

TAB 1

**JOINT WORKSHOP MEETING
COMMUNITY REDEVELOPMENT AGENCY (CRA)
CRA ADVISORY BOARD
JANUARY 28, 2010**

CRA Board Members Present

Shirley Groover Bryant, Presiding Officer
Tamara Cornwell
Mary Lancaster
Tambra Varnadore
Brian Williams
Alan Zirkelbach

CRA Advisory Board Members Present

Nick Costides
Charles Smith
Mickey Presha (Appointed, non-sworn member)
Jeff Burton, Interim CRA Administrator

CRA Advisory Board Members Absent

Sia Mollanazar
Betty Ann Price

Staff Present

Mark Barnebey, City Attorney
Diane Ponder, Deputy Clerk-Administration
Beverly Minnix, CRA Executive Assistant

 Presiding Officer Bryant called the meeting to order at 5:30 pm, followed by Moment of Silence and the Pledge of Allegiance.

1. Overview Training for Florida Statute 163, Part III

Jeff Oris, CEcD and President of Planning and Redevelopment Consultants, Inc., gave an overview training pertaining to Community Redevelopment. He specifically stated a CRA Plan is the governance document for what a CRA can and cannot do, and that "In the end, it is up to the CRA Board to decide what is best for the City."

The training, which is attached hereto and made a part of these minutes, was accompanied by questions to Mr. Oris from members of both the CRA and CRA Advisory boards.

Following Mr. Oris' overview, a general discussion was held on some of the information contained in the training material, as well as specific topics brought forward by the board members. Mr. Oris did recommend that the current CRA Plan should be rewritten, as it is too specific. He also suggested that a five-year action plan should be adopted as a separate policy.

Staff will review operational procedures developed for the CRA to ensure compliance with Florida Statutes. Any necessary remedial action will be brought to the attention of the CRA Board.

Meeting adjourned at 7:45 pm.

Minutes approved:

James R. Freeman, City Clerk

CRA Do's and Don'ts

Jeffrey L. Oris, CEcD

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Palmetto CRA
January 28, 2010

The Basics

What Can a CRA Do?

- Acquire and hold property
- Demolish buildings
- Dispose of property at *FAIR VALUE*
- Develop property (including affordable housing)
- Install, construct, and repair
 - Streets
 - Parks
 - Utilities
 - Playgrounds
 - Other public Improvements
- Carry out a voluntary or compulsory repair and rehab of buildings (Code Enforcement)

A CRA CAN ...

- Enter property or buildings to make inspections, surveys, appraisals, etc
- Solicit proposals for redevelopment (Developer RFP's)
- Invest Funds if not needed immediately
- Borrow money or accept funds/grants from any source (borrowing subject to approval of GB)
- Prepare surveys, plans and other studies necessary to carry out the CRP
- Close, vacate, plan, replan streets, sidewalks, other places
- Develop and implement community policing innovations
- Enter into contracts and agree to appropriate conditions

THE REDEVELOPMENT TRUST FUND

Money in the Trust Fund may be expended for projects and programs pursuant to an adopted CRP including:

- Administrative expenses
- Plans, financial analysis, surveys
- Acquisition of property in the CRA
- Site preparation and relocation of occupants
- Repayment of borrowed funds
- Development of affordable housing
- Development of community policing innovations

BUT EVEN IF ALLOWED BY THE STATUTE

Any project or program a CRA wishes to undertake must be outlined in the Community Redevelopment Plan (CRP)

**IF IT IS NOT IN THE PLAN
YOU CAN'T DO IT !!!!!**

Avoiding the Pitfalls !!

WHAT IS NOT APPROPRIATE UNDER F.S. 163 PART III

- Construction or expansion of administrative buildings for public bodies or police or fire buildings (unless all taxing authorities agree)
- Installation, construction, repair or alteration of any publicly owned capital improvements if the projects are normally funded by the governing body or user fees or if the project would be funded within 3 years under any existing CIP or Funding Plan
- General government operating expenses unrelated to planning and carrying out the CRP

A CRA CAN'T....

