CRA Board Regular Meeting Minutes
Tuesday, March 25, 2023 – 4:00 p.m.
Arts Warehouse
Delray Beach, FL 33444

STAFF PRESENT:

Renee Jadusingh, Esq.	Christine Tibbs	Kim N. Phan, Esq.
Ivan Cabrera	Gina Clayton	Alexina Jeannite
Grace Gdaniec	Wenda Fil-Aime	

OTHERS PRESENT:

Rhonda Geiger	Mark Baron

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, Deputy Vice-Chair Shelly Petrolia, CRA Commissioner Ryan Boylston, CRA Commissioner Kelcey Brooks (arrived late), CRA Commissioner Angie Gray, and CRA Commissioner Rob Long

3. Approval of Agenda

Chair Frankel requested to move Item 7I from the Consent Agenda. It became 9AA.

Commissioner Gray requested to move Item 9A to the Consent Agenda. Consensus was reached to leave it on the regular agenda.

Motion by Commissioner Gray, seconded by Commissioner Petrolia, to approve the Agenda, as amended. In a roll call vote, **motion** passed (6-0).

4A. April Powerpoint Presentation

Included for information only.

4B. Presentation By Palm Beach County Commission On Ethics

Ms. Rhonda Geiger introduced herself as the liaison to the Palm Beach County Commission on Ethics. She noted they are there for everyone, available to answer any questions, and provide

information so there is an understanding of what can be expected from officials. She said they are attempting to be a more proactive organization and encouraged the CRA and citizens to reach out with any questions. She said they are happy to offer training.

Commissioner Gray asked if the training must be completed for each specific board. Ms. Geiger said each municipality has its own criteria for ethics training. She said the County Commission enforces the policies but ultimately it is up to the CRA to decide. Ms. Phan added that the State has a statute that requires four hours of training for the CRA Board on an annual basis. She said she will research whether the County training counts towards the required four hours.

Commissioner Brooks joined at 4:07 p.m.

4C. Presentation of Trophies By Mark Baron of Yellow Tennis Ball – Delray Open 2023

Mr. Mark Baron, Tournament Director, presented a gift to the CRA for their participation in the 2023 Delray Beach Open. He noted the tour is growing tremendously. Chair Frankel accepted the award on behalf of the CRA.

5. March and April Staff Reports

Included for information only.

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

None.

7. Consent Agenda

A. REGULAR BOARD MEETING MINUTES – FEBRUARY 28, 2023

B. CRA MONTHLY FINANCIAL REPORT - JANUARY 2023

C. CRA MONTHLY FINANCIAL REPORT – FEBRUARY 2023

D. REINSTATEMENT AND FOURTH AMENDMENT TO THE CONSULTING WORK ASSIGNMENT WITH SONG & ASSOCIATES, INC. FOR DESIGN AND CONSULTING SERVICES FOR 95 SW 5TH AVENUE

E. FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND AHRENS COMPANIES - 95 SW 5TH AVENUE

F. NORTHWEST NEIGHBORHOOD IMPROVEMENTS PROJECT - RIGHT-OF-WAY DEEDS

G. FIRST AMENDMENT TO A.-G.U.I.D.E.: ACHIEVING GOALS USING IMPACT DRIVEN EVALUATION PROGRAM FUNDING AGREEMENTS

H. RESOLUTION NO. 2023-01 - AGREEMENT FOR PURCHASE AND SALE - 106 NW 10TH AVENUE - $380,000.00

I. RESOLUTION NO. 2023-02 - AGREEMENT FOR PURCHASE AND SALE - NW 7TH AVENUE - $196,000.00 (Pulled for discussion)

J. TEMPORARY USE AGREEMENT – SW 600 W. ATLANTIC AVENUE & 700 W. ATLANTIC AVENUE

K. ISSUE REQUEST FOR PROPOSALS (RFP) CRA NO. 2023-03 PROPERTY MANAGEMENT SERVICES FOR CRA-OWNED RESIDENTIAL PROPERTIES (COURTYARD ON 12TH)

L. ISSUE INVITATION FOR BIDS (ITB) CRA NO. 2023-02 - LANDSCAPE MAINTENANCE SERVICES

M. AMENDMENT TO CRA BYLAWS

N. DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING DATES - APRIL 2023 THROUGH MARCH 2024

Motion by Commissioner Gray, seconded by Commissioner Boylston, to approve the Consent Agenda, as amended. In a roll call vote, **motion** passed (7-0).

8. Old Business

None.

9. New Business

A.A. RESOLUTION NO. 2023-01 – AGREEMENT FOR PURCHASE AND SALE – NW 7TH AVENUE - $196,000.00

Ms. Jadusingh provided background on the item, including a previous attempt to purchase the property.

Commissioner Boylston expressed concern about purchasing the property without ownership of properties on either side. He said he is not comfortable with the purchase at that price point. He referenced a piece of property on the other side of the street.

