

MEMORANDUM
FROM THE OFFICE OF THE CITY MANAGER

To: Mayor and City Commission
From: Pam Brangaccio, City Manager *PDB*
Re: City Manager's Report – October 28, 2014
Date: October 20, 2014

The 40th annual Halloween Parade and Costume Contest will be held on Friday, October 31st beginning at 4 p.m. at the intersection of Orange and Canal Streets.

Attached is a copy of the notice provided by the CRA, indicating that grant applications are now being accepted; this announcement follows the policies approved by the City Commission on October 14th.

Also provided with this report is a copy of a letter from Volusia County indicating the City's application for the US1 CRA will be addressed at the December 11th County Council meeting. Mr. Glenn Storch is working with the City Attorney on the next steps for New Smyrna Beach.

The Volusia County Council unanimously approved the revised ECHO application and guidelines on October 2, 2014. City staff is attending the October 28th mandatory meeting and reviewing grant possibilities for 2015.

The dates for the 2014/15 grant cycle are:

- Tuesday, October 28, 2014, 2 p.m. to 5 p.m., ECHO Mandatory Workshop, Training Rooms, TCK Building, 123 West Indiana Avenue, DeLand.
- Thursday, October 30, 2014, 2 p.m. to 5 p.m., ECHO Mandatory Workshop, Lifeguard Headquarters, 515 South Atlantic Ave., Daytona Beach.
- Friday, January 9, 2015, 5 p.m., Technical Review due (technical review comments will be returned to the applicant by January, 26, 2015).
- Friday, February 27, 2015, 5 p.m., Application Deadline.
- Tuesday, March 31, 2015, 2 p.m. to 5 p.m., Eligibility Review, Lifeguard Headquarters, 515 South Atlantic Ave., Daytona Beach. Mandatory Attendance.
- Tuesday, April 28, 2015, 9 a.m. to completion, Grant Review, Lifeguard Headquarters, 515 South Atlantic Ave., Daytona Beach. Mandatory Attendance.
- May/June 2015, Recommendations will be presented to the County Council.

The Director of Planning & Zoning has provided to the P & Z Board, the attached schedule for 3 more neighborhood plans, all to be completed by May 2016.

The City will have to wait until next month for the LIUNA labor negotiation meeting as they have scheduled the next session for November 4th.

With the departure of the Assistant Finance Director, the City will be contracting with Emily Ollila's CPA firm Weston & Gregory, LLC, for audit preparation assistance for the City. In addition, the position of Assistant Finance Director has been reclassified to Finance Manager and filled with an existing City employee, Kenya White. Ms. White is finishing up her CPA certification this fall.

Interviews were held for the Operations Manager position and Faith Miller, who has been serving in the interim, interviewed and was offered the position on a permanent basis.

FDOT has implemented some traffic regulation changes (see attached schedule) on SR 44 (North Causeway) from Riverside Drive to Peninsula Avenue and the changes went into effect October 15th.

FDOT has also conducted a traffic safety and operations at the intersection of Hidden Pines and Jungle Road, and based on current traffic patterns and safety history, do not recommend implementing any change to traffic control at the intersection. A copy of the letter is provided with this report.

The Florida City/County Managers Association is hosting a webinar entitled Local Government Strategic Planning and have asked that I participate as a panelist on November 6th.

The Mayor, City Manager, Assistant City Manager and Sports Complex Manager met with the School Board Superintendent and her staff this week to review replacement options for the new stadium bleachers. The two reports (replacement cost & attendance) are attached.

The Fire Chief and City Manager met with the County Manager to discuss fire service areas on October 15th and made substantial progress on long-range strategies.

The City Manager and Fire Chief have been working to appoint an Interim Chief for the Fire Department recruitment period.

Should you have any questions or need additional information or clarification, please let me know.



COMMUNITY REDEVELOPMENT AGENCY

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



Phone : (386) 424-2265

CRA GRANT APPLICATIONS ARE NOW BEING ACCEPTED!

At the CRA Board meeting, October 14th, 2014 a process was approved to accept applications for façade improvement grants. There is \$20,000 available. We have 3 grant programs that are eligible for the application process that include the:

CRA Combined Grant Program
Residential Improvement Grant Program
Small Scale Improvement Program

PLEASE SEE THE CITY WEBSITE AT: www.cityofnsb.com and go to City Government – then scroll down to “Departments”, then click on the Community Redevelopment Agency. Click on the Grant Programs tab for a detailed description and applications for each of the above grants.

PLEASE BE ADVISED THE DUE DATE FOR APPLICATIONS IS BY NOON ON TUESDAY, NOVEMBER 18TH, TO BE DELIVERED TO THE CRA OFFICE IN OLD FORT PARK.

If you have any questions or need help with your application, please call the CRA Department at 386-424-2265 between the hours of 8:00 to 5:00, and ask for Tony Otte or Renee Richards.



