

# City of Delray Beach

COMMUNITY REDEVELOPMENT AGENCY  
20 North Swinton Avenue - Delray Beach, FL 33444  
Phone: (561) 276-8640 - Fax: (561) 276-8558  
[www.delraycra.org](http://www.delraycra.org)



## CRA Meeting

Tuesday, May 14, 2019

1:30 PM

Regular Meeting

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. MARCH 12 REGULAR BOARD MEETING MINUTES**

**Attachments:** [CRA Regular Meeting Minutes - March 12th](#)

**4B. MARCH 28 SPECIAL BOARD MEETING MINUTES**

**Attachments:** [CRA Special Meeting Minutes - March 28th](#)

**5. Public Comments on Non-Agenda and Consent Agenda Items****6. P & Z Items**

None.

**7. Consent Agenda****7A. CRA FINANCIAL REPORT - March 2019**

**Recommendation:** Receive and File.

**Attachments:** [Agenda Cover Report](#)  
[FinStmt-March19](#)

**7B. CRA MONTHLY PROGRESS REPORTS, APRIL 2019**

**Recommendation:** Receive and File.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A - Monthly Work Plan Progress Report](#)  
[Exhibit B - Office of Economic Development Report](#)  
[Exhibit C - Arts Warehouse Monthly Report](#)

**7C. CLEAN AND SAFE PROGRAM MONTHLY REPORT, MARCH 2019**

**Recommendation:** Accept and file.

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

**7D. DELRAY BEACH CAREER COTTAGE 2ND QUARTER FY2018-19 REPORT**

**Recommendation:** Receive and file.

**Attachments:** [Agenda Cover Report](#)

[Exhibit A - FY 2019 2Q Career Cottage Report 043019](#)

[Exhibit B - CareerSource Work Readiness Flyer January 2019](#)

**7E. RESOLUTION NO. 2019-08 - AGREEMENT FOR PURCHASE & SALE - 106 NW 10TH AVENUE & VACANT NW 3RD STREET**

**Recommendation:** Approval of Resolution No. 2019-08 and the Agreement for Purchase and Sale with Southern Engineering & Construction, LLC for the CRA purchase of 106 NW 10th Avenue and Vacant NW 3rd Street, with a purchase price of \$180,000.00.

**Attachments:** [Agenda Cover Report](#)

[Exhibit A1- PropertyMap\\_106 NW 10th Ave \(Southern Eng\)](#)

[Exhibit A2- PropertyMap\\_Vacant 500 Block NW 3rd St \(Southern Eng\)](#)

[Exhibit B - Resolution 2019-08 PSA 106 NW 10th Ave & Vacant NW 3rd St](#)

[Exhibit C - PSA - Southern Engineering - 106 NW 10th & NW 3rd St - Partially I](#)

**7F. AMENDMENT TO THE DELRAY BEACH CRA BY-LAWS & REVISED BOARD MEETING SCHEDULE**

**Attachments:** [Agenda Cover Report](#)

[Exhibit A - CRA ByLaws](#)

**7G. FIRST AMENDMENT TO AGREEMENT FOR PURCHASE & SALE - 300 SW 5TH AVENUE**

**Recommendation:** Approve the First Amendment to the Agreement for Purchase and Sale for 300 SW 5th Avenue, extending the inspection period to August 30, 2019.

**Attachments:** [Agenda Cover Report](#)

[Exhibit A - PAPA Property Map\\_Vacant SW 5th Ave](#)

[Exhibit B - Amendment to PSA extending IP - 300 SW 5th Ave](#)

**8. Old Business**

None.

