

West Palm Beach Downtown Development Authority
Supplemental Schedules
August 31, 2017

	Month		Year-to-Date		Gross Annual Budget		Budget %	Work Plan				Trolley Services		Marketing		Security		Incentives	
	Month	Year-to-Date	Budget	%	Y-T-D	Budget	%	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
SCHEDULE 2 - BUSINESS DEVELOPMENT																			
Property Incentives	0	356	150,000	0.2%															356
Facade Improvements	0	49,118	139,860	35.1%															
Leasing/Brokers Meeting	0	1,545	2,963	52.1%															
Business Training and Support	0	27,939	46,865	59.6%															
Value Added Events	13,653	108,547	137,745	78.8%															
Retail Promotion	0	37,483	40,205	93.2%															
Historic Projects/Tours	0	0	509	0.0%															
Downtown Events	0	0	0	0.0%															
Grand Opening/New Bus.Training	0	5,611	19,104	29.4%															
Total Business Development	13,653	230,599	537,251	42.9%															
SCHEDULE 3 - PHYSICAL ENVIRONMENT																			
Studies and Surveys	0	34,369	50,000	68.7%															
Pressure Washing/Street Clean	53,397	286,536	410,360	69.8%															
Graffiti Maintenance	0	0	1,711	0.0%															
Landscape Maintenance	14,620	208,587	282,803	73.8%															
Security Contract	41,941	409,255	606,935	67.4%															
Trolley Contract	42,407	465,667	757,942	61.4%															
Trolley Signs & Ped Wayfinder	0	0	113,342	0.0%															
Capital Projects/Alleys	46,528	103,621	220,666	47.0%															
Total Physical Environment	198,893	1,508,035	2,443,759	61.7%															

No CPA provides any assurance on these financial statements.

West Palm Beach Downtown Development Authority
Supplemental Schedules
August 31, 2017

	Gross		Budget %	Trolley				Work Plan	Security		Incentives	
	Month	Year-to-Date		Annual Budget	Y-T-D	Y-T-D	Y-T-D		Y-T-D	Y-T-D		
SCHEDULE 4 - MARKETING/PR												
Survey	0	0	52,453	0.0%				0				
Marketing Postage	0	3,500	7,078	49.4%				3,500				
PR/Marketing	7,100	109,784	109,067	100.7%				109,784				
Advertising Campaign	4,220	142,734	158,133	90.3%				142,734				
Holiday Lights	0	65,294	75,000	87.1%				65,294				
Community & Cultural Promotion	0	169,253	182,576	92.7%				169,253				
Total Marketing/PR	11,320	490,565	584,307	84.0%				0	0	0	0	0
SCHEDULE 5 - RESIDENTIAL QUALITY OF LIFE												
Meetings	192	1,009	1,496	67.4%				1,009				
Communication/Newsletter	0	1,860	5,085	36.6%				1,860				
Residential Events/DNA Sponsor	6,000	23,998	46,573	51.5%				23,998				
Total Residential Quality of Life	6,192	26,867	53,154	50.5%				26,867	0	0	0	0

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West Palm Beach Downtown Development Authority
Supplemental Schedules
August 31, 2017

	Gross		Budget %	Work Plan Y-T-D	Trolley Services Y-T-D	Marketing Y-T-D	Security Y-T-D	Incentives Y-T-D
	Month	Year-to-Date						
SCHEDULE 6 - GENERAL OFFICE								
General Office Expense	150,972	155,783	347,145	44.9%	155,783			
General Postage	29	541	4,382	12.3%	541			
Equipment, Computer and Programs	1,847	35,385	68,892	51.4%	35,385			
Office Supplies	999	4,491	28,740	15.6%	4,491			
Total General Office	153,847	196,200	449,159	43.7%	196,200	0	0	0
SCHEDULE 7 - OPERATIONS								
Automobile Expense	500	5,500	6,000	91.7%	5,500			
Dues	215	5,240	9,670	54.2%	5,240			
Hospitality	49	2,474	14,510	17.1%	2,474			
Board Mtgs/Retreat/Training	76	1,535	5,670	27.1%	1,535			
Publications	0	830	1,341	61.9%	830			
Telephone Expense	552	5,553	17,001	32.7%	5,553			
Total Operations	1,392	21,132	54,192	39.0%	21,132	0	0	0

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West Palm Beach Downtown Development Authority

Supplemental Schedules

August 31, 2017

	Gross		Budget %	Work Plan				Trolley Services		Marketing		Security		Incentives	
	Month	Year-to-Date		Annual Budget	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D		
SCHEDULE 8 - PROFESSIONAL SERVICES															
Accounting	2,000	20,000	24,000	83.3%	20,000										
Professional Services	2,400	35,132	61,852	56.8%	35,132										
Audit	0	21,850	26,550	82.3%	21,850										
Legal	613	10,156	53,475	19.0%	10,156										
Total Professional Services	5,013	87,138	165,877	52.5%	87,138			0		0		0		0	0

Some rounding error may occur.

