



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 MEETING MINUTES**  
Thursday, August 24, 2017 6:00 p.m.  
City Hall – Commission Chambers  
Delray Beach, FL 33444

**STAFF PRESENT:**

Jeff Costello	Kevin Matthews	Krista Walker	Susan Shaw
Lori Hayward	Kristyn Cox	D J Lee	Elizabeth Burrows
Joan Goodrich	Tim Stillings		

**OTHERS PRESENT:**

Peter Arts	Laura Simon	Jane Smith	Mavis Benson
Lauren Lyall	Alex Farnsworth	Roberto Poates	Philipp Edouard
Kelly Kerr	Michael Corbit	Victor Kirson	Carolyn Patton
Chuck Ridley	Tom Fleming	Steve Loring	Lisa McMiller
LaShon Harris	Mark Denkler	Shirley Johnson	Dorothy Ellington
Jim Chard	Alexius Burns	Prince Arafat	Kae Johnson
Marjorie Waldo	Ellen Ehrenberg	Nancy Dockerty	Mykal Banta
Ernestine Holliday	Randy Holihan	Jackie Ramirez	Betina Jean-Jacques
Ethan Dangerwing	Bill Bathurst	Laura Simon	Howard Ellingsworth
Hilary Roche	Kate Teves		

**1. Call to Order**

Chair Gray called the meeting to order at 6:15 pm.

**2. Roll Call**

**Present:** Annette Gray, Cathy Balestriere, Reggie Cox, Daniel Rose, Morris Carstarphen, Dedrick Straghn

**Absent:** Sandy Zeller

**3. Approval of Agenda**

Mr. Costello requested that Items 4d, Delray Beach Public Library, 4e, Creative City Collaborative, and 4f, Delray Beach Historical Society from the Workshop be moved to the Regular Agenda as Items 8A, 8B, and 8C with the existing items 8A and 8B moved down accordingly. Mr. Straghn motioned that the Agenda be approved as amended. The motion was seconded by Mr. Rose and passed unanimously.

*AK*

#### **4. Annual Meeting**

##### **A. Appointment of CRA Board First Vice-Chair and Treasurer**

Mr. Cox nominated Morris Carstarphen as First Vice Chair and Ms. Gray nominated Mr. Straghn. Ms. Balestriere commented that she had seen Mr. Straghn over the past year and he always asks the right questions and is diligent in his efforts on the Board and she would support him. Mr. Rose concurred that he sees how Mr. Straghn prepares for meetings so he would give his support to Mr. Straghn's longer experience on the Board. Mr. Carstarphen stated he has also been impressed with what he has seen from Mr. Straghn and yielded to him. Mr. Carstarphen made a motion to appoint Mr. Straghn as First Vice Chair of the CRA Board which was seconded by Mr. Cox and passed unanimously.

Ms. Gray nominated Mr. Rose for Treasurer. Mr. Cox made a motion to appoint Mr. Rose as Treasurer of the CRA Board which was seconded by Ms. Balestriere and passed unanimously.

##### **B. Appointment of Representatives (2) and CRA Board Liaison to Delray Beach Marketing Cooperative**

Mr. Costello reported that currently the staff representatives are Elizabeth Burrows and Lori Hayward, and that Ms. Hayward and Kristyn Cox would be willing to serve as staff representatives. Ms. Balestriere felt it might be appropriate to consider Jill Brown to become involved with the DBMC given she will be marketing the Arts Warehouse. After some discussion, Ms. Balestriere made a motion to appoint Lori Hayward and Jill Brown as staff representatives which was seconded by Mr. Cox and passed unanimously. Mr. Rose nominated Ms. Balestriere as the Board Liaison which was seconded by Mr. Cox and passed unanimously.

#### **5. Approval of the Minutes**

##### **A. Minutes of July 27, 2017 CRA Board Workshop Meeting**

Mr. Rose made a motion to approve the Minutes of the July 27<sup>th</sup> Board Workshop which was seconded by Mr. Cox and passed unanimously.

