



REGULAR BOARD MEETING
Downtown Development Authority
Tuesday, September 15, 2020
8:30 AM

VIA ZOOM WEBINAR
<https://us02web.zoom.us/j/85347654507>
Webinar ID: 853 4765 4507
Dial In: 1-929-436-2866 US

CALL TO ORDER

Robert Sanders

PUBLIC COMMENTS AND QUESTIONS

PRESENTATIONS

- Virtual Badge Presentation

Catherine Ast

CONSENT CALENDAR (Action Required)

Robert Sanders

- Minutes of Regular Board Meeting August 18, 2020
- Financial Statements of August 31, 2020

OLD BUSINESS

- Amendment to DNA Agreement (**Action Required**)
- Tier One Grant Program & Application Review (**Action Required**)
- Dining on the Spot update

Raphael Clemente

Teneka James-Feaman

Raphael Clemente

NEW BUSINESS

- Budget Amendment Resolution No. 07-2020 (**Action Required**)
- IDA Virtual Conference

Raphael Clemente

Raphael Clemente

ANNOUNCEMENTS

Final Public Hearing Tuesday September 22, 2020 at 5:05pm

ADJOURNMENT



MINUTES
Regular Board Meeting
Downtown Development Authority
Tuesday, August 18, 2020
Via Zoom Webinar

<https://us02web.zoom.us/j/87072630688>

DIAL IN: 1-929-436-2866 US

WEBINAR ID: 870 7263 0688

ATTENDANCE

Board Members in attendance included, Chairman Robert Sanders, Vice Chairman Rick Reikenis, Lisa Gerard, Mary Hurley Lane, William Jacobson, Cynthia Nalley, and Upendo Shabazz. DDA staff in attendance included Raphael Clemente, Teneka James, Shelly Williams, Samantha Moore, Catherine Ast, Michelle Barascout, Sherryl Muriente, Tiffany Faublas, and Max Lohman Esq. (Lohman Law Group). Guests in attendance included Debby Coles-Dobay, Amiekay Richcrick, Todd Stone, Sharon Persaud, Jason Lawrence, Kenneth Bolsch, Tarim Sas-Phillips, and Darren Horruitiner.

CALL TO ORDER

Chairman Sanders called the meeting to order at 8:35 a.m.

PUBLIC COMMENTS

No public comments.

EXECUTIVE DIRECTOR'S REPORT

Clemente's report included:

- Reminder to vote Today; Invitation for all to attend the Downtown 2020 Summit via Zoom.
- Clean Team contract unfortunately has been suspended due to uncontrollable circumstances related to COVID-19. Vendors such as Scott Lewis, Michael Johns, and Jay Hartsock have picked up the work while additional options are being pursued.
- Wayfinding signage has received positive feedback, had only been installed for a week when needed to be secured due to threat of Hurricane Laura; none of the signs were damaged. Contract will be in place for future storm threats, winds above 75mph signage will be removed and stored until storm passes.

PRESENTATIONS

Pressure Washing RFP 2020-002

On July 16th, the Downtown Development Authority (DDA) released a Request for Proposal (RFP) for Pressure Washing Services for Downtown West Palm Beach, via DemandStar, the DDA website and advertised in the Palm Beach Post. A Mandatory Pre-Proposal meeting was held on July 20th with 11 companies in attendance. The RFP closure date was August 3rd.

The scope of the RFP includes, but is not limited to: (Full scope and RFP is available upon request) Provide a cleaning schedule, with work performed from 11:00pm until 7:00am Eastern Time, to pressure wash sidewalk pavers, standard sidewalks and curbsides. This schedule should maintain cleanliness of Clematis Street (Clematis Core) on a routine basis. Provide pricing, per square foot, to clean all areas outside of Clematis Street. Provide pricing to clean alleyways within the Downtown District. Cleaning service shall include removal of dirt, gum, oil, marking paint (when possible) and any other matter that is not intended to be on a walking surface.

The following five (5) qualified proposal were received: Green Earth Power washing, Bel Air Maintenance, D & P Pressure Washing Services, People’s Choice Pressure Cleaning, Santana Pressure Cleaning Services.

The proposals were evaluated based on the following factors:

| Evaluation Factors | | |
|--------------------|------------|---|
| Factor | Points | Description |
| 1 | 35 | Organizational Experience and understanding Company and staff have experience with similar jobs and government agencies. Company understanding of the needs of this RFP |
| 2 | 30 | Finance and Value Overall price and value of services |
| 3 | 25 | Ability Companies overall ability to properly provide services |
| 4 | 5 | Local Preference Company with an established service office located within the City of West Palm Beach |
| 5 | 5 | Environmentally Friendly / Sustainability Practices Extent to which company uses environmentally friendly, sustainable products, equipment and practices. |
| Total | 100 | |

The Selection Committee Members for this RFP process included: Sarah Mulder, Project Manager WPB CRA, Roberto Travieso, City of WPB Public Works Superintendent, Jay Hartsock, Building Maintenance Manager in Downtown Angela Poco, City of WPB Community Events Supervisor.

The selection Committee ranking meeting was held on August 10, 2020, and the scoring was as follows:

Summary RFP Tabulation Sheet
RFP2020-002 Pressure Washing Services for Downtown West Palm Beach

| # | Proposer | Sarah Mulder | Jay Hartsock | Angela Poco | Roberto Travieso | Total |
|---|-----------------------------------|--------------|--------------|-------------|------------------|--------|
| 1 | Green Earth Powerwashing | 92.50 | 100.00 | 92.50 | 85.00 | 370.00 |
| 2 | Bel Air Maintenance | 76.25 | 65.00 | 76.25 | 92.50 | 310.00 |
| 3 | Santana Pressure Cleaning | 81.25 | 65.00 | 78.75 | 80.00 | 305.00 |
| 4 | People's Choice Pressure Cleaning | 86.25 | 50.00 | 86.25 | 80.00 | 302.50 |
| 5 | D & P Pressure Cleaning | 62.50 | 71.25 | 56.25 | 47.50 | 237.50 |

Ast explained that staff is requesting that the DDA Board approve the recommendation of the Selection Committee and award the contract to Green Earth Powerwashing. The agreement is for two (2) year with a two (2) year option for renewal. The contract amount is not to exceed \$350,000.00

Board Action: Reikenis made a motion to accept scoring from selection committee and award contract to Green Earth Powerwashing. Shabazz seconded the motion. The motion passed unanimously.

Marketing/PR Update

Faublas presented an update on Marketing and Public Relation efforts since last update in April. She shared Social Media stats highlighting the highest follower demographic for each social media account; and noted that the highest increase in engagement recently has been on LinkedIn.

