



CRA Board Meeting Minutes
Tuesday, June 23, 2020 – 4:00 p.m.
Virtual via Webex
Delray Beach, FL 33444

STAFF PRESENT:

Renee Jadusingh	Christine Tibbs	Tara Toto
Ivan Cabrera	Danielle Arfin	Heather Hinkle
Rob Massi	Alexina Jeannite	Lori Nolan
Lori Hayward		

OTHERS PRESENT:

DJ Doody

1. Call to Order

Chair Petrolia called the meeting to order at 4:00 p.m.

2. Roll Call

Present: Chair Shelly Petrolia, Vice Chair Shirley Johnson, Deputy Vice Chair Angie Gray, Commissioner Ryan Boylston, Commissioner Kelcey Cordell Brooks, Commissioner Juli Casale, and Commissioner Adam Frankel.

3. Approval of Agenda

Deputy Vice Chair Gray asked that items 8c, 8b, and 8a be moved to the Consent Agenda.

Ms. Jadusingh asked that item 8f be removed, as they are no longer seeking a renewal, and that item 2 under 8c remain as part of the regular agenda to allow for discussion regarding advertising.

Motion by Deputy Vice Chair Gray, seconded by Commissioner Frankel, to approve the agenda as amended. In a roll call vote, the **motion** passed (5-2). Commissioner Boylston and Commissioner Brooks voted no.

4. Approval of Minutes

a. May 26, 2020 – Regular Meeting Minutes

Motion by Commissioner Frankel, seconded by Vice Chair Johnson, to approve the May 26, 2020 Regular Meeting Minutes as printed. In a roll call vote, the **motion** passed unanimously (7-0).

5. Public Comments on Agenda and Non-Agenda Items

CRA Executive Coordinator Danielle Arfin played a recorded public comment.

Yvonne Odom, 305 Blossom Blvd, asked that the CRA return the independent Board it was originally designed to be, calling the City Commission takeover illegal. She asked that five (5) members be appointed, giving the power to the people. Continuing, she asked that CLT purchases deed the land to the purchaser.

6. Consent Agenda

- a. CRA Financial Report – February 2020**
- b. CRA Financial Report – March 2020**
- c. CRA Financial Report – April 2020**
- d. CRA Monthly Progress Reports – June 2020**
- e. First Amendment to the Interlocal Agreement – Treasure Coast Regional Planning Council – CRA Redevelopment Plan Update**
- f. Purchase and Sale Agreement – Delray Beach Community Land Trust – 102 NW 14th Ave and 1311 NW 14th Ave**
- g. Paint-up and Signage Funding Agreement – Andrew Luchey (107-109 SW 9th Avenue and 822-824 SW 1st Street) in an amount not to exceed \$3,842.50**
- h. Site Development Assistance Funding – Marian Associates, LLC (131 NW 1st Ave) for an amount not to exceed \$75,000**
- i. Curb Appeal Residential Improvement Grant – 709 SW 9th Court in an amount not to exceed \$14,227.50**
- j. Revised Second Amendment to Commercial Lease Agreement – 182 NW 5th Ave (The Monogram Closet)**
- k. Change of September CRA Board Meeting Date**

l. Amendment to Curb Appeal Residential Improvement Grant – 313 SW 8th St (Whigham)

m. CRA Audited Financial Statements – FY 2018-19

Item added to Consent Agenda.

n. Amendment to CRA Accounting Policies and Procedures Manual

Item added to Consent Agenda.

c. Point-to-Point Transportation Services – Third Amendment to the Original Agreement – Contract Renewal with BeeFree, Inc. D/B/A FreeBee

- 1. Approve the renewal of the agreement for the Point to Point Transportation Services with BeeFree Inc. d/b/a FreeBee for an additional one-year term and to authorize the Board Chair to execute all documents necessary for said purpose.**

Item added to Consent Agenda.

