



**REGULAR BOARD MEETING**  
Downtown Development Authority  
Tuesday, December 19, 2017  
8:30 AM  
301 Clematis Street  
Suite 200  
West Palm Beach, FL 33401

**CALL TO ORDER**

Upendo Shabazz

**PUBLIC COMMENTS AND QUESTIONS**

**PRESENTATION**

- Juan Orellana

Raphael Clemente

**CONSENT CALENDAR**

- Minutes of Board Meeting of November 21, 2017
- Financial Statements of November 31, 2017

Upendo Shabazz

**OLD BUSINESS**

- Board and Staff Retreat March 2018
- Flagler Shore update
- Clematis Streetscape update
- Arts & Entertainment District update

Raphael Clemente  
Raphael Clemente  
Raphael Clemente  
Teneka James

**NEW BUSINESS**

- Collaboration with City Place/Related

Raphael Clemente

**ANNOUNCEMENTS**

- Marketing / PR Highlights
- IDA Spring Conference

Tiffany Faublas  
Raphael Clemente

**ADJOURNMENT**

Upendo Shabazz



**301 Clematis Street, Suite 200  
West Palm Beach, FL 33401  
MINUTES  
Regular Board Meeting  
Downtown Development Authority  
November 21, 2017**

**ATTENDANCE**

Board Members in attendance included, Chairwoman Upendo Shabazz, Vice Chairman Rob Samuels, James Hansen, Mary Hurley Lane, Cynthia Nalley, Rick Reikenis, and Robert Sanders, Esq. DDA staff in attendance included Raphael Clemente (via Phone) , Penny DeStefano, Teneka James, Catherine Ast, Tiffany Faublas, Leslie Piester, Sherryl Muriente, Samantha Murrell and Max Lohman Esq. (Lohman Law Group). Guests in attendance included Paul Snitkin, Robin Galanti, Scott Kelly, Ed Davis, Uyen Dang, and Allison Justice.

**CALL TO ORDER**

Chairwoman Shabazz called the meeting to order at 8:35 a.m.

**PUBLIC COMMENTS**

No public comments.

**PRESENTATION**

**City of West Palm Beach Parking Study**

Uyen Dang, City of West Palm Beach Traffic Engineer led the presentation with assistance from Scott Kelly, City Administrator, and Ed Davis Parking Administrator.

Dang stated that it is a total mobility study not just parking and will include a bicycle plan.

Goals of the study include providing parkers with more options, distribute parking throughout downtown, and enhance overall mobility.

The study shows that overall downtown averages 61% parking capacity rate.

Dang explained that there are three main types of parkers: first time or non-frequent, frequent visitors or part time employees, and residents or full time employees. There are also three main types of parking: off street, on street, and event parking.

Key finding from the study include implementing a signage and wayfinding program, creating a demand based tiered pricing strategy, increase and improve bike parking, trolley services, and placing parking availability on city website.

Samuels is concerned about making the meter rates too aggressive for the dinner crowd. He is worried that people will make other plans or come downtown after dinner in fear of having to pay parking fines.

Hurley Lane stated that we have been talking about the wayfinding program for years now and that the program needs to get started now rather than waiting longer.

Presentation is attached to minutes.

**CONSENT CALENDAR**

Minutes of Regular Board Meeting of October 17, 2017

**Board Action: Sanders made a motion to approve the Minutes of October 17, 2017.**

**Reikenis seconded the motion.** The motion passed unanimously.

Financial Statements of October 31, 2017

**Board Action:** Sanders made a motion to approve the Financial Statements of October 31, 2017. Reikenis seconded the motion. The motion passed unanimously.

#### **OLD BUSINESS**

No Old Business.

#### **NEW BUSINESS**

##### **Flagler Shore Interlocal Agreement**

The City of West Palm Beach, The CRA, and The DDA have collaborated to close two lanes of Flagler Drive and open it up for the community. Muriente reviewed the proposed agreement with the board and explained that the DDA's role is to activate the space with events such as food truck Wednesdays, yoga on Saturday mornings, and free bike valet during the green market. Muriente requested approval for the interlocal agreement.

**Board Action:** Reikenis made a motion to approve the Flagler Shore interlocal agreement. Sanders seconded the motion. The motion passed unanimously.

##### **Incentive Grants Review**

James explained the criteria for incentive grant applications and reviewed each of the three applications with the board. She requested approval for each of the applications.

##### **415 S. Olive Avenue**

**Board Action:** Samuels made a motion to approve the incentive grant for the amount of \$29,084.75. Hansen seconded the motion. The motion passed unanimously.

##### **332 Evernia Street**

**Board Action:** Sanders made a motion to approve the incentive grant for the amount of \$50,000. Hansen seconded the motion. The motion passed unanimously.

##### **300 Clematis Street**

Lohman stated that there is no quid pro quo and that the property owner has the right to as a stakeholder to submit for a grant to improve and fill space on Clematis street. There is no conflict of interest especially because the renovations were for the first floor.

**Board Action:** Samuels made a motion to approve the incentive grant for the amount of \$14,595.25. Hurley Lane seconded the motion. The motion passed unanimously.

