

**MINUTES OF THE  
COMMUNITY REDEVELOPMENT AGENCY  
MEETING OF MAY 7<sup>th</sup>, 2008  
DEBERRY ROOM 3<sup>RD</sup> FLOOR  
200 CANAL STREET  
NEW SMYRNA BEACH, FLORIDA**

**Chairperson Linda DeBorde called the May 7<sup>th</sup>, 2008 meeting to order at 2:00 p.m.**

**Answering to roll call:  
Linda DeBorde, Chairperson  
Steve Dennis, Vice Chair  
Douglas Hodson  
James Kosmas  
Charles Belote  
Cynthia Lybrand  
Thomas Williams**

Also present were Mark Rakowski, Interim CRA Director; Kevin Fall, CRA Project Manager; Noeleen Foster, CRA Coordinator; Mark Hall, CRA Attorney; and Claudia Soulie, CRA Board Secretary.

**CONSENT AGENDA**

**Mr. Hodson made the motion to approve the minutes of the April 2<sup>nd</sup>, 2008 CRA Board meeting contingent the correction of some minor typographical errors; seconded by Mr. Dennis. The motion carried on roll call vote 7 – 0.**

**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.

Ms. DeBorde declared public participation closed since nobody was present to speak.

**OLD BUSINESS**

**A. West Canal Streetscape Report**

Mr. Fall asked for this topic to be deferred to a later time in the meeting. The CRA Board agreed.

Mr. Fall thanked Commissioner Dennis for all his coordinating efforts pertaining to the West Canal Streetscape.

## **B. Flagler Boardwalk Report**

Mr. Fall stated that staff had initiated action to withdraw the current Request for Qualification (RFQ) as directed by the CRA Board at the April 2<sup>nd</sup> CRA meeting and was in the process of developing a new RFQ. Staff had met with CRA Board liaison Commissioner Williams at the Boardwalk for a thorough on-site inspection and to develop a new RFQ that was restricted to the Boardwalk sub-surface, including the sea wall and concrete cap.

A brief discussion ensued between the CRA Board and staff about getting an estimate for either the repair or the replacement of the seawall, obtaining references from companies that are interested/qualified to do this type of work and discussing the scope of work/negotiating with these companies for a proposal or a contract.

Ms. Lybrand thought it was previously discussed to hire a company to come up with a report of the entire Boardwalk's current condition. Mr. Fall clarified that based upon Mr. Dennis' motion at the last CRA meeting, the CRA Board asked for a RFQ restricted to the sub-surface and what lied beneath and these results would determine if another RFQ for the vertical structure was needed. Ms. Lybrand was concerned that not obtaining the vertical structure RFQ at the same time as the sub-surface RFQ could cause issues a few years down the road. Mr. Fall understood Ms. Lybrand's concerns; felt however, that obtaining the RFQ's separately was acceptable.

The Board and staff discussed in more detail what wording the new RFQ should contain and possible scenarios for determining the location of the voids in the area. For further clarification, Mr. Williams read a paragraph from the proposed RFQ.... *the scope of the project is restricted to the sub-surface and structural foundation, including the sea wall and concrete cap and does not address the vertical Boardwalk and Pavilion structure or any above ground amenities.*

**Mr. Williams made the motion to proceed with the new RFQ for the sub-structural foundation, including the seawall and concrete cap, seconded by Ms. Lybrand. Motion carried on roll call vote 7-0.**

Ms. DeBorde thanked Mr. Williams, Mr. Fall and Ms. Foster for their diligent work on this project.

## **C. Flagler Boardwalk Surf Board Memorial**

Mr. Fall informed the CRA Board that upon review of the surfboard memorial design plans by City staff, it was determined that the plans would need to be redesigned to eliminate any curbing, landscaping, lighting and railings. The Surfari Club has redesigned the surfboard memorial and Mr. Matt Clancy and Mr. Kevin Schweizer, both Co-chairmen of the Surfari Club were in attendance to present their case. The CRA Board was handed a magazine article describing the history of the Surfari Club as well as documentation specifying construction cost and design. The Surfari Club asked the CRA Board to contribute the remaining \$6,100 to complement the total construction cost of

\$12,200 and were hopeful to have a final unveiling/ re-dedication of the monument during the Seaside Fiesta in June. Mr. Fall specified that these funds could come out of the Public Art fund.

