

CRA & MAYOR/COMMISSION WORK SESSION

June 7, 2021

Commission Chambers– 10:00 a.m.

Present: Mayor James, Commissioners Peduzzi, Fox, Lambert, Shoaf, and Warren, CRA Executive Director Christopher Roog, Chief Financial Officer Mark Parks, City Administrator Faye Johnson, City Attorney Kimberly Rothenburg, and City Clerk Hazeline Carson.

I. 314 Clematis Street Update: Chris Roog, CRA Executive Director

1. Raphael Clemente, Executive Director, DDA, and Street Sense Consultants.

Christopher Roog, CRA Executive Director, provided an update on the 314 Clematis Street Project and said that today will be for discussion of the next steps-interlocal agreement, conduct market study, secure architectural services and secure contractor services. He stated that he will provide recommendations on final design of the space.

Raphael Clemente, Downtown Development Authority (DDA) Executive Director, introduced Street Sense, the consulting group that helped design the different plans for 314 Clematis Street. He said that the Board will hear why the three different build outs are the best recommendation and want to know from the commission on how to proceed and next steps.

Michael Smith, Director of Real Estate with Street Sense, discussed the following: potential scenarios; selected scenarios; outcomes and objectives; destination retail landscape; the users; daypart demand: actual; daypart demand: potential; test fits + merchandising; and aspirational examples.

Alexis Teltser, Director of Interior Architecture with Street Sense, discussed the following: Scenario 2-50% market/50% community office; and Scenario 1.

Mr. Smith discussed the following; Operator Models-Multi-tenant (pros and cons); Single Tenant (pros and cons); Economics-Executive Summary, Scenario 2 (50% Market/50% Community Office), Scenario 1 (Multi-Tenant Market), Scenario 1 (Single Tenant Market); most economical is the multi-tenant option; how the rents were calculated;

brand identity and tone; food and beverage; retail; neighborhood services and amenities; office; and programming ideas.

Mr. Clemente thanked them for the presentation and asked the Mayor and Commissioners if they have questions.

There was discussion regarding: Scenarios 2 and 1 for multi-tenant and the economics surrounding both; providing a detailed analysis for five years; and management of the rents under Scenario 2.

Sherryl Muriente, Manager of Urban Placemaking with the DDA, explained the design parameters that tenants will need to follow.

Mr. Roog said that it will be similar to the Grandview Market and explained how they will operate. He also explained the exit scenario that will be used.

Commissioner Lambert asked about the market study and the level of interest for each Scenario presented.

Mr. Smith said that they considered the demand for the use as a whole, for each component, and that it is difficult to determine demand on the type of uses.

There was discussion regarding the incubator kitchen.

Mr. Clemente discussed the daypart demand: potential.

Mr. Roog further commented on the daypart demand.

There was discussion regarding: Scenarios 1a and 1b, and 2 and comparison to the multi-tenant market.

Mayor James asked what they are looking for today.

Mr. Clemente responded that they want direction on which scenario they should pursue in detail.

Mr. Roog said that the recommendation from the CRAAB and DDA was

	<p>the 50/50, Scenario 2.</p> <p>There was consensus from the Board to accept the recommendation of the CRAAB and DDA and go with the 50/50, Scenario 2.</p> <p>Mayor James asked what the next steps are.</p> <p>Mr. Roog said that they will be meeting with the Architect to work on the design and bring back a budget for the project.</p> <p>Mayor James asked if we will be the Property Manager.</p> <p>Mr. Roog said that they will bring the business plan back for the 50/50.</p> <p>Mayor James thanked the Street Sense team.</p>
2.	<p><u>Mayor's Matters:</u> There were none.</p>
3.	<p><u>Other:</u> There was none.</p>
4.	<p><u>Adjournment:</u> The CRA meeting was adjourned at 11:01 a.m.</p>
II.	<p><u>FY20 Fund Balance Update: Mark Parks, Chief Financial Officer</u></p>
1.	<p><u>Faye Johnson, City Administrator</u></p> <p>Mark Parks, Chief Financial Officer, said that the objective is to provide an update on the fund balance. He discussed the following: fund balance classifications-non-spendable, restricted, committed, assigned, and unassigned; fund balance reserves- emergency reserves, contingencies; audited fund balance as of September 20, 2020; required fund balance reserves; recommended fund balance reserves; and summary.</p> <p>There was discussion regarding: items in unassigned balance; and the American Rescue Fund and how it will work.</p> <p>Ms. Johnson asked the Board to look at the numbers and said that the \$38 million is not what the City has as far as being able to use it for</p>