No CPA provides any assurance on these financial statements.

West Palm Beach Downtown Development Authority

Balance Sheet

9/30/17

ASSETS

Current Assets

PNC Bank - Operating	1,729,398
First Bank - Money Market	203,662
Petty Cash	50
Account Receivable - CityPlace Shuttle	67,685
Prepaid Expenses	3,197
Due from Employees	643

Total Current Assets

2,004,635

Other Assets

Lease Security Deposit	6,876
Last Month Lease Payment	7,960

Total Other Assets

14,836

Total Assets

2,019,471

CURRENT LIABILITIES

Accounts Payable	
Deferred Revenue	

Total Current Liabilities

0

FUND BALANCE

Fund Balance at Beginning of Year	1,518,601
Net Excess Income (Expense) Year-To-Date	500,870

Total Fund Balance

2,019,471

Total Liabilities and Fund Balance

2,019,471

No CPA provides any assurance on these financial statements.

West Palm Beach Downtown Development Authority
Statement of Revenues And Expenditures

9/30/17

	Year-to-Date		Gross Annual		Budget		Work Plan		Services	Marketing	Security	Incentives
	Month			Budget	%		Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
Current Year Revenues - Schedule 1												
Expenditures												
Business Development - Schedule 2	8,718	239,316		537,251	44.5%		238,960					356
Physical Environment - Schedule 3	128,996	1,637,031		2,443,759	67.0%		706,863	500,976		429,192		
Marketing/Public Relations- Schedule 4	7,780	482,845		584,307	82.6%		0		482,845			
Residential Quality of Life - Schedule 5	113	26,980		53,154	50.8%		26,980					
General Office - Schedule 6	14,151	210,351		449,159	46.8%		210,351					
Operations - Schedule 7	2,656	23,787		54,192	43.9%		23,787					
Professional Services - Schedule 8	3,625	105,663		165,877	63.7%		105,663					
Personnel Expense	63,255	662,065		689,684	96.0%		662,065					
Insurance Expense	2,000	21,863		36,088	60.6%		21,863					
Rent Expense	9,900	141,323		143,632	98.4%		141,323					
Tax Collection	898	11,874		12,000	99.0%		11,874					
Marketing Program, Equipment, Web	298	14,452		42,452	34.0%		14,452					
Travel and Training	2,018	7,040		22,018	32.0%		7,040					
Reserves	0	0		101,227	0.0%							
Total Expenditures	244,408	3,584,590		5,334,800	67.2%		2,171,221	500,976	482,845	429,192		356
Current Year Surplus (Deficit)												
Carry Forwards From Prior Years												
DDA Carryforward	4,337	154,578		570,570	27.1%		154,578	0	0	0		0
CRA Carryforward	7,869	570,918		745,583	76.6%		402,360	90,567	20,700	56,935		356
Total Carry Forwards	12,206	725,496		1,316,153	55.1%		556,938	90,567	20,700	56,935		356
Net Total Surplus (Deficit)												
	(164,417)	1,226,364		0	0.0%		703,675	264,591	80,355	177,743		0

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West Palm Beach Downtown Development Authority
Supplemental Schedules

9/30/17

SCHEDULE 1 - CURRENT YEAR REVENUES

Current Year Revenues	Month	Year-to-Date	Gross		Budget %	Work Plan Y-T-D	Trolley Services Y-T-D	Marketing Y-T-D	Security Y-T-D	Incentives Y-T-D
			Annual Budget	Budget						
Tax Revenues	0	1,658,205	1,642,509	1,642,509	101.0%	1,658,205				
TIF	0	(1,460,523)	(1,460,523)	(1,460,523)	100.0%	(1,460,523)				
DDA /CRA Interlocal Agreement	0	3,103,032	3,103,032	3,103,032	100.0%	1,490,532	675,000	387,500	550,000	
CRA Project Funding	0	580,000	580,000	580,000	100.0%	425,000		155,000		
Interest - Money Market - First Bank	100	1,214	100	100	1214.0%	1,214				
Checking - Wells Fargo	0	0	0	0	0.0%	0				
Retail Loans	0	0	0	0	0.0%	0				
Sponsorships	0	31,111	0	0	0.0%	31,111				
Fees	0	30,324	30,324	30,324	100.0%	30,324				
Grants and Contributions	0	5,000	0	0	0.0%	5,000				
Reimbursements	0	1,726	0	0	0.0%	1,726				
CityPlace Shuttle	67,685	135,369	123,205	123,205	109.9%	135,369				
Total Current Year Revenues	67,785	4,085,458	4,018,647	4,018,647	101.7%	2,317,958	675,000	542,500	550,000	0

