

**PALMETTO COMMUNITY REDEVELOPMENT AGENCY  
ADVISORY BOARD MEETING**

**September 8, 2009**

**Advisory Board Members Present:**

Nick Costides  
Sia Mollanazar  
Betty Ann Price  
Charles Smith, Chairman

**Members Absent:**

None

**Also Present:**

Jeff Burton, Interim CRA Administrator  
Mark Barnebey, City Attorney  
Beverly Minnix, Administrative Assistant

**I. CALL TO ORDER**

Mr. Smith called the meeting to order at 5:30 PM.

**II. APPROVAL OF AGENDA**

**MOTION: Mr. Costides moved, Ms. Price seconded, and motion carried unanimously to approve the agenda.**

**III. OLD BUSINESS**

**A. Approval of Minutes – July 14, 2009**

**MOTION: Ms. Price moved moved, Mr. Costides seconded, and motion carried unanimously to approve the minutes.**

**B. Approval of Minutes August 11, 2009**

**MOTION: Ms. Price moved, Mr. Costides seconded, and motion carried unanimously to approve the minutes.**

**C. Storefront Grant Application Review**

Mr. Burton introduced the “re-write” of the application by Mr. Costides incorporating the changes requested by the Advisory Board. General discussion ensued. Ms. Price apprised the Advisory Board of the “Checklist” that is now a part of the application and Mr. Burton suggested that a reference of the applicable page number be placed by the respective item being requested of the applicant. Mr. Barnebey indicated that decisive actions can only be made by the CRA Board and the Advisory Board can only make recommendations to the CRA Board for final action. Discussion then ensued regarding the granting of extensions and the authority of the

CRA Administrator to authorize same with an affirmative action by the CRA Advisory Board.

**MOTION: Mr. Costides moved; Mr. Mollanazar seconded and motion carried unanimously to recommend the CRA Board approve the 2009-2010 Storefront Grant Application with noted changes.**

**D. CBI Property – RFP**

Mr. Burton described the process of the Request for Proposal for the property located at 924 5<sup>th</sup> Street West. Discussion ensued. No action was required by the Advisory Board.

**E. CRA Audit Review Checklist**

Mr. Burton provided an overview of the checklist and provided a brief explanation and status of each item. Mr. Burton and Ms. Minnix encouraged all members of the Advisory Board to come by the office and review the documentation compiled by Attorney Churuti. Chairman Smith opined regarding the size and scope of efforts of CRA staff required to complete research.

**IV. NEW BUSINESS**

**A. Letters to Manatee County**

4 draft letters to Manatee County were presented to Advisory Board Members. The theme of the letters was invitations to the County to participate in various initiatives that would be of benefit to the CRA. They are listed as follows: 1. Palmetto Bus Transfer Station; 2. Joint Marketing Plan with Manatee Port, Manatee County Enterprise Zone and the Palmetto CRA; 3. Partnership with Manatee County in funding of a Civic Center Hotel; 4. 7<sup>th</sup> Street/US 41/Haben Boulevard Connection. Mr. Burton gave a brief overview of the nature of each letter. Discussion ensued regarding each. Discussion ensued regarding the various letters.

**MOTION: Mr. Mollanazar moved; Ms. Price seconded and motion carried unanimously to recommend the CRA Board approve 3 of the 4 letters (remove Letter #4, 7<sup>th</sup> Street/US 41/Haben Boulevard.)**

**B. 2009-2010 Budget Review**

An updated budget was distributed to CRA Advisory Board Members and discussion ensued regarding the budget process and how the CRA Budget should mirror the CRA Plan and objectives.

**MOTION: Ms. Price moved, Mr. Mollanazar seconded and motion carried unanimously to approve the budget as presented and recommend approval by the CRA Board.**

**C. Strategic Plan**

Mr. Burton distributed a diagram of the stakeholder map for the CRA Strategic Plan and explained the process of executing the Strategic Plan. Mr. Burton reviewed the role of the stakeholders, the CRA Advisory Board and the CRA Board. The methodology used for the Plan is based upon **Strategic Planning for Public and Nonprofit Organizations** authored by John M. Bryson.

**D CRA District Mapping / TIF Listing Project**

Mr. Burton updated the CRA Advisory Board on the status of the project. A meeting was held with Manatee County to coordinate the use of the data. CRA will be funding a part time position to coordinate getting the data on to our system to start the review process to reconcile the TIF listing to the map. Mr. Burton will be requesting the City to enter into an Inter-local agreement with Manatee County .

**E. Burkholz Appraisal Building Facelift**

Discussion ensued regarding the above referenced topic on the property which is located at 930 5<sup>th</sup> Street West. The Advisory Board queried as to why this building was not put out for RFP as with the CBI Building. Mr. Costides opined that regardless of the lease situation on the building, we should try to liquidate this piece property. Ms. Price concurred with Mr. Costides. Mr. Burton advised the Advisory Board that there were 2 additional properties on 9<sup>th</sup> Ave. Drive West.

**MOTION: Mr. Costides moved, Mr. Mollanazar seconded and motion carried unanimously to recommend to the CRA Board to declare 930 5<sup>th</sup> Street West and 2 pieces of abandoned property as surplus and to place the properties out for RFP.**

**F. Painting of CRA Office & Burkholtz Appraisal Building**

Discussion ensued regarding the topic of both properties and since the Burkholtz building was recommended for surplus and resulting RFP, the discussion was primarily focused on the CRA office located at 715 4<sup>th</sup> Street West. Questions were posed and discussion ensued regarding the lease and the obligation for the CRA to pay for maintenance on the building.

**MOTION: Mr. Mollanazar moved, Mr. Costides seconded and the motion carried unanimously to recommend approval of the lowest paint bid contingent upon all bidders providing bid detail of the same nature or description. Upon receipt of this information, recommend to CRA Board for approval.**

**G. CDBG-County TIF Report**

Mr. Burton informed the Advisory Board that we have received written confirmation from Manatee County that we may apply for CDBG funds without impacting residents that are participating in the SHIP program.

**H. CRA Attorney's Comments – NONE**

**I. CRA Interim Administrator Comments – NONE**

**J. Citizens' Comments – NONE**

- V. NEXT REGULARY SCHEDULED MEETING : October 13 2009**
- VI. ADVISORY BOARD COMMENTS – NONE**
- VII. Meeting was adjourned at 8:12 PM**

**Minutes Approved:                    October 13, 2009**

**Jeff Burton, Interim CRA Administrator**

A handwritten signature in black ink, appearing to be 'Jeff Burton', written over a horizontal line.