

**BOARD OF COUNTY COMMISSIONERS
BOARD MEETING
PALM BEACH COUNTY, FLORIDA**

ADDITIONS, DELETIONS, & SUBSTITUTIONS

JUNE 7, 2016

<u>PAGE</u>	<u>ITEM</u>	
6	2C-7	ADD-ON: Proclamation declaring June 20-26, 2016 as “Amateur Radio Week” in Palm Beach County. (Sponsored by Mayor Berger)
30	4C-5	REVISED MOTION/TITLE, SUMMARY & ADDED BACKUP: Staff recommends motion to: <u>A</u> authorize the Department of Economic Sustainability (DES) to prepare a U.S. Department of Housing and Urban Development (HUD) funded Choice Neighborhoods Implementation Grants (CNIG) application; and <u>B</u> approve a <u>Certification of Consistency with the Consolidated Plan and a Certification of Consistency with Sustainable Communities Planning and Implementation for the Palm Beach County Housing Authority (PBCHA) in connection with their grant application to the U. S. Department of Housing and Urban Development (HUD) under the FY2010 Sustainable Communities Regional Planning and HUD-DOT Challenge Grants.</u> SUMMARY: The focus of this implementation grant application is the overall revitalization of the Grand Lake Apartments project located at 2000 South Main Street in Belle Glade and the surrounding neighborhood. The Choice Neighborhoods Implementation grant CNIG is designed to address struggling neighborhoods with distressed public housing, through a comprehensive approach to neighborhood transformation. Should HUD approve the grant, staff will bring a formal Memorandum of Understanding <u>an agreement</u> between the PBCHA and the County to the Board of County Commissioners that will provide funding to DES staff for planning and technical assistance activities. The application will be submitted for the funding cycle deadline of June 28, 2016. <u>The CNIG application requires a “Certification of Consistency with the Consolidated Plan”.</u> <u>Palm Beach County’s current Consolidated Plan, covering the period Fiscal year 2015-2020, was approved (R2015-049) by the Board of County Commissioners on July 21, 2015. DES has determined that the proposed CNIG activities are consistent with the goals and objectives outlined in the Consolidated Plan. Specifically, these goals and objectives include increasing the supply of affordable housing and improving the quality of existing affordable rental housing. Therefore, staff recommends the execution of this certificate. The CNIG application also requires a “Certification of Consistency with Sustainable Communities Planning and Implementation”.</u> <u>DES has determined that the proposed CNIG activities are consistent with the Livability Principles advanced by communities in the FY 2010 Sustainable Communities Regional Planning and 2012 HUD-DOT Challenge Grants. Therefore, staff recommends the execution of this certificate. These are Federal HUD funds which require an in-kind local match of at least \$1,500,000 which will be met through projects funded by the County in Belle Glade. No additional County local match is required.</u> District 6 (JB) (DES)
32	4E-1	ADD-ON: Staff recommends motion to approve: advance payment in the amount of \$35,531 for the Center for Family Services, for operating costs at the Pat Reeves Village (Family Homeless Shelter). SUMMARY: The Center for Family Services (CFS) operates the Pat Reeves Village, the only homeless emergency shelter for homeless families with dependent children in Palm Beach County. On July 21, 2015, the Board of County Commissioners approved funding in the amount of \$111,014 for the Pat Reeves Village (R2015-1435). This contract has \$46,426 dollars remaining in their current allocation. The advance payment will be made from this allocation. CFS’s total program budget for the Pat Reeves Village is \$704,580. Fifty percent of their budget is based on projected donations from donors and foundations. Due to a significant decline in those donations, CFS is not able to meet payroll or operating costs for the Pat Reeves Village shelter for the month of June 2016, and as a result, they were in danger of closing their doors as of May 31, 2016. Closure of the Pat Reeves Village would displace 19 homeless families currently residing in the facility. This would tax the already overburdened homeless system and would result in the loss of 19 apartments. CFS requires \$35,531 to continue to operate for a 30 day period. This emergency plan is more cost effective than relocating 19 homeless families and would not disrupt the current staffing pattern or families residing at the Pat Reeves Village. The advance will be in 2 payments. One payment will be made immediately to allow CFS to meet payroll on June 15, 2016, and the second payment will be contingent upon an effective transition plan from CFS that identifies another entity capable of sustaining the emergency shelter program. County Staff anticipates a new shelter operator will be in place by July 1, 2016. <u>Countywide</u> (HH) (Community Services)
36	8G	ADD-ON: Request approval to present off-site, a Proclamation recognizing Yvonne and Eddie Odom for over 45 years of dedicated service to the Delray Beach American Little League. (Sponsored by Commissioner Taylor)

NOTE: Items that were revised, added, deleted, or backup submitted and were not listed on the addition/deletion sheet distributed to the Board the prior day are noted with an asterisk (*).

**ORDER OF BUSINESS
BOARD OF COUNTY COMMISSIONERS
BOARD MEETING
PALM BEACH COUNTY, FLORIDA**

JUNE 7, 2016

**TUESDAY
9:30 A.M.**

**COMMISSION
CHAMBERS**

- 1. CALL TO ORDER**
 - A. Roll Call
 - B. Invocation
 - C. Pledge of Allegiance

- 2. AGENDA APPROVAL/SPECIAL PRESENTATIONS**
 - A. Additions, Deletions, Substitutions
 - B. Adoption
 - C. Special Presentations (Page 6)

- 3. CONSENT AGENDA (Pages 7 - 22)**

- 4. REGULAR AGENDA (Pages 23 - 32)**
TIME CERTAIN - 10:45 A.M. (Comprehensive Annual Financial Report) (Page 25)

- 5. BOARD APPOINTMENTS (Page 33)**

- 6. MATTERS BY THE PUBLIC – 2:00 P.M. (Page 34)**

- 7. STAFF COMMENTS (Page 35)**

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- 9. ADJOURNMENT (Page 36)**

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- 2C-3 Palm Beach County HIV Testing Day
- 2C-4 LBGT Pride Month
- 2C-5 John Kemp, Jr. Day
- 2C-6 Higher Heights Award Winner Terry Bradden, Jr.

CONSENT AGENDA

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- 3A-1 Payment for the 10th Annual Matchmaker Conference & Expo
- 3A-2 Contract with Elizabeth Pitts for implementation of the Abundant Community Initiative Pilot project in the San Castle CCRT area
- 3A-3 Resolution supporting Amendment 4: *Solar Devices or Renewable Energy Source Devices*

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- 3A-4 Appointments to the Water Resources Task Force
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- 3C-6 Deleted
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- 3L-4 Contract for Consulting/Professional Services with InWater Research Group, Inc. for sea turtle monitoring

M. PARKS & RECREATION

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- 3M-1 Receive and file one Tee Time Advertising and Sales Agreement

N. LIBRARY - None

P. COOPERATIVE EXTENSION SERVICE - None

Q. CRIMINAL JUSTICE COMMISSION - None

R. HUMAN RESOURCES - None

S. FIRE RESCUE - None

T. HEALTH DEPARTMENT

U. INFORMATION SYSTEMS SERVICES - None

V. METROPOLITAN PLANNING ORGANIZATION - None

W. PUBLIC AFFAIRS - None

X. PUBLIC SAFETY - None

Y. PURCHASING - None

Z. RISK MANAGEMENT - None

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- 3AA-1 Submittal of the FY 2016 Certifications and Assurances and the FTA Master Agreement to the Federal Transit Administration to comply with pre-award requirements for any FTA grants

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STAFF COMMENTS (Page 35)

COMMISSIONER COMMENTS (Page 36)

ADJOURNMENT (Page 36)

2C. SPECIAL PRESENTATIONS – 9:30 A.M.

1. [Employee Service Awards](#)
2. U.S. Communities Customer Appreciation Award to the Palm Beach County Purchasing Department, presented by David Kidd of U.S. Communities and Bryan Desloge, First Vice President of the National Association of Counties.
3. Proclamation declaring June 27, 2016 as “Palm Beach County HIV Testing Day.” (Sponsored by Mayor Berger)
4. Proclamation declaring June 2016 as “LBGT Pride Month” in Palm Beach County. (Sponsored by Commissioner McKinlay)
5. Proclamation declaring June 7, 2016 as “John Kemp, Jr. Day” in Palm Beach County. (Sponsored by Commissioner McKinlay)
6. Proclamation recognizing Higher Heights Award Winner Terry Bradden, Jr. (Sponsored by Commissioner Taylor)
7. **ADD-ON:** Proclamation declaring June 20-26, 2016 as “Amateur Radio Week” in Palm Beach County. (Sponsored by Mayor Berger)

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3. CONSENT AGENDA APPROVAL

A. ADMINISTRATION

1. **Staff recommends motion to approve:** payment in an amount not to exceed \$9,000 for participation in the 10th Annual Palm Beach Partners Business Matchmaker Conference & Expo to be held on September 23, 2016 in the Palm Beach County Convention Center. **SUMMARY:** The Palm Beach County Office of Small Business Assistance, Department of Airports and Palm Tran are participating with the South Florida Water Management District, School District of Palm Beach County, the City of West Palm Beach, the City of Riviera Beach, the Center for Technology, Enterprise & Development, Inc. (TED Center) and Paragon Florida, Inc., to present the 2016 Business Matchmaker Conference & Expo (a statewide conference). This is the 10th Annual Matchmaker Conference & Expo held in Palm Beach County and as the chairing entity for this year's event, Palm Beach County will contribute a total of \$9,000 with the county's contribution broken down as follows: the Office of Small Business Assistance (\$3,000), Department of Airports (\$3,000) and Palm Tran (\$3,000). Payment will be made on or before June 30, 2016 to Paragon Florida, Inc., the fiscal agent for the conference. The conference and expo will provide Small Business Enterprise owners an opportunity to collaborate with larger businesses in an effort to increase business opportunities and knowledge of programs offered by the above listed governmental partners. Countywide (HH)

