



City of New Smyrna Beach

September 14, 2011

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

THIS SHALL SERVE AS YOUR OFFICIAL NOTIFICATION of the regular meeting of the COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY BOARD on THURSDAY, September 22, 2011 at 6:00 P.M., at the Babe James Community Center, 201 North Myrtle Avenue, New Smyrna Beach, Florida, for consideration of the following:

ROLL CALL

APPROVAL OF MINUTES

August 25, 2011 Regular Meeting

NEW BUSINESS

- A. Presentation by KC Society on Status of Teen Stipend Program
- B. FY 2012/2013 Action Plan – Activity #5
- C. Review of Draft CDBG Public Service Application
- D. Status of Track and Boxing Programs
- E. Establishment of Regular Meeting Dates and Times

COMMENTS OR STATEMENTS BY MEMBERS OF THE BOARD

REPORTS AND COMMUNICATIONS BY THE STAFF

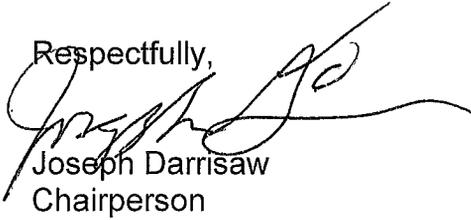
Follow-up from August 25, 2011 Meeting:

- Board liability and lawsuits
- Babe James computers and printers

Update of On-going CDBG Projects

ADJOURNMENT

Respectfully,



Joseph Darrisaw
Chairperson

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

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

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

Ursula Moccia, Administrative Specialist II
City of New Smyrna Beach
210 Sams Avenue
New Smyrna Beach, FL 32168
(386) 424-2132

1 The Community Development Block Grant (CDBG) Advisory Board held a regular
2 meeting on Thursday, August 25, 2011 at the Bethel Baptist Church, 1407 Enterprise
3 Avenue, New Smyrna Beach, Florida. Joseph Darrisaw, Chairperson, called the
4 meeting to order at 6:07 p.m.

5
6 **ROLL CALL**

7
8 The following members answered to roll call:

9 Melvin Brown
10 Joseph Darrisaw
11 Gwendolyn Lee Jenkins Rainge
12 Jacqueline Dianna Wadley
13

14
15 Jacquelyn Morgan was absent.

16
17 Also present was Planning Manager Gail Henrikson.

18
19 Mildred White entered the meeting at 6:12 p.m.

20
21 **APPROVAL OF MINUTES**

22
23 **Regular Meeting May 25, 2011**

24
25 Mr. Darrisaw stated that Ms. Wadley was listed at being present, however, she was
26 absent for the meeting held on May 25, 2011.

27
28 Ms. Rainge stated that the minutes stated that she nominated Mr. Darrisaw to be
29 Chairperson. The nomination was actually made by Mr. Brown, and seconded by her.

30
31 **Mr. Rainge made a motion to approve the minutes as amended, seconded by Mr.**
32 **Brown. Motion passed unanimously, 4-0.**

33
34 **NEW BUSINESS**

35
36 Ms. Henrikson opened the discussion by addressing the planning process for the
37 Community Development Block Grant budget for fiscal year 2012/2013. She stated that
38 the planning process in the past has been abnormal due to notices not being received
39 from the Department of Housing and Urban Development (HUD) until April or May. This
40 then required a quick turnaround from the Planning department, in order to submit
41 applications to the County by June 1st. Therefore, she advised the board to begin the
42 planning process and develop a schedule to avoid this. She addressed the projects
43 shown on the FY 2012/13 Projected Activities list.

44
45 Ms. Henrikson stated that because the City did not yet know how much money it would
46 receive in FY 2012/13, she had calculated the percentage of money that the City had
47 estimated it would spend on each project.
48

COMMUNITY DEVELOPMENT BLOCK GRANT ADVISORY BOARD
AUGUST 25, 2011
MINUTES

- 1 Ms. Rainge asked if youth and senior services are currently being funded.
2
- 3 Ms. Henrikson stated that CDBG funds are being used to fund the K.C. Society's teen
4 stipend program, which is the only youth service program being funded currently.
5
- 6 Mr. Darrisaw asked if the track and boxing programs would be funded by PAL.
7
- 8 Ms. Henrikson stated yes, but she has not received a response back from PAL.
9
- 10 Ms. Rainge addressed a concern that if CDBG funds are being used to fund a program,
11 she wants to know that the program is working and that it is serving a good number of
12 the residents.
13
- 14 Mr. Darrisaw asked if there are any reports on how CBDG funds are spent.
15
- 16 Ms. Henrikson stated that the only program that has been reimbursed is the K.C.
17 Society. A monthly report is sent to the County and she will ensure that board members
18 receive a copy of the report.
19
- 20 Mr. Brown asked Ms. Henrikson to clarify the meaning of "kids served".
21
- 22 Ms. Henrikson explained how the program works, including how the teens are
23 reimbursed.
24
- 25 Mr. Brown asked if anyone from the City or anywhere else is monitoring these
26 programs.
27
- 28 Ms. Henrikson stated that no body from the City or County monitors these programs.
29 However, K.C. Society submits a monthly report to her that details the previous month's
30 activities.
31
- 32 Mr. Darrisaw stated his concern about the program not being monitored.
33
- 34 The Board discussed how there should be some monitoring of the program.
35
- 36 Mr. Brown asked if KC Society submits a schedule of activities.
37
- 38 Mr. Darrisaw stated that there should be a schedule for all programs.
39
- 40 Ms. Henrikson stated that monitoring can be put in place, but she would like to speak to
41 the City Manager and the County regarding this. She stated that during the verification
42 process there was no requirement for monitoring.
43
- 44 Yvonne C. Jefferson, resident, addressed the Board. She asked if there is an age limit
45 to participate in the program.
46

COMMUNITY DEVELOPMENT BLOCK GRANT ADVISORY BOARD
AUGUST 25, 2011
MINUTES

- 1 Ms. Henrikson stated that she believed the maximum age limit is 18 years old, but she
2 did not know the minimum age.
3
- 4 Mr. Darrisaw stated that he believed it was either 12 or 13 to 18 years of age.
5
- 6 Ms. Jefferson stated that she wanted further information about the program. She was
7 informed by other parents that their children who inquired about participating were told
8 they couldn't participate.
9
- 10 Ms. Henrikson stated that it is limited to thirteen recipients.
11
- 12 There was general discussion about the KC Society teen stipend program between the
13 Board members and members of the public.
14
- 15 Ms. Jefferson stated that she would like to have had the head of the KC Society present
16 at the meeting to answer these questions.
17
- 18 Ms. Henrikson stated that she is not present because this topic of discussion was not
19 listed on the agenda for this meeting.
20
- 21 Ms. Jefferson stated her concern about giving out money to the program with nothing
22 showing where the funds are being spent.
23
- 24 Ms. Rainge asked for clarification about the reports that are submitted that state there
25 are twenty-five teens enrolled in the program, but only thirteen paid positions.
26
- 27 Ms. Henrikson stated the reason for the limited paid positions was that in order to be
28 eligible for the teen stipend the teen's family must qualify for food stamps.
29
- 30 Ms. Henrikson stated that she will invite the head of the KC Society to the next meeting.
31
- 32 Ms. Rainge stated her concern that since she is part of the board then she wants to
33 know what is going on in order to approve the funding.
34
- 35 Ms. Henrikson stated that for the 2012/2013 program she is not looking for the Board to
36 approve a specific organization at this time.
37
- 38 Ms. Rainge stated that the amount of money allotted will determine the Board's vote on
39 the programs.
40
- 41 Ms. Henrikson reiterated that because the City did not yet know how much CDBG
42 funding would be received in FY 2012/13, the Board should use percentages and not a
43 specific dollar amount.
44
- 45 Ms. Rainge stated that she does not have a problem with the percentages, but she feels
46 employment training is very important so she would like to see that item higher than
47 eleven percent. She asked for clarification on the economic development item.

