOPMENT AGENCY							
120 .51.515.51502.511001. EXECUTIVE SALARY	85,010.00	0.00	85,010.00	67,496.29	0.00	17,513.71	79.4%
120 .51.515.51502.512001. REGULAR SALARY	162,989.00	0.00	162,989.00	130,681.09	0.00	32,307.91	80.2%
120 .51.515.51502.514001. REGULAR OVERTIME	2,000.00	0.00	2,000.00	4,748.63	0.00	-2,748.63	237.4%*
120 .51.515.51502.515006. SHOE ALLOWANCE	400.00	0.00	400.00	400.00	0.00	0.00	100.0%
120 .51.515.51502.521001. FICA	18,972.00	0.00	18,972.00	15,105.52	0.00	3,866.48	79.6%
120 .51.515.51502.522001. FRS RETIREMENT	3,242.00	0.00	3,242.00	4,212.76	0.00	-970.76	129.9%*
120 .51.515.51502.522003. DC PLAN	17,433.00	0.00	17,433.00	12,363.02	0.00	5,069.98	70.9%
120 .51.515.51502.523002. FLORIDA HEALTH CARE	22,233.00	0.00	22,233.00	24,571.70	0.00	-2,338.70	110.5%*
120 .51.515.51502.523004. BCBS INSURANCE	11,633.00	0.00	11,633.00	4,673.70	0.00	6,959.30	40.2%
120 .51.515.51502.523008. MET LIFE DENTAL	1,720.00	0.00	1,720.00	1,266.89	0.00	453.11	73.7%
120 .51.515.51502.523009. MUTUAL OF OMAHA	1,818.00	0.00	1,818.00	1,368.62	0.00	449.38	75.3%
120 .51.515.51502.524001. WC	4,513.00	0.00	4,513.00	2,820.59	0.00	1,692.41	62.5%
120 .51.515.51502.525001. UNEMPLOYMENT	0.00	0.00	0.00	5,500.00	0.00	-5,500.00	100.0%*
120 .51.515.51502.529001. PERSONNEL ALLOCATION	53,750.00	0.00	53,750.00	28,719.12	0.00	25,030.88	53.4%
120 .51.515.51502.531001. PHYSICALS	0.00	0.00	0.00	100.00	0.00	-100.00	100.0%*
120 .51.515.51502.531012. LEGAL	50,000.00	0.00	50,000.00	26,320.56	23,679.44	0.00	100.0%
120 .51.515.51502.531016. CONSULTANT PROGRAM	615,000.00	-23,080.00	591,920.00	95,723.29	91,156.36	405,040.35	31.6%
120 .51.515.51502.531023. SURVEYS	22,500.00	-7,500.00	15,000.00	0.00	0.00	15,000.00	.0%
120 .51.515.51502.531026. CONSULTANT FEES-POLICY DEVELO	186,000.00	0.00	186,000.00	0.00	0.00	186,000.00	.0%
120 .51.515.51502.531090. APPRAISALS	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	.0%

