

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

**October 04, 2021**

**I. CALL TO ORDER (IN PERSON MEETING BROADCASTED ON ZOOM PLATFORM)**

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

**Present:** Ronald L. Daniels  
Joanne Rufty  
Ruth Haggerty  
Ralph Lewis

**Absent:** Joseph Kirby  
Enol Gilles  
Yeraldi Benitez

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

**Others Present:** Dorritt Miller, Assistant County Administrator, Deputy George Gomez, Deputy Adam Robinson, Keith Jackson, PE, Engenuity Group, CRA Engineer (All Virtually Via Zoom)

**II. AGENDA APPROVAL**

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

- No Additions, Deletions, Substitutions to Agenda

**2. Adoption of Agenda**

- It was moved by Ms. Rufty and seconded by Ms. Haggerty to adopt the Agenda as amended. Motion carried (4-0)

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

- It was moved by Ms. Haggerty and seconded by Ms. Rufty to adopt the minutes of the September 13, 2021 meeting. Motion carried (4-0)

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

- PBSO Deputy Gomez 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**

- **Loan Forgiveness from the Westgate CRA Covid-19 Small Business Emergency Relief Forgivable Loan Program**
- **Approval of Site Development Assistance Program Grant for Elite Capital & Development for Seven Single Family Homes on Osceola Drive and Saranac Ave.**

**It was moved by Ms. Ruffy and seconded by Ms. Haggerty to approve consent agendas. The motion passed unanimously (4-0)**

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

##### **1. Approval of Community Development Block Grant Agreement**

Mr. Michel presented that the CRA has received a Community Development Block Grant (CDBG) in the amount of \$237,247 to acquire a property on 3473 Nokomis Avenue.

The CRA has been assembling properties in the corner of Seminole and Westgate where this property is located. This parcel is one of two parcels needed to complete the assemblage for the Danza Group project.

The County has prepared the attached agreement for Board consideration. The agreement outlines the responsibility of the CRA to acquire the property in compliance with the CDBG guidelines. The County will provide technical assistance and funding for the acquisition. The grant will be administered on a reimbursement basis.

Staff recommends that the Board authorizes the Chair to execute the agreement to accept the \$237,247 grant for the acquisition of Nokomis Avenue property.

**It was moved by Ms. Ruffy and seconded by Ms. Haggerty to authorize the Chair to execute the agreement to accept the grant. The motion passed unanimously (4-0)**

##### **2. Approval of Lease Extension for CRA Office Space with 1280 N. Congress, LLC**

Mr. Michel presented that the Westgate CRA currently has a lease for office space with 1280 North Congress, LLC. The lease was first executed in 2013 and was renewed in 2018 for another four years. It currently expires in May of 2022. It is a triple net lease with an annual rate of \$9.00/SF/NNN.

The building is being bought by another group. The new owners are willing to extend the lease of the CRA for three more years at \$9.75/SF/NNN first year, 11:00/SF/NNN for the second year and \$ 12.00/SF/NNN for the third year.

We have not found any comparable place that is more advantageous than the new proposed lease within the Westgate CRA. The new owner will likely increase the rate if we decide to renew in May 2022 after the current lease expires.

It is in the best interest of the CRA to extend the lease for another three years at the rate negotiated with the new owner.

Staff recommends that the Board authorizes the approval of lease extension for office space for another three years with 1280 North Congress, LLC or its assignee.

**It was moved by Ms. Rufty and seconded by Mr. Lewis to approve the lease extension for office space for another three years. The motion passed unanimously (4-0)**

### **3. Approval of Information Technology Policies and Procedures**

Mr. Michel introduced the item. This Policy and Procedure recommendation is prepared to guide the Agency in selection and use of Information Technology (IT). It provides guidelines the CRA will use to administer these policies with the correct procedure to follow. IT Policies and Procedures are now required by all public agencies. The policy covers the purchase of hardware and software that the Agency needs to operate. It also addresses policies regarding the use of software and computer equipment. Policies regarding IT security, website, internet, emails and personal mobile devices are included in this document. This policy also allows the CRA to contract with IT experts for services that the CRA may need.

Ms. Haggerty and Ms. Rufty suggests that staff polish up the policy and bring it back at the next board meeting for approval.

**No motion was made at this time**

## **VIII. STAFF REPORTS**

Elite Capital Development is finishing their second set of single family home on Saginaw and Saranac.

Staff has met with a group that is interested in the Kennel Club property. The group wants to build self-storage condominiums for high end cars with an area for the owners to have social events.

The Belvedere Heights water mains replacement and drainage installation project is completing driveways for Phase I.

**IX. AJOURNMENT**

**It was moved by Ms. Ruffy and seconded by Ms. Haggerty to adjourn the meeting. The meeting adjourned at 5:50p.m.**

\_\_\_\_\_ Administrative Assistant, Westgate CRA  
Mai Bui