2. **Staff recommends motion to approve:** Contract with Elizabeth Pitts in an amount not to exceed \$5,000 for the implementation of the Abundant Community Initiative Pilot Project in the San Castle Countywide Community Revitalization Team (CCRT) area. **SUMMARY:** Funding for this pilot project was previously approved by the Board of County Commissioners (BCC) on January 13, 2015, to contract with a resident as Neighborhood Coordinator to spearhead the Abundant Community Initiative Pilot Project in the San Castle CCRT area, one of the three selected pilot communities. The purpose of the pilot project is to further engage and help empower residents for civic leadership, and demonstrate the viability and potential of the Asset Based Community Development initiative for neighborhood development in Palm Beach County by utilizing actual neighborhoods, their existing leadership structures and residents. The Neighborhood Coordinator will be responsible for guiding the neighborhood organizing process, inventorying the skills, abilities and gifts within the neighborhood, and facilitating the formation of associations within the neighborhood. Staff has selected a Neighborhood Coordinator to work in San Castle and is now presenting the contract to the BCC for execution. This Contract begins June 7, 2016, and ends April 30, 2017. District 7 (DW)

3. **Staff recommends motion to adopt:** a Resolution of the Board of County Commissioners of Palm Beach County, Florida, supporting Amendment 4: *Solar Devices or Renewable Energy Source Devices; Exemption from Certain Taxation and Assessment*, and providing for the transmission of the resolution and an effective date. **SUMMARY:** Approval of this item supports the County's state legislative priorities in moving Florida forward in embracing renewable energy, decreasing reliance on fossil fuels, and reducing our collective carbon footprint through an increase in solar-energy use with the provided real benefit of providing tax cuts to more properties. Countywide (RPB)

3. CONSENT AGENDA APPROVAL

A. ADMINISTRATION (Cont'd)

4. Staff recommends motion to approve: appointment of Harry Raucher and Jim Alderman to the Water Resources Task Force, effective June 7, 2016, for unexpired terms ending September 30, 2016, and full three year terms commencing October 1, 2016 and ending September 30, 2019; and the appointment of Milton Block to the Water Resources Task Force, effective June 7, 2016, and ending September 30, 2018:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Nominated By</u>	<u>Term Ending</u>
9	Harry Raucher	Member	LWDD	September 30, 2019
9	Jim Alderman	Alternate	LWDD	September 30, 2019
3	Milton Block	Member	League of Cities	September 30, 2018

SUMMARY: The Water Resources Task Force is comprised of 14 members: six City elected officials; one County Commissioner; one special independent district water and/or wastewater provider or utility water or wastewater provider representative; one Lake Worth Drainage District (LWDD) representative; one drainage/water control district representative; one South Florida Water Management District (SFWMD) Governing Board member; one environmental representative; one land owner actively farming to represent agricultural interests; one Indian Trail Improvement District representative. The resolution also requires designated alternates for each seat. Due to the recent resignation of the LWDD representative and alternate member, one new LWDD member and one new LWDD alternate are being submitted for approval by the Board of County Commissioners. Also, due to the recent resignation of a League of Cities member, as part of this Agenda item one new League of Cities member is being submitted for approval by the Board of County Commissioners. The diversity of the current 11 Task Force members is as follows: one Caucasian female and ten Caucasian males. The LWDD member appointee is a Caucasian male, the LWDD alternate appointee is a Caucasian male, and the League of Cities member appointee is also a Caucasian male. The SFWMD seat remains unfilled at this time. Countywide (MJ)

5. Staff recommends motion to approve: the Fourth Amendment to the Development Agreement (R2013-0103) between the Related Companies, L.P. (Related) and CityPlace Hotel, LLC (Developer) and Palm Beach County. **SUMMARY:** On October 30, 2012, the Board of County Commissioners (BCC) approved a Development Agreement and Lease to facilitate the construction and operation of the Convention Center Hotel. Under the terms of the Development Agreement, the Developer was required to achieve Substantial Completion no later than March 30, 2016, as memorialized in the County's Notice to Proceed for Vertical Construction dated September 22, 2014. The hotel opened for business on January 29, 2016, approximately two months prior to the March 30, 2016, date. Substantial Completion also requires delivery of the project as built drawings, final waivers and releases of liens. The Developer is requesting an extension from March 30, 2016 to September 30, 2016 to finalize these documents. This Amendment also extends the Final Completion date from August 30, 2016 to February 28, 2017. District 7 (HF)

3. CONSENT AGENDA APPROVAL

A. ADMINISTRATION (Cont'd)

6. Staff recommends motion to approve: the First Amendment to the Interlocal Agreement (R2006-0512) between the Palm Beach County and The City of Palm Beach Gardens, the Town of Jupiter, the Town of Mangonia Park, the Town of Lake Park, and the City of Riviera Beach (collectively the "Parties") creating the Bioscience Land Protection Advisory Board, extending the term of the Board through March 14, 2026. **SUMMARY:** On March 14, 2006, the Board of County Commissioners (BCC) approved an Interlocal Agreement with the Parties creating a Bioscience Land Protection Advisory Board consisting of seven members including: one appointment from each of the Parties, one representative from the Governor's Office, and one representative from Palm Beach County. The Interlocal Agreement provides in Section 5 that it shall continue through March 14, 2016, but may be extended by mutual agreement of the Parties. The Parties desire to extend the term of the Agreement until March 14, 2026. All Parties have approved the First Amendment to the Interlocal Agreement. Districts 1 & 7 (HF)

B. CLERK & COMPTROLLER

1. **Staff recommends motion to approve:** Warrant List.
2. Staff recommends motion to approve: the following final minutes of the Board of County Commissioners' meetings:

<u>Meeting Type</u>	<u>Meeting Date</u>
Comprehensive Plan	January 27, 2016
Regular	March 22, 2016
Workshop	April 26, 2016

3. Staff recommends motion to approve: Contracts (regular) and claim settlements list as submitted by various departments to the Clerk & Comptroller's Office. Countywide
4. Staff recommends motion to receive and file: a list of Clerk & Comptroller Finance Department records which have been converted to an electronic format. **SUMMARY:** These records have been converted from paper to an electronic format. The electronic records will be maintained according to their required retention schedule under the State of Florida's General Records Schedule GSI-SL for State and Local Government Agencies (Ch. 119, Ch. 257). Countywide (PFK)

C. ENGINEERING & PUBLIC WORKS

1. Staff recommends motion to adopt: a Resolution to abandon those certain 20 foot wide easements labeled PBCUE lying within Tract REC-1, Palm Meadows Estates, according to the plat thereof as recorded in Plat Book 120, Pages 32-49, of the Public Records of Palm Beach County, Florida. **SUMMARY:** Adoption of this Resolution will eliminate all the easements labeled PBCUE lying within Tract REC-1 which are in conflict with future redevelopment plans for the site. The petition site is located east of Lyons Road, west of Florida's Turnpike, south of Lantana Road and north of Boynton Beach Boulevard. District 5 (MRE)

3. CONSENT AGENDA APPROVAL

C. ENGINEERING & PUBLIC WORKS (Cont'd)

2. DELETED

3. Staff recommends motion to approve:

A) a Second Amendment to the annual intersection improvements contract with Arcadis U.S., Inc. (Arcadis), R2014-0891, whose original contract was dated July 1, 2014; and

B) a Third Amendment to the annual intersection improvements contract with HSQ Group, Inc. (HSQ), R2014-0892, whose original contract was dated July 1, 2014.

SUMMARY: Approval of the Second Amendment with Arcadis and the Third Amendment with HSQ to the annual intersection improvements contracts will extend the required professional services for one year on a task order basis. These amendments with Arcadis and HSQ will extend the contract period from July 1, 2016, through June 30, 2017. The amendment with HSQ will also adjust the rates as allowed in the original contract. The amendments are the second renewals of two one-year renewals allowed in the original contracts. The HSQ Second Amendment dated September 1, 2015, corrected an error in the original contract and was not associated with the term of the contract. To date, tasks in the amount of \$708,955.48 have been authorized for Arcadis with 32.79% Small Business Enterprise (SBE) participation which exceeds their commitment of 21%. To date, tasks in the amount of \$767,408.28 have been authorized for HSQ with 85.04% SBE participation which exceeds their commitment of 80%. The consultants are both Palm Beach County based companies. HSQ is certified as a small business enterprise. Countywide (MRE)

4. Staff recommends motion to approve: Contracts with Oglesby Construction, Inc. (Oglesby) and Southwide Industries, Inc. (Southwide), not to exceed a total value of \$1,520,000, for task orders which may be issued for the Annual Pavement Marking Contract (Contract), Project Number 2016051. **SUMMARY:** Approval of these Contracts will provide for the furnishing and installation of pavement marking materials, raised reflectorized pavement markers and traffic paint on an as needed basis for various roadways throughout Palm Beach County. The Small Business Enterprise (SBE) goal for the project is 15%. Oglesby committed to 0% and Southwide committed to 100% SBE participation. Oglesby is not a Palm Beach County company. Southwide is a Palm Beach County based company. Countywide (MRE)

