



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

CALL TO ORDER

Rob Samuels

PUBLIC COMMENTS AND QUESTIONS

PRESENTATION

CONSENT CALENDAR

Rob Samuels

- Minutes of Special Board Meeting of August 7, 2017
- Minutes of Board Meeting of August 15, 2017
- Financial Statements of August 31, 2017

OLD BUSINESS

NEW BUSINESS

- Sunshine/Public Meeting
- Insurance Carrier Changes

Abby Jorandby
Penny DeStefano

ANNOUNCEMENTS

- Reminder – Final DDA Public Hearing Wednesday at 5:05 PM
- Marketing / PR Highlights

Penny DeStefano
Tiffany Faublas

ADJOURNMENT

Rob Samuels



**301 Clematis Street, Suite 200
West Palm Beach, FL 33401
MINUTES
Special Board Meeting
Downtown Development Authority
August 7, 2017**

ATTENDANCE

Board Members in attendance included, Chairwoman Upendo Shabazz, Vice Chairman Rob Samuels, Mary Hurley Lane, Cynthia Nalley, and Robert Sanders, Esq. DDA staff in attendance included Penny DeStefano, Teneka James, Catherine Ast, Samantha Murrell, and Abigail Jorandby Esq. (Lohman Law Group). Guests in attendance included Rick Greene, Ana Aponte, Bill Newgent, Gopal Rajegowda, Tony Theisson, Harvey Oyer, Ron Warnecke, Mami Kisner, and Jonathon Cooper.

CALL TO ORDER

Chairwoman Shabazz called the meeting to order at 4:00pm.
Shabazz turned it over to Rick Greene, City of West Palm Beach Development Services Director.

PUBLIC COMMENTS

No public comments.

PRESENTATION

Okeechobee Business District

Rick Greene presented to the board regarding forming the Okeechobee Business District.
In 1997 the city adopted the TCEA (Transportation Concurrence Exception Area) into its comprehensive plan. Generally, the TCEA is an extension or enabler for the implementation of the City's Downtown Master Plan (DMP), housed in the Downtown Master Plan Element of the City's Comprehensive Plan. Transportation Element Policy 2.3.5(h) was adopted to ensure that future growth of the Downtown is predicated on a balance of land uses (residential to non-residential) leading to a reduced dependence on automobiles.

As of March 2017, the City has a residential to non-residential ratio of 0.68 (6,753 residential units & 9,980,924 s.f. of non-residential).

Downtown West Palm Beach currently has 3 class A office buildings Total square footage of existing Class A office – 1,052,387 sf. There are 3 class A projects that have been approved but have not started construction yet.

Lack of Class A office space has hurt West Palm Beach when recruiting businesses.

Incentives have been included in the Downtown Master Plan to attract Class A office, but no new structures have been built since 2008.

City Staff is proposing three amendments:

PB1749: Comprehensive Plan change to the Downtown Master Plan element of the Comprehensive Plan;

PB1749A: An amendment to the ZLDRs to create the new Okeechobee Boulevard district;

PB1749B: An amendment to the Downtown Master Plan Zoning Atlas

Proposed changes:

1. Are harmonious and compatible with the surrounding development pattern.
2. Do not create additional traffic congestion along Okeechobee Blvd beyond currently expected.
3. Offer mitigation measures to alleviate expected congestion.

Proposed changes will:

1. Attract needed class A office to increase the City's economic base and create jobs - Location is attractive for office market.
2. Create additional public open space (POS) along the Okeechobee corridor and along the Flagler waterfront. - Protect the waterfront (400' setback) - Support the transformation of the Okeechobee corridor into a more pedestrian-friendly environment.
3. Designate a significant historic structure and protect it for the future.

Areas of Concern

1. Preservation of Historic Landmarks
2. Modifications to the Downtown Master Plan
3. Traffic on Okeechobee Boulevard
4. Impact on Waterfront Views

First Christ Scientist Church Property

- NO increase in development capacity.
- Restricted to an FAR of 2.75 (FAR= Bldg. sf / Land area)
- Height incentive only with required preservation of a Landmark structure
- Increased open space require. (15%)
- Trolley contribution via payment

Triangle Site (RH) & Tent Site

- Also regulated by the CityPlace DRI
- Triangle Site limited to FAR of 1.75 (FAR= Bldg. sf / Land area)
- CRA Tent site has no max. capacity but the CRA will offer a voluntary reduction in FAR to 3.75 (412,000 sf)

All Properties in the Okeechobee Business District

- Parking is restricted 2.0 spaces vs. 2.5
- Transportation Demand Mgmt. Plan
- LEED certification
- Higher open space requirement (10 %+)

City is conducting a mobility study led by Alta to "develop a transportation system that balances bicycle, pedestrian, transit and car travel in an affordable, sustainable and safe manner."

