

# AGENDA

## Community Redevelopment Area Advisory Board

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Thursday, November 3, 2016 | 3:00 PM – 5:00 PM  
City Commission Conference Room, City Hall, Third Floor

### **A. Housekeeping**

1. New Board Members

### **B. Action Items**

1. Old Business
  - 1.1 Meeting Minutes dated October 6, 2016
  - 1.2 Mass Market Change Order
2. New Business

### **C. Discussion Items**

1. North Lake Mirror Redevelopment Site Ranking
2. G4S Security

### **D. Adjourn**

NEXT REGULAR MEETING:

**Thursday, December 1, 2016, 3:00 - 5:00 PM – City Commission Conference Room**

**Community Redevelopment Area Advisory Board  
Meeting Minutes  
Thursday, October 6, 2016  
12:00 – 3:00 PM  
Community Development Conference Room, City Hall**

**MEETING MINUTES**

Board Members: Brian Goding, Ben Mundy, Cory Petcoff, Todd Baylis, Dean Boring,  
Staff: Nicole Travis, Celeste Deardorff, Jim Studiale, D’Ariel Reed, Patricia Hendler  
Guests: Palmer Davis

**Packets**

- Meeting Minutes dated September 1, 2016
- CIPs Dixieland, Downtown, and Midtown
- Letter of Intent Crystal’s World of Dance

**Handouts**

- 2016 CRA Planning Meeting Survey Results

**Housekeeping**

- Sunshine Law 101 - Assistant City Attorney Palmer Davis gave Advisory Board Members a review of the Sunshine Law as it pertains to their positions and actions as Advisory Board Members
- Recommendation New Advisory Board Members - Staff reported that two Midtown representative positions were opened due to resignations. Staff has contacted community leaders for recommendations and two candidates have indicated interest in serving on the Advisory Board: Frank Lansford, owner of Payne Air Conditioning and Heating which is located in the East Main District, and Colleen McCalip who lives in the Midtown CRA and is a social worker for the Polk County School Board. The recommendation for their appointment will go to the City Commission Boards and Committees Committee for approval.

**2016 Redevelopment Activity**

CRA Manager Nicole Travis gave an overview presentation of the LCRA’s new and existing programs and accomplishments during the 2015/2016 Fiscal Year. A review of the Survey results and ensuing discussion regarding priorities for 2016/2017 Fiscal Year resulted in the following recommendations:

- Priority for Funded Activities
  - Promoting Existing Incentive Programs
  - Lincoln Square Development
  - Advocating Downtown Infrastructure
- Priority for Non-Funded Activities
  - Garden District - recommendations included making Fix It Up program available and identifying target houses for the program and removing the SPI overlay
  - Downtown Infill Development
  - Design Pattern Book for 10 Acre Development Site
- Recommended Items Not Included in Survey
  - Removal of SPI overlay in Garden District
  - Promotion of safer designated bicycle paths, creative parking solutions, encouraging public art, and acquisition of available properties within CRA districts where appropriate.
- Should the CRA Advisory Board Bylaws Be Changed Regarding Advisory Board Member Appointments
  - General agreement that there should be an effort to balance the board but no revised requirements regarding professions.

## **Action Items – Old Business**

### **Meeting Minutes dated September 1, 2016**

Ben Mundy moved to approve the minutes from September 1, 2016 and Brian Goding seconded. The minutes were approved as submitted.

### **802 N. Massachusetts Avenue**

Staff reported that the owner of the property countered the \$195,000 purchase offer with \$395,000. Advisory Board members agreed the price was too high to consider and recommended that Staff suggest to the seller that if he decided to list the property with a broker that he exclude the LCRA as a Buyer from the listing contract. Staff will follow up.

## **Action Items – New Business**

### **801 N. Massachusetts Avenue – Letter of Intent**

Staff reviewed the written lease proposal from Crystal's World of Dance for the property at 801 N. Massachusetts Avenue. Board members agreed that a dance school with after school activities was an ideal use for the property and would bring good traffic to the area. Dean Boring made a motion to move forward with a lease on the terms and conditions offered. Todd Baylis seconded the motion which passed unanimously.

