



CRA Board Meeting Minutes  
Tuesday, August 25, 2020 – 4:00 p.m.  
Virtual via Webex  
Delray Beach, FL 33444

**STAFF PRESENT:**

Renee Jadusingh	Christine Tibbs	Tara Toto
Ivan Cabrera	Danielle Arfin	Heather Hinkle
Alexina Jeannite	Lori Hayward	

**OTHERS PRESENT:**

Evelyn Dobson	Karen Ronald	Jacqueline Ramirez
Stephanie Immelman	Marjorie Waldo	Winnie Edwards
Charlene Farrington	Shannon Eadon	DJ Doody

**1. Call to Order**

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

**2. Roll Call**

**Present:** Chair Shirley Ervin Johnson, Vice Chair Adam Frankel, Deputy Vice Chair Angie Gray, Commissioner Ryan Boylston, Commissioner Kelcey Cordell Brooks, Commissioner Juli Casale, and Commissioner Shelly Petrolia.

**3. Approval of Agenda**

Executive Director Renee Jadusingh asked that items 4a, 4b, and 7a be removed from the agenda and moved to a future meeting.

**Motion** by Commissioner Petrolia, seconded by Commissioner Casale, to approve the agenda as amended. In a roll call vote, the **motion** passed (7-0).

**4. Approval of Minutes**

**a. July 28, 2020 – Workshop Meeting Minutes**

Item removed.

**b. July 28, 2020 – Regular Meeting Minutes**

Item removed.

**5. Public Comments on Agenda and Non-Agenda Items**

CRA Executive Coordinator Danielle Arfin stated there were no public comments.

**6. Consent Agenda**

**a. CRA Financial Report – June 2020**

**b. CRA Monthly Progress Report – August 2020**

**c. Job Creation Bonus Program – International Materials, Inc. (54 SE 5<sup>th</sup> Ave) for an amount not to exceed \$75,000**

**d. Second Amendment to the Consulting Work Assignment with Synalovski Romanik Saye, LLC**

**e. Revocable License and Facility Use Agreement with Chenmed, LLC, for the Delray Senior Health Resource Center – Temporary Activation of 700 W Atlantic Ave**

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

**7. New Business**

**a. Proposed Update to the Delray Beach Community Redevelopment Agency Bylaws**

Item removed.

**b. Fiscal Year 2020-2021 (FY21) CRA A-GUIDE Funding Request – Delray Beach Community Land Trust**

Ms. Jadusingh explained most of the meeting's agenda would be focusing on the A-GUIDE Funding requests. She stated Grant Manager Alexina Jeannite would be making the staff presentations, and all applicants were present via Webex to respond to questions.

Ms. Jeannite provided a brief overview of the Achieving Goals Using Impact Driving Evaluation (A-GUIDE) program, designed to assist select non-profits with grants for programs and services that advance the CRA's mission. She explained funding was announced in June and seven (7) applications were received in July. The applications were reviewed by a funding committee to make recommendations to the Board.

Ms. Jeannite reviewed the criteria for the applications, including:

- Assisting with Delray Beach CRA overall needs
  - Affordable housing
  - Economic/business development
  - Recreational and cultural facilities
- Request can be for no more than 25 percent of organization's budget (except CLC)

Ms. Jeannite noted in previous years, the Board has stated its intent to not increase A-GUIDE funding, so most requests had been kept at or below previous amounts. She stated budget documents from all applicants clearly highlight where CRA funding will be spent.

Ms. Jeannite presented the request from the Community Land Trust (CLT) for \$229,615 to continue providing services for affordable housing to very low-income residents, both for single family home purchase and for rental properties. She shared *PowerPoint* slides reviewing the CLT's accomplishments, goals, and property portfolio, and stated staff recommended approval of the request.

Ms. Jadusingh pointed out the FY20 request had been for \$273,695, and level of services would remain essentially the same.

Deputy Vice Chair Gray asked how the CLT was able to ask for less funding and maintain the great work they are doing in the community.

Evelyn Dobson, CLT Executive Director, congratulated Commissioner Brooks on joining the CRA Board. She stated various budget line items had been carefully reviewed and some items reduced due to the COVID-19 crisis. She said those items included training, conferences, and events.

Additionally, Ms. Dobson stated her staff did an analysis of other CLTs in the south and found Delray Beach was behind on developer fees. She said other CLTs had a developer rate of 15 percent and above, and as a result of that analysis, they increased the developer fees from six (6) percent to 10 percent for FY21, resulting in an increase in projected revenues. Ms. Dobson explained rental rates for each unit would also increase slightly.

Commissioner Petrolia asked how the CLT projects and budget requests are related, noting that in some years the CLT does more projects than others, yet the request amount remains fairly stable.

Ms. Dobson provided a brief budget overview. She stated for the past three (3) years, the CLT budget has remained consistent at about \$800,000 or better. She explained staff had continued to develop homes and retain the number of rental units managed with no

decline in intake or services, even with COVID-19. She noted a Payroll Protection (PPP) loan helped the CLT to retain staff and continue operations even though not all renters were able to pay rent through the year, with partnerships helping to sustain a budget. Ms. Dobson gave a brief history of the CLT program and impacts of housing market downturns and stated the past three (3) years had been more stable.

Commissioner Petrolia asked what amount of the CLT's total organizational funding came from the City of Delray Beach.

Ms. Dobson stated the CLT did not receive funding from the City directly.

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

Chair Johnson congratulated Ms. Dobson and thanked the CLT for all they do.

Ms. Dobson thanked the CRA Board and staff for recognizing the passing of her mother.

#### **c. FY21 CRA A-GUIDE Funding Request – Delray Beach Public Library Association**

Ms. Jeannite presented the request from the Delray Beach Public Library Association for \$443,000. She stated the library proposal highlighted their work in both the economic and business development category and the recreational and cultural facilities category of the CRA priority list.