City is also having discussions with the Coast Guard about not raising the Royal Park Bridge during the morning rush hour.

Concurrent studies for the mobility study include:

- Okeechobee Boulevard Corridor Study
- Downtown Parking Study
- City-wide Bicycle Master plan
- Public Life Study.

Short Term Improvements:

- Reduce the Traffic Signal Cycle Length (170-180 seconds to 150 seconds)
- Once the Flagler Memorial Bridge is reopened, reinstate the southbound left turn movement at the Lakeview/Flagler intersection

Mid/Long Term Improvements:

- Introduce a new east-west roadway connection between Australian Avenue and downtown on Fern St.
- Expansion of transit service and bike/pedestrian accommodations

Based on the data and analysis presented, and on the findings that the proposed amendments comply with standard in Sec 94-32 of the ZLDR, city staff recommends approval of

PB Case No. 1749

PB Case No. 1749A

PB Case No. 1749B

Sanders thanked Greene and stated he was very thorough and that this proposal conforms with the original plan back in the 90's. At that time one of the main obstacles was to develop class A office buildings. Sanders is in favor of the Okeechobee Business District and allowing building up to 25 stories.

Nalley stated that once the new residential buildings are complete the people will need somewhere to work, she is in favor of the project.

Samuels explained that he was against the original concept a year ago when it included building on the waterfront, however now he is in support of the change.

Hurley Lane likes the design of the building but has had hesitation regarding traffic. She is in favor of the change.

Board Action: Sanders made a motion to send a letter of support for proposed zoning amendments and Land use plan change. Samuels seconded the motion. The motion passed unanimously.

NEW BUSINESS

Budget Amendment & Authorization Resolution 5-17

DeStefano explained that a budget amendment is necessary to transfer \$300,000 from the Reserves Line item to the General Office line item for the buildout and lease of the new office space. This resolution is also to authorize executive director Raphael Clemente to allocate and expend funds.
Jorandby read the resolution for the record.

Board Action: Sanders made a motion to approve resolution 5-17.

Samuels seconded the motion. The motion passed unanimously.

ANNOUNCEMENTS

No announcements.

ADJOURNMENT

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

Board Action: Hurley Lane made a motion to adjourn the meeting at 4:45 p.m.

Samuels seconded the motion. The motion passed unanimously.



**301 Clematis Street, Suite 200
West Palm Beach, FL 33401
MINUTES
Regular Board Meeting
Downtown Development Authority
August 15, 2017**

ATTENDANCE

Board Members in attendance included, Chairwoman Upendo Shabazz, Vice Chairman Rob Samuels, Mary Hurley Lane, Cynthia Nalley, and Robert Sanders, Esq. DDA staff in attendance included Raphael Clemente, Penny DeStefano, Teneka James, Catherine Ast, Tiffany Faublas, Leslie Piester, Samantha Murrell, and Abigail Jorandby Esq. (Lohman Law Group). Guests in attendance included Alan Murphy, Chris Murray, Allison Justice, and Paul Snitkin.

CALL TO ORDER

Chairwoman Shabazz called the meeting to order at 8:30 a.m.

PUBLIC COMMENTS

No public comments.

PRESENTATION

Library Foundation

Alan Murphy and Chris Murray presented to the board a request for \$45,000 to fund IncreMental-U art classes for one year of programming.

Sanders recused himself from making comments and voting due to conflict of interest, Sanders sits on the board of the Library.

Samuels asked who attends the classes and why don't they charge? Murray explained that it is mostly adults but anyone that has a library card is welcome. The Mandel Foundation received a grant and required the programming to be free.

Samuels also asked how many people attend the classes. Murray said it depends on the content of the class but anywhere from 20 to 100 people. There is often a line 1 to 2 hours before the classes begin to register.

Hurley Lane asked how long has the program been running? Murray stated it's been running for the last 4 years.

Shabazz asked if we were to assist with funding this year how will you pay for it next year. Is there a plan to grow the program to make it self-funding? Shabazz also asked if there is a donation tin in the classroom. Murray said at this time they do not have a plan and would need to go after funding again next year. They do have a donation tin during all classes.

Nalley stated that she is a proud member of the library and wasn't aware of these types of classes. She plans to attend in the future. Nalley asked if we can fund a portion of the program.

Murray said yes, anything the DDA can do to help.

