



**AGENDA  
TOWN OF JUPITER  
COMMUNITY REDEVELOPMENT AGENCY (CRA) MEETING  
COUNCIL CHAMBERS  
TUESDAY, FEBRUARY 4, 2025  
6:30 PM**

**Call To Order**

**ROLL CALL:**

Chair Jim Kuretski  
Vice-Chair Malise Sundstrom  
Commissioner Ron Delaney  
Commissioner Andy Fore  
Commissioner Cameron May  
Executive Director Frank Kitzerow  
Commission Attorney Thomas J. Baird

**If you would like to speak on any item, please submit a Comment Card.**

**CITIZEN COMMENTS**

All Non-agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to state his/her name and address for the record prior to addressing the Commission. **The Commission will not discuss these items this evening. Any issues will be referred to Staff for investigation; a report will be forwarded to the Commission; and citizens will be contacted.**

**MINUTES**

1. December 3, 2024 CRA Meeting Minutes.

**CONSENT AGENDA**

All items listed in this portion of the agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests; in which event, the item will be removed and considered at the beginning of the regular agenda.

**PUBLIC BUSINESS**

2. **CRA Resolution 1-25**, Approving an Interlocal agreement between the CRA and Treasure Coast Regional Planning Council to provide planning services.

**3. CRA Resolution 2-25, Amending the fiscal year 2025 Operating and Community Investment Program (CIP) budgets.**

**REPORTS**

**COMMISSION ATTORNEY**

**EXECUTIVE DIRECTOR**

**COMMISSIONER'S COMMENTS**

**ADJOURNMENT**

**NOTICE**

Town Council and CRA Meetings are now webcasted real-time and viewable on your computer or mobile device:  
[www.jupiter.fl.us/Live](http://www.jupiter.fl.us/Live)

Back up material for the CRA Meetings are available online one (1) week before the Regular Meetings

# = no materials attached \*revisions may occur\*

[www.jupiter.fl.us](http://www.jupiter.fl.us)

Section 2-64; Decorum, disturbing meeting

While the Town Council is in session, the members thereof and the public present in the Council chambers shall not, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Council. It shall be unlawful for any person to disturb or disrupt a meeting of the Town Council or to refuse to obey the orders of the presiding officer in the conduct of the meeting and such person shall be subject to being summarily ejected from the meeting.

Note: Persons are advised that if they wish to appeal any decision made at this meeting, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105 of the Florida Statute. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office at [TownClerk@jupiter.fl.us](mailto:TownClerk@jupiter.fl.us) or 561-741-2415 at least 48 hours in advance to request accommodations.



**FINAL MINUTES AND AGENDA  
TOWN OF JUPITER  
COMMUNITY REDEVELOPMENT AGENCY (CRA) MEETING  
COUNCIL CHAMBERS  
TUESDAY, DECEMBER 3, 2024**

Chair Jim Kuretski called the meeting to order at 6:00 P.M.

**ROLL CALL** Chair Jim Kuretski; Vice-Chair Malise Sundstrom; Commissioner Andy Fore; Executive Director Frank Kitzerow; Acting Commission Attorney Brett Lashley and Board Clerk Laura Cahill. Commissioner Ron Delaney arrived at 6:01 P.M. and Commissioner Cameron May arrived at 6:22 P.M.

**CONSENT AGENDA**

All items listed in this portion of the agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests; in which event, the item will be removed and considered at the beginning of the regular agenda.

Commissioner Delaney stated he would abstain from voting due to the Applicant being a customer of his business.

Commissioner Fore moved to approve the Consent Agenda; seconded by Vice-Chair Sundstrom; motion passed.

Kuretski	Sundstrom	Delaney	Fore
Yes	Yes	Abstained	Yes

**PUBLIC BUSINESS**

2. Authorizing the Executive Director to sign a non-exclusive Parking License Agreement with Jam-One, LTD.

**MINUTES**

1. September 3, 2024 CRA Meeting Minutes and the September 11, 2024 CRA Workshop Minutes.

Commissioner Fore moved to approve the September 3, 2024 CRA Meeting Minutes and the September 11, 2024 CRA Workshop Minutes; seconded by Vice-Chair Malise Sundstrom; motion passed.

Kuretski	Sundstrom	Delaney	Fore
Yes	Yes	Yes	Yes

## REGULAR AGENDA

### PUBLIC BUSINESS

- 3. CRA Resolution 6-24,** Considering a resolution to recommend the Town Council adopt the proposed CRA Plan 2024 Update.

Mr. John Sickler, Director of Planning and Zoning, introduced Ms. Kim Delaney with the Treasure Coast Regional Planning Council (TCRPC).

Ms. Delaney gave a brief presentation which included an overview; successes; anticipated project schedule; public engagement; key plan revisions; updated capital projects; project location map; public waterfront access and amenities map; launches for personal watercraft; environmental resources; Riverwalk; complete streets; and parking program.

Chair Kuretski noted Ms. Delaney had discussed the Inlet Village parking garage had been removed due to policy change, but the presentation showed Parkway Street with 173 total spaces, 95 public and 127 additional future spaces provided. He stated the Town was in a better situation now with the additional future spaces planned by the private sector. He explained the Town had always been worried about parking, but with additional parking spaces, it did not make sense to pursue a parking garage.

Ms. Delaney noted TCRPC worked with Staff to ensure that all parking the in the Town had been documented and was transparent.

Chair Kuretski said the Commission appreciated the updating of the document showing where all the public parking was located.

Ms. Delaney went on to discuss cultural and historical resources; community policing and marine navigation; CRA projected revenue graphs; and expenditures for CRA funded capital projects.

