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The Economic Development Advisory Board of the City of Fort Myers, Florida, met in regular session at Oscar M. Corbin, Jr. City Hall, 2200 Second Street, its regular meeting place in the City of Fort Myers, Florida, on Thursday, February 6, 2020, at 2:01 p.m. Present were: Ori Lee Ford, Chair, presiding, Dennis Landfried, Vice Chair, Regular Board Members, John L. Kakatsch, Roy Kennix, and Ken Pariser, Alternate Board Member Jerome Miller. Also present were: Steven Belden, Community Development Director; Grant Alley, City Attorney; Gwen Carlisle, MMC, City Clerk; and Jennifer Myers, Recording Specialist. Absent: Alternate Board Member Nannette Maxson.

CALL TO ORDER

Chair Ford called the meeting to order at 9:01 a.m.

PLEDGE OF ALLEGIANCE TO FLAG AND ROLL CALL

Chair Ford led the Pledge of Allegiance to the Flag and roll call was taken by Recording Specialist Myers.

PUBLIC COMMENT

Councilperson Anderson thanked the Board Members for meeting with him individually to share their economic development views and insights for the City.

REGULAR ITEMS

1. Minutes of the January 9, 2020 Economic Development Advisory Board Meeting

MOTION: Vice-Chair Landfried moved to approve the Minutes of the January 9, 2020 Economic Development Advisory Board meeting; seconded by Board Member Kakatsch; motion carried unanimously.

2. Resignation of Board Member Alicia Olivo Ward 6

Clerk Carlisle noted Board Member Olivo resigned due to a conflict with the meeting time.

City Attorney Alley noted Board Member Olivo attended the Sunshine Law Training and stated his appreciation for her involvement and interest in serving the City of Fort Myers. Vice Chair Landfried noted previous Board discussions to encourage Council to allow Alternate Board Member Miller to move into the vacant Regular Board Member position. Clerk Carlisle noted that a request was made to Councilperson Watson asking her to consider placing Alternate Board Member Miller into the vacant Ward 3 position. Board Member Pariser mentioned that Board Member Maxson is also an alternate and should be considered for the vacant Ward 6 Regular Member position and Clerk Carlisle noted that she will make that suggestion.

Chair Ford asked to reorder the Agenda and take Item 4.4 first, since many Staff members and Consultants were present.

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4. Disadvantaged Business Enterprise (DBE) and Minority Business Enterprise (MBE) Programs
 - Denise Finn, Procurement Manager, City of Fort Myers
 - Julio Rodriquez, DBE Program Manager, Lee County Port Authority

Chair Ford noted that the Board received a copy of the City's MBE Program but it also needs to receive a copy of the DBE Ordinance as he would like to discuss the DBE Program.

Denise Finn, Procurement Manager, City of Fort Myers noted that the City has an MBE Program in the Code of Ordinances Section 38-122 to 128. She mentioned that the City works with the Florida Office of Supplier Diversity (OSD) as an outreach program to attract more minority and supplier diversity within the City. Ms. Finn noted that the list of 215 registered Lee County minority vendors are on the updated City Procurement Website. She stated that when they post a solicitation the Lee County list, the OSD registered members will automatically get notified. Ms. Finn mentioned that under the MBE Policy, when using a Request for Qualification (RFQ) or solicitation, the MBE vendors receive 13 points and when using a Request for Proposal (RFP) the MBE vendors receive a percentage preference wherein expenditures under \$25,000 are a 7% preference and over \$25,000 are 6% preference up to \$10,000. She noted that construction contractors have a goal to use 15% of the contract price with MBE companies.

Board Member Kennix asked if the 15% requirement has to do with contracts that involve utilization of funding from the City. Ms. Finn replied yes and that their goals are higher than the State requirement of 12%. Board Member Kennix inquired how the Ordinance defines minorities and Ms. Finn noted that they follow the State Registrar. Board Member Kennix asked if the requirements involve ethnic minorities and Ms. Finn replied yes. Board Member Kennix inquired if ethnic minorities are specified in the Statute and Ms. Finn replied that the Statute has not changed since approximately 2003. Board Member Kennix asked if the OSD houses the certification process and Ms. Finn replied yes. Board Member Kennix inquired if the Ordinance is applicable to projects that do not involve City funds but use Community Redevelopment Agency (CRA) Tax Increment Funding (TIF). Ms. Finn stated that the only time the Ordinance is not applicable is when federal or state funds are used and it specifies that an MBE or local preference cannot be used. She would need to research TIF funds further. Board Member Kennix mentioned that a lot of the City's project funding is through TIF funds.

