



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.

**REGULAR MEETING AGENDA**  
**Tuesday, October 9, 2018, 1:30 p.m.**  
City Hall Commission Chambers – 100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444

**STAFF PRESENT:**

Jeff Costello	Renee Jadusingh	Danielle Arfin	Elizabeth Burrows
DJ Lee	Joan Goodrich	Kristyn Cox	

**OTHERS PRESENT:**

Seabron Smith	Evelyn Dobson	Yvonne Odum	Victoria Hughes
Jane Smith	Mavis Benson		

**1. Call to Order**

Chair Petrolia called the meeting to order at 1:30 pm.

**2. Roll Call**

**Present:** Adam Frankel, Shirley Johnson, Ryan Boylston, Bill Bathurst, Angie Gray, Pamela Brinson, Shelly Petrolia

**3. Approval of Agenda**

Vice Chair Johnson stated that she would like to pull items 7A and 7B from the Consent Agenda and move them to Old Business.

First Vice Chair Gray made a motion to approve the agenda as amended which was seconded by Commissioner Frankel and passed unanimously.

**4. Approval of the Minutes**

**A. Minutes of August 27, 2018 Budget Workshop**

**B. Minutes of September 11, 2018 Regular Meeting**

Commissioner Brinson asked to make a correction to the September 11, 2018 Regular Meeting Minutes. She indicated that the trolley was a waste of money and that it was just too much money.

Commission Boylston made a motion to approve as amended which was seconded by First Vice Chair Gray and passed unanimously.

**5. Presentations**

None.

**6. Public Comments on Non-Agenda and Consent Agenda Items**

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Ms. Yvonne Odom, 3905 Lowson Blvd, Delray Beach, commented that she wants the Board to be aware of the Delray Beach Community Development Corporation and the work this organization does. They will try to pursue more cooperative agreements and acquire land.

## **7. Consent Agenda**

**A. Trolley Ridership Reports – FY 2017-18 3<sup>rd</sup> Quarter**

**B. Clean and Safe Program Monthly Report, August 2018**

**C. Curb Appeal Grant – 240 SW 9<sup>th</sup> Circle (Flowers)**

Commissioner Frankel made a motion to approve the Consent Agenda as amended which was seconded by Commissioner Boylston and passed unanimously.

## **8. Old Business**

**A. Interlocal Agreement Between the City and CRA FY 2018-19 for Transportation Services**

Jeff Costello, CRA Executive Director, presented this item with an overview of an excerpt from the Community Redevelopment Plan concerning the Downtown Transit System and Downtown Roundabout in addition to supporting policies. The item before the Board is to approve the Interlocal Agreement regarding the funding for the transit services in the amount of \$975,000. The Board approved the funding when they approved the Budget at the September 11<sup>th</sup> meeting. The Interlocal Agreement is structured in a manner that provides flexibility for the utilization of these funds for transportation services. The specific type of transportation service can be determined at a later date.

Ms. Mavis Benson, DDA Board Member, read aloud a letter on behalf of the DDA Board. The DDA recommends that the CRA Board approve the funds allocated to the Downtown transportation service for FY 2019.

First Vice Chair Gray commented that the CRA is being blamed for getting rid of the trolley when the Board only voted to no longer fund the service.

Mr. Costello commented that the City terminated the agreement with First Transit and to move forward with any program, the funding needs to be in place through the Interlocal Agreement with the City. He added that this item had been tabled, so it is now back before the Board.

First Vice Chair Gray commented that there is still slum and blight that needs to be addressed and this funding should be allocated towards remedying those issues.

Chair Petrolia commented that it would be short-sighted to remove all types of transportation in a city that is moving people around and keeping people from having to park long-term. There are a lot of benefits for having this transportation movement. There must be a balance. If we get rid of this service completely may end up hurting ourselves in the long-run in terms of the money we see coming in now and we are trying to keep as much money as we can in other areas that are in need such as Osceola Park and West Atlantic communities.