JASON P. DAVIS
COUNTY CHAIR

PAT PATTERSON
VICE CHAIR
DISTRICT 1

JOYCE CUSACK
AT-LARGE

JOSHUA J. WAGNER
DISTRICT 2

DEBORAH DENYS
DISTRICT 3

DOUG DANIELS
DISTRICT 4

PATRICIA NORTHEY
DISTRICT 5

JAMES T. DINNEEN
COUNTY MANAGER

October 15, 2014

Ms. Pam Brangaccio
City Manager
City of New Smyrna Beach
210 Sams Avenue
New Smyrna Beach, FL 32168-9985

Re: Community Redevelopment Agency – Request for Additional Information

Dear Ms. Brangaccio:

I have reviewed your letter of September 17, 2014. Our additional questions regarding your request to create a new Community Redevelopment Agency will be referred to the County Council to address in their consideration. Your application will be scheduled for the December 11, 2014, Volusia County Council meeting.

Sincerely,

Mary Anne Connors
Deputy County Manager

c: Charlene Weaver, CFO, Deputy County Manager
Rick Karl, Aviation and Economic Resources Director

WESTON & GREGORY, LLC
CERTIFIED PUBLIC ACCOUNTANTS

*100 La Costa Lane, Suite 100
Daytona Beach, FL 32114-8158
386.274.2747*

August 15, 2014

Mrs. Althea Philord
Finance Director
City of New Smyrna Beach, Florida
210 Sams Avenue
New Smyrna Beach, FL 32168

Dear Mrs. Philord:

The purpose of this letter is to set forth the understanding of our engagement to provide services listed below to the City of New Smyrna Beach, Florida ("the City") for the year ended September 30, 2014.

We will inspect reconciliations supporting trial balance account balances to ensure the totals of the reconciliations agree to the trial balance. We will specifically look at the following account types and the supporting reconciliations:

- Government-wide fixed asset reconciliation
- Receivables and deferred revenues related to golf memberships
- Grant receivables and related revenues, as well as supporting information for reimbursement requests and unbilled receivables, if applicable.

We will also assist in the preparation of the following reconciliations:

- Receivables and deferred revenues related to street assessments, as well as associated revenues and interest income.
- Reconciliation of the Police and Firefighters' pension plan balances and activity, agreeing them to the annual investment statements.

We will also scan the trial balance for unusual account balances that may come to our attention through variance analysis, other account relationships, as well as knowledge of City operations and other expectations, as defined by you.

Our engagement is limited to the period and the services indicated above. We will not audit, review, or otherwise issue any reports related to the services outlined above. Accordingly, our services cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist. However, we will inform you of any material errors, fraud, or other illegal acts that come to our attention, unless they are clearly inconsequential. In addition, we have no responsibility to identify and communicate significant deficiencies or material weakness in your internal controls as part of this engagement, and our engagement cannot, therefore be relied upon to make disclosure of such matters.

You are responsible for management decisions and functions, for designating a competent employee to oversee any of the services we provide, and for evaluating the adequacy and results of those services.

You are also responsible for adopting sound accounting policies, for maintaining an adequate and efficient accounting system, for safeguarding assets, for authorizing transactions, for retaining supporting

documentation of those transactions, and for devising a system of internal controls that will, among other things, help assure the preparation of proper financial statements. In order for us to perform these services, and to do so efficiently, we require reasonable access to your facilities, accounting software and network, individuals, documents, and information concerning the City.

Any failure to provide such access, documents, and information, and to do so on a timely basis, will impede our services, and may require us to suspend our services or withdraw from the engagement. You agree to accept responsibility for any effect on your accounting records and financial statements of basic financial information or transaction documents not submitted to us, or losses that may result from their absence.

We will invoice you monthly for time incurred. Fees for these services will be at an hourly rate of \$135 per hour.

Invoices unpaid 30 days past the billing date may be deemed delinquent, and are subject to an interest charge of 1.0% per month. In the absence of a written objection to any invoice within 30 days of the invoice date, you will be deemed to have accepted and acknowledged, as correct, the services rendered as described in the invoice and the value thereof.

If we elect to terminate our services for nonpayment, or for any other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination. You will be obligated to compensate us through the date of termination.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our standard hourly rates then existing for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, and if such obligation is or may be a direct or indirect result of any inaccurate or incomplete information that you provide to us during the course of this engagement, you agree to indemnify us, defend us, and hold us harmless as against such obligation.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be asserted within one year from the date any such cause of action accrues, or within three years from the completion of the engagement, whichever is earlier, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be

limited in amount, and shall not exceed the amount of the fee charged by us, and paid by you, for the services set forth in this engagement letter.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties. If you would like us to provide you with any other services not specifically outlined in this engagement letter, you must make that request of us in writing. If we agree to provide the requested additional services, we will create a separate engagement letter specifically addressing the same, and that engagement letter, upon your signature, will govern our provision of those additional services.

All services will be under the direction of Althea Philord, Finance Director, City of New Smyrna Beach, Florida. We anticipate starting this engagement beginning in November 2014.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Weston & Gregory, LLC

Weston & Gregory, LLC

RESPONSE:

Agreed and accepted by:

City of New Smyrna Beach, Florida



Althea Philord
Finance Director

Date: 10/06/14



Pam Brangaccio
City Manager

Date: 10/06/14

Kenya White, MAFM, CPA Candidate

241 South Delaware Avenue, Deland, FL 32720

kwhite1039@gmail.com (386) 878-3802

EXECUTIVE SUMMARY

Professional Accountant with over 13 years of experience in accounting and office management. Expertise in all areas of accounting including: budget preparation, financial analysis, grant management, financial reporting, reconciliation, accounts payable, accounts receivable, payroll, general ledger, and journal entries.