COMMUNITY DEVELOPMENT BLOCK GRANT ADVISORY BOARD
AUGUST 25, 2011
MINUTES

1
2 Mr. Darrisaw asked about funding for the teen employment program and asked if it was
3 the same as the kids program.
4
5 Ms. Henrikson stated that the KC Society program falls under Activity 2 and the boxing
6 and track programs fall under Activity 1.
7
8 Ms. Latrevia Hooks, resident, addressed the board and asked if there is any educational
9 training or any type of educational scholarships available.
10
11 Ms. Henrikson stated that the CDBG funds cannot be used for scholarships. The funds
12 are intended to be used for large groups of people and construction projects.
13
14 Ms. Hooks asked if it could be used for classes, such as the business class offered at
15 the Babe James center.
16
17 Ms. Henrikson stated yes.
18
19 Ms. Rainge referred Ms. Hooks to the Women's Center at Daytona State College to see
20 what they have to offer.
21
22 Ms. Hooks stated that she personally is not inquiring, but she knows that if a person has
23 an education than the Women's Center does not help them.
24
25 Mr. Darrisaw stated that the Board should decide if they want to keep the percentages
26 where they are or make a change.
27
28 Mr. Brown stated that he was in favor of keeping the percentages the same, but
29 addressed a concern that some of the programs are not available to the West Side
30 community.
31
32 Mr. Darrisaw stated that the Board is not limited to the programs listed.
33
34 Mr. Brown addressed the grants for businesses opening and relocating to the West Side
35 neighborhood and stated that there are no businesses coming to the area.
36
37 Ms. Henrikson stated that there may be residents looking to start businesses that may
38 employ other residents.
39
40 Mr. Brown asked what would happen to the money if funds were set aside for that and
41 no one applies for it.
42
43 Ms. Henrikson stated that the Board can transfer the funds to a different activity.
44
45 Mr. Brown asked if there is a time limit to use the funds.
46

COMMUNITY DEVELOPMENT BLOCK GRANT ADVISORY BOARD
AUGUST 25, 2011
MINUTES

1 Ms. Henrikson stated that if there are no applications submitted by the deadline, then
2 the Board would have to decide on another project on which to spend the funds.

3
4 A discussion was held regarding the time limitations for processing and submitting the
5 applications.

6
7 Mr. Brown addressed the acquisition of property activity and asked whether there any
8 plans to buy property.

9
10 Ms. Henrikson responded by stating some of the possible properties that could be
11 purchased.

12
13 Ms. Rainge stated that the majority of lots in the area are too small to meet City building
14 codes and that oftentimes the lot next to it is not available. She stated that she would
15 like to use the funds for employment training.

16
17 **Ms. Rainge made a motion to transfer fifteen percent from Acquisition of Real
18 Property and to Employment Training, seconded by Ms. Wadley. Motion passed
19 unanimously, 5-0.**

20
21 Mr. Darrisaw reviewed the percentages for each of the activities listed as follows: 22%
22 for Youth and Senior Services, 26% for Employment Training, 26% for Economic
23 Development, 15% for Acquisition of Real Property, and 11% for Clearance and
24 Demolition.

25
26 **Mr. Brown made a motion to eliminate Clearance and Demolition and move the
27 11% to another activity, seconded by Ms. Rainge. Motion failed on a roll-call vote
28 2-3.**

29
30 Ms. White asked what funds were approved for demolitions.

31
32 Ms. Henrikson stated that in May the Board approved \$30,000 for demolition projects
33 that will begin on October 1, 2011.

34
35 The Board discussed demolitions, funding and whether or not there is a need.

36
37 Ms. Wadley asked for clarification of the types of structures to be demolished.

38
39 Ms. Henrikson responded that it could be commercial buildings or homes that are poorly
40 maintained. She said that the Building Official has a list of buildings.

41
42 There was additional discussion about the process required to condemn and demolish a
43 structure.

44
45 **Ms. White made a motion to continue Activity #5 to the next meeting, seconded
46 by Ms., Wadley. Motion passed unanimously, 5-0.**

COMMUNITY DEVELOPMENT BLOCK GRANT ADVISORY BOARD
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1 Ms. Henrikson addressed item 3 on the agenda stated that because all of the proposed
2 activities will be public service projects, the Board should next decide whether they
3 wanted to formal application process for organizations that want to apply for funding.
4 She referred to a sample application in the agenda packet. She stated that the staff
5 recommended an application to ensure the same information is being reviewed by the
6 Board.

7
8 **Ms. White made a motion to use a formal application to select organizations,**
9 **seconded by Ms. Ränge. Motion passed unanimously, 5-0.**

10
11 Ms. Henrikson stated the board needs to pick a deadline for the applications to be
12 received by the board keeping in mind to allow time to interview the applicants.

13
14 Mr. Darrisaw asked if Ms. Henrikson will put together the application.

15
16 Ms. Henrikson stated yes and the Board will review it for approval.

17
18 Mr. Darrisaw asked if the application will be presented at the next meeting.

19
20 Ms. Henrikson stated yes.

21
22 Mr. Darrisaw asked when the notices will go out.

23
24 Ms. Henrikson stated the day after it is approved and it can be posted at various
25 locations.

26
27 Ms. Henrikson stated the funding would typically be received on October 1, 2012. She
28 then confirmed the time line as follows:

- 29 • Deadline to submit applications set for January 15, 2012
- 30 • Board will begin the review process and ranking in February and March
- 31 • Once the board receives notice on how much money will be received then staff
32 can present the applications to the City Commission in May with final applications
33 due to the County on June 1st.

34
35 Mr. Darrisaw addressed establishing regular meeting dates and times. He stated that
36 this was not done at the last meeting.

37
38 Ms. Henrikson stated that the Board tried to, but due to varying schedules it was not
39 decided upon. She stated that she would like to set the meeting dates and time through
40 December. She asked the board if Thursday, September 22, the fourth Thursday of the
41 month and October 20, 2011 would work.