##### **B. Minutes of July 27, 2017 CRA Board Meeting**

Mr. Rose made a motion to approve the Minutes of the July 27<sup>th</sup> Board Meeting which was seconded by Mr. Cox and passed unanimously.

#### **6. Public Comments on Non-Agenda and Consent Agenda Items - None**

#### **7. P&Z**

##### **A. West Atlantic Avenue Grocery Store**

Executive Director Jeff Costello introduced the waiver request for Pasadena Capital Inc. regarding the proposed Publix on West Atlantic Avenue. Randy Holihan, President of Pasadena Capital, gave a brief presentation. He stated an elevation had been developed along with site plans, but that after garnering negative feedback from stakeholders on the plans primarily in regard to window transparency along Atlantic Avenue, a new site plan and Atlantic Avenue elevation have been prepared which indicate a liner building along Atlantic Avenue. He asserted it is hard to achieve the required window transparency in a grocery store and indicated that in order to provide the liner building, the building would need to be shifted back (south) and would require the acquisition of two more CRA owned lots. The 30 foot deep shops along

Atlantic Avenue will give the desired transparency. He stated Pasadena is asking for waivers up front prior to site plan submittal so it is clear what they are trying to achieve.

The Board Chair asked for public comments.

Chuck Ridley, 210 NW 2<sup>nd</sup> Avenue and the Chair of WARC, expressed his pleasure with Publix coming into The Set neighborhood. He acknowledged the developer is being cooperative and agreeable to the community's wishes and he hopes that the Board continues to move this forward.

Mr. Cox appreciated Pasadena's response to the community feedback and likes the new plans and elevation. Mr. Carstarphen asked about the parking from Atlantic Avenue and if it would be parallel. Mr. Holihan stated there is parallel on Atlantic Avenue. Mr. Carstarphen said he was asking given the speed of traffic along Atlantic Avenue. Mr. Costello said parallel parking is consistent throughout the corridor and is a critical component to the retail. Ms. Balestriere said she is happier with the new design. She felt the The Set is very unique so deserves a special design. She also appreciated their effort to make the area a place to visit. The Board was all supportive of the new design.

## **8. Reports/Presentations**

### **A. A-GUIDE Funding Request Delray Beach Public Library**

Finance & Operations Director Lori Hayward introduced the item and stated the funding request is for \$343,000. An additional amount of \$10,750 was being requested this year for a full time consultant for their Business Resource Center to cover the upcoming employment needs in The Set with an emphasis on construction related jobs. Director of Development for the Library Kae Johnson gave a brief presentation on the Library's activities and offerings over the past year for both programs which the CRA funds.

Mr. Cox applauded Jackie Ramirez for providing excellent services to the community and working hard at keeping the community updated. He said she has gone above and beyond in serving the area. Mr. Rose commented he would love to have the Library open on Sundays year around and believes it is a gem in the community. Mr. Carstraphen also commended Ms. Ramirez for responding to the needs of the community. Ms. Gray asked why the additional \$10,750 for the Business Resource Center Consultant as she understands the Small Business Development Center (SBDC) provides consultants at no cost. Ms. Johnson responded that the consultants are paid by Palm Beach State College and provided at no cost but in order to have a dedicated consultant full-time in Delray there is a charge for the dedicated services. Betina Jean-Jacques, SBDC Director for Palm Beach County, further clarified the cost for dedicated services to one entity, explaining there may be five consultants available for the entire county and to be full time in Delray makes Ms. Ramirez unavailable to the rest of the county. Ms. Gray suggested there are a plethora of business development resources available in the community at no cost which should be investigated in the future. She said a qualified alternative at no cost should be taken into consideration but not for this funding year.

The Board was supportive of the A-GUIDE funding amount requested which was \$343,000.

#### **B. A-GUIDE Funding Request Creative City Collaborative (CCC)**

Ms. Hayward introduced the item and noted the funding request is \$275,000. CCC Executive Director Marjorie Waldo thanked the Board for their continued support and patience. She introduced Ronnie Dunayer and Chuck Halberg from the CCC Board as well as some staff members. She noted how diverse a staff the CCC now has, and reviewed the demographics, activities and accomplishments of the past year.