Commissioner Gray asked who owns the property surrounding the lot. Ms. Jadusingh said they are attempting to identify the adjacent properties, but it appears to be owned by a trust. She supports the purchase.

Commissioner Petrolia agreed with Commissioner Boylston. She recommended tabling the item for staff to do more research.

Vice-Chair Burns asked why the CRA is interested in the property. Ms. Jadusingh replied that the land is specifically identified in their acquisition plan and this purchase would be the first of assemblage in this block. She said it can be tabled for future consideration.

Motion by Commissioner Gray, seconded by Commissioner Boylston to table the item. In a roll call vote, **motion** passed (7-0).

A. BOARD DIRECTION - FISCAL YEAR 2022-2023 A.-G.U.I.D.E. Q1 REPORT FOR EXPANDING & PRESERVING OUR CULTURAL HERITAGE - SPADY MUSEUM

Ms. Jeannite provided background on the item. She stated upon review of Spady Museum's Q1 report, the combined budget showed that CRA funding was making up 62% of their total budget. She said CRA staff had a quarterly check-in call with Spady in which they shared they were still waiting on committed funds not yet received. During follow up calls, an error was determined and corrected but even with the updated submission, the CRA funding support still comprised 38% of their total operating budget. She noted that according to the guidelines, CRA support may not exceed 25% of an organization's total operating budget for the year in which the grant is released, unless otherwise approved by the CRA Board.

She requested Board direction on releasing Q1 and Q2 A.-G.U.I.D.E. payment for Spady Museum in the amount of $54,500.

Commissioner Petrolia recommended making a note but permit it to roll from one quarter to the next to provide an organization an opportunity to level off with other funding and expenses. She said if it is not at the 25% at the end of the year, then it is an issue.

Commissioner Boylston agreed that there is an ebb and flow.

Motion by Commissioner Petrolia, seconded by Commissioner Boylston, to approve. In a roll call vote, **motion** passed (7-0).

B. 98 NW 5TH AVENUE PROPERTY MANAGEMENT ON BEHALF OF THE DELRAY BEACH CRA - REJECTION OF PROPOSALS SUBMITTED FOR REQUEST FOR PROPOSALS CRA NO. 2023-01 - COMMERCIAL PROPERTY MANAGEMENT SERVICES FOR 98 NW 5th AVENUE; APPROVE RENTAL RATE FOR FIRST FLOOR BAYS; AND APPROVE THE RE-ISSUANCE OF A REQUEST FOR PROPOSALS FOR PROPERTY MANAGEMENT SERVICES

Ms. Tibbs provided background on the item and reviewed the recommended set of actions, which included:

- Reject all Proposals submitted for the Request for Proposals (RFP) CRA No. 2023-01 Property Management Services for 98 NW 5th Avenue
- Approve rental rate for first floor tenant bays at NW 5th Avenue
- Approval the re-issuance of an RFP for Property Management Services for NW 5th Avenue

Commissioner Petrolia asked about the market rental rate per square foot. Ms. Tibbs said it varies and they based their proposed $23 per square foot rate on properties they currently rent. Discussion ensued about current occupancy and rental rate. Commissioner Petrolia suggested raising the rate since the space is new and will be desirable.

Commissioner Boylston said he would like the rate to be lower. He proposed a rate of $18 or $19 per square foot so the bays are closer to $1,000. He wants to ensure they are getting the right mix of businesses. He would like to see an attempt to consolidate the RFP bid so the co-working space oversight is also by the Property Management Company. Ms. Jadusingh said they did consider the suggestion and there are options. Commissioner Boylston said they can oversee the building for a while and see who they get from the co-working space bid.

Motion by Commissioner Boylston, seconded by Commissioner Gray, to table the RFP for Property Management Services until there is more clarification on the tenants for the building and to also recommend a rate of $18/square foot for the bays.

Commissioner Gray wants to ensure they can maintain funding by lowering the rate. Ms. Jadusingh said $18/square foot brings in approximately $900 a month.

Vice-Chair Burns agreed with lowering the price. She asked about the unit size. Ms. Jadusingh said they all are approximately 600 square feet each.

Vice-Chair Burns asked for clarification on recommendation to reject the RFP. Ms. Jadusingh replied that they only received one response and it was from an out-of-state bidder.

Ms. Tibbs noted one bay has an entrance on NW 5th Avenue, which makes it slightly different.

Amended Motion by Commissioner Boylston, seconded by Commissioner Gray, to table the RFP for Property Management Services until there is more clarification on the tenants for the building; and recommend a rate of $18/square foot for the bays, except for the bay with an entrance on NW 5th Avenue, which would be $23/square foot.

In a roll call vote, the **amended motion** passed (7-0).