42
43 The Board discussed the dates and times agreed to Thursday, September 22, 2011.

44
45 It was decided that the Board would set the October meeting date at the September
46 meeting.

COMMUNITY DEVELOPMENT BLOCK GRANT ADVISORY BOARD
AUGUST 25, 2011
MINUTES

- 1 Mr. Brown asked to be brought up on the projects that Board voted on for FY 2011/12.
2
- 3 Ms. Henrikson stated there are seven CDBG projects that were approved and that the
4 applications for those projects voted on in May were submitted to the County on June 1,
5 2011. She stated that the projects were approved by the County Council on July 21st.
6 She stated that there had been two changes to the Board's recommendations. She
7 explained that \$4,000 from the bicycle racks had been transferred to demolitions,
8 because the bike racks were only estimated to cost \$1,000. She stated that
9 approximately \$400 was then cut from demolitions because funding the total allocation
10 from the federal government was decreased. The amount originally estimated for FY
11 2011/12 was \$113,995, while the actual amount awarded was \$113,476.
12
- 13 Mr. Brown asked to clarify that the money for the bike rack was transferred to
14 demolitions.
15
- 16 Ms. Henrikson stated she had to make a decision because there was no time to hold a
17 Board meeting, but the Board can choose to place the funds in a different approved
18 project.
19
- 20 Mr. Darrisaw asked for clarification on the bike racks.
21
- 22 Ms. Henrikson stated that \$5,000 was an estimated price and the actual price was only
23 \$1,000 for the two bike racks so the extra money had to be placed somewhere else.
24 She chose demolitions so an application could be turned in to the County. She stated
25 that the Board could decide to move it elsewhere with the understanding that if the
26 funds are placed in Code Enforcement, Park Ranger, or the Senior Stipend Program,
27 then it will have to go back to the County Council for approval.
28
- 29 There was discussion about transferring the \$4,000 from the bike rack project to the
30 purchase of computers and software for Babe James.
31
- 32 Ms. White asked for clarification on who owns the existing computers, printers and
33 software. She stated that her understanding was that the software belonged to P.A.L,
34 but the computers belong to the City.
35
- 36 Mr. Darrisaw stated that he really did not know who owns the software, computers and
37 printers, but the Board needs to look into this.
38
- 39 Mr. Darrisaw asked Ms. Henrikson if they could continue this item until next meeting.
40
- 41 Ms. Henrikson stated yes and she will provide information on who owns the software,
42 computers and printers.
43
- 44 Mr. Darrisaw asked Ms. Henrikson to review what happens if the funds go into Code
45 Enforcement.
46
- 47 Ms. Henrikson repeated the information that she previously stated.

COMMUNITY DEVELOPMENT BLOCK GRANT ADVISORY BOARD
AUGUST 25, 2011
MINUTES

1 COMMENTS OR STATEMENTS BY MEMBERS OF THE BOARD

2 None.

3

4 REPORTS AND COMMUNICATIONS BY THE STAFF

5 None.

6

7 ADJOURNMENT

8 With there being no further business, the meeting was adjourned at 7:15 p.m.

Interoffice Memorandum City of New Smyrna Beach

To: CDBG Advisory Board Members
From: Gail Henrikson, AICP, Planning Manager *GAM*
Subject: PRESENTATION BY KC SOCIETY
Date: September 15, 2011

At the August 25, 2011 meeting, the Board raised several questions about the KC Society program. The consensus of the Board was to ask that Kerry-Anne Purkiss, Director of the KC Society, attend the September 22nd meeting, in order to discuss the programs activities.

Staff has received written confirmation that Ms. Purkiss will attend the September 22nd meeting. Staff has included the monthly reports from the KC Society for April, May, June and July 2011. No report has been submitted for August 2011.

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

SUBRECIPIENT NAME: KC Society Teen Mentoring TIME FRAME: April
(Month)

ADDRESS: 1982 state Rd 44 PMB 191 TELEPHONE: 386-689-4979

CITY: New Smyrna Beach STATE: Florida ZIP: 32168

REQUEST# _____ FINAL REQUEST: YES _____ NO FUNDING SOURCE: CDBG

CONTACT PERSON: Kerry-Anne Purkiss TELEPHONE: 386-689-4979

REIMBURSEMENT FUNDS REQUESTED FOR THIS PERIOD: \$ 977.60

	DESCRIPTION OF ACTIVITY	BUDGET	EXPENSES THIS MONTH	EXPENSES TO-DATE	AVAILABLE BALANCE
1.	Public Services- KC Society Teen Mentoring. Be responsible for operating expenses to cover employment workshops and stipend internships for teens ages 14 to 19 at risk students from low- and moderate- income households. Activity to be provided in New Smyrna Beach.	\$20,000.00	977.60	977.60	19,022.40
8.	TOTAL	\$20,000.00	977.60	977.60	19,022.40
FOR-COUNTY USE ONLY				AMENDMENT JOURNAL	
PREPARED BY _____					
REVIEWED BY _____					
VOLUSIA COUNTY COMMUNITY ASSISTANCE					
APPROVED BY _____					

REQUEST DATE: 7/14/2011

AGENCY AUTHORIZED SIGNATURE: [Signature]
(This form is for reproduction or copying by Recipient)

SECTION II – STATUS REPORT FY 2010/2011

1. SUBRECIPIENT NAME: KC Society Teen Mentoring Program
2. STATUS REPORT FOR THE MONTH OF: April
3. ACTIVITY NAME: Public Services – KC Teen Mentoring Program
4. ESTIMATED PROJECT/ACTIVITY COMPLETION DATE: 9/30/2011
5. PERCENT OF PROJECT/ACTIVITY COMPLETED TO DATE: _____
6. DESCRIBE SPECIFIC WORK TASKS AND QUANTIFIED ACCOMPLISHMENTS COMPLETED THIS MONTH.

please see attachment

7. DESCRIBE PROJECT/ACTIVITY SUCCESSES, OR PROBLEMS ENCOUNTERED AND THEIR SOLUTIONS.

please see attachment

8. DISCUSS ANY ANTICIPATED PROBLEMS OR CONCERNS WITH THE PROJECT/ACTIVITY THAT THE COMMUNITY ASSISTANCE DIVISION COULD PROVIDE ASSISTANCE TO RESOLVE:

please see attachment

APRIL 2011

1. DESCRIBE SPECIFIC WORK TASKS AND QUANTIFIED ACCOMPLISHMENTS COMPLETED THIS MONTH.

Tasks	Days & Hours Worked
Coordinate 4 Recruitment Orientations	Monday 4-8, Wednesday 4-9, Friday 4-8 Saturday 11:00-4, Sunday 3-5
Conduct 4 Recruitment Orientations	
Coordinated 15 Volunteer Recruiters	Total Hours
Implement Recruitment Marketing	20 per week
Formulation of County Paperwork	
	80 Hours Total

2. DESCRIBE PROJECT/ACTIVITY SUCCESSES, OR PROBLEMS ENCOUNTERED AND THEIR SOLUTIONS.

Successes: Recruitment orientations were successful generating 25 interests

Problems encountered Initial county paperwork required hard to understand

Solution Had a meeting with Donna King and Gail Henrikson of proper paperwork needed to be successful

3. DISCUSS ANY ANTICIPATED PROBLEMS OR CONCERNS WITH THE PROJECT/ACTIVITY THAT THE COMMUNITY ASSISTANCE DIVISION COULD PROVIDE ASSISTANCE TO RESOLVE.