Shabazz asked the board what our history is with funding something like this. Have we done it in the past and do we have money in the budget for it? Clemente explained that we have been collaborating with the library for a long time. James explained that we do have the funds in next fiscal year's budget but the goal is to go after grants for this program.

Samuels stated he would rather see the DDA continue to support the library the ways we have in the past versus writing a check.

Board Action: Hurley Lane made a motion to sponsor \$18,200 for the winter term and to go to Knight Foundation to secure grant money for future funding.
Nalley seconded the motion. The motion passed 3-1.

Clemente will be contacting the Knight Foundation to ask if they would match the DDA sponsorship for this program.

CONSENT CALENDAR

Minutes of Regular Board Meeting of July 18, 2017

Board Action: Sanders made a motion to approve the Minutes of July 18, 2017.
Hurley Lane seconded the motion. The motion passed unanimously.

Financial Statements of July 31, 2017

Board Action: Sanders made a motion to approve the Financial Statements of July 31, 2017.
Hurley Lane seconded the motion. The motion passed unanimously.

OLD BUSINESS

New office space update

Clemente reported that the lease has been signed and the first check has been distributed. We have a 10 year lease with 3 five year extensions. Previously an amendment was made to allow the maximum buildout cost of \$300,000, all three bids received were above \$300,000. George Jay is giving the DDA a \$41,000 allowance to complete the buildout. The contractor will be Builtmore who is the son of the landlord George Jay. We would like to be in the new space by the end of the calendar year but we do have an extended lease in our current space through January.

CityPlace Update

At Jorandby's request CityPlace will be sending us a legal description of the properties they want in the DDA district. Once we receive the description and adopt the resolution Clemente would like to ask the City to pass an identical resolution of support. Then we will proceed to Tallahassee.

FY 2017/2018 Budget Review

Clemente went through the budget with the board and explained in September we will finalize our budget and will receive final carryforward numbers in December.

Proposed projects using next year's budget include a major revamp of 314 Clematis St., The Lord's Place new clean team program, bringing back the incentive program, and redesigning the streetscape.

NEW BUSINESS

300 Clematis Retail

Snitkin wanted to explain to the board the new concept that 7/11 will be bringing as tenants of the ground floor space of 300 Clematis. Snitkin explained that it's not a typical 7/11, it has more of a fresh market flair. They will have fresh produce, grab and go sandwiches, and coffees. At this time they do not have an ordinance allowing them to sell packaged alcohol. They are proposing to sell alcohol only from 10a-10pm, have a loitering policy, and train all their employees on how to properly enforce policy.

Snitkin also explained that this will be a corporately run store not a franchise. There are only a few of these types of

Nalley stated as a resident of downtown she is in favor of the 7/11 and wanted to know how the DDA can help. Snitkin asked that the DDA just explain the new concept if asked about this location.

Sanders asked what the terms of the lease are. Snitkin explained he can't go into specific details but that it is a 10 year lease with an option to cancel after 5 years. There is also a design clause in the lease so the landlord will have to approve everything.

ANNOUNCEMENTS

The CRA final budget meeting will be held on September 11, 2017 at 3pm.

The DNA quarterly meeting is scheduled for August 16, 2017 at 6pm at the Convention Center Hilton.

ADJOURNMENT

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

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

West Palm Beach Downtown Development Authority

Balance Sheet
August 31, 2017

ASSETS

Current Assets		
PNC Bank - Operating	1,983,110	
First Bank - Money Market	203,562	
Petty Cash	50	
Due from Employees	<u>0</u>	
Total Current Assets		2,186,722
Other Assets		
Lease Security Deposit	6,876	
Last Month Lease Payment	<u>7,960</u>	
Total Other Assets		<u>14,836</u>
Total Assets		<u><u>2,201,558</u></u>
CURRENT LIABILITIES		
Accounts Payable		6,064
Deferred Revenue		
Total Current Liabilities		<u>6,064</u>
FUND BALANCE		
Fund Balance at Beginning of Year	1,518,601	
Net Excess Income (Expense) Year-To-Date	<u>676,893</u>	
Total Fund Balance		<u>2,195,494</u>
Total Liabilities and Fund Balance		<u><u>2,201,558</u></u>

No CPA provides any assurance on these financial statements.

