

**CRA BOARD  
AUGUST 1, 2011  
7:35 PM**

CRA Board Members Present:

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

CRA Board Members Absent:

Mary Lancaster, Vice Chair

Staff Present:

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

PUBLIC COMMENT: None

Ms. Bryant called the meeting to order at 7:35 p.m.

1. CRA BOARD AGENDA APPROVAL

**MOTION: Mr. Zirkelbach moved, Mr. Williams seconded and motion carried 4-0 to approve the August 1, 2011 CRA Board agenda.**

2. CRA BOARD CONSENT AGENDA APPROVAL

Mr. Burton requested that the June 14, 2011 minutes be removed from the Consent Agenda because of a possible missing attachment. They will be brought back to the Board for approval at a future meeting.

- A) Minutes: June 6, 2011, June 14, 2011 (Joint CRA/CRA Advisory Board)
- B) Consultants' Competitive Negotiation Act (CCNA) Architectural Consulting Services Contracts
  - 1. Ugarte & Associates, Inc.
  - 2. Moore 2 Design, LLC
- C) Consultants' Competitive Negotiation Act (CCNA) Engineering Consulting Services Contracts
  - 1. Allison-Gause, Inc.
- D) Consultants' Competitive Negotiation Act (CCNA) Surveying Consulting Services Contracts
  - 1. Leo Mills & Associates, Inc.
  - 2. Clements Surveying, Inc.

Mr. Barnebey explained that any reference to action by the CRA in the contracts, unless it says the contract manager, means the CRA Board. Mr. Burton confirmed the CRA Advisory Board has conceptually approved the contracts, as has the attorney.

Mr. Burton discussed the fact that the Board previously awarded the bids to three firms in each consulting services category and additional contracts would be forthcoming. He also discussed the Board's approval of the conceptual plan of the 5<sup>th</sup> Street Streetscape project and the project's budgeted amount. The contracts define a scope of work to develop the plan, after which the project will be bid for construction. Mr. Barnebey confirmed that upon approval of the continuing contracts, they provide the CRA Director authority to approve work assignments consistent with the budget of the project, without approval. Also, approval of a continuing contract removes the requirement to adhere to the City's purchasing code criteria for the consulting services.

Discussion ensued on the need to develop criteria for consulting services. A maximum percentage range of 10% to 15% of the project amount was discussed for architectural and engineering consulting services. Once the criteria are developed, change orders to the established maximum amounts would then require CRA Board approval. Mr. Barnebey suggested that adoption of a CRA resolution would be the best way to establish the criteria.

Mr. Tusing explained how the eight engineering firms with which the City has contracts were selected and how their services are negotiated for specific projects. He discussed an 8% to 12% range the City can expect to pay in engineering costs for any given project.

Mr. Barnebey explained how the dispute resolution language under Article X of the contract would apply to projects. A dispute that is not a percentage amount of a task would be settled through negotiation with the contract manager and then the CRA Board, or the courts if no resolution is reached. If a disputed item is a percentage of task it would come to the CRA Board and if no resolution is reached, then the courts.

Mr. Barnebey confirmed that a new RFQ would have to be issued by the City for new businesses to participate in a project during the duration of the contracts.

**MOTION: Mr. Zirkelbach moved, Ms. Cornwell seconded and motion carried 4-0 that prior to a formal policy put in place by resolution, architectural and engineering costs shall not exceed 10% of the overall estimated project without coming back to the CRA for approval.**

Mr. Barnebey anticipated having a resolution for consideration at the next meeting.

### 3. GENERAL COMMERCIAL INCENTIVE PACKAGE

June Hunter referred to Appendix B. She stated her opinion that given the open property in the City, that by restricting what property is incentivized the policy is arbitrary, and it should be working to the code rather than zoning. Mr. Burton informed the Board that the Downtown Design Guidelines were for the Downtown Commercial Core. To date there are no design guidelines for General Commercial or Heavy Industry.

Mr. Burton confirmed that the density and intensity on page 5 and the map comes directly from the Comprehensive Plan. Mr. Burton will confirm if the Edenfield property was indeed identified as General Commercial.

**MOTION: Ms. Cornwell moved, Mr. Zirkelbach seconded and motion carried 4-0 to approve the CRA General Commercial Incentive Package.**

### 4. HEAVY COMMERCIAL/INDUSTRY INCENTIVE PACKAGE

**MOTION: Ms. Cornwell moved, Mr. Zirkelbach seconded and motion carried 4-0 to approve the CRA Heavy Commercial/Industry Incentive Package.**

Ms. Bryant commended staff for the development of the two incentive packages.

### 5. CRA DIRECTOR'S COMMENTS

Mr. Burton listed the items he plans to place on the August 15, 2011 agenda: CRA Budget, CRA Plan, updated Map, 5<sup>th</sup> Street Streetscape design (because of the \$585,000 grant) and the Sutton Park design.

He described a USDA matching grant that is available for residential rehabilitation, requesting permission to submit a pre-application. He stated that next year the City can apply for the grant for structures outside the CRA District.

**MOTION:** Ms. Varnadore moved, Mr. Zirkelbach seconded and motion carried 4-0 to approve the USDA grant pre-application and authorize the Mayor to sign appropriate documents related to the grant application.

6. PRESIDING OFFICER'S COMMENTS

Mr. Burton stated he has a great job and appreciates being here.

7. CRA BOARD MEMBERS' COMMENTS

Ms. Bryant stated she is very excited about the items that are moving forward and thanked both the CRA and CRA Advisory Boards staff.

Ms. Cornwell

Asked if a design for empty windows is being researched, mentioning specifically window wrappings. Mr. Burton will develop a design for consideration. Ms. Bryant reminded staff to look at requirements for visibility access for police enforcement.

Meeting adjourned at 8:45 p.m.

Minutes approved: August 15, 2011

*James R. Freeman*

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City Clerk