

Amended at meeting 12/02/09

SANFORD COMMUNITY REDEVELOPMENT AGENCY

November 4, 2009

The City of Sanford Community Redevelopment Agency met in Regular Meeting in the Railroad Depot Room, Second Floor, City Hall, 300 North Park Avenue, Sanford, Florida, at 4 PM on Wednesday, November 4, 2009.

Present: Jeff Triplett, Chair
Maria Shreve, Vice Chair
Charles Rowe
Bruce McKibbin
Otto Garrett
Bob Tunis, Executive Director
Assistant City Attorney Lonnie Groot
Interim City Manager Tom George

Absent: Janet Dougherty, Secretary

1) Call to Order/Roll Call

Chairman Triplett called the meeting to order at 4:05 PM.

2) Approval of Minutes of October 14, 2009.

Mr. Rowe moved to approve the Minutes. Seconded by Mr. McKibbin and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Charles Rowe	Aye
Otto Garrett	Aye

3) Director's Report

Mr. Tunis reported that the check has been issued for 115 West (Stephen Tibstra).

Mr. Tunis introduced Nick McRay, Project Manager, who reported on problems encountered during the roof construction at 113 S. Palmetto Avenue. Mr. McRay distributed photos and explained that the north and south wall brick is extremely soft, some bricks are missing, the chimney is loose and they are unable to anchor into it. Phase II can be significantly delayed due to issues encountered on the site. There is a need to add a gutter system for stormwater run-off at a cost of \$6200 (for a total of \$58,300 for Advanced Roofing) and Mr. McRay recommended an additional \$500 for a pole test along with a 5% contingency (\$2600) for items they might encounter.

Ms. Shreve moved to approve additional costs for 113 S. Palmetto Avenue temporary roof Phase I: \$6200 for Advanced Roofing, \$500 for testing by a third party for a pole test; and to set up a \$2600 contingency for any future potential items. Seconded by Mr. McKibbin and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Charles Rowe	Aye
Otto Garrett	Aye

Mr. Tunis distributed a report on the 1st Street Reopening, noting that \$6,000 was budgeted and the expenses totaled \$5,201.29.

Mr. Tunis distributed a copy of an article entitled "What's behind the success of

pedestrian malls that work well?”, noting that the article is about Cape May, NJ, however it sounds like downtown Sanford. He also distributed an article on renters.

4) UCF Incubator Report: Rafael Caamano, Incubator Manager

Mr. Caamano reported that a Life Sign company would like to occupy 2300 square feet. It has contracts, including one with MD Anderson, is a very promising company and estimated they will move in within the next two weeks. Three other companies are also located in the building. There were six spaces available and four are already taken. There is a need to expand into the rest of the building. It was the consensus of the Agency that if there are other companies looking for space that the Agency would be open to leasing additional space for the Incubator.

5) Public Works Update:

Mr. Tunis reported that John Reichardt was on vacation and there was no new information.

6) Discussion: CRA Event Funding and Issues Related to Daytona Beach CRA Audit.

Mr. Tunis reported there were 15 CRA Audits conducted last year by the Auditor General's office.

Mr. Groot stated that if the CRA was spending money from the CRA Trust Fund for inappropriate purposes, the taxing authorities could require the monies to be paid back to them, noting there is an annual report required. Mr. George stated that if the auditor has asked questions and issued a “finding” you might as well comply with it and that the

“key” is: (1) if the project was included in “the Plan”; and (2) that it be located within the CRA District.

Mr. Groot stated that the statutes are clear and there are two separate statutes to be complied with: one relates to providing an audit of the Trust Fund and the CRA must provide it to each taxing authority by Registered Mail and the other statute requires a report of activities together with a complete financial statement and a newspaper notice that has to be published saying they are available and on file in the office of the City Clerk. The Auditor General has said that you are supposed to explain what you did, not just have a financial statement, and these are mandatory.

Mr. Rowe felt the Sanford CRA was on safe ground, noting the projects are in the Plan and the CRA complies with the statutes. Mr. Tunis will work on completing the report by the end of the calendar year, as it is due March 31, 2010.

7) Discussion: Revised Funding Agreement for Sanford Welcome Center, Inc. for “Alive After Five” Event.