Mr. Rakowski asked Mr. Schweizer if the existing concrete tree grate and the surrounding curb were going to be removed. Mr. Schweizer agreed that they would be removed.

Mr. Kosmas was in favor of supporting the Surfari Club, but was concerned that spending money on erecting this monument permanently before the repairs to the Boardwalk were completed might be premature and asked that installation be postponed until the results of the RFQ have been obtained.

Discussion followed regarding pouring concrete prior to the Flagler Boardwalk inspection, possible access to the sub-surface through the existing tree grate, getting a timetable for completion of the Boardwalk repairs and a few suggestions for a temporary unveiling of the monument, should the Boardwalk construction be delayed.

**Mr. Kosmas made the motion to approve a grant, up to \$6,100, subject to verification of the expenses, and the construction shall not proceed until the CRA had determined that there would not be any structural modification to the area housing the monument; seconded by Mr. Hodson. Motion carried on roll call vote 7-0.**

Mr. Schweizer thanked the CRA Board for their time and interest.

## **NEW BUSINESS**

### **A. Fiscal Year 2008/2009 CRA Budget**

Mr. Fall informed the CRA Board that staff received the budget calendar and budget preparation materials for the upcoming fiscal year 2008/09-budget process, which indicated that proposed budgets would need to be submitted by May 9, 2008. Mr. Fall continued that State Law required that the CRA budget be provided to the City Manager by July 1<sup>st</sup>, 2008.

Mr. Fall stated that since CRA revenues would not be estimated until sometime after May 9, 2008, CRA staff utilized the same amount of actual CRA revenues received during the current fiscal year 2007/08. CRA staff will work with the City's Finance Department as necessary to develop the FY 2008/09 revenue projections.

Mr. Fall stated that CRA staff utilized the adopted budget for the current fiscal year 2007/08 to develop expenditure estimates for the non-capital projects portion of the CRA budget. Potential projects that were being discussed as part of the recent CRA project prioritization efforts have been listed to assist the CRA Board in developing the capital project budget.

Ms. DeBorde asked if the CRA was a separate Department. Mr. Rakowski stated that the Finance Department considered the CRA a separate Department. Ms. DeBorde inquired if there was any possibility to amend the budget after the May 9<sup>th</sup>, 2008 deadline and Mr. Rakowski responded that this was just the beginning phase of the budgeting process.

Mr. Rakowski asked the CRA Board if they had any amendments to the current figures and suggested to increase the CRA's contingency budget.

Mr. Dennis felt it was critical that the redevelopment plan be updated and that the CRA needs to be very cautious about carrying a large contingency budget without having identifiable projects to go along with it in lieu of recent audits of other CRA's.

Mr. Williams asked for the term "contingency" to be specified. Mr. Dennis felt that in this case it meant "undedicated funds" from projects that were budgeted but not pursued, versus the contingency budget for projects that have dedicated funds which carried over from the previous fiscal year.

Ms. Lybrand stated that this contingency was within the CRA's operating budget not their reserve. This budget was meant for projects not anticipated throughout the year. Ms. Lybrand felt that the escrow funds that rolled over every year needed to be identified and put in a segregated escrow account.

A discussion ensued regarding the "true" funds that the CRA was supposed to spend or have in its coffers to spend, how those funds were tracked in the past and getting a Capital Project report.

Mr. Williams inquired where the "excess" funds were kept. Mr. Fall stated that the CRA had an account line within the City's budget structure and that the CRA received a prorated interest share based on the fund balance. Mr. Fall continued that, in his experience, the CRA could have an appropriated fund balance; this being an estimated amount of money being moved forward into the next fiscal year from the prior fiscal year's projects. The un-appropriated fund balance would be the remaining funds from the previous fiscal year that have not been assigned to a specific project.

