

**BOARD OF DIRECTORS MEETING**  
Monday, January 25, 2021 at 5:30 p.m.  
ZOOM Virtual Meeting

**AGENDA**

- I. Swearing in of new Board Member Mike Del Pozo
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Citizens' Comments
- VI. Special Announcements and Comments
- VII. Commissioner Update
- VIII. Approval of Meeting Summary (December 7, 2020)
- IX. Monthly Budget Update
- X. Time Lapse Camera Funding (Request to approve)
- XI. Carry Forward Resolution 2021-001 (Request to approve)
- XII. Visioning Session Update
- XIII. Downtown Redevelopment Update
- XIV. Other Business
- XV. Adjournment

**Note:** *Next CRA Board Meeting February 22, 2021*

**Attachment(s) to December 7, 2020 Agenda:**

Meeting Summary: December 7, 2020  
Budget Summary YTD  
Carry Forward Resolution

**Public comment will be received by email. To submit a written public comment, please send email to [dscarpetta@coralsprings.org](mailto:dscarpetta@coralsprings.org).**

**Board  
of Directors**

John M. Walsh  
Chair

Andrew Kasten  
Vice Chair

Germain Bebe  
Lorna E. Brown-Burton  
David Clyde Harper  
Allan J. Koch  
William L. Vasquez

**CITY OF CORAL SPRINGS COMMUNITY REDEVELOPMENT AGENCY  
BOARD OF DIRECTORS  
SPECIAL ELECTRONIC MEETING  
PURSUANT TO THE STATE OF FLORIDA EXECUTIVE ORDER No. 20-69  
Monday, December 7, 2020**

Board Chair John Walsh called the meeting to order at 5:30 p.m. The meeting was held virtually via ZOOM. Kristi Bartlett called the roll of the Board Members.

John Walsh, Chair	Present
Germain Bebe	Present
Lorna Brown-Burton	Present
Andrew Kasten, Vice Chair	Present
Allan Koch	Present
William Vasquez	Present

Also in attendance:  
Kristi Bartlett, Director, Econ. Development  
Vanessa Steinerts, CRA Counsel  
Diana Scarpetta, ED Coordinator  
Yuu Soubra, ED Coordinator  
Melissa Heller, DCM  
Susan Hess Krisman, Director of  
Development Services  
Julie Krolak, Assistant Director of  
Development Services

A moment of silence was held.

All persons in attendance rose for the recitation of the Pledge of Allegiance.

1. **Citizens' Comments:** No citizen comments.
2. **Special Announcements/Comments:** No special announcements/comments.
3. **Approval of Meeting Summary:**
  - October 26, 2020

**Action:** Board member Vasquez moved, seconded by Board member Koch, to accept the meeting minutes. The motion was approved unanimously (6-0).

**4. Monthly Budget Update**

- Director Bartlett provided an overview of the budget report. She explained that a few expenses have taken place. The Holiday décor expense is reflected on the report.

## 5. 2020 RSM Audit Letter

- Director Bartlett mentioned that the CRA has a contract with RSM to complete the agency's annual audit report. The arrangement letter is presented to the Board for approval and the Chair's signature.

**Action:** Board member Brown-Burton moved, seconded by Board member Koch, to approve the RSM arrangement letter. The motion was approved unanimously (6-0).

## 6. CRA Website Documents ADA Compliant

- Director Bartlett explained that the City is working on a new website, which includes the CRA web page. As part of this project and new regulations, all PDF documents on the website must be ADA compliant. As required by law, CRAs must post certain documentation on the website. Staff met with CRA Attorney Steinerts to determine the documents that must be posted to meet the legal requirement. The cost to remediate these CRA documents is \$480.15 (97 pages).

**Action:** Board member Koch moved, seconded by Board member Bebe, to approve the expense to remediate PDF documents for the CRA website. The motion was approved unanimously (6-0).