## **Discussion Items**

### **Talbot House**

There was general discussion about Talbot House and the operation's impact on the Mass Market development and the surrounding neighborhood. It was agreed that in the 2018 Fiscal Year Budget a line item would be included for possible acquisition of the property.

### **Paul A. Diggs Neighborhood**

There was general discussion of how to get a branch operation or a group similar to Parker Street Ministries in Paul A. Diggs neighborhood. Staff will follow up on this inquiry.

### **Budget Information**

Todd Baylis requested that budget information be presented in a bar chart showing encumbered and unappropriated amounts.

**Adjourned at 2:24 PM**

**Next Meeting, Thursday, November 3 2016, 3 PM, City Commission Conference Room.**

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Cory Petcoff, Chairman

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Date

**DIXIELAND COMMUNITY REDEVELOPMENT AREA  
CAPITAL IMPROVEMENT PLAN**

ADJUSTED 2016 BUDGET	2017 PROPOSED	2018 PROJECTED	2019 PROJECTED	2020 PROJECTED	2021 PROJECTED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED
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**REVENUES:**

Tax Increment	190,888	195,000	199,000	203,000	207,000	211,000	215,000	219,000	223,000	227,000	232,000
Interest Income	22,420	9,400	2,700	3,300	4,300	5,300	6,300	7,300	8,300	9,300	9,300
Unappropriated Surplus	693,914	19,878	23,024	20,762	15,823	13,080	339	(2,401)	(55,139)	(57,875)	(100,810)
<b>TOTAL REVENUES</b>	<b>907,222</b>	<b>224,278</b>	<b>224,724</b>	<b>227,062</b>	<b>227,123</b>	<b>229,380</b>	<b>221,639</b>	<b>223,899</b>	<b>176,161</b>	<b>178,425</b>	<b>140,490</b>

**EXPENSES:**

**Corridor Enhancements:**

Small Project Assistance	244,290	20,000	20,000	20,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Redevelopment Plan Update		0	0	0	0	0	0	0	40,000	40,000	0
Alley Improvements	350,234	40,000	20,000	20,000	20,000	20,000	0	0	0	0	0
SFLA Corridor Improvements	171,279	50,000	70,000	70,000	80,000	80,000	90,000	90,000	0	0	0

**Miscellaneous:**

Landscape & Maintenance by Others	556	1,730	1,782	1,835	1,890	1,947	2,006	2,066	2,128	2,192	2,257
Operating Expenses	122,453	99,133	101,133	103,133	105,133	107,133	109,133	111,133	113,133	115,133	117,133
Annual Report	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Publications and Promotions	11,708	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Alley Maintenance	1,702	2,000	2,200	2,400	2,600	2,800	3,000	3,200	3,400	3,600	3,600
Community Policing Innovation		3,915	2,109	2,194	0	0	0	0	0	0	0

**TOTAL EXPENSES**

<b>TOTAL EXPENSES</b>	<b>907,222</b>	<b>224,278</b>	<b>224,724</b>	<b>227,062</b>	<b>227,123</b>	<b>229,380</b>	<b>221,639</b>	<b>223,899</b>	<b>176,161</b>	<b>178,425</b>	<b>140,490</b>
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**UNAPPROPRIATED SURPLUS:**

Beginning Balance	804,244	110,330	90,452	67,428	46,666	30,842	17,762	17,424	19,825	74,964	132,840
Sources / (Uses)	(693,914)	(19,878)	(23,024)	(20,762)	(15,823)	(13,080)	(339)	2,401	55,139	57,875	100,810
Ending Balance	110,330	90,452	67,428	46,666	30,842	17,762	17,424	19,825	74,964	132,840	233,649

**DOWNTOWN COMMUNITY REDEVELOPMENT AREA  
CAPITAL IMPROVEMENT PLAN**

	ADJUSTED 2016 BUDGET	2017 PROPOSED	2018 PROJECTED	2019 PROJECTED	2020 PROJECTED	2021 PROJECTED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED
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**REVENUES:**

