



If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting, that person will need a record of the proceedings, and that, for such purpose, the 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.

**CRA BOARD REGULAR MEETING MINUTES
Thursday, July 27, 2017**

City Hall Commission Chambers – 100 NW 1st Avenue
Delray Beach, FL 33444

STAFF PRESENT:

Jeff Costello	Joan Goodrich	D. J. Lee	Susan Shaw
Elizabeth Burrows	Renee Roberts	John Morgan	David Tolces
Lori Hayward	Kevin Matthews	Krista Walker	Rob Massi
Candi Jefferson	Jennifer Buce	Caryn Gardner-Young	

OTHERS PRESENT:

Jane Smith	William Hatcher	LaShon Harris	Evelyn Dobson
Lisa McMiller	Ernestine Holliday	Dan Castrillon	Stephanie Immelman
Arthur Brown	Matt Shipley	Paul Strike	Jackie Ramirez
Anthony Holliday	Jacqueline Hickman	Mark Clary	Gerecia Edmond
Jeff Hatcher	Shirley Johnson	Dwayne Randolph	

1. Call to Order

Chairman Cox called the meeting to order at 6:15 pm.

2. Roll Call

Present: Reggie Cox, Cathy Balestriere, Annette Gray, Dedrick Straghn, Sandy Zeller, Morris Carstarphen

Absent: Daniel Rose

3. Approval of Agenda

Ms. Balestriere requested the DBMC Funding Request, Item 4B on the Workshop Agenda, be moved to 7A on the Regular Agenda making the Landscape Maintenance Report 7B. Executive Director Jeff Costello noted that Item 6B, In Lieu Parking for 206 SE 2nd Street, and Item 10F, Old School Square Historic District National Register of Historic Places Designation, have both been pulled from this Agenda. Ms. Balestriere made a motion to approve the Agenda as amended which was seconded by Ms. Gray and passed unanimously.

4. Approval of the Minutes

A. Minutes of June 22nd Board Meeting

Mr. Straghn made a motion to approve the Minutes of the June 22nd Board Meeting which was seconded by Ms. Balestriere

5. Public Comments on Non-Agenda and Consent Agenda Items

The Board Chair asked for any public comments.

Evelyn Dobson, Executive Director of the Delray Beach Community Land Trust, provided an update on the land exchange from April 2016 which involved exchanging two CRA properties for two others at 126 and 132 SW 14th Avenue in order to expand the Atlantic Square Park neighborhood. Those two homes are now completed, one (132 SW 14th Avenue) has closed and 126 SW 14th Avenue will close before the end of August.

Richard Gonzalez with First Transit introduced himself and his company to the Board. He commended the Board and the City on being forward thinking regarding a pilot program for transportation alternatives.

Dr. Vic Kirson, Tierra Verde, commented that the City was forced to file a lawsuit to break the contract with the Tennis Tournament. He said it was a contract with no performance clause and felt the only thing to be done is to break the contract. He did not feel the Tournament was a worthy event and said the facilities are not very good. He commented that attendance is poor and would really be if the City stopped giving away tickets. He said he once wanted the CRA money to go to the City but now feels he wants the money to stay with the CRA for better use.

Rob Steele, President & CEO of Old School Square (OSS), encouraged the Board to take a long look at OSS in the next budget cycle. He wants OSS to be the crossroads for people bringing together the east and west. He noted OSS staff has raised well over a million dollars over the last fiscal year and about \$900,000 is being used now to renovate the Cornell Museum. The Plan he said calls for \$2.8 million for renovations in this fiscal year. He cited lighting as a public safety concern, and said if the perimeter of OSS can be dressed up he assured the Board staff will work to raise additional monies to keep everything moving forward.

Mohammed Abdulla, 181 SW 5th Avenue, introduced himself as the new Senior Director of Government and Community Relations for Habitat for Humanity and said he looks forward to working with the CRA.

