



**Deerfield Beach Community Redevelopment Agency  
Meeting Minutes**

**Tuesday, December 16, 2008**

The meeting was called to order by Chair Poitier at 6:50 p.m. on the above date in the City Commission Chambers, City Hall.

**Roll Call:**

**Present:** Ms. Pam Militello  
Mr. Martin Popelsky  
Chair Sylvia Poitier

**Also Present:** Michael Mahaney, City Manager  
Andrew Maurodis, City Attorney  
Ada Graham-Johnson, CMC, City Clerk

**APPROVAL OF THE AGENDA**

**TAPE 1, COUNT 0020**

December 16, 2008

**MOTION** was made by Ms. Militello and seconded by Mr. Popelsky to approve the December 16, 2008 agenda as submitted.

Voice Vote: YEAS: Ms. Militello, Mr. Popelsky, and Chair Poitier. NAYS: None.

**APPROVAL OF MINUTES**

**TAPE 1, COUNT 0033**

November 18, 2008

**MOTION** was made by Ms. Militello and seconded by Mr. Popelsky to approve the minutes of November 18, 2008.

Voice Vote: YEAS: Ms. Militello, Mr. Popelsky, and Chair Poitier. NAYS: None.

**GENERAL ITEM****ITEM 1****TAPE 1, COUNT 0047**

Consideration of proposal for preparation of construction and bid documents for Cove Shopping Center parking lot improvements by Keith & Associates.

Gerald Ferguson, Director of Planning and Growth Management/ Building Department, requested that the Board approve a proposal submitted by Keith & Associates for the Cove Shopping Center parking lot improvements, as called for in the Cove Charrette Master Plan. At the last meeting, the Board authorized staff to request a proposal from Keith & Associates under the existing professional services agreement that was previously executed.

Continuing, Mr. Ferguson stated that the proposal is included in the Board's back up and is detailed according to task with costs not to exceed \$269,730.00. This will include preparation of construction documents, bid documents, assisting with the bidding process, and construction management during the actual construction. He said that representatives of the firm are present for any questions by the Commission.

Ms. Militello stated that she has reviewed all the documents and everything is in order.

**MOTION** was made by Ms. Militello and seconded by Mr. Popelsky to approve the proposal submitted by Keith & Associates, adopt Resolution No. 2008/007.

Mr. Ferguson clarified the motion and asked if it should be in resolution format.

Andrew Maurodis, City Attorney, read a resolution title into the record. "A Resolution authorizing the Director of the CRA to enter into a contract on behalf of the CRA with Keith & Associates for the Cove improvements, subject to final approval and form by the City Attorney."

Roll Call: YEAS: Ms. Militello, Mr. Popelsky, and Chair Poitier. NAYS: None.

Ms. Militello asked what the duration of the project would be.

Dodie Keith, President, Keith & Associates, replied that they would be able to start immediately upon the official notice to proceed from the City. Initially, they would meet with the Board to review the intended master scope items along with staff.

**BOARD/ADMINISTRATION COMMENTS**

No Report.

**ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 6:55 PM.

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SYLVIA POITIER, CRA CHAIR

ATTEST:

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ADA GRAHAM-JOHNSON, CMC, CITY CLERK