Showing *PowerPoint* slides for the request, Ms. Jeannite explained the library was looking for funding for two (2) programs – \$418,000 for continuation of Sunday and Monday operations and \$25,000 for the new technology training and innovation lab, which was added in FY20.

Ms. Jeannite shared details of Delray Beach Public Library Association programs and operations through the COVID-19 shutdown. She noted services to students and job seekers had been expanded, with courses including topics such as resume building and computer skills.

Ms. Jeannite stated the committee recommended funding the total amount of the request. She added that while the committee recommended full funding, they expressed concerns the library's budget is 82 percent dependent on City and CRA funding, and suggested they pursue outside funding opportunities in the future, so they were not as dependent on government entities.

Commissioner Petrolia asserted that while the City and CRA do fund a large percentage of the library's budget, it is a different animal to almost all other A-GUIDE asks. She noted that without City funding, the library would go into the County system where there would be less control at a higher cost to the taxpayers.

Continuing, Commissioner Petrolia clarified she didn't mean the library shouldn't go out and try to secure additional outside funding, but said she was in support of their ask. She stated gearing the library's programming toward Delray Beach residents is possible due to CRA and City funding.

Commissioner Boylston said he seconded everything Commissioner Petrolia stated, calling the library an essential entity in any city. He asked Delray Beach Public Library Association Executive Director Karen Ronald to share information on the library's fundraising efforts in FY20.

Ms. Ronald stated final numbers were not in place as the audit had just been completed, but the Delray Beach Public Library Association had raised between \$300,000 and \$400,000 in FY20. She noted that number has gone up annually, as staff is always looking to diversify. She shared details of a virtual author program which had reached over 50 children and noted other programs like it had also been funded by outside sources.

Continuing, Ms. Ronald explained the FY21 budget had been reduced due to the COVID-19 pandemic and lowered projected revenues as a result.

Commissioner Boylston stated he knew the library team puts in a lot of hours to increase revenues, effort which has resulted in an increase every year. He said he agreed with the committee that they would like to see that grow and noted he would like to see the library continue to expand in finding ways that the community can utilize their space.

Ms. Ronald stated she is in total agreement, noting the library now has more than 150 partners and counting. She commented on ways in which the librarians were creative to continue services though the closure, continuing to evolve in its service to the community.

Deputy Vice Chair Gray stated the library had previously been open five (5) days a week, but the City and CRA had expanded funding to allow for opening on Sunday and Monday. She asked if continuing that funding was still justifiable in the time of COVID-19, while still being fiscally responsible.

Ms. Ronald noted that being a digital library means that all sorts of materials and programs are available even when the library is closed.

Deputy Vice Chair Gray asserted that if the library was going digital, there should be less and less expenses to provide services. She said while she supports the library and believes there should be a library, the facility often is not full, even prior to COVID-19.

Deputy Vice Chair Gray stated the question to all of the non-profits was how they justify the same budget in a changing environment. She asked if the library still had the same level of staffing.

Ms. Ronald responded that they did have the same staffing, noting when the library has virtual programs, staff is required to create them. She explained staff is developing curriculum and classes, then presenting them, as well as having one-on-one appointments. She noted it is a different use of staff in the transition period.

Vice Chair Frankel stated his mother was a media specialist for many years and being raised by a librarian shows him the importance of having a first-class library in your community. He said since has been a Commissioner, the library in Delray Beach has always been first-class in reaching all walks of life within the community.

Vice Chair Frankel asserted that he full-heartedly supported the request for funding.

Commissioner Casale stated that she too supports the library and frequents it with her daughter. She asked how the relationship with the Small Business Development Association had changed.

Ms. Ronald explained the Small Business Development Center (SBDC) had moved to the Chamber of Commerce.

Commissioner Casale asked if that change had resulted in a reduction in funding for the library through rent or other means.

Ms. Ronald stated the SBDC received the space and staff support for free, and the library was basically a pass-through for some of their funding.

Commissioner Brooks expressed his support for the library, stating he understood the importance of having access to the technology available there.

Commissioner Boylston stated he agreed with Deputy Vice Chair Gray that conversations would be necessary regarding pivots in funding due to the changing environment. He said it was all too new, and it wasn't yet the time to address those issues.

Continuing, Commissioner Boylston asserted that in the next few months, the Board would need to discuss changes in evaluation and operation for the organizations it funds. He said he will be interested in staff recommendations at that time, but at this point he expects to move forward with funding the requests.

Deputy Vice Chair Gray stated she believed a workshop should be held before the budget for the new fiscal year was finalized. She said she agreed the library should be funded, but the non-profits would have to tighten up their belts just like the CRA would.

Ms. Jadusingh said a workshop was scheduled to review business grants in September and the plan was to address the A-GUIDE in November, but if the Board wanted to have that conversation in the next couple of weeks, a special workshop could be scheduled.

Chair Johnson stated she is a firm believer in the public library, saying it is the one place where everyone is equal. She noted everyone can come in and use the facilities. Chair Johnson noted no one knows how COVID-19 will affect plans, and the budget needs to be assessed moving forward. She stated there was a consensus to hold a workshop.

**Motion** by Vice Chair Frankel, seconded by Commissioner Petrolia, to approve the item 7c as presented. In a roll call vote, the **motion** passed (7-0).

**d. FY21 CRA A-GUIDE Funding Request – Greater Delray Beach Chamber of Commerce**

Ms. Jeannite presented the request from the Greater Delray Beach Chamber of Commerce, Inc. for \$140,000. Showing *PowerPoint* slides for the request, Ms. Jeannite explained 78 percent of the funding would go to the Small Business Development Center (SBDC) and 22 percent would go to the Chamber.

Ms. Jeannite stated funding would contribute to continuation of services to start-up and emerging businesses in Delray Beach, with an emphasis of assisting businesses through responding to the shifting economic landscape caused by COVID-19. She shared a list of programs to implement a multi-disciplined approach to supporting businesses.