Ari Whiteman, Washington Road, said regarding the Tennis Center facility's stability, that some of the monies from the 1% tax increase that went into effect in January are being granted to cities, i.e. Jupiter got \$75,000 to revamp their tennis courts, and he felt that it was worth looking into that option. He also noted there are companies and volunteers in the City who could be utilized to help acquire sponsorships to mitigate the cost of funding the Tournament.

6. P&Z

A. The Grove Side Bar – Class III Site Plan Modification

Assistant Planner Jennifer Buce presented the item which is a site plan modification from retail to restaurant. The Grove Side Bar co-owner Paul Strike addressed the Board, stating there is about 500 square feet of dining space. He said they have acquired the space next door and there will be an outdoor garden in the back with more casual dining.

The Board Chair asked for public comments. There were none.

Ms. Buce noted that the in-lieu parking fee request was approved by the City Commission on July 6th and the site plan modification will go to Site Plan Review and Appearance Board on August 9th.

B. 206 SE 2nd Street – In Lieu Parking Fee Request

7. Reports/Presentations

A. FY 2017-18 Budget Request for Delray Beach Marketing Coop (DBMC)

Ms. Hayward introduced the item. She reported the requested contribution amount is the same as for this current fiscal year. DBMC Executive Director Stephanie Immelman introduced four of her Board members in the audience and gave a presentation that included an overview of the

past year's events and of the DBMC's marketing efforts. She reported she raised \$193,000 herself to augment the budget, and she reviewed some of the other funding sources as well as sponsors and in-kind items. She had one project specific request for the Board's consideration – a consultancy program called Civitas to explore the possibility of adding \$1 a night to hotel room nights and the dollars would be used for destination marketing expenses. She reviewed the program and stated there are about 75 Tourism Improvement Districts (TIDs) in the United States with one being in Ybor City, Florida. She also stated her contact at Civitas would be happy to come to a meeting to further explain how the formation of a TID in Delray would work, and she provided informational handouts for the Commissioners and staff.

Mr. Carstarphen thanked her for a very nice job and for all of her hard work. Ms. Gray also thanked her and asked her about creative ways to activate the NW/SW 5th Avenue corridor by programming and expanding some of her events. Ms. Immelman said her Board wants to meet with the WARC Board to make sure they are aligned. She shared the possibility of doing a simulcast at Libby Wesley Plaza during the big events like July 4th to give the area more life when entering into town. She also mentioned the idea of golf carts at Sets in the West to take people back and forth to the event as well as around The Set. Ms. Gray also mentioned having AirBnB and other vacation rental providers included in with hotels to garner extra revenue which is something to consider. Ms. Immelman agreed and said she would like to reduce the amount of taxpayer dollars being used to fund events and raise the amount of tourism dollars that pay for them. Mr. Cox applauded the DBMC for leveraging from the private sector to build capacity.

Ms. Balestriere also applauded the DBMC, and said that this is the time to support and possibly workshop the TID option, perhaps even in a combined workshop with the City. She would like to be able to take some the dollars generated through the TID for use in activating other areas and not just for destination marketing. She would also like to see the In-Kind donations wrapped into the DBMC Budget along with the other donations to give a clearer more accurate picture. She said the DBMC is asking for the same amount of funding for this coming fiscal year as they did in this currently year, but it looks like a greater percentage in part due to the DDA and City pulling some of their funding to the DBMC. Ms. Immelman stated the loss of the City/DDA funds lowered her budget by 10%. Ms. Balestriere stated that Ms. Hayward had put together a summary item of how the DBMC's staff time is allocated and Ms. Balestriere thought that would be helpful to provide to the Board. Ms. Hayward said that could actually be encompassed within the Budget itself to show where staff is spending their time. Ms. Balestriere felt that would be a bit more transparent and said the organization is very valuable to Delray Beach. She added the DBMC was set up specifically as a non-profit partnership for the purpose of assisting in such things as obtaining sponsorships for the Tennis Tournament rather than just relying on the event producer.

The Board consensus was to have a workshop with the DBMC and discuss the TID/Civitas item.

