

CLEARWATER DOWNTOWN DEVELOPMENT BOARD
December 7, 2005 – 4:30 PM
Regular Meeting and Orientation

Members Present:	Bob Fernandez	Chairman
	David Allbritton	Vice Chairman
	Josee Goudreault	Treasurer
	Geri Aranjó	Member
	Dennis Bosi	Member
	Elizabeth Coleman	Member

Also Present:	John Doran	Councilmember
	Carlin Petersen	Councilmember
	Geraldine Campos	Director, ED & Housing
	Anne Fogarty	Main Street Coordinator
	Linda Byars	Board Administrator
	Bob Clifford	DDB Member Elect
	Elise K. Winters	DDB Council

The Chair called the meeting to order at 5:30 PM at City Hall.

To provide continuity for research, items are in agenda order although not necessarily discussed in that order.

ITEM #2 – Citizen Comments – Items Not on the Agenda

No citizen comments brought forward.

ITEM #3 – Approve September 7, 2005 Regular Meeting Minutes

Vice-Chairman Allbritton moved to approve the September 7, 2005 regular meeting minutes; Member Aranjó seconded and the motion carried unanimously.

ITEM #4 – Approve October 5, 2005 Regular Meeting Minutes

Member Aranjó moved to approve the October 5, 2005 regular meeting minutes; Treasurer Goudreault seconded and the motion carried unanimously.

ITEM # 5 – Accept for Filing – September 2005 Financial Statement

Treasurer Allbritton moved to accept for the filing the September 2005 Financial Statement; Member Aranjó seconded and the motion carried unanimously

ITEM # 6 – Accept for Filing – October 2005 Financial Statement

Treasurer Goudreault moved to accept for the filing the October 2005 Financial Statement; Vice Chairman Allbritton seconded and the motion carried unanimously.

ITEM #7– Business Relocation and Expansion Grant – Discussion – Linda Byars

Ms. Byars presented the guidelines as proposed to include an appeals process, which as written, identified the Main Street Economic Development Committee as the entity accepting the “Notice of Appeal” and such action that would either uphold the appeal with conditions or deny the appeal.

Attorney Winters advised against having any group other than the members of the DDB having “final approval” of any application. “The DDB should never be overruled”, she said.

Councilmember Doran stated he could see no legal requirement to have an appeals process within the program guidelines.

Vice Chairman Allbritton moved to delete the “appeals process” from the Business Relocation and Expansion Grant Guidelines; Treasurer Goudreault seconded and the motion carried unanimously.

Conversation ensued regarding grant amount, “significant historical renovation”, the requirement for an occupational license prior to funding, downtown design standards, maintenance, the requirement to ask for two bids, and eligible improvements.

Member concluded that the grant amount should not exceed \$20,000 and reference to “historical renovation” should be eliminated. The Board also removed the 10-year maintenance provision and the requirement to have two licensed contractors bid the job. They added flooring as an eligible improvement and consideration for asbestos surveys.

Ms. Winters offered to assist with the language to revise the guidelines based on Board member comments and return the document for approval at the January 4th meeting.

ITEM #8 - Restaurant Incentives – Discussion – Linda Byars

Discussion ensued regarding the current year budget line item entitled Downtown Restaurant Incentive in the amount of \$50,000. In 2002/03 this amount was set aside for the purpose of funding an anticipated full service sit-down restaurant within the Station Square condominium project. Since that time the budget amount has been forwarded pending commencement of the project.

To clarify the intent of the incentive, staff provided the Board with a summary and recommendation to set-aside the incentive amount of \$50,000 currently adopted in the F/Y 2005-06 budget specifically for a restaurant proposed within the Station Square Condominium project.

Ms. Winters explained that no motion was made, seconded or carried in any fiscal year for a restaurant specific to Station Square Condominium and the Board could not be required to uphold the presumed intent.

Ms. Campos explained that the incentive geared to Station Square was part of a larger concept to bring the first major sit-down, high quality restaurant into the downtown. As downtown redevelops with other restaurants, the DDB may consider increasing the incentive pool or creating another program for other types of restaurants.

Ms. Winters suggested the Board provide guidelines that identify “when”, “how” and “to whom” the grant would be allocated. The guidelines should outline the requirements as does the Business Relocation and Expansion Grant Program.

Conversation ensued regarding the timeline, the streetscape, Station Square Condominiums and other issues. The recommendation was made to develop program guidelines for review by the Board including purpose, eligibility requirements, eligible improvements and application process.

ITEM # 9 – Election Process – Discussion – Linda Byars

A. Change in Supervisor of Election Ballot Counting Process

Ms. Byars explained that Deborah Clark, Pinellas County Supervisor of Elections, has notified all Special Districts that her office would no longer be in a position to assist with the annual elections beginning in 2006. Her office is evaluating alternative methods of tabulating ballots. One suggestion was to place an electronic voting machine in City Hall. Absentee ballots will still be used. However, the method of counting those ballots has not been determined. Staff will be working with Ms. Clark to determine the most efficient way to run the annual elections.

B. Voter Designation List Update

Ms. Byars stated that she would be updating the “voter designation list” for the 2006-07 election to ensure that all property owners, including those with homestead exemption, are given an opportunity to vote. Beginning in January tax paying property owners will be mailed a voter “designation form” requesting the property owner designate a “voting representative”. Once the forms are received they will be filed for “signature verification” at the time ballots are counted.

To assure that all new property owners are given an opportunity to designate a voting representative, the “list” will be updated monthly by mail.

ITEM #10 – Website – Discussion – Linda Byars

Ms. Byars stated that the city’s Economic Development and Housing Department website provides a link to the Downtown Development Board. Although the site is informative, states the function and important roles, it could be enhanced. She asked the members what other information could be added or deleted.

