



The CITY OF DAYTONA BEACH

REDEVELOPMENT DIVISION
POST OFFICE BOX 2451
DAYTONA BEACH, FLORIDA 32115-2451
PHONE (386) 671-8180

AGENDA

MIDTOWN REDEVELOPMENT BOARD
TUESDAY, February 9, 2021 – 6:00 P.M.
City Commission Chambers - City Hall

NOTICE – Pursuant to Section 286.0105, Florida Statutes, if any person decides to appeal any decision made by this Board at this public meeting, such person will need a record of the proceedings and, for that purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City does not prepare or provide such a record.

	For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 671-8023		Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.
---	--	---	--

In accordance with the Americans with Disabilities Act (ADA), persons with a disability needing a special accommodation to participate in the Board meeting should contact the City Clerk's Office, 301 S. Ridgewood Ave, Room 210, Daytona Beach, FL 32114, Ph: (386) 671-8023, Email: clerk@codb.us not later than 72 hours prior to the proceedings. If you are hearing or voice impaired contact the relay operator at 1-800-955-9771.

1. **Call to Order**

2. **Roll Call**

3. **Invocation**

4. **Pledge of Allegiance to the Flag**

5. **Approval of Minutes**

January 12, 2021 Board Meeting

6. **Staff Reports**

- 6.A Police Department
- 6.B Code Enforcement

7. **Presentation - Spotlight on Midtown**

Ms. Tracobbie Gosha - The Beaut'E Bar Salon - 948 W. International Speedway Blvd.

8. **Emergency Procedures for Public Meetings and Public Comments**

During this time of extraordinary circumstances dealing with the declared State of Emergency associated with the COVID-19 pandemic, the City is temporarily allowing online public comments, and limited in-person public comments at City Hall, for public meetings of the City Commission and the various City Boards.

Online Public Comment Forms. The City is providing an online Public Comment Form to allow members of the public to submit public comments for each public meeting of the City Commission or a City Board. The Public Comment Form may be found at <https://www.codb.us/comments>. Please follow the directions on the Form to ensure proper electronic submission to the City. All Public Comment Forms completed and properly transmitted before 5 p.m. on the day prior to the public meeting will be provided to City Commission or Board

members, as applicable, for their review and consideration prior to the public meeting. Any Public Comment Forms submitted after 5 p.m. on the day prior to the meeting will be provided to Commission or Board after the public meeting. All Public Comment Forms will be included in the official meeting records and retained by the City Clerk or the Board Secretary as a public record. If you have issues with accessing, completing, or submitting the online Public Comment Form please email us at comments@codb.us or call 386-671-8023.

Public Comments on Propositions before the City Commission or a Board. Although persons are strongly encouraged to submit online Public Comment Forms during this State of Emergency, persons may visit City Hall during a public meeting to make public comments on propositions coming before the City Commission or Board for a vote, subject to these City procedures and all social distancing requirements established by the Federal Centers For Disease Control and Prevention. The Commission Chambers will be closed for in-person attendance by the public. The City Hall lobby will be equipped with an audio/video feed to the Commission Chambers and a lectern and microphone will be placed immediately inside the door for public comments. Forms will be provided for persons to fill out who wish to make public comments. Persons may approach the lectern to speak on an item before the Commission or Board at appropriate times, when called upon, subject to such time limitations as may be imposed by the public body. The lobby will also have a limited defined area, with social distancing, for persons waiting to make public comment. In addition, the exterior entryway to City Hall will be equipped with a loudspeaker for persons waiting for permission to enter to make public comment due to space limitations in the lobby. Persons may also monitor public meetings from their iPhone, iPad, or other electronic device at www.codb.us/618/DBTV, and enter City Hall for public comment at appropriate times, when called upon. Persons who have finished speaking or not intending to speak on a matter coming before the Commission or Board will not be permitted to remain in City Hall. All persons must comply with social distancing requirements while at City Hall, such as by remaining at least 6 feet apart. Use of facial masks is mandated to combat the spread of the COVID-19 disease.

9. **Proposed Amendment to Bylaws**

10. **Discussion of Additional Agenda Items Requested by the Chair**

11. **Project Updates**

10.A Redevelopment

10.B Public Works

12. **Public Comments**

13. **Board Comments**

14. **Adjournment**

**MIDTOWN REDEVELOPMENT BOARD
MINUTES OF THE
REGULAR MEETING
Tuesday, January 12, 2021**

The regular meeting of the Midtown Redevelopment Board was held Tuesday, January 12, 2021, at 6:00 p.m. in the City Commission Chambers, Daytona Beach City Hall, 301 S. Ridgewood Avenue, Daytona Beach, Florida. The following people were present:

Board Members Present

Mr. Shawn Collins, Chair
Ms. Terica Charles
Ms. Tangela Hardy
Mr. Pierre Louis
Ms. Renee Richardson
Mr. Milverton Robinson (Planning Board appointee)
Ms. Valencia Stubbs

Board Members Absent

Mr. Byron Cogdell

Staff Members Present

Mr. Reed Berger, Redevelopment Director
Mr. Ben Gross, Deputy City Attorney
Deputy Chief Scott Goss, Daytona Beach Police Department
Capt. Todd McBride, District 1
Ms. Sarah Kirk, Neighborhood Services Officer
Ms. Becky Groom, Board Secretary

1. Call to Order

Mr. Collins called the meeting to order at 6:00 p.m.

2. Roll Call

The roll was called and attendance was noted as stated above.

3. Invocation

Ms. Charles gave the invocation.

4. **Pledge of Allegiance**

5. **Approval of Minutes** – December 8, 2020 Board Meeting

Ms. Charles stated on Page 17 of the minutes, there is a statement by Mr. Collins that he would like incorporated into the record that he would like to have a black City Manager. Ms. Charles stated that Mr. Collins made it clear that this was not by accident but by design. Ms. Charles stated she would not like to have this type of involvement in the Midtown Redevelopment Board meetings. Ms. Charles stated what was stated is a personal desire, not to say that the Board may not support it. Ms. Charles stated this Board has no say-so in who applies for the position nor does the Board have a decision in who is selected. Ms. Charles stated the Board's desires on items over which they have control may fall on deaf ears vs. Board member's personal opinions. Ms. Charles stated she does not feel the City Manager selection falls within the scope of the Board.

Mr. Collins asked that Ms. Charles bring this item up during Board comments. Mr. Collins stated approval of the minutes is to ensure that what was stated is accurately reflected in the minutes.

