



**CITY OF NORTH MIAMI BEACH
COMMUNITY REDEVELOPMENT AGENCY**

Redevelopment Advisory Board
City Hall, 17011 NE 19th Avenue
4th Floor, Room 426
North Miami Beach, FL 33162

**November 20, 2014
5:30 P.M.**

NMBCRA Advisory Board:

Commissioner Phyllis S. Smith, Board Liaison
Bruce Lamberto, Chair
Pradel Vilme, Vice Chair
Mark Antonio
Robert Kriebs
Jarret Gross

Staff:

Executive Director Ana M. Garcia
CRA Attorney Steven Zelkowitz
Assistant City Manager Richard Lorber
CRA Coordinator Rasha Cameau

AGENDA

- 1. Call to Order / Roll Call**
- 2. Public Comment**
- 3. Approval of Minutes:** Regular Meeting October 16, 2014
- 4. Action Item:** Election of Committee Members
- 5. Discussion Item:** Approval of Changes to the FY14-15 Commercial Property Improvement Program & Façade Beautification Guidelines and Applications
- 6. Discussion Item:** Review of Implementation Schedule for NMBCRA Plan Update and W. Dixie Feasibility Analysis
- 7. Discussion Item:** Update on Hanford Blvd Renovations
- 8. Next RAB Board Meeting: December 18, 2014**
- 9. Adjournment**

**CITY OF NORTH MIAMI BEACH
BOARDS AND COMMITTEES MEETING MINUTES**

NAME OF BOARD/COUNCIL: REDEVELOPMENT ADVISORY BOARD

NAME OF PERSON PREPARING SUMMARY: K. MCGUIRE, PROTOTYPE, INC.

NAMES OF STAFF PRESENT: CRA COORDINATOR RASHA CAMEAU, ASSISTANT CITY MANAGER RICHARD LORBER, RMA CONSULTANT RACHEL BACH, ASSISTANT CITY ATTORNEY SARAH JOHNSTON, CRA VOLUNTEER COLETTE HALL, CRA ATTORNEY STEVEN ZELKOWITZ

BOARD MEMBERS PRESENT: RAB CHAIR BRUCE LAMBERTO, RAB VICE CHAIR PRADEL VILME, MARK ANTONIO, JARRETT GROSS, ROBERT KRIEBS, COMMISSIONER PHYLLIS SMITH

TYPE OF MEETING: REGULAR MEETING

DATE: OCTOBER 16, 2014

MINUTES

AGENDA ITEM 1 – CALL TO ORDER / ROLL CALL. Chair Lamberto called the meeting to order at 5:35 p.m. Roll was called and it was noted a quorum was present.

AGENDA ITEM 2 – PUBLIC COMMENT. At this time Chair Lamberto opened the floor to public comment. As there were no members of the public wishing to speak, the Chair closed public comment and returned the discussion to the Board.

AGENDA ITEM 3 – APPROVAL OF MINUTES: Regular Meeting, May 22, 2014. A motion was made, and duly seconded, to approve. In a voice vote, the motion passed unanimously (5-0).

AGENDA ITEM 4 – ACTION ITEM: Recommend approval of Commercial Property Improvement Program Guidelines and Application. Ms. Cameau recalled that the Board and RMA Staff have discussed possible changes to the City's incentive programs. As a result, changes have been proposed for two of the grant programs.

Ms. Bach explained that there were questions in the past regarding which businesses may apply to the Commercial Property Improvement grant program. The proposed changes would target specific areas within the CRA and solicit grant applications from businesses. Changes also include the application of a sliding scale to the grant amounts available, based on the amount of frontage of each individual business. The maximum amount available would be up to \$50,000 for properties with 125 ft. of frontage.

She continued that another change will be the prioritization of specific areas within the CRA. 163rd Street from 15th Avenue to West Dixie Highway, and the West Dixie Highway going north, will be prioritized, as there have already been improvements within this area. The intent is to lobby businesses near this location to apply for grants and begin upgrading their properties. Businesses within a shopping center, for

example, would be encouraged to work together on a single overall project with consistent design. Ms. Bach advised that Staff recommends the Board proceed with projects that will complement changes to the area's land use and zoning, including the potential redevelopment of the east side of Dixie Highway.

Commissioner Smith arrived at 5:40 p.m.

