



**CCRA Board Minutes  
April 24, 2008**

**Roll Call**

*CCRA Board:*

*Stephen Thompson, Chairman*

*Irene Ingram, Vice Chair*

*Romonia Calpin*

*Lynette Edwards*

*Magdiel Rosario*

*City & CCRA Staff:*

*Sherod Halliburton, Executive Director*

*Rebekah Brightbill, Community Dev Specialist*

*Alison Hewitt, Special Projects Manager*

**Call to Order**

Mr. Thompson calls the board meeting to order at 5:01 PM, and leads the Pledge of Allegiance. There is a quorum.

There is one addition to the agenda.

**Approval of Minutes**

Two sets of minutes are under review. Ms. Calpin makes a motion to approve the February 28, 2008 minutes, Ms. Ingram seconds the motion, and the motion carries unanimously with no further discussion. Ms. Ingram makes a motion to approve the March, 27, 2008 minutes, Ms. Edwards seconds, and the motion carries unanimously.

**Love Note Restructuring**

Based on the direction of the Board, Mr. Halliburton began negotiations to restructure the Love Note. The negotiations were stalled due to personal tragedies in Mr. Love's life, and in the midst of those negotiations, Mr. Love instructed Mr. Halliburton to restructure the note more than the initially restructured agreement, stretching the payments out over a longer period of time. This second revision stretches the balance due in November (\$500,824.85) over a period of five years, at an interest rate of 7 percent. Mr. Halliburton asks the board to authorize him to continue negotiations with Mr. Love. Mr. Thompson asks for a motion to approve entering into the amended and restated promissory note. Ms. Edwards makes a motion to approve the note on the restated terms, Ms. Calpin seconds the motion, and the motion carries unanimously. Ms. Hewitt comments that the document does not have a pre-payment penalty written into it, so the agency could attempt to revisit the agreement, should anything change with the Supreme Court

decisions. Mr. Thompson asks if there are any updates on the CRA funding cases. Mr. Halliburton states that all reports say a ruling should happen in June or July. There is an attempt to combine the Strand Decision with Miami Beach, but that will still be a June or July decision.

### **Recognition of Board Service**

Ms. Romonia Calpin has submitted her resignation from the CCRA Board of Directors, due to personal and professional responsibilities. Mr. Halliburton thanks Ms. Calpin for her time on the CCRA Board of Directors, and presents a plaque in appreciation for the commitment of time she made to the work of the CCRA. Mr. Thompson and Ms. Ingram thank Ms. Calpin for her service. Ms. Calpin says she will be glad to be of assistance in any way possible in the future.

### **MLK Mixed Use Update**

Mr. Jennings presents an update on the MLK Mixed Use Project. Update on parking solutions. Discussions are in place with the neighboring church about a joint use agreement. At the last conversation, they were not interested in having a water treatment facility on their site, but they were amenable to parking. Discussion of dimensions of unit project. Discussion of architect RFP. Mr. C. Allen Anderson is present to speak to the board today. Discussion and recap of the water retention issue and water retention options. The final budget for the project will be available after these water issues are finalized—it will be tighter after the architect is secured. Discussion of funding sources being pursued (SHIP, CDBG, and SWFMD). Discussion of minority contractor participation on the project. King Engineering has not taken their next steps until the architect has been hired and begun his planning. Mr. Thompson thanks Mr. Jennings for the update, and says he is glad to have him moving the agency's signature project forward. Mr. Thompson asks Mr. Halliburton what the board needs to approve. There is an additional contract for a contract for King to look at sites for stormwater treatment sites. This document is time-sensitive, because an application is being submitted to SWFMD. City and County officials are supportive of this idea, and some have even suggested the PAL site as a location. The contract is in the amount of \$4,400. Ms. Ingram asks where the 115% amount comes from on the reimbursable expenses figure. Mr. Jennings states that they place a standard 15% administrative fee into the contract for the procurement of other services needed during the course of the contract. Ms. Ingram asks about the clause regarding 16 hours of after-hours community public information meetings. She appreciates the inclusion of evening meetings, and asks if daytime meetings are understood. Mr. Jennings states that the evening meetings are included because technical matters can be taken care of during the day, but community meetings are best taken care of during the evenings usually, and have unpredictable time parameters that can cut into daytime meetings. Clarification of numbers and times of meetings in contract. Ms. Ingram asks for it to allow for 3 meetings. Mr. Thompson calls for a motion to approve the stormwater contract. Ms. Edwards moves for approval of the contract, with the contract allowing for three meetings, instead of two. Ms. Ingram seconds the motion. The motion passes unanimously with no further discussion.

