

**MINUTES OF THE  
COMMUNITY REDEVELOPMENT AGENCY  
MEETING OF JUNE 18<sup>th</sup>, 2008  
DEBERRY ROOM 3<sup>RD</sup> FLOOR  
200 CANAL STREET  
NEW SMYRNA BEACH, FLORIDA**

Chairperson Linda DeBorde called the June 18<sup>th</sup>, 2008 meeting to order at 2:00 p.m.

**Answering to roll call:**

**Linda DeBorde, Chair  
Douglas Hodson  
James Kosmas  
Charles Belote  
Cynthia Lybrand  
Thomas Williams**

Also present were Mark Rakowski, Interim CRA Director; Kevin Fall, CRA Project Manager; Noleen Foster, CRA Coordinator; Mark Hall, CRA Attorney; and Tammy Dickerson, Administrative Specialist. Steve Dennis, Vice Chair arrived at 2:19 pm.

**CONSENT AGENDA**

Mr. Williams had an issue with the clarity of the minutes pertaining to the Esther Street Park project and felt there could be a possibility for misinterpretation of the CRA's intention that the CRA funds were only for improvements to and not for the purchase of Esther Street Park.

Mr. Rakowski brought up the fact that you cannot make improvements to a property unless you own it and that the City did not want to fund the improvements but to have them funded by other jurisdictions.

A brief discussion ensued between staff and the CRA Board. Mr. Fall stated that the motion was written verbatim after listening to the audio of the meeting. Mr. Fall suggested that the CRA Board re-address this item to make a clearer motion, should they find it necessary.

Mr. Kosmas felt that his motion was correctly duplicated, representing his intentions accurately.

**Mr. Hodson made the motion to approve the minutes of the June 4<sup>th</sup>, 2008 CRA Board meeting as written; seconded by Mr. Belote. The motion carried on roll call vote 6 – 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.

Pete Sanders, 206 Florida Ave. addressed the CRA Board and stated that he and a group of other residents have been interested in the proposed Hotel Project on Flagler Ave. and asked the CRA Board for any new information/updates, since the developer had withdrawn his proposal and a new one was supposedly drawn up.

Ms. DeBorde stated that the CRA Board had not received any new information in regards to this project.

Mr. Rakowski stated that any new applications would have to go through the City's Development Services Department and Mr. Sanders was welcomed to contact City staff.

Hearing no further requests for participation, Ms. DeBorde declared Public Participation closed.

## **OLD BUSINESS**

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

Mr. Fall stated that the CRA needed to adopt a budget to be forwarded to the City Commission for inclusion in their adoption process. Mr. Fall continued that the estimated CRA budget is \$9,189,868 and assumes that in the current budget (2007/2008) all budgeted revenues will be received and all budgeted expenditures, including capital projects, will be expended. This figure included undesignated funds and 2009 new revenues. After deducting certain expenditures an available balance of \$7,333,578 for projects is left.

Discussion ensued about personal services, including personnel compensated from the CRA budget, operating expenses, capital projects, debt service, transfers to the general fund and reserves. Mr. Fall stated that the amount for the reserve can be adjusted up or down at the CRA Board's discretion. Mr. Fall continued that the allotted dollar amount for the Esther Street Project improvements had not been taken out of this total available balance.

Mr. Fall handed out a request he had received from the Parks and Recreation Director for reimbursement of funds to the Parks Department pertaining to personnel, equipment and maintenance costs for CRA projects/properties. Mr. Fall felt that a little more research was needed to determine if some of the projects were CRA projects or under the responsibility of the City. Mr. Fall informed the CRA Board that the requested money was already listed as line items in the proposed 2008/09 CRA budget, but stated that it was at the CRA Board's discretion to have the Parks and Recreation Department make a presentation of the amount needed and amend the budget at this time.

Ms. DeBorde posed the question of how much money the CRA Board was willing to invest for the Parks and Recreation Department to do their assigned tasks. A discussion ensued between the CRA Board and staff about projects that were solely under CRA jurisdiction and others that had several funding sources and if the reimbursement request was reasonable.

The CRA Board was reluctant about receiving budget requests without any real information to back them up. Mr. Kosmas was hesitant to approve these monies and then have to remove them from the budget later on and felt that CRA staff should review and validate these requests before the CRA Board was to make an informed decision.

Mr. Belote stated that an accounting system should be established to keep track of the time City staff spends on CRA projects. Mr. Fall informed the CRA Board that staff was already recording their time and the Finance Department was in the process of creating a system to track it accurately.

Mr. Dennis suggested the CRA Board and the City Commission have a special meeting in August to discuss the proposed CRA budget. Mr. Hagood, City Manager, had no objections.

Upon continued discussion the decision was made to remove the Parks and Recreation Department money line items from the proposed CRA budget (see motion below).

**Mr. Kosmas made the motion to defer consideration of the specific items from the Parks and Recreation Department budget request until the August, 6, 2008 CRA meeting; seconded by Mr. Williams. The motion carried on roll call vote 7 – 0.**

Mr. Dennis informed the Chair that he had to leave but asked to submit paperwork for distribution and review. Ms. DeBorde agreed.

