

TAB 1

**DRAFT
CRA BOARD MEETING
BEGINS IMMEDIATELY FOLLOWING THE
CITY COMMISSION AGENDA ITEMS
NOVEMBER 1, 2010**

CRA Board Members Present

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

CRA Board Member Absent:

Alan Zirkelbach, Vice Chair

Staff Present

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



Mayor Bryant called the meeting to order at 9:00 pm.

PUBLIC COMMENT: (non-agenda items): None



1. CRA BOARD AGENDA APPROVAL

MOTION: **Mrs. Lancaster moved, Ms. Varnadore seconded and motion carried 4-0 to approve the November 1, 2010 CRA Board Agenda.**



2. CRA CONSENT AGENDA

- A) Minutes: October 4, 2010
- B) YMCA Parks Market Study
- C) Storefront Grant SF10-08

MOTION: **Ms. Cornwell moved, Mrs. Lancaster seconded and motion carried 4-0 to approve item 2A November 1, 2010 CRA Board Consent Agenda.**




Item# 2B

The YMCA will perform a detailed market survey regarding parks in the City and possible locations for YMCA amenities. The CRA Advisory Board accomplished a reduction in the cost to \$9,000 vs. the original proposed \$27,000. CRA funds will address improvements in parks within the CRA District and YMCA funds will address any parks located outside the district's boundaries.

Mr. Burton confirmed that the YMCA has guaranteed that the proposed project at 23rd St. is not part of this study, as it subject to a grant award. Martin Luther King Park will be considered, but in a reduced capacity because of the site's specific limitations.

MOTION: Ms. Cornwell moved, Mr. Williams seconded and motion carried 4-0 to approve item 2B.

 Item 2C

Mr. Burton confirmed the total budget amount for storefront grants is \$250,000

MOTION: Ms. Cornwell moved, Mrs. Lancaster seconded and motion carried 4-0 to approve item 2C.

 3. CRA DIRECTOR'S COMMENTS

Dinner will provided at the joint meeting scheduled November 9, 2010.

Invited the CRA Board members to meet with him individually to review two projects.

Reported he has met with Habitat for Humanity. He will seek approval for a pilot house for the Residential Rehabilitation Program at the November 9, 2010 meeting.

Discussed his plan to review the ordinances governing the CRA Board and CRA Advisory Board at the November 9, 2010 meeting, so a full understanding of the process between the two boards can be achieved.

Thanked the commissioners for his appointment.

Reported that FPL will be upgrading 30 homes in Palmetto for energy efficiency, based on information supplied by Meals on Wheels deliveries.

4. PRESIDING OFFICER'S COMMENTS

None

5. CRA BOARD MEMBERS' COMMENTS

None

Meeting adjourned at 9:10 p.m.

James R. Freeman
City Clerk

**DRAFT MINUTES
SPECIAL CRA BOARD AND JOINT
CRA ADVISORY BOARD
WORKSHOP MEETING
NOVEMBER 9, 2010
5:30 P.M.**

CRA Board Members

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

CRA Advisory Board Members

Sia Mollanazar, Chair
Betty Ann Price, Vice Chair
Nick Costides
Charles Smith (Absent)
McArthur Sellars

Staff Present:

Jeff Burton, CRA Director
Jim Freeman, City Clerk
Scott Rudacille,



Call to order at 5:38 p.m.



1. CRA/CRA ADVISORY BOARD DISCUSSION ITEMS

Mr. Burton narrated a PowerPoint presentation regarding topics of discussion between the CRA Board and CRA Advisory Board. During the discussion ordinance creating the CRA and CRA Advisory Board, Mr. Burton requested the following amendments to the ordinance:

1. Amendment to allow that recommendations for or against projects may be made "with stipulations". The proposed language may speed the process of moving certain projects forward to the CRA Board.
2. Ability of an applicant to bypass the CRA Advisory Board. There was a majority consensus of the CRA Board members that applicants should only be able to bypass the CRA Advisory Board in special circumstances; i.e. emergencies or time sensitive issues. It was suggested that criteria should be developed as to what types of situations should be granted the right to "bypass".
- 3.

Attorney Rudacille confirmed that the ordinance provides that a topic will move forward to the CRA Board regardless of the CRA Advisory Board's recommendation.

Presiding Officer Bryant commented that the process between the CRA and Advisory Board over the last two months is now working as she envisioned. She commended the CRA Advisory Board for the work they have accomplished to date.

Mr. Burton discussed the role the CRA Advisory Board currently plays in creating a budget, reviewing policies and procedures, and reviewing the powers of the agency in rewriting the CRA Plan.

It was consensus of the CRA Board that the CRA Advisory Board should be involved in the annual draft of a budget that is established for the programs of the CRA, not the day-to-day involvement of the CRA administrative or personnel expenses.

Mr. Burton reviewed part four (accountability) of the new CRA Plan. He stated that the boundary of the CRA will be extended with adoption of the new Plan. He also discussed board members and employees that must disclose property owned or purchased in the district, per Statute 112, according to his

interpretation of the law. Attorney Rudacille stated he will research the topic and recommend a procedure for proper disclosure by the appropriate board members, if necessary.

