



**Central Community Redevelopment Agency
Board Minutes
August 23, 2007**

Roll Call

Board Members:

Stephen Thompson, Chairman

Irene Ingram, Vice Chair

Ed Leonard, Treasurer

Steve Lezman

Mike Rosario

Romonia Calpin

CCRA and City Staff:

Bill Lisch, City Attorney

Sherod Halliburton, Executive Director

Alison Hewitt, Special Projects Manager

Rebekah Brightbill, Community Dev. Specialist

Call to Order

Mr. Thompson calls the meeting to order at 5:06 PM and leads the pledge of allegiance. Mr. Halliburton announces that there is one change to the agenda. There is a letter from The Bradenton Housing Authority to the CCRA that Mr. Halliburton would like to address immediately following the presentation from Fawley Bryant.

Approval of Minutes

The board reviews the minutes from the July 27, 2007 CCRA Board Meeting. Mr. Leonard makes a motion to approve the minutes, Ms. Ingram seconds, and the motion carries unanimously with no further questions.

MLK Mixed Use Development

At the previous meeting, the board authorized Mr. Halliburton to contract Fawley Bryant Architects to continue with renderings for the project. Mr. Mike Bryant from Fawley Bryant is present with the next stage of renderings. The designs initially planned seven units of residential space (on top of the commercial leaseable space), but because the lot size and configuration was different than initially thought, there will be 4,000 square feet of commercial space (less than initially planned), and eight residential units. The total height of the building is three stories. Mr. Bryant describes the design. There are six three-bedroom units and two two-bedroom units. Mr. Thompson compliments Mr. Bryant on the design. Mr. Thompson asks about retention for the site. Mr. Bryant says that if necessary, there could be underground tanks (if there is not sufficient space on the lot), but they will probably

design an area with shallow soil in the back. Mr. Thompson asks Mr. Halliburton to outline the next steps of the process. Per conversations with Mr. Leonard, Mr. Halliburton is looking towards an interest only loan, with a minimum principal paydown. The only difficulty with that type of loan is that the first payment would be due within three months of the drawdown. The CCRA has done the preliminary designs. The surveys and environmental have been completed. The land has been deeded over, set-asides have been made in the City's downpayment assistance program, and Manatee Coalition for Affordable Housing has agreed to assist the CCRA in identifying buyers. The next step is to contract a design firm that will do the architectural master plan, taking the Fawley Bryant renderings to a more formal level that can be sent out with the RFQ. The zoning changes must be made (this is a PDP), a geotechnical survey must be performed, condominium documents must be developed, a final decision must be made on the funding instrument to be used, and the RFQ must be sent out. The builder must be selected on the basis of the RFQ's that are received. If the CCRA chooses to bring in a development manager, that would add 5% on to the total cost. Mr. Halliburton recommends that the project be brought to the point that the project is ready to be built out, and then the CCRA stop and assess how many of the units the agency would like to have pre-sold before the agency begins to build. Mr. Thompson asks if Fawley Bryant could continue with the full-blown architectural services, and Mr. Halliburton says that he has begun those discussions with Mr. Bryant. Mr. Thompson asks if there would be any consideration in fee reduction with the City, and Mr. Halliburton states that there will not be on the impact fees, but they will possibly discuss it for the application fees. Mr. Thompson asks if Mr. Bryant can assist with the geotechnical surveys, and Mr. Lisch with the condo association documents. Mr. Halliburton states that both parties can, respectively. Mr. Halliburton states that once the RFQ's have been received, the short list of builders will be brought before the board. It will be 30 days until the RFQ is ready, and then it will take 30 days to evaluate the responses into a short list. 30 days after that, the short list of builders will be brought before the board. Mr. Halliburton asks the board to authorize him to continue working with Fawley Bryant, and they agree to that course of action. Mr. Lezman asks about the staff time involved in the development of condo documents, and the financial risks of the project. Mr. Thompson states that the purpose of the project is to break even, not turn a profit. Ms. Hewitt, Special Projects Manager states that the CCRA staff has been instructed to research the hiring of a Development Consultant to guide the CCRA through the process. A Development Consultant, rather than a Developer would help to reduce the CCRA's exposure, and reduce the cost that the CCRA would be spending on the project.