**9. New Business**

**9A. CRA AUDITED FINANCIAL STATEMENTS - FY 2017-18**

**Recommendation:** Approve the 2017-18 Audit Report as presented by Caler, Donten, Levine, Cohen, Porter, & Veil P.A.

**Attachments:** [Agenda Cover Report](#)  
[CRA Audit Report 2018](#)

**9B. GENERAL FUND CARRY FORWARD REPORT - FY 2017-2018**

**Recommendation:** Approve the General Fund Carry Forward Report for FY 2017-2018.

**Attachments:** [Agenda Cover Report](#)  
[Carried Forward Report FY 17-18](#)

**9C. BUDGET AMENDMENT NO. 2, FY 2018-2019**

**Recommendation:** Approve CRA Resolution No. 19-07 adopting Budget Amendment No. 2 for FY 2018-2019.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A- Resolution 2019-07-Budget Amendment No. 2](#)  
[Exhibit B-CRA Budget Amendment No. 2 FY18-19 Resolution 2019-17](#)

**9D. SECOND AMENDMENT TO CRA/CITY INTERLOCAL AGREEMENT FOR FUNDING CONSTRUCTION/PROFESSIONAL SERVICES FY 2018-2019**

**Recommendation:** Approve the Second Amendment to the Interlocal Agreement with the City of Delray Beach for funding of Construction/Professional Services for Fiscal Year 2018-19.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A -2nd Amendment ILA FY18-19 Construction Professional Services](#)  
[Exhibit B Comparison Table](#)

**9E. WORK ASSIGNMENT - KIMLEY-HORN AND ASSOCIATES, INC - WAYFINDING SIGNAGE DESIGN**

**Recommendation:** Approve the attached Work Assignment with Kimley-Horn and Associates, Inc. for the Wayfinding Signage Design Project at a cost not to exceed \$147,850.00, in substantially the attached form.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A - Work Assignment](#)

**9F. UPDATE - PURCHASE AND SALE AGREEMENT - EDRON, LLC - NORTHWEST 600 BLOCK WEST ATLANTIC AVENUE**

**Recommendation:** Terminate the negotiations with Edron, LLC and direct staff to pursue opportunities to self-develop the CRA properties.

**Attachments:** [Agenda Cover Report](#)  
[Exhibit A – CRA Map](#)  
[Exhibit B - Grand Bahama Office Elevations](#)

**9G. NEW TOOLS: PROJECT CONSULTANCY + DESIGN SERVICES PROGRAM****Recommendation:**

Approve the Project Consultancy + Design Services Program Guidelines modifications.

**Attachments:**

[Agenda Cover Report](#)

[Exhibit A - Project Consultancy Design Program - Draft Guidelines 050619](#)

[Exhibit B - CRA Geographical Sub-Areas](#)

**9H. DIRECTION - KEEP IT LOCAL POLICIES AND DISPARITY STUDY - NEXT STEPS**

**Recommendation:** Board direction is requested.

**Attachments:**

[Agenda Cover Report](#)

**9I. UPDATE - TRANSPORTATION SERVICES**

**Recommendation:** Receive and File

**Attachments:**

[Agenda Cover Report](#)

[Exhibit A](#)

**9J. DIRECTION - HISTORIC HOUSE RELOCATION - 215 NE 7TH AVENUE**

**Recommendation:** Provide direction for staff to issue an Invitation to Bid for the relocation of the historic house located at 215 NE 7th Avenue to the CRA Office site.

**Attachments:**

[Agenda Cover Report](#)

[Exhibit A - Location Maps 20 N Swinton & 215 NE 7th Ave](#)

[Exhibit B - Photo - 215 NE 7th Avenue](#)

[Exhibit C - CRA CONCEPT SITE](#)

[Exhibit D - 215 NE 7th Ave - Combined Plans](#)

**9K. CRA ORGANIZATIONAL CHART****Recommendation:**

1. Amend the CRA staff structure as shown on the attached Organizational Chart.
2. Approve the job descriptions for the Executive Coordinator and Grant Manager.

**Attachments:**

[Agenda Cover Report](#)

[Exhibit A - CRA Org Charts](#)

[Exhibit B - Job Descriptions](#)

**9L. EXECUTIVE DIRECTOR'S ANNUAL REVIEW**

**Recommendation:** Board direction.

**Attachments:**

[Agenda Cover Report](#)

[Exhibit A - Summary of ED annual review form May 2018 - April 2019](#)

**10. Other Business**

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

**11. Adjournment**