

**CITY OF PALMETTO  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
MEETING BEGINS IMMEDIATELY FOLLOWING THE  
CITY COMMISSION AGENDA ITEMS  
December 7, 2009**

CRA Board Members Present

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

Staff Present:

Mark Barnebey, City Attorney  
Jeff Burton, Interim CRA Administrator  
James. R. Freeman, City Clerk  
Garry Lowe, Chief of Police  
Allen Tusing, Public Works Director  
Diane Ponder, Deputy Clerk-Administration

Mayor Bryant called the meeting to order at 8:50 pm.



1. CRA BOARD AGENDA APPROVAL

**MOTION:** Mrs. Lancaster moved, Ms. Cornwell seconded and motion carried 5-0 to approve the December 7, 2009 CRA Board agenda.



2. CRA CONSENT AGENDA

A) Minutes: October 26 and November 2, 2009

**MOTION:** Ms. Varnadore moved, Mr. Williams seconded and motion carried 5-0 to approve the December 7, 2009 CRA Board Consent Agenda.



3. PART TIME OFFICE ASSISTANT POSITION

Mr. Burton reviewed the organizational chart of CRA. The Executive Assistant is the only full time position and only position with institutional knowledge. He reviewed the many tasks currently undertaken by the individual filling the position, which could be handled by a part time position, thus freeing her time for more urgent tasks that need to be completed.

Mr. Burton described the scope of the new office assistant's position; part time at 31 hours per week at a starting salary of \$11.9304 per hour. Discussion ensued on concerns voiced by Board Members regarding filling the position before a permanent CRA Administrator is in place. Discussion also ensued on offering the position to individuals that were displaced during the workforce reduction.

Mayor Bryant suggested posting the position as a temporary part time position.

**MOTION: Mr. Zirkelbach moved, Ms. Varnadore seconded and motion carried 5-0 to approve the posting of a part time temporary office assistant position at Grade 103, with an entry level hourly wage of \$11.9304.**

 **4. 8th AVENUE BEAUTIFICATION PROJECT**

Mr. Burton requested approval to secure services of a consultant to develop a catalog of acceptable amenities relating to a Maintenance Storefront Grant. Item has been budgeted. The Advisory Board has approved a storefront grant that includes maintenance. Code Enforcement and the Police Department, through SEPTED and the Safe Neighborhoods program, will be involved in the program.

If an applicant enters the program and does not comply with the established criteria, payment will not be made by the CRA. Building colors, landscaping, signage, fencing, lighting for reduction of crime will be included in the catalog. Mr. Burton also spoke of the possibility of adding part time code enforcement officers to assist, which will lead to the reduction in crime.

Mr. Burton confirmed the Advisory Board has approved the conceptual idea of the catalog.

**MOTION: Ms. Varnadore moved and Mr. Williams seconded to approve the expenditure of not more than \$5,000 to secure consulting services for the creation of a catalog of acceptable amenities for the Storefront Maintenance Grant program.**

**The Board confirmed that the applicant will be required to pay all permit fees.**

**Motion on the floor carried 5-0**

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

Work on the audit continues; six of thirty items have been completed.

GIS moves forward, 4'x8' map with City and CRA boundaries is being completed. A City map book, prepared in grids, will also be prepared.

Public art mural ready to unveil. Popi's is the first location, where Charlie Ugarte's four piece work will be displayed.

Funding analysis plan for grants will be brought forward at a later date; less than \$10,000 cost.

CRA/City transfer fund study has been performed so positions working outside the CRA can be properly funded.

Bonding for hotels spreadsheet has been completed; cost benefit analysis will be performed.

Mrs. Lancaster discussed the code enforcement issues that exist in the CRA. Mr. Williams suggested that police officers can identify areas that need code enforcement review. Chief Lowe stated reports are being prepared by the officers now and are being forwarded to Code Enforcement and Public Works. Mr. Freeman will provide a list of Code Enforcement complaints and formal actions that have gone before the Code Enforcement Board.

 **6. PRESIDING OFFICER'S COMMENTS**

None



7. CRA BOARD MEMBERS' COMMENTS

Ms. Cornwell

Inquired who is responsible for the Fair Booth. Attorney requested a report on festivals around the state that are CRA funded.

Requested that a plan be created for the Tomato Festival to happen next year. Mayor Bryant stated a discussion concerning the festival will be held to determine if a festival is feasible.

Stated a plan to correctly identify the City in the media should be addressed; the City should not as identified as the Memphis area.

Stated part time positions should go through the same screening process as full time positions.

Requested a copy of the posting for the newly approved positions.



Mr. Williams

Enjoyed the presentation. Would like to see comment on where the Advisory Board stands on the topic.

8. PUBLIC COMMENTS FOR CRA BOARD

None

9. ADJOURNMENT

Meeting adjourned at 9:50 pm.

Minutes approved: January 4, 2010

*James R. Freeman*

James R. Freeman  
City Clerk