

# **REPORTS**

# CRA

POMPANO BEACH

P. O. Drawer 1300  
Pompano Beach, FL 33061

Phone: (954) 786-5535  
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## MEMORANDUM

**Date:** October 14, 2015

**To:** Chris Brown, CRA Co-Executive Director  
Kim Briesemeister, CRA Co-Executive Director

**From:** Nguyen Tran, Northwest CRA Director 

**Subject:** Policies and Rental Procedures, Fee Schedule and Form Lease  
for the Ali Cultural Arts Center and Bailey Cultural Arts Facilities

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### Background

Renovation activities on the Bailey Cultural Arts facility was completed in May of 2014 and more recently, the Ali Cultural Arts Center in September of 2015. Creative City Collaborative was the firm contracted to provide programming and management services for both facilities. As part of their scope of services, Policies and Rental Procedures, Fee Schedules and Lease up and enforcement activities were to be created for both facilities. To date, only the Fee Schedule and form Lease were created and approved by the CRA Board for the Bailey Cultural Arts facility.

### Update

CRA staff has been coordinating with City staff to set up processes and procedures such as ticketing, monetary transactions, accounting practices, fee schedules and application forms which will apply to these new cultural arts venues. A completed Policies and Rental Procedures document, including fee schedules and form leases will be presented to the CRA Board for approval at the November 17<sup>th</sup> CRA Board meeting.

Staff has also been working with Rock Road Restoration Historical Group, Inc. as well as potential future tenants of office space within the Ali Cultural Arts Center including Ashanti Cultural Arts and Enrichment, Inc.

Rock Road Restoration Historical Group, Inc. will lease one office on the second floor and space labeled as "Gallery" and "Exhibit Space" will become permanent exhibition space. Rock Road Restoration Historical Group, Inc. is an organization dedicated to recording, preserving and documenting the cultural heritage of the community. CRA staff, tasked with the programming



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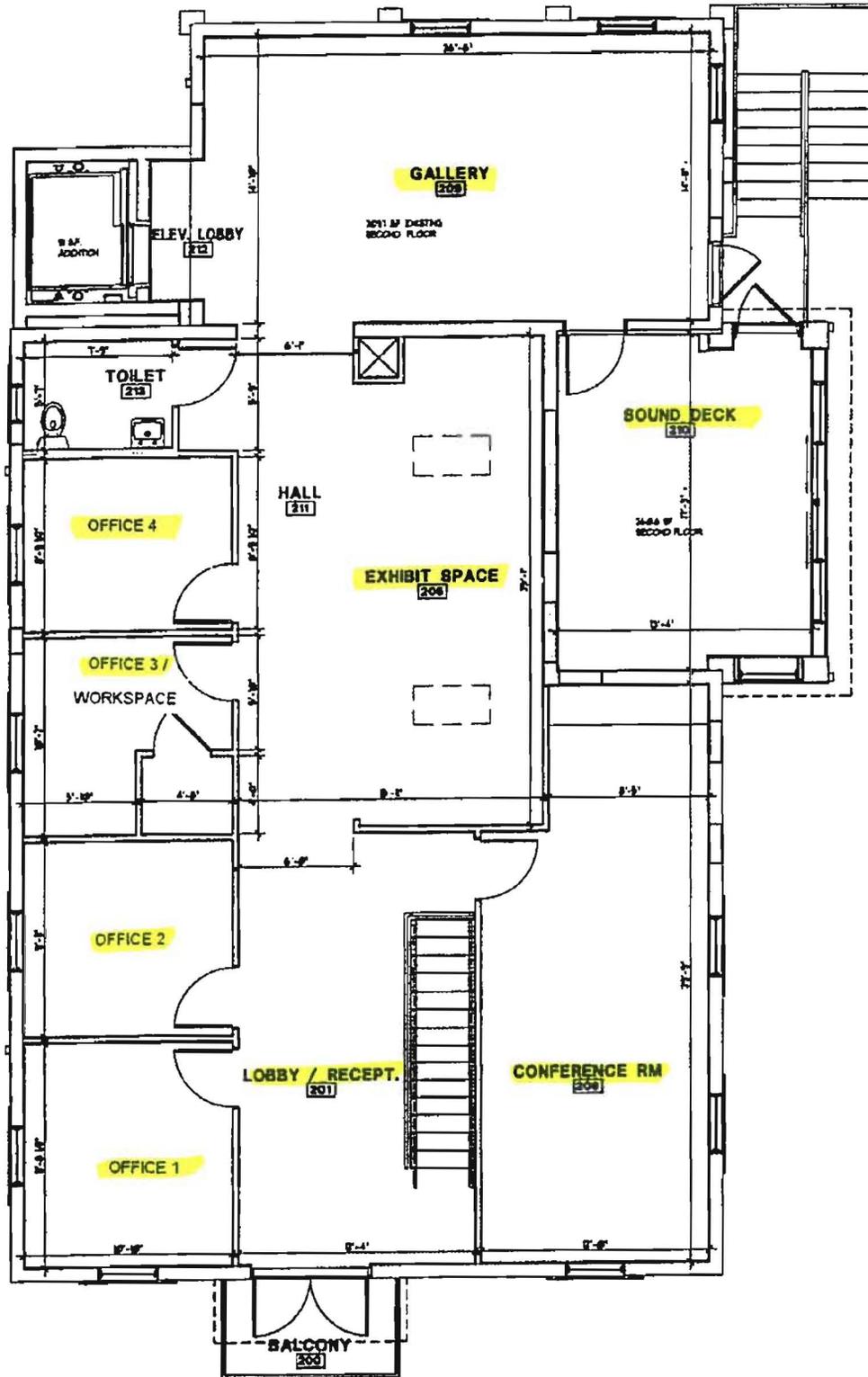
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and facility management of the Ali Cultural Arts Center, will locate in the building leaving one remaining office that is to be leased to a commercial tenant who will pay rent. As previously mentioned, staff has been working with Ashanti Cultural Arts and Enrichment, Inc. (Ms. Linda Jones) for the possible tenancy of the remaining office space.

Several other local organizations have expressed interests in leasing office space for their operations, therefore, additional information on leased space will be updated at the November meeting.



# ALI 2ND FLOOR PLAN



## 2ND FLOOR PLAN

ALI CULTURAL CENTER  
 353 HAMMONDVILLE ROAD  
 POMPANO BEACH, FL 33060

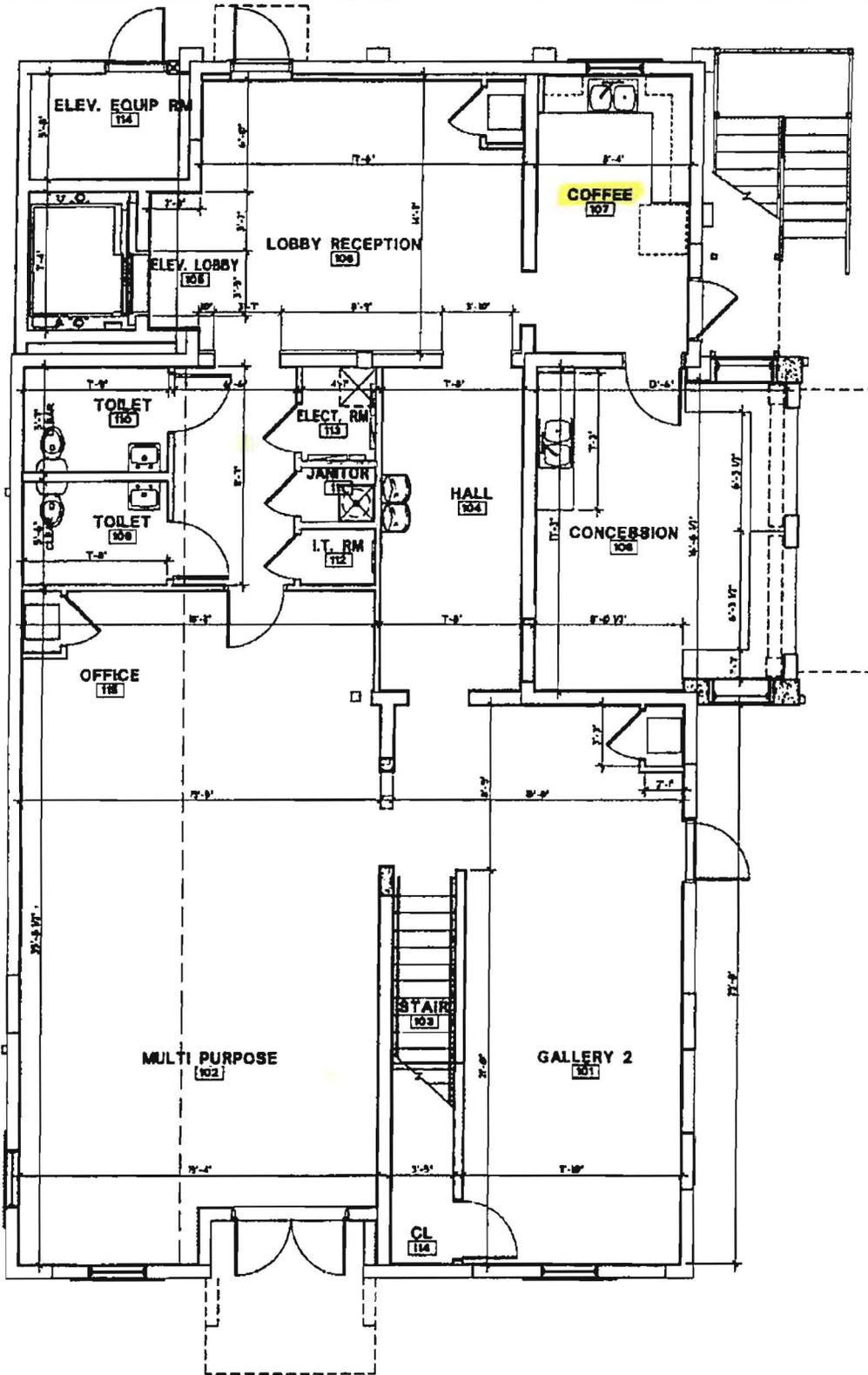


(954) 941-3329 FAX (954) 943-7708  
**design kollaborative**  
 architects / planners, inc.  
MEMBER AMERICAN INSTITUTE OF ARCHITECTS - AA COLLEGE  
 24 NE 24th Avenue Pompano Beach, Florida 33062

DATE  
 02/03/15

SCALE:  
 1/8" = 1'-0"

EXHIBIT B



**1ST FLOOR PLAN**  
**ALI CULTURAL CENTER**  
**353 HAMMONDVILLE ROAD**  
**POMPANO BEACH, FL 33060**

	(954) 941-3329      FAX (954) 943-7708
	<b>design kollaborative</b> architects / planners, inc. <small>MEMBER: AMERICAN INSTITUTE OF ARCHITECTS - AA 0000084                  24 ne 24th Avenue Pompano Beach, Florida 33062</small>
DATE 02/03/15	SCALE: 1/8" = 1'-0"

**Business Resource  
Center  
Report**



# **Pompano Beach CRA**

**Microenterprise Business Loan Fund Program**

**Placement Center Program**

**Business Incubator Program**

**Business Resource Center**

## **ANNUAL REPORT**

**OCTOBER, 2014 – SEPTEMBER, 2015**



**ADMINISTERED BY INTERNATIONAL ENTERPRISE DEVELOPMENT, INC.**

**SEPTEMBER, 2015**





International Enterprise Development, Inc.

International Enterprise Development, Inc.

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6260 North Ocean Boulevard

Ocean Ridge, Florida 33435

Telephone: 561-742-1234 \* Facsimile: 561-739-3336

To: Pompano Beach CRA Board, CRA Co-Executive  
Director Chris Brown, Pompano Beach  
Finance Director Suzette Sibble,  
NW Advisory Committee

From: Dr. Lynn Allison, President  
International Enterprise Development, Inc. (IED)

Date: September 30, 2015

Re: Annual Report for period of July 2015 – September 2015

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Please find attached the Annual Report for the Microenterprise Business Loan Fund Program, Job Placement Center Program, Business Incubator Program and the Business Resource Center for the period of July 2015 – September 2015.

Included are the Reports for each Program.

A handwritten signature in black ink that reads "Dr. Lynn Allison". The signature is written in a cursive, flowing style.

**INTERNATIONAL ENTERPRISE DEVELOPMENT, INC.**  
**ANNUAL REPORT CONTENTS**

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# ANNUAL REPORT

## OCTOBER, 2014 – SEPTEMBER, 2015

### OVERVIEW

International Enterprise Development, Inc. (IED) has been contracted by the City of Pompano Beach/NorthWest CRA since 2006. The Programs established and implemented during this ten year period have included the Microenterprise Business Loan Fund Program (2006 – 2015), the Business Resource Center, the Business Incubator and the Job Placement Center (2011 – 2015). The Following four Programs have focused on community outreach, provision of business workshops training, access to micro loans, business support, job placements, a business incubator facility, a Business Resource Center and on-going skills training events. With the support of the CRA Board, IED has been pleased to provide outstanding service to the Northwest community of Pompano Beach.

### 1. MICROENTERPRISE BUSINESS LOAN FUND PROGRAM

The Microenterprise Business Loan Fund Program provides business training workshops, one-on-one business consultations and technical assistance, loan preparation and micro loans to start-up and on-going businesses, business support to persons living or having a business in the Northwest Pompano Beach CRA district. For the period October, 2014 – September, 2015, all deliverables were met or exceeded: **Forty-Five (45)** training workshops were conducted with **709** in attendance; **510** technical assistance sessions were conducted by the Loan Director, Training Director and Executive Director to new and existing businesses (see attached Deliverables). During this period, loan clients were given first consideration for any contracts in which their products and/or services met the required qualifications.

The Microenterprise Business Loan Fund Loan Committee includes representation from Regent Bank, Chairman Steve Cohen and Teresa Sebastian, First Citizens Bank, Echo Langley; PNC Bank Pompano Beach Branch Manager, Mr. Carols Abad; Bank United Assistant Branch Manager, Ms. Linda Washington; continued representation from the NW Advisory Committee, Mr. Carl Forbes and Ms. Daisy Johnson; Shirley Haines former Wells Fargo Bank Vice President, and Northwest Pompano Beach CRA Director Nguyen Tran. IED members include Loan Director, Training Director, Administrative Assistant and President, Dr. Lynn Allison, who facilitates the meetings with the Chairman.

The Loan Committee convened **5** times and **15** loans were presented for loan funds and/or restructuring. **8** loans were approved, **4** were restructured for a total of **75**

**loans to date.** Total amount of loans approved is **\$1,252,550.00**. All funds allocated for loans have been utilized.

Workshop events are very highly evaluation by the students, with individual experts as well as panels of experts from relevant business fields including the Pompano Chamber of Commerce, Bank representation, CRA and the Loan Director. All speakers received evaluations marks above 95%.

On-going improvement in procedures and events, in-take and eligibility procedures updated and improved; assignment checklists for each student's file; master log of clients; and hand-out materials for all relevant workshop topics (see attached documents). Included as well were business field trips to the Business Resource Center and the Commission Chambers. Ms. Alberta McCarthy, Training Director, Mr. Andy Cherenfant, Loan Director, and Ms. Fierra Dillard, Program Assistants, continue to be held in high esteem by the students as well as by the community.

The annual Graduations were held in January, 2015 and September, 2015, sponsored by First Citizens in January and the CRA in September with the Mayor, Vice Mayor and Commissioners in attendance and assisting with the presentation of certificates (in January) and loan clients catering the food and displaying their products. Many of the students had creative displays of their business products and services and the events were successful.

## **2. BUSINESS INCUBATOR PROGRAM**

The Business Incubator Program provides on-site business space for seven businesses and has the capacity for the participation of forty virtual businesses. The Business Incubator had 7 on-site offices occupied during the year and 10 virtual clients. On-site client businesses have hired 4 full-time position and 2 part-time positions.

Clients are encouraged to participate in the various training and business support services for their businesses which were offered. (See attached flyers). Community outreach is essential for increased occupancy and continuous efforts have been made through participation in the Business Resource Center, CRA and City events including , East Village UnCorked, Pompano Beach Grand Openings, Exhibition at the Unity in the Community event, MLK Marketplace participation and at planning meetings, attendance at Pompano Beach Chamber of Commerce meetings, MLK Marketplace Committee and meetings, ground breaking events and Articles in the Observer and Pelican, NW District Projects Outreach community meeting, distribution of brochures and Green Market attendance. The work of the BRC and Business Incubator has been highlighted in Pompano Today on a regular basis.

Income from the on-site and virtual businesses for this period is \$32,084.80

### **3. JOB PLACEMENT CENTER**

The Job Placement Center was fully implemented by IED to January, after which time it was relocated to the CRA office with back-up assistance provided by IED at the Business Resource Center. IED continued to maintain the CRA Pompano Beach Contractor database, facilitate the monthly Job Placement Center orientations and attend to all walk-in applications.

