

**CITY OF MEMPHIS AND SHELBY COUNTY COMMUNITY REDEVELOPMENT
AGENCY BOARD MEETING**



Board of the City of Memphis and Shelby County Redevelopment Agency

Meeting held at CRA/850 N. Manassas - Gould Cottage / Memphis, TN 38107

Thursday, June 3, 2021

8:30 a.m.

Board Present: Miles Mason – Vice Chairman
Sam Cantor – Treasurer
Ann Langston – Secretary
Kandace Stewart

Absent: McKinley Martin Jr. – Chairman
Kevin Spragling
Britney Thornton

Also Present: Rosalyn Willis – President, CRA
Andrew Murray – Director of Planning and Community Development, CRA
Lisa Ivy – Single Family Project Manager, CRA
Cynthia Durham – Administrative Office Manager, CRA
Monice Hagler – (CRA Counsel)
V. Lynn Evans – CRA Liaison to the Auditors

Visitors:

Reginald Milton	County Commissioner
Jason Pittman	Audit Manager, CBIZ
Andy Kitsinger	Development Studio LLC
Jeffrey Higgs	LeMoyne-Owen CDC
Jacob Steimer	MLK 50
Isaac Akers	Self Tucker Architects
Jimmie Tucker	Self Tucker Architects
Greg Webb	Habitat for Humanities

A meeting of the Board of Directors (“Board”) of the City of Memphis and Shelby County Community Redevelopment Agency was held on Thursday, June 3, 2021 at CRA. All Board Members were present with the exception of McKinley Martin Jr., Britney Thornton and Kevin Spragling.

I. CALL TO ORDER

Vice Chairman Miles Mason chaired the meeting in the absence of Chairman McKinley Martin who was out of town. He officially called the meeting to order at 8:30 a.m. and a quorum was present.

Vice Chairman Miles Mason asked guests to introduce themselves and to state the organization that they work with/for.

Vice Chairman Miles Mason recognized CRA's newest Board Member Kandace Stewart. She introduced herself as the new appointment for Mayor Jim Strickland. She is the Director of Business Operations and Internal Affairs for the Memphis Grizzlies. She said that she is happy to work with the Board. She was born in Memphis, TN, went to Overton High School and graduated with her JD and MBA from the University of Memphis in 2003. She works with other community service organizations such as Mentor Memphis Grizzlies, she is on the Board of Girls Inc. and she recently graduated Leadership Memphis and New Memphis.

II. Approval of MINUTES – May 6, 2021 (Board Action)

Vice Chairman Miles Mason called for approval of Board minutes from May 6, 2021. Board Member Sam Cantor made a motion and Board Member Ann Langston provided a second. The May Board meeting minutes were approved unanimously by the Board.

III. PUBLIC COMMENTS

There were no public comments.

IV. PRESENTATION: STATUS OF 2020 AUDIT REPORT (Draft)

Vice Chairman Miles Mason recognized V. Lynn Evans, CRA Liaison to the Auditors. Lynn reported that the June 30, 2020 Audit has been completed just in time to start the 2021 audit. She introduced the external auditors (Jason Pittman/Audit Manager and Mike Broy who called in). Jason gave a brief presentation regarding the external audit.

Guest Jason Pittman said that he had discussed the draft of the financial statements with Finance Committee Chair, Sam Cantor. Mr. Pittman said that a draft copy will be distributed shortly for the Board to review. CRA Liaison to the Auditors Lynn Evans reported that there was an unmodified/clean opinion, that there are no audit findings.

Guest Jason Pittman gave an update on the 2020 Audit Report. He said that a signed Representation letter from CRA will be required prior to the issuance of the 2020 Audit. After his presentation a questions and answers session followed. Vice Chairman Miles Mason asked about a possible fee structure for additional work beyond the audit in terms of review.

Update on CRA Financials – Lynn Evans:

CRA Liaison to the Auditors, Lynn Evans, reported that the April Financials were emailed to the Board earlier. She reported that they are close to closing out the FY2021 year and will be able to get the 2021 Audit started shortly afterwards.

Board Member Sam Cantor asked guest Jason Pittman to further explain 'allowance for doubtful accounts' which he did.

V. RESOLUTION 60321A: Adopting a Design & Construction Standards Policy (Board Action)

President Willis introduced guest Gregg Webb of Habitat for Humanities, who did a presentation on the homebuilding work that has been completed under the 2020 Resolution that was passed. Rosalyn Willis presented a design standards policy for home construction. A draft document was included in the Board packet. President Willis announced that CRA is establishing some standards, across the board anywhere there is a TIF, for construction and design for CRA's Single Family Home Program. Moving forward CRA will implement the standards. She said that CRA worked with Habitat on these rules and Habitat will be the first group to use the new principles as a guideline. These standards will be applied (via a contractual clause) to all groups requesting CRA funding and will be a part of the redevelopment agreement as an exhibit. Reviewers and inspectors will examine all completed work before vendor invoices are paid in case corrective action is required on the part of the vendor.

Guest Gregg Webb of Habitat for Humanities stated that the new guidelines would be a great foundational start as a completed design criteria which will allow CRA to control a lot of construction that they would not otherwise control. He stated that Habitat follows design standards as a practice. He also pointed out that Habitat won the Governor's Greenbuild Award in 2016 for the State of Tennessee because of the practices that they use. President Willis said that Habitat was the inspiration behind CRA's design standards. She recommends that these standard guidelines become the policy of the agency. A discussion on affordable housing costs followed.

