



AGENDA

MIDTOWN REDEVELOPMENT BOARD

Tuesday, December 8, 2020, 6:00 P.M.

City Hall Commission Chambers

NOTICE – Pursuant to Section 286.0105, Florida Statutes, if any person decides to appeal any decision made by this Board at this public meeting, such person will need a record of the proceedings and, for that purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City does not prepare or provide such a record.

	<p>For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 671-8023</p>		<p>Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.</p>
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In accordance with the Americans with Disabilities Act (ADA), persons with a disability needing a special accommodation to participate in the Board meeting should contact the City Clerk's Office, 301 S. Ridgewood Ave, Room 210, Daytona Beach, FL 32114, Ph: (386) 671-8023, Email: clerk@codb.us not later than 72 hours prior to the proceedings. If you are hearing or voice impaired contact the relay operator at 1-800-955-9771.

1. **Call to Order**
2. **Roll Call**
3. **Invocation**
4. **Pledge of Allegiance to the Flag**
5. **Public Comments By Persons Addressing The Board**

EMERGENCY PROCEDURES FOR PUBLIC MEETINGS AND PUBLIC COMMENTS

During this time of extraordinary circumstances dealing with the declared State of Emergency associated with the COVID-19 pandemic, the City is temporarily allowing online public comments, and limited in-person public comments at City Hall, for public meetings of the City Commission and the various City Boards.

Online Public Comment Forms. The City is providing an online Public Comment Form to allow members of the public to submit public comments for each public meeting of the City Commission or a City Board. The Public Comment Form may be found at <https://www.codb.us/comments>. Please follow the directions on the Form to ensure proper electronic submission to the City. All Public Comment Forms completed and properly transmitted before 5 p.m. on the day prior to the public meeting will be provided to City Commission or Board members, as applicable, for their review and consideration prior to the public meeting. Any Public Comment Forms submitted after 5 p.m. on the day prior to the meeting will be provided to Commission or Board after the public meeting. All Public Comment Forms will be included in the official meeting records and retained by the City Clerk or the Board Secretary as a public record. If you have issues with accessing, completing, or submitting the online Public Comment Form please email us at comments@codb.us or call 386-671-8023.

Public Comments on Propositions before the City Commission or a Board. Although persons are strongly encouraged to submit online Public Comment Forms during this State of Emergency, persons may visit City Hall during a public meeting to make public comments on propositions coming before the City Commission or Board for a vote, subject to these City procedures and all social distancing requirements established by the Federal Centers For Disease Control and Prevention. The Commission Chambers will be closed for in-person attendance by the public. The City Hall lobby will be equipped with an audio/video feed to the Commission Chambers and a lectern and microphone will be placed immediately inside the door for public comments. Forms will be provided for persons to fill out who wish to make public comments. Persons may approach the lectern to speak on an item before the Commission or Board at appropriate times, when called upon, subject to such time limitations as may be imposed by the public body. The lobby will also have a limited defined area, with social distancing, for persons waiting to make public comment. In addition, the exterior entryway to City Hall will be equipped with a loudspeaker for persons waiting for permission to enter to make public comment due to space limitations in the lobby. Persons may also monitor public meetings from their iPhone, iPad, or other electronic device at www.codb.us/618/DBTV, and enter City Hall for public comment at appropriate times, when called upon. Persons who have finished speaking or not intending to speak on a matter coming before the Commission or Board will not be permitted to remain in City Hall. All persons must comply with social distancing requirements while at City Hall, such as by remaining at least 6 feet apart. Use of facial masks is mandated to combat the spread of the COVID-19 disease.

6. Approval of Minutes

November 10, 2020 Board Meeting

7. Presentations - Spotlight on Midtown

- a. **Mr. Jeff Sims, Sims Consulting** - Mr. Sims will give a brief presentation on the specifics of their program to Train/Re-tool Trade-Ready Students in order to:
 - Increase Employment in Daytona Beach
 - Provide a Trade for Disadvantaged Young Adults
 - Increase Salaries by 50%
 - Decrease Incarceration Rates for Disadvantaged Young Adults, and
 - Empower Young Adults in the workforce
- b. **Nancy P. Keefer CCE, President & CEO of the Daytona Regional Chamber of Commerce** will introduce Chamber Board Member Carmen Ruiz who will present the Daytona Business United Program (DBU) with the objective to provide opportunity to Minority Small Business to grow through membership, education, mentorship and relationship building by participating in a comprehensive and custom scholarship program.