### **4. BUSINESS RESOURCE CENTER**

The Business Resource Center (BRC) houses the Microenterprise Business Loan Fund Program, the Job Placement Center, and The Business Incubator. In support of these Programs, the BRC conducts monthly events that reach out to the community.

ARTHALL, creatively combining business and art, was held until the final months of the year joining the BACA Limelight affair. It was well attended each month including the Mayor and Vice Mayor. It is the display of a rich variety of local talent along with complimentary refreshments and music introduced each month at the Wednesday Artist's reception. We invited and encouraged the public to visit the BRC to enjoy each exhibit. (See attached schedule)

BRC held some Monthly Business Networking meetings which provided an excellent environment for local business networking. Each month a new business was highlighted and given the opportunity to present their work.

Additional BRC events included Ask the Expert Trainings in relevant business areas including taxes, computer programs and bookkeeping. At the conclusion of each Microenterprise Business training workshop session an open house was conducted at the BRC with a tour of the facility. And a visit to the Commission Chamber.

## **5. ADDITIONAL ACTIVITIES**

IED provided administrative assistance in the vetting of clients for the newly constructed 731 MLK business building. Working with the CRA , clients were interviewed and applications and required documentation obtained, and on-going business support provided in addition to participating in the food tastings conducted to select the restaurants. All office spaces were filled and a grand opening was held and attended.

IED sits on the MLK Marketplace Committee and has judged the talent for the Saturday events. Additionally, IED attended and assisted with the Pompano Beach Merchant Meetings.

IED Loan Director attended the monthly Leadership Broward meetings.

IED staff attended the groundbreaking ceremonies 731 Hammondville Road, and the Ali Building events, and supported the Unity in the Community Event, and participated in the annual Pompano Beach Chamber of Commerce Business Expo.



**IED PROGRAMS**  
**ANNUAL REPORT OCTOBER 1, 2014 – SEPTEMBER 30, 2015**

<b>PROGRAMS</b>	<b>Oct – Dec 2014</b>	<b>Jan-Mar 2015</b>	<b>April-June 2015</b>	<b>July-Sept 2015</b>	<b>Total</b>
<b>MICRO/BUSINESS LOAN FUND</b>					
Training Workshops	11	10	12	12	45
Training Workshop Attendees	177	205	192	135	709
Business Consultations (workshop/loans)	107	70	125	135	437
Workshop Data Collection	63	60	74	12	209
Preparation of Handout Materials	15	12	17	16	60
Community Outreach Events	15	10	12	5	42
Technical Assistance/Consultations	145	155	105	105	510
Technical Assistance Clients Served	46	54	30	39	169
Loan Committee Meetings	2	1	2	-	5
Loans Presented	3	2	10	2	15
Loans Approved to Date	72	72	75	75	75
On-Site Visits/Loan Collections	39	45	30	69	183
Evaluations- Training Workshops -Panel	99%	-	-	99%	
Evaluations-Training Workshops	92%	99%	94%	96%	
Evaluations-Instructors	99%	98%	98%	99%	
Graduation		1		1	2

<b>BUSINESS INCUBATOR</b>					
Application Distribution	13	8	4	2	27
Virtual Clients	10	10	10	10	40
On-Site Clients Businesses	4	4	4	4	16
Offices Occupied	7	7	7	7	7
Quarterly Income	\$8,982.00	\$7476.00	\$7,986.00	\$7640.80	\$32,084.80
Marketing & Promotion	1	3	3	1	8
Selection Committee Reviews	3	1	2	-	6
Background Checks	2	2	0	-	4
Client Orientation	2	2	2	-	6
Technical Assistant Sessions	24	37	25	30	116
Client Satisfaction –Facility					88%
Client Satisfaction -Services					96%
<b>JOB PLACEMENT CENTER (INDIVIDUALS)</b>					
Jobs for Individuals	18	3		-	21
Job Seeker Registration	64	40	27	-	131
Job Seeker Orientation Sessions	3	3	2	-	8
Job Fair Training Sessions	3	2		-	5
Prequalification Interviews	41	-		-	41
Technical Assistance Consultations	39	12	18	6	75
Resource Workshops for Job Seekers	-	1		-	1
Resource Workshop Attendees	-	23		-	23
Job Seeker Referrals to Employers	54	5		2	61
Client Demographics Report (Attached)					
Job Fairs/Hiring Events	2	2		-	4
Job Fair Attendees	93	24		-	117
Job Seeker Evaluation-Satisfaction	92%				92%

<b>PROGRAMS</b>	<b>Oct – Dec 2014</b>	<b>Jan-Mar 2015</b>	<b>April-June 2015</b>	<b>July-Sept 2015</b>	<b>Total</b>
<b>PLACEMENT CENTER-(COMPANIES)</b>					
Jobs for Companies	6	0	-	-	6
Introduction to Potential Employees	47	5	-	-	52
Resource Workshops for Employers	-	-	-	-	
Resource Workshop Attendees	-	-	-	-	
Pompano Beach Business Expo	-	-	1	-	1
Contractor Database Project Notification	6	5	4	3	18
<b>BUSINESS RESOURCE CENTER</b>					
Visitor Traffic Report (attached)	1018	781	884	525	3208
Business Network Monday	2	3		-	5
ArtHall	2	3	3	2	10
Merchant Meetings	-	-	-	-	
Micro Class Open House	1	1	1	1	4
Business Education Workshops	2	3		-	5
Business Education Wkshp Evaluation	-	-	-	-	
Presentations/Exhibits	4	-	2	2	8

Administered by International Enterprise Development, Inc. (IED)

IED 09.15

**LOAN STATUS REPORT -September 30, 2015**

LOAN #	BUSINESS	APRIL PAYMENT	PRIOR PAYMENT	APPROVED LOAN	LOAN BALANCE	STATUS
1	Dashanty Music	Due	June	\$ 25,000.00	\$ 17,735.00	Arrears
2	Super Starz Academy	Default		\$ 25,000.00	\$ 22,144.34	Default
3	Skyview Marketing	Due	Aug-14	\$ 5,000.00	\$ 3,145.69	Pending Default
4	Velma Flowers Construction	Due	January	\$ 25,000.00	\$ 17,377.67	Arrears
5	Precision Lawn Service	Due	March	\$ 25,000.00	\$ 22,168.31	Restructuring
6	Gentle Hugz Childcare	Paid	Sept	\$ 25,000.00	\$ 6,968.48	
7	Hope Broadcasting Network	Default		\$ 25,000.00	\$ 20,198.75	Default
8	New World Inspiration	Default		\$ 5,000.00	\$ 4,867.09	Default
9	Tropical Elegance	Paid	Sept	\$ 25,000.00	\$ 11,561.80	Restructuring
10	Tender Loving Care	Due	August	\$ 25,000.00	\$ 4,555.01	Arrears
11	Richard's Barbershop	PAID IN FULL		\$ 3,000.00	\$ -	PAID IN FULL
12	A Cut Hut	Default		\$ 25,000.00	\$ 21,138.38	Default
13	Set Free Coalition	Recinded				Recinded
14	Smell Good Cleaning	Default		\$ 20,000.00	\$ 17,934.21	Default
15	Naturally U Salon & Spa	Due	March	\$ 15,000.00	\$ 11,538.19	Pending Default
16	Waterloo Cherenfant Janitorial	Due	February	\$ 5,000.00	\$ 1,875.27	Restructuring
17	Photography by Caliope	Due	Mar-14	\$ 7,000.00	\$ 2,675.83	Pending Default
18	Tropical Elegance	PAID IN FULL		\$ 2,500.00	\$ -	PAID IN FULL
19	Look Good Service	Default		\$ 5,000.00	\$ 4,572.80	Default
20	A Safe Haven Childcare	Default		\$ 15,000.00	\$ 10,820.87	Default
21	LaBelle Rental Party Supply	Due	Aug-14	\$ 25,000.00	\$ 13,837.48	Restructuring
22	Tasy Pastry's	Due	March	\$ 20,000.00	\$ 12,222.71	
23	B & D Fencing Supply	Due	June	\$ 15,000.00	\$ 8,359.67	
24	New Experience Cleaning	Paid	Sept	\$ 20,000.00	\$ 12,861.00	Current
25	Queen of Soul Food	Due	January	\$ 25,000.00	\$ 25,351.51	Arrears
26	Venia's Hot N Fast Food	Due	August	\$ 20,000.00	\$ 20,250.74	Arrears
27	Community Roofing	Default	Feb-13	\$ 25,000.00	\$ 23,532.11	Default
28	Computer Solutions	Due	February	\$ 10,000.00	\$ 7,032.08	
29	R & K Country Soul Food	Paid	Sept	\$ 15,000.00	\$ 7,006.94	
30	Dream Design & Printing	Default			\$ 9,686.94	Default
31	LaBelle Rental Party Supply	See Loan #21				

LOAN #	BUSINESS	APRIL PAYMENT	PRIOR PAYMENT	APPROVED LOAN	LOAN BALANCE	
32	R & R Honest Man Lawn Service	Due	July	\$ 25,000.00	\$ 16,709.23	
33	Unique Design by Murdock	Default		\$ 25,000.00	\$ 21,826.29	Default
34	Moncur Medical Transportation	Due	July	\$ 22,000.00	\$ 21,826.29	Pending Default
35	New Experience Cleaning	See Loan #24				
36	America Best Cleaning	Due	Jul-13	\$ 10,000.00	\$ 6,832.25	
37	East Coast Junkers	Due	Dec-13	\$ 10,000.00	\$ 7,071.82	
38	Sunshine Window Detailing	Due	July	\$ 17,000.00	\$ 8,708.19	Arrears
39	2 Sisters Juice Co	PAID IN FULL			\$ -	PAID IN FULL
40	Kwasi Malezi	Due	Jul-14	\$ 10,850.00	\$ 4,765.24	Restructuring
41	Happy Wings & Fried Rice	Due	August	\$ 25,000.00	\$ 15,384.34	Arrears
42	The Urban Executives Corp	Due	Sep-13	\$ 25,000.00	\$ 22,067.76	Pending Default
43	B & B's Fine Cuisine	Not Disbursed		\$ 25,000.00		Not Disbursed
44	Hair Fashion by Cherry	Due	March	\$ 20,000.00	\$ 10,143.56	
45	B & D Fencing LLC	Due	Aug-14	\$ 23,000.00	\$ 18,773.82	
46	Kwasi Malezi	Due	June	\$ 9,700.00	\$ 6,701.45	Restructuring
47	Gloria's Emporium	Paid	August	\$ 10,000.00	\$ 4,074.87	Current
48	Lo Brothers Fashion 4 Less	Due	Mar-14	\$ 10,000.00	\$ 8,712.26	Pending Default
49	Utopian Salon & Spa	Paid	Sept	\$ 25,000.00	\$ 20,026.45	Restructuring
50	NV Me Boutique	Paid	Sept	\$ 10,000.00	\$ 6,173.90	Current
51	Flowers by Rosa	Due	July	\$ 25,000.00	\$ 3,153.69	Arrears
52	B & D Fencing Supply	Not Disbursed		\$ 10,000.00		Not Disbursed
53	Brown Shugar Bakery	Paid	Sept	\$ 10,000.00	\$ 6,161.94	Current
54	Creative Lawn Maintenance	Not Disbursed		\$ 20,000.00		Not Disbursed
55	Archie's Italian Ices	Due	January	\$ 10,000.00	\$ 8,223.04	Arrears
56	Daphne's Cleaning Service	Default		\$ 10,000.00	\$ 9,547.43	Default
57	Key Design & Media	Paid	August	\$ 25,000.00	\$ 8,892.22	
58	247 Fast Agency, Inc	Due	Jul-14	\$ 25,000.00	\$ 24,019.43	
59	Cozey Care Academy	Due	July	\$ 25,000.00	\$ 20,705.73	
60	Beauty Explosion	Paid	August	\$ 25,000.00	\$ 18,662.38	Current
61	ManeFace LLC	Paid	Sept	\$ 25,000.00	\$ 23,291.25	Current
62	Your Oasis, Inc	Paid	May	\$ 22,500.00	\$ 22,500.00	Interest only
63	ACR Bookkeeping Plus, LLC	Paid	Sept	\$ 10,000.00	\$ 7,475.55	Current
64	Black Swan Special Events, LLC	Due	July	\$ 10,000.00	\$ 8,744.37	Arrears

LOAN #	BUSINESS	APRIL PAYMENT	PRIOR PAYMENT	APPROVED LOAN	LOAN BALANCE
65	Your Financial Solutions, Inc			\$ 20,000.00	Not Due
66	Ms. Smokes Mobile Kitchen			\$ 25,000.00	Not Disbursed
67	Betty's Soul Food			\$ 25,000.00	Not Due
68	Edwards Photoland			\$ 25,000.00	Not Due
69	America's Metal Recycling	Due	April	\$ 15,000.00	\$ 9,758.33 Arrears
70	Pompano Crab Man, Inc.*			\$25,000.00	Not Due
71	Bojo's Seafood Kitchen			\$ 25,000.00	Not Due
72	A Fuller Sound			\$ 10,000.00	Not Due
73	The Pompano Post				Not Due
*Payments are being made on \$10,000					
				\$ 1,207,550.00	\$ 702,593.62
	New Destiny Tax Service	Florida Shores	Current	\$25,000	
	Precision Lawn Service	Florida Shores	Paid in full	\$ 20,000.00	PAID IN FULL
				\$ 1,252,550.00	

# NORTHWEST POMPANO BEACH CRA BUSINESS LOAN FUND

## LOAN COMMITTEE MEMBERS 2015

<b>NAME</b>	<b>BANK/ORG</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>E-MAIL</b>
Steve Cohen, Sr VP	Regent Bank	1540 S. Federal Hwy Pompano Bch 33062	954-786- 7888 X2026	<a href="mailto:scohen@regentbank.com">scohen@regentbank.com</a>
Theresa Sebastian, Comm Loan Officer, VP	Regent Bank	1540 S. Federal Hwy Pompano Beach, Fl 33062	Office-954- 545-7700 X2005 Cell-305- 724-4712	<a href="mailto:tsebastian@regentbank.com">tsebastian@regentbank.com</a>
Linda Washington, Asst. Branch Mgr.	Bank United	2500 N. Federal Hwy Lighthouse Pt., 33064	954-783- 4711	<a href="mailto:lwashington@bankunited.com">lwashington@bankunited.com</a>
Shirley E. Haines	(former) Wachovia Bank	700 Bluebird Ln, Plantation, 33324	Cell 954- 647-7547	<a href="mailto:shirhaines@gmail.com">shirhaines@gmail.com</a>
Carl G. Forbes	NW Advisory Board	555 S. Pompano Pkwy, Pompano Beach, Fl 33069	954-682- 6651 Fax: 954-903- 4284	<a href="mailto:carlforbes5@gmail.com">carlforbes5@gmail.com</a>
Carlos Abaad, Branch Mgr, VP	PNC Bank	2300 N. Federal Hwy Pompano Bch 33062	954-785- 6884 Fax 954- 785-9415	<a href="mailto:Carlos.abad@pnc.com">Carlos.abad@pnc.com</a>
Echo M. Langley, Financial Sales Mgr	First Citizens Bank	6555 N. Federal Hwy, Ft. Lauderdale, FL 33308	954-771- 8213	<a href="mailto:echo.langley@firstcitizens.com">echo.langley@firstcitizens.com</a>
Nguyen Tran N.W. CRA Director	Pompano Beach CRA	100 W. Atlantic Blvd Pompano Beach,	954-545- 7769	<a href="mailto:Nguyen.tran@copbfl.com">Nguyen.tran@copbfl.com</a>
Dr. Lynn Allison, President	IED	6260 N. Ocean Blvd, Ocean Ridge 33435	561-742- 1234	<a href="mailto:drlynnas@gmail.com">drlynnas@gmail.com</a>

Andy Cherenfant Loan Director	IED	6260 N. Ocean Blvd, Ocean Ridge 33435	561-742- 1234	<a href="mailto:andy@iedfl.com">andy@iedfl.com</a>
Alberta McCarthy Training Director	IED	6260 N. Ocean Blvd Ocean Ridge 33435	561-742- 1234	<a href="mailto:albertamccarthy@aol.com">albertamccarthy@aol.com</a>
Jan Levesque Admin. Assistant	IED	6260 N. Ocean Blvd. Ocean Ridge 33435	561-742- 1234	jlevesque1@bellsouth.net

<b>IED Business Training</b>		
<b>Class</b>	<b>Class Name</b>	<b>Date</b>
1	Orientation	6/4/2015
2	Smart Goals	6/11/2015
3	Mission/ Vision	6/18/2015
4	Panel 1	6/25/2015
5	Personal Budget	7/2/2015
6	Credit	7/9/2015
7	Time Management	7/16/2015
8	30 Sec. Elev Speech	7/23/2015
9	Business Budget	7/30/2015
10	Marketing	8/6/2015
11	Panel 2	8/13/2015
12	Legal Business Structure	8/20/2015
13	Business Plan	8/27/2015
14	Review	9/3/2015
15	Tour	9/10/2015
16	Admin. Review	9/17/2015
	Graduation	9/24/2015

