

**MINUTES OF THE COMMUNITY REDEVELOPMENT AGENCY  
CONTINUATION MEETING HELD IN CITY COMMISSION CHAMBERS, CITY  
HALL, BOYNTON BEACH, FLORIDA  
ON DECEMBER 15, 2005, AT 6:30 P.M.**

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**Present:**

Jeanne Heavilin, Chairperson  
Henderson Tillman, Vice Chair  
Marie Horenburger  
James Barretta  
Alexander DeMarco  
Don Fenton

Ken Spillias, Board Attorney  
Ms. Bright, Interim CRA Director

**Absent:**

Steve Myott

**I. Call to Order**

Meeting called to order at 6:32 P.M.

**II. Roll Call**

The Recording Secretary called the roll. A quorum was present.

**III. Agenda Approval:**

A. Additions, Deletions, Corrections to the Agenda

Chairman Heavilin requested under unfinished business, status updates from the last meeting. Ms. Bright had a request from Project Preview for Ocean One to be moved up in the agenda. There were no objections to the changes. Chair Heavilin suggested Ocean One be taken up after the Consent Agenda and before Old Business. There were no other changes or corrections to the agenda.

B. Adoption of Agenda

**Motion**

A motion was made by Mr. DeMarco, seconded by Mr. Tillman to approve the agenda with the changes as discussed. A vote was taken and the motion carried 5-0.

**IV. Public Comments:** *(Note: comments are limited to 3 minutes in duration, and will be responded to at the next board meeting):*

Chair Heavilin opened and closed the floor for public comments since there were no comments received.

**V. Consent Agenda:**

Chair Heavilin asked if there were any items to be pulled. Chair Heavilin requested Item D be pulled.

**Motion**

A motion was made by Mr. Tillman to approve the Consent Agenda except Item D. Board Attorney Spillias had a question on Item F which was also pulled. Mr. Tillman amended his motion to approve the Consent Agenda, less Items D and F. Seconded by Mr. DeMarco. A vote was taken and the motion unanimously carried.

Item D. Consideration of the Extension of the Web Site Management Contract with Jack of Arts through February 28, 2006 (taken out of order).

Chair Heavilin explained she wasn't opposed to extending the contract, but was not clear who is responsible for keeping the website current with new projects.

Ms. Bright, CRA Interim Director was present and explained the contract needed to be extended a long time ago, and is presently looking for a short term extension. The project is going out to Request for Qualifications (RFQ) in the near future and the current vendor has been notified. Ms Bright explained they have several different vendors for various marketing projects. Due to the small staff, they would like a whole RFQ that would include this project. Additionally, when an agenda is compiled, staff would like it posted within a few hours, or have CRA Staff, in-house, utilize the mechanism for them to upload the agenda immediately. Ms. Bright clarified they are looking for a temporary stop gap. The RFQ document will be ready to go out next week. Board Attorney Spillas stated if the contract is going to be extended for two months, there are provisions for termination in the present contract. Whatever notice or amendment is chosen to terminate the contract, it should be made clear that as of February 15<sup>th</sup>, without further notice, the contract is terminated unless it is further extended in writing by the parties. Attorney Spillas will assist with the language for the letter.

**Motion**

A motion was made by Ms. Horenburger, seconded by Mr. Tillman to extend the Jack of Arts website contract with an amendment making it clear that it terminates February 15<sup>th</sup>, canceling the language in the existing contract regarding termination. A vote was taken. No nay votes. Motion carried.

F. Approval for Payment of the Old High School RFP Issuance

Board Attorney Spillias advised there were a few provisions that should be included in the RFP if they are not already included in the document or any addendum to the document. The CRA will have a Board member on the committee and given that, it is important a non-discrimination clause and public entity crimes provision or affidavit be included. Attorney Spillias added there is a clause to the document pertaining to minority owned business. Ms. Bright stated the document is being used as a model and would look for a document from the Board Attorney as well. It was noted Arleen Dennison will be staffing the committee. Ms. Bright was looking for volunteers from the Board to serve on the committee. Mr. Tillman agreed to serve on the committee.

**Motion**

A motion was made by Ms. Horenburger to nominate Mr. Tillman to serve on the committee. Seconded by Mr. Barretta. A vote was taken and the motion unanimously carried.

