

SANFORD COMMUNITY REDEVELOPMENT AGENCY

February 3, 2010

The City of Sanford Community Redevelopment Agency met in a regular meeting at the UCF Sanford Incubator Conference Room, 110 W. 1st Street, Sanford, Florida, at 4 PM on Wednesday, February 3, 2010.

Present: Jeff Triplett, Chairman
Maria Shreve, Vice Chair (Arrived at 4:16 P.M.)
Bruce McKibbin
Otto Garrett
Bob Tunis, Executive Director
Tom George, Interim City Manager

Absent: Charles Rowe (Excused)
Janet Dougherty, Secretary

The Chairman called the regular meeting to order at 4:09 PM.

1) Approval of Minutes: December 2, 2009.

Mr. McKibbin moved to approve the Minutes. Seconded by Mr. Garrett and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

2) Treasurer's Report

Mr. Tunis announced that Mr. Poulalion has resigned as Finance Director.

Mr. Poulalian stated it has been a pleasure working with the CRA members and introduced Cynthia Lindsey, Finance Manager who will be interim Finance Director until a replacement is found.

Mr. Poulalion stated a budget adjustment was needed for the \$350,000 currently in "other uses" to move it to the "improvements other than buildings" line item. Mr. McKibbin moved that \$300,000 from "other uses" be moved to the "improvements

other than buildings” line item, seconded by Mr. Garret and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

4) Director’s Report

Mr. Tunis reported that regarding 113 Palmetto Avenue, work is complete and he is awaiting environmental direction on further completion of the project. He noted Mr. McCray has asked to add roof vents (approximately \$300 to \$400 expense).

Mr. Tunis stated the Sanford Avenue Streetscape bids are ready and he is assembling a selection committee to be comprised of himself, two members from Public Works, Christine Dalton, and one member of the CRA. It was the consensus of the Agency to appoint Maria Shreve to serve on the selection committee. (Ms. Shreve joined the meeting).

Mr. Tunis announced that Magnolia Market has received its funding from the Rehabilitation Loan Subsidy Program in an impressive ceremony and Mrs. Hollerbach added that the project is moving along.

Mr. Tunis will be giving a speech in Mt. Dora soon on the Rehabilitation Loan Subsidy Program.

Mr. Tunis noted an email he received today from Charles Rowe asking to be excused from today’s meeting due to being out of the country.

Ms. Shreve moved to excuse Mr. Rowe’s absence from today’s meeting, seconded by Mr. Garrett and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

5) Proposed Expansion of UCF Sanford Business Incubator

Rafaael Caamano, UCF Sanford Incubator, spoke on behalf of Dr. Gordon Hogan, who was present but had laryngitis. Mr. Caamano introduced the following Sanford Incubator business representatives who gave brief overviews of their companies:

Dr. Ron Robinson, Cold Plasma Medical Technologies, received a patent last year on a device that produces plasma;

Steven Bishop, President, Encap Group, LLC, whose product was developed more than 30 years ago as a coating to cover lead based paint. The product is impervious to water and allows buildings to breathe. This product is approved by the health departments in all 50 states;

Courtney R. Powell, President, Ace Applications LLC, (the newest tenant in the Incubator) is a software and IT consulting firm and technology solutions provider that is able to deliver services without the excessive overhead of large servers and IT teams. They are on the State of Florida IT term contract for IT consulting;

Michael Bragg, owner of Compendium Software Systems, LLC, offers technology geared towards helping fleet owners reduce risk and save costs related to their fuel expenses. They track driver behavior and identify and train those that need professional driver training;

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Tim Grayman, Owner, Grayman Construction Management Services, offers construction management services on a commercial level. Their main service is managing construction jobs by putting together a notebook documenting (via pictures) each step of a construction project so if a problem occurs later, owners can quickly reference where it may have originated.

All presenters thanked the City for enabling them to take part in the Incubator Program and expressed their appreciation of the UCF Incubator Program.

Mr. Caamano believes the Incubator is heading in the right direction, noting all the offices are occupied and they are looking for further expansion. If they acquire 2200 more square feet, three more offices will be filled immediately. They also have an immediate need for a full time person (to be funded by the CRA) at an average salary of \$36,000 including benefits.

The Agency discussed the additional funding request as well as leasing additional office space. Chuck Wood, First Capital, distributed a proposed floor plan and explained how much the “build out” would cost (about \$20 per square foot) and asked for \$17 per square foot for the 2,000 square foot total. Mr. Tunis asked about a cancellation clause and Mr. Wood stated a 6 month cancellation clause would be a problem for them. Mr. Tunis noted funding is available in the Rehabilitation Loan Subsidy Program line item and the “other uses” will have \$50,000 left in it.

Mr. McKibbin moved to authorize the Executive Director to negotiate a 2,000 square foot lease amendment (to their current lease). Seconded by Ms. Shreve and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

Mr. Tunis noted this would leave about \$20,000 immediately available in the “other uses” line item and was confident he could find the remainder of the money (\$20,000) if they chose to put this towards the salary of an administrative person.

Mr. McKibbin moved to allocate 75% of the \$36,000 salary as the CRA’s share towards the salary for the administrator of the Incubator for this fiscal year.

Seconded by Ms. Shreve and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

Chairman Triplett asked about the rent UCF charges the tenants. Mr. Caamano stated that it pays for the Internet; towards their travel expenses back and forth from UCF to Sanford, the copier lease and supplies; and a lease payment of \$350 for office furniture.