Ms. Bach pointed out that the Commercial Property Improvement grants will encourage improvements in landscaping and parking, while the Façade Beautification Program will assist small businesses in enhancing their properties in smaller ways, such as the replacement of signage or awnings. The third program, which focuses on tax increment financing (TIF) recapture, is aimed at large-scale new development. The third program is not included in the CRA's budget, as it will be based on the value new development is expected to create.

Ms. Bach continued that another change to the Commercial Property Improvement grant program is related to the prioritization of areas within the CRA, such as incentivizing areas designated as Tier 1. In order to encourage these properties to participate, outreach and design assistance will be necessary in order to achieve the desired improvements. One key way to incentivize participation is by reducing the matching requirement: these businesses would only be required to match 30% of these funds, resulting in a 70% grant. Within the Tier 2 portion of the CRA, incentives would still be offered under the existing 50% matching requirement.

It was recommended that the CRA partner with a bank or banks that could make loans to these property owners for the matching funds, as many of the owners lack sufficient liquidity to contribute their portion right away. Many banks are also encouraged by the federal government to make community investment-related loans, which would make them likely to participate.

It was clarified that no properties with outstanding Code violations may participate in the Commercial Property Improvement program. A recommendation was made that when a property applied for the program, a Code Compliance Officer would be sent to inspect the property and ensure there are no violations. It was pointed out, however, that this would mean only a very few businesses would be eligible to participate in the program, as inspections would show a great many businesses have existing Code violations.

A motion was made, and duly seconded, to approve.

There was discussion of the CRA's role, which was not to subject all commercial properties to further inspection, but to stimulate development. It was asserted that a grant that encourages greater enforcement activity would discourage property owners from applying to the improvement program. It was noted, however, that the revised

program guidelines do not include an inspection mandate, although they state that the CRA reserves the right to recommend additional improvements to properties.

In a voice vote, the motion passed 5-1 (one dissent).

AGENDA ITEM 5 – ACTION ITEM: Recommend Approval of Façade Beautification Program Guidelines and Applications. Ms. Cameau explained that this program would include small stand-alone improvements, such as signage and awnings, for which applicants could apply for up to \$2500 with a 50% match. The program would apply to both new and existing businesses.

A motion was made, and duly seconded, to approve. In a voice vote, the motion passed unanimously (6-0).

AGENDA ITEM 6 – ACTION ITEM: Recommend Approval of Amended TIF Guidelines. Ms. Cameau recalled that this program was originally proposed by CRA Consultant Kevin Crowder. It offers a developer up to 50% of a completed project's tax increment revenue throughout the life of the CRA, which expires in 2028, with the option of an additional 25%. This would allow major development to regain up to 75% of its TIF revenue.

She noted that one challenge for developers applying to this program in the past was the requirement of an approved site plan. At present, only the Hyatt hotel project has an approved site plan within the CRA. As a result, one change to the program allows developers to apply for a reservation of their potential TIF rebates if a site plan is approved within one year and a building permit approved within two years. If these requirements cannot be met, the developer would lose this reservation of revenue.

It was suggested that the CRA Board could reserve the right to extend the one-year deadline if necessary. Ms. Cameau confirmed that the CRA Board may make adjustments to the application under special circumstances, or developers may reapply to the program. The developer would need to either own the subject property or have a contract to purchase it.

A motion was made by Mr. Antonio, and duly seconded, to approve. In a voice vote, the motion passed unanimously (6-0).

AGENDA ITEM 7 – ACTION ITEM: Approval of RAB Meeting Schedule FY 2014/2015. The meeting schedule was reviewed for potential conflicts.

AGENDA ITEM 8 – DISCUSSION ITEM: RAB Board Membership. Ms. Cameau noted that the appointments of all five current RAB members have expired as of August 21, 2014; in addition, Alternate David Bowling resigned from the Board in August. It was noted that unless current Board members resign or are replaced, their memberships are

still considered active at this time, although they must be officially reappointed. Background requirements for members are included in the backup materials, and include experience in the areas of finance, real estate, retail, business, or urban design.

AGENDA ITEM 9 – EXECUTIVE DIRECTOR’S REPORT:

- **Update on CRA Activities**

Ms. Cameau noted that a report of CRA activity was attached to the members’ backup materials, along with a copy of the CRA budget, which is \$1.2 million for 2014-2015. City TIF has increased to \$343,000, and County TIF revenue has increased by roughly \$70,000. She noted that she has assumed the role of CRA Coordinator on a limited basis, with assistance by Mr. Lorber and Staff. RMA will act on a consulting basis, with a primary focus on updating the CRA Plan.