Discussion of architectural RFP process. The initial architectural bid came in at \$98,000, and the board said they could accept it at an amount of \$86,000, but negotiations were not successful, so the board agreed to send it out to bid, with the \$85,000 amount listed in the RFP. Mr. Thompson

asks Mr. Jennings if he is comfortable with the architect (provided the numbers work), and the team that has been established to work on the MLK Mixed Use Project. Mr. Jennings states that any of the three highest scoring bidders would have been a good fit for the project, but this architect will be the best one for the project budget. Mr. Halliburton asks Ms. Hewitt to elaborate on the scoring process used in choosing an architect. Ms. Hewitt states that the scope of services were put into the advertisement for architectural services. The basic criteria for entities the CCRA would like to work with were included in the scoring. Categories in the scoring process included project understanding, experience working with historically distressed communities, experience with community participation in the development process, proposed approach to project elements, commitment to project schedule, project descriptions of similar work in urban context, experience and success in participation in public/private partnerships, firm experience and references, team experience and education, and participation with local vendors. Some of these the categories, the respondents were not asked to address, but they did. Mr. Halliburton states that with the board's permission he would like Mr. Lisch to review the contract with the architect (with the execution of the architect contract contingent upon the renegotiation of the Love note). Mr. Halliburton requests that the board's approval be contingent upon the renegotiation, so that the approval of the contract is not delayed. Mr. C. Allen Anderson comes forward and speaks to the board. He will be the lead on the contract, if it is approved. Discussion of the projects Mr. Anderson has worked on locally and statewide. Mr. Rosario moves approval of the contract (for \$85,000 or less), pending approval by Mr. Lisch and Mr. Thompson, the motion is seconded by Ms. Calpin, and the motion passes unanimously. Mr. Thompson thanks Mr. Anderson. No further updates from Mr. Jennings. Mr. Thompson thanks Mr. Jennings for the update.

### **Norma Lloyd Update**

The Norma Lloyd project has been moving along aggressively. Ms. Alison Hewitt, through the CEDC, Inc., has been contracted to be the project manager to monitor the progress of the park. Ms. Hewitt provides an update. The CEDC has created a task list for the County to monitor which entities are responsible for which tasks throughout the process. All partners have a copy of the task list to monitor their own progress. The CCRA is on target. The CCRA's present responsibility is to ensure that the boundaries are consistent with the master site from the architect. After that is complete, the CCRA will enter into conversations with the National Guard Armory to make sure that the project is within the proposed Norma Lloyd boundaries. All FRDAP guidelines and fees are anticipated to be met on project guidelines. The CCRA, CEDC and VISTA volunteer are working to create a timeline to meet the guidelines for the Kaboom! grant for additional playground equipment. Ms. Edwards enquires as to funding for the community center. Mr. Halliburton states that Manatee County submitted a request to Congressman Buchanan in the form of an earmark request, and they have not heard back on that request yet—there is a lot of commitment on the part of the County to move things forward. Mr. Halliburton states that the multipurpose soccer field is scheduled for completion for April of 2009, so the park is progressing aggressively. Mr. Thompson asks for clarification on the term “multi-purpose” as it relates to the soccer field, and when construction will commence. Ms. Hewitt responds that there are two phases to the fields. In the November 2008, the soccer field will begin and be completed by April 2009. The parking lot will begin a bit later, but is highest on the priority list, next to the completion of the master site plan, due to the January 2009

completion deadline on the FRDAP grant. Mr. Halliburton responds that the field was designated as multi-purpose, so that the field area can also be used as seating for concerts and other events. Mr. Thompson asks that photos be taken of the Concession Stand/Pressbox. Ms. Ingram asks about the listing of responsibilities on the task list. Discussion. Mr. Thompson asks that the discussion of funders and responsibilities be taken up in further detail at the joint committee meeting. Mr. Halliburton commends Ms. Cheri Coryea for her efficiency in keeping the project moving forward, and states that Ms. Hewitt has been doing a good job in coordinating the CCRA efforts. Ms. Ingram compliments Ms. Coryea on her task outline. Mr. Halliburton states that conversations are taking place to bring a library mobile unit into Norma Lloyd, to assess the level of interest in a Neighborhood Park. If there is sufficient interest, then a portable will be brought in. If both of those libraries are successful, then a permanent structure can be built. Ms. Ingram supports that idea, but states that a communication strategy would need to be put in place so that neighborhood residents are aware of the hours that the mobile library will be there. Ms. Hewitt states that Mr. Halliburton has instructed her to contact the County to put together a budget for having the mobile library unit in place, as well as a schedule for when it can be there. They are currently working on a report that will show the costs for building and maintaining the staffed structure. Mr. Halliburton states that he will be exploring the time-frame for when the unit will be launched, because it may or may not make sense to bring it on-line before the other amenities are brought to the park. The library could be open during events. Ms. Ingram states that the local daycares and youth centers could be encouraged to bring their students there on field trips. Ms. Edwards asks if there will be a technology component to the library, because youth in the community express a difficulty in gaining access to the internet. Mr. Halliburton states that he will include technology as part of the request in the planning phase (even if the investment is an additional investment on the part of the CCRA).