Faublas also presented a new video, the first of a series created to promote safe interactions during the pandemic; *COVID Etiquette Videos*. The 2020 – 2024 Work Plan is completed; available on website now, printed version available soon. Upcoming events and campaigns include: Virtual Downtown Summit 2020, Mask on Photo Contest, Letters to DowntownWPB, National Yoga Month, Hispanic Heritage Month, and National LGBTQ History Month.

2020 – 2021 Budget

Clemente presented the proposed budget for FY 2020-2021. He provided a comparison of the current fiscal year to the proposed FY 2020-2021 budget and detailed changes for each budget category. The budget has been closely aligned with goals of the DDA work plan, to provide resources for COVID resilience and recovery, and to be responsive to the changing needs of our district. Clemente thanked the board for their input, all comments will be taken into consideration before finalizing the budget.

Kinetic Art Project: Art that Moves

James-Feaman explained that staff is working on bring Art that Moves, a one-of-a-kind exhibition in Downtown West Palm Beach that showcases over 20 kinetic art experiences from local to international artists. Art that Moves, will be a multi-site kinetic art display that is powered by wind, water, solar, sound, lighting, gravity, and mechanical, set for one-year beginning January 2021. This project will be a collaboration between the A&E and the Downtown Development Authority.

Several additional cultural activities and programming will occur throughout the exhibit including meet the artists, tours, special artwork installations, and lectures. The kinetic artworks will appeal to everyone, due to the versatility of the artists and artwork which will be exhibited outdoors in open accessible spaces. The exhibit will attract visitors in a responsible manner by providing physical distancing options to enjoy art in person and virtually.

By bringing a captivated audience to Downtown West Palm Beach, it will spark interest for individuals to explore local cultural institutions, organizations, art fairs and other programs. The DDA will be contracting with Debby Coles-Dobay to assist with artist coordination and installation. Coles-Dobay provided a presentation describing the project details, examples of potential kinetic installations, and answered board questions.

Board Action: **Gerard made a motion to approve the Kinetic Art Project: Art that Moves and fund \$50,000. Reikenis seconded the motion.** The motion passed unanimously.

CONSENT CALENDAR

Minutes of Regular and Organizational Board Meeting of July 21, 2020

Board Action: **Reiknis made a motion to approve the Minutes of July 21, 2020 Regular and Organizational Board Meeting. Shabazz seconded the motion.** The motion passed unanimously.

Financial Statements of July 31, 2020

Board Action: **Reikenis made a motion to approve the Financial Statements of May 31, 2020. Shabazz seconded the motion.** The motion passed unanimously.

OLD BUSINESS

Reschedule First/Final Public Hearing Dates

Based on the TRIM timetable and advertising schedule provided by the Palm Beach County Property Appraiser the previously approved dates for the First and Final public hearings must be rescheduled.

Staff is proposing the following dates:

First Public Hearing Date – Monday, September 14, 2020 5:05pm

Final Public Hearing Date – Tuesday, September 22, 2020 5:05pm

Board Action: Reikenis made a motion to approve the new dates as presented for the First and Final Public Hearings. Gerard seconded the motion. The motion passed unanimously.

NEW BUSINESS

Downtown Neighborhood Association Agreement Renewal

Clemente explained the DDA has supported and partnered with The Downtown Neighborhood Association (DNA) in various ways, from formation through today. The outcomes of this sponsorship agreement are well within the DDA's mission and goals to increase activity, build a strong sense of community, and support residential quality of life.

There are minor changes being made to the sponsorship: There will be two presentations annually to update the Board on DNA activities, one at the March Board Meeting and one at the September Board Meeting. Any projects that do not fall within the agreement specifics will be brought to the DDA for individual sponsorship. Agreement will have an option for renewal for one year, unless parties request changes and will be on a Fiscal Year basis, beginning October 1st, 2020.

Nalley on behalf of the DNA, presented recent accomplishments. She highlighted the success of the new Downtown Dining Program running through Labor Day to encourage residents to dine at one of 17 participating restaurants. Also, the donation of 24 fans to restaurants to further enhance the patrons Dining on the Spot experience. Nalley added they plan on applying for sponsorship opportunities for additional projects throughout the year.

Board Action: Reikenis made a motion to approve the agreement with the DNA and funding of \$8,000. Hurley Lane seconded the motion. The motion passed unanimously.

ANNOUNCEMENTS

Downtown 2020 Virtual Summit Thursday August 20, 2020 at 5:30pm.

ADJOURNMENT

There being no further business to discuss, Sanders called for a motion to adjourn.

Board Action: Jacobson made a motion to adjourn the meeting at 10:26 a.m. Hurley Lane seconded the motion. The motion passed unanimously.

West Palm Beach Downtown Development Authority
Balance Sheet
August 31, 2020

ASSETS

Current Assets

| | | |
|------------------------------|-----------|------------------|
| PNC Bank Operating | 3,810,719 | |
| Seacoast Bank - Money Market | 159,125 | |
| Petty Cash | 50 | |
| | | |
| Total Current Assets | | 3,969,894 |

Other Assets

| | | |
|---------------------------|--------|---------------|
| Lease Security Deposit | 23,000 | |
| | | |
| Total Other Assets | | 23,000 |

| | | |
|---------------------|--|-------------------------|
| Total Assets | | <u>3,992,894</u> |
|---------------------|--|-------------------------|

CURRENT LIABILITIES

| | | |
|--------------------------------|--|-------|
| Due to Lincoln National | | 0 |
| Vision Premium Payable | | |
| Flexible Spending Withholding | | 1,420 |
| Suppl Med Ins. Premium Payable | | 380 |
| | | 1,800 |

| | | |
|---------------------------|-----------|-------------------------|
| Fund Balance | 3,004,478 | |
| Net Income | 986,616 | |
| | | |
| Total Fund Balance | | <u>3,991,094</u> |

| | | |
|---|--|--------------------------------|
| Total Liabilities and Fund Balance | | <u><u>3,992,894</u></u> |
|---|--|--------------------------------|

No CPA provides any assurance on these financial statements.