Commissioner Petrolia noted there was a question asked during the library discussion about the SBDC and it was pointed out it cost the library nothing, but now the request was for the CRA to fund the service. She stated she thought the CRA had plans to develop a similar service to guide businesses and asked if this was a duplication in services. Additionally, she asked the reasoning behind the increase in funding.

Ms. Jeannite responded that the CRA had funded the Chamber at \$40,000 in FY20, and the request had increase to \$140,000 for FY21 to include the expanded services to support businesses through COVID-19.

Ms. Jadusingh stated the SBDC proposal was to expand their services to provide additional support in the community. She noted the CRA was looking to add staff for business support as well, and she did not think of it as a duplication of services, but as added services for businesses in the CRA district.

Commissioner Petrolia asked if the SBDC was adding \$100,000 in services. She noted she walked Pompey Park recently and \$100,000 would go a long way there. She pointed out she was not trying to take away from any business-oriented service but was trying to look at ways they could stretch dollars to do all of the things the CRA needs to do.

Commissioner Boylston asked the Chamber staff to explain how the additional funding would be used in the COVID-19 and post-COVID-19 world. He noted the CRA hadn't talked a lot about pivoting as businesses within the CRA close or become at risk of closing. He stated he could get behind the Chamber plan as long as the resources were specific to resources businesses will need in a COVID-19 or post-COVID-19 world.

Jacqueline Ramirez, Delray Beach Liaison at SBDC, pointed to the list of core services provided by the SBDC and explained businesses and potential businesses were being supported on a one-to-one basis. She stated the situation is unheard of, and the SBDC team of 10 is stretched to meet the need.

Ms. Ramirez stated an additional 20 consultants are needed to support the community's businesses through a proposed program called Mastering Resiliency. She shared a slide showing a list of virtual sessions, tools, and consulting services planned under the expanded SBDC program.

Continuing, Ms. Ramirez explained the program was established by request to meet the changing needs of Delray Beach businesses, noting that as the City's established businesses start faltering, the City starts faltering. She stated the additional funding was to drive some fairly deep tools to support those businesses.

Commissioner Boylston asked CRA staff if this was what they believed to be the best way to leverage funds and support established businesses through these tough times. He stated he would like to see more evidence the dollars were being specifically spent to help businesses survive and noted a few of the bullet points went to that purpose, but not all of them.

Ms. Jadusingh responded that staff had leaned on the SBDC because they had been working with businesses in the CRA for years. She said there were also grant programs staff would be recommending to the Board in September to help businesses directly.

Continuing, Ms. Jadusingh stated staff was looking to enhance the offerings of the SBDC and asked them what they thought the appropriate extension of the program would be. She asserted the program could be scaled back if it was not favorable to the Board.

Commissioner Boylston clarified that CRA staff had requested SBDC make the expansion in regard to the COVID-19 environment and business needs.

Ms. Jadusingh confirmed that was correct.

Ms. Jadusingh noted the SBDC was helping people with their PPP loans, and there were quite a few coming to them. She stated because of that experience, the CRA asked Ms. Ramirez what else she thought would be best to further support the businesses.

Commissioner Boylston stated the fact that it was CRA staff engaging SBDC to activate in support of local businesses made him feel better. He added that he had heard a lot of positive things about the SBDC walking small businesses and non-profits through the PPP loan program, and he appreciated that.

Commissioner Casale asked for additional information regarding the Chamber of Commerce proposed budget. She noted the exhibit provided included the Delray Affair in both expenses and income, but that event was not moving forward. She asked if an updated budget should be provided.

Ms. Jadusingh stated beyond an administrative fee, the funds awarded to the Chamber through the A-GUIDE would go to services provided by the SBDC, which is housed inside the Chamber of Commerce. She explained the Chamber's budget was included because they were the applicant.

Chair Johnson asked if it was possible things that may not happen were being projected in the budget.

Stephanie Immelman, Delray Beach Chamber CEO, provided background. She stated the CRA staff had recommended the SBDC and Chamber partner last year, and it had been



the best thing to happen to them. She noted the SBDC had been a lifeline to community businesses, shepherding hundreds of businesses through PPP and other loan processes.

Continuing, Ms. Immelman stated the Chamber acts as a funnel to the SBDC, sending area businesses to them and promoting SBDC services as a benefit. She noted several of the consultants are also Delray Beach businesses that have been selected to provide resources to others through the program.

Ms. Immelman reiterated the partnership has been fabulous. She said she appreciated that Ms. Jadusingh had come to them and asked what they could do to expand services and help businesses through the pandemic.

In response to Commissioner Casale's question, Ms. Immelman explained the Chamber runs on a January to December fiscal year, so had provided the 2020 budget. She stated the cancellation of Delray Affair would not impact the SBDC.

Deputy Vice Chair Gray asked why the SBDC needed a pass-through, and for an explanation as to the \$11,000 that went to the Chamber.

Ms. Immelman stated the funds are similar to a rent to help with office space, utilities, and reception costs. She noted the Chamber is happy to have the SBDC there because it is a symbiotic partnership that helps their membership.

Deputy Vice Chair Gray stated she was concerned about the \$100,000 because the CRA was planning to hire two (2) staff member to help the entire CRA, not just those who are Chamber members. She said she appreciated the work put in, but personally would like to see the CRA help instead.

Continuing, Deputy Vice Chair Gray said she believed the CRA could do the work rather than passing it on to another organization. She stated that way the CRA could make sure it gets done. She asked how many people had started businesses in the CRA district because of the work done with the SBDC.

Ms. Ramirez asserted the businesses served by the SBDC are open to all businesses in the City, not just Chamber members.

Deputy Vice Chair Gray stated she believed a portion of the funds should be allocated to the CRA to do the same work.

Vice Chair Frankel asserted that he recognizes the Delray Chamber services CRA businesses but said the membership model of the Chamber means it should be viewed differently. He asked how the CRA can ensure the funds are used for non-members of the Chamber in order to best serve all businesses, with priority given to those in the CRA.