Fast learner with proven ability to quickly grasp new concepts and procedures. Demonstrated track record of increasing efficiency and boosting productivity. Dedicated to continuous professional growth through education and training.

KEY SKILLS

- Initiative
- Analytical
- Improve processes
- Strategic thinker
- Problem Solver
- Detail oriented
- Leadership
- Commitment and drive
- Advanced computer skills

EDUCATION

Master of Accounting and Financial Management (MAFM)

Keller Graduate School of Management, Maitland, FL

Bachelor of Science in Business Administration (BSBA), Finance

University of Central Florida, Orlando, FL

Certified Public Accountant (CPA) Candidate, Expected December 2014

Florida Board of Accountancy

EXPERIENCE

Accountant, City of New Smyrna Beach, New Smyrna Beach, FL

October 2012 – Present

- ✓ Key contributor to annual budget process, working with various departments to review historical activities
- ✓ Streamlined budget book preparation using advanced computer skills
- ✓ Enhanced professional image of internal financial reports and forms

Full Charge Bookkeeper, Complete Lawn Care, Deltona, FL

November 2008 – October 2012

Accounting Assistant, Reflectx Services, Lake Mary, FL

July 2006 – November 2008

PROFESSIONAL DEVELOPMENT

Government and Not for Profit Accounting Course, May 2014

FGFOA Budget Seminar, May 2014

FEMA Integrated Emergency Management Course, April 2014

VOCA Grant Workshop, February 2014

FGFOA Auditor General Update Webinar, May 2013

Volusia FGFOA Quarterly Seminar, March 2013

FGFOA Costing Government Goods and Services Webinar, January 2013



Florida Department of Transportation

RICK SCOTT GOVERNOR

719 S. Woodland Blvd. DeLand, Florida 32720-6834

ANANTH PRASAD, P.E. SECRETARY

October 1, 2014

Certified Mail 7001 0320 0004 8727 7222

Ms. Pamela Brangaccio New Smyrna Beach City Manager 210 Sams Avenue New Smyrna Beach, Florida 32168

RE: Traffic Regulation Change – Speed Zone Study – 5SL14-05 Section 79170/79170-100 – State Road 44 (North Causeway) from Riverside Dr. to Peninsula Ave.

Dear Ms. Brangaccio:

This notice is to inform you of pending traffic regulation changes on portions of the State Highway System within your governmental entity. Please see the attached table for specific locations and speed zone changes.

These changes are being made in accordance with the federal Manual on Uniform Traffic Control Devices as amended and adopted by the Department under Rule 14-15.010. They have evolved from recommendations determined from an approved engineering study and report.

These regulations shall become effective upon placement of the implementing traffic control devices (F.S. 316.074) but no sooner than 14 days from the date of this notice pursuant to F.S. 335.10.

Table with 5 columns: Regulation No. Date Approved, Section County, Route Number, Location Milepost, Regulation. It details speed zone changes for SR 44 in Section 79170 and 79170-100.

Sincerely,

Handwritten signature of Richard B. Morrow

Richard B. Morrow, P.E. District Traffic Operations Engineer District Five

RBM:ms:cac

- cc: Mr. Khalid Resheidat Mr. Jon Cheney New Smyrna Beach Police Department Volusia County Sheriff's Office Florida Highway Patrol Ms. Christine Barone (w/attachment)

Coaching Webinar

Thursday,
November 6, 2014

2:00 PM—3:00 PM

Eastern Time

"Local Government Strategic Planning"

ICMA Practice Area 13: Strategic Planning

There are scores of ways to prepare for and implement successful strategic planning processes in local government. This FCCMA webinar focuses on the experience of three practitioners who have been involved in these processes in different local governments in Florida. Attendees of this webinar will learn the different approaches to strategic planning and obtain a better understanding of the barriers/constraints that should be anticipated in these differing processes. Moreover, attendees will learn how each process is jurisdiction specific and gain a better understanding of how to ensure the process results in a document that facilitates budgeting and legislative policy decisions."

Panelists:

- Connie Hoffman, Lauderdale-by-the-Sea Town Manager
- Pam Brangaccio, New Smyrna Beach City Manager
- Adam Reichbach, Margate Executive Assistant to the City Manager

We encourage you to participate in the phone panel discussions by asking questions. If you prefer, you may submit questions anonymously via email to fccma@cflge.org either in advance or during the discussion.

Login Instructions:

1. Go to <http://florida.acrobat.com/coaching>
2. Log in as a guest with your First and Last name.
3. Request entry into the webinar.
4. Once you are logged into the webinar, please type in your phone number to have the system automatically call you; this will ensure you are listed in our records as dialed into the training session.

(Note: If you have difficulty with the system automatically calling you, you may dial in at 1-877-685-5350; Passcode: 461944.)

Access Information:

Webinar: <http://florida.acrobat.com/coaching>
Select the radio button next to the "Enter as a Guest".

