

MINUTES

LDDA BOARD OF DIRECTORS MEETING CITY COMMISSION CONFERENCE ROOM Thursday, June 26, 2003 8:00 AM

PRESENT: Kevin Jones, Joe Mawhinney, Janet Tucker, Chris McLaughlin, Anne Furr, Becky Abel

ABSENT: Greg Mugg, Jerry Herring, Jim Verplanck

MINUTES: Anne Furr pointed out a clarification for the Minutes of June 12, 2003. In the section on the Intermodal Walkway, the total cost of the project from the Citrus Connection Terminal to the Amtrak Station will be \$300,000. The entire intermodal connector from the Amtrak station to the Citrus Connection to the Greyhound Bus Lines is \$870,000. Secondly, the name for the pedestrian walkway will be "Atlantic Coastline *Walkway*". **Joe Mawhinney moved to accept the Minutes of the June 12, 2003 LDDA Board meeting with corrections. Kevin Jones seconded the motion. Motion passed 4-0.**

TREASURER'S REPORT:

April 2003 – Kevin Jones reported that net income for the month of April was \$8,291.89, and year-to-date net income was \$107,127.11. Total expense for the month was \$10,466.68 and year-to-date was \$107,991.48.

May 2003 – Kevin reported that net income for the month of May was -\$8,300.07, and year-to-date net income was \$98,827.04. Total expense for the month was -\$8,371.08 and year-to-date was \$99,620.40.

Executive Director's Chair – Anne requested that the Board consider the replacement of the desk chair for the Executive Director. The discounted price for the new chair is \$265. Anne's current chair is a task chair and needs to be replaced. The recommendation to purchase the chair came from the Finance Committee. Money is available in 8760 – Miscellaneous. **Motion passed 4-0.**

COMMITTEES:

Park & Ride – Anne reported that there is a typical 21-day site approval process for permitting with the City. The structure for the Park & Ride is in that process now. The shelter is expected to be delivered the first week of July. It can be stored by Parks & Recreation until the permitting process is complete.

Container Gardens – Several hibiscus plants have grown so full that some are top heavy. Jim Luna has been working to keep the plants staked and topped.

Liability Insurance for Jim Luna Landscaping - Anne reported that the liability insurance policy in effect for Jim Luna Landscaping will expire June 30, 2003, but Jim's contract with LDDA for the container gardens does not expire until September 30, 2003. In the past, LDDA has paid for the required liability insurance for Mr. Luna. Anne checked with Sale Insurance, which currently carries Jim's policy, and was told that no prorated contracts are available for this type of insurance; a full year policy must be purchased. However, if needed, the policy could be cancelled at the end of September and an annual policy then purchased. It would put the liability policy on the same timetable as the contract for services, no matter what vendor LDDA uses. The cost for the annual liability renewal would be \$450. If LDDA approves reimbursing Jim Luna for this expense, the cost would come out of CRA dollars. **A motion was made by Joe Mawhinney to approve the reimbursement to Jim Luna Landscaping \$450 for liability insurance.** Discussion: Joe stated that the City and the LDDA should be named as additional insured on the policy. Kevin stated that he thought the motion should be amended to say that reimbursement should occur now, but the Board should evaluate the situation at end of September when Mr. Luna's service contract expires. Janet Tucker stated that Mr. Luna's price for the work was much cheaper than other bidders, making the cost of the liability insurance an assumable cost for LDDA. Anne stated that it appears that Mr. Luna does not have the resources to pay that

amount of money for the required liability insurance. **The amended motion by Joe Mawhinney is to reimburse Jim Luna Landscaping \$450 (CRA budget) for liability insurance and re-evaluate the policy in three months (September 30, 2003) when Mr. Luna's contract expires. Motion seconded by Kevin Jones. Motion passed 4-0.**

DLP UPDATE: LeRoy Bradley reported that he, Gloria Brooke and Gus Palas appeared before the Tourist Development Council to formerly request the \$14,000 for billboards. They will get a response by August 7, 2003. A suggestion has been made to sell the snipes to interested groups – for example to Ford Heacock for the Lake Mirror Classic, etc.