Board Action:

A motion was made by Mr. Louis, seconded by Ms. Stubbs, to approve the minutes of the December 8, 2020 meeting as presented. The motion carried (6-0).

6. **Staff Reports**

a. Police Department

Deputy Chief Scott Goss was in attendance and introduced Captain Todd McBride, who is the Captain in District 1.

Capt. McBride stated he is very familiar with District 1 and has served in the Department for 21 years. Capt. McBride stated one of his goals is to build relationships and keep the community safe. Capt. McBride stated his plans are to engage with the community and implement programs to reach out to the community. Capt. McBride stated a program will be implemented that includes Stewart-Marchman and the Fire Department to help individuals with mental health issues.

Mr. Robinson asked what would be done to minimize the use of deadly force.

Capt. McBride stated every quarter, officers go through refresher training and learn how to reach a peaceful conclusion to a situation. Capt. McBride stated he has been on the SWAT Team for 20 years and the SWAT Team has never used deadly force and that is a direct result of the training the officers have received.

Capt. McBride presented crime statistics for the year and stated crime is down city-wide 21%, and residential burglaries are down 35%; commercial burglaries are down 24%; larcenies are down 26%; car break-ins are down 17%; robberies are down 35%; and total Part 1 crimes are down 21%.

Mr. Louis asked about recruitment for the Police Explorers and asked how the Department can reach out to the youth to get them involved. Mr. Louis stated a flyer or card should be distributed to the youth in the area to encourage them to join. Mr. Louis stated he feels the Police Explorers should be involved in community events so they are recognizable and may influence others to join.

Capt. McBride stated he will start having the officers talk with the youth about joining the Police Explorers.

Mr. Collins stated he has seen Sheriff's Officers throughout the city and recently saw a Deputy on Derbyshire. Mr. Collins asked how it is determined where the Sheriff's Deputies will patrol.

Capt. McBride stated the Sheriff's Deputies can enforce the law County-wide; and there is a coordinated effort for support from the Sheriff's Deputies when requested by the Police Department.

b. Code Enforcement

Ms. Sarah Kirk, Neighborhood Services Officer, stated only 14 cases were opened in Midtown during the month of December. Ms. Kirk stated the public Code Stat meeting will be held on January 19, 2021 at 6:30 p.m. at Lady of Lourdes Church and will be held at the outdoor pavilion.

7. **Presentation – Spotlight on Midtown**

a. Mr. Harold Lucas and Mr. David Lucas

Mr. Louis introduced Mr. Harold Lucas. Mr. Louis stated Mr. Lucas has been an excellent role model.

Mr. Lucas stated he has lived in Daytona Beach for 89 years and lives next door to the spot where he was born. Mr. Lucas provided a history of his years in Daytona Beach and stated he is building a tribute to his father on the property that his family has owned in Midtown since 1920. Mr. Lucas stated the property is at the corner of Jefferson and Dr. Mary McLeod Bethune. Mr. Lucas stated the structure will include an office for his daughter and a history of the Midtown area. Mr. Lucas stated his son is building a restaurant on the site as well. Mr. Lucas stated he feels the Midtown area has been neglected and noted there used to be 41 stores in Midtown between Ridgewood and Dr. Martin Luther King Blvd. Mr. Lucas stated he would like to see the area revitalized.

Ms. Charles asked what area of law Mr. Lucas' daughter would be bringing to Midtown.

Ms. Delora Lucas stated she will be working on business and non-profit law which will specialize in helping people to start businesses and non-profits.

b. Mr. Bruce McNorton

Mr. Louis introduced Mr. Bruce McNorton.

Mr. McNorton stated he grew up in the Daytona Beach area and remembers when the area was thriving. Mr. McNorton stated his dream is to see Second Avenue return. Mr. McNorton stated he owns the former dry cleaners building and is working on renovating the site. Mr. McNorton stated he will hold his 16th football clinic this year and it is free; and he would like to start a midget football league. Mr. McNorton stated there are a lot of people that want to do positive things in that area but they need guidance. Mr. McNorton stated the community needs to be aware of assistance that is available, such as the grant program offered by the city. Mr. McNorton stated he feels the Midtown area is ignored. Mr. McNorton stated he hopes the Campbell Hotel is not torn down because there is a lot of history at that site.

Mr. Louis stated an entertainment area was previously proposed for the Midtown area and asked what the Board could do to help, noting an entertainment area is included in the Strategic Plan.

Mr. McNorton stated he would like to see outdoor seating on the sidewalks and small businesses having items for sale on the sidewalks.

Ms. Charles stated Bethune Grill is an example of what can be done in the community noting people of every race and color visit the Bethune Grill.

Ms. Richardson stated many young entrepreneurs do not have a platform to express themselves and noted there are many empty buildings along Dr. Mary McLeod Bethune. Ms. Richardson stated many of the buildings could be housing because there previously was housing on the upper floors of the buildings.

Mr. Robinson stated the Board needs to be restructured so the Board can help make businesses successful in Midtown. Mr. Robinson stated until the purpose and direction of this Board is changed, all that will get done is listening to stories from people that have businesses in Midtown.

Mr. Collins stated the Board is trying to repurpose itself so it can assist individuals who want to create business in Midtown. Mr. Collins stated the problem has been communication. Mr. Collins stated One Daytona was just a thought and now it is the place to go; and the same thing could happen in Midtown.

Mr. Collins stated he will recommend that the first meeting post-COVID be held in Midtown.

8. Public Comments by Persons Addressing the Board

A summary of procedures for addressing the Board was included as part of the agenda.

Ms. Charles asked who monitors any comments that are made on line to make sure the Board receives them.

Mr. Gross stated, in accordance with the procedures adopted by the City Commission that are in place through the COVID pandemic, if comments are received by the city before the end of the business day before the date of the meeting, those comments will be forwarded to Board members prior to the meeting. Mr. Gross stated comments received after that deadline will be forwarded to the Board members, and could possibly not be forwarded until after the meeting.

Mr. Berger stated there were no public comments submitted prior to the meeting.

Mr. Louis asked if an email address could be created specifically for Midtown that would forward emails from the public to the Board.

Mr. Collins stated the emails would go to Mr. Berger and then he could forward it to the Board.

Mr. Berger stated he is talking with the IT Department about the process.

Mr. Gross stated if IT created an email address for Midtown and populated those emails to the Board, there could be a problem that responses may not go through the City's system and could become a public records issue.