Dial-In: 1-877-685-5350
Passcode: 461944

If you have never attended a FCCMA Coaching Program Webinar before:

Test your connection: http://florida.acrobat.com/common/help/en/support/meeting_test.htm

The 2014 FCCMA Coaching Phone Panel Discussions are presented through the partnership of



CENTER FOR FLORIDA
LOCAL GOVERNMENT EXCELLENCE



the John Scott Dailey
FLORIDA
INSTITUTE OF
GOVERNMENT
at Florida State University



Florida Department of Transportation

719 S. Woodland Blvd.
DeLand, Florida 32720-6834

RICK SCOTT
GOVERNOR

ANANTH PRASAD, P.E.
SECRETARY

*CC: Mayor & commission
Pam
Kyle
Gail
Donna L.*

October 3, 2014

Ms. Elizabeth M. Bell
412 Shorewood Lane
New Smyrna Beach, Florida 32168

Re: Section 79070 – MP 26.974
State Road 44 at Hidden Pines Boulevard/Jungle Road
Volusia County



Dear Ms. Bell:

We have completed our review of the need for a traffic signal at the intersection of State Road 44 and Hidden Pines Boulevard/Jungle Road in New Smyrna Beach. Please pardon our delay in following up.

We conducted a comprehensive review of safety and operations at the intersection, including peak periods on weekdays and the weekend. Based on current traffic patterns and safety history, we cannot justify any changes to traffic control or median access at the intersection. To answer your specific request for a traffic signal, traffic volumes on the side streets are lower than thresholds required to allow the installation of a traffic signal. Average delay for motorists on Hidden Pines Boulevard and Jungle Road is less than what would be expected if a traffic signal were in place. Our review of the latest crash history did not reveal a crash pattern that would be considered correctable by installing a traffic signal or by modifying the median to only allow right turns from the side streets.

We also considered possible impacts with traffic from Corbin Park Road, as well as your concerns related to an increase in traffic volumes on State Road 44 during summer season weekends. Weekend traffic movement counts were obtained and an additional signal warrant analysis was completed assuming all northbound left turn traffic from Corbin Park Road intersection would redirect to the Hidden Pines Boulevard intersection. Even with the increase in side street traffic volumes, the intersection still failed to meet the minimum thresholds necessary for signalization.

We sincerely appreciate your efforts and desire for safety. We share that desire and evaluate each location in a consistent manner. While we cannot justify any changes at this time, we understand that as development in the area increases, traffic operations will change. We are willing to review this intersection again as conditions change significantly.

Sincerely,

Christopher Cairns, P.E.
Assistant District Traffic Operations Engineer
District Five

CCC:km:cac:d

cc: Mr. Jon Cheney, Volusia County (w/attachment)
Mr. Khalid Resheidat, City of New Smyrna Beach
Ms. Jackie Michalos

Interoffice Memorandum City of New Smyrna Beach

To: New Smyrna Beach Neighborhood Council Members
From: Gail Henrikson, AICP, Director of Planning and Zoning *GAIL*
Subject: REVIEW OF DRAFT NEIGHBORHOOD PLAN SCHEDULES
Date: October 22, 2014

BACKGROUND

At its June 19, 2014 meeting, the members of the Neighborhood Council recommended that neighborhood plans be prepared for the following three neighborhoods:

- Coronado Island
- Central Beach
- Canal Street / Downtown

Staff has prepared draft schedules for completing each of these plans, which is attached to this memo. The schedules contemplate a staggered start for the three plans, with estimated completion dates in May 2016. The completion dates were estimated based upon realistic timeframes experienced in prepared the *Historic Westside Neighborhood Plan*. Depending upon staff workload and other unforeseen events, these dates may be compressed or may need to be expanded.

ACTION STEPS

1. Review the proposed neighborhood plan schedules to identify processes that should be added, deleted or revised.
2. Provide any other suggestions regarding relevant stakeholders, etc...
3. Provide a recommendation that will be forwarded to the City Commission, along with the neighborhood plan schedules, on November 11, 2014. (Please note that this is a **tentative** date and that this item may be scheduled for a later City Commission meeting.)

CORONADO ISLAND NEIGHBORHOOD PLAN TIMELINE

	OCT. 2014	NOV. 2014	DEC. 2014	JAN. 2015	FEB. 2015	MAR. 2015	APR. 2015	MAY 2015	JUNE 2015	JULY 2015	AUG. 2015	SEPT. 2015	OCT. 2015	NOV. 2015	DEC. 2015	JAN. 2016	FEB. 2016	MAR. 2016	APR. 2016	MAY 2016	
TASK - APPROVAL OF TIMELINE																					
PROPOSED TIMELINE REVIEWED BY NEIGHBORHOOD COUNCIL AND CITY COMMISSION. RECEIVE APPROVAL TO PROCEED. MAKE REVISIONS REQUIRED BY CITY COMMISSION (IF NEEDED)																					
TASK - KICK-OFF-MEETING																					
PRE-MEETING -Mail notices to property owners -Post notices on City website -Press release to newspapers / radio -Prepare demographics/maps MEETING GOALS -Present current demographics and trends -Revise Neighbor Boundaries (if needed) -Draft Vision for Neighborhood -Establish stakeholder committee ATTENDEES/INVITEES -Residents/Business Owners -Marine Discovery Center -FWC -Artist's Workshop -Surfari Club -Anglers' Club -City Commission -Planning and Zoning Board -Neighborhood Council -CRA -Staff																					
TASK - MAP AND TEXT REVISIONS / STAKEHOLDER INTERVIEWS																					
INTERVIEW STAKEHOLDER COMMITTEE MEMBERS AND OTHER STAKEHOLDERS REVISE NEIGHBORHOOD MAPS AND VISION STATEMENT BASED ON INPUT FROM COMMUNITY MEETING -Staff																					