- Suddenly start paying for something the City/County has always paid for
- Build a fire station (unless all taxing authorities ok)
- Refurbish City Hall (unless all taxing authorities ok)
- Undertake a project in another public entities Capital Improvement Program unless specifically mentioned as a funding source (or the 3 year rule)
- Reimburse City/County for expenses unless appropriate and fully documented
- Pay for any project or program outside of the Redevelopment Area
- Pay Board Members/Commissioners for their service as a CRA Board member

MONEY IN THE TRUST FUND AT END OF THE FISCAL YEAR

Funds left on the last day shall be:

- Returned to the taxing authorities
- Used to reduce debt
- Deposited in an escrow account for reducing debt later
- Appropriate to a specific project contained in the CRP that will be completed within three (3) years

WHAT TO WATCH OUT FOR !!

COMMON ISSUES

- A City/County Commission that also sits as the CRA Board cannot make decisions for the CRA when seated as the Commission... a separate CRA meeting must be noticed and opened for CRA decisions to be made
- Each City/County may only have one CRA Board but may have multiple CRA areas. (Except PBC)
- Many CRA's maintaining an "undesignated fund balance" at the end of year which is not allowed.
- The CRA has not adopted a set of policies and procedures but just follows the City's. The CRA must have its own adopted policies and procedures.

COMMON ISSUES

- Budgeting is not kept separate. CRA Budget is required to be presented with governing body's budget (unless both the CRA and governing body agree it does not have to be) but it need not be approved by the governing body.
- CRA funds are mixed with City/County funds in a manner that makes compliance with Statutes difficult to determine.
- Recent budget issues have caused cities to inappropriately push expenses to the CRA.
- Expenditures are at the "whim" of the Board losing site of the need to follow the CRA Plan.

ISSUES WHEN COMMISSION IS ALSO THE CRA BOARD

- Separate minutes and agendas are not kept.
- It is often assumed that the Mayor and Vice Mayor will be the CRA Chair and Vice Chair. Appointments MUST be made to these positions by the governing body
- CRA is often treated as another department and therefore becomes overly bureaucratic.
- More likely that the CRA's funds will be used to alleviate pressure from the City's budget due to incomplete understanding of the CRA regulations.

RECENT FINDINGS BY THE AUDITOR GENERAL

- Accounting for payment of City Staff time working on CRA project must be documented and justified.
- Promotional activities are not allowed by Chapter 163 Part III.
- Interpretation that if a project type is not listed in F.S. 163 Part III, it cannot be undertaken
- CRA Plans are often insufficient in detail to determine if expenditures are legal.

RECENT FINDINGS BY THE AUDITOR GENERAL

- Contributions made to outside organizations are made without agreements that outlined the activities to be undertaken and showing these activities were in conformance with the approved CRP.
- Required annual report not submitted to Governing Body.

HELPFUL HINTS

- Update Redevelopment Plan every 5 years and set 5 year goals
- Keep CRA and Commission/Council meetings separate
- Make certain to file all necessary reports outlined in F.S. 163 Part III and F.S. 189
- Adopt policies and procedures
- Don't have unrealistic expectations

MOST IMPORTANTLY REMEMBER...

**IF IT'S NOT IN THE PLAN....
YOU CANT DO IT !!!!!**

Jeffrey L. Oris, CEcD

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DRAFT
CITY OF PALMETTO
COMMUNITY REDEVELOPMENT AGENCY (CRA)
February 1, 2010

CRA Board Members Present:

Shirley Groover Bryant, CRA Board Presiding Officer
Tamara Cornwell
Mary Lancaster
Tambra Varnadore
Brian Williams
Alan Zirkelbach

Staff Present:

Mark Barnebey, City Attorney
Jeff Burton, Interim CRA Administrator
Jim Freeman, City Clerk
Garry Lowe, Chief of Police
Allen Tusing, Public Works Director
Diane Ponder, Deputy Clerk-Administration

Presiding Officer Bryant called the meeting to order at 7:30 pm.

PUBLIC COMMENT: None



1. CRA BOARD AGENDA APPROVAL

MOTION: Mrs. Lancaster moved, Mr. Zirkelbach seconded and motion carried 5-0 to approve the February 1, 2010 CRA Board agenda.



