

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: March 19, 2008

Division: County Administrator

Bulk Item: Yes No

Department: County Administrator

Staff Contact Person: Connie Cyr #4441

AGENDA ITEM WORDING: Approval of one (1) "At Large" appointment to the Tourist Development Council District I Advisory Committee.

ITEM BACKGROUND: The position was advertised due to the position vacancy resulting from the end of term for Ms. Kathy Houtz.

PREVIOUS RELEVANT BOCC ACTION: On September 8, 1999, the Board of County Commissioners passed an Ordinance providing for the appointment of "At Large" members to the District Advisory Committee by the Board of County Commissioners.

CONTRACT/AGREEMENT CHANGES:

N/A

STAFF RECOMMENDATIONS: Approval of an appointment.

TOTAL COST: -0-

BUDGETED: Yes No

COST TO COUNTY: -0-

SOURCE OF FUNDS: _____

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** _____ **Year** _____

APPROVED BY: County Atty OMB/Purchasing Risk Management

DOCUMENTATION: Included Not Required

DISPOSITION: _____

AGENDA ITEM # _____



DATE: February 27, 2008
TO: Ms. Debbie Frederick, Acting County Administrator
FROM: Kelly Payne, Administrative Secretary
RE: **DAC I 'AT LARGE' VACANCY**

Please bring forward the attached District I Advisory Committee "At Large" applications to the March 2008 BOCC meeting.

This position was advertised due to the vacancy resulting from the end of term for Ms. Kathy Houtz.

"At Large" representative – Any resident who is not directly involved in a tourism business and who shall represent the general public and shall live or work within the tax collection district for which they are applying. (The operative word within this description is directly. This word means someone who is not in business nor whose business or economic activity are dependent upon tourists).

Applicants are:

- Mr. Donald Craig
- Ms. Kathy Houtz
- Ms. Suki Miller

Approval of one (1) applicant is requested.

If you should have any questions, please do not hesitate to contact our administrative office at 296-1552.

APPLICATION

DISTRICT 1 ADVISORY COMMITTEE (DAC)

LODGING INDUSTRY - shall be owners or operators/managers of motels, hotels recreational vehicle parks or other tourist accommodations in the District which are subject to bed tax

TOURIST-RELATED BUSINESS - shall be persons involved in business which is interdependent upon the tourist industry who have demonstrated an interest in tourist development but who are not owners, operators/managers of motels, hotels, recreational vehicle parks and other tourist accommodations in the county

AT LARGE - Any resident who is not directly involved in a tourism business and who shall represent the general public (The operative word within this description is directly. This word means someone who is not in business, nor whose business or economic activity are dependent upon tourists).

NAME:

Donald Leland Craig

WORK ADDRESS:

610 White Street

Key West, FL 33040

HOME ADDRESS:

1314 Olivia Street

Key West, Florida 33040

WORK PHONE:

(305) 294 1515

HOME PHONE:

(305) 294 2241

FAX NO:

(305) 292 1525

E-MAIL:

DLC@CRAIGCOMPANY.COM

Employment History:

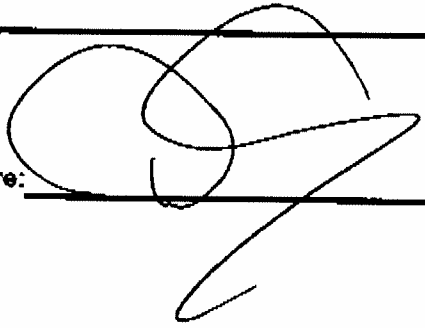
See Attached RESUME.

Organization/Membership Affiliation(s):

Key West Arts & Historic Place Board 2008 - ;
Charter Member American Institute of Certified Planners;
Key West HANC 2003 - 2007; Vice-President Key West Arts & Historical
Society - 2003 - 2005;

Brief summary as to your qualifications to serve on this committee:

I have owned & managed a consulting firm specializing in landscape architecture and land use planning which provides services to local and governmental as they craft regulations and propose projects which affect our tourism based economy. I have owned a business in the Florida Keys since 1990. I am well informed of all aspects of our tourism based economy.

Signature: 

Date: 2-22-08

APPLICATION TO BE RECEIVED NO LATER THAN 5:00 P.M., Friday FEBRUARY 22, 2008

MONROE COUNTY TOURIST DEVELOPMENT COUNCIL
1201 White Street, Suite 102
Key West, Florida 33040
(305) 296-1552 (telephone)/(305) 296-0788 (fax)

Donald L. Craig, AICP

CAREER SUMMARY

President and Founder, The Craig Company, Key West, FL 1990-present

As president, Mr. Craig is responsible for marketing and project development for this regional land-use planning and management firm. His recent projects include rewriting Monroe County's Affordable Housing Ordinance; a redevelopment plan for Bahama Village; resort development plans involving major hotels in Key West, Marathon, Islamorada and Monroe County; a marina plan for the City of Marathon; marina and development in Monroe County; affordable housing projects totaling over 500 units in various Keys locations; and rezoning in all Keys communities. Mr. Craig's expertise includes tourism, growth management and community planning.

Assistant County Administrator, Growth Management, Monroe County, FL 1987-1990

With a staff of 68 persons and an annual budget of \$4 million, Mr. Craig provided planning, building, parks and recreation, and environmental resources services for a county comprised of the subtropical Florida Keys.

Partner, Vice President & Senior Associate, BRW, Inc., Phoenix, AZ 1981-1987

As director of this 225-person firm, Mr. Craig developed and directed multidisciplinary design teams offering professional planning, transportation, architectural, and engineering services from three regional offices.

