

# City of Delray Beach

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## Minutes - Draft

**Tuesday, November 13, 2018**

**3:30 PM**

**Workshop Meeting**

**Delray Beach City Hall**

## **City Commission**

*Mayor Shelly Petrolia*  
*Vice Mayor Adam Frankel*  
*Deputy Vice Mayor Shirley Ervin Johnson*  
*Commissioner Bill Bathurst*  
*Commissioner Ryan Boylston*

Pursuant to Section 3.12 of the Charter of the City of Delray Beach the Mayor has instructed me to announce a Workshop Meeting of the City Commission to be held for the following purposes:

Mayor Petrolia called the Workshop Meeting to order at 4:17 p.m.

The roll call was taken by the City Clerk.

The following were in attendance:

Mayor Shelly Petrolia  
Vice Mayor Adam Frankel  
Deputy Vice Mayor Shirley Ervin Johnson (arrived late)  
Commissioner Bill Bathurst  
Commissioner Ryan Boylston

Others present were:

Mark R. Lauzier, City Manager  
Lynn Gelin, Interim City Manager  
Katerri Johnson, City Clerk

Mayor Petrolia requested that Item W.S.3. Future Delray Beach Golf Club (DBGC) Renovations be moved up on the agenda as Item W.S.1.

**WS.1. [18-736](#)** STRATEGIC BUSINESS PLAN AND TEAM OF TEAMS QUARTERLY UPDATE

**Recommendation:** Presentation of the final draft of the Strategic Business Plan and Team of Teams quarterly update.

**Sponsors:** City Manager Department

**Attachments:** [Agenda Cover Report](#)  
[Delray Beach Strategic Business Plan Final DRAFT](#)  
[Strategic Business Plan Presentation](#)  
[Team Captains Expectations Memo](#)  
[SBP Priorities and Goal Champions Oct 2018](#)  
[Team of Teams Quarterly Report Update](#)

The City Manager stated staff and the consultant did some tweaking based on the strategic policy priorities set by the City Commission in April. The City Manager stated he asked the City Commission to rank the goals that are under the six policy priorities which they have completed. The City Manager stated he will request the City Commission to adopt the outline of the Strategic Business Plan at the December 4, 2018 City Commission Meeting.

The City Manager introduced Jacqueline McCray, Ph.D., Professional Planner and a Certified Economic Development Professional, with Management Partners who gave a brief overview of the Strategic Business Plan and Team of Teams Quarterly Update. Ms. McCray explained the purpose of the 2019-2022 draft Strategic Business Plan, the elements of the draft plan, and the six priorities which each have goals associated with them. The six priorities of the City Commission are: (1) Improve Infrastructure, (2) Implement Development Plans and Initiatives, (3) Improve Transportation, (4) Create a City Organization of Excellence, (5) (Improve) Health, Safety, and Quality of Life, and (6) (Advance) Economic Vitality and Education.

A brief discussion between the City Commission and the City Manager followed.

The City Manager thanked Management Partners.

The City Manager presented the Strategic Business Plan and Team of Teams quarterly update to the City Commission and introduced the following team leaders:

Jeffrey Goldman, Acting Assistant City Manager, Team Leader for the Community Engagement Team (CET) gave a few brief comments.

Caryn Gardner-Young, Assistant City Manager, Team Leader for Livability and Placemaking Team, gave a few brief comments.

Marjorie Craig, Utilities Director, Team Leader for Livability & Placemaking: In Progress, gave a few brief comments.

Joan Goodridge, Economic Development Director, Team Leader for Livability & Placemaking: Future, gave a few brief comments.

A brief discussion by the City Commission followed.

The City Manager stated staff will take the City Commission rankings, rearrange the business plan, match the work to the goals, objectives, and the business plan. He stated staff will bring this back to the City Commission in February 2019 and use it as a working document rather than a formal adoption.

**WS.2. [18-740](#)**

**TASK FORCE RECOMMENDATIONS FOR USE OF URBAN DEVELOPMENT ACTION GRANT (UDAG) FUNDS**

**Recommendation:** Motion to provide direction and consider the presentation with

recommendations.

**Sponsors:** Community Improvement

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

[Presentation Workforce Task Force Recommendation CC 111318 Final](#)

Michael Coleman, Neighborhood and Community Services Director, gave a brief overview of the Task Force recommendations for the use of the Urban Development Action Grant (UDAG) funds and housing initiative. Mr. Coleman presented two proposals and recognized the Task Force members.

A brief discussion between Mayor Petrolia and Mr. Coleman followed regarding the timeframe.

Commissioner Boylston suggested that the City clean up the intersection at Lowson Boulevard and S.W. 20th Court (south of Lowson Boulevard).

Mr. Coleman stated because this area has so many challenges, it would take more than 3-4 years to acquire and take ownership of the entire block.

A brief discussion by the City Commission ensued.

Mayor Petrolia stated she feels since the funds are not expiring and because this will be duplicating what is already being done in the Southwest area, she would like staff to keep looking for the right project.

It was the consensus of the City Commission that staff keep looking for the right project that these funds can be used for.