5. Staff recommends motion to approve: a Subordination of utility interests for reimbursement for future facility relocations with Seacoast Utility Authority (Seacoast), an interlocal government authority, on a parcel of land located at the northwest corner of PGA Boulevard and Central Boulevard. **SUMMARY:** Approval of the Subordination Agreement will subordinate Seacoast's easement interests and allow Palm Beach County (County) to accept a warranty deed for additional right-of-way for the intersection improvements at PGA Boulevard and Central Boulevard. The County requires that this right-of-way be free of all encumbrances. District 1 (MRE)

3. CONSENT AGENDA APPROVAL

C. ENGINEERING & PUBLIC WORKS (Cont'd)

6. DELETED

7. **Staff recommends motion to approve:** an Interlocal Agreement (Agreement) with the Town of Jupiter (Town) in an amount not to exceed \$8,000 per year, to provide mowing of the following Palm Beach County (County) road rights-of-way: Military Trail from Frederick Small Road to Indiantown Road; Center Street from State Road 811 to Indiantown Road; Central Boulevard from Roebuck Road to Indian Creek Parkway; and Indian Creek Parkway from Central Boulevard to Military Trail (County Roads). **SUMMARY:** Approval of this Agreement will allow the Town to continue to provide mowing services within rights-of-way of the named County Roads located in the Town which have been under interlocal agreement since 1990. The previous agreement expires this month and includes an annual amount for mowing not to exceed \$6,600. The proposed Agreement adds a new road segment (Central Boulevard from Roebuck Road to Indiantown Road) to the previous agreement which increases the amount the County would pay the Town to a not to exceed \$8,000 per year for these documented mowing services. This annual amount was calculated based on the expected mowing costs that the County would incur for the named County Roads over the course of a year. District 1 (MRE)

8. **Staff recommends motion to receive and file:** Change Order No. 5 in the amount of \$15,457.83 and a time extension of 26 days for construction of Burns Road and Military Trail Intersection Improvements, R2015-0406 (Project), with Rosso Site Development, Inc. **SUMMARY:** This receive and file of Change Order No. 5 is to notify the Board of County Commissioners (Board) that the necessary time extension of 26 days exceeds the cumulative threshold of 120 days as per PPM-CWF-050. District 1 (MRE)

D. COUNTY ATTORNEY

1. **Staff recommends motion to approve:** the Stipulated Order of Taking and Final Judgment as to Parcel 200 in the eminent domain case of Palm Beach County v. Seacoast National Bank, N.A., et al., Case No.: 502015CA009287XXXMB, for settlement in the amount of \$372,423, excluding attorney's fees and costs. **SUMMARY:** This case involves the condemnation of parcel 200, owned by Seacoast National Bank, N.A., to acquire a permanent drainage easement necessary for the road construction and improvements of Old Dixie Highway, from Park Avenue North to Northlake Boulevard, in Palm Beach County. The property owner's initial counter offer claim based on its appraisal for the property taken, including severance damages and cost to cure was \$575,000. To reduce the property owner's damage claim, the County Engineering Department agreed to certain concessions in the parcel taken. As a result, the property owner's appraisal was revised downward to \$372,423. The County's appraiser concurred with the amount of the property owner's revised appraisal. This settlement includes all damages and costs to cure, but excludes attorney's fees and reasonable expert costs that will be calculated pursuant to Florida law. District 1 (PM)

3. CONSENT AGENDA APPROVAL

E. COMMUNITY SERVICES

1. Staff recommends motion to approve: Contract for Provision of Ryan White Part A HIV Health Support Services with the Florida Department of Health in Palm Beach County, for the period March 1, 2016, through February 28, 2017, in the amount not to exceed \$1,183,396, to provide certain services for the health and support of persons living with HIV Spectrum Disease. **SUMMARY:** A notice of grant award was received on January 26, 2016, from the U.S Health and Human Services Health Resources Services Administration, issuing a partial award in the amount of \$4,189,210 in Formula and Minority AIDS Initiative funding. An additional grant award will be issued at a later date. This Contract is being funded based on level funding from the prior grant year. The contract will be amended and the budget will be aligned once the final notice of award has been received. This agency is selected and recommended for contracting through the Request for Proposal process. This Contract covers services for HIV affected clients including medical case management, medical care, pharmacy, oral health care, and substance abuse treatment. Employees Mitchell Durant and Mary Kannel of Florida Department of Health in Palm Beach County serve on the HIV CARE Council, a County advisory board. The HIV CARE Council provides no regulation, oversight, management, or policy-setting recommendations regarding the agency contract listed above. Disclosure of these contractual relationships at a duly noticed public meeting is being provided in accordance with the provisions of Sect. 2-443, of the Palm Beach County Code of Ethics. No County funds are required. (Ryan White) Countywide (HH)

3. CONSENT AGENDA APPROVAL

E. COMMUNITY SERVICES (Cont'd)

2. Staff recommends motion to approve: appointments and reappointments of the following representatives to the Community Action Advisory Board effective June 7, 2016:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
6	Dina Hill	Private Sector Representative	09/30/2019	CAAB
8	Elvin Lanier	Private Sector Representative	09/30//2019	CAAB
10	Dr. Florenzia Davis	Private Sector Representative	09/30/2019	CAAB
15	Ella Dean	Representative of the Low-Income	09/30/2018	Democratically selected in Riviera Beach
<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
7	Martina Walker	Private Sector Representative	09/30/2018	CAAB
14	Retha Lowe	Representative of the Low-Income	09/30/2018	Democratically selected in Lake Worth

SUMMARY: The total membership for the Community Action Advisory Board (CAAB) shall be no more than 15 members, per Resolution No. R2014-0588, comprised of one-third elected public officials or their representatives, one-third private sector members recommended by the CAAB and one-third low-income representatives selected by a democratic process in the target neighborhoods served. Members will fully participate in the planning, implementation and evaluation of the Community Services Block Grant program to serve low-income communities. The appointments and reappointments meet all applicable guidelines and requirements outlined in the Resolution adopted by the Board of County Commissioners (BCC) on May 6, 2014. Ms. Hill will complete the term of Tamara Price, which expires on September 30, 2016 and Dr. Davis will complete the term of Jonel Etienne, which expires on September 30, 2016. Both Ms. Hill and Dr. Davis will serve additional terms which will expire on September 30, 2019. Ms. Hill has disclosed that she is employed by CareerSource Palm Beach County, Inc. that contracts with the County for services. The CAAB provides no regulation, oversight, management, or policy-setting recommendations regarding contracts. Disclosure of this contractual relationship is being provided in accordance with the provisions of Sect. 2-443, of the Palm Beach County Code of Ethics. Including the current appointments/reappointments, the Board is comprised of seven Black females, one Black male. (Community Action) Countywide (HH)

F. AIRPORTS

1. Staff recommends motion to receive and file: Second Amendment to the Signatory Airline Agreement with American Airlines, Inc. (R2014-1717), providing for the relocation of ticket counter and gate locations at the Palm Beach International Airport. **SUMMARY:** Delegation of authority for execution of the standard County agreement above was approved by the Board of County Commissioners in R2014-1033. To accommodate the consolidation of American Airlines and US Airways, American Airlines requested approval to relocate its ticket counter and gate locations. Countywide (AH)

3. CONSENT AGENDA APPROVAL

F. AIRPORTS (Cont'd)

2. Staff recommends motion to approve: a Contract with Ranger Construction Industries, Inc. in the amount of \$5,170,912.85 to construct Golfview Infrastructure, Phase 1 at Palm Beach International Airport (PBIA). **SUMMARY:** This project was advertised utilizing the County's competitive bid process. On March 15, 2016, two bids were received to construct Golfview Infrastructure, Phase 1 at PBIA. Of the two bids, Ranger Construction Industries, Inc., a Palm Beach County company has been identified as the lowest responsible/responsive bidder in the amount of \$5,170,912.85. The Disadvantaged Business Enterprise (DBE) Goal for this project was established at 12%. Ranger Construction Industries, Inc. has committed to 14.93% DBE participation. Florida Department of Transportation grant funding of \$3,120,602 and Passenger Facility Charge funds of \$2,050,311 are being utilized to fund this project. Countywide (AH)