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Supplemental Schedules

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	Month		Year-to-Date		Gross Annual Budget		Budget %				Work Plan		Trolley Services		Marketing		Security		Incentives	
	Month	Year-to-Date	Budget	%	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
SCHEDULE 2 - BUSINESS DEVELOPMENT																				
Property Incentives	0	356	150,000	0.2%							49,118									356
Facade Improvements	0	49,118	139,860	35.1%							1,545									
Leasing/Brokers Meeting	0	1,545	2,963	52.1%							28,689									
Business Training and Support	750	28,689	46,865	61.2%							114,282									
Value Added Events	5,735	114,282	137,745	83.0%							39,715									
Retail Promotion	2,233	39,715	40,205	98.8%							0									
Historic Projects/Tours	0	0	509	0.0%							0									
Downtown Events	0	0	0	0.0%							5,611									
Grand Opening/New Bus Training	0	5,611	19,104	29.4%																
Total Business Development	8,718	239,316	537,251	44.5%							238,960	0	0	0	0	0	0	0	0	356
SCHEDULE 3 - PHYSICAL ENVIRONMENT																				
Studies and Surveys	0	34,369	50,000	68.7%							34,369									
Pressure Washing/Street Clean	19,896	306,432	410,360	74.7%							306,432									
Graffiti Maintenance	0	0	1,711	0.0%							0									
Landscape Maintenance	53,854	262,441	282,803	92.8%							262,441									
Security Contract	19,937	429,192	606,935	70.7%																
Trolley Contract	27,684	493,351	757,942	65.1%																
Trolley Signs & Ped Wayfinder	7,625	7,625	113,342	6.7%																
Capital Projects/Alleys	0	103,621	220,666	47.0%							103,621									
Total Physical Environment	128,996	1,637,031	2,443,759	67.0%							706,863	500,976	0	429,192	0	0	0	0	0	0

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	Gross		Budget %	Trolley				Incentives
	Month	Year-to-Date		Annual Budget	Work Plan Y-T-D	Services Y-T-D	Marketing Y-T-D	
SCHEDULE 4 - MARKETING/PR								
Survey	0	0	52,453	0.0%			0	
Marketing Postage	0	3,500	7,078	49.4%			3,500	
PR/Marketing	6,000	101,984	109,067	93.5%			101,984	
Advertising Campaign	1,780	142,814	158,133	90.3%			142,814	
Holiday Lights	0	65,294	75,000	87.1%			65,294	
Community & Cultural Promotion	0	169,253	182,576	92.7%			169,253	
Total Marketing/PR	7,780	482,845	584,307	82.6%	0	0	482,845	0
SCHEDULE 5 - RESIDENTIAL QUALITY OF LIFE								
Meetings	113	1,122	1,496	75.0%				
Communication/Newsletter	0	1,860	5,085	36.6%				
Residential Events/DNA Sponsor	0	23,998	46,573	51.5%				
Total Residential Quality of Life	113	26,980	53,154	50.8%	26,980	0	0	0

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	Month	Year-to-Date						
SCHEDULE 6 - GENERAL OFFICE								
General Office Expense	11,000	166,783	347,145	48.0%	166,783			
General Postage	0	541	4,382	12.3%	541			
Equipment, Computer and Programs	2,907	38,292	68,892	55.6%	38,292			
Office Supplies	244	4,735	28,740	16.5%	4,735			
Total General Office	14,151	210,351	449,159	46.8%	210,351	0	0	0
SCHEDULE 7 - OPERATIONS								
Automobile Expense	500	6,000	6,000	100.0%	6,000			
Dues	0	5,240	9,670	54.2%	5,240			
Hospitality	126	2,600	14,510	17.9%	2,600			
Board Mtgs/Retreat/Training	1,605	3,140	5,670	55.4%	3,140			
Publications	0	830	1,341	61.9%	830			
Telephone Expense	425	5,977	17,001	35.2%	5,977			
Total Operations	2,656	23,787	54,192	43.9%	23,787	0	0	0

