



CRA Board Regular Meeting Minutes  
Thursday, May 30, 2024 – 4:00 p.m.  
City Hall Commission Chambers  
Delray Beach, FL 33444

**STAFF PRESENT:**

Renee Jadusingh, Esq.  
Gina Clayton

Christine Tibbs  
Tracy Waterlander

Ashlyn Darden, Esq.

**OTHERS PRESENT:**

Scott Montgomery

**1. Call to Order**

Chair Carney called the meeting to order at 4:00 p.m.

**2. Roll Call**

**CRA Board Members Present:** Chair Tom Carney, Vice-Chair Angela Burns, Deputy-Vice Chair Tom Markert (virtual), CRA Commissioner Juli Casale, and CRA Commissioner Rob Long

**Motion** by Commissioner Casale, seconded by Commissioner Long, to allow Deputy-Vice Chair Markert to participate remotely. In a roll call vote, **motion** passed (5-0)

**3. Approval of Agenda**

**Motion** by Vice-Chair Burns, seconded by Commissioner Long, to approve the Agenda. In a roll call vote, **motion** passed (5-0)

**4. May PowerPoint Presentation (Included for information only)**

**A. MAY POWERPOINT PRESENTATION**

**B. PRESENTATION BY MARCUM, LLP**

Scott Montgomery, Marcum LLP, provided a printed copy of the report to the Board members. Mr. Montgomery noted the auditor's opinion was the statements presented fairly in all material respects, financial position, and changes in financial position for the fiscal year. It was a clean or modified opinion. Mr. Montgomery highlighted the following: management discussion and analysis,

statement and net position; statement of activities; governmental fund balance sheet; reconciliation; general fund statement of revenue and expenses; independent auditor's report on internal control and compliance; and significant deficiency.

Ms. Jadusingh confirmed closing the upcoming year would be better positioned than the previous year.

**5. Staff Reports (For Information Purposes Only)**

- A. MONTHLY WORK PLAN REPORT**
- B. ARTS WAREHOUSE REPORT**
- C. FUNDING ASSISTANCE AND COMMUNITY OUTREACH REPORT**
- D. PROPERTY MANAGEMENT REPORT**
- E. SOCIAL MEDIA REPORT**

**6. Public Comments on Agenda & Non-Agenda Agenda Items**

There were none.

**7. Consent Agenda**

- A. REGULAR BOARD MEETING MINUTES**
- B. CRA FINANCIAL REPORT – MARCH 2024**
- C. CRA FINANCIAL REPORT – APRIL 2024**
- D. INTERLOCAL AGREEMENT BETWEEN THE DELRAY BEACH CRA AND THE CITY OF DELRAY BEACH – FUNDING FOR FENCE INSTALLATION IN OLD SCHOOL SQUARE GARAGE IN AN AMOUNT NOT TO EXCEED \$4,375 AND STORAGE FOR CRA GOLF CARTS IN SUBSTANTIALLY THE ATTACHED FORM**
- E. SITE DEVELOPMENT ASSISTANCE FUNDING - THE ATLANTIC CURRENT LLC (98 NW 5TH AVE.) FOR AN AMOUNT NOT TO EXCEED \$8,614.74**
- F. PROJECT CONSULTANCY & DESIGN SERVICES FUNDING ASSISTANCE APPLICATION - TOUCH OF POSH SALON LLC (98 NW 5TH AVENUE) IN AN AMOUNT NOT TO EXCEED \$4,150**
- G. FIRST AMENDMENT TO PROJECT CONSULTANCY & DESIGN SERVICES PROGRAM FUNDING AGREEMENT - HARVEY INSURANCE SOLUTIONS INC. (20 NW 6th AVENUE) TO INCREASE THE FUNDING AMOUNT IN AN AMOUNT NOT TO EXCEED \$9,500**
- H. SECOND AMENDMENT TO REVOCABLE LICENSE - JACKSON HEWITT TAX SERVICE - 135 NW 5TH AVENUE**

- I. **FIFTH AMENDMENT TO THE AGREEMENT BETWEEN THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND AHRENS COMPANIES - 95 SW 5TH AVENUE**
- J. **ISSUE NOTICE OF INTENT TO DISPOSE FOR PORTIONS OF 106 NW 10TH AVENUE**
- K. **DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY BUDGET AMENDMENT NO. 2, FISCAL YEAR 2023-2024**

Ms. Jadusingh requested to pulled Item 7D.