Julio Rodriquez, DBE Program Manager, Lee County Port Authority, noted that they have several DBE Programs and Airport projects are federally driven and must follow federal regulations including minority business programs. He mentioned the United States Department of Transportation DBE Program is used for all professional services and federally funded construction contracts. Mr. Rodriquez noted that the WMBE Program is used with state funds which piggybacks with the state certification and increases the pool of minority businesses in their procurements. He noted that federal certified firms, under certain guidelines, and local state firms can participate in their programs. Mr. Rodriquez stated that that the ACDBE Program is used for all of the airport concessionaires which include restaurants, gift shops, and the rental car industry. He mentioned that they set goals on their contracts and concessionaires based on the availability of ready, willing and able firms. Mr.

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Rodriquez noted that all of the programs are federally approved and adopted by the Board of Port Commissioners.

Lois Knox, Regional Director, Small Business Development Center (SBDC) at Florida Gulf Coast University (FGCU), stated that there are 21 consultants that work with SBDC and Dan Telep, is the consultant that helps businesses get government contracting. She noted that the SBDC office assists business owners at no cost to get their OSD Certification and that the businesses must be 51% minority-owned (MBE), women-owned (WBE), or veteran-owned (VBE) and operated. Ms. Knox stated that it takes three years for the certification process, because most procurement officers want to see at least two years of business experience. She stated that her office hired Robert Warner who will be dedicated to identifying and certifying eligible small businesses to operate successfully in the City of Fort Myers and Lee County procurement areas. Mr. Knox noted that Mr. Warner's office will be located in the Lee County Economic Development Office.

Mike Love, Director, Southwest Florida Enterprise Center, asked that during the planning of MBE or DBE programs, kept in mind that setting aside jobs for minorities as a group is subject to scrutiny and that the true purpose is to correct a past wrong. He mentioned another issue found is when a business claims they are a minority owned and operated, however it is 51% owned by a female and operated by a male non-minority. Mr. Love described that often times minority contracting businesses are small and they cannot compete with larger businesses to get the job. He stated that programs should be created to help minorities build their company, teach them how to bid, go after jobs, and provide employee record skills. Mr. Love noted a deficiency when minority contractors pay employees cash and that person will not accumulate social security or workers' compensation if they get hurt on the job.

Chair Ford asked what the difference is between the City's DBE program and MBE program. Ms. Finn stated that the MBE is a minority program and the DBE is a disadvantaged program. She noted that the City is currently working with the MBE program and once that is in order, they will start looking at the other Ordinances. Chair Ford noted that the DBE is economic based and the MBE is race based. Ms. Knox noted that the five counties she works with are using the State OSD certification definition which is based on women-owned, veteran-owned and minority-owned and is not economic based. Board Member Kennix stated that he wrote the guidelines for the Southwest Florida Water Management District when they switched from a race based minority program to a race neutral income based program. He felt that minorities can be used in broad terms but it must be explicit about who is a minority. Ms. Knox felt that the state and federal governments have gotten strict on businesses claiming they are being owned and operated by a minority. Ms. Knox noted her focus is to assist small minority businesses grow and be successful at retaining government contracts. She reported that the City and County have been doing great work getting information to local minority businesses and creating stronger goals however, the more people the better in spreading the word to minority small businesses on what it takes to get the certification and how to full fill it. Ms. Knox expressed that the RFP application process can be overwhelming for local small businesses because it can be over 40 pages long and involve insurance and bonding requirements. Board Member Kennix asked if technical assistance is provided while going through the certification process. Ms. Knox replied yes, however, she noted concerns that assistance is provided to answer and price RFPs, and after a contract is awarded, assistance

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is provided for accounting accountability and getting the job completed successfully so that they will be awarded future contracts. Mr. Love noted that RFPs can take days to understand and fill out therefore, help deciphering RFP language would be a helpful. Board Member Kennix stated that there should be a level of funding commitment by the jurisdictions for staff to assist in interpreting RFPs and RFQs. Board Member Kennix mentioned that after the business gets the bid, it will need working capital assistance. He mentioned that the General Contractor (GC) sometimes will work out a joint payment system or advance the sub-contractor funds to get started, however, if the GC does not provide upfront costs, there should be a fund made available for upfront costs. Mr. Love stated that a fund may not necessarily be needed because he has seen that the GC is making funding arrangements with sub-contractors as they are requiring a certain amount of work done in a short period of time and the sub-contractor must have the funds for materials and labor. Chair Ford noted that when businesses request recertification, they can be required to show recorded documentation of employee paychecks to verify that workers are not being paid cash. He mentioned the GC can pay DBEs for labor and they verify material payments.