West Palm Beach Downtown Development Authority

Statement of Revenues And Expenditures

August 31, 2020

| | | | Gross Annual | Budget | Work Plan | Trolley | Marketing | Security | Incentives |
|---|------------------|------------------|--------------------|--------------|------------------|----------------|----------------|-----------------|-----------------|
| | Month | Year-to-Date | Budget | % | Y-T-D | Services | Y-T-D | Y-T-D | Y-T-D |
| Current Year Revenues - Schedule 1 | 342 | 4,920,777 | 4,940,710 | 99.6% | 2,634,512 | 622,332 | 1,048,564 | 465,369 | 150,000 |
| Expenditures | | | | | | | | | |
| Business Development - Schedule 2 | 77,133 | 581,082 | 1,308,033 | 44.4% | 399,552 | | | | 181,530 |
| Public Realm Maintenance - Schedule 3 | 42,018 | 703,605 | 1,495,590 | 47.0% | 703,605 | | | | |
| Marketing/Public Relations- Schedule 4 | 14,029 | 438,783 | 1,401,033 | 31.3% | 0 | | 438,783 | | |
| Neighborhood Services - Schedule 5 | 120,708 | 1,020,874 | 1,636,224 | 62.4% | 127,386 | 350,338 | | 543,150 | |
| General Office - Schedule 6 | 3,981 | 55,666 | 150,500 | 37.0% | 55,666 | | | | |
| Operations - Schedule 7 | 1,205 | 20,864 | 35,300 | 0.0% | 20,864 | | | | |
| Professional Services - Schedule 8 | 9,190 | 152,742 | 306,867 | 49.8% | 152,742 | | | | |
| Total Personnel Expense | 61,353 | 759,397 | 890,000 | 85.3% | 759,397 | | | | |
| Insurance Expense | 0 | 30,390 | 30,500 | 99.6% | 30,390 | | | | |
| Total Rent Expense | 11,333 | 143,020 | 150,000 | 95.3% | 143,020 | | | | |
| Tax Collection | 0 | 13,985 | 16,500 | 84.8% | 13,985 | | | | |
| Travel and Training | 2,030 | 13,754 | 16,500 | 83.4% | 13,754 | | | | |
| Reserves | 0 | 0 | 265,123 | 0.0% | | | | | |
| Total Expenditures | 342,980 | 3,934,162 | 7,702,170 | 51.1% | 2,420,361 | 350,338 | 438,783 | 543,150 | 181,530 |
| Current Year Surplus (Deficit) | (342,638) | 986,615 | (2,761,460) | | 214,151 | 271,994 | 609,781 | (77,781) | (31,530) |
| DDA Carryforward | 83,504 | 321,012 | 536,612 | 59.8% | 195,214 | 3,523 | 122,275 | 0 | 0 |
| CRA Carryforward | 50,450 | 1,358,059 | 2,224,848 | 61.0% | 745,523 | 75,000 | 106,006 | 250,000 | 181,530 |
| Total Carry Forwards | 133,954 | 1,679,071 | 2,761,460 | 0.0% | 940,737 | 78,523 | 228,281 | 250,000 | 181,530 |
| Net Total Surplus (Deficit) | (208,684) | 2,665,686 | 0 | | 1,154,888 | 350,517 | 838,062 | 172,219 | 150,000 |

No CPA provides any assurance on these financial statements.

Supplemental Schedules
August 31, 2020

| SCHEDULE 1 - CURRENT YEAR REVENUES | | | | | | | | | |
|---|--------------|---------------------|------------------|---------------|------------------|-----------------|------------------|-----------------|-------------------|
| Current Year Revenues | Month | Year-to-Date | Gross | Budget | Work Plan | Trolley | | | |
| | | | Annual | % | Y-T-D | Services | Marketing | Security | Incentives |
| | | | Budget | | Y-T-D | Y-T-D | Y-T-D | Y-T-D | Y-T-D |
| Tax Revenues | 276 | 2,253,631 | 2,227,505 | 101.2% | 2,253,631 | | | | |
| TIF | 0 | (2,045,520) | (2,045,520) | 100.0% | (2,045,520) | | | | |
| DDA/City Interlocal Agreement | 0 | 27,198 | 75,100 | 36.2% | 27,198 | | | | |
| DDA/CRA Interlocal | 0 | 4,273,025 | 4,273,025 | 100.0% | 2,276,760 | 432,332 | 963,564 | 450,369 | 150,000 |
| CRA Project Funding | 0 | 409,500 | 409,500 | 100.0% | 119,500 | 190,000 | 85,000 | 15,000 | |
| Interest Income | 66 | 1,571 | 100 | 1571.0% | 1,571 | | | | |
| Virgin Trains USA Ticket Sales | 0 | 1,133 | 1,000 | 113.3% | 1,133 | | | | |
| Sponsorships | 0 | 0 | 0 | 0.0% | 0 | | | | |
| Fees and Services | 0 | 239 | 0 | 0.0% | 239 | | | | |
| Grants and Contributions | 0 | 0 | 0 | 0.0% | 0 | | | | |
| Total Reimbursements | 0 | 0 | 0 | 0.0% | 0 | | | | |
| Other Miscellaneous Income | 0 | 0 | 0 | 0.0% | 0 | | | | |
| Rosemary Square MOU | 0 | 0 | 0 | 0.0% | 0 | 0 | | | |
| Total Current Year Revenues | 342 | 4,920,777 | 4,940,710 | 99.6% | 2,634,512 | 622,332 | 1,048,564 | 465,369 | 150,000 |

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West Palm Beach Downtown Development Authority
Supplemental Schedules
August 31, 2020

| | Month | Year-to-Date | Gross Annual Budget | Budget % | Work Plan Y-T-D | Trolley Services Y-T-D | Marketing Y-T-D | Security Y-T-D | Incentives Y-T-D |
|--|---------------|----------------|---------------------------|--------------|--------------------|------------------------------|--------------------|-------------------|---------------------|
| SCHEDULE 2 - BUSINESS DEVELOPMENT | | | | | | | | | |
| Property and Buss Incentives | 50,000 | 181,530 | 500,000 | 36.3% | | | | | 181,530 |
| Facade Improvements | 0 | 13,485 | 155,000 | 8.7% | 13,485 | | | | |
| Leasing/Brokers Meeting | 0 | 0 | 16,000 | 0.0% | 0 | | | | |
| Total Business Training and Support | 27,133 | 344,392 | 542,776 | 63.5% | 344,392 | | | | |
| Business Partnerships | 0 | 37,100 | 76,257 | 48.7% | 37,100 | | | | |
| Grand Open/New Business | 0 | 4,575 | 18,000 | 25.4% | 4,575 | | | | |
| Total Business Development | 77,133 | 581,082 | 1,308,033 | 44.4% | 399,552 | 0 | 0 | 0 | 181,530 |
| SCHEDULE 3 - PUBLIC REALM MAINTENANCE | | | | | | | | | |
| Pressure Washing/Street Clean | 19,400 | 265,229 | 423,500 | 62.6% | 265,229 | | | | |
| Clean Team | 270 | 32,020 | 110,000 | 29.1% | 32,020 | | | | |
| Graffiti Maintenance | 1,000 | 12,530 | 35,000 | 35.8% | 12,530 | | | | |
| Landscape Maintenance | 21,348 | 191,224 | 420,100 | 45.5% | 191,224 | | | | |
| Holiday Lights | 0 | 122,159 | 139,973 | 87.3% | 122,159 | | | | |
| Signage & Pedestrial Wayfinding | 0 | 80,443 | 217,017 | 37.1% | 80,443 | | | | |
| Capital Projects/Alleys | 0 | 0 | 150,000 | 0.0% | 0 | | | | |
| Total Physical Environment | 42,018 | 703,605 | 1,495,590 | 47.0% | 703,605 | 0 | 0 | 0 | 0 |