**Motion** by Commissioner Casale, seconded by Vice-Chair Burns, to approve the Consent Agenda, as amended. In a roll call vote, **motion** passed (5-0).

## **8. Old Business**

- A. **REQUEST FOR QUALIFICATIONS 2023-05 - SELECTION OF ARCHITECTURAL & LANDSCAPE ARCHITECTURAL FIRMS FOR CONTINUING SERVICES**

Ms. Darden provided a brief background on the item and announced all firms.

**Motion** by Commissioner Casale, seconded by Commissioner Long, to approve Item 8B – Architectural Firms, as presented. In a roll call vote, **motion** passed (5-0).

**Motion** by Vice-Chair Burns, seconded by Commissioner Casale, to approve Item 8B – Landscape Firms, as presented. In a roll call vote, **motion** passed (5-0).

- B. **UPDATE ON THE WEST ATLANTIC MASTER PLAN/THE SET TRANSFORMATION PLAN AMENDMENT AND STEERING COMMITTEE DISCUSSION**

Ms. Jadusingh provided a brief overview of the item, which included a timeline review. She mentioned that a kickoff meeting had taken place in April and that the steering committee members would be identified next. The recommendation would be to have the same steering committee for the Accessory Dwelling Unit study.

Vice-Chair Burns supported the recommendation to have one steering committee. Commissioner Long and Deputy Vice-Chair Markert agreed.

In response to Commissioner Casale’s question, Ms. Jadusingh further explained the purpose of the steering committee.

The Board agreed to public comment on the item.

Mr. Chuck Ridley noted the importance of the document and offsetting the cost.

**C. DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY REDEVELOPMENT ADVISORY COMMITTEE FOLLOW UP**

Ms. Darden provided a brief background on the item and reviewed the recommended edits from the previous Board meeting.

Commissioner Casale explained her preference for tabling the item.

Commissioner Long emphasized that the community voice was an important component.

Vice-Chair Long echoed Commissioner Long's sentiments and preferred to move forward.

Commissioner Market expressed concerns about having sufficient staff resources to complete this task effectively.

Ms. Jadusingh reviewed the two initial assignments from the RAC Resolution, which include general development ideas for the West Atlantic Avenue Corridor and reviewing the conceptual site plan for the 600-800 West Atlantic Block.

Commissioner Casale reiterated her concerns, noting that the staff already does an excellent job with community outreach.

At the request of Commissioner Long, Ms. Jadusingh explained the City Commission's decision to have the two independent CRA members removed from the Board, based on a legal opinion.

Commissioner Casale recommended creating a task force instead of a committee. Chair Carney disagreed.

Discussion ensued about community input and length of service.

**Motion** by Vice-Chair Burns, seconded by Commissioner Long, to approve Item 8C, as amended. In a roll call vote, **motion** passed (4-1). Commissioner Casale voted in opposition.

Ms. Darden reviewed the appointments.

Deputy Vice-Chair Markert and Commissioner Long deferred their first selection.

Commissioner Casale selected Mr. Samuel Spear Jr. in Subarea 6.

Vice-Chair Burns selected Ms. Angela Hill in Subarea 4.

Chair Carney selected Ms. Robin Keller in Subarea 5.

Discussed ensued about Subareas 1,3, and 7.

Ms. Jadusingh reviewed the RAC meeting schedule and recommended postponing the date of commencement, suggesting a kickoff in September. There was consensus on this recommendation.

## 9. New Business

### AA. INTERLOCAL AGREEMENT BETWEEN THE DELRAY BEACH CRA AND THE CITY OF DELRAY BEACH – FUNDING FOR FENCE INSTALLATION IN OLD SCHOOL SQUARE GARAGE IN AN AMOUNT NOT TO EXCEED \$4,375 AND STORAGE FOR CRA GOLF CARTS IN SUBSTANTIALLY THE ATTACHED FORM

Ms. Jadusingh provided a brief background on the item and asked for approval subject to the review of the termination provision by legal counsel.

**Motion** by Commissioner Casale, seconded by Commissioner Long to approve Item 9AA. In a roll call vote, **motion** passed (4-0). Vice-Chair Burns was not present for the vote.

### A. NOTICE OF INTENT TO LEASE FOR TWO (2) FIRST-FLOOR TENANT BAYS - 98 NW 5TH AVENUE, ONE (1) FIRST-FLOOR TENANT BAY - 135 NW 5th AVENUE, AND 186 NW 5TH AVE.