Tax Increment Revenues	1,053,015	1,095,000	1,117,000	1,139,000	1,162,000	1,185,000	1,209,000	1,233,000	1,258,000	1,283,000	1,309,000
Investment Income	13,875	9,316	9,256	9,896	11,463	13,833	17,239	21,562	26,838	28,180	28,180
Misc. Revenues	24,684	14,280									
Unappropriated Surplus	71,478	(54,664)	(45,591)	(69,586)	(113,345)	(140,616)	(169,862)	(200,963)	(232,951)	(260,940)	(284,517)
<b>TOTAL REVENUES</b>	<b>1,163,052</b>	<b>1,063,932</b>	<b>1,080,665</b>	<b>1,079,310</b>	<b>1,060,118</b>	<b>1,058,217</b>	<b>1,056,377</b>	<b>1,053,599</b>	<b>1,051,887</b>	<b>1,050,240</b>	<b>1,052,663</b>

**EXPENSES:**

**Debt Service :**

Debt Service-Residential Redevelopment	802,228	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
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**Miscellaneous Projects:**

Property Management	387	500	515	530	546	562	579	596	614	632	651
Mowing	7,188	10,403	10,507	10,612	10,718	10,825	10,934	11,043	11,153	11,265	11,378
Oak Street Parking Mgmt Services	11,903	12,000	14,000	16,000	18,000	20,000	22,000	24,000	26,000	28,000	28,000
Oak Street Parking - Phase II	128,134										
Community Policing Innovation		30,763	16,569	17,232							

**Neighborhood Projects**

North Downtown Master Plan	40,000										
Downtown Infrastructure		350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000

**Operating:**

Tax Increment Refunds	60,000	125,000	187,000	181,000	175,000	169,000	163,000	156,000	150,000	144,000	144,000
Annual Audit/Reporting Requirements	4,800	4,800	4,944	5,092	5,245	5,402	5,565	5,731	5,903	6,080	6,263
Other Operating Expenses	108,412	130,466	97,130	98,844	100,609	102,427	104,300	106,229	108,216	110,263	112,371
<b>TOTAL EXPENSES</b>	<b>1,163,052</b>	<b>1,063,932</b>	<b>1,080,665</b>	<b>1,079,310</b>	<b>1,060,118</b>	<b>1,058,217</b>	<b>1,056,377</b>	<b>1,053,599</b>	<b>1,051,887</b>	<b>1,050,240</b>	<b>1,052,663</b>

**UNAPPROPRIATED SURPLUS:**

Beginning Balance	229,504	158,026	212,690	258,281	327,867	441,211	581,827	751,689	952,652	1,185,603	1,446,543
Sources/(Uses)	(71,478)	54,664	45,591	69,586	113,345	140,616	169,862	200,963	232,951	260,940	284,517
Ending Balance	158,026	212,690	258,281	327,867	441,211	581,827	751,689	952,652	1,185,603	1,446,543	1,731,060

**MID-TOWN COMMUNITY REDEVELOPMENT AREA  
CAPITAL IMPROVEMENT PLAN**

	ADJUSTED 2016 BUDGET	2017 PROJECTED	2018 PROJECTED	2019 PROJECTED	2020 PROJECTED	2021 PROJECTED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED	2026 PROJECTED
<b>REVENUES:</b>											
Tax Increment	2,302,610	2,349,000	2,396,000	2,444,000	2,493,000	2,543,000	2,594,000	2,646,000	2,699,000	2,753,000	2,808,000
Interest Income	294,360	71,000	28,000	26,000	26,000	35,000	38,000	36,000	48,000	47,000	47,000
Residential Redevelopment - Rental Income	10,298	20,000									
Misc. Revenues	6,722						147,580				
Unappropriated Surplus	7,608,889	1,684,604	182,797	452,737	(467,371)	(509,781)	(794,286)	(229,134)	(276,048)	(1,010,433)	(796,275)
<b>TOTAL REVENUES</b>	<b>10,222,879</b>	<b>4,124,604</b>	<b>2,606,797</b>	<b>2,922,737</b>	<b>2,051,629</b>	<b>2,068,219</b>	<b>1,985,294</b>	<b>2,452,866</b>	<b>2,470,952</b>	<b>1,789,567</b>	<b>2,058,725</b>