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West Palm Beach Downtown Development Authority

Supplemental Schedules

August 31, 2020

| | | | Gross | | | | | | | |
|--|----------------|---------------------|------------------|---------------|----------------|------------------|----------------|------------------|-----------------|-------------------|
| | | | Annual | Budget | | Work Plan | Trolley | Marketing | Security | Incentives |
| | Month | Year-to-Date | Budget | % | | Y-T-D | Y-T-D | Y-T-D | Y-T-D | Y-T-D |
| SCHEDULE 4 - MARKETING/PR | | | | | | | | | | |
| Collateral Materials | 4,510 | 31,679 | 183,873 | 17.2% | | | | 31,679 | | |
| PR/Marketing | 6,350 | 71,610 | 185,000 | 38.7% | | | | 71,610 | | |
| Retail Promotion | 305 | 5,853 | 60,000 | 9.8% | | | | 5,853 | | |
| Total Value Added Events | 0 | 42,528 | 135,000 | 31.5% | | | | 42,528 | | |
| Advertising and Promotion | 2,720 | 142,924 | 462,160 | 30.9% | | | | 142,924 | | |
| Marketing Programs | 144 | 57,153 | 175,000 | 32.7% | | | | 57,153 | | |
| Community & Cultural Promotion | 0 | 87,036 | 200,000 | 43.5% | | | | 87,036 | | |
| Total Marketing/PR | 14,029 | 438,783 | 1,401,033 | 31.3% | | 0 | 0 | 438,783 | 0 | 0 |
| SCHEDULE 5 -NEIGHBORHOOD SERVICES | | | | | | | | | | |
| Homeless Outreach | 66,000 | 75,000 | 85,000 | 88.2% | 75,000 | | | | | |
| Transportation | 9,900 | 350,338 | 700,855 | 50.0% | | 350,338 | | | | |
| Security and Policing | 44,808 | 543,150 | 715,369 | 75.9% | | | | 543,150 | | |
| Public Space Programs | 0 | 31,547 | 70,000 | 45.1% | 31,547 | | | | | |
| Community Engagement | 0 | 8,714 | 34,000 | 25.6% | 8,714 | | | | | |
| Residential Programming | 0 | 12,125 | 31,000 | 39.1% | 12,125 | | | | | |
| Total Res. Services/Quality of Life | 120,708 | 1,020,874 | 1,636,224 | 62.4% | 127,386 | 350,338 | 0 | 543,150 | 0 | 0 |

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West Palm Beach Downtown Development Authority

Supplemental Schedules

August 31, 2020

| | <u>Month</u> | <u>Year-to-Date</u> | <u>Gross Annual Budget</u> | <u>Budget %</u> | <u>Work Plan Y-T-D</u> | <u>Trolley Services Y-T-D</u> | <u>Marketing Y-T-D</u> | <u>Security Y-T-D</u> | <u>Incentives Y-T-D</u> |
|------------------------------------|--------------|---------------------|------------------------------------|---------------------|----------------------------|---------------------------------------|----------------------------|---------------------------|-----------------------------|
| SCHEDULE 6 - GENERAL OFFICE | | | | | | | | | |
| General Office Expense | 211 | 6,824 | 50,000 | 13.6% | 6,824 | | | | |
| General Postage | 0 | 484 | 22,500 | 2.2% | 484 | | | | |
| Equipment, Computers, Programs | 3,770 | 48,358 | 78,000 | 62.0% | 48,358 | | | | |
| Total General Office | 3,981 | 55,666 | 150,500 | 37.0% | 55,666 | 0 | 0 | 0 | 0 |
| SCHEDULE 7 - OPERATIONS | | | | | | | | | |
| Automobile Expense | 500 | 5,500 | 0 | 0.0% | 5,500 | | | | |
| Dues | 219 | 4,567 | 16,000 | 28.5% | 4,567 | | | | |
| Hospitality | 0 | 3,541 | 7,000 | 50.6% | 3,541 | | | | |
| Board Meeting | 0 | 884 | 3,000 | 29.5% | 884 | | | | |
| Publications | 11 | 290 | 300 | 96.7% | 290 | | | | |
| Telephone Expense | 475 | 6,082 | 9,000 | 67.6% | 6,082 | | | | |
| Total Operations | 1,205 | 20,864 | 35,300 | 59.1% | 20,864 | 0 | 0 | 0 | 0 |

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West Palm Beach Downtown Development Authority

Supplemental Schedules

August 31, 2020

| | <u>Month</u> | <u>Year-to-Date</u> | <u>Gross Annual Budget</u> | <u>Budget %</u> | <u>Work Plan Y-T-D</u> | <u>Trolley Services Y-T-D</u> | <u>Marketing Y-T-D</u> | <u>Security Y-T-D</u> | <u>Incentives Y-T-D</u> |
|---|--------------|---------------------|------------------------------------|---------------------|----------------------------|---------------------------------------|----------------------------|---------------------------|-----------------------------|
| SCHEDULE 8 - PROFESSIONAL SERVICES | | | | | | | | | |
| Accounting | 2,000 | 20,000 | 24,000 | 83.3% | 20,000 | | | | |
| Professional Service | 5,860 | 47,822 | 141,914 | 33.7% | 47,822 | | | | |
| Audit | 0 | 22,500 | 25,000 | 90.0% | 22,500 | | | | |
| Studies and Surveys | 0 | 53,000 | 88,953 | 59.6% | 53,000 | | | | |
| Legal | 1,330 | 9,420 | 27,000 | 34.9% | 9,420 | | | | |
| Total Professional Services | <u>9,190</u> | <u>152,742</u> | <u>306,867</u> | <u>49.8%</u> | <u>152,742</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |

Some rounding error may occur.

No CPA provides any assurance on these financial statements.