Mr. Louis asked if there is an email that populates to all City Commissioners.

Mr. Gross stated he thinks so.

9. Wall Graphic – 619 W. International Speedway Blvd.

Mr. Berger presented the staff report which was included as part of the packet. Mr. Berger stated the property is located at 619 W. International Speedway Blvd. Mr. Berger stated the applicant plans to place stripes on the east and west walls of the building.

Richard Sessa, 935 S. Atlantic Avenue, Daytona Beach, Florida spoke on behalf of the Enforcers Motorcycle Clubhouse Daytona, LLC. Mr. Sessa stated the property fronts on International Speedway Blvd. and Jesse is to the west.

Mr. Robinson asked what type of club this would be.

Mr. Sessa stated it is a motorcycle club and is a 501-c7 non-profit organization. Mr. Sessa stated the club has an architect designing the parking lot and landscaping in accordance with the Midtown Redevelopment requirements, and that will be submitted shortly.

Ms. Richardson asked what type of club this would be.

Mr. Sessa stated the club is a private club; and law enforcement and military are the basis of membership. Mr. Sessa stated most members are law enforcement, current and retired, and military veterans.

Ms. Charles asked if this would be a meeting place and asked if there will be large crowds serving alcohol.

Mr. Gross stated the Board is required to make their decision on whether the criteria in the Land Development Code is met and nothing else. Mr. Gross stated the Land Development Code allows the Board to make the

final decision on the wall graphics, and the requirements are outlined in the staff report. Mr. Gross stated Section 6.10.j.13.d is shown on the video screen and outlines the standards. Mr. Gross stated the decision before the Board is not on the use of the building and Mr. Gross stated he is not telling the Board to not ask questions.

Ms. Charles stated as the Redevelopment Board, the concern will be what types of businesses are in the area. Ms. Charles stated this is the first she's heard of a motorcycle club coming into Midtown and is concerned about what is taking place in the community. Ms. Charles stated the request is to put a motorcycle club in the midst of an HBCU.

Mr. Collins asked why the Board was not given the same opportunity as they were when Rob Merrell, Cobb Cole, presented the renovation project for the Daytona Mall where the Board talked about the uses of the property.

Mr. Gross stated if the request was to place a mural on a flower shop, and the request is rejected because it is a motorcycle club, that would be the height of discrimination under the First Amendment and would subject the city to liability.

Ms. Charles stated no one is rejecting anything and stated she is asking questions because this is the first time she has heard of this business coming into the area. Ms. Charles stated no one said anything about voting against the stripes based on the business.

Mr. Berger stated the Land Development Code says if there is a use that is permitted in the zoning district, and in this case it is, it is an administrative function of staff to review and approve as a part of the occupancy of the building. Mr. Berger stated if there is a requirement for improvements to the site, staff would also look at that. Mr. Berger stated if the building was larger than 20,000 s.f., then it would be reviewed by the Midtown Redevelopment Board.

Mr. Collins stated he feels the Board should make changes to the Land Development Code that any projects that happens in Midtown should come before this Board.

Mr. Sessa stated prior to purchasing the building, he met with staff to make sure the use was acceptable. Mr. Sessa stated there will be an office in the building and meetings will be held there. Mr. Sessa stated he has 50 chapters nationwide and in Canada as well, including 19 chapters in Florida. Mr. Sessa stated the chapter meetings will be there and there will be an operational office that conducts business with the other chapters. Mr. Sessa stated he wants to make the building look as good as possible for the community vs. having a vacant building there.

Mr. Robinson stated he is concerned that there is no staff recommendation, as is provided for Planning Board items and feels that should be done in the future.

Mr Berger stated staff does not provide a recommendation on wall graphics.

Ms. Stubbs stated she understood the information provided by Mr. Gross but it would be helpful to have a recommendation from staff and a summary of the project with more background information. Ms. Stubbs stated a summary could include why the use was not brought to the Board for consideration.

Ms. Hardy stated she is concerned that the Board was unaware of this project and feels the City Commission should have redirected this item back to the Midtown Redevelopment Board but stated she has no problem with the striping. Ms. Hardy stated she saw the Mayor was at a business opening this past weekend and the Board was not aware of that business opening either.

Mr. Louis stated the proposed use fits the Land Development Code criteria; however, the Sundowners Motorcycle Club is located on Cedar Street; there is one across from the car wash; and one on Magnolia, so this is not the first motorcycle club in Midtown. Ms. Louis asked if the Board could place a moratorium on certain business in the Midtown area.

Mr. Gross stated the City Commission could impose a moratorium.

Mr. Louis stated he is concerned that the applicant appeared before the City Commission about this project and this Board is only requested to review a small piece of the project. Mr. Louis stated he feels such review should be presented to the Board during the beginning stage of the project, not at the end. Mr. Louis stated the current procedure is a disservice and the process should be fixed.

Public Comments:

There were no public comments.

Board Action:

A motion was made by Ms. Charles, seconded by Ms. Hardy, to approve Wall Graphic – 619 W. International Speedway Blvd., in accordance with the staff report as presented. The motion carried (6-0).

Additional Board Comments:

Mr. Collins asked why review of the graphics is presented to this Board but not the review of the project, which is approved by staff.

Mr. Gross stated the Land Development Code requires this Board to review and approve or reject wall graphics.

Mr. Collins stated the Board will be meeting every month and it will not slow up the process to have the Board review all projects and everything the Board does should be presented to the City Commission.

Mr. Berger stated if someone comes to the city for a building permit or a Business Tax Receipt, and the application meets all of the requirements of the code, the permit can be issued and many people will not know the submittal of the application.

Public Comments:

Hemis Ivey, 314 S. Franklin Street, Daytona Beach, Florida stated he just arrived for the meeting and stated Ms. Charles has the right to ask questions and should not be cut off. Mr. Ivey stated he served on this Board and serves on the Housing Board. Mr. Ivey stated this business should not have gone through without being presented to this Board. Mr. Ivey stated he is concerned about a motorcycle club being placed next to the HBCU. Mr. Ivey stated he felt the item should have been tabled to determine if the City Commission is aware that this type of business is being placed next to the HBCU. Mr. Ivey stated he is concerned about the business being located within 500 feet of a school.

Mr. Collins stated he would like Mr. Ivey to be in attendance when the Board makes their presentation to the City Commission.

Ms. Richardson stated that she is very upset and offended that the Board members were silenced and threatened and comments could have been presented differently. Ms. Richardson stated the Board was told that if they forced the issue, we would be sued. Ms. Richardson stated Board members should be able to ask questions and she feels the Board was forced and bullied into making a decision.