# JULY 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 <b>9:00AM-10:00AM</b> JPC Orientation	2 <b>6:00-8:30 pm</b> MBLF Workshop (Personal Budget)	3	4
5	6	7	8	9 <b>6:00-8:30 pm</b> MBLF Workshop (Credit)	10	11
12	13	14	15	16 <b>6:00-8:30 pm</b> MBLF Workshop (Time Management)	17	18
19	20 <b>11:00am-12:00pm</b> IED Staff Meeting	21 <b>5:30pm</b> CRA Board Meeting	22	23 <b>6:00-8:30 pm</b> MBLF Workshop (30 Sec. Elev.)	24	25
26	27	28	29	30 <b>6:00-8:30 pm</b> MBLF Workshop (Business Budget)	31	

BRC Workshops – Blue  
MBLF – Red

JPC Events - Green  
Business Networking / ATE - Orange

# AUGUST 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	3	4	5 <b>9:00AM-10:00AM</b> JPC Orientation	6 <b>6:00-8:30 pm</b> MBLF Workshop (Marketing)	7	8
9	10 <b>11:00am-12:00pm</b> IED Staff Meeting	11	12	13 <b>6:00-8:30 pm</b> MBLF Workshop (Legal Biz. Structure)	14	15
16	17	18	19	20 <b>6:00-8:30 pm</b> MBLF Workshop (Panel)	21	22
23	24	25	26	27 <b>11:00am-12:00pm</b> IED Staff Meeting <b>6:00-8:30 pm</b> MBLF Workshop (Business Plan)	28	29

BRC Workshops – Blue  
MBLF – Red

JPC Events - Green  
Business Networking / ATE - Orange

# SEPTEMBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 <b>9:00AM-10:00AM</b> JPC Orientation	3 <b>6:00-8:30 pm</b> MBLF Workshop (Review)	4	5
6	7	8	9	10 <b>11:00am-12:00pm</b> IED Staff Meeting <b>6:00-8:30 pm</b> MBLF Workshop (Tour)	11	12
13	14	15	16 <b>5:30pm</b> CRA Board Meeting	17 <b>6:00-8:30 pm</b> MBLF Workshop (Admin. Review)	18	19
20	21	22	23	24 <b>6:00-8:30 pm</b> MBLF Workshop GRADUATION!!!	25	26
27	28 <b>11:00am-12:00pm</b> IED Staff Meeting	29	30			

BRC Workshops – Blue  
MBLF – Red

JPC Events - Green  
Business Networking / ATE - Orange



**NW Pompano Beach CRA  
BUSINESS LOAN FUND PROGRAM  
2015 Annual Report Summary**

**Loan Committee Meetings**

November 13, 2014:

- R & K Country Soul Food \$15,000\*\*\*\*\*Approved\*\*\* Disbursed
- A Fuller Sound, Inc. \$25,000 \*\*\*\*Tabled

December 4, 2014:

- Black Swan Final Disbursement \$15,000\*\*\*Approved

February 19, 2015:

- Oasis of Hope Community Development Corporation, Inc. \$15,000\*\*\*Not approved
- Tropical Elegance, Inc. Restructured \*\*\* Tabled

April 23, 2015

- Tropical Elegance, Inc. Restructured \*\*\* Tabled
- Angela Fogle \$10,000 \*\*\* Restructured Approved
- Precision Cut Lawn Care\*\*\* Restructured Approved
- Brown Shugar Bakery Final Disbursement \$15,000\*\*\*Approved
- New Experience Cleaning Final Disbursement \$5,000\*\*\*Approved
- Pompano Crab Man, Inc. \$25,000\*\*\*Approved Disbursed
- Bojo's Seafood Kitchen and Catering \$25,000\*\*\*Approved\*\*\*Disbursed
- A Fuller Sound, Inc. \$25,000\*\*\*Approved\*\*\*Disbursed

June 4, 2015:

- Utopian Salon & Wilness Restructured \*\*\* Tabled
- Pompano Post \$3,200\*\*\*Approved



**N. W. POMPAÑO BEACH  
CRA BUSINESS LOAN FUND**

**LOAN COMMITTEE MEETING  
JUNE 4, 2015**

**AGENDA**

**I. WELCOME**

**II. LOAN:**

- a. Client Loan Requests:
  - New Experience Cleaning Service
- b. Restructured Loan Requests:
  - Utopian Salon & Wellness
- c. New Loans:
  - Pompano Post, Inc.

*New loans - 5  
Restructured - 3*

**III. DISCUSSIONS:**

- Approval of Minutes of April 23, 2015
- Declaration of potential conflict of interest by all voting members
- Loan Status Review

Schedule next meeting

**NORTHWEST POMPANO BEACH CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
LOAN COMMITTEE MEETING  
JUNE 4, 2015**

**PRESENT:** Steven Cohen, Regent Bank, Linda Washington, Bank United, Theresa Sebastian, Regent Bank, Shirley Haines, Nguyen Tran, CRA, Carl Forbes, NW Advisory Board, Dr. Lynn Allison, IED, Andy Cherenfant, IED, Alberta McCarthy, IED, Jan Levesque, IED

Meeting called to order 8:30AM

Minutes of the Loan Committee meeting of April 23, 2015 were reviewed and approved. Nguyen Tran made the motion to approve, Linda Washington, seconded.

No conflict of interest regarding business before the Committee was reported.

**CLIENT REQUEST:**

**New Experience Cleaning Service – Lorenzo Mills \$5,000**

This loan was tabled at the April 23<sup>rd</sup> meeting pending additional financial information, which has now been submitted. The loan will be used to purchase equipment. Mr. Mills has recently become certified with Broward County. He would like to consolidate his existing loan, which has a balance of \$14,081.70 and the additional loan, which will bring the loan amount to \$19,081.70, with a monthly payment of \$325.32. It was asked if the equipment that will be purchased will cost \$5,000 or will there be a balance of money left over. It was decided to disburse the amount of the cost of the equipment as the money cannot be used for anything else. A bill of sale showing the price of the equipment will be provided. Motion to approve and second the loan up to \$5,000. Was made.

**Utopian Salon and Wellness – Deborah Anthony**

This loan was approved at the Loan Committee Meeting of June 14, 2012. Ms. Anthony is requesting a repayment amount of \$150.00 for six months, as she has had trouble being paid by Medicaid. She has not paid on her loan since July 1, 2014. A question was asked if she has not made a payment for so long of a time, why isn't her loan in default and what will happen at the end of the six months if she has not collected the money from Medicaid? Is there any correspondence with Medicaid stating that the money is due her and she will be paid? Theresa Sebastian said that Medicaid switched over to electronic billing and anyone who did not file electronically was not getting paid. Andy Cherenfant will check with Ms. Anthony to see if she has converted to electronic billing, as she may not be grandfathered in otherwise. When Ms. Anthony was able to pay she was paying more that was due and was ahead with her payments. Carl Forbes questioned if she would be able to make a lump sum payment at the end of six months

to repay the monies past due. Steve Cohen said that he did not feel that this was a good idea, as she might never be paid the money owed to her. Internally, we could put her on principle payment only and collect the interest due when the principle has been fully paid. Ms. Anthony has stayed in touch with the Loan Director during this period. Payments will return to \$426.00 at the end of the six months. Ms. Anthony should be aware that at the end of six months, if payments are not made, she will be sued. Motion to approve made by Shirley Haines as presented, seconded by Theresa Sebastian.

#### **NEW LOAN:**

##### **The Pompano Post Inc. – JaMeesha Bernadin - \$3,200**

The purpose of this loan is to purchase a computer (laptop or desk) and for the costs to publish the paper. Ms. Bernadin has issues with privacy of her personal information and does not want the public to have access to it. She has not had a problem with fraud. She would like to publish a community paper geared to non-profits. She has published three papers, one in 2012, March 2014 and March 2015. She has had experience with news media in Tampa and when she moved to South Florida saw a need for it in this area. The Sun Sentinel published her paper in 2012, and she has paid for the publishing by a private printer in Stuart in 2014 and 2015. Her goal is to have a monthly publication. She is currently working out of the library and using their computer.

She has a Pompano Business Tax receipt and will need a signed lease from the NorthWest district from the office where she has been working in order to be eligible for the loan. She is working for Prime America insurance for about six months and is a licensed agent. Her low credit score is medical bills and she is currently working to pay them off.

Ms. Bernadin has a commitment from Whole Foods and Sports Authority for ads. She charges \$125 for a full page ad, \$75 for a half page and a small ad is \$25.00. To be eligible, Carl Forbes suggested that Commissioner Ed Phillips has desk space to lease, in the NW area. Additionally, he volunteered donating a laser printer for her use.

Carl Forbes made a motion to approve the loan, pending proof of copy of lease within the NW area and something in writing from Whole Foods and Sports Authority stating commitment for ads. Theresa Sebastian seconded.

Next Loan Committee meeting scheduled for September, date to be determined later.

Theresa Sebastian suggested that Committee members contact potential donors that would be interested in providing loan fund donation for the Program. Dr. Allison will follow-up on this.

Meeting adjourned, motion made by Steve Cohen, seconded by Carl Forbes.



**NORTHWEST POMPANO BEACH CRA**

**BUSINESS LOAN FUND**

**LOAN COMMITTEE MEETING**

**APRIL 23, 2015**

**AGENDA**

**I. WELCOME**

**II. LOANS:**

**a. Restructured Loan Requests:**

- i. Precision Cuts Lawn Care/Janitorial**
- ii. Gentle Hugs Childcare**
- iii. Tropical Elegance, Inc.**

**b. Client Loan Requests:**

- i. Brown Shugar Bakery**
- ii. New Experience Cleaning Service**

**c. New Loans:**

- i. Pompano Crab Man, Inc.**
- ii. Bojo's Seafood Kitchen and Catering**
- iii. A Fuller Sound, Inc.**

**III. DISCUSSIONS:**

- Approval of Minutes of February 19, 2015, meeting**
- Loan Status Report**

**NORTHWEST POMPANO BEACH CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
LOAN COMMITTEE MEETING  
APRIL 23, 2015**

PRESENT: Stephen Cohen, Regent Bank; Nguyen Tran, CRA; Linda Washington, Bank United; Echo Langley, First Citizens Bank; Carlos Abad, PNC Bank; Carl Forbes, NW Advisory Board; Dr. Lynn Allison, IED; Andy Cherenfant, IED; Alberta McCarthy, IED; Janice Levesque, IED

Meeting called to order 8:39AM

**Restructuring Loans:**

**Precision Lawn Care and Janitorial – Anthony Rogers**

This loan matured on August 1, 2014, and payments are not current on the loan. Mr. Rogers would like to restructure the loan for 84 months and make payments of \$300.00 per month. He is currently doing work for the CRA and the City of Pompano Beach. He has been making payments, but they are irregular and not the full amount due. Mr. Rogers said that he is no longer the owner of the business, and has sold it to his brother. He still works with the company. Steve Cohen asked if stock had been exchanged, as the new owner may be liable for the debt. The new owner does not own any of the equipment and is not liable to repay the loan. The equipment can still have a lien on it if Mr. Rogers does not pay. It was suggested that the payments be applied to the principle only and interest would be due after the principle was paid.

Motion to approve was made by Carlos Abad and seconded by Linda Washington. Loan was approved as presented.

**Gentle Hugz Childcare – Angela Fogle.**

Loan matured on August 1, 2014. Client has requested a reduction in payment amount and plans to pay more than is due. She has increased her business from one school to two schools that are open 24 hours per day. She has been making irregular payments lately. Ms. Fogle does a lot for the community, including free haircuts for children at the beginning of the school year. The Committee will consider restructuring for 3 years so that the payments will be \$145.43. The Committee would like to see the financial statement for this client. Conditional approval pending financial statement. Motion for conditional approval made by Carlos Abad and seconded by Linda Washington. Motion approved.

**Tropical Elegance – Joan Cherenfant**

A loan in the amount of \$25,000 was made to guarantors Andy and Joan Cherenfant. Joan Cherenfant would like to restructure the loan with her as the sole guarantor. A discussion was then held as to whether Andy Cherenfant's name can be removed from the new loan. There is a precedent for removing Andy from the business and making Joan sole proprietor. An affidavit from Joan stating that it is ok is on file. Andy has been removed from the business and is no longer responsible for the loan debt and that he has no interest in the company can be presented. Motion to approve the restructuring made by Carlos Abad and seconded by Carl Forbes. Motion approved.

**Client Loan Requests:**

**Brown Shugar Bakery – Kimberly Holmes**

The current balance of the existing loan is \$7,090 and a new loan of \$15,000 is being requested. This loan is to be used to purchase a mobile food truck. She now bakes out of her home and transports the deserts in her car to events. A food truck would allow her to have refrigeration and air conditioning for the deserts. She repays her loan on a regular basis and pays early. This is her second year in business and she has built up a strong customer base. She would like to expand this business and attend more events as she always gets new customers at these events. She is the sole proprietor and has no employees. With a truck she will be able to hire a part-time employee. Carl Forbes made the motion to approve the loan, seconded by Carlos Abad. Motion approved.

**New Experience Cleaning – Lorenzo Mills.**

Mr. Mills is requesting the balance of the approved loan in the amount of \$5,000. He will use the loan to purchase new equipment as he is expanding his business to cleanups and post construction cleanup for the City. He has outside clients and does not work exclusively for the City. His payment record is excellent, but in 2013 he missed two or three payments but has been regular ever since. Committee decided to table the loan pending more financial information. Motion made by Carlos Abad to table loan pending more information, seconded by Carl Forbes.

**New Loans:**

**Pompano Crab Man, Inc. – Marcus Hallback \$25,000**

The purpose of this loan is to purchase kitchen equipment. He is in the process of renting space so that he is not working out of his home. He is opening a take-out steam cooked seafood restaurant and seafood market. He has applied for tax with the City.

His credit report showed outstanding medical bills and garnishment for child support. Mr. Hallbeck explained that the child recently moved back here from Texas and an agreement is being worked out, as the child spends a lot of time with Mr. Hallbeck. He is working on his credit issues with a credit counselor. He advertises the business on Facebook, Twitter and Instagram. Since he went on Instagram his business has increased significantly. He plans to sell only four items, blue crab, shrimp, lobster tails and king crab. He has applied for a county license. Motion to approve pending settling child support issues. Linda Washington made the motion, seconded by Carl Forbes. Echo Langley voted no. Motion approved.

**Bojo's Seafood Kitchen – Brandon Smith. \$25,000**

This is a family operated business solely owned by Mr. Smith. His parents business Lumbos opened in 1975 and built a large following. When his parents left the business his brother took over, but he had a full time job and closed the business. Brandon is opening his restaurant at 731 MLK. He had feedback from the community wanting him to open, since his brother's business closed. His credit report shows unpaid student loans, which he says he is working out a payment schedule through a rehabilitation program and will be back on track in 9 months.. He has purchased a car and makes those payments on time. He feels that he can make a success of this business even though a seafood restaurant is one block away. He has worked in the restaurant business since he was 9 or 10 and has learned the business from his parents. His target date for opening the restaurant is July 4, 2015. Motion to approve loan made by Nguyen Tran, seconded by Linda Washington. Motion approved.

**A Fuller Sound - Christopher Fuller \$23,873.00**

Mr. Fuller is a fulltime school bus driver and the loan is to purchase equipment. The original request was presented in November, 2014, and was tabled at that time. A suggestion was made to approve a loan for a lesser amount. \$10,000 with \$198.00 per month to make sure that he would be able to repay. Carl Forbes made motion to make a loan for \$10,000 for <sup>10</sup> months and after 6 months the loan will be revisited. Linda Washington seconded. Motion approved.

**Discussions:**

Dr. Allison met with a representative of TD Bank in Boynton Beach regarding the Bank joining the Loan Committee. TD Bank would like to be a member of the Committee and will discuss it at a future date.

Echo Langley, First Citizens Bank would like to do a Financial Literacy event to be attended by our clients. This would be conducted solely by First Citizens Bank. The Banks on the Committee were also invited to inform us if they would like to conduct similar events.

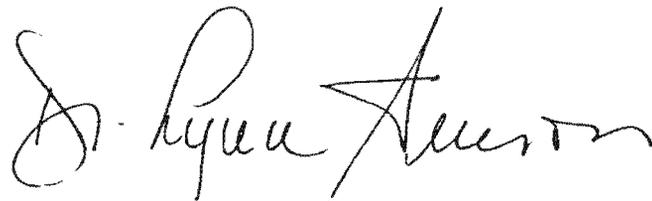
The loan tracking report that the City of Pompano Beach uses was handed out at the meeting. It was decided that the report was too complicated for our use and that a summary of the report could be made using the information. Nguyen Tran said that this report did not reflect individual tabs showing payments made. Steve Cohen will send a sample layout that his bank uses.