2. CRA CONSENT AGENDA

A) Minutes: January 4, 2010

MOTION: Ms. Varnadore moved, Mrs. Lancaster seconded and motion carried 5-0 to approve the February 1, 2010 CRA Board Consent Agenda.



3. HABEN BOULEVARD GATEWAY

CRA budget correction to reflect the total \$99,900 project cost for the engineering services for the Haben Boulevard Gateway Project. Mr. Tusing stated that based on estimates approximately two years ago, a budget of \$90,000 was established. It has now been determined that actual costs are \$99,900, thereby necessitating a budget transfer.

MOTION: Ms. Cornwell moved, Mr. Zirkelbach seconded and motion carried 5-0 to approve a CRA budget transfer not to exceed \$9,900 from the Community Renovation Program, #1905598212 to Improvements Not Buildings, #1905596300 to fund ZNS Work Assignment #3, COP Job #03-376.



4. EXTENSION OF INTERIM CRA ADMINISTRATOR'S CONTRACT

Ms. Bryant stated she is amenable to the motion to extend Mr. Burton's contract an additional six months; however, within the next two months the CRA Board should make a decision if the Board is going to negotiate with Mr. Burton for the position on a full time basis or have him assist in

hiring his replacement. She stated she has been very satisfied with the work he has performed, and results of everyone's labor will be seen in the near future.

Mr. Burton stated that when he took the position he was not interested in the part time position. He opined the position is a full time job and if it were offered as full time, he would be happy to speak with the Mayor about the position, if the Board is interested.

MOTION: Ms. Varnadore moved, Mr. Williams seconded and motion carried 5-0 to approve a six-month extension of the Interim CRA Administrator's contract to a period ending August 9, 2010 and allow a 45-day transition period from the date a permanent administrator is hired.

5. JUPITER MARINE COMPLIANCE AUDIT ITEM

Staff is seeking direction on how to proceed resolving the award of a Storefront Grant to Jupiter Marine, a business located outside the CRA District. CRA Advisory Board recommended the topic be brought to the CRA Board. Mr. Zirkelbach commented on the offsite work that was performed and inquired if improvements made by Public Works delivered to the site have been considered. Mr. Burton discussed the county map that was used when the grant was awarded vs. the map recently created using City ordinances and resolutions, which shows the property as being outside the CRA boundaries. The street where Public Works improvements were made is in the CRA. It was suggested that staff should look at what action occurred first. During the training Thursday night it was said that if a mistake is found, it should be corrected. A possible solution would be for the CRA to repay the two funding sources; \$25,000 to City; \$25,000 to Manatee County.

Mr. Barnebey recommended that the item be deferred until the next meeting to allow staff adequate time to evaluate the topic.

MOTION: Ms. Varnadore moved, Mrs. Lancaster seconded and motion carried 5-0 to defer the topic until the next meeting.

6. CRA ACTION PLAN

Mr. Burton Narrated a presentation of the CRA Action Plan.

Code Enforcement: CRA Advisory has denied approval for the Code Enforcement strategy amendments that included the purchase of new software, a part time code enforcement officer and additional 11-hours of code enforcement administrative services by a current part time City employee. Mr. Burton stated the Advisory Board would like to have more oversight for the proposed additional expense and more performance from what is currently being spent. Mr. Freeman stated he felt the Advisory Board wished additional information regarding the software that was being proposed to be purchased, and stated he and Mr. Strollo would attend the next meeting to discuss the software with the board members. The software is \$7,000 for the first year and \$4,500 each year thereafter; it is web-based and is compatible with current technology; training will be provided; it integrates with GIS; the air cards are the only hardware needed to be purchased, at \$45 per month. Mr. Freeman further stated his opinion that the software program will enhance the code enforcement reporting activities and if CRA does not purchase the software, funds will be located within the City's budget for the purchase. The CRA Board also discussed the additional part time additional code enforcement officer.

Image: CRA Advisory recommended the development of an Image budget of \$30,000 providing for sub-items of an Image Consultant of \$25,000 and a billboard line item of \$5,000. In addition, \$10,000 from the established website budget will also be moved into the Image budget.

