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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, March 23, 2017, 6:00 p.m.**  
Commission Chambers at City Hall  
Delray Beach, FL 33444

**STAFF PRESENT:**

Jeff Costello	Kevin Matthews	Susan Shaw	John Morgan
Lori Hayward	Renee Roberts	David Tolces	Darrell Hunter
Joan Goodrich	Kristyn Cox	Krista Walker	Candi Jefferson
Thuy Shutt	Elizabeth Burrows	Missie Barletto	

**OTHERS PRESENT:**

Jane Smith	Jonathan Haigh	Marjorie Waldo	Andrea Hutchison
Dorothy Ellington	Tom Fleming	Arie Whiteman	Patrick Halliday
Dave Matthews			

**1. Call to Order**

Chairman Cox called the meeting to order at 6:05 pm.

**2. Roll Call**

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

**3. Approval of Agenda**

Mr. Stevens made a motion to approve the Revised Agenda which was seconded by Mr. Zacks and passed unanimously.

**4. Approval of the Minutes**

**A. Minutes of the March 9<sup>th</sup> CRA Board Meeting**

Mr. Zacks made a motion to approve the Minutes of the March 9th Board Meeting. Mr. Stevens seconded the motion which passed unanimously.

**5. Public Comments on Non-Agenda and Consent Agenda Items**

Patrick Halliday, 1071 Delray Lakes Drive, Founder & President of the Delray Beach Bike Club, reviewed some of the local activities of the Club including the Pledge for Peace event. He introduced the Bike Club's idea of a Downtown Pedit Cab or Rickshaw for Delray to the Board which he noted offers many benefits including job opportunities. He said the Club would like to do a six (6) month pilot program in Delray and that he would appreciate the CRA's support.

Ari Whiteman, 5091 Washington Road, expressed his gratitude for the efforts of the CRA. He suggested information could be better disseminated to help voters and stakeholders know what all the CRA is working on to insure correct information is going to the public.

Dorothy Ellington, President & CEO of the Delray Housing Authority, announced the Agency will be moving into their new building (located at 82 NW 5<sup>th</sup> Avenue) on March 31<sup>st</sup>. She noted the Housing Group purchased the land from the CRA in 2008 and that the CRA also bought the alley behind the land and will be paving it to provide parking. She expressed her gratitude to the CRA for always being a great partner.

## 6. P&Z – None

## 7. Reports

### A. Landscape Maintenance Report

Assistant Environmental Services Director Missie Barletto presented the item. She spoke about the transition of the right-of-way maintenance from the Parks & Recreation Department to the Environmental Services Department (ESD), and stated that although responsibility has not been transitioned over yet to ESD, they are working as a team along with D J Lee from the CRA and representatives from Planning & Zoning. She updated the Board regarding some of their recent projects including removing dead palms on Atlantic and clearing the land at the City Attorney's offices. She noted her department will begin addressing the landscaping on MLK Jr. Drive and 12<sup>th</sup> Avenue next. She said there are inappropriate plants in some of the landscape nodes and asked the CRA's blessing to remove and replace plantings.

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

Mr. Zacks stated that if removing and replacing plantings will improve appearances and safety then he supports it. He also inquired about the transition time it is taking for ESD to take over maintenance of the right-of-ways. Ms. Barletto stated a one and a half year time frame to complete the transition was originally given, but that about eight (8) weeks later she was told the transition needed to be completed 'yesterday'. She said staff is trying to make an organized and systematic transition, but that a lot of the information has been difficult to retrieve. She added that Contract Management has been transitioned over to ESD. Mr. Zacks felt that less work is getting done while in transition. Ms. Barletto stated they are identifying the 'low hanging fruit' projects, like Swinton Avenue and Martin Luther King Jr. Drive, as some of the areas that need immediate attention and she stated there is a deadline of five (5) weeks to have those plantings in place. She said she hopes that in three more months the transition will be complete. Mr. Cox stated he does realize there is transitioning occurring with staff, but that on SW 2<sup>nd</sup> Street, MLK Jr. Drive, SW 12<sup>th</sup> Avenue, and SW 14<sup>th</sup> Avenue the landscape maintenance is inadequate, the plantings are overcrowded and it has become blighted. Ms. Barletto noted that those areas are currently under contract with a landscaping company and that staff will work with that company to increase their efforts. She stated that MLK Jr. Drive will be completed in the next five weeks and the other areas mentioned will then follow. She added that now that she has the CRA's support, staff will begin to change the plants out. Mr. Stevens requested he would like to see pictures of what exists now as well as pictures of the intended replacement plants. Ms. Barletto will send pictures to Mr. Costello who will forward them on to the Board.

## **8. Consent Agenda**

**A. Milagro Center – Community Sponsorship Grant**

**B. Monthly Financial Report, January, 2017**

**C. First Quarter Reports**

**1. Trolley**

**2. DBMC**

**3. A-GUIDE**

**a. Creative City Collaborative**

**b. Delray Beach Historical Society**

**c. EPOCH**

**d. Old School Square**

**e. Delray Beach Community Land Trust**

Mr. Zacks made a motion to approve the Consent Agenda which was seconded by Mr. Bernadel and passed unanimously.