## 7. Master Parking Plan Proposal Review

- Director Bartlett explained that in 2019 Bermello Ajamil & Partners, Inc. created a plan to improve the Master Parking, but no implementation was completed due to the high cost of the project. Director Bartlett proceeded to request the consultant to phase out the project. This will allow for the project to be implemented in stages and possibly allow the CRA to afford the cost of the improvements. The consultant provided a proposal to phase out the project for \$8,075.

**Action:** Board member Kasten moved, seconded by Board member Vasquez, to approve the proposal from Bermello Ajamil & Partners, Inc. The motion was approved unanimously (6-0).

## 8. Visioning Session Proposal Review

- Director Bartlett informed that three consultants were interviewed for the facilitation of the visioning session. The visioning session will be a one-day meeting during the first quarter of the next year. The session will help the Board build as a team to generate ideas and projects moving forward. The consultant will meet individually with Board members and staff prior to the visioning session to understand priorities and then help the group connect the dots.

**Action:** Board member Brown Burton moved, seconded by Board member Koch, to approve the proposal from Rouche Consulting, Inc. for the CRA Visioning Session. The motion was approved unanimously (6-0).

## 9. Sustainable Container Update

- Board Member Bebe gave a presentation of the sustainable container concept. He mentioned that this concept has a lower cost of construction than regular modular buildings, they are easy to assemble, and they are safe during hurricanes and earthquakes. Further, he shared examples of completed projects that utilized sustainable containers.

## 10. Other Business

- **Cornerstone Project:** Director Bartlett shared that Mr. Rod Sheldon informed her of the following: receipt of deposit for hotel component; pre-signed 30,000 SF for the medical building; closing for the multifamily is taking place in December 2020, and demolition is expected to happen on schedule. It is possible that Mr. Sheldon attends the next Board meeting to provide an update and request amendment to the current Development Agreement.
- **Village Square:** Director Bartlett informed the Board that she met with George Rahael and he provided the initial site plan for the project. Ms. Bartlett shared the plan and explained the locations for each of the components. Mr. Rahael will be attending a future CRA Board meeting, possibly March, to provide an update on the project and request the same TIF incentive granted to the Cornerstone project.
- **CRA Board Vacancy:** Board Member Kasten inquired about the appointment of the new Board member. Director Bartlett mentioned that applications were received, reviewed and background checks are in the process of being completed. Ms. Bartlett anticipates that the City Commission will appoint the new Board member in January 2021.

## 11. Adjournment

- There being no additional business, the meeting adjourned at 6:40 p.m.

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**DATE APPROVED/ACCEPTED**

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**JOHN M. WALSH, J.D., BOARD CHAIRPERSON  
CRA BOARD OF DIRECTORS**

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**KRISTI BARTLETT, CEcD  
DIRECTOR, ECONOMIC DEVELOPMENT  
CITY OF CORAL SPRINGS**



TrueLook, Inc.  
575 East 4th Street  
Winston-Salem, NC 27101  
Toll Free: 833-878-3566

Date: Dec 14, 2020

Sales Rep: Todd Jones

Project Name: Cornerstone  
Customer Shipping Address:  
City of Coral Springs  
3300 North University Dr  
Coral Springs, FL 33065

Payment Terms  
CC, Check, ACH, or Net 30  
Payments due within 30 days of receipt  
5% late fee on overdue payments  
Quotes valid for 30 days  
All prices in US dollars  
Applicable tax collected  
Lifetime Hardware Warranty and additional terms below

Hardware					
Description	Notes	Unit Price	Quantity	Total Price	
			Subtotal:	0	

Services					
Description	Notes	Unit Price	Quantity	Total Price	
TrueLook Services ID: SERVI	Live viewing, streaming video, custom time-lapsing, 24/7 security video, free-forever media storage, no data caps	Prepaid Discount 25%	\$225.00	36	\$8,100.00
			Subtotal:	\$8,100.00	

Taxes \$0.00

<b>QUOTE TOTAL:</b>	<b>\$8,100.00</b>
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I agree to the terms outlined in this document and wish to proceed with the implementation of the aforementioned products and services.

