

# City of Delray Beach

COMMUNITY REDEVELOPMENT AGENCY  
20 North Swinton Avenue - Delray Beach, FL 33444  
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[www.delraycra.org](http://www.delraycra.org)



## CRA Meeting

Tuesday, October 9, 2018

1:30 PM

Commission Chambers  
Delray Beach City Hall

## Community Redevelopment Agency

*CRA Board of Commissioners*  
*Chair Shelly Petrolia*  
*Vice Chair Shirley Ervin Johnson*  
*Deputy Vice Chair Angie Gray*  
*Treasurer Bill Bathurst*  
*Commissioner Adam Frankel*  
*Commissioner Ryan Boylston*  
*Commissioner Pamela Brinson*

## **RULES FOR PUBLIC PARTICIPATION**

**PUBLIC COMMENT:** Any citizen is entitled to speak on items under the Old or New Business sections at the time the items are heard by the CRA Board of Commissioners ("CRA Board"). Comments are limited to 2 minutes unless otherwise specified.

**ADDRESSING THE CRA BOARD:** Members of the public will be requested to complete a form or other document in order to inform the CRA Board of a desire to be heard. At the appropriate time, please step up to the lectern and state your name and address for the record. All comments must be addressed to the CRA Board as a body and not to individuals. Any person making disruptive, impertinent, or slanderous remarks or who becomes boisterous, while addressing the CRA Board and refuses to stop may be requested to leave by the meeting Chair. Any person who, at a Board meeting, willfully interrupts or disturbs the meeting in violation of Section 871.01, Fla. Stat., entitled "Disturbing Schools and Religious and Other Assemblies," is subject to arrest by those law enforcement officers present.

**SIGN IN SHEET:** Prior to the start of the CRA Board Meeting, individuals attending the meeting should sign in on the sheet located on the right side of the dais. The primary purpose of the sign-in sheet is to assist staff with record keeping.

## **APPELLATE PROCEDURES**

Please be advised that if any person decides to appeal any decision made by the CRA 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.

**1. Call to Order****2. Roll Call****3. Approval of Agenda****4. Approval of Minutes****4A. MINUTES OF AUGUST 27, 2018 BUDGET WORKSHOP**

**Attachments:** [August 27 Budget Workshop Minutes](#)

**4B. MINUTES OF SEPTEMBER 11, 2018 REGULAR MEETING**

**Attachments:** [September 11 Regular Board Meeting Minutes](#)

**5. Presentations****6. Public Comments on Non-Agenda and Consent Agenda Items****7. Consent Agenda****7A. CRA FINANCIAL REPORT - AUGUST 2018**

**Recommendation:** Receive and File.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A - CRA August 2018 Financial Statements](#)

**7B. CRA WORK PLAN MONTHLY PROGRESS REPORT, SEPTEMBER 2018**

**Recommendation:** Receive and File.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A - CRA Monthly Progress Report Sept 2018](#)

**7C. TROLLEY RIDERSHIP REPORTS - FY 2017-18 3RD QUARTER**

**Recommendation:** Accept and file.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A Trolley Ridership](#)

**7D. CLEAN AND SAFE PROGRAM MONTHLY REPORT, AUGUST 2018**

**Recommendation:** Accept and file.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A - Clean & Safe Aug Report](#)

**7E. CURB APPEAL GRANT - 240 SW 9th CIRCLE (FLOWERS)**

**Recommendation:** Approve a Curb Appeal Grant for the property located at 240 SW 9th Circle, for an amount not to exceed \$13,500.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A - Location Map - 240 SW 9th Circle](#)  
[Exhibit B - Quote Information Sheet](#)  
[Exhibit C - Existing Conditions](#)

**8. Old Business**

**8A. INTERLOCAL AGREEMENT BETWEEN THE CITY AND CRA FY 2018-19 FOR TRANSPORTATION SERVICES**

**Recommendation:** Approve the Interlocal Agreement with the City and CRA for funding of Transportation Services in the amount of \$975,000 for FY 2018-19.

**..Body****Background:**

The Downtown Transit System Program is described in the adopted Community Redevelopment Plan: #3.4: Downtown Transit System - The "Downtown Roundabout" (See Exhibit A). The Program is supported pursuant to Transportation Element Goal Area "D" of the City's Comprehensive Plan, which states: Alternative (to the automobile) transportation options shall be created and enhanced, encouraging safety and utilization. The City began offering a free shuttle service named the Downtown Roundabout in January of 2007, providing free transportation through the downtown area from Tri-Rail to the beach, using a combination of City and CRA funds. Over the years, the original vehicles have changed and other funding sources supporting the program have diminished. The current program is funded by the CRA and administered by the City. However, it is noted, in 2020, the City will receive a grant from the Palm Beach Transportation Planning Agency in the amount of \$860,000 to purchase new vehicles. These vehicles will be used to help provide fixed-route transportation services and are expected to be brought into service by November 2021.