7. Old Business

a. Discussion – Summer Greenmarket

Ms. Jadusingh stated the item before the Board was to determine whether the Summer Greenmarket should be cancelled or held with social distancing restrictions, including an adjusted location and limits on vendors and attendees.

Chair Petrolia asserted she did not think it would be smart to hold the market with the new COVID-19 numbers. She said she hoped to see it in the fall.

Vice Chair Johnson stated before the County Commission passed mandatory face coverings she would agree, but she saw this as a way to open a small greenmarket.

Commissioner Boylston said if there were an option to spread the market out more he might be willing to support it, but parking, road closures, and dumpsters make that difficult, so he is not in favor.

Commissioner Frankel stated he heard an interview that confirmed being outside with the UV rays from the sun is better, and he agrees a daytime event would be possible. He noted there should be a caveat to pull approval if issues arose.

Deputy Vice Chair Gray asked how many other events there would be in the community if the greenmarket was allowed to go forward.

Ms. Jadusingh stated events were not being allowed, but the Summer Greenmarket was being treated as a municipal program, not event.

Deputy Vice Chair Gray said she did not want to take the lead on opening up the City.

Commissioner Casale stated it was unfortunate for the vendors. She asked if it was possible to accommodate a drive-thru event.

Ms. Jadusingh stated the option was explored, but there were traffic issues and staffing at other markets in the County. She noted there is a virtual market going on which the CRA could advertise more.

Vice Chair Johnson said she was concerned she hadn't heard a reason to close down. She asserted the number of people allowed in could be controlled.

Commissioner Brooks stated the restrictions would take away from the value of having a greenmarket, as it is a place to gather and have a good time.

Chair Petrolia sought a consensus, and the Board agreed to not hold a Summer Greenmarket.

b. Carver Square Construction Strategy Determination

CRA Redevelopment Manager Tara Toto provided a progress update on the Carver Square Workforce Housing project. She listed items since the last update in February, including 17 right-of-way dedications which will be before the City Commission on July 21 and utility coordination. Ms. Toto explained design documents were submitted in March and comments were received on May 20. The consultant is currently holding construction documents waiting for CRA Board direction.

Continuing, Ms. Toto stated the plan was presented to the Palm Beach County Workforce Housing program. She shared the income guidelines for the program, stating if the CRA wanted to go that route, the agreement would be between the CRA and the developer, who would take advantage of the program.

Ms. Toto explained staff was requesting a construction strategy determination to proceed with the project. She explained three (3) options for the Board to consider, including:

- Contract with a nonprofit to construct and sell the homes
- Contract with a Construction Engineering Inspector and General Contractor
- Partner with a for-profit developer to fulfill Palm Beach County Department of Housing and Economic Sustainability under their Workforce Housing Program or the City of Delray Beach Workforce Housing Program

Ms. Toto stated the County had communicated that most developers had completed their obligation by constructing townhomes and condominiums, so staff would need to do a feasibility study to determine if developers were interested in single-family units.

Chair Petrolia said she would like to see a developer brought in as a partner to take CRA dollars out of the equation, if feasible.

Commissioner Boylston stated he had been contacted by developers, and he thought they would have takers if they made the project available. He said they build the homes very quickly, but the downside would be flexibility and control. He noted homes built through this program would also be affordable, even though they called it workforce housing.

Deputy Vice Chair Gray expressed concern with the time frame. She noted there is a need in the community and the Board is ready to go.

Ms. Jadusingh stated the first issue would be to find a developer who would be interested in development of single-family homes, and from there it would be their timing. She said staff is recommending an informal survey to determine options.

Deputy Vice Chair Gray stated she felt CRA staff would get the job done faster, and said she wanted to see the project move forward.

Ms. Jadusingh stated the curb cuts and undergrounding of utilities had been slated in conjunction with an existing infrastructure project in the area.

Vice Chair Johnson said for too long, private developers have been allowed to take advantage of public funds to create developments. She stated she was in favor of the CRA managing the project itself.