3. Staff recommends motion to approve: the General Consulting Agreement with CH2M Hill, Inc. for a term of two years, with two one-year renewal options in the amount of \$1,877,401.43 for the performance of professional planning and design services related to the approved Palm Beach County Airports' Capital Improvement Program. **SUMMARY:** In order to carry out the approved Capital Improvement Program for the County, the Department of Airports requires professional planning and design engineering services. In accordance with Florida Statutes 287.055 and the Federal Aviation Administration's Advisory Circular 150/5100-14 (current edition), CH2M Hill, Inc. was competitively selected to provide these services. The first agreement of a potential multi-year contract in the amount of \$1,877,401.43 will provide the Department of Airports with the needed continuing professional services to implement the approved Capital Improvement Program. The services identified and negotiated are as follows: Level 1 Tasks – Palm Beach International Airport (PBIA) Third Level Ticketing Interior Improvements Design and Bidding Services; PBIA Concourse B and C Gate Agent Desks Replacement, Cell Phone Charging Stations, and Wi-Fi Upgrades Design and Bidding Services; PBIA Interior Airfield Service Road Design, Permitting and Bidding Services; Palm Beach County Department of Airports Fair Market Annual Rental Value Appraisal Services; Palm Beach County Glades Airport (PHK) Fuel Farm Replacement Design, Permitting and Bidding Services; North Palm Beach County General Aviation Airport (F45) Perimeter Security Fence Improvements Design, Permitting and Bidding Services; PBIA, F45, Palm Beach County Park Airport (LNA) and PHK Americans with Disabilities Act (ADA) Compliance Support Services; PBIA Electrical System Analysis and Arc Flash Hazard Study; PBIA Airport Traffic and Circulation Study; F45 Runway 13-31 Extension Project Definition Document; LNA Southside Re-Development Program Phase 1 and 2 Supplemental Design Services; Level 3 Tasks – Miscellaneous Engineering and Planning Consulting Services. Work to be completed under these Task III Services will be issued per the level of authority contained in PPM CW-F-050, by way of a separate proposal or task authorization. CH2M Hill, Inc. is an Englewood, Colorado based firm; however, the majority of the work to be completed in this Agreement will be completed and/or managed through their Palm Beach Gardens, Florida office in conjunction with Palm Beach County-based subconsultant firms. A Disadvantaged Business Enterprise (DBE) goal of 15% was set for this Contract. CH2M Hill, Inc. committed to 21% in their proposal. Countywide (AH)

3. CONSENT AGENDA APPROVAL

G. OFFICE OF FINANCIAL MANAGEMENT & BUDGET

1. **Staff recommends motion to authorize:** the Mayor to certify the non-ad valorem assessment roll on electronic media to the Tax Collector pursuant to Chapter 197, Florida Statutes. **SUMMARY:** In 1998, the County began using the Uniform Method of collecting non-ad valorem special assessments. Under this procedure, special assessments are included on the tax bills. Each year the non-ad valorem assessment roll must be certified to the Tax Collector by September 15. Countywide (PFK)

H. FACILITIES DEVELOPMENT & OPERATIONS

1. **Staff recommends motion to approve:** an Agreement with Boca Raton Regional Hospital (Hospital) allowing for interoperable communications through the countywide and EMS common talk groups of the County's Public Safety Radio System (System). **SUMMARY:** This Agreement provides the conditions under which the Hospital can program into its radios and utilize the countywide and EMS common talk groups for certain types of inter-agency communications. The County's System will not be utilized for routine operational communications by the Hospital. The terms of the Agreement are standard and have been offered to other hospitals and EMS providers with 800 MHz trunked radio capabilities. This Agreement also contains state approved standard operating procedures specific to the use of the EMS common talk groups. There are no charges associated with this Agreement. The Hospital is required to pay all costs associated with the Hospital's subscriber units and to comply with the established operating procedures for the County's System. The Agreement retroactively commences on May 18, 2016 at the expiration of the current Agreement (R2004-0897), for a term of three years. There are three renewal options, each for a period of three years. This Agreement may be terminated by either party, with or without cause. (ESS) Countywide (LDC)
2. **Staff recommends motion to approve:** an Agreement with Good Samaritan Medical Center, Inc. (Hospital) allowing for interoperable communications through the countywide and EMS common talk groups of the County's Public Safety Radio System (System). **SUMMARY:** This Agreement provides the conditions under which the Hospital can program into its radios and utilize the countywide and EMS common talk groups for certain types of inter-agency communications. The County's System will not be utilized for routine operational communications by the Hospital. The terms of the Agreement are standard and have been offered to other hospitals and EMS providers with 800 MHz trunked radio capabilities. This Agreement also contains state approved standard operating procedures specific to the use of the EMS common talk groups. There are no charges associated with this Agreement. The Hospital is required to pay all costs associated with the Hospital's subscriber units and to comply with the established operating procedures for the County's System. The Agreement retroactively commences on May 18, 2016 at the expiration of the current Agreement (R2004-0901), for a term of three years. There are three renewal options, each for a period of three years. This Agreement may be terminated by either party, with or without cause. (ESS) Countywide (LDC)

3. CONSENT AGENDA APPROVAL

H. FACILITIES DEVELOPMENT & OPERATIONS (Cont'd)

3. **Staff recommends motion to approve:** an Agreement with Wellington Regional Medical Center (Hospital) allowing for interoperable communications through the countywide and EMS common talk groups of the County's Public Safety Radio System (System). **SUMMARY:** This Agreement provides the conditions under which the Hospital can program into its radios and utilize the countywide and EMS common talk groups for certain types of inter-agency communications. The County's System will not be utilized for routine operational communications by the Hospital. The terms of the Agreement are standard and have been offered to other hospitals and EMS providers with 800 MHz trunked radio capabilities. This Agreement also contains state approved standard operating procedures specific to the use of the EMS common talk groups. There are no charges associated with this Agreement. The Hospital is required to pay all costs associated with the Hospital's subscriber units and to comply with the established operating procedures for the County's System. The Agreement retroactively commences on May 18, 2016 at the expiration of Agreement (R2004-0896), for a term of three years. There are three renewal options, each for a period of three years. This Agreement may be terminated by either party, with or without cause. (ESS) Countywide (LDC)

4. **Staff recommends motion to approve:** the Ballpark of the Palm Beaches Plat for the Spring Training Complex located between Military Trail and Haverhill Road, south of 45th Street, in West Palm Beach. **SUMMARY:** As part of the development of the Ballpark of the Palm Beaches and the City Park, the County and the City of West Palm Beach, as the property owners, are required to plat the overall property. The County owns 141.42 acres of the 153.95 acre development. Pursuant to the proposed plat, the County will dedicate Tract RW3 (.10 acres) to the Florida Department of Transportation as part of a proposed intersection improvement at Military Trail and Shiloh Drive. This Plat also accepts the dedication of Tracts RW1 and RW2 (combined .33 acres) for a turn lane along the County maintained Haverhill Road. (PREM) District 7 (HJF)

I. ECONOMIC SUSTAINABILITY

1. **Staff recommends motion to approve:** Amendment No. 001 to an Agreement (R2016-0188) with the City of Greenacres. **SUMMARY:** On February 9, 2016, the County entered into an Agreement (R2016-0188) with the City of Greenacres to provide \$125,767 in Community Development Block Grant (CDBG) funding for the installation of storm drainage improvements along the alleyways between Fleming, Jennings, Perry and Martin Avenues and Swain Boulevard in the City of Greenacres. The bids received by the City exceeded the project budget for this work. This Amendment will add \$8,670 in CDBG funding to the project which will be matched by the City and allow the construction contract to be awarded. **These are Federal CDBG funds which require no local match.** District 2 (JB)

3. CONSENT AGENDA APPROVAL

I. ECONOMIC SUSTAINABILITY (Cont'd)

2. **Staff recommends motion to approve:** an award exception of \$5,760 under Palm Beach County's State Housing Initiative Partnership Program (SHIP) Utility Connection Program for an eligible very low income homeowner, Samuel Sarabia. **SUMMARY:** Mr. Sarabia is an income eligible applicant under the Utility Connection Program and was awarded the maximum funding of \$10,000 to connect water and sewer services to his primary residence located at 4077 Lakewood Road in Palm Springs. However, the total costs, which were not known until work had commenced, exceeded the maximum award by \$5,760. The project was initially intended as a sewer connection project, but later had to be expanded to include a water connection which increased the cost. The Village of Palm Springs requires a water connection whenever homeowners make a sewer connection to their homes. The total construction and connection costs are \$15,760. The maximum award amount an income eligible applicant can receive through the Utility Connection Program is \$10,000. This homeowner does not have the financial capacity to pay the difference and therefore, BCC approval is required for the applicant to receive assistance exceeding the maximum award amount. Funding will be provided in the form of a deferred payment zero percent interest loan secured by Mortgage and Promissory Note for a period of five years, without amortization. If the applicant rents, sells, or otherwise conveys the home during the five years; the entire deferred loan becomes due and payable. **These are State SHIP funds which require no local match.** District 3 (JB)

J. PLANNING, ZONING & BUILDING

1. **Staff recommends motion to approve:** reappointment of the following individuals to the Historic Resources Review Board (HRRB):

Nominee	Seat	Requirement	Nominated By	Term
Friederike Mittner	4	Historic Architecture	Vice Mayor Valeche Comm. Abrams Comm. Burdick Comm. McKinlay Comm. Taylor	06/07/2016 - 06/06/2019
Arlene Fradkin	6	Interested in Historic Preservation	Vice Mayor Valeche Comm. Abrams Comm. Burdick Comm. McKinlay Comm. Taylor	06/07/2016 - 06/06/2019

SUMMARY: The Unified Land Development Code (ULDC) Article 2, Chapter G, Section 3-H provides for the membership of the HRRB. The term of office of each member is for three years, HRRB seats are at-large positions to be appointed by the Board of County Commissioners (BCC). On April 15, 2016, the Planning Division forwarded a memo and forms to the BCC notifying the Board of the vacancies, and requesting nominations. Four responses were received. The advisory board (HRRB) has a membership of nine seats, eight currently filled, with a diversity count of Caucasian: 8 (100%). The gender ratio (male: female) is 4:4. Unincorporated (RPB)