Ms. Lybrand inquired about the CRA's debt service, including the balance, and interest rate of this debt service and the interest rate on the income that was being generated by the pooled fund. Mr. Fall handed out and discussed a debt service schedule created by the Finance Department. Ms. Lybrand asked Mr. Fall to provide the CRA Board with the figures for the pay-off balance and the return on the money in the pooled funds in order for the CRA Board to make an informed decision. Ms. Lybrand was in favor of using any additional funds to pay off the debt balance.

Mr. Fall stated that he would have a more detailed budget, including the requests made at today's CRA meeting, to the CRA Board within the next two (2) weeks.

Mr. Fall continued that he listed projects in the Capital Outlay portion of the budget, compiled from the project prioritization list, for the Commissioners to assign desired funds to, which created a brief discussion between the CRA Board and staff about funded and not funded projects and their importance.

Mr. Kosmas mentioned that he did not see the Masterplan update in the budget. Mr. Fall stated that he could create a Request for Qualifications (RFQ) and get it under contract with an outside source. Mr. Dennis felt that getting the Masterplan updated was very important. Ms. DeBorde asked Mr. Fall to move forward with putting together the Masterplan RFQ for presentation before the CRA Board.

Mr. Williams asked if it was possible to get a breakdown of certain budget items, and also needed clarification on the purpose of the budget line item "Transfer to General Fund". Mr. Fall explained that this was an estimated administrative fee that went back to the City for the CRA's overhead costs. Mr. Rakowski stated that he would investigate if this figure was a negotiated percentage.

Mr. Belote was concerned that the CRA's budget, being capital by nature, was not comparable to other Departments within the City and he felt that the CRA was being evaluated the same way. Mr. Fall stated that staff was looking into these issues.

A brief discussion ensued about additions/beautifications to City parks by the CRA and their maintenance and whether or not there were possible liabilities for the CRA stemming from these actions.

Mr. Kosmas needed assurance that the CRA was following the rules pertaining to the special event funding that was discussed during the special CRA/City Commission Workshop. Mr. Fall asked the Board for permission to get with Mr. Hall to come up with an issue statement that offers clarification.

**Ms. DeBorde asked the CRA Board for their consensus on moving forward with creating the CRA budget to meet the May 9<sup>th</sup>, 2008 deadline, with the understanding that this was just the beginning stage. All agreed.**

Ms. DeBorde thanked everyone for his or her input and comments. Ms. DeBorde added that the seminar the CRA Board members attended in April was very helpful for keeping CRA Boards on the right financial track.

Ms. DeBorde asked Mr. Fall if the West Canal Streetscape Report visual aid had arrived from the printers, which it had not. Mr. Dennis made the suggestion to compile all the information that was available and to gather around a table for review. The Board agreed.

Mr. Kosmas inquired about the recent election of the Chair- and Vice Chair at a previous meeting. Ms. DeBorde and Mr. Dennis felt, after reviewing supporting ordinances, that the CRA had the power to do the elections without City Commission approval. Mr. Hall, CRA Attorney, stated that he would investigate further to rule out any possible misinterpretation.

The CRA Board convened around a table and Mr. Fall presented a sample light fixture that staff was considering using for the West Canal Streetscape, Riverside Park and other facilities throughout the City. The sample light was turned on and Ms. Foster elaborated on its features. The CRA Board had a few questions about how and where the light

reflects its beam, its brightness and was pleased with the choice of fixture. Ms. DeBorde thanked staff for their research.

Mr. Fall deferred the topic for West Canal Streetscape Report to Mr. Dennis. Mr. Dennis gave a brief summary of the scope of undergrounding the utilities for the West Canal Streetscape, of some of the issues that have arisen as far as requiring easements, streetlights that need to meet FDOT light loads, requirements for the light pole installation on the sidewalk and their proposed solutions. Mr. Dennis continued that the UC did not want any other utilities placed in their easements but felt that, if the UC could be convinced to accept the scenario of staggering the utilities, this would solve easement issues for other property owners along West Canal Street.