Chair Ford felt that labor and material issues can be worked out, however, his concern is the lack of local preference in the state minority program wherein a Pensacola contractor can get a Fort Myers project over a Fort Myers contractor. Chair Ford stated that a City DBE Program could give preference to City DBEs and it will bring millions of dollars back into the community. He felt that the DBE program in the 1990s was cost effective and developed equity in the community by bringing economic benefits to families and the City. He stated that the City could provide funds to SBDC that would assist them in their efforts to support DBE or MBE businesses. Board Member Miller stated that the Board can make those recommendations to Council. Ms. Knox stated that it would be significant if contractors would have to verify they are partnering with a DBE business, possibly by them having to list the minority business they will be partnering with on the submitted contract documents. Board Member Kennix mentioned that in the past there were mandatory goals, whereas in the bid that went out stated that the successful bidder must have a certain level of DBE/MBE participation however, the law was changed by the Croson ruling. He mentioned that a commitment must be there from the local government for staffing to engage in the assistance process. Ms. Knox noted that there are people in the community working on capital access. Board Member Miller felt that tying in the CRA TIF, which is separate from the City, to a DBE requirement is a good idea. Chair Ford noted that the CRA would need to establish its own Ordinance.

Antione Williams, Assistant Director, CRA noted that the CRA Advisory Board which makes recommendations to the CRA Board of Commissioners is considering specific criteria for the TIF incentive applications. Board Member Miller asked if Howard Wheeler, President of Chris-Tel Construction is scheduled to speak at the next meeting and Clerk Carlisle responded yes. Board Member Miller stated that he knows a lot about these programs and the challenges being discussed. Board Member Kennix noted that it is part of the Board's function to express the importance to the bodies and governments that are involved with making tax increments and related kind of funding available for developments to consider having the various MBE/DBE requirements applied to their application requirements. He mentioned that TIF and different kinds of tax incentive programs could be used rather than direct funding. Board Member Miller felt that creating a small funding source to help with technical assistance in responding to the RFP and RFQ is a good idea.

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Mr. Rodriguez commended the Board for looking at this matter but asked that it make sure that the resources are available to run the programs and those programs will stand scrutiny in the Court of Law. Board Member Miller requested from the Clerk a copy of Ordinance 3126 for the Board and Clerk Carlisle stated that the Ordinance will be provided to the Board prior to the next meeting. Chair Ford suggested that the Board review the DBE Ordinance and have further discussion. Chair Ford stated that the way the DBE and MBE work are basically the same, however, the State separated the two programs years ago as they have different goals. Ms. Finn noted that the City does not have one person dedicated to the MBE Program and it is only one small portion of what the Procurement Department does. Board Member Kennix stated that for the DBE program to work effectively, there needs to be a level of commitment from the local government for adequate dedicated staff to manage the program as they had in the past. Board Member Miller mentioned that it should be part of the Board's recommendations to Council. Ms. Finn noted that they are reaching out to the list of Lee County DBEs to make sure they are registered. Chair Ford asked that the Clerk provide the DBE list to the Board. Board Member Miller mentioned using bonus density units in the MBE Program somehow, or possibly the fee could support the technical assistance. Ms. Finn mentioned that The National Institute of Governmental Purchasing (NIGP) has an annual Reverse Trade Show and Conference where government procurement agents have information booths and vendors interested in selling to government agencies can visit for an opportunity to network, learn about products, services, and get information. She noted that the DBE list will be invited to attend and that there are trainings at the event such as how to do business with the City. Ms. Finn stated that she will send the invite to the Clerk who can pass it along to the Board to help spread the word. Board Member Kennix asked that in the future the event could be centralized for greater accessibility to small minority contractors and Ms. Finn stated she will forward the request.