**Motion**

Mr. Tillman made a motion for approval of payment of the Old High School RFP issuance with additional language under review by legal staff. Ms. Horenburger seconded the motion. A vote was taken and unanimously carried.

**Motion**

A motion was made by Mr. Tillman to name Ms. Horenburger to serve as alternate. Motion seconded by Mr. DeMarco. A vote was taken and unanimously passed.

- A. Approval of the Minutes for the CRA Board Meeting, November 8, 2005
- B. Approval of the Minutes for the Continuation of the CRA Board Meeting of November 8, 2005 and the CRA Workshop of November 17, 2005
- C. Consideration of Purchasing a CRA Table for the Rescheduled Chamber Dinner Dance for January 20, 2006
- E. Monthly Report to the Board

**VI: Old Business**

Chair Heavilin noted the preview of Ocean One was to begin, but the individual was not yet present. There was consensus for Ms. Bright to address item A of the Old Business agenda.

A. Review and direct the 4<sup>th</sup> Street Upgrades to Implement Construction Design

Ms. Bright summarized this item is being brought back to the Board at the request of the City Manager. The item was originally brought to the CRA at a workshop on August 9, and the Board reviewed the initial design concept for the 4<sup>th</sup> Street upgrades. Originally, the CRA supported funding to redesign the concept so that the redesign would create a “backside” of what was formerly known as the Arches Project on 4<sup>th</sup> Street. The design created a pedestrian friendly environment with a median and appropriate landscaping and drainage design, etc. It was agreed the CRA would appropriate \$225K for the design concept.

Mr. Paul Fleming, Sr. Project Manger for the City of Boynton Beach, was present and highlighted the improvements. The project was originally strictly utilitarian. There have been many years of chronic flooding in this area so, using the City’s Master Plan and after holding meetings with business and homeowners, they came up with an inverted swale design. They are also looking for a traffic calming method without having a meandering roadway and sidewalk and worked with Philip Dover of PBS&J, a design professional. Several meetings with Doug Hutchinson, former CRA Director, Planning and Zoning, Public Works and the Utilities departments were held to take the project from a utilitarian project into more of a surface enhancement. The approach for this project is similar to the one on E. Ocean Avenue. They will have eight feet wide sidewalks on both the east and west side of 4<sup>th</sup> Street, and the travel lanes will be 11’ – 12’ wide with on street parking on both sides of the roadway. The center median and road lanes have been narrowed as allowed per ordinance. The drainage swale has been converted to a raised median, similar to the one on US 1 and will have intermittent landscaping with the target balance being between a zeroscaped and a landscaped approach. There will be a reclaimed water main for future use of the reclaimed water. FPL will replace all the wooden power poles with pre-stressed concrete, and the light fixtures going over the bridge to Ocean Ridge will be similar in nature to the ones on 4<sup>th</sup> Street. The project encompasses 4<sup>th</sup> Street from SE 2<sup>nd</sup> Avenue down to SE 12<sup>th</sup> Avenue. The project is under a cost sharing program and an interlocal agreement has already been signed.

Chair Heavilin asked about 4<sup>th</sup> Street between SE 2<sup>nd</sup> and Boynton Beach Boulevard. Mr. Fleming explained the area by the Arches would be maintained with the City of Boynton Beach’s design from 2nd Street to E. Ocean. The enhancement will go from E. Ocean to SE 12 Street, but the Arches will take care of 2 Street to E. Ocean. Contingent on what interests are shown with the Central Business District and the CRA, subsequent segments to the project may have some cost sharing.

Mr. Fleming explained they are awaiting confirmation for the redesign. They started out from 6<sup>th</sup> Avenue north to 2<sup>nd</sup> Avenue. The segment is completely designed and permitted, and much of the surface features are being replaced with the realignment. The project is waiting for the City Commission to approve the interlocal agreement and the PBS&J agreement. Mr. Fleming clarified ready to go means ready to recommence the redesign and move forward with the permitting. Mr. Fleming further reported it would take four to five months from the time the City Commission signs the task order memo from PBS&J, for the redesign to be completed and permitted. Permitting will be about two to three months, the bidding process will be another two to three months and the project would be about nine months away from ground breaking. There have been two community involvement meetings with this project and three on the previous project. At the last community involvement meeting, there was 100% support.

### **Motion**

A motion was made by Mr. Tillman to continue the review and direct the 4<sup>th</sup> Street upgrades and implement construction design. Motion seconded by Ms. Horenburger. A vote was taken and passed 6-0.