**9. Old Business – None**

## **10. New Business**

**A. Site Development Assistance Grant – GDL Enterprises, Inc. - 229 SE 2nd Avenue**

Economic Development Manager Elizabeth Burrows presented the item. Ms. Burrows reviewed the grant request, noting that vagrant activity at the property has created a security threat to the property and its tenants. Therefore, in an effort to protect the property, the owner plans to install a new six foot wooden fence around the perimeter of the building while leaving the chain-link fence abutting the alleyway behind the building in place. Some additional aesthetic improvements to the building are also included.

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

Mr. Bernadel stated the improvements are badly needed and it would be money well spent. Mr. Zacks made a motion to approve the Site Development Grant Agreement with GDL Enterprises, Inc. for the proposed exterior improvement project located at 229 SE 2<sup>nd</sup> Avenue for an amount not to exceed \$4,568.00. Mr. Bernadel seconded the motion which passed unanimously. Mr. Stevens inquired about the possibility of having grants that are not 100% reimbursable to accommodate persons who may need to make improvements but cannot afford to pay the entire amount on the front end. Ms. Burrows stated there are a variety of types of grant agreement practices within different CRAs which she can further research. Mr. Cox agreed and said perhaps that could be further investigated at the upcoming Goal Setting Workshop to find creative ways to get assistance to those small businesses where cash flow is an issue. Ms. Burrows stated she will certainly look into creative ways to assist with grant funding.

**B. Amendments to Continuing Services Agreements**

**1. Architectural Services**

**a. ACAI Associates, Inc.**

**b. Synalovski Romanik Saye, LLC**

**c. Currie Sowards Aguila Architects, Inc.**

**d. Song & Associates, Inc.**

Assistant Director Thuy Shutt presented the item and reviewed the background. All four firms were awarded three (3) year contracts with a one (1) year renewal option, and it is now time to act on the renewal option. She reported all the firms have agreed to keep pricing at the original rates and terms, but that the agreements include updated insurance coverage requirements to be consistent with other CRA Agreements as well as several other legal modifications. She also noted one change in the recommendation in the Board Summary for Motion A, advising that both the Song & Associates Agreement and the Currie Sowards Agreement are Second Amendments and should be deleted from the first motion. Motion B has the correct language. Attorney Tolces recommended that the Board make separate motions for each firm.

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

Mr. Bernadel made a motion to approve the First Amendment to the Agreement with ACAI Associates, Inc. to extend the term for one (1) year. Mr. Zacks seconded the motion which passed unanimously.

Mr. Bernadel made a motion to approve the First Amendment to the Agreement with and Synalovski Romanik Saye, LLC. to extend the term for one (1) year. Mr. Zacks seconded the motion which passed unanimously.

Mr. Bernadel made a motion to approve the Second Amendment to the Agreement with Currie Sowards Aguila Architects, Inc. to extend the term for one (1) year. Mr. Zacks seconded the motion which passed unanimously.

Mr. Bernadel made a motion to approve the Second Amendment to the Agreement with Song & Associates, Inc. to extend the term for one (1) year. Mr. Zacks seconded the motion which passed unanimously.

**2. Landscape Architectural Services**

**a. Calvin, Giordano & Associates, Inc.**

**b. Craven Thompson & Associates, Inc.**

**c. Bermello Ajamil & Partners, Inc.**

**d. Kimley Horn & Associates, Inc.**

Ms. Shutt presented the item, noting it is similar to the previous item for Architectural Services, with the rates and terms remaining the same and the inclusion of several modifications including the insurance coverage requirements and legal modifications.

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

Mr. Zacks made a motion to approve the First Amendment to the Agreement with Craven Thompson & Associates, Inc. to extend the term for one (1) year. The motion was seconded by Mr. Bernadel and passed unanimously.

Mr. Zacks made a motion to approve the First Amendment to the Agreement with Bermello Ajamil & Partners, Inc. to extend the term for one (1) year which was seconded by Mr. Bernadel and passed unanimously.

Mr. Zacks made a motion to approve the First Amendment to the Agreement with Kimley Horn & Associates, Inc. to extend the term for one (1) year. Mr. Bernadel seconded the motion which passed unanimously.

Mr. Zacks made a motion to approve the Second Amendment to the Agreement with Calvin, Giordano & Associates, Inc. to extend the term for one (1) year. Mr. Bernadel seconded the motion which passed unanimously.

### **C. Work Assignments – Matthews Consulting – Construction Administration Services**

#### **1. Blocks 8 and 20 – Alley Improvements**

Ms. Shutt presented the item. In reviewing the Work Assignments for the Board, she noted that the City had agreed to have the CRA procure and manage the construction administration for the Block 8 and Block 20 Alley Improvements in order to assist in moving the project forward. She noted there will also be some sidewalk improvements done at the same time along SW 10<sup>th</sup> Avenue adjacent to St. Paul Missionary Baptist Church. The timeline for the Work Assignment will coincide with the City's construction contracts.