Vice Chairman Miles Mason called for approval of Resolution 60321A to adopt a Design & Construction Standards Policy. Upon motion made by Board Member Ann Langston and seconded by Board Member Sam Cantor, the resolution was unanimously approved by the Board.

VI. RESOLUTION 60321B: Authorizing Additional Funding to Habitat for Humanity 2020 Homebuilding Program (Board Action)

Vice Chairman Miles Mason stated that all materials pertaining to this resolution were presented to Board Members prior to today's meeting. There was no additional discussion on the subject.

Vice Chairman Miles Mason called for approval of Resolution 60321B to authorize additional funding to Habitat for Humanity's 2020 Homebuilding Program. Upon motion made by Board Member Ann Langston and seconded by Board Member Sam Cantor, the resolution was unanimously approved by the Board.

Vice Chairman Miles Mason recognized Board Member Sam Cantor for discussion. Sam mentioned that in addition to the benefit of 27 new homeowners of Habitat houses, that over time, in terms of increments, CRA will get back the money invested. Sam whole-heartedly supports both resolutions.

VII. RESOLUTION 60321C: Approving Funding for 2021 Habitat for Humanity Homebuilding Program (Board Action)

Vice Chairman Miles Mason opened the floor for Board discussion. There was no additional discussion on the subject.

Vice Chairman Miles Mason called for a motion to accept Resolution 60321C to approve funding for the Habitat for Humanity 2021 Homebuilding Program. Upon motion made by Board Member Ann Langston and seconded by Board Member Sam Cantor, the resolution was unanimously approved by the Board.

Guest Greg Webb explained the variance in the increase in funding for the 2021 Habitat projects, which he said is mainly due to an increase in building materials, labor costs and a lack of volunteers, as well as having to now pay for items that Habitat would normally have received for free. He also mentioned that Habitat has begun to let volunteers return (starting with their Board members at their ReStore) in order to determine if conditions are safe enough for people. Habitat's goal is to be back in full force volunteer mode by September, 2021. He stated that during the pandemic Habitat's Rehab project only worked on the exterior of homes but started back on interior projects as of May 15, 2021. Greg also announced that there are opportunities for individuals who would like to be a part of Habitat's Advisory Council.

CRA Staff member Andrew Murray commented on the number of families (homes), as well as the communities (vacant lot clean up) that CRA and Habitat for Humanity has impacted.

Vice Chairman Miles Mason stated that he would like to have a future discussion on additional ways that CRA can support Habitat for Humanity formally or informally. He would also like to see support of a joint Marketing/Public Relations push effort take place, something that will benefit both organizations regarding the relationship and successes. He wants CRA to learn more about Habitat fundraising.

Guest Greg Webb will keep CRA informed of its next Toolbox Bash fundraising event.

VIII. RESOLUTION 60321D: Authorizing a CRA Master Bank Account (Board Action)

Vice Chairman Miles Mason called for approval of Resolution 60321D to authorize a CRA Master Bank Account. Upon motion made by Board Member Kandace Stewart and seconded by Board Member Sam Cantor, the resolution was unanimously approved by the Board.

IX. UNFINISHED BUSINESS

Critical Staff Updates, South Memphis TIF submission and Tentative Scheduling of Finance Committee Meeting:

CRA staff Andrew Murray reported that CRA has received the second application for the South Memphis TIF. CRA staff is reviewing the application and CRA has retained consultants who have begun their work. The main thing that the three teams of consultants are waiting on is the 2020-2021 parcel data, which the City is to supply soon. Once received it will be determined what the revenue projections and the 5% administrative fee projection for CRA will look like. Andrew said that CRA staff recommends that a Finance Committee meeting be scheduled for June. Afterwards the consultants should be able to have information on reviewing the two applications and just in general, independent analysis to be able to answer specific revenue questions.

Board Member Ann Langston asked about the timing on the consultant's report. Andrew said that 1) a draft memo has been prepared by MuniCap and next up from them will be revenue projections. 2) The Ernest Sawyer Enterprises team has started their work but are waiting on the

parcel data. They are scheduled to do a site visit on Monday and will follow up with a general best practices/recommendations memo to CRA within a week.

Andrew's goal, by the Finance Committee meeting, is to have the two analyses finalized, to have some additional analysis done and to have the base revenue projections. Also he want to keep on CRA's schedule as well as honor the schedule of both teams.

X. NEW BUSINESS AND OTHER ANNOUNCEMENTS

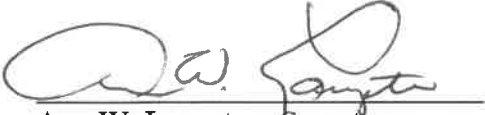
The next Finance Committee meeting is tentatively scheduled for Thursday, June 17th at 8:30 am to be held in person at CRA.

The next CRA Board meeting will be held in person at CRA on Thursday, July 1, 2021 at 8:30 a.m.

XI. ADJOURNMENT

Vice Chairman Mason officially adjourned the meeting at 9:42 a.m.

Respectfully submitted,



Ann W. Langston, Secretary