Ms. Immelman stated the Chamber is delighted to welcome anyone who walks through the door to receive services from the SBDC. She said they are especially happy to support those emerging businesses, whether they want to become a Chamber member or not.

Vice Chair Frankel said he didn't know if that was good enough for him, to be honest.

Ms. Immelman stated the SBDC has records of exactly who they serve and could provide that information to the Board.

Ms. Ramirez asserted that for four (4) years, the SBDC has been purposeful about attending to any businesses specifically in the CRA district and beyond, ensuring that individuals who would not be able to be part of something like the Chamber still receive the same level of care, attention, and guidance, as those who can.

Continuing, Ms. Ramirez stated it is not a matter of the business being a member of the Chamber, but a matter of the business owner needing support and guidance in order to become a contributor to the overall growth of the City.

Ms. Ramirez added that she had found that business owners are very proud, and it would be important to work with businesses to understand that asking for help was not admitting failure but was part of growing as a business owner. She stated she found that many businesses weren't able to move documents fast enough to access emergency funding within the limited time required. She noted one of the purposes of the program was to help businesses to structure in such a way they could respond quickly to any sort of disaster, internal or external.

Vice Chair Frankel asked Ms. Jadusingh to chime in on whether that explanation was enough for the CRA staff.

Ms. Jadusingh stated the CRA had partnered with the SBDC several years ago to offer enhanced services for Delray Beach businesses within the CRA. She noted the organization's budget is much more than the funds from the CRA, so the program is backed by a larger structure. She noted their location within the Chamber of Commerce was not the focal point, they are there because the CRA wanted to have someone physically in the Delray Beach CRA district to provide services.

Commissioner Petrolia said she wanted to bring the conversation back to her initial comments, pointing out the SBDC was an organization that originally provided the exact services in the library at no cost to the CRA. She stated she did not understand why the CRA would need to pay additional for the services already being provided.

Continuing, Commissioner Petrolia stated that she did not believe most people looking for help who were not members of the Chamber would walk into the Chamber seeking services. She asserted it was short-sighted to believe they would. Commissioner Petrolia asked if in the future the Chamber would be charging for workshops to address the same subjects. She stated that discussion also needed to be on the table.

Commissioner Petrolia reminded the Board the \$40,000 paid to the Chamber in FY20 was for a specific program, which was the 1909 Accelerator group. She stated that group did not achieve what the CRA hoped they would achieve, noting the numbers were extremely low, resulting in a high price per person who went through the program. She reiterated that this was money which could instead be spent on things that would for sure benefit

the CRA's citizens. She stated she did not have enough security and comfort to support the funding request.

Deputy Vice Chair Gray stated she was trying to understand how Caesar's and the daquiri shop (404) did not receive the help they needed in order to go through the process of starting a business. She said between the CRA and the SBDC they should not have had the trouble that they had.

Continuing, Deputy Vice Chair Gray noted that the \$140,000 was a large ask to start something new in such uncertain times and stated the CRA and City should be real about helping businesses with direct help. She said she was not able to support the request when the CRA was doing its own work to try to satisfy the need in all of the CRA district.

Commissioner Casale shared Vice Chair Frankel's concern that the money for the CRA is meant for a particular purpose in a specific area, and they can't account for how the money for the SBDC would be spent. She said maybe they should be looking to the City for assistance.

Commissioner Boylston stated he thought that was a great idea. He noted dollars at both the CRA and the City needed to start pivoting to help local businesses. He referenced a downtown project to create outdoor dining, and stated Ms. Jadusingh had done a great job of bringing something to the Board.

Continuing, Commissioner Boylston said the SBDC is not an organization you wander into, but a place where you go online and say you need help, and they direct you to the office in Delray Beach funded by the CRA. He stated a large number of businesses had applied for Small Business Association (SBA) loans, and if they don't have the support to make sure they are either forgiven or repaid at zero interest, it would be even more devastating to the downtown.

Commissioner Boylston stated he agreed this is something for the CRA to recommend the City fund so that there were not any boundaries on who the dollars can help. He pointed out organizations like the library, Old School Square, and the Historic Society are funded with CRA dollars but don't restrict use to the CRA district. He said despite that, in this case, he thought City funding would be a good solution he would be in favor of.

Chair Johnson said the long discussion showed the Board was not clear on what services it had received from the SBDC. She added she was surprised no numbers were included in the request as to how many clients the SBDC had served and how the money was spent.

Continuing, Chair Johnson stated the two (2) businesses Deputy Vice Chair Gray had referenced struggled to open, and they were right next door to the library. She asked if they didn't know the SBDC was there, or if they didn't realize the services were available. She stated if not for Ms. Jeannite and the CRA stepping in and helping with day-to-day guidance, they might not be open at this time.

Ms. Jadusingh explained the CRA gets quarterly reports from all A-GUIDE organizations, and some of the answers to questions could be found there. She noted that she was

hearing two (2) different trains of thought in the conversation and clarified that the CRA's business grant program, previously run by Economic Development, supports buildouts of new businesses. She explained the services provided by the SBA and SBDC were very different from what the CRA provides, and support from the two sides could be combined to achieve the most success.

Ms. Jadusingh suggested the item be paused and brought back to the next workshop meeting so additional documentation could be provided.

Commissioner Boylston agreed.

Chair Johnson asserted they didn't want to limit the services to the CRA district and agreed with previous comments that the discussion could be transitioned to the City.

**Motion** by Vice Chair Frankel, seconded by Commissioner Boylston, to defer item 7d. In a roll call vote, the **motion** passed (6-1). Commissioner Petrolia voted no.

Chair Johnson asked if deferring the item would allow time to pass the issue on to the City for review. She asked that Ms. Jadusingh coordinate with City staff prior to the workshop.

#### **e. FY21 CRA A-GUIDE Funding Request – Recreation and Cultural Facilities**

Ms. Jeannite presented the requests from the recreation and cultural facilities category, noting the committee had not scored the applicants due to major shifts related to COVID-19. She stated the funding committee was seeking direction from the Board related to this category and how their requests would align with the CRA's goals.