CORONADO ISLAND NEIGHBORHOOD PLAN TIMELINE

DATE	TASKS	STATUS	DATE	STATUS																			
OCT. 2014	<p>TASK - 2ND COMMUNITY MEETING</p> <p>PRE-MEETING</p> <ul style="list-style-type: none"> -Mail notices to property owners -Email previous meeting attendees -Post notices on City website -Press release to newspapers / radio -Prepare land use and zoning maps -Prepare existing land use map <p>MEETING GOALS</p> <ul style="list-style-type: none"> -Review Revised Neighborhood Boundaries -Review Vision for Neighborhood -Review land use designations -Review zoning designations and permitted uses <p>ATTENDEES/INVITEES</p> <ul style="list-style-type: none"> -Residents/Business Owners -Marine Discovery Center -FWC -Artist's Workshop -Surfer's Club -Anglers' Club -City Commission -Planning and Zoning Board -Neighborhood Council -CRA -Staff 																						
NOV. 2014																							
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DEC. 2015																							
JAN. 2016																							
FEB. 2016																							
MAR. 2016																							
APR. 2016																							
MAY 2016																							

TASK - REVISE LAND USE AND ZONING MAPS AND ZONING TEXT

PREPARE REVISED NEIGHBORHOOD / LAND USE / ZONING MAPS AND REVISE ZONING TEXT REGARDING PERMITTED USES

-Staff

CORONADO ISLAND NEIGHBORHOOD PLAN TIMELINE

Month	Task
OCT. 2014	TASK - FINAL COMMUNITY MEETING PRE-MEETING -Mail notices to property owners -Email previous meeting attendees -Post notices on City website -Press release to newspapers / radio -Prepare final revised land use and zoning maps -Prepare first draft of neighborhood plan MEETING GOALS -Review Revised Neighbor Boundaries -Review Vision for Neighborhood -Review land use designations -Review zoning designations and permitted uses ATTENDEES/INVITEES -Residents/Business Owners -Marine Discovery Center -FWC -Artist's Workshop -Surfer Club -Anglers' Club -City Commission -Planning and Zoning Board -Neighborhood Council -CRA -Staff
NOV. 2014	
DEC. 2014	
JAN. 2015	
FEB. 2015	
MAR. 2015	
APR. 2015	
MAY 2015	
JUNE 2015	
JULY 2015	
AUG. 2015	
SEPT. 2015	
OCT. 2015	
NOV. 2015	
DEC. 2015	
JAN. 2016	
FEB. 2016	
MAR. 2016	
APR. 2016	
MAY 2016	

TASK - REVISE DRAFT OF NEIGHBORHOOD PLAN											
STAFF TO MAKE REVISIONS TO MAPS AND DRAFT NEIGHBORHOOD PLAN BASED ON FINAL COMMUNITY MEETING INPUT											
TASK - STAKEHOLDERS MEETING											
FINAL REVIEW OF REVISED MAPS AND NEIGHBORHOOD PLAN FINAL DRAFT BY STAKEHOLDER COMMITTEE											
TASK - FINAL REVISIONS											
STAFF TO MAKE FINAL REVISIONS BASED ON STAKEHOLDER COMMITTEE COMMENTS PRIOR TO REVIEW BY NEIGHBORHOOD COUNCIL, PLANNING AND ZONING BOARD AND CITY COMMISSION											
TASK - NEIGHBORHOOD COUNCIL REVIEW											
REVIEW AND RECOMMENDATION TO THE CITY COMMISSION BY THE NEIGHBORHOOD COUNCIL											

CORONADO ISLAND NEIGHBORHOOD PLAN TIMELINE

	OCT. 2014	NOV. 2014	DEC. 2014	JAN. 2015	FEB. 2015	MAR. 2015	APR. 2015	MAY 2015	JUNE 2015	JULY 2015	AUG. 2015	SEPT. 2015	OCT. 2015	NOV. 2015	DEC. 2015	JAN. 2016	FEB. 2016	MAR. 2016	APR. 2016	MAY 2016	
TASK - PLANNING AND ZONING BOARD REVIEW REVIEW AND RECOMMENDATION TO THE CITY COMMISSION BY THE PLANNING AND ZONING BOARD																					
TASK - CITY COMMISSION REVIEW AND ADOPTION REVIEW AND APPROVAL BY THE CITY COMMISSION																					
TASK - PREPARE LAND USE AND ZONING AMENDMENTS PREPARE COMPREHENSIVE PLAN AND ZONING AMENDMENTS, BASED ON RECOMMENDATIONS OF ADOPTED NEIGHBORHOOD PLAN																					
TASK - PLANNING AND ZONING BOARD REVIEW OF COMPREHENSIVE PLAN AND ZONING AMENDMENTS PLANNING AND ZONING BOARD REVIEW OF COMPREHENSIVE PLAN AND REZONING AMENDMENTS																					
TASK - CITY COMMISSION TRANSMITTAL HEARING OF COMPREHENSIVE PLAN AMENDMENTS CITY COMMISSION REVIEW AND APPROVAL TO TRANSMIT PROPOSED COMPREHENSIVE PLAN AMENDMENTS TO STATE AND VGMC																					
TASK - STATE REVIEW OF PROPOSED AMENDMENTS TRANSMIT COMPREHENSIVE PLAN AMENDMENT TO DCAV/GMC FOR REVIEW/COMMENTS -Staff																					
TASK - ADOPTION OF COMPREHENSIVE PLAN AND REZONING AMENDMENTS ADOPT COMPREHENSIVE PLAN AMENDMENT -City Commission																					

