

TAB

A

**DRAFT MINUTES
PALMETTO COMMUNITY REDEVELOPMENT AGENCY
ADVISORY BOARD
SEPTEMBER 14, 2010 - 5:30 PM**

Board Members Present:

Sia Mollanazar, Chair
Charles Smith
Betty Ann Price
Nick Costides

Staff and Others Present:

Jeff Burton, Interim CRA Director
Scott Rudacille, City Attorney
Deanna Roberts, Administrative Assistant

Mr. Mollanazar called the meeting to order at 5:30 p.m., followed by a Moment of Silence and the Pledge of Allegiance.

1. CRA ADVISORY BOARD AGENDA APPROVAL

MOTION: Ms. Price moved, Mr. Costides seconded, and motion carried unanimously to approve the September 14, 2010 5:30 p.m. agenda with the change to move Items #4-9 above Item #3.

Ms. Price commented that the agenda was not posted on the City's web site. Mr. Burton said it was posted at City Hall, and this meets the City's requirement for noticing.

2. APPROVAL OF MINUTES – AUGUST 10, 2010

MOTION: Mr. Costides moved, Ms. Price seconded, and motion carried unanimously to approve the August 10, 2010 minutes.

4. KOJAK'S PALMETTO RIBHOUSE (Jeff Burton)

MOTION: Mr. Smith moved, Mr. Costides seconded, and motion carried unanimously to recommend approval for Store Front Grant SF10-06, Kojak's Palmetto Ribhouse in an amount not-to-exceed \$7,451.70.

The owner was not present at the meeting. Parking (asphalt repair), landscaping and painting are included in the grant. Mr. Burton said the owner has the work done, the CRA inspects, owner provides a copy of his payments, and then the CRA pays.

5. UGARTE & ASSOCIATES (Jeff Burton)

MOTION: Mr. Costides moved, Mr. Smith seconded, and motion carried unanimously to recommend approval for Store Front Grant SF10-07, Ugarte & Associates, in amount not to exceed \$2,887.50, and to grant approval for a color variance.

Mr. Ugarte was present for the meeting. He told the Board that he came up with the City of Palmetto color palette and did not include the colors of his building. He is requesting a variance for a lighter color that is not on the COP color palette, but in the same family. He chose the lowest bid and a Palmetto contractor for the work.

Mr. Mollanazar agreed with Mr. Ugarte that the color palette book should be a "live" document. Colors are subject to change as the popularity of colors changes over time. He believes the wording of the book can be changed to state that colors in the same family of colors would be acceptable. Mr. Costides suggested handling the change as a separate agenda item and approving this color for Mr. Ugarte. The Board agreed.

6. YMCA STUDY PARK PROPOSAL (Sean Allison)

Sean Allison, President and CEO of Manatee County YMCA, appeared before the Board. Mr. Allison informed the Board that the YMCA, at its last strategic planning session in December 2009, looked at Palmetto as an area of possible future expansion, but a study will have to be done first to identify community needs. All Y's are different based on community input. He highly recommends Four Square Research to perform the study as it is the best and he has worked with them before. He proposes partnering with the CRA in the study, not just to gain information relating to the need for a YMCA, but to garner specific information relative to improvement of parks, park operations and programming in the City parks system. The researcher will meet with members of a study committee, including members of the CRA Advisory Board and community members, to determine what questions need to be asked. They will work with focus groups.

Mr. Mollanazar asked what assurance he has that at the end of the study Palmetto will have a YMCA. Mr. Allison said none. The study will determine the need; that's why it's done. But, he knows the need for a pool is high.

Mr. Costides remarked that demographics is part of the study, and he pulled that information off the internet, plus the YMCA has done this many times and has a benchmark. He feels the City could get the study done for a lot less money. The study of the parks might fall under Parks and Recreation and should not be initiated by the CRA Advisory Board. Mr. Allison said the study is much more. They build based on likely participation which will increase sustainability.

In answer to Ms. Price's questions, Mr. Allison said a previous study in Parrish produced 600 completed surveys. He told her that Y's are built through capital contributions. The Lakewood Ranch facility is being financed 40% through reserves, 30% fundraising and 30% borrowed money. The Y borrows the money and operates the facility. He told her the survey will recommend fees. He did not bid out the study because he has such a good track record with Four Square and he wants to spend the Y's money well.