8. Staff Reports

- a. Police Department
- b. Code Enforcement

9. Proposed Amendment to Bylaws

10. Discussion Items

- a. City Commission Presentation Strategies

11. Project Updates

- a. Redevelopment
- b. Public Works

12. Public Comments

13. Board Comments

14. Adjournment

**MIDTOWN REDEVELOPMENT BOARD
MINUTES OF THE
REGULAR MEETING
Tuesday, November 10, 2020**

The regular meeting of the Midtown Redevelopment Board was held Tuesday, November 10, 2020, at 6:00 p.m. in the City Commission Chambers, Daytona Beach City Hall, 301 S. Ridgewood Avenue, Daytona Beach, Florida. The following people were present:

Board Members Present

Mr. Shawn Collins, Chair
Ms. Terica Charles
Mr. Byron Cogdell
Mr. Pierre Louis
Ms. Renee Richardson
Mr. Milverton Robinson (Planning Board appointee)
Ms. Valencia Stubbs

Board Members Absent

Ms. Tangel Hardy

Staff Members Present

Mr. Reed Berger, Redevelopment Director
Ms. Kira Honse, Assistant City Attorney
Ms. Sara Kirk, Code Enforcement Officer
Capt. Scott Goss, Daytona Beach Police Department
Ms. Jennifer Lynch, Office Assistant

1. Call to Order

Mr. Collins called the meeting to order at 6:00 p.m.

2. Roll Call

The roll was called and attendance was noted as stated above.

3. Pledge of Allegiance

4. Invocation

Mr. Louis gave the invocation.

5. **Approval of Minutes**

October 13, 2020 Regular Board meeting

A motion was made by Mr. Louis, seconded by Ms. Charles, to approve the minutes of the Regular Board Meeting of October 13, 2020 as presented. The motion carried (6-0).

6. **Staff Reports**

Police Department

Capt. Scott Goss provided a report to the Board on crime statistics from January 1, 2020 to October 31, 2020. Capt. Goss stated crime has decreased in all categories in Midtown and noted there have only been 19 burglaries and 14 auto thefts in Midtown since January 1, 2020. Capt. Goss stated there has been a large number of shoplifting incidents at the Dollar General and Midtown and the Police Department is working with the store to help address the situation. Capt. Goss stated he feels Midtown is a safe place to be.

Ms. Charles asked about the number of sexual battery cases in Midtown.

Capt. Goss stated there have been two and there has not been a significant increase in that category.

Mr. Cogdell asked what the Department is doing to prepare for a possible increase in crime during the holiday season.

Capt. Goss stated certain units are being re-focused to help with assignments in the Midtown area.

Mr. Collins asked what the number of drug arrests are in Midtown in comparison to the rest of the city.

Capt. Goss stated the majority of the drug sales are in vehicles and noted most "buy busts" are done throughout the city. Capt. Goss stated there is a low number of street level drug sales in Midtown. Capt. Goss stated he feels overall drug sales in Midtown is a problem but great strides have been made in addressing the situation.

Mr. Louis stated the statement made by Capt. Goss that Midtown is safe is a marketable statement. Mr. Louis stated he feels we should say to people that they can invest in Midtown because it is a safe area.

Capt. Goss stated he would like to wait until after January 1, 2021 to provide statistics for the entire year which then could be used by the Board for promotion of Midtown.

Ms. Charles stated she feels she has seen a change in the last 7 years, based on efforts of the Police and Code Enforcement Departments.

Mr. Robinson expressed concern about the number of shoplifting incidents in Midtown.

Capt. Goss stated there have only been 28 incidents so far this year and the majority are from one business.

Code Enforcement

Sarah Kirk, Code Enforcement Officer, stated during the month of October 27 new cases were opened in Midtown, three of which were opened and closed in the same month. Ms. Kirk provided a report to the Board showing the number of cases she has closed during the last month.

Other Board Discussion:

Mr. Collins stated he would like to add an item to the monthly agenda to approve the agenda as presented and to include a section of "Spotlight Midtown." Mr. Collins stated there are business owners from Midtown in attendance and he would like to provide them an opportunity to speak at this time.

Board Action:

A motion was made by Mr. Louis, seconded by Ms. Charles, to discuss the suggestion of "Spotlight Midtown." The motion carried (6-0).

Sharon Hawkins stated she is a business and residential property owner in Daytona Beach. Ms. Hawkins stated she is renovating her business on Dr. Mary McLeod Bethune and the area is not safe. Ms. Hawkins stated there is a drug problem in the area and new businesses do not want to move into the area. Ms. Hawkins stated rezoning is needed in the area to help to draw new business. Ms. Hawkins stated there is a concern about speeding drivers through the area. Ms. Hawkins stated a Police presence is needed in Midtown.

Mr. Collins stated he asked for the Public Works Director to attend tonight's meeting but was told he was not available. Mr. Collins stated he would like the Public Works Director to attend every Midtown meeting

since the Public Works Department oversees the funding for the projects in Midtown.