Minutes from the February 19, 2015, were approved with a motion from Nguyen Tran and seconded by Echo Langley.

The question was asked if there was any conflict of interest regarding the loans being presented at this meeting. Nguyen Tran stated that he was part of the Selection Committee for the 731 MLK occupancy of Bojo Seafood Kitchen and that he knows Brandon Smith, but there is no conflict of interest. Andy Cherenfant said that he was a partner of Tropical Elegance at the time that the loan was taken but he no longer is involved with the company.

Breakfast was provided by International Enterprise Development, Inc.

Meeting adjourned 11:24AM.

A handwritten signature in black ink, appearing to read "Dr. Lynn Austin". The signature is written in a cursive, flowing style with a large initial "D" and "A".



**N. W. POMPANO BEACH  
CRA BUSINESS LOAN FUND**

**LOAN COMMITTEE MEETING**

**February 19, 2015**

**AGENDA**

- **WELCOME**
  
- **NEW LOANS:**
  - Oasis of Hope Community Development Corporation, Inc. : \$15,000
  - Restructuring: Tropical Elegance
  - Discussions of loans: Kwasi Malezi; Utopian Salon & Wellness
  
- **DISCUSSIONS:**
  - Approval of Minutes of December 4, 2014
  - Declaration of potential conflict of interest by all voting members
  - Loan Status Review
  - Review of pending loans
  - Loan Committee meeting sponsorships

**Schedule next meeting**

**NORTHWEST POMPANO BEACH CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
LOAN COMMITTEE MEETING  
FEBRUARY 19, 2015**

PRESENT: Stephen Cohen, Regents Bank; Nguyen Tran, CRA; Linda Washington, Bank United; Echo Langley, First Citizens Bank; Shirley Haines, Community Member; Alberta McCarthy, IED; Dr. Lynn Allison, IED,; Andy Cherenfant, IED; Jan Levesque, IED

Meeting called to order 8:44AM

Chairperson Steve Cohen opened the meeting.

**DISCUSSION:**

After a discussion on the present operating policy to date regarding non-profits not being eligible for a loan, it was decided that this will be included into the Loan Manual as follows: "Non-profit organizations will not be eligible for loan consideration. Loans must will only be considered for businesses that are for-profit entities in order to be eligible.

**NEW LOAN:**

- Oasis of Hope Community Development Corp., Inc. – Jacqueline Reed

Oasis presently rents three offices at the BRC and is a non-profit organization (registered as a 501 © 3) that also generates revenue through its Programs. They have full-time employees and have been excellent on-site clients. At present they are looking to expand the business. They have purchased (through a grant) property in the Northwest CRA which will provide housing to aged-out foster children by renting apartments and subsidizing the clients. Also they provide training in life skills, such as managing a bank account and educational classes. The policy of the CRA does not provide loans to non-profit organizations. Non-profits do not fund the program with tax dollars and cannot justify the economic impact on the community.

Oasis is seeking a bridge loan to cover operation costs prior to the completion of the facility and the generation of income. Non-profits do not meet the criteria of the Program. Oasis is strictly a non-profit and does not have a for-profit entity.

Steve Cohen has abstained from the discussion as Ms. Reed has an affiliation with his bank.

Ms. Reed spoke to the Committee stating that she understands that there is an issue with non-profits, but she feels that Oasis is not a here today gone tomorrow

organization. She has worked full-time since November 2014. There is a fee for the services they provide and does not depend solely on grants. Staff is fulltime and works for the community with programs like Reverse Mortgages.

The Committee stated that she should explore State and Federal grants. Ms. Reed said that she has explored many opportunities. She has office space in the BRC and pays rent so that she can take advantage of the benefits and services that the BRC offers.

Shirley Haines motioned for the loan to be declined and Echo Langley seconded. Steve Cohen abstained due to affiliation with his bank.

### **RESTRUCTURING LOAN:**

Presently there are three loans in the pipeline for restructuring, however, two of them did not turn in the paperwork in time for the meeting. Hence the first loan being considered at this time is Tropical Elegance.

#### **Tropical Elegance:**

Joan and Andy Cherenfant started the business about twelve years ago. Andy Cherenfant no longer participates in the business with his estranged wife. She has paid one of the two loans in full and needs restructuring of the first loan. She has a hardship in paying the loan as there is a large debt owed to the business and is currently in litigation. She is not able to tell when this litigation will be settled. Business has been slow but is picking up with Valentine's Day and summer weddings.

It was discussed regarding the scheduling of payments which would be higher in the season and lower in the off-season. The question was asked as how to monitor the different payments. Banks are aware of this situation and project the months where income is greater. Will payments be averaged out through the year? Cash flow needs to be identified throughout the year. When restructuring the loan does interest stay the same or is it based on current balance? A schedule of payments was suggested. Mr. Andy Cherenfant stated that he will be making the payments.

#### **Kwasi Malezi – Mobile Notary**

Mr. Malezi sent a letter to the Loan Director, Andy Cherenfant, stating that he was unable to make any payments on his two loans, due to a drastic decrease in his business. His letter was distributed to the members. Up until this time Mr. Malezi was paying early and every month. It was discussed that he needs to pay or his loans will go into legal action. The loan could go to deferral for a certain period of time, if no payments are made under the deferral than the loan will go into default. Mr. Malezi

must have a plan when he can resume payments. He needs to show something that will support his request for deferral. Is the business able to continue? If we are going to be having the same conversation in six months should we cut the losses now. Mr. Malezi should show what we can expect in the future and the source of income.

#### Wellness Salon and Utopian Spa – Deborah Anthony

Changes with the policy of the State have greatly reduced Ms. Anthony's income. She is limited on how she is paid. She is looking to sell the business. It is felt that she will be a hard collectible and has not met with the Loan Director.

Steve Cohen suggested that the Status Report should be re-designed to provide additional information to make decisions on. The loans should have three categories:

- 1) Current
- 2) Past Due
- 3) 90 Days Past Due – Default
- 4) Date Next Payment Due.

We should use the same status report as Finance and add a comment column to report. Comment column should reflect any payment made if the amount is under the payment due. Put charge-off loans in separate section.

One mission of the Loan Committee is to get people into the mainstream and if loans are not paid current they are not ready for mainstream.

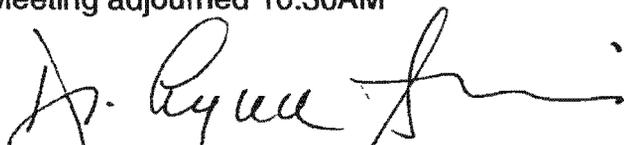
The minutes from December 4, 2014 meeting were approved with the correction of the spelling of Theresa Sebastian's name.

Dr. Allison will plan to meeting with Stonegate Bank and TD Bank to discuss potential membership on the Loan Committee. Additionally, an outreach to the NorthWest Advisory Committee for suggestions for a business person member from the community will be made.

Motion to approve minutes of the December 4, 2014 meeting was made by Linda Washington and seconded by Echo Langley.

At the next meeting approved changes to the Loan Manual will be presented as well as a repayment schedule for the restructuring of the loan to Tropical Elegance.

Meeting adjourned 10:30AM



**NW POMPANO BEACH CRA  
MICROENTERPRISE BUSINESS LOAN FUND**

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**LOAN COMMITTEE MEETING**

**AGENDA**

**Thursday, December 4, 2014**

**10.30 a.m.**

**A. CALL TO ORDER**

**B. DECLARATION of NON CONFLICT OF INTEREST**

**C. APPROVAL OF MINUTES**

- Meeting of November 13, 2014

**D. DISCUSSIONS**

- Black Swan Final Disbursement
- Loan Manual Revisions

**E. Schedule of next meeting**

12/14

**NORTHWEST POMPANO BEACH CRA  
BUSINESS LOAN FUND  
LOAN COMMITTEE MEETING  
DECEMBER 4, 2014  
VIA CONFERENCE CALL**

**PRESENT:** Steve Cohen, Regent Bank; Theresa Sebastian, Regent Bank; Peter DeBaptiste, Comerica Bank; Nguyen Tran, Pompano Beach CRA ; Carlos Abad, PNC Bank ; Donna Waldron (called ), Andy Cherenfant, IED; Dr. Lynn Allison, IED; Jan Levesque, IED, Alberta McCarthy, IED

**Meeting called to order 10:35 AM**

Chairperson Steve Cohen opened the meeting.

Dr. Allison asked the Committee if there was any conflict of interest regarding the Black Swan Special Events or Loan Committee Manual Revisions issues. There was none.

Peter DeBaptiste announced that he is resigning from the Loan Committee after this meeting as he has resigned from Comerica and is taking time off for six months to travel. We will request a replacement from Comerica.

Motion to approve the minutes for the November 13, 2014, meeting was made by Nguyen Tran and seconded by Carlos Abad. Motion approved.

**DISCUSSION:**

**Loan Manual Revision:**

The term of membership on the Committee was discussed. Tenure will be discussed at the next meeting. The representation on the Committee is well balanced with bankers, community members and CRA representative. Steve Cohen has a concern with the geographic eligibility of potential loan clients, as they can set up an address in the BRC and when they get the loan they can move from the area. It was stated that on-site clients of the BRC must sign a one year lease. Residency must be within the CRA area for at least a year prior to the application to be eligible. Nguyen Tran said that businesses and residences must be in the NW CRA boundaries which are clear.

One minor change was suggested by Nguyen Tran which eliminated the words.."designated by the CRA of the City of Pompano Beach." Under **Loan Criteria** it now reads " To be eligible for a loan, all applicants must reside or have their business located in the Northwest Pompano Beach district.

After the review of the Revisions there was a motion made by Nguyen Tran to approve the Loan Manual Revisions as amended and seconded by Theresa Sebastian. The motion was approved.

**Black Swan:**

Black Swan Special Event's final loan disbursement was discussed. The original loan was approved for \$15,000 and \$10,000 has been disbursed. The client is requesting the balance of \$5,000 to purchase a van/equipment. Carlos Abad asked to be secluded from this decision as there is a conflict between PNC and the client, who had a business account at PNC.

The original Utilization of Funds list did not list uniforms and the client thought that since they were for the business it would be a justified expense. The Committee felt that the funds should be used for the items on the list or prior approval for changes should be obtained. The client has several businesses, but is focusing on Black Swan Special Events and has rented space in the BRC as an on-site client and has an employee from the community. This employee works at the BRC every day. Concern was raised that funds were not used in strict compliance to the Utilization List. Upon reviewing the business bank statements and financial records the question was whether the loan will be able repaid. Also in question is that the van is \$5,000 and the equipment needed is \$5,000, therefore where is the balance of the money needed to come from.

Bank statements from Wells Fargo were submitted, but that bank account is new. Theresa Sebastian suggested that the client apply to the City of Pompano Beach for a revolving loan to purchase the van and equipment.

Motion to deny the disbursement was made by Nguyen Tran and seconded by Theresa Sebastian. The vote count was as follows: Deny disbursement: Nguyen Tran, Theresa Sebastian, Peter DeBastiste, Steve Cohen, Donna Waldron (called in), (Reclused Carlos Abad.)

The client would benefit from assistance as to as how to handle his financial affairs.

An official letter will be sent to the client with cc to Steven Cohen and Nguyen Tran. Andy Cherenfant will help with steps to clear up banking and expenses that did not relate to the business.

A Policy could be put into place where all bank statements going back a year should be submitted at the time of the loan request. Also the Utilization of Funds list should be signed by the client with a statement that these are the only expenditures authorized.

Meeting adjourned at 11:09AM.

Next meeting tentatively scheduled for February 12, 2015

A handwritten signature in black ink, appearing to read "J. Lynn Steenson". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

**NW POMPANO BEACH CRA  
MICROENTERPRISE BUSINESS LOAN FUND**

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**LOAN COMMITTEE MEETING  
AGENDA**

**Thursday, November 13, 2014  
Business Resource Center  
8.30 a.m.**

**A. CALL TO ORDER**

**B. DECLARATION of NON CONFLICT OF INTEREST**

**C. LOAN PRESENTATIONS:**

- 1. R & K Country Soul Food**
- 2. A Fuller Sound, Inc.**

**D. APPROVAL OF MINUTES**

- **Meeting of September 11, 2014**

**E. DISCUSSIONS**

- **Loan Manual Revisions**
- **Restructuring of loans**
- **Establishment of Loan Pool**
- **Loan Status Review**

**F. Schedule of next meeting**

**NW POMPANO BEACH CRA  
MICROENTERPRISE BUSINESS LOAN FUND  
LOAN COMMITTEE MEETING  
NOVEMBER 13, 2014**

**PRESENT:** Peter DeBaptiste, Comerica Bank, Nguyen Tran, CRA, Steve Cohen, Regent Bank, Carl Forbes, NW CRA Advisory Committee, Echo Langley, First Citizens Bank, Dr. Lynn Allison, IED, Andy Cherenfant, IED, Alberta McCarthy, IED, Jan Levesque, IED

**WELCOME:**

Steve Cohen, Chairperson opened the meeting a 8:40 am.

Dr, Lynn Allison stated that Fierra Dillard, Office Assistant at the Business Resource Center is employed by IED/CRA and is the daughter of Kimberly Dillard, a loan client requesting additional funds.

**NEW LOANS:**

1. R & K Country Soul Food - Ruth Evelyn & Kimberly Dillard

Loan Amount Requested: \$6,728.20

The purpose of the loan is to purchase a Slushly Juice Machine, used commercial refrigerator and a new air conditioner unit with installation. They have an existing loan with the Business Loan Fund, with the original amount being \$15,000. The amount of the new loan requested would bring the balance back to \$15,000 and they are comfortable making the payment of \$255.74.

Steve Cohen asked if the landlord has signed a landlord waiver, so that the air conditioning unit does not become his property and to make sure that it covered future installations. Andy Cherenfant said that they had an agreement but would have to amend it with the landlord. Peter DeBaptist questioned the last page of the credit report and it was stated that the item had been on the report when the initial loan was approved.

Steve Cohen called for a motion to approve the loan. Carl Forbes made the motion and it was seconded by Peter DeBaptiste.

2. A Fuller Sound – Christopher Fuller

Loan Amount Requested: \$23,873.00

The purpose of this loan is to purchase sound equipment for church events, conventions and other future contracts being pursued.

He is presently employed full time as a school bus driver for Broward County and works at his sound business nights and weekends. Currently when he does an event either he or the church rent equipment that he needs. His credit report showed student loans outstanding and he said that while he was in school he started a family and had to leave to support them. He is currently working with

the new manager of the loans to set up a repayment schedule. He lives in Lauderdale Lakes, but has a desk at a Business Incubator that is on the corner of Atlantic Blvd and Powerline Rd, which is in the Northwest area. His rent there is \$99 per month. He employs 3 or 4 people to help set up the events. In January he says that he will have contracts for 3 or 4 events with the church. Mr. Fuller also said that he would like to begin to do events for the City of Pompano Beach.

Nguyen Tran said that with his expenses and income this does not allow much left over and his payment would be \$407.01 per month for the loan and possibly a financial burden.

Steve Cohen said that the type of equipment that he wants to purchase becomes obsolete very quickly and he would be better off to continue to lease the equipment, as he would be getting the newest equipment available. He does not feel that Mr. Fuller has researched his options.

It was decided to table the loan until after March so that the Loan Committee could review the contracts and the benefits of leasing versus purchasing the equipment. This could be discussed further with Mr. Fuller. Also it is being recommended that he should attend the Microenterprise Workshops to strengthen his marketing and business skills.

Carl Forbes made the motion to table the loan until March 2015. Motion was seconded by Peter DeBaptiste.

#### **DISCUSSION:**

It was questioned whether a Doc Stamp fee is charged at the time of the loan paperwork being completed? As these fees have not been charged, Steve Cohen suggested that we should check with the Legal Department to find if this should be done, as anytime money is lent in Florida, Doc Stamp fees should be charged, although this may not be required for CRA lending.

Changes in the Minutes from the Loan Committee Meeting on September 11, 2014 . Page 4 the work "strap" should be changed to "scrap". Nguyen Tran has an issue with the scrap metal as it is purchased and then re-sold, so there is no collateral. Minutes were then approved, motion made by Nguyen Tran and seconded by Echo Langley.

#### **Loan Manual Revisions:**

1. Loan Criteria - required from borrower to show proof of physical presence in the NW area either by having the business located in the area or must live in the area for at least 1 year. Proof must be satisfactorily presented to the Loan Committee.