Ms. Jeannite added that the committee had requested additional information from the applicants during the review process, asking them to provide details on programming including virtual operations, as well as specifics on how CRA dollars would be used.

##### **Arts Garage**

Ms. Jeannite stated the committee was seeking direction from the Board as to how to fund the Arts Garage in FY21. She explained the Arts Garage was requesting \$275,000 for their Community Building through Music and Art program. She reviewed the variety of diverse arts and music presented over the past year, noting they had continued to engage the community during the pandemic through virtual shows and programming.

The Board and staff discussed the format for proceeding with the presentations.

Continuing, Ms. Jeannite shared committee comments, stating there was significant virtual programming and that the Arts Garage had shifted well during the fiscal year. They also stated it was a positive that funds would be used for marketing purposes, not just administrative costs, and sought Board feedback.

Ms. Jeannite stated the committee sought Board feedback regarding the shift in response to the pandemic and said if the Board found it to be sufficient, they would reconvene and present a funding agreement at the September Board meeting.

Arts Garage CEO Marjorie Waldo expressed her continued gratitude for the support of the CRA and City and complimented the CRA on being engaged. She shared the Arts Garage's vision to provide arts to the City of Delray Beach and outlined changes since COVID-19, such as reduction in staff. She discussed projects since the closure, including the launch of "From Our Hearts to Your Homes" and three (3) art exhibits.

Ms. Waldo shared the Arts Garage's efforts to combat racism in the organization and the community, and projects as a result. She reviewed the Arts Garage's commitment to continue providing diverse programming moving forward, pandemic or not.

Commissioner Petrolia commented that Ms. Waldo was out of the block like no one else in response to COVID-19 and said she had organized a constant stream of art and music. She stated if anyone understood what it meant to pivot, Ms. Waldo did.

Deputy Vice Chair Gray stated the Arts Garage and Ms. Waldo had done some amazing things and been very creative in pivoting. She said this was a great example of what an all-American city is, and asserted she was in full support.

Chair Johnson stated she was impressed with how high energy Ms. Waldo and the Arts Garage has been in a time of depressing news and shutdowns. She said she did not think there had been a missed beat and hoped everyone would be in support of the request.

**Motion** by Commissioner Petrolia, seconded by Commissioner Boylston, to approve the A-GUIDE request of the Arts Garage. In a roll call vote, the **motion** passed (7-0).

### **Delray Beach Historical Society**

Ms. Jeannite stated the committee was seeking direction from the Board as to how to fund the Delray Beach Historical Society in FY21. She explained the Delray Beach Historical Society was requesting \$75,000. She stated there was also a management agreement with the City for \$50,000 and in past years the City has requested the CRA cover that.

Ms. Jeannite reviewed services provided by the Delray Beach Historical Society in the past year, including archival services and educational workshops. She noted the historical society had collaborated with several community groups to expand programming, including a current COVID-19 documentary project.

Commissioner Boylston stated he believed the services provided by the Delray Beach Historical Society's services are essential, similar to those of the library, so he does not necessarily concern himself too much with their virtual events. He noted what they do with their small budget and small team almost seems impossible and has a lot to do with their very active board, volunteers, and staff.

Commissioner Petrolia asked for clarification regarding the total amount of the request.

Ms. Jadusingh stated the management agreement between the City and historical society was for \$50,000 to provide City services on City property. She noted that the CRA had been paying the agreement in years past, but the City had not made the request for FY21. She stated at this time staff is under the impression the City would be paying the management agreement.

Commissioner Petrolia clarified that the \$50,000 management agreement was separate from the \$75,000 A-GUIDE ask, so the CRA had been paying both each year.

Ms. Jadusingh confirmed this to be correct.

Delray Beach Historical Society Executive Director Winnie Edwards explained they had participated in the A-GUIDE process for four years, and the management contract with the City went back approximately 10 years. She stated in exchange for those funds, they provide financial reports and progress reports to the City and noted other non-profits in the A-GUIDE program function similarly. Ms. Edwards stated the total budget of the Delray Beach Historical Society is \$300,000.

Chair Johnson expressed concern with the CRA being asked to pay whatever the City is contracting. She said she thought the item should be revisited to determine what was actually being paid.

Ms. Jadusingh clarified that the A-GUIDE portion was \$75,000, and the City's management agreement was separate. She reiterated that the City had not yet requested that the CRA pay that agreement. She noted that if the request does come in, staff would recommend an interlocal agreement to address the funds.

Chair Johnson stated that in itself was not good, and there should always be an agreement in place when funds are given to the City.

Commissioner Petrolia said she was in support of funding the historical society at the full amount, wherever it was coming from, but she thought it should be more transparent. She noted the City's tax dollars were paying 41 percent of the budget, not 25 percent, and she wanted the trail to be clearer.

Continuing, Commissioner Petrolia stated she was 100 percent in support of the Delray Beach Historical Society and noted they do a large amount of programming in the community in addition to their archival services. She asserted she did not believe the item needed to be deferred.

Chair Johnson stated she was reviewing the historical society's documents and it looked as though they had been forced to cut way back with COVID-19 and were probably seeking funding anywhere they could get it. She said she would like to have a better understanding of the interlocal agreement with the City.

Deputy Vice Chair Gray said she was definitely in support of the Delray Beach Historical Society but said the City should be doing its share to support organizations. She stated

they should get to the bottom of what the CRA was paying for and not paying for, but that she was in support of moving forward with support.

**Motion** by Commissioner Petrolia, seconded by Commissioner Boylston, to approve the A-GUIDE request of the Delray Beach Historical Society. In a roll call vote, the **motion** passed (7-0).

### **Spady Cultural Heritage Museum**

Ms. Jeannite stated the committee was seeking direction from the Board as to how to fund the Spady Cultural Heritage Museum in FY21. She explained the Spady Cultural Heritage Museum was requesting \$106,000, an increase from \$92,129 in FY20.