Commissioner Boylston stated from his conversations, he understands that developers need to build these houses now, so there wouldn't be a delay. He said he thought it was important to explore the third option to free up the money for other CRA projects.

Chair Petrolia agreed that freeing up the \$6 million was well worth exploring the private developer option. She said it was a good idea to ask questions and determine if it was an option, then move on to the other options if it didn't work out.

Commissioner Frankel and Commissioner Casale agreed.

Vice Chair Johnson said the Opportunity Zone dollars would be left on the table and stated there were options not being considered. She expressed concern the developer would be able to leverage the land and keep the profits instead of the CRA.

Deputy Vice Chair Gray stated she agreed with Vice Chair Johnson, and that she thought researching other options would extend the timeline.

Ms. Jadusingh said the process would take through the end of July. She asked the Board's permission to continue progressing the development as a CRA during that time.

Chair Petrolia asked for clarification regarding any expenses which would be accrued from continuing with the process.

Ms. Toto explained costs would be limited to the \$3,000 deposit to FP&L and the cost of submitting the civil drawing documents for review.

The Board agreed by consensus to explore the option of working with a private developer, while also continuing to move forward with the development as planned.

c. NW 600 Block Redevelopment

Ms. Toto presented a progress update on the NW 600 Block Redevelopment. She outlined the goals and objectives of the redevelopment of the CRA properties in the NW 600 Block, to create a pop-up and affordable rental space for small businesses in the area.

Continuing, Ms. Toto shared the land use amendment and rezoning on the property, which were submitted in August 2019, and photos of the existing area. The second reading is scheduled for hearing by the City Commission on August 18, 2020.

Ms. Toto shared the conceptual site plans for the block, which were reviewed by the CRA Board in January, and sought direction from the Board regarding whether staff should continue to pursue the plan as proposed.

Deputy Vice Chair Gray asked if the houses on the block were being included.

Ms. Jadusingh stated the properties which are not owned by the CRA were not included in the proposal. She noted she had since spoken with the property owners of the homes, and they would be interested in rezoning. Ms. Jadusingh stated the City could make the choice to rezone the entire block, but if the CRA wanted to make the request, they would have to file an entirely new application.

Chair Petrolia pointed out most of the homes along NW 1st are single-family and expressed concern that if the entire block were rezoned, it would bleed out into the surrounding neighborhood. She encouraged the entire area be considered, not just the homeowners on that block.

Ms. Jadusingh clarified there was a church across the street.

Ms. Jadusingh noted the next step would be to go out for bid to hire an architect, so she wanted to be sure the Board was on the same page before moving forward.

The Board agreed by consensus to continue to the next steps.

8. New Business

a. CRA Audited Financial Statements – FY 2018-19

Item added to Consent Agenda.

b. Amendment to CRA Accounting Policies and Procedures Manual

Item added to Consent Agenda.

c. Point-to-Point Transportation Services – Third Amendment to the Original Agreement – Contract Renewal with BeeFree, Inc. D/B/A FreeBee

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Item added to Consent Agenda.

- 2. Provide direction regarding advertising on the vehicles as part of renewal.**

Ivan Cabrera, CRA Redevelopment Manager, outlined operational costs for the FreeBee vehicles with and without advertising. He reminded them the CRA Board had chosen to launch the service without advertising, opting to reassess later whether to reassess with signature Delray Beach branding or with advertising.

Mr. Cabrera explained the monthly cost for five (5) vehicles without advertising is \$48,463.33 per month and with advertising would be \$33,463.33. He asked that the Board provide direction.

Commissioner Frankel pointed out with advertising it's a savings of \$180,000 over the year. He asserted the advertisers would be local businesses who could probably use some help, and it would also help the CRA budget. He said he was in favor of moving to advertising.

Commissioner Boylston stated he thought wrapping the vehicles in Delray Beach promotions did its job for the first year to show how the CRA was investing in its local area, and he would be in favor of moving to an advertising model. He asked that the vehicles have signage, perhaps inside, that states the service is provided by the Delray Beach CRA.