Vice-Chair Sundstrom asked if cost of land should be included in the note provided for assumption numbers.

Ms. Delaney stated that was a wonderful suggestion.

Chair Kuretski said it was an excellent job with the individual and the workshops which had been done. He noted that with nine years left for the CRA, it was a good idea to stop and pause to determine what the Town wanted to achieve.

Ms. Delaney explained there were projects that had been costed plus a lot of programs the CRA could utilize.

Vice-Chair Sundstrom moved to approve CRA Resolution 6-24, as amended; seconded by Commissioner Fore; motion passed.

Kuretski	Sundstrom	Delaney	Fore	May
Yes	Yes	Yes	Yes	Yes

## **REPORTS**

### **COMMISSION ATTORNEY - NONE**

#### **EXECUTIVE DIRECTOR**

- CRA Plan Update – Mr. Kitzerow thanked staff for all the work they put into the CRA Plan update.

### **COMMISSIONER'S COMMENTS**

#### **COUNCILOR MAY]**

- CRA Plan Update – Councilor May thanked Ms. Delaney and Staff for all the great meetings and all the ideas that went into the plan.

Councilor Fore, Vice-Mayor Sundstrom, and Councilor Delaney also thanked Ms. Delaney and Staff for their hard work and attention to detail.

### **ADJOURNMENT** – 6:34 P.M.

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Laura Cahill, Board Clerk

**TOWN OF JUPITER**  
**Interlocal Agreement to provide planning services for implementing the Community  
 Redevelopment Agency (CRA) Plan**



<b>DATE</b>	February 4, 2025
<b>TO</b>	Honorable Mayor and Members of Town Council
<b>THRU</b>	Frank Kitzerow, Town Manager
<b>FROM</b>	John Sickler, Director of Planning and Zoning
<b>SUBJECT</b>	Consideration of a resolution to approve an Interlocal Agreement (ILA) between the Town of Jupiter Community Redevelopment Agency (CRA) and the Treasure Coast Regional Planning Council (TCRPC) for planning services and technical assistance regarding the implementation of the CRA Plan.

**EXECUTIVE SUMMARY**

Consideration of a resolution to approve an Interlocal Agreement between the Town of Jupiter Community Redevelopment Agency (CRA) and the Treasure Coast Regional Planning Council (TCRPC) for planning services and technical assistance regarding the implementation of the [CRA Plan](#), which was a 2024-2025 Strategic Initiative approved in December 2024.

The Town Attorney has reviewed the resolution and interlocal agreement and finds them to be in acceptable form.

**ANALYSIS**

The CRA Plan update was adopted on December 17, 2024, and included a number of capital projects and programs. Through the proposed interlocal agreement, the TCRPC will assist with the implementation of the CRA Plan, including planning and technical assistance activities, development of a grant program, conceptual project designs, intergovernmental coordination, and securing grant and supplemental funding from other entities to assist in undertaking the various projects and programs listed in the plan (see the Scope of Services in Attachment 2). The CRA Plan has a multitude of potential projects and programs, which must go through approvals and processes including annual budget appropriations by the CRA, as applicable.

**STRATEGIC PRIORITY**

- Manage Growth

**ATTACHMENTS**

1. CRA Resolution 1-25
2. Interlocal Agreement

**FUNDING SOURCE**

x	Approved in budget	\$75,000	Sources: CRA Operating
x	Additional Funding to be requested for FY26, subject to appropriation consistent with the proposed ILA	\$65,000	Sources: CRA Operating

For more information or copies of the attachments, please contact Martin Schneider at  
Martins@jupiter.fl.us.

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**CRA RESOLUTION NO. 1-25**

**A RESOLUTION OF THE TOWN OF JUPITER COMMUNITY REDEVELOPMENT AGENCY (CRA) AUTHORIZING AND DIRECTING THE CHAIRMAN TO EXECUTE AN INTERLOCAL AGREEMENT WITH THE TREASURE COAST REGIONAL PLANNING COUNCIL, TO PROVIDE PLANNING SERVICES AND TECHNICAL ASSISTANCE TO THE CRA FOR IMPLEMENTATION OF THE CRA PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Jupiter has created a Community Redevelopment Agency (CRA) pursuant to Chapter 163 Part III of the Florida Statutes and the Florida Constitution; and

**WHEREAS**, pursuant to Chapter 163, Part I, Florida Statutes, the CRA, as a public agency is empowered to enter into interlocal agreements with other public agencies; and

**WHEREAS**, pursuant to Sections 186.502 and 120.52 of the Florida Statutes, regional planning councils are recognized as government agencies that are available to provide planning services and technical assistance in the planning and implementation of local government programs; and

**WHEREAS**, in 1976, the Treasure Coast Regional Planning Council was established pursuant to 163.01 of Florida Statutes for the mutual benefit with other governmental entities to make the most efficient use of powers and resources; and

**WHEREAS**, pursuant to Section 287.057, Florida Statutes public agencies or entities can enter into contracts with each other for services without a request for proposal and are not subject to competitive solicitation requirements; and

1           **WHEREAS**, the CRA has requested planning services and technical assistance  
2 from the Treasure Coast Regional Planning Council for implementing the projects and  
3 programs set forth in the CRA's Community Redevelopment Plan.

4           **NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE**  
5 **TOWN OF JUPITER, FLORIDA:**

6           **Section 1.** The foregoing recitals are incorporated herein.

7           **Section 2.** The CRA Chairman is hereby authorized to execute the Interlocal  
8 Agreement.

9           **Section 3.** This Resolution shall take effect immediately upon its execution.