Ms. Charles stated some business owners tolerate drug sales on their property and she has seen the interactions on video. Ms. Charles stated she is optimistic that the new Police Chief will help address concerns in Midtown. Ms. Charles stated she has not known of the residents ever getting together to help address the concerns that have been expressed.

Mr. Robinson suggested Ms. Hawkins speak with Capt. Goss about her concerns and also suggested forming a Neighborhood Watch group.

Mr. Louis stated there currently are Neighborhood Watch programs in Midtown. Mr. Louis stated the concerns about drugs cannot be fixed by this Board.

Ms. Charles asked how the drug problem can be addressed when there are so many Medical Marijuana businesses permitted in the area, noting the businesses bring drugs to the area that are medically legal.

Mr. Louis stated there has been an increase in traffic on Franklin Street, where he lives, since the True Leaf Medical Marijuana business has opened.

Donna Banks stated she is the CEO of the Midtown Community Development Corporation. Ms. Banks introduced LaQuetta McGill who is the CFO and Percy Williamson who is the Chairman of the Midtown Community Development Corporation. Ms. Banks stated Midtown Community Development Corporation is dedicated to finding housing but training is needed for individuals as well. Ms. Banks stated training for employment in the area of fiber optics could be completed in six weeks.

Mr. Collins stated there is a need to offer training for high school students since many do not plan to go to college.

Ms. Banks stated there is a program with the Housing Authority for certificates for individuals ranging in age from 16 to 24. Ms. Banks stated the Midtown Community Development Corporation would like to offer training for individuals over the age of 25 who need better wages to support a family.

Percy Williamson, Chair, Midtown Community Development Corporation, stated he is working with homebuilders regarding apprenticeship programs but wants to put programs in place in order to get applicants certification so they can get immediate employment.

Ms. Charles stated a concern is background issues for prospective applicants. Ms. Charles suggested some contacts for Ms. Banks to help her provide training for applicants. Ms. Banks stated she has been working with SIMS Consulting Group on various training programs.

Mr. Collins stated he has invited Mr. Sims to attend the December Midtown Redevelopment Board meeting.

Mr. Louis stated there are vocational programs in place at Daytona State College but often times there are not placement programs available.

Ronald Richardson stated he is a business owner on Dr. Martin Luther King Jr. Blvd. and his business partner is Ronald Smith. Mr. Richardson stated he is concerned about parking and how city money is being spent in Midtown. Mr. Richardson stated he contacted his City Commissioner but did not receive a reply. Mr Richardson stated Code Enforcement has not addressed many of the issues along MLK. Mr. Richardson stated customers trying to access his business have nowhere to park. Mr. Richardson stated there was to be underground electric service along MLK but the poles and hanging wires are still in place. Mr. Richardson stated holiday decorations are being placed along Dr. Mary McLeod Bethune Blvd. but none are placed along MLK.

Mr. Collins stated the street striping that was done in the area is terrible and he is concerned that the business owners were not contacted prior to the work being done.

Mr. Robinson stated he serves on the City's Beautification Board and is provided monthly reports when the Board meets regarding projects within the City.

7. Proposed Amendment to Bylaws

Mr. Berger stated a memorandum is included as part of the packet from Ben Gross, Deputy City Attorney. Mr. Berger stated Mr. Gross was unable to attend tonight's meeting and Ms. Kira Honse is attending for him. Ms. Honse stated Mr. Gross will address the Board's concerns at the next meeting.

Ms. Richardson stated there appears to be concerns about how information is provided to the Board. Ms. Richardson stated she did not attend the last meeting because she had been called and told there would not be a meeting in October; however, her packet for this meeting included minutes from the October meeting. Ms. Richardson stated she feels the Board should be better informed as to when meetings will occur. Ms. Richardson stated she had no comments on the proposed bylaws.

Mr. Cogdell stated he has no concerns with what is presented regarding the amendments to the bylaws.

Ms. Charles stated she has concerns about the terms for Board members. Ms. Charles stated she does not feel there should be term limits.

Mr. Berger stated the term limits are consistent with the Land Development Code.

Ms. Honse stated there would have to be a change to the Land Development Code regarding term limits; and the Board would have to make a recommendation to the Planning Board and would then have to be approved by the City Commission in order to make that change.

Mr. Cogdell left the meeting at 8:03 p.m. for an emergency phone call and returned at 8:58 p.m.

Mr. Collins stated he feels each Board member should make a list of items they would like changed and can be addressed by the Board in the future.