Continuing, Ms. Jeannite outlined ways in which the Spady Cultural Heritage Museum had collaborated with local groups and boosted their virtual programming in response to the COVID-19 pandemic. She shared comments from the funding committee, noting the Spady was able to secure grant funding despite pandemic but also pointing out items like the bus tours were likely not possible under current restrictions and should not be funded until regular operations could resume.

Ms. Jeannite shared that Spady also had a management agreement with the City in the amount of \$31,000, but the CRA had also had not received a request from the City for funding of that agreement.

Deputy Vice Chair Gray expressed that she loved that the Spady had gone through their budget and taken out services they were not able to move forward with. She asked if measures were put in place to say that if the CRA funded an organization and events were not held due to COVID-19 that money was returned.

Ms. Jadusingh stated it was possible and acknowledging this was the reason the Board was discussing each of these items before recommendations were made. She noted there was no mechanism to claw back funds in the agreement currently, but something like that could be discussed and stated quarterly funding agreements and reduced funding agreements were also an option.

Deputy Vice Chair Gray said she was in support of adding a mechanism to the agreement. She also noted she would like to see specific details on what exactly the CRA is funding.

Commissioner Petrolia asked for details regarding the management agreement with the City of Delray Beach.

Ms. Jadusingh responded the agreement was for \$31,000, and asked Spady Museum Director Charlene Farrington to chime in on what those funds were for.

Ms. Farrington explained that in exchange for the funding, the City expects them to maintain the museum building, provide guided tours and educational programs to visitors, host the annual MLK brunch, and encourage open dialogue about race relations.

Commissioner Petrolia stated she appreciated the response and was in support but wanted the Board to understand the total City and CRA tax dollar contribution was 32 percent of the Spady's budget. She said the Spady Cultural Heritage Museum had done a great job and also had done a great job of pivoting.

Continuing, Commissioner Petrolia agreed with Deputy Vice Chair Gray's comments that organizations should be able to show that funding was used for the purpose it was intended, and if in fact events are cancelled, funds should come back to the CRA as unspent or a decrease in the following year.

Commissioner Boylston clarified that several organizations came in over the 25 percent if taking into account funds from the CRA and City. He stated the 25 percent cap was specifically related to A-GUIDE funds. He noted this service was also essential, ensuring that Delray Beach's history was collected and protected. He said the outreach programs are great and will get up and running again one day.

Commissioner Boylston stated any of these non-profits who were unable to use funds for their intended purpose should be coming back to the CRA with shifted plans, but it was important to have that discussion with the Board when the time came.

Commissioner Petrolia asked if the Spady Cultural Heritage Museum was responsible for the full upkeep of their building.

Ms. Farrington stated their responsibility was the maintenance of the interior, including the equipment and lift. She noted 2021 marked 20 years of operation and they find themselves in a state of constant repair.

Chair Johnson asked if they call the City when the toilet breaks.

Ms. Farrington stated she was not saying they don't call the City when the toilet breaks, but if the City says they can't fix it, the Spady fixes the toilet.

Chair Johnson said that was probably something to discuss on the City side and asked if funding was going to the City to pay for repairs.

Ms. Jadusingh answered that funding only goes to the Spady for specific programming that furthers the mission of the CRA.

Chair Johnson stated she was in agreement to provide the funding, as the organization does more with less than any other and she has always been a proponent. She noted the MLK brunch was spectacular and they made leaps and bounds to honor his memory.

Chair Johnson commented on the need to reduce tours due to COVID-19 and stated it had been a major impact of the closures.

Ms. Farrington stated people were still coming, and the reopening plan is moving forward. She explained the reopening in mid-September will be only for groups comfortable with traveling together. Ms. Farrington explained the Spady staff is also working to formulate



a by-appointment walking tour along the original cultural loop, which is the original footprint of downtown Delray Beach.

Chair Johnson commended Ms. Farrington for thinking outside the box.

Deputy Vice Chair Gray noted a past race-related program City staff had gone through could be brought back. She stated if additional funding was needed for maintenance, Ms. Farrington should be sure to ask, because none of the City's buildings should be suffering.

**Motion** by Commissioner Casale, seconded by Vice Chair Frankel, to approve the A-GUIDE request of Spady Cultural Heritage Museum. In a roll call vote, the **motion** passed (7-0).

### **Old School Square**

Ms. Jeannite stated the committee was seeking direction from the Board as to how to fund Old School Square in FY21. She explained Old School Square was requesting \$900,000 for cultural arts programming.

Ms. Jeannite reviewed services provided by the Old School Square in the past year, up to the start of COVID-19. She stated that because of the pandemic, Old School Square had had to furlough all employees except the CEO, COO, Finance Director, and Marketing Director. She noted live shows were cancelled or rescheduled, and remaining staff had been working to plan future virtual programming. She shared that Old School Square plans to rehire all staff.

Ms. Jeannite noted the request was an increase over the \$750,000 funded in FY20.

Lori Hayward, CRA Finance and Operations Director, provided a funding report, including the history of funding of Old School Square beginning in FY04, when the City asked that the CRA fund the program. She stated the A-GUIDE originally funded Old School Square at \$285,000, with the intent to reduce that amount over time.

Ms. Hayward reviewed the requested funding year-by-year since that time, and the justification given with each request. She noted the City has a \$250,000 management agreement with Old School Square, which has been paid by the CRA since FY17, and that amount was included in the \$750,000 total from the previous year.

Ms. Hayward noted the fiscal sustainability forecast for FY21-23 provided by Old School Square with their application showed a line item for \$900,000 from the CRA in each of the next three (3) years.

Ms. Jeannite summarized the funding committee comments, stating they thought the request was too high based on the limited activity level, staffing, and the CRA Board's intent to not increase A-GUIDE funding. She stated based on those concerns and the uncertainty of COVID-19, the committee had reviewed several reduced funding options.