3. CONSENT AGENDA APPROVAL

K. WATER UTILITIES

1. **Staff recommends motion to approve:** Consultant Services Authorization (CSA) No. 4 for the Capital Improvement Program Management and Implementation Services Project with MWH Americas, Inc. (MWH) (R2014-1188), in the amount of \$4,455,893.32. **SUMMARY:** On August 19, 2014, the Board of County Commissioners (BCC) approved the Master Contract for Capital Improvement Program (CIP) Management and Implementation Services with MWH Americas, Inc. (R2014-1188). The goal of the Capital Improvement Program is to allow the County to implement approximately \$421 Million worth of projects over five years. CSA No. 3 was approved by the BCC on June 2, 2015 for a total of \$3,463,524.75 (R2015-0719). Activities carried out in the past year under CSA No. 3 include: refinement of the project delivery system; validation and refinement of CIP project requirements; management of planning, design, bid/award, and construction of project packages; development and maintenance of schedules and budgets for the various project packages; review of existing construction management processes and procedures and development recommendations for improvements; outreach activities in support of project delivery; and initiation of knowledge transfer activities. Work has been initiated on 77 of 102 projects representing \$295 Million of capital work, and more than \$50 Million was encumbered in FY 2015, a significant increase over previous annual encumbrances. The scope of work and services provided for in CSA No. 4 include: continued oversight of staff and design professionals for projects from initiation through completion; continued staff augmentation of WUD's Engineering Division to permit delivery of a greater volume of capital work with an FY 2016 encumbrance target of \$80 Million; further refinement of program and project delivery systems and tools; coordination of permitting and approvals; coordination between WUD Engineering and Operations and Maintenance Divisions; initiation of staff augmentation for construction management activities; outreach services; and knowledge transfer and training of WUD staff. The Small Business Enterprise (SBE) participation goal established by the SBE Ordinance (R2002-0064) is 15% overall. The contract with MWH Americas, Inc. provides for SBE participation of 23.7% overall. This CSA includes 18.81% overall participation. The cumulative SBE participation, including this Authorization is 19.88%. (WUD Project No. 14-054) Countywide (MJ)

L. ENVIRONMENTAL RESOURCES MANAGEMENT

1. **Staff recommends motion to:**
 - A) approve** DEP Agreement No. 16PB1 Juno Beach Nourishment with the Florida Department of Environmental Protection (DEP) to provide up to \$299,950.06 for the Juno Beach Nourishment Project for a term beginning upon execution and expiring May 1, 2018;
 - B) approve** Budget Amendment of \$299,951 in the Beach Improvement Fund for the Juno Beach Nourishment Project; and
 - C) authorize** the County Administrator, or her designee, to sign all future time extensions, task assignments, certifications, and other forms associated with this Agreement, and necessary minor amendments that do not substantially change the scope of work, terms or conditions of this Agreement.

SUMMARY: The DEP Juno Beach Nourishment Agreement transfers State funds from the expired Juno Beach Funding Agreement 08PB4 (R2010-1322) and will reimburse the County up to \$299,950.06 for design and permitting the project area's third nourishment. Total design and permitting cost is \$599,900.13. DEP Agreement 16PB1 requires a local match of 100%. District 1 (AH)

3. CONSENT AGENDA APPROVAL

L. ENVIRONMENTAL RESOURCES MANAGEMENT (Cont'd)

2. Staff recommends motion to:

A) approve Work Order No. 0650-3 to construct living shoreline projects along Currie and Osprey Parks in West Palm Beach at a cost not to exceed \$695,914.10 in accordance with Coston Marine Services, Inc. (Coston) Palm Beach County Artificial Reef & Breakwater Annual Contract, Project No. 2015ERM01 (R2015-0650);

B) authorize the County Administrator, or her designee, to sign Work Order No. 0650-3; and

C) approve Budget Amendment of \$391,175 in the Environmental Enhancement Non-Specific Fund (1225) to recognize revenues from Florida Inland Navigation District (FIND) Project Agreement No PB-15-186 (R2016-0095).

SUMMARY: On May 19, 2015, the Board of County Commissioners approved an annual construction contract with Coston, a Palm Beach County Small Business Enterprise Company, for the Palm Beach County Artificial Reef & Breakwater Annual Contract, Project No. 2015ERM01 (R2015-0650). Work Order No. 0650-3 will authorize the construction of living shoreline projects at a cost of \$695,914.10. Coston committed to an overall 100% Small Business Enterprise (SBE) participation in the Contract. Coston has achieved 83.79% SBE participation to-date. A Budget Amendment incorporates the FIND grant that will cover 50% of the projects costs that require a 100% match and are shared by Florida Department of Environmental Protection 42% and County 8%. Outside funding contributions will cover approximately 92% of the project costs. District 7 (DC)

3. Staff recommends motion to:

A) adopt a Resolution approving Local Agency Program (LAP) Supplemental Agreement No. 2 with the Florida Department of Transportation (FDOT) for the Bluegill Trail Project;

B) approve LAP Supplemental Agreement No. 2 to FDOT Agreement FM No. 423809-2-58/68-01 (R2015-0328) providing for an additional \$13,687 of encumbered funds for the reimbursement of construction costs for Bluegill Trail Project; and

C) approve a Budget Amendment of \$13,687 in the Environmental Resources Capital Projects Fund to recognize the increase in Agreement funding.

SUMMARY: LAP Supplemental Agreement No. 2 increases FDOT funds from \$639,043 to \$652,730 caused by an FDOT-approved \$13,687 change order that addresses unforeseen construction due to a changed site condition. No match is required. No other terms of the original Agreement (R2015-0328) or Supplemental Agreement No. 1 (R2015-1132) are being changed and the expiration date remains as June 30, 2017. FDOT is requesting the County adopt the Resolution to approve the Supplemental Agreement No. 2. Districts 1 & 6 (AH)

3. CONSENT AGENDA APPROVAL

L. ENVIRONMENTAL RESOURCES MANAGEMENT (Cont'd)

4. Staff recommends motion to:

A) approve a Contract for Consulting/Professional Services with InWater Research Group, Inc. (IRG), a not-for-profit corporation based in Martin County, for sea turtle monitoring in an amount not to exceed \$28,121.60 and providing for services in the area of in water sea turtle monitoring and population assessment in Lake Worth Lagoon beginning upon a written Notice to Proceed through March 31, 2017; and

B) authorize the County Administrator, or her designee, to sign all future time extensions, task assignments, certifications and other forms associated with the Contract, and necessary minor amendments that do not change the scope of work, terms or conditions of the Contract.

SUMMARY: This study is a continuation of the assessment of sea turtle populations in Lake Worth Lagoon. The Lake Worth Lagoon Management Plan recommends assessing sea turtle populations as a means of evaluating the success of environmental restoration efforts. Field work will be conducted in 2016 and a report will summarize the findings. The Contract is funded by the Pollution Recovery Trust Fund. No Small Business Enterprise opportunities are available for work under this Contract. Districts 1, 2, 3, 4 & 7 (AH)

M. PARKS & RECREATION

1. Staff recommends motion to receive and file: the following original executed Tee Time Advertising and Sales Agreement:

GolfNow, LLC, for the period April 18, 2016, through August 17, 2016.

SUMMARY: In accordance with County PPM CW-O-051, all delegated contracts/agreements/grants must be submitted by the initiating department as a Receive and File agenda item. This Tee Time Advertising and Sales Agreement has been fully executed on behalf of the Board of County Commissioners (Board) by the Director/Assistant Director of Parks and Recreation in accordance with Resolution 2013-1607, and is now being submitted to the Board to receive and file. This Agreement helps to sell tee times at non-peak times that would otherwise not be sold. This agreement is for four months in order for future contracts to be processed during the off season. Countywide (AH)

3. CONSENT AGENDA APPROVAL

AA. PALM TRAN

1. Staff recommends motion to:

A) approve the submittal of the Fiscal Year 2016 Certifications and Assurances (Assurances) to the Federal Transit Administration (FTA);

B) approve the FTA Master Agreement FTA MA (22); dated October 1, 2015; and

C) authorize Palm Tran's Executive Director or Assistant Executive Director, through the County Administrator, to electronically execute and file the required Assurances on behalf of the Board of County Commissioners (BCC).

SUMMARY: On March 9, 2016, the FTA published in the Federal Register the annual list of Assurances covering 23 various topics such as Lobbying, Alcohol and Controlled Substances Testing, Seniors and Individuals with Disabilities Programs, and Hiring Preferences. Submitting the Assurances to the FTA, within the required 90 days of publication, signifies the County's commitment to comply with the pre-award requirements that apply to any award the County pursues during FY2016. The FTA also requires an affirmation from the applicant's attorney that it has authority to make and comply with the Assurances. The FTA Master Agreement MA (22) contains the standard terms and conditions for an award of federal assistance administered by the FTA and supersedes the previous MA (21) dated October 1, 2014. These documents do not allocate any funding or pledge any county funds. Countywide (DR)

BB. YOUTH SERVICES

1. Staff recommends motion to approve:

A) Contract for Provision of Services with The Urban League of Palm Beach County, Inc., for mentoring services, in the amount of \$26,000, from June 1, 2016 through August 31, 2016; and

B) Budget Transfer of \$26,000 in the General Fund from the Head Start Match reallocation (Unit 1451) for new evidence-based/promising programming to The Urban League of Palm Beach County, Inc. program (Unit 2530) to fund the cost associated with this Contract.