MEMO

To: DDA Board
Bob Sanders, Chairman
Rick Reikenis, Vice Chairman
Lisa Gerard
Mary Hurley Lane
William Jacobson
Cynthia Nalley
Upendo Shabazz

From: Raphael Clemente, Executive Director

RE: DNA Sponsorship FY 2021

Date: Tuesday, September 15, 2020

The Downtown Neighborhood Association (DNA) desires to make the agreement previously approved at the August 18th Board Meeting retroactively effective to January 15th, 2020. This request has been made by the DNA to allow for the payment of funds from the Downtown Development Authority to the DNA for the first two quarters of 2020.

The amended agreement is attached.

SPONSORSHIP AGREEMENT

THIS AGREEMENT, entered on this 18th, Day of August, 2020, by and between the WEST PALM BEACH DOWNTOWN DEVELOPMENT AUTHORITY, an Independent Special District created under the laws of the State of Florida, with offices located at 300 Clematis Street, Suite 200, West Palm Beach, FL 33401, hereinafter the "DDA", and the WEST PALM BEACH DOWNTOWN NEIGHBORHOOD ASSOCIATION, a 501(c)3, with offices located at C/O 300 Clematis Street, Suite 200, West Palm Beach, FL 33401, hereinafter the "DNA".

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged by both parties, the parties agree as follows:

I. General Provisions

1. **DDA RESPONSIBILITIES:** The DDA shall pay a sum not to exceed EIGHT THOUSAND DOLLARS (\$8,000.00) per Fiscal Year. A Quarterly retainer of TWO THOUSAND (\$2,000.00) will be issued for programs and services set forth under Section 2 subsections a through e; and in no event shall the total amount on an Fiscal Year basis exceed EIGHT THOUSAND DOLLARS (\$8,000.00) for the tasks set forth in Section 2, subsections a through e, unless there is a written addendum executed to this Agreement. The DDA will designate a staff liaison to provide guidance and communication between the DNA and DDA.
2. **The DNA RESPONSIBILITIES:** The DNA will provide two updates to the DDA, one mid-year and the other at the end of the year of this agreement, that include, outreach numbers, photos and activities for the programs and services detailed below:
 - a. Neighborhood Watch: Engaging with police, security and the community to promote safety and awareness.
 - b. Future Focus Committee: To educate and inform residents of upcoming development and its impact on the Downtown.
 - c. Civics Committee: To encourage voter registration, candidate forums, educational meetings to help keep residents informed of City happenings and services.
 - d. Promoting volunteerism and neighborhood kindness.
 - e. Continued general and quarterly meetings to inform and educate residents.

3. **COMMENCEMENT; TERM; TERMINATION OF AGREEMENT:** This agreement shall be effective retroactive to January 15th, 2020 and shall be effective only when signed by all parties. The initial Term of this Agreement shall be for a period of one (1) year, through September 30, 2021 and may be renewed for one additional one (1) year Term with the same conditions, unless otherwise terminated by either party. This Agreement may also be terminated by either party upon thirty (30) day written notice to the other party via hand delivery, certified mail, or national courier service (i.e. Federal Express) delivered to the following addresses:

Notice:

As to the DDA:

WPB Downtown Development Authority
Attn: Executive Director
300 Clematis Street, Suite 200
West Palm Beach, FL 33401

As to DNA:

West Palm Beach Downtown Neighborhood Association
Attn: President
c/o 300 Clematis Street, Suite 200
West Palm Beach, FL 33401

With a copy to:

R. Max Lohman, Jr.
500 South Australian Avenue
West Palm Beach, FL 33405

Raphael Clemente, Executive Director
West Palm Beach Downtown
Development Authority

Cynthia Nalley, President
West Palm Beach Downtown
Neighborhood Association

Witness

Witness

Corporate Seal



MEMO

To: DDA Board
Bob Sanders, Chairman
Rick Reikenis, Vice Chairman
Lisa Gerard
Mary Hurley Lane
William Jacobson
Cynthia Nalley
Upendo Shabazz

FROM: Teneka James-Feaman

RE: Tier One Grant Applications Review

DATE: Tuesday, September 15, 2020

As we continue in our efforts of supporting business in the DDA district, the DDA board approved providing additional assistance through reinstating the Tier One Incentive Grant. This program will provide rental financial support for up to six (6) months. The program launched on August 1, 2020.

Since the launch, the program received seventeen (17) applications. Due to the overwhelming success of the program and funding, DDA staff has closed the application submittal process.

Staff is requesting approval of the following:

Additional Tier One grant funding

- In July 2020, the DDA Board approved \$75,000 in funding. Seventeen (17) applications were received. To fully fund the first round of applicants approved by the committee, staff is requesting an additional \$50,000 to be allocated.
- Staff is requesting discussion on approving another round of applicants to open September 16, 2020 with funding of \$125,000.

Tier One grant applicant review and approval

- The committee has reviewed and is recommending approval of eleven (11) applicants.
- The committee approval amount is 50% of the applicants rent, paid monthly with landlord verification that the tenant is in good standing

Tier One grant application modifications

- remove the specification for small business assistance minimum one (1) employee, not to exceed fifteen (15) employees



Tier One grant applications

| Status | Business Name | Address | Rent | Award Amount | Award amount over 6 months |
|----------|---|------------------------------|--------------|--------------|----------------------------|
| DECLINED | Soul Space South LLC dba Soul Space Yoga & Wellness | 600 s. Dixie Hwy | | | |
| ACCEPTED | Hairways of palm beach inc DBA Paul James Salon | 507 north olive ave | \$ 2,312.50 | \$ 1,156.25 | \$ 6,937.50 |
| ACCEPTED | UFP Factory LLC | 208 S Olive Ave | \$ 2,365.62 | \$ 1,182.81 | \$ 7,096.86 |
| DECLINED | COUSINS LAW, APA | 319 Clematis Street | \$ 3,406.08 | | \$ - |
| ACCEPTED | West Palm Beach Escape Rooms | 209 South Olive Ave | \$ 9,289.57 | \$ 2,500.00 | \$ 15,000.00 |
| ACCEPTED | The Blind Monk | 410 EVERNIA ST | \$ 1,738.00 | \$ 869.00 | \$ 5,214.00 |
| ACCEPTED | MD Beauty Labs | 320 S. Quadrille Blvd. | \$ 12,511.83 | \$ 2,500.00 | \$ 15,000.00 |
| CLOSED | Pizza Girls Inc | 114 S. Clematis St | | \$ - | \$ - |
| ACCEPTED | Picnic Fashion | 425 South Olive Avenue | \$ 3,456.96 | \$ 1,728.48 | \$ 10,370.88 |
| DECLINED | Gracie Street Interior Design | 201 South Narcissus Ave. | \$ 3,500.00 | | \$ - |
| ACCEPTED | Lynora's Osteria | 207 Clematis Street | \$ 7,600.00 | \$ 2,500.00 | \$ 15,000.00 |
| ACCEPTED | FIWE Caribbean Cuisine, Inc. | 410 Evernia St | \$ 2,500.00 | \$ 1,250.00 | \$ 7,500.00 |
| DECLINED | Sabal Design | 420 6th St | \$ 8,222.00 | | \$ - |
| ACCEPTED | aioli Downtown | 206 S olive ave | \$ 5,642.56 | \$ 2,500.00 | \$ 15,000.00 |
| ACCEPTED | Travel Leaders Palm Beaches (Eileens Travel) | 329 Clematis Street | \$ 4,500.00 | \$ 2,250.00 | \$ 13,500.00 |
| DECLINED | Phase Nine, Inc. | 410 Evernia Street | \$ 2,650.18 | | \$ - |
| ACCEPTED | Songyea, LLC DBA Polished Nails | 300 Clematis Street, Suite 3 | \$ 2,605.19 | \$ 1,302.60 | \$ 7,815.57 |
| | | | | | |
| | | Total Award Amount 6 Months | | | \$ 118,434.81 |