Commissioner Boylston asked to hear from Old School Square regarding how much of the funding increase was due to COVID-19. He stated he had made a previous statement

regarding not reducing A-GUIDE funding for any of the organizations because it was too early to make an assessment, however Old School Square was the only one with a large increase requested. He noted if the increase was tied to COVID-19, there may be better avenues than increasing the A-GUIDE request.

Chair Johnson stated she was dismayed, and wondered if COVID-19 had hit Old School Square harder than other organizations. She commented on the uncertain environment and said it might be that Old School Square was the last thing to be funded.

Commissioner Petrolia said that it had been a difficult decision each year, because Old School Square didn't seem to be getting out of the cycle of needing more and more. She stated she didn't think throwing money at it had made a tremendous difference, and it seemed there was a bigger and bigger gap.

Continuing, Commissioner Petrolia stated she didn't understand how Old School Square was not able to meet their expenses if they had furloughed all but four (4) employees. She said closing in on a million dollars didn't make any sense to her.

Commissioner Petrolia added that of all the not-for-profits that the CRA was supporting, she had not seen anything come out of Old School Square during COVID-19. She said maybe she had missed it, but she didn't see how they had pivoted. She noted others were short-handed, as well.

Chair Johnson stated the events at Old School Square are typically large crowds gathering, and those were the things that were not recommended at this point.

Commissioner Petrolia asked how that was different from the Arts Garage. She stated she thought they were in the same boat as the others.

Chair Johnson said she wasn't disagreeing, but she wasn't sure if any of Old School Square's programming was included in phase one (1) of shutdowns.

Shannon Eadon, Old School Square President & CEO, asserted that they had pivoted. She stated they had done virtual programming through the schools, created virtual tours of the museum, done virtual concerts, and had more students in their school than ever. She explained the plan was to start the outdoor concert series once the community was in phase two (2), along with virtual versions of programs.

Ms. Eadon stated the budget had gone up because they planned considerably more programming for the next year, and the cost of doing business during the pandemic was dramatically higher. She outlined ways they intend to maximize viewing for outdoor events with rental equipment and stated overhead would double due to sanitation and security concerns. Ms. Eadon stated it is not financially viable to fill the theater at less than 75 percent, so it could not be opened until phase four (4).

Continuing, Ms. Eadon explained virtual classes were much larger than previous classes, with students planning trips to meet their teachers once the pandemic is over. She stated artists who travel tend to stay in an area longer than the average traveler.

Deputy Vice Chair Gray asserted that in these uncertain times, everyone has to cut back, and she doesn't see how they can ask for more money to expand programs. She said she did not want to take the chance in this uncertain time and asked what makes Old School Square stand out from others.

Deputy Vice Chair Gray asked if Old School Square received a PPP loan.

Ms. Eadon stated they had received a PPP loan, and those funds were about ready to run out. She pointed out Old School Square was 2000 percent over what they said they were going to do for programming in FY20 and said if they had the other 40 shows on their schedule, they would have had a non-deficit budget for the first time in their history.

Ms. Eadon explained the staff worked seven days a week to keep the organization going prior to furlough, and those left were working the same way.

In response to a question from Deputy Vice Chair Gray, Ms. Eadon stated they previously had a full-time staff of 21.

Deputy Vice Chair Gray stated she would like to consider staff's recommendation but would also like to review the City's maintenance budget for Old School Square. She asked if the sod replacement was included in the maintenance agreement.

Ms. Jadusingh stated it was separate and pointed to a slide outlining capital funding for Old School Square that the CRA had provided over the years, including interlocal agreements totaling \$2.5 million. She noted the CRA had paid to replace sod after renting the space for the Green Market.

Ms. Eadon pointed out the City takes care of maintenance for the outside of the building and the grounds, replacing the sod after the Christmas tree is taken down. She noted Old School Square is five (5) buildings, and they maintain the inside of the buildings. She stated donors have also made large capital improvements.

Commissioner Boylston stated the Old School Square had just gone through their largest rental season and asked how much money was lost due to not having weddings and other events on the grounds.

Ms. Eadon stated they had kept loss to approximately one (1) percent, because they worked tirelessly with the brides to reschedule.

Commissioner Boylston asserted that was tremendous news and great work, however it makes things complicated because he thought the answer would be larger. He stated he thought it was important for the Board to maintain funding and address COVID-19 issues outside of the A-GUIDE. He stated the CRA and the City would be resources for the non-profits, City entities, and businesses through difficult times.

Commissioner Boylston stated he would be aligned with staff's recommendation to give funding quarterly, rather than a lump sum that matches the largest request they had ever

been given. He said he shared concerns of the other Board members, noting the market had been good for eight (8) years and a lot of other organizations had done really well. He added that the conversation was a long time coming.

Ms. Eadon asserted Old School Square had lost \$200,000 in revenue over the year and had huge amounts of disputed tickets from people who were trying to dispute ticket purchases through their credit cards.

Continuing, Ms. Eadon stated she could not speak for her predecessors, but she could speak for the significant changes which had been made over the past 10 months. She noted it takes some time to come back around, and she was asking the CRA Board to give the new Old School Square organization a chance.

Vice Chair Frankel said this was tough for him, because he considers Old School Square the gem of the City. He noted it is the first thing people see in the downtown corridor, and it is a good partner with the City. He stated he had voted to fund Old School Square with every request that has been made since 2009, but right now he can't increase it. He said the Board is amazing, but every year they say give us a chance and we'll fix it. He noted the numbers tell the story, and he can't support \$900,000.

Vice Chair Frankel asked Ms. Jadusingh to share staff's recommendation, noting it is a necessary group for the City and its visitors.

Commissioner Casale said she was in agreement with everyone else expressing monetary concerns. She stated she wanted to commend Ms. Eadon on the things Old School Square had recently accomplished.

Ms. Jadusingh stated staff had discussed how to get this integral part of the community through this difficult time, including asking them to go back and review what realistically could be called COVID-19 relief and what was A-GUIDE. She noted another option was to fund Old School Square in quarter or half-year installments with more accountability.