FOR 2011 13

ACCOUNTS FOR: 120 COMMUNITY REDEVELOPMENT AGENCY

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
120 .51.515.51502.531099.	OTHER PROFESSIONAL SERVICE						
	28,000.00	25,000.00	53,000.00	5,821.40	16,053.60	31,125.00	41.3%
120 .51.515.51502.532001.	AUDIT						
	14,446.00	0.00	14,446.00	11,569.40	0.00	2,876.60	80.1%
120 .51.515.51502.534001.	EXTERMINATE SERVICE						
	0.00	500.00	500.00	254.36	45.64	200.00	60.0%
120 .51.515.51502.534018.	PROPERTY MAINTENANCE						
	55,000.00	0.00	55,000.00	8,156.82	0.00	46,843.18	14.8%
120 .51.515.51502.540005.	TRAVEL						
	4,000.00	0.00	4,000.00	1,903.77	0.00	2,096.23	47.6%
120 .51.515.51502.540099.	OTHER TRAVEL						
	500.00	0.00	500.00	156.95	0.00	343.05	31.4%
120 .51.515.51502.541001.	PHONE CHARGES						
	2,000.00	0.00	2,000.00	600.55	0.00	1,399.45	30.0%
120 .51.515.51502.541003.	MOBILE PHONE CHARGES						
	3,336.00	0.00	3,336.00	1,305.76	0.00	2,030.24	39.1%
POSTAGE							
	250.00	0.00	250.00	0.00	0.00	250.00	.0%
SHIPPING/HANDLING							
	350.00	0.00	350.00	41.01	133.99	175.00	50.0%
120 .51.515.51502.543001.	ELECTRIC AND WATER						
	70,000.00	0.00	70,000.00	69,540.43	0.00	459.57	99.3%
120 .51.515.51502.545001.	LIABILITY INSURANCE						
	7,804.00	0.00	7,804.00	5,781.34	0.00	2,022.66	74.1%
120 .51.515.51502.545002.	AUTO AND PROPERTY INSURANCE						
	4,654.00	0.00	4,654.00	3,184.66	0.00	1,469.34	68.4%
120 .51.515.51502.546001.	ANNUAL MAINT CONTRACT						
	1,000.00	0.00	1,000.00	1,043.51	506.49	-550.00	155.0%*
120 .51.515.51502.546308.	OUTSIDE REPAIRS						
	500.00	0.00	500.00	2,830.73	0.00	-2,330.73	566.1%*
120 .51.515.51502.546341.	R & M OFFICE EQUIPMENT						
	500.00	0.00	500.00	0.00	0.00	500.00	.0%
120 .51.515.51502.546350.	FLEET MAINTENANCE BILLINGS						
	7,630.00	0.00	7,630.00	5,438.05	0.00	2,191.95	71.3%
120 .51.515.51502.546399.	R & M EQUIPMENT						
	500.00	0.00	500.00	61.02	0.00	438.98	12.2%
120 .51.515.51502.546401.	REPAIR & MAINT-OTHER						
	0.00	20,500.00	20,500.00	10,388.73	700.00	9,411.27	54.1%
120 .51.515.51502.5464.12.	SIGNAL MAINTENANCE-FEC						
	0.00	7,865.00	7,865.00	1,300.00	0.00	6,565.00	16.5%
120 .51.515.51502.5464.29.	R & M -STREET LIGHT POLES						
	0.00	20,000.00	20,000.00	6,824.03	0.00	13,175.97	34.1%
120 .51.515.51502.546430.	R&M-STREET MAINTENANCE						
	15,000.00	30,600.00	45,600.00	17,299.75	2,841.25	25,459.00	44.2%



