

TAB

A

DRAFT

PALMETTO COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD

June 8, 2010 - 5:30 PM

PLEDGE OF PUBLIC CONDUCT

We may disagree, but we will be respectful to one another.

We will direct all comments to issues.

We will avoid personal attacks.

516 8th Avenue West
Palmetto, Florida 34221
<http://www.palmettofl.org>

(941) 723-4988

Anyone wishing to speak before the Community Redevelopment Agency Advisory Board must sign in and be sworn-in prior to the meeting, stating name, address and topic to be addressed. All comments will be limited to two minutes.

Members Present:

Sia Mollanazar, Chairman
Betty Ann Price, Vice Chair
Nick Costides
Charles Smith

Members Absent:

Mickey Presha

CRA Staff Present:

Jeff Burton, Interim CRA Administrator
Scott Rudacille, Asst. City Attorney
Beverly Minnix, Executive Administrative Asst.

Chairman Mollanazar called the meeting to order at 5:30 PM with a moment of silence, followed by the Pledge of Allegiance.

1. CRA ADVISORY BOARD AGENDA APPROVAL

MOTION: Betty Ann Price moved and Nick Costides seconded and the motion carried unanimously to approve the CRA Advisory Board Agenda for the June, 8, 2010 meeting.

2. APPROVAL OF MINUTES – May 11, 2010

MOTION: Betty Ann Price moved and Nick Costides seconded and the motion carried unanimously to approve the minutes of the May 11, 2010, CRA Advisory Board meeting.

3. BILLBOARD ARTWORK (Gretchen Leclezio)

Ms. LeClezio of the Palmetto Art Center provided back ground on the billboard artwork project. Ms. LeClezio reviewed each of the brief submissions with the Advisory Board. There were 11 submission from various area schools. Each Advisory Board member was asked to rank their top 3 selections. The ranking is as follows: Chairman Mollanazar (11, 6, & 4) Ms. Price (11 & 4 no 3rd choice) Mr. Costides (11, 6, 7) Mr. Smith (11 & 4 no third choice)

Given the rankings listed above, the selected submissions in order of priority are 11, 4 & 6. Discussion ensued regarding possible modifications to the submissions and whether or not the


modifications could be or should be made by someone other than the author. Several Advisory Board Members opined their preference of "Simply Amazing" as well as "Come and Join Us". Ms. LeClezio indicated that she would contact the various educators at the respective schools to coordinate the requested modifications. Everyone agreed that time was of the essence due to the school year coming to an end this week. Discussion ensued as to additional options for selecting more than one submission so that we could rotate the billboard art to keep it fresh. It was proposed to change the billboard quarterly.

MOTION: Ms. Price moved and Mr. Costides seconded and the motion carried unanimously to recommend approval to use Submission # 11 with requested changes back to the author and #4 as a back up.


4. CRA BUDGET (Jeff Burton)


Mr. Burton reviewed budget spread sheet with the Advisory Board and explained that we are attempting to migrate to a project based budget. The spreadsheet presented reflects and is designed to track larger long term projects over 5 years. Mr. Costides inquired as to what happens to funds that have been allocated to projects that are not yet complete. Mr. Burton explained that with the enhanced budgeting process, funds that are allocated to projects can be tracked more efficiently thru to completion.



Mr. Burton also provided a brief overview of some residential areas that are not the safest due to location and the possibility of purchasing these properties and converting them to commercial use and that the Florida Statute 163 allows for this.


 Mr. Burton informed the Advisory Board that we will be instituting a residential rehabilitation program with coordinated efforts with Americorp-Vista and Habitat for Humanity. A detailed plan/program will be brought to the Advisory Board, the CRA Board and legal for review and approval before any funds are expended. The City nor the CRA will be doing any of the work. The CRA will be paying for materials for the various grantees.


Public Art & Gateways are also included in the budget


 Administration was reviewed with the Advisory. Mr. Burton cited the major change of the previously funded City positions were being removed and allocations would be made to the various departments for services rendered to the CRA. Additionally, the CRA will be requesting the GIS Specialist be made a full time position with the other departments funding a portion of the position. A brief discussion ensued regarding COLA raises and performance raises. Mr. Burton also stated that the VISTA volunteers are in the budget. Mr. Burton explained that the CRA will be assisting the other Departments in learning how to capture and track data more efficiently. This initiative is being budgeted so that the CRA can also track the funds being allocated to other areas. The equipment/vehicle leases are coming to the end of their terms and the CRA will no longer absorb expenses on vehicles or equipment for other departments unless permitted by the Florida Statute 163 and the CRA Plan.

 Mr. Burton then set forth the plan to progressively eliminate the funding of individual positions in other departments. The first reduction phase will actually be allocated to performance by the various departments. Subsequent phases are budgeted. Estimated attrition rates have been requested from the various departments. This information will be useful in conjunction with the decreasing revenue stream. Mr. Burton then provided an overview of the promotional items including the MLK Parade, The County Fair & the 4th of July celebration. Mr. Burton provided an overview of the changes with the various promotional events.