Ms. Tibbs provided a brief background on the item, announced the three tenants, and reviewed the lease terms. Concerning the 135 NW 5<sup>th</sup> Avenue first-floor bay (Unit 2C aka Unit C6) she requested the Board's direction on the lease amount, which should take into account the association fees of \$402 required for the maintenance and upkeep for the building. Additionally, staff would like the Board's direction on the lease amount for 186 NW 5<sup>th</sup> Avenue (Historic Harvel House).

Ms. Tibbs stated the Notice of Intent to Lease would be issued on June 3, 2024, with a July 15, 2024 anticipated submission deadline for 98 NW 5<sup>th</sup> Avenue, 135 NW 5<sup>th</sup> Avenue, and 186 NW 5<sup>th</sup> Avenue. The tenant selection process was reviewed.

Commissioner Casale asked the CRA's rate compared to the market rate. Ms. Tibbs mentioned that the market rate on 5th Avenue could range between \$50 to \$100 per square foot.

Commissioner Casale inquired about applicants. Ms. Tibbs confirmed they maintain a running list of applicants who expressed previous interest.

Commissioner Long, Vice-Chair Burns, and Deputy Vice-Chair Markert supported the proposed lease options.

**Motion** by Commissioner Casale, seconded by Vice-Chair Burns, to approve Item 9A. In a roll call vote, **motion** passed (5-0).

### B. UPDATE ON SECOND FLOOR OF 98 NW 5TH AVENUE

Ms. Jadusingh provided a brief background on the item and noted the CRA Workspace would be open on Tuesdays from 9:00 am – 5:00 pm to increase interest in the space. Amenities

include free wifi, communal kitchen area, restrooms, private soundproof pods for calls, and lockers for temporary storage. The proposed booking options, pricing, and booking process was reviewed.

The Board expressed support.

**Motion** by Vice-Chair Burns, seconded by Commissioner Casale, to approve Item 9B. In a roll call vote, **motion** passed (5-0).

**C. CANCEL REQUEST FOR PROPOSALS CRA NO. 2024-03 AND ISSUE THREE (3) REQUEST FOR PROPOSALS FOR THE DISPOSITION OF CRA-OWNED VACANT LOTS FOR THE DEVELOPMENT OF AFFORDABLE/WORKFORCE HOUSING**

Ms. Tibbs provided a brief background on the item including the history, subject properties' location map, and staff's recommendations.

Commissioner Long stated he believed the cancellation was the result of a breach to the non-collusion affidavit by one of the respondents. Ms. Jadusingh affirmed.

Commissioner Casale asked if the party in question was permitted to rebid. Ms. Jadusingh stated the concern does not rise to the level of requiring action and legal counsel suggested the cancellation.

Commissioner Casale stated they should reexamine the qualifications and recommended 10 years of proven experience and proof of financial viability.

Chair Carney addressed Commissioner Casale's recommendations and expressed disinterest in excluding bidders with less than 10 years of experience. A discussion followed.

**Motion** by Commissioner Long, seconded by Vice-Chair Burns, to approve 9C with the amendment to update the financials. In a roll call vote, **motion** passed (5-0).

**D. APPROVE THE MODIFICATIONS TO THE A.-G.U.I.D.E. (ACHIEVING GOALS USING IMPACT DRIVEN EVALUATION) PROGRAM GUIDELINES AND AUTHORIZE CRA STAFF TO OPEN THE APPLICATION**

Ms. Jadusingh introduced the item and summarized the proposed modifications.

Commissioner Casale expressed concern about oversight of the A.-G.U.I.D.E. and recommended a one-year delay.

Commissioner Long agreed the City Commission had not thoroughly discussed the oversight and transition.

Commissioner Markert favored the deferral recommendation.

Ms. Jadusingh clarified there would be no significant financial impact to defer the item for a year.

**Motion** by Commissioner Casale, seconded by Commissioner Markert, to continue the A.-G.U.I.D.E. for one year with a transition to the City in one year. In a roll call vote, **motion** passed (5-0).

## 10. Other Business

### A. Comments by Executive Director

Ms. Jadusingh highlighted the following: the May 18th CRA Social; upcoming CRA Socials; and the Summer GreenMarket.

### B. Comments by Board Attorney

No comments.

### C. Comments by Commissioners

No comments.

## 11. Adjournment

There being no further discussion, the meeting was adjourned at 5:53 p.m.

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Renee Jadusingh, Executive Director

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Tom Carney, Chair