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## INTERLOCAL AGREEMENT

This Interlocal Agreement (herein referred to as “Agreement”) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2025 by and between the Town of Jupiter Community Redevelopment Agency (herein referred to as “CRA”), and the Treasure Coast Regional Planning Council (herein referred to as “TCRPC”), each constituting a public agency as defined in Part I of Chapter 163, Florida Statutes. The CRA and TCRPC may sometimes be referred to singularly herein as “Party” or collectively as the “Parties.”

### WITNESSETH:

**WHEREAS**, Section 163.01, Florida Statutes, known as the “Florida Interlocal Cooperation Act of 1969”, authorizes local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities and public agencies on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the need and development of local communities; and

**WHEREAS**, Part I of Chapter 163, Florida Statutes, permits public agencies as defined therein to enter into Interlocal Agreements with each other to exercise jointly any power, privilege, or authority which such agencies share in common and which each might exercise separately; and

**WHEREAS**, the CRA is a public agency within the meaning of Part I of Chapter 163, Florida Statutes and has requested that TCRPC provide certain ongoing planning services and technical assistance as set forth in a scope of services; and

**WHEREAS**, pursuant to Fla. Stat. § 186.505 (19), the TCRPC is permitted to enter into agreements to provide at cost planning services and technical assistance; and

**WHEREAS**, the CRA and the TCRPC desire to enter into this Agreement whereby the TCRPC will provide planning services and technical assistance regarding the implementation of the CRA Plan.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and representations herein, the Parties agree as follows:

#### **SECTION 1. PURPOSE**

The purpose of this Agreement is to memorialize the terms under which the TCRPC will provide planning services and technical assistance to the Community Redevelopment Agency (CRA) regarding the implementation of the CRA Plan.

**SECTION 2. GENERAL TERMS AND CONDITIONS**

- A. This Agreement shall begin upon execution by both parties and shall end when the CRA determines that the services to be provided and any deliverables identified in the Scope of Services set forth in Attachment “A” have been completed.
- B. The TCRPC shall fully perform the work identified in the Scope of Services, a copy of which is attached hereto and incorporated herein as Attachment “A” of this Agreement to the satisfaction of the CRA.

**SECTION 3. RECORD KEEPING**

- A. The TCRPC shall maintain all records generated pursuant to this Agreement in accordance with Chapter 119, Florida Statutes (the Public Records Act).
- B. The TCRPC shall allow authorized representatives of the CRA or the Town of Jupiter (Town) access to its records during normal business hours and upon reasonable advance request.

**SECTION 4. TERMINATION**

This Agreement may be terminated for convenience by either party on 30 days written notice. The CRA shall only be obligated to pay the TCRPC for only its work completed up to the date of the written notice of termination.

**SECTION 5. REMEDIES**

No remedy herein conferred upon any Party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise.

**SECTION 6. INDEMNIFICATION**

Each Party to this Agreement agrees, to the extent permitted by law, to save, defend, reimburse, indemnify, and hold harmless the other Party, and the other Party’s elected and appointed officers, employees, servants or agents from a Party’s negligence or willful misconduct and from any and all claims, demands, damages, liabilities, causes of action, judgments, interest, attorney’s fees, costs, and expenses arising in any manner directly or indirectly in connection with or incidental to the performance of this Agreement. Nothing in this provision shall be construed as consent by the Parties to be sued, nor as a waiver of sovereign immunity beyond the limits provided for in Section 768.28, Florida Statutes.

**SECTION 7. SEVERABILITY**

Should any provision of this Agreement be declared invalid or unenforceable by a court of competent jurisdiction, the same shall be deemed stricken here from and all other terms and

conditions of this Agreement shall continue in full force and effect as if such invalid provision had never been made a part of the Agreement.

**SECTION 8. ENTIRETY OF AGREEMENT**

This Agreement represents the entire understanding between the Parties. This Agreement may be modified and amended only by written instrument executed by Parties hereto in accordance with Section 2.

**SECTION 9. NOTICE AND CONTACT**

All notices provided under or pursuant to this Agreement shall be in writing, delivered either by hand, overnight express mail, or by first class, certified mail, return receipt requested, to the representatives identified below at the address set forth below:

**For the CRA:**

Frank J. Kitzerow, Executive Director  
Town of Jupiter CRA  
210 Military Trail  
Jupiter, Florida 33458

Thomas J. Baird, CRA Attorney  
Town of Jupiter  
210 Military Trail  
Jupiter, Florida 33458

**For the TCRPC:**

Thomas J. Lanahan, Executive Director  
Treasure Coast Regional Planning Council  
421 SW Camden Avenue  
Stuart, FL 34994

**SECTION 10. FUNDING/CONSIDERATION**

A. This is a fixed fee Agreement based on the Scope of Services identified in Attachment "A." As consideration for performance of work rendered under this Agreement, the Town shall pay to the TCRPC a fixed fee of \$75,000 for the first year of the Agreement and \$65,000 for the second year, subject to appropriation, or a pro rata amount if the Agreement is terminated before the anniversary date of the Agreement. The fee shall be inclusive of any travel by TCRPC employees to and from the Town, and the attendance of TCRPC employees at meetings and workshops as may be necessary to perform the work, out-of-pocket expenses (printing and

reproduction costs), mail, couriers, subconsultant costs, and excludes advertising, promotional, and meeting venue expenses.

- B. The satisfactory completion of any deliverables generated by the TCRPC shall be in accordance with general industry standards and best practices.
- C. The submission of an invoice to the CRA, shall be considered the TCRPC's request for payment. The CRA shall pay the TCRPC within 30 days of receipt of an invoice.
- D. Additional services may be provided by the TCRPC to the CRA upon written request and amendment of the Agreement. Any additional services shall be at \$200.00 per hour.