	<p>budgeting. She said that number is from an accounting standpoint, and the budget amount is a much smaller number at \$5.6 million. She explained the two items that will come before the Commission on Monday and the reason for the deficits for the City Clerk to cover the vote by mail and the Police rental-lease vehicles cost.</p> <p>Commissioner Shoaf asked about the Police vehicle rentals and asked if this is for the agreement or lease.</p> <p>Frank Adderley, Police Chief, said that they are one and the same.</p> <p>Commissioner Lambert commented on the amount in reserves.</p> <p>Mr. Parks responded that there is \$21 million in reserves, and best practices is to have \$41 million in reserves.</p>
2.	<p><u>Commission Office Operations & Staffing: Commissioner Joseph Peduzzi</u></p> <p>Commissioner Peduzzi asked his colleagues what they would like to see, from staff, to help with their functions as Commissioners, in order to help support their constituents and to make them a more effective Commissioner.</p> <p>Commissioner Fox said the calls she receives are from constituents who do not know who to call and feel that the two staff members are not enough. She wants additional support to work on constituent questions or issues and who to direct them to.</p> <p>Commissioner Shoaf said we need to determine what functions we can have staff in our office take up, by looking at job descriptions and seeing what can be done. She commented on the Smartsheet system put in place by the City Administrator and how to have staff fit into the process. She stated that staff should have more training on how to control the calendar and how to handle constituents.</p> <p>Commissioner Warren said that they all have different management styles and different needs, so we need to respond differently to the constituents in their districts. She said that it would be beneficial to have someone address issues when she is not in the office and does not know if</p>

we have looked at that. She said that it would be beneficial for each Commissioner to have their own staff person.

Commissioner Lambert said that she wants constituent services and getting answers to constituents in a timely manner and communication. She stated that she uses the Smartsheet and said most information she puts in is not responded to and feels they can be responded to.

Commissioner Peduzzi said that he uses Smartsheet and he has to follow up to make sure the responses have been provided to the constituent.

Commissioner Lambert said that she wants to see the job descriptions to see if constituent services are included.

Commissioner Peduzzi asked about use of the Smartsheet and if it works for everyone to respond to their constituents.

Commissioner Shoaf said that the job descriptions need to be looked at and maybe take some unnecessary things off their plate, so they can work on more important things.

Commissioner Peduzzi said that we should have a follow up meeting that is less formal, but there will be notice, so that the meeting can be attended by the public and we can work on what can be done so they can do constituent services. He stated that if we want to do more constituent services, we will have to look at current staff and see if we need to add additional staff.

Commissioner Shoaf reminded them to look at the budget and said if they want additional resources, they will have to look at other places for funding.

Commissioner Peduzzi suggested that we will follow up with another meeting, and get more in the weeds, in a month from now.

Commissioner Shoaf asked that they get feedback from staff.

There was discussion regarding the following: Commission input system and how it is used; getting the job descriptions; and review the budget so

	<p>we can come up with a solution.</p> <p>There was consensus to have another meeting within a month to discuss issues and come up with a solution.</p> <p>Mayor James said that he is looking to roll out a more robust constituent system.</p>
3.	<p><u>Mayor's Matters:</u></p> <p>Mayor James thanked the Commissioners for their patience with the water situation and wanted to make sure that we, as a City, learn to improve. He stated that he is putting together a panel of experts to look at our system and that will be ongoing. He said that he wants to do an internal meeting of responding to this crisis and wants to hear from each of them on issues they are concerned about. He stated that he wants them to get that information to the Administrator so we can make sure that as a City we are better prepared next time to address the situation.</p> <p>Commissioner Peduzzi said that as President of the Commission he sent an email to the Internal Auditor for review and asked the Commissioners if they want to proceed. He stated that he wants us to look at what happened and understand the timeline, so we can do better next time.</p> <p>Commissioner Shoaf said that she asked the Internal Auditor for a review and said that as long as we are updated that is where we need to be. She said that as long as her concerns are met, she will forward her list to the Administrator and she is comfortable with moving forward with the experts to review.</p> <p>Mayor James said that this is a collaborative effort to make sure all team members are at the table as we get feedback from the consultants. He stated that it is essential that we hear from the Commissioners.</p>
4.	<p><u>Other:</u></p> <p>There was none.</p>
5.	<p><u>Adjournment:</u></p> <p>The meeting was adjourned at 12:06 p.m.</p>

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