Director of Planning, Robert Borg Associates, Denver, CO 1980-1981

Mr. Craig directed planning services in the United States and Mexico. Projects included the 78-acre Breckenridge Nordic Village residential/recreational community, the Breckenridge Summit Ridge Shopping Center, and the Angle Fire Ski Resort in Taos.

Project Manager, Environmental Management, San Mateo County, CA 1973-1979

As a principal legislative analyst, Mr. Craig supervised the local coastal program, land use and circulation elements of the comprehensive plan, and the agricultural land zoning ordinance. He was awarded the Northern California Chapter American Institute of Planners 1976 Merit Award.

Development Officer, Michigan Housing Development Authority, Lansing 1971-1973

Mr. Craig provided technical planning and design assistance to builders, contractors, local government housing authorities, and nonprofit housing development corporations for moderate and low-income housing.

EDUCATION

- Fellow, Institute of Local Self Government, University of California, Berkeley, 1977-1978
- Graduate Studies and Lecturer, Stanford University, California 1977-1978
- Graduate Certificate, University of California, Berkeley, 1976
- Master of Urban Planning, Michigan State University, East Lansing, 1973
- Bachelor of Arts, University of California at Los Angeles, Alumni Scholar and Fellow, 1970

The Craig Company

Location: 610 White Street, Key West, FL 33040

Mail: P.O. Box 970, Key West, FL 33041

Tel: 305/294-1515 Fax: 305/292-1525 Email: don@craigcompany.com

APPLICATION

DISTRICT 1 ADVISORY COMMITTEE (DAC)

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NAME:

Kathy Houtz

WORK ADDRESS:

Keys Federal Credit Union

553 Peary Court Rd Key West FL 33040

HOME ADDRESS:

15 Bougainvillea Ave

Key West FL 33040

WORK PHONE:

(305) 293 6033

HOME PHONE:

(305) 295 5560

FAX NO:

(305) 293 1779

E-MAIL:

kathy.houtz@keysfcu.org

Employment History:

Resume attached.

Organization/Membership Affiliation(s):

Resume attached.

Brief summary as to your qualifications to serve on this committee: _____

I have served on DAC 1 since 2001
(including 1 year as Chair) and I would
like to continue.

Signature: _____

K. Howey

Date: _____

1-28-~~07~~ 08

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Friday FEBRUARY 22, 2008

MONROE COUNTY TOURIST DEVELOPMENT COUNCIL
1201 White Street, Suite 102
Key West, Florida 33040
(305) 296-1552 (telephone)/(305) 296-0788 (fax)

Kathryn E. Houtz
Vice-President, Business Services
Keys Federal Credit Union
(305) 293-6033
Kathy.houtz@keysfcu.org

Education

May, 1985	Emory University <i>MBA Degree</i>	Atlanta, GA
May, 1981	University of North Carolina <i>B.S. in Business Administration</i>	Chapel Hill, NC

Work Experience

2001 to Present	Keys Federal Credit Union <i>Vice-President, Business Services</i>	Key West, FL
1997 to 2000	TIB Bank of the Keys <i>Vice-President, Commercial Lending</i>	Key West, FL
1985 to 1997	NationsBank (now Bank of America)	

Community Activities

Hospice/VNA of the Florida Keys

Board Member and Finance Committee 2004 to present
Executive Board Member 2006
Picnic Steering Committee 2007

District Advisory Committee 1 to the Monroe County Tourism Development Council

At-Large Representative 2001 to present
Two terms as Chair 2005 - 2006

Lower Florida Keys Hospital District

Board of Trustees 1999 - 2000
Chair 2000

Mental Health Care Center for the Florida Keys

Board of Directors 1998 - 2000
Treasurer 1999 - 2000

Leadership Monroe County Class V 1997

Founders Society of the Tennessee Williams Fine Arts Center

Board Member 1993 - 2000
Vice-President and Chair of Program Committee 1999 - 2000

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NAME:

Suki Miller
ofc *mail:* *1122 Whitehead St* *print or physical* *6631 Maloney Ave - 7up*

WORK ADDRESS:

Key West FL 33040 *Key West FL 33040*

HOME ADDRESS:

1122 Whitehead St.
Key West FL 33040

WORK PHONE:

(305) 295-8061

HOME PHONE:

(305) 295-8058

FAX NO:

(305) 293-0920

E-MAIL:

Suki@islandimage-design.com

Employment History:

2005-Present - OWNER - IslandImage (CUSTOM design
President/
garment decoration, wholesale only)
Prev. Marketing, svcs, graphic design & Web design '02-'04
Prev. marketing director, Southpoint Divers - KW. '96-'02
Prev. Managing editor, Key West Magazine '02-'03
(Also Prev. tourist; travel activities - Member TRAVEL, Sandiego -
TRAVEL in Bran. Al. Prev to that: 15yrs Bank Management)

Organization/Membership Affiliation(s):

Inkeepers Assn. KW; Business
Guild. KW; DEMA, Rancho Santa Margarita CA (DIVE EQUIPMENT
Marketing Assn); Prev. Attractions Assn. KW &
Lodging Assn, KW; Chamber of Commerce, KW.

Brief summary as to your qualifications to serve on this committee:

① Post-tourism experience & great interest in the success of the tourist industry in Key West & Florida Keys. ② Marketing experience w/ tourist based industry (dive) and in marketing our own company. ③ Mgmt experience w/ staff, administrative and supervisory duties. ④ Financial experience from 15 yrs in banking. ⑤ Great love of the Florida Keys. ⑥ 14 yr resident of Key West.

Signature: *Daphne Walker*

Date: 08 Feb 2008

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