**SECTION 11. GOVERNING LAW /VENUE**

This Agreement shall be governed by the laws of the state of Florida. Venue for any action arising to enforce the terms of this Agreement shall be either the state or federal court of competent jurisdiction in Palm Beach County, Florida.

**SECTION 12. COSTS/ATTORNEY'S FEES**

The costs, including reasonable attorney's fees) associated with the enforcement of the terms and conditions of this Agreement shall be borne by the respective Parties.

**SECTION 13. FILING**

This Agreement and any subsequent amendments thereto shall be filed with the Clerk of the Circuit Court of Palm Beach County pursuant to Section 163.01(11), Florida Statutes.

**SECTION 14. EQUAL OPPORTUNITY PROVISION**

The CRA and the TCRPC agree that no person shall, on the grounds of race, color, ancestry, creed, religion, sex, national origin, political affiliation, disability, age, marital status, family status, pregnancy, gender identity, or sexual orientation be excluded from the benefits of, or be subject to any form of discrimination, under any activity carried out in the performance of the Agreement.

**SECTION 15. EFFECTIVE DATE**

This Agreement shall become effective upon its approval and execution by the authorized representatives of the CRA and the Executive Director of the TCRPC, and the filing of a certified copy hereof with the Clerk of the Circuit Court of Palm Beach County, Florida.

**SECTION 16. PUBLIC RECORDS.**

In performing services pursuant to this Agreement, the TCRPC shall comply with all applicable provisions of Chapter 119, Florida Statutes. As required by Section 119.0701, Florida Statutes, the TCRPC shall:

- A. Keep and maintain public records required by the CRA to perform the service.
- B. Upon request from the CRA's custodian of public records, provide the CRA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the TCRPC does not transfer the records to the CRA.
- D. Upon completion of the Agreement, transfer, at no cost, to the CRA all public records in possession of the TCRPC or keep and maintain public records required by the CRA to perform the services. If the TCRPC transfers all public records to the CRA upon completion of the Agreement, the TCRPC shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the TCRPC keeps and maintains public records upon completion of the Agreement, the TCRPC shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA, upon request from the CRA's custodian of public records, in a format that is compatible with the information technology systems of the CRA.

**IF THE TCRPC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE TCRPC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**LAURA CAHILL, CMC  
561-741-2352  
LAURAC@JUPITER.FL.US  
210 MILITARY TRAIL  
JUPITER, FLORIDA 33458**

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement as of the date set forth above.

**ATTEST:**

**Town of Jupiter CRA**

By: \_\_\_\_\_  
Laura Cahill, CMC  
CRA Clerk

By: \_\_\_\_\_  
Jim Kuretski  
Chairman

**Approved as to form and legal sufficiency:**

By: \_\_\_\_\_  
Thomas J. Baird  
CRA Attorney

**ATTEST:**

**Treasure Coast Regional Planning Council**

By: \_\_\_\_\_  
Phyllis Castro  
Accounting Manager

By: \_\_\_\_\_  
Thomas J. Lanahan  
Executive Director

**Approved as to form and legal sufficiency:**

By: \_\_\_\_\_  
Keith Davis  
General Counsel

# ATTACHMENT A

## SCOPE OF SERVICES

### TOWN OF JUPITER COMMUNITY REDEVELOPMENT AGENCY GRANT, PROGRAM DEVELOPMENT, AND TECHNICAL ASSISTANCE SUPPORTING THE IMPLEMENTATION OF THE CRA PLAN

JANUARY 10, 2025

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#### **PROJECT DESCRIPTION:**

The Town of Jupiter Community Redevelopment Agency (CRA) has requested the Treasure Coast Regional Planning Council (TCRPC) assist with the implementation of the CRA Plan, including planning and technical assistance activities, conceptual project designs, intergovernmental coordination, and securing grant and supplemental funding from other entities. The goals of these activities include the following:

- Accelerate the implementation of projects and programs as identified in the CRA Plan through conceptual design, evaluation, analysis, and financing
- Enable the allocation of CRA grant dollars to accelerate private investment and advance projects consistent with the CRA Plan with a structured CRA Grant Program process
- Help leverage CRA resources through identification, application preparation, and administration of grants and financial assistance from other entities
- Expand intergovernmental coordination with CRA public and private partners towards the implementation of projects and programs as identified in the CRA Plan
- Facilitation of all project coordination meetings with CRA/Town staff
- Coordination with the Town's Community Relations Department for public meetings and promotional/marketing materials to maintain consistency with Town standards
- Other technical and planning assistance as requested

#### **SCOPE OF SERVICES:**

##### **Task 2025-1: CRA 2025 Grant Application Assistance**

TCRPC will assist the CRA in the identification, application preparation, and administration of grants to advance projects as identified in the CRA Plan. A 2025 Grant Manifest will be developed to identify a broad range of appropriate grants, and priority candidate projects will be determined annually by the CRA. TCRPC will assist in the development of grant applications, with supporting graphics and narratives, for transmittal by the CRA as well as coordination with granting agencies. TCRPC will also assist with grant reporting and administrative requirements, and the CRA will be responsible for advertising and legal

requirements. The following sub-tasks describe the activities to be undertaken in support of this task.

**Task 2025-1A – Kickoff & 2025 CRA Grant Manifest**

**Task 2025-1A-1 - Staff Meeting #1**

TCRPC will facilitate all staff coordination meetings needed for this task, beginning with Staff Meeting #1, which is to clarify the task schedule and goals, gather background data, review known grant programs and grants previously awarded to the CRA, and identify priority CRA candidate projects for 2025 grant application cycles. The CRA will provide all background documents, including prior grant applications and reporting materials. Additional staff meetings will be scheduled for the implementation of the task to review progress and refine the approach if needed. Staff Meeting #1 will be scheduled with CRA staff in the first month of the project following execution of the Interlocal Agreement. TCRPC will be responsible for all staff meeting logistics, agendas, facilitation, and documentation.

