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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 BUDGET MEETING MINUTES
Tuesday, August 8, 2017, 3:00 p.m.
Environmental Services Dept. – 434 S. Swinton Avenue
Delray Beach, FL 33444

STAFF PRESENT:

Jeff Costello	Joan Goodrich	Kristyn Cox	Krista Walker
Lori Hayward	Jill Brown	Kevin Matthews	Susan Shaw
Elizabeth Burrows			

OTHERS PRESENT:

Joanie Cox Henry Caryn Gardner-Young

1. Call to Order

Chair Gray called the meeting to order at 3:05 pm.

2. Roll Call

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

3. Approval of Agenda

Mr. Zeller made a motion to approve the Agenda which was seconded by Ms. Balestriere and passed unanimously.

Discussion

A. Proposed FY 2017-2018 Work Plan

Executive Director Jeff Costello opened the discussion and presented an overview of the Work Plan for the coming year. He referred to a map of the CRA district to help identify the locations of the CRA-funded Capital Improvement Projects and reviewed the status of projects. He noted there will be a Joint Workshop with the City Commission on August 30th and that after the August 24th CRA Board Meeting the budget can be revised and presented at the Joint Workshop..

Ms. Gray asked if the DDA's Plan regarding metered parking goes forward, does the Parking Management System, CRA GL#5237, still proceed? Mr. Costello confirmed that the direction from the City is to move forward with a fee-based parking management system. Mr. Carstarphen asked if there was any information regarding an update to the Osceola Park Plan. Mr. Costello said there is no

additional information, and that the community met informally to ask for an update to the Plan but there was never any formal process initiated. He noted that the design phase will be starting for overall Osceola Park capital improvements such as traffic calming, landscape nodes, sidewalks, drainage, alleys etc. and that will probably take all of next year. There was some discussion on the Fire Department Training Center and how it can be funded in accordance with Florida Statutes and be consistent with the Community Redevelopment Plan. Mr. Costello read from the Florida Statutes, and there is a caveat regarding administrative buildings which states that they can be funded as long as all parties and taxing authorities agree to it. Mr. Costello stated there will be more conversations regarding this with the City and CRA Attorneys along with the City Manager, and that it could require an amendment to the Community Redevelopment Plan. Ms. Gray cautioned all to be careful about amending the Plan in order to accommodate individual funding requests. Mr. Costello said he would provide more information on the item by the August 24th meeting.

There was discussion about the neighborhood identification signs that are badly in need of replacement, and it was made clear these neighborhood signs are separate from the Wayfinder Signage program. Ms. Gray felt the installation of the neighborhood signs would be a good branding opportunity. Mr. Costello noted the Wayfinder Signage item was removed from the City Budget for this coming year. Ms. Gray requested the item be included in the CRA Budget for next year and Ms. Balestriere asked if it could be added to the Agenda for the Joint Commission Workshop on August 30th. Ms. Gray stated she did not feel this is an appropriate time to be sacrificing the CRA priorities to make way for a City priority. She noted that transportation and parking are a part of the Wayfinder program so if the delay on proceeding is in order to wait for those studies then it would make sense.

Mr. Costello reported the Carver Square Neighborhood Project has about thirty single family lots available for building affordable homes which will have a huge impact on the CRA's affordable housing initiative as well as on the stabilization of the neighborhood. Ms. Gray raised a question about whether insurance was needed for Carver Square now that remediation of the site is complete. Staff will look into that issue.

B. Proposed Budget FY 2017-2018

Finance & Operations Director Lori Hayward presented the Preliminary Budget and reviewed the TIF Revenues the CRA has received over the past five years. She noted there are projected revenues for 2018 of \$27 million. Mr. Costello reported three projects are pending with no funding allocation yet: Old School Square Facility, Wayfinder Signage, and Swinton Avenue Intersection. He noted that \$300,000 of the \$500,000 already allocated for CIP at Old School Square will be spent this fiscal year leaving \$200,000 to carry forward which is separate from the A-GUIDE funding. Ms. Balestriere suggested the amount of funding expected from the CRA for Old School Square may need to be clarified with the City as she heard another \$300,000 is going to be requested. In reference to A-GUIDE, Mr. Costello stated the guidelines may need to be amended in coming years. Ms. Gray stated an Exit Strategy and Sustainability Plan are needed for the organizations receiving funding. She said the purpose was to have them become self-sufficient, and they will never move along and be self-sustaining if the CRA does not draw a line in the sand.

