

**TAB 1**

**CITY OF PALMETTO  
SPECIAL CRA BOARD MEETING  
BEGINS IMMEDIATELY FOLLOWING THE  
CITY COMMISSION AGENDA ITEMS  
August 16, 2010 8:35 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

Mayor Bryant called the meeting to order at 8:35 p.m.

1. CRA BOARD AGENDA APPROVAL

An outstanding special legal billing from Bryant Miller Olive was added to the agenda as item 5B.

**MOTION:** Commissioner Cornwell moved, Commissioner Zirkelbach seconded and motion carried 5-0 to approve the August 16, 2010 Special CRA Board agenda, to include the addition for item 5B, outstanding billing for Bryant Miller Olive.

2. CRA BOARD CONSENT AGENDA

A) Minutes: August 2, 2010

**MOTION:** Mr. Zirkelbach moved, Mrs. Lancaster seconded and motion carried 5-0 to approve the CRA Board Consent Agenda.

3. 2011 FAIR MURAL

Mr. Burton requested approval of an estimate from Palmetto Art Center for the development of a mural to be placed in the CRA's booth during the County Fair and to be used as artwork during Farm City Week. Mr. Burton stated that this mural is time sensitive, and he would like to move forward.

Mr. Burton informed the Board that Mrs. Lancaster has voiced concern on whether the murals should be taken to bid, which was also a topic discussed by the Advisory Board because of the aggregate amount that has been paid to Palmetto Art Center. His objective is to ensure total compliance with applicable laws, so he will research the sole source purchase provision contained in the City's ordinance, and then proceed as directed by the CRA Board.

Gretchen Leclizio, Palmetto Art Center, presented a very young version of the proposed mural. Images of long-time photographer Paul Bartley will be added to the image, as well as more representative photos for clubs involved in the fair and fair-goers.

**MOTION:** Mr. Zirkelbach moved, Ms. Cornwell seconded and motion carried 4-1 to approve expenditure to Palmetto Art Center in an amount not to exceed \$9,968 for the development of the 2011 Fair Mural.

Discussion: Mrs. Lancaster stated the mural was very nice, but because of her perception, she would vote no.

**Motion on the floor carried 4-1. Mrs. Lancaster voted no.**

Mr. Burton stated he will develop the criteria for the mural project, research the topic and then it can be determined if the project is sole source or if it should be bid.

**4. ESTUARY PRESERVE PHASE II FRDAP GRANT**

Approval of a budget transfer to fund a shortfall resulting from the need to complete the project by the grant deadline. Mr. Burton reported that through efforts of Mrs. Minnix and Ms. Miller of the finance department, the state reduced the original amount of the shortfall of \$96,000 down to \$47,635.39.

**MOTION: Mr. Zirkelbach moved, Mrs. Lancaster seconded and motion carried 5-0 to approve a transfer from 190 559 8214 (CRA Community) to 190 559 6304 9005 (Improvements – Estuary Enhancements) in the amount of \$47,635.39.**

**5. STOREFRONT #SF10-05 EXTENSION**

Approval of a 45-day extension to September 19, 2010.

**MOTION: Mrs. Lancaster moved, Ms. Cornwell seconded and motion carried 5-0 to approve an extension for Storefront Grant #SF10-05, 600 Palmetto, LC, to September 19, 2010.**

**5B. BRYANT MILLER OLIVE LEGAL BILLING**

Attorney Barnebey stated the invoice of \$7,935.50 relates solely to labor issues with the prior CRA Director. Staff will confirm the availability of funds, or the topic will be brought back for approval of any funding issues.

Mrs. Lancaster requested the total amount that has been expended on labor issues.

**MOTION: Mrs. Lancaster moved, Ms. Cornwell seconded, and motion carried 5-0 to approve the invoice related to labor matters regarding the CRA for Bryant Miller and Olive various legal issues dating back to fiscal year 2009 in the expenditure amount of \$7,935.50.**



**6. INTERIM CRA ADMINISTRATOR'S COMMENTS**

Compliance Book Audit A is now with the attorney and work will begin on Book B.

The Residential Rehabilitation is going back to CRA Advisory because they requested additional detail.

He is working with the finance department on the budget. Mr. Burton requested a joint CRA/CRA Advisory Board meeting to review the budget. He briefly commented on new projects that will be proposed.

A draft of CRA Plan Chapter 1 and most of Chapter 2, together with the statute on slum and blight for cross reference was distributed. Three bids have been received for a survey to map the CRA boundaries. Work will begin on Chapter 3.

Commented on a map included in the draft plan revision that identifies the area by land uses, using data from 1900 until the present.

The CRA CCNA proposal has been written and given to the city attorney for review. The School Board's advertising and the State of Florida application will be used.

Mr. Burton confirmed his office can write a FRDAP Grant for \$250,000. Parks mentioned for the possible grant were Riverside, Martin Luther King, Lamb, Sutton and the Estuary Park. He also reported the grant for the seawall is due at the end of the month.

Mayor Bryant informed Commission Lorraine Lyn is involved in dealing with Comp Plan responses, and stated she hopes GIS Specialist Zack Schwartz will be available to work with her.

#### 7. PRESIDING OFFICER'S COMMENTS

#### 8. CRA BOARD MEMBERS' COMMENTS

Ms. Varnadore

Thanked Zack Schwartz for the work he did on the map prepared for the alcohol ordinance. She stated having the data driven information will be great tool for the Commission. Mr. Burton reported it cost \$168.00 to link to the county's GIS system.

Mrs. Lancaster

Stated she would like to start posting the property where the CRA is involved in projects with advertisement boards. Mr. Burton will bring back a sample.

Mr. Williams

Requested that the statute included in the draft CRA Plan be placed in a binder.