FOR 2011 13

ACCOUNTS FOR: 120 COMMUNITY REDEVELOPMENT AGENCY

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
120 .51.515.51502.547099.	OTHER PRINT & BINDING						
	2,000.00	0.00	2,000.00	1,398.00	185.00	417.00	79.2%
120 .51.515.51502.548001.	PROMOTIONAL EXPENSE						
	467,500.00	-167,560.54	299,939.46	13,866.74	2,620.02	283,452.70	5.5%
120 .51.515.51502.549001.	NEWS ADS						
	2,500.00	6,500.00	9,000.00	4,972.55	1,108.82	2,918.63	67.6%
120 .51.515.51502.549099.	OTHER CURR CHGS						
	2,000.00	13,945.54	15,945.54	11,752.38	0.00	4,193.16	73.7%
120 .51.515.51502.551001.	OFFICE SUPPLY						
	3,500.00	150.00	3,650.00	2,366.42	1,142.07	141.51	96.1%
120 .51.515.51502.551005.	OFFICE SMALL MACHINE & EQUP						
	2,000.00	0.00	2,000.00	865.22	299.00	835.78	58.2%
120 .51.515.51502.552001.	GAS/OIL						
	6,424.00	0.00	6,424.00	4,028.52	0.00	2,395.48	62.7%
120 .51.515.51502.552004.	UNIFORMS						
	500.00	0.00	500.00	0.00	0.00	500.00	.0%
120 .51.515.51502.552064.	PROPERTY MAINTENANCE SUPPLIES						
	35,000.00	0.00	35,000.00	3,687.04	6,812.63	24,500.33	30.0%
120 .51.515.51502.552099.	OTHER OPER SUPPLIES						
	6,140.00	0.00	6,140.00	4,231.81	0.00	1,908.19	68.9%
120 .51.515.51502.554001.	MEMBERSHIPS						
	15,500.00	0.00	15,500.00	10,070.00	0.00	5,430.00	65.0%
120 .51.515.51502.554002.	REF MAT						
	0.00	0.00	0.00	127.85	0.00	-127.85	100.0%*
120 .51.515.51502.554003.	SUBSCR						
	300.00	0.00	300.00	0.00	0.00	300.00	.0%
120 .51.515.51502.554004.	SEMINAR/CONF REGISTRATION						
	5,000.00	0.00	5,000.00	2,307.50	0.00	2,692.50	46.2%
120 .51.515.51502.559002.	O/H OPERATING EXPENSE						
	176,799.00	0.00	176,799.00	117,866.00	0.00	58,933.00	66.7%
120 .51.515.51502.567758.	ESTHER STREET PROJECT						
	869,550.00	-4,800.00	864,750.00	41,160.00	115,750.00	707,840.00	18.1%
120 .51.515.51502.567776.	WEST CANAL STREETSCAPE						
	0.00	540,025.88	540,025.88	225,581.36	22,908.83	291,535.69	46.0%
120 .51.515.51502.567777.	MARY AVENUE STREETSCAPE						
	870,729.00	14,282.32	885,011.32	178,243.42	687,444.87	19,323.03	97.8%
120 .51.515.51502.567778.	FLAGER AVENUE BOARDWALK						
	482,669.00	63,500.00	546,169.00	123,363.41	80,438.00	342,367.59	37.3%
120 .51.515.51502.567779.	SOUTH ORANGE AVENUE						
	0.00	928,431.70	928,431.70	651,141.01	209,062.02	68,228.67	92.7%
120 .51.515.51502.567781.	WASHINGTON STREET IMPROVEMENT						
	930,000.00	-10,450.00	919,550.00	55,435.00	70,565.00	793,550.00	13.7%
120 .51.515.51502.567782.	MYRTLE AVE PROJECT						
	465,000.00	0.00	465,000.00	1,055.35	0.00	463,944.65	.2%

FOR 2011 13

ACCOUNTS FOR: 120 COMMUNITY REDEVELOPMENT AGENCY

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
120 .51.515.51502.567787. PUBLIC ART	13,600.00	0.00	13,600.00	0.00	0.00	13,600.00	.0%
120 .51.515.51502.567788. FLAGER DUNES PARKING/LEASE IM	68,000.00	0.00	68,000.00	68,000.00	0.00	0.00	100.0%
120 .51.515.51502.567842. CHAMBER RESTORATION PROJECT	200,000.00	203,131.48	403,131.48	263,044.58	165,922.31	-25,835.41	106.4%*
120 .51.515.51502.567885. DUNN LAND ACQUISITION	65,000.00	0.00	65,000.00	34,466.29	0.00	30,533.71	53.0%
120 .51.515.51502.567895. RIVERSIDE PARK UPGRADES	400,000.00	345,865.00	745,865.00	37,650.80	56,914.20	651,300.00	12.7%
120 .51.515.51502.567906. WASHINGTON STREET BUSINESS IN	279,000.00	0.00	279,000.00	0.00	0.00	279,000.00	.0%
120 .51.515.51502.567908. GATEWAY LANDSCAPING & BEAUTIF	60,450.00	0.00	60,450.00	0.00	0.00	60,450.00	.0%
120 .51.515.51502.567909. WAYFINDING AND SIGNAGE	279,000.00	0.00	279,000.00	38,650.00	10,000.00	230,350.00	17.4%
120 .51.515.51502.583001. FACADE IMPROVEMENTS	90,000.00	100,000.00	190,000.00	49,437.29	66,832.13	73,730.58	61.2%
120 .51.515.51502.583002. IMPACT FEES- GRANTS/AID	85,000.00	-16,000.00	69,000.00	4,488.47	3,628.58	60,882.95	11.8%
120 .51.515.51502.5830.03. DEVELOPMENT ASSISTANCE & INC	1,379,533.00	0.00	1,379,533.00	0.00	0.00	1,379,533.00	.0%
120 .51.515.51502.5830.04. REVITALIZATION GRANT	90,000.00	0.00	90,000.00	12,065.89	9,500.00	68,434.11	24.0%
120 .51.515.51502.583006. OTHER GRANTS AND AIDS	110,249.00	-9,000.00	101,249.00	48,543.39	51,747.77	957.84	99.1%
TOTAL COMMUNITY REDEVELOPMENT	8,947,626.00	2,081,906.38	11,029,532.38	2,589,440.34	1,697,998.02	6,742,094.02	38.9%
TOTAL COMMUNITY REDEVELOPMENT	8,947,626.00	2,081,906.38	11,029,532.38	2,589,440.34	1,697,998.02	6,742,094.02	38.9%
TOTAL EXPENSES	8,947,626.00	2,081,906.38	11,029,532.38	2,589,440.34	1,697,998.02	6,742,094.02	