DCF Building/ Professional Training Center

Ms. Hewitt draws the board attention to a memo showing the steps that have been taken and the steps that will be taken, copies of the correspondence between the parties in the negotiations, a newspaper article from the Bradenton Herald, the offer package she was submitted, and the subsequent rejection letter. After a series of convoluted negotiations, the sellers would like to meet with Mr. Halliburton and Mr. Thompson in the first weeks of September.

Mr. Bryant presents the newest set of renderings of the building. The renderings Fawley Bryant has created provide a dramatic, but fairly economical change. The intent is to

virtually gut the interior of the building (keeping the relatively new electrical and HVAC systems in place), and make as many accommodations for the tenants as possible.

The agency is pursuing solid tenants which will make if feasible to pay for the building on a day to day basis. The strategy for the next 12 months is to secure capital dollars for the building, but shortly after that there will be a shift in gears to pursue program dollars.

Neighborhood Block Party

Ms. Brightbill, CCRA Community Development Specialist, has been spearheading this project, with the consultation of Dr. Holley. This project is an effort to promote the Washington Park Neighborhood Association in a fun environment.

Downtown Development Authority Update

The CCRA funded the MLK improvements in the South Side of MLK and the DDA funded the improvements on the North Side to create uniformity. This year, the DDA and the CCRA will be working together again in a similar fashion to work with Public Works to upgrade the intersection of 9th Street East and 15th Street East on the shared border.

Norma Lloyd Park

Cheri Coryea is the point person on the project. Cindy Turner from Manatee County Parks and Recreation had been the point person, but Ms. Coryea was assigned to the project by the County is because of her access to CDBG and other dollars. 13th Avenue Community Center's \$750,000 CDBG request for their portion of the project was not approved, but the County is looking to use rollover dollars to reinvest them into the park, but not directly to 13th Avenue this year. \$350,000 will be used for the bridge that will connect the football fields to the rest of the park, and the rest of the money will cover any shortfall on the engineering costs of the projects. The total engineering cost is \$500,000 at present. The CCRA has dedicated \$250,000 at present. 13th Avenue is moving forward. Several weeks ago, ABC News 7 ran a story on the Norma Lloyd project. Mr. Halliburton and several residents were interviewed. Two very small parcels still need to be acquired, and they are internal to the park—one is owned by the State, and a letter is being drafted to request that it be donated to the project. The other parcel is owned by an individual, and Mr. Halliburton will be meeting with him tomorrow to discuss the park's vision with him. Mr. Thompson asks if the Just For Girls facility and tennis courts are shared facilities. Mr. Halliburton states that they are, and a written agreement is being developed—Just For Girls will coordinate the use of the facility. They have not discussed who will handle the coordination of the use of the tennis courts, but they have committed the land for the courts. The soccer fields will begin construction in the spring of 2008, and it will be paid for by the FRDAP grant—the engineering fees have been budgeted for out of the \$200,000 of the CCRA's Norma Lloyd engineering budget. The second FRDAP grant will be announced at the City Council meeting in early September. Each year, 1-2 components of the build-out will be introduced, over the next 5 years, to make it manageable for the parties involved. The 2nd FRDAP grant will be used for the park pavilion, basketball courts, and corresponding parking. Ms. Ingram

comments that she community is excited to see the progress taking place with the press box, because there will finally be restrooms at the football fields. Mr. Thompson asks if a swimming pool will be included at the park. Mr. Halliburton says that he is meeting with Cindy Turner, and will be suggesting that the amenities be transferred from East Bradenton Park to Norma Lloyd, and a smaller pocket neighborhood park be left at that site, with affordable housing put in its place. Ms. Ingram comments that there is not much activity at the East Bradenton Park, but that there are not a great deal of support systems there—it has been used, but not because people have not wanted to. Mr. Halliburton states that people have asked about the long-term impact and staying power of the park, and he states that along with the capital investment, must come a commitment to a long-term presence, which is there with the community center. The community center changes it from a pass-through park, to a destination where people can discover all of the other amenities.