CENTRAL BEACH NEIGHBORHOOD PLAN TIMELINE																						
	OCT. 2014	NOV. 2014	DEC. 2014	JAN. 2015	FEB. 2015	MAR. 2015	APR. 2015	MAY 2015	JUNE 2015	JULY 2015	AUG. 2015	SEPT. 2015	OCT. 2015	NOV. 2015	DEC. 2015	JAN. 2016	FEB. 2016	MAR. 2016	APR. 2016	MAY 2016		
TASK - APPROVAL OF TIMELINE PROPOSED TIMELINE REVIEWED BY NEIGHBORHOOD COUNCIL, BEACHSIDE ADVISORY TASK FORCE AND CITY COMMISSION - RECEIVE APPROVAL TO PROCEED, MAKE REVISIONS REQUIRED BY CITY COMMISSION (IF NEEDED)																						
TASK - KICK-OFF-MEETING PRE-MEETING -Mail notices to property owners -Post notices on City website -Press release to newspapers / radio -Prepare demographics/maps MEETING GOALS -Present current demographics and trends -Revise Neighborhood Boundaries (if needed) -Draft Vision for Neighborhood -Establish stakeholder committee ATTENDEES/INVITEES -Residents/Business Owners -Beachside Advisory Task Force -City Commission -Planning and Zoning Board -Neighborhood Council -CRA -Staff																						
TASK - MAP AND TEXT REVISIONS / STAKEHOLDER INTERVIEWS INTERVIEW STAKEHOLDER COMMITTEE MEMBERS AND OTHER STAKEHOLDERS REVISE NEIGHBORHOOD MAPS AND VISION STATEMENT BASED ON INPUT FROM COMMUNITY MEETING -Staff																						

CENTRAL BEACH NEIGHBORHOOD PLAN TIMELINE

CENTRAL BEACH NEIGHBORHOOD PLAN TIMELINE	
OCT. 2014	
NOV. 2014	
DEC. 2014	
JAN. 2015	
FEB. 2015	
MAR. 2015	
APR. 2015	
MAY 2015	
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JULY 2015	
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SEPT. 2015	
OCT. 2015	
NOV. 2015	
DEC. 2015	
JAN. 2016	
FEB. 2016	
MAR. 2016	
APR. 2016	
MAY 2016	

TASK - 2ND COMMUNITY MEETING

- PRE-MEETING
 - Mail notices to property owners
 - Email previous meeting attendees
 - Post notices on City website
 - Press release to newspapers / radio
 - Prepare land use and zoning maps
 - Prepare existing land use map
- MEETING GOALS
 - Review Revised Neighborhood Boundaries
 - Review Vision for Neighborhood
 - Review land use designations
 - Review zoning designations and permitted uses
- ATTENDEES/INVITEES
 - Residents/Business Owners
 - Beachside Advisory Task Force
 - City Commission
 - Planning and Zoning Board
 - Neighborhood Council
 - CRA
 - Staff

TASK - REVISE LAND USE AND ZONING MAPS AND ZONING TEXT

- PREPARE REVISED NEIGHBORHOOD / LAND USE / ZONING MAPS AND REVISE ZONING TEXT REGARDING PERMITTED USES
- Staff

CENTRAL BEACH NEIGHBORHOOD PLAN TIMELINE

	OCT. 2014	NOV. 2014	DEC. 2014	JAN. 2015	FEB. 2015	MAR. 2015	APR. 2015	MAY 2015	JUNE 2015	JULY 2015	AUG. 2015	SEPT. 2015	OCT. 2015	NOV. 2015	DEC. 2015	JAN. 2016	FEB. 2016	MAR. 2016	APR. 2016	MAY 2016	
TASK - FINAL COMMUNITY MEETING																					
PRE-MEETING -Mail notices to property owners -Email previous meeting attendees -Post notices on City website -Press release to newspapers / radio -Prepare final revised land use and zoning maps -Prepare first draft of neighborhood plan MEETING GOALS -Review Revised Neighbor Boundaries -Review Vision for Neighborhood -Review land use designations -Review zoning designations and permitted uses ATTENDEES/INVITEES -Residents/Business Owners -Beachside Advisory Task Force -City Commission -Planning and Zoning Board -Neighborhood Council -CRA -Staff																					
TASK - REVISE DRAFT OF NEIGHBORHOOD PLAN																					
STAFF TO MAKE REVISIONS TO MAPS AND DRAFT NEIGHBORHOOD PLAN BASED ON FINAL COMMUNITY MEETING INPUT																					
TASK - STAKEHOLDERS MEETING																					
FINAL REVIEW OF REVISED MAPS AND NEIGHBORHOOD PLAN FINAL DRAFT BY STAKEHOLDER COMMITTEE																					
TASK - FINAL REVISIONS																					
STAFF TO MAKE FINAL REVISIONS BASED ON STAKEHOLDER COMMITTEE COMMENTS PRIOR TO REVIEW BY NEIGHBORHOOD COUNCIL, PLANNING AND ZONING BOARD AND CITY COMMISSION																					