Outlining the specific paperwork needed to accomplish the task of any teen stipend program.

**SECTION III- MONTHLY CLIENTELE STATUS REPORT
CDBG FY 2010/2011**

SUBRECIPIENT NAME: KC Society
 ACTIVITY NAME: Teen Steward program
 MONTH COVERED BY THIS REPORT: APRIL
 FINAL REPORT YES _____ NO.

COMPLETE THE FOLLOWING TWO (2) TABLES FOR PERSONS SERVED BY THE ACTIVITY DURING THE MONTHLY REPORTING PERIOD.

Total No. of Persons Assisted 25

TABLE I: Participant Racial and Ethnic Characteristics: (please be as specific as possible in reporting this section)

Racial and Ethnic Characteristics	Month	YTD	Hispanic Month	Hispanic YTD
White	5	5		
Black/African American	16	16		
Asian				
American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
American Indian/Alaskan Native & White				
Asian & White				
Black/African American & White	4	4		
American Indian/Alaskan Native & Black/African Am.				
Other Multi Racial				
TOTAL PERSONS	25	25		

PLEASE NOTE: The Total Number Served is to be an **unduplicated** count of persons served during the reporting period.

TABLE II: Participant Income Level

Income Level	Month	Year to Date
Extremely Low-Income Persons	4	4
Low-Income Persons	17	17
Moderate-Income Persons	4	4
TOTAL PERSONS	25	25

INSTRUCTIONS

TABLE I: Provide the total number of persons assisted by the activity during the reporting month and year to date for each applicable category of Racial and Ethnic groups. Use the category that most closely reflects an individual's recognition in his/her community for purposes of reporting a person of mixed racial and/or ethnic origins. Monthly counts and year to date counts should be an actual unduplicated number, not an estimate. Please make sure that these numbers equal the total number of individuals served. Below are guidelines for this section:

White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as 'Haitian' or 'Negro' can be used in addition to 'Black or African American'.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korean, Malaysia, Pakistan, the Philippine Island, Thailand, and Vietnam.

American Indian/Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliations or community attachment.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian/Alaskan Native & White: A person having origins of both of the above-mentioned characteristics.

Asian & White: A person having origins of both of the above-mentioned characteristics.

Black/African American & White: A person having origins of both of the above-mentioned characteristics.

American Indian/Alaskan Native & Black African American: A person having origins of both of the above-mentioned characteristics.

TABLE II: Income Level Definitions:

Extremely Low Income Person: Member of a family that has an income equal to or less than the Section 8 limits for 30% of Median income established by HUD for the Deltona-Daytona Beach – Ormond Beach MSA.

Low-Income Person: Member of a family that has an income equal to or less than the Section 8 Very Low-income limits established by HUD for the Deltona-Daytona Beach – Ormond Beach MSA.

Moderate-Income Person: Member of a family that has an income equal to or less than the Section 8 Low-income limit and greater than the Section 8 Very-Low income limit established by HUD for the Deltona-Daytona Beach – Ormond Beach MSA.

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

SUBRECIPIENT NAME: KC Society Teen Mentoring TIME FRAME: May
(Month)

ADDRESS: 1982 state Rd 44 PMB 191 TELEPHONE: 386-689-4979

CITY: New Smyrna Beach STATE: Florida ZIP: 32168

REQUEST# _____ FINAL REQUEST: YES _____ NO FUNDING SOURCE: CDBG

CONTACT PERSON: Kerry-Anne Purkiss TELEPHONE: 386-689-4979

REIMBURSEMENT FUNDS REQUESTED FOR THIS PERIOD: \$ ~~19,227.00~~ \$ 1222.00

	DESCRIPTION OF ACTIVITY	BUDGET	EXPENSES THIS MONTH	EXPENSES TO-DATE	AVAILABLE BALANCE
1.	Public Services- KC Society Teen Mentoring: Be responsible for operating expenses to cover employment workshops and stipend internships for teens ages 14 to 19 at risk students from low- and moderate- income households. Activity to be provided in New Smyrna Beach.	\$120,000.00 \$8,500	1222.00	2199.60	17,800.40
8.	TOTAL	\$8,500	1222.00	2199.60	17,800.40
FOR COUNTY USE ONLY					
PREPARED BY _____			AMENDMENT JOURNAL		
REVIEWED BY _____					
VOLUSIA COUNTY COMMUNITY ASSISTANCE					
APPROVED BY _____					

REQUEST DATE: 7/14/2011

AGENCY AUTHORIZED SIGNATURE: [Signature]
(This form is for reproduction or copying by Recipient)

SECTION II – STATUS REPORT FY 2010/2011

1. SUBRECIPIENT NAME: KC Society Teen Mentoring Program
2. STATUS REPORT FOR THE MONTH OF: May
3. ACTIVITY NAME: Public Services – KC Teen Mentoring Program
4. ESTIMATED PROJECT/ACTIVITY COMPLETION DATE: 9/30/2011
5. PERCENT OF PROJECT/ACTIVITY COMPLETED TO DATE: _____
6. DESCRIBE SPECIFIC WORK TASKS AND QUANTIFIED ACCOMPLISHMENTS COMPLETED THIS MONTH.

Please See Attachment

7. DESCRIBE PROJECT/ACTIVITY SUCCESSES, OR PROBLEMS ENCOUNTERED AND THEIR SOLUTIONS.

please See Attachment

8. DISCUSS ANY ANTICIPATED PROBLEMS OR CONCERNS WITH THE PROJECT/ACTIVITY THAT THE COMMUNITY ASSISTANCE DIVISION COULD PROVIDE ASSISTANCE TO RESOLVE.

please see Attachment

May 2011

1. DESCRIBE SPECIFIC WORK TASKS AND QUANTIFIED ACCOMPLISHMENTS COMPLETED THIS MONTH.

Tasks	Days Worked
Restructure Hiring process	Monday 4-8, Wednesday 4-9, Friday 4-8 Saturday 11:00-4, Sunday 3-5
Conducted 29 Interviews	Workshop Prep hours: 10
Coordinate 5 Weekly Workshops	Total Hours <i>2</i>
Coordinate Weekly Volunteer opportunities	20 per week for <i>2</i> weeks
Formulation of County Paperwork	30 Hours – 2 weeks
Collect paperwork	100 Hours Total

2. DESCRIBE PROJECT/ACTIVITY SUCCESSES, OR PROBLEMS ENCOUNTERED AND THEIR SOLUTIONS.

Successes: Hired 15 Teens. Using 2 as alternates. Had 5 Successful workshops which included presenters such as Bert Fish Medical Center, Volusia County Health Department, TD Bank, and Ed Yargo

Problems encountered had to restructure the hiring process of the Teen Stipend Program to include longer interviews and review of application to increase the effectiveness of the program

Solution Spent several hours with three business leaders to create a Teen friendly interview process that will allow the teens the opportunity to get a wide range of questions that they may be asked in the future.
Spent several hours with three business leaders to create a Teen friendly interview process that will allow the teens the opportunity to get a wide range of questions that they may be asked in the future.