LeRoy noted that beginning July 1, Molly's Irish Pub would be closed for lunch. The reason was the new smoking ban going into effect. Anne stated that it would not be good for downtown to have that restaurant dark at lunchtime. LeRoy shared that the Downtown China restaurant had closed. Arts on the Park is getting ready to refinance their building to pay for some repairs and improvements, and specifically termite treatment. The whole block of buildings has termites. It has been difficult for Harry's to find a time to close for tenting, and it does no good to spot-treat. Janet stated that she had heard of a new termite treatment process involving electricity, which would not involve evacuation and shutdown. She said she would try to find out more details.

The Annual Meeting / Luncheon / Auction will take place in the Lake Hollingsworth room of the Lakeland Center on Wednesday, October 1, 2003. The cost will be \$30 per person, \$5 more than last year. The Holiday Walkabout is scheduled for Tuesday, December 2, 2003.

Janet shared that at a recent DLP meeting, members were discussing how the Morse Museum shop in downtown Winter Park was a nice link from the museum to the retail part of Park Avenue. It was suggested that it would be nice to have a Florida Southern College shop, featuring the Frank Lloyd Wright architecture. Sarah McKay, FSC Trustee, contacted FSC and they said they'd love to do that, but did not have the money for such an endeavor. Janet contacted two individuals to do a moving display for the Speissel Melton office window that will feature and promote the FSC campus architecture. The feature will be called "The Time is Wright". The exhibit should be up and running in July.

CITY COMMISSION REPORT: No report.

CHAIRMAN'S REPORT: No report.

LDDA EXPANSION AREA BLIGHT / REDEVELOPMNET PLAN: Anne shared that she had expected one proposal for this project, but received two separate proposals – one from RERC (Real Estate Research Consultants) for the Blight Study, and one from Glattig Jackson for the Redevelopment Plan. Anne would like to "tweak" these contracts in the following ways: 1) Renegotiate with Glattig Jackson to be the primary contract, who will subcontract with RERC for the blight study and scale it down to meet the minimum necessary requirements. 2) Divide the work into three phases – a. Blight study; b. Redevelopment plan; c. Extension of the redevelopment study to the west. The proposals totaled \$45,800.00. This year's budget for 8270 - Contract Services has \$30,000 unspent. Kevin noted that there is \$75,000 in 8300 – Planning and Development that could be used if necessary. Anne stated that she thought that Phases 1 and 2 could be done before this fiscal year is over, and that Phase 3 could be paid out of FY 2004 dollars. **Kevin Jones moved to grant Anne the ability to renegotiate the proposals for the Blight Study and the Redevelopment Plan with Glattig Jackson, not to exceed \$45,800. Motion seconded by Joe Mawhinney. Motion passed 4-0.**

DOWNTOWN MODEL: Anne stated that a suggestion has been made to update key buildings on the model. The suggestion was to encourage the owners of those buildings (SunTrust, Colonial Square, Heritage, etc.) to pay for their model / upgrade. Anne wants to be cautious about that, thinking that those entities may agree to pay to upgrade their buildings for the model, but then may decline to continue their sponsor donations for the Lemon Street Celebration. Chris McLaughlin stated that he would be willing

to fundraise if it was decided that the model should be updated to present. The Board decided that it needs to determine what the costs would be to: A. Bring the model up to date with its current boundaries; B. Expand the model to include Lake Mirror Park and south of Lime Street and west of Missouri Avenue; C. Repair and cap the model frozen in the time frame in which it was created (circa 1988.) Chris McLaughlin agreed to find out those answers. Anne and Becky will provide Chris with contact information for model companies.