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9/30/17

	Gross		Year-to-Date	Budget		Incentives
	Month	Annual		Budget	%	
SCHEDULE 8 - PROFESSIONAL SERVICES						
Accounting	2,000		22,000	24,000	91.7%	
Professional Services	1,100		51,132	61,852	82.7%	
Audit	0		21,850	26,550	82.3%	
Legal	525		10,681	53,475	20.0%	
Total Professional Services	3,625		105,663	165,877	63.7%	

	Work Plan	Trolley	Marketing	Security	Incentives
	Y-T-D	Services			
	22,000				
	51,132				
	21,850				
	10,681				
	105,663	0	0	0	0

Some rounding error may occur.

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MEMO

TO: **DDA Board**

Upendo Shabazz, Chair
Robert Samuels, Vice Chair
James Hansen
Mary Hurley Lane
Cynthia Nalley
Rick Reikenis
Bob Sanders

FROM: Raphael Clemente, Executive Director

RE: DDA Board and Staff Organizational Planning Retreat

DATE: Tuesday, October 17, 2017

From time to time the Board and Staff of the Downtown Development Authority have participated collectively in facilitated planning exercises. As the organization comes into 2018, with a changing district, a growing group of stakeholders, and entering the last year of our current Interlocal Agreement with the City and CRA, the time is right for a reexamination and a renewal of the DDA's Work Plan.

Staff recommends that a daylong retreat for Board, Staff, and select other individuals be planned for March of 2018. A professional facilitator will conduct this session. The outcomes of this session will drive the development of a new Work Plan which will form the foundation of the DDA's next 5 years. Input for format, key outcomes, and potential locations is being sought at this time.



MEMO

TO: **DDA Board**
Upendo Shabazz, Chair
Robert Samuels, Vice Chair
James Hansen
Mary Hurley Lane
Cynthia Nalley
Rick Reikenis
Bob Sanders

FROM: Raphael Clemente, Executive Director

RE: Downtown Projects 2017 - 2018

DATE: Tuesday, October 17, 2017

Over the past year several major public realm projects for the Downtown area have been planned and designed. These include infrastructure enhancements and upgrades, full scale redesigns of areas of the Flagler Waterfront including the Banyan Garage, and adaptive reuse projects that will be accomplished through public/private partnerships with Downtown property owners.

DDA staff has been involved with in some capacity with all of these projects. It has requested that representatives from the CRA and City attend the board meeting to share important details of the planned projects with the Board, solicit feedback, and answer questions.

As summary of upcoming Downtown projects is attached to this memo.



Downtown Projects
DRAFT Timeline
FY 2017/2018

Clematis Streetscape

Design: October – December 2017
Procurement Process: January 2018
Project Commencement: May 8th 2018
Project Completion: October 1st, 2018
Final punch list completed: November 1st, 2018

Alleyways:

Ecosistema Urbano is under contract now for alleyways south of Clematis - 300 block, 200 block and triangle alleys on 100 block.

The City has retained Keshevar and Associates to design the utilities for the 300 block- this is underway and they will be waiting for Ecosistema to get a conceptual to finalize.

Timeline: 300 block first

PreDesign/Schematic Design: 5-6 Months

Pilot Project:?

Design Development through Permitting: 4-5 months

Construction: 6 months

TOTAL Time: 16 months

Winter/Spring: 2019

Banyan Hub:

Ecosistema Urbano to begin with PreDesign: October 2017

PreDesign/Schematic Design: 6 Months

Total Project: 3 years to completion - goal to start construction: May 2019

314 Clematis:

Ecosistema Urbano finalizing contract and to begin October 2017

Design to Construction Documents: 14-16 weeks - Winter 2018

Construction - Summer 2018

Goal should be to have tenants by next season

Waterfront Redesign

This will depend on:

1. Flagler Shore Success
2. Bond funding - we should know within 6 months about Bonding
3. Political desires

Currently there are no permanent projects planned, but that hopefully will change after Flagler Shore

Sec. 6. - Functions of the authority.