MEMO

To: **DDA Board**
 Bob Sanders, Chairman
 Rick Reikenis, Vice Chairman
 Lisa Gerard
 Mary Hurley Lane
 William Jacobson
 Cynthia Nalley
 Upendo Shabazz

From: Raphael Clemente, Executive Director

RE: Resolution 07-2020 Budget and Amendment

Date: Tuesday, September 15, 2020

Attached, please find Resolution No. 07-2020 amending the 2019-2020 Amended Budget to reduce funding from the City of West Palm Beach associated with Landscape Maintenance.

The City's parking authority has had a marked reduction in revenue since the onset of COVID-19. Our most recent Interlocal Agreement with the City has a provision for the City to contribute to expanded landscaping services for areas such as the parking garages, train station, tent site and waterfront. Because the DDA has budgeted for these services and the services are part of the newly approved landscaping contract, the DDA is fully funded for these activities. Staff is working with City Management to incorporate these charges next year as part of our annual check exchange.

| | | | DDA BUDGET | | DDA BUDGET | | | |
|-----------------------|-------|----------|---------------|-----------------|---------------|-----------------|----------|--|
| | | | BEFORE | TRANSFER | AFTER | | | |
| | CLASS | ACCT NO. | TRANSFER | AMENDMENT | TRANSFER | DDA | CRA | |
| REVENUES | | | | | | | | |
| DDA/City ILA | DDA | 4032 | 75,100 | (48,600) | 26,500 | (48,600) | 0 | |
| Net increase/decrease | | | <u>75,100</u> | <u>(48,600)</u> | <u>26,500</u> | <u>(48,600)</u> | <u>0</u> | |
| EXPENDITURES | | | | | | | | |
| Landscape Maintenance | DDA | 6270 | 48,600 | (48,600) | 0 | (48,600) | 0 | |
| Net increase/decrease | | | <u>48,600</u> | <u>(48,600)</u> | <u>0</u> | <u>(48,600)</u> | <u>0</u> | |



RESOLUTION NO. 07-2020

A RESOLUTION OF THE WEST PALM BEACH DOWNTOWN DEVELOPMENT AUTHORITY AMENDING THE ADOPTED 2019/2020 FISCAL YEAR BUDGET; PROVIDING AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

WHEREAS, the West Palm Beach Downtown Development Authority adopted its Final 2019/2020 Fiscal Year Budget on September 17, 2019 by Resolution No. 7-2019; and

WHEREAS, the West Palm Beach Downtown Development Authority amended its adopted budget by \$50,000 on March 25, 2020 to add funding is from prior year’s fund balance and contingency fund, allocating those funds for specific purposes as outlined in Amended Budget from March 25, 2020; and

WHEREAS, the Downtown Development Authority further amended its adopted budget to adjust the final carry forward amount from the 2018/2019 Fiscal Year DDA Budget and to allocate those funds for specific purposes as outlined in Exhibit A Amended Carryforward Budget April 21, 2020 to meet forecasted financial obligations in Fiscal Year 2019/2020; and

WHEREAS, the Downtown Development Authority amended it adopted budget to remove \$135,000 in funding from the Rosemary Square MOU by reducing **6120 Advertising** by \$60,000 and **7500 Transportation** by \$75,000; add \$6,500 in additional funding to **6230-01 Business Training and Support 12x12** with funding from the City of West Palm Beach; reallocate \$3,500 funding from Travel and Training to **7100-00 Insurance Expense**; and

WHEREAS, The Downtown Development Authority desires to further amend its adopted budget to remove \$48,600 in funding from the 2020-2024 Interlocal Agreement between the City of West Palm Beach and The West Palm Beach Downtown Development Authority reducing **6270 Landscaping Maintenance** by \$48,600.

NOW, THEREFORE, BE IT RESOLVED BY THE WEST PALM BEACH DOWNTOWN DEVELOPMENT AUTHORITY THAT:

- Section 1: The recitals set forth above are true and correct and are incorporated herein and are a part hereof by this reference.
- Section 2: This Resolution amending the adopted 2019/2020 Fiscal Year Budget shall be attached to and made a part of said budget.
- Section 3: This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 15th day of September 2020.

DOWNTOWN DEVELOPMENT AUTHORITY

Robert Sanders, Esq., CHAIRMAN

ATTEST: _____

CERTIFICATE

I the undersigned, Executive Director of the West Palm Beach Downtown Development Authority, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted by said Authority on the 21st day of July 2020.