 Mr. Burton reviewed the loan and the extremely low interest rate and what the proceeds can be used for. Mr. Burton indicated that he would bring back various projects the proceeds could fund. Mr. Burton then reviewed the revenue projections for the coming years. Mr. Burton requested the Advisory Board to carefully review the budget spread sheet and submit changes prior to the budget being submitted to the CRA Board. Mr. Burton informed the Advisory Board that Matt Misco of the City's Finance Department is going to be working with us to utilize the Accounting System's features by setting up a CRA CIP to track the various projects and using a multi year program. Mr. Costides inquired relative to the projects that are in process now but won't be completed until next year or later. Discussion ensued regarding the types of loans the CRA has, what interest rates they carry, what projects are affiliated with the loans and what the various payment factors are. The Advisory Board requested that an email be sent providing all pertinent details on the loans. Mr. Misco agreed to do so. Discussion ensued relative to the costs of projects and how they will be funded. Questions were raised as to how the CRA accumulated so much money. Mr. Burton informed the Advisory Board that some funds had not been spent or allocated to projects and there were also funds received from the County relative to the elementary school. Chairman Mollanazar opined his desire to earmark the accumulated funds (savings account) with the various projects being funded by these monies. Discussion then ensued regarding interest rate forecasts and trying to establish a repayment schedule. Mr. Costides opined that "sitting" on the loan may not be a prudent decision unless the loan proceeds are necessary to fund a project and that we should retire the loan. Discussion ensued as to how the management of major projects has been handled thru the Public Works Department and our desire to hire and manage architects, engineers, contractors for the projects that the CRA funds. Chairman Mollanazar opined regarding the possibility of utilizing a design build approach. A brief overview of the budget process & time frame was provided to the Advisory Board. Consensus of the Advisory Board is that in years past, the CRA was last to submit the budget but this year, we should be ahead of the cycle so that the tendency for other areas to use the CRA budget as a windfall for items that cannot be placed in their budgets.  Mr. Burton agreed to bring the budget back with the recommendations made by the Advisory Board at this meeting. Discussion ensued regarding the line items of the operating budget and brief explanations of the categories. Chairman Mollanazar & Mr. Costides opined that in order to recommend approval of the annual operating budget for FY 2011, it would be beneficial to see what operating expenditures have occurred over the past 2 years and forecast from there. Mr. Burton agreed to have this information sent to the Advisory Board. Chairman Mollanazar then added that it would be sufficient to see expenditures from FY 09/10.

 5. CRA ACTION STATUS SPREADSHEET UPDATED INFORMATION Chairman Mollanazar opined his desire to have those actions in which the CRA Board took a different action than what was recommended by the CRA Advisory Board.

 6. CRA PROJECTS MANAGED BY PUBLIC WORKS UPDATED INFORMATION - Discussion ensued regarding receiving this report electronically so that historical data could be retained by those Advisory Board members who wish to do so. CRA staff agreed to forward past reports electronically and will forward future reports prior to the Advisory Board meetings.

 7. RIVERSIDE PARK ARCHITECTURAL & ENGINEERING (Jeff Burton) Mr. Burton reviewed this project with the Advisory Board highlighting the changes to the current lay-out of the park. Mr. Burton stated his desire to proceed with engineering and additional architectural work utilizing the conceptual plan. Mr. Burton wants to put this phase of the project in motion to obtain quotes in anticipation of receiving grant funds. Discussion ensued regarding the plan, the intent of the Bait Shop which is owned by the City and the legal eligibility of the seawall portion of the project for funding with CRA funds. Mr. Burton informed the Advisory Board that the Mayor is in favor of this project. Mr. Burton stated his desire to put the project out

for quote and opined that the CRA did not have to comply with the CCNA and since the project is estimated in coming in less than \$50,000.00, we can obtain 3 quotes.



MOTION: Nick Costides moved and Mr. Smith seconded and the motion carried unanimously recommend to proceed to put the following out for proposal (at least 3) architectural and engineering of the conceptual plan for Riverside Park to include the following:

1. Bait Shop Drawings
2. Sea Wall Drawings
3. Tower Drawings
4. The entire park in general including lighting

8. CRA ATTORNEY'S COMMENTS – Mr. Rudacille expressed his pleasure in joining us and participating in the upcoming budget process.

9. CRA INTERIM ADMINISTRATOR'S COMMENTS - None

10. CRA ADVISORY BOARD COMMENTS

Mr. Costides- None
 Ms. Price – None
 Mr. Smith – None
 Mr. Presha - None

11. CITIZENS COMMENTS - Anyone wishing to speak before the City Commission must complete the Speakers Card, stating name, address, and topic to be addressed and be sworn in prior to the meeting. All comments will be limited to two minutes.

No Citizen Comments

12. ADJOURNMENT  7:40

NEXT REGULAR SCHEDULED MEETING –JULY 13, 2010

The City of Palmetto does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status or handicapped status in employment or in the provision of services. Handicapped individuals may receive special accommodation in services on one working day's notice (Fla. Stat. §286.26) Anyone requiring reasonable accommodation for this meeting as provided for in the Americans with Disabilities Act should contact the Community Redevelopment Agency by telephone at 941-723-4988, fax 941-723-4704 or e-mail jburton@palmettofl.org or bminnix@palmettofl.org.

POSTED: June 2, 2010