SUMMARY: The Urban League of Palm Beach County, Inc. seeks to implement "From Black Boy to Black Man Program", a mentoring program that was developed to address the challenges facing black youth. Up to 20 at risk boys of color ages 12-18 who are currently enrolled in either a Palm Beach County alternative or Title I school, will be granted an opportunity to participate in a group mentoring program. Initially, youth at Turning Points Academy will be recruited to participate. The group mentoring will offer a curriculum that aims to decrease youth violence and improve their grades and attendance. The curriculum will also include activities that address self-esteem issues and promote their history and culture. Students will learn about entrepreneurship and will present their business ideas during their graduation. By funding this community-based mentoring program, the County will be working towards one of the components of My Brother's Keeper. Employee Jimmy Weatherspoon serves on a County Advisory Board, the Housing Finance Authority of Palm Beach County (HFAPBC). The HFAPBC provides no regulation, oversight, management, or policy-setting recommendations regarding the agency contract listed above. Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Sect. 2-443, of the Palm Beach County Code of Ethics. Countywide (HH)

3. CONSENT AGENDA APPROVAL

CC. SHERIFF

1. Staff recommends motion to:

A) accept on behalf of the Palm Beach County Sheriff's Office, a Memorandum of Agreement with the City of Miami for a FY15 Urban Area Security Initiative (UASI) Grant in the amount of \$708,908, for the period of April 26, 2016, through June 30, 2017; and

B) approve a Budget Amendment of \$708,908 in the Sheriff's Grant Fund.

SUMMARY: The 2015 UASI grant supports various domestic security initiatives within the County and South Florida Region 7, including our intelligence operations, specialty teams, and Maritime RADAR Project. The UASI is a federally-funded homeland security grant program, pass-through the State of Florida to the City of Miami, as the UASI's fiscal agent. There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required. Countywide (DC)

2. Staff recommends motion to:

A) accept on behalf of the Palm Beach County Sheriff's Office, a Letter of Agreement and Contract between the Palm Beach County Sheriff's Office and the Florida Department of Transportation, for the Drug Recognition Expert (DRE) Project in the amount of \$4,500, for the period of April 26, 2016, through September 15, 2016; and

B) approve a Budget Amendment of \$4,500 in the Sheriff's Grant Fund.

SUMMARY: On April 26, 2016, the Florida Department of Transportation (FDOT) awarded a Drug Recognition Expert (DRE) grant to the Palm Beach County Sheriff's Office in the amount of \$4,500, to support FDOT's efforts to reduce Driving under the Influence (DUI) traffic offenses. These funds will be used to pay for overtime costs to conduct a DRE evaluation. There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required. Countywide (DC)

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4. REGULAR AGENDA

A. ADMINISTRATION

1. [Staff recommends motion to approve on preliminary reading and advertise for a public hearing on June 21, 2016 at 9:30 a.m.:](#) an Ordinance of the Board of County Commissioners of Palm Beach County, Florida, establishing an exemption from certain ad valorem taxation to encourage economic development in the County for Sikorsky Aircraft Corporation, an existing business; providing for a finding that requirements have been met; providing for the amount of revenue available from ad valorem tax sources for the current fiscal year; providing for the amount of revenue lost by virtue of the economic development ad valorem tax exemptions currently in effect; providing for the estimated revenue lost attributable to the exemption granted to Sikorsky Aircraft Corporation; providing for the period of time for which the exemption will remain in effect and the expiration date of the exemption; providing for annual reporting requirement; providing for applicability; providing for inclusion in the Code of Laws and Ordinances; providing for severability; providing for repeal of laws in conflict; and providing for an effective date. **SUMMARY:** On July 21, 2015, the Board of County Commissioners (BCC) approved Economic Development Incentive Agreement (R2015-0950) with Sikorsky Aircraft Corporation (Sikorsky) providing an Ad Valorem Tax Exemption of up to \$128,575 over a three year period, and providing an economic development cash incentive in the amount of \$18,200. The Ad Valorem Tax Exemption is for real property and tangible personal property improvements undertaken in the company's expansion of a 33,000 square foot addition to its CH-53K Marine helicopter testing facility. The exemption, together with the incentive payment, serves as the local financial support for the State of Florida's commitment to the company of \$698,000 under the Qualified Target Industry Tax Refund Program (QTI). The Agreement requires Sikorsky to make a minimum \$10.3 Million capital investment, create 14 new jobs over a three year period at an annualized average wage of \$80,000, and maintain those jobs for three years, as well as retain 81 existing jobs for three years. As required under Palm Beach County's Economic Development Ad Valorem Tax Exemption Program implemented by the BCC through adoption of Ordinance 2013-022, Sikorsky Aircraft Corporation has filed an application with the Property Appraiser's (PA) office, and the PA has issued a determination that the project meets the requirements under Florida Statute 196.012 for an Ad Valorem Tax Exemption (attached as Exhibit B to the proposed Ordinance). This Ordinance is being presented to the BCC as required by State statute. District 1 (JB)

4. REGULAR AGENDA

A. ADMINISTRATION (Cont'd)

2. Staff recommends motion to:

A) adopt a Resolution by the Board of County Commissioners of Palm Beach County, Florida, recommending approval of Project Falcon, a company authorized to do business in the State of Florida, as a Qualified Target Industry (QTI) business pursuant to s.288.106, Florida Statutes; providing for local financial support for the Qualified Target Industry Tax Refund Program not to exceed \$80,000; and providing for an effective date; and

B) conceptually approve an Economic Development Incentive for Project Falcon in the form of a Grant over eight years, in the amount not to exceed \$80,000 as a portion of the local match for the State's Qualified Target Industry Tax Refund (\$80,000).

SUMMARY: Project Falcon is considering Palm Beach County for significant job growth and plans to invest \$3 Million to build out and renovate an existing building and create 200 new jobs over a five year period at an annualized median wage of \$66,098. The five year local economic impact is estimated to be \$652 Million. It is anticipated that the State of Florida is considering an \$800,000 incentive in the form of a Qualified Target Industry (QTI) Tax Refund. Of this amount, \$640,000 is from the State of Florida and \$160,000 is from local governmental entities. This amount will be shared equally by Palm Beach County and Palm Beach Gardens. The local match from Palm Beach County will be provided in the form of an Economic Development Grant in an amount not to exceed \$80,000 over a period of eight years provided the project meets the requirements under State of Florida. The Grant will be paid according to the State's QTI Refund Schedule, and will be secured by a Letter of Credit, Bond, Corporate Guarantee or equivalent. The company will be required to enter into a formal agreement memorializing their commitments and establishing terms under which the local match will be provided. At such time the company name will be disclosed. Other states under consideration by the company include Kentucky. District 1 (JB)

4. REGULAR AGENDA

A. ADMINISTRATION (Cont'd)

3. Staff recommends motion to:

A) adopt a Resolution by the Board of County Commissioners of Palm Beach County, Florida, recommending approval of Project P2P, a company authorized to do business in the State of Florida, as a Qualified Target Industry (QTI) business pursuant to s.288.106, Florida Statutes; providing for local financial support for the Qualified Target Industry Tax Refund Program not to exceed \$251,400; and providing for an effective date; and

B) conceptually approve an Economic Development Incentive for Project P2P in the form of an Ad Valorem Tax Exemption over nine years, in the amount not to exceed \$576,400 as a portion of the local match for the State's Qualified Target Industry Tax Refund (\$251,400), and Quick Action Closing Fund (\$325,000) programs.

SUMMARY: Project P2P is considering expanding its business operations and incorporating the company's headquarters in the new facility that plans to make a \$15 Million capital investment to acquire, renovate, and equip a 210,000 square foot facility, and create 838 new jobs over a six year period at an annualized median wage of \$55,000. The five year local economic impact is estimated to be \$339.3 Million. It is anticipated that the State of Florida is considering a \$6,140,000 incentive package including the Quick Action Closing Fund, the Qualified Targeted Industry Tax Refund Program, and the Florida Flex Training Grant Program. Of this amount, \$4,987,200 is from the State of Florida and \$1,152,800 is from local governmental entities. This amount will be shared equally by Palm Beach County and the City of Boca Raton. The local match from Palm Beach County will be provided in the form of an Ad Valorem Tax Exemption in an amount not to exceed \$576,400 over a period of nine years provided the project meets the requirements under Florida Statute 196.012. The company will be required to enter into a formal agreement memorializing their commitments and establishing terms under which the local match will be provided. At such time the company name will be disclosed. Other states under consideration by the company include North Carolina. District 4 (JB)

B. CLERK & COMPTROLLER

TIME CERTAIN 10:45 A.M.