3. DISCUSS ANY ANTICIPATED PROBLEMS OR CONCERNS WITH THE PROJECT/ACTIVITY THAT THE COMMUNITY ASSISTANCE DIVISION COULD PROVIDE ASSISTANCE TO RESOLVE.

At this time, our questions were able to be answered by volunteers and surrounding local business and community leaders.

**SECTION III- MONTHLY CLIENTELE STATUS REPORT
CDBG FY 2010/2011**

SUBRECIPIENT NAME: KC Society
 ACTIVITY NAME: Teen Stipend Program
 MONTH COVERED BY THIS REPORT: May
 FINAL REPORT YES ___ NO

COMPLETE THE FOLLOWING TWO (2) TABLES FOR PERSONS SERVED BY THE ACTIVITY DURING THE MONTHLY REPORTING PERIOD.

Total No. of Persons Assisted 15

TABLE I: Participant Racial and Ethnic Characteristics: (please be as specific as possible in reporting this section)

Racial and Ethnic Characteristics	Month	YTD	Hispanic Month	Hispanic YTD
White	2	5		
Black/African American	11	10		
Asian				
American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
American Indian/Alaskan Native & White				
Asian & White				
Black/African American & White	2	4		
American Indian/Alaskan Native & Black/African Am.				
Other Multi Racial				
TOTAL PERSONS	15	25		

PLEASE NOTE: The Total Number Served is to be an **unduplicated** count of persons served during the reporting period.

TABLE II: Participant Income Level

Income Level	Month	Year to Date
Extremely Low-Income Persons	2	4
Low-Income Persons	9	17
Moderate-Income Persons	4	4
TOTAL PERSONS	15	25

INSTRUCTIONS

TABLE I: Provide the total number of persons assisted by the activity during the reporting month and year to date for each applicable category of Racial and Ethnic groups. Use the category that most closely reflects an individual's recognition in his/her community for purposes of reporting a person of mixed racial and/or ethnic origins. Monthly counts and year to date counts should be an actual unduplicated number, not an estimate. Please make sure that these numbers equal the total number of individuals served. Below are guidelines for this section:

White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as 'Haitian' or 'Negro' can be used in addition to 'Black or African American'.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korean, Malaysia, Pakistan, the Philippine Island, Thailand, and Vietnam.

American Indian/Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliations or community attachment.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian/Alaskan Native & White: A person having origins of both of the above-mentioned characteristics.

Asian & White: A person having origins of both of the above-mentioned characteristics.

Black/African American & White: A person having origins of both of the above-mentioned characteristics.

American Indian/Alaskan Native & Black African American: A person having origins of both of the above-mentioned characteristics.

TABLE II: Income Level Definitions:

Extremely Low Income Person: Member of a family that has an income equal to or less than the Section 8 limits for 30% of Median income established by HUD for the Deltona-Daytona Beach – Ormond Beach MSA.

Low-Income Person: Member of a family that has an income equal to or less than the Section 8 Very Low-income limits established by HUD for the Deltona-Daytona Beach – Ormond Beach MSA.

Moderate-Income Person: Member of a family that has an income equal to or less than the Section 8 Low-income limit and greater than the Section 8 Very-Low income limit established by HUD for the Deltona-Daytona Beach – Ormond Beach MSA.

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

SUBRECIPIENT NAME: KC Society Teen Mentoring TIME FRAME: June
(Month)

ADDRESS: 1982 state Rd 44 PMB 191 TELEPHONE: 386-689-4979

CITY: New Smyrna Beach STATE: Florida ZIP: 32168

REQUEST# _____ FINAL REQUEST: YES _____ NO FUNDING SOURCE: CDBG

CONTACT PERSON: Kerry-Anne Purkiss TELEPHONE: 386-689-4979

REIMBURSEMENT FUNDS REQUESTED FOR THIS PERIOD: \$ \$ 3227.60

	DESCRIPTION OF ACTIVITY	BUDGET	EXPENSES THIS MONTH	EXPENSES TO-DATE	AVAILABLE BALANCE
1.	Public Services- KC Society Teen Mentoring: Be responsible for operating expenses to cover employment workshops and stipend internships for teens ages 14 to 19 at risk students from low- and moderate- income households. Activity to be provided in New Smyrna Beach.	\$20,000.00 \$8,500	\$3227.60	\$5427.20	\$14572.80
8.	TOTAL:	\$8,500			
FOR COUNTY USE ONLY			\$20,000.00		
PREPARED BY _____				AMENDMENT JOURNAL	
REVIEWED BY _____					
VOLUSIA COUNTY COMMUNITY ASSISTANCE					
APPROVED BY _____					

REQUEST DATE: 7/14/2011

AGENCY AUTHORIZED SIGNATURE: [Signature]
(This form is for reproduction or copying by Recipient)

SECTION II – STATUS REPORT FY 2010/2011

1. SUBRECIPIENT NAME: KC Society Teen Mentoring Program
2. STATUS REPORT FOR THE MONTH OF: June
3. ACTIVITY NAME: Public Services – KC Teen Mentoring Program
4. ESTIMATED PROJECT/ACTIVITY COMPLETION DATE: 9/30/2011
5. PERCENT OF PROJECT/ACTIVITY COMPLETED TO DATE: _____
6. DESCRIBE SPECIFIC WORK TASKS AND QUANTIFIED ACCOMPLISHMENTS COMPLETED THIS MONTH.

Please see attachment

7. DESCRIBE PROJECT/ACTIVITY SUCCESSES, OR PROBLEMS ENCOUNTERED AND THEIR SOLUTIONS.

Please see attachment

8. DISCUSS ANY ANTICIPATED PROBLEMS OR CONCERNS WITH THE PROJECT/ACTIVITY THAT THE COMMUNITY ASSISTANCE DIVISION COULD PROVIDE ASSISTANCE TO RESOLVE.

