



CRA Board Workshop Meeting Minutes  
Tuesday, January 24, 2023 – 2:00 p.m.  
Arts Warehouse  
Delray Beach, FL 33444

**STAFF PRESENT:**

Renee Jadusingh, Esq.  
Lori Hayward  
Ivan Cabrera

Christine Tibbs  
Gina Clayton  
Tracy Waterlander

Kim N. Phan, Esq.  
Alexina Jeannite

**OTHERS PRESENT:**

None.

**1. Call to Order**

Chair Johnson called the meeting to order at 2:04 p.m.

**2. Roll Call**

**CRA Board Members Present:** Chair Shirley Johnson, Deputy Vice Chair Juli Casale, Commissioner Ryan Boylston, and Commissioner Shelly Petrolia

**3. Approval of Agenda**

**Motion** by Deputy Vice Chair Casale, seconded by Commissioner Boylston, to approve the Agenda. In a roll call vote, **motion** passed (4-0).

**4. Presentations**

4A. JANUARY WORKSHOP POWERPOINT PRESENTATION

**5. Discussion**

5A. OVERVIEW AND RECOMMENDATIONS FOR CRA FUNDING ASSISTANCE PROGRAMS & A.-G.U.I.D.E.

Ms. Alexina Jeannite, Community Engagement Director, provided an overview of the eight (8) current funding programs and noted they would be focusing on the Business Funding Resources and noted the following proposed modifications for Board feedback:

- Project Consultancy & Design Services Program
  - Only for new and existing tenants in CRA-owned properties
  - Add stipulations for re-applying
    - Cannot reapply for a 10-year period
    - Expanding business can reapply if expanding to additional location (new business cannot have same officers/partners/directors/members as existing grantee business)
    - Add clarification regarding cost of permit application – program does not pay for permit fees
    - Add retainage/withhold amount of 20% and clarify that deliverables are required before final payment is disbursed
    - Remove language about CRA designated architect and mixed-used properties with residential component with eligibility

Commissioner Petrolia asked for clarification on the recommendation to limit to new or existing tenants in CRA-owned properties. Ms. Jadusingh noted the recommendation is temporary and the purpose is to ensure there are enough resources are available for tenants in the CRA-owned properties.

Chair Johnson asked if there would be Board input in what types of businesses would occupy the properties. Ms. Jadusingh said yes, but clarified the recommendations are for the funding programs only.

- Site Development Assistance Program
  - Only for new and existing tenants in CRA-owned properties (eligibility subject to CRA lease for types of improvements)
  - Add stipulations for re-applying
    - Cannot reapply for a 10-year period
    - Expanding business can reapply if expanding to additional location (new business cannot have same officers/partners/directors/members as existing grantee business)
    - Dual zoned properties not eligible
    - For reimbursement level, clarify definition of “new” business

Ms. Jeannite stated a “new” business is defined as any business operating for the first time and cannot be more than 2 years old. A new business is a business that was not previously in operation at a different location or engaged in any business activity by any other name.

- Paint-Up & Signage Program
  - Add to list of required documentation – proof of ownership permission for improvement/renovation
  - Clarify that government approvals area also required for signage projects (currently, not clearly stated)
  - Remove multi-family residential
  - Add stipulations for re-applying
    - Cannot reapply for a 10-year period

- Expanding business can reapply if expanding to additional location (new business cannot have same officers/partners/directors/members as existing grantee business)

Commissioner Petrolia asked if they should contemplate owner-occupied versus homeowner-occupied property. Ms. Jadusingh replied they have discussed whether to make it only owner-occupied. She added they will make a note to watch the rate of participation in those two categories and clarified this program is commercial and not residential.

Ms. Jeannite clarified they wanted to explicitly state that City approval is also needed for signage projects.

- Rent Subsidy Program
  - Close/eliminate indefinitely

Ms. Jeannite asked for feedback on the recommendation to eliminate the program indefinitely.

Commissioner Boylston asked about low program utilization. Ms. Jadusingh stated the program required a certain number of employees and many do not meet the criteria. She said the funding could be better utilized in the Paint-Up & Signage Program.

Commissioner Petrolia supports sunseting the program.

Ms. Jadusingh said they would bring it to vote next month and, if approved, they would plan to sunset.

- Historical Façade Improvement Program
  - Temporarily Pause

Ms. Jeannite noted they received one application in 2022 but the recommendation is to pause this program.

Ms. Jadusingh added additional historical information about the easements. She said the same individuals could apply for the Site Development Assistance Program.

Ms. Phan reviewed the added safeguard options for contracts.

Commissioner Boylston asked if there is proof of financial stability. Ms. Jadusingh said they only asked for a business plan and did not previously scrutinize financials.

Ms. Jeannite summarized the needs-based criteria of the Palm Beach County Cares For Business Grants and the Boynton Beach CRA programs. She reviewed the equivalent criteria for the Delray Beach CRA. Ms. Jadusingh added startups would be considered separately.

Ms. Jeannite continued be reviewing the overview of funding assistance awards from 2019-2022.

Commissioner Petrolia asked about the rent subsidy in FY2020 – 2021. Ms. Jadusingh noted there were one or two businesses that finished the site development assistance program prior to that timeframe and noted the later drop-off could be attributed to Covid. Ms. Hayward added that Arts Warehouse received a subsidy during Covid.

Ms. Jeannite summarized the funding assistance modifications.

Ms. Jadusingh briefly reviewed the future CRA properties and number of units.

Ms. Jeannite provided background and framework of the A-G.U.I.D.E., including the 2023-2024 funding cycle dates. She reviewed the following two guideline updates for 2023.

- Audit attachment – if not completed by submission date, must submit letter from auditor stating it is in progress with timeline for completion
- Composition of Funding Evaluation Committee

Deputy Vice Chair Casale asked about the composition of the Funding Evaluation Committee. Ms. Jadusingh stated it previously included the Assistant City Manager and additional staff.

Deputy Vice Chair Casale inquired about the funding process. Ms. Jadusingh said they do thorough review of the financial reports and Ms. Jeannite conducts spot checks. She said they also ask for receipts to back up expenses.

Discussion ensued about whether to require bank statements and auditing.

Commissioner Petrolia spoke about Committee influence and asked how to improve the process. Ms. Jadusingh stated the recent changes made to the A-G.U.I.D.E make the process and requirements clearer. Commissioner Petrolia recommended a supermajority vote for future changes.

Ms. Hayward briefly reviewed the A-G.U.I.D.E funding and budget impact.

## **6. Adjournment**

There being no further discussion, the meeting was adjourned at 3:20 p.m.

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Renee Jadusingh, Executive Director

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Shirley Ervin-Johnson, Chair