

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



June 22, 2009

MEMORANDUM

Linda DeBorde, Chair
Steve Dennis, Vice Chair
James Kosmas
Doug Hodson
Charles Belote
Cynthia Lybrand
Thomas Williams

May this serve as your official notification of the **SPECIAL MEETING** of the Community Redevelopment Agency to be held on **Wednesday, June 24TH, 2009 at 2:00 p.m.** The meeting will be held at the **DEBERRY ROOM, 3RD FLOOR, UTILITIES COMMISSION, 200 CANAL STREET, NEW SMYRNA BEACH, FLORIDA** to discuss the attached Agenda pursuant to Florida Statute 163 and Local Ordinance 23-85.

Respectfully submitted,

Kevin P. Fall, CEcD
CRA Director

cc: Mayor and City Commission
City Manager
CRA Attorney
Members of the Press
Flagler Merchants Assoc.
MainStreet, Inc.
Public Notice

Attachments

**SPECIAL MEETING AGENDA
COMMUNITY REDEVELOPMENT AGENCY
WEDNESDAY, JUNE 24, 2009 AT 2:00 P.M.,
DEBERRY ROOM, 3RD FLOOR, UTILITIES COMMISSION
200 CANAL STREET, NEW SMYRNA BEACH, FLORIDA**

1. CALL TO ORDER

2. ROLL CALL

3. 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.

4. NEW BUSINESS

- A. CRA Budget Resolution – FY2009/2010
- B. CRA Loan Incentive Agreement – 424 Canal Street (formerly Romesco's)
- C. Commercial Sales Contract – 300 Block of Magnolia Street (Sides's properties)

5. REPORTS AND COMMUNICATIONS

- A. Director's Report (verbal)
- B. Commissioners Reports
- C. Correspondence

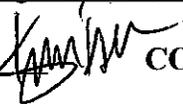
6. ADJOURNMENT

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.

**CITY OF NEW SMYRNA BEACH
COMMUNITY REDEVELOPMENT AGENCY
AGENDA MEMORANDUM**

SUBJECT: CRA Proposed Budget – Fiscal Year 2009/2010

AUTHORIZED BY: Kevin Fall  **CONTACT:** Kevin Fall

AGENDA DATE: 06/03/2009

REGULAR

CONSENT

MOTION/RECOMMENDATION:

Approve the proposed CRA Fiscal Year 2009/2010 annual budget and provide recommendation to the City Commission for adoption within the City of New Smyrna Beach annual budget approval process

BACKGROUND:

The proposed CRA Fiscal Year 2009/2010 budget has been developed within the City's budget development system. The City's Finance Department provides the estimates and/or projections for all City revenues, including the CRA revenues.

Within the proposed CRA Fiscal Year 2009/2010 budget, the tax increment contributions received from the County, City and Southeast Volusia Hospital District, have been adjusted downward by twenty-one percent (21%) to reflect preliminary information from the Volusia County Property Appraiser regarding preliminary taxable value estimates. Additional new revenues include lease parking revenue, interest earnings and a transfer from the City general fund. New revenues in the proposed CRA Fiscal Year 2009/2010 budget total \$2,319,793.

Expenditures within the proposed CRA Fiscal Year 2009/2010 budget include:

Personal Services	\$ 458,320
Operating Expenditures	\$ 442,916
Capital Projects	\$ 426,167

Transfers out within the proposed CRA Fiscal Year 2009/2010 budget include:

Transfer to General Fund	\$ 200,000
Transfer to Debt Service Fund	\$ 341,265

Proposed changes within the Personal Services component include:

- Addition of a full time administrative assistant for the CRA program

- Reclassification of vacant planner position to CRA Program Manager/Main Street Coordinator

Proposed changes within the Operating Expenditures include:

- Reduction in Consultant Services account
- Increase in Surveys and Appraisal accounts
- Increase in Property Maintenance account

Proposed capital projects within the proposed CRA Fiscal Year 2009/2010 budget include:

- Riverside Park Improvements
- Flagler Avenue Parking Improvements

Proposed changes to the Transfers Out accounts that are not yet included in the proposed CRA Fiscal Year 2009/2010 budget include:

- Increase in transfer to general fund to finance a pilot Code Enforcement Program within the CRA
- Increase in transfer to general fund to finance the costs of a pilot Community Policing Program within the CRA

The proposed CRA Fiscal Year 2009/2010 budget will be considered and adopted as part of the City of New Smyrna Beach Annual Budget, with public hearings scheduled for September 2009.