The authority shall perform the following functions:

- (a) Prepare an analysis of the economic conditions and changes occurring in the downtown area, including the effect thereon of such factors as metropolitan growth, traffic congestion, lack of adequate parking and other access facilities, and structural obsolescence and deterioration.
- (b) Formulate long-range plans for improving the attractiveness and accessibility to the public of downtown facilities, promoting efficient use thereof, remedying the deterioration of downtown property values, and developing the downtown area.
- (c) Recommend to the mayor and to downtown businessmen and residents the actions deemed most suitable for implementing the downtown development plans, including removal, razing, repair, renovation, reconstruction, remodeling, and improvement of existing structures, addition of new structures and facilities, relocation of any of those existing, and changes in patterns of and facilities for getting thereto and therefrom.
- (d) Participate actively in the implementation and execution of downtown development plans, including establishment, acquisition, construction, ownership, financing, leasing, licensing, operation, and management of public facilities deemed feasible and beneficial in effecting implementation, but this paragraph shall not give the authority any power or control over any city property unless and until assigned to it by the city commission under the provisions of paragraph (e) of this section.
- (e) Carry on all projects and undertakings authorized by law and within the limits of the powers granted to it by law, such additional public projects and undertakings related to the downtown area as the mayor may assign to it with its consent.

(Laws of Fla., Ch. 93-381, § 1)

Sec. 7. - Powers of the authority.

In the performance of the functions vested in or assigned to the authority, it is hereby granted the following powers:

- (a) To enter into contracts and agreements, and to sue and be sued as a body corporate;
- (b) To have and use a corporate seal;
- (c) To acquire, own, convey or otherwise dispose of, lease as lessor or lessee, construct, maintain, improve, enlarge, raze, relocate, operate, and manage property and facilities of whatever type, and to grant or acquire licenses, easements, and options with respect thereto;
- (d) To accept grants and donations of any type of property, labor, or other thing of value from any public or private source;
- (e) To receive the proceeds of the tax hereby imposed;
- (f) To receive the revenues from any property or facility owned, leased, licensed, or operated by it or under its control, subject to the limitations imposed upon it by trusts or other agreements validly entered into by it;
- (g) To have exclusive control of all funds legally available to it, subject to limitations imposed upon it by law or by any agreement validly entered into by it;
- (h) To cooperate and enter into agreements with any governmental agency or other public body;
- (i) To make to or receive from the City or Palm Beach County conveyances, leasehold interests, grants, contributions, loans, and other rights and privileges;

- (j) To request by resolution that the city exercise its municipal power of eminent domain in specific instances for the use and benefit of the authority and, if the city complies with the request and the property involved is acquired, the authority shall take over and assume control of such property on terms mutually agreed upon between the city and the authority, but the authority shall not thereafter be authorized to sell, lease or otherwise dispose of such property so acquired without the formal consent of the city commission;
- (k) To issue and sell revenue certificates as hereinafter provided, or in any other manner permitted by law and not inconsistent with the provisions hereof, and to take all steps deemed by it necessary or expedient for efficient preparation and marketing of the certificates at public or private sale at the best price obtainable, including the entry into binding agreements with corporate trustees, underwriters, and the holders of the certificates, and the employment and payment, as a necessary expense of issuance, for the services of consultants on valuations, costs and feasibility of undertaking, revenues to be anticipated and other financial matters, architecture, engineering, legal matters, accounting matters, and any other fields in which expert advice may be needed to effectuate advantageous issuance and marketing;
- (l) To fix, regulate, and collect rates and charges for facilities and services furnished by it or under its control and to pledge the revenue to the payment of revenue certificates issued by it;
- (m) To borrow money on its unsecured notes, for a period not exceeding nine months, in an aggregate amount for all outstanding unsecured notes not exceeding fifty percent of the proceeds received during the immediately prior fiscal year from the tax hereby imposed, and at an annual rate of interest not exceeding the rate being charged at the time of the loan by banks in the city on unsecured shortterm loans to local businesses;
- (n) To acquire by rental or otherwise and to equip and maintain a principal office for the conduct of its business and such branch offices as it may from time to time deem expedient;
- (o) To employ and prescribe the duties, authority, compensation, and reimbursement of expenses of the director of the authority, who shall act as its chief executive officer, a general counsel, who shall be an attorney with at least five years of experience in active Florida practice and so engaged at the time of appointment, and such other personnel as it may, after consultation with the director, deem necessary from time to time; provided, its personnel shall not be under civil service regulations, may be employed to serve at its pleasure, shall not in any event be contracted with for a term of employment longer than five years, shall not while employed by it serve as city officers or employees, and, with the exception of its secretary, shall not while employed by it serve as a member of it;
- (p) To exercise all powers incidental to the effective and expedient exercise of the foregoing powers to the extent not in conflict herewith or inconsistent herewith.