## **Workforce Development**

Mr. Halliburton presents an update on the progress of the workforce development collaborative grant. Jobs for the Future, a national workforce development collaborative (that includes the Knight Foundation), is seeking to invest money in communities with the infrastructure to support workforce development strategies. The collaborative represents that they will commit \$450,000 over a 3-year period, and if there is success at the end of the process, they will commit another \$150,000 a year for 2 years. The total commitment to workforce development from the national funding collaborative would be \$750,000. The local collaborative needs to develop a local strategy, bring partners to the table, and provide a 4:1 match of dollars (whether they be real dollars or aligned dollars). Mr. Halliburton has been working with Meredith Hector from the Knight Foundation on the grant, relative to their role in the collaborative, and relative to their role as an individual funder on the local level. The Knight Foundation will commit a minimum of \$187,000 a year towards workforce development efforts, even if the local groups decide not to pursue the grant this cycle. The kickoff meeting was held, with over 30 participants from a variety of sectors. Mr. Halliburton has been requesting \$25,000 from each CRA, so that the CRA's can be the financing arm on the project for the City and County. Mr. Halliburton made a presentation to the Economic Development Council of the Manatee Chamber. He has also discussed this with Mayor Poston, who received the idea favorably. Mr. Halliburton has been meeting with different business and educational entities, whose training dollars can be aligned to make the 4:1 match. He has met with a representative from the State of Florida Ready to Work

Program, which links workers with educators, and businesses, so that job seekers can have their skills assessed, receive remediation when necessary, and approach employers with certificates showing their levels of readiness. Currently, employers are not aware that this program exists. Discussions are in place to establish the CCRA as a Ready to Work assessment center. Smaller sector meetings are going to be taking place—another meeting will be take place to follow up after the larger meeting, and decide whether or not to move forward on the grant. Additionally, a grant coordinator will be hired to coordinate the local response. Jeana Winterbottom, City of Bradenton Grant Writer, will write the grant. Mr. Thompson asks Mr. Halliburton to bring an update on the Training Center to the next meeting. Ms. Edwards asks what the CCRA’s strategy is to raise the matching funds. The Knight Foundation has made a commitment of approximately \$600,000, and if the CRA’s contribute \$25,000/year each, that will amount to \$450,000 of contributions. Major corporations will be asked to contribute dollars towards the training they will be accessing, and the training will be targeted, quantified, and aligned towards the match. If the local collaborative is not able to bring the full \$1.8 million together, the collaborative can still pursue the national match, but at a lower level of funding.

### **Neighborhood Plan**

The Washington Park Neighborhood Plan was put together to partial completion by WilsonMiller. There are some additional components that the agency would like additional work done on. Mr. Halliburton presents a proposal to the board, from WilsonMiller, for additional work on the Neighborhood Plan. They have stated that they can do the additional work, and add additional sites, will be \$32,100. The CEDC, Inc has prepared a proposal for the same scope of services, at Mr. Halliburton’s request. Mr. Thompson and Mr. Halliburton have discussed that the WilsonMiller plan falls short on the community involvement portion of the plan. The agency is hesitant to move forward on the plan without strong community engagement, and Mr. Halliburton states that the CEDC may be the appropriate entity to strengthen the community engagement portion of the study. Mr. Halliburton requests board permission to review both proposals and either choose a proposal, or return to the board with a recommendation. Discussion. Ms. Hewitt clarifies that the CEDC would be partnering with Jennings Development Group to bring development expertise to the relationship. JDG would be paid out of the CEDC’s fees. CCRA board members are favorable to the idea of contracting with the CEDC to provide services on the Washington Park Neighborhood Plan. Ms. Hewitt states that the CEDC felt it necessary to hold additional meetings to establish a baseline for what the CCRA has done in the community, before gathering additional data. Mr. Thompson says that he would like for the final decision to be brought back before the full board, borrowing any urgent need to make a decision before the next board meeting. Mr. Halliburton concurs that he would like to work out the technical details before the board gives their formal approval. Ms. Calpin asks if WilsonMiller followed the terms of the contract, and Mr. Halliburton states that they did, but that they were not as aggressive in data collection as the CCRA would have liked. Mr. Halliburton states that Ms. Brightbill will be working with the CEDC on the data collection component of the plan.

