

ATTACHMENT

A

**PALMETTO COMMUNITY REDEVELOPMENT AGENCY
ADVISORY BOARD MEETING**

November 10, 2009

Advisory Board Members Present:

Nick Costides
Sia Mollanazar
Betty Ann Price
Charles Smith, Chairman

Members Absent:

None

Also Present:

Jeff Burton, Interim CRA Administrator
Mark Barnebey, City Attorney (arrived at 5:40)
Beverly Minnix, Administrative Assistant

I. CALL TO ORDER

Chairman Smith called the meeting to order at 5:30 PM..

II. APPROVAL OF AGENDA

MOTION: Mr. Costides moved, Mr. Mollanazar seconded, with Ms. Price abstaining due to lack of attachments in the agenda to review and motion carried to approve the agenda.

III. OLD BUSINESS

A. Approval of Minutes – October 13, 2009

MOTION: Ms. Price moved moved, Mr. Costides seconded, and motion carried unanimously to approve the minutes of October 13, 2009.

B. Approval of Minutes Special Meeting – October 26, 2009

MOTION: Ms. Price moved, Mr. Costides seconded, and the motion carried unanimously to approve the minutes of the October 26, 2009 Special CRA Advisory Board Meeting.

C. Special Policing District

Mr. Burton was called upon to inform the Advisory Board regarding this topic. Mr. Burton distributed a map and a draft lease agreement for review and discussion. The map outlined the selected target area for the pilot program. The Police Department is gathering historical crime statistics as to what, when, and where for the respective area to be marked on the map. Mr.

Burton informed the Advisory Board that we would be forming some new partnerships with organizations such as Mt. Carmel Center and Manatee School for the Arts. Mr. Burton spoke of his meeting with the Public Administration Department at USF and the potential of working with them. USF has participated in other Safe Neighborhood projects.

Mr. Burton then addressed the draft Lease Agreement for a police substation that would be housed in the center of the defined targeted area for the Pilot Program. It is the intent to move the special policing district along with the police substation on a periodic basis. The next designated area will be based upon the area with the highest crime rate. The initial targeted area is our "practice" set to work out operational techniques to eliminate any potential "bugs".

Discussion ensued. Mr. Mollanazar opined regarding the "main drag" and the Police Department should designate US 41 – 8th Avenue Corridor as the practice area. Mr. Mollanazar conveyed his experience as a business owner and crime committed against his property. Mr. Mollanazar stated that he has serious issue with the area selected for the pilot program. Mr. Burton assured Mr. Mollanazar that he would go back to the Police Department to revisit the selected area stating that the CRA is not the Police Department but does fund a portion of the personnel budget for the Police Department.

Ms. Price inquired as to how the targeted area was selected and for what period the area will be tracked and supported by the police substation.. Mr. Burton indicated that we do not have enough compiled factual data to determine where the crime is occurring and the targeted area and the police substation will have a term of up to one year. Mr. Burton continued to provide additional explanation of how the selection was made. Ms. Price inquired as to what criteria the Police Department used to select this area. Chairman Smith provided additional information regarding the police substation and the lack of data. Chairman Smith opined regarding the lack of data and the fact that the CRA funds \$1,000,000 of the Police Department's personnel budget and there is no sub station in the District. Mr. Costides also wanted to clarify the criteria used by the Police Department to select this particular area. Mr. Burton indicated that he would invite a representative of the Police Department to attend an Advisory Board Meeting to explain the process and selection criteria for the initial venture. Mr. Mollanazar proposed that the data be collected from the entire CRA District and then select the area to establish the substation. Chairman Smith opined that the need for this initiative also relates to the Compliance Audit and the need to validate that funds being spent by the CRA are being spent in the CRA. Ms. Price opined that the Advisory Board is agreement for the need of a police substation but stated that she was confused regarding the draft of a lease that was distributed at the meeting and not having the opportunity to review. Ms. Price understood that the Police Substation would rotate around the District over several months not for 12 months. Mr. Burton explained per Florida State Staute #163 that governs CRA's is that the data being collected both inside and outside the CRA within the City of Palmetto to determine if slum

and blight is being eliminated or reduced. The substation which is new to everyone and we are making educated guesses. We are relying on the knowledge and experience of the Police Department. There is data but it has not been compiled or analyzed to establish a benchmark. Discussion continued to ensue regarding the term of the substation lease and the targeted area to start with. Mr. Burton offered to obtain an expert in Special Policing District and substations. Mr. Mollanazar pointed out that the Map had been incorrectly marked and continued to opine his concern regarding the area selected. Mr. Costides opined that we make sure that we select the area first and the substation location secondary as well the importance of the visibility of the substation location. The driving force for the substation is high visibility. After continued discussion, Chairman Smith requested that this item be removed from the agenda and will be brought back at a later date.