Please see Attachment

June 2011

1. DESCRIBE SPECIFIC WORK TASKS AND QUANTIFIED ACCOMPLISHMENTS COMPLETED THIS MONTH.

Tasks	Days & Hours Worked
Coordinate 4 workshops	Monday, 9-1 Tuesday 9-1, Wednesday 9-1, Thursday 9-1, Saturday 10-2
Conduct 2 Trainings per week	
Oversee the progress of teens	Total Hours
Coach and Counsel	20 per week
Filing of County Paperwork	
Conduct Weekly Meetings	
Transport	
	80 Hours Total

2. DESCRIBE PROJECT/ACTIVITY SUCCESSES, OR PROBLEMS ENCOUNTERED AND THEIR SOLUTIONS.

Successes: Had 4 Successful workshops which included presenters such as Bert Fish Medical Center, Volusia County Health Department, TD Bank, and Ed Yargo

Teens are responded to the workshops making visible change

Problems encountered Transportation issues due to lack of transportation on the part of the participants

Solution Used several volunteers to transport some participants to their

3. DISCUSS ANY ANTICIPATED PROBLEMS OR CONCERNS WITH THE PROJECT/ACTIVITY THAT THE COMMUNITY ASSISTANCE DIVISION COULD PROVIDE ASSISTANCE TO RESOLVE.

Create a possible resource listing that could enable a problem that serves participants most likely not to have transportation yet the willingness to participate.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korean, Malaysia, Pakistan, the Philippine Island, Thailand, and Vietnam.

American Indian/Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliations or community attachment.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian/Alaskan Native & White: A person having origins of both of the above-mentioned characteristics.

Asian & White: A person having origins of both of the above-mentioned characteristics.

Black/African American & White: A person having origins of both of the above-mentioned characteristics.

American Indian/Alaskan Native & Black African American: A person having origins of both of the above-mentioned characteristics.

TABLE II: Income Level Definitions:

Extremely Low Income Person: Member of a family that has an income equal to or less than the Section 8 limits for 30% of Median income established by HUD for the Deltona-Daytona Beach – Ormond Beach MSA.

Low-Income Person: Member of a family that has an income equal to or less than the Section 8 Very Low-income limits established by HUD for the Deltona-Daytona Beach – Ormond Beach MSA.

Moderate-Income Person: Member of a family that has an income equal to or less than the Section 8 Low-income limit and greater than the Section 8 Very-Low income limit established by HUD for the Deltona-Daytona Beach – Ormond Beach MSA.

**SECTION III- MONTHLY CLIENTELE STATUS REPORT
CDBG FY 2010/2011**

SUBRECIPIENT NAME: KC Society
 ACTIVITY NAME: Teen Stipend Program
 MONTH COVERED BY THIS REPORT: June
 FINAL REPORT YES _____ NO

COMPLETE THE FOLLOWING TWO (2) TABLES FOR PERSONS SERVED BY THE ACTIVITY DURING THE MONTHLY REPORTING PERIOD.

Total No. of Persons Assisted 13

TABLE I: Participant Racial and Ethnic Characteristics: (please be as specific as possible in reporting this section)

Racial and Ethnic Characteristics	Month	YTD	Hispanic Month	Hispanic YTD
White	1	5		
Black/African American	10	16		
Asian				
American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
American Indian/Alaskan Native & White				
Asian & White				
Black/African American & White	2	4		
American Indian/Alaskan Native & Black/African Am.				
Other Multi Racial				
TOTAL PERSONS	13	25		

PLEASE NOTE: The Total Number Served is to be an **unduplicated count** of persons served during the reporting period.

TABLE II: Participant Income Level

Income Level	Month	Year to Date
Extremely Low-Income Persons	2	4
Low-Income Persons	9	17
Moderate-Income Persons	4	4
TOTAL PERSONS	13	25

INSTRUCTIONS

TABLE I: Provide the total number of persons assisted by the activity during the reporting month and year to date for each applicable category of Racial and Ethnic groups. Use the category that most closely reflects an individual's recognition in his/her community for purposes of reporting a person of mixed racial and/or ethnic origins. Monthly counts and year to date counts should be an actual unduplicated number, not an estimate. Please make sure that these numbers equal the total number of individuals served. Below are guidelines for this section:

White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as 'Haitian' or 'Negro' can be used in addition to 'Black or African American'.

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

SUBRECIPIENT NAME: KC Society Teen Mentoring TIME FRAME: July
(Month)

ADDRESS: 1982 state Rd 44 PMB 191 TELEPHONE: 386-689-4979

CITY: New Smyrna Beach STATE: Florida ZIP: 32168

REQUEST# _____ FINAL REQUEST: YES _____ NO FUNDING SOURCE: CDBG

CONTACT PERSON: Kerry-Anne Purkiss TELEPHONE: 386-689-4979

REIMBURSEMENT FUNDS REQUESTED FOR THIS PERIOD: \$: \$ 2983.20

	DESCRIPTION OF ACTIVITY	BUDGET	EXPENSES THIS MONTH	EXPENSES TO-DATE	AVAILABLE BALANCE
1.	Public Services- KC Society Teen Mentoring: Be responsible for operating expenses to cover employment workshops and stipend internships for teens ages 14 to 19 at risk students from low- and moderate- income households. Activity to be provided in New Smyrna Beach.	\$20,000.00	\$2983.20	\$8410.40	\$11,589.60
8.	TOTAL	\$20,000.00	\$2983.20	\$8410.40	\$11,589.60

FOR COUNTY USE ONLY	AMENDMENT JOURNAL
PREPARED BY _____	
REVIEWED BY _____	
VOLUSIA COUNTY COMMUNITY ASSISTANCE	
APPROVED BY _____	

REQUEST DATE: 7/29/2011

AGENCY AUTHORIZED SIGNATURE: [Signature]
(This form is for reproduction or copying by Recipient)

SECTION II – STATUS REPORT FY 2010/2011

1. SUBRECIPIENT NAME: KC Society Teen Mentoring Program
2. STATUS REPORT FOR THE MONTH OF: July
3. ACTIVITY NAME: Public Services – KC Teen Mentoring Program
4. ESTIMATED PROJECT/ACTIVITY COMPLETION DATE: 9/30/2011
5. PERCENT OF PROJECT/ACTIVITY COMPLETED TO DATE: _____
6. DESCRIBE SPECIFIC WORK TASKS AND QUANTIFIED ACCOMPLISHMENTS COMPLETED THIS MONTH.

Please see attachment

7. DESCRIBE PROJECT/ACTIVITY SUCCESSES, OR PROBLEMS ENCOUNTERED AND THEIR SOLUTIONS.

Please see attachment

8. DISCUSS ANY ANTICIPATED PROBLEMS OR CONCERNS WITH THE PROJECT/ACTIVITY THAT THE COMMUNITY ASSISTANCE DIVISION COULD PROVIDE ASSISTANCE TO RESOLVE.

