

COMMUNITY REDEVELOPMENT AGENCY MEETING



Board of City of Memphis and Shelby County Redevelopment Agency
City Hall, 125 N. Main Street, Room 477
Memphis, TN 38103
Thursday, April 5, 2018
8:30 a.m.

Present: Chairman McKinley Martin, Jr.
Vice Chairman R. Miles Mason, Sr.
Secretary Ann W. Langston
Treasurer Dynisha Woods
Member Sam Cantor

Absent: Member Kevin Spragling

Also Present: Andrew Murray, Director of Planning and Community Development
Community Redevelopment Agency
Monice Hagler, Counsel for Community Redevelopment Agency
Felisa Cox, City of Memphis, Senior Attorney
Clara Harris, Principal Planner, Department of Planning, City of Memphis
Ida M. Bounds, Executive Assistant for Community Redevelopment Agency
Tanja Mitchell, Neighborhood Coordinator for Community Redevelopment Agency

I. Chairman McKinley Martin called the meeting to order at 8:50 a.m. and a quorum was present.

II. MINUTES – March 1, 2018

Chairman Martin called for consideration of the Board minutes from March 1, 2018. There was no discussion. Upon a motion made by Board Member Ann W. Langston and seconded by Board Member Sam Cantor, the minutes were approved 5-0.

III. PUBLIC COMMENTS

There were no citizens' comments.

IV. REPORT ON CRA FINANCIALS

Andrew Murray reported Alexander Thompson Arnold (ATA), CRA accountants, is waiting on a couple of items to complete the financial and they hope to have this information finalized by early next week. He also reported the accountants are waiting on items requested from the City Treasurer's office and will provide financial that is appropriate for all of the CRA's accounts. He then reported, as an update, he has provided copies of the Tri-State Bank accounts that CRA has had since December 2017, along with check copies that have been signed and the transactions. He further reported the accountants offered to send the CRA financial mid-month so he can send them to the Board and they can get a snapshot of CRA finances.

Mr. Murray reported he had met with Board Member Woods and Chairman Martin to discuss CRA financials. He also reported one of the first things he is hoping for when Ms. Willis starts on April 9, 2018, is that she would hire someone to assist with financials and work with the auditors and the accounting firm. He then stated someone needs to be hired as soon as possible as he has been doing that job at least for a couple of months. He stated he appreciated the work that Mary Lynn Seale and Clara Harris had been doing.

Discussion ensued about what types of financial reports the CRA will require from ATA. Chairman Martin reported this would be one of the first items on the new CRA president agenda to post the financial analyst position. Board Member Cantor wanted to know what type of documents the Board would expect every month. Chairman Martin suggested that the accounting firm provide a balance sheet and income statement. Board Member Cantor stated in the spirit of transparency he thinks the Board should have a profit/loss statement and need to review the financial statement and balance sheet before they go to the public record. Board Member Langston recommended it would be a good idea for the accountants to come to a Board meeting to explain the financials a couple of times, but maybe not the first time. She stated it would give the Board time to review the documents and ask questions about how the accounting works for this and if there is anything unusual about the financial reports.

Board Member Woods stated she had talked with Andrew Murray at the March 1, 2018, Board meeting and when Ms. Willis starts on April 9, 2018 she would like to meet with her and talk about her role as the Treasurer. She also stated she would like to work through what her role is beyond Finance Committee meetings to review TIFs applications. Mr. Murray stated CRA needs to develop a budget, but a working budget is in place right now. He further stated he feels when the Board has their retreat, this can help form what Ms. Willis wants to do about Board Member Woods concerns. Mr. Murray will request that ATA provide financial reports for this month and a few weeks in advance of the next Board meeting and can attend the May 3, 2018, Board meeting to discuss the financial reports. No Board action was taken.

V. RESOLUTION: LEGAL SERVICES CONTRACT AMENDMENT (Board Action)

There was no discussion and the motion to recommend extension of the Legal Services Contract with The Hagler Law Group upon Board Member Ann Langston motion and Board Member Sam Cantor seconding the motion. It was approved with a 5-0 vote.

VI. CRA OFFICE SPACE

Andrew Murray reported he had met with Chairman Martin and they have had several conversations about CRA office over the last eight (8) months. He stated that there are a number of different options and he would try to summarize the correspondence. He asked Board members for comments/ questions and told them he was also open to any other suggestions. He reported there are two main possibilities and the first option is the third or fifth floors in the county building located at 160 N. Main. He stated that the building was very nice and space is available. He explained CRA would be charged market rate rent and would have access to amenities in the building which includes a workout facility. He also explained there are plenty of conference rooms. He reported that the CRA would have to pay the cost to build out the space. He then reported CRA would have to pay for those expenses by engaging an architect and a construction company. He further reported the county building does not have parking and that would be a challenge and is one of the negatives of that option.

Mr. Murray reported the second option was the Universal Life building located at 480 Dr. M.L. King Avenue and there are two spaces available in that building. He also reported that the City of Memphis Business Diversity Center is relocating there. He then reported there is a training facility, rooftop patio, workout facility and ample parking and is right by the FedEx Forum; the rates are slightly different and are not all-inclusive. He further reported the rates are comfortable for the space and CRA would have to pay for buildout; slightly less per square foot than the county building.