### **WS.3. [18-713](#) FUTURE DELRAY BEACH GOLF CLUB (DBGC) RENOVATIONS**

**Recommendation:** Seeking direction on:

1. Golf Course Renovation
2. Renovation & Future Operating Finance Options

**Sponsors:** Parks & Recreation Department

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

[ATTACHMENT 1: Delray Beach Golf Club USGA Report April 2017 Final](#)

[ATTACHMENT 2: Delray Beach Golf Club USGA Report May 2018](#)

[ATTACHMENT 3: Sanford Golf Design Report-04-01-16](#)

[ATTACHMENT 4: NGF Business Evaluation of Preliminary Capital Plan](#)

[ATTACHMENT 5: 2018 Golf Renovation Presentation11-7-18](#)

Mayor Petrolia requested that Item W.S.3. Future Delray Beach Golf Club (DBGC) Renovations be moved up on the agenda as Item W.S.1.

Suzanne Fisher, Parks and Recreation Director, gave a brief overview of the renovations and staff is seeking direction on whether to move forward with the funding options for the renovations. Ms. Fisher gave a brief history of the golf course and reviewed the reports, and renovation recommendations. Ms. Fisher stated a full scale renovation is needed and the City is currently running at \$300,000 less in the maintenance budget than what is needed; this year the City is at approximately \$799,000 and the average would be approximately \$1.1 million. She stated Parks and Recreation conducted a 20-year amortization analysis and the outcome is that Delray Beach Golf Course can fund the \$7.2 million renovation cost through increased round rates and the number of rounds.

John Sanford, Sanford Golf Design, gave a few brief comments.

Ed Getherall, National Golf Foundation (NGF), gave a few brief comments.

Ms. Fisher stated the discussion this evening is only related to the outside of the golf course, there is money in the Capital Improvement Plan (CIP) next year to do the inside renovation of the clubhouse.

Deputy Vice Mayor Johnson suggested that once the golf course renovations are completed, that there be a tournament or competition in order to showcase the City of Delray Beach and the golf course (i.e. the golf channel).

Commissioner Boylston stated he supports; however, he would like to see more of the programming at the City golf course serve more of the community (i.e. youth tournaments and/or reach out to the local high schools and rather than the kids receiving gym credits by running laps, they can actually learn to play golf).

Ms. Fisher stated the City will host a Spring Fest at the golf course and staff plans to do different things to get the entire community out to the golf course.

Commissioner Bathurst, Vice Mayor Frankel, and Mayor Petrolia stated they support the request of the Delray Beach Golf Club (DBGC) renovations.

Mayor Petrolia supports focusing on one of the City's largest assets and make it so that it is a destination.

**WS.4.** [18-710](#) SPECIAL EVENT POLICY UPDATE

**Recommendation:** Seeking direction on:

1. New policy
2. Inclusion of the Free Friday Night Concerts in list of Annual Events (produced by Old School Square)
3. Past due balances (collect/waive)
4. Implementation timeline, if policy is approved

**Sponsors:** Parks & Recreation Department

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

[ATTACHMENT 1: 11-13-18 NEW 2018 Updated Special Evnts Policy Commission Review](#)

[ATTACHMENT 2: Summary Memo 2018 SE Policy Draft](#)

[ATTACHMENT 3: 2018 Guide to Special Event Permitting](#)

[ATTACHMENT 4: New SE Permit Application Oct 18 2018](#)

[ATTACHMENT 5: 2018 Special events Presentation Template 2018115SF](#)

The City Manager gave a few brief comments.

Jeffrey Goldman, Acting Assistant City Manager, gave a brief history of the Special Events Policy, the list of improvements that have been made to the policy, and the 2018 Special Events Policy recommendations. In addition, Mr. Goldman reviewed the 2018 Special Events Action Plan and stated the 2018 Special Events Policy Implementation Kickoff will be January 1, 2019.

With respect to one of the 2018 Special Events Policy recommendations, it was the consensus of the City Commission to forgive the balances for all Non-profit organizations past due accounts and start over.

Mayor Petrolia stated she would like to ensure that things are being done for Delray Beach community.

Mayor Petrolia stated the City Commission had limited the events to one large event per month to help regulate the larger events so that they are not back-to-back or stacked so close together. Mr. Goldman stated staff simplified the wording in the policy that gives the City the right to say no.

Mayor Petrolia stated one of the things that the City required Old School Square to put in their lease was that there be no big events on the front lawn and she expressed concern over the amount of cars, trucks, and vans that have been placed on the front lawn of the Cornell Museum.

Mr. Goldman stated the contracts need to be reviewed.

Mr. Goldman stated this will be on the City's new webpage by the end of December 2018 so people can view the calendar of events.

WS.5. COMMISSION COMMENTS

Lynn Gelin, Interim City Attorney, announced that she has a pre-planned vacation next week.

Secondly, Ms. Gelin stated she sent the City Commission the Notice of Termination of Easement which was sent by the attorney for DHBH Atlantic LLC and 60 ½ LLC. She stated the location of the easements are right in front of Old School Square and is a buffer for the parking spaces. Ms. Gelin stated DHBH and 60 ½ LLC sent the City of Delray Beach notice that they want to terminate the easement which would require the City of Delray Beach within sixty (60) days to clear out all the landscaping and curbing that is located on the easements. Ms. Gelin stated the notice is dated November 6, 2018 which gives the City until January 6, 2019 to clear out the area.

The City Manager stated he will be out of the office and will return the evening of Monday, November 19, 2018.