Attorney Rudacille confirmed that a CRA Board or CRA Advisory Board member may serve on the City board and be elected to a County board. He will confirm if the "position" is a public office, elected office or employment.

The responsibilities pertaining to the CRA that remain with the City Commission were reviewed.

Discussion occurred projects that can be financed using CRA and TIF funds. Mr. Burton requested that it be confirmed that the Finance Department is making required reports to each taxing authority of the County.

Mr. Burton discussed the progress that is being made on the CRA Plan. It is anticipated it will be ready for review by the CRA Advisory Board in approximately 60 days.

General discussion was held with the CRA Advisory Board on any ways they felt could improve the information that is being shared between the two boards. Mr. Burton was asked to place the spreadsheet of CRA Advisory Board items on the next CRA Board agenda for discussion, with information provided on the projects where no action has been taken.

Mr. Williams and Ms. Cornwell departed the meeting at 6:50 p.m.

Mayor Bryant introduced new CRA Advisory Board member, McArthur Sellars. She also reminded those present of the Veterans Day program that will be held November 11. Positive comments are being received by her office regarding the public art being placed throughout the City.

Mayor Bryant thanked the CRA Advisory Board members for their service to the City. She commented on the task at hand, reinforcing that she wishes to make the process between the two boards be as smooth as possible.

Meeting adjourned at 7:15 p.m.

James R. Freeman
City Clerk

**DRAFT MINUTES
CITY OF PALMETTO
SPECIAL CRA BOARD MEETING
BEGINS IMMEDIATELY FOLLOWING THE
CITY COMMISSION AGENDA ITEMS
November 15, 2010**

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 and Others Present:

Jeff Burton, CRA Director
James R. Freeman, City Clerk
Allen Tusing, Public Works Director
Chief Rick Wells
Lorraine Lyn, City Planner
Mark Barnebey, City Attorney
Deanna Roberts, Administrative Assistant

Mayor Bryant convened the Special CRA Board meeting.

PUBLIC COMMENT: (non-agenda items): None

1. CRA BOARD AGENDA APPROVAL

MOTION: Commissioner Zirkelbach moved, Commissioner Lancaster seconded, and motion carried unanimously to approve the November 15, 2010 Special CRA Board agenda.

Commissioner Williams announced that pursuant to [Florida Statutes] Chapter 163.367, paragraph 2, he resides at 610 Riverside Drive, Palmetto, and he and wife Patricia own the property.

Commissioner Lancaster announced that she resides at 711 13th Street West with her son, and it is in the CRA District.

Commissioner Tambra Varnadore announced that her spouse owns property within the CRA at 1706 8th Avenue West.

2. UGARTE & ASSOCIATES CONTRACT APPROVAL

Discussion to amend the Scope of Services of the existing contract to allow for the possibility of a grant application.

MOTION: Commissioner Cornwell moved, Commissioner Zirkelbach seconded, and motion carried unanimously to approve a contract with Ugarte and Associates for grant writing in the amount of \$9,800.

3. CRA DIRECTOR'S COMMENTS

Commissioner Lancaster asked Mr. Burton where he was on having the signs made that say when construction will begin [Ward I]. He said Mr. Tusing had them designed and they are being made.

4. PRESIDING OFFICER'S COMMENTS

None

5. CRA BOARD MEMBERS' COMMENTS

Commissioner Varnadore asked about the projects list discussed at the joint meeting. Mr. Burton said it will be on the December agenda.

Commissioner Zirkelbach asked to meet with Mr. Burton to discuss the residential rehab program.

Mr. Tusing addressed the Board regarding the Riverside Drive project. The total project funding was \$300,000: \$150,000 from the State and \$150,000 from the CRA. The project was bid at \$134,944.30. The item was pulled from the CRA Advisory Board meeting with no action to bring it to the CRA Board; the reason for his presentation. There were two change orders on the project; one in the amount of \$27,000+. He informed Commission the total project cost was \$168,393.14. He is seeking approval for an additional expenditure in the amount of \$13,602.92, the CRA's portion of the change order of \$27,205.84, to close out the project so the City can get its money from the State. Mr. Burton said he needs the backup in order to pay the contractor [Superior Asphalt]. He said the CRA had already paid \$6,000+. Mr. Zirkelbach offered to help review the costs.

Mrs. Varnadore questioned why this was not an agenda item. Mr. Burton said the Advisory Board pulled it because they did not have all the information they wanted. They never voted on it.

MOTION: Commissioner Williams moved, Commissioner Zirkelbach seconded, and motion carried 4-1 to approve the expenditure of, not-to-exceed \$13, 602.92, for the Riverside Drive Project, subject to City Clerk and CRA Director approval of backup. Commissioner Varnadore voted nay.

Mr. Freeman said the City is scheduled to close out the grant tied to this project at the end of the month following a thirty-day extension. He recommended moving forward with the \$13,602.92.

Mayor Bryant closed the CRA Board meeting and reconvened the City Commission meeting.

James R. Freeman
City Clerk