

TAB 2

CRA ADVISORY BOARD MARCH 17, 2009 MEETING

COMMENTS AND RECOMMENDATIONS

Agenda Item IV. A. Approval of Minutes

The Advisory Board unanimously recommends that the CRA Board approve the minutes for the Joint meeting on January 13, 2009 and the CRA Board meeting January 20, 2009.

ATTACHMENT

A

**BOARD OF DIRECTORS MEETING
PALMETTO COMMUNITY REDEVELOPMENT AGENCY
BOARD MEETING**

January 20, 2009

Board Members Present:

Sia Mollanazar
Jane Hunter
Charles Smith

Board Members Absent:

Also Present:

Tanya Lukowiak, CRA Executive Director
Mark Barnebey, City Attorney
Tambra Varnadore, City Commission Liaison
Shirley Groover Bryant, Mayor
Mary Lancaster, City Commissioner
Alan Zirkelbach, City Commissioner

I. CALL TO ORDER

Mr. Barnebey called the meeting to order at 5:35 PM.

II. ELECTION OF CHAIR AND VICE CHAIR

Mr. Barnebey clarified that the current Board is still the CRA Board, and not an Advisory Board until action is taken by the City Commission.

Mr. Smith opined that City Commission must appoint the Chairman and Vice Chairman, and that such action on the part of the CRA Board is improper.

Mr. Barnebey explained that the City Commission may appoint these officers, but that the CRA Board may do so if the Commission has not.

Ms. Hunter nominated Mr. Mollanazar for the position of Chairman.

There were no other nominations.

Mr. Smith objected to action, concerned that both the Chair and Vice-Chair positions should be "Interim", in that City Commission has directed legal counsel to prepare resolutions and ordinances required for the City Commission to become the CRA Board. He wanted to avoid actions to "sidestep the City Commission".

MOTION: Ms. Hunter moved, Mr. Mollanazar seconded, and motion carried 2-1 with Mr. Smith opposed, to close the nominations. Motion carried 2-1 with Mr. Smith opposed, to elect Mr. Mollanazar as Chair of the CRA Board.

Mr. Mollanazar nominated Mr. Smith for the position of Vice-Chairman.

There were no other nominations.

MOTION: Motion carried 3-0, to elect Mr. Smith as Vice-Chair of the CRA Board.

III. APPROVAL OF AGENDA

MOTION: Mr. Mollanazar moved, Mr. Smith seconded, and motion carried unanimously to approve the Meeting agenda for January 20, 2009 with Item III, the Election of Officers, removed from the order of business.

III. OLD BUSINESS

A. Approval of Minutes

MOTION: Mr. Smith moved, Ms. Hunter seconded, and motion carried unanimously to approve the minutes for the November 21, 2008 meeting.

B. Discussion regarding Lease for CRA Office

The Executive Director advised the Board that, during the budget process, the Board directed her to report back with any budget areas that could be cut. The one remaining item for discussion is the lease on the CRA Office. In that the CRA owns outright a similarly sized building on 5th Street that is vacant, she explained that it might be prudent to move to a location that saves the approximately \$2,200 per month. At the last meeting, the Board directed the Executive Director to have our new legal counsel examine the lease. At their meeting on December 5, 2008, the Director asked Mr. Barnebey to research the issue.

Mr. Barnebey suggested that it might be more appropriate to wait to review this issue given the current circumstances. Ms. Hunter reported that her recollection of the last CRA Board meeting included direction for legal counsel to review the matter to determine whether there is an option to get out of the lease.

Mr. Barnebey advised the Board that it was unlikely that the lease for the CRA Office can be terminated early under the provision of Force Majeure. Mr. Mollanazar concurred. Mr. Smith opined that the long term of the contract is appropriate because of the significant discount in the lease rate, because this office was rented in 2004, when it should have been leased for approximately \$5,000 per month.

MOTION: Mr. Smith moved, Ms. Hunter seconded, and motion carried unanimously to remain in the office located at 715 4th Street West, and for the Executive Director to attempt to negotiate a lower lease rate with the landlord before the next meeting.

C. Update of RFP for property located at 305 7th Ave. W.

The Executive Director advised the Board that there were no responses to the request for proposal for the redevelopment of the property located at 305 7th Avenue West. She recommended that the CRA refrain from issuing another RFP at this time, in the current economy. Ms. Hunter opined that we should wait several months before republishing. Discussion ensued regarding the method of advertising RFP's and results, and the Executive Director explained the purchasing procedures. Mr. Mollanazar suggested that the property remain on the website as "available", so that if an interested party sees it, the CRA can, at that time, issue an RFP.

MOTION: Mr. Mollanazar moved, Ms. Hunter seconded, and motion carried unanimously to leave the property available on the website for viewing by potentially interested parties.

IV. NEW BUSINESS

A. Executive Director Update

- Apologized for the short length of the agenda, due to the transitional stage of the Boards.
- Advised that the list of projects for prioritization is prepared. The list from last year is also available for review and discussion. These projects will allow for the allocation of funding that has yet to be discussed at a joint meeting with the City Commission.
- Advised that it is time for CEDC contract review. CEDC has submitted the invoice and all documentation, however, given the current circumstances, the Director has spoken to the Mayor and the information will be presented to the City Commission on February 2, 2009. If City Commission recommends approval of the continuation of the contract, the item will come before the CRA Board at the February meeting.

