LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY
WORKSHOP MEETING
CITY OF LAKE WORTH
CONFERENCE ROOM
TUESDAY, SEPTEMBER 2, 2014
6:00 P.M.

I. ROLL CALL:

The Recording Secretary called the meeting to order at 6:10 p.m. on the above date in the City of Lake Worth Conference Room located at 7 North Dixie Highway, Lake Worth, Florida.

Present were CRA Members Madyln McKendry, Kim Hanson, Chip Guthrie, John Paxman, Oswaldo Ona & Leah Foertsch.

Also present was CRA Director, Joan Oliva

II. PLEDGE OF ALLEGIANCE:

III. APPROVAL OF MINUTES:

a. April 22, 2014

Action: Motion was made by Mr. Paxman to approve the April 22, 2014 minutes seconded by

Vote: All Ayes

b. May 20, 2014

Action: Motion was made by Ms. Stevens to approve the May 20, 2014 minutes seconded by Mr. Paxman.

Vote: All Ayes

IV. AGENDA – ADDITIONS/DELETIONS/REORDERING:

V. PUBLIC PARTICIPATION ON NON-AGENDAED ITEMS (3 minute limit):

VI. DISCUSSION AGENDA:

a. Palm Tran- Approve Letter
The CRA Board reached consensus to authorize the Chair to sign the revised letter to Palm Tran and send it to them.

VII. ACTION AGENDA:

a. Budget 14-15- Approve Resolution #15-01
Staff presented the CRA Board with a final copy of the Lake Worth CRA proposed 2014/15 budget. At the July 22nd regular meeting the Board made no changes to the draft budget. Both revenues and expenditures remain unchanged from the draft budget prepared for the July meeting.

Action: Motion was made by Mr. Guthrie to approve the budget for FY 14-15 by Resolution # 15-01 seconded by Ms. McKendry.

Vote: All Ayes

b. **RFQDesign Services Bid 03-13/14- Approve Selected Firms**

On June 29th, the CRA issued RFQ # 03-1314 to solicit professional design and engineering firms in which the CRA could use for future infrastructure projects. The desired outcome of this RFQ is to enter into agreements with a minimum of three qualified firms to provide design, engineering, surveying and architectural services for CRA streetscape and design projects.

The benefit of this 'continuing contract' approach is that the CRA will be able to select more than one firm and can then go directly to negotiations on future projects. Also, as a result of this RFQ, the CRA will be able to issue a simple request for letters of interest to the hired firms when we desire services involving design, engineering, surveying, etc..

The RFQ's 30 day period of advertisement closed on July 31, 2014. As a result of the RFQ, nine qualified engineering firms submitted packages for review and consideration. In late August, a selection committee made up of members of City & CRA staff reviewed the nine packages. In addition, the committee member scores of the corresponding firms are listed below:

FIRM	SCORE (out of 500 possible points)
Mock Roos *	382
RGD Consulting Engineers	323
Craven Thompson & Associates *	384
Civil Design Inc. *	412
Keshavarz & Associates *	416
Kimley Horn *	431
Engenuity Group Inc.	336
Calvin Giordano & Associates *	376
Wantman Group, Inc.	340

Scoring categories of the submittals consisted of the firms capabilities, personnel, past performance on similar projects and familiarity with CRA's in general.

At the conclusion of the selection committee meeting held in August, all members agreed that the CRA Board should enter into agreements with the top six firms. This decision was based on the final scoring and also based on the City's existing list of engineering firms.

The six engineering firms with the highest scores are:

1. *Kimley Horn*
2. *Keshavarz & Associates*
3. *Civil Design Inc.*
4. *Craven Thompson and Associates*
5. *Mock Roos*
6. *Calvin Giordano*

Copies of the proposals from the top six firms have been provided to CRA Board members. The

Board is also encouraged to contact CRA Staff to review and contrast the proposals from the remaining three submitters.

Staff encouraged the Board to review the six top ranked submissions to CRA RFQ# 03-1314.

Staff suggested that the Board allow CRA Staff to draft contractual agreements with the six top ranked firms to provide continuing design and engineering services for the CRA.

All agreements between the CRA and the six shortlisted firms will be brought to the CRA Board for review prior to execution.

Action: Motion was made by Ms. Stevens to allow staff to raft contractual agreements with the six top ranked firms to provide continuing design and engineering services for the CRA. The six top ranked firms are: *Kimley Horn, Keshavarz & Associates,Civil Design Inc., Craven Thompson and Associates, Mock Roos & Calvin Giordano* seconded by Mr. Paxman.

Vote: All Ayes

c. Social Media Liaison- Select & Approve

At the previous Board meeting, July 22, 2014, Commissioner Stevens requested that the Board consider appointing a Social Media Liaison for the CRA & LULA facebook and instagram pages. The social media liaisons duties would include:

- Creating posts across both the LULA LW Arts & CRA Facebook & Instagram pages
- Expanding the CRA's social media network within the community
- Responding to discussion comments
- Scheduling updates to occur naturally, not in clumps of activity
- Tracking which sites provide the most interest for the CRA & LULA

In order to be recognized as a Board liaison, a Board member must express interest on a particular project or program. The Board then chooses a member to act as the liaison for that particular issue or program. This individual works with Staff and potentially other partners, bringing back ideas and recommendations to the Board.

If the Board chooses to appoint a Board member, that member would be tasked with working with Staff to develop suggestions and recommendation for social media. The liaison must carry out policies approved by the entire board and adhere to the code of conduct in the CRA By-laws.

Action: Motion was made by Ms. McKendry to appoint Ms. Sue Stevens as the CRA's social media liaison seconded by Mr. Paxman.

Vote: All Ayes

d. Annual Review- Executive Director

The Executive Director's Employment Agreement executed July 9, 2013 dictates that an annual performance evaluation be conducted around August 1 and the Board recommend compensation for the ensuing year. The contract is effective until August 31, 2016. In the past, the Board approved a method of evaluating the Director's performance using an evaluation sheet. The Board made the following the comments:

- The CRA has made great progress since the Executive Director came on board
- Need more economic development
- Need more job development

Action: Motion was made by Ms. McKendry to approve the CPI increase of 2.5% to the Executive Director's Employment Contract seconded by Ms. Stevens.

Vote: All Ayes

VIII. EXECUTIVE DIRECTORS' REPORT:

a. Armory Annex- Update
Classes began today.

IX. BOARD MEMBERS' COMMENTS:

Sue Stevens- Likes the bush hog idea. We should really create a plan for Neighborhood Cleanups.
Leah Foertsch- No comment.
Kim Hanson-Just returned from India, we are very lucky to live in the United States.
Chip Guthrie- Looking forward to bringing back the NET Team and working on more cleanups.
John Paxman- No comment.
Cary Sabol- No comment.

X. ADJOURNMENT:

Meeting adjourned at 7:40 p.m.

Minutes Approved 12.9.14

Cary Sabol
Chair, CRA Board

Emilia Theodossakos
Recording Secretary