MLK Banners

The unit price for the banners is roughly \$45 per banner. In previous discussions, the price per banner was very high, so the landscape architect was asked to find more reasonable options. Discussion on the banners chosen. Ms. Ingram recalls that the board had previously chosen to do two different styles, and styles alternating on every other light pole. There are either 40 or 42 light poles. The total cost would be close to \$2,000. Ms. Calpin makes a motion that the banner with the “Washington Park,” and “CCRA” verbiage be chosen, Mr. Lezman seconds, and the motion carries unanimously with no further discussion. Mr. Lezman asks if banners will be placed on 13th Avenue. Mr. Halliburton states that it could be, but he is not certain if the light poles have that capacity—if they do, he will bring it back before the board.

Letter From The Bradenton Housing Authority

The CCRA received a letter from the Housing Authority notifying the agency that they may stay as tenants until the end of December. Mr. Halliburton states that he would like to give some history of the relationship before discussing the letter. There have been mold issues with the building—Mr. Halliburton has been unable to use his office for six weeks. The Housing Authority attempted to clean the carpets to eliminate the mold, but after the carpets were cleaned, the mold reappeared four days later. The Housing Authority did seal off the door that was allowing the water to enter, but Mr. Thompson advised Mr. Halliburton to have the Housing Authority to wait on replacing the carpet and repainting the wall until the facility had been tested to find out the extent of the problem (at the CCRA’s expense), due to the seemingly extensive nature of the mold growths in the office. Mr. Clayton from the Housing Authority recommended to Ms. Brightbill of the CCRA that the agency vacate the building, when advised that the CCRA was choosing to take this course of action. Approximately one week after that conversation, the CCRA received the notice that their lease would be expiring on December 31, 2007. Mr. Halliburton does not know if there is any way of knowing the relationship between the previously described events and the letter requesting that the CCRA vacate the building, but he is uncomfortable with it nonetheless. There are several places that the CCRA could move to, but the difficulty becomes finding a place that the CCRA could move to for training spaces. Ms. Ingram expresses concern with the nature of the notice

received. Mr. Rodney Jones comes to the podium. He expresses dissatisfaction with the idea of disrupting the CCRA's presence from this location, now that they have just started to see the CCRA as the place to come for information, at this location, after 2-3 years of work. Mr. Rosario and Ms. Calpin express concern over the handling of the situation by the Housing Authority. Mr. Thompson states that he and Mr. Halliburton are planning on arranging a meeting with Mr. DeSue of the Housing Authority, and his board chairman, to attempt to come to an appropriate arrangement.

Strategic Planning Committee Update

Ms. Alison Hewitt presents the report. The Entrepreneurial Boot Camp started in August. The Restaurant Seminar is beginning in September, and a group of Minority Contractors has been meeting to seek to increase their capacity and work with large contractors, such as Turner Constructors. There is one client in the Virtual Office, Mr. Gaston Merideth of Gaston D. Merideth Restaurant Consulting. Representative Kathy Castor used the Virtual Office for her office hours in the district, and they plan to do so again. The office is also used for community meetings.

The non-profit status is pending with the IRS. The CEDC is still planning to move forward with the CDFI, and the CEDC is also seeking to apply for a planning grant to move forward with that. Mr. Halliburton states that there is an insert in the board packets that discusses the precedent for creating CDFI's. Discussions with City staff have led to interest in CDFI's. The CCRA CEDC staff have been given the directive to bring in \$1 million dollars in funds over the next year, so they are moving forward in search of funds for the CEDC.

Ms. Hewitt says that the Congresswoman Castor's office is very interested in making a footprint in this area of the district, and staff representatives are moving forward on earmarks. The CCRA is working on the planning grant application from the EDA. This process has shown that Manatee County does not have a comprehensive economic development strategy, which makes this county eligible for less funds than neighboring counties. The CCRA has invited representatives from the County to sit in on discussion that will bring them into a process that will facilitate that.