Ms. Gray noted she had held the Arts Garage to the carpet in years past, and she complimented Ms. Waldo on all her hard work and also the diversity in her staffing. Mr. Rose congratulated Ms. Waldo and asked her to search for the Manual from Youth Expressions which had been provided to the previous CCC management as he believes it will be very useful for them in their programming going forward.

The Board was supportive of the A-GUIDE funding amount requested of \$275,000.

#### **C. A-GUIDE Funding Request Delray Beach Historical Society**

Ms. Hayward introduced the item and noted the funding request this year is for \$70,000 but that the Committee is recommending funding of \$75,000. Executive Director Winnie Edwards thanked the Board for their support, stating it has made a huge difference, and introduced some of her board members and staff. She reviewed the year's happenings and said they are on target to meet or exceed their goals for the year. She noted events this year have been at capacity, and that \$42,000 has been raised in memberships.

Mr. Cox asked about duplication of efforts with Spady Museum. Ms. Edwards stated they are partners and that the uniqueness of the African American heritage is a blessing in this town which Spady captures. She said they work in tandem together, and that the DBHS has the records for the entire history of Delray Beach. Mr. Rose felt they do a great job in preserving Delray's history. Mr. Carstarphen asked about communications regarding what programs are available for the community. Ms. Edwards said they are working on a signage program for one thing and that they also advertise through press releases, blogs, social media etc. She said their biggest challenge is between fundraising and service offerings and so they are trying to make the fundraisers educational. Ms. Gray said she looks forward to seeing more collaboration with Spady and the DBHS and would like to see the stories told together rather than separately.

The Board was supportive of the recommended A-GUIDE funding amount of \$75,000.

#### **D. DDA Downtown Safety Ambassador Program – Funding Request**

Mr. Costello introduced the item and noted the DDA is requesting funding in the amount of \$170,618 or 55% of the cost of the Downtown Safety Ambassador Program. Mr. Peter Arts, Chair of the DDA Board, gave a brief introduction and stated that the feedback on the pilot program was positive. Ms. Laura Simon, Executive Director of the DDA, gave a short presentation after introducing some of her staff and board members as well as members of the Ambassador Program. She reviewed some of the history behind bringing the program to Delray Beach with public safety as the primary motivator given the increase in vagrancy and panhandling which has a negative effect on the quality of life in Delray Beach. She gave an overview of the pilot program as well as the results.

Chair Gray called for public comments on the item.

Dr. Victor Kirson, Tierra Verde, stated he liked the project and had asked the City to write the check. He commented that the City Commission said no, and that this item did not belong before the CRA, that it was for tourism and is not regarding blight or brick and mortar. He thinks it is a good project but should not be funded by the CRA.

Carolyn Patton, 1020 Tamarind Road, stated she loves the program and supports it. She commended the DDA for hiring Robert Gibbs to do marketing for a portion of Atlantic Avenue and feels this program is key to making visiting Atlantic Avenue a good experience for people.

Chuck Ridley, 210 NW 2<sup>nd</sup> Avenue, spoke as the Chair of the West Atlantic Redevelopment Coalition (WARC). He commented the DDA is taking on the transient problem many in Delray Beach want to ignore. He said Ms. Gray predicted this years ago, and that now the impact is being felt in The Set neighborhood. He stated the funding would not be an expense but an investment and supported moving the program forward.

Alexis Burns, 2578 Lake Ida Road, and a current business owner in The Set, stated that from what he has observed in The Set area there is a lot of blight and loitering going on along with suspicious activity taking place. He has had issues with vandalism at his property and supported giving this program a try.

Prince Arafat, 813 SW 4<sup>th</sup> Street, said this program would be a good thing with the onset of growth on West Atlantic Avenue. He felt the pilot was done on the east side and should be done on the west side as well. He felt the Ambassadors Program was a good solution. He felt the police cannot do it all but that you need a community to protect the community.