The proposed CRA Fiscal Year 2009/2010 Budget Resolution will be scheduled for adoption at a future meeting, upon approval of the CRA Fiscal Year 2009/2010 budget by the New Smyrna Beach City Commission.

Attachment: CRA Fiscal Year 2009/2010 Budget Detail

**CRA PROPOSED BUDGET
FY2009/2010
REVENUE AND EXPENDITURE**

	2008/2009 Budget	2009/2010 Proposed
REVENUES (excluding Fund Equity)		
TIF CITY	892,348	704,955
TIF COUNTY	1,250,759	988,100
TIF HOSPITAL	649,703	513,265
TIF PORT AUTHORITY	20,218	15,972
TIF MOSQUITO CONTROL	53,483	42,251
INTEREST EARNINGS	250,000	50,000
LEASED PARKING REVENUE	2,250	5,250
TRANSFER FROM GENERAL FUND	9,100	9,100
TOTAL REVENUES(excluding Fund Equity)	3,118,761	2,319,793
EXPENDITURES		
Personal Services	398,017	458,320
Operating Expenditures	777,682	442,916
Capital Outlay and Projects	10,585,518	426,167
TOTAL EXPENDITURES	11,761,217	1,327,403
TRANSFERS OUT		
Transfer to Debt Service Fund	341,083	341,265
Transfer to General Fund	200,000	200,000
TOTAL TRANSFERS OUT	541,083	541,265
NET AVAILABLE FOR CAPITAL PROJECTS	N/A	451,125

**CRA PROPOSED BUDGET
FY2009/2010
REVENUES**

	2008/2009 Budget	2009/2010 Proposed
REVENUES (excluding Fund Equity)		
TIF CITY	892,348	704,955
TIF COUNTY	1,250,759	988,100
TIF HOSPITAL	649,703	513,265
TIF PORT AUTHORITY	20,218	15,972
TIF MOSQUITO CONTROL	53,483	42,251
INTEREST EARNINGS	250,000	50,000
LEASED PARKING REVENUE	2,250	5,250
TRANSFER FROM GENERAL FUND	9,100	9,100
TOTAL REVENUES(excluding Fund Equity)	3,118,761	2,319,793
NOTE: TAX INCREMENT CONTRIBUTIONS WERE REDUCED BY 15 PERCENT (15%) TO REFLECT PRELIMINARY TAXABLE VALUE INFORMATION FROM THE VOLUSIA COUNTY PROPERTY APPRAISER.		

**CRA PROPOSED BUDGET
FY 2009/2010
PERSONAL SERVICES**

	2008/2009 Budget	2009/2010 Proposed
EXPENDITURES		
Personal Services:		
Salary*	256,344	296,962
Overtime	2,000	2,000
Personal Leave	3,720	3,000
Longevity	1,150	2,330
Shoe Allowance	0	600
FICA	20,100	24,404
FRS Retirement	8,500	9,428
DC Plan	14,100	18,009
Aetna	19,500	22,201
Florida Health Care	24,100	29,312
Met Life Dental	1,700	2,320
Mutual of Omaha	1,850	2,547
Workers Compensation	5,625	5,653
Personnel Allocation	39,328	39,554
Total Personal Services	398,017	458,320
*SALARY AMOUNT DOES NOT INCLUDE PROPOSED CHANGES TO THE CRA POSITIONS AS REQUESTED BY THE CRA DIRECTOR		
Current Positions Funded by CRA:		
CRA Director		
CRA Redevelopment Coordinator		
CRA Program Manager		
Planner I (VACANT)		
Utility Worker		
Utility Worker		
Utility Worker		
Gardener/Landscape Specialist		
Equipment Operator I (VACANT)		
Administrative Assistant (split with Development Services)		
Irrigation Specialist (split with Parks and Recreations)		