#### **ANNOUNCEMENTS**

Justice reported that the CRA has approved \$500,000 for landscaping on the waterfront.

#### **ADJOURNMENT**

There being no further business to discuss, Shabazz called for a motion to adjourn.

**Board Action:** Reiknes made a motion to adjourn the meeting at 10:30 a.m. Hurley Lane seconded the motion. The motion passed unanimously.

\*Audio recording of November 21, 2017 not available due to recording errors.

# West Palm Beach Downtown Development Authority

## Balance Sheet

11/30/17

### ASSETS

<b>Current Assets</b>		
PNC Bank Operating	1,368,452	
First Bank - Money Marke	203,865	
Petty Cash	50	
Accounts Receivable - Shuttle P	33,842	
<b>Total Current Assets</b>		1,606,209
<b>Other Assets</b>		
Prepaid Rent	8,479	
Lease Security Deposit	29,876	
Last Month Lease Payment	7,960	
<b>Total Other Assets</b>		46,315
<b>Total Assets</b>		<u>1,652,524</u>
<b>CURRENT LIABILITIES</b>		
Due to Lincoln National	(643)	
Deferred Revenue	0	
<b>Total Current Liabilities</b>		<u>(643)</u>
<b>FUND BALANCE</b>		
Fund Balance	1,946,964	
Net Income	(293,797)	
<b>Total Fund Balance</b>		<u>1,653,167</u>
<b>Total Liabilities and Fund Balance</b>		<u><u>1,652,524</u></u>

No CPA provides any assurance on these financial statements.



**West Palm Beach Downtown Development Authority**  
**Statement of Revenues And Expenditures**

11/30/17

	Month	Year-to-Date	Gross Annual Budget	Budget %
<b>Current Year Revenues - Schedule 1</b>	227,515	227,619	4,387,937	5.2%
<b>Expenditures</b>				
Business Development - Schedule 2	20,566	21,494	443,279	4.8%
Physical Environment - Schedule 3	129,384	173,699	2,075,000	8.4%
Marketing/Public Relations- Schedule 4	65,113	103,158	628,500	16.4%
Residential Quality of Life - Schedule 5	0	0	33,000	0.0%
General Office - Schedule 6	5,200	13,588	204,045	6.7%
Operations - Schedule 7	3,891	6,229	51,700	12.0%
Professional Services - Schedule 8	11,724	11,724	125,000	9.4%
Total Personnel Expense	64,603	135,380	737,922	18.3%
Insurance Expense	0	22,784	50,000	45.6%
Rent Expense	9,834	28,580	142,000	20.1%
Tax Collection	(988)	2,209	13,000	17.0%
Marketing Programs	128	128	20,000	0.6%
Travel and Training	2,444	2,444	15,000	16.3%
Reserves	0	0	400,000	0.0%
<b>Total Expenditures</b>	311,899	521,417	4,938,446	10.6%
<b>Current Year Surplus (Deficit)</b>	(84,384)	(293,798)	(550,509)	0.0%
<b>Carry Forwards From Prior Years</b>				
DDA Carryforward	0	0	0	0.0%
CRA Carryforward	(89)	89	0	0.0%
<b>Total Carry Forwards</b>	(89)	89	0	0.0%
<b>Net Total Surplus (Deficit)</b>	(84,473)	(293,709)	(550,509)	0.0%

	Work Plan Y-T-D	Trolley Services Y-T-D	Marketing Y-T-D	Security Y-T-D	Incentives Y-T-D
	227,619	0	0	0	0
	21,405				89
	51,044	60,147		62,508	
	0		103,158		
	0				
	13,588				
	6,229				
	11,724				
	135,380				
	22,784				
	28,580				
	2,209				
	128				
	2,444				
	295,515	60,147	103,158	62,508	89
	(67,896)	(60,147)	(103,158)	(62,508)	(89)
	0	0	0	0	0
	89	0	0	0	0
	89	0	0	0	0
	(67,807)	(60,147)	(103,158)	(62,508)	(89)

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West Palm Beach Downtown Development Authority  
Supplemental Schedules  
11/30/17

SCHEDULE 1 - CURRENT YEAR REVENUES				
Current Year Revenues	Month	Year-to-Date	Gross Annual Budget	Budget %
Tax Revenues	186,598	186,598	1,842,316	10.1%
TIF	0	0	(1,660,331)	0.0%
DDA/CRA Interlocal	0	0	3,502,647	0.0%
CRA Project Funding	0	0	580,000	0.0%
Interest Income	100	204	100	204.0%
Sponsorships	0	0	0	0.0%
Fees	0	0	0	0.0%
Grants and Contributions	0	0	0	0.0%
Total Reimbursements	6,975	6,975	0	0.0%
CityPlace Shuttle	33,842	33,842	123,205	27.5%
<b>Total Current Year Revenues</b>	<b>227,515</b>	<b>227,619</b>	<b>4,387,937</b>	<b>5.2%</b>

Work Plan Y-T-D	Trolley Services Y-T-D	Marketing Y-T-D	Security Y-T-D	Incentives Y-T-D
186,598				
0				
204				
0				
0				
0				
6,975				
33,842				
<b>227,619</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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