First Vice Chair Gray clarified that she does not want to get rid of the transportation service but does not think the CRA should be funding it.

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Chair Petrolia said there is no line item for this funding in the City but there is a line item and money available for this service in the CRA.

Vice Chair Johnson commented that we have not been able to attract developers into areas that have slum and blight. She added that there has been a total breakdown of communication between the City and the CRA. She clarified that the Board did not want to get rid of the funding for transportation, just the trolley aspect of the service.

Commissioner Boylston asked for clarification as to what exactly the Board members are looking for in an acceptable form of transportation.

Commissioner Frankel responded that in his view no one is riding the trolley and it is a polluter. He understands the economic benefit to assist people who are spending money Downtown and at the beach. He would like to see a pilot program or RFP go out. He does not mind the allocation of funding.

Vice Chair Johnson suggested holding a workshop to discuss transportation options.

Mr. Costello commented that there must be a transportation system in place in order to receive the grant that was awarded to the City to replace the trolley vehicles.

Vice Chair Johnson commented that there is a statement that it is noted in 2020 the City will receive a grant.

Commissioner Frankel made a motion to approve the Interlocal Agreement with the City and the CRA for funding of a transportation service in the amount of \$975,000 for FY 18-19 excluding the downtown roundabout which was seconded by Commissioner Boylston and passed unanimously.

**a. CRA Financial Report, August 2018**

First Vice Chair Gray made a motion to approve which was seconded by Commissioner Boylston and passed unanimously.

**b. CRA Work Plan Monthly Progress Report, September 2018**

Vice Chair Johnson requested that the initials in the legend were in alphabetical order. She asked if the Board had ever adopted the branding for The Set. Mr. Costello responded that in 2016 this branding initiative was initiated and was presented at a meeting at the Chamber of Commerce with the City Commissioners present and there was consensus to move forward with the brand. He added that he does not believe it was ever presented as a City Commission agenda item.

Vice Chair Johnson suggested that the City officially adopt The Set branding before it is widely used to refer to the area.

First Vice Chair Gray agreed and stated that people who live in The Set believe this branding initiative has taken away from their history and that the community was not addressed regarding making this decision.

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Vice Chair Johnson stated that she does not approve of spending funds on something that has not yet been officially adopted.

Commissioner Boylston recommended that Mr. Costello send a timeline to the Board to review the process and why it took place.

Chair Petrolia commented that she was not excited when she heard how they would be referring to the NW/SW area and the explanation for why it was being called The Set was because it answered to West Settlers, the tennis tournament (game, set, match), the setting of the sun, and that in predominately African-American universities the union is called "the set" to many. She suggested going back to see if the name was adopted or needs to be adopted and decide if the Board wants to go forward with adopting the name officially.

Commissioner Brinson commented that she would like to revisit this issue and added that community members do not identify with the rebranding of the area.

Vice Chair Johnson made general comments about the format and content of the Monthly Report.

Mr. Costello stated that Staff will be changing the format so that it is easier to read.

First Vice Chair Gray requested clarification on what the issue is being discussed. Mr. Costello responded that the quality of the sidewalk construction has not been to standard and the City is working with the contractor to resolve the issues. He added at that the City hired a Construction Engineering Inspector (CEI) and that this project is managed by the City.

Ms. Susan Goebel-Canning, Director of Public Works, commented that there is communication going on and they have been trying to work with this contractor. The result was that it got to a point where they were not correcting the issues and created more of a mess, so a stop-work order was put out. The CEI had been communicating with this contractor throughout the project. Some of the issues have been addressed and others are being worked on. Key components have been addressed to complete before Monday and workers are out there now to see how much progress has been made. It is still unknown how this project is going to be finished with this contractor.

Vice Chair Johnson took issue that this contractor has been wreaking havoc on the community for about two months without it being stopped.

Chair Petrolia commented that time has to be given to allow the contractor to remedy the issue. She asked if there is a way to remedy the situation, so people can get into and out of places that have become inaccessible to them due to the construction.