2. Terms of Loan – if business is relocating, client must notify the Loan Committee in writing as to where they are locating to and the reason for the relocation.
3. Manual should be operational and procedural as well as forms.
4. Loan Disbursement – checks should be payable to a vendor whenever possible. Receipts should be shown as to the purchases made with the loan funds. In cases where large items are purchased, the client should show an invoice with a description of purchase and amount before money is disbursed. If a purchase is made that is not on the Utilization of Funds list, the client must explain the reason for the purchase and it must be approved before any additional money is disbursed. The Utilization of Funds should have a place the borrower must sign.
5. Review of Financial and Bank Statements - purchases of items not on the list will not be reimbursed (the term reimbursed should be changed)
6. Return Checks – if checks are returned 3 times, than the client must make payments in the forms of Cashier's check or Money Order for a period of time.

**Loan Modifications** – procedures are needed to determine what loans should be restructured and not just randomly. Restructuring of a loan should be treated as a new loan and must have the paperwork submitted. Procedures to determine what loans are to be restructured, such as 3 or more months without a payment or if the loan has matured and there is still a balance. Loans that have not been paid for 3 months should be contacted to see if they are willing to restructure their loan and be willing to work with us. If client cannot be contacted or not willing to work with us that put the loan into default.

**Loan Pool –**

For the period October, 2014 – September 2015, the funds for loans have been decreased by the CRA and additional loan money is needed to supplement the funds. A meeting was held with First Citizens Bank who is interested is partnering with other banks to provide loan funds. Comerica and First United Bank said they banks are interested. First Citizens said that this would have to be done through a not for profit and the CRA is looking into getting a 501C3.

Echo Langley motioned to adjourn the meeting and motion was seconded by Carl Forbes.

Next meeting date pending.



**NW Pompano Beach CRA  
Program Management  
DELIVERABLES**

**OCTOBER, 2014 – SEPTEMBER, 2015**

V = Virtual OS = On-Site
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**Dr. Lynn Allison – Executive Director**

**Janice Levesque – Administrative Assistant**

**SEPTEMBER, 2015**

DELIVERABLES	PROJECTED	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUN	JULY	AUG	SEPT	ACTUAL
<b>REPORTS</b>														
Monthly	12	1	1	1	1	1	1	1	1	1	1	1	1	
Quarterly	4	1		PREP	1		Prep2	1		PREP	1			
Annual	1											PREP	PREP	
Loan Status to clients	4	1		PREP	1			1		PREP	1			
Red Flag Annual Report	1		1										1	
<b>MEETINGS</b>														
IED Staff	24	2	2	2	2	2	2	2	2	2	1	2	2	
CRA Staff/IED Review		2	1	2	6	6	4	2	2	8	4	6	7	
CRA Board		1	1	1	1	1	1	1	1	1			1	
Special Events		2	2	2	2	2	3	2	3	2	1			
IED Staff Review		6	5	8	10	8	9	8	8	6	4	6	9	
Collaborative Agencies			1	2	2	2	3	2	2	2	1	2	2	
Loan Committee Meetings	4	Prep	1	1	Prep	1	Prep	1	Prep	1	PREP	PREP		
<b>SERVICES</b>														
BRC new client recruitment		2	1	2	1		1		1	1				
BRC intake		1	1											
MBLF Curriculum review														
Tech Assistance		4	3	2	3	5	6	4	3	3	3	3	2	
On-site visits							5	2	2	2				
Loan Application reviews		3	2	2	2	2	1	2	1	1				
Prep Loan meetings	5	3	2	2	1	1	1	2	1	1		1		
Loan Disbursements		1	1	2	1			4	6	4	1			
Loan Collections		22	18	12	8	6	4	5	5	6	4	6	4	
Loan Committee membership			1	1	1	2	1	1	1					
Facilitate Loan Comm. meet.	4		1	1		1		1		1				
UCC Filings- approved loans		1	1	1				2	2	2		2	3	
LoanManual/review/revision		1	1	1		1		1		1			1	



**NW Pompano Beach CRA  
PROGRAM MANAGEMENT  
SEPTEMBER, 2015**

**NARRATIVE**

**Dr. Lynn Allison, Executive Director**

**REPORTS:**

- Monthly IED Report on Programs' Deliverables, Narrative Reports and Budget
- NorthWest Advisory Committee preparation for the September, 2015 meeting
- Staff Assignment reports and meetings
- Review of loans
- Review of UCC Filings reports
- Submission of Annual Red Flag Letter
- Collection Report
- Loan Status Report

**MEETINGS:**

- Monthly IED Staff meetings for review of Programs and planning
- Meetings with Loan Director, Training Director and staff to review files
- Loan Director meetings to review restructuring of loans
- Staff updates
- Collection review meetings
- Meetings with Alberta McCarthy for Business Incubator Program review
- Review of in-take activities and hiring statistics for Job Placement Center ( A. McCarthy, F.Dillard)
- Placement Center review meetings
- Meeting with A. Cherenfant re Business Resource Center (phone/Wifi lines down)
- Review of status of on-site and virtual incubator clients
- Loan Clients status reviews, updating of default documentation- J Levesque
- Meetings with NW CRA Director, Mr. Nguyen Tran re IED contract

**SERVICES:**

- Technical Assistance to clients
- Loan collections and review of loan status
- Preparation for Graduation
- Graduation
- Review of UCC filings – all due have been updated
- Loan Portfolio review of files and documentation (to BRC)



**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM**

**DELIVERABLES**

**October 1, 2014 – September 30, 2015**

**September, 2015**

**Alberta McCarthy – Training Director**

**Fierra Dillard- Program Assistant**

DELIVERABLES	PROJECTED	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	ACTUAL
<b>REPORTS</b>														
Monthly		1	1	1	1	1	1	1	1	1	1	1	1	
Annual Program Reports													1	
Qtrly. Program Reports					1		1			1				
Loan Manual Update		1	1	1		1								
Curriculum Development		1	2	1		2	1	1	2	2	1	4	1	
Workshop Data Collection		5	3	3	2	4	4	5	3	4	4	4	4	
Wrkshp Evaluation					1				1				1	
Wrkshp/Speaker Evaluation		5	1				1	1	1	2	1	1	2	
<b>MEETINGS</b>														
IED Staff		2	1	2	2	2	2	2	2	2	1	2	2	
IED staff consultations		2	1	2	4	5	4	6	15	2	1	6	5	
CRA Board					1									
NW Advisory Committee					1	1		1	1	1	1	1	1	
Loan Committee			1	1		1		1		1				
Collaborative Agencies		5	1	1	1	1	1	1	9	3	2	2	2	
<b>SERVICES</b>														
Training Workshops		5	3	3	2	4	4	5	3	4	4	4	4	
Business Consultations		11	10	13	18	14	12	14	22	8	6	8	7	
Business Plans			2	2	6	4			10	2		1	6	
Speaker Coordination		1	1	1	1		1	1	8	2	2	2	2	
Participant Survey Evaluation		8	4	3	3	28	2	2	4	10	2	3	6	
Loan Applications Review			2			2		1	1				4	
On-Site Visits	As needed								1					
Administrative Services	As needed	16	8	6	8	15	9	7	12	8	20	5	14	
BI application review /Orient	As needed	1		1			1		1	1			1	
<b>EVENTS</b>														
Graduation					1								1	
Community Outreach									1			1		

NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
DELIVERABLES  
October, 2014 – September 30, 2015

**NARRATIVE**

September, 2015

Alberta McCarthy – Training Director  
Fierra Dillard- Program Assistant

**REPORTS:**

Month of September

**MEETINGS:**

Staff

2

Office Administrator  
Business Resource Center Director

**WORKSHOPS:**

3<sup>rd</sup> - Business Plan Review

10<sup>th</sup> – Tour Commission Chambers and BRC - evaluations

17<sup>th</sup> - Administrative review

24th- Graduation - 25

**SERVICES:**

**Consultations:**

Les Jean  
Deborah Hawkins

**\*Please note that some people received more than one consult during the month.**

Administrative  
Participant Evaluation Surveys (evaluate)  
Business homework review and corrections  
Coordination other agencies  
Complimentary organizations opportunities emailed to micro=businesses  
E-blasts of varied business information and opportunities



**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
DELIVERABLES**

**October 1, 2014 – September 30, 2015  
September, 2015**

**Alberta McCarthy – Program Director**

DELIVERABLES	PROJECTED	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ACTUAL
<b>REPORTS</b>														
IED/CRA Monthly					1	1	1	1	1	1	1	1	1	
Quarterly					1		1			1				
Annual													1	
BI Payments					1	1	1	1	1	1	1	1	1	
OS Client Econ. Dev. Data														
<b>MEETINGS</b>														
IED Staff					2	2	2	2	2	2	1	2	2	
CRA/City Staff					3									
Industry (FBIA,NBIA)									1					
Agencies/Companies					1	2	6	2	15	4	2	1		
<b>PRODUCTS</b>														
Client Applications							1		1	3	2		1	
BI Client Handbook										1	1			
Lease Agreements/Renewals					3					1			1	
Marketing Materials					1		1	1	3	1	1			
<b>CLIENT RECRUITMENT</b>														
Presentations/Exhibits					1	3			2	1	2			
Application Distribution					7	6	1		15	4	2			
Potential Client meetings					2	2	2	3	1	2	2		2	
Selection Committee Review							1		1					
Background Checks						1	1	2	2					
<b>SERVICES</b>														
Client Orientations										1				
Technical Assistance Sessions					3	2	8	3	2	3	4	5	9	
Semi-annual OS Bus. Review								1	4					
Training/Workshops														
Invoicing/Collecting Fees					16	17	15	16	17	16	15	14	11	
<b>EVALUATION</b>														
BI Clients														
Client Satisfaction Survey														
Quarterly Income				\$5,696			\$7476							

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
September, 2015**

**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of September

**MEETINGS:**

Staff- IED

2

Office administrator

2

BRC Director

2

**CLIENT RECRUITMENT:**

- Potential BI Clients
- Retention of BI and Virtual Clients
- On-Site Office Space – 1 vacancy with CRA Arts staff
- Virtual – 8

**CLIENT SERVICES:**

- Business certified with Broward County School Board
- Business registered with Broward as vendor
- Invoicing
- Collection of Rents:
- Submittal of rents to CRA of Pompano Beach
- Month to month lease renewals

**Pompano Beach CRA Business Resource Center**  
**BUSINESS INCUBATOR RENT AND USAGE PAYMENTS 2015**

CLIENT	July				August				September				TOTAL PAID
	RENT DUE	FEES DUE	RENT PAID	FEES PAID	RENT DUE	FEES DUE	RENT PAID	FEES PAID	RENT DUE	FEES DUE	RENT PAID	FEES PAID	
ACR Bookkeeping	\$318.00		\$318.00		\$318.00		\$318.00		\$318.00		\$318.00		\$954.00
At Home Infusion Services	\$0.00		pd		\$0.00		pd		LEASE END				\$0.00
Black Swan Special Events	318.00		\$318.00		\$318.00				\$318.00				\$318.00
Brigcon Construction Services	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$318.00
Burkensen Tax & Accounting	\$106.00				\$106.00		\$300.00	\$ 20.00	\$106.00				\$320.00
Key Design & Media													\$0.00
EEG, Inc.	\$0.00		pd		\$0.00		pd		\$106.00				\$0.00
L'Alchimiste/SB Cosmetics, Inc.	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$318.00
Law Office of Herman Stevens	\$106.00		\$572.40		\$0.00		pd		\$0.00		pd		\$572.40
New Experience Cleaning Svcs	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$318.00
Oasis of Hope CDC	\$850.00		\$850.00		\$850.00		\$850.00		\$850.00				\$1,700.00
Opt2Web, Inc.	LEASE END		LEASE END										\$0.00
The House of Uncal Love	\$100.00		\$100.00		\$100.00		\$100.00		\$100.00		\$100.00		\$300.00
Unity in the Community	\$0.00		pd		\$0.00		pd		\$0.00		pd		\$0.00
On-Site App Fee/Sec. Deposit													\$0.00
Virtual application fees										\$10.00		\$10.00	\$10.00
Miscellaneous income													
<b>TOTAL</b>	\$2,116.00	\$0.00	\$2,476.40	\$0.00	\$2,010.00	\$0.00	\$1,886.00	\$20.00	\$2,116.00	\$10.00	\$736.00	\$10.00	\$5,128.40





**NW Pompano Beach CRA**  
**JOB PLACEMENT**  
**NARRATIVE**  
September 2015

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of September

**MEETINGS:**

- Staff- IED  
2
- Program Status - Office administrator  
2

**RECRUITMENT:**

**New Job Seekers**

- 4 – Weekly Job placement Center, Open Position Update E-mail Blasts  
Face-Book, Internal connections
- Leads via emails, call ins and walk ins forwarded to CRA Job Placement  
Department

**EVENTS:**

- Hiring events phone requests for job fairs forwarded to CRA Job Placement  
Department after preliminary screening
- Hiring events email requests for job related activities or functions forwarded
- Information about job placement events forwarded to potential seekers



**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
NARRATIVE REPORT  
September,2015**

**NARRATIVE**

**Andy Cherenfant – Loan Director**

**MEETINGS**

- 2- Program Status/Planning – L. Allison
- 2 - IED Staff
- 8 - IED Staff
  - 1- Alberta McCarthy
  - 2- Fierra Dillard
  - 5- Dr. Lynn Allison
  - Adrienne Esteban- ( BRC Phone)

**UPDATE/COLLECTIONS SITEVISITS**

- Tropical Elegance, Inc.
- Tender Love & Care
- 2-Deborah Anthony
- R & K Soul Food

**Collections**

- 15– Loan Fund

**Received Loan Payments**

September - See Loan Fund Status Sheet (IED Report)

**EVENTS/COMMUNITY OUTREACH**

- 1- Spoken Word
- Loan Workshop Graduation

**SERVICES**

**Tech. Assistance Sessions**

- Javaris Bowden
- Baca Hotel

**Business Support**

- 3-Tropical Elegance
- 5- Lorenzo Mills
- Zavia House
- Deborah Anthony
- Tender Love & Care
- OASIS

**BRC FACILITY MANAGEMENT**

- Computers 7x
- Window cleaning
- Facility cleaning
- Supplies- status quo

- Phones- Onsite Challenges 3x
- Xerox Machine- fixed 2x
- A/C- status quo
- Alarm – responded 3x
- Bathroom Maintenance – repaired
- Sign on window- Jessie Brown

**BRC Technical Assistance**

- 6- Oasis of Hope, Inc.
- 4- Ed Gallagher
- Administrative/Services

**Misc:**

- Process loan payments
- Responded to emails
- Responded to voice messages
- Organize files
- Delivered checks to Pompano Beach CRA office





## Annual Report Summary

Northwest Pompano Beach CRA  
Business Loan Fund  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL.

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### **Annual Report Summary October 1, 2015- September 30, 2015**

#### **Master Mind**

On the first Wednesday, the Pompano Beach Business Resource Center hosts Master Mind. The goal was to create a networking group to share solutions to everyday challenges business encounter. The meetings this quarter was to create You Tube videos for the respective business to share online.

January 7, 2015, 8 guests were in attendance.

February 4, 2015, 6 guests were in attendance.

March 4, 2015, 3 guests were in attendance.

#### **Pompano Beach NW CRA Advisory Committee Meeting**

The Pompano Beach NW CRA Advisory Committee meetings are held at the E. Pat Larkins Center in Pompano Beach, FL. I attended three meetings in the first quarter of 2015. The meetings are scheduled on the first Monday of every month. A program summary report was given at the February and March meeting. There was an average of 13 guests in attendance.

#### **Lime Event**

The monthly event is held at the Bailey Contemporary Arts (BACA). The month headliner was Rockin Jake in February. He is one of the premier harmonica players in the country. His original sounds are a hybrid of second line, swamp funk, blues and zydeco.

The March program unveiled the Pompano Art sculptures that are going to be strategically placed throughout the city. Artist throughout the tri-county area participated in the event. The event also features food trucks with selection of flavors. The family atmosphere provides a kid section and an art exhibit. The average attendance in the first quarter was 110.

## 731 Section Committee

I participated in the food tasting for selecting a restaurant for 731 MLK Blvd. The official results will be announced at the April 2015, CRA Board meeting.

Event times 5:00 pm – 9:00 pm

Wednesday

March 25, 2015

Father and Son BBQ	5:30 pm
Crab Man	6:30 pm
BOJO Seafood	7:30 pm
Pleasure of The Sea	8:30 pm

Merchants were responsible to provide for the 6 members of the selection committee Plus 4 staff members for tasting. Best serve dish. The business owners had to be prepared to answer question regarding the dish being served to the committee.

