

CRA BOARD MEETING
January 3, 2022
7:00 PM

This CRA Board Meeting was conducted utilizing Communications Media Technology. Some Staff members were present in the Commission Chambers while others were present via the Zoom application to respect the social distancing guidelines.

CRA BOARD MEMBERS PRESENT IN CHAMBERS:

Shirley Groover Bryant, Presiding Officer (via telephone into Zoom Meeting)
Harold Smith, Chair
Tambra Varnadore, Vice Chair (via telephone into Zoom Meeting)
Tamara Cornwell
Sheldon Jones
Brian Williams

STAFF PRESENT IN CHAMBERS:

Mark Barnebey, City Attorney
Jim Freeman, City Clerk
Jeff Burton, CRA Director
Xavier Colon, Assistant CRA Director
Mohammed Rayan, Public Works Director
Scott Tyler, Chief of Police
Kera Hill, Development Services Director
Penny Johnston, Executive Assistant
Vanessa Cochran, Assistant City Clerk

STAFF PRESENT ELECTRONICALLY:

Todd Williams, Information Technology (IT) Consultant
Diana Shoemaker, CEO of Manatee Habitat for Humanity, (via telephone into Zoom Meeting)

1. Chair Smith called the meeting to order at 8:56 pm
2. CRA BOARD AGENDA APPROVAL

Motion: Mr. Jones moved, Mrs. Cornwell seconded, and the motion carried 5-0 to approve the January 3, 2022 CRA Board Agenda.

3. PUBLIC COMMENT
None

4. CONSENT AGENDA
 - a. Minutes: November 1, 2021 and December 6, 2021
 - b. Legal Bills

Motion: Mrs. Cornwell moved, Mr. Williams seconded, and the motion carried 5-0 to approve the Consent Agenda as presented by staff.

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5. ELECTION OF CRA CHAIR AND VICE CHAIR

Mrs. Cornwell nominated Sheldon Jones as Chair for the 2022 CRA Board. Since there were no other nominations, Sheldon Jones is the Chair for the 2022 CRA Board.

Mrs. Cornwell nominated Brian Williams as Vice Chair for the CRA Board. Since there were no other nominations, Brian Williams is the Vice Chair for the 2022 CRA Board.

6. RESIDENTIAL REHABILITATION PROGRAM UPDATES (X. COLON)

Mr. Colon, Assistant CRA Director, introduced Diana Shoemaker, CEO of Manatee Habitat for Humanity and announced that she facilitates the program for the CRA. Then, he discussed the 2 changes to the Plan, and they are as follow:

- Part 3, Requirements, Restrictions, and Eligibility

The CRA Advisory Board felt that the original language was too harsh and decided to have it changed from **5 year history crime-free on or near the property to 5 year history of crime-free or no police activity on the property.**

- Part 4, Fee, Procedural Schedule and Funding

A fee schedule was added because Habitat Humanity does the groundwork for the CRA for this program, and this fee helps with the administrative expenses.

Mr. Colon finished the presentation and asked the Board if there were any comments or questions.

Mr. Williams had numerous questions and concerns regarding certain language usage in the plan, and the timeframe the applicant has in completing the paperwork. He recommended to have the item workshopped.

In regards to the Determination of Primary Eligibility, Section 2, 5 year history of crime-free, or no police activity on the property, Chief Tyler stated that the wording needs to be adjusted because suppose the applicant was a victim of a crime, which has nothing to do with the character of the property. He suggested to have the verbiage changed. Mrs. Cornwell and Mr. Jones agreed with Mr. Williams and Chief Tyler.

Mrs. Cornwell asked who is responsible for the fees associated with the preliminary qualifications and the due diligence. Mrs. Shoemaker explained that the administrative fees comes from the CRA program, and Habitat Humanity assists the family throughout the process.

Discussion ensued about the other benefits and services that are provided in the Residential Rehabilitation Program and if the program is in the CRA Plan.

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Attorney Barnebey requested clarification on the 15% of Administrative Fee up to \$3,000, and recommended an appeal clause be added if the application is denied. Mr. Burton pointed out the location of the appeal clause in the program. In regards to the section, Field Work - 15% Administrative Fee Up To \$3,000, it is on the construction cost document and will be added to the title.

Mr. Williams asked if the applicant will have any financial cost for this program, and Mr. Burton replied no.

Mr. Jones expressed that he likes the program.

Mr. Colon recapped the requested changes and stated that the revised document will be presented at a Workshop Meeting.

Motion: ~~to approve the updates on the Residential Rehabilitation Program.~~

7. CRA DIRECTOR'S COMMENTS

Mr. Burton provided updates on the Main Street Program.

8. CRA PRESIDING OFFICER'S COMMENTS

Chair Smith commented on the driver who picks up performing artists for the City/CRA events. He also invited everyone to the Multicultural Festival on January 17th.

9. CRA BOARD MEMBERS' COMMENTS

None

Chair Smith adjourned the meeting at 10:15 p.m.

MINUTES APPROVED: MARCH 7, 2022

JAMES R. FREEMAN

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CITY CLERK