- D. **Advertising Budget/Plan** – A summary sheet of advertising charges was distributed to each of the Advisory Board Members at the meeting. Mr. Burton requested the item be removed from the agenda and be brought forward at a later date.

IV. **NEW BUSINESS**

A. **Storefront Grant Application SF10-03 Kwik Kleen Laundry – David & Theresa Hadzima**

CRA Staff provided the application for a Storefront Grant. The work being done on the property does not currently fall into any approved eligibility requirement for our current Storefront Grant Program. Discussion ensued regarding this application and the opportunity to create a maintenance program or incorporate maintenance into the exiting Storefront Grant Program.

MOTION: Mr. Mollanazar moved, Mr. Mollanazar seconded and the motion carried unanimously carried to defer action on this Storefront Application until such time that the Storefront Maintenance provision has been incorporated into the Storefront Grant Program.

B. **Maintenance Grant Program**

A point paper was distributed to Advisory Board Member outlining the need for a program to offer businesses in the CRA district opportunities to do necessary maintenance on their respective buildings during current economic conditions. Discussion ensued regarding whether or not the program should be a separate program or incorporated into our existing Storefront Grant Program, various matching terms, whether or not there should be a sunset. Additionally, we should have guidelines for this maintenance such as a color palette for painting, examples for signs in accordance with our sign

ordinance, examples of acceptable fencing, etc. Mr. Costides volunteered to draft changes to our current Storefront Grant Application to bring back to the next meeting. Attorney Barnebey also suggested that language to allow the CRA to approve all maintenance items in case we do not have out guideline book or catalog ready. The consensus of the Advisory Board was to incorporate the maintenance facets into the existing program.

C. CRA Attorney's comments - none

D CRA Interim Administrator's comments - Mr. Burton explained the various maps presented to the Advisory Board members highlighting the various CRA plan years. We are continuing to pursue a data source from the county that we can rely on to conduct our reconciliation of the TIF listing to CRA maps. Work will continue to add various types of information on the maps. Mr. Burton provided a brief explanation of the various activities and work assignments in process at the CRA office. The current Administrative staff member is trying to provide direction to the Strategic Planning Specialist with regards to the location of information relative to the compliance audit and some of the clerical areas have been lacking. Mr. Burton asked the Advisory Board to recommend to the CRA Board/City Commission approval for a part time Office Assistant. Mr. Mollanazar suggested that we contact AARP for free assistance. Mr. Burton agreed to pursue this opportunity.

MOTION: Mr. Costides moved and Mr. Smith seconded and the motion carried 3-1 with Ms. Price opposing a recommendation to request approval of a part time office assistant in the most economically feasible method.

E. Citizen's comments – none

V. Next Regular Scheduled Meeting – January 12, 2009 5:30 PM

VI. Advisory Board Comments

- A. Nick Costides – There are monies in the budget to demolish unsightly/slum properties. Mr. Costides opined his desire to have the Interim CRA Administrator take a more aggressive approach in dealing with these properties. Attorney Barnebey stated that there are legal actions being taken to deal with several properties that need to be demolished.**
- B. Sia Mollanazar – none**
- C. Betty Ann Price – Ms. Price stated that she had been to the web site and reported several errors such as black page, dead email addresses, an incorrect email address, lack of**

CRA Advisory Board Minutes. Ms. Price had difficulty in supporting the request of part time help when people are at conferences and there is not sufficient information available for Ms. Price to be prepared for meetings. Mr. Burton reviewed the activities of the CRA. Ms. Price & Mr. Costides both volunteered to assist in anyway to help CRA staff.

- D. Chairman Smith asked clarification from the City Attorney as to the role of the Advisory Board as it relates to budget items. Mr. Smith stated his understanding that the CRA Advisory Board makes recommendations to the CRA Board and the operating budget has been approved by both the CRA Board and City Commission. Attorney Barnebey explained the difference between policy decisions and administrative decisions. Chairman Smith also commented on the noticing and advertising of the CBI property and the negative press. Chairman Smith opined that had we spent some advertising dollars to place the notice in publications other than those which are required that perhaps we would not have been so heavily criticized. Mr. Barnebey also indicated that since we are selling the CBI property at a price below market value, there will be another public hearing along with contract review.**

VII. ADJOURNMENT – Chairman Smith adjourned the meeting at 7:15 PM

Jeff Burton, Interim CRA Administrator