\_\_\_\_\_  
Authorized signature for City of Coral Springs

\_\_\_\_\_  
Date

**TrueLook Lifetime Warranty.** TrueLook will repair or replace any defective camera components for the life of your TrueLook camera system. Maximum liability under the TrueLook Lifetime Warranty shall be to exchange a defective camera or component for a new camera or component of the same or comparable model. TrueLook Lifetime Warranty does not cover acts of nature or mishandling of equipment.

**Money Back Guarantee.** 30-day Satisfaction Guarantee begins upon receipt of equipment and is not applicable to solar powered or custom-built systems.

**Service Period.** The service period begins once your camera goes live on your jobsite. Service automatically renews on a month-to-month basis (after any prepaid service is used) until TrueLook is notified of cancellation. Our standard rate of \$349/month applies for any non-prepaid months of service. Any service credits are held for 90 days. Contact your sales representative or call 1-833-TRUELOOK anytime to cancel your service.

**Installation.** Customer is responsible for installation of all hardware. It is the customer's responsibility to install the product per all local codes, requirements, and applicable safety standards and rules.

**Shipping.** Items are shipped to the address listed on the quote. Re-routing of shipments will accrue additional charges.

**Order Cancellation.** There is a 15% restocking fee for order cancellation. Customer is also responsible for freight charges and restocking fee for cancellation of solar equipment orders.

Terms and Conditions <https://www.truelook.com/terms-conditions/>

TrueLook may occasionally wish to use photos or videos from your camera, most often for marketing purposes. If you do not want us to use any media from your project, please check this box. Otherwise, you grant TrueLook the following: a non-exclusive, transferable, royalty-free, worldwide license to use, reproduce, modify, adapt, publish, create derivative works from, distribute, perform, promote, and display any content from your TrueLook camera. We will never share non-camera data such as mobile photo uploads, imported files, usernames, or contact info.