Mr. Fall referred back to the Capital Projects items and suggested that the CRA Board lead that discussion.

Ms. DeBorde stated that the Flagler Boardwalk was deteriorating fast and felt that the CRA budget ought to be increased for this project. The CRA Board members discussed how much money should be allotted to each Capital Project and what hidden/outstanding cost could possibly accrue.

Mr. Hagood remarked that the statutes on CRA's provided that all the monies left in the CRA budget at the end of the year had to be allocated to specific projects which had to be completed within a three (3) year period. Otherwise, the CRA would have to return the remaining monies to those contributing taxing authorities.

Discussion followed regarding the drainage problems at North Atlantic and Flagler Avenue and the potential to work with the 7-11 and other properties in the area.

Ms. Lybrand inquired as to the West Canal Street project utilities and the associated costs of the revised design of the electrical designs due to not going under the sidewalk. Mr. Fall explained that there would be additional funds needed to ensure the project scope can be accomplished. Mr. Fall explained the status of the Mary Avenue Streetscape design.

Mr. Williams inquired as to potential projects in the medical services district area including streetscapes and a gateway project. Discussion ensued related to the status of the South Orange Street drainage and parking lot.

Upon inquiry from Mr. Kosmas, Mr. Hagood explained the multi year budget had been prepared to address concerns from the County regarding unspent tax increment funds.

Mr. Belote suggested utilizing the existing studies to forward projects in the medical district area and the north causeway area. Mr. Kosmas recommended that the City and CRA has a unique opportunity to plan for the north causeway properties as an integrated development and to include this as a project for the CRA including the redesign of the existing boat ramp. Mr. Fall stated that there are opportunities for streetscape and master planning efforts with FDOT and the redevelopment plan update.

Ms. DeBorde was in favor of developing a master parking-plan for downtown New Smyrna. Mr. Fall stated that this item could be added as a comprehensive parking plan project into the CRA Master Plan Update and suggested calling it “Canal Street Re-development Partnership” thus not limiting it to only parking issues.

Ms. DeBorde discussed the Dunn property and the potential to revisit the CRA acquiring that property and including it in the CRA budget. Discussion followed regarding the previous efforts of the CRA to acquire the property.

Mr. Hagood suggested re-instituting the Leased Parking Space program that had been suspended several years ago, due to potential re-development opportunities for existing downtown businesses. Ms. DeBorde stated that the parking program was originally instituted to help the existing businesses expand and that the program was suspended as the CRA was concerned with fairness. Upon discussion, Mr. Hagood suggested that if redevelopment works within the existing footprint, the CRA could assist with parking. Mr. Kosmas suggested that this item be placed on an agenda for further discussion.

Ms. DeBorde asked if the CRA Board agreed with the budget amendments made during this meeting. All agreed.

**Mr. Williams made the motion to approve the proposed CRA budget as amended; seconded by Ms. Lybrand. The motion carried on roll call vote 6 – 0.**

### **NEW BUSINESS**

#### **A. Volusia County CRA Workshop – July 3, 2008**

Mr. Fall stated that the Volusia County Council has scheduled a workshop for presentations from all Community Redevelopment agencies in Volusia County. The New Smyrna Beach Community Redevelopment Agency's presentation is scheduled for July 3, 2008 at 12:30 pm in the Council Chambers in Deland. Mr. Fall continued that staff had developed a draft presentation for the CRA Board to review.

Ms. DeBorde encouraged all the CRA Board members to attend if possible.

As another topic Ms. DeBorde addressed a letter from Mr. Fall pertaining to Mr. Fall's interest in the CRA Director's position, which the CRA Board confirmed, was included in the CRA budget.

There was a brief discussion between the CRA Board, Mr. Fall, Mr. Hagood and Mr. Hall about a City Commission meeting dealing with employing a CRA Project Manager versus a CRA Director and possibly having to re-advertise the CRA Director position, and if this was an at-will position or under the City's personnel policy.

**Mr. Williams made the motion that the CRA would like to hire Kevin Fall to be the new CRA Director, retroactive to his March 17, 2008 probationary period end, subject to review of whether the position needs to be advertised, if so, the position will be held in abeyance pending a special meeting by the CRA Board if required; seconded by Ms. Lybrand. The motion carried on roll call vote 6 – 0.**

## REPORTS AND COMMUNICATIONS

### A. Capital Projects Status Report

Mr. Fall informed the CRA Board that staff had received a sketch pertaining to an electrical underground feed for the West Canal Streetscape project. A meeting is scheduled with the design team, so that they can submit their final design plan to the State for review. Mr. Fall will keep the CRA Board informed of the progress.

### B. Property Improvement Grant Status Report

Mr. Fall stated that he had no new comments.

## ADJOURNMENT

**Mr. Hodson made a motion to adjourn; seconded by Ms. Lybrand, all agreed. Meeting adjourned at 4:53 pm.**