



Delray Beach Community Redevelopment Agency

Regular Board Meeting

Tuesday, July 25, 2023, at 4 PM

Delray Beach City Hall Commission Chambers



Item 4B.

CRA Audited Financial Statements Fiscal Year 2021-2022



Item 9A.

Discussion concerning the Creation
of an Advisory Committee for the
Delray Beach Community
Redevelopment Agency

PROPOSED FRAMEWORK:

- 1) Mission. To advise the CRA Board regarding implementation of aspects of the Community Redevelopment Plan and encourage community input as needed.
- 2) RAC Appointment. The RAC shall consist of five (5) members, who shall be appointed by the CRA Board and shall serve at the pleasure of the CRA Board without compensation. Each member of the CRA Board shall appoint one (1) member of the RAC based on their City of Delray Beach Commission seat number starting with seat one.



PROPOSED FRAMEWORK:

- 3) Property Ownership Requirement. Appointed members of the RAC shall own property in the Delray Beach Community Redevelopment Agency District at the time of appointment.
 - If the appointed member owns residential property, it must be the appointed member's homestead.
 - If the appointed member owns commercial property, it must be the appointed member's primary place of business.
- 4) CRA District Eight Subareas Limitation. There shall be no more than one (1) appointed member of the RAC representing one of the eight (8) subareas within the Delray Beach Community Redevelopment Agency District at a given time.



PROPOSED FRAMEWORK:

- 5) CRA District Eight Subareas Limitation. There shall be no more than one (1) appointed member of the RAC representing one of the eight (8) subareas within the Delray Beach Community Redevelopment Agency District at a given time.

- 6) Member Profession Limitation. There shall be no more than one (1) appointed member of the RAC engaged in the same profession at a given time.

- 7) Officers. The CRA Board shall appoint a Chair and Vice-Chair from the RAC members on an annual basis near the beginning of each CRA Fiscal Year.



PROPOSED FRAMEWORK:

- 8) Term. The term of the members of the RAC shall be for one (1) two-year term.
- 9) Term Limits. No member shall be appointed for more than one (1) term.
- 10) Reappointment. Upon completion of the maximum allowable two-year term of membership, no RAC member shall be eligible for reappointment to the RAC.



PROPOSED FRAMEWORK:

- 11) Informational Advisory Capacity. The RAC shall serve only in an informational advisory capacity with no voting powers and shall hear matters that are assigned by the CRA Board
- 12) Assignments. The CRA Board may only assign to the RAC certain matters approved by a majority vote.
- 13) Reports. Report(s) is prepared on each assignment that has been assigned to the RAC which shall include backup supporting documentation and individual reports from each RAC member that include their findings and recommendations on the matter at issue.
- 14) RAC Recommendations. All report(s) by the RAC may be reviewed by the CRA Board at the CRA Board's sole discretion. The CRA Board shall have the sole discretion to accept, reject or modify recommendations by the RAC.



PROPOSED FRAMEWORK:

- 15) Meetings. The RAC may hold quarterly regular meetings subject to the CRA Board's approval. The quarterly meetings for the next fiscal year shall be schedule at the end of every CRA Fiscal Year subject to the CRA Board's approval. Meetings may be scheduled at other times or cancelled, subject to the CRA Board's approval, with the required proper notice.
- 16) Robert's Rules. The meeting shall be conducted in accordance with Robert's Rules of Order. However, deviations from such parliamentary procedure shall not constitute a substantive defect and shall be deemed utilized for procedural convenience only.



PROPOSED FRAMEWORK:

17) Public's Right to Comment. Members of the public shall be given a reasonable opportunity to be heard by the RAC at the RAC meetings. Public participation at the RAC meetings shall be provided in a manner consistent with the following procedures:

- Members of the public shall be entitled to speak for an amount of time not to exceed two (2) minutes per person. Additional time may be permitted at discretion of the Chair with the consent of the majority of the RAC members present.
- Any person making disruptive, impertinent or slanderous remarks, or who shall become boisterous while addressing the RAC and refuses to stop may be requested to leave the meeting by the Chair.
- Any person who, at a meeting, willfully interrupts or disrupts the meeting in violation of Section 871.01, Fla. Stat., entitled "Disturbing Schools and Religious and Other Assemblies," is subject to arrest by those law enforcement officers present.



PROPOSED FRAMEWORK:

18) RAC Decorum and Civility. It is expressly understood and valued by the RAC members that all issues brought before the RAC are fairly debated and discussed with full participation from the public. With that understanding, all members of the RAC must strive to unify the RAC and support the mission of the collective body.

➤ During meetings, RAC members shall:

- treat each other, CRA staff, and members of the public with dignity, courtesy, and respect;
- encourage and/or ensure that the public treats the RAC members, CRA staff, and members of the public with dignity, courtesy, and respect;
- be attentive;
- encourage diverse viewpoints; and
- promote discussion and resolution.