Discussion ensued about the two options from several Board members. Chairman Martin reported he thought the second option would be a better location for the CRA because the county building did not have parking and that would have to weigh in their decision. He stated the Universal Life building is not complete, but is nice and would be a good location because CRA would be with Ms. Massey's group and the City's Office of Business Diversity Department. He further stated that the CRA would keep a presence in City Hall and that once or twice a month a staff person would be available in case Chief McGowan or the Mayors had questions or need information from the CRA.

Board Member Ann Langston wanted to know if the Universal Life building was all-inclusive with the \$12.00 per square foot rate includes common area. She also asked if an estimate was available. She further stated that some parking is critical and is needed for people when they come to meet with staff.

Board Member Sam Cantor expressed concerns about how did the Universal Life building become another option when the proposed tenant build-out information provided by Self + Tucker was in the county building. He stated he was curious about how all of this has unfolded because for months all he has heard is the CRA was moving to the county building. He noted Self + Tucker is the architect for the county building and owners of the Universal Life building and noted that someone had to have some communication about CRA moving into the Universal Life building. He also noted he wanted to know if someone from CRA approached Self + Tucker or if Self+ Tucker approached someone from CRA about the possibility of changing location. Board Member Cantor stated he feels this should be a staff decision and he thinks a big part of the Board decision is what the staff wants.

It was decided that staff would discuss with President-elect Willis when she starts on April 9, 2018, and come up with a recommendation to the Board at the May 3, 2018, Board meeting. No Board action was taken.

VII. UPDATE FROM CRA STAFF – UPTOWN COMMUNITY PLAN, RFPs, SF REHAB, ALLEYWAY/INFRASTRUCTURE PROGRAM, UPTOWN SURVEY/WEBSITE/LOGO

Tanja Mitchell gave the highlights from last month's activities. Ms. Mitchell reported there was a Pre-Charrette Meeting for the Uptown Community Plan was held at YAG Uptown Family Arts Resource Center on March 19-21, 2018. She also reported the three-days Pre-Charrette was fun, action-packed days of information. She then reported that CRA has a website set up for the community planning, T-shirts, and a new logo. She further reported the Uptown Single Family Rehab Program period ended March 30, 2018, and they have received hundreds of telephone calls, up to 50 applications were submitted. She stated she would take the next few days going through the application and narrows them down. She introduced two of the Uptown Advisory Committee members Njeri Fombi and Alan Higdon. Ms. Mitchell reported that she and Mr. Murray had selected firms for the lot maintenance and right of ways.

Andrew Murray reported the main location for the Charrette will be at the Neighborhood Christian Center, 785 Jackson Avenue the week of April 16-20, 2018. He also reported CRA will be providing child care and food for some of the events. He then reported they do not have all of the details and are still finalizing the schedule. He further reported they are going to have a number of pop up events all throughout the neighborhood including a pop up café and it is going to be really fun. He further reported they are hoping to get a really broad section of the neighborhood and that the Uptown Advisory Committee is directing the planning process and will spearhead the events. Mr. Murray encouraged Board members to attend as many of the events that they can.

Mr. Murray reported that he and Ms. Mitchell are meeting April 5, 2018, with Allworld to discuss the alleyway and construction programs. He also reported there is an Uptown survey posted on cramemphis.org; the new CRA website. He then reported CRA still have a website on the county web page, but the goal is to eventually move the information over to the CRA website once the planning process is complete.

Mr. Murray reported the first Uptown Advisory Committee meeting is going to be held on April 16, 2018 and they will be reviewing Andre Jones' proposal and the Fire Station. He stated that Board members are welcome to attend the meeting. He stated that the staff, along with the Uptown Advisory Committee, will present recommendations to the Board at the May 3, 2018, Board meeting for those two items.

620 Woodland

Clara Harris reported the work at 620 Woodlawn was complete and once she receives the invoice, she will give to Andrew Murray for processing. She also reported the homeowner is happy with the corrective work that was done. She then reported the work was inspected by Allworld, the contractor for the Uptown construction projects.

VIII. UNFINISHED BUSINESS

Chairman Martin reported the election of new officers is being proposed for May 3, 2018, meeting because Board Member Kevin Spragling was not at the meeting. He further reported that he wanted all Board members to participate in the election process.

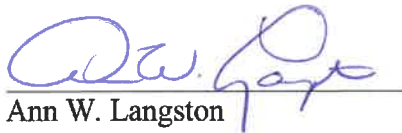
IX. NEW BUSINESS

Ms. Clara Harris was honored for her more than 20 years of service, dedication and leadership of the Community Redevelopment Agency (CRA) and the City of Memphis Office of Planning and Development. Chairman Martin read the attached Resolution of Recognition and Appreciation to Ms. Harris and thanked her for all of her years of service. The resolution is to become part of the April 5, 2018, Board Meeting. Board Member Ann Langston moved to approve the Resolution honoring Ms. Clara Harris for more than 20 years of services with CRA and Board Member Woods seconded. The motion was approved 5-0 to have the resolution become part of April 5, 2018, Board Meeting Minutes.

X. ADJOURNMENT

There being no additional business, the meeting was adjourned at 9:30 a.m. The Policies and Procedures Committee will meet Thursday, April 19, 2018 and the next CRA Board Meeting will be Thursday, May 3, 2018.

Respectfully submitted:


Ann W. Langston