



**CCRA Board Minutes
December 6, 2007**

Roll Call

CCRA Board:

Stephen Thompson, Chairman

Irene Ingram, Vice Chair

Ed Leonard, Treasurer

Mike Rosario

Steven Lezman

Lynette Edwards

City & CCRA Staff:

William R. Lisch, City Attorney

Sherod Halliburton, Executive Director

Rebekah Brightbill, Community Dev Specialist

Alison Hewitt, Special Projects Manager

Call to Order

Mr. Thompson calls the meeting to order at 5:05 PM with a quorum, and leads the Pledge of allegiance. Mr. Thompson asks if there are any agenda changes, and Mr. Halliburton states that there are. The Prosperity Program will be made the first item, to accommodate the presenters.

Prosperity Program

Mr. Halliburton states that the individuals from the Manatee County Prosperity Program are strong partners with the CCRA, and have been taking the lead on free tax preparation. They work together on a number of different economic empowerment programs, including the My Money Coalition. They are presenting a funding request to the CCRA today. Pat Johnson, Coordinator of Whole Child Manatee, and Marja Scheers, Coordinator of the Economic Prosperity Program are presenting. They are speaking a bit about Whole Child Project because the Prosperity Program is a part of the Whole Child Project. The project brought service providers together and identified areas that were key in serving children and families, and created an integrated information system for connecting families to providers. Parent economic stability is key in the well-being of the child, so the economic stability of the parent is key. The majority of children in low income families have parents who are employed full time. That led them to look to the Earned Income Tax Credit, which most people are not aware exists, even though it is one of the most effective poverty programs. The Whole Child Project decided to begin to offer free electronic tax filing, because even though the tax services are available through the AARP, and they have been trying to get the word out, people often think the service is for the elderly, and the hours are not convenient for them. So, in addition to the tax preparation, they are trying to pair the tax preparation with programs to increase financial literacy and financial self-sufficiency through the My Money Coalition. Recently, they sent a volunteer to a parent after school financial literacy education program and that proved beneficial. They have also been distributing brochures to all

Title I elementary schools, and childcare centers throughout the county (Just For Girls East Bradenton, the Morton Clark Head Start, the Southwest Florida Children's Academy, and the Head Start at the Pal Academy), about the Earned Income Tax Credit to families for the past 3 years, along with info on where to get taxes prepared for free. They are hoping to continue to expand their work, expanding partnerships, and they would even like to place a Whole Child advisor at the CCRA. They are requesting \$20,000 in support from the CCRA. Mr. Thompson asks how many people from within the CCRA area have used their services. In the past three years, 400 have used the services from the 34208 area, and 3000 overall have used the services. Mr. Thompson asks if Mr. Halliburton is recommending approval of the funding request. Mr. Halliburton says that he is. It is not specifically in the budget as a line item, but it would be taken from economic development, and additional monies would have to be added to that line item from the extra carryover. Ms. Ingram commends Whole Child for providing low income families with such quality information, and asks what percentage of their budget this will make up. Ms. Johnson says that this will be 50% of Ms. Scheers's salary, but 1/8th of the program budget, approximately. Ms. Ingram said that she would like to see that there is a specification in the agreement that 20% of the clients served are from the CCRA client area. Ms. Hewitt states that per her and Mr. Halliburton's conversations, they can have them submit copies of sign-in sheets from the CCRA areas with public record appropriate client information to track client addresses. Mr. Lezman enquires as to the amount of EITC dollars available within the CRA. Mr. Halliburton says that we will see if that data is available. Mr. Lezman says that in the future he would like to increase efforts to reduce the amounts of unclaimed EITC on the table in the CRA. Ms. Johnson says that she can foresee the linkages between the financial literacy piece, and those not claiming their EITC's being increased as well. Mr. Halliburton asks the Whole Child representatives the impact of a smaller contribution to their program. Ms. Johnson states that it would limit their impact, and they probably wouldn't be able to continue with financial literacy classes, and they would probably have to downsize Ms. Scheers's position. Ms. Ingram asks if they have explored other funding sources, and Ms. Johnson says that they have. Ms. Johnson describes the other funding streams they are exploring, and Ms. Scheers states that they are less focused on economic development. Ms. Ingram entertains the motion to support the Prosperity Program in the amount of \$20,000, with the understanding that they after they have looked at Census data, they will allocate the funding as such, and develop the reporting mechanism accordingly. Mr. Leonard seconds, but notes that since the audit is not finished, the carryover amount is not certain, so the funds may need to be taken from a different line item. The motion carries unanimously. Mr. Thompson thanks the Prosperity Program representatives.

