

**WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY**  
**1280 N. CONGRESS AVE., SUITE 215, WEST PALM BEACH, FL. 33409**  
**MINUTES OF THE MONTHLY MEETING**  
**February 10, 2020**

**I. CALL TO ORDER**

Mr. Daniels, the Board Chair, called the meeting to order at 5:09p.m. The roll was called by Ms. Bui.

**Present:** Ronald Daniels  
Joanne Ruffy  
Enol Gilles – Arrived at 5:17p.m.  
Joseph Kirby  
Ralph Lewis  
Yeraldi Benitez – Arrived at 5:17p.m.

**Absent:** Ruth Haggerty

**Staff Present:** Elizée Michel, Executive Director  
Denise Pennell, Senior Planner  
Carmen Geraine, Bookkeeper  
Mai Bui, Administrative Assistant  
Thomas J. Baird, Esq., General Counsel

**II. AGENDA APPROVAL**

**1. Additions, Deletions, Substitutions to Agenda**

- Add Approval of Additional Lights for Belvedere Heights as Agenda #6.

**2. Adoption of Agenda**

- It was moved by Ms. Ruffy and seconded by Mr. Kirby to adopt the Agenda. Motion carried (4-0)

**III. ADOPTION OF W/BH CRA MINUTES**

- It was moved by Mr. Kirby and seconded by Ms. Ruffy to adopt the minutes of the December 09, 2019 meeting. Motion carried (4-0)

#### **IV. PUBLIC COMMENT**

- PBSO Deputy Gomez and Deputy Robinson gave a brief report to the Board about police activities in the Westgate CRA area for the previous month.

#### **V. DISCLOSURES**

- No disclosures

#### **VI. CONSENT AGENDA**

- 1. Approval of Revised Agreement of State of Florida, Division of Emergency Management for a Public Assistance Grant under Hurricane Irma.**

**It was moved by Ms. Ruffy and seconded by Mr. Kirby. The motion passed unanimously (4-0)**

#### **VII. REGULAR AGENDA**

- 1. Approval of Work Assignment for 2GHO to Provide ULDC Code Amendment for the CRA**

The agenda item was introduced by Mr. Michel. The CRA has a continuing contract with Gentile Glas, Hollloway, O'Mahoney, and Associates, Inc. for professional planning, landscape architecture and property development assistance services. The Consultant's services are needed to assist with the amendments to the Westgate Community Redevelopment Area Zoning Overlay (WCRAO) as a part of the County's Unified Land Development Code Amendment Round 2020-01.

The Consultant will work with the CRA to develop code amendment language and process such amendments through Palm Beach County. It is anticipated that the Consultant will assist with due diligence, application submittal, monitoring, meetings and public hearings, and additional services if needed.

Compensation for services rendered by the Consultant shall be hourly with a maximum upset of \$56,500.00 plus reimbursable expenses, based upon the hourly rates established in the original contract dated December 9, 2019.

Staff recommended that the Board approves Work Assignment for 2GHO to provide ULDC Amendment Services for an amount not to exceed \$56,500.00.

**It was moved by Ms. Ruffy and seconded by Mr. Kirby to authorize the Work Assignment for 2GHO. The motion passed unanimously (6-0)**

## **2. Approval of MOU and Funds for Belvedere Heights Phase II TPA Project**

The agenda item was introduced by Mr. Michel. The CRA was awarded a federalized Local Agency Program (LAP) grant through the Palm Beach Transportation Planning Agency (TPA), administered by the Florida Department of Transportation (FDOT) which will be paid directly to Palm Beach County Engineering Department (Engineering). As FDOT requests that Engineering oversee the design and construction of this project, the memorandum defines the roles of the County and the CRA. This Grant is to upgrade ramps, install streetlights, install and connect sidewalks and crosswalks striping at Florida Mango Road. This project is the second phase of infrastructure improvement project for Belvedere Heights that will affect Wellington Road, Longwood Road and Bridgeman Road.

The Memorandum outlines, among other things, the project scope, the CRA's commitments and duties and the Engineering Department commitments and duties. The CRA's biggest commitment is to provide all grant information to the County, perform all public coordination and address any public involvement. The CRA is also responsible to cover all administration and design costs, Construction Engineering and Inspection costs, and pay for all additional costs and matching funds required to complete the project. As part of this Memorandum of Understanding, the County is requesting an advanced payment of \$104,164.00 to pay for design, staff costs and contingency.

Staff recommended that the Board approves a funding of \$104,164.00 and the Memorandum of Understanding for the design of the Belvedere Heights Phase II infrastructure Improvement Project.