City Attorney Alley noted that Board Member Pariser mentioned at a previous meeting contractors hiring youth and asked if youth will be included in this discussion. Chair Ford mention that the Board needs to put something together for the basis of the program and then it can discuss different components and areas. He felt hopeful that after a couple meetings, the Board's recommendation can be moved forward to the Council. Board Member Kennix asked if the Ordinance is in the process of undergoing a review by Staff. Chair Ford replied no that the DBE Ordinance has been dormant and that is why the Board is reviewing it and reviving it. Councilperson Anderson felt that this project is moving in a good direction and thanked everyone for their work. Ms. Knox agreed that the discussion is moving in the right direction and mentioned a Contacts to Contracts event in which applicants are assisted with government contacts. She noted her appreciation for everyone's efforts and they can come together to make this happen. Board Member Miller mentioned that affordable housing is important to the City and sounds like some of the items cross over and are similar. Ms. Knox stated that groups are working in their wheelhouse to make it happen however, they stay on the educational side of helping small businesses be successful. Board Member Miller asked which Counties the SBDC works with and Ms. Knox replied Hendry, Glades, Collier, Lee and Charlotte. She noted that they recently hired Mr. Warner to be housed at the Lee County Economic Development Office because the City of Fort Myers, Lee County and the Lee County School Board has made this item extremely important and are leading the way in determining how to make a difference for minority businesses. Ms. Knox stated that whatever can be figured out and can be successful will spread to the other counties, and hopes that it is before Hendry

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County starts building their airport runway so minorities businesses can get their fair share of that project. Vice Chair Landfried noted that they will use the groups at this meeting which work in the business daily as resources when the Board has ideas to make sure they are workable ideas. Chair Ford noted that the Board doesn't want to create anything new and will work with the organizations present at this meeting who are experts in DBE programs to put this together. Councilperson Anderson stated the importance of creating prosperity, wealth, opportunities for homeownership, and improving communities because studies have shown that children who grow up in stable homes are more likely to graduate from high school.

Chair Ford thanked everyone for coming to the meeting and stated that the Board will reconnect with them prior to moving this forward.

3. April 2, 2020 Meeting at Luminary Hotel for a hard hat tour and update

Clerk Carlisle stated that the Board was offered a hard hat tour of the Luminary Hotel and if the Board is interested, it will be a publically noticed meeting with minutes taken. She asked whether the Board would like to meet at the hotel for the tour first and then meet at City Hall for discussion or have the hotel tour only. Board Member Miller noted that he would like to discuss the Riverfront Master Plan. The Board agreed to meet at the Luminary Hotel at 2:00 p.m. on April 2, 2020 and meet afterwards at City Hall to discuss the Riverfront Master Plan.

PRESENTATIONS – None.

REPORTS – None.

BOARD MEMBER FOCUS AREAS, COMMENTS AND CONCERNS

6. Miami Affordable Housing Master Plan (Board Member Miller)

Board Member Miller mentioned that the City of Miami is going through the same as most cities having affordable housing shortages and it may be worthy of a Board workshop. He noted that the City has a good affordable housing division and at this time that there is new affordable housing project located near the STARS Complex. Board Member Miller stated that affordable housing has a broad impact as it leads to greater local spending, stimulates high wage job creation, tax revenue, lower public services, human services and policing. He mentioned that there is a push around the State for innovation funds from philanthropists, banks and entities to create seed money that can be leveraged for projects. Board Member Miller recalled a newspaper article about central Florida seeking one hundred million dollars for private affordable housing funds and noted that he would like to discuss something similar on a local level. He stated that the Department of Housing and Urban Development finished a study about reducing regulatory barriers for affordable housing relating to city requirements for these projects. Board Member Miller mentioned that the City of Fort Myers authorized purchases of tax deed sales to build housing on vacant lots and he would like an update on what is happening with that; such as has the City bought any lots, and where is the City's vacant lot stock. He questioned how many homeless people are there in Fort Myers, which is a different issue but is related. Board Member Miller noted that Miami examined projects that are focused on mixed use - mixed income developments wherein apartment complexes have various income

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levels which are proven to be more successful. He stated Miami examined Transit Oriented Developments (TOD) sites. Board Member Miller felt Miami produced a good Master Plan that he recommended the Board Members review and that the Board could review aspects from other cities. He mentioned Cape Coral's study on the need for multi-family housing and if it could be possible for the City of Fort Myers to hire the same company to do the same in this area. Vice Chair Landfried agreed that affordable housing is important and needs to be on the radar.