1. Staff recommends motion to receive and file: Presentation of the Palm Beach County Comprehensive Annual Financial Report for fiscal year ending September 30, 2015. **SUMMARY:** The Clerk & Comptroller's office will provide a year-end financial review based on the Palm Beach County Comprehensive Annual Financial Report (CAFR) for FY 2015. (Time: 30 min.) Countywide (DN)

4. REGULAR AGENDA

C. ECONOMIC SUSTAINABILITY

1. **Staff recommends motion to adopt:** a Resolution of the Board of County Commissioners of Palm Beach County, Florida; approving the issuance of not to exceed \$18,500,000 Housing Finance Authority of Palm Beach County, Florida, Multifamily Housing Revenue Bonds (New South Bay Villas) within the meaning of Section 147(f) of the Internal Revenue Code of 1986, as amended, and Section 2-190, Palm Beach County Code of Ordinances; and providing an effective date. **SUMMARY:** On June 23, 2015, the Board of County Commissioners (BCC) adopted Resolution R2015-0813 approving the issuance of the Bonds in a principal amount not to exceed \$17,000,000 within the meaning of Section 147(f) of the Internal Revenue Code of 1986, as amended (the Code) and approving Deutsche Bank Securities Inc. or an affiliate thereof as the Purchaser of said Bonds. New South Bay Villas, Ltd. (Borrower) has advised the Housing Finance Authority of Palm Beach County (Authority) that it now desires that the Bonds be issued in a higher principal amount not to exceed \$18,500,000. Adoption of this Resolution is required to enable the Authority to apply to the State of Florida Division of Bond Finance for private activity bond allocation for the Bonds. The Bonds are being issued by the Authority in connection with approximately 131 multifamily rental housing units in order to finance the costs of acquiring, equipping, rehabilitating a portion of these units and demolishing and reconstructing another portion of these units. The project is to be known as New South Bay Villas and is to be located at 1001 Jasmine Court in South Bay and at 110 Harrelle Drive in South Bay. These units will be rented to qualified persons and families as required by Section 142(d) of the Code. The Co-Developers are McCurdy Senior Housing Corporation (49%) and the Palm Beach County Housing Authority (51%). Bryant Miller Olive is Bond Counsel to the Authority with respect to the Bonds. On June 12, 2015, the Authority held a public hearing with respect to the Bonds as required by Section 147(f) of the Code. The Bonds will be payable solely from revenues derived from the Borrower and/or other collateral provided by or on behalf of the Borrower. The County previously participated in this project by providing \$1,012,870 in Neighborhood Stabilization Program (NSP) funds to assist in the acquisition of a portion of this property and provided \$773,191 in NSP funds for the rehabilitation of 16 of the 131 units. **Neither the taxing power nor the faith and credit of the County nor any County funds are pledged to pay the principal, redemption premium, if any, of interest on the Bonds.** (HFA of PBC) District 6 (PFK)

4. REGULAR AGENDA

C. ECONOMIC SUSTAINABILITY (Cont'd)

2. Staff recommends motion to adopt: a Resolution of the Board of County Commissioners of Palm Beach County, Florida; approving the issuance of not to exceed \$15,000,000 Housing Finance Authority of Palm Beach County, Florida, Multifamily Housing Revenue Bonds (Royal Palm Place Project) within the meaning of Section 147(f) of the Internal Revenue Code of 1986, as amended and Section 2-190, Palm Beach County Code of Ordinances; approving Citibank, N.A. or an affiliate thereof as the Purchaser of said Bonds, within the meaning of Section 2-190 of the Palm Beach County Code of Ordinances; and providing an effective date. **SUMMARY:** The Bonds are being issued by the Housing Finance Authority of Palm Beach County, Florida (Authority), to finance the costs of acquiring, constructing and equipping an approximately 125 unit multifamily rental housing development to be known as Royal Palm Place (Project). The Project will be located at the northwest corner of 15th Street and Division Avenue in West Palm Beach. These units will be rented to qualified persons and families as required by Section 142(d) of the Internal Revenue Code of 1986, as amended (Code). The Borrower is Royal Palm Place, Ltd. and the Co-Developers are Baobab Development, Inc. and Landmark Development Corp. The Bonds will be payable solely from revenues derived from the Borrower and/or other collateral provided by or on behalf of the Borrower. Greenberg Traurig is Bond Counsel to the Authority with respect to the Bonds, and Citibank, N.A. or an affiliate thereof is the Purchaser of the Bonds. On March 11, 2016, the Authority held a public hearing with respect to the Bonds as required by Section 147(f) of the Code. The County is participating in the funding of this project through a loan of \$115,000 which represents the local match under State Apartment Incentive Loan (SAIL) Program. This SAIL Program match is funded from the State Housing Initiatives Partnership Program. The County also reserved \$219,358 under the Impact Fee Affordable Housing Assistance Program for the project which will be presented for approval by the Board of County Commissioners (BCC) at a later date. **Neither the taxing power nor the faith and credit of the County nor any County funds are pledged to pay the principal, redemption premium, if any, of interest on the Bonds.** (HFA of PBC) District 7 (PFK)

4. REGULAR AGENDA

C. ECONOMIC SUSTAINABILITY (Cont'd)

3. Staff recommends motion to:

A) approve a State Initiatives Housing Partnership (SHIP) Program funding award in the amount of \$494,000 to Grand Lake, LLC;

B) direct staff to negotiate the loan agreement; and

C) authorize the County Administrator, or designee, to execute the loan agreement, amendments thereto, and all other documents necessary for project implementation.

SUMMARY: On February 9, 2016, (Agenda Item 5B1) the Board of County Commissioners (Board) approved the SHIP Fiscal Year 2015-2016 budget allocations which included \$494,000 for a Developer Rental Assistance funding strategy. On March 20, 2016, the Department of Economic Sustainability (DES) issued Request for Proposals DES.2016.1 (RFP) making \$494,000 in State SHIP funds available for multi-family housing redevelopment projects. A RFP selection committee consisting of five voting members met at a public meeting held on May 12, 2016. The committee ranked the proposals based on the criteria established in the RFP. The selection committee recommended that Grand Lake, LLC, an affiliate of Housing Trust Group, LLC, be awarded funding in the amount of \$494,000 for Grand Lake Apartments, a 384 unit multi-family rental project located at 2001 Main Street in Belle Glade. This \$61 Million project will result in the acquisition and substantial rehabilitation of 344 apartments affordable to families with incomes no greater than 60% of Area Median Income (AMI) and 40 apartments affordable to families with incomes no greater than 33% of AMI. This proposal received scoring preference in the RFP process due to its location in the Glades. To facilitate project implementation, staff is requesting the authorization for the County Administrator, or designee, to execute the loan agreement and related documents. **These are State SHIP Program grant funds which do not require a local match.** District 6 (JB)

4. REGULAR AGENDA

C. ECONOMIC SUSTAINABILITY (Cont'd)

4. Staff recommends motion to approve:

A) an Economic Development Incentive Agreement with KRS Global Biotechnology, Inc. (KRS), in the amount of \$160,000 over a 51 month period;

B) a Budget Transfer of \$160,000 from the General Fund Contingency Reserves to the Department of Economic Sustainability Fund Economic Incentive Growth Program; and

C) a Budget Amendment of \$160,000 in the Department of Economic Sustainability Fund to recognize the funds from the General Fund.

SUMMARY: On September 22, 2015, the Board of County Commissioners conceptually approved (R2015-1337) an Economic Development Incentive for the company totaling \$160,000. This Agreement discloses the name of the company, KRS Global Bio Technology, Inc., previously referred to as Project Darwin. KRS is an industry-leading biotechnology company in the pharmaceutical area. The Agreement requires KRS to make a minimum \$28 Million capital investment, create 160 new full time jobs over a 51 month period at an average annualized wage of \$64,356 and a median wage of \$58,000, and maintain the new jobs for five years following the job creation period. The State of Florida is providing \$300,000 from the Quick Action Closing Fund (QACF) and \$640,000 in a form of Qualified Target Industry (QTI) Tax Refund to KRS, and has entered into agreements with KRS for both. The County is providing a local QTI match of \$160,000 and the City of Boca Raton, where KRS is located, is providing a local QACF match of \$200,000. This project is expected to have a five year economic impact of \$273 Million. KRS shall, without risk of violating any laws, make best efforts to develop and implement hiring policies that provide Palm Beach County residents preference in the hiring process. This Economic Development Incentive Grant will be secured by a Letter of Credit, Bond, Corporate Guarantee, or equivalent security. District 4 (JB)

4. REGULAR AGENDA

C. ECONOMIC SUSTAINABILITY (Cont'd)

5. **REVISED MOTION/TITLE, SUMMARY & ADDED BACKUP:** [Staff recommends motion to:](#)

A) authorize the Department of Economic Sustainability (DES) to prepare a U.S. Department of Housing and Urban Development (HUD) funded Choice Neighborhoods Implementation Grants (CNIG) application; and

B) approve a Certification of Consistency with the Consolidated Plan and a Certification of Consistency with Sustainable Communities Planning and Implementation for the Palm Beach County Housing Authority (PBCHA) in connection with their grant application to the U. S. Department of Housing and Urban Development (HUD) under the FY2010 Sustainable Communities Regional Planning and HUD-DOT Challenge Grants.