**CRA Report as of January 20, 2021**

ACCOUNT NUMBER	REV/EXP	ACCOUNT DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ADOPTED BUDGET	FY 2021 ADJUSTED	FY 2021 YTD ACTUAL	REMAINING BALANCE	CURRENT ENCUMBRANCES	PERCENTAGE
150-0000-345.90-01	Revenue	TIF-CITY OF CORAL SPRINGS	\$ (352,665.00)	\$ (354,315.00)	\$ (390,136.00)	\$ (390,136.00)	\$ (388,917.00)	\$ (1,219.00)	\$ -	100%
150-0000-345.90-02	Revenue	TIF-NO BROW HOSPITAL DIST	\$ (65,180.00)	\$ (62,282.00)	\$ (68,579.00)	\$ (68,579.00)	\$ -	\$ (68,579.00)	\$ -	0%
150-0000-345.90-03	Revenue	TIF-BROWARD COUNTY	\$ (109,912.00)	\$ (109,132.00)	\$ (142,594.00)	\$ (142,594.00)	\$ (141,452.00)	\$ (1,142.00)	\$ -	99%
150-0000-345.90-04	Revenue	TIF-CHILDREN'S SERVICES	\$ (29,315.00)	\$ (29,452.00)	\$ (32,430.00)	\$ (32,430.00)	\$ (32,328.00)	\$ (102.00)	\$ -	100%
150-0000-361.10-00	Revenue	INTEREST/PROFIT ON INVEST	\$ (13,597.00)	\$ (8,479.00)	\$ (3,500.00)	\$ (3,500.00)	\$ (278.00)	\$ (3,222.00)	\$ -	8%
150-0000-369.30-00	Revenue	PRIOR YEAR REV/EXP ADJ.	\$ (20,614.00)	\$ (305.00)	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-0000-369.95-08	Revenue	SPONSORSHIPS	\$ (2,500.00)	\$ (2,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-0000-369.97-00	Revenue	APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ (536,684.00)	\$ (536,684.00)	\$ -	\$ (536,684.00)	\$ -	0%
150-3200-552.12-01	Expenditure	REGULAR SALARIES	\$ 49,625.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.13-02	Expenditure	TEMPORARY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.15-07	Expenditure	PERFORMANCE INCENTIVE	\$ 1,820.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.21-00	Expenditure	F.I.C.A.	\$ 3,965.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.22-03	Expenditure	ICMA 401(A)- GENERAL	\$ 3,498.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.26-02	Expenditure	DISABILITY- LONG TERM	\$ 209.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.27-00	Expenditure	HEALTH PLAN ALLOCATION	\$ 12,910.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.28-00	Expenditure	LIFE INSURANCE ALLOCATION	\$ 115.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.29-00	Expenditure	WORKERS' COMP. ALLOCATION	\$ 2,033.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.31-01	Expenditure	LEGAL SERVICES	\$ 42,000.00	\$ 42,082.00	\$ 45,000.00	\$ 45,000.00	\$ 7,000.00	\$ 3,000.00	\$ 35,000.00	16%
150-3200-552.31-10	Expenditure	ARCHITECTURE / PLANNING	\$ 13,676.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	0%
150-3200-552.31-13	Expenditure	OTHER PROFESSIONAL SVCS	\$ 61,607.00	\$ 53,650.00	\$ 135,000.00	\$ 129,609.00	\$ 9,399.00	\$ 120,210.00	\$ -	7%
150-3200-552.31-14	Expenditure	ENGINEERING	\$ 360.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	0%
150-3200-552.31-15	Expenditure	PROPERTY MAINTENANCE	\$ 300.00	\$ 4,450.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	0%
150-3200-552.31-16	Expenditure	APPRAISALS	\$ 7,500.00	\$ 5,400.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	0%
150-3200-552.31-18	Expenditure	ADMINISTRATIVE SERVICES	\$ -	\$ 105,000.00	\$ 108,150.00	\$ 108,150.00	\$ 27,038.00	\$ 81,112.00	\$ -	25%
150-3200-552.32-00	Expenditure	ACCOUNTING AND AUDITING	\$ 13,800.00	\$ 13,800.00	\$ 14,500.00	\$ 14,500.00	\$ -	\$ 14,500.00	\$ -	0%
150-3200-552.34-25	Expenditure	CRA EVENT	\$ 24,411.00	\$ 34,614.00	\$ 60,000.00	\$ 60,000.00	\$ 13,275.00	\$ 45,325.00	\$ 1,400.00	22%
150-3200-552.40-01	Expenditure	AUTO ALLOWANCE	\$ 1,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.40-03	Expenditure	TRAVEL/MEALS/LODGING	\$ 895.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.41-01	Expenditure	COMMUNICATIONS COST	\$ 191.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.42-01	Expenditure	POSTAGE	\$ -	\$ 7.00	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -	0%
150-3200-552.45-06	Expenditure	INSURANCE PREMIUMS	\$ 4,991.00	\$ 6,025.00	\$ 6,025.00	\$ 6,416.00	\$ 6,416.00	\$ -	\$ -	100%
150-3200-552.46-08	Expenditure	GROUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,795.00)	\$ 1,795.00	0%
150-3200-552.47-02	Expenditure	PRINTING & BINDING	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	0%
150-3200-552.48-05	Expenditure	PROMOTIONAL ACTIVITIES	\$ 7,314.00	\$ 2,952.00	\$ 16,114.00	\$ 16,114.00	\$ -	\$ 16,114.00	\$ -	0%
150-3200-552.48-07	Expenditure	ADVERTISEMENTS	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	0%
150-3200-552.48-08	Expenditure	SPECIAL EVENTS	\$ 10,695.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	0%
150-3200-552.49-05	Expenditure	CHILDREN SERVICES BROWARD	\$ 29,315.00	\$ 29,452.00	\$ 32,430.00	\$ 32,430.00	\$ 32,328.00	\$ 102.00	\$ -	100%
150-3200-552.49-07	Expenditure	SPECIAL DISTRICT FEE	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ -	\$ 175.00	\$ -	0%
150-3200-552.51-01	Expenditure	OFFICE SUPPLIES	\$ 509.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150-3200-552.52-15	Expenditure	MEETING EXPENSES	\$ 579.00	\$ 76.00	\$ 1,250.00	\$ 1,250.00	\$ -	\$ 1,250.00	\$ -	0%
150-3200-552.54-02	Expenditure	MEMBERSHIPS	\$ 4,114.00	\$ 795.00	\$ 495.00	\$ 495.00	\$ 495.00	\$ -	\$ -	100%
150-3200-552.54-03	Expenditure	REGISTRATION/EDUCATIONAL	\$ 1,530.00	\$ -	\$ -	\$ 5,000.00	\$ 3,465.00	\$ 1,535.00	\$ -	69%
150-3200-552.64-01	Expenditure	CAPITAL OUTLAY	\$ 1,190.00	\$ 1,060.00	\$ 536,684.00	\$ 536,684.00	\$ -	\$ 536,684.00	\$ -	0%
150-3200-552.83-01	Expenditure	CRA MATCHING GRANT	\$ 22,923.00	\$ 2,381.00	\$ 100,000.00	\$ 100,000.00	\$ 5,000.00	\$ 63,624.00	\$ 31,376.00	5%
150-3200-552.99-01	Expenditure	TO CITY FOR REC ZONE BOND	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	100%
<b>Grand Total</b>			\$ (220,073.00)	\$ (211,546.00)	\$ -	\$ -	\$ (408,559.00)	\$ 338,988.00	\$ 69,571.00	