**EXPENSES:**

**Neighborhoods:**

Northeast Neighborhood	1,019,580	250,000	250,000	300,000	300,000	300,000	300,000	350,000	350,000	350,000	350,000
Northwest Neighborhood	1,538,208	600,000	600,000	300,000	300,000	300,000	300,000	350,000	350,000	350,000	350,000

**Redevelopment Plan MUAC:**

East Main Street Master Plan	521,054	500,000	500,000	400,000	400,000	400,000	300,000	300,000	300,000	300,000	300,000
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**Corridor Enhancements:**

Ingraham Avenue Enhancements	8,400	8,652	8,912	9,179	9,454	9,738	10,030	10,331	10,641	10,960	11,289
W. Lake Parker/Lakeshore Trail Improvements	663,746			350,000							
Bella Vista Trail	556,055										
Rose Street Enhancements	40,000										
Citrus Connection Services (LAMTD Agreement)	155,000	155,000	155,000								
Memorial Blvd	1,910,000	40,000	50,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
Redevelopment of Massachusetts Ave Properties	1,595,866	1,409,650	29,795	29,941	30,090	30,241	30,395	30,550	30,708	30,869	31,032
Brunnell Parkway (Memorial to 10th Street)	25,000	50,000									
Brunnell Parkway (W. Parker St to Memorial)	37,903										
Landscape US 98 - Memorial to 10th Street	15,600	16,068	16,550	17,047	17,558	18,085	18,627	19,186	19,762	20,354	20,965
Landscape US 98 - Griffin to 10th Street	15,600	16,068	16,550	17,047	17,558	18,085	18,627	19,186	19,762	20,354	20,965
Landscape Parker Street	8,400	8,652	8,912	9,179	9,454	9,738	10,030	10,331	10,641	10,960	11,289
Providence Rd. - W. 10th St. to Griffin Road	700,000			400,000							
Landscape Intown Bypass	8,400	8,652	8,912	9,179	9,454	9,738	10,030	10,331	10,641	10,960	11,289
MLK - (Memorial to 10th Street)	8,400	8,652	8,912	9,179	9,454	9,738	10,030	10,331	10,641	10,960	11,289
Brunnell Parkway Corridor	50,000										
E. Main Street Landscaping Maintenance	12,500	12,875	13,261	13,659	14,069	14,491	14,926	15,373	15,835	16,310	16,799
Parkview Place Pedestrian Improvements								300,000	300,000		350,000

**Miscellaneous:**

Operating Expenses	152,234	382,886	394,373	406,204	418,390	430,942	443,870	457,186	470,901	485,029	499,579
Small Project Assistance	990,917	350,000	350,000	350,000	350,000	350,000	350,000	400,000	400,000		
Property Management	30,216	52,530	53,581	54,652	55,745	56,860	57,997	59,157	60,340	61,547	62,778
Affordable Housing	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
CRA Annual Report	4,800	4,944	5,092	5,245	5,402	5,565	5,731	5,903	6,080	6,263	6,451
Community Policing Innovation	150,000	244,975	131,949	137,227							

**TOTAL EXPENSES**

<b>TOTAL EXPENSES</b>	<b>10,222,879</b>	<b>4,124,604</b>	<b>2,606,797</b>	<b>2,922,737</b>	<b>2,051,629</b>	<b>2,068,219</b>	<b>1,985,294</b>	<b>2,452,866</b>	<b>2,470,952</b>	<b>1,789,567</b>	<b>2,058,725</b>
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**UNAPPROPRIATED SURPLUS:**

Beginning Balance	10,573,103	2,964,214	1,279,610	1,096,813	644,076	1,111,447	1,621,228	2,415,514	2,644,648	2,920,696	3,931,129
Sources / (Uses)	(7,608,889)	(1,684,604)	(182,797)	(452,737)	467,371	509,781	794,286	229,134	276,048	1,010,433	796,275
Ending Balance	2,964,214	1,279,610	1,096,813	644,076	1,111,447	1,621,228	2,415,514	2,644,648	2,920,696	3,931,129	4,727,404