SUMMARY: The focus of this implementation grant application is the overall revitalization of the Grand Lake Apartments project located at 2000 South Main Street in Belle Glade and the surrounding neighborhood. ~~The Choice Neighborhoods Implementation grant CNIG~~ is designed to address struggling neighborhoods with distressed public housing, through a comprehensive approach to neighborhood transformation. The grant helps to establish supportive services on-site, add resources to improve educational outcomes, address public safety issues, increase civic engagement, and generate jobs for the residents of this Belle Glade neighborhood. The County's recently completed Glades Region Master Plan (GRMP) will serve as the foundation and guidance document for the Transformation Plan required for submission. If awarded, grant funds would be used to acquire and redevelop the severely distressed Grand Lake multi-family apartment complex and transform the project and nearby neighborhood into a live-work-learn community that provides its residents with education, job training, employment and supportive services. Grand Lake Apartments is an existing 384 unit multi-family complex located in the City of Belle Glade. Constructed in 1989, the Project has in recent years suffered from high vacancy, disrepair, and a foreclosure in 2012. At this time, there is a critical need to address hazards to current tenants' health and welfare. The grant amount being requested is \$30,000,000. Should HUD approve the grant, staff will bring ~~a formal Memorandum of Understanding~~ an agreement between the PBCHA and the County to the Board of County Commissioners that will provide funding to DES staff for planning and technical assistance activities. The application will be submitted for the funding cycle deadline of June 28, 2016. The CNIG application requires a "Certification of Consistency with the Consolidated Plan". Palm Beach County's current Consolidated Plan, covering the period Fiscal year 2015-2020, was approved (R2015-049) by the Board of County Commissioners on July 21, 2015. DES has determined that the proposed CNIG activities are consistent with the goals and objectives outlined in the Consolidated Plan. Specifically, these goals and objectives include increasing the supply of affordable housing and improving the quality of existing affordable rental housing. Therefore, staff recommends the execution of this certificate. The CNIG application also requires a "Certification of Consistency with Sustainable Communities Planning and Implementation". DES has determined that the proposed CNIG activities are consistent with the Livability Principles advanced by communities in the FY 2010 Sustainable Communities Regional Planning and 2012 HUD-DOT Challenge Grants. Therefore, staff recommends the execution of this certificate. **These are Federal HUD funds which require an in-kind local match of at least \$1,500,000 which will be met through projects funded by the County in Belle Glade. No additional County local match is required.** District 6 (JB)

6. [Staff recommends motion to adopt:](#) a Resolution of the Board of County Commissioners of Palm Beach County, Florida, approving the issuance of one or more series of Palm Beach County Health Facilities Retirement Communities Revenue Bonds, Series 2016 (ACTS Retirement-Life Communities, Inc. Obligated Group) by the Palm Beach County Health Facilities Authority in an aggregate principal amount not to exceed \$138,000,000 (the "Bonds") for the purpose of financing the 2016 Project as described herein. **SUMMARY:** The Palm Beach County Health Facilities Authority (Authority) was created pursuant to Part III of Chapter 154, Florida Statutes, and by Resolutions adopted by the Board of County Commissioners (BCC) on April 12 and April 19, 1977. The Authority is governed by a five member governing board whose members are appointed by the BCC. The Bonds are to be issued by the Authority for the purpose of providing funds to ACTS Retirement-Life Communities, Inc., a Pennsylvania nonprofit corporation (Corporation) to refinance Palm Beach County Health Facilities Retirement Communities Revenue Bonds, Series 2010 approved by the BCC (R2010-1743) on October 19, 2010; and to finance new projects at the following locations: (a) 6152 North Verde Trail, Boca Raton, FL 33433-2430; (b) 6045 Verde Trail South, Boca Raton, FL 33433-4476; and (c) 23315 Blue Water Circle, Boca Raton, FL 33433-7053. All facilities to be financed by the Bonds are owned and operated by the Corporation. Approval by an elected body is required by the Internal Revenue Code; however, adoption of this resolution does not in any way obligate the County. **Neither the taxing power nor the faith and credit of the County nor any County funds, shall be pledged to pay the principal, premium, if any, or interest on the Bonds.** District 4 (PFK)

4. REGULAR AGENDA

C. ECONOMIC SUSTAINABILITY (Cont'd)

7. Staff recommends motion to adopt: a Resolution of the Board of County Commissioners of Palm Beach County, Florida; approving the issuance of not to exceed \$34,000,000 Housing Finance Authority of Palm Beach County, Florida, Multifamily Housing Revenue Bonds (Lake Delray Apartments Project) within the meaning of Section 147(f) of the Internal Revenue Code of 1986, as amended, and Section 2-190, Palm Beach County Code of Ordinances; approving Citibank, N.A., or an affiliate thereof, as the Purchaser of said Bonds, within the meaning of Section 2-190 of the Palm Beach County Code of Ordinances; and providing an effective date. **SUMMARY:** The Bonds are being issued by the Housing Finance Authority of Palm Beach County, Florida (Authority), to finance the costs of acquiring, rehabilitating and equipping a 404 unit multifamily rental housing development for the elderly known as Lake Delray Apartments (Project). The Project is located at the 700 Lindell Boulevard in Delray Beach. These units will be rented to qualified persons and families as required by Section 142(d) of the Internal Revenue Code of 1986, as amended (Code). The Project is expected to receive four percent (4%) low income housing tax credits that will require 100% of the units to be set aside for persons and families at 60% of area median income adjusted for family size for a period of 30 years. The Borrower is Lake Delray Apartments, LLLP and the Developer is AHC-SHAG Development, LLC. The Bonds will be payable solely from revenues derived from the Borrower and/or other collateral provided by or on behalf of the Borrower. Greenberg Traurig, P.A. is Bond Counsel to the Authority with respect to the Bonds, and Citibank, N.A. or an affiliate thereof is the Purchaser of the Bonds. On May 31, 2016, the Authority held a public hearing with respect to the Bonds as required by Section 147(f) of the Code. **Neither the taxing power nor the faith and credit of the County nor any County funds are pledged to pay the principal, redemption premium, if any, of interest on the Bonds.** (HFA of PBC) District 4 (PFK)

4. REGULAR AGENDA

D. WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY

1. **Staff recommends motion to approve:** the sale of one Westgate/Belvedere Homes Community Redevelopment Agency (CRA)-owned property to Mi Pais Express for Twenty-nine Thousand Dollars (\$29,000) and other considerations subject to the terms of the CRA's Invitation to Bid. **SUMMARY:** Pursuant to Ordinance No. 89-6, Board of County Commissioners (BCC) approval is required for disposition of any real property owned by the CRA. The property is a 0.20 acre vacant land located at 2640 Cherokee Avenue. The property borders an adjacent privately owned single family home that faces the Westgate Avenue Commercial Corridor. The owner of that home, Mr. Mickey Fernandez, principal owner of Mi Pais Express, is proposing to acquire the vacant parcel and redevelop the two properties into a mixed-use project in accordance with the Westgate Community Redevelopment Plan and the Unified Land Development Code. The property was recently appraised for Twenty-nine Thousand Dollars (\$29,000). Mr. Fernandez has offered to buy the property for Twenty-nine Thousand Dollars (\$29,000). The owner plans to combine his lot with the CRA owned lot to develop a 4,400 sq. ft. two-story building consisting of 2,200 square feet of commercial space downstairs and two residential units upstairs in accordance with the CRA's Zoning Overlay. The new owner will have a maximum of three years to design, permit, build and complete the project. It is estimated that the project will create 13 jobs and have an economic development impact of approximately \$2 Million over five years. If for any reason, the owner fails to complete the project in accordance with the terms of the Purchase Agreement, the property will revert back to the CRA. Funds received from the sale of the property will be put back in the CRA's general fund for future redevelopment activities. The CRA Board approved the sale at their August 10, 2015 meeting. Districts 2 & 7 (RB)

E. COMMUNITY SERVICES

1. **ADD-ON: Staff recommends motion to approve:** advance payment in the amount of \$35,531 for the Center for Family Services, for operating costs at the Pat Reeves Village (Family Homeless Shelter). **SUMMARY:** The Center for Family Services (CFS) operates the Pat Reeves Village, the only homeless emergency shelter for homeless families with dependent children in Palm Beach County. On July 21, 2015, the Board of County Commissioners approved funding in the amount of \$111,014 for the Pat Reeves Village (R2015-1435). This contract has \$46,426 dollars remaining in their current allocation. The advance payment will be made from this allocation. CFS's total program budget for the Pat Reeves Village is \$704,580. Fifty percent of their budget is based on projected donations from donors and foundations. Due to a significant decline in those donations, CFS is not able to meet payroll or operating costs for the Pat Reeves Village shelter for the month of June 2016, and as a result, they were in danger of closing their doors as of May 31, 2016. Closure of the Pat Reeves Village would displace 19 homeless families currently residing in the facility. This would tax the already overburdened homeless system and would result in the loss of 19 apartments. CFS requires \$35,531 to continue to operate for a 30 day period. This emergency plan is more cost effective than relocating 19 homeless families and would not disrupt the current staffing pattern or families residing at the Pat Reeves Village. The advance will be in 2 payments. One payment will be made immediately to allow CFS to meet payroll on June 15, 2016, and the second payment will be contingent upon an effective transition plan from CFS that identifies another entity capable of sustaining the emergency shelter program. County Staff anticipates a new shelter operator will be in place by July 1, 2016. Countywide (HH)

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JUNE 7, 2016

5. BOARD APPOINTMENTS

A. COMMISSION DISTRICT APPOINTMENTS

JUNE 7, 2016

6. MATTERS BY THE PUBLIC – 2:00 P.M.

JUNE 7, 2016

7. STAFF COMMENTS

A. ADMINISTRATION COMMENTS

B. COUNTY ATTORNEY

8. COMMISSIONER COMMENTS

A. District 1 – COMMISSIONER HAL R. VALECHE, VICE MAYOR

B. District 2 – COMMISSIONER PAULETTE BURDICK

C. District 3 - COMMISSIONER SHELLEY VANA

D. District 4 – COMMISSIONER STEVEN L. ABRAMS

E. District 5 - COMMISSIONER MARY LOU BERGER, MAYOR

Request approval to present off-site, a Proclamation declaring September 2016 as “Chiari Awareness Month” in Palm Beach County.

F. District 6 - COMMISSIONER MELISSA MCKINLAY

G. District 7 - COMMISSIONER PRISCILLA A. TAYLOR

ADD-ON: Request approval to present off-site, a Proclamation recognizing Yvonne and Eddie Odom for over 45 years of dedicated service to the Delray Beach American Little League.

9. ADJOURNMENT

"If a person decides to appeal any decision made by this Commission with respect to any matter considered at this meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."