Mavis Benson, Seagate at the Hamlet and merchant on Atlantic Avenue as well as a board member of the DDA, said she did not think the program was just for the tourists. She felt the security would help give a better sense of community and that it is about all the residents and visitors having a safe feeling while in downtown Delray. She thought the program was wonderful and that it puts an additional set of eyes, ears and feet on the street for the welfare of all.

Mr. Carstarphen felt it was a great program but expressed some concern that it is ahead of the game. He said that firstly, additional lighting is needed, for instance, where a lot of the incidents are occurring; secondly, a pilot study needs to be done in The Set as was done on East Atlantic Avenue before rolling out the program; and thirdly, he had concerns around potential liability issues and what would be in place to address them. He also was not sure it should be before the CRA. While he agrees with the program he felt it was still in the developmental stage and needs more discussion. He said he would like to see the police more involved and would like to hear if the Police and Fire (Departments) are in support. Ms. Simon stated that the Police and Fire are in support of the program.

Ms. Balestriere said she shares some of Mr. Carstarphen's concerns although she did think an extra pair of eyes is a good thing. She was not sure the CRA should be the funder of this program since the Clean and Safe Program is fully funded by the CRA and she feels there would be some duplication of efforts. She felt the cost was a little high and asked if this was taken out to RFP. Ms. Simon said no it was single sourced and based on having received the RFP's and agreements from both the Ft. Lauderdale and West Palm Beach DDAs and they did a piggyback agreement. In regard to cost, she said that is a product of time and duration of the

program. Ms. Balestriere stated it is needed but does not know if she agrees that pushing along the homeless is the best solution. She noted the mayor has put together a task force on the homeless issue and this may be premature. She felt it is a great DDA initiative if they can scale it back to fit their budget. Ms. Simon noted in the survey taken most people supported having both Clean and Safe and the Ambassadors Program instead of one or the other. She also gave an update on the planned lighting additions the DDA is funding.

Ms. Gray commented that she was with the DDA in West Palm Beach at the inception of the Ambassador Program there and she was looking for reasons to support it in Delray Beach. She cited the fact that the police did not come out and support the program and in fact said the police reported it increased the number of their calls because when the Ambassadors were in a situation that escalated they would call the police who then had to go deal with the issue. She also felt it is premature, and that the pilot program should have been done in the entire district. She stated there are community members who are very concerned about the displacement issue. She said in West Palm Beach the unwanted issues were pushed into the communities and continue to be an issue in the communities. She cannot support it until it addresses how to deal with displacement so as not to drive the issues into the Northwest and Southwest neighborhoods. She also noted any security company could do this work so it could have been taken out to RFP. She added that the CRA spends \$2.7 million funding Clean and Safe and that she would first ask them to step up to deal with these issues before hiring another entity.

Mr. Straghn stated he had a problem with pseudo police powers being given to non-police officers. He also commented about potential liability issues when situations might start to escalate. He noted that people from the community would need to be hired because there is something about being policed or controlled by people you know. He said he would like to have an RFP go out with local hiring as a part of the scope. He also felt public safety issues are generally in the hands of the City. He reiterated the potential liability issues could be reduced by hiring people from the community. Mr. Rose also had concerns with quasi-police powers going to civilians. He did compliment the DDA on a good start, and felt that maybe the good parts of the program could be taken to Clean and Safe and see if it could be expanded to off-duty police officers and have an off-duty police program. There was some conversation of a COP Program. Mr. Cox felt the spirit of the program is good and complimented the DDA on being forward thinking. He agreed with local hiring of people from the community and thought maybe some common ground could be found. He also had concerns with where the displaced persons will go and said that needs to be examined. He did not agree with the program involving duplication of efforts because what should be done apparently is not being done and it is going to take more boots on the ground. Ms. Gray noted there is a funding request and that based on other CRA funding commitments currently there is no funding available. There are issues she noted with timing, there is more due diligence needed along with more logistics as well as the addressing of the displacement issue.

