MEMORANDUM

TO: Members of the Authority

FROM: Timothy Lizura
Interim Executive Director

DATE: November 15, 2010

SUBJECT: Proposed Agenda for Board Meeting of the Authority

1. Pledge of Allegiance

2. Notice of Public Meeting - Roll Call

3. Approval of Previous Month’s Minutes

4. Al Koeppe, Interim Chairman, FMERA – Welcome

5. Public Comment

6. For Your Information:
   • Report on Work of Architectural, Engineering, Planning and Environmental Consultant
     Summary: In August 2010, the FMERPA Board selected Matrix Design Group of Colorado Springs, CO to provide Planning, Engineering, Architectural and Environmental Consulting services.

     The kick-off meeting with Matrix Design Group was held on September 13, 2010. To date, 29 of the 33 buildings identified in the scope of work have been assessed, and on-site assessments of the wet and dry utilities, geothermal systems and transportation infrastructure have been conducted.

   • Status of Homeless Assistance Submission (HAS)
     Summary: On September 4, 2008, FMERPA submitted its HAS, a 1,100 page document and the Reuse and Redevelopment Plan for Ft. Monmouth. The Army General Counsel proposed minor revisions in September to three of four Legally Binding Agreements (LBAs) submitted in the HAS; the LBAs are the legally enforceable documents to be entered into with certain selected entities (homeless assistance providers) that will provide the homeless assistance required by BRAC Law. The proposed revisions address procedural matters concerning conveyance methods available to effectuate the homeless accommodations but do not change the substance of the previously agreed to accommodations. The revised Letters of Agreements by the homeless
assistance providers have been received and are being forwarded to HUD and Army General Counsel to advance the approval process by HUD of the LRA Application.

- **Receipt of Letter of Recognition from the Department of Defense**
  
  **Summary:** In accordance with the BRAC Law, a Local Redevelopment Authority (LRA) must exist for purposes of implementing the Plan.

  On September 16, 2010 Governor Christie sent a letter to the DoD Office of Economic Adjustment (OEA) requesting recognition of the FMERA as the State’s LRA for Fort Monmouth, as FMERA has now assumed the responsibilities of FMERPA. The Letter of Recognition from OEA naming FMERA as the LRA for plan implementation was received on October 12, 2010.

- **FMERA’s Initial Meeting with the Army**
  
  **Summary:** On October 26, 2010 FMERA staff met with Army representatives in Washington, D.C. for the first time. In the meeting the objectives of both the Army BRAC Office and FMERA, as the implementation Local Redevelopment Authority, were identified. Both parties recognized each has a stake in the disposition of the property, and that an overall structure to the disposition must be created and followed.

- **Meet & Greet with FMERPA Advisory Committee Members**
  
  **Summary:** On Monday, November 1, 2010, Interim Executive Director, Tim Lizura met with members of FMERPA Advisory Committees. Mr. Lizura was joined by Freeholder Director Burry, Mayor Tarantolo, Department of Transportation Assistant Commissioner Robert DeSando and Labor & Workforce Development Assistant Commissioner Mary Ellen Clark. The meeting took place at the FMERA Office in Eatontown. Tim Lizura thanked the members for their service on the FMERPA Committees. The meeting focused on a discussion regarding the accomplishments of the FMERPA Advisory Committees and the issues the FMERPA Advisory Committee Members identified as matters for FMERA to continue to review.

- **NJEDA Board Approval of MOU with FMERA**
  
  **Summary:** At its October 12, 2010 meeting the NJEDA Board approved the MOU between NJEDA and FMERA.

  In accordance with the Fort Monmouth Act the Fort Monmouth Office is established, staffed and managed by NJEDA to carry out the policies of FMERA and to cooperatively perform the necessary tasks to redevelop Fort Monmouth to the benefit of the three host communities, Monmouth County and the State of New Jersey. The MOU defines the roles and responsibilities of NJEDA and FMERA with regard to Fort Monmouth Office Personnel and Support Services.