The Board members discussed the use of CRA funds to maintain improvements within the CRA as opposed to using City funds. It was determined that this would be further clarified and brought back at a future meeting. Commissioner Smith emphasized the need for more tangible improvements within the CRA. Mr. Gross pointed out that developers require a clean and safe environment in which to redevelop properties, which will necessitate action from the City to keep the CRA clean, well-lighted, and address the issue of homelessness.

- **Workshop Minutes: August 19, 2014**
- **FY 2014/2015 CRA Budget**

AGENDA ITEM 10 – NEXT RAB MEETING: November 20, 2014.

AGENDA ITEM 11 – ADJOURNMENT. There being no further business to come before the Board at this time, the meeting was adjourned at 6:50 p.m.

North Miami Beach Community Redevelopment Agency Commercial Property Improvement Grant



Program Policies and Procedures

I. Purpose

The purpose of the Commercial Property Improvement Grant Program (Program) is to assist property owners with sites located within the North Miami Beach Community Redevelopment Area substantively enhance the visible appearance of their property. Many commercial properties were designed and built in styles that have become dated and suffer from lackluster maintenance. This has led to a situation in which some properties are not as attractive to potential tenants or shoppers. It is the goal of the North Miami Beach Community Redevelopment Agency (NMB CRA) to assist property owners in returning properties to their fullest potential through cash grants to property owners. These grants will assist owners undertaking substantial exterior renovations. This Program will take effect October 1, 2014. Designated Priority Areas and additional benefits thereof shall be available until **September 30, 2015**, unless otherwise authorized or modified by the NMB CRA Board.

II. Eligibility Criteria

- a. Property must be located within the North Miami Beach Community Redevelopment Area (see attached map).
- b. Primary property use must be commercial or mixed use. Residential uses are ineligible.
- c. Exterior improvements must adhere to the City of North Miami Beach Building Code and Zoning Ordinances and all Federal, State, and Local Requirements.
- d. Improvements must support the objectives and goals of the NMB CRA Redevelopment Plan.
- e. Properties "for sale" or listed on the MLS may not apply.
- f. Properties may not apply, if they have received the maximum funding amount within a 5 year period under this Program or any other grant program administered by the NMB CRA.
- g. Must be a conforming use per the City of North Miami Beach Zoning Code.

III. Funding Guidelines

- a. Maximum Award Amount: The NMB CRA is making available to commercial and/or mixed use properties within the Community Redevelopment Area, matching grants up to a maximum grant award as follows:
 - For properties with over 120 feet of frontage - **Up to \$50,000**
 - For properties with over 60 feet to **120 feet** of frontage - **Up to \$25,000**
 - For properties with 60 feet or less of frontage - **Up to \$12,500**

Properties applying for funding below the maximum award amount may reapply, but are only entitled to the total maximum amount within a 5 year period of initial approval. However, if a property has already received funding to the maximum amount, said property may not reapply for the Program or any other grant program administered by the NMB CRA for a period of 5 years.

b. Matching Funds: In an effort to encourage concentrated redevelopment the NMB CRA has created two funding tiers based on required matching dollar amounts. The intent is to encourage multiple property owners within a priority area to engage in property improvements simultaneously and in areas where public investment has or is planned to occur.

- Priority Tier 1 Property Area(s) – Located along West Dixie Highway from 163rd Street to 172nd Street and 163rd Street from NE 19th Avenue to NE 15th Avenue required matching funds = **30% of total eligible project costs**.
- Priority Tier 2 Property Area(s) - All other areas within the Community Redevelopment Area = **50% of total eligible project costs**.