MLK Mixed Use

Mr. Jennings met briefly with the board at the joint committee meeting regarding his role in leading the agency in the MLK Mixed Use Project. Ms. Hewitt has been working with Mr. Jennings, so Ms. Halliburton turns the discussion over to Ms. Hewitt. In July, Mr. Lezman brought up the real estate environment, and wanted to ensure that the CCRA was internally protected to move the project forward. After that, the CCRA put out an RFQ. The initial intent was to have a development consultant to go step by step with CCRA staff to put the reporting mechanisms in place so that the project could be put together under budget. After that, the Strand decision came through which would limit the CCRA's funding mechanisms. 4 RFQ's came in, and the board was given the top 2 to review in December. The staff recommended the top scorer,

Jennings Development Group, as the developer consultant, to make sure the CCRA is looking at the numbers to finance the project. It is also the goal of the board to potentially be a co-developer on the project with JDG. The contract that was negotiated by Mr. Thompson and Mr. Halliburton with JDG is in the board packet for the review of the board. Mr. Thompson says that he is looking forward to getting the project moving, and he is glad to have the experience of JDG. Ms. Hewitt states that the staff has recognized that there was a need to put internal parameters in place, and this smaller project has allowed the agency to put itself into a position to handle larger projects. Mr. Halliburton states that the location of the project has shown the agency's continued commitment to the location, so it is significant that it is moving forward. Mr. Leonard makes a motion to approve the contract, Mr. Leonard seconds the motion, and the motion carries unanimously. Mr. Jennings thanks the Board for the opportunity to the work with the agency.

Councilman James T. Golden Commendation

Mr. Halliburton thanks Rev. Golden for his work in the Central Community Redevelopment Agency district during his years as a councilman, and presents a plaque to the Councilman James T. Golden on behalf of his efforts in the CRA and Ward 5. Comments by Councilman Golden. Ms. Ingram thanks Councilman Golden, on behalf of the citizens of Ward 5, for the improvements he has brought to the area.

Approval of Minutes

The October 25, 2007 minutes are under review. Ms. Edwards makes the motion to approve the minutes. Ms. Ingram seconds the motion, with changes—on page 4, the last word on the page is missing the letter “i” in the word “in” and the CEDC update should say “Board President.” Seconds, and the motion carries unanimously, with changes.

Financing for Community Redevelopment Agencies

There is no resolution at this time. The situation will continue to be monitored.

MLK Resurfacing

The surfacing project is complete. The City, DDA, and the CCRA portion was roughly one third of the cost at \$48,377.34. Ms. Ingram states that this is the best \$48,377.34—the residents of the district are very pleased that this project has been completed.

Annual Report

The verbiage is included in the packets for board review. The report is formatted around the 7 goals outlined by the residents of the community. Mr. Halliburton asks the board to review the verbiage and report, with comments, to close it out by the first of January. Ms. Edwards asks if the 10th Avenue drainage project, and Ms. Ingram asks if the MLK Resurfacing project will be included. Mr. Halliburton states that the MLK project has been, and the 10th Avenue Drainage project will be. Mr. Thompson asks if this can be a vehicle for updating the City Council, and Mr. Halliburton states that it can be, and he will create a power point to go with it.