Mr. Collins stated the Board heard what was said and staff should do a better job.

Ms. Hardy asked the process for opening a business in the Midtown area.

Mr. Berger stated if all Code requirements are met, the business can be opened.

Mr. Gross stated the first determination is whether the applicant is requesting a use that is authorized in the Land Development Code. Mr. Gross stated if the application meets the requirements, then a determination is made as to whether a site plan will be needed to address such things as setbacks and building size.

Ms. Hardy asked why the applicant appeared before the City Commission.

Mr. Berger stated the applicant did not appear before the City Commission. Mr. Berger stated the applicant met with the City's Technical Review Team.

Mr. Collins stated someone made a decision that these items do not get presented to the Midtown Board and a change needs to be made to make sure all applications are reviewed by this Board. Mr. Collins stated staff should inform the Board of items that are presented and approved by staff.

Ms. Stubbs stated the use was approved prior to coming before this Board.

Mr. Berger stated the use was approved and that started the site plan process. Mr. Berger stated site plan approval does not have to be presented to the Midtown Redevelopment Board.

Mr. Louis stated he was approached by a City Commissioner about the bus benches on Dr. Mary McLeod Bethune and was embarrassed to say he knew nothing about it.

10. Proposed Amendment to Bylaws

Mr. Gross stated he was unable to attend the last few meetings but reviewed the minutes and incorporated the comments into the document.

Mr. Louis stated this is the third time the Board has reviewed the bylaws and sees no reference to electronic communication.

Mr. Gross stated the minutes reflected that Mr. Louis stated there should be caution about email communication. Mr. Gross stated all of the Board's comments begin on Page 13 of the December 8, 2020 meeting minutes. Mr. Gross stated the items include time limits, naming of a Co-Chair, email communication, and cancellation of meetings.

Mr. Louis asked if the bylaws must be approved by the City Commission.

Mr. Gross stated this Board approves the bylaws.

Mr. Collins stated he does not like that a meeting will be cancelled if there are no action items to be presented by staff. Mr. Collins stated the issue is not cancelling a meeting but a meeting not being called.

Mr. Gross stated that is not a conflict with the Land Development Code and that can be added to the bylaws; however, calling special meetings does rest with staff in accordance with the Land Development Code.

Mr. Gross stated there was a discussion about raising the minimum amount of time for notice of a meeting. Mr. Gross stated it was not clarified if that was for special meetings.

Mr. Collins stated he feels there should be a three day notice for a special meeting.

Mr. Gross stated that can be added.

Mr. Gross stated the Land Development Code only addresses a Board member missing three meetings and does not apply to special meetings.

Mr. Collins stated he has an issue with the notice for regular meetings and feels advance notice should be given for regular meetings. Mr. Collins stated he feels three weeks is good timing for preparing for the next meeting.

Mr. Gross stated many Land Development Code items have a schedule so there may be a conflict in setting a three week notice for meetings. Mr. Gross stated he would like to research that item and get back to the Board.

Mr. Gross stated the agenda will list old business and then new business. Mr. Gross stated there is nothing outlined in the Code regarding Police and Code Enforcement presentations.

Mr. Collins stated it is up to the Board if they want to continue to hear those presentations.

Mr. Gross stated public comments are required to be heard before the Board takes final action on an item.

Mr. Gross stated he will make the final changes and provide the Board with a clean copy of the bylaws at the next meeting.

Mr. Collins stated at the next meeting the Board will review and approve the bylaws.

Ms. Stubbs asked about the length of terms for Board members.

Mr. Gross stated he will change the wording to read that the term shall continue until a successor is named.

11. Committee Report to the Board

- a. Review and approval of Recommended Outline of Upcoming Presentation to the City Commission

Mr. Collins stated the Board received an outline of the proposed presentation to the City Commission meeting. Mr. Collins stated he would like all Board members to attend so they can be introduced to the City Commission. Mr. Collins stated what he wants to talk to the City Commission about is the Board since its inception through December 2020 and the goals of the Board. Mr. Collins stated the main issue is communication and sharing of data and allowing the Board to comment on information. Mr. Collins stated the Board would like to know their purpose and why they are here.

Mr. Louis stated the main focus of the presentation is the direction of the Board and where the Board wants to be in 2030 and 2040.

Mr. Robinson asked how the Board members could be introduced in light of the COVID-19 restrictions and the number of people that may be in the Commission Chambers. Mr. Robinson stated he would like to reduce his exposure to large groups and will not attend.

Ms. Charles stated so much does not go through the Board and we are trying to redevelop the community. Ms. Charles asked if the name can be changed to the Midtown Land and Development Board because the current name is misleading.

Ms. Stubbs stated what she heard from those individuals making presentations this evening is that residents feel the Board is their voice. Ms. Stubbs stated the theme presented to the City Commission should be how the Board can assist the City Commission in their decision making. Ms. Stubbs stated she would like the City Commission to help the Board have more input into the budget and projects so we can relay that information to our community so the community understands they have a voice. Ms. Stubbs suggested rewording the outline to read having more input instead of having more control. Ms. Stubbs stated perhaps a petition from the residents of the Midtown community could be presented to indicate what the residents would like the Board to represent. Ms. Stubbs

stated she cannot see the elected officials having issues with items the community states they would like to see.

Mr. Collins stated when the Board takes action, how is that relayed to the City Commission. Mr. Collins stated he has not seen a memorandum indicating the Board took action on an expenditure last month in support of an employment incentive program.

Mr. Berger stated the City Commission has the video and minutes prepared from the meetings. Mr. Berger stated a memorandum is not prepared and provided to the City Commission summarizing the Board's discussions.

Mr. Collins asked how information is relayed to the City Commission from the Planning Board.

Mr. Berger stated action items from the Planning Board are relayed to the City Commission for action; and items that are in the Land Development Code that are presented to this Board are forwarded but other actions are not.

Mr. Collins asked if it makes sense to Mr. Berger for information to be transmitted to the City Commission through video and meeting minutes.

Mr. Berger stated that is how the current information flow.

Mr. Louis stated he thought there was effective communication if the Board votes on something. Mr. Louis stated he thought paperwork was generated to indicate actions taken by the Board. Mr. Louis stated that is why he would like the "Old Business" item included on the monthly agenda. Mr. Louis stated this is something that needs to be addressed.