Chair Petrolia stated that there are there are some questions and needs for clarification on certain issues that can be handled prior to meeting time. She recommends everyone spend more time with the CRA Executive Director to go through the agenda, so Board members understand all of the agenda items so that meetings can be spent speaking about things Board members disagree with or want to talk about in public.

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Vice Chair Johnson commented that she does not believe there is communication and collaborative work with the CRA Executive Director and his Staff with what the City is doing as this has been allowed to go on.

Mr. Costello responded that the report is based on coordination with City Staff to provide a snapshot to the Board of status updates with ongoing projects.

First Vice Chair Gray made a motion to approve which was seconded by Commissioner Boylston and passed unanimously.

## **9. New Business**

### **A. The Center for Technology, Enterprise, Development, Inc. (TED Center) – Funding Request**

First Vice Chair Gray recused herself due to a conflict of interest with this item.

Ms. Joan Goodrich, CRA Economic Development Director, introduced this item to provide direction on a request from an economic development partner to support local government contracts, training, small business certification, and youth entrepreneurship training in the CRA district. She added that this request fit some of the gap areas that the CRA is looking to fill.

Mr. Seabron Smith, Director of the TED Center, gave a presentation to further discuss this item. The proposed services are contracts training, certification, and youth entrepreneurship. He reviewed the history and purpose of the TED Center, goals of the Delray Beach CRA Program/Project Logic Model, and the approach that will be taken.

Ms. Yvonne Odom, 3905 Lawson Blvd, commented that she knew two men who have previously benefited from this program and that the success of these programs is measurable. She added that the investment is worth it.

Commissioner Frankel and Treasurer Bathurst voiced their support for this funding request.

Commissioner Boylston asked how the grant funding would be allocated and Chair Petrolia asked who monitored how this works.

Mr. Costello responded that it would be structured similar to the A-GUIDE grants. Staff will come back with an agreement if the Board approves the funding amount. There are quarterly reports are monitored internally by the Office of Economic Development.

Commissioner Boylston made a motion to approve which was seconded by Vice Chair Johnson and passed unanimously.

### **B. Discussion – CRA Land Acquisition Strategy**

Mr. Costello presented this item by stating that within the Community Redevelopment Plan the West Atlantic Redevelopment Plan is identified in addition to the strategies that go along with the implementation

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of that document. One of the major components of the program is site acquisition, assembling and resale for redevelopment, provision of public parking and constructing centralized parking to serve surrounding businesses. Staff is seeking direction from the Board given the number of potential acquisitions and property owners that have been approaching the CRA.

Commissioner Boylston requested the CRA Acquisition Strategy for all of the areas of the CRA, specifically Zones 5, 6, and 7.

Mr. Costello responded that the acquisitions are primarily concentrated in Sub-Areas 3, 4, and 8. He added that there is not a specific strategy for Sub-Areas 5, 6, and 7 and that it is a matter of what is available on a case by case basis. If something comes on the market which is in blighted condition or it is an opportunity to address an economic development initiative or affordable housing initiative, then it will be approached accordingly.

Vice Chair Johnson asked if the CRA has a strategy. Mr. Costello responded that there is a strategy primarily related to the West Atlantic Corridor and NW/SW neighborhoods.

First Vice Chair Gray commented that the CRA has been acquiring a lot of land and she would like to see more partnerships with the residents and the people that live in these communities. She believes the CRA has enough land and would like to see the creation of a program to include residents, business owners, and property owners. She wants to make sure residents are not displaced and that the CRA is not just catering to developers.

Mr. Costello responded that the CRA is working with a consultant and there is a meeting scheduled with property owners who live adjacent to the properties that have been issued for the RFP with the intention to expand that to a broader area.

Commissioner Boylston wants to see the CRA pivot away from land acquisition. He wants to see the CRA move towards a strategy in line with what First Vice Chair Gray had stated.

Chair Petrolia commented that she is concerned that property values are rising and the CRA is going after properties now at a higher rate which is squeezing the funding that could be used to cure blight. She is more interested in seeing the CRA change the focus instead of going after every property to fill them in. The CRA is competing with investors now and they are not finding the land to be able to come in and develop.