C. NOTICE OF INTENT TO LEASE FOR FIVE (5) FIRST FLOOR TENANT BAYS - 98 NW 5TH AVENUE

Ms. Jeannite provided background on the item and noted staff is ready to begin filling up the first-floor bays. She noted each bay will be leased for a four-year term. Staff plan to publish the Notice of Intent on May 1 with an application due date of June 15. Information and applications will be available online. She reviewed the online application components and review and selection process. CRA requests the Board provide direction as it relates to any specifications to be included within the Notice of Intent to Lease for the five (5) first floor bays at 98 NW 5th Avenue. Additionally, if outlined is acceptable, approve issuing the Notice of Intent.

Ms. Phan requested to return to item 9B and decide on the other two recommended actions.

Motion by Commissioner Gray, seconded by Commissioner Boylston, to reject all proposals for Item 9B. In a roll call vote, **motion** passed (7-0).

Motion by Commissioner Boylston, seconded by Commissioner Gray, to table the re-issuance of an RFP for Property Management Services for NW 5th Avenue. In a roll call vote, **motion** passed (7-0).

Discussion ensued about Item 9C.

Commissioner Gray asked why the applicant needs to identify their bay preference. Ms. Jadusingh said it was just a suggestion, but they can change it. Commissioner Boylston agreed with Commissioner Gray and wants to ensure staff has the most flexibility. Ms. Jadusingh recommended an edit in which applicants would either indicate if they want the bay near 5th Avenue or prefer any of the other options. Ms. Jadusingh said they will begin the process to issue the Notice of Intent.

D. REQUEST FOR PROPOSALS FOR TENANT TO OPERATE 2ND FLOOR WORKSPACE - 98 NW 5TH AVENUE

Ms. Jeannite provided background on the item and noted staff would like to release a Request for Proposals for the 2nd Floor Workspace. She summarized how staff envisions the CRA, Property Management Service, and tenants would work together. She spoke about two scenarios for the co-working space, including the CRA being both hands-on and hand-off. She noted staff is seeking direction on how to structure the RFP language.

Commissioner Boylston said he would prefer a hybrid, which include programming and community-building. He supports the hands-off model but including the expectation the operator will create and oversee programming and community-building activities.

Commissioner Gray agreed with the model proposed by Commissioner Boylston.

Ms. Jadusingh said staff will draft the RFP and will plan to bring it back to the Board next month.

E. APPOINTMENT OF CRA OFFICER: DEPUTY VICE-CHAIR

Commissioner Boylston nominated Commissioner Petrolia for Deputy Vice-Chair.

In a roll call vote, **nomination** passed (7-0).

10. Other Business

A. Comments by Executive Director

Ms. Jadusingh welcomed the new Board members.

She highlighted: Carver Square Celebration; A-G.U.I.D.E. FY 2023-2024 Funding Cycle; Authors Speak; Rock the Block; May Crafted on the Ave; upcoming Arts Warehouse exhibitions; Save the Date; and Palm Beach County Open Studios Day.

She also announced the 2022 CRA Annual Report is published and available to view at delraycra.org/annual-reports.

B. Comments by Board Attorney

Ms. Phan also welcomed the new Board members.

C. Comments by Commissioners

Commissioner Boylston requested Board consensus to have explore the option of the City Commission funding the non-profit partners and to phase out the A-G.U.I.D.E. Commissioner Gray said she would support the recommendation. Commissioner Boylston further explained his position.

Commissioner Long would support the recommendation.

Deputy Vice-Chair Petrolia asked if the recommendation is even possible. Commissioner Boylston clarified he is requesting to put the item on an upcoming City Commission agenda. Chair Frankel said he would support that request.

Ms. Jadusingh said the A-G.U.I.D.E. was intended to be temporary but it has become a permanent program. She added that the City has more flexibility on what non-profits and social services can be funded.

Deputy Vice-Chair Petrolia said she is hesitant but open to the suggestion to look into it more. She expressed concern about future impact for the non-profits. She acknowledged the future sunsetting of the CRA.

Chair Frankel stated there is consensus to have discussion and goal setting.

Commissioner Gray said she would like to hear from the non-profits as well.

Commissioner Long asked about the potential liability. Ms. Jadusingh said some cities have stopped funding non-profits because they do not have a brick-and-mortar. She noted once something becomes permanent, it should be funded by the City so the CRA can focus new initiatives and innovations. She noted the A-G.U.I.D.E. began is 2007.

Vice-Chair Burns noted there was public comment via telephone message for the Board to hear.

Ms. Yvonne Odom, President of the Delray Beach Community Development Corporation, spoke about the organization and historical connection to the CRA. She said she looks forward to a renewed partnership.

Commissioner Long said he looks forward to the Board's work.

Commissioner Gray welcomed the new Board members. She congratulated the families who were able to secure homeownership with Pulte Homes. She announced the six pickleball courts opened today at Katherine Strong Park. She requested the purchase of windscreens and fencing to enhance the park.

Commissioner Brooks welcomed the new Board members.

11. Adjournment

There being no further discussion, the meeting was adjourned at 5:05 p.m.

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Renee Jadusingh, Executive Director Adam Frankel, Chair