Ms. Stubbs stated she had some clerical suggestions and stated in Article 2, Membership, "principle" place of business should read "principal" place of business. Ms. Stubbs stated in Article 6, Order of Business, "presiding officer" should be changed to Chairperson for consistency. Ms. Stubbs stated Article 9, Parliamentary Authority and Procedures, should read "the Board may grant a continuance." Ms. Stubbs stated in Article 10, Correspondence and Communication, the Board approval sentence should be corrected.

Mr. Louis stated Article 2 should clarify what constitutes a majority for a quorum. Mr. Louis stated there is nothing in the bylaws regarding letters of resignation. Mr. Louis stated Article 5 should be removed regarding cancellation of the meeting if there are no applications.

Mr. Berger stated the Board would need direction from the City Commission regarding cancellation of the meeting.

Mr. Louis stated Article 5 should be amended since there is no longer a secretary on the Board.

Ms. Honse stated the Article reads that City staff shall provide notice of the meetings and act as the Board Secretary.

Mr. Louis stated Article 6 is different than the actual Board meeting agenda.

Mr. Louis stated the wording should be clarified regarding Chairperson or presiding officer.

Ms. Louis questioned who should sign the minutes if the Chair is not in attendance. Mr. Louis stated previously if the Chair was not in attendance, the minutes were held until the next meeting to be signed by the Chair.

Mr. Collins stated he wrote through Mr. Louis' name when minutes were approved and signed the minutes.

Mr. Louis stated Article 8 also refers to the Board secretary.

Ms. Honse stated there is a Board secretary but it is City staff, not a Board member.

Mr. Collins stated Article 2, Section 5, has an incomplete sentence in the fourth line.

Ms. Honse stated she will make a note of that comment.

Mr. Collins stated Article 4 should refer to a time when appointments of Chair and Vice Chair are made and the term of office. Mr. Collins stated he is concerned about the 24-hour notification to Board members for an upcoming meeting and feels one day notice is not sufficient.

Ms. Honse stated she believes that is for a special call meeting and that indicates the minimum amount of time to call a meeting. Ms. Honse stated for regular meetings, the Board knows the schedule a month in advance. Ms. Honse asked if 48 hours or 72 hours for a special call meeting would be sufficient.

Mr. Collins stated a separate section should be added for notification of special meetings.

Mr. Collins stated "Old Business" should remain on the agenda to track what staff has been directed to do and wants "New Business" listed on the agenda as well.

Ms. Richardson stated she feels Old Business should be listed so people know what has been discussed and New Business should be listed so people know what is proposed to be discussed.

Mr. Collins stated he would like to delay action on the Bylaws until next month when Mr. Gross can be in attendance.

Mr. Robinson stated the emergency procedures of the meeting regarding COVID were not listed on the agenda for this evening's meeting and should be on the agenda until the pandemic has passed.

Ms. Stubbs left the meeting at 8:43 p.m.

8. Discussion Items

a. City Commission Presentation Strategies

This item was not discussed by the Board.

9. Project Updates

Mr. Berger stated the Planning Board approved the Daytona Center Planned Development including the Midtown Redevelopment Board's recommendations. Mr. Berger stated the item will be heard at the December 16, 2020 City Commission meeting for first reading.

Mr. Berger stated there is a meeting scheduled regarding the MMB streetscape project on November 12, 2020 at 4:30 p.m. at Joe Harris Park.

Mr. Collins stated he would like the Public Works Director to attend the Midtown Redevelopment Board meetings. Mr. Collins stated there is an issue with communication regarding projects the Public Works Director oversees. Mr. Collins stated there should be coordination meetings held so everyone knows about planned projects.

Mr. Berger stated he will pass the request along and noted that the Public Works Director takes his direction from the City Manager.

Mr. Berger stated action was taken regarding the painting of the curbs along Martin Luther King Blvd. in an attempt to provide more parking. Mr. Berger stated the concern of the quality of the work has been relayed to the Public Works Department.

Mr. Robinson asked what will be done about the light poles along MLK.

Mr. Berger stated many businesses have cables on the poles and that is an issue to be addressed by the Utilities Department. Mr. Berger stated many wires have been disconnected and are hanging from the poles and it is a problem throughout the city.

10. Public Comments

There were no public comments.

11. Board Comments

Ms. Richardson stated she would like to be better informed as to when a meeting will be held or cancelled.

Mr. Cogdell stated he is committed to the Midtown Board and states he looks forward to working with the Midtown Community Development Corporation and business owners in Midtown.

Ms. Charles stated she is happy to be back serving on the Board but noted she was frustrated in the past by the in-action of the Board. Ms. Charles stated she is pleased to see the new approach taken by the Board.