**It was moved by Ms. Ruffy and seconded by Ms. Benitez to approve a funding of \$104,164.00 and the Memorandum of Understanding for the design of the Belvedere Heights Phase II infrastructure Improvement Project. The motion passed unanimously (6-0)**

## **3. Approval of 2019 Westgate CRA Board Meeting Calendar**

The agenda item was introduced by Mr. Michel. The 2020 Board Meeting Calendar is submitted for approval. The holiday Columbus Day falls on October 12, the 2nd Monday of the Month. The October meeting can be moved to the first Monday on October 5. Veteran's Day will fall on a Wednesday so the November meeting does not need to be moved.

Staff recommended that the Board approves the 2020 Board Meeting Calendar as presented or with changes from the Board.

**It was moved by Ms. Ruffy and seconded by Mr. Kirby to approve the 2020 Board Meeting Calendar. The motion passed unanimously (6-0)**

#### **4. Approval of Resolution of Waive Penalty and Interest on Late Part of TIF Payments**

The agenda item was introduced by Mr. Michel. According to the Florida Statutes, Section 163.387(b)(2), if a taxing entity doesn't remit tax increments by January 1, they are subject to a 5% penalty and a 1% interest per month, unless the agency waives the penalty. In the past, the County has made payments to the CRA as early as October to help cover budget shortfalls to close out the calendar year. This year, the County had made some changes including depositing the checks directly into the CRA's account. One check was deposited in December, the second check was not deposited until February 6, 2020. The County is asking the CRA to waive the penalty and the interest payment.

Staff recommended that the Board approves the Resolution 2020-1 to waive the penalty and the interest for Palm Beach County for submitting a part of the tax increment payment after January 1, 2020.

Mr. Daniels, Ms. Rufty, Mr. Gilles, Mr. Kirby, Mr. Lewis and Ms. Benitez all voted and approved to waive the penalty and the interest for Palm Beach County for submitting a part of the tax increment payment after January 1, 2020.

**It was moved by Mr. Kirby and seconded by Mr. Lewis to approve the Resolution 2020-1 to waive the penalty and the interest for Palm Beach County for submitting a part of the tax increment payment after January 1, 2020. The motion passed unanimously (6-0)**

#### **5. Approval of Agreement with Xerox for Copier Equipment and Services**

The agenda item was introduced by Mr. Michel. The CRA has been having difficulty with the current printer services. Xerox offers better equipment and better services. Furthermore, our computer technicians are more familiar with the Xerox equipment than the Ricoh copier that we are currently using. The price will slightly increase, but in this agreement, the CRA will own the equipment at the term of the lease. The overall saving will be positive in the long run. The monthly payment will be \$998, for a 5-year payment.

Staff recommended that the Board approves the Xerox agreement to provide printing equipment and services for the CRA.

**It was moved by Ms. Rufty and seconded by Mr. Gilles to authorize staff to approve the Xerox agreement. The motion passed unanimously (6-0)**

#### **6. Approval of Additional Lights for Belvedere Heights**

The agenda item was introduced by Mr. Michel. Phase I is coming to a completion for the design for Belvedere Heights Project. Following electrical photometric design, Palm Beach County Engineering Department found that there are extra street lights that will be needed to create adequate and consistent lighting. Staff had requested 35 in the original

application, and the County and its electrical consultants say they will need an additional 13 lights to meet the FDOT minimum standards. 48 lights in total need to be installed. The cost will be \$150,000-\$175,000 for the additional 13 light poles.

Staff recommend that the Board approves the additional 13 light poles for the cost of \$150,000-\$175,000 for Phase I.

**It was moved by Ms. Rufty and seconded by Ms. Benitez to authorize staff to approve the additional 13 light poles. The motion passed unanimously (6-0)**

## VIII. STAFF REPORTS

Mr. Michel suggested to the Board that they consider a time change to a later start for the monthly Board Meetings to allow members more flexibility. After a brief discussion, Board members agreed that the meeting time will continue be 5:00p.m.

Ms. Pennell reported to the Board that the design consultants have been selected for the Westgate Avenue Corridor TPA Grant which is American Consultant Engineering. Staff had a meeting with them to review the scope and the design of the project which currently includes a roundabout at the intersection of Westgate Avenue and Seminole Blvd. After a brief discussion, Board member agreed that the design of Westgate Avenue should not include a roundabout.

Mr. Michel reported to the Board that Staff has met with developers that are interested in purchasing the newly acquired Spencer Square site on Chickamauga Ave. to build multi-family rental housing. Staff has begun working on issuing an RFQ for proposals.

Mr. Michel reported to the Board that staff is working with engineering consultants for the Greene Apartments on Congress Avenue to resolve drainage and stormwater storage issues preventing the project from proceeding to building permit.

## IX. AJOURNMENT

**It was moved by Ms. Rufty and seconded by Ms. Benitez to adjourn the meeting. The meeting adjourned at 6:05p.m.**



Mai Bui

Administrative Assistant, Westgate CRA