Mr. Cox made a motion to table the item until the next meeting. Mr. Carstarphen seconded the motion which failed 3-3 with Ms. Balestriere, Mr. Rose and Ms. Gray dissenting. Ms. Balestriere made a motion to not include the funding request in the budget which was seconded by Mr. Rose. The motion failed 3-3 with Mr. Carstarphen, Mr. Straghn, and Mr. Cox dissenting. CRA attorney David Tolces stated the board could just provide direction to staff as to how to proceed.

Ms. Gray stated she understood most everyone supported the program but not the funding of it at this time. Mr. Carstarphen clarified that Mr. Cox wanted to table the motion to get some feedback at the joint City/CRA Workshop next week. Ms. Simon stated the City had suggested the DDA bring the item to the CRA. Mr. Costello stated he had already informed the DDA that there is not funding available in the proposed budget at this time. He added that it appears consensus is that more discussion is needed regarding the program. Ms. Gray said she is truly concerned about where the transient folks are going to go regardless of funding. She felt a global discussion is needed to discuss where the transients will go. Ms. Simon commented that this is not a push along program and while it is not the cure it is the start of a bigger conversation. The Chair asked for a motion to fund the request. There was no such motion. Mr. Cox made a motion to reconsider tabling the item until September 14<sup>th</sup> which Ms. Balestriere seconded. The motion passed 4-2 with Ms. Gray and Mr. Rose dissenting.

#### **E. Landscape Maintenance Report**

Mr. Costello requested the item be deferred until the next meeting. Mr. Rose made a motion to table the Landscape Maintenance Report until September 14<sup>th</sup> which was seconded by Mr. Straghn and passed unanimously.

#### **9. Consent Agenda**

##### **A. Clean & Safe Report, June, 2017**

##### **B. CRA Monthly Progress Report, July, 2017**

##### **C. Economic Development Monthly Update, July, 2017**

Mr. Rose made a motion to approve the Consent Agenda which was seconded by Mr. Cox and passed unanimously.

#### **10. Old Business - None**

#### **11. New Business**

##### **A. Award of RFQ – Architectural Services for Affordable Housing**

Project Manager Kevin Matthews introduced the item and reviewed the background on the RFQ. He reported there were ten respondents, with one of the submissions not being deemed responsive. He noted that while the RFQ indicated up to three (3) firms/teams would be ranked by CRA Board of Commissioners, the Selection Committee is recommending the following four (4) firms, with the highest scores, be ranked as listed, and authorize staff to commence negotiations with the top two (2) firms for the Carver Square lots and the Andella properties respectively: Brooks + Scarpa Architects, Inc., Pasquale Kuritsky Architecture, Inc., Alexis Knight Architects, Inc., and Bessollo Design Group, Inc. He stated that in the event an agreement is not negotiated to the CRA's satisfaction with the top ranked firm(s)/team(s), the CRA may abandon such negotiations, and negotiate with the next ranked firm(s)/team(s).

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

Mr. Rose made a motion to approve the following four architectural firms for Architectural Services for Affordable Housing Design and authorize staff to enter into contract negotiations for the Carver Square Lots and the Andella properties accordingly: Brooks + Scarpa Architects, Inc. (Carver Square), Pasquale Kuritsky Architecture, Inc. (Andella), Alexis Knight Architects, Inc.,

and Bessolo Design Group, Inc. The motion was seconded by Mr. Cox and passed unanimously.

## **B. Lease Agreements**

### **1. CareerSource Palm Beach County – 186 NW 5th Avenue**

Economic Development Director Joan Goodrich presented the item. She reviewed the background on the item, and introduced Michael Corbit of CareerSource who was available for questions. She outlined the economic goals for Career Cottage, which will provide for a one-stop shop for workforce development services, as well as the basics of the lease agreement

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

Mr. Rose made a motion to approve the Commercial Lease Agreement between the Delray Beach CRA and CareerSource Palm Beach County for the CRA property at 186 NW 5 Avenue. The motion was seconded by Mr. Straghn and passed unanimously. Mr. Corbit acknowledged how terrific Ms. Goodrich, Ms. Burrows and Ms. Cox have been to work with, and mentioned there would be an Atlantic Avenue Career Expo October 12<sup>th</sup> to help local businesses hire people leading into the season.