RAPHAEL CLEMENTE
EXECUTIVE DIRECTOR

West Palm Beach Downtown Development Authority
 FY 2019/2020 Amended Carryforward Budget
 September 15, 2020
 Resolution No. 07-2020
 Exhibit A

| | | 2019-2020 DDA | 2019-2020 CRA | CRA/City Project Fund | CRA Carry Forward | DDA Carry Forward | Grand Total |
|------|---------------------------------------|-------------------|---------------------|--------------------------|---------------------|-------------------|---------------------|
| 4010 | Tax Revenues | \$ 2,227,505 | \$ - | \$ - | \$ - | \$ - | \$ 2,227,505 |
| 4020 | TIF | (2,045,520) | 0 | 0 | 0 | 0 | (2,045,520) |
| 4030 | DDA/CRA Interlocal Agreement | 0 | 4,273,025 | 0 | 0 | 0 | 4,273,025 |
| 4032 | DDA/City Interlocal Agreement | 26,500 | 0 | 0 | 0 | 0 | 26,500 |
| 4035 | CRA Project Funding | 0 | 0 | 409,500 | 0 | 0 | 409,500 |
| 4040 | Marketing/Sponsors/Dues | 0 | 0 | 0 | 0 | 0 | 0 |
| 4046 | Reimbursements - Physical Environment | 0 | 0 | 0 | 0 | 0 | 0 |
| 4047 | Reimbursements - Business Development | 0 | 0 | 0 | 0 | 0 | 0 |
| 4048 | Reimbursements - Marketing & PR | 0 | 0 | 0 | 0 | 0 | 0 |
| 4050 | Interest - First Bank | 100 | 0 | 0 | 0 | 0 | 100 |
| 4060 | Rosemary Square MOU | 0 | 0 | 0 | 0 | 0 | 0 |
| 4070 | Grants | 0 | 0 | 0 | 0 | 0 | 0 |
| 4071 | Fees/Services | 0 | 0 | 0 | 0 | 0 | 0 |
| 4072 | Sponsorships | 0 | 0 | 0 | 0 | 0 | 0 |
| 4080 | Virgin Trains USA Ticket Sales | 1,000 | 0 | 0 | 0 | 0 | 1,000 |
| | Carryforwards | <u>0</u> | <u>0</u> | <u>0</u> | <u>2,224,848</u> | <u>536,612</u> | <u>2,761,460</u> |
| | Total Revenue | \$ 209,585 | \$ 4,273,025 | \$ 409,500 | \$ 2,224,848 | \$ 536,612 | \$ 7,653,570 |

| | | 2019-2020 DDA | 2019-2020 CRA | CRA/City Project Fund | CRA Carry Forward | DDA Carry Forward | Grand Total |
|------------------------------------|---------------------------------------|------------------|-------------------|--------------------------|-------------------|-------------------|---------------------|
| <u>Business Development</u> | | | | | | | |
| 6140 | Grand Openings/New Business Training | \$ - | \$ 6,000 | \$ - | \$ 12,000 | \$ - | \$ 18,000 |
| 6195 | Leasing/Brokers Meetings | 0 | 14,000 | 0 | 2,000 | 0 | 16,000 |
| 6230 | Business Training and Support | 0 | 40,000 | 0 | 300,000 | 100,000 | 440,000 |
| 6230-01 | Business Training and Support - 12x12 | 26,500 | 0 | 0 | 0 | 76,276 | 102,776 |
| 6240 | Façade Improvement Programs | 0 | 70,000 | 0 | 85,000 | 0 | 155,000 |
| 6320 | Property & Business Incentives | 0 | 150,000 | 0 | 350,000 | 0 | 500,000 |
| 6330 | Business Partnerships | <u>1,000</u> | <u>55,000</u> | <u>0</u> | <u>20,000</u> | 257 | <u>76,257</u> |
| | Totals | \$ 27,500 | \$ 335,000 | \$ - | \$ 769,000 | \$ 176,533 | \$ 1,308,033 |

West Palm Beach Downtown Development Authority
 FY 2019/2020 Amended Carryforward Budget
 September 15, 2020
 Resolution No. 07-2020
 Exhibit A

| Public Realm Maintenance | | 2019-2020 DDA | 2019-2020 CRA | CRA/City Project Fund | CRA Carry Forward | DDA Carry Forward | Grand TOTAL |
|---------------------------------|--|--------------------------|--------------------------|----------------------------------|------------------------------|------------------------------|------------------------|
| 6220 | Holiday Lights | \$ - | 80,000 | \$ - | 59,973 | \$ - | \$ 139,973 |
| 6236 | Pressure Washing, Cleaning & Maintenance | 0 | \$ 300,000 | \$ 25,000 | 98,500 | 0 | 423,500 |
| 6245 | Signage and Pedestrian Wayfinding | 0 | 0 | 0 | 217,017 | 0 | 217,017 |
| 6270 | Landscape Maintenance | 0 | 240,000 | 81,500 | 50,000 | 0 | 371,500 |
| 6280 | Graffiti Removal | 0 | 25,000 | 0 | 10,000 | 0 | 35,000 |
| 6290 | Capital Projects | 0 | 0 | 0 | 150,000 | 0 | 150,000 |
| 6295 | Clean Team | 0 | 90,000 | 0 | 20,000 | 0 | 110,000 |
| Totals | | 0 | \$ 735,000 | \$ 106,500 | \$ 605,490 | \$ - | \$ 1,446,990 |

| Marketing /Public Relations | | 2019-2020 DDA | 2019-2020 CRA | CRA/City Project Fund | CRA Carry Forward | DDA Carry Forward | Grand TOTAL |
|------------------------------------|-------------------------------------|--------------------------|--------------------------|----------------------------------|------------------------------|------------------------------|------------------------|
| 6120 | Advertising | \$ - | \$ 391,564 | \$ - | \$ 10,000 | \$ 60,596 | \$ 462,160 |
| 6122 | PR/Marketing | 0 | 185,000 | 0 | 0 | 0 | 185,000 |
| 6190 | Retail Promotions | 0 | 25,000 | 0 | 35,000 | 0 | 60,000 |
| 6210 | Community and Cultural Promotions | 0 | 60,000 | 85,000 | 25,000 | 30,000 | 200,000 |
| 6235 | Value Added Events | 0 | 127,000 | 0 | 8,000 | 0 | 135,000 |
| 7700 | Marketing Programs, Equipment & Web | 0 | 100,000 | 0 | 75,000 | 0 | 175,000 |
| 6300 | Collateral Materials | 0 | 75,000 | 0 | 0 | 108,873 | 183,873 |
| Totals | | \$ - | \$ 963,564 | \$ 85,000 | \$ 153,000 | \$ 199,469 | \$ 1,401,033 |

| Neighborhood Services | | 2019-2020 DDA | 2019-2020 CRA | CRA/City Project Fund | CRA Carry Forward | DDA Carry Forward | Grand TOTAL |
|------------------------------|--------------------------|--------------------------|--------------------------|----------------------------------|------------------------------|------------------------------|------------------------|
| 6372 | Residential Programming | 11,000 | 20,000 | 0 | 0 | 0 | 31,000 |
| 6375 | Community Engagement | 0 | 30,000 | 0 | 4,000 | 0 | 34,000 |
| 7500 | Transportation (Trolley) | 0 | 432,332 | 190,000 | 75,000 | 3,523 | 700,855 |
| 7600 | Security and Policing | 0 | 450,369 | 15,000 | 250,000 | 0 | 715,369 |
| 7605 | Public Space Programs | 0 | 20,000 | 0 | 50,000 | 0 | 70,000 |
| 7610 | Homeless Outreach | 0 | 30,000 | 0 | 0 | 55,000 | 85,000 |
| Totals | | \$ 11,000 | \$ 982,701 | \$ 205,000 | \$ 379,000 | \$ 58,523 | \$ 1,636,224 |