**Task 2025-1A-2 - Draft CRA Grant Manifest (FY 2025)**

Based upon the 2025 priority CRA candidate projects, TCRPC will develop a draft 2025 CRA Grant Manifest that identifies up to twenty appropriate grant programs from federal and state agencies and private foundations. The Manifest will include grant program name; sponsoring organization; contact information; grant requirements; typical grant recipient organizations, projects, and funding amounts; matching requirements; and an assessment of applicability to the CRA's 2025 priority candidate projects. The Manifest will also include anticipated sequencing for multi-year or multi-grant projects along with the extent to which subject grant dollars can be leveraged against other grants and non-CRA funds to maximize CRA resources.

**Task 2025-1A-3 - Staff Meeting #2 & Final Grant Manifest (FY 2025)**

TCRPC will facilitate Staff Meeting #2 to review the draft 2025 Grant Manifest, candidate CRA projects, and select up to three grant programs for potential grant application. Pursuant to staff comments, TCRPC will finalize the 2025 Grant Manifest.

**Task 2025-1B – 2025 Grant Application Preparation**

**Task 2025-1B-1 – Grant Agency Meetings**

TCRPC will facilitate outreach meetings with CRA staff and up to three select grant agencies. The purpose of the meetings will be to better understand grant

requirements, grant agency priorities, competitiveness of CRA candidate projects, and other grant program details. TCRPC will be responsible for meeting logistics, agendas, facilitation, and documentation.

#### Task 2025-1B-2 – Draft Grant Applications

Working with CRA staff, TCRPC will develop up to three draft grant applications for submittal in 2025. TCRPC will be responsible for overseeing the grant application process and will provide draft grant narratives and illustrative components, and the CRA will provide maps, engineering, and financial components as well as submittal of grant applications to funding agencies. TCRPC will also provide draft letters of support from CRA partner entities for inclusion with grant applications.

#### Task 2025-1B-3 - Staff Meeting #3 & Final Grant Applications

TCRPC will facilitate Staff Meeting #3 to review the draft grant applications. Based on staff comments, TCRPC will develop three final grant applications for submittal by the CRA.

#### Task 2025-1C – 2025 Grant Administration Assistance

As requested by CRA staff, TCRPC will provide up to 50 hours of grant administration assistance, including coordination with grant agencies, project documentation, and grant reporting narratives and forms. For this subtask, the CRA will provide maps, advertising, legal, engineering, and financial components as required.

#### Task 2025-1 Deliverables

1. Facilitation of Staff and Grant Agency Meetings and Documentation (Agendas, Participant Lists, and Meeting Notes)
2. CRA Grant Manifest (draft and final)
3. Grant Applications (draft and final)
4. Grant Administration Reports and Documentation

#### Task 2025-2: CRA 2025 Grant Program Implementation

TCRPC will assist the CRA in the implementation of CRA programs as identified in the CRA Plan through the development and administration of an annual CRA Grant Program. Priorities for the Program will be identified by the CRA Board on an annual basis. TCRPC will assist with the identification of priorities, grant application forms, meetings with interested applicants, assessment of submitted applications, and presentations to the

CRA Board as requested. TCRPC will also assist with grant assessment reports and administrative oversight. The following sub-tasks describe the activities to be undertaken in support of this task.

**Task 2025-2A – Kickoff & 2025 CRA Grant Program Development**

**Task 2025-2A-1 - Staff Meeting #1 & 2025 CRA Grant Application Program**

TCRPC will facilitate all staff coordination meetings needed for this task, beginning with Staff Meeting #1, which is to clarify the task schedule and goals, gather background data, review previously developed CRA grant program materials and applications, status of prior CRA grant awards, CRA Board priorities, and identify CRA programs and evaluation criteria for inclusion in a 2025 CRA Grant Application Program. The CRA will provide all background documents, including prior grant applications and documentation. Additional staff meetings will be scheduled for the implementation of the task to review progress and refine the approach if needed. Staff Meeting #1 will be scheduled with CRA staff in the first month of the project following execution of the Interlocal Agreement. TCRPC will be responsible for all staff meeting logistics, agendas, facilitation, and documentation.

**Task 2025-2A-2 - Draft 2025 CRA Grant Application Program Package**

Based upon the CRA’s 2025 priorities, TCRPC will develop a draft 2025 CRA Grant Application Program Package that will include a program narrative, sample illustrations of desired improvements, application forms, advertising flyer, and weighted evaluation criteria for the assessment of applications under the program. Program development will be coordinated with the Town’s Community Relations staff to maintain consistency with Town standards.

**Task 2025-2A-3 - Staff Meeting #2 & Final 2025 CRA Grant Application Program Package**

TCRPC will facilitate Staff Meeting #2 to review the draft 2025 CRA Grant Application Program Package. Pursuant to staff comments, TCRPC will finalize the 2025 CRA Grant Application Program Package.

## **Task 2025-2B – 2025 CRA Grant Application Cycle**

### **Task 2025-2B-1 – “Call for 2025 Applications” Public Meeting**

In conjunction with CRA staff, TCRPC will facilitate a public meeting with potential CRA Grant Program applicants. TCRPC will prepare and provide a summary presentation, present an overview of the Program, and describe desired outcomes. Advertising and meeting logistics will be coordinated with the Town Community Relations staff. TCRPC will be responsible for the meeting presentation, agenda, facilitation, and documentation, and the CRA will be responsible for the meeting logistics, advertising, venue, and refreshments.