	<u>Total Project Cost</u>	<u>Required Match</u>	<u>Total Grant Amount</u>
Tier 1	\$40,000.00	\$12,000.00 (30%)	\$25,000.00 (max.)
Tier 2	\$40,000.00	\$20,000.00 (50%)	\$20,000.00

**Example Calculation (based on a property with 75 feet of frontage – max. award \$25,000)*

IV. Eligible Expenses

Eligible expenses are those reasonable costs associated with undertaking a substantial façade improvement and/or substantial site improvements that are visible from a major corridor or street. Eligible expenses include design, permitting, labor and materials related to construction or installation of eligible improvements. The following are eligible improvements to be funded under the Program (please note “stand alone” improvements are those that may be funded independent of other eligible improvements those that are “not stand alone” may only be funded in conjunction with a “stand alone” improvement or more comprehensive project):

Eligible Improvements (stand-alone)

- ✓ Façade Improvements
- ✓ Outdoor/building lighting
- ✓ Permanent Landscaping (trees, shrubs and perennials)

Eligible Improvements (not stand-alone)

- ✓ Signage
- ✓ Awnings
- ✓ Impact resistant windows
- ✓ Parking lot improvements
- ✓ ADA compliant improvements
- ✓ Exterior Painting and repair

All work must be performed in a first class workmanlike manner in compliance with ordinances and regulations of the City of North Miami Beach, and must meet all building and other applicable codes.

V. Ineligible Expenses

Ineligible expenses include general maintenance items, parking lot repairs (not related to a comprehensive improvement of the overall appearance of the property), interior repairs or renovations, or correction of code violations and ADA compliance except in limited instances where these expenses are mandated as part of eligible improvements by the City of North Miami Beach Building Department.

VI. Application Procedure

Property owners shall follow the steps listed below for application approval as follows:

- a. Schedule an appointment with NMB CRA staff to discuss project and make sure it meets program intent. Please call (305)787-6054 or e-mail nmbcra@citynmb.com.
- b. Meet with the Community Development Department for a preliminary review of proposed renovations to property.
- c. Compile application materials and submit application to NMB CRA. Applications will not be considered for funding until a complete application and supporting documents are received by the NMB CRA. Applications must be signed by the fee simple owner of the property; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner.
- d. NMB CRA staff will review application and notify applicants of any missing information
- e. The completed application is reviewed 1st) by the Redevelopment Advisory Board who will make a recommendation of approval or denial, 2nd) placed on the next NMB CRA agenda for approval or denial.
- f. The decision of the NMB CRA Board shall be final.
- g. NMB CRA staff notifies applicant of NMB CRA Board approval or denial. Applicants not approved may apply again one year from denial. A fully executed Grant Agreement between the NMB CRA and the applicant shall serve as a Notice to Proceed.
- h. Project commences.

It is anticipated that applications will be presented to the NMB CRA Board for approval within 45 days of receipt.

VII. Reimbursement Procedure

The property owner must undertake all the work agreed to in the Grant Agreement within one hundred eighty (180) days of full execution of the Grant Agreement by the NMB CRA and the applicant. Items completed prior to the execution date shall not be

eligible for reimbursement. Upon completion, the property owner submits a request for payment with supporting documents within one month. Supporting documents include;

- Certificate of Completion and/or Occupancy
- Copies of invoices and Receipts
- Proof of payment, i.e. canceled checks
- Any other documents that enable staff to determine project completion
- Final Waivers and Releases of Lien from the General Contractor and sub-contractors.

Staff reviews the supporting documents and conducts a site inspection. If everything is in order, the NMB CRA will declare the project complete and issue a check to the property owner for the amount eligible under the parameters of this Program.

VIII. General Provisions

It is the intent of the NMB CRA to fund applicants on a first-come, first-serve basis however; the Program is also created as an "incentive" to property owners to put forth projects that will have a significant visual impact on the property. The NMB CRA reserves the right, to review all applications and recommend additional improvements, include conditions to funding, approve all plans including design and materials and at its sole discretion, make any final determinations as to how this program will be offered and implemented under unique circumstances and approved by the NMB CRA Board. Applicants, even those that meet the eligibility requirements, are not entitled to approval if a project conflicts with the goals and objectives of the NMB CRA Redevelopment Plan.

As condition to the award of the grant, applicants will be required to enter into a Grant Agreement on terms and conditions as set forth by the NMB CRA. A Memorandum of Grant Agreement shall be recorded in the Public Records and shall be effective on the property for the stated period of 5 years upon approval of the application and will have 180 days to complete all improvements. Should an applicant need an extension to complete improvements beyond 180 days, a written request shall be submitted in writing 30 days prior to the expiration of the Agreement (a one-time extension may be granted of not more than 90 days, administratively and at the discretion of NMB CRA staff.

