

**TAB 1**

# JOINT CRA ADVISORY BOARD/COMMISSION WORKSHOP MEETING AGENDA

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## 1. Review of current City ordinances creating the CRA and CRA Advisory Board.

- a. Discussion on roles and responsibilities of the CRA Board of Commissioners.
  - i. *"The board of commissioners of the agency shall be the trustees of the fund and shall be responsible for the receipt, custody, disbursement, accountability, management, investments, and proper application of all moneys paid into the fund."* Ord. No. 264, § 8, 5-19-86
  
- b. Discussion on roles and responsibilities of the CRA Advisory Board.
  - i. *"The community redevelopment advisory board shall serve in an **advisory capacity** to the community redevelopment agency with respect to matters to be considered by the community redevelopment agency."* Ord. No. 09-985, § 2, 2-23-09
    1. "Advisory capacity"
      - a. Existing advisories taken from City of Palmetto Point Paper
        - i. Recommend for
        - ii. Recommend against
        - iii. Not applicable
      - b. Proposed advisories that may move action items forward
        - i. "Recommend for" with stipulations
        - ii. "Recommend against" with stipulations
    - ii. *"The community redevelopment agency may take action on an item without the recommendation from the community redevelopment advisory board, if the community redevelopment agency determines that such action is in the best interests of the city; provided, however, to the extent possible, the community redevelopment advisory board shall review and provide a recommendation on **all matters** to be considered by the community redevelopment agency."* Ord. No. 09-985, § 2, 2-23-09
      1. Bypassing Advisory Board methodology
        - a. Written request from applicant
        - b. Applicant needs to define the "Best Interest"
        - c. CRA Board of Commissioners determines validity
        - d. Special Case
        - e. Proposed application
      2. "On all matters"
        - a. General Budget and/or daily expenditures related to the management of the Agency
          - i. *"The community redevelopment advisory board shall also recommend to the community redevelopment*

*agency at least one (1) month before the new fiscal year, as defined in section 11-46, a draft line item budget for the community redevelopment agency, which budget shall specify the **proposed individual allocations for projects** to be undertaken by the community redevelopment agency within that next fiscal year."*

1. The Advisory Board proposes a draft budget with "individual allocations" for projects to CRA
    - a. Individual allocations does not mean itemization of project expenses, but projected budgets
    - b. Once this budget is submitted, does the Advisory Board review budget adjustments and transfers for recommendations?
  2. Does Advisory Board review the daily expenses for the management of the Agency?
- b. Policy and review of procedures
- i. New projects and services procedures
  - ii. Review of current projects and services
    1. Productivity
    2. Amendments and changes
- iii. *"In furtherance of its advisory function, the community redevelopment advisory board shall make recommendations to the community redevelopment agency with respect to the **powers** of the community redevelopment agency."* Ord. No. 09-985, § 2, 2-23-09
1. Should the Advisory board, as part of the writing of the new CRA plan, review existing powers compared to the statute and advise the Agency?
  2. The assumption is that the Advisory Board would understand the scope of powers authorized by the State of Florida and simultaneously assess the needs of the CRA area. From there the Advisory board would "whittle" down the powers based on the need and recommend "powers" to the CRA Commission.
  3. This recommending responsibility does not appear as creating a liability for the Advisory Board with regard to the actions of the CRA Board of Commissioners, as the final decision is up to the CRA Board of Commissioners?

## **2. Review of use of CRA funding**

- a. The Fund shall be expended and utilized for the purposes and in accordance with the Plan and the law.
- b. According to Act, a Fund for the Area, shall be utilized and expended for the purposes of and in accordance with the Plan, including any Community Redevelopment under the plan.
- c. Funds expenditures will abide by the City of Palmetto Code of Ordinances, Chapter 2 – Administration, Article III- Finance, Division 2 – Purchasing Regulations.
- d. Construction or expansion of administrative buildings for public bodies or police and fire buildings may not be paid for or financed by increment revenues, unless one of the following occurs:
  - i. Each taxing authority agrees to such method of financing for the construction or expansion.
  - ii. Unless the construction or expansion is contemplated as part of a community policing innovation.
- e. Installation, construction, reconstruction, repair, or alteration of any publicly owned capital improvements or projects may not be paid for or financed by increment revenues if such projects or improvements is/was scheduled to be installed, constructed, reconstructed, repaired, or altered within 3 years of the following:
  - i. Approval of the Plan by the Governing Body pursuant to a previously approved public capital improvement or project schedule
  - ii. Approval of the plan of the governing body which approved the Plan unless and until such projects or improvements have been removed from such schedule or plan of the governing body and 3 years have elapsed since such removal or such projects or improvements were identified in such schedule or plan to be funded, in whole or in part, with funds on deposit within the community redevelopment trust fund.
- f. The Agency shall not spend the Fund on general fund services unrelated to planning and carrying out the Plan.
- g. On the last day of the fiscal year of the Agency, any money which remains in the Fund after the payment of expenses for such year shall be one of the following:
  - i. Returned to each paying taxing authority.
  - ii. Used to reduce the amount of any pledged indebtedness.
  - iii. Deposited into an escrow account for the purpose of later reducing any pledged indebtedness

- iv. Appropriated to a specific redevelopment project pursuant to an approved community redevelopment plan which project will be completed within 3 years from the date of such appropriation.
  
- h. The Agency shall provide for an independent certified public accountant audit of the Fund each fiscal year and a report shall be provide by registered mail to each taxing authority. Such report shall describe the following:
  - i. Amount and source of deposits into the Fund.
  - ii. Amount and purpose of withdrawals from the Fund.
  - iii. The amount of principal and interest paid during such year on any indebtedness to which increment revenues are pledged
  - iv. The remaining amount of such indebtedness.

### **3. The CRA Plan- report on progress and content**

- a. General Issues that occur in entire CRA Area
  - i. Property Maintenance
  - ii. Image
  - iii. Community Policing
  - iv. Accountability
  - v. Infrastructure
  - vi. Commerce
- b. CRA District Issues
  - i. **Waterfront (Per Design Guidelines and in CC District)**
    - 1. Commercial Incentives
    - 2. Job Creation Incentives
    - 3. Temporary Maintenance Incentives
    - 4. Parks
  - ii. **Midtown (Per Design Guidelines and in CC District)**
    - 1. Commercial Incentives
    - 2. Job Creation Incentives
    - 3. Temporary Maintenance Incentives
    - 4. Parks
  - iii. **Uptown Waterfront (Per Design Guidelines and in CC District)**
    - 1. Commercial Incentives
    - 2. Job Creation Incentives
    - 3. Temporary Maintenance Incentives
    - 4. Parks
  - iv. **Major corridors**
    - 1. Commercial Incentives
    - 2. Job Creation Incentives
    - 3. Temporary Maintenance Incentives
    - 4. Streetscapes
  - v. **North East Residential**
    - 1. Residential Rehabilitation
    - 2. Parks
  - vi. **South East Residential**
    - 1. Residential Rehabilitation
    - 2. Parks
  - vii. **Industrial**
    - 1. Job Creation Incentives
    - 2. Temporary Maintenance Incentives
- c. Progress and estimated time of draft completion

**4. The CRA CCNAs update.**

- a. Professional Services (Engineers, Architects and others)
- b. Public Art Management
- c. Imaging consultant

**5. Budget, projects and spending.**

- a. Direction on projects and services
  - i. What do we want to do?
  - ii. How do we want to pay
    - 1. The Loan
    - 2. Note to director -Do not talk about this item until projects are prioritized in i.
- b. Clarification on purchasing. – do we follow the city purchasing policy or is there a another policy