Ms. Gray said she had heard there was an initiative to replace or augment code enforcement with a magistrate. Ms. Goodrich said she had also heard that, so Ms. Gray suggested that be addressed at

the Joint Workshop as to whether it is in addition to or in lieu of. She commented that the existing code enforcement staff have personal relationships with the owners and know them already so that is the argument against a magistrate. However, she noted there are also a lot of uncollected revenues which a magistrate might be able to collect. Mr. Carstarphen noted there are a lot of low income property owners who cannot afford to keep up their properties and perhaps more information could be disseminated about available resources. He also noted that he heard a lot of the unpaid fines are on properties of City employees which he found to be problematic.

Ms. Hayward reviewed the proposed funding allocations for City services and programs within the CRA district which included four full-time positions, two of which are new, as well as partial funding of some other positions. She noted the funding request for the 2018 Tennis Tournament is \$1 million.

Extensive discussion ensued regarding the Tennis Tournament funding. Chairwoman Gray proposed funding in the amount of \$850,000 to the City, with an additional \$100,000 of funding to the DBMC to obtain a consultant that could pursue sponsorships for the 2019 Tournament, with the possibility of generating some sponsorships through the DBMC for the 2018 tournament. The \$100,000 would be utilized as seed money for the DBMC to obtain sponsorships and would not be provided on a recurring basis. In addition, \$50,000 would be allocated to provide a community event focused around the tennis tournament that would involve all community partners including, WARC, Delray Beach Sports Destination Committee, the Spady Museum, NW/SW Neighborhood Alliance, DDA, Chamber and DBMC. Chair Gray proposed that the DBMC would be the organization to coordinate all tennis tournament sponsorship logistics, and that the DBMC would be the conduit for the event to ensure non-profit organizations, particularly in The Set, are brought together to coordinate the community event.

Mr. Zeller mentioned contacting the USTA, who are a sponsor, and see about partnering with them for some community events i.e. for youth to get interested in tennis. He said they could be asked to get involved and see what assistance they can provide and maybe mimic what they do in other cities in Delray Beach. He also stated that the CRA is a prime sponsor yet he never sees much promotion of the CRA when he attends the Tournament. Ms. Balestriere agreed with having the DBMC take some initiative toward pursuing sponsorships, and she felt this idea could serve to have some good come out of this funding to make it more palatable. She stated the DBMC could perhaps give the CRA some sort of proposal for this initiative. She suggested there are medical facilities which would like to have tennis players come in and meet the kids. Ms. Gray stated this type of program could leverage the CRA dollars and would offset the costs with community benefits as well as assist in branding for the NW/SW neighborhoods. Mr. Carstarphen liked Ms. Gray's proposal and suggested he would like to see an outline of how the \$150,000 seed to the DBMC would be used.

Mr. Straghn said if there was good to the community that came out of this large amount of funding then he would find it more acceptable. He noted that the funding requests for the Tournament increase each year so he would welcome being able to defray some of the CRA's contribution. Ms. Balestriere pointed out that the TIF the CRA receives each year has increased, almost doubling in the last few years, and that when the City looks at the big picture that may be what they are considering when they request more and more funding from the CRA. Ms. Balestriere said this funding of the Tennis could be viewed as an opportunity for a community based CRA-driven initiative for the good of the neighborhood. Ms. Gray stated it was her intention that the funds be leveraged to the CRA's best interest and to help offset

costs. She stressed that this would be a pilot program with a one-time seeding for a sponsorship person who would earn a small base salary plus commission on the sponsorship money they procure. While the Board supported the funding concept, Commissioners Carstarphan and Zeller felt that if the proposal was not supported by the City Commission, in light of the current litigation between the City and Match Point, they would support funding of the full \$1,000,000, and still work with local non-profit organizations.