DIRECTOR'S REPORT:

Winter Park Trip – Included in agenda packets was a compilation of the comments from the survey. These have been shared with the City Administration, City Commissioners, Public Works Director and Community Development Director. Kevin particularly liked the brick streets and wondered if downtown could have brick pavers (if not historic bricks) installed in the intersections. Anne will send a memo asking Rick Lilyquist. Chris liked the Winter Park kiosks, with Janet noting particularly, the commonality of design between the kiosks, the newspaper racks, etc. Kevin noted how the City of Winter Park seems to take responsibility for active retail. Kevin thought an incentive could be offered that would encourage successful appropriate retailers to consider relocation to downtown. Anne will inquire exactly how the City goes about encouraging the kind of retail uses the city desires.

Business Watch – Monday, June 16th, business owners from downtown met at the Police Community Room for a presentation on a Business Watch Program, safety and security in their businesses. John Goddard, Civilian Crime Prevention with LPD, was the presenter. Susan Goad, Caseylynn Antiques and Books, volunteered to be the coordinator for the Business Watch for Downtown. Others signed up as street captains. Additional volunteers are needed, but this was a good start. Mr. Goddard also talked of visiting each store and in general discussed things that he saw that need attention – lighting, visibility of looking into store, locks on doors, bolting cash register to the counter, door buzzer and store cameras. Free security checks of any store will be done by request. 22 people representing 16 businesses were present.

Lemon Street Promenade – The new curb work has begun for the project. The streetscape to the north of St. Joseph's Church will be completed. The City will place grass in the area of the new curbing to the north of the old Huntington Bank drive-through. Once the City owns the land, the streetscape will be completed.

Preservation Alley – Public Works has received bids for black fencing around the dumpster pads. Jim Williams Fencing is being awarded the contract.

Executive Director's Review – It is time to set up the review for the Executive Director. Last August, a review was done using Gary Clark, Civil Service Director, as the facilitator. There was no charge for his services. Gary put together a questionnaire and distributed to Board members for completion and return. Due to LDDA meeting schedules, Gary was not able to attend the meeting where discussion took place. He compiled the written comments from the Board members and gave a written report that was discussed at the September 12th Board Meeting. For the city Manager and City Attorney reviews, the City Commission hires Larry Ross at a cost of \$1,500 for each review. This includes 15 hours of his time: meeting with each Commissioner, a session with the City Commission and person being reviewed, and follow up with the person in private. Several Board members stated that they did not want to pay a lot of money for a review if not necessary, but conceded that a good review was desirable. Janet Tucker appointed Jim Verplanck to work with Anne to secure a facilitator for this process.

Volunteer Monument at Lake Mirror – A letter from David Bunch requesting support for the Volunteer Monument was shared, which asked the LDDA to purchase advertising space in the 4th of July Ledger Tabloid, and to make a contribution to the building of the monument. The Board decided that it does not want to purchase a tabloid ad, but would like a presentation made to this Board at the next meeting regarding a contribution to the monument. Anne will contact Mr. Bunch to arrange that presentation.

Contract with Baylis & Company PA CPA – Last year, the LDDA office conducted a request for proposals for a 3-year contract for fees with the option to renew on a year-by-year basis for five additional fiscal years. The contract was awarded to Baylis & Company. Our office has received an engagement letter for audit services for the fiscal year 2003. The amount is the same as agreed upon in

the contract last year. **Kevin Jones moved and Chris McLaughlin seconded that the LDDA should continue to use Baylis & Company for the upcoming second year of the contract for the annual audit. Motion passed 4-0.**

NEW BUSINESS:

Extension of Trolley Hours on Fridays – Anne stated that there has been a request for a ½-hour extension of Trolley hours on Friday evenings to accommodate a late-closing business. Steve Githens has handled other various requests without disrupting the expected route and timing of the Trolley. Janet suggested that the Citrus Connection be asked if they would make the ½-hour extension at no charge. The business may be asked to cover the cost of the extra ½-hour if they want it.

The meeting was adjourned at 9:50 AM.

The next regular LDDA Board meeting will be held on Thursday, July 10, 2003, from 8 a.m. – 10 a.m. in the City Commission Conference Room.