

Community Redevelopment Agency



Agenda Packet
for
CRA Meeting
Tuesday, November 13, 2018
6:00 p.m.



Agenda
Community Redevelopment Agency
Regular Meeting
Tuesday, November 13th, 2018 @ 6:00 p.m.
Council Chamber, City Hall

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **PRESENTATIONS**
4. **UNFINISHED BUSINESS**
5. **APPROVAL OF CONSENT AGENDA**
 - A. *Approve Minutes of CRA Meeting held October 8th, 2018*
6. **PUBLIC INPUT**
7. **CRA ATTORNEY**
8. **CRA ADMINISTRATOR**
 - A. Update regarding Longley estate
 - B. Riverwalk Update
9. **COMMUNICATIONS**
10. **BOARD MEMBERS COMMENTS**
 - A. *Jim Farley, Chair*
 - B. *Mike Gudis*
 - C. *Ken Brown, Vice Chair*
 - D. *Pat Fitzpatrick*
 - E. *Robert Holmes*
11. **PUBLIC INPUT**
12. **ADJOURNMENT**

Community Redevelopment Agency



Minutes of
Community Redevelopment Agency
Meeting held
Monday, October 8th, 2018
@ 6:00 p.m.



**Minutes of the
Community Redevelopment Agency
Regular Meeting
Monday, October 8th, 2018 @ 6:00 p.m.
Council Chamber, City Hall**

1. CALL TO ORDER

Chairman Farley called the meeting to order at 6:00 p.m.

Board members Present: Chairman Farley, Vice Chairman Brown, Board member Gudis, Board member Holmes

Board members Absent: Board member Fitzpatrick (arrived 6:28 p.m.)

Staff Present: CRA Administrator Burnell, CRA Attorney Jennifer Rey, City Clerk Mia Fink, Assistant City Manager Jack Dumas, Finance Director Michelle Russell, Public Works Director Beau Keene, Special Events Coordinator Leslie Bollin and Planning and Development Services Director Jackie Gorman

2. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Vice Chairman Brown; seconded by Board member Holmes. Motion carried 4-0.

3. PRESENTATIONS

4. UNFINISHED BUSINESS

5. APPROVAL OF CONSENT AGENDA

A. *Approve Minutes of CRA Meeting held September 10th, 2018*

Motion to approve the consent agenda was made by Board member Gudis; seconded by Vice Chairman Brown. Motion carried 4-0.

6. PUBLIC INPUT

7. CRA ATTORNEY

8. CRA ADMINISTRATOR

A. *Update regarding the Remembering Our Fallen Memorial*

Background: [Agenda Sheet Requested Motion: Update regarding the Remembering our Fallen Memorial

Summary: The Remembering our Fallen Memorial will be brought into town and constructed on Thursday, October 25th and available for viewing beginning Friday, October 26th- Wednesday, October 31st. The Memorial will be open daily from 10:00am-7:00pm. The following events will surround the Memorial:

Thursday, October 25th, time TBD, we are asking people to line the sidewalks from City Hall to Citrus Avenue to welcome the memorial. It will be accompanied by 100-200 American Legion Riders and Citrus County Sheriff's Deputies. Following this the Memorial will be constructed with the assistance of volunteers.

Friday, October 26th 5:30pm The City is hosting the opening ceremonies for the memorial. The ceremony will include speakers: Congressman Webster, Steve Murray (FL Dept. of Veterans Affairs), Sheriff Prendergast, Jimmie T. Smith, Councilman Gudis, Mayor-Elect Joe Meek, and a Gold Star mother and will be emceed by Veterans Week coordinator Chris Gregoriou. Also participating in the ceremony will be: CRPS chorus, CRHS band, CRHS and LHS NJROTC, and Marine Corp League Detachment 819. Following the ceremony we will have a concert by local Veteran Chad Montana. Local restaurants have been encouraged to run specials and we will have a food truck as well.