Deputy Vice Chair Gray recommended moving to an advertising model on three (3) of the vehicles and maintaining Delray Beach branding on two (2).

Vice Chair Johnson stated she was in support of the advertising but not the billboards on top of the vehicles. She noted she wanted to be in good taste.

Chair Petrolia agreed the revenue was important but expressed disappointment the fleet would no longer look uniform.

Commissioner Casale stated she would agree with Vice Chair Gray about dividing the fleet and allowing for advertising on three (3) of the vehicles.

Commissioner Frankel, Vice Chair Johnson, and Commissioner Brooks agreed all five (5) vehicles should go to advertising.

Chair Petrolia stated there was a consensus on moving to the advertising model for all five (5) the FreeBee vehicles.

Ms. Jadusingh reminded the Board a decision had been made earlier in the year to expand the FreeBee service area and monitor waiting times. She noted there was high demand for the vehicles before COVID-19, but there hadn't been time to review true wait times since the vehicles were only recently back on the road after closures.

Chair Petrolia stated Board members had received email requests to add high-rise areas on the beach to the service area.

Ms. Jadusingh noted she would review the request and explained as the service area expands beyond the CRA boundaries, it may be necessary to look to the City for additional funding.

Deputy Vice Chair Gray stated she had the experience of needing to cancel a FreeBee request because the wait times were too long. She agreed that if the area was expanded, the City should be asking for funding and said additional vehicles should be added.

Ms. Jadusingh recommended continuing with the area as it was expanded pre-COVID-19 to allow for time to study.

Chair Petrolia asked for data regarding what times of the day the vehicles are most being used so changes could be made to make the service more accessible.

Mr. Cabrera stated the service starts at 11 a.m. and there is high demand except from 2 p.m. to 5 p.m. when there is a lull. He said he would share a more detailed breakdown at the next meeting.

Deputy Vice Chair Gray asserted if the service area was expanded, additional staff would need to be added to free up Mr. Cabrera for other projects.

Chair Petrolia asked if the transportation department in the City could be tapped for assistance.

Ms. Jadusingh stated she would reach out.

d. Discussion – Lot 11 of Sunday and Tenbrook Addition to Delray, Florida – Comments on Use of Property by the City of Delray Beach

Mr. Cabrera presented a brief background on Lot 11 of Sunday and Tenbrook Addition, noting in January 2012 the CRA Board approved an agreement to cede ownership of the lot to the City to aid in drainage.

Continuing, Mr. Cabrera explained the original agreement required the City to allow the CRA 30 days to comment on any change of use of the lot. He stated on March 26, 2020, the CRA was informed of the City's intent to sell the property to a private owner. The item is set to be heard by the City Commission in July.

Mr. Cabrera stated the sale price was \$45,000, and the proposed purchaser wishes to build a single-family house on the property. He asked for comment, if any.

Deputy Vice Chair Gray expressed concern regarding first right of refusal. She stated the attorneys at the time should have protected the CRA.

The Board and staff discussed whether the lot was buildable, as it was small and facing the alley.

Vice Chair Johnson commented she didn't feel the Board was being given the full story.

Board Attorney DJ Doody stated the transfer in 2012 was a policy decision and noted whether the lot is buildable is a decision of the City. He pointed out there was nominal consideration at the time, as a cooperative effort between the City and CRA. He noted the CRA's interests were protected in the exchange.

Mr. Doody stated the CRA could ask for the property back if they had a use for it, as they were not restricted on the type of comment they might give.

Chair Petrolia said if the property was originally meant to be used for water retention, she didn't believe it was large enough or facing the right direction to meet the requirements for building. She stated she didn't believe the CRA would want the property if that were the case.

Vice Chair Johnson stated she thought the sale proceeds should go back to the CRA.

Mr. Doody pointed the Board to the land contract in the backup materials, noting the proposal was for lots 10 and 11 together. He said the City must own lot 10 in addition to the previously CRA-owned property.