Mr. Robinson stated the Planning Board discussed a moratorium on box stores which may have an effect on Midtown. Mr. Robinson stated the Planning Board has also been discussing affordable housing and requirements for developers to include affordable housing as part of a proposed development; however, the discussion of affordable housing has been placed on hold by the City Commission.

Mr. Collins stated he would like Mr. Robinson to provide an update of major projects that are being approved at the Planning Board meeting.

Mr. Louis stated he felt the meeting this evening was a good one. Mr. Louis stated he is concerned about Board responsibilities and what the Board has previously been told their responsibilities may be.

Ms. Charles stated she is concerned about term limits and if the time of service will be adjusted based on the COVID pandemic.

Mr. Berger stated each Board member may serve two 2-year terms.

Mr. Collins stated the Board should ask the City Commission to extend Board members' terms based on the COVID pandemic.

Mr. Collins spoke about the history of the City and stated he is amazed that there has never been a black City Manager in the City's history.

12. **Adjournment**

There being no further business to come before the Board, the meeting was adjourned.

Shawn Collins, Chair

Becky Groom, Board Secretary



THE CITY OF DAYTONA BEACH

REDEVELOPMENT DIVISION

POST OFFICE BOX 2451
DAYTONA BEACH, FLORIDA 32115-2451
PHONE (386) 671-8180
Fax (386) 671-8187

MEMORANDUM

DATE: December 1, 2020
TO: Midtown Redevelopment Board
FROM: Reed Berger, Redevelopment Director
SUBJECT: Spotlight on Midtown Presentations

Attached is information provided in advance for this month's Spotlight on Midtown presentations.

- a. **Mr. Jeff Sims, Sims Consulting** - Mr. Sims will give a brief presentation on the specifics of their program to Train/Re-tool Trade-Ready Students in order to:
 - Increase Employment in Daytona Beach
 - Provide a Trade for Disadvantaged Young Adults
 - Increase Salaries by 50%
 - Decrease Incarceration Rates for Disadvantaged Young Adults, and
 - Empower Young Adults in the workforce

- b. **Nancy P. Keefer CCE, President & CEO of the Daytona Regional Chamber of Commerce** will introduce Chamber Board Member Carmen Ruiz who will present the Daytona Business United Program (DBU) with the objective to provide opportunity to Minority Small Business to grow through membership, education, mentorship and relationship building by participating in a comprehensive and custom scholarship program.



Daytona Business United (DBU) *A Minority-Owned Small Business Scholarship Pilot Program*

Proposed for

Equity, Diversity & Inclusion (EDI) Action

Objective of Daytona Business United Program (DBU):

*To provide opportunity to Minority Small Business to grow through **membership, education, mentorship and relationship building** by participating in a comprehensive and custom scholarship program.*

For the purpose of the Daytona Regional Chamber's **Business United Program**, Minority businesses must be at least 51% minority-owned operated and controlled., a minority group member will be defined as an individual who is at least 25% Asian, Black, Hispanic or Native American. A Woman-owned or Veteran-Owned business also qualify as a Minority Business. The Business will have less than 10 employees.

Guidelines for DBU Scholarship:

- All Applicants must complete an application.
- Applicants must be a registered business in Volusia County and the city in which the business is located.
- Applicants agree to participate in all aspects of the DBU program consisting of mentoring, education and community involvement.
- An application fee of \$250 will be required to provide buy-in to the two-year program. This fee will be matched with a \$1,500 scholarship that includes a two-year chamber membership along with custom benefits below.

DBU Scholarship Details (First Year Program)

Daytona Regional Chamber Membership (2 year): Business will receive a two-year membership with the Daytona Regional Chamber and receive benefits at the Influencer Level. Additionally, for the first year of the Membership the following custom benefits will apply:

- Listing in the **Membership Directory** (Two Categories)
- Enhanced Listing on the DRCC website
- One admission to **Business After Hours** (11)
- One Admission to Eggs & Issues Program (7)
- Member Profile

The second-year membership will provide continued mentoring along with the benefits associated at the Influencer level.

DBU Program Features (First Year Program)

Coaching/Mentorship: The Business will be enrolled with our local Small Business Development Center and will be assigned a local Community Chamber Mentor

- Applicants are required to share financial, marketing and disclose company strategies with business coach and mentors. Mentors will assist with:
 - o Individual Business Strategy/Business Planning, Marketing Plans, Budgeting Etc.
 - o Management Training & Techniques
 - o Monthly One on One with Chamber Mentor

Education: The business will have access to Daytona Regional Chamber of Commerce and Small Business Development Center Educational Programs.