Please see attachment

July 2011

1. DESCRIBE SPECIFIC WORK TASKS AND QUANTIFIED ACCOMPLISHMENTS COMPLETED THIS MONTH.

Tasks	Days & Hours Worked
Coordinate 4 workshops	Monday,9-1 Tuesday 9-1, Wednesday 9-1, Thursday 9-1, Saturday 10-2
Conduct 2 Trainings per week	
Oversee the progress of teens	Total Hours
Coach and Counsel	Varying Hours per week
Filing of County Paperwork	
Conduct Weekly Meetings	
Transport	
	60 Hours Total

2. DESCRIBE PROJECT/ACTIVITY SUCCESSES, OR PROBLEMS ENCOUNTERED AND THEIR SOLUTIONS.

Successes: Had Successful workshops which included topics such as understanding work etiquette and work ethics, one-on-one interviewing skills, and utilizing their specific skill sets within the workplace

Teens are responded to the workshops making visible change

Problems encountered Transportation issues due to lack of transportation on the part of the participants

Solution Used several volunteers to transport some participants to their workshops

3. DISCUSS ANY ANTICIPATED PROBLEMS OR CONCERNS WITH THE PROJECT/ACTIVITY THAT THE COMMUNITY ASSISTANCE DIVISION COULD PROVIDE ASSISTANCE TO RESOLVE.

Create a possible resource listing that could enable a problem that serves participants most likely not to have transportation yet the willingness to participate:

**SECTION III- MONTHLY CLIENTELE STATUS REPORT
CDBG FY 2010/2011**

SUBRECIPIENT NAME: _____ KC Society
 ACTIVITY NAME: _____ Teen Stipend Program
 MONTH COVERED BY THIS REPORT: _____ July
 FINAL REPORT YES _____ NO

COMPLETE THE FOLLOWING TWO (2) TABLES FOR PERSONS SERVED BY THE ACTIVITY DURING THE MONTHLY REPORTING PERIOD.

Total No. of Persons Assisted 13

TABLE I: Participant Racial and Ethnic Characteristics: (please be as specific as possible in reporting this section)

Racial and Ethnic Characteristics	Month	YTD	Hispanic Month	Hispanic YTD
White	1	5		
Black/African American	10	17		
Asian				
American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
American Indian/Alaskan Native & White				
Asian & White				
Black/African American & White	2	2		
American Indian/Alaskan Native & Black/African Am.				
Other Multi Racial				
TOTAL PERSONS	13	20		

PLEASE NOTE: The Total Number Served is to be an **unduplicated count** of persons served during the reporting period.

TABLE II: Participant Income Level

Income Level	Month	Year to Date
Extremely Low-Income Persons	2	7
Low-Income Persons	9	17
Moderate-Income Persons	4	5
TOTAL PERSONS	13	20

INSTRUCTIONS

TABLE I: Provide the total number of persons assisted by the activity during the reporting month and year to date for each applicable category of Racial and Ethnic groups. Use the category that most closely reflects an individual's recognition in his/her community for purposes of reporting a person of mixed racial and/or ethnic origins. Monthly counts and year to date counts should be an actual unduplicated number, not an estimate. Please make sure that these numbers equal the total number of individuals served. Below are guidelines for this section:

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Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as 'Haitian' or 'Negro' can be used in addition to 'Black or African American'.

Interoffice Memorandum

City of New Smyrna Beach

To: CDBG Advisory Board Members

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

Subject: **CONTINUED DISCUSSION ON FY 2012/2013 PROPOSED ACTIVITY #5**

Date: September 15, 2011

At the August 25, 2011 meeting, the Board continued discussion of FY 2012/2013 Proposed Activity #5. This item relates to CDBG funding for demolition activities. The Board requested additional information on what buildings might be candidates for demolition and whether there was a need for demolition activities within the neighborhood.

Staff has attached a of buildings that have either been condemned by the Building Trades Board or which the Building Official has identified as potential candidates for demolition. Staff has also attached a revised copy of the FY 2012/2013 Action Plan, incorporating the percentages recommended by the Board at the August 25th meeting.

While this list contains structures that have been identified or approved for demolition, there are other structures which are in the code enforcement process, which may become future candidates for demolition.

NEXT STEPS

Staff is requesting direction from the Board as to whether the funding for demolition should remain at its current proposed level; whether funding should be reduced; or whether funding should be completely eliminated.

City of New Smyrna Beach

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

The following are eligible activities that have been identified as priority needs in this community to be funded by CDBG.

ACTIVITY 1	
Activity:	Youth and Senior Services
Location:	Westside Neighborhood
Cost Estimate	22%
Brief Description: 1. Funding for youth sports and arts programs. 2. Funding for health/wellness, housing repair, and other programs serving seniors.	
ACTIVITY 2	
Activity:	Employment Training
Location:	Westside Neighborhood
Cost Estimate	26%
Brief Description: 1. Funding for teen employment program, including a job skills training component 2. Funding for job training programs.	
ACTIVITY 3	
Activity:	Economic Development
Location:	Westside Neighborhood
Cost Estimate	26%
Brief Description: 1. Grants to businesses opening in or relocating to the Westside Neighborhood. Grant based on # of LMI residents employed at business.	
ACTIVITY 4	
Activity:	Acquisition of Real Property
Location:	Westside Neighborhood
Cost Estimate	15%
Brief Description: Purchase of vacant and/or substandard housing and/or lots	
ACTIVITY 5	
Activity:	Clearance/Demolition
Location:	Westside Neighborhood
Cost Estimate	11%
Brief Description: Demolition of unsafe and/or dilapidated structures. While other funding sources will be sought for this activity, it is currently included in the 5-year CDBG plan.	

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

**BUILDINGS RECENTLY APPROVED FOR DEMOLITION OR IDENTIFIED FOR
DEMOLITION BY THE CHIEF BUILDING OFFICIAL**

Approved for Demolition by Building Trades Board

- 551 Julia Street
- 553 Julia Street
- 559 Charlovix Street
- 334 Sheldon Street
- 468 Sheldon Street
- 546 Washington Street
- 425 Palm Street

Identified for Demolition by Chief Building Official

- 225 Inwood Avenue
- 434 Duss Street
- 425 Palm Street
- 551 Julia Street
- 553 Julia Street
- 212 Ronnoc Lane

Current Code Enforcement Cases

- 803 Hamilton Street (Allowing human occupancy in a building that is not tied to public sewer)

Interoffice Memorandum City of New Smyrna Beach

To: CDBG Advisory Board Members
From: Gail Henrikson, AICP, Planning Manager GRH
Subject: DRAFT APPLICATION FOR FY 2012/2013 PROJECTS
Date: September 15, 2011

Attached is a draft application for FY 2012/2013 CDBG projects. Please be prepared to discuss any corrections, additions and/or deletions at the September 22, 2011 meeting.



CITY OF NEW SMYRNA BEACH FY 2012/2013 CDBG APPLICATION FORM

Project Type (Please select only one):

_____ Youth and Senior Services

_____ Employment Training

_____ Economic Development

Project Name: _____

Project Location/Address: _____

Organization Name: _____

Organization is a 501(c)3: _____ Yes _____ No

(Please note that only 501(c)3 organizations are eligible to apply for CDBG funds)

Mailing Address: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact Fax Number: _____

Contact Email: _____

Amount of Funding Requested: _____

Signature: _____

Printed Name: _____

Date: _____

- IV. Please describe what particular problem or need this project or program will address.

- V. How will this project have a long-term benefit to the City of New Smyrna Beach?