Continuing, Ms. Jadusingh suggested they ask Old School Square to identify areas for reduction in funding and bring those to the workshop meeting. She stated staff would like the opportunity to locate the management agreement and determine if that would be an ask of the CRA.

Ms. Jadusingh stated the purpose of the discussion was to gauge the Board's interest in funding solutions and amounts.

Chair Johnson asserted she needed to understand the figures being discussed, and said she was in favor of moving the subject to another day.

**Motion** by Vice Chair Frankel, seconded for discussion by Commissioner Boylston, to bring the item back at the workshop meeting.

Commissioner Boylston asked if the Board would be amenable to approving funding flat with the previous years and adding any additional requests to the workshop.

Vice Chair Frankel accepted Commissioner Boylston's addition as a friendly amendment.

**Motion** by Vice Chair Frankel, seconded for discussion by Commissioner Boylston, to fund the Old School Square's A-GUIDE request at the level of the past two (2) years and discuss the additional funding request at the workshop meeting.

Commissioner Petrolia stated she would not agree to the motion because it hemmed the Board in, and she believed the entire subject deserved more discussion.

Deputy Vice Chair Gray asserted that she would like additional information on staff's recommendation before making a decision. She stated she also did not want to discuss the subject all over again.

Chair Johnson stated she was fine with the recommendations of staff until she realized funds were spread over multiple moving pieces. She said she was not in favor of going to what they had for the past two (2) years, as she didn't understand what their budget was.

Vice Chair Frankel stated he thought it was fair to fund Old School Square at exactly what it has been, not increasing it, so that they can operate for the next two (2) months.

CRA Board Attorney DJ Doody pointed out there was a motion on the floor. The Commissioners and staff discussed the wording and intent of the motion.

Ms. Jadusingh clarified that in FY20, the CRA was providing Old School Square with a total of \$750,000 broken down into four (4) quarters, with \$500,000 coming from A-GUIDE. She stated the discussion was regarding how to fund the organization in FY21.

Commissioner Boylston removed his second and the motion died for lack of a second.

Commissioner Casale stated that she wanted to appreciate Old School Square. She pointed out their ideas to pivot were amazing, and the Board wants to help them to the extent they are capable of. She asked Ms. Jadusingh if there was some sort of arrangement that could correspond to the programming presented.

Ms. Jadusingh stated the funding committee had discussed funding a lesser amount, including reimbursing for program-specific expenses and recouping unused funds in case of cancellations.

Vice Chair Frankel left the meeting at 7:25 p.m.

**Motion** by Commissioner Boylston to approve funding Old School Square equal to the FY20 funding of \$750,000.

Motion died for lack of a second.

**Motion** by Commissioner Petrolia, seconded Deputy Vice Chair Gray, to approve an amount up to the maximum cap of \$750,00, to be determined at a future meeting. In a

roll call vote, the **motion** passed (5-0). Commissioner Brooks was unable to vote due to technical difficulties.

## **8. Other Business**

### **a. Comments by Executive Director**

Ms. Jadusingh stated staff would be reaching out to schedule a workshop meeting in the coming weeks. She provided a brief update on the SW Neighborhood Improvement Project, including aerial photos. She stated the \$5 million infrastructure project in cooperation with the City is going well.

Ms. Jadusingh thanked everyone who participated in person and virtually at the ribbon cutting of Ceasar's. She said the restaurant has been extremely busy.

### **b. Comments by Board Attorney**

None.

### **c. Comments by Commissioners**

Commissioner Petrolia congratulated the new Chair and Vice Chair. She asked for clarification regarding the FreeBee vehicles, which were operating without advertising, and asked Ms. Jadusingh to follow up.

Commissioner Boylston stated he wanted to correct the record in regard to a regional non-profit, Palm Beach Tech, which the CRA had given a grant to for an accelerator program. He said he is a large supporter of Palm Beach Tech and has donated office space to them for an incubator, and to say that the partnership with them was not a success was incredibly inaccurate.

Continuing, Commissioner Boylston asked that the Board look at Palm Beach Tech's annual report or follow their cohorts to see what they had done. He reviewed highlights from the report, including successful program participants:

- Roommatters.com
- Play by Court tennis app that helps find best tennis courts in area
- Craft Food Tours / Craft Collective
- Go Gig
- Premier Virtual (virtual job fair)

Commissioner Boylston stated the small investment made by the CRA in the program had created an incredible number of jobs and more than \$300,000 in revenue. He said in the future, he would like to see something targeting start-ups in the NW/SW neighborhood, because companies and non-profits could benefit from the accelerator program.

Deputy Vice Chair Gray said that activating the space at 700 W Atlantic was an awesome idea, but she would like to look at the Healthcare District of Palm Beach County about partnering with them.

Continuing, Deputy Vice Chair Gray stated she would like to have an in-depth conversation about the warehouse. She noted it was something she did not think the CRA should have. She said she thought the Board should consider selling the building.

Deputy Vice Chair Gray said she wanted to talk about Pompey Park, stating she had sent out photos of leaking which creates a health hazard. She stated there are issues with high temperatures in the pool, tennis and basketball courts with safety hazards due to cracks, and said it was embarrassing that the City fines people for their properties while also putting them in danger at the park. She asked if there was something the CRA could do right away. She asked Board members to go and look themselves.

Continuing, Deputy Vice Chair Gray stated she wanted to have a conversation about the use of the baseball fields. She said she was getting a lot of phone calls with concerns regarding making the space more useable for the Delray Rocks.

Deputy Vice Chair Gray asked what the plan was for the Career Cottage, noting she had gotten inquiries.

Chair Johnson asked the Board members to complete the Executive Director's evaluation, noting it was overdue.

Chair Johnson thanked the Board and staff, especially the IT Department, for helping her through her first Board meeting as Chair.

## **11. Adjournment**

There being no further discussion, the meeting was adjourned at 7:46 p.m.

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Renee Jadusingh, Executive Director

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Shirley Ervin Johnson, Board Chair