- o One admission to DRCC Seminars/Programs related to small business development
- o One admission to DRCC Eggs & Issues in 2021
- o Access to SBDC Workshops /Seminars
- o Quarterly DBU Workshop with all DBU Members

Community Involvement: The Business will be asked to participate in campaigns and initiatives revolving around Equity, Diversity & Inclusion to help impact the ongoing efforts to incorporate principles of the Business United Program, dedicated to inclusive excellence, where ALL citizens can live and thrive.

Business United Award: Each year a participating business of the DBU Program will be recognized with the Business United Award at a function of the Daytona Regional chamber deems appropriate for the recognition. The Award will be based on the minority business owner's active participation in the program with the goal to grow his/her business while making an impact in the local community, through the Chamber in regards to Equity, Diversity & Inclusion.

Equity, Diversity & Inclusion (EDI) Council Leadership Structure

The Daytona Regional Chamber of Commerce will support an EDI Council to provide oversight and direction for the DBU 24-month Initiative. The EDI Council will serve as the approval committee for the DBU scholarship funding. The Chairperson of the EDI Council will serve in a special appointed position to the Executive Board of the Chamber to perform as a liaison to the Chamber's leadership and provide regular progress reports.

Scholarship Selection Committee (Recommendations):

Carmen Ruiz – Franchisee, FASTSIGNS of Daytona Beach (**Council Chair**)
Christos Mavronas – Owner, Steve's Famous Diner
Vinod Sagrani – VP, Branch Manager CenterState Bank
Kathryn Nagib –Foundation Development Director Halifax Health
Rufus Johnson – Franchisee, Geico Insurance
Thomas Daly – Director, Florida SBDC at Daytona State College
Owen Chittenden, Agent, Geri Westfall Real Estate
Ashley Garrett Realtor & Team Leader - Lifestyle Team at Realty Pros

Leadership Seats:

Nancy Keefer – President, Daytona Regional Chamber of Commerce
Bob Lloyd – Ex. VP Brown & Brown (Current Chairperson)
Len Marinaccio – President, Bomar Construction, Inc. (Chairperson-Elect)



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REDEVELOPMENT DIVISION

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MEMORANDUM

DATE: December 1, 2020
TO: Midtown Redevelopment Board
FROM: Reed Berger, Redevelopment Director
SUBJECT: Proposed revisions to the Midtown Redevelopment Board By-Laws

Attached is the latest draft revision of the bylaws based on comments offered by the Midtown Redevelopment Board at its November 10, 2020 board meeting.

**BYLAWS - DAYTONA BEACH MIDTOWNWESTSIDE
REDEVELOPMENT BOARD**

**ARTICLE I.
OBJECTIVES AND PURPOSES**

SECTION 1. The objectives, ~~and~~ purposes and duties of the Daytona Beach MidtownWestside Redevelopment Board (the "Board") are set forth in the City of Daytona Beach Land Development Code ("LDC"), and may be amended or supplemented by any ordinances or resolutions that may hereafter be adopted by the Daytona Beach City Commission. ~~shall be those set forth in Ordinance No. 84-48, Ordinance 78-400, and Ordinance No. 83-79 as amended.~~

**ARTICLE II.
MEMBERSHIP**

SECTION 1. The Board shall consist of seven members, who shall be appointed by the City Commission as a whole, plus one City Planning Board member who shall serve as an ex officio non-voting member. ~~substitute design professional appointed by the City Commission as follows:~~

- ~~_____ (a) _____ Five members appointed by the City Commission~~
- ~~_____ (b) _____ One member from the Planning Board~~
- ~~_____ (c) _____ One design professional~~
- ~~_____ (d) _____ One substitute design professional~~

SECTION 2. Members shall serve without compensation. All Board members, other than the ex officio Planning Board member, shall be residents of, or have their principle-principal place of business within, the Midtown Redevelopment Area. A majority of all Board members shall be residents of the City, and must reside or have their principal place of business in the City of Daytona Beach.

SECTION ~~3~~2. The term of office of ~~the~~ Board members shall be 2 years; provided that a member shall continue to serve until a successor is appointed. Terms shall be staggered. Members may be reappointed for additional terms; provided that no member, other than the ex officio Planning Board member, may serve more than two successive terms. serve as members of the Westside Redevelopment Advisory Board. Where a member is not a member of a Redevelopment Advisory Board, his term shall be for a period of four years.

SECTION 4. If a Board vacancy occurs, a new appointment shall be made by the City Commission for the remainder of the ~~an~~-unexpired term. Members may be removed ~~for cause~~ by the City Commission at any time, with or without cause.