West Palm Beach Downtown Development Authority
 FY 2019/2020 Amended Carryforward Budget
 September 15, 2020
 Resolution No. 07-2020
 Exhibit A

| General Office | | 2019-2020 DDA | 2019-2020 CRA | CRA/City Project Fund | CRA Carry Forward | DDA Carry Forward | Grand TOTAL |
|-----------------------|---------------------------------|--------------------------|--------------------------|----------------------------------|------------------------------|------------------------------|------------------------|
| 6010 | General Office | \$ - | \$ 50,000 | \$ - | \$ - | \$ - | \$ 50,000 |
| 6040 | Equipment, Computers & Programs | 0 | 78,000 | 0 | 0 | 0 | 78,000 |
| 6030 | General Postage | 0 | 9,500 | 13,000 | 0 | 0 | 22,500 |
| 6050 | Office Supplies | 0 | 0 | 0 | 0 | 0 | 0 |
| Totals | | \$ - | \$ 137,500 | \$ 13,000 | \$ - | \$ - | \$ 150,500 |

| Operations | | 2019-2020 DDA | 2019-2020 CRA | CRA/City Project Fund | CRA Carry Forward | DDA Carry Forward | Grand TOTAL |
|-------------------|---------------------------------|--------------------------|--------------------------|----------------------------------|------------------------------|------------------------------|------------------------|
| 6420 | Dues | 16,000 | 0 | 0 | 0 | 0 | 16,000 |
| 6430 | Hospitality | 7,000 | 0 | 0 | 0 | 0 | 7,000 |
| 6440 | Board Meetings/Retreat/Training | 3,000 | 0 | 0 | 0 | 0 | 3,000 |
| 6450 | Publications | 300 | 0 | 0 | 0 | 0 | 300 |
| 6460 | Telephone | 0 | 9,000 | 0 | 0 | 0 | 9,000 |
| Totals | | \$ 26,300 | \$ 9,000 | \$ - | \$ - | \$ - | \$ 35,300 |

| Professional Services | | 2019-2020 DDA | 2019-2020 CRA | CRA/City Project Fund | CRA Carry Forward | DDA Carry Forward | Grand TOTAL |
|------------------------------|-----------------------|--------------------------|--------------------------|----------------------------------|------------------------------|------------------------------|------------------------|
| 6241 | Studies and Surveys | \$ - | \$ 31,631 | \$ - | \$ 57,322 | \$ - | \$ 88,953 |
| 6510 | Accounting | 24,000 | 0 | 0 | 0 | 0 | 24,000 |
| 6520 | Audit | 0 | 25,000 | 0 | 0 | 0 | 25,000 |
| 6530 | Legal | 27,000 | 0 | 0 | 0 | 0 | 27,000 |
| 6540 | Professional Services | 0 | 91,914 | 0 | 0 | 50,000 | \$ 141,914 |
| Totals | | \$ 51,000 | \$ 148,545 | \$ - | \$ 57,322 | \$ 50,000 | \$ 306,867 |

| | | 2019-2020 DDA | 2019-2020 CRA | CRA/City Project Fund | CRA Carry Forward | DDA Carry Forward | Grand TOTAL |
|-----------------------|-------------------|--------------------------|--------------------------|----------------------------------|------------------------------|------------------------------|------------------------|
| 7000 | Personnel | \$ 60,490 | \$ 781,510 | \$ - | \$ - | \$ 48,000 | \$ 890,000 |
| 7100 | Insurance | 0 | 30,500 | 0 | 0 | 0 | 30,500 |
| 7200 | Rent | 16,795 | 133,205 | 0 | 0 | 0 | 150,000 |
| 7300 | Tax Collection | 16,500 | 0 | 0 | 0 | 0 | 16,500 |
| 7800 | Travel & Training | 0 | 16,500 | 0 | 0 | 0 | 16,500 |
| 7900 | Reserves | 0 | 0 | 0 | 261,036 | 4,087 | 265,123 |
| Totals | | \$ 93,785 | \$ 961,715 | \$ - | \$ 261,036 | \$ 52,087 | \$ 1,368,623 |
| Total Expenses | | 209,585 | 4,273,025 | 409,500 | 2,224,848 | 536,612 | 7,653,570 |

**WEST PALM BEACH DDA
 BUDGET TRANSFER/AMENDEMENT
 FY 20 Budget Amendment #2
 DDA**

| | CLASS | ACCT NO. | DDA BUDGET BEFORE TRANSFER | TRANSFER AMENDMENT | DDA BUDGET AFTER TRANSFER | DDA | CRA |
|-----------------------|--------------|-----------------|---|-------------------------------|--|-----------------|------------|
| REVENUES | | | | | | | |
| DDA/City ILA | DDA | 4032 | 75,100 | (48,600) | 26,500 | (48,600) | 0 |
| Net increase/decrease | | | <u>75,100</u> | <u>(48,600)</u> | <u>26,500</u> | <u>(48,600)</u> | <u>0</u> |
| EXPENDITURES | | | | | | | |
| Landscape Maintenance | DDA | 6270 | 48,600 | (48,600) | 0 | (48,600) | 0 |
| Net increase/decrease | | | <u>48,600</u> | <u>(48,600)</u> | <u>0</u> | <u>(48,600)</u> | <u>0</u> |
| | | | | 0 | | | |



MEMO

To: DDA Board
Bob Sanders, Chairman
Rick Reikenis, Vice Chairman
Lisa Gerard
Mary Hurley Lane
William Jacobson
Cynthia Nalley
Upendo Shabazz

From: Raphael Clemente, Executive Director

RE: 2020 International Downtown Association Conference

Date: Tuesday, September 15, 2020

The International Downtown Association's (IDA) Annual Conference will take place on October 6 through the 8th. The DDA has long been a member of IDA and staff regularly attends the annual conference as well as other professional development programs. The annual conference was originally scheduled to be held in Tampa, however due to COVID 19 it will now be in a virtual format.

With the conference originally planned for Tampa (budget permitting) it was planned that board members who wished to do so would attend. Due to the virtual format of this year's conference, the opportunity exists for board members to attend sessions virtually. Staff will present some of the conference sessions that are available this year which would be applicable to the work of board members.