



CRA Board Regular Meeting Minutes  
Tuesday, July 25, 2023 – 4:00 p.m.  
City Hall Commission Chambers  
Delray Beach, FL 33444

**STAFF PRESENT:**

Renee Jadusingh, Esq.  
Ivan Cabrera

Christine Tibbs  
Vera Calihan

Kim N. Phan, Esq.  
Tracy Waterlander

**OTHERS PRESENT:**

Scott Montgomery  
Nicole Myers

**1. Call to Order**

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

**2. Roll Call**

**CRA Board Members Present:** Chair Adam Frankel, Vice-Chair Angela Burns, and CRA Commissioner Rob Long

**3. Approval of Agenda**

**Motion** by Commissioner Rob Long, seconded by Vice-Chair Angela Burns, to approve the Agenda. In a roll call vote, **motion** passed (3-0)

**4. July Powerpoint Presentation (Included for information only)**

**A. JULY POWERPOINT PRESENTATION**

**B. CRA AUDITED FINANCIAL STATEMENTS – FISCAL YEAR 2021-2022**

Mr. Scott Montgomery, Senior Manager from Marcum LLP, began his presentation by summarizing the Auditor's opinion, noting it was a clean opinion. He explained the management discussion analysis and reviewed highlights. He noted there were two prior year findings, and they were cleared in FY 2022. He said there were no non-compliance findings. He referenced the letter to governance and described the new pronouncement. He noted one uncorrected adjustment related to compensated absences and it is reoccurring and has no real impact on the financials. He thanked Executive Director

Jadusingh and staff.

**5. Staff Reports (Included for information 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**

None.

**7. Consent Agenda**

- A. REGULAR BOARD MEETING MINUTES – JUNE 1, 2023**
- B. 95 SW CRA FINANCIAL REPORT – MARCH 2023**
- C. FINANCIAL REPORT - APRIL 2023**
- D. CRA FINANCIAL REPORT – MAY 2023**
- E. FIRST AMENDMENT TO CRA/CITY INTERLOCAL AGREEMENT FOR FUNDING CONSTRUCTION/PROFESSIONAL SERVICES FISCAL YEAR 2022-2023**
- F. AWARD OF REQUEST FOR PROPOSALS CRA NO. 2023-03 PROPERTY MANAGEMENT SERVICES FOR CRA-OWNED RESIDENTIAL PROPERTIES COURTYARDS ON 12<sup>th</sup>**
- G. AWARD OF BID FOR INVITATION TO BID CRA 2023-02 - LANDSCAPE MAINTENANCE SERVICES**
- H. SECOND AMENDMENT TO PROPERTY MANAGEMENT AGREEMENTS - DELRAY HOUSING GROUP, INC. - DELRAY BEACH COMMUNITY LAND TRUST, INC.**
- I. MODIFICATION TO CURB APPEAL RESIDENTIAL IMPROVEMENT PROGRAM GUIDELINES**
- J. ISSUE REQUEST FOR QUALIFICATIONS CRA NO. 2023-05 - ARCHITECT SERVICES AND LANDSCAPE ARCHITECT SERVICES ON A CONTINUING CONTRACT BASIS**
- K. AMENDMENT TO DELRAY BEACH CRA BYLAWS**
- L. DELRAY BEACH CRA BUDGET AMENDMENT NO. 2, FISCAL YEAR 2022-2023**

**Motion** by Commissioner Long, seconded by Vice-Chair Burns, to approve the Consent Agenda. In a roll call vote, **motion** passed (3-0).

**8. Old Business**

None.

## 9. New Business

### A. REDEVELOPMENT ADVISORY COMMITTEE

Ms. Kim Phan, Legal Advisor, noted this is a discussion item on the topic of the creation of a CRA Advisory Committee. She stated that CRA Staff has researched the best practices for advisory committees, studied other CRA advisory committees, and spoke to other CRA Staff throughout Florida. Subject to the Board's input on this matter, CRA Staff can prepare a resolution regarding the creation of an advisory committee consideration by the CRA Board at a future Board Meeting. CRA Staff suggested the committee be named Redevelopment Advisory Committee (RAC).

Ms. Phan reviewed the following proposed framework: mission; RAC Appointment; Property Ownership Requirement; CRA District Eight Subareas Limitation; Member Profession Limitation; Officers; Term; Term Limits; Reappointment; Informational Advisory Capacity; Assignments; Reports; RAC Recommendations; Meetings; Robert's Rules; Public's Right to Comment; RAC Decorum and Civility; Inadequate Attendance; Removal; Communications with CRA Board; CRA Staff; Emails, Text Messages, Social Media Posts, and Other Electronic Records; and Applicable Law and Regulations.

Vice-Chair Burns asked for further clarification regarding term limits and reappointment. Ms. Phan replied they recommended the term limit to ensure the same person isn't reappointed repeatedly, but she noted it is open for discussion. Vice-Chair Burns recommended a member could be reappointed after a two-year absence.

Commissioner Long suggested an additional two-year reappointment. Consensus was reached to change the reappointment language.

Vice-Chair Burns recommended increasing meetings to at least every other month.

Commissioner Long suggested to assign additional meetings based on the work and see how things progress since the committee would be new.

Executive Director Jadusingh recommended leaving the meetings at quarterly and adding additional meetings as needed. She said they will bring a resolution and exhibit back to the August meeting. She reviewed the timeline.

### B. FIFTH AMENDMENT TO COMMERCIAL LEASE AGREEMENT AND FIRST AMENDMENT TO SITE DEVELOPMENT ASSISTANCE FUNDING AGREEMENT - JERK & LIME AT NICOLE'S HOUSE, LLC

Ms. Jadusingh provided a brief background on the item.

Ms. Nicole Myers, owner, explained the delayed timeline and issues with the contractor. She noted the only license that will not be obtained by opening is the liquor license.

Ms. Jadusingh reviewed the amendments.

**Motion** by Commissioner Long, seconded by Vice-Chair Burns, to approve 9B. In a roll call vote, **motion** passed (3-0).

**C. IDA CHURCH OF CHRIST - 1300 LAKE IDA ROAD**

Ms. Jadusingh provided a brief background on the item. She displayed the property map and noted she can do it under her Executive Director authority but wanted to bring it to the Board.

Ms. Gladys said they are pleased opportunity to assist the community.

Ms. Jadusingh said the property is already zoned for residential. She said it would be worth it to secure land for more affordable housing if possible.

Consensus was reached to move forward with next steps.

**10. Other Business**

**A. Comments by Executive Director**

Ms. Jadusingh announced a joint workshop with the City Commission on October 17<sup>th</sup> to discuss potential redevelopment on W. Atlantic Avenue.

Ms. Jadusingh stated they have been approached by the public regarding naming for 98 NW 5<sup>th</sup> Avenue.

She highlighted the following: 98 SW 5<sup>th</sup> Avenue Groundbreaking; CRA Socials; 98 NW 5<sup>th</sup> Avenue Ribbon Cutting; August 23 Art & Jazz on the Ave; and GreenMarket.

**B. Comments by Board Attorney**

Ms. Phan had no updates.

Ms. Tibbs thanked the Commissioners for turning in their Executive Director evaluations.

**C. Comments by Commissioners**

Commissioner Long asked about the timeline for updating the CRA Plan. Ms. Jadusingh said it is still in process with the consultant, but it should be finished within a few months.

Commissioner Long suggested the Board could discuss the Transformation Plan after the CRA Plan.

**11. Adjournment**

There being no further discussion, the meeting was adjourned at 4:42 p.m.

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Renee Jadusingh, Executive Director

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Adam Frankel, Chair