### **2. Upper Cutz Barber Shop & Salon, Inc. – 135 NW 5<sup>th</sup> Avenue #5C**

Ms. Goodrich presented the commercial lease for the CRA vacant suite at 135 NW 5<sup>th</sup> Avenue. She reviewed the terms of the lease which included operating hours since it is within the West Settlers Building. The lease was publicly noticed but it was about two days short so if the Board approves the lease it is subject to the condition that no other proposals are received before August 26<sup>th</sup>.

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

Mr. Cox made a motion to approve the Commercial Lease Agreement between the Delray Beach CRA and Upper Cutz Barbershop and Salon, Inc. for Unit 5C at the property located at 135 NW 5 Avenue and subject to no other proposals for the property being submitted on or before August 26, 2017. Mr. Rose seconded the motion which passed unanimously.

## **C. Site Development Assistance Grant – Upper Cutz Shop & Salon, Inc. – 135 NW 5<sup>th</sup> Avenue #5C**

Economic Development Manager Elizabeth Burrows presented the grant request for the build out of the space which was just approved for lease to Upper Cutz in the last item. She reviewed the details of the grant request and noted they are eligible for 100% of their approved costs.

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

Ms. Balestriere commented that there were some inconsistencies in the financials that were provided and specified some examples in the Business Plan that are inconsistent. Ms. Gray stated the Board supports the business and wants it to be successful, but the projected financial revenues have errors and omissions which need to be corrected. Mr. Rose made a motion to table the item and revise the Business Plan for re-submission which was seconded by Ms. Balestriere and passed unanimously.



#### **D. Business Development Assistance Grant – Family Yoga Zen Zone – 1201 N. Federal Highway**

Ms. Burrows presented the grant request. She stated the business opened in June and they have been very active in the community already. She gave some background on the business and noted the founder of the studio was on hand for any questions.

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

Mr. Rose was very supportive of the business and made a motion to approve the Business Development Assistance Grant Agreement with Momaste Café, Inc. d/b/a Family Yoga Zen Zone, located at 1201 N. Federal Highway, for an amount not to exceed \$6,000.00, to be paid in 12 equal monthly installments beginning September 2017. The motion was seconded by Ms. Balestriere and passed unanimously.

Mr. Costello noted that given the motion to table the grant to Upper Cutz Barbershop, Item 11C, the start date in the Lease Agreement which was approved in Item B2 should be changed from September 1<sup>st</sup> to October 1<sup>st</sup> to give them time to make the requested revisions to their business plan. Mr. Rose made a motion to reconsider the approval of the lease with Upper Cutz Barbershop which was seconded by Mr. Straghn and passed unanimously. Mr. Rose made a motion to approve the lease and amend the start date on the lease to October 1, 2017. Mr. Straghn seconded the motion which passed unanimously.

#### **E. Arts Warehouse Policies & Procedures Manual**

Arts Warehouse Manager Jill Brown presented the item. She reviewed the areas covered in the Manual as well as the templates included. She noted staff continues to work with the CRA's attorneys to assure the safe and fair operation of the Warehouse. Ms. Brown stated that each agreement contains specific terms and conditions and that any substantial changes to these template agreements will require the approval of the Board.

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

Mr. Rose made a motion to approve the Arts Warehouse Policies and Procedure Manual, including associated Agreements, and authorize the Executive Director to execute the Agreements provided for in the policies and procedures manual as may be applicable. The motion was seconded by Mr. Straghn and passed unanimously.

