



MINUTES OF THE CRA ADVISORY BOARD MEETING  
INTRACOASTAL PARK CLUBHOUSE  
2240 N. FEDERAL HIGHWAY  
BOYNTON BEACH, FLORIDA 33435  
HELD ON THURSDAY, DECEMBER 6, 2018, AT 6:30 P.M.

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PRESENT:

Linda Cross, Chair  
Robert Pollock, Vice Chair  
Anthony Barber  
Allen Hendricks  
Rick Maharajh

STAFF:

Michael Simon, CRA Executive Director  
Thuy Shutt, CRA Assistant Director  
Theresa Utterback, CRA Dev. Svcs. Mgr.  
Bonnie Nicklien, Administrative Services  
and Grant Manager, CRA  
Lisa Tayar, Prototype, Inc.

ABSENT:

James DeVoursney

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Roll Call

Roll was called, and it was determined a quorum was present.

3. Agenda Approval

- A. Additions, Deletions, Corrections to the Agenda – None
- B. Adoption of Agenda

4. Information Only

- A. Financial Report Period Ending October 31, 2018 – None
- B. Financial Report Period Ending November 30, 2018 – None
- C. Neighborhood Officer Program 4<sup>th</sup> Quarter Report for FY 2017-2018  
Chair Cross wondered why the license plate camera is often not working.  
Mr. Simon will ask and email a response to the Board.
- D. December 2018 Event Schedule  
The first Rock the Plaza is Saturday, December 8, from 4 to 8 p.m., at Sunshine Square. All stores and vendors are engaging to make for an excellent event.

5. Public Comment – None

6. Consent

- A. Approval of CRA Advisory Board Meeting Minutes – October 4, 2018
- B. Approval of CRA Advisory Board Meeting Minutes – November 1, 2018

- C. Approval of 2019 CRA Advisory Board Meeting Dates (taken out of order)  
Noting that the July 4<sup>th</sup> date needs to be changed, after discussion it was suggested to schedule for July 8<sup>th</sup>.

**Motion** made by Mr. Maharajh, seconded by Mr. Hendricks, to approved the meeting dates with a change of July 8th. In a voice vote, the motion passed unanimously (5-0).

4. Information Only (taken out of order)

- C. Neighborhood Officer Program 4<sup>th</sup> Quarter Report for FY 2017-2018  
Sgt. Henry Diehl, Boynton Beach Police Department, arrived and took questions from the Board, first explaining about the license plate reader, that it only registers locations and if cameras are on or off, and that the department is not in charge of operations. The readers are battery operated and require maintenance. Also explained was how the speed measurement trailers operate in conjunction with police cars and officer operations for mobile coverage. Mr. Hendricks and Mr. Simon contributed to the explanation of CRA's funding as part of the police program. Discussion followed on how the program functions with permanent and fixed locations, and how regular reports could be compiled to show increased or decreased statistics for crime reports and action to track and curtail crime. It was noted that crime for the first six months of 2018 was reduced by 13% in Boynton Beach. Finally, Sgt. Diehl said Officer Rivera is returning to active duty.

7. Assignments

A. Pending Assignments

1. Consideration and Discussion of the Letter Submitted by the Community Caring Center Boynton Beach, Inc. (CCC) for their Property Located at 145 NE 4<sup>th</sup> Avenue, Boynton Beach, Florida – Tabled from August 2, 2018

[Mr. Hendricks recused due to a conflict of interest.]

Sherry Johnson, Executive Director, Community Caring Center, presented the latest proposal for the project, noting that the project has been divided into the phases and, for this session, Phase 1 for the ground floor is as follows:

- Kitchen and job training center.
- Tight constraints in development at Secret Garden.
- Other possibilities for office space; focus now is on the kitchen.
- Cost is about \$1 million.
- Asking for one time purchase for \$500,000:
  - Relocation expenses;
  - Equipment; and
  - Purchase of three lots.
- First year organization has exceeded \$1 million in revenues.
- Financial support already included \$200,000 in pledges, a challenge grant, PNC committed to do mortgage.