B. Landscape Maintenance Report

Property Manager D J Lee introduced the item and Missie Barletto of the Public Works Department presented an update on the landscape maintenance. She reported that the transition of maintenance of right-of-ways from Parks and Recreation to Public Works is slowly but steadily moving along, and she gave an overview of the work that has been in the last month or so.

The Board Chair asked for public comments.

Evelyn Dobson, 130 NW 3rd Avenue, stated she had previously requested the landscaping on the southwest side of town be cleaned up and maintained. She said 2nd Street is a mess and the area is getting worse. She asked again to have the CRA work with the City to give this area

attention.

Ms. Balestriere asked if photos would be helpful, and whether a plan needs to be put together of what needs to be done. Mr. Cox stated he gives the landscape maintenance throughout The Set and West Atlantic neighborhood a D- and that even with the project just completed on NW 12th Avenue the beautiful landscape nodes are already weeded up and not maintained. He felt this item needed to be workshopped with all the right people in the room, i.e. Parks and ESD. He noted there are many landscape companies within the neighborhood who could do the work if the contracts were made smaller. Ms. Gray asked Ms. Barletto if she would tell staff what help she needs because staff can do this well. Ms. Gray added that if the area is to continue to be redeveloped the City and CRA have to get the simple things right. Mr. Straghn suggested a landscaping maintenance report akin to the Monthly Progress Report to be able to track landscape maintenance progress. He said currently there are no dates to be able to hold anyone accountable, and with a project report it can be known what is being worked on, what is the status of the identified project, what is the completion date etc. Mr. Cox still felt it needs to be workshopped and that maybe it will be found that the wrong business model is being used and that the work needs to be pieced out. He said the one constant is the work is not done consistently and more capacity is needed. Mr. Carstarphen noted he never sees water on. Ms. Barletto said there is an operational irrigation system. Mr. Carstarphen agreed that it would be good to give an opportunity to some of the local small business owners over which there would be more control. Ms. Barletto commented that she prefers a small business model as well, but that the problem is the small businesses have a difficult time meeting the City's requirements such as the insurances. She said staff could perhaps find a way to tailor the process for smaller companies. Mr. Costello suggested that, given the amount of workshops coming up, a detailed status report such as Mr. Straghn mentioned could be presented at the August 24th meeting. Mr. Cox suggested adding the item to an already planned workshop and just starting earlier to accommodate it. Mr. Costello noted that is an option and a more detailed report will be prepared for the next meeting and each individual streetscape project will be included. Then if still needed, he added that a workshop can be added for the first meeting in September.

8. Consent Agenda

- A. Monthly Marketing Report, June, 2017**
- B. Clean & Safe Report, May, 2017**
- C. CRA Monthly Progress Report, June, 2017**
- D. Economic Development Monthly Update, June, 2017**
- E. Community Sponsorship Grant – Community Greening**
- F. Financial Report, May, 2017**
- G. Second Amendment -Currie, Sowards, Aguila Architects Agreement OSS Extension**
- H. Third Amendment to Agreement – Song & Associates- CRA Offices Addition – Extension**

Ms. Gray made a request to pull Item 8E, Community Sponsorship Grant, from the Consent Agenda to become Item #10AA. Ms. Gray made a motion to approve the Consent Agenda as amended which was seconded by Mr. Straghn and passed unanimously.

9. Old Business - None

10. New Business

AA. Community Sponsorship Grant – Community Greening (from Consent Agenda)

Ms. Gray noted one of the City Commissioners is on the Community Greening Board and wanted to make sure there is no legal issue with awarding the grant. CRA Attorney David Tolces stated there was no legal issue in that regard. Ms. Gray made a motion to approve the

Community Sponsorship Grant for Community Greening which was seconded by Ms. Balestriere and passed unanimously.

A. Request for Bids - Landscape Maintenance Services

Mr. Lee presented the item requesting authorization to issue an RFB for Landscape Maintenance Services for the CRA-owned properties and the Atlantic Avenue Gateway Feature.

The Board Chair called for public comments. There were none.