Finance Report

As of July 31st, the CCRA has \$1,133,728 in the bank. Going back to the profit and loss statement, if the CCRA collects the rest of its revenue (which it looks like will happen), and if the CCRA spends less than the budget (which Mr. Halliburton has anticipated will occur), the necessary funds will be carried over into the next fiscal year. On the balance sheet, please note that over \$3,700,000 worth of property have been purchased. On the revenue sheet, rent and interest collected will meet, or most likely exceed expectations by \$5,000-10,000. All expenditures are in line in all major areas. The financials look good in all areas.

On the proposed 2007/2008 budget, the total regular revenue is \$1,953,452. The sale of two properties are budgeted in, as is \$650,000 in carryover and a \$1.5 million loan for the MLK Mixed Use Development Project. On the expenditure side, the projected expenditures are

\$4,028,500, with a projected carryover to 2008/2009 of \$74,992. The detail budget shows \$1 million in debt service, which is so high because of the balloon payment on the Love Note, at \$700,000. The other CCRA debt service is approximately \$300,000 per year, and the debt service on debt service on the MLK project would be \$150,000 per year. If the CCRA could pre-sell four of the units, that would provide enough income to cover the debt service for several years.

Mr. Halliburton states that Mr. Carl Callahan from the City of Bradenton signed off on the budget. In the past, the CCRA had committed \$150,000 to economic development per year, but now, the CCRA will give the same funds to the non-profit quarterly.

Ms. Calpin asks what the impact would be on the budget if the CCRA has to move. Mr. Halliburton states that the cost to run the operation could go down, but the cost would be more of a functional hardship with a disruption of services. On the salary line, the salaries have been expensed 50% into the Economic Development portion of the budget, because of where staff time is dedicated. Therefore, Mr. Halliburton suggests that the amounts in those categories be adjusted from \$81,000 to \$85,000 when salaries are adjusted in October. Mr. Lezman asks if any capital will be required for the Children and Families project. Mr. Halliburton answers that the CCRA is attempting to fund the project a variety of funding sources, so it was too difficult to represent any of the potential amounts from amortization schedules, so if funds are borrowed, it would need to be a later amendment. Mr. Thompson calls for a motion to approve the 2007/2008 budget. Ms. Calpin makes the motion to approve the budget, with an amendment to the salary lines, adjusting the amounts from \$81,000 to \$85,000. Mr. Rosario seconds, and the motion carries unanimously.

Director's Report

Mr. Halliburton will be attending the Florida Redevelopment Association annual conference in October. The CCRA is submitting applications for FRA beautification awards for the 13th Avenue and MLK projects. Mr. Thompson asks if it would be profitable for any board members to attend the FRA conference, and Mr. Halliburton says that it would be. Mr. Halliburton will be part of a panel discussion at this year's conference with Wilson Miller about the development of neighborhood plans. Next year, Mr. Halliburton will be part of a panel discussion at next year's conference about working with municipalities, at the request of the FRA director, because of her interest in the CCRA's good working relationship with the City of Bradenton. Mr. Halliburton will also attend the planning retreat for the Manatee Chamber of Commerce.

Board Comments

Mr. Rosario thanks the board for their thoughts and prayers during his son's illness, and reports that he is healed of his cancer. Ms. Ingram asks about the timeline of the improvements from 9th to 15th on MLK. Mr. Halliburton will bring a detailed update to the next meeting. The CCRA has committed \$50,000 to the project, but there has been a shortfall. It was Mr. Halliburton's understanding that it would be completed in this fiscal year, and at the latest he thought it was being sent out to bid. Mr. Halliburton states that this

year, five board members will be rotating off, which is specifically contrary to the CCRA's charter. Therefore, the CCRA has met with the Mayor's office to make sure that a resolution is drafted to ensure that the terms are staggered so that that does not happen.

Citizen Comments

None.

Next Meeting Dates

- *CCRA Joint Committee Meeting*: September 20, 2007 (8:00 AM – 9:30 AM)
- *CCRA Board Meeting*: September 27, 2007 (5:00 PM – 7:00 PM)

Adjournment

Ms. Ingram makes the motion to adjourn, Mr. Lezman seconds, the motion carries unanimously, and the meeting is adjourned at 6:46 PM.

Minutes Submitted By: _____

Minutes Approved By: _____