Mr. Robinson stated he agrees with Mr. Louis and the process needs to be changed to relay information. Mr. Robinson stated perhaps the bylaws should include an item that action items by the Board be relayed to the City Commission. Mr. Robinson stated he doesn't know why he is on this Board if the Board's actions go nowhere.

Mr. Robinson stated the Board should receive a monthly update on projects in Midtown, but the Board will not be successful in a request to be involved in making the decision on selection of contractors. Mr. Robinson stated that would be micro-managing and the city will not give that up. Mr. Robinson stated he agrees with Ms. Stubbs' recommendation on rewording the proposed agenda for the presentation.

Ms. Charles asked if there is a Board in the City of Daytona Beach that represents what is in the best interest of Midtown; and if not, can we develop that or incorporate that as a part of this Board.

Mr. Berger stated the Board's responsibilities and the process are outlined in the Land Development Code. Mr. Berger stated this was reviewed during Board orientation. Mr. Berger stated the Board's responsibilities were different prior to 2015 when the new Land Development Code was adopted. Mr. Berger stated prior to 2015, the Board worked on a Master Plan and reviewed text amendments. Mr. Berger stated the Board did things that are not within the parameters of what the Board does today. Mr. Berger stated there is no other Board that is focused on Midtown. Mr. Berger stated currently the Board is looking to have the City Commission grant the Board more powers. Mr. Berger stated the City Commission and CRA do represent Midtown. Mr. Berger stated another Board could be created.

Ms. Richardson stated she talked with a former Board member who said he left the Board because nothing was done. Ms. Richardson stated she doesn't want residents to keep coming to the meetings and asking for help, and then our recommendations go nowhere.

Mr. Louis stated he attended meetings at the Dickerson Center where creating the Midtown Master Plan was discussed. Mr. Louis stated what he was told at those meetings is different than what he hears tonight.

Mr. Louis stated there was an article in the Daytona Beach News-Journal about Midtown which stated \$48,000,000 has been invested in Midtown. Mr. Louis stated the City Manager stated in the article that it is now time for the citizens to take charge of Midtown. Mr. Louis stated he thought that was what this Board was about. Mr. Louis stated every time the Board tries to take charge, it is stifled.

Ms. Charles stated a Redevelopment Board needs to be developed that will help redevelop Midtown.

Mr. Collins stated the purpose of the presentation to the City Commission is to make changes to the Board's responsibilities.

Ms. Charles stated if the request presented to the City Commission is not granted, could we offer to have another Board created that would have responsibilities.

Mr. Louis stated the Board members were not advised of the changes that were made to their responsibilities in 2015. Mr. Louis stated all advisory Boards were changed in the same manner.

Mr. Collins stated the recommendation to change the Board came from staff, not the City Commission. Mr. Collins stated staff scheduled an agenda item for the City Commission to change the responsibilities of the Redevelopment Boards.

Ms. Charles stated if this Board is not going to do anything for the redevelopment of Midtown, it is a waste of her time to be here. Ms. Charles stated she does not want to sit on a panel that is targeting Mr. Chisholm. Ms. Charles stated she does not know who made the decision about the Board's responsibilities. Ms. Charles stated she does not know who is going to replace Mr. Chisholm and she does not care if the person is black, white or Chinese. Ms. Charles stated all she cares about is that the individual is looking out for Daytona's best interest and is qualified to do the job. Ms. Charles stated she does not want the focus to be the Board trying to retroact anything Jim Chisholm did. Ms. Charles stated she doesn't care that we haven't had a qualified black manager for over 100 years because we don't know if a qualified black manager has applied for the position. Ms. Charles stated we have no control over that. Ms. Charles stated there is so much happening here that is not productive for Midtown. Ms. Charles stated we are at a meeting where nothing has been done and we are wasting another 3 to 4 hours of our day. Ms. Charles stated she does not understand why Mr. Collins spends so much time talking about the City Manager position. Ms. Charles stated selecting a City Manager is not within the scope of what this Board does. Ms. Charles stated when the Board already has everything they do falling on deaf ears, the last thing we need to do is be combative with the City Manager. Ms. Charles stated when Mr. Collins makes statements about the City Manager, they are put in the minutes and it looks combative.

Mr. Collins stated he has not brought up anything about the City Manager's replacement. Mr. Collins stated that is Ms. Charles' opinion and that is fine and he is not going to belabor the point.

Ms. Charles stated it is interesting that when Mr. Collins wants to make a point, we have to listen to you; but when things go in a direction that you don't agree with, you cut people off.

Mr. Collins stated he apologized if Ms. Charles thought he had cut her off.

Public Comments:

There were no public comments.

Board Action:

A motion was made by Mr. Louis, seconded by Ms. Richardson, to approve the outline for the City Commission presentation with the recommended changes. The motion carried (6-0).

12. Project Updates

a. Redevelopment

Mr. Berger stated the item reviewed by the Board for the Daytona Center was presented to the Planning Board and the City Commission. Mr. Berger stated both the Planning Board and City Commission agreed as well with some revisions that the applicant made as a compromise that the liquor store would be allowed if it was part of a grocery store. Mr. Berger stated the warehouse can only be on the west side. Mr. Berger stated staff requested more landscaping in the interior and that was addressed.

Ms. Stubbs asked about the parole office.

Mr. Gross stated the use was allowed to remain but can't be expanded. Mr. Gross stated if the use is abandoned for a period of time, it cannot be established again.

Mr. Berger stated the applicant removed the cigar bar from their list as well as the pawn shop.

Mr. Berger stated the News-Journal article about Midtown is still posted online.

b. Public Works

Mr. Berger stated a report from the Public Works Department is included as part of the packet. Mr. Berger stated all Redevelopment Boards will be receiving a similar report.

13. Public Comments

There were no public comments.

14. Board Comments

Mr. Louis stated it was a spirited meeting and he appreciates the input from the Board.

Ms. Hardy stated the Board has gone back and forth for the last 4 hours and have gotten nowhere. Ms. Hardy stated she does not think anything will result from the City Commission presentation. Ms. Hardy stated she

feels we should be considerate of the fact that everyone has a life outside of the meeting and anything that hasn't been addressed within 2 hours should be tabled until the following meeting. Ms. Hardy stated it is ridiculous for it to be 10:15 p.m. and the Board has resolved nothing.

Ms. Stubbs stated she feels perhaps there should be a time limit to the meetings. Ms. Stubbs stated the presentations in Spotlight Midtown should be limited to 10 to 15 minutes.