SECTION ~~5~~3. In order for the ~~Westside Redevelopment~~ Board to effectively carry out its duties ~~and responsibilities~~ to the best of its ability, ~~it is necessary for all members should to~~ attend all meetings. ~~It shall be the duty of the Chairman to notify or contact any member~~ Whenever any Board member has with three or more absences from regular meetings, during any 12-month period, for the purpose of determining the cause. The Board shall consider the cause of such absences, requesting the resignation of any such member. If, after consideration, the Board deems it necessary, it shall request removal and replacement of any member missing three or more regular meetings during any 12-month period.

ARTICLE III.
OFFICERS AND THEIR DUTIES

SECTION 1. The officers of the ~~Westside-Midtown~~ Redevelopment Board shall be:

A Chairperson, who shall preside at all meetings and shall have such special duties as may be further prescribed in the bylaws, and who shall have the authority to preside at any adjourned meeting, or at any called or special meeting.

A Vice-Chairperson, who shall in the absence of the Chairperson, or ~~his~~ the Chairperson's inability or refusal to act, preside at all regular meetings, adjourned meetings, special meetings and public hearings of the Board, and shall have all powers in such case as the Chairperson.

~~A Secretary who shall be responsible for preparing a written record of all business transacted by the Board, minutes of all regular, adjourned, special or called meetings of the Board; serving notice to all members of all meetings, filing all official records of the Board; certifying all maps, records and reports of the Board; handling of correspondence; service of notice of all hearings and public meetings in accordance with the provisions of these bylaws; and advising the Mayor of vacancies on the Board and expiring terms of members. The Secretary shall preside in the event of the absence or inability to act of the Chairperson and Vice-Chairperson. The Secretary is authorized to utilize the facilities and services of the Development Services Department, City of Daytona Beach.~~

SECTION 2. In the event of the absence or inability to act of the Chairperson; ~~or~~ Vice-Chairperson ~~or Secretary~~, at any Board meeting with a quorum present, the senior member present shall temporarily assume the duties and powers of the Chairperson for the meeting ~~the purpose of conducting business~~.

ARTICLE IV.
ELECTION OF OFFICERS

SECTION 1. The Chairperson ~~and~~ Vice-Chairperson ~~and Secretary~~ shall be elected for a term of one ~~(1)~~ year and shall be eligible for re-election; ~~provided that the Chairperson shall~~ and serve a maximum of two ~~(2)~~ successive ~~one~~ ~~(1)~~ year terms. The Board; shall, from its number, fill any vacancy in the offices of the Chairperson ~~or~~ Vice-Chairperson ~~or Secretary~~.

ARTICLE V.
MEETINGS

SECTION 1. ~~The Board shall~~ annually adopt a schedule establishing the date, time, and location of regular meetings. Regular meetings may be cancelled upon a determination that there are no applications for development orders requiring consideration by the Board. City staff may call special meetings of the Board as needed, meetings upon receipt of applications for plan review or as needed to carry out its duties and in accordance with these bylaws.

SECTION 2. Each member of the Board shall be notified of the place, date, and time of each meeting by ~~the Secretary~~ City staff ~~by~~ at least ~~twenty-four (24)~~ hours ~~by~~ written notice served personally, via email, or left at the member's ~~his~~ usual place of residence; ~~;~~ or by telephone.

SECTION 3. ~~Notice in advance of the Board meetings shall be given to the City Clerk for dissemination to the news media. All meetings of the Board shall be open to the public. A, and a public-written record, including meeting minutes -in accordance with law, shall be kept of the Board's resolutions, proceedings, and actions. The record shall be filed with the City Clerk and shall be made available for public inspection during normal business hours in accordance with law.~~

SECTION 4. ~~No official Board business shall be conducted without a quorum present.~~ A quorum shall consist of four ~~(4) members, one of which must be an appointed design professional, for issues relating to land use.~~ Approval of all resolutions and actions of the Board shall require a simple majority of the members present and voting.

SECTION 5. City staff shall provide public notice of Board meetings and hearings as required by law, and shall furnish a Board secretary who shall be responsible for keeping and maintaining minutes of the Board meeting.

ARTICLE VI. ORDER OF BUSINESS

SECTION 1. At regular or special meetings of the Board, the general order of business shall be as follows:

- (1) Call to Order by the Chairperson, Vice-Chairperson, ~~Secretary,~~ or temporarily elected Chairperson.
- (2) Roll Call
- (3) Determination of a quorum
- (4) Approval of minutes of last meeting
- (5) Agenda items —
- (6) Old Business**
- (7) New Business**
- (8) ~~Citizens~~ Public Comments
- ~~(9) Board Comments~~
- ~~(10)~~ Adjournment

SECTION 2. ~~Citizens~~ The public shall be invited to speak before the Board on ~~the all~~ matters before final action is taken with which they are concerned. If, in the opinion of the **Chairperson**, time limitations are necessary for any reason, the Chairperson may place time limits for each speaker appearing before the Board and may limit the amount of rebuttal granted to the parties concerned. ~~;~~

SECTION 3. For quasi-judicial hearings, the Board shall observe those special procedures required by law.