**RESOLUTION NO. 2021-001**

**A RESOLUTION OF THE CORAL SPRINGS COMMUNITY REDEVELOPMENT AGENCY APPROPRIATING UNEXPENDED FUNDS OF THE AGENCY FOR FISCAL YEAR 2019/2020 FOR SPECIFIC REDEVELOPMENT PROJECTS FOR FISCAL YEAR 2020/2021; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, by Ordinance No. 2002-118 (“Ordinance”), the City Commission of the City of Coral Springs (“City”) established a redevelopment trust fund (“Trust Fund”) as provided by Section 163.387, Florida Statutes; and

WHEREAS, the Ordinance authorizes the Board of Directors of the Coral Springs Redevelopment Agency (“CSCRA”) to appropriate monies allocated to and deposited into the Trust Fund to finance community redevelopment within the CSCRA Area pursuant to Florida Statutes and the Community Redevelopment Plan as approved by the City and CSCRA; and

WHEREAS, the Ordinance provides that the Board of Directors of the CSCRA is authorized to direct the City to administer the Trust Fund on its behalf in accordance with the Ordinance and governing Florida Statutes and also provides that the City Manager, subject to appropriation by the Board of Directors of the CSCRA, shall manage and hold all monies of the CSCRA in the Trust Fund; and

WHEREAS, certain unexpended monies remain in the Trust Fund at the close of the 2019/2020 Fiscal Year after the payment of all obligations and expenses; and

WHEREAS, pursuant to Section 163.387(7), Florida Statutes, the Board of Directors of the CSCRA desires to appropriate such unexpended monies to the specific redevelopment project hereinafter identified into the budget of the CSCRA for Fiscal Year 2020/2021; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CORAL SPRINGS COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The Board of Directors of the Coral Springs Community Redevelopment Agency hereby appropriates the following amount to the redevelopment project as described in Section 6.2.2 of the Community Development Master Plan of the City of Coral Springs Redevelopment Agency as shown below:

<u>Amount</u>	<u>Project</u>
\$211,546.00	Capital Improvements

Section 2. The City Manager is hereby authorized and directed to take the necessary actions to reflect the appropriations identified in Section 1 hereof in the budget of the Coral Springs Community Redevelopment Agency for Fiscal year 2020/2021.

Section 3. This Resolution shall take effect immediately upon its passage and adoption and shall be effective as of September 30, 2020.

PASSED AND ADOPTED this 25<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
JOHN M. WALSH, Chair

ATTEST:

APPROVED AS TO LEGAL FORM AND SUFFICIENCY

\_\_\_\_\_  
DEBRA THOMAS, CMC  
CITY CLERK

\_\_\_\_\_  
VANESSA T. STEINERTS, CRA Attorney