**NW Pompano Beach CRA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM / Job Placement Center**  
**DELIVERABLES**  
**September, 2015**

**NARRATIVE**

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Fierra Dillard – Office Assistant

**REPORTS:**

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9/3/15 – Prepare materials for microenterprise workshop/ Review  
9/10/15 – Prepare materials for microenterprise workshop/ Tour  
9/17/15 – Prepare materials for microenterprise workshop/ Admin Review  
9/24/15 – Prepare materials for microenterprise workshop/ Graduation

- JPC intake information for opened positions & keeping count of calls
- JPC Orientation Reminder – Email Blast
- Mailchimp-BRC Happenings 9/3/15
- Mailchimp-BRC Happenings 9/10/15
- Mailchimp-BRC Happenings 9/15/15
- Reserve Conference to clients
- Stock / Order Supplies
- Set MBLF Consultations
- Print orientation Flyers
- JPC Certificates
- JPC Demographics Report
- BRC Traffic Report
- Update Mailchimp contact list
- Update JPC database
- Update MBLF folders
- Service Call - BRC Phones
- Distribute daily mail
- Send out graduation flyers
- Emailed & Called graduates
- Created floorplan for graduation
- Pick up drinks from Publix - Graduation

**MEETINGS:**

9/10/15 IED Staff  
9/28/15 IED Staff

**SERVICES:**

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9/3/15 – Microenterprise Workshop – 11 Attendees – Review  
9/10/15 – Microenterprise Workshop – 11 Attendees – Tour  
9/17/15 – Microenterprise Workshop – 2 Attendees – Admin Review  
9/24/15 - Microenterprise Workshop - Attendees – Graduation

**Total Attendees for the Month - 24**

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**NW Pompano Beach CRA  
PROGRAM MANAGEMENT  
AUGUST, 2015**

**NARRATIVE**

**Dr. Lynn Allison, Executive Director**

**REPORTS:**

- Monthly IED Report on Programs' Deliverables, Narrative Reports and Budget
- NorthWest Advisory Committee preparation for the September, 2015 meeting
- Staff Assignment reports and meetings
- Review of documentation for loans
- Collection Report
- Loan Status Report

**MEETINGS:**

- Monthly IED Staff meetings for review of Programs and planning
- Preparation for Loan Committee meeting – September, 2015
- Meetings with Loan Director, Training Director and staff to review files
- Loan Director meetings to review potential loans and restructuring of loans
- Staff updates
- Collection review meetings
- Meetings with Alberta McCarthy for Business Incubator Program review
- Review of in-take activities and hiring statistics for Job Placement Center (A. McCarthy, F.Dillard)
- Placement Center review meetings
- Meeting with A. Cherenfant re Business Resource Center (phone/Wifi lines down)
- Review of status of on-site and virtual incubator clients
- Loan Clients status reviews, updating of default documentation- J Levesque
- C. Landis for Limelight event for inclusion of Broward Art Guild

## **SERVICES:**

- Technical Assistance to clients
- Loan collections and review of loan status
- Preparation for Loan Committee meeting
- Documentation and disbursements of approved loans/restructuring from June Meeting
- Review of UCC filings – two are due to be updated
- Loan Portfolio review of files and documentation (to BRC)
- Plans with Broward Art Guild for monthly Limelight event for June to link with BACA.

**NARRATIVE**  
**August, 2015**

Alberta McCarthy – Training Director  
Fierra Dillard- Program Assistant

**REPORTS:**

Month of August

**MEETINGS:**

Staff

10<sup>th</sup> & 27<sup>th</sup>

Office Administrator

Loan Director

Business Resource Center Director

**WORKSHOPS:**

6<sup>th</sup> - Advertising/Marketing-

13<sup>th</sup> - Legal Business Structure/City Vendor Registration -

20<sup>th</sup> - Doing Business with Broward County and Certifications

27<sup>rd</sup> - Business Plan and Review

**SERVICES:**

**Consultations:**

Les Jean

Bruce Gay

Sherry Vertell

Deborah Hawkins

Salina Rucker

Kimberly Holmes

Javaris Bowden

Sylvanette Williams

**\*Please note that some people received more than one consult during the month.**

Administrative

Participant Evaluation Surveys (evaluate)

Business homework review and corrections

Coordination other agencies

Complimentary organizations opportunities emailed to micro=businesses

E-blasts of varied business information and opportunities

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
August 2015**

**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of August

**MEETINGS:**

Staff- IED

2

Office administrator

3

BRC Director

7

**CLIENT RECRUITMENT;**

- Potential BI Clients
- Retention of BI and Virtual Clients
- On-Site Office Space – Full
- Virtual – 8

**CLIENT SERVICES:**

- Recast of production for calendar year
- Inclusion in Doing Business with Broward County event
- Invoicing
- Collection of Rents:
- Submittal of rents to CRA of Pompano Beach
- Create PR schedule for business
- Vendor registration State of Florida
- Vendor registration with Broward County
- Bid registration package completion

**NW Pompano Beach CRA  
JOB PLACEMENT CENTER  
August 2015**

**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of August

**MEETINGS:**

- Staff- IED  
2
- Program Status - Office administrator  
2

**RECRUITMENT:**

**New Job Seekers**

- 4 – Weekly Job placement Center, Open Position Update E-mail Blasts  
Face-Book, Internal connections
- Leads via emails, call ins and walk ins forwarded to CRA Job Placement  
Department
- Referrals of potential employee to business incubator client

**EVENTS:**

- Hiring events phone requests for job fairs forwarded to CRA Job Placement  
Department after preliminary screening
- Hiring events email requests for job related activities or functions forwarded
- Information about job placement events forwarded to potential seekers

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
NARRATIVE REPORT  
August, 2015**

**NARRATIVE**

**Andy Cherenfant – Loan Director**

**MEETINGS**

- 4- Program Status/Planning – L. Allison
- 2 - IED Staff
- 6 - IED Staff
  - 1- Alberta McCarthy
  - 2- Fierra Dillard
  - 3- Dr. Lynn Allison
- 1- Mike McClain- Thorough Bred Waste Services, LLC

**UPDATE/COLLECTIONS SITEVISITS**

- Oasis, Inc.
- Norman Edwards
- 2-America's Metal Recycling, LLC

**Collections**

- 22– Loan Fund

**Received Loan Payments**

August - See Loan Fund Status Sheet (IED Report)

**EVENTS/COMMUNITY OUTREACH**

- 1- Spoken Word
- Ground Breaking Omega Community Center
- Broward Event

**SERVICES**

**Tech. Assistance Sessions**

- Avery Marshall
- Baca Hotel
- \* Joy Mathis
- \* A Fuller Sound

**Business Support**

- 3-Tropical Elegance
- 5- Lorenzo Mills
- 3 – Sona Moreland
- Zavia House
- 2-Brown Shugar
- Deborah Anthony
- Les Jean

## **BRC FACILITY MANAGEMENT**

- Computers 3x
- Window cleaning
- Facility cleaning
- Supplies- status quo
- Phones- Onsite Challenges 3x
- Xerox Machine- fixed 2x
- A/C- status quo
- Alarm – responded 3x
- Bathroom Maintenance – repaired
- Sign on window- Jessie Brown

## **BRC Technical Assistance**

- 3- Oasis of Hope, Inc.
- Administrative/Services

## **Misc:**

- Process loan payments
- Responded to emails

**NW Pompano Beach CRA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM / Job Placement Center**  
**DELIVERABLES**  
**August 1 – 31, 2015**

**NARRATIVE**

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Fierra Dillard – Office Assistant

**REPORTS:**

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8/6/15 – Prepare materials for microenterprise workshop/ Marketing

8/13/15 – Prepare materials for microenterprise workshop/ Legal Business Structure

8/20/15 – Prepare materials for microenterprise workshop/ Business w/ Broward County

8/27/15 – Prepare materials for microenterprise workshop/ Business Plan

- JPC intake information for opened positions & keeping count of calls
- JPC Orientation Reminder – Email Blast
- Mailchimp-BRC Happenings 7/31/15
- Mailchimp-BRC Happenings 8/7/15
- Mailchimp-BRC Happenings 8/20/15
- Mailchimp – BRC Happenings 8/28/15
- Reserve Conference to clients
- Stock / Order Supplies
- Set MBLF Consultations
- Print orientation Flyers
- JPC Certificates
- JPC employer referrals
- JPC Demographics Report
- BRC Traffic Report
- Update Mailchimp contact list
- Update JPC database
- Register new MBLF attendees
- Update MBLF folders
- Service Call - BRC Phones
- Distribute daily mail
- Update B. I Client Booklet
- Print Legal Business Structure forms

**MEETINGS:**

8/10/15 IED Staff

8/27/15 IED Staff

**SERVICES:**

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8/6/15 – Microenterprise Workshop – 13 Attendees – Marketing

8/13/15 – Microenterprise Workshop – 10 Attendees – Legal Business Structure

8/20/15 – Microenterprise Workshop – 16 Attendees – Business w/ Broward County

8/27/15 - Microenterprise Workshop - 12 Attendees – Business Plan

**Total Attendees for the Month - 51**

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**NW Pompano Beach CRA  
PROGRAM MANAGEMENT  
JULY, 2015**

**NARRATIVE**

**Dr. Lynn Allison, Executive Director**

**REPORTS:**

- Monthly IED Report on Programs' Deliverables, Narrative Reports and Budget
- NorthWest Advisory Committee update for the July, 2015, meeting
- Staff Assignment reports and meetings
- Preparation of documentation for approved loan as of meeting of June 4, 2015,
- Collection Report
- Loan Status Report –
- Quarterly Loan Status Report to Clients
- Preparation of IED Quarterly Report for the period April – June, 2015

**MEETINGS:**

- Monthly IED Staff meetings for review of Programs and planning
- Follow-up for Loan Committee meeting – June 4, 2015
- Meetings with Loan Director, Training Director and staff to review files
- Loan Director meetings to review potential loans and restructuring of loans
- Staff updates
- Collection review meetings
- Meetings with Alberta McCarthy for Business Incubator Program review
- Review of in-take activities and hiring statistics for Job Placement Center ( A. McCarthy, F.Dillard)
- Placement Center review meetings
- Meeting with A. Cherenfant re Business Resource Center (phone/Wifi lines down)
- Review of status of on-site and virtual incubator clients
- Loan Clients status reviews, updating of default documentation- J Levesque
- C. Landis for Limelight event for inclusion of Broward Art Guild
- CRA Monthly Board meeting

## **SERVICES:**

- Technical Assistance to clients
- Loan collections and review of loan status
- Follow-up of Loan Committee meeting including editing of minutes
- Documentation and disbursements of approved loans/restructuring from June Meeting
- Loan Portfolio review of files and documentation (to BRC)
- Plans with Broward Art Guild for monthly Limelight event for June to link with BACA.
- Plans for monthly MasterMind Class

## **EVENTS:**

- Limelight
- Broward Art Guild input into Limelight event

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
DELIVERABLES  
October, 2014 – September 30, 2015**

**NARRATIVE  
July 2015**

Alberta McCarthy – Training Director  
Fierra Dillard- Program Assistant

**REPORTS:**

Month of July

**MEETINGS:**

Staff

20th

Office Administrator

Loan Director

Business Resource Center Director

**WORKSHOPS:**

2<sup>th</sup> - Budget Personal-

9<sup>th</sup> - Credit -

16<sup>th</sup>- Time Management-Sphere of Influence

23<sup>rd</sup>- Business Budget

30<sup>th</sup>- Networking/30 Second Elevator Speech

**SERVICES:**

**Consultations:**

**Sylvanette Williams**

**Deborah Hawkins**

**Bruce Gay**

**Antonio Walter**

**\*Please note that some people received more than one consult during the month.**

Administrative

Participant Evaluation Surveys (evaluate)

Business homework review and corrections

Coordination other agencies

Complimentary organizations opportunities emailed to micro=businesses

E-blasts of varied business information and opportunities

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
July 2015**

**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of July

**MEETINGS:**

Staff- IED

1

Office administrator

3

BRC Director

5

**CLIENT RECRUITMENT:**

- Potential BI Clients: 2
- On-Site Office Space – Full
- Virtual - 9

**CLIENT SERVICES:**

- Client Meetings/Services;
- Invoicing
- Collection of Rents:
- Submittal of rents to CRA of Pompano Beach
- Business tax receipt application
- Update business resume
- Create PR schedule for business
- Certification Broward County School

Alberta McCarthy, Training Director





**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
NARRATIVE REPORT  
July/2015**

**NARRATIVE**

**Andy Cherenfant – Loan Director**

**MEETINGS**

- 2- Program Status/Planning – L. Allison
- 2 - IED Staff
- 6 - IED Staff
  - 1- Alberta McCarthy
  - 2- Fierra Dillard
  - 3-Lynn Allison
- 3 - CRA/City Staff
  - 2 Dahlia Baker

**UPDATE/COLLECTIONS SITEVISITS**

- Oasis, Inc.
- Betty Taylor
- 2-America's Metal Recycling, LLC
- Norman Edwards

**Collections**

- 18– Loan Fund

**Received Loan Payments**

July - See Loan Fund Status Sheet (IED Report)

**Loan Preparation**

- 3-Pompano Post
- 2 -Marcus Hallback
- 2-Brandon LUMBO

**EVENTS/COMMUNITY OUTREACH**

- 1- Spoken Word
- Sitel Visit

**SERVICES**

**Tech. Assistance Sessions**

- Kedrine Spencer
- Willie Reed
- \* Les Jean Baptist

**Business Support**

- 5- Lorenzo Mills
- 5 – Happy Wings
- 3-Tropical Elegance
- 2-Brown Shugar

### **BRC FACILITY MANAGEMENT**

- Computers 6x
- Window cleaning
- Facility cleaning
- Supplies- status quo
- Phones- Onsite Challenges 1x
- Xerox Machine- fixed 2x
- A/C- status quo
- Alarm – status quo

### **BRC Technical Assistance**

- 3- Oasis of Hope, Inc.
- 2 ACR Bookkeeping
- 2- Ed Gallagher
- Administrative/Services

### **Misc:**

- Process loan payments
- Read Business Plans
- Responded to emails
- Responded to voice messages
- Delivered checks to Pompano Beach CRA office
- Mailed loan packets

Multiple phone calls with questions throughout the month are not noted in this report

**Pompano Beach CRA Business Resource Center**

**Visitor Traffic October 2014 - September 2015**

	<b>CRA</b>	<b>BI</b>	<b>BRC</b> Events / Traffic		<b>JPC</b> Events / Traffic		<b>MBLF</b>	<b>ARTHALL</b> Reception / Traffic		<b>TOTAL</b>
<b>OCTOBER</b>	22	46	2	13	4	34	29	175	6	<b>331</b>
<b>NOVEMBER</b>	26	41	6	16	39	65	13	150	6	<b>362</b>
<b>DECEMBER</b>	23	43	11	4	84	36	21	100	3	<b>325</b>
<b>JANUARY</b>	31	57	8	15	30	41	41		4	<b>227</b>
<b>FEBRUARY</b>	12	67	5	27	10	22	35	60	7	<b>245</b>
<b>MARCH</b>	15	86		19		11	34	140	4	<b>309</b>
<b>APRIL</b>	24	112		22	4	25	53	60	4	<b>304</b>
<b>MAY</b>	34	114		23	6	10	50	75	5	<b>317</b>
<b>JUNE</b>	21	86		10	8	14	42	75	7	<b>263</b>
<b>JULY</b>	33	95		10	6	10	24		5	<b>183</b>
<b>AUGUST</b>										
<b>SEPTEMBER</b>										
<b>TOTAL</b>	<b>208</b>	<b>652</b>	<b>32</b>	<b>149</b>	<b>185</b>	<b>258</b>	<b>318</b>	<b>835</b>	<b>46</b>	<b>2683</b>



Community Reinvestment Act  
Community Development Financial Institutions  
Community Development Loan Fund  
50 NE 18 Street, Pompano Beach, FL

Date: July, 2015

**NW POMPANO  
BEACH CRA MICROBUSINESS LOAN FUND  
IED**

**Business Owner: Adya Heath and David Kearse**

**Business Information:**

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**Resident: 1930 NW 18<sup>th</sup> Street Bay #18  
Pompano Beach, Florida 33069**

**Observations: I arrived at the business and spoke with a gentleman by the name of Tommy. He confirmed that Adya Heath and David Kearse still operate a business at the location and informed me that she was at work; he assured me that he would give her my card and let her know that I stopped by to see her. Before I drove away from the property I called and left a voice message on Adya's mobile phone stating that I was at her business and I need her to give me a call when she receive my message.**

**NW Pompano Beach CRA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM / Job Placement Center**  
**DELIVERABLES**  
**July 1 – 31, 2015**

**NARRATIVE**

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Fierra Dillard – Office Assistant

**REPORTS:**

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- 7/2/15 – Prepare materials for microenterprise workshop/ Personal Budget
- 7/9/15 – Prepare materials for microenterprise workshop/ Credit
- 7/16/15 – Prepare materials for microenterprise workshop/ Time Management
- 7/23/15 – Prepare materials for microenterprise workshop/ Business Budget
  - JPC intake information for opened positions & keeping count of calls
  - JPC Orientation Reminder – Email Blast
  - Mailchimp-BRC Happenings 7/3/15
  - Mailchimp-BRC Happenings 7/10/15
  - Mailchimp-BRC Happenings 7/16/15
  - Reserve Conference to clients
  - Stock / Order Supplies
  - Set MBLF Consultations
  - Print orientation Flyers
  - Confirm Credit Presentation – MBLF Workshop
  - Daily Activities – W.I.P.P Interns ( Allegra & Markesha)
    - Answering phones
    - Daily checklists
    - Office Etiquette
    - Stocking Supplies
    - Computer techniques
  - JPC Certificates
  - JPC employer referrals
  - JPC Demographics Report
  - BRC Traffic Report
  - Update Mailchimp contact list
  - Update JPC database
  - Register new MBLF attendees
  - Distribute daily mail
  - Update B. I Client Booklet

**MEETINGS:**

7/20/15 IED Staff

**SERVICES:**

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- 7/2/15 – Microenterprise Workshop – 15 Attendees – Personal Budget
  - 7/9/15 – Microenterprise Workshop – 17 Attendees – Credit
  - 7/16/15 – Microenterprise Workshop – 15 Attendees – Time Management
  - 7/23/15 - Microenterprise Workshop - 13 Attendees – Business Budget
- Total Attendees for the Month - 60**
-

**POMPANO BEACH CRA**  
**INTERNATIONAL ENTERPRISE DEVELOPMENT, INC.**

**Northwest CRA Microenterprise Business Loan Fund Program**  
**Business Incubator Program**  
**Business Resource Center**  
**Job Placement Center Program**

**QUARTERLY REPORT**

**April, 2015 – June, 2015**

**OVERVIEW**

- Monthly IED Deliverables, Narratives and Financial reports were submitted for the period April, May, and June, 2015.
- Review meetings were held with CRA Co-Executive Director; NW CRA Director and IED President.
- IED conducted bi-monthly staff meetings for review of Programs and planning.
- IED attended monthly CRA Board meetings and Northwest Advisory Committee meetings.
- IED assisted in the provision of qualified loans for businesses located in the new CRA business building, at 731 Hammondville Road.
- IED participated in the monthly Limelight event working with the Broward Art Guild for exhibition of their art.
- IED provided the Mastermind event for CEO's of existing businesses.
- IED met with Mr. Tran, NW CRA Director, to revise the IED budget as required for the April CRA Board meeting.