Ms. Shreve noted that the term was incorrect as the CRA had only approved funding through March. Mr. Tunis stated he would change the date. He noted that after Assistant City Attorney Groot saw the agreement, he found items that did not meet legal requirements and he has prepared a revised agreement that would apply to future funding agreements. Mr. Groot recommended that the CRA reimburse funds only after the event and after invoices and proof of payment have been submitted to the CRA, and that they must submit proof of audited financial statements before the first payment can occur. This

would be for all funding requests. Mr. Groot stated that the CRA is giving public funds to entities to do something, thus the CRA can monitor the use of the monies.

Mr. Triplett felt requiring audited financial statements was "heavy handed". Discussion was held concerning "audited financial statements". Mr. George stated that the City is required to do this for grants, FDOT, etc. Mr. Groot stated that he doesn't want any City official or Agency to be blogged like the Daytona Beach officials were, and he read from a paper the comments made concerning the Daytona Beach CRA audit report. Mr. George stated that he wanted to ensure that going forward, the Agency is above reproach. Mr. Groot suggested putting organizations on notice that their agreements may not be approved for a second year unless they provide the required audit.

Mr. Poulalian stated that if the organization pays for City services, this could be easily verified and would probably suffice to process their payment/reimbursement: Mr. Groot concurred.

Mr. Triplett clarified Section 6 (H): Mr. Groot stated that it should read "the City and/or CRA".

Mr. Tunis reviewed the proposed changes: (1) it is only effective until March; (2) Section C, the prior fiscal year audit requirement should be taken out; (3) and Section 6(H) and Section 7 should read "the City and/or CRA".

Steve Richards, Sanford Welcome Center, disagreed that the CRA has the right to

oversee the project(s) and felt that they have proven themselves over the last 4 years. Ms. Shreve clarified that it means if the CRA is not satisfied, they can cease funding. Mr. Tunis asked if this Agreement could now be used as a template for future Agreements: Mr. Groot concurred.

Mr. McKibbin moved that the Chairman and Executive Director be authorized to sign on behalf of the CRA including the changes outlined above. Seconded by Mr. Rowe and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Charles Rowe	Aye
Otto Garrett	Aye

8) Discussion: Potential Revision of CRA Redevelopment Plan to Fund Sanford Welcome Center Tourism Center

Mr. Tunis stated that since City costs are a major expense this may not be an issue since they are usually \$3,000 per month.

9) Request for Funding: Crappie Masters National Qualifying Tournament

Charles Davis was present representing Crappie Masters. He noted that every other year they have the state championship here in Sanford. Mr. Davis asked about Crappie Masters being a Missouri corporation and having to be registered in Florida. Mr. Groot stated that a foreign corporation is not authorized to do business in the State of Florida unless they get a certificate of authority to do so from the Florida Dept. of State, and that it costs \$125. Mr. Davis felt that this could make them “go away” and felt the City was “nit picking”.

Mr. Rowe moved to provide \$5,000 in support of the Crappie Masters event subject

to them providing proof that they are in compliance with Florida Statutes. Seconded by Mr. McKibbin.

Mr. Tunis noted that the revised application would also have to be completed in the new format (not in pen and ink). Mr. Davis clarified that the motion means Crappie Masters can get a certificate of authority or that they qualify under one of the exemptions: Mr. Groot concurred.

The motion carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Charles Rowe	Aye
Otto Garrett	Aye

Mr. Davis asked about the possibility of several organizations and the City purchasing “crowd pleasers” (barricades) rather than renting them for each event. Mr. McKibbin asked Mr. Davis to provide a proposal with prices. Mr. George stated that they would have to locate storage space for them as well as set them up for each event.

10) Other Business

Ms. Shreve asked when the sun shade in Magnolia Square would be taken down and Mr. Tunis responded it would be soon.

Mr. Davis stated that the Chamber of Commerce will provide \$2,000 to \$2,500 for the Christmas tree for Magnolia Square.

Mr. McKibbin asked about Cindy’s Dance Studio supposedly having problems getting permits. Mr. Davis responded that the problem is the plans Cindy submitted were not prepared by a registered architect and she has to get them redone by a professional

architect.

11) Public Comment: None

There being no further business, the meeting was adjourned at 5:50 PM.

CHAIRMAN

Attest:

Secretary

pl