Steven Belden, Director, Community Development, noted that affordable housing is a huge issue with many layers and is a high priority for the City Council who are discussing an affordable housing fund. He mentioned that the Miami Affordable Master Plan was drafted by the same center drafting the City's Economic Development Strategy, who are scheduled to provide an update on the study within the next month to Council. Mr. Belden suggested that they may be able to provide additional services in terms of affordable housing. He stated that there are multiple aspects of affordable housing such as; homeless, very low income, low income, affordable, attainable, workforce and everything in between, and questioned how to address those different components. Mr. Belden mentioned that some components of affordable housing are being addressed through tax credits or different subsidies and some components are not being addressed. He questioned how to address the segment just above those subsidized levels that are still not affordable. Mr. Belden felt that in a few meetings the Board could discuss affordable housing by layering it with what FIU is doing and put something together. Board Member Miller stated that Miami created the Miami Forever Bond that gets collaborators to put funding together. Board Member Kennix stated that the information and innovative strategies being used in Miami could be very helpful for the City of Fort Myers.

Board Member Pariser asked about the hiring status of the Economic Development Manager position. Mr. Belden stated that the Economic Development Manager position is being re-advertised and an additional Economic Development position is being created to focus on small business retention and development. He stated that with the additional position, the Economic Development Manager can then focus on bigger projects and initiatives. Board Member Pariser noted that the vacancy has been open for approximately a year and a half and that the Board needs the voice from that position to present concrete suggestions and ideas from the Board. Board Member Miller noted that this Board can make recommendations.

7. Quarterly Board presentation to Council (Vice Chair Landfried)

Vice Chair Landfried noted that he wanted to add this as a standing Agenda item so that when the Board came up with recommendations they can get reported to the Council. He mentioned that Councilperson Anderson challenged the Board to give the Council updates on what the Board is working on and to make recommendations. Vice Chair Landfried felt that the DBE Program is a good foundation for the Board to determine recommendations, by using the presenters from today as resources, and then someone from the Board present them to Council. Board Member Miller recommended one Board Member give an update presentation on what it is working on to Council at the next City Council meeting. He suggested advising Council that the Board is working on the DBE Program, the MLK portal area, MLK area from Palm Avenue to Cranford Court to Downtown, and Downtown/Midtown parks and recreation. Board Member Miller proposed that Staff could possibly give an update to the Board on the

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Fowler Street with Evans Avenue pairing vision. He mentioned that Cape Coral voters approved a Parks and Recreation Go Bond to fund major parks and recreation improvements throughout their City. Chair Ford stated that the Board could advise Council what the Board is working on by simply listing a couple of items and explaining that Board will be back to give them an update on those items. Mr. Belden stated that it would be a good opportunity for the Board to get feedback from the Council on what they consider priorities for the Board's focus. He recommended putting it on the Council Agenda as a Presentation Item on a March meeting and he will create the green sheet. Board Member Miller mentioned another project for the Board to consider would be marketing to developers City plans such as the Palm Beach Corridor Plan.

Board Member Pariser felt that it will give the Board credibility to give a brief report to the Council. Clerk Carlisle noted that it will fit in with the trend of other Boards and Committees giving presentations at the Council meetings. Board Member Pariser suggested projects focused on low cost housing for teachers, such as what Cape Coral is doing, and trade school students building homes. Board Member Miller mentioned that affordable housing should be a priority. Board Member Kennix suggested showing the Board's credibility by compiling the groups that it has given quality input and advised various important aspects such as with the Edison Mall Manager and the Housing Authority. Chair Ford noted that the presentation to Council should be a simple list of items the Board is currently working on, a statement that the Board will be back on a quarterly basis to give updates on those items, and to ask if the Council has any suggestions, ideas, or projects for the Board. Councilperson Anderson recommended inviting each of the Council Members to attend a meeting and give their visions for their ward. Board Member Miller asked if there is a process to ask that Councilperson Anderson be the liaison for the Board. Chair Ford mentioned that the presentation to Council should include an open invitation to each Councilperson to attend a meeting and give any suggestions, ideas or projects for the Board.