6) Discussion: Amended Magnolia and Palmetto Avenues Streetscape sign Proposal and Estimate

Jim Winters, Conklin, Porter and Holmes, explained that he prepared a preliminary estimate of costs that came in closer to \$400,000 for both streets rather than the anticipated \$300,000. Palmetto Avenue from 2nd Street to 3rd Street does not include granite curb but Magnolia Avenue does. Mr. Tunis proposed to bid Magnolia Avenue immediately and if the bid comes in low enough, to then bid Palmetto Avenue

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and be ready to do it as soon as the next fiscal year begins. Mr. Reichardt explained that they may want to bid both projects at the same time as they may be able to get a better price from the Contractor.

Mr. McKibbin moved to approve the funding of the design and construction documents for the Magnolia and Palmetto Avenues streetscape improvement project. Seconded by Ms. Shreve for discussion.

Mr. Reichardt stated he didn't believe the additional option of \$1700 for surveying was necessary.

Motion carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

7) Discussion: Request for Support: Preserve America Grant

Christine Dalton, Community Planner, stated she felt the City has a good opportunity of getting this Grant, the minimum is \$15,000 with a \$15,000 match from the CRA for informational markers along Sanford Avenue and would also like to use some of the funds for printed brochures (\$1,000-\$2,000). She spoke about the "Path of History" grant that she will also be applying for.

Ms. Shreve moved to approve the request for support and a grant match of \$15,000 for a Preserve America grant for historic markers and if additional funds are available they be used for printed material on the proposed Sanford Avenue Streetscape project. Mr. McKibbin seconded the motion. Motion carried by vote of the

Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

**8) Discussion: Request for Event Funding: Creative Sanford, Inc.
Masquerade Celery Soup Ball**

Trish Hunt, President of Creative Sanford, Inc., stated they are asking for \$12,000 so they can stay in Sanford at the Civic Center (rental is \$1200) and the Police fees are \$1250. Last year the CRA gave \$3950 towards this event. Ms. Hunt explained that last year Larry Dale was very successful in raising funds but this year they are way behind.

Mr. Tunis explained this request falls in a “gray area” and recommended Celery Soup present their proposed budget to the CRA in May so that the Agency can consider it while they prepare their annual budget.

Ms. Shreve moved to approve the request of Creative Sanford, Inc. for \$3950 to defray expenses related to the Masquerade Celery Soup Ball event. Seconded by Mr. McKibbin and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

9) Discussion: Façade Improvement Grant: 107 Magnolia Avenue

The application is for exterior painting and repairs to the building on Magnolia Square housing the Stone’s Throw Bistro Restaurant in the amount of \$2430.

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Ms. Shreve moved to approve the request for a grant match of \$2430 for façade repairs and painting to the building located at 107 S. Magnolia Avenue. Mr. Garrett seconded the motion that carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Otto Garrett	Aye

10) Potential Measures to Alleviate Downtown Vacancies

Ms. Shreve expressed her concerns that the landlords are not renting their buildings nor are they returning phone calls. She explained that a three year renter recently moved to Maitland due to the landlord raising his rent. Ms. Shreve has been conducting a survey of available space as well as average rental prices but many owners will not return her calls. Ms. Shreve said she would welcome any ideas or assistance she could get.

Mr. Tunis offered to contact owners under City auspices to see if perhaps they would more readily respond.

11) Discussion: Review and Approval of CRA 2008-2009 Annual Report

Mr. McKibbin noted several typos/spelling corrections to be made to the Report.

Mr. McKibbin moved that the CRA Annual Report be approved (with corrections) and sent to the Sanford City Commission and relevant taxing authorities.

Motion seconded by Ms. Shreve and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye

Bruce McKibbin
Otto Garrett

Aye
Aye

Ms. Shreve asked for an update on 110 S. Palmetto to which Mr. Tunis responded. Ms. Shreve asked about signage for CRA funded projects and Mr. Tunis stated he would have to work on that.

Mr. Tunis spoke regarding the budget line item for publicity and asked about putting together a downtown newspaper: "Sanford Citizen". Chairman Triplett felt one item could focus on how downtown has transpired and it could highlight the various projects the CRA has funded. Mr. George said this could also be posted on-line and could be emailed out to those requesting a copy. Ms. Shreve liked the idea to mail these out to those who receive water bills.

Chairman Triplett asked about the downtown kiosk: Ms. Dalton noted that this is part of the master design for downtown to have a directory similar to the ones in the malls and she is working on it.

Chairman Triplett asked that an item be placed on next month's agenda for election of Chairman and Vice Chair.

12) Public Comment.

An unidentified man asked about the project Ms. Dalton was speaking about and she further explained about the kiosk to guide people.

Mr. George stated he was extremely impressed with the presentations made by the Incubator businesses.

Ms. Dalton asked if the rehabilitation loan subsidy program was strictly for

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commercial property and the Agency responded that it was for commercial business.

Ms. Dalton stated she is also working on pamphlets for both residential and commercial owners and she will provide a “draft” of her proposed pamphlet to Mr. Tunis for inclusion in the next agenda packet.

Ms. Shreve asked about the “missing” lights from the trees lining 1st Street and Mr. George stated that he would check into it.

13) Adjourn the meeting.

There being no further business, the meeting adjourned at 6:25 PM.

CHAIRMAN

Attest:

Secretary

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