Mr. Costello asked if the Board direction was for him to get a proposal from the DBMC for the acquisition of sponsorships. Ms. Gray suggested a steering committee be formed with representatives from the partners such as WARC, Delray Beach Sports Destination Committee, the Spady Museum, NW/SW Neighborhood Alliance, DDA, Chamber and DBMC to hash out what the event would look like so it would be a community designed event. Ms. Balestriere asked what would be the return on the \$100,000 for the procurement of sponsorships. Ms. Gray noted that this would be a CRA-driven initiative, and there would need to be goals and thresholds on the \$100,000 to the DBMC for the development of sponsorships. Mr. Carstarphen cautioned that \$50,000 was not a lot of money to put on a program. Ms. Gray said she thought for example there is a VIP Reception at the beginning of the tournament and some of the things in place such as a tent and the caterer could be utilized for the community event and there combine resources. Mr. Straghn stated possibly it could be \$800,000 and \$200,000 with \$100,000 for the community event. The consensus was to move forward on the proposed idea. Mr. Costello will update the Board at the next Board Meeting after he speaks with the City Manager. It was suggested that prior to having a meeting with the community partners to discuss the proposed event, that the City Commission give their consent for the proposed concept at the August 30, 2017 City Commission/CRA Board Joint Workshop.

Mr. Straghn asked about funding the benefits for the new employment positions versus just the salary. Ms. Gray felt that pensions and unions are a City issue and while it may be legal it should not be part of the CRA's funding. Mr. Costello noted that the benefits go along with being able to fill the position. Ms. Hayward stated new position funding requests include four full time positions, two 50% funded positions and funding a portion of some other positions. Ms. Balestriere said she would like to see the job description for the Fire Prevention and Life Safety Captain to make sure it follows what has been said. There was discussion regarding CRA funded positions. Ms. Gray questioned why a dedicated CRA Engineering position is a city position not a CRA position. Mr. Costello explained it is an existing City position as well as the rationale including that they would be working on projects in the City's Capital Improvement Plan and can utilize the City resources. Ms. Gray felt the cultural environment at the City right now with all the staffing changes etc. could pose challenges for a new staff person that could inhibit the moving forward of CRA projects.

Ms. Hayward continued to review projected budget figures. She reported that the CRA will receive approximately \$11.3 million from the City for TIF Revenues, and that \$12.4 million is slated to go to funding City projects and \$2.2 million to City CRA Non-profit partners funding leaving \$3.2 million in excess of TIF Revenue. She noted that represents 75% of the total TIF revenue. The overall budget is basically balanced as the additional \$3.2 million comes out of the county TIF revenues and she is also still working on the carry-forward amounts. Mr. Costello noted a budget update will be provided at the August 24th Board Meeting, and explained some of the options with the carry-forward funds. He added that the majority of the funds are going into capital improvement projects, and that on the financing of

City projects the CRA will just pay the debt service. There was some discussion regarding the funding for Old School Square, and Mr. Costello pointed out the distinction between A-GUIDE funding and the facility maintenance funding.

Mr. Carstarphen inquired about the Board having tablets for electronic Board packets to be used at CRA Meetings. Mr. Costello stated that tablets are an option, and whoever wants a hard copy of the packet may also certainly have that. It was suggested to make sure there is the capability with the tablets' software to annotate on the pdf items for notes and changes. Mr. Zeller noted he would want the paper hard copy. Mr. Costello will research and get back to the Commissioners at the next Board Meeting.

4. Adjournment

There being no further business the meeting was adjourned at 5:50 pm.

Jeffrey Costello, Executive Director

Annette Gray, Chairwoman