# Memo

To: CRA Advisory Board  
From: Nicole Travis, CRA Manager  
  
Date: November 2, 2016  
Re: Mass Market Change Order

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On February 4, 2016 the CRA Advisory Board voted to award Strickland Construction the renovation project that included 3 buildings, 1 building demolition and extensive site work. The drawings that were prepared for the Mass Market site and bided on, did not include the renovation of the front half of 820 N. Massachusetts Ave (warehouse) or the interior demolition and renovation of 830 N. Massachusetts Ave. The vote to enter into a lease with Laura Helm, d/b/a Ashton Events, occurred at the March 3, 2016 Board meeting. The Board also approved up to \$400,000 in change orders related to the event space and collaborative office use.

On September 1, 2016 the CRA Advisory Board voted to partner with Lakeland Christian School on an urban garden on the vacant land at the corner of Massachusetts Avenue and Plum Street. The Board also approved \$15,000 of improvements for the garden.

Attached is a Change Order Contingency Log. This log represents the credit received for value engineering the project. The total credit received is \$309,363.35. The log also accounts for change orders that were issued throughout the redevelopment of the project. The credit balance is \$95,681.66.

Strickland Construction provided estimates for the added scope to the project. Staff has requested a schedule of values in hopes of identifying opportunities for cost reduction.



**Estimated Schedule of Values**  
**The Collective at Mass Market**  
**Lakeland, FL**  
**10/6/16**

**General Requirements**

Bond	\$3,534.00
Permit Allowance	\$2,500.00
House Cleaning	\$1,500.00
Supervision	\$12,000.00
Admin / Staff Fees / Insurance / Payroll (6%)	\$13,036.00
<b>Total General Requirements</b>	<b>\$32,570.00</b>

**Demolition**

Demolition	\$3,000.00
<b>Total Demolition</b>	<b>\$3,000.00</b>

**Masonry**

Plaster - Labor & Materials	\$1,100.00
Masonry	\$5,250.00
<b>Total Masonry</b>	<b>\$6,350.00</b>

**Roofing**

Pitch Pans	\$1,500.00
<b>Total Roofing</b>	<b>\$1,500.00</b>

**Doors & Windows**

Storefront Windows Labor & Materials	\$4,100.00
Doors & Hardware (Field Stained)	\$10,212.00
Door – Labor	\$1,728.00
Overhead Door	\$1,242.00
Sliding Door	\$4,000.00
Pivot Door	\$7,800.00
<b>Total Doors &amp; Windows</b>	<b>\$29,082.00</b>



**Finishes**

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Metal Stud/Drywall – Labor & Materials	\$10,940.00
Acoustical Ceiling – Labor & Materials	\$5,800.00
Painting – Labor & Materials	\$8,000.00
Flooring – Labor & Materials	\$22,468.00
Millwork	\$6,500.00
Miscellaneous Drywall, Patching & Caulking	\$3,500.00
FRP Wall Panels	\$1,500.00
<b>Total Finishes</b>	<b>\$58,708.00</b>

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**Specialties**

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Toilet Accessories	\$624.00
Fire Extinguishers	\$500.00
Corner Guards – Labor & Materials	\$1,178.00
<b>Total Specialties</b>	<b>\$2,302.00</b>

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**Mechanical**

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Plumbing – Labor & Material	\$6,300.00
HVAC – Labor & Material	\$38,500.00
<b>Total Mechanical</b>	<b>\$44,800.00</b>

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**Electrical**

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Fire Alarm	\$2,000.00
Electrical – Labor & Material (Allowance)	\$50,000.00
<b>Total Electrical</b>	<b>\$52,000.00</b>

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Total Cost:	\$230,312.00
Contractor's Fee (4%)	\$9,212.00
<b>Total Project</b>	<b>\$239,524.00</b>

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**Schedule of Values for  
Mass Market Revisions  
Lakeland, FL  
10/6/16**