CENTRAL BEACH NEIGHBORHOOD PLAN TIMELINE

	OCT. 2014	NOV. 2014	DEC. 2014	JAN. 2015	FEB. 2015	MAR. 2015	APR. 2015	MAY 2015	JUNE 2015	JULY 2015	AUG. 2015	SEPT. 2015	OCT. 2015	NOV. 2015	DEC. 2015	JAN. 2016	FEB. 2016	MAR. 2016	APR. 2016	MAY 2016	
TASK - NEIGHBORHOOD COUNCIL REVIEW REVIEW AND RECOMMENDATION TO THE CITY COMMISSION BY THE NEIGHBORHOOD COUNCIL																					
TASK - PLANNING AND ZONING BOARD REVIEW REVIEW AND RECOMMENDATION TO THE CITY COMMISSION BY THE PLANNING AND ZONING BOARD																					
TASK - CITY COMMISSION REVIEW AND ADOPTION REVIEW AND APPROVAL BY THE CITY COMMISSION																					
TASK - PREPARE LAND USE AND ZONING AMENDMENTS PREPARE COMPREHENSIVE PLAN AND ZONING AMENDMENTS, BASED ON RECOMMENDATIONS OF ADOPTED NEIGHBORHOOD PLAN																					
TASK - PLANNING AND ZONING BOARD REVIEW OF COMPREHENSIVE PLAN AND ZONING AMENDMENTS PLANNING AND ZONING BOARD REVIEW OF COMPREHENSIVE PLAN AND ZONING AMENDMENTS																					
TASK - CITY COMMISSION TRANSMITTAL HEARING OF COMPREHENSIVE PLAN AMENDMENTS CITY COMMISSION REVIEW AND APPROVAL TO TRANSMIT PROPOSED COMPREHENSIVE PLAN AMENDMENTS TO STATE AND VGMC																					
TASK - STATE REVIEW OF PROPOSED AMENDMENTS TRANSMIT COMPREHENSIVE PLAN AMENDMENT TO DCAY/GMC FOR REVIEW/COMMENTS -Staff																					
TASK - ADOPTION OF COMPREHENSIVE PLAN AND REZONING AMENDMENTS ADOPT COMPREHENSIVE PLAN AMENDMENT -City Commission																					

CANAL STREET / DOWNTOWN NEIGHBORHOOD PLAN TIMELINE

	OCT. 2014	NOV. 2014	DEC. 2014	JAN. 2015	FEB. 2015	MAR. 2015	APR. 2015	MAY 2015	JUNE 2015	JULY 2015	AUG. 2015	SEPT. 2015	OCT. 2015	NOV. 2015	DEC. 2015	JAN. 2016	FEB. 2016	MAR. 2016	APR. 2016	MAY 2016		
<p>TASK - APPROVAL OF TIMELINE</p> <p>PROPOSED TIMELINE REVIEWED BY NEIGHBORHOOD COUNCIL AND CITY COMMISSION</p> <p>- RECEIVE APPROVAL TO PROCEED. MAKE REVISIONS REQUIRED BY CITY COMMISSION (IF NEEDED)</p>																						
<p>TASK - KICK-OFF-MEETING</p> <p>PRE-MEETING</p> <ul style="list-style-type: none"> -Mail notices to property owners -Post notices on City website -Press release to newspapers / radio -Prepare demographics/maps <p>MEETING GOALS</p> <ul style="list-style-type: none"> -Present current demographics and trends -Revise Neighborhood Boundaries (if needed) -Revise Neighborhood Name (if needed) -Draft Vision for Neighborhood -Establish stakeholder committee <p>ATTENDEES/INVITEES</p> <ul style="list-style-type: none"> -Residents/Business Owners -Utilities Commission -Chamber of Commerce -Artist's Workshop -Board of Realtors -Canal Street Merchants Association -City Commission -Planning and Zoning Board -Neighborhood Council -CRA -Staff 																						
<p>TASK - MAP AND TEXT REVISIONS / STAKEHOLDER INTERVIEWS</p> <p>INTERVIEW STAKEHOLDER COMMITTEE MEMBERS AND OTHER STAKEHOLDERS</p> <p>REVISE NEIGHBORHOOD MAPS AND VISION STATEMENT BASED ON INPUT FROM COMMUNITY MEETING</p> <p>-Staff</p>																						