Mr. Costello asked for direction to move forward with 3 specific properties, which are scheduled for the November meeting for approval of Purchase and Sale Agreements.

Vice Chair Johnson asked what Mr. Costello suggests. Mr. Costello responded that he believes it has been an appropriate strategy and there will need to be a partnership with the public sector in regard to any redevelopment effort in the area. He suggests going forward with the 602 NW 1<sup>st</sup> Street property and SW 10<sup>th</sup> Avenue which could be an incentive for someone to redevelop the frontage on West Atlantic Avenue, if the CRA can provide the parking through public-private partnership.

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Chair Petrolia asked for the price for the properties on SW 10<sup>th</sup> Ave and 1<sup>st</sup> Street. Mr. Costello responded the prices are over \$500,000 for the SW 10<sup>th</sup> properties and \$260,000 for the property on NW 1<sup>st</sup> Street.

Vice Chair Johnson asked for input from Mr. Costello on these items going forward.

The Board gave direction not to pursue acquiring the three properties being discussed.

Commissioner Boylston would like to see Staff reviewing Sub-Areas 5, 6, and 7 for any key acquisitions. He added that the old Plumosa School site would be a great area for workforce housing. Mr. Costello responded that the site had been appraised and returned a value of \$3.6 million.

Chair Petrolia asked the Board to consider postponing items 9C and 9D. First Vice Chair Gray asked to go forward with item 9D because the problem is that there is not enough staff.

Chair Petrolia made a motion to table item 9C which seconded by First Vice Chair Gray and passed unanimously.

#### **C. Update – FY 2018-19 CRA Work Plan Implementation**

This item has been tabled.

#### **D. CRA Organizational Chart and Staffing Update**

Mr. Costello presented this item and stated that based upon direction during the September 11<sup>th</sup> meeting the job description of the West Atlantic Redevelopment Director has been modified. In addition, staff is requesting that one of the Administrative Assistant positions be reclassified to an Executive Coordinator position to further assist staff on various projects and initiatives. Staff would like to consider bringing on another Project Manager.

First Vice Chair Gray commented that there would be at least two Project Manager positions. She does not think one Project Manager will be enough. She added that the GreenMarket should be included in the Economic Development Department in regard to the Organizational Chart as everything pertaining to the GreenMarket involves Economic Development. She wants to find Economic Development employees to be housing together with the other CRA employees.

Vice Chair Johnson requested a more thorough description of the job positions and to include the projects these employees will be working on.

Mr. Costello responded that the Project and Development Relations Manager is an existing position that is doing work within the community and primarily within the NW/SW and West Atlantic areas. This employee will be dealing with the community benefits that the CRA monitors and has been included in contracts.

Vice Chair Johnson requested a workshop to review the workload analysis that had been previously provided.

Mr. Costello commented that the Executive Coordinator position tied into a recommendation in the workload analysis.

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First Vice Chair Gray made a motion to approve reclassifying the Administrative Assistant position to Executive Coordinator and the changes showed in the Organizational Chart which was seconded by Commissioner Boylston and passed unanimously.

## 10. Other Business

### A. Comments by Commissioners

Vice Chair Johnson commented that the Board is in breach of the employee contract with Mr. Costello who was hired as the CRA Executive Director in January 2015. Each annual anniversary, Mr. Costello is to be given a performance evaluation. The Board is now 9 months delinquent in meeting that obligation. She proposed scheduling a meeting to accomplish this requirement which is mandatory and part of the contract.

Commissioner Frankel proposed calling for a Special Meeting on Tuesday, October 16<sup>th</sup>, at 5:00 p.m.

### B. Comments by Board Attorney

### C. Comments by Executive Director

### D. Comments by Staff

## 11. Adjournment

There being no further business the meeting was adjourned at 3:54 pm.



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Jeff Costello, Executive Director



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Shelly Petrolia, Board Chair

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