### **Task 2025-2B-2 – 2025 Grant Summary Memorandum (Evaluation of Grant Applications and Funding Recommendations) & Staff Meeting #3**

Pursuant to the CRA’s distribution and receipt of grant applications, TCRPC will utilize the program evaluation criteria to assess the applications and provide funding recommendations, which will be detailed in a 2025 Grant Summary Memorandum. TCRPC will facilitate Staff Meeting #3 to review the draft Memorandum and develop a final Memorandum incorporating staff comments.

### **Task 2025-2B-3 – CRA Board Presentation**

Working with CRA staff, TCRPC will develop and provide a presentation to the CRA Board summarizing the 2025 Grant Application cycle, grant application assessments, and funding recommendations.

## **Task 2025-2 Deliverables**

1. Facilitation of Staff Meetings and Documentation (Agendas, Participant Lists, and Meeting Notes)
2. 2025 CRA Grant Application Program Package
  - Grant Program Flyer
  - Grant Application Form
  - Illustrations of Typical Improvements
  - Weighted Evaluation Criteria
3. Facilitation of 2025 CRA Grant Application Cycle
  - Facilitation of Grant Cycle Public Meeting
  - Review of Grant Applications
  - Summary Memorandum (draft and final) with grant application assessments and funding recommendations
4. CRA Board Presentation

### **Task 2025-3 – Planning & Design Assistance**

As requested by the CRA, TCRPC will provide up to 25 hours of planning and design assistance in support of CRA Plan implementation. This assistance may include architectural drawings, renderings, plans, and documents related to CRA projects and programs; site plan reviews; wayfinding and signage analysis; meeting facilitation; and presentations. This assistance shall be on an as-needed basis and billed hourly per the rates established in this scope of services.

### **Task 2025-3 Deliverables**

The format of deliverables under this task will vary based upon CRA requests and may include architectural drawings, renderings, plans, technical documents (e.g., memoranda, staff reports, correspondence); and meeting facilitation and presentations.

### **Task 2026-1: CRA 2026 Grant Application Assistance**

TCRPC will assist the CRA in the identification, application preparation, and administration of grants to advance projects as identified in the CRA Plan. A 2026 CRA Grant Manifest Update will be developed pursuant to updated CRA Board priorities. TCRPC will assist in the development of grant applications, with supporting graphics and narratives, for transmittal by the CRA as well as coordination with granting agencies. TCRPC will also assist with grant reporting and administrative requirements. The following sub-tasks describe the activities to be undertaken in support of this task.

#### **Task 2026-1A – Staff Meeting #1 & 2026 CRA Grant Manifest Update**

##### **Task 2026-1A-1 – Staff Meeting #1**

TCRPC will facilitate all staff coordination meetings needed for this task, beginning with Staff Meeting #1, which is to review CRA Board project priorities for which grants will be pursued; the outcomes of the 2025 grant applications submitted by the CRA; and new/modified known grant opportunities. Additional staff meetings will be scheduled for the implementation of the task to review progress and refine the approach if needed. Staff Meeting #1 will be scheduled with CRA staff in January 2026 or as otherwise determined by the CRA. TCRPC will be responsible for all staff meeting logistics, agendas, facilitation, and documentation.

##### **Task 2026-1A-2 – 2026 CRA Grant Manifest Update**

Based upon the 2026 priority CRA candidate projects, TCRPC will develop an updated 2026 CRA Grant Manifest that identifies up to twenty appropriate grant programs from federal and state agencies and private foundations with updated

grant information, applicability to the CRA's 2026 priority candidate projects, and anticipated sequencing and leverage opportunities for targeted grants.

#### Task 2026-1A-3 - Staff Meeting #2 & Final 2026 Grant Manifest

TCRPC will facilitate Staff Meeting #2 to review the draft 2026 Grant Manifest, candidate CRA projects, and select up to three grant programs for potential grant application. Pursuant to staff comments, TCRPC will finalize the 2026 Grant Manifest.

#### **Task 2026-1B – 2026 Grant Application Preparation**

##### Task 2026-1B-1 – Grant Agency Meetings

TCRPC will facilitate outreach meetings with CRA staff and up to three select grant agencies. The purpose of the meetings will be to better understand grant requirements, grant agency priorities, competitiveness of CRA candidate projects, and other grant program details. TCRPC will be responsible for meeting logistics, agendas, facilitation, and meeting documentation.

##### Task 2026-1B-2 – Draft Grant Applications

Working with CRA staff, TCRPC will develop up to three draft grant applications for submittal in 2026. TCRPC will be responsible for overseeing the grant application process and will provide draft grant narratives and illustrative components, and the CRA will provide maps, engineering, and financial components as well as submittal of grant applications to funding agencies. TCRPC will also provide draft letters of support from CRA partner entities for inclusion with grant applications.

##### Task 2026-1B-3 - Staff Meeting #3 & Final Grant Applications

TCRPC will facilitate Staff Meeting #3 to review the draft grant applications. Based on staff comments, TCRPC will develop three final grant applications for submittal by the CRA.

#### **Task 2026-1C – 2026 Grant Administration Assistance**

As requested by CRA staff, TCRPC will provide up to 50 hours of grant administration assistance, including coordination with grant agencies, project documentation, and grant reporting narratives and forms. For this subtask, the CRA will provide maps, engineering, and financial components as required.