### **Whole Child Prosperity Plan Update**

Mr. Halliburton introduces Ms. Marja Scheers and Ms. Pat Johnson to present a quarterly update on their role in the Prosperity Program. Ms. Johnson briefly reviews demographic information on the characteristics of the population of Manatee County users of the Whole Child Program, vs. the 34208 Zip Code users. Ms. Scheers provides an update on the tax preparation activities. Taxes were prepared at 13 sites in 4 weeks in the mobile van. Approximately 90 returns were done, and \$190,000 were returned to the community in the initial burst. Three more sites were added at the end of the tax season to assist individuals seeking to take advantage of the Economic Stimulus Return. 22 ESR's were done at the Bradenton Village in one day, and 11 at the Bradenton Housing Authority another day. The new refund total is over \$200,000. The Suncoast Workforce Board mobile unit was used to prepare the taxes, so several job seekers came and took advantage of that resource (in addition to the opportunity to complete a Whole Child Profile). Additionally, plans are in place to couple the tax preparation with financial literacy efforts, and the mobile van will possibly come to the CCRA site to help capture some of the overload.

### **Free Tax Prep Update**

Mr. Halliburton states that as of April 14, 153 tax returns had been processed and accepted by the IRS. The promotion was so successful that people had to be turned away during the first weeks. 30 Earned Income Tax Credit Returns were processed in the amount of \$450,000. Mr. Rosario asks who the tax preparers were. Mr. Halliburton states that Ms. Brightbill was one of the preparers, the VISTA volunteer was, Mr. Halliburton assisted with logistics, and several AARP volunteers. Mr. Halliburton anticipates an increase in traffic in the next season.

### **CEDC, Inc Update**

Ms. Hewitt presents the CEDC update. The CEDC, along with their partners, are having their first event, the Manatee County Small Business Financing Fair, from 12-2PM on April 25, 2008 at the Manatee Convention and Civic Center, an event designed to assist small businesses seeking financing to grow or supplement their businesses.

### **Finance Report**

The agency is facing revenue shortfalls. The budget property sales have not taken place, so there has been budget restructuring. The projected asking prices are not currently reflected in the market, and a sale at this time would result in a 20% loss. The two-story Love Apartment unit is scheduled for demolition in the second week of May, due to the increasing deterioration of the building, and the decision was made to demolish the building as soon as that was brought to the attention of the agency. It is a twelve-unit apartment, and four residents needed to be relocated. One moved to another Love Unit, and the other three moved to other places, with their moving expenses fully covered (first month's rent, security deposit, and moving expenses). Mr. Thompson states that the demolition of the unit is congruous with the agency's mission to eliminate blight, and that the area will soon have a new project in its place. He requests that pictures be taken of the interior and exterior of the unit before demolition.

### **Preliminary 2008/2009 Budget**

Mr. Halliburton presents a preliminary 2008/2009 budget. The property appraiser has not sent the amount of TIF revenue for the upcoming year yet, but Mr. Halliburton has begun to put a 2008/2009 budget together based on a 10% reduction. If the agency does experience a 10% revenue reduction, there would be a deficit of \$163,000 (if the carryover remains the same). If the carryover remains the same and the revenue remains the same, the carryover would be \$984. There will need to be significant adjustments in the upcoming year's budget. If the Love Note is restructured, there will be a carryover of an additional \$225,000, so the budget could remain at the same level if a 10% reduction in revenue occurs, unless the board chooses to do another project. Mr. Halliburton will bring the budget back before the board after he receives the initial TIF numbers. Mr. Thompson asks Mr. Halliburton to provide a more detailed version of the line items of the economic development budget.

### **Director's Report**

Mr. Halliburton was invited to apply for Leadership Florida, by a group of Leadership Florida Alumni. The cost for the program is \$4,500. Ms. Edwards moves approval of sponsoring Mr. Halliburton in the program costs of the Leadership Florida Program if his application is approved. Ms. Ingram seconds. The motion passes unanimously with no further questions.

The Florida Redevelopment Association Annual Conference will be held in Tampa in October. Mr. Thompson requests that the board be provided with conference registration information. The CCRA will be part of a Manatee County CRA tour.

Mr. Halliburton is removing the disability insurance information from the agenda.

### **Board Comments**

None.

### **Citizen Comments**

Rev. Jaufees Peoples comes. He pastors a congregation in the Washington Park neighborhood, and is interested in being involved. He asks a question about the Florida Ready to Work Program. Rev. Peoples asks about the process to get a homework assistance program started in his church. Ms. Ingram states that the School Board has a process to provide tutors at no cost to the tutoring site.

### **Next Meeting Dates**

- *Joint Committee Meeting*: May 15, 2008 (8:00-9:30 AM)
- *Board Meeting*: May 22, 2008 (5:00-7:00 PM)

### **Adjournment**

Ms. Ingram moves adjournment. Meeting adjourned at 6:57 PM.

**Minutes Submitted By:** \_\_\_\_\_

**Minutes Approved By:** \_\_\_\_\_