

TAB 1

**DRAFT  
CRA BOARD MEETING  
June 7, 2010  
8:25 PM**

CRA Board Members Present:

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

Staff Members Present:

Mark Barnebey, City Attorney  
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 8:25

PUBLIC COMMENT: (non-agenda items): None

1. CRA BOARD AGENDA APPROVAL

**MOTION: Commissioner Cornwell moved, Commissioner Zirkelbach seconded and motion carried 5-0 to approve the June 7, 2010 CRA Board agenda.**

2. CRA CONSENT AGENDA

- A) Minutes: May 3 and 11, 2010
- B) Riverside Dr. mangrove trimming

**MOTION: Commissioner Cornwell moved and Commissioner Zirkelbach seconded to approve the June 7, 2010 CRA Board Consent Agenda.**

Mr. Burton stated his understanding that the City does not perform mangrove trimming, other than along Riverside Dr. Mr. Tusing confirmed Public Works used to trim only the area along Riverside Park East. Item 2B was removed for discussion.

**Commissioner Cornwell modified her motion to exclude 2B, and approve 2A of the Consent Agenda. Commissioner Zirkelbach seconded the amendment, and it carried 5-0**

2B: Mayor Bryant stated she was trying to confirm that the CRA is doing the trimming over and above what is done as a basis in the rest of the City. Commission discussed the mangrove trimming that the City used to perform at Riverside Park East and along the city-owned property. Mr. Tusing recommended that the CRA Board should not pay for the trimming, that the maintenance should be performed by the City. Mr. Williams commented on the maintenance being done on a regular basis.

**MOTION: Mr. Williams moved, Ms. Varnadore seconded and motion carried 5-0 to not pay for the trimming and that it goes back to the City as it was in the past.**

### 3. RESIDENTIAL REHABILITATION PROGRAM

Mr. Burton reviewed a pilot program involving Code Enforcement, Palmetto Police, North River Fire District and Americorps-Vista Hands on America, a copy of which is attached hereto and made a part of these minutes. Mr. Burton stated Habitat for Humanity also wishes to participate in the program.

Americorps volunteers and Habitat for Humanity will review the homesteaded properties identified by Code Enforcement, according to standards criteria contained in the International Property Maintenance Code adopted by the City, to determine which homes are able to be saved. Habitat for Humanity will place contractors to perform the work. The Police Department will perform a CPTED inspection and North River Fire District will perform a fire safety inspection. CRA will verify that the property is homesteaded and that it is within the CRA District. Code Enforcement will monitor the properties after rehabilitation to ensure that the structures are maintained in accordance with an agreement that the property owner will sign prior to any work being performed.

Three homes will be selected this year for the rehabilitation program, with an allocated budget of \$60,000. Next year a budget will be developed that will also fund Police and Code Enforcement inspections.

Mr. Burton stated that a policy decision by the CRA would have to be made to allow for multiple-owned properties

**MOTION: Mrs. Lancaster moved, Mr. Williams seconded and motion carried 5-0 to approve the CRA Residential Rehabilitation Pilot Program for 2010, as set forth in the agenda item and with details as set forth by Mr. Burton during this meeting.**

### 4. INTERIM CRA ADMINISTRATOR'S COMMENTS

Mr. Burton stated the CRA has developed a five-year budget. He requested that a finance department staff member be allowed to assist the CRA to develop a five-year project plan. Any cost for the assistance will be defrayed by the CRA.

### 5. PRESIDING OFFICER'S COMMENTS

Updated the Board on work that continues on rewriting plan regarding extra policing and other data collection; using GIS capabilities to perform an existing study of what is in the CRA and make compliant with the Comp Code. The Planner provided information on land use codes that has been broken down in different CRA sections and will show how the uses have changed within the CRA. Using the data, staff is now looking at each area to develop a plan that gives a buffet style and create action plans for how funds are allocated within specific areas. It is anticipated the completed project will be available in November.