Enterprise Center

Now that the CCRA has had to move out of the district, Mr. Halliburton says that it is very important to formalize plans to return to the district. The CCRA has been discussing locations with Tropicana, and a particular location has been narrowed down. Mr. Halliburton would like to request that the board approve that the Board approve the plan to build an Enterprise Center on 9th Street East and 13th Avenue. From the map in the packet, Mr. Thompson notes that he was not aware that not all of the property is not under their control. Mr. Lezman confirms that it is either right of way, or owned by Tropicana. Mr. Halliburton states that the request for land to the County would be for all land, minus right of way. Mr. Halliburton states that he wants a clear message to be portrayed that the CCRA's move out of the district is temporary, and making a formal commitment to a state of the art facility in the district would be a significant step in that direction. Mr. Halliburton asks if PepsiCo would need anything from the board, and Mr. Lezman states that at this time, they would not. A formal statement of support is sufficient at this time, but at the time of the formal transfer, they would like a reverter clause if the property was not used for that purpose. Mr. Thompson asks for a formal timeline at the next board meeting. Mr. Halliburton states that he will bring it—at this time, he foresees that (without glitches), he sees this taking place in three years. Mr. Leonard makes a motion to endorse the Enterprise Center at 9th Street East and 13th Avenue, Ms. Edwards seconds, and the motion carries unanimously.

Property Disposition

Mr. Lisch signed off on the language of the bid documents for the disposition of the properties at the library site and the 530 MLK Avenue East site, and the ads will run once a week for 30 days, in the Bradenton Herald the Sarasota Herald and The Tempo. The bids were left generic, so that there is flexibility in the type of the offer, and the price of the offer.

Norma Lloyd Park

A community meeting was held recently to update the community on the progress of the project. A funding agreement is in the progress of being signed. The county was given \$250,000 for the project, but they haven't moved forward because the agreement has not been signed. Mr. Halliburton has read the agreement, and William Lisch, City Attorney, and Carl Callahan, City Clerk, are reviewing it, and if all of these parties find it acceptable the agreement should be signed before the year is completed. The county has hired an engineer to do the complete site design, and the final plans should be completed by the mid-summer, which should speed the process up. United Community Centers has received \$100,000 from the Selby Foundation, and Mr. Carnegie is talking with Major League Baseball to procure funds for the renovation of the baseball diamonds. There are 18 months to complete the soccer field on the first FRDAP grant, and 2 ½ years to complete the 2nd FRDAP grant. Construction cannot begin on the soccer fields until the engineering is complete—they are expediting certain portions of the site design (such as wetlands identification) so that the build out of the field can begin. Mr. Thompson asks about the library site within the park. Mr. Halliburton states that it has been identified, and the retired teachers, and the library board approve of its location within the park. The library plans have not moved

forward because of the discussions about relocating the central library to the district, but we will make certain that the designated library area is not encroached upon.

CCRA Office Move

The move is 80% complete. Most of the furniture is moved, and the phones and internet will be moved on December 7th, along with the servers. The new neighbors in the building are happy to share their space with us, and the building is an excellent space. It is sad to leave Martin Luther King Avenue, but any new clients can be brought back to the district with us, and there can be cross-promotion within the building. Mr. Halliburton thanks the staff for their role in the move.

Mr. Thompson refers back to the Norma Lloyd Park Community meeting and asks how many attended. Mr. Halliburton states that approximately 20 attended, including project partners.

Washington Park Neighborhood Association

The goal of the neighborhood association is still to have a self-sustaining neighborhood association that is operated by neighborhood residents. The elections did not happen as scheduled, but they did take place at a later date, and a secretary (Ms. Patricia Warrick) and president (Ms. JoAnn Spencer) were elected.