## **Northwest Pompano Beach CRA Microenterprise Business Loan Fund Program**

- The Loan Committee of the CRA Business Loan Fund Program was convened on April 23, 2015, and June 4, 2015. At the meeting of April 23, 2015, one client was restructured and one client received an additional loan of \$5,000 and one new loan was approved in the amount of \$3,200 pending specific documentation. At the meeting of June 4, 2015: 3 loans were restructured, one client received additional funds of \$15,000 and 3 new loans were approved in the total amount of \$60,000.
- Loan Statements for the period April – June, 2015, were completed and submitted to the loan clients and copies retained in their repayment files.
- The 16- week workshop training sessions' #3 was successfully completed in January, 2015, and Session #1 for 2015 commenced February 5, 2015, and was completed May 21, 2015. Session #2 commenced on June 4, 2015.
- All attendees sign in at each workshop training session and all sign-in sheets are retained.
- Consultations were provided on a one-on-one basis with the Training Director to assist with the course topics and to prepare those clients that will begin the loan application process.
- The Training Assistant assured that the eligibility requirements were met for all workshop attendees as they must reside/and or have proof that their business is located in the Northwest district in order to participate in the Program.
- Potential loan clients worked directly with the Loan Director, who provided technical assistance which includes credit repair, business plans, site visits, and preparation of the loan application and all required documentation.
- Loan Applications came before the Loan Committee, which also interviewed all loan applicants.
- To date, the Business Loan Fund Program has approved 75
- An updated Loan Manual is required under the present contract. It was submitted to the Loan Committee and approved by the Loan Committee at the November 13, 2014, meeting and was duly submitted to the CRA.
- Focus under this contract continues to be on collections and restructuring of outstanding loans.

## **Business Resource Center**

- Traffic for this quarter for the Business Resource Center was 781 persons.
- Monthly ArtHall events continued in coordination with BACA's Limelight event. This continues to be successful. The events were held outside with entertainment on the stage and food trucks in addition to the provision of drinks and the display of art. Art for the BRC is being provided by the Broward Art Guild.
- CRA Business clients were highlighted in Pompano Today.
- The BRC coordinated with the Chamber of Commerce for the annual Business Expo event which was held in June.
- IED staff attended the Pompano Beach Chamber Breakfast and is enrolled in the North Broward Leadership Program.
- Additional outreach activities for the Center include monthly Business Networking mixers-which encourage connections, sharing of insights and strengthening their business. (Mastermind Program)
- The marketing program continues through Face book and the link to the CRA Website.
- Continued coordination and monitoring of all aspects of the facility infrastructure which includes: window signage of client businesses, front door buzzer system, phone and computer systems, air conditioning, equipment, parking and safety, pest control, supplies, window and facility cleaning.

## **Business Incubator Program**

- The Business Incubator facility has 7 offices filled with 4 on-site Businesses and 10 virtual businesses.
- Recruitment of additional on-site and virtual clients continues and several names remain on the wait list and are in process for the on-site facility.
- The Selection Committee reviews potential clients' applications for both on-site and virtuals.
- Business Incubator on-site client services and requirements have been updated and revised.

- Business services are being offered to all Incubator Clients.
- Produced, disseminated and analyzed Client Needs Assessment
- Income for the quarter from the Business Incubator was \$ 7,986.00
- Continually revising and updating all collateral materials to reflect new and revised policies.

### **Job Placement Center**

- Monthly mandatory orientation meetings were held each month on the first Monday, conducted by the CRA. Attendance continues to be good.
- Hiring events for prior months are resulting in jobs. Statistics are being requested on a regular basis.
- Follow-up continues from prior Job Fairs to gather relevant statistics on applicants hired.
- IED continues to be responsible for the in-take applications and advertisement of available job opportunities.
- Job applicants continue to be assisted.

**CRA MICROENTERPRISE LOAN FUND PROGRAM  
LOAN STATUS SUMMARY AS OF JUNE 2015**

**Total No. of Loans Made** 74

**Total Amount of Loans** \$1,316,478.20

<u>Total Loans in the Following Categories:</u>	# of Loans	% of Loans	Amount of Loans	% of Amount
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Loans Repaid	4	5%	\$35,500.00	3%
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Current	17	23%	\$356,228.20	27%
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Arrears	29	40%	\$474,550.00	36%
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Not Disbursed	4	5%	\$80,000.00	6%
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Not Due	8	11%	\$143,200.00	11%
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<b>Totals</b>	<b>62</b>	<b>84%</b>	<b>\$1,089,478.20</b>	<b>83%</b>
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Total Loans  
in the Following Categories:

Defaulted	12	16%	\$227,000.00	17%
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<b>Totals</b>	<b>74</b>	<b>100%</b>	<b>\$1,316,478.20</b>	<b>100%</b>
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**NW Pompano Beach CRA  
PROGRAM MANAGEMENT  
April, 2015**

**NARRATIVE**

**Dr. Lynn Allison, Executive Director**

**REPORTS:**

- Monthly IED Report on Programs' Deliverables, Narrative Reports and Budget
- NorthWest Advisory Committee update for the April meeting
- Staff Assignment reports and meetings
- Preparation for Loan Committee meeting of April 23, 2015,
- Collection Report
- Loan Status Report
- Quarterly Report
- Quarterly Loan Status Report to Clients
- IED Budget Revision for contract revision

**MEETINGS:**

- Bi monthly IED Staff meetings for review of Programs and planning
- CRA Board Meeting
- Meetings with Nguyen Tran to review budget and Placement Center transfer of responsibilities
- Loan Committee meeting – April 23, 2015
- Meetings with Loan Director, Training Director and staff to review files
- Loan Director meetings to review potential loans and restructuring of loans
- Staff updates
- Weekly staff review of monthly collections
- Meeting with Commissioner Dockswell to review new format for loan status reporting
- Collection review meetings
- Meetings with Alberta McCarthy for Business Incubator Program review
- Review of in-take activities and hiring statistics for Job Placement Center ( A. McCarthy, F.Dillard)
- Meeting with A. Cherenfant re Business Resource Center
- Review of status of on-site and virtual incubator clients

- Loan Clients status reviews, updating of default documentation- J Levesque
- Review of Monthly Mastermind Class

### **SERVICES:**

- Technical Assistance to clients
- Loan collections and review of loan status
- Follow-up of Loan Committee meeting including editing of minutes
- Preparation of documentation for approved and restructured loans
- UCC filings preparation
- Planning of May Loan Committee meeting
- Loan Portfolio review of files and documentation (to BRC)
- Coordination with Broward Art Guild for monthly Limelight event for April, to link with BACA.
- Plans for monthly MasterMind Class

### **EVENTS:**

- Limelight
- Broward Art Guild input into Limelight event

**NW Pompano Beach CRA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM / Job Placement Center**  
**DELIVERABLES**  
**April 1 – 30, 2015**

**NARRATIVE**

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Fierra Dillard – Office Assistant

**REPORTS:**

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4/2/15 – Prepare materials for microenterprise workshop/ Resume  
4/9/15 – Prepare materials for microenterprise workshop/ 30 Sec. Elev.  
4/16/15 – Prepare materials for microenterprise workshop/ Executive Summary  
4/23/15 – Prepare materials for microenterprise workshop/ Marketing  
4/30/15 – Prepare materials for microenterprise workshop/ Business Plan

- JPC intake information for opened positions & keeping count of calls
- JPC Orientation Reminder – Email Blast
- Mailchimp-BRC Happenings 4/1/15
- Mailchimp-BRC Happenings 4/14/15
- Mailchimp-BRC Happenings 4/24/15
- Update Conference room calendar
- Update MBLF calendar
- Update Jobs list
- Update loan comm. list
- Stock / Order Supplies
- Set MBLF Consultations
- JPC Certificates
- JPC employer referrals
- JPC Demographics Report
- BRC Traffic Report
- Update JPC database
- File/ Maintain JPC registration forms'
- Update JPC database
- Register new MBLF attendees
- Take payments to City Hall
- Mail loan documents
- Create January – March BRC schedule

**MEETINGS:**

4/6/15 IED Staff  
4/20/15 IED Staff

**SERVICES:**

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4/2/15 – Microenterprise Workshop – 16 Attendees – Resume  
4/9/15 – Microenterprise Workshop – 23 Attendees – 30 Second Elevator  
4/16/15 – Microenterprise Workshop – 15 Attendees – Executive Summary  
4/23/15 – Microenterprise Workshop – 20 Attendees – Marketing  
4/30/15 – Microenterprise Workshop – 19 Attendees – Business Plan

**Total Attendees for the Month - 93**

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INTERNATIONAL ENTERPRISE DEVELOPMENT, INC.

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
NARRATIVE REPORT  
APRIL, 2015**

**NARRATIVE**

**Andy Cherenfant – Loan Director**

**MEETINGS**

- 2- Program Status/Planning – Dr. Allison
- 2 - IED Staff
- 7 - IED Staff
  - 3- Alberta McCarthy
  - 2- Fierra Dillard
  - 2- Dr. Allison
- 3 - CRA/City Staff
  - 731 Selection Committee
  - Willy Jones
  - Nguyen Tran
- 1- Carmen Jones
- Pompano Beach Chamber
  - Lisa Pisseli

**UPDATE/COLLECTIONS SITEVISITS**

- Oasis, Inc.
- Octavia McDougle
- Deborah Anthony
- Gentle Hugz

**Collections**

- 15– Loan Fund

**Received Loan Payments**

April - See Loan Fund Status Sheet (IED Report)

**Loan Preparation**

- 2-Lisa Almonord
- 2-Anthony Rogers
- 2- Lorenzo Mills
- 3- Brown Shugar
- 3–Emmanuel Toussaint
- 4- Marcus Hallback
- 5 -Sonia Moreland
- 5-Brandon LUMBO"
- Angela Fogle

**EVENTS/COMMUNITY OUTREACH**

- 2- Spoken Word
- Lime Light Event

**SERVICES**

**Tech. Assistance Sessions**

- Jennot Benoit
- 2 - Hugh Motley

### **Business Support**

- 2- Lorenzo Mills
- 5 – Your Oasis of Hope
- 2- Tasty Pasties
- Brown Shugar

### **BRC FACILITY MANAGEMENT**

- Computers 4x
- Window cleaning
- Facility cleaning
- Supplies- status quo
- Phones- Onsite Challenges 3x
- Xerox Machine- called in service 4x
- A/C- status quo- Maintenance Check
- Keys - ACR Bookkeeping-

### **BRC Technical Assistance**

- 3- Oasis of Hope, Inc.
- 2- Ed Gallagher
- 3- ACR Bookkeeping Service
- Administrative/Services

### **Misc:**

- Process loan payments
- Read Business Plans
- Responded to emails
- Responded to voice messages
- Delivered checks to Pompano Beach CRA office
- Prepared loan packets
- Preparing for Loan Meeting

Multiple phone calls with questions throughout the month are not noted in this report

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
DELIVERABLES**

October, 2014 – September 30, 2015

**APRIL, 2015**

**NARRATIVE**

Alberta McCarthy – Training Director  
Fierra Dillard- Program Assistant

**REPORTS:**

Month of April  
Staff Meeting preparation

**MEETINGS:**

Staff: 6<sup>th</sup> and 20<sup>th</sup>  
Office administrator

**WORKSHOPS:**

2nd - Resume -  
9<sup>th</sup>- 30 Second Elevator Pitch -  
16th – Executive Summary-  
23th- Marketing and Advertising planning and budgeting -  
30<sup>th</sup> – Business Plan Overview and Presentation by FAMU Football Coach McCarthy -

**SERVICES:**

**Consultations;**

Maria Love  
Cathie Oliver  
Arthur Lane  
Avery Marshall  
Jessica Coutain  
Marcus Hallback  
Hugh Motley  
Mr. & Mrs. Legend  
American Recycle Company

**\*Please note that some people received more than one consult during the month.**

Administrative  
Participant Evaluation Surveys (evaluate)  
Business homework review and corrections  
Business plans  
NW CRA redevelopment and opportunity updates  
E-blasts of varied business information and opportunities

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
April 2015**

**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of April

**MEETINGS:**

Staff- IED

2

Office administrator

10

BRC Director

5

**CLIENT RECRUITMENT:**

- Potential BI Clients: 4
- On-Site Office Space – Full
- Virtual - 10

**CLIENT SERVICES:**

- Client Meetings/Services;

All active companies were notified of **Broward County Airport Extension sessions** taking place this month. These sessions include;

1. Meet the large companies networking session for potential sub-contracting opportunities.

Mrs. Mann – follow up meeting

Mr. & Mrs. Hadley- Black Swan Inc. – reviewed 2014 projections versus actuals

Mrs. Reed – Oasis started application for City of Pompano Beach Vendor registration. I provided form and made suggestions for her organization.