In May 2018, the City issued a Request for Proposals for Transportation Services to provide a Fixed Route, Point-to-Point or Combination of the services. Based on the anticipated multi-modal mobility program, the City requested funding in FY 2018-19 in the amount of \$975,000.

At its meeting of September 11, 2018, the CRA Board tabled the Interlocal Agreement between the CRA and the City for the funding of the Transportation Services. The discussion focused primarily on the trolley vehicles and utilization. However, the CRA Board approved the budget with \$975,000 allocated for Downtown Mobility.

Subsequent to the CRA Board meeting the City canceled the RFP for Transportation Services and was discontinued the trolley service due to lack of funding. At the September 25, 2018 City Commission meeting, the Commission discussed the CRA administering a Pilot Program; however, pursuant to CRA's procurement process, competitive, formal, sealed bids or proposals must be obtained when the CRA desires to acquire goods or services over \$25,000. In this instance, the amount expended on the Pilot Program service will likely be over \$25,000, thus the CRA must seek competitive bids.

CRA, City and DDA staff have also met to discuss options to address the Community's short term and long-term transportation needs. At the October 9th City Commission workshop, the Commission will be

discussing the purchasing procedures as a result of the referenced RFP.

### **FY 2018-19 ILA for Transportation Services**

The CRA's FY 2018-19 Budget includes \$975,000 for Transportation Services, administered by the City. The attached Interlocal Agreement (ILA) between the CRA and the City is structured in a manner to provide flexibility on the utilization of the funding for Transportation Services, whether it be a Fixed Route, Point-to-Point, a Combination of Services, the implementation of a Pilot Program, and/or other transportation opportunities. Pursuant to the Agreement, the CRA reimburses the City for the actual amount expended for the Transportation Services for the amount budgeted each Fiscal Year. Payments are made to the City after receipt of the quarterly reports and documentation of actual expenditures. Approval of the ILA is recommended at this time. If desired by the Board, once the utilization of the funds is further clarified, an amendment could be presented the Board for consideration.

Attachment(s): Exhibit A - #3.4: Downtown Transit System - The "Downtown Roundabout"; Exhibit B - ILA for the Transportation Services FY 2018-2019; Exhibit C - Excerpt from CRA Procurement Manual

#### **CRA Attorney Review:**

The CRA Attorney has reviewed the Funding Agreement to form and determined it to be acceptable.

#### **Finance Review:**

N/A

#### **Funding Source/Financial Impact:**

\$975,000 allocated from General Ledger #5230 from Downtown Mobility in the FY 2018-2019 CRA Budget.

#### **Timing of Request:**

N/A

#### **Attachments:**

[Agenda Cover Report](#)

[Exhibit A - #3.4 Downtown Roundabout - CRA Plan](#)

[Exhibit B - Excerpt Procurement and Purchasing Procedures](#)

[Exhibit C - ILA Transportation Final\\_revised - 10-3-18](#)

## 9. New Business

**9A. THE CENTER FOR TECHNOLOGY, ENTERPRISE, DEVELOPMENT, INC. (TED CENTER) -FUNDING REQUEST**

**Recommendation:** Provide direction with respect to a funding request received by The Technology Enterprise Development Center to support local government contracts training, small business certification and youth entrepreneurship training in the CRA District.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A - Ted Center Documents](#)

**9B. DISCUSSION - CRA LAND ACQUISITION STRATEGY**

**Recommendation:** Provide direction with regard to future acquisitions within the first blocks north and south of W. Atlantic Avenue.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A - CRA Property Acquisition Map - West Atlantic Properties](#)  
[Exhibit B - Excerpt from Redevelopment Plan](#)

**9C. UPDATE - FY 2018-19 CRA WORK PLAN IMPLEMENTATION**

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A - CRA-Budget-Work Plan FY18-19](#)

**9D. CRA ORGANIZATIONAL CHART AND STAFFING UPDATE**

**Recommendation:**

1. Amend the CRA staff structure as shown on the attached Organizational Chart.
2. Approve the job descriptions for the Project and Development Relations Manager and Executive Coordinator.
3. Authorize the CRA to hire additional full-time Project Managers, if needed.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A - CRA Org Chart 10.9.18](#)  
[Exhibit B - Job Descriptions](#)

**10. Other Business**

- A. Comments by Commissioners
- B. Comments by Board Attorney
- C. Comments by Executive Director
- D. Comments by Staff

## 11. Adjournment