Mr. Smith commented that if the CRA funds the study, any Y should be in the CRA. Mr. Allison said they are looking at a Y at Blackstone, but the study could test locations in the CRA. The study should come back with a recommendation for a location based on what the community wants. Mr. Allison said half the study should be dedicated to the CRA, and the parks and what they offer in the CRA. Regarding fees, Mr. Smith said most of the CRA is low-income. He voiced concerns about the Palmetto Youth Center and the Boys and Girls Club. Mr. Allison said the Y focuses on the entire family; it will not compete with the other facilities. Mr. Smith questioned spending the money on the study without assurance Palmetto would even get a YMCA.

Mr. Allison said he is not looking for the CRA to fund the Y's part of the study. Data can be used for City parks. The study will become a public record and can be shared with other entities in the community. He told Mr. Mollanazar that if a need is found for a Y, he will have to look for capital. This is a 3-5 year plan. Mr. Burton interjected that the study itself will help the CRA determine what residents want in City parks and hopefully increase use.

Mr. Costides commented that the CRA has a vested interest in the parks in the CRA district. The Y's focus is different, and it is coming out of the same study. He would like to see the study revamped to focus on what we should be doing in the parks, and it should go out to the bid process. The Y's study should be supported more by the City than the CRA.

Mr. Mollanazar asked Mr. Allison if he would be open to a 2/3 – 1/3 split for the study.

Mayor Bryant addressed the Board. She commented that initially they were looking at 23rd Street as a location for the Y, but this may or may not happen. The City does not have the funding or resources for a true recreation department like Manatee County has. She can see some partnering between the City and the Y on some of the parks. They might assist the City somewhat as a parks department. The Board is looking at upgrades to parks, and most are in the CRA district. The study information may help with the long-range planning.

Following discussion, Mr. Mollanazar said to keep the scope the same but change the dollars. Mr. Allison said he will take it to his Board. In answer to Mr. Mollanazar's question, Mr. Allison told the Board the study will be done within 90 days.

Motion: Ms. Price moved, Mr. Smith seconded, and motion carried unanimously to recommend approval for the CRA to partner with the Manatee County YMCA in a Parks and Recreation Market Study in order to determine the level of interest in a variety of outdoor activities through park facilities for children, teens and adults and the perception of a YMCA adding services provided through City parks located in the CRA district. CRA would pay for one-third of the study up to \$9,000.00, and funds would come from Consultant/Contractual Services 1905593101.

Mr. Costides asked if all the backup data that went into the study will be available. Mr. Allison said that all the raw data will be available, but the instrument is proprietary. Mr. Costides said he is worried about the actual parks information the CRA will get out of the study.

7. RESIDENTIAL REHABILITATION PROGRAM (Jeff Burton)

Action Request: Motion to recommend approval of the Residential Rehabilitation Program.

No motion was made. Consensus was to bring this item back to the next meeting.

This item was presented at the last CRA Advisory Board meeting on August 10, 2010. The Board had requested more details on this program. Mr. Burton said he has not made changes, but he discussed questions submitted by the Board members. He will add a five year one-time grant based on Mr. Costides' input. Also, to Mr. Costides points, Mr. Burton said a clause will be added stipulating that the owner must be an owner for five years prior to making application or have inherited the property. This program deals only with single-family detached homesteaded homes. He will add that the program can be modified or eliminated at any time.

Immediately prior to the meeting, attorney's comments were distributed to Board members. The comments will remain as part of the permanent record of these minutes.

Ms. Price asked who has oversight on the estimates for the work, as it would be in Habitat's best interest to max out administrative fees. Mr. Burton said Habitat is getting the estimates. He said the City could get three more estimates to compare. The CRA is ultimately responsible.

Mr. Burton told the Chair that he would like to pull this item to add the attorney's comments. He will accept ideas from the Board that he will address at the next meeting. To Mrs. Price's point, he said the other entities he's working with are respected in the community. They are 501C3's and are not supposed to make a profit.

Mr. Mollanazar asked Mr. Burton to negotiate the 15% fee with Habitat and try to make the program friendlier and simpler.

Mr. Smith commented that because so many departments and entities are involved, he understands the time it will take for Mr. Burton to complete the document. He wants to make sure the City enforces code violations because that is the only way to upgrade property values.