- VI. What equal opportunity efforts do you make in hiring and, if applicable, Board recruitment?

- VII. How will you determine if your project is successful?

- VIII. Is this a new program or project or does this project currently exist? If this is an existing project, what were your accomplishments during the last fiscal year?

- IX. Readiness to proceed:
 - a. Is this project ready to begin on October 1, 2012 and can it be completed by September 30, 2012?

 - b. If not, what are the expected start and completion dates?

- c. Are there any other conditions that may affect your ability to begin or complete this project?

- X. Has this organization received CDBG in the past from the City of New Smyrna Beach? If so, when?

- XI. What other funding sources does your organization have?

- XII. What percent of your organization's total funding are used for administration versus program costs?

- XIII. Budget: Please provide a detailed budget showing the estimated costs for each activity associated with this project or program (a separate sheet may be attached).

Interoffice Memorandum

City of New Smyrna Beach

To: CDBG Advisory Board Members

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

Subject: **STATUS OF TRACK AND BOXING PROGRAMS**

Date: September 15, 2011

In March 2010, the residents of the Historic Westside Neighborhood voted on a list of projects to be funded with money left over from the Pettis Park pavilion project. The residents voted to allocate \$5,000 to the boxing program and \$5,000 to the track program.

Because the boxing and track programs are both public service projects, the funding had to be approved by the County Council. Additionally, because Volusia County was already at its 15% limit for public service projects in FY 2009/2010, County staff had to wait until the new fiscal year began on October 1, 2010, to seek County Council approval.

Since funding was approved and made available in 2010, staff has worked with representatives from the boxing and track programs to finalize the subrecipient agreements. A subrecipient agreement is an agreement between the City and the organization receiving the funds that specifies the responsibilities of each party.

Staff has received a signed copy of the subrecipient agreement from the boxing program representative. Staff and the track program representative also met with County staff to discuss the track subrecipient agreement. However, because neither the boxing or track programs are 501(c)3 organizations, they are not eligible to receive funding directly. Staff did provide information on a course held at the Babe James Community Center on becoming a 501(c)3 organization to the track program representative. To date, however, this has not occurred.

Staff then contacted the Police Athletic League (PAL) to see if they would be willing to oversee these programs in order to receive the funds. David Adkins, representative of PAL stated that the PAL Board did not want to oversee the boxing program. The PAL Board would be willing to oversee the track program. However, there is concern that for a variety of reasons, PAL may not be able to attract 51% low- to moderate-income participants. Unless 51% of the track

participants come from low- to moderate-income households, CDBG funds cannot be used for the program.

Theoretically, the funding for the track and boxing programs should have been spent by September 30, 2011. While the County will be allowing this funding to roll over into FY 2011/12, this is the last year that this can occur. Staff attended a mandatory CDBG training session on September 15, 2011, at which it was stated that new HUD regulations would no longer allow public service funds to be rolled over after September 30, 2012.

NEXT STEPS

Staff is requesting direction from the Board on the following items:

1. Should the funding currently allocated for the track and boxing programs be transferred to another project?
2. If the funding should be transferred, to what program(s) should the funds be transferred?

The Board should note that transferring the funds will require approval by the County Council.

Interoffice Memorandum City of New Smyrna Beach

To: CDBG Advisory Board Members
From: Gail Henrikson, AICP, Planning Manager *GAH*
Subject: **ESTABLISHMENT OF MEETING DATES AND TIMES**
Date: September 15, 2011

Staff is requesting that the Board set meeting dates and times for upcoming meetings through the end of 2011. In order to ensure that the best dates and times are picked for the majority of the Board members, please bring your calendars so the Board can set meeting dates for September, October, and November 2011. Also, the Board should be prepared to discuss whether they want to hold a meeting in December 2011, due to possible conflicts with holidays.

Interoffice Memorandum City of New Smyrna Beach

To: CDBG Advisory Board Members
From: Gail Henrikson, AICP, Planning Manager *GAM*
Subject: **UPDATE ON ON-GOING CDBG PROJECTS**
Date: September 15, 2011

Attached is a table listing currently funded CDBG projects, as well as the status of those projects. This table is provided for informational purposes only. If there are any questions about any of the projects, staff will be able to address those at the September 22nd meeting.

Update on On-Going CDBG Projects
September 15, 2011

Work Item	CDBG Funding	Project Status
Park ranger	\$25,000 FY 11/12	<ul style="list-style-type: none"> • Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 • Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Senior stipend	\$20,000 FY 11/12	<ul style="list-style-type: none"> • Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 • Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Fence on top of racquetball court and/or mesh fence on top of courts	\$5,000 FY 11/12	<ul style="list-style-type: none"> • Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 • Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Boxing Club	\$5,000 FY 10/11	<ul style="list-style-type: none"> • Club needs to have 501(c)3 status • Met with David Adkins from PAL 8/8/11 to discuss using PAL organization as umbrella group to obtain funding; waiting for response from PAL Board • Need approval of subrecipient agreement by Volusia County and City Commission
KC Society	\$20,000 FY 10/11	<ul style="list-style-type: none"> • Subrecipient agreement approved by City Commission 6/28/11 • 1st reimbursement check issued 8/3/11
Track Club	\$5,000 FY 10/11	<ul style="list-style-type: none"> • Club needs to have 501(c)3 status • Met with David Adkins from PAL 8/8/11 to discuss using PAL organization as umbrella group to obtain funding; waiting for response from PAL Board • Need approval of subrecipient agreement by Volusia County and City Commission
Bicycle racks at Pettis Park	\$1,000 FY 11/12	<ul style="list-style-type: none"> • Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 • Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)

Update on On-Going CDBG Projects
September 15, 2011

Work Item	CDBG Funding	Project Status
Complete kitchen counter inside picnic pavilion	Completed 2011	Completed
Skate area at Pettis Park	Completed 2011	Completed
Handicapped parking spaces at Pettis Park	Completed 2011	Completed
Electronic message center sign at Babe James Center	\$25,000 FY 10/11	<ul style="list-style-type: none"> Bids opened 6/17/11 Contract signed On-site meeting held September 2nd to discuss sign location and colors
Babe James Playground Equipment and Fence Relocation	\$51,467	<ul style="list-style-type: none"> Bids opened 6/17/11 Sign contract with City Attorney Waiting for contract from fence company
Demolitions	\$33,481 FY 11/12	<ul style="list-style-type: none"> Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Code enforcement	\$20,000 FY 11/12	<ul style="list-style-type: none"> Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Computer printers and software at Babe James Center	\$8,995 FY 11/12	<ul style="list-style-type: none"> Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Pettis Park Walkway	\$58,000 FY 10/11	<ul style="list-style-type: none"> Meeting with residents held at Pettis Park on 3/5/11 Tentative walkway design presented at March 2011 Westside Community Meeting Plans under review by City Parks and Engineering staff

Update on On-Going CDBG Projects
September 15, 2011

Work Item	CDBG Funding	Project Status
		• Anticipated bid date 10/15/11