Discussion ensued on the need to develop a residential improvement program. A majority of the CRA Board members opined that a mission of the CRA should be the residential program development, and it can't be just for maintenance; there will not be a lot of opportunity for participation in matching grants.

Parks: CRA Advisory took no action on the topic. Mr. Burton discussed the possibility of implementing the Riverside Park study, and creating a MLK Park on a vacant four-acre piece of property owned by the City. The only item the CRA Advisory Board requested was a park study for potential CRA area parks, which has been completed.

Streetscape: CRA Advisory took no action on the topic. Mr. Burton stated a 30% engineering on 8th Avenue would cost approximately \$100,000. The proposed 2009-2010 budget for the entire project would equate to approximate \$1.1 million.

Finance/Grants Strategy: CRA Advisory recommended establishing a \$10,000 budget to develop a grants analysis for grants that may be available to the CRA. Mr. Burton was asked to contact Florida League of Cities regarding the availability of grants information. Mr. Zirkelbach will also bring the topic forward at the next Manasota League of Cities meeting.

Mr. Burton informed the Board members that the CRA Advisory Board will discuss Chapter 166 at their next meeting and will also discuss a tentative timeline for rewriting the CRA Action Plan.

MOTION: Mr. Williams moved to move forward with the Code Enforcement Plan regarding the software and the 11 hour temporary administration and the parks strategy plan.

Discussion ensued on the parks plan as it relates to the expansion and maintenance of the parks. Mrs. Lancaster commented on the need for a park in an area of the CRA, because children must now cross major streets to access a park. It was also suggested by Ms. Cornwell that the CRA should look at what communities need in existing parks, as the City has met green-space criteria necessary to obtain favorable ratings in grant applications. She stated her agreement with Ms. Varnadore that more information is needed on parks before any decision can be made. Mr. Williams opined that developing a plan for the City's parks is necessary.

Mr. Williams amended his motion by deleting the approval of the parks strategy plan.

Motion on the floor died for lack of a second.

MOTION: Mr. Williams moved, Mrs. Lancaster seconded and motion carried 5-0 to approve purchasing the Code Enforcement software and the Code Enforcement administration by adding 11 hours to the existing part time City employee, and amendments to the CRA budget as reflected in the agenda package.

MOTION: Ms. Varnadore moved, Mr. Zirkelbach seconded and motion carried 4-1 to move forward with the grants analysis, not to exceed \$10,000. Ms. Cornwell voted no.

Mr. Freeman was asked to bring the software compatibility information back to the CRA Board with the budget amendment resolutions.

Mr. Burton was asked to take the remaining topics back to the CRA Advisory Board at some future date for further review.

7. INTERIM CRA ADMINISTRATOR'S COMMENTS

None

8. PRESIDING OFFICER'S COMMENTS

Commended the CRA and Ms. Minnix for facilitating the training.

9. CRA BOARD MEMBERS' COMMENTS

Mrs. Lancaster

Referring to when Phase II of the Ward 1 project would begin, she stated the streets are getting increasingly worse. Mr. Woodard updated the CRA Board on the project and reported 100% plans are prepared, permits are being finalized and the project can be put out to bid within four months.

Ms. Cornwell

Inquired if the grants analysis would be bid. Discussion ensued on the requirements regarding the bid process. She opined that the topic should be bid to ensure the City was receiving the best services. Attorney Barnebey stated the Board can request an RFP if it so desires. Discussion ensued on the current purchasing ordinance requirements and the criteria staff must follow.

Ms. Varnadore

Excited about topics being undertaken by the CRA.

Mr. Williams

Map books and an interactive PDF are ready for the CRA Board. A large map will be presented in the near future.

Chief Lowe requested that the SEPTED be included in the parks analysis.

Mr. Williams requested that Mr. Burton speak with Chief Lowe regarding the police officers' schedules in the zones.

Mr. Tusing stated the 4th of July needs to be discussed in the very near future. Attorney Barnebey will meet with Mr. Tusing regarding the topic.

10. PUBLIC COMMENTS FOR CRA BOARD

None

Meeting adjourned at 9:25 pm.

Minutes approved:

James R. Freeman
City Clerk