

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

March 14, 2022

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

Mr. Daniels, the Board Chair, called the meeting to order at 5:07p.m. The roll was called by Ms. Bui.

Present: Ronald L. Daniels
Joanne Rufty
Joseph Kirby
Ruth Haggerty

Absent: Enol Gilles
Ralph Lewis
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, Owen O'Neil, Zenora Ward, (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 Mr. Kirby 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 Mr. Kirby to adopt the February 14, 2022 minutes. 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.
- Mr. O'Neil from Clinic Can Help

V. DISCLOSURES

- No disclosures

VI. CONSENT AGENDA

- Schmidt Nichols Work Authorization and Proposal for Planning Services for Unified Land Development Code (ULDC) Amendments.

It was moved by Ms. Rufty and seconded by Ms. Haggerty to approve the consent agenda. The motion passed unanimously (5-0)

VII. REGULAR AGENDA

1. Adoption of 2021 Fiscal Year Audit Report

Mr. Michel introduced the item and Ms. Ward made a presentation to the Board. Ward and Company, P.A. has completed the audit of the CRA's financial record for Fiscal Year 2021. Ms. Ward presented the Audit to the Board as a clean audit without any significant findings. Board members expressed their satisfaction and thanked the auditors for their work.

It was moved by Ms. Rufty and seconded by Mr. Kirby to adopt the 2021 Fiscal Year Audit Report. The motion passed unanimously (4-0)

2. Approval of Site Development Assistance Program Grant for Elite Capital & Development for Four Single Family Homes on Nokomis Ave.

Mr. Michel presented the item. The CRA created the Site Development Assistance Program to encourage developers to improve the physical appearance of their development with the goal of stimulating revitalization throughout the CRA communities. Elite Capital & Development Inc. is a housing development corporation operating in Palm

Beach County since 2015. It has now completed 22 single family homes in the Westgate area, two of which on a vacant lot purchased from the CRA in 2019. They have plans to build more homes to add to the workforce housing supply highly needed in the area. This application is for a reimbursement-based grant to complete four more homes being developed on 25-foot wide lots on Nokomis Avenue in South Westgate Estates in the Neighborhood Residential Medium Density (NRM) Sub-Area. These houses will have 1,175 SF under air, and a total of 1,274 SF under roof including the covered porch and patio. The developer plans to provide CBS construction, impact rated windows, tankless water heaters, 42" cabinets with Dallas White granite stone, paver driveway and patio, stainless steel appliances, and other standard features for the houses.

The corporation has requested a grant of \$5,000 for each home for a total of \$20,000 from the CRA's Site Development Assistance Program (SDAP). The funds are projected to be used for pre-development expenses, landscaping expenses, exterior stucco, impact window upgrades, glass doors, landscaping, pavers for driveways and other exterior improvement in accordance with the program guidelines.

A copy of the floor plan & elevations, building permits and other relevant information are included in the Board Packet for consideration.

The application meets the program eligibility guidelines. The SDAP is a reimbursement-based grant. It provides the funding after the project is completed and certificate of occupancy is received. The developer is a small business enterprise.

Staff recommends approval of a reimbursement grant of \$20,000 from the Site Development Assistance Grant Program for Elite Capital & Development Inc. for four single family homes on Nokomis and Seminole Avenue.

It was moved by Ms. Haggerty and seconded by Ms. Ruffy to approve the reimbursement grant of \$20K from the Site Development Assistance Grant Program. The motion passed unanimously (4-0)

3. Approval of Fees for Engenuity Group to Provide Construction Phase Services for Belvedere Heights Drainage Project

Mr. Michel presented the item. In June 2019, Engenuity Group completed a drainage study for the Belvedere Heights area. On October 8, the Westgate CRA entered into an Agreement with Engenuity Group to design the project and provide construction administration services for the project. The Agreement provided for a nine-month time frame and 30 site visits. Due to phasing of the project, the nine months have passed. Engenuity has provided 37 field observation reports and has exhausted the \$30,000

budgeted for construction phase services. Phase 1 has been completed. Phase 2 is about halfway completed. The firm is requesting another \$10,500 to complete the remaining construction activities.

Staff recommends that the Board approves an additional \$10,500 for Engenuity Group to complete the remaining construction activities for the Belvedere Heights drainage Project.

It was moved by Mr. Kirby and seconded by Ms. Haggerty to approve an additional \$10,500 for Engenuity Group to complete the remaining of Belvedere Heights drainage project. The motion passed unanimously (4-0)

4. Approval of Interlocal Agreement with Palm Beach County for the design and Construction of the Cherry Road Transportation Planning Agency Funded Project

Mr. Michel presented the item. The CRA is implementing a grant received from Florida Department of Transportation through Palm Beach County Transportation Agency to improve Cherry Road between Military Trail and Quail Drive

The Cherry Road project proposes the following: a new shared multi-use path on the north side of Cherry Road, a new sidewalk on the south side of Cherry Road from Quail Drive to County Club Road, a new pedestrian lighting on both sides of Cherry Road, four high visibility crosswalks, a HAWK signalization at the intersection of Cherry Road and County Club Road and new street trees where allowable.

The County reserves the right to modify the project for future improvement before the expiration of useful life of the project. In such case, the County expects the CRA to support the removal of the project from the County's right-of-way; and reimburse the County if the County is required to repay or return any funds expended for the project. The County agrees to design and construct the project according to the approved design section included in the grant application.

The County agrees to enter into a LAP Agreement with FDOT. The County agrees to hire design consultant to produce plans, acquire necessary permits, and prepare required LAP documentation for FDOT.

The County will prepare bid documents and contract for the design and construction of the Project, including overseeing the bidding process, and contract finalization. The County will hire Construction Engineering and Inspection (CEI) or use in-house staff to administer contract for construction of the Project as required by LAP. This includes engineering coordination.

The CRA is responsible to forward all grant requirements and conditions received from FDOT to the County, forward all background information received for the project to the

County, provide specific guidance and information regarding the project scope, perform all public coordination and address all public information request regarding the project. The CRA is responsible to provide funding for the project before a construction contract is issued. The CRA shall be responsible to pay for all costs associated with the projects. The CRA will also be responsible to maintain the project after it is completed. The cost of design is estimated at \$208,538 (\$166,538 consultant fee; \$25,000 staff costs; \$17,000 contingency). The Engineering Department has received bids for the project. The Department is requesting the design cost in order to execute the design contract.

Staff recommends that the Board approve the Interlocal Agreement and authorize the prepayment of the design cost in the amount of \$208,538.

It was moved by Ms. Rufty and seconded by Ms. Haggerty to approve the Interlocal Agreement and authorize the prepayment of the design cost in the amount of \$208,538. The motion passed unanimously (4-0)

VIII. STAFF REPORTS

Dog Park is moving along and will be wrapping up end of the month.

Celebrate Westgate will be on April 9, 2022. Ms. Bui will contact Board Members to man the Westgate CRA table.

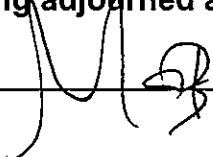
Rooney 5K Run will be on April 16, 2022.

Belvedere Heights Phase 2 for the drainage project has started.

Street light project plan is being developed. New lights are being added.

IX. AJOURNMENT

It was moved by Ms. Rufty and seconded by Mr. Kirby to adjourn the meeting. The meeting adjourned at 5:48p.m.



Mai Bui

Administrative Assistant, Westgate CRA