PROPOSED FRAMEWORK:

- 19) Inadequate Attendance. A RAC member's absence at two (2) or more regular meetings of the RAC, during the twelve (12) month period, shall be grounds for removal from the RAC. The CRA Executive Director shall certify to the CRA Board the inadequate attendance of a member of the RAC. The removal shall be effective as of the date that the CRA Executive Director provided certification to the CRA Board and shall be served by personal delivery or by ordinary first-class mail to the member.
- 20) Removal. The RAC members serve at the pleasure of the CRA Board and may be removed with or without cause at any time by a majority vote of the CRA Board. Removal shall take effect immediately or upon a later date which the CRA Board may specify.



PROPOSED FRAMEWORK:

- 21) Communications with CRA Board. All communications between the RAC or individual RAC members with the CRA Board or individual CRA Board members should be in a public meeting, on the CRA agenda, to promote transparency.

- 22) CRA Staff. When matters are assigned to the RAC, reliance on CRA staff should be minimized to the extent possible. The RAC and the RAC members may not assign work to CRA staff members including drafting report(s). Research by the members of the RAC should be done independently.



PROPOSED FRAMEWORK:

22) Emails, Text Messages, Social Media Posts, and Other Electronic Records. Florida Statute Chapter 119 defines emails, text messages, and social media posts as public records if they are made or received in connection with official business and intended to perpetuate, communicate, or formalize knowledge. Consequently, the CRA has a duty to store and archive these electronic records and members of the RAC shall conform to the following practices.

- Email Communications. RAC members shall use their City-issued email for sending and receiving emails made or received in connection with official CRA business as defined above. If an email is sent to a RAC member's private email, the RAC member shall promptly forward the email to their City-issued email address.
- Text Communications. RAC members that receive text messages made or received in connection with official RAC business as defined above shall forward the message to their City-issued email address.
- Social Media Posts. The RAC encourages the use of social media to promote transparency and efficiency in its communications to the public. While the State of Florida has a broad public records law, some information in the RAC records are confidential or subject to privileges or exemption under Chapter 119 and shall not be conveyed through social media platforms. Examples include, but are not limited to, attorney-client privileged information, records pertaining to pending litigation, personal information of the RAC members not subject to disclosure pursuant to the Public Records Act. Comments on a social media platforms about the RAC matters or issues shall include a disclaimer that the opinion or statement expressed therein are those of the RAC member and are not representations of the RAC or the CRA Board.



PROPOSED FRAMEWORK:

23) Applicable Law and Regulations.

- The RAC shall be subject to the Florida Sunshine Laws pursuant to Chapter 286, Florida Statutes, and Public Records Act pursuant to Chapter 119, Florida Statutes.
- The RAC shall be subject to the Palm Beach County Code of Ethics pursuant to the Memorandum of Understanding Between the CRA and the Palm Beach County Commission on Ethics. Appointees shall complete required ethics training as required by the Palm Beach County Commission on Ethics within thirty (30) calendar days of appointment and shall provide a certificate of completion to the CRA Executive Director.





Item 9B.

Fifth Amendment to Commercial Lease Agreement and First Amendment to Site Development Assistance Funding Agreement – Jerk & Lime at Nicole's House, LLC

Recommended Action:

- 1) Approve the amendment to extend the buildout period of the existing Commercial Lease Agreement between the CRA and Jerk and Lime at Nicole's House, LLC located at 182 NW 5 Avenue within CRA sub-area #3 and
- 2) Approve an extension to the existing Site Development Assistance funding agreement for Jerk and Lime at Nicole's House, LLC for the improvement project located at 182 NW 5th Avenue, CRA sub-area #3.





Item 9C.

Lake Ida Church of Christ
– 1300 Lake Ida Road

**Exhibit A –
Property Map**

**Lake Ida Church of
Christ
Address: 1300
Lake Ida Road**





CRA Director Updates



95 SW 5th Avenue Groundbreaking

July 12, 2023





Join us at the CRA Socials



DELRAY BEACH CRA
COMMUNITY REDEVELOPMENT AGENCY

CRA SOCIALS

Come chat with us
& learn more about the
Delray Beach CRA
over light refreshments



- Who are we
- What we do
- Current projects
- How we impact the community



Contact Us:

(561)-276-8640

WWW.DELRAYCRA.ORG

20 N SWINTON AVENUE,
DELRAY BEACH, FL 33444

2023 DATES

**THURSDAY,
JULY 20TH**

6PM - 7PM

Wellbrock House
22 N Swinton Avenue,
Delray Beach, FL 33444

**THURSDAY,
AUGUST 10TH**

6PM - 7PM

98 on 5th
98 NW 5th Avenue,
Delray Beach, FL 33444

**THURSDAY,
OCTOBER 19TH**

6PM - 7PM

Arts Warehouse
313 NE 3rd Street,
Delray Beach, FL 33444

Save the Date

98 NW Fifth Avenue Ribbon Cutting

Thursday, August 10 at 5:00 PM

Followed by the CRA Social/Open House at 6:00 PM





Join us in August at Art & Jazz on the Ave!

The event has been re-scheduled to Wednesday, August 23, 2023
From 6:00 – 9:00 PM on West Atlantic Avenue





GreenMarket

Join us for the last Summer
GreenMarket of the
season!

Saturday, July 29th
From 9:00 AM – 1:00 PM

Save the Date

Winter GreenMarket
October 21, 2023 – May 25, 2024





Thank you!

delraycra.org

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