Board Member Pariser felt that the topics to be presented to Council need to be more defined. Board Member Miller noted that affordable housing has so many different layers. Chair Ford stated that there is not one answer or solution for the affordable housing issue, as there is a need for all types of housing at all income levels; especially incomes between \$30,000 to \$50,000 a year. Board Member Pariser suggested getting some insight from what is happening on Fort Myers Beach with TPI Hospitality building affordable housing for their employees and running a trolley from that facility to their place of business. Chair Ford noted that the Board needs to listen to those in the affordable housing business to hear their plans and ideas and get information, and then the Board can discuss how it best fits the City. Board Member Miller noted sitting in on a Bonita Springs Affordable Housing Presentation and that they are willing to attend a meeting and share ideas. He suggested having affordable housing on the Board's March Meeting Agenda. Vice Chair Landfried felt that the DBE and MBE Programs should be the only agenda items at the next couple of meetings so the Board can work to make a solid recommendation to present to Council. Board Member Kennix and Board Member Kakatsch noted their support for that idea. Board Member Miller noted that he has done a ton of research on affordable housing and he would like to advise Council that the Board will be discussing affordable housing. Vice Chair Landfried stated that affordable housing is a good idea in the future, however, at this time, he would like the Board to see the DBE and MBE Program all of the way through by coming up with ideas, ask the experts advice on what they think of the

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ideas, and then make a recommendation to Council. Chair Ford noted that he will ask Bob Koenig from Chris-Tel Construction to attend the next meeting.

Chair Ford recommended that the Board Members review the DBE Ordinance and note questions and comments; the Board will go over those notations and come up with a document; the Board will review that document and finalize it; the Board will send the attendees a rough draft and invite them back to discuss it with the Board; the Board will make any further changes and create a final document; and the Board will submit the final document to Staff. Board Member Kennix felt that is a good plan. Chair Ford stated that the objective for the DBE Program is for it to produce equity in the community, and the Board needs to go through the process of figuring out how to make that happen. Board Member Pariser recommended inviting Tom Torgeson, Fort Myers Beach Margaritaville Resort to a meeting when the Board discusses affordable housing. Board Member Kennix felt that the Board needs to come back at the next meeting and refine ideas better, before going to the Council. He noted that it is the Board's job to interact with the policy makers to make change. Board Member Kennix mentioned that affordable housing is a huge area, but needs focus. He mentioned being involved with affordable housing at this time with a company from Atlanta that was brought here to create an anti-gentrification fund, which is used to help people offset the cost of taxes as they rise as an unanticipated consequence of affordable housing. Mr. Belden stated that when other Boards make updates to Council, it is typically the Chair that gives the presentation. Chair Ford recommended Board Member Miller give the presentation to the Board.

MOTION: Vice Chair Landfried moved to nominated Board Member Miller to give an update to the City Council at the March 2, 2020 City Council Meeting; seconded by Board Member Pariser; motion carried unanimously.

5. NeighborWorks Training Institute Conference discussion to ask for Council's support (Board Member Kennix)

Board Member Kennix noted that the Board asked the City previously to support or provide partial support for Board attendance at strategic conferences that will help build a capacity for this organization to more effectively advise the City officials on various aspects of public policy.

Board Member Kennix mentioned that NeighborWorks is a major private sector organization that provides training in various aspects of economic development and affordable housing. He stated that the central topic in May is innovative ideas for affordable housing. Board Member Kennix asked what the previous response from the City Manager and Councilperson Burson was on supporting individuals to attend conferences. Chair Ford noted that the City Manager's concern was if the City funded conferences for this Board then other Boards and Committees will ask for the same consideration. Board Member Pariser recalled that the Board requested \$25,000 to be entered into the annual budget for representatives to attend conferences which was not accepted. Board Member Kennix noted that he is planning to attend this conference. Chair Ford felt that the conference is important because it provides resources, information and connections. Board Member Kennix stated that this organization discovers new and emerging resources from the public and private sectors. Chair Ford stated that if you are an organization member, they will give scholarships to attend the conferences.

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CHAIRMAN'S REPORTS

8. Chair's Report – None.

9. Next Meeting – March 5, 2020

ADJOURNMENT:

There being no further business, it was moved by Board Member Kakatsch; seconded by Board Member Pariser, and unanimously carried to adjourn the meeting at 4:35 p.m.