PERSONNEL REQUISITION FORM

DATE June 12, 2009

FROM Kevin Fall
NAME

CRA
DEPARTMENT

DESCRIPTION OF NEED – POSITION RECLASSIFICATION

CURRENT JOB TITLE CRA Redevelopment Coordinator

PROPOSED JOB TITLE CRA Program Manager/Main Street Coordinator

PROPOSED PAY GRADE _____

REGULAR TEMPORARY _____ FULL TIME PART TIME _____

IF TEMPORARY, HOW LONG _____

IF PART TIME, HOW MANY HOURS / DAYS _____

JUSTIFICATION

Over the past few years, the CRA program activity has increased and requires technical administration of both projects and programs. The project administration duties have been successfully addressed through the previous addition of a CRA Project Manager (Kevin Fall, and now Michelle Martin), however the program administration needs have increased and evolved to include federal and state grant activities, professional services oversight, CRA grants and aids oversight, commercial and residential property improvement grants, additional reporting requirements and active coordination with the local merchant groups. Preliminary recommendations from the consultants working on the update to the Redevelopment Plan indicate the need for a dedicated main street coordinator to actively assist with the promotion of our local events and destinations but to also to assist the CRA Director in administering a business services program to support local business owners within the CRA district. Presently, the Director and Redevelopment Coordinator handle the administrative oversight of CRA programs, however the intent is to fully transition CRA program administration to the CRA PROGRAM MANAGER/MAIN STREET COORDINATOR. This is anticipated to enable the Director to “direct” the program full time and to provide a manager to administer the program. This request is consistent with other CRAs operating throughout the State and maximizes the service delivery function with a limited staff.

Position level and pay grades need to be determined commensurate with similar positions in the industry.

PERSONNEL REQUISITION FORM

DATE June 12, 2009

FROM Kevin Fall
NAME

CRA
DEPARTMENT

DESCRIPTION OF NEED

JOB TITLE Administrative Assistant NUMBER NEEDED 1

PROPOSED PAY GRADE _____

REGULAR TEMPORARY _____ FULL TIME PART TIME _____

IF TEMPORARY, HOW LONG _____

IF PART TIME, HOW MANY HOURS / DAYS _____

JUSTIFICATION

The CRA program requires a full time administrative assistant to provide the necessary support to the CRA staff, City staff, elected officials and the general public. Additionally the Community Redevelopment Agency meets on a monthly basis requiring official notice, recording of meeting minutes, and preparation of the agenda packets. Historically, the CRA Executive Director has been part time, lending oversight to the CRA program while maintaining primary responsibilities in another department and has therefore "shared" an administrative staff position. However with the reality of a full time CRA Executive Director (since August 2008), the lack of a full time administrative assistant has become an obstacle in the program's efficiency and effectiveness. Primary responsibilities in addition to those noted above include, but may not be limited to, maintaining the Executive Director's Calendar, coordination of project activities for the CRA team, processing CRA correspondence, providing initial contact and direction with general public, processing of CRA accounts payable and maintaining the CRA web pages on the City site.

**CRA PROPOSED BUDGET
FY 2009/2010
OPERATIONS**

	2008/2009 Budget	2009/2010 Proposed
EXPENDITURES		
Operating Expenditures:		
Physicals	400	0
Legal	30,000	25,000
Consultant Services	288,500	35,000
Surveys	8,985	10,000
Appraisals	1,000	10,000
Audit	2,547	2,972
Property Maintenance Contracts	50,000	60,000
Travel	5,216	4,000
Phone	1,600	1,600
Mobile Phone	1,000	1,860
Postage	250	250
Shipping/Handling	350	350
Electric and Water	42,500	45,000
Liability Insurance	7,686	7,804
Property and Auto Insurance	732	860
Annual Maintenance Contract - Clock	500	500
Outside Repairs	500	500
Repairs and Maintenance - Office Equipment	500	500
Fleet Maintenance	5,171	5,163
Repairs and Maintenance - Equipment	500	500
Forms	500	0
Printing and Binding	2,000	2,000
Promotional Expense	0	2,500
News Advertisements	3,500	2,500
Other Current Charges	2,000	2,000
Office Supplies	4,845	2,000
Office Equipment	1,000	1,000
Gas and Oil	8,800	7,257
Uniforms	600	500
Tools	500	0
Property Maintenance Supplies	30,000	30,000
Other Operating Supplies	600	500
Memberships	1,500	1,500
Reference Materials and Subscriptions	400	300
Conference Registration	4,000	4,000
Sub Total Operating Expenditures	508,182	267,916
Property Improvement Grants	85,000	75,000
Grants and Aid	100,000	100,000
Total Operating Expenditures	693,182	442,916