Ms. Cornwell

Referring to the changes in demographics in the school system, Ms. Cornwell suggested that the City needs to be more sensitive and do more outreach. She wants to make sure each demographic group in the City has representation.

Meeting adjourned at 9:20 p.m.

Minutes approved:

James R. Freeman  
City Clerk

**DRAFT  
CITY OF PALMETTO  
SPECIAL CRA BOARD AND  
CRA ADVISORY BOARD MEETING  
August 30, 2010**

CRA Board Members Present:

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

CRA Board Members Absent:

Alan Zirkelbach

CRA Advisory Board Members Present:

Nick Costides  
Betty Ann Price  
Charles Smith

Staff Present:

Jeff Burton, CRA Interim Administrator  
James R. Freeman, City Clerk  
Cheryl Miller, Sr. Accounting Analyst  
Scott Rudacille, Chief Assistant City Attorney  
Allen Tusing, Public Works Director  
Rick Wells, Chief of Police  
Diane Ponder, Deputy Clerk-Administration

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

PUBLIC COMMENT: (non-agenda items): None

1. CRA BOARD AGENDA APPROVAL

**MOTION: Ms. Cornwell moved, Mrs. Lancaster seconded and motion carried 4-0 to approve the August 30, 2010 Special CRA Board and CRA Advisory Board agenda.**

Discussion ensued on amending the agenda to include the FRDAP Grant application as Item 1A.

**MOTION: Ms. Cornwell moved, Mrs. Lancaster seconded and motion carried 4-0 to add the FRDAP Grant to the agenda as Item 1A.**

1A CRA Advisory Board concurred that they were in favor of applying for the FRDAP Grant.

**MOTION: Mr. Costides moved, Mr. Smith seconded and motion carried 3-0 to recommend approval to the CRA Board to authorize the Mayor to execute application documents for a FRDAP Grant in the amount of \$200,000 and to authorize the Mayor to execute the Grant Agreement documents, if funded.**

**MOTION: Ms. Cornwell moved, Mr. Williams seconded and motion carried 4-0 to approve that the CRA execute application documents for a FRDAP Grant in the amount of \$200,000 and execute the Grant Agreement documents, if funded.**

## 2. FISCAL YEAR 2011 BUDGET REVIEW

Mr. Burton discussed the use of the restricted funds, listing the following options: 1) pay down the loan, 2) consider a project with the Olympia Theater (four proposals have been rejected), or 3) seek a loan amendment to allow the loan proceeds to fund a different use.

Mr. Burton led a general discussion on items included in the proposed budget. He focused on the projects that will have to be pushed back because of the lack of funding. He updated the CRA Board on the projects that are funded. He also discussed the possibility of a new CRA building that could be leased to the Police Department should an amendment to the loan be acquired and the required community policing component added to the CRA Plan.

Mayor Bryant asked the CRA Advisory Board and the CRA Board for any ideas they may have for the use of the property at the corner of 10th Ave. & 7<sup>th</sup> Street that was purchased by the CRA.

Mr. Burton confirmed that the CRA Advisory Board has not approved the budget as being presented. CRA Advisory Board member Charles Smith stated he is satisfied with the budget that has been presented. Ms. Price stated that prior to this meeting, she was unaware of some of the projects being discussed and she is not prepared to make a recommendation on the budget.

Discussion was held on approving line item budget amounts for items that are not yet included in the CRA Plan. Mr. Burton acknowledged there are issues the City is working through as quickly as possible to correct. He further acknowledged that line items as presented can remain in the budget, that it is a working document that can be amended. Mr. Freeman confirmed that the budget can be approved in a very broad format as presented.

Mr. Costides opined it is not within the scope of the CRA Advisory Board to approve personnel benefits and operating expenses of the CRA office; his attention is focused on reviewing the projects the CRA is proposing. As part of the discussion, Ms. Cornwell requested to see State documentation that the positions which were in the past taken out of the City budget and funded by the CRA is no longer permitted, i.e. Public Works and Police personnel.

Presiding Officer Bryant asked the CRA Advisory Board if they were prepared to approve the budget as presented, knowing they have opportunity to modify the budget in the future. Mr. Costides stated that he can approve the budget so long as the Advisory Board has the ability to amend it in the future. Mrs. Price stated that she cannot approve the budget as presented because she has not had time to study the material.

Attorney Rudacille confirmed that the Advisory Board is required by ordinance to adopt a draft budget within a month in advance of the fiscal year. Attorney Rudacille also confirmed that the CRA Board will then have time to review and approve the budget before its approval by the City Commission.

**MOTION: Mr. Smith moved, Mr. Costides seconded and motion carried 2-1 to approve the CRA Advisory Board's proposed CRA FY 2011 Budget. Mrs. Price voted no.**

## 3. INTERIM CRA ADMINISTRATOR'S COMMENTS

## 4. PRESIDING OFFICER'S COMMENTS

5. CRA BOARD MEMBERS' COMMENTS

Mr. Burton explained that because the \$1.2 million received from the sale of the property to the School Board was originally purchased with loan proceeds, that money is now restricted and cannot be used except as stipulated in the loan. It became necessary to push back projects such as Riverside and Estuary Park.

Riverside seawall falls under repair and maintenance.

Mr. Burton stated that Ward 1 Phase 2 will remove slum and blight; however, it could have been done better to create a more visual impact.

Attorney Rudacille stated the CRA has until October 1, 2010 to adopt a budget.

Information distributed will be brought back to the CRA.

Presiding Officer Bryant stated she will forward the CRA Advisory Board information she has received on another savings avenue on projects, after she has time to study the material.

Meeting adjourned at 9:00 p.m.

Minutes approved:

James R. Freeman  
City Clerk