B. Commissioner Varnadore's Comments

- She is happy to be here and happy that the Board members attended as well. She appreciates the Board's service.
- Asked Mr. Barnebey when the Resolution and Ordinances regarding the change of the CRA Board composition would be brought to the City Commission. Mr. Barnebey said that he saw the drafts of documents last week. The Executive Director said that she would like to see a copy of those documents and Mr. Barnebey agreed. Mr. Barnebey advised that the resolution would go to the workshop on January 26, 2009, and the first reading of the ordinance might be scheduled for the same day.
- Advised the Board that the quarterly review of the budget has been changed from January 27th and rescheduled for February 3rd. She

invited Board members to attend in order to have input if CRA issues are discussed.

V. **NEXT REGULAR SCHEDULED MEETING** – Feb 17, 2009 at 5:30 PM

VI. **BOARD COMMENTS**

Jane Hunter

- Requested an update regarding the CRA's final revenue. The Executive Director advised that the revenue has increased by approximately \$430,000, promised to send Board members the email describing the increase immediately, and apologized for not having sent out the detail sooner.
- Inquired about the next step for the purchase of parcels for a 1st Ward Neighborhood Park. The Executive Director advised that City Commission approval will be necessary, so that once the Board transition is complete, all relevant information will be presented. Ms. Hunter wanted to ensure that the project did not get unnecessarily delayed with the transition of the Boards.

Charles Smith

- Inquired whether the Executive Director was working with the 1st Ward representative regarding the neighborhood park, and whether the residents knew of plans. The Executive Director advised Mr. Smith that the CRA is, per the direction of the Board, still researching the possibility of acquiring the corner parcel which is in probate. She explained the process of acquiring property and reiterated the discussion of the last CRA meeting regarding community involvement. Mr. Smith voiced concern about locating a park in the vicinity of drug activity and law enforcement activity that he would not discuss in this meeting.
- Inquired as to whether there was a "target number" for cutting the budget. The Executive Director explained that the budget is not in deficit and that there is no crisis with the CRA budget, and that there is in excess of \$3 Million yet to be allocated to projects once the City Commission meets with the CRA to prioritize spending. Mr. Smith asked whether the office lease is the only item in the budget that is being reviewed. The Executive Director reviewed the budgeting process with the Board. Mr. Smith asked about the CRA's elimination of a position and the Executive Director explained the job description for the Business Development Specialist position as well as the need to ensure that money is well spent.
- Inquired of the attorney as to how many members are to be on the CRA Advisory Board and how many members there are left now. Mr. Barnebey advised that there are five on the Board, and that is what is being suggested now. He announced for the record that both

Mr. Maloney and Mr. Langford resigned and that the City Commission may fill those positions. Commissioner Varnadore advised that the City Commission had some discussion about going to a seven member Board and that is part of the discussion that the Commission will be having with input from Mr. Barnebey. She encouraged Board members to attend the City Commission meetings when these items will be discussed and requested that the Executive Director get the schedule to the Board members.

Chairman Mollanazar

- Inquired about the comments that were made during the joint meeting regarding the Storefront Grant awarded to First Baptist Church. He asked how we would resolve issues related to the grant.
- Mr. Barnebey advised the Board that the Executive Director has directed him to send a letter to the Church asking them not to spend the money at this time. There is an issue because he has seen four CRA maps, and none of them are consistent. We are trying to determine exactly where that boundary is, and that's easier said than done. He is working with Ms. Lukowiak to determine which improvements were made within the actual CRA boundaries.
- The Executive Director added that there is a list of Parcel ID numbers that is produced by the Property Appraiser's Office. It is distributed annually and is used to determine the amount TIF from the County and City. With the consensus of previous legal counsel, this list has been used to determine whether a parcel is in or out of the CRA District, especially when there is some question when viewing the map. Commissioner William's contention is that there was a Scribner's Error and the Property ID listing does not, in fact, represent the parcels which are within the CRA District. As such, we have gone back to the map which is within the founding ordinance. Mr. Barnebey concurs that this is the appropriate course of action, but this is further complicated because the map in the founding ordinance is inconsistent with the parcel listing in the same ordinance. Mr. Barnebey and Ms. Lukowiak are currently examining the improvements that were made to the Church property to determine what lies within the district.
- Mr. Smith asked Mr. Barnebey whether there is a map that says that the church itself is in the CRA District. Mr. Barnebey replied that there are parcels of the church that are listed as being part of the CRA that may not actually be in the district. Mr. Smith asked for distinction between the term "parcels" and the actual church building. Mr. Barnebey replied that it appears that the line in that

area goes down the middle of the block, so part of the building appears to be in the district.

- Ms. Hunter asked Mr. Barnebey whether, having approved the grant with legal advice at the meeting, we are relying upon the good faith of the recipient in not cashing the check. Mr. Barnebey explained that there's no need to stop payment on the check based on cooperation of the recipient. We can ask that they do not cash the check yet, in that the funding may not have been legally issued.

VII. ADJOURNMENT

The meeting was adjourned at 6:36 P.M.