Mr. Mollanazar commented that the program says no structural rehab, but once work begins you may find structural damage. Mr. Burton said this program is based on the International Property Maintenance Code. It is a maintenance only document, and that's why it was chosen.

Mr. Costides recommended looking at it again and then going ahead and putting the program in place and amending as needed. It must be clearly stated that the program can be modified or cancelled at any time.

8. CRA/FARM CITY WEEK/MANATEE COUNTY FAIR MURAL (Jeff Burton)

Mr. Burton reported that the mural is done. The image for the bags is in the agenda packet. The bags are one-sided as it was cheaper that way. He can get more and bigger bags. The Fair will fund extra bags as Farm City Week opted out. The Fair will pay for the mural to be displayed on the billboard through Farm City Week and the Fair. After the Fair, the Fair Board wants to display it in one of their buildings for posterity.

3. INTERNSHIP PRESENTATION (Devin Bloome) (Moved here by motion.)

Devin Bloome explained the projects he worked on as an intern at the CRA over the past summer. A copy of his PowerPoint presentation will be a part of the permanent record of the meeting. He is a junior in high school and hopes to pursue a degree in engineering.

9. COMMERCIAL FAÇADE ENHANCEMENT GRANT PROGRAM RENEWAL (Jeff Burton)

MOTION: Ms. Price moved, Mr. Costides seconded, and motion carried unanimously to recommend approval to the City Commission to extend the Temporary Maintenance Provision program (page 6) for one fiscal year.

Mr. Burton explained that this is in the Commercial Façade Enhancement Program and grants 75% of the cost of maintenance up to a maximum of \$10,000.00.

10. 2010-2011 CRA BUDGET (Jeff Burton)

This is the latest edition of the CRA budget. One position was removed, and the money was put into consulting services. Mr. Burton said he plans on more grant applications being written this year. There was \$30,000 extra, and he put it into a potential Haben Boulevard landscaping project.

11. CRA ACTION STATUS SPREADSHEET (Jeff Burton)

Attorney Barnebey is reviewing the CCNA (Consultants Competitive Negotiation Act), and the CRA cannot move ahead with any major projects until it is in place. He is proposing another CCNA for grants writers and public art – including murals, billboards and t-shirts. He will be putting those out to bid to meet the requirements of the City purchasing policy.

13. BILLBOARD REPAIR (Jeff Burton) (Item moved up for discussion.)

Mr. Burton said he took an architect with him to look at the billboard. The poles in the ground only go up about 4' into the billboard. The 2x10's holding it in place are nailed, not bolted, and this would be a major problem in high winds. The solution is to get an engineer. He will get a design and put it out to bid.

12. CRA PROJECTS MANAGED BY PUBLIC WORKS

Public Works was not present to give an update. Mr. Burton said he expects a CDBG grant for \$750,000 to be awarded for the Ward J Phase II project. The \$3 million dollar project will be about \$1.5 million when the City gets all the money back.

14. CRA ATTORNEY'S COMMENTS

Mr. Rudacille recommended removing the time frames from the agenda. It is misleading to people.

15. CRA INTERIM ADMINISTRATOR'S COMMENTS

Mr. Burton reported that the City Commission approved the writing of a FRDAP grant for \$200,000 for the MLK Park, and conceptually approved the design. Commission also approved the budget for the 5th Street streetscape at the September 13 meeting.

Mr. Mollanazar suggested taking the language in the FRDAP grant and also applying for a Basin Board grant due in December.

16. CRA ADVISORY BOARD COMMENTS

Mr. Costides - No comments

Ms. Price - Asked whose responsibility it is to get minutes and agendas to the web site. Mr. Burton said it is his. He will double check the City's web site for that information and make sure the agendas, minutes and audio are out there. The CRA web site is down temporarily, and he will restore it when he updates information. She asked to have action agenda items first on the agenda. Mr. Costides opined that individuals who are going to make a presentation should go first so that they don't have to sit through the meeting. Ms. Price discussed going digital on the agendas.

Mr. Smith- Asked about the CRA Director position. Mr. Burton said his contract has been extended again. The permanent status is still in limbo.

Mr. Mollanazar - No comments

17. CITIZENS COMMENTS - None

18. ADJOURNMENT

Mr. Mollanazar adjourned the meeting at 8:04 p.m.

Minutes approved:

Jeff Burton, Interim CRA Director