Mr. Straghn suggested that on page 8 of the Agreement provided with the Board Summary, the last paragraph regarding “the right to reject any and all bids...”, that provision needs to be fleshed out and stand on its own. Mr. Tolces said it could be put in all caps and bolded so it would stand out more and put it at the top of page 9 instead of the bottom of the page which was agreeable to all. Mr. Straghn made a motion to authorize staff to issue a Request for Bids for the Landscape Maintenance CRA-owned properties and Atlantic Avenue Gateway Feature. Mr. Carstarphen seconded the motion which passed unanimously.

B. Letter of Interest to Lease – 135 NW 5th Avenue, Unit 5C – Upper Cutz Barber Shop
Economic Development Director Joan Goodrich presented the Letter of Interest. She reviewed the proposed terms, and noted it is a mixed use building with commercial on the first floor. She said staff is recommending an initial three year lease with two one-year options, and believes a new barbershop would be a valuable addition to Historic 5th Avenue.

The Board Chair called for public comments.

Lisa McMiller, a Delray Beach resident for over 30 years, stated she lives on NW 12th Avenue and runs an organization called Golden Parents Inc. which she designed to help parents and children move past generational differences and achieve positive family growth. She said that her goal with Upper Cutz is to open a shop and bring in youth for job training at least for the summer and prepare them for the work environment while keeping them occupied and active.

LaShon Harris said he hopes to open the business and looks forward to being a part of The Set. He believes Upper Cutz will be an asset to the community and bring traffic to NW 5th Avenue and keep it active.

Ms. Gray asked if the business was incorporated as there are two other shops by that name in Florida. Ms. McMiller said yes they were aware of that which is why they used a ‘z’ in the spelling of cuts. Ms. Gray made a motion to authorize staff to negotiate with Upper Cutz Barbershop & Salon, Inc. to occupy/lease Unit 5C at 135 NW 5th Avenue and issue a notice of intent to accept proposal. The motion was seconded by Mr. Zeller and passed unanimously.

C. Delray Beach Community Land Trust – Purchase and Sale Agreements:

1. Resolution No. 2017-10 - 708 SW 2nd Terrace & 129 NW 4th Avenue - Lot Exchange

Contract Manager Krista Walker presented the Resolution and Purchase Agreement for the lot exchange.

The Board Chair asked for public comments. There were none.

Mr. Straghn made a motion to approve Resolution No. 2017-10 for the Agreement for Purchase and Sale between the CRA and DBCLT for the conveyance of CRA-owned property located at 129 NW 4th Avenue in exchange for the DBCLT- owned located at 708 SW 2nd Terrace. The motion was seconded by Mr. Carstarphen and passed unanimously.

2. Resolution No. 2017-11 - 23, 27 & 106 SW 14th Avenue

Contract Manager Krista Walker presented the Resolution and Purchase Agreement with the Delray Beach Community Land Trust for three lots on SW 14th Avenue.

The Board Chair asked for public comments. There were none.

Mr. Straghn made a motion to approve the Agreements for Purchase and Sale and associated Repurchase Agreements to sell each of the properties referenced to the Delray Beach Community Land Trust for \$500.00 each in accordance with the terms specified in the agreements, and authorize the CRA Chair to sign any and all documents related to this transaction. The motion was seconded by Ms. Gray and passed unanimously.

D. Construction Agreement – Randolph Construction Inc. – 700 & 708 W Atlantic Avenue

Project Manager Kevin Matthews presented the item regarding the renovations at 700 and 708 West Atlantic Avenue. He outlined the scope of the Agreement and said that the entire project should take approximately 105 days to completion.

The Board Chair asked for public comments. There were none.

Mr. Carstarphen made a motion to approve the Agreement between Randolph Construction Group, Inc. and the Delray Beach CRA for the 700 & 708 West Atlantic Avenue Renovations in the amount not to exceed \$71,849.50. The motion was seconded by Ms. Balestriere and passed unanimously.

E. Change Order – Hatcher Construction – Arts Warehouse Project – Time Extension

Mr. Matthews presented the item. He said the CRA's consultant providing construction administration services on the project determined the extension is justifiable and staff agrees.