Mr. Hall suggested a workshop to be scheduled with the Utilities Commission Board to give them the most recent updates. Mr. Dennis asked the CRA Board for their opinion on giving the UC more easement footage than what they requested, to lessen the UC's concerns about adequate room for the installation of utilities and light poles. Ms. DeBorde asked where the extra footage would come from and was informed that it would come from the property owners through possible buy-ins. The CRA Board felt that this could be a viable solution.

Mr. Dennis thought that it would be a good idea to have a meeting with the UC and asked City staff to put together a presentation that can be displayed on the projector.

No action was required from the CRA Board and Ms. DeBorde thanked Mr. Dennis and Mr. Fall for this presentation.

## **REPORTS AND COMMUNICATIONS**

### **A. Capital Projects Status Report**

#### **Coronado Shuffleboard Court Project:**

Mr. Fall stated that Ms. Foster was in communication with the Florida Recreation Development Assistance Program pertaining to the improvements at the Coronado Shuffleboard Court project that was originally presented to the CRA Board by the Parks and Rec. Department.

Ms. DeBorde wanted to make it clear that the CRA's financial involvement was limited only to the design process.

#### **Riverside Park Light Replacement:**

Mr. Fall informed the CRA Board that staff was preparing a project proposal for the replacement of the existing lights in Riverside Park. Staff was coordinating with the Utilities Commission regarding the potential for utilizing of a decorative light pole and fixture to replace the faded light poles. Staff anticipates having a project proposal to the CRA Board for consideration at the June 4, 2008 CRA meeting.

Ms. Foster stated that should the CRA decide to replace the current lights with the UC owned sample light, the UC would be responsible for their maintenance, however, they require that all the underground electrical wires be re-fed and the poles be replaced. The re-feeding and pole replacing was not required, should the CRA install and maintain their own lights.

**B. Property Improvement Grant Status Report**

Ms. DeBorde asked about the status of the property on 402 Flagler Ave. Ms. Foster stated that the owner had been notified that this Grant would expire July 2008, unless reasonable progress would be made on the project.

Mr. Rakowski felt that this was a historical building and it was important to keep in contact with the owner.

**C. Residential Grant Status Report - None**

**D. Correspondence**

Ms. DeBorde received a letter from Mr. Williams with Bert Fish Medical Center (BFMC) requesting a workshop with the CRA Board.

Ms. DeBorde asked the CRA Board to think of ways to add more connectivity between the north and south side of SR 44, since the large thoroughfare seemed to separate the Medical district.

Mr. Williams (CRA) suggested creating some sort of agenda to have the most productive meeting and to also check with Mr. Williams (BFMC) to get ideas from the BFMC Board.

Mr. Kosmas felt that one representative, instead of the whole CRA Board, should be elected to meet with Mr. Williams (BFMC).

Ms. Lybrand asked to receive information on how the tax increment funding flowed through the BFMC's budget. Mr. Fall will look into that.

Mr. Dennis asked Ms. DeBorde to meet with Mr. Williams (BFMC) and to get three to four topics that the BFMC Board would like to discuss and to try to have the joint meeting in August. The CRA Board agreed and Ms. DeBorde accepted the request.

Ms. DeBorde referenced a flyer from Florida Redevelopment Association advertising their 2008 Annual Conference to be held in Tampa from October 22 – 24, 2008. Ms. DeBorde encouraged the CRA Board to take advantage of these seminars since they were very informative.

Mr. Fall informed the CRA Board that 405 Canal Street experienced drainage problems, but the Public Works Department was in the process of connecting this drainage system to the retention area, which would alleviate any future issues.

Mr. Fall commended Ms. Foster for her diligent work in creating an inventory of replacement light fixtures.

Mr. Williams suggested increasing the limit of the property improvements grants, since the cost of materials has gone up.

### **ADJOURNMENT**

**Mr. Dennis made a motion to adjourn; seconded by Mr. Williams, all agreed. Meeting adjourned at 4:40 pm.**