### **Task 2026-1 Deliverables**

1. Facilitation of Staff and Grant Agency Meetings and Documentation (Agendas, Participant Lists, and Meeting Notes)
2. Updated 2026 CRA Grant Manifest (draft and final)
3. Grant Applications (draft and final)
4. Grant Administration Reports, Memoranda, and Documentation

### **Task 2026-2: CRA 2026 Grant Program Implementation**

TCRPC will assist the CRA in the implementation of CRA programs as identified in the CRA Plan through the development and administration of an annual CRA Grant Program. Priorities for the Program will be identified by the CRA Board on an annual basis. TCRPC will assist in the implementation of a 2026 CRA Grant Program Cycle, including public meetings, evaluations of grant applications, and funding recommendations. The following sub-tasks describe the activities to be undertaken in support of this task.

#### **Task 2026-2A – Staff Meeting #1 & 2026 CRA Grant Program Application Package**

TCRPC will facilitate all staff coordination meetings needed for this task, beginning with Staff Meeting #1, which is to clarify the task schedule and goals, review outcomes pursuant to the 2025 CRA Grant Program cycle, updated CRA Board priorities, and identify revisions if needed to develop a 2026 CRA Grant Application Program. The CRA will provide all background documents, including prior grant applications and documentation. Additional staff meetings will be scheduled for the implementation of the task to review progress and refine the approach if needed. Staff Meeting #1 will be scheduled with CRA staff in January 2026 or as otherwise determined by the CRA. TCRPC will be responsible for all staff meeting logistics, agendas, facilitation, and documentation as well as necessary revisions for the 2026 CRA Grant Program Application Package.

## **Task 2026-2B – 2025 CRA Grant Application Cycle**

### **Task 2026-2B-1 – “Call for 2026 Applications” Public Meeting**

In conjunction with CRA staff, TCRPC will facilitate a public meeting with potential CRA Grant Program applicants. TCRPC will prepare and provide a summary presentation, present an overview of the Program, and describe desired outcomes. Advertising and meeting logistics will be coordinated with the Town Community Relations staff. TCRPC will be responsible for the meeting presentation, agenda, facilitation, and documentation, and the CRA will be responsible for the meeting advertising, venue, and refreshments.

### **Task 2026-2B-2 – 2026 Grant Summary Memorandum (Evaluation of Grant Applications and Funding Recommendations) & Staff Meeting #3**

Pursuant to the CRA’s distribution and receipt of grant applications, TCRPC will utilize the program evaluation criteria to assess the applications and provide funding recommendations, which will be detailed in a 2026 Grant Summary Memorandum. TCRPC will facilitate Staff Meeting #3 to review the draft Memorandum and develop a final Memorandum incorporating staff comments.

### **Task 2026-2B-3 – CRA Board Presentation**

Working with CRA staff, TCRPC will develop and provide a presentation to the CRA Board summarizing the 2026 Grant Application cycle, grant application assessments, and funding recommendations.

## **Task 2025-2 Deliverables**

1. Facilitation of Staff Meetings and Documentation (Agendas, Participant Lists, and Meeting Notes)
2. Updated 2026 CRA Grant Application Program Package
3. Facilitation of 2026 CRA Grant Application Cycle
  - Facilitation of Grant Cycle Public Meeting
  - Review of Grant Applications
  - Summary Memorandum (draft and final) with grant application assessments and funding recommendations
4. CRA Board Presentation

## **Task 2026-3 – Planning & Design Assistance**

As requested by the CRA, TCRPC will provide up to 25 hours of planning and design assistance in support of CRA Plan implementation. This assistance may include architectural drawings, renderings, plans, and documents related to CRA projects and

programs; site plan reviews; wayfinding and signage analysis; meeting facilitation; and presentations. This assistance shall be on an as-needed basis and billed hourly per the rates established in this scope of services.

**Task 2026-3 Deliverables**

The format of deliverables under this task will vary based upon CRA requests and may include architectural drawings, renderings, plans, technical documents (e.g., memoranda, staff reports, correspondence); and meeting facilitation and presentations.

**FORMAT OF DELIVERABLES:**

DELIVERABLE	FORMAT
Project Memoranda and Meeting Documentation	Electronic copies in Microsoft Excel, Word and/or PDF formats
Project and Workshop Presentations	Electronic copies in Power Point and PDF formats
Grant Manifests, CRA Grant Program Materials, Grant Applications, Grant Reports and Supporting Documentation	Electronic copies in Microsoft Word and PDF formats

**FEES AND REIMBURSABLE EXPENSES:**

Professional services described in this Scope of Services will be performed for a fee not to exceed **\$140,000 (One Hundred Forty Thousand and Zero Cents)**, unless otherwise amended by the CRA. The total fee includes travel, out of pocket expenses (printing and reproduction costs), mail, couriers, subconsultant costs, and all other costs related to the professional services. The fee excludes advertising, promotional, and meeting venue and refreshment expenses, all of which will be paid directly by the CRA.

TCRPC will provide all work and products, outlined in the scope above, payable as tasks are completed with confirmation by the CRA. Additional presentations, meetings, or work beyond what is stipulated in the Scope of Services section of this Agreement will be billed at a rate of \$200.00 (Two Hundred Dollars and Zero Cents) per hour.

Following execution of the Interlocal Agreement and a Notice to Proceed, TCRPC will provide quarterly invoices for billing purposes as tasks are completed, with task cost estimates as follows.

