

City of Clearwater

*City Hall
112 S. Osceola Avenue
Clearwater, FL 33756*



Meeting Minutes

Monday, August 15, 2016

1:00 PM

City Hall Chambers

Community Redevelopment Agency

Roll Call

Present 5 - Chair George N. Cretekos, Trustee Doreen Caudell, Trustee Bob Cundiff, Trustee Hoyt Hamilton, and Trustee Bill Jonson

Also Present – William B. Horne – City Manager, Jill Silverboard – Deputy City Manager, Pamela K. Akin – City Attorney, Rosemarie Call – City Clerk, Seth Taylor - CRA Executive Director, and Nicole Sprague – Official Records and Legislative Services Coordinator

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

Unapproved

1. Call To Order – Chair Cretekos

The meeting was called to order at 1:10 p.m. at City Hall.

2. Approval of Minutes

- 2.1 Approve the minutes of the August 1, 2016 CRA Meeting as submitted in written summation by the City Clerk.

Trustee Jonson moved to approve the minutes of the August 1, 2016 CRA Meeting as submitted in written summation by the City Clerk. The motion was duly seconded and carried unanimously.

3. Citizens to be Heard Regarding Items Not on the Agenda – None.

4. New Business Items

- 4.1 Amend the operating budget for the Community Redevelopment Agency for fiscal year 2015-16; approve budget amendments to the CRA Capital Improvement Project Fund; and adopt Resolution 16-03.

Amendments to the revenues of the Operating Budget reflect decrease of \$649 in Tax Increment Financing (TIF) received for fiscal year 2015-16 based upon final receipts for the TIF proceeds from Pinellas County, the City of Clearwater, and the Downtown Development Board.

Operating expenditure amendments at mid-year include an increase of \$100,000 from Payment to Other Agencies-Blast Friday to reflect the payment to fund the grant to Clearwater Downtown Events, Inc for Blast Friday.

Proposed amendments to the operating budget include:

1. To adjust budgeted revenue to actual TIF receipts, and adjust the related payment to the DDB to match the actual receipts.
2. To adjust budgeted interest revenue to actual receipts to date.
3. To adjust miscellaneous other revenue to actual receipts to date.
4. To adjust the budget in various object codes to reflect actual expenditure to date.
5. To increase payment to agencies by \$100,000 to fund the grant to Clearwater Downtown Events, Inc as approved by the CRA on November 2, 2015.
6. To reduce the budgeted transfer of Restricted County TIF fund to the East Gateway project by \$302 to compensate for the loss in tax increment financing.
7. To reduce the budget transfer to the Downtown Redevelopment project by \$100,000 to fund the grant to Clearwater Downtown Events, Inc for Blast Friday as approved by the CRA on November 2, 2015 (item 5); and by \$292 to compensate for the loss in tax increment financing (item 1) net of the miscellaneous revenue amendments noted above (items 2 and 3).

Proposed amendments to the CRA Capital Improvement Project Fund include:

1. To decrease the budget transfer to the Downtown Redevelopment project by \$68,620 representing a decrease of \$100,000 to provide funding for the grant to Clearwater Downtown Events, Inc for Blast Friday as approved by the CRA on November 2, 2015; and by \$292 due to the reduction in tax increment receipts, and increase of \$30,022 in interest earning and \$1,650 in other revenues in the operating budget for the fiscal year and to adjust for the amendments noted below (item 2).
2. To increase the budget by a new total of \$1,269,630.65 representing prior year excess cash. This will bring the budget in line with actual cash received in the project.
3. To reduce the budgeted transfer by \$302 due to the reduction in County tax increment receipts in the operating fund for the fiscal year, and adjust for the amendment.
4. To transfer \$7,000 from 388-94848, East Gateway, to project 388-94868, Economy Inn Acquisition/Demolition to provide additional funding necessary for property acquisition as approved by the CRA on June 13, 2016.
5. To transfer \$25,000 from 388-94765, IMR Development, to project 388-94862, CarPro Site to provide funding necessary for year five monitoring.

In response to questions, CRA Executive Director Seth Taylor said the

item before the Trustees is for third quarter budget amendments. Economic Development and Housing Director Denise Sanderson said the funding balances related to IMR Development, Marriot Residence Inn, and Station Square are not active at this point; staff will adjust funding accordingly for the next fiscal year. Clearwater Downtown Events increased the number of events held this year and are gearing up for another long year. Budget Manager Kayleen Kastel said postal service refers to the contracted mail courier service; mail postage refers to postage stamps. The Trustees will see changes to the General Fund Administrative line items next year.

Staff was directed to confirm if the funds provided to the Clearwater Downtown Events continues to be a pass through for Blast Friday.

Mr. Taylor said staff will present the CRA budget at the September 12 meeting.

Trustee Cundiff moved to amend the operating budget for the Community Redevelopment Agency for fiscal year 2015-16 and approve budget amendments to the CRA Capital Improvement Project Fund. The motion was duly seconded and carried unanimously.

Resolution 16-03 was presented and read by title only. Trustee Hamilton moved to adopt Resolution 16-03. The motion was duly seconded and upon roll call, the vote was:

Ayes: 5 - Chair Cretekos, Trustee Caudell, Trustee Cundiff, Trustee Hamilton and Trustee Jonson

- 4.2** Accept 2nd Century Clearwater Quarterly Progress Report for the period April 1, 2016 through June 30, 2016, as well as the Funding and Program Activity Reports detailing cumulative expenditures through June 30, 2016.