CANAL STREET / DOWNTOWN NEIGHBORHOOD PLAN TIMELINE

Month	Task / Activity
OCT. 2014	<p>TASK - 2ND COMMUNITY MEETING</p> <ul style="list-style-type: none"> -Mail notices to property owners -Email previous meeting attendees -Post notices on City website -Press release to newspapers / radio -Prepare land use and zoning maps -Prepare existing land use map <p>MEETING GOALS</p> <ul style="list-style-type: none"> -Review Revised Neighborhood Boundaries -Review Vision for Neighborhood -Review land use designations and densities -Review zoning designations and permitted uses -Review Arts Overlay Regulations and Boundaries -Determine interest in local historic district <p>ATTENDEES/INVITEES</p> <ul style="list-style-type: none"> -Residents/Business Owners -Utilities Commission -Chamber of Commerce -Artist's Workshop -Board of Realtors -Canal Street Merchants Association -City Commission -Planning and Zoning Board -Neighborhood Council -CRA -Staff
NOV. 2014	
DEC. 2014	
JAN. 2015	
FEB. 2015	
MAR. 2015	
APR. 2015	
MAY 2015	
JUNE 2015	
JULY 2015	
AUG. 2015	
SEPT. 2015	
OCT. 2015	
NOV. 2015	
DEC. 2015	
JAN. 2016	
FEB. 2016	
MAR. 2016	
APR. 2016	
MAY 2016	

TASK - REVISE LAND USE AND ZONING MAPS AND ZONING TEXT

PREPARE REVISED NEIGHBORHOOD / LAND USE / ZONING MAPS AND REVISE ZONING TEXT REGARDING PERMITTED USES

-Staff

CANAL STREET / DOWNTOWN NEIGHBORHOOD PLAN TIMELINE																																	
	OCT. 2014	NOV. 2014	DEC. 2014	JAN. 2015	FEB. 2015	MAR. 2015	APR. 2015	MAY 2015	JUNE 2015	JULY 2015	AUG. 2015	SEPT. 2015	OCT. 2015	NOV. 2015	DEC. 2015	JAN. 2016	FEB. 2016	MAR. 2016	APR. 2016	MAY 2016													
TASK - FINAL COMMUNITY MEETING PRE-MEETING -Mail notices to property owners -Email previous meeting attendees -Post notices on City website -Press release to newspapers / radio -Prepare final revised land use and zoning maps -Prepare first draft of neighborhood plan MEETING GOALS -Review Revised Neighbor Boundaries -Review Vision for Neighborhood -Review land use designations -Review zoning designations and permitted uses ATTENDEES/INVITEES -Residents/Business Owners -Utilities Commission -Chamber of Commerce -Artist's Workshop -Board of Realtors -Canal Street Merchants Association -City Commission -Planning and Zoning Board -Neighborhood Council -CRA -Staff																																	
	TASK - REVISE DRAFT OF NEIGHBORHOOD PLAN																																
	STAFF TO MAKE REVISIONS TO MAPS AND DRAFT NEIGHBORHOOD PLAN BASED ON FINAL COMMUNITY MEETING INPUT																																
	TASK - STAKEHOLDERS MEETING																																
	FINAL REVIEW OF REVISED MAPS AND NEIGHBORHOOD PLAN FINAL DRAFT BY STAKEHOLDER COMMITTEE																																

CANAL STREET / DOWNTOWN NEIGHBORHOOD PLAN TIMELINE

	OCT. 2014	NOV. 2014	DEC. 2014	JAN. 2015	FEB. 2015	MAR. 2015	APR. 2015	MAY 2015	JUNE 2015	JULY 2015	AUG. 2015	SEPT. 2015	OCT. 2015	NOV. 2015	DEC. 2015	JAN. 2016	FEB. 2016	MAR. 2016	APR. 2016	MAY 2016	
TASK - FINAL REVISIONS																					
STAFF TO MAKE FINAL REVISIONS BASED ON STAKEHOLDER COMMITTEE COMMENTS PRIOR TO REVIEW BY NEIGHBORHOOD COUNCIL, PLANNING AND ZONING BOARD AND CITY COMMISSION																					
TASK - NEIGHBORHOOD COUNCIL REVIEW																					
REVIEW AND RECOMMENDATION TO THE CITY COMMISSION BY THE NEIGHBORHOOD COUNCIL																					
TASK - PLANNING AND ZONING BOARD REVIEW																					
REVIEW AND RECOMMENDATION TO THE CITY COMMISSION BY THE PLANNING AND ZONING BOARD																					
TASK - CITY COMMISSION REVIEW AND ADOPTION																					
REVIEW AND APPROVAL BY THE CITY COMMISSION																					
TASK - PREPARE LAND USE AND ZONING AMENDMENTS																					
PREPARE COMPREHENSIVE PLAN AND ZONING AMENDMENTS, BASED ON RECOMMENDATIONS OF ADOPTED NEIGHBORHOOD PLAN																					
TASK - PLANNING AND ZONING BOARD REVIEW OF COMPREHENSIVE PLAN AND ZONING AMENDMENTS																					
PLANNING AND ZONING BOARD REVIEW OF COMPREHENSIVE PLAN AND REZONING AMENDMENTS																					
TASK - CITY COMMISSION TRANSMITTAL HEARING OF COMPREHENSIVE PLAN AMENDMENTS																					
CITY COMMISSION REVIEW AND APPROVAL TO TRANSMIT PROPOSED COMPREHENSIVE PLAN AMENDMENTS TO STATE AND VGMC																					
TASK - STATE REVIEW OF PROPOSED AMENDMENTS																					
TRANSMIT COMPREHENSIVE PLAN AMENDMENT TO DCA/VGMC FOR REVIEW/COMMENTS -Staff																					
TASK - ADOPTION OF COMPREHENSIVE PLAN AND REZONING AMENDMENTS																					
ADOPT COMPREHENSIVE PLAN AMENDMENT -City Commission																					