The Board Chair asked for public comments.

Victor Kirson, Tierra Verde, felt this project did not seem like it was going very well. He cautioned the Board to think carefully if they want to keep giving extensions, noting that there are a lot of things that could be done with that property.

Ms. Balestriere got confirmation that there is an Arts Warehouse Manager and that the project is basically on target. Mr. Costello confirmed the Manager is on staff, and noted things are moving forward well and that staff is very comfortable with the status of the project and the extension. Mr. Matthews confirmed the project is 90% complete and the changes are mostly exterior items.

Mr. Straghn made a motion to approve Change Order No. 15 to provide for a 30 day time extension for Substantial Completion to August 22, 2017 and the Final Completion date to September 21, 2017 for the Arts Warehouse, subject to all other provisions of the executed Agreement between the CRA and Hatcher Construction & Development, Inc. The motion was seconded by Ms. Balestriere and passed unanimously.

~~**F. Old School Square Historic District – Nomination for Listing in the National Register of Historic Places**~~

11. Other Business

A. Comments by Commissioners

Ms. Balestriere thanked City Commissioner Johnson for attending the CRA Board Meetings. She inquired again regarding the proposed Tennis Study and asked if there was any update. Mr. Costello stated there was an ILA approved by this Board for the Study but earlier this year the City Commission decided not to move forward yet. Ms. Balestriere asked that the Study be addressed again because she felt it needs to be done. She also thanked Chairman Cox for his service and leadership as the Board Chair.

Mr. Zeller commented he appreciates the opportunity to serve on the Board and feels it is a wonderful example of what a CRA can do.

Ms. Gray thanked Mr. Cox for his leadership. She asked about Mr. Whiteman's comment about leveraging the 1% sales tax and if it is worth looking into. Mr. Costello clarified it was the 1% tax for infrastructure improvements, and stated the idea was that the City would use the surtax for improvements outside of the CRA district. She also asked if the Tennis Study was designed to look at additional uses outside of tennis matches. Mr. Costello stated it was his understanding that was the case as well as to look at the structural analysis. Regarding the CRA Marketing Report, Commissioner Gray felt a stakeholder communication plan would be a good addition as part of the report and she felt a PR Plan is needed with a pro-active approach to CRA activities. She also commented that the meeting space at the new Housing Authority's offices could be cross-promoted if the Housing Authority is agreeable and that would bring more foot traffic to the area. She expressed her desire to see more conversation around the vagrancy issue, and said that if the public spaces are not activated on a regular basis there will always be a vagrancy issue which impacts economic development leverage. She added she is happy to be back on the CRA Board. Mr. Costello sought clarification regarding communications the CRA is having with partners. Ms. Gray stated the CRA has liaisons to all Boards but that information is not reflected in CRA communications.

Mr. Carstarphen thanked people for their support in his appointment to the CRA Board. He noted he will uphold his responsibility to the community and is non-biased.

Mr. Cox thanked the Board for being able to serve as Chair for two years. He said he would like to see the CRA keep advocating for housing rehabilitation in the NW/SW neighborhoods. He also thanked the Board for the all-day Retreat held on July 22nd, and reminded everyone of the upcoming July 31st NW/SW Neighborhood Alliance Meeting at the Fairfield Inn Hotel on West Atlantic Avenue.

B. Comments by Board Attorney

Mr. Tolces welcomed and congratulated the new Board Members and Chair and looks forward to working with them all.

C. Comments by Executive Director

Mr. Costello made some announcements for some upcoming meetings and will email the information out to the Board including the Board Budget Workshop on August 8th. He said he and incoming Chairwoman Gray are working on putting together a draft response to the Mayor's letter which will be brought to the Board in the near future. He thanked Mr. Cox for his leadership and welcomed incoming Chairwoman Gray.

D. Comments by Staff - None

12. Adjournment

There being no further business the meeting was adjourned at 8:08 pm.

Jeff Costello, Executive Director

Annette Gray, Board Chair