### **VIII. Other (Taken out of Order)**

#### **B. Project Preview – Ocean One (taken out of Order)**

Mr. Price Elam spoke on behalf of Ocean One. This is the first public viewing of the plan. Mr. Elam wanted to introduce the team working on the project and stated the developer is Marinas Real Estate Company which he formed with Davy Cavalier, the owner of the property. He added they have an office on the 4<sup>th</sup> floor of the Chamber of Commerce. The architects are, Quincy, Johnson, Jones, Myott and Williams who have teamed up with Schwab, Witty and Hanser of West Palm Beach. The contractor is Centex Construction. Legal counsel for the project is Bert Oliver, P.A. and Charlie Siemen. Cevera Realty Services will provide the realty service for the project.

Jim Williams of Quincy, Johnson, Jones, Myott, Williams Architects gave the project overview as follows:

- 530 residential units ranging from 1 to 3 bedrooms with sizes being in the 800 sf. range for a 1 bedroom, 1100 sf. range for 2 bedroom, and 1300 sf. for three bedrooms and over.
- 125,000 sf. of office space in two mini towers
- 30,000 sf. retail space with most of it on the base of the building

- 120 room hotel on the corner of the Promenade Boynton Beach and Federal Highway
- 1,715 car, 6 level parking deck with 14 cars on street for convenience parking. The deck accommodates the entire project and leaves 400 additional spaces during evenings and weekend hours for special and downtown events

Mr. Williams reviewed the project elevation and gave a description by level.

Other highlights were:

- There are designated areas for art, two covered arcades 10 or 12 feet wide. There will be a large area beyond the arcade of about 15 feet before reaching the property line, and about 24 feet from the property line on Ocean Avenue to avoid crowding.
- There is a sky lobby, a fitness center and club, valet drop off area, a pool and roof deck.
- The project is near Mangrove Park which has a proposed band shell for other activities.
- The intracoastal can be seen from any level of the project.

Mr. Elam stated over the last several months, they have been working to get the First Financial Building under contract and as of today they have 32 of the 35 units under hard contract and are gaining control of that site.

The project schedule is:

- January 11, 2006 for site plan submission
- May 2006 site plan approval
- June 2006 commence marketing efforts
- October building permit submission
- Commence construction one year from then.

Mr. Elam indicated they will need to work with the CRA on the Direct Incentive Program, for assistance on the public parking spaces and for a contribution for the Relax Inn site. Mr. Elam agreed to provide written details of the project to the Board.

Mr. Fenton inquired about a suit pending with one of the partners and the status of the litigation. Bert Oliver, counsel for the project spoke with Brian McCarthy who represents Mr. Cavalier and explained the suit is for money damages. The pleading stage of the litigation is over. There is no lien or prayer for injunctive relief on the project and there is nothing to stop the project from going forward. The discovery stage is beginning and the matter

has been set for trial in the 4<sup>th</sup> quarter of 2006. The suit should be settled and there is no reason to believe it will impede the project.

Board Attorney Spillias announced he was aware the suit is for monetary relief but it doesn't mean that between now and the time of trial, an amendment to the pleading that would bring other causes of action in wouldn't occur. He explained, however, if there were anything that affected the ability to develop or utilize the property, they would know about it. Attorney Spillias further added they produced documentation in response to a subpoena having to do with the Ocean One project and the CRA provided their documentation. The discovery is ongoing.

Mr. Elam indicated they are unable to gift the 400 public parking spaces to the City, so they need to work within the Direct Incentive Program. They will work with staff to develop a proposal to help this come about. This could be the only opportunity to address parking issues. Mr. Elam clarified staff asked the 400 parking spaces be included. The estimated value of the 400 parking spaces would be in the \$8M to \$12M.

Mr. Barretta noted the Board will commence visioning and commissioning some consultants for retail along Ocean Avenue on December 21<sup>st</sup>. He suggested Mr. Elam be a part of those discussions so everyone will be on the same page going forward. It was discussed a study is only as good as the questions asked and the results are not etched in stone. There were no other questions or comments on this issue.