Conversation ensued regarding the addition of contact information; group photograph; meeting schedule; description and renderings of approved downtown projects and links to the websites; minutes; ordinances and state links.

The suggestion was made that the Board appoint a sub-committee to evaluate the content and report back to the members their recommendations.

Chairman Fernandez volunteered to sit on the sub-committee to work with city staff to formulate the content of the website.

ITEM #11 – Façade Design Analysis and Downtown Market Study Update – Geraldine Campos

Ms. Campos reported that the city is expecting the revised Lambert Market Study report this week. Staff will review the report, which will be evaluated by the CRA early in 2006. The Façade Design Analysis is underway. The consultants have hosted a series of public meetings asking for input from the community.

ITEM #12 – Parking Tokens During Streetscape Construction

Ms. Campos reminded the Board that they had made parking tokens available to the Cleveland Street businesses on too occasions during spring break. The tokens allowed for parking in the Atrium Garage and the Garden Avenue Garage and a discounted price. She requested the same consideration during the Streetscape construction project soon to commence on Cleveland Street.

Chairman Fernandez stated that the program was very successful and offered merchants an opportunity to purchase tokens for parking at one-half the standard cost. The DDB paid the difference.

Conversation ensued regarding available and conveniently accessible parking in the downtown, tow-away zones and the Board's responsibility to represent the businesses and property owners to the Council by recommending that restrictions be lifted. "What is needed is the question", he said.

Ms. Fogarty stated that the Main Street committees are in the process of surveying the downtown private-sector parking facilities.

Ms. Campos would like to see the parking tokens go into the Construction Tool Kit. The Economic Development Committee's parking inventory may provide for other parking opportunities.

With no further discussion, **Chairman Fernandez** called for a motion to provide funding for parking tokens during the Cleveland Street Construction Project.

Treasurer Goudreault moved to allocate \$500.00 for parking tokens available to businesses and merchants in the downtown that may purchase the tokens at one-half the cost of parking in the Atrium or Garden Avenue garages; Vice Chairman Allbritton seconded and the motion carried unanimously.

Chairman Fernandez called for a 10-minute recess at 6:15 PM.

ITEM #13 – Member Orientation

a. Rules of Procedure – Cyndie Goudeau

Chairman Fernandez introduced Ms. Cyndie Goudeau who was recently accepted an award for Florida Clerk of the year by the State of Florida. He congratulated Ms. Goudeau and thanked her for her for supporting the Downtown Development Board.

Ms. Goudeau discussed items as they pertain to the Rules of Procedure currently in place for the City Council including mandatory attendance, which, for Council Members is stated within the City's Charter. The DDB may set its own standard at a reasonable level.

Order of Business including pledge of allegiance, invocations, etc. may be considered.

City Council mandated time limits for those speaking to items on or not on the agenda. The public is given a three-minute limit. The rules provide for a spokesperson to speak on behalf of others for three minutes for maximum of 10 persons. The spokesperson must advise the Clerk by completing a form prior to the meeting.

Discussion ensued regarding citizen comments and the property procedure in addressing public comments on items on and not on the agenda. The public may speak to an issue on the agenda after a motion has been made and the Chairman calls for discussion. Parliamentary procedures (rules) may be modified. A motion may be amended, withdrawn or continued. A motion may be revisited.

Roberts Rules of Order usually come into play with larger assemblies. The city uses the rules as a guideline.

The Chairman is the member of the Board who maintains order, moves the meeting along and follows the agenda. The Vice Chairman takes the responsibility when the Chairman is not available. The Chairman has no veto power and cannot make or second a motion.

Discussion ensued regarding the requirement of meeting minutes at anytime when two or more members of the Board are present together at any time or place and downtown issues are discussed.

b. Legal Issues – Elise Winters

Ms. Winters provided the Board with an overview of legal issues including, the Sunshine Law, financial reporting, candidate qualifications and the code of ethics.

She provided a list of "Sites of Interest" that may be accessed through the World Wide Web including the State of Florida and Municipal and County Sites.

ITEM # - 14 – Final Comments

Member Bosi is very impressed with how the bridge has turned out, especially from underneath. It looks great from Coachman Park.

Geri Campos excited about the many projects going on in downtown. Station Square Condominiums will break ground in December; a big win for Clearwater.

Treasurer Goudreault stated that statistically Clearwater/Tampa Bay is among the ten top places to invest. Income is higher than average. She welcomed Bob Clifford and wished everyone Happy Holidays.

Council Member Petersen and Elise Winters wished everyone Happy Holidays.

Chairman Fernandez thanked everyone for participating and welcomed Bob Clifford.

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SUMMARY OF MOTIONS:

12.07.05.01

Vice-Chairman Allbritton moved to approve the September 7, 2005 regular meeting minutes; Member Aranjó seconded and the motion carried unanimously.

12.07.05.02

Member Arango moved to approve the October 5, 2005 regular meeting minutes; Treasurer Goudreault seconded and the motion carried unanimously.

12.07.05.03

Treasurer Allbritton moved to accept for the filing the September 2005 Financial Statement; Member Arango seconded and the motion carried unanimously

12.07.05.04

Treasurer Goudreault moved to accept for the filing the October 2005 Financial Statement; Vice Chairman Allbritton seconded and the motion carried unanimously.

12.07.05.05

Treasurer Goudreault moved to allocate \$500.00 for parking tokens available to businesses and merchants in the downtown that may purchase the tokens at one-half the cost of parking in the Atrium or Garden Avenue garages; Vice Chairman Allbritton seconded and the motion carried unanimously.