Minutes of
Ad Hoc Committee Meeting
Wednesday, May 25, 2011 – 10 am
City Commission Chambers

The committee was comprised of Mayor Adam Barringer and CRA Chair James Kosmas. Mayor Barringer called the meeting to order at 10:00 am.

Also present were CRA/Economic Development Director Tony Otte; CRA Administrative Specialist Claudia Soulie; and members of the public.

Mayor Barringer recognized Vice Mayor Hathaway.

Mayor Barringer stated that the premise of the meeting was to facilitate the CRA grant programs and that this was a perfect opportunity to vet out any possible uncertainties. Mr. Kosmas agreed that a policy needed to be formulated, especially as he felt that some of the current CRA programs overlapped and the CRA was scheduled to sunset in 2015.

Mayor Barringer felt that the exterior improvement grants were intended to be used for infrastructure investments to beautify blighted areas.

Mr. Kosmas stated that the CRA grants had generated a tremendous return in private investment and suggested that advertising this fact could be a task of the new CRA Marketing Coordinator.

Review and Discussion of CRA Grant Program

Mr. Otte stated that this is a time of transition for CRA grant programs as staff was in the process of carrying out the City Commission directive to combine the interior renovation, exterior renovation, and impact fee assistance programs ($20,000 program). The newly approved Development Assistance and Incentive program ($50,000) had also raised questions.

Mr. Otte continued that staff requested that the Mayor and the CRA Chair discuss the proposed Combined CRA grant program ($20,000) and address questions pertaining to large, multi-tenant buildings and if each tenant could receive a grant; if the building owner could be considered a "business" for the purpose of improving the facades and if so, how would the maximum amount of grant funding be determined and if the tenant would be able to apply for a grant for his or her business, if the building owner had already received a grant for the façade of the building.

Mr. Otte stated that staff recommends allowing the business owner in a multi-tenant building to be considered a "business", so that the building owner may apply separately from their tenants for exterior renovation grant funds. The amount of funds available in such a case could be determined by the number of "significant" facades on a building and by using a standard dollar amount per square foot (to be determined) of façade area to be improved.

The Committee agreed (for the combined grant program) to only allow property owners to apply for exterior grants and to allow the business owner to apply for interior grants, which can also

include exterior business signage. The business owner would still need to get written permission from the property owner.

Mr. Wiley, owner of a multi-tenant building on Canal asked for clarification about his proposed façade improvements and how much CRA funding he could expect. Mr. Kosmas stated that the maximum CRA funding for the exterior would be $20,000 per significant facade and that each of his tenants could apply for interior grants for their business.

Mr. Kosmas also suggested for owners of larger buildings to consider the newly approved Development Incentives and Assistance Grant, which can be used for exterior and interior improvements with a CRA match of up to $50,000.

The Ad hoc committee agreed to accept staff's recommendation of allowing the business owner in a multi-tenant building to be considered a "business" and to apply separately for each significant façade of their building, however, the grant amount would be capped at $20,000 per façade.

A brief discussion ensued about assisting businesses that are perceived to be successful and approving grants for a business located in a property that had previously received a CRA grant.