Applicants agree to continue ownership of the property and maintenance of the grant improvements for a period of 5 years subsequent to completion of grant improvements. Should the property be sold within 5 years, applicant agrees to repay a prorated share of the grant amount, which agreement shall be set forth in the Memorandum of Grant Agreement recorded in the Public Records.

The North Miami Beach Community Redevelopment Agency Commercial Property Improvement Grant Application

(Please type or clearly print)

Applicant Name: _____

Is the Applicant the property owner: _____ Yes _____ No
(If No, property owner must also sign application accepting terms of the program)

Property Address: _____

Folio Number: _____

Applicant Mailing Address (if different from Property Address):

Applicant Phone Number and Email: _____

Property Owner (if different from applicant): _____

Property Owner Phone Number and Email: _____

Current Use(s) of Property (Office, retail, etc.): _____

DBA – Name of Shopping Center or Business (if applicable):

Brief Description of Scope of Work:

Anticipated Cost of All Eligible Improvements: \$ _____

Requested Grant Amount (based on program): \$ _____

Properties to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the NMB CRA Board of Commissioners if development plans for said property meet the goals and objectives as set forth in the NMB CRA Redevelopment Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

The Commercial Property Improvement Program benefits are contingent upon funding availability and NMB CRA Board approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for NMB CRA funded programs when such funding conflicts with the goals expressed in the NMB CRA Redevelopment Plan.

I certify that I have read and understand the above statement and will comply with all requirements of the program and or conditions of funding:

Applicant Signature _____ Date _____

Property Owner Signature _____ Date _____

*For application submittal purposes and to expedite review, please complete, sign and submit the following **Application Checklist** with all attachments included in checklist order.*

Commercial Property Improvement Grant Application Checklist

All required attachments listed below must accompany the application form. .

- Signed Application
- Legal description of the property
- Detailed budget for entire project with breakdown of exterior improvements for which reimbursement is being requested from Program
- Three bids/quotes from three licensed contractors
- Preliminary schedule for completion of improvements
- Photograph of existing conditions on the property in both digital file and hard copy
- Photographs of adjacent properties
- Site plan or survey that accurately reflects the existing property in digital file and hard copy
- Renderings and/or images that visually describing proposed improvements in digital file and hard copy
- Preliminary site plan and/or elevations of proposed improvements that enable staff to determine quality of design both digital file and hard copy
- Color chips and material samples
- Copy of Lease Agreement if not the owner
- Copy of Business Tax Receipt
- Completed W-9 Form

I hereby submit this form and all required attachments as application to the North Miami Beach Community Redevelopment Agency (NMB CRA) to be considered for a Grant under the NMB CRA's Commercial Property Improvement Grant Program. I understand that no work may be performed for work entered into by the Applicant or other agents until approval of this request is received through a fully executed grant Agreement with the NMB CRA. I further understand the North Miami Community Redevelopment Agency Board has, at its sole discretion, the right to final determination for all aspects of the Commercial Property Improvement Grant Program. This final determination may include, but not be limited to, ranking of applicants, final amount granted to any applicant, applications to be funded, all conditions of funding, approval of all architectural plans and materials to be used in any construction.

Signature of Applicant

Date

Printed Name and Title

North Miami Beach Community Redevelopment Agency Façade Beautification Program



I. About the Program

The Façade Beautification Program is an incentive available to businesses located in the North Miami Beach Community Redevelopment Area for small-scale aesthetic improvements to the exterior of a commercial building and site. Improvements include painting of the building, installation of awnings, permanent landscaping and signage.

The CRA will provide a grant for 50% of the project cost up to a maximum CRA grant of \$2,500 for projects located in the North Miami Beach Community Redevelopment Agency.

II. Eligibility Requirements

- a. Properties listed for sale may not apply.
- b. Work on the project must be completed within One Hundred Eighty (180) days following NMB CRA approval process.
- c. Eligible Improvements include exterior painting, installation of awnings, lighting, signage or permanent landscaping (trees, shrubs and perennials). Improvements to the site must face a major corridor or street and be visible from the public right-of-way.
- d. Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- e. No more than 20 applications, shall be administratively approved in a given fiscal year without prior authorization by the North Miami Beach Community Redevelopment Agency Board of Commissioners.

III. Application Process

Grants shall be reviewed within 14 days of submittal. After 14 days, the applicant will receive notice as to application completeness, approval or denial. Grants shall be approved or denied administratively based on the criteria set forth in the program guidelines.