Deputy Vice Chair Gray stated if the lot was buildable, she felt it should be given back to the CRA for affordable housing.

Chair Petrolia asked the item be tabled to the next meeting to give staff an opportunity to gather additional information.

e. Delray Beach Community Land Trust Proposal to Purchase – 309 SW 5th Ave – Loan Forgiveness

CRA Assistant Director Christine Tibbs explained an acquisition loan promissory note was granted the Community Land Trust (CLT) on August 31, 2009 in the amount of \$50,000 for the vacant lot at 309 SW 5th Ave.

Ms. Tibbs explained that per the agreement, the lot had to be developed into a single-family home by August 31, 2012 for the loan to be forgivable. She stated a letter was received from the CLT on May 15, 2020 showing the home was developed and sold to a moderate-income family in February 2020 and asking the loan be forgiven.

Motion by Commissioner Frankel, seconded by Deputy Vice Chair Gray, to forgive the loan. In a roll call vote, the **motion** passed unanimously (7-0).

f. Discussion – Lease Agreement – 186 NW 5th Ave (Careersource)

Item removed.

g. Discussion – Format for CRA Executive Director Annual Review

Ms. Jadusingh stepped away from the meeting at 5:48 p.m.

CRA Assistant Director Christine Tibbs stated the agreement with the Executive Director requires an annual review on or about June 29 of each year. She said she had forms available for the review if that was the wish of the Board and asked for Board direction regarding format.

Commissioner Boylston stated he would like to see the form before making a decision. He noted he would like to provide for more one-on-one time with Ms. Jadusingh to give feedback in a review, rather than just ranking her performance with numbers.

The Commissioners and staff discussed the review process and agreed to start by reviewing the form.

Ms. Jadusingh rejoined the meeting at 5:53 p.m.

9. Other Business

a. Comments by Executive Director

Ms. Jadusingh followed up regarding a planned Workshop with BH3, and said dates would be available shortly.

b. Comments by Board Attorney

None.

c. Comments by Commissioners

Commissioner Boylston stated he was disappointed there hadn't been an opportunity to discuss the financial audit. He noted he had reviewed the audit with Ms. Jadusingh and had voted against changing the agenda because he wanted to have that discussion in a public forum.

Continuing, Commissioner Boylston commended Ms. Jadusingh for working quickly to adopt recommendations before the audit was even finished, and said he loves the plan she had put in place and the conversations she had with her team to bring them on Board. He noted her actions showed real leadership.

Commissioner Frankel stated during the Workshop he had referenced an ESPN special titled "Coco Gauff: The Lines Are the Same," and wanted to follow up with dates and times when it would be rebroadcast. He noted the special highlights parts of the City, the tennis center, and their hometown hero, Coco Gauff, and he would recommend watching.

Vice Chair Johnson referenced an email from KOP Mentoring Network, currently operating out of a trailer outside the community center. She said it was disgraceful that they couldn't be helped and said she hoped the new development would provide a remedy for KOP and EJS.

Deputy Vice Chair Gray said she would be in support of Vice Chair Johnson's proposal, as it was important these organizations didn't feel threatened and knew they had a place. She said she would also like to ensure the development doesn't become just nonprofits, because small businesses also needed support.

Chair Petrolia announced a new company, International Materials Incorporated, is moving its headquarters to the IPIC Building. She stated it was very exciting to be getting this type of movement in the CRA district during a pandemic and noted the company will be providing a number of high-end jobs in the area.

Chair Petrolia stated BurgerFi had recently had a ribbon cutting for their second franchise in the City. She said her heart goes out to those unable to keep their doors open during this time, and said she hoped for additional support for those businesses.

Ms. Jadusingh asserted CRA staff had worked with the company going into the IPIC building, so at some point they would be coming to them for the job creation bonus.

10. Adjournment

There being no further discussion, the meeting was adjourned at 6:04 p.m.

Renee Jadusingh, Executive Director

Shelly Petrolia, Board Chair