Mr. Kosmas stated that while changes to rules and regulations of existing guidelines are allowed, they should not be applied retroactively and felt that previous grant recipients should be allowed to apply under the newly established guidelines one more time. Mr. Kosmas continued that at that point the new guidelines would go into effect.

Mr. Kosmas stated that he had a philosophical issue with allowing reimbursement for items that could be considered personal property. Mayor Barringer agreed. The Committee asked staff to revisit the list of reimbursable items included in the interior portion of the $20,000 grant and using the "elimination of blight" as a qualifying factor.

Mayor Barringer summarized the proposed changes to the $20,000 program to include:

- Continue with combining three grants into one
- One grant per applicant
- Add in the "blight" aspect as part of the approval process
- Make distinction between Tenant and Property Owner
- Personal property not eligible – just fixtures

Mr. Otte asked for clarification if a business should be allowed to receive a second grant if it is for a business expansion. Mr. Kosmas felt that the business should be allowed a second grant based on his earlier comments about changing rules and guidelines retroactively, but once they have applied and have been awarded an additional grant under the proposed combined program the "One Grant per Business" applies.

Vice Mayor Hathaway asked what the Committee considered to be "blighted" and suggested that this should be clarified.

Development Incentives and Assistance Program ($50,000)

Mr. Otte stated that the new $50,000 CRA program has two features that need to be clarified:

a. "Applicants may receive only one award". This wording is unclear, as it could refer to either the property owner or the business tenant.
b. "Applicants are not eligible for any other CRA grant program until 2015 or until the program is modified at the discretion of the CRA." Does this apply to the applicant or to the property for which the grant is sought?

Mr. Otte continued that staff was recommending:

a. changing it to read "per property owner."
b: The intent of this statement is to limit receipt of the $50,000 grant award per property, but not to prohibit the applicant from receiving other grants for different properties.

Further discussion ensued about how many grants a property owner should get; allowing a business to apply for a grant for a space where the predecessor had received a grant and possibly making it "One grant per property".

Mr. Frank Gummy, City Attorney who was present for a portion of the meeting stated that a possibly consideration could be if the use of the property changes.

The Committee reached a consensus that more than one grant may be awarded to the same space for separate businesses based on the criteria in place and upon special consideration of what type of improvements are being proposed to be funded.

A brief discussion ensued about Mr. Hall's comments about "One grant per property" and Mr. Kosmas brought up a scenario of two separate businesses on one parcel and felt that the intent was to limit property owners with more than one building to receive several $50,000 grants.

Mr. Kosmas stated that CRA Commissioner James Peterson asked about the feasibility of creating a new program to facilitate exterior building improvements. This request for discussion was motivated by the thought that the most immediate and noticeable impact of CRA funds is with funding for exterior renovation projects; and that in the current economic climate, many property owners are not in a position to contribute matching funds for improvements – especially residential.

A brief discussion ensued about the pros and cons of this type of a program and the Committee agreed to have staff draft guidelines.

Mr. Otte stated that the Development Assistance and Incentive Program ($50,000) contained reference to key parcels located throughout the CRA that provide the opportunity for redevelopment. These items are listed as "Opportunity Sites" in the CRA Masterplan update and Mr. Otte suggested pulling this paragraph from the guidelines and creating its own program, as these sites would lend themselves to different types of incentives that would likely exceed the $50,000 cap.

A brief discussion ensued about creating an incentive program versus a grant program for these sites and the Committee agreed to have staff include the "Opportunity Sites" as a separate component in the Development Assistance and Incentive Program with similar eligibility requirements.

Public Participation

Mr. John Miller, Ocean Property, stated that a client interested in purchasing properties for development in New Smyrna had asked him if the CRA would ever consider allowing a developer to commence a project prior to CRA approval and having the grant "catch up" with the project for the purpose of fast-tracking.

A brief discussion ensued about the possible ramifications of allowing the developer to proceed with a project simultaneously to applying for a grant for such work.

Mr. Gummey felt that it was rare for any grant program to reimburse for work done before grant approval was received.

Adjourn

Mayor Barringer asked if anybody had any additional comments or questions; hearing none the meeting adjourned at 11:30 pm.