

**TAB 1**

**DRAFT  
CITY OF PALMETTO  
CRA BOARD MEETING  
FEBRUARY 6, 2012**

CRA Board Members

Shirley Groover Bryant, Presiding Officer  
Tamara Cornwell  
Charles Smith  
Tambra Varnadore  
Brian Williams  
Alan Zirkelbach

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

Mr. Williams called the meeting to order at 7:45 p.m.

1. CRA BOARD AGENDA APPROVAL

**MOTION: Ms. Varnadore moved, Mr. Zirkelbach seconded and motion carried 5-0 to approve the February 6, 2012 CRA Board Agenda.**

2. CRA CONSENT AGENDA

- a) Minutes: December 19, 2011; January 20, 2012
- b) General Commercial Incentives for Dunkin Donuts/Baskin Robbins payable in five annual payments of \$5,068 for a total of \$25,340
- c) CRA Resolution No. 2012-01 to transfer the CRA approved budget funds of \$582,500 for the 5<sup>th</sup> Street Streetscape Project to the City's budget line to allocate the SWFWMD grant award 50% match requirement

Ms. Varnadore removed item 2b, the General Commercial Incentives. Ms. Cornwell removed item 2c, Resolution No. 2012-01.

**MOTION: Mr. Zirkelbach moved, Ms. Cornwell seconded and motion carried 5-0 to approve the February 6, 2012 CRA Board Consent Agenda for the minutes of December 19, 2011 and January 20, 2012 only.**

Presiding Officer Bryant entered the meeting.

Item 2b General Commercial Incentives

Attorney Barnebey stated this will require a separate agreement that will come back to the Board once he has reviewed the item. He commented on this being the pilot program and the need to see the Board's opinion. Mr. Burton confirmed the maximum incentive amount is \$25,340, payable over five years.

The incentive will be 9.5% based on the Building Official's evaluation of \$266,766. Also, no funds will be paid until the certificate of completion is issued. Discussion ensued on the fact no local contractors were

used. Mr. Zirkelbach suggested that the contractor's various contracts should be submitted so the City can see the project amounts and where the money is being spent. Mr. Burton confirmed that because local contractors are not used the incentives were lowered from a maximum of 30% to the 9.5% that will be paid. He reviewed each incentive that will be funded.

Mr. Burton suggested that if the Board wishes to see a change to the incentives that they should let him know. The program will be going back to the CRA Advisory Board for consideration of suggested changes from Mayor Bryant and Mr. Zirkelbach.

**MOTION: Ms. Cornwell moved, Ms. Varnadore seconded and motion carried 5-0 to approve the CRA General Commercial Incentives for a maximum of \$25,340 for the Dunkin Donuts redevelopment at 612 10<sup>th</sup> St. E., to be distributed in five equal payments over five years subject to entering into an agreement prior to funding.**

Item 2c Resolution No. 2012-01

This resolution transfers the \$582,000 CRA budgeted for the 5<sup>th</sup> Street Streetscape project into a City account that will also contain the grant award from Southwest Florida Water Management District (SWFWMD) for the project.

**MOTION: Ms. Cornwell moved, Mr. Smith seconded and motion carried 4-0 to approve item 2c, Resolution No. 2012-01, to transfer CRA approved budget funds of \$582,500 for the 5<sup>th</sup> Street Streetscape project to the City's budget line to allocate SWFWMD grant award 50% match requirement. Mr. Zirkelbach was absent for the vote.**

CRA DIRECTOR'S COMMENTS

A meeting will be held tomorrow in Sutton Park with the contractors. The Board will receive rankings for the vendors for the construction in the park by March 6, 2012. Mr. Williams complimented the mayor for obtaining an additional \$5,000 reduction in fees from our engineering firm.

Reported the CRA applied to SWFWMD for a \$690,000 grant for the MLK Park. That grant was not awarded but the CRA was ranked very high for \$500,000; hopefully which lead to approval of a grant.

The 5<sup>th</sup> Street plans have been sent to the board. Reported the project is almost ready for bid; buildings are being demolished this week.

Acknowledged a student intern working on his master's degree at USF in urban regional planning, who is working with the CRA. He will be doing a survey of all commercial and industrial properties in the City, with the intent to put them all on the EDC website as available properties.

Mr. Burton was asked to focus on making sure Palmetto is correctly identified on maps. He also commented on getting the City's name on news casts. Mr. Burton discussed the positive hits being received from news releases being developed by Merab-Favorite. A strategy is being developed on how to respond to news casts where the City gets blamed for events that don't actually occur in the City.

PRESIDING OFFICER'S COMMENTS

Stated paint teams will be recruited to work with Habitat for Humanity to paint homes. She requested that Commissioners reach out to organizations they know to seek teams. So far she has developed four teams and 15 is the goal. Each team will paint one home.

CRA BOARD MEMBERS' COMMENTS

None

PUBLIC COMMENTS FOR THE CRA BOARD

None

Meeting adjourned at 8:30 p.m.

Minutes approved:

James R. Freeman  
City Clerk