The Façade Beautification Program benefits are contingent upon funding availability and NMB CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the NMB CRA Community Redevelopment Plan.

North Miami Beach Community Redevelopment Agency Façade Beautification Program Application

Date of Application: _____

1. Address of project requesting incentive: _____

2. Name of Applicant: _____

Address of Applicant: _____

Phone: _____ Fax: _____

Email: _____

3. Does the applicant own property? _____ Yes _____ No

If "No" box is checked, please attach a copy of the lease.

Indicate the owning entity of the property (i.e. name on property title)

4. Project Description:

5. Total Project Cost: _____

Total Funding Request: _____

Authorized Representative(s):

Business Owner Signature

Property Owner Signature
(If different)

Print Name

Print Name

**Attach and Sign Eligibility and Application Requirements Form.*

**North Miami Beach Community Redevelopment Agency (NMB CRA)
Eligibility/Application Requirements**

Step 1: Application Checklist (Attachments):

Please read and check beside each application requirement

Business or property owner must submit an application to the NMB CRA Staff for initial review. At that time the application should include:

- Photograph of the property showing the area(s) for improvement.
- Conceptual design drawing(s) and/or photographs, material samples etc.
- Three (3) bids from licensed contractors. Bids must be typed and contain the following information; contractor's license number, name, address, phone number and fax number. Hand written bids will not be accepted.
- If this is a tenant improvement, a copy of the lease agreement must be provided.
- A copy of a valid Business Tax Receipt with the City of North Miami Beach.
- The Eligibility/Application Requirements Sheet initialed and signed by applicant.
- Fully executed W-9 Form.

Step 2: Acknowledgments (Please initial indicating your understanding):

- A)** _____ Property to be improved is free of all municipal and county liens, judgments or encumbrances of any kind. Upon grant approval, said property shall remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- B)** _____ Application(s) shall be initially reviewed by NMB CRA Staff within ten (10) business days. If additional information is required to finalize the application, additional time will be required for approval process.
- C)** _____ The application must be signed by the property owner authorizing the proposed improvements.
- D)** _____ Grant payments are on a reimbursable basis at the completion of the project.
- E)** _____ A Federal W-9 form must be provided for financial documentation and reimbursement purposes.

F) _____ The NMB CRA will require 3 original copies of the Grant Agreement be fully executed. One (1) shall be retained by the applicant.

____ All grant funded improvements must commence prior to 180 days after NMB CRA Board Approval and must be substantially complete with 60 days of the grant expiration. Any request for modification of the Grant Agreement must be submitted not less than 60 days prior to the grant expiration in order to be considered by NMB CRA Staff.

G) _____ I fully understand the **Grant Reimbursement Requirements and Procedures** as described below:

All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project. Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in writing to the NMB CRA and contain the following information:

- Certificate of Completion/and or Occupancy
- Copies of invoices and Receipts
- Pay applications
- Proof of payment – i.e. canceled checks
- Any other documents that enable staff to determine project completion.
- Release of Lien

The CRA will review the grant reimbursement request within ten (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within thirty (30) days of the payment request to the Finance Department.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

Applicant Signature

Date _____

Print Name

CITY OF NORTH MIAMI BEACH
INTEROFFICE MEMORANDUM



Public Works Department

TO: Kimberly Vasquez, Community Redevelopment Agency
FROM: Esmond K. Scott, Director of Public Works
DATE: July 3, 2014

RE: CRA Funding for Hanford Boulevard Beautification

As discussed, following is an estimated breakdown of the costs associated with the beautification of Hanford Boulevard.

- **Beautification of Squares**
 - 243 squares x 16 plants per square @ \$1.50 per plant = **\$5,832**
- **Replacement of Royal Palms**
 - 12 palms @ \$385 per tree = **\$4,620**
- **Replacement of Live Oaks**
 - 8 trees @ \$150 per tree = **\$1,200**
- ~~**Tree Trimming from NE 15th to 22nd Avenues**~~
 - ~~**\$11,921**~~
- **Mulch**
 - **\$3,800**
- **Pressure Cleaning**
 - **\$7,000**
- **Banners (estimated)**
 - **\$6,000**

GRAND TOTAL: \$40,373 - \$11,921 = \$28,452

Should you have any questions, please do not hesitate to contact me at extension 7916.