Ms. Charles stated she wants to be productive and the Board should be careful of our approach. Ms. Charles stated the Board should not be combative, argumentative, or demanding. Ms. Charles stated everything we say in these meetings is recorded and is public record.

Ms. Richardson stated it was a passionate meeting and would agree to limiting the length of the meeting time. Ms. Richardson stated Ms. Stubbs speaks very calmly and she would be a great spokesperson to make the presentation to the City Commission.

Mr. Robinson stated the process needs to be changed for transmitting Board actions. Mr. Robinson stated we meet and our advice goes nowhere. Mr. Robinson stated he will discuss with the Planning Board members about changing the process.

Mr. Collins stated he likes the idea about limiting the meeting time; however, if the Board is trying to keep the meeting short and you get the impression that I am cutting you off, I can't win.

Mr. Robinson stated an item should be placed on the next agenda to consider limiting the meeting time.

Mr. Collins asked that the discussion of limiting the meeting be placed on the next agenda.

Mr. Louis stated cutting the members' editorial pieces would help. Mr. Louis stated he bears some responsibility since these items were not addressed while he was Chair.

Mr. Collins stated if the Board is successful in having the changes made by the City Commission, he will resign since his work will be done.

15. Adjournment

There being no further business, the meeting adjourned at 10:30 p.m.

Shawn Collins, Chair

Becky Groom, Board Secretary

**BYLAWS - DAYTONA BEACH MIDTOWN
REDEVELOPMENT BOARD**

**ARTICLE I.
OBJECTIVES AND PURPOSES**

SECTION 1. The objectives, purposes and duties of the Daytona Beach Midtown Redevelopment Board (the "Board") are set forth in the City of Daytona Beach Land Development Code ("LDC"), and may be amended or supplemented by any ordinances or resolutions that may hereafter be adopted by the Daytona Beach City Commission.

**ARTICLE II.
MEMBERSHIP**

SECTION 1. The Board shall consist of seven members, who shall be appointed by the City Commission as a whole, plus one City Planning Board member who shall serve as an ex officio non-voting member.

SECTION 2. Members shall serve without compensation. All Board members, other than the ex officio Planning Board member, shall be residents of, or have their principal place of business within, the Midtown Redevelopment Area. A majority of all Board members shall be residents of the City.

SECTION 3. The term of office of Board members shall be 2 years, or until the City Commission appoints a successor, whichever is later. Terms shall be staggered. Members may be reappointed for additional terms; provided that no member, other than the ex officio Planning Board member, may serve more than two successive terms.

SECTION 4. If a Board vacancy occurs, a new appointment shall be made by the City Commission for the remainder of the unexpired term. Members may be removed by the City Commission at any time, with or without cause.

SECTION 5. In order for the Board to effectively carry out its duties to the best of its ability, all members should attend all meetings. Whenever any Board member has three or more absences from regular meetings during any 12-month period, the Board shall consider the cause of such absences. If, after consideration, the Board deems it necessary, it shall request the City Commission to remove and replace any member missing three or more regular meetings during any 12-month period.

**ARTICLE III.
OFFICERS AND THEIR DUTIES**

SECTION 1. The officers of the Midtown Redevelopment Board shall be:

A Chairperson, who shall act as Presiding Officer at all meetings as described in Article VI., below, and who shall have such special duties as may be further prescribed in the bylaws.

A Vice-Chairperson, who shall in the absence of the Chairperson, or the Chairperson's inability or refusal to act, act as Presiding Officer at all meetings.

SECTION 2. In the event of the absence or inability to act of the Chairperson and Vice-Chairperson at any Board meeting with a quorum present, the senior member present shall temporarily assume the duties and powers of the Presiding Officer.

ARTICLE IV.
ELECTION OF OFFICERS

SECTION 1. The Chairperson and Vice-Chairperson shall be elected for a term of one year and shall be eligible for re-election; provided that the Chairperson shall serve a maximum of two successive one-year terms. The Board shall, from its number, fill any vacancy in the offices of the Chairperson or Vice-Chairperson.

ARTICLE V.
MEETINGS

SECTION 1. The Board shall annually adopt a schedule establishing the date, time, and location of regular meetings. In accordance with LDC Section 2.3.H.1, upon being informed by City staff that there are no land development applications required for Board consideration at a regular meeting, the Chair shall have authority to cancel the meeting.

SECTION 2. In accordance with LDC Section 2.3.H.1, City staff may call special meetings of the Board as needed. City staff shall notify Board members of such meetings at least three normal business days (Monday through Friday, excluding City-recognized holidays) in advance.

SECTION 3. Each member of the Board shall be notified of the place, date, and time of each meeting by City staff at least 24 hours by written notice served personally, via email, or left at the member's usual place of residence; or by telephone.

SECTION 4. All meetings of the Board shall be open to the public. A written record, including meeting minutes in accordance with law, shall be kept of the Board's resolutions, proceedings, and actions. The record shall be filed with the City Clerk and shall be made available for public inspection during normal business hours in accordance with law.

SECTION 5. No official Board business shall be conducted without a quorum present. A quorum shall consist of four members. Approval of all resolutions and actions of the Board shall require a simple majority of the members present and voting.

ARTICLE VI.
ORDER OF BUSINESS

SECTION 1. At regular or special meetings of the Board, the general order of business shall be as follows:

- (1) Call to Order by the Presiding Officer (who shall be the Chairperson, Vice-Chairperson, or senior member present, as applicable).
- (2) Roll Call
- (3) Determination of a quorum
- (4) Approval of minutes of last meeting
- (5) Agenda items
- (6) Old Business
- (7) New Business
- (8) Public Comments
- (9) Board Comments
- (10) Adjournment

SECTION 2. The public shall be invited to speak before the Board on all matters before final action is taken. If, in the opinion of the Presiding Officer or a majority of the Board members present and voting, time limitations are necessary for any reason, the Presiding Officer may place time limits for each speaker appearing before the Board and may limit the amount of rebuttal granted to the parties concerned.

SECTION 3. For quasi-judicial hearings, the Board shall observe those special procedures required by law.

SECTION 4. The members of the press shall not take part in the business of the meeting but may request clarification on matters or actions taken.