**C. Recommendations for Implementation of the HR Study as a result of the November 17, 2005 Workshop**

Ms. Bright stated there was a workshop on November 17<sup>th</sup>, 2006 with Florida Employer Solutions to conduct a written revision of CRA job descriptions, an organizational chart, and a pay and classification study. The recommendation of the contractor was to break the organization down into departments. Based on the organizational chart they follow it was noted that several departments lagged the market in pay. Ms. Bright advised the Board in the 2005-2006 budget, \$72K was budgeted as a line item to rectify the pay disparities under the former Director. The spreadsheet developed indicates what was existing on the books as it went into the budget approved in September and made recommended increases based on position, not incumbent. The actual net change is \$92,506 dependent upon the date the Board selects and whether they go retroactively. Ms. Bright stated the only change that has been made is the administrative position is now part time and not paying benefits. They would like to upgrade the receptionist position to take on more of the administrative office duties and responsibilities.

There was some discussion that the proposed increases had a range of salaries. The two positions that were fairly behind were the finance director and planning director. With those two positions upgraded, everything else was structured to reflect the rankings and was at mid-point range. Ms. Bright requested clarification on what end of the range should be used and explained she based her ranges on the 50% mark. There was also discussion on the option whether increases could be in increments which was also an option. Ms. Bright was looking for a range of salaries for anyone on the books and their administrative policy requires this be addressed. Ms. Bright clarified the marketing and events position, and marketing and communications are two separate positions. The CRA is looking to create a joint partnership with the City of Delray Beach, the CRA, and the Chamber of Commerce and is looking to hire one events person that would be shared. Then if each individual organization wants their own event, the marketing and communications person would handle that event. The Finance Director was previously called Comptroller. Ms. Bright noted Mr. Reardon handles a lot of operations issues. The Bookkeeper is now called Finance Assistant. Three positions have been approved, one is the Planner, the Economic Development Director position is the same as the Small Business Development Director and an Assistant Director. There was consensus to put the Assistant Director position on the January agenda.

**Motion**

A motion was made by Ms. Horenburger, seconded by Mr. Tillman to approve the proposed salary and title changes. There was discussion on what effective date to use and whether or not to make the salary and title changes effective January 1<sup>st</sup>. Ms. Horenburger amended her motion to included the effective date of January 1, 2006, Mr. Tillman amended his second. A vote was taken and the motion unanimously carried.

Ms. Bright explained there is \$72K set aside by the former Director for the payments to be retroactive. Mr. Reardon, Finance Director addressed the Board and verified there are funds to cover this.

Chairman Heavilin requested confirmation that the intent of the previous Director was to upgrade the positions effective September 15. Mr. Reardon confirmed that it was the intent. There was discussion on the expectation that was given to Ms. Bright, Mr. Reardon and Ms. Margie Adelsperger by the former CRA Director that the salary issue would be rectified.

**Motion**

A motion was made by Mr. Fenton to make the salary increases effective to October 1. Motion seconded by Mr. Barretta. There was discussion and consensus that the motion includes salary and title changes retroactive to October 1. A vote was taken. No nay votes. Motion carried.

Ms. Bright reviewed they are creating a position of Economic Development Director and this is the position most needed at this time.

**Motion**

A motion was made by Mr. Fenton, seconded by Mr. Barretta to create a position of Economic Development Director at the salary proposed. A vote was taken. No nay votes. Motion carried.

C. Consideration of Purchase Agreement between CRA and Victor Scarpulla for property located in HOB Phase I

Ms. Brooks introduced the item and stated the owners of this property came forward two months ago indicating a desire to sell. She explained the owners were shopping offers from other developers, but they did approach the CRA again recently confirming they wanted to sell. The unit is a duplex unit and the price is \$330,000. The CRA will pay the closing costs and attorneys fees which is customary for the Agency to do in these types of proceedings. Ms. Brooks recommended approval of this item and clarified this action will pull the property out of the eminent domain proceedings, and move the Heart of Boynton project along faster.

Ms. Brooks explained she had received data on this issue and appraisals made about a year and a half ago. It was noted that based on the Bob Katz house, they paid \$250,000. The Katz home needed significant repairs. This home is in better condition. Mr. Fenton stated however, this is a catch 22 and we are driving the prices up.

Board Attorney Spillias indicated they prepared the document . The agreements are reviewed by legal counsel and signed off on Ms Horenburger would like to see all sign offs on one page.

**Motion**

A motion was made by Mr. Barretta, seconded by Mr. Fenton to approve the request. A vote was taken and the motion unanimously carried.