#### **F. FY 2017- 2018 Budget Update**

Mr. Costello presented the item. He stated that the update reflects some adjustments that have been made to the budget and he reviewed those revisions. He added that based on the direction this evening regarding A-GUIDE funding additional changes will be made prior to the Joint Workshop with the City Commission next week. He reported he has been working closely with the City regarding their funding needs for Capital Improvement Projects. He noted there is nothing in the budget for the Wayfinder Signage but that is slated to be discussed at the Joint Workshop with the City Commission.

The Board Chair called for public comments.

Dr. Victor Kirson, Tierra Verde, said he wanted to see if there was \$3.6 million in the budget for the Fire Training Center because he felt that would be an illegal act for the CRA.

Mr. Costello stated that based on conversations with the City that item is no longer included in the CRA's budget. He added that it is not illegal as there is a process set up in the Florida Statutes whereby it is allowable but that nonetheless it is not included in the budget.

## **12. Other Business**

### **A. Comments by Commissioners**

Mr. Rose asked if there would be any other appointments to Advisory Boards such as Parking Management. Mr. Costello said that there is a two year term on the other Boards so those appointments are not yet due. CRA Attorney David Tolces stated there would be discussions with the other Boards regarding the inclusion of CRA appointments to other advisory boards and that such appointments should be in the CRA By-Laws which will require an amendment.

Mr. Carstarphen wanted to commend Dr. Vic for holding the CRA Board accountable and said he appreciates the hard work and time he puts into researching City issues.

Ms. Gray felt the A-GUIDE process this time was extremely confusing. She said the increases last year were a one-time increase and yet tonight the complete opposite was done which she felt was counterproductive. She said perhaps there was too much information given. Also, as it relates to Spady, Ms. Gray suggested it be kept in mind that she has put forth the idea of a community event which would involve Spady as well as some other non-profits and organizations. Also she wanted to reiterate that financials in business plans need to be accurate. Lastly she stated that she met with Mr. Costello and there is a draft letter to the Mayor and asked that the Board review it and get back to Mr. Costello with any comments.

### **B. Comments by Board Attorney**

Mr. Tolces clarified that he recommended a motion earlier to reconsider a motion on the DDA request, but that it was not a motion that passed so there was no need to have a motion to reconsider and he apologized for taking a circuitous route.

### **C. Comments by Executive Director**

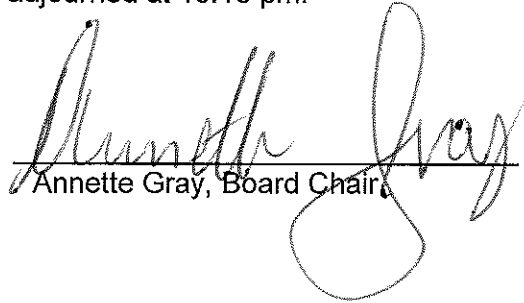
Mr. Costello reminded the Board about some upcoming Meeting dates. He stated and he and West Atlantic Redevelopment Director Kristyn Cox met with IBI Group to go over revisions to The Set Transformation Plan and it is anticipated there will be a revised Plan and additional community meeting perhaps in October. He reported he has met with Planning & Zoning Director Tim Stillings and they are working on a proposed LDR revision for change of use for existing buildings in The Set to address the parking which may come to the Board in September. He asked the Board to consider scheduling the DBMC and the Tourism Improvement District presentation for the September 14<sup>th</sup> Meeting, and pushing the Landscape Maintenance Workshop to September 28<sup>th</sup> as they have been otherwise occupied with issues at City Hall. He announced the FRA Conference will be October 18<sup>th</sup> to 20<sup>th</sup> in Daytona Beach and to please advise staff if you wish to attend. He also reported that the best estimate for Tablets for the Commissioners came in at \$180 each and staff can move forward with the purchase with Board approval. The Board was supportive. Finally he reported that the Organizational Workload Analysis estimate is under \$15,000 so he will move forward with the preparation and execution of that Agreement with the consultant.

**D. Comments by Staff - None**

**13. Adjournment**

There being no further business the meeting was adjourned at 10:15 pm.

  
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Jeff Costello, Executive Director

  
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Annette Gray, Board Chair