Strategic Planning Committee

Mr. Thompson had requested that an update be provide on the strategy for Washington Park. A 5 acre parcel would be necessary to do a substantial project. The CCRA has 11 parcels to date, worth approximately \$3 million dollars, with the improvements on them. There are 12 parcels that need to be acquired to reach the 5 acre goal. One of these parcels (a double parcel) is under contract for \$120,000, and will be brought back to the board for approval at the next month's meeting. The double lot is adjacent to the small house that was purchased and demolished a few months back. To the west end of the southern end of the Love apartments, there is an additional property that the CCRA would like to acquire. Mr. Halliburton is discussing the idea of swapping several of these properties with several properties with those owned by a builder in the district. These purchases could be financed with the sale of the library property, and several other properties that could be swapped. The properties that need to be acquired are worth approximately \$1.3 million dollars. The timeline of these will depend on how aggressive the board would like for Mr. Halliburton to be. Mr. Thompson expresses concern about the Love Apartments, and being a landlord indefinitely. Mr. Halliburton states that he does have several groups that are interested in purchasing just the Love Apartments and building something there, but that would require returning to the public for a revision of the plan. A smaller project could be brought to bear much quicker if the board chooses to go that route. Mr. Thompson states that he would like to continue to pursue the commercial nature of Martin Luther King Avenue, and that selling off portions of the property owned by the CCRA would damage the ability of the CCRA to control what happens to the area. Mr. Rosario asks if the properties are difficult to maintain. Mr. Halliburton states that our property management group has been doing a good job of managing the properties. Ms. Ingram asks if they are costly to maintain. Mr. Halliburton states that they are, but that the agency is coming out ahead. Ms. Hewitt states that per the request of the Mr.

Halliburton, as a result of the Executive Committee Meeting, the staff is putting together a timeline, which will include a series of Affordable Housing Workshops to provide the board with information on the affordable housing projects that are available, in order to prepare an RFP to work with a developer for the application for the Florida Housing Tax Credit for the next cycle. Mr. Thompson asks if Ms. Hewitt sees housing or mixed use being placed along Martin Luther King Avenue. Ms. Hewitt states that a variety of options would be brought to the board, and then the plans would be brought back to the community. Mr. Thompson confirms that Mr. Halliburton's request is that he be authorized to continue moving forward with contracts on the properties discussed. Mr. Halliburton confirms that that is his request. Mr. Thompson states that since there is no opposition, he should proceed.

CEDC Update

Ms. Hewitt presents the CEDC update. The CEDC has been aggressive in pursuing the certifications. The CDFI Technical Assistance Application was submitted to the US Treasury to become a CDFI, and the CEDC received notification that it was approved to be reviewed. Also, the IRS has had very detailed requests for additional information on the 501(c)3 application, and the CEDC has responded to those. The first official board meeting was held, and a quorum was not met—the next meeting will be held on January 16, 2007. The Palmetto CRA has agreed to fund the CEDC for \$100,000, with \$70,000 in cash support, and \$30,000 buying access to the Buxton report. Mr. Halliburton states that the DDA has also been communicating with him about the CEDC, and how he is excited to partner with them. Ms. Ingram commends the CEDC for the wonderful work they have been doing. Mr. Thomson commends Ms. Hewitt for her presentation to the Palmetto CRA, and states that he is glad to see that the idea of the CEDC has been embraced by the CCRA's partners.

Finance Report

There is no finance report—it has been sent back to the accountant for additional changes.

Director's Report

1) Longevity Program. Last year, the board approved the concept, and they requested that the amounts be approved each year. Mr. Leonard makes the motion to approve the employee longevity bonus in the amount of one week salary for Mr. Halliburton and Ms. Brightbill, Ms. Ingram seconds, and the motion carries unanimously. 2) Minnie Rogers Spirit Award Lunch at 13th Avenue Community Center. The award lunch has been postponed, but Mr. Halliburton will bring it back before the board when it is rescheduled, regarding the purchase of a table for the dinner.

Board Comments

Mr. Lezman asks if snowflake lights can be put on the light poles on Martin Luther King Avenue East. Mr. Lezman and Mr. Thompson state that they would like the lights to be placed on the poles next year, if it is not possible for this year.

Mr. Halliburton states that he would like to revisit the idea of the banners, and states that it may be worth petitioning the City Council to have the code changed in this case.

Citizen Comments

None.

Next Meeting Dates

- *Joint Committee Meeting*: January 17, 2008 (8:00-9:30 AM)
- *Board Meeting*: January 24, 2008 (5:00-7:00 PM)

Adjournment

Mr. Thompson calls for the motion to adjourn. Ms. Ingram makes the motion to adjourn, Mr. Leonard seconds, and the motion carries unanimously.

Minutes Submitted By: _____

Minutes Approved By: _____