



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 MINUTES**  
**Thursday, May 26, 2016, 6:00 p.m.**  
Commission Chambers at City Hall  
Delray Beach, FL 33444

**STAFF PRESENT:**

Jeff Costello	Kristyn Cox	Susan Shaw
Thuy Shutt	Elizabeth Burrows	D J Doody
Joan Goodrich	Lori Hayward	

**OTHERS PRESENT:**

Evelyn Dobson	Barbara Thomas	John Morgan
Grecia Edmond		

**1. Call to Order**

Chairman Reggie Cox called the meeting to order at 6:15.

**2. Roll Call**

Present: Reggie Cox, Joe Bernadel, Bill Branning, Herman Stevens, Paul Zacks, Daniel Rose  
Absent: Cathy Balestriere

**3. Approval of Agenda**

Mr. Rose made a motion to approve the Agenda which was seconded by Mr. Branning and passed unanimously.

**4. Approval of the Minutes from May 12<sup>th</sup> Regular Meeting**

Mr. Rose made a motion to approve the Minutes of the May 12<sup>th</sup> Meeting which was seconded by Mr. Branning and passed unanimously.

**5. Public Comments on Non-Agenda and Consent Agenda Items - None**

**6. P&Z – None**

**7. Consent Agenda**

- A. Economic Development Monthly Report, April 2016
- B. Fiscal Year 2015/16 Second Quarter Reports
  - 1. Trolley Ridership
  - 2. Delray Beach Marketing Cooperative
  - 3. A-GUIDE Reports

Handwritten initials in the bottom right corner, possibly "AR".

- a. Delray Beach Community Land Trust
- b. Delray Beach Public Library
- c. Old School Square
- d. EPOCH

Mr. Rose made a motion to approve the Consent Agenda. Mr. Zacks seconded the motion which passed unanimously.

**8. Old Business – None**

**9. New Business**

**A. Award of RFQ for Engineering Firms for Continuing Services**

Assistant Director Thuy Shutt presented the item. She reported that there were thirteen (13) respondents to the RFQ which was issued to solicit qualified engineering consultants to provide pre-design through construction services for various improvements for projects within the CRA Work Plan. She stated that Wantman Group was ranked first, Mathews ranked second and there was a three way tie for third place, so the Selection Committee recommended that five (5) firms be selected: Wantman Group, Inc.; Mathews Consulting, Inc.; Calvin, Giordano & Associates, Inc.; Chen Moore & Associates, Inc.; and Kimley-Horn and Associates Inc. She noted that all but Chen Moore & Associates already provide engineering services for the City on a continuing contract basis.

The Board Chair asked for public comments. There were none.

Mr. Branning made a motion to approve the five (5) engineering firms for continuing consulting services and to authorize staff to enter into contract negotiations accordingly. Mr. Bernadel seconded the motion which passed unanimously.

~~**B. Award of RFB for Appraisal Services**~~

**C. Agreement for Purchase & Sale – 27 SW 14<sup>th</sup> Avenue (Thomas)**

West Atlantic Redevelopment Director Kristyn Cox presented the Agreement. She gave some background on the property, and stated an appraisal report was received from Miller Appraisal Group with a value of \$105,000. Upon negotiation, the Sellers agreed to the appraised value with a counteroffer that the CRA absorb the Seller's typical closing costs. Ms. Cox noted that Ms. Thomas was present in the audience.

The Board Chair asked for public comments. There were none.

Mr. Branning made a motion to approve Resolution No. 2016-06 and the Purchase and Sale Agreement with the Co-Representatives of the Estate of James Thomas for 27 SW 14<sup>th</sup> Avenue with a purchase price of \$105,000. Mr. Rose seconded the motion which passed unanimously.

~~**D. City Funding Request – Curb Appeal by the Block**~~

**E. Carry Forward Report for 2014/15 to 2015/16**

Finance & Operations Director Lori Hayward presented the item. She reviewed the General Fund Carry Forward policy, and noted that the Report provided shows how the remaining funds had been allocated to FY 2015-2016 expenses.

The Board Chair asked for public comments. There were none.

Mr. Rose made a motion to approve the General Fund Carry Forward Report for FY 2014-2015 which was seconded by Mr. Bernadel and passed unanimously.

**F. Resolution No. 2016-09 - Budget Amendment No. 3 – FY 2014-2015**

Ms. Hayward presented the Resolution and Budget Amendment. She reported that the amendment is being processed in conjunction with the CRA's 2014-2015 annual audit which was accepted by the Board at its April 28<sup>th</sup> meeting. She reviewed the key modifications to the budget, and noted some minor amounts that needed adjusting.

The Board Chair asked for public comments. There were none.

Mr. Zacks made a motion to approve Resolution No.16-09 adopting Budget Amendment No. 3 for FY 2014-2015. Mr. Rose seconded the motion which passed unanimously.

**10. Other Business**

**A. Comments by Commissioners - None**

**B. Comments by Board Attorney - None**

**C. Comments by Executive Director**

Executive Director Jeff Costello reported that the Board will have a draft of the 2016-17 Budget at the next meeting for discussion. He brought up the possibility of moving the date of the Budget Workshop to June, especially since the Joint Workshop with the City Commission is July 12<sup>th</sup>. Board consensus was to have the Budget Workshop on Wednesday, June 22<sup>nd</sup>. The time and place will be determined, but generally it is from 11:30 to 2:30. Mr. Costello also noted that Budget Amendment No. 2 for this fiscal year will be presented at the next meeting, as well as an Amendment to the ILA pertaining to CIP projects as the City has requested additional funding for a couple of Capital Improvement Projects.

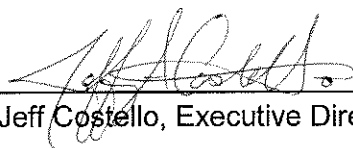
**D. Comments by Staff**

Economic Development Manager Elizabeth Burrows reported that We ♥ Small Biz month is coming to an end, and she reviewed some of the activities that had occurred. She also noted The Set Business Walk had been postponed due to inclement weather, and will now be on June 15<sup>th</sup>. All are welcome to participate and walkers will convene at 9:45 a.m. at Donnie's Place.

Kristyn Cox reported that the May 20<sup>th</sup> Sets in the West was rained out but before the rains came there was a nice crowd and good music. She apprised the Board that the Brand Launch for The Set is being planned by the Promotions Committee for September 9, 10, and 11.

**11. Adjournment**

There being no further business, the meeting was adjourned at 6:40.

  
\_\_\_\_\_  
Jeff Costello, Executive Director

  
\_\_\_\_\_  
Reginald A. Cox, Board Chair