**CRA PROPOSED BUDGET
FY 2009/2010
CAPITAL OUTLAY AND PROJECTS**

	2008/2009 Budget	2009/2010 Proposed
CAPITAL OUTLAY AND PROJECTS		
Capital Outlay and Projects:		
Capital Equipment - Lease Payment	0	13,667
West Canal Streetscape	2,537,683	0
Mary Avenue Streetscape	1,607,200	0
Flagler Avenue Boardwalk	500,000	0
South Orange Streetscape	1,005,437	0
Hospital District Improvements	1,000,000	0
Coronado Civic Center	40,000	0
Public Art	12,275	12,500
North Causeway Improvements	2,000,000	0
Historic Restoration - Chamber	191,400	0
North Atlantic Improvements	150,000	0
533 Canal Street Acquisition and Remediation	1,500,000	0
Riverside Park Improvements	41,523	400,000
Total Capital Outlay and Projects	10,585,518	426,167
Mid Year 2008/2009 Adjustments		
Canal Street Underground Utilities	500,000	n/a
Property Acquisition - Canal Street Redevelopment	1,500,000	n/a
Property Acquisition - Flagler Avenue Parking	1,000,000	n/a
3rd Avenue Gateway Project	1,500,000	n/a
Mainland Splash Park - Babe James Center	100,000	n/a
	4,600,000	n/a
Transfers Out of CRA:		
Transfer to Debt Service	341,083	341,265
Transfer to General Fund	200,000	200,000
Total Transfers Out	541,083	541,265

**CITY OF NEW SMYRNA BEACH
COMMUNITY REDEVELOPMENT AGENCY
AGENDA MEMORANDUM**

SUBJECT: CRA Loan Incentive Agreement – 424 Canal Street (formerly Romesco’s)

AUTHORIZED BY: Kevin Fall  **CONTACT:** Kevin Fall

AGENDA DATE: 06/24/2009 **REGULAR** **CONSENT**

MOTION/RECOMMENDATION:

Approve a CRA Loan Incentive in the amount of \$8,000 to Richard Rosedale, for improvements to property located at 424 Canal Street and direct the CRA attorney to draft a CRA Loan Incentive Agreement to be executed by the City of New Smyrna Beach and the property owner.

BACKGROUND:

Richard Rosedale, the owner of property located at 424 CANAL STREET (former Romesco’s restaurant site), is proposing to lease property located at 424 CANAL STREET to a third party tenant for the operation of a restaurant facility.

The Owner has submitted plans demonstrating the proposed re-use of the property and the City has determined that the application and proposed use are in compliance with the Land Development Regulations of the City of New Smyrna Beach.

The Owner has requested financial assistance from the Community Redevelopment Agency (CRA) of the City of New Smyrna Beach, for the construction of certain improvements required of the project to comply with the regulations imposed by the City, in order for the utilization of the property as a restaurant facility, specifically the costs associated with “(1) LAYER OF 5/8” TYPE “X” GYPSUM TO BE ADDED TO 2ND FLOOR CEILING TO PROVIDE FOR (1) HOUR ROOF/CEILING ASSEMBLY.”

The projected cost of the specific improvements identified above is estimated at eight thousand dollars (\$8,000).

Staff proposes that the CRA offer a loan incentive to the Owner in the amount of eight thousand dollars (\$8,000) contingent upon the execution of a CRA Loan Incentive Agreement between the City and the Owner, committing the owner to provide for the

continual operation of a restaurant facility in exchange for the CRA funding the cost of the improvement.

The CRA Loan Incentive Agreement shall be structured to absolve the Owner's responsibility to repay the "loan" if the Owner is able to provide for the continual operation of a restaurant facility at 424 CANAL STREET for a period of three (3) years from the date the CRA Loan Incentive Agreement is executed by both parties.

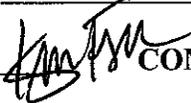
Should the Owner fail to maintain the operation of a restaurant facility, without interruption, throughout the duration of the three-year period, the Owner must bear the responsibility of the cost of the specific improvements to the property located at 424 CANAL STREET and reimburse the City for the amount specified in the CRA Loan Incentive Agreement.

Failure to reimburse the City will result in a lien placed on the property in the amount specified in the CRA Loan Incentive Agreement.

The CRA LOAN INCENTIVE AGREEMENT shall be valid for a period of three (3) years and must be renewed annually prior to the issuance of an occupational license for the continued operation of a restaurant facility at 424 CANAL STREET.

**CITY OF NEW SMYRNA BEACH
COMMUNITY REDEVELOPMENT AGENCY
AGENDA MEMORANDUM**

SUBJECT: Commercial Sales Contract – 300 Block of Magnolia Street

AUTHORIZED BY: Kevin Fall  CONTACT: Kevin Fall

AGENDA DATE: 06/24/2009 REGULAR CONSENT

MOTION/RECOMMENDATION:

Defer to future meeting

BACKGROUND:

Staff requests this item be withdrawn and considered at a future CRA meeting.