SECTION 5. In order to provide an opportunity for the discussion of problems and business before the Board prior to the making of a motion, it shall be the duty of the **Presiding Officer** to state the matter of business to the Board and to provide a period of discussion of the facts relevant to the problem prior to entertaining a motion relative to the items of business. However, after a motion is made and seconded, the **Presiding Officer** may ask for additional discussion if deemed necessary. Any member may move the previous question, if additional discussion becomes repetitive and/or irrelevant to the original motion before the Board. Upon the motion on the previous question receiving a two thirds affirmative vote of those present, discussion will end and the vote on the original motion will proceed forthwith.

ARTICLE VII. MINUTES

SECTION 1. The minutes of a meeting of the Board shall be promptly recorded and such records shall be open to public inspection after approval by the Board.

SECTION 2. The **Presiding Officer** shall sign all minutes, after their preparation and acceptance by the Board, certifying that the minutes are an accurate and correct record of the proceedings of the meeting.

ARTICLE VIII. VOTING PROCEDURE

SECTION 1. Voting on all matters of business before the Board shall be made by roll call unless the Chairperson deems said matter of business to be sufficiently non-controversial. Any member may request a roll call vote. The Board secretary shall record the vote of each member of a roll call vote and each member shall vote when his or her name is called.

SECTION 2. In accordance with law, any member of the Board having a personal or financial interest or other voting conflict in any matter before the Board shall disclose such interest to the Board. No member present shall abstain from voting on roll call vote except as required by law.

SECTION 3. Approval of all resolutions and action shall require a simple majority vote.

ARTICLE IX. PARLIAMENTARY AUTHORITY & ORGANIZATIONAL PROCEDURE

SECTION 1. The rules contained in the last revised edition of "Robert's Rules of Order," **12th edition, as published by Public Affairs**, shall apply in all meetings of the Board to the extent that such rules are not in conflict with these Bylaws and the Charter and Ordinances of the City of Daytona Beach.

SECTION 2. Continuance. The Board may grant a continuance with regard to an application for any development order subject to Board recommendation or approval, at the request of the applicant, or on the Board's own initiative, subject to compliance with law. All such continued items shall be placed as the last order of business on the agenda of the meeting considering the continued item unless the Board determines otherwise.

ARTICLE X. CORRESPONDENCE AND COMMUNICATIONS

SECTION 1. Official communication of the Redevelopment Board to the City Commission of the City of Daytona Beach shall be in writing.

SECTION 2. All official Board correspondence requires prior Board approval.

SECTION 3. All official papers, reports, studies and plans involving the authority of the Board, after acceptance by an affirmative simple majority vote of the Board, shall bear the signature of the Chairperson.

SECTION 4. All Board member communications shall comply with applicable law, including Public Records and Sunshine Law requirements.

SECTION 5. Nothing herein shall be deemed to prohibit written communication from being transmitted electronically.

ARTICLE XI.
AMENDMENTS AND BYLAWS

SECTION 1. Amendments to these bylaws shall be first presented to the Board for recommendation; and for discussion at one regular Board meeting, and voted upon at the next such regular meeting. All proposed amendments shall be in writing and shall be approved by the affirmative simple majority vote of the Board.

ARTICLE XII.
LEGAL STATUS PROVISIONS

SECTION 1. Should any provision of these bylaws be declared by a Court of competent jurisdiction to be unconstitutional or invalid for any reason whatsoever, the same shall not affect the validity of the Bylaws as a whole or any part thereof other than the part judicially determined to be invalid.

SECTION 2. Should any requirement of law, including the LDC, be in conflict with the provisions of these Bylaws, these Bylaws shall be superseded to the extent of the conflict.

Midtown Redevelopment Area

Public Works Projects

Campbell Pool main entry building/pool deck expansion with shade structures (Ph 1 + Ph 2)

Commission District/Description:

- Construction documents for a well-defined entry point to Campbell Pool, increased site connectivity, and expanded pool deck for Campbell Pool
- Zone 6 (Paula Reed)
- Redevelopment Area: Midtown Redevelopment Area
- Progress
 - Stucco completed as of 1.16.21
 - Electrical rough in complete as of 1.19.21
 - Roof has been dried in as of 1.15.21
- Schedule:
 - Substantial Completion on February 15th, 2021
- Pending Work:
 - Continued Construction Administration duties as needed during construction
- Upcoming Work (1 week look-ahead):
 - Submittal reviews and answering RFI's as they come in during construction
- Risks/Challenges:
 - None
- Project Cost:
 - \$200-300K
 - Race and Rec Grant (\$139,386.00) City Match (\$151,614) \$291,000.00 (total budget)
- Summary:
 - This project is a component of the Dickerson Center Master Plan. The project includes a new entry pavilion and extended pool deck with shade structures for the Campbell pool.

Campbell Pool Parking Lot Improvements

- Description/Commission District:
 - Project is for design and construction of parking lot improvements for Dickerson Center and Campbell Pool facility.
 - Zone 6
 - Mid-Town Redevelopment CRA
- Progress
 - Work Authorization #23 for design and permitting for PMA issued
 - Redesign needed due to park masterplan changes
- Upcoming Work (1 week look-ahead)
 - Resubmittal of revised plans to City from Design Engineer
- Risks/Challenges
 - Minimizing disruption to pool and Dickerson center users during construction
 - Identify entrance to pool and pedestrian path to entrance
 - Completion of work within budget
 - SJRWMD Permitting
- Schedule
 - Design completion: March 2021

- Project Costs
 - Design Cost: (Survey: \$8,397, Geotech \$1,401, \$26,000 PMA Design and permitting)
 - Construction Costs ((Grant award): \$369,359
- Summary
 - On Schedule

Cypress Aquatic Center motor and pump replacement

- Commission District/Description:
 - Zone 6
 - Midtown CRA
 - Project consist of replacement of existing pool pump system
- Progress
 - Replaced main pool pump motor and impeller in existing housing. This is a temporary repair until new system can be proposed.
 - Installed redundant sump-pumps to get pool back into operation.
 - Reviewing proposals for new motor and pump system from 3 contractors.
 - Proposals issued to Leisure Services staff.
 - Funding Request Memo submitted to the City Manager.
 - Funding approved and PO issued to Spies Pools.
- Schedule
 - Install new motor and pump – 01/26 to 01/29
 - Pool will be shut down during the installation
- Pending Work
 - Leisure Services to post notice of closure dates
- Upcoming Work (1 week look-ahead)
 - N/A
- Related Work
 - Daily monitoring of pool pump pit for excessive water level
- Risks/Challenges
 - Current system failure prior to new system installation. This will shut down the use of the pool.
- Project Costs
 - \$5000.00 temporary repairs
 - New system installation – \$13,992.00
- Summary

The main pool pump system is end-of-life and suffered major failure. A new motor and impeller were installed to bring the pool back online and in service. The system is beyond repair and needs to be redesigned and replaced. Several pool contractors are preparing proposals to upgrade and replace the existing system.