ACTIONS		FEES NOT TO EXCEED		
<b>Task 2025-1: CRA Grant Applications &amp; Administration</b>		<b>\$50,000</b>		
	Task 2025-1A	\$10,000		
	Task 2025-1B	\$30,000		
	Task 2025-1C	\$10,000		
<b>Task 2025-2: CRA Grant Program Implementation</b>		<b>\$20,000</b>		
	Task 2025-2A	\$7,000		
	Task 2025-2B	\$13,000		
<b>Task 2025-3: Planning &amp; Technical Assistance</b>		<b>\$5,000</b>		
		<i>SUB-TOTAL (2025)</i>		<b>\$75,000</b>
<b>Task 2026-1: CRA Grant Applications &amp; Administration</b>		<b>\$44,000</b>		
	Task 2026-1A	\$4,000		
	Task 2026-1B	\$30,000		
	Task 2026-1C	\$10,000		
<b>Task 2026-2: CRA Grant Program Implementation</b>		<b>\$16,000</b>		
	Task 2026-2A	\$3,000		
	Task 2026-2B	\$13,000		
<b>Task 2026-3: Planning &amp; Technical Assistance</b>		<b>\$5,000</b>		
		<i>SUB-TOTAL (2026)</i>		<b>\$65,000</b>
		<i>TOTAL (2025-2026)</i>		<b>\$140,000</b>

**ANTICIPATED SCHEDULE:**

The anticipated project schedule, contingent upon execution of the Interlocal Agreement in February 2025, is as follows.





**TOWN OF JUPITER**

**Amendment of the FY2025 Operating and Community Investment Program (CIP) Budgets**



<b>DATE</b>	February 4, 2025
<b>TO</b>	Honorable Chair and Commissioners of the Community Redevelopment Agency
<b>THRU</b>	Frank Kitzerow, Executive Director
<b>FROM</b>	Scott Reynolds, Finance Director
<b>SUBJECT</b>	<b>CRA Resolution 2-25</b> , Amendment of the FY2025 Operating and Community Investment Program (CIP) Budgets

**EXECUTIVE SUMMARY**

Staff seeks Commission approval of Resolution 2-25 providing for an amendment to the fiscal year ending September 30, 2025 operating and CIP budgets.

**ANALYSIS**

The amendment includes budget transfers recorded from October 1, 2024 through January 31, 2025 as shown in the attached budget transfer/amendment detail listing. The most significant amendments are listed below.

- Carryforward of unspent FY2024 funds on previously approved CIP projects and related revenues.
- Appropriate contingency and reserve funds for the owner’s representative and construction work for the new Piatt Place Park project Phase II.

**STRATEGIC PRIORITY**

- Fiscal Responsibility
- Green, Blue & Open Spaces
- Safety

**ATTACHMENTS**

1. Resolution No. 2-25
2. Budget Transfer/Amendment Detail

**FUNDING SOURCE**

\*Funding is not necessary for this request.

For more information or copies of the attachments, please contact Scott Reynolds at [scottr@jupiter.fl.us](mailto:scottr@jupiter.fl.us) or 561-741-2327.



**CRA RESOLUTION NO. 2-25**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF JUPITER COMMUNITY REDEVELOPMENT AGENCY, AMENDING RESOLUTION 3-24, TO AMEND THE AGENCY'S BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Jupiter Town Council created a Community Redevelopment Agency (CRA) as authorized by and consistent with Chapter 163, Part III, Florida Statutes; and

**WHEREAS**, the Board of Commissioners of the CRA has adopted its Fiscal Year 2024-2025 budget pursuant to CRA Resolution 3-24 on September 3, 2024; and

**WHEREAS**, the Board of Commissioners is authorized pursuant to §163.358, Fla. Stat., to exercise certain powers, as authorized by Chapter 163, Part III, Fla. Stat., including the expenditure of revenues received by the CRA to carry out these powers; and

**WHEREAS**, the Executive Director recognizes that periodic modifications to the CRA's adopted budget for the fiscal year may be necessary for fiscal management purposes and to implement those changes appropriated by the Commissioners during the Fiscal Year 2024 - 2025 Budget; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF JUPITER COMMUNITY REDEVELOPMENT AGENCY:**

**SECTION 1.** The Commission hereby amends Resolution 3-24, the CRA's Budget for Fiscal Year 2024 - 2025 to provide for certain adjustments and amendments to the Commission's fiscal policy which it has made during the course of the fiscal year.

**SECTION 2.** The Commission hereby adopts those budget transfers recorded through January 31, 2025 which are attached hereto and incorporated herein.

**SECTION 3.** To the extent not amended herein, all other provisions of the Annual Budget for Fiscal Year Ending September 30, 2025 remain in full force and effect.

**SECTION 4.** If any section, subsection, sentence, clause, phrase, or portion of this Resolution is, for any reason, held invalid or unconstitutional by

any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Resolution.

**SECTION 5.** This Resolution shall become effective immediately upon execution.

02/04/2024

**JUPITER COMMUNITY REDEVELOPMENT AGENCY  
BUDGET TRANSFERS  
APPROPRIATING FUND BALANCE / RETAINED EARNINGS.  
October 1, 2024 - January 31, 2025**

	<b>Increase</b>	<b>Decrease</b>
<b>COMMUNITY REDEVELOPMENT AGENCY:</b>		
Riverwalk Connection at Burt Reynolds Park	145,000	
Jupiter Beach Road Roundabout	526,023	
Love Street Sidewalk	156,879	
Riverwalk Shoreline Stabilization	381,415	
Riverwalk Gravity Wall Repair	153,790	
Piatt Place Park - Phase I Construction	1,246,751	
Designated From Fund Balance	(2,609,858)	
To carryforward unspent FY 2024 funds on previously approved C-I-P projects and related revenues.		
Professional Services	31,571	
Piatt Place Park-Phase II Construction	627,185	
Contingency		44,593
Designated From Fund Balance	(614,163)	
To appropriate fund balance and contingency funds for the owners representative services and construction work at Piatt Place Park Phase II.		