West Palm Beach Downtown Development Authority

Statement of Revenues And Expenditures

August 31, 2017

	Month	Year-to-Date	Gross Annual Budget	Budget %	Trolley				
					Work Plan Y-T-D	Services Y-T-D	Marketing Y-T-D	Security Y-T-D	Incentives Y-T-D
Current Year Revenues - Schedule 1	103	4,017,674	4,018,647	100.0%	2,250,174	675,000	542,500	550,000	0
Expenditures									
Business Development - Schedule 2	13,653	230,599	537,251	42.9%	230,243				356
Physical Environment - Schedule 3	198,893	1,508,035	2,443,759	61.7%	633,113	465,667		409,255	
Marketing/Public Relations- Schedule 4	11,320	490,565	584,307	84.0%	0		490,565		
Residential Quality of Life - Schedule 5	6,192	26,867	53,154	50.5%	26,867				
General Office - Schedule 6	153,847	196,200	449,159	43.7%	196,200				
Operations - Schedule 7	1,392	21,132	54,192	39.0%	21,132				
Professional Services - Schedule 8	5,013	87,138	165,877	52.5%	87,138				
Personnel Expense	52,015	598,810	689,684	86.8%	598,810				
Insurance Expense	0	19,863	36,088	55.0%	19,863				
Rent Expense	41,390	131,423	143,632	91.5%	131,423				
Tax Collection	0	10,975	12,000	91.5%	10,975				
Marketing Program, Equipment, Web	4,180	14,154	42,452	33.3%	14,154				
Travel and Training	2,202	5,022	22,018	22.8%	5,022				
Reserves	0	0	101,227	0.0%					
Total Expenditures	490,097	3,340,783	5,334,800	62.6%	1,974,940	465,667	490,565	409,255	356
Current Year Surplus (Deficit)	(489,994)	676,891	(1,316,153)	0.0%	275,234	209,333	51,935	140,745	(356)
Carry Forwards From Prior Years									
DDA Carryforward	28,152	150,241	570,570	26.3%	150,241	0	0	0	0
CRA Carryforward	49,409	563,049	745,583	75.5%	402,116	82,942	20,700	56,935	356
Total Carry Forwards	77,561	713,290	1,316,153	54.2%	552,357	82,942	20,700	56,935	356
Net Total Surplus (Deficit)	(412,433)	1,390,181	0	0.0%	827,591	292,275	72,635	197,680	0

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West Palm Beach Downtown Development Authority

Supplemental Schedules

August 31, 2017

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		101.0%	1,658,205				
TIF	0	(1,460,523)	(1,460,523)		100.0%	(1,460,523)				
DDA /CRA Interlocal Agreement	0	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		100.0%	425,000		155,000		
Interest - Money Market - First Bank	103	1,114	100		1114.0%	1,114				
Checking - Wells Fargo	0	0	0		0.0%	0				
Retail Loans	0	0	0		0.0%	0				
Sponsorships	0	31,111	0		0.0%	31,111				
Fees	0	30,324	30,324		100.0%	30,324				
Grants and Contributions	0	5,000	0		0.0%	5,000				
Reimbursements	0	1,726	0		0.0%	1,726				
CityPlace Shuttle	0	67,685	123,205		54.9%	67,685				
Total Current Year Revenues	103	4,017,674	4,018,647		100.0%	2,250,174	675,000	542,500	550,000	0

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

	Month	Year-to-Date	Gross Annual Budget	Budget %	Work Plan Y-T-D	Trolley Services Y-T-D	Marketing Y-T-D	Security Y-T-D	Incentives 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%	27,939				
Business Training and Support	0	27,939	46,865	59.6%	108,547				
Value Added Events	13,653	108,547	137,745	78.8%	37,483				
Retail Promotion	0	37,483	40,205	93.2%	0				
Historic Projects/Tours	0	0	509	0.0%	0				
Downtown Events	0	0	0	0.0%	0				
Grand Opening/New Bus.Training	0	5,611	19,104	29.4%	5,611				
Total Business Development	13,653	230,599	537,251	42.9%	230,243	0	0	0	356
SCHEDULE 3 - PHYSICAL ENVIRONMENT									
Studies and Surveys	0	34,369	50,000	68.7%	34,369				
Pressure Washing/Street Clean	53,397	286,536	410,360	69.8%	286,536				
Graffiti Maintenance	0	0	1,711	0.0%	0				
Landscape Maintenance	14,620	208,587	282,803	73.8%	208,587				
Security Contract	41,941	409,255	606,935	67.4%			409,255		
Trolley Contract	42,407	465,667	757,942	61.4%		465,667			
Trolley Signs & Ped Wayfinder	0	0	113,342	0.0%		0			
Capital Projects/Alleys	46,528	103,621	220,666	47.0%	103,621				
Total Physical Environment	198,893	1,508,035	2,443,759	61.7%	633,113	465,667	0	409,255	0

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August 31, 2017

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

Some rounding error may occur.

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