SECTION ~~4~~3. The members of the press shall not take part in the business of the meeting but may request clarification on matters or actions taken.

SECTION ~~5~~4. In order to provide an opportunity for the discussion of problems and business before the Board prior to the making of a motion, it shall be the duty of the Chairperson ~~or Acting Chairperson~~ to state the matter of business to the Board and to provide a period of discussion of the facts relevant to the problem prior to entertaining a motion relative to the items of business. However, after a motion is made and seconded, the Chairperson may ask for additional discussion if deemed necessary. Any member may move the previous question, if additional discussion becomes repetitive and/or irrelevant to the original motion before the Board. Upon the motion on the previous question receiving a two thirds affirmative vote of those present, discussion will end and the vote on the original motion will proceed forthwith.

**ARTICLE VII.
MINUTES**

SECTION 1. The minutes of a meeting of the Board shall be promptly recorded and such records shall be open to public inspection after approval by the Board.

SECTION 2. The ~~Secretary-Chairperson~~ shall sign all minutes, after their preparation and acceptance by the Board, certifying that the minutes are an accurate and correct record of the proceedings of the meeting.

**ARTICLE VIII.
VOTING PROCEDURE**

SECTION 1. Voting on all matters of business before the Board shall be made by roll call unless the Chairperson deems said matter of business to be sufficiently non-controversial. Any member may request a roll call vote. The ~~Board s~~Secretary shall record the vote of each member of a roll call vote and each member shall vote when his or her name is called.

SECTION 2. ~~In accordance with law, a~~Any member of the Board having a personal or financial interest or other voting conflict in any matter before the Board shall disclose such interest to the Board. No member present shall abstain from voting on roll call vote except as required by law.

SECTION 3. Approval of all resolutions and action shall require a simple majority vote.

**ARTICLE IX.
PARLIAMENTARY AUTHORITY & ORGANIZATIONAL PROCEDURE**

SECTION 1. The rules contained in the last revised edition of Roberts' "Rules of Order", as published by ~~insert~~the Scott Publishing Company, shall apply in all meetings of the Board to the extent that such rules are not in conflict with these Bylaws and the Charter and Ordinances of the City of Daytona Beach.

SECTION ~~4~~2. ~~Continuance. Notwithstanding anything to the contrary herein, the Westside Redevelopment~~ The Board shall may grant a **continuance** with regard to an application for any development order subject to Board recommendation or approval, at the request of the applicant, or on the Board's own initiative, subject to compliance with law. only one motion, made at the request of the applicant, to continue a scheduled item made prior to merit consideration of the item other than administrative items. All such continued items shall be placed as the last order of business on the agenda of the meeting considering the continued item unless the Board determines otherwise.

~~It is provided, however, that nothing herein shall prohibit the Westside Redevelopment Board from continuing, on its own motion, after consideration on the merits, any agenda item.~~

**ARTICLE X.
CORRESPONDENCE AND COMMUNICATIONS**

SECTION 1. Official communication of the Redevelopment Board to the City Commission of the City of Daytona Beach shall be in writing.

SECTION 2. All official Board correspondence **requires prior Board approval**. ~~It shall be the duty of the Secretary with the assistance of the Development Services Department, City of Daytona Beach to draft and certify all correspondence necessary for the execution of the duties and functions of the Westside Redevelopment Board.~~

SECTION 3. All official papers, reports, studies and plans involving the authority of the ~~Westside Redevelopment Board~~, after acceptance by an affirmative simple majority vote of the Board, shall bear the signature of the Chairperson, ~~or Vice Chairperson in the absence of the Chairperson, together with certification sign by the Secretary.~~

ARTICLE XI.
AMENDMENTS AND BYLAWS

SECTION 1. Amendments to these bylaws shall be first presented to the Board for recommendation; and for discussion at one regular Board meeting, and voted upon at the next such regular meeting. All proposed amendments shall be in writing and shall be approved by the affirmative simple majority vote of the Board.

ARTICLE XII.
LEGAL STATUS PROVISIONS

SECTION 1. Should any provision of these bylaws be declared by a Court of competent jurisdiction to be unconstitutional or invalid for any reason whatsoever, the same shall not affect the validity of the Bylaws as a whole or any part thereof other than the part judicially determined to be invalid.

SECTION 2. Should any requirement of law, including the LDC, be in conflict with the provisions of these Bylaws, these Bylaws shall be superseded to the extent of the conflict.