**General Requirements**

Bonding	\$3,108.00
Permit Allowance	\$925.00
Temporary Utilities	\$120.00
Temporary Facility	\$350.00
Supervision	\$9,600.00
Miscellaneous Equipment Rental Lift	\$1,600.00
Dumpster	\$1,200.00
Admin/Staff Fees/Insurance/Payroll	\$16,920.00
<b>Total General Requirements</b>	<b>\$33,823.00</b>

**Site Work**

Demolition	\$1,600.00
Site Preparation	\$10,790.00
Irrigation, Landscape & Sod	\$9,468.00
Trash Compactor	\$31,203.00
<b>Total Site Work</b>	<b>\$53,061.00</b>

**Concrete**

Concrete	\$21,765.00
<b>Total Concrete</b>	<b>\$21,765.00</b>

**Masonry**

Stucco – Labor & Material	\$4,000.00
<b>Total Site Work</b>	<b>\$4,000.00</b>

**Metals**

Structural Steel, Stairs & Railings	\$4,500.00
<b>Total Metals</b>	<b>\$4,500.00</b>

## **Carpentry**

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Millwork	\$21,712.00
Finished Trim – Labor	\$500.00
Finished Trim – Material	\$800.00
<b>Total Carpentry</b>	<b>\$23,012.00</b>

## **Doors & Windows**

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Doors & Hardware	\$3,212.00
Door – Labor	\$500.00
<b>Total Doors &amp; Windows</b>	<b>\$3,712.00</b>

## **Finishes**

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Metal Stud/Drywall – Labor & Material,	\$20,915.00
FRP Wall Panels – Labor & Material	\$3,470.00
Acoustical Ceiling Tiles	\$4,904.00
Painting – Labor & Material	\$5,600.00
Flooring – Labor & Material	\$1,927.00
<b>Total Finishes</b>	<b>\$36,816.00</b>

## **Specialties**

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Corner Guards	\$611.00
Fire Extinguishers	\$872.00
Ice Machine	\$4,000.00
<b>Total Specialties</b>	<b>\$5,483.00</b>

## **Mechanical**

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Plumbing – Labor & Material	\$10,349.00
HVAC – Labor & Material	\$12,700.00
Fire Sprinkler	\$31,728.00
<b>Total Mechanical</b>	<b>\$54,777.00</b>

## **Electrical**

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Electrical – Labor & Material	\$61,407.00
<b>Total Electrical</b>	<b>\$61,407.00</b>

Total Cost:	\$302,356.00
Contractor's Fee (4%)	\$12,094.00
<b>Total Project</b>	<b>\$314,450.00</b>



**Estimated Budget Allowance  
Mass Market Garden Area  
Lakeland, FL  
10/6/16**

**General Requirements**

Bonding	\$1,374.00
Permit Allowance	\$1,500.00
Survey	\$1,300.00
Supervision (N/A if project is completed during original contract time frame)	\$0.00
Dumpster	\$500.00
Admin/Staff Fees/Insurance/Payroll (6%)	\$5,068.00
<b>Total General Requirements</b>	<b>\$9,742.00</b>

**Site Work**

Site Preparation	\$13,100.00
Cement Pavers – Labor & Material	\$2,500.00
Fencing – Labor & Material (Green Screen Equilevant)	\$6,500.00
Irrigation, Landscape & Sod (Soil for planters is not included)	\$28,190.00 By Owner
<b>Total Site Work</b>	<b>\$50,290.00</b>

**Concrete**

Concrete	\$21,417.00
<b>Total Concrete</b>	<b>\$21,417.00</b>

**Carpentry**

Carpentry – Labor	\$2,400.00
Carpentry – Material	\$1,200.00
<b>Total Carpentry</b>	<b>\$3,600.00</b>

**Electrical**

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Electrical – Labor & Material	\$4,500.00
<b>Total Electrical</b>	<b>\$4,500.00</b>

Total Cost:	\$89,549.00
Contractor's Fee (4%)	\$3,582.00
<b>Total Project</b>	<b>\$93,131.00</b>