D. Consideration of Purchase Agreement between CRA and Cedrick Edwards for property located in HOB Phase I

Ms. Brooks reviewed the request and added this item is similar to the previous item.

**Motion**

A motion was made by Mr. Barretta, seconded by Mr. Tillman to approve the request as presented. A vote was taken. No nay votes. Motion carried 6-0.

- E. Consideration of Purchase Agreement between CRA and Lythia Thomas for property located in HOB Phase 1 (Taken out of Order)

Ms. Brooks reviewed the request and noted the NE 2<sup>nd</sup> Extension through MLK and the public works site at 8<sup>th</sup> Avenue is a recognized redevelopment site within the HOB plan. Some of the property owners had not been contacted and three of the properties were homesteaded. One of the homestead properties was owned by Ms. Thomas who approached the CRA to sell, but indicated she wanted to stay in the area. The CRA found her a home on 11<sup>th</sup> Street and Ms. Thomas will be going to closing which will be a simultaneous closing. Both contracts were reviewed by Lewis Longman Walker. Ms. Brooks suggested this might be a better way to proceed if prices are in range and the property owners come forward voluntarily.

**Motion**

A motion was made by Mr. Tillman, seconded by Ms. Horenburger to approve the request. There were no comments on this item. A vote was taken and the motion unanimously carried.

- E. Consideration of Additional Scope of Services to be provided by the Chesapeake Group, Inc.

Ms. Brooks introduced this item and recounted after the last workshop, several Board members had questions outstanding and were requesting additional information about this issue. Those questions were how do we develop a vital downtown, how many housing units do we need, what is the optimal scenario needed to create a downtown and where would it be. Mr. Cohen of the Chesapeake Group was asked to prepare an additional scope of services which he did free of charge. An addendum was received but was not available for distribution having been received just prior to the meeting. Mr. Cohen will attend the Visioning Workshop on December 21, 2005 and will report back within 30 days to the CRA so they can begin crafting policy that will then go to Land Use and Zoning Regulations. The additions to the scope are

- Residential Units and Density. Ms. Brooks elaborated currently there are mixed uses in the districts and a lot of commercial space is being created,
- They will also receive analysis of preferred locations,
- Where the real pedestrian downtown area is,
- What kind of density is needed to support it,
- How much square footage can we support in these areas and what is reasonable,
- Then looking at some of the nodes, Boynton Beach Blvd., MLK and Seacrest, Woolbright, how they will impact the creation of a traditional downtown area.
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Those are the issues Mr. Cohen will address and he will prepare a written report for a fee of \$12,000.

This information is critical in order to give proper recommendations to the City Commission and the City's planning staff in order to make their filings in April. Ms. Horenburger expressed concern that the CRA went outside the South Florida area for every consultant they've had. The FAU Joint Center, the Treasure Coast Planning Council is available and has all kinds of resources to help with these

kinds of issues. She suggested we should grow our own people. She asked that the Board consider by consensus that some type of priority or weight be given to agencies in the region.

**Motion**

Mr. Tillman moved for approval of Item E, seconded by Ms. Horenburger.

There was discussion on the motion and it was suggested the Mr. Tillman perhaps amend his motion because the scope of services could be amended and possibly the fee. It was suggested amending the motion to a range of \$12K and not to exceed \$20K in case the scope changes and it would give discretion to the acting director to negotiate the fee. The meeting on the 21<sup>st</sup> is a workshop and there would be strong consensus on the direction the CRA would go with. It was noted expediency was an issue.

**Motion**

Mr. Tillman amended his motion to approve the item with an amount not to exceed \$20K at the discretion of the Director. Ms. Horenburger did not second the amendment. Motion seconded by Mr. DeMarco. A vote was taken and the motion passed 5-1 (Ms. Horenburger dissenting.)

**VII. New Business:**

**A. Consideration of Housing Needs Assessment Regarding Affordable Housing and a Feasibility Analysis**

Ms. Brooks introduced this item and pointed out the city does not have any hard data on Affordable Housing. They are looking to do a needs assessment to determine how much of a percentage is needed to set aside as affordable, what income levels should be targeted financially, based on current population, in-migration and in-migration growth. They are looking to piggyback a contract the City has regarding a redistricting with the Metropolitan Center out of Florida Atlantic University. The report results will be back in February. Ms. Brooks will ask the consultant to tag on a development feasibility analysis based on Ms. Horenburger's request for the CRA to present an accurate picture to develop the Heart of Boynton Project, based on zoning and land use recommendations. If