Dickerson Center HVAC

- Commission District/Description:
 - Zone 6
 - Midtown CRA
 - Project consist of the installation of new HVAC air flow boxes with electronic controls, environmental remediation and restore of ceiling and carpet materials.

- Progress
 - Document package for the Invitation To Bid (ITB) submitted to Purchasing to be advertised.
 - Pre-Bid meeting completed 01/07
 - RFI comments from bidders are being resolved and answered
 - Bid due date extended to 01/22
- Schedule
 - Simes & Rosch Design – 4 weeks 11/18 (engineering delays)
 - Plan review – 1 week 11/25
 - ITB process – 1 month 1/22
 - City contract approval – 1 month 2/15
 - Contract work – 3 months 5/15
 - 2 week project schedule contingency – Completed 5/30
- Pending Work
 - Update all project proposals in preparation for Commission Memo
 - Evaluate and level ITB bids
- Upcoming Work (1 week look-ahead)
 - Technical Service Project Manager to level bids 01/22
- Related Work
 - Mold remediation
 - Ceiling tile and flooring replacement
- Risks/Challenges
 - Disruption to the Boys & Girls Club that currently utilizes the space.
- Project Costs
 - \$225,000.00
- Summary

Assessments, evaluations and testing of the Dickerson Center south building HVAC system and environmental conditions have been completed. Work Authorization for the engineer design is in complete. Project is in the bid process.

Dickerson Park Playground

Commission District/Description:

- Construction documents for a new relocated playground at the Dickerson Center
- Zone 6 (Paula Reed)
- Redevelopment Area: Midtown Redevelopment Area
- Progress
 - Schematic site plan complete
 - Permit + Bid drawings for Dickerson Master Plan are currently underway by Parker Mynchenberg
- Schedule:
 - City Commission acceptance of Race and Rec Grant on May 20th, 2020
 - January-February, 2020: Completion of Design Documents
 - March 2021: Commission approval of playground vendor installation, concrete contractor for playground seat walls, and other vendors for irrigation, electrical as needed in project scope
 - April 2021 – June 2021: Construction of playground

- Pending Work:
 - Finalizing proposals from vendors for playground and concrete work associated with the project (take to commission in February for approval)
- Upcoming Work (1 week look-ahead):
 - Final Playground pricing from playground vendor (Kompan)
 - Commission Agenda package for approval of grant expenditure on playground vendor and equipment for February Commission date
- Risks/Challenges:
 - None
- Project Cost:
 - \$402,400.00
 - Race and Rec Grant (\$302,400.00) City Match (\$100,000.00) \$402,400.00 (total budget)
- Summary:
 - A new playground to replace the existing playground at the Dickerson Center. This project is a piece of a larger Master Plan for the Dickerson complex.

Dr. MM Bethune Streetscape – MLK to Ridgewood

- Commission District/Description:
 - Zone 3 and 6
 - CRA – Midtown and Downtown Redevelopment Areas
 - To construct streetscape improvements along MMB Blvd from MLK to Ridgewood Ave.
- Progress
 - Plans updated for bidding purposes
 - Bids came in over budget
 - Deductive Change Order 1 to make project meet budget – removed benches and waste receptacles
 - Green Technologies was low bid and awarded contract
- Schedule
 - Project approved on 10/7/2020 Commission Agenda
 - Notice to Proceed 11/2020
 - Begin construction 12/2020
 - Contract length is 150 days
 - Finish project 4/2021
- Upcoming Work (1 week look-ahead)
 - Awaiting Final Invoice for retainage and maintenance.
- Risks/Challenges
 - TBD.
- Project Costs
 - Estimate for construction: \$244,530
 - Lowest bid is \$335,750
 - Final contract price: \$236,950
- Summary
 - Bid starts 6/16/2020.
 - Bid opening 7/23/2020
 - Deductive Change Order signed to bring project within budget
 - Approved at October 7, 2020 Commission meeting

- Substantial Completion – Dec. 15, 2020
- Maintenance period has ended and project closeout is underway.

Fremont Avenue Sidewalks

- Commission District/Description:
 - Design plans for the construction of a new sidewalk on the north side of Fremont Avenue from Niles Street to Ridgewood Avenue (US 1). The City is working with the TPO and the project appears to be eligible to receive LAP funding to assist with construction cost.
 - Zone 6, A portion of the project is within the Midtown Redevelopment Area
- Schedule:
 - Plans and Bid documents completion March 2020.
 - Sidewalk construction anticipated to be programmed FDOT FY 2020/2021
- Progress:
 - FDOT allocated funding to Railroad to install new railroad crossing arms to accommodate pedestrian crossing and construction and the work has been completed.
 - Project is on time
- Upcoming Work:
 - Respond to FDOT review comments
- Risks/Challenges
 - Existing grades will have to be altered to come into compliance with ADA including several driveways. Permission from the owners will have to be obtained
 - Waiting for TPO Grant funding for construction.
 - Cultural Assessment not funded
- Project Costs
 - \$35,346.66 (Design)
- Summary
 - 100% Plans and Specifications are with the FDOT
 - Teleconference with FDOT on Aug 10th about project funding. FDOT sent email on Dec 29th about funding project in July 2021.
 - Project is on time

Michal Brown Bldg. Storeroom renovation

- Commission District/Description:
 - Zone 6
 - Midtown CRA
 - Project consist of renovating a 430 square foot room that was formerly bathrooms and convert it into usable storage space.
- Progress
 - Funding account approved.
 - Memo and bids submitted to the City Manager for project approval.
 - PO issued to Kirton Enterprises
 - Pre-Com meeting completed 01/12
- Schedule
 - Renovation start – 01/18
 - Renovation complete – 02/05

- Pending Work
 - Removal of mini split AC unit prior to start of construction
- Upcoming Work (1 week look-ahead)
 - Demolition of flooring, tile and ceiling fixtures
- Related Work
 - N/A
- Risks/Challenges
 - N/A
- Project Costs
 - Project budget set at \$20,000
 - Low bidder is \$20,705
- Summary
 - The former bathroom space was no longer required for this site. Preliminary demolition completed, but the space requires a general contractor to complete the preparation of the space and complete a renovation including new lighting, walls and flooring.