Contractual Obligations -Several other costs and obligations have been incurred by the city as contractual obligations to hosting the memorial. These include:

Security- 24 hour security must be provided for the memorial. We are currently seeking volunteers to cover both day and night shifts of securing the memorial. We feel confident we will be able to fill the day positions but in case we are unable to fill all the nighttime security we have contacted a security firm. For security from sundown to sunup for 6 nights the cost is approximately \$1600.00. In addition, we will be lighting the memorial at night to assist with security at a minimal cost.

Hotel- We are to provide 1 hotel room for 6 nights for the assistants to the memorial. This is being provided at no cost to us by Best Western Crystal River.

Volunteers- We are to have 12 able-bodied volunteers available for both construction and deconstruction of the memorial. In addition, we are asked to have at least one volunteer present to assist visitors with the memorial during open hours. Currently, we have a volunteer signup sheet and are trying to fill shift positions for both security and assistance with the memorial.

Water- The bases of the Memorial are filled with water to secure them into place. The CR Fire Department will assist with providing the water.

Restrooms- This is not a contractual obligation but we will provide restrooms (ADA accessible and a wash station) for the duration of the memorial. The cost for this is approximately \$300.00

Opening Ceremonies- Although this is not a contractual obligation it is something we are choosing to do to honor the Memorial and all Veterans. The anticipated cost of the ceremonies will be approximately \$4700.00. The National Guard Armory is loaning chairs for the ceremonies to help with costs of renting them.

Donations- To date the City has collected \$200.00 in donations from two local Sertoma clubs. We anticipate there may be a few more small donations to come.

Staff Recommendation: Staff recommends approval.

End of Agenda Sheet]

CRA Administrator Burnell provided a brief overview of the item and Board discussion was held regarding unanticipated costs. Ms. Bollin updated the Board on efforts to obtain sponsorships for the event, provided an overview of expenses, and discussed significance of event.

B. CRA Mini-Grant for Trio Hair Design in the amount of \$750.00

Background: [Agenda Sheet **Requested Motion: Information Only. CRA Mini-grant Application for Trio Hair Design.**

Summary: Trio Hair Design is constructing a new building at 28 NE Crystal Street. Attached for your review is a mini-grant requesting funds for signage. The signage is in compliance with the CRA Appearance Guidelines and meets required zoning.

Dennis Symbal, Sandra Symbal and Denine Dudek are the owners of this business. Three estimates were received as required, the lowest from White Mountain Signs in the amount of \$1,375.00. The grant allows 50% up to \$2,500; the requested grant amount is \$687.50. Attached you will find the grant application along with a schematic of the proposed signage.

Staff Recommendation: None

End of Agenda Sheet]

CRA Administrator Burnell provided an overview of the item. There were no questions from the Board.

C. Motion to adopt Resolution No. 19-R-02 setting forth the public use and purpose for eminent domain proceedings to acquire property to be used for public parking and improved public access to local businesses

Background: [Agenda Sheet Requested Motion: Motion to adopt Resolution No. 19-R-02 setting forth the public use and purpose for eminent domain proceedings to acquire property to be used for public parking and improved public access to local businesses.

Summary: City Council has been attempting to move forward with the transference of a property referenced in the attached resolution for approximately three years. Due to a combination of lengthy court proceedings and recent passing of previous ownership the City has not been able to complete the transaction previously agreed to by the former owner.

Based on recent City Council discussion, staff was directed to research the Eminent Domain process, and most recently directed City legal staff to move forward with initial steps to acquire the parcel via such process, in lieu of continuing negotiations with the current ownership.

Staff Recommendation: Staff recommends moving forward Eminent Domain, while considering continued negotiations for purchase of the property to acquire the parcel at a lower overall cost.

End of Agenda Sheet]

CRA Attorney Rey provided a brief overview of the item and status update regarding ongoing negotiations, noting an appraisal is the necessary next step regardless of the manner of acquisition. Vice Chairman Brown and Chairman Farley concurred that a swap is no longer desired, but only acquisition. CRA Administrator Burnell noted additional costs associated with acquisition, via eminent domain or otherwise.