there is a gap, they will need to know. The additional analysis fee is \$10K. The Housing Needs Assessment is \$20k and the report will be priority status and fast tracked. Ms. Brooks explained the City Commission has expressed interest through the City Manager, that a policy be enacted city wide. Ms. Horenburger maintained The Board should be able to define how much is considered affordable for the working population and clarified she would like to see age included in the study which includes age restricted communities. There was discussion on having an analysis on the entire city and breaking out the CRA area. There was consensus that the information would be very helpful. There were questions on whether or not funds could be spent outside the CRA area. It was suggested the study be a piggyback contract.

Board Attorney Spillias recommended finding out, from a financial standpoint, how much of the cost would be allocated to the area outside the CRA area and then prorating it. Ms. Brooks pointed out, the information will help provide recommendations to address in-migration and to keep pace with it. She did not recommend creating policy without data; from a legal standpoint, the policy would not be defensible. It was requested that in the motion, language be included that the scope would be limited to the CRA area and that would reduce the amount of the contract.

### **Motion**

A motion was made by Mr. Fenton that we engage the Metropolitan Center to undertake a housing needs assessment and development feasibility analysis in the CRA area for housing needs assessment up to \$30K subject to the discretion given Ms. Brooks as Planning Director to negotiate a lower fee. The motion was seconded by Mr. Tillman. Mr. Reardon stated he will earmark the funds for the study. There were no other comments on the issue. A vote was taken and the motion unanimously passed.

Ms. Brooks invited all the Board members to come to an interactive workshop to be held on December 21, 2005 at 8 A.M. at the Chamber of Commerce. They will try to keep the workshop to two hours. Ms. Brooks emphasized they would be looking for consensus and direction from the Board. If direction is not given timely to staff, deadlines will be missed.

### **B Affordable Housing Workshop**

Ms. Brooks indicated staff is recommending the affordable housing workshop be held with members of the City Commission to review the findings of the housing needs assessment and then give direction to staff so they can move forward. The findings will be implemented through the land use and zoning changes, which are on a symbiotic timeline. The 4<sup>th</sup> Thursday in February was suggested.

### **C. Marina Purchase Agreement**

Ms. Bright thanked staff for their time spent on implementing the purchase of the Two Georges Marina which is a project the Board approved in October. Ms. Bright announced all the major details have been worked out regarding the drop off lane, public facility parking and temporary/short term parking for people with the Dive Boats. DSS, the owners of Two Georges Marina indicated they want to finish by the due diligence agreement end date (60 days) but they are in season and have not completed the drop off. The price was a little higher than they thought. The City Commission has appropriated \$2M for the project, and Ms. Brooks wanted to iron out any concerns the Board may have.

**Motion**

A motion was made by Ms. Horenburger to approve the purchase of what has been known as the Two Georges Marina Purchase Agreement from the DSS family for \$4,775,000. Seconded by Mr. Tillman.

Board Attorney Spillias announced there are a few minor revisions that should be read into the record. Attorney Amy Dukes with Lewis, Longman and Walker reviewed the changes in the document as follows: the effective date is not defined which they will add and is the date the party signs the agreement on the last page before the signature page, (page 13, section 19.13), a typo on page 4, section 8.3, 7<sup>th</sup> line from the bottom first full sentence which states "if after the date of closing" the word "if" should not be there and will be removed. They will remove the draft watermark as well.

**Motion**

Both motion makers, Ms. Horenburger and Mr. Tillman accepted the minor changes. A vote was taken and the motion unanimously passed.

**IX. Comments by Board Members**

Chair Heavilin reviewe there were a few items she referred to under Agenda Approval as unfinished business from a prior meeting she was looking for updates on.

The gifting of sick and vacation time as discussed on an inter and intra-agency basis. Mr. Reardon stated intra-agency gifting would be difficult since there was no mechanism to transfer the time outside of their organization.

Board Attorney Spillias will bring back a proposal or modification to the CRA Personnel Policy which can be changed. It will come back next week but there may be some number as to how much time can be donated and how much needs to be reserved by the employee. Mr. Fenton stated vacations should be used to avoid employee burnout. There was consensus to gift sick time only.

Mr. Reardon reported the City has billed the CRA for the Hall property in the amount of \$1,475,000 and he will pay the invoice.