The Board Chair called for public comments.

Dorothy Ellington, Executive Director of the Delray Housing Group, thanked staff for facilitating this project as the Housing Group cannot access parking at their new building without the Block 20 alley. She also noted the CRA negotiated an agreement with Mt. Olive Baptist Church for the Housing Group to use their parking lot, and expressed her appreciation for that as well as Ms. Shutt's diligent efforts.

Mr. Zacks made a motion to approve the Work Assignment with Baxter & Woodman, Inc. d/b/a Matthews Consulting (B&W-MC) for the construction administration services associated with the improvements to Block 8 and Block 20 Alleys at a cost not to exceed \$30,030. Mr. Bernadel seconded the motion which passed unanimously.

#### **2. SW 2nd Street – Resurfacing**

Ms. Shutt presented the second Matthews Consulting Work Assignment. The background on this item was similar to the previous Work Assignment but involves the improvements to the SW 2<sup>nd</sup> Street Beautification Project Phase II. The CRA is procuring and managing the construction administration aspect of the project to keep it moving forward.

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

Mr. Zacks made a motion to approve the Work Assignment with B&W-MC for the construction administration services associated with the SW 2nd Street Beautification Phase II Project at a cost not to exceed \$23,279. Mr. Bernadel seconded the motion which passed unanimously.

**D. Resolution No. 2017-04 – Opposing House and Senate Bills regarding CRAs**

Attorney Tolces read the Resolution No. 2017-04 Opposing the House and Senate Bills regarding CRAs. He updated the Board that the Bill was to be heard in the Senate Community Affairs Committee yesterday but was rescheduled to next week. After that, it has a couple of other committees it needs to go through. On the House side, the bill was considered and it passed with some minor changes. He said the difference between the two is the House Bill prohibits CRAs from taking on any new debt going forward, and that both Bills seem to focus on having CRAs sunset by 2037. He added that included in the Bills is a requirement for specific ethics training for Commissioners as well as some other measures designed to try to reign in some CRA's which are not doing what some think they should be doing.

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

Mr. Zacks asked what was driving the Bills. Mr. Tolces said that aside from money and politics, some counties have had issues with their CRAs. He noted that the FRA and League of Cities have been very involved in opposing the Bills, and that they will receive a copy of the this Resolution as will the Palm Beach County Legislative Delegation. Mr. Cox noted a correction is needed in the sentence before Section 1 which reads "Now, therefore, be it resolved by the City Commission of the City Margate, Florida" needs to read "...be it resolved by the CRA Board of Commissioners." Mr. Bernadel made a motion to approve Resolution No. 2017-04 as amended urging the legislature to vote against HB 13 and SB 1770 that would amend Part III, Chapter 163, Florida Statutes. Mr. Zacks seconded the motion which passed unanimously.

**E. Acknowledgement and Extension of Right to Repurchase - CRA and City (108-110 NW 12th Avenue)**

Project & Property Manager D. J. Lee presented the item. Mr. Lee reviewed the background on the item and outlined the specifics of the request for an extension of the date for the issuance of a certificate of occupancy for the Eagle Nest Program Project 3 at 108-110 NW 12<sup>th</sup> Avenue.

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

Mr. Zacks made a motion to approve the Acknowledgement and Extension of Right to Repurchase between the CRA and City to extend the date for the issuance of the certificate of occupancy to August 19, 2018. The motion was seconded by Mr. Bernadel and passed unanimously.

**11. Other Business**

**A. Comments by Commissioners**

Mr. Cox reiterated the request to discuss creative ideas on how to assist small business with incentives at the Goal Setting Workshop. He also asked Mr. Costello whether he knew if any of the other communities that have the Ambassadors Program also have Clean & Safe programs. Mr. Costello did not get in touch with all of them but he did speak with West Palm Beach. He noted that CRA levies a mil and the DDA levies a mil so it is an entirely different dynamic than Delray Beach. Mr. Cox also reminded the Board of The Set Plan Community Workshops coming up.

**B. Comments by Board Attorney**

Mr. Tolces reminded the Commissioners to return their Executive Director evaluations so that item can be on the Agenda for the second week in April. He also congratulated Dorothy Ellington on the Delray Housing Group's imminent move into their long awaited new offices.

**C. Comments by Executive Director**

Mr. Costello thanked the staff and all those who assisted with the recent Door Hanger distribution related to the upcoming Redevelopment Plan Update Community Meetings. He acknowledged and congratulated Krista Walker on her promotion to Contract Manager.

**D. Comments by Staff**

West Atlantic Development Director Kristyn Cox advised the Board that The Set Neighborhood Plan Community Meeting on Tuesday March 28th at the Delray Full Service Center will begin at 6:00 pm, and the one on Saturday morning April 1<sup>st</sup> will be in the Library at 9:30 am. The Meetings will have the same content and are just at different times to accommodate various schedules.

**12. Adjournment**

There being no further business, the meeting was adjourned at 7:08 pm.

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Jeff Costello, Executive Director

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Reginald A. Cox, Board Chair