The Urban Land Institute (ULI) Advisory Services Panel Report implementation is being branded as *2nd Century Clearwater*. As part of the implementation, staff committed to providing quarterly updates on the status of Priority (P) items. The updates are reflected in the *2nd Century Clearwater Implementation Matrix*, which includes the *Funding Sources and Cost* (through Q3 FY15-16) spreadsheet. Additionally, *Program Activity Reports* for ULI General Fund Account (181-99888); CRA Library Activation Account (388-99887); CRA Tech District Account (388-94872); CRA ULI Implementation Account (388-99885) detailing total encumbrances and expenditures are provided for review.

Projects Update:

To summarize, the status of the 13 Priority (P) projects are as follows:

8 Projects are complete and/or in the implementation phase:

- Comprehensive Boating Plan for Harbor (ULI 1)
- Comprehensive North Marina Master Plan (ULI 5)
- Boost Downtown Library to Support Redevelopment (ULI 9)
- Attract Incubator/Support Entrepreneurial Ecosystem (ULI 15)
- Community Branding Initiative (ULI 29)
- Real Estate Parcel Marketing (ULI 30)
- Create Stakeholder Advisory Group (ULI 31)
- TIF Bonds Examination (ULI 34)

4 Projects are on schedule:

- Master Development Plan for Bluff/Coachman/Waterfront (ULI 8)
- Use Harbor Bridge as Aesthetic Gateway (ULI 10)
- Update of Downtown Redevelopment Plan (ULI 12)
- Mercado in East Gateway (ULI 27)

1 Project is in progress/delayed:

- Enhance Gateways to Downtown/East Gateway (ULI 20)

In addition to the council-designated priority projects, two additional ULI projects have been addressed:

- Create a Water Taxi/Ferry (ULI 4)
- Ensure Environmental Integrity of Clearwater Harbor (ULI 2)

Expenditure Update:

With respect to the financial expenditure report, on an accrual basis, \$1,536,916 has been encumbered with \$507,353 expended for ULI projects since September 2014. Broken down by funding source, the expenditure allocations are: General Fund, \$103,257; General Fund Reserve, \$42,707; ULI General Fund Reserve, \$291,899; and CRA, \$69,490.

The majority of expenditures/commitments to date are attributable to six projects: 1) Comprehensive Boating Plan, \$59,975; 2) North Marina Master Plan, \$105,624; 3) Imagine Clearwater- Bluff Master Plan, \$438,000; 4) Boost the Library - Library Maker Space and staffing, \$177,909; 5) Attract an Incubator- Clearwater Business SPARK, \$125,000; and 6) Comprehensive Branding Initiative, \$100,000.

The *2nd Century Clearwater Implementation Matrix* and *Funding Sources and Cost* spreadsheet reflect ULI activities conducted thru Q3 FY 2015/16. Detailed information, including fund allocations, timeframes, staff resources and responsibilities for each Priority Item (P) is provided in the *2nd Century Clearwater - ULI Priority Item Status Updates*.

Additionally, staff has provided *Program Activity Reports* identifying line item expenditures and fund balance through the period ending June 30, 2016, for the following accounts: General Fund ULI account (181-99888); CRA Library

Activation Account (388-99887); CRA Tech District Account (388-94872); CRA/ULI Implementation Account (388-99885) and CRA Library Activation Account (388-99887).

No actual or committed funds were charged against the \$1,000,000 CRA/ULI Implementation Account (388-94885) in Q3 FY2015/16. Beginning with the Q4 Fiscal Year 2015/16 Progress Report, the \$438,000 for HR&A will be reflected in the activity report.

CRA Executive Director Seth Taylor provided a PowerPoint presentation.

A concern was expressed that the progress report includes non-standard project management terms. It was suggested the report not be accepted by the Trustees until it has been reformatted.

In response to questions, Mr. Taylor said each of the consultants, as part of their scope of services, will provide an implementation plan and project expenses. Staff will have a better understanding of the costs associated to implement the initiatives. The City Manager said staff is committed to completing the work; it may be all at once or a little at time. Staff will incorporate Trustee Jonson's formatting suggestions. Recreation Specialist Christopher Hubbard said, as recommended by ULI, staff is only considering lighting the Memorial Causeway Bridge via a public-private partnership. The lighting will require scaffolding that is suspended underneath the bridge. Mr. Hubbard said staff is working with the consultant who installed Tampa's bridge lighting program. Staff will present the lighting concept and options at a future date.

Discussion ensued with comments made that associated costs are not known yet but staff will determine funding sources once the projected costs have been identified; lighted bridges have the potential to attract more businesses and visitors into Clearwater.

One individual questioned the type of lighting that would be used on the bridge.

It was stated the type of lighting is not known yet; the proposed concept would be presented at a future date.

Trustee Caudell moved to accept 2nd Century Clearwater Quarterly Progress Report for the period April 1, 2016 through June 30, 2016, as well as the Funding and Program Activity Reports detailing cumulative expenditures through June 30, 2016. The motion was duly seconded and carried by the following vote:

Ayes: 4 - Chair Cretekos, Trustee Caudell, Trustee Cundiff and Trustee Hamilton

Nays: 1 - Trustee Jonson

5. Adjourn

The meeting adjourned at 1:55 p.m.

Attest

Chair
Community Redevelopment Agency

City Clerk