### 6. CRA BOARD MEMBERS' COMMENTS

#### Mrs. Lancaster

Mr. Burton explained the documentation that the CRA received for funds spent in the Police Department and Code Enforcement. Mayor Bryant stated that documentation will be in place to ensure accountability of funds spent by the CRA.

#### Ms. Cornwell

Mr. Burton confirmed he has not yet moved forward with any summer programs. He reported he has met with the Palmetto Youth Center on the adjacent piece of property where the Kaboom Park can be located and has met with Ms. Ware regarding access to the proposed park. Ms. Cornwell stated she would like to see programs moved forward that will entertain and train youth.

Ms. Varnadore

Referring to her belief that the Commission should be the CRA Board, she cited knowledge the Commission would have that may not be available to the CRA Advisory Board, using the mangrove trimming as an example. She acknowledged the trust she has for the CRA Advisory Board and values their input.

Mr. Williams

Referring to the discussion as City Commission regarding employing an Administrator/Director, he inquired if Mr. Burton had any input or thoughts he would want to share. Mr. Burton decline comment. Mr. Williams complimented Mr. Burton on his service to the City.

Mrs. Lancaster inquired about the temporary positions. There are three part time positions; the Strategic Planning position is temporary until compliance audit is finished. The next budget will look at staffing levels.

The Commission's video debuted last Friday before Movie in the Park. Currently speaking with the Youth Center about having a Movie in the Park East and about using the facility during the months when there are rainouts or it is too cold.

Mr. Burton discussed the Palmetto Day at the Marauder Game on June 17, 2010. The game will benefit Officer Oyler's family.

Meeting adjourned at 9:24 pm.

Minutes approved:

James R. Freeman  
City Clerk

**DRAFT**  
**CITY OF PALMETTO**  
**SPECIAL CRA BOARD MEETING**  
**June 21, 2010**  
**9:45 PM**

CRA Board Members Present:

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

CRA Board Members Absent:

Mary Lancaster

Staff Present:

Mark Barnebey, City Attorney  
Jeff Burton, CRA Interim 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 9:45 pm.

PUBLIC COMMENT: (non-agenda items): None

1. CRA BOARD AGENDA APPROVAL

**MOTION: Ms. Cornwell moved, Ms. Varnadore seconded and motion carried 4-0 to approve the June 21, 2010 Special CRA Board agenda.**

2. JOB DESCRIPTION APPROVAL

Mr. Freeman stated amendments were made based on discussion at the last review. The following amendments were made:

Minimum Entry Requirements

Preference portion:

- Add "or related field of study" to the first bullet
- Add grant writing experience

Change the title to Community Redevelopment Agency Director

Mr. Freeman suggested that because it was decided at the last review that the position would be an appointed position, Chapter 2 should be amended as quickly as possible.

Attorney Barnebey suggested the following revisions:

Supervision Received

Add after the first sentence: The CRA Director can be suspended or terminated in the same manner as appointed officers as set forth in part 2 of Chapter 2 of the Code of Ordinances.

Essential Duties and Responsibilities

Amend the sentence to read "Recommend modification and implement the Community Redevelopment Plan and Strategic Plan."

Mr. Freeman also commented on the retirement plan provision that department heads are allowed to opt out of the pension plan. Attorney Barnebey recommended that the pension plan ordinance should be changed; in the interim the proposed language will allow the person filling the position to be treated as an appointed officer.

**MOTION: Ms. Varnadore moved, Ms. Cornwell seconded and motion carried 4-0 to recommend to the City Commission to approve the CRA Director job description as stated in the discussion.**

3. INTERIM CRA ADMINISTRATOR'S COMMENTS

None

4. PRESIDING OFFICER'S COMMENTS

None

5. CRA BOARD MEMBERS' COMMENTS

None

6. PUBLIC COMMENTS FOR CRA BOARD

None

Meeting adjourned at 9:55 pm.

Minutes approved:

James R. Freeman  
City Clerk