- Sale of house, capital campaign, mortgage in place takes close to almost 85% of what is need to accomplish project.
- Committee for capital campaign estimates another \$250,000 can be raised.
- Can begin project once house is purchased and lots are transferred.
- Already have consulting firm; ready to hire architect once funds are all in place from CRA.

An aerial representation of the three lots and surrounding properties was shown and discussed. Mr. Simon asked that the three lots be transferred from the City to the CRA within the next 30-60 days. Community Caring Center agrees the new location would be best. Ms. Johnson stated the phase being discussed in 100% incubator; if an additional \$1 million can be raised, Phase 2 will provide a second floor to house office, which will provide another business incubator space.

A discussion ensued on the financial aspects of the sale and property trade, the funding needed to buy and build, as well as the unincorporated site utility improvements, road work, and other costs, for a full picture of what all is entailed. Mr. Barber noted the CCC has been beneficial to the community; however, is concerned about vehicular access into the area until a road is built, which opened a further discussion of more funding to complete the project instead of a grant. The request for Phase 1 is not for a loan and CRAAB has not recommended a grant for a loan, but options could include a 0% interest loan; secure financial investment made outside the acquisitions as a "quiet second mortgage"; ways to get investments back and ways to secure it. The Board could investigate loan options, which ultimately are up to the applicant. All these options and hypotheticals were discussed further by the Board. Mr. Simon summarized that the CRA is comfortable to provide all monies for incubator space; and other office space is on less secure ground for support by CRA. However, it is recommended that all of the funding, however much that is, on the 6,000 square feet that is the incubator. While more could be given, the focus should be on Phase 1, and Ms. Johnson explained likely scenarios for Phase 2. CCC is fine with the mortgage concept, but not comfortable with a lease as there is a need to show equity in the project for further funding. The Board continued to discuss the options, minimums and maximums, for funding needed for Phase 1 in order to come to the motion. Chair Cross commended CCC for coming to the CRA with matching funds, cap campaign, and other supporting foundations.

**Motion** made by Mr. Barber, seconded by Mr. Pollock, to advise the CRA Board to provide Community Caring Center (CCC) with a minimum funding of \$550,000 plus three lots and a maximum of \$850,000 for construction of the new CCC. In a voice vote, the motion passed unanimously (4-0) with Mr. Hendricks recused.

- B. Reports on Pending Assignments  
1. None

- C. New Assignments from November 13, 2018 CRA Board Meeting
  - 1. None
- 8. CRA Board Items for CRA Advisory Board Review and Recommendations
  - A. Old Business
    - 1. None
  - B. New Business
    - 1. Consideration of Grant funding for the Boynton Beach CRA FY 2018-2019  
Nonprofit Organization Grant Program

Chair Cross gave an overview of the funds allocated for economic development, and that, at the time, the Community Caring Center was the only applicant (which was not anticipated at the onset). \$95,000 was the whole amount budgeted, 80% of that was for Workforce, etc. Ms. Shutt noted that another interested party applied for Workforce housing. Mr. Simon qualified the funding as \$19,000 for economic development purposes, the amount approved for affordable housing out of the \$95,000 was \$76,000. An application has been received from a economic development entity for the total amount allocated. No applications were received for affordable housing and only one entity applied for a portion of economic development. Ms. Shutt noted the first round is closed, another published round closes on January 4, 2019. Updates include: some applicants are no longer in business (not to the fault of CCC); safeguards in grant agreement; other information needs to be updated; and while some have not remained in operation, some of these have yielded businesses as a result of the program.

**Motion** made by Mr. Maharajh, seconded by Mr. Pollock, to recommend approval of the application and funding request as submitted by Community Caring Center of Greater Boynton Beach, Inc.(CCC) in the amount not to exceed \$19,000 over a funding period of six months under the Nonprofit Organization Grant Program (NOGP) and direct staff to work with legal counsel to bring back a Grant Agreement for Board Approval at the January 8, 2019 CRA Board meeting. In a voice vote, the motion passed unanimously (5-0).

- 9. Future Agenda Items – None
- 10. Adjournment
  - Upon motion duly made and seconded, the meeting was adjourned at 7:50 p.m.