Ms. Bright indicated she has been approached by a couple of Board members about having a workshop on board governance and policy. Ms. Bright will obtain quotes and will bring the matter back to the Board. She also requested direction on how the Board wants her to approach the evaluation of Savage Creatures Ms. Bright explained this is a line item in their budget and they need to address it.

Board Attorney Spillias advised they have conducted an extensive evaluation of the project and it is a complicated issue in light of permitting and surrounding property issues. Decisions need to be made whether the Board wants to go forward with the original design, other modifications to the design, or perhaps make the permitting issue not as difficult. Legal will provide an analysis in written form for the Board or it was mentioned they could workshop the item.

Ms. Bright requested confirmation that they will go forward, in order of priority, with, first, the affordability workshop, second the board governance policy and third, the Savage Creatures workshop. There was consensus that was correct.

Ms. Bright announced a tour of the Old High School which will be given on Monday at 2pm and invited the board to attend. Ms. Dennison will conduct the tour and if the time is not convenient for the board they will set aside any time to accommodate them.

Ms. Brooks reported there was a letter from RMPK, the organization that has been working on the Vision 2030 design guidelines. They began work on the document in 2003, and are looking for final payment. Ms. Brooks explained they feel they do not have consensus yet, from the City Commission or the CRA Board if they are going to change the height restrictions in some areas which directly impacts the urban design guidelines. The CRA has the document in digital text form, less the graphics. Ms. Brooks recommended making an arrangement to obtain the full document with the graphics and they will end their relationship with RMPK and move on from there. Ms. Brooks sought direction from the Board. RMPQ is amenable to doing further work on a fee basis. It was noted the documents are not in final form. There are minor revisions and changes in the graphics based on what they hope is a consensus on density and height.

There was some discussion that zoning heights and densities are liable to fluctuate and are included in the code. It was suggested those aspects not be repeated in the design guidelines so when the code changes their guidelines do not have to be changed. There was further discussion to pay RMPK and move on and Ms. Brooks will bring the document forward, stripped down and in a more generic form.

Chair Heavilin inquired about three other HOB properties, Ulasoy, Finkelstein and Mr. Barry. Ms. Brooks gave an update and Mr. Finkelstein recommended an option that the CRA self-develop the site as opposed to going to RFP. Ms. Brooks will bring that option back to the Board in a more detailed manner. There will be a conference call tomorrow with the City Manager. They will proceed with contacting individuals and letters will be going out at the beginning of the year. Many of the eminent domain individuals are coming back to them.

There was a question on the City's utility complex. It was suggested the CRA, at a minimum, write a letter to the City to ask them to do something about relocating the Utility plant. Ms. Bright requested permission to draft a letter with legal to indicate the CRA is anxious to develop a plan and need to move on the project. There was agreement that the CRA staff will prepare a letter for CRA signature.

Mr. DeMarco thanked the staff and complimented the CRA staff on their expediency in moving pending matters along.

Mr. Fenton thanked the staff on behalf of the Marine Corp Toys for Tots program. His staff generously gave up their inter-staff exchange for gifts and donated toys. A big bundle was delivered to his office and also at the meeting tonight. A marine is coming next Wednesday to collect the gifts and there is still time to donate. All toys will be graciously accepted. Mr. Fenton also wanted to go on record that over the last four years and serving on the Board, that bureaucratic micromanagement has created an inertia in the City of Boynton Beach. He thanked the Board and said good-bye.

Mr. Barretta noted in reference to the CRA office, they will be asked to leave the premises by August. The CRA is looking at the old high school. Mr. Barretta contended by the time they go to out for RFP, select a contractor to do the design work, permitting, construction documents and required renovation, it will probably be August of the following year before the building is ready and the CRA should not consider the high school. Time wise it is not feasible and in it's current condition it may not be able to receive a certificate of occupancy. Ms. Bright indicated she was told the building was habitable.

A happy holiday was wished to all.

**X. Comments by Board Attorney**

None.

**XI. Comments by Staff**

None.

**XII. Future Project Preview**

A. Sunshine Square

There were no comments or discussion on this item.

**XII. Adjournment**

**Motion**

A motion was made by Mr. DeMarco, seconded by Mr. Tillman to adjourn. A vote was taken and the motion unanimously carried. Meeting adjourned at 8:43P.M.

Respectfully Submitted

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Catherine Cherry-Guberman  
Recording Secretary

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