Motion to adopt Resolution No. 19-R-02 setting forth the public use and purpose for eminent domain proceedings to acquire property to be used for public parking and improved public access to local businesses was made by Board member Holmes; seconded by Vice Chairman Brown. Motion carried 4-0.

9. COMMUNICATIONS

10. BOARD MEMBERS COMMENTS

A. *Jim Farley, Chair*

B. *Mike Gudis*

C. *Ken Brown, Vice Chair*

D. *Pat Fitzpatrick*

E. *Robert Holmes* – Discussed Resolution No. 18-R-27, authorizing purchase of a parking pay station for the City owned parking lot at NE 1st Ave. and NE 3rd St. and the September 24th announcement that purchase and installation would be delayed until further discussion with Chamber of Commerce leadership and affected businesses and requesting a long term plan for parking solutions in the area. City manager Burnell confirmed that discussions hinging on long term development would be held as planned. Further Board discussion was held regarding downtown parking challenges and solutions, increased building height standards and upcoming decision regarding city hall relocation.

Board member Fitzpatrick arrived at 6:28 p.m.

Further discussion was held regarding benefits of locating businesses in the CRA, including ability to utilize public parking, during which CRA Administrator Burnell discussed how city hall location effects long term planning.

11. PUBLIC INPUT

12. ADJOURNMENT

Chairman Farley adjourned the meeting at 6:40 p.m.

COMMUNITY REDEVELOPMENT AGENCY

Agenda Item Summary

Meeting Date: November 13, 2018

Agenda Item Number: 8A

Requested Motion: Discussion Only- Longley Estate behind old Chamber Building Update

Summary: Discussion Only --- Legal staff has been in discussion with the owners of the Longley estate which has resulted in the Longley representatives agreeing to sell or a land exchange. Staff would like the input from the council as the preferred method of acquirement would be: purchase or land exchange.

The next step is an appraisal. Staff is hopeful that the estate owners and the city will agree on the appraiser so there will only one required. Staff expects to have the matter of the appraiser resolved this week.

Staff Recommendation: N/A

Funding Information: N/A

Approvals:



Originating Department

CRA Administrator

CRA Attorney (if applicable)

CRA Action:

Approved _____ **Denied** _____ **Deferred** _____ **Other** _____

COMMUNITY REDEVELOPMENT AGENCY

Agenda Item Summary

Meeting Date: August 13, 2018

Agenda Item Number: 8B

Requested Motion: Discussion Only- Information Update

Summary: Discussion Only --- Update on Riverwalk.

This is an information update on the progress of the Riverwalk. Staff has updated the purchasing policy and the city grants manual to meet the RESTORE Act requirements. Specifically, 2 CFR 200 Subpart D- Post Federal Award Requirements which addresses Standards for Financial Program Management. The standards address the following areas: §200.300 Statutory and National Policy Requirements, § 200.301 Performance Measurement, § 200.302 Financial Management, § 200.303 Internal Controls, § 200.304 Bonds, § 200.305 Payments, § 200.306 Cost Sharing or Matching, § 200.307 Program Income, § 200.308 Revision of Budget and Program Plans, and § 200.309 Period of Performance.

This update to the Purchasing Policy was brought before Council to ensure adherence to these statutory guidelines and minimize financial audit risk, as required.

There are currently 3 properties still in negotiations related to the Riverwalk. Two of the negotiations are being handled by members of CRAC who have close connections with the property owners and the third property negotiation is being handled by the City Manager, who as of the time writing of this agenda memo with have a meeting with the owners of the Hampton property on November 8th in hopes of moving the project forward.

Commissioner Jeff Kinnard continues to support the Riverwalk project and City staff certainly appreciates the support of the Commissioner.

Currently, the re-permitting process is moving forward for approval or ready to be approved properties.

Staff Recommendation: N/A

Funding Information: N/A

Approvals:

Originating Department



CRA Administrator

CRA Attorney (if applicable)

CRA Action:

Approved _____ **Denied** _____ **Deferred** _____ **Other** _____