- **Update on NJEDA Activity in Monmouth County**
  
  **Summary:** In accordance with the FMERA Act, the Fort Monmouth Office resides within NJEDA. Therefore, to enhance coordination, we will provide updates on the work that the NJEDA is doing in Monmouth County.

  Through the first nine months of 2010, the NJEDA closed 10 projects in Monmouth County, including support for not-for-profit organizations, municipal redevelopment and businesses of all sizes. NJEDA’s assistance in Monmouth County totals over $6 million.
6. **Board Actions:**

- **Consideration of Award of Business and Operations Plan RFP to Matrix Design Group, Denver, Colorado**
  
  **Summary:** The DoD requires two studies to be conducted to facilitate land transfers from the U.S. Army – Planning, Engineering, Architectural and Environmental and Business/Financial Analysis. In August the FMERPA Board selected Matrix Design Group as the Planning, Engineering, Architectural and Environmental Services Consultant. The Board is being asked to consider the selection of Matrix Design Group as the Business and Operations Planning Consultant to develop business and operations plans, which will include an Economic Development Conveyance Application for submission to the U.S. Army, and a cooperative Caretaker Agreement with the U.S. Army. Final deliverables are anticipated to be completed in February of 2011 and will build upon the prior work of the Planning, Engineering, Architectural and Environmental Services Consultant.

  The RFP was issued on September 24, 2010 and proposals were received on October 22, 2010.

  **Action:** Members are asked to consider the selection of Matrix Design Group as the Business and Operations Plan Consultant.

- **Consideration of FMERA’s 2011 Budget and Authorization of FMERA’s Executive Director to submit a grant request to OEA**
  
  **Summary:** OEA has asked FMERA to submit its 2011 annual grant request application by the end of November so that OEA can properly take into account FMERA when allocating OEA’s 2011 funds. Included in FMERA’s 2011 budget, for consideration by the Board, are the deferred cost of NJEDA support services. FMERA agrees to reimburse NJEDA for these deferred costs as and when revenues from its operations become available.

  Below are line items of the 2011 calendar year budget for FMERA and the Fort Monmouth Economic Revitalization Planning Authority (FMERPA) Board-approved 2011 fiscal year budget for the period of July 1, 2010 through June 30, 2011. The difference between the two budgets are primarily due to the staffing model dictated by implementation requirements, FMERA start-up costs, initiation of the implementation effort, and transition from services previously provided by the State.

<table>
<thead>
<tr>
<th>FMERPA 2010 Fiscal Year Budget- ending 6/30/11 (total $2,152,724)</th>
<th>FMERA 2011 Calendar Year Budget (total $2,877,550):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (6): $455,995</td>
<td>Personnel (13): $1,071,350</td>
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<tr>
<td>Fringe Benefits: $158,914</td>
<td>Fringe Benefits: $460,680</td>
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<tr>
<td>Travel: $17,972</td>
<td>Travel: $39,507</td>
</tr>
<tr>
<td>Equipment: $1,500</td>
<td>Equipment: $37,155</td>
</tr>
<tr>
<td>Supplies: $24,541</td>
<td>Supplies: $44,363</td>
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<td>(i.e.: office supplies, printing and plans, production of an informational brochure and repair of office equipment)</td>
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<tr>
<td>Board Approved Contracts: $1,365,000</td>
<td>Board Approved Contracts: $726,971</td>
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<td>Office Costs: $128,802</td>
<td>Office Costs: $247,524</td>
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<td>(i.e.: advertising, rent and insurance)</td>
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<td>Deferred Costs for Support Services: $250,000</td>
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Action: Members are asked to consider approving FMERA’s 2011 Budget, including the deferred cost of NJEDA support services and authorizing FMERA’s Executive Director to submit an OEA grant request for funding to support FMERA’s 2011 operations.

7. Executive Session – Legal Briefing re: Appellate Court Decision

8. Public Comment

9. Adjournment