ACR Bookkeeping – new hires (2) background checks

Assisted Oasis with location of rental properties for relocation project

- Collection of Rents:
- Submittal of rents to CRA of Pompano Beach
- Invoicing

**NW Pompano Beach CRA  
JOB PLACEMENT CENTER**

**April, 2015**

**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of April

**MEETINGS:**

- Staff- IED  
2
- Program Status - Office administrator  
2

**RECRUITMENT;**

New Job Seekers

- 4 – Weekly Job placement Center, Open Position Update E-mail Blasts  
FaceBook, Internal connections

**EVENTS:**

- Hiring events for job fairs forwarded to CRA after preliminary screening

**Pompano Beach CRA Business Resource Center**  
**BUSINESS INCUBATOR RENT AND USAGE PAYMENTS 2015**

CLIENT	APRIL				MAY				JUNE				TOTAL PAID
	RENT DUE	USAGE DUE	RENT PAID	USAGE PAID	RENT DUE	USAGE DUE	RENT PAID	USAGE PAID	RENT DUE	USAGE DUE	RENT PAID	USAGE PAID	
ACR Bookkeeping	\$318.00		\$318.00										\$318.00
At Home Infusion Services	\$318.00		\$318.00		\$318.00		\$318.00						\$636.00
Black Swan Special Events	\$106.00		\$106.00										\$106.00
Brigcon Construction Services	\$106.00		\$106.00										\$106.00
Burkersen Tax & Accounting	\$106.00												\$0.00
Dentalmarx, LLC	\$106.00												\$0.00
EEG, Inc.	\$0.00												\$0.00
L'Alchimiste/SB Cosmetics, Inc.	\$106.00		\$106.00										\$106.00
Law Office of Herman Stevens	\$0.00												\$0.00
New Experience Cleaning Srvcs	\$106.00												\$0.00
Oasis of Hope CDC	\$850.00		\$850.00										\$850.00
Opt2Web, Inc.	\$106.00		\$106.00										\$106.00
Unity in the Community	\$0.00												\$0.00
OnSite App Fees/Sec. Deposits													\$0.00
Virtual application fees													\$0.00
Miscellaneous income													\$0.00
<b>TOTAL</b>	<b>\$2,228.00</b>	<b>\$0.00</b>	<b>\$1,910.00</b>	<b>\$0.00</b>	<b>\$ -</b>	<b>\$2,228.00</b>							

**Job Placement Center  
March 2015**

New Client Registration: 5

Orientation Attendance: 8

Ethnicity		Speak English		Employment Status		Education Level		Transportation	
African American	5	Fluently	5	Full-time		Grade School	1	Family/ Friend	1
Haitian		Little		Part-time	3	High School	1	Own Car	3
Hispanic		None		Unemployed	2	Technical School	1	Public	1
White				Retired		Some College	1	Reliable	
Other						College	1	Unreliable	
Not Available		Not Available		Not Available		Not Available		Not Available	

Need Childcare		Age Range		Gender		Residence		Communication Access		Job Referrals	
Yes		<20		Female	2	Broward County		Computer	3	County not	
No	5	20-24	1	Male	3	not Pompano Bch		Internet	3	Pompano Bch	4
		25-39	1			Pompano Beach		Telephone	5	Pompano	
		40-59	2			not NW	2			Beach not NW	3
		60>	1			NW Pompano				NW Pompano	
Not Available		Not Available		Not Available		Beach	3	Not Available		Beach	4
						Miami-Dade				Miami-Dade	
						Palm Beach				Palm Beach	
						Other				Other	

How they found out about the Job Placement Center			
Church		Walk-in	2
Community TV		Mailings	
Friend	2	Job Announcement	
Laundromat		Internet	
Library	1	Billboard	
Newspaper		Not Available	

**NW Pompano Beach CRA  
PROGRAM MANAGEMENT  
MAY, 2015**

**NARRATIVE**

**Dr. Lynn Allison, Executive Director**

**REPORTS:**

- Monthly IED Report on Programs' Deliverables, Narrative Reports and Budget
- NorthWest Advisory Committee update for the May meeting
- Staff Assignment reports and meetings
- Preparation for Loan Committee meeting of June 4, 2015,
- Collection Report
- Loan Status Report – new format
- IED Budget Revision Report
- Preparation for Florida Business Incubator Association presentation

**MEETINGS:**

- Bi monthly IED Staff meetings for review of Programs and planning
- Meeting with Whitney Rawls re NW Advisory Committee
- Review for Loan Committee meeting – June 4, 2015
- Meetings with Loan Director, Training Director and staff to review files
- Loan Director meetings to review potential loans and restructuring of loans
- Staff updates
- Weekly staff review of monthly collections
- Collection review meetings
- Meetings with Alberta McCarthy for Business Incubator Program review
- Review of in-take activities and hiring statistics for Job Placement Center ( A. McCarthy, F.Dillard)
- Placement Center review meetings
- Meeting with A. Cherenfant re Business Resource Center
- Review of status of on-site and virtual incubator clients
- Loan Clients status reviews, updating of default documentation- J Levesque
- C. Landis for Limelight event for inclusion of Broward Art Guild
- FBIA Spring Conference meeting, Daytona, May 27 – 28.

## **SERVICES:**

- Technical Assistance to clients
- Loan collections and review of loan status
- Follow-up of Loan Committee meeting including editing of minutes
- Documentation and disbursements of approved loans from April Meeting
- Planning of June Loan Committee meeting
- Loan Portfolio review of files and documentation (to BRC)
- Plans with Broward Art Guild for monthly Limelight event for May, to link with BACA.
- Plans for monthly MasterMind Class

## **EVENTS:**

- Limelight
- Broward Art Guild input into Limelight event
- FBIA Spring Conference

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
NARRATIVE REPORT  
May,2015**

**NARRATIVE**

**Andy Cherenfant – Loan Director**

**MEETINGS:**

- 2- Program Status/Planning – L. Allison
- 2 - IED Staff
- 8 - IED Staff
  - 1- Alberta McCarthy
  - 2- Fierra Dillard
  - 3- Dr. Allison
  - 2- Dr.Allison /Alberta McCarthy
- 3 - CRA/City Staff
  - Willy Jones
  - 2 Dahlia Baker
- First Haitian Baptist Church of Pompano Beach w/ Oasis of Hope

**UPDATE/COLLECTIONS SITEVISITS:**

- Oasis, Inc.
- Deborah Anthony

**Collections:**

- 15– Loan Fund

**Received Loan Payments:**

May - See Loan Fund Status Sheet (IED Report)

**Loan Preparation:**

- 6-Pompano Post
- 2 -Lorenzo Mills
- 2-Angela Fogle
- Charles Davis
- 2 -Marcus Hallback
- 2-Brandon LUMBO
- Deborah Anthony
- 

**EVENTS/COMMUNITY OUTREACH:**

- 2- Spoken Word
- Lime Light Event
- Construction Event
- Ali show case

**SERVICES:**

**Tech. Assistance Sessions**

- Kedrine Spencer
- Willie Reed
- 2 - Hugh Motley
- \* Les Jean Baptist

- Disbursement of approved loans

**Business Support:**

- 2- Lorenzo Mills
- 5 – Your Oasis of Hope
- 2- Tasty Pasties
- Brown Shugar

**BRC FACILITY MANAGEMENT:**

- Computers 5x
- Window cleaning
- Facility cleaning
- Supplies- status quo
- Phones- Onsite Challenges 4x
- Xerox Machine- fixed 3x
- A/C- status Repair needed
- Alarm – called for service 2x

**BRC Technical Assistance:**

- 3- Oasis of Hope, Inc.
- 2- Ed Gallagher
- Administrative/Services

**ADDITIONAL:**

- Process loan payments
- Read Business Plans
- Responded to emails
- Responded to voice messages
- Delivered checks to Pompano Beach CRA office
- Prepared loan packets
- Preparing for Loan Meeting
- Mailed loan packets



## Site Visit Summary

Northwest Pompano Beach CRA  
Business Loan Fund  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL.

**Event Date: Wednesday, May 6, 2015**

### **Ali Building and Cultural Arts Center Construction Site Visit**

A site visit to Ali Building construction site was organized on May 6, 2015 by Commissioner Ed Phillips of District 4. The tour started at 5:15pm. Before the walk through began Nguyen Tran provided safety precaution measures to ensure everyone's safety. After the safety measures were given by Mr. Tran, the group toured each room and was given specific use of each space. Commissioner Phillips and Mr. Tran provided the group of about 30 people a short synopsis about the building's future use and tenants.

The Pompano Beach CRA is renovating this historic property in Downtown Pompano on Dr. Martin Luther King Jr. Boulevard/Hammondville Road on NW 4<sup>th</sup> street in the CRA's Northwest District. This site was once the home and business site of Florence Major Ali and her husband, Frank. The two-story building was built in 1932.

Future tenants in the Ali Building are:

- Ashanti Cultural Arts
- Dillard Museum
- Rock Road Historical Group

The site is set to open this summer featuring an outdoor stage that will showcase jazz, blues, gospel music and more. The Ali Building project will provide approximately 4,194 square feet of museum, educational and performance space along the MLK Boulevard Corridor.

The outdoor space will seat 200 guests with a covered stage with adjacent green room for performers. It will also have gallery space for revolving educational, historical and cultural exhibitions. The multi-purpose building will have the ability to host dance rehearsals, meetings and classes and special events. The property also includes a concession facility, elevated sound booth and administrative offices/ room space for community cultural lessees. Also included is a conference room for tenant and public use.

The Mission of the Ali Building is to both celebrate the history and culture of the African American community in Pompano Beach and to enhance local access to cultural activities, with a focus on dance, music and the spoken word, including poetry, storytelling and theater, as part of the Downtown Pompano Creative Arts District.

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
October, 2014 – September 30, 2015**

**NARRATIVE**

Alberta McCarthy – Training Director  
Fierra Dillard- Program Assistant

**REPORTS:**

May

**MEETINGS:**

Staff

4<sup>th</sup> and 18th

Office Administrator  
Loan Director  
NW CRA MicroEnterprise Program Director

**WORKSHOPS;**

7th - Vendor and Certification Process and Benefits -

16<sup>th</sup>- Commission Chamber and Business Resource Center overview and process -

21st– Pass in and editing of business plans-

28th- Administrative Review-

**SERVICES:**

**Consultations:**

Cathie Oliver  
Avery Marshall  
Bruce Gay  
Terrence Parrish  
Anthony Blowe  
Jessica Coutain  
Marcus Hallback  
Hugh Motley  
Mr. & Mrs. Legend  
Maria Love

**\*Please note that some people received more than one consult during the month.**

## **Administrative**

Participant Evaluation Surveys (evaluate)

Business homework review and corrections

Business plans - edit

NW CRA redevelopment and opportunity updates

Complimentary organizations opportunities emailed to micro=businesses

E-blasts of varied business information and opportunities

Grand opening of building 731

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
May 2015**

**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of May

**MEETINGS:**

Staff- IED

2

Office administrator

6

BRC Director

9

Florida Business Incubator Association Conference at UCF\*

**CLIENT RECRUITMENT;**

- Potential BI Clients: (blast email and workshop presentation and BRC tour)
- On-Site Office Space – Full
- Virtual – 10
- One application completed –pending review

**CLIENT SERVICES:**

- Client Meetings/Services;

All active companies were notified of **Broward County Airport Extension sessions** taking place this month.

1. Meet the large companies networking session for potential sub-contracting opportunities.
2. Confirmation that quarterly taxes paid or extensions filed
3. Preparation for SBE certification with Broward County

Mrs. Mann - presentation on financial literacy at the Larkin Community Center  
Mr. & Mrs. Hadley- Black Swan Inc. – County contract renewal as emergency food vendor

- Collection of Rents:
- Submittal of rents to CRA of Pompano Beach

- Invoicing

\*The 2015 Spring Conference of the Florida Business Incubator Association was hosted by UCF Business Incubator in Daytona Beach, FL. We had the pleasure of industry updates from the Presidents of our State and National Associations.

The agenda included:

- Patent Law Changes , Trademark and Copyright Law
- Preparing Companies to Raise Capital
- Checklist for Government Funding
- Developing the Digital Technology Community
- Insight to Highlight your Incubator Companies
- Business Marketing

The session was concluded with a round table discussion from incubator managers and directors from around the state. Attendees were excited about the new funding source introduced that has just completed its beta testing. Insights into incubator trends and growth were shared along with creative ideas to grow and maintain your location. Statistics were provided on bio-science incubator grant awards from the federal government along with new data basis to acquire information.

**Pompano Beach CRA Business Resource Center**  
**BUSINESS INCUBATOR RENT AND USAGE PAYMENTS 2015**

CLIENT	APRIL				MAY				JUNE				TOTAL PAID
	RENT DUE	FEE DUE	RENT PAID	FEE PAID	RENT DUE	FEE DUE	RENT PAID	FEE PAID	RENT DUE	FEE DUE	RENT PAID	FEE PAID	
ACR Bookkeeping	\$318.00		\$318.00		\$318.00		\$318.00						\$636.00
At Home Infusion Services	\$0.00		\$0.00		\$318.00		\$318.00						\$318.00
Black Swan Special Events	\$318.00		\$318.00		\$318.00								\$318.00
Brigcon Construction Services	\$106.00		\$106.00		\$106.00		\$106.00						\$212.00
Burkersen Tax & Accounting	\$106.00	\$10.00	\$106.00		\$106.00		\$106.00	\$10.00					\$222.00
Dentalmarx, LLC	\$106.00				\$106.00								\$0.00
EEG, Inc.	\$0.00		\$0.00		\$0.00		\$0.00						\$0.00
L'Alchimiste/SB Cosmetics, Inc.	\$106.00		\$106.00		\$106.00		\$106.00						\$212.00
Law Office of Herman Stevens	\$0.00		\$0.00		\$106.00								\$0.00
New Experience Cleaning Srvcs	\$106.00				\$106.00		\$212.00						\$212.00
Oasis of Hope CDC	\$850.00		\$850.00		\$850.00		\$850.00						\$1,700.00
Opt2Web, Inc.	\$106.00		\$106.00		\$106.00		\$106.00						\$212.00
The Real Estate Network, Intl	\$0.00				\$6.00								
Unity in the Community	\$0.00		\$0.00		\$106.00		\$540.00						\$540.00
OnSite App Fees/Sec. Deposits													\$0.00
Virtual application fees													\$0.00
Miscellaneous income													\$0.00
<b>TOTAL</b>	<b>\$2,122.00</b>	<b>\$10.00</b>	<b>\$1,910.00</b>	<b>\$0.00</b>	<b>\$1,704.00</b>	<b>\$0.00</b>	<b>\$2,026.00</b>	<b>\$10.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ -</b>	<b>\$4,582.00</b>

**May 2015  
Job Placement Center**

New Client Registration: 10

Orientation Attendance: 6

Ethnicity		Speak English		Employment Status		Education Level		Transportation	
African American	5	Fluently	6	Full-time	1	Grade School	6	Family/ Friend	6
Haitian	5	Little	4	Part-time	1	High School	3	Own Car	3
Hispanic		None		Unemployed	8	Technical School		Public	1
White				Retired		Some College		Reliable	
Other						College	1	Unreliable	
Not Available		Not Available		Not Available		Not Available		Not Available	

Need Childcare		Age Range		Gender		Residence		Communication Access		Job Referrals	
Yes		<20	1	Female	7	Broward County not Pompano Bch		Computer	3	County not Pompano Bch	
No	10	20-24	3	Male	3	Pompano Beach not NW		Internet	3	Pompano Beach not NW	11
		25-39	3				3	Telephone	10		
		40-59	3								
		60>				NW Pompano Beach	7			NW Pompano Beach	
Not Available		Not Available		Not Available				Not Available			
						Miami-Dade				Miami-Dade	
						Palm Beach				Palm Beach	
						Other				Other	

How they found out about the Job Placement Center			
Church		Walk-in	6
Community TV		Mailings	
Friend	4	Job Announcement	
Laundromat		Internet	
Library		Billboard	
Newspaper		Not Available	

**NW Pompano Beach CRA  
JOB PLACEMENT CENTER  
May 2015**

**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of May

**MEETINGS:**

- Staff- IED  
2
- Program Status - Office administrator  
4

**RECRUITMENT;**

- New Job Seekers
- 4 – Weekly Job placement Center, Open Position Update E-mail Blasts  
Face-Book, Internal connections

**EVENTS:**

- Hiring events for job fairs forwarded to CRA after preliminary screening

## **SERVICES:**

- Technical Assistance to clients
- Loan collections and review of loan status
- Follow-up of Loan Committee meeting including editing of minutes
- Documentation and disbursements of approved loans/restructuring from June Meeting
- Loan Portfolio review of files and documentation (to BRC)
- Plans with Broward Art Guild for monthly Limelight event for June to link with BACA.
- Plans for monthly MasterMind Class

## **EVENTS:**

- Limelight
- Broward Art Guild input into Limelight event
- Pompano Beach Chamber of Commerce Business Expo

**NW Pompano Beach CKA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM / Job Placement Center**  
**DELIVERABLES**  
**May 1 – 31, 2015**

**NARRATIVE**

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Fierra Dillard – Office Assistant

**REPORTS:**

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5/7/15 – Prepare materials for microenterprise workshop/ Business Certification

5/14/15 – Prepare materials for microenterprise workshop/ Tour / Chamber of Comm.

5/21/15 – Prepare materials for microenterprise workshop/ Administrative Review

- JPC intake information for opened positions & keeping count of calls
- JPC Orientation Reminder – Email Blast
- Mailchimp-BRC Happenings 5/1/15
- Mailchimp-BRC Happenings 5/7/15
- Mailchimp-BRC Happenings 5/15/15
- Reserve Conference to clients
- Update MBLF calendar – Session II
- Update Jobs list
- Stock / Order Supplies
- Set MBLF Consultations
- JPC Certificates
- JPC employer referrals
- JPC Demographics Report
- BRC Traffic Report
- Update JPC database
- File/ Maintain JPC registration forms'
- Update JPC database
- Register new MBLF attendees
- Take payments to City Hall
- Ordered / Pick up food from Publix – MBLF Tour
- Distribute daily mail
- Create flyer & brochures for MBLF Tour
- Contact Pelican
- Contact Xerox / Fix Xerox Machine
- Email Consultations

**MEETINGS:**

5/4/15 IED Staff

5/18/15 IED Staff

**SERVICES:**

---

5/7/15 – Microenterprise Workshop – 15 Attendees – Business Certification

5/14/15 – Microenterprise Workshop – 18 Attendees – Tour / Chamber of Comm.

5/21/15 – Microenterprise Workshop – Attendees – Administrative Review

**Total Attendees for the Month - 33**

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
DELIVERABLES  
October, 2014 – September 30, 2015**

**June, 2015  
NARRATIVE**

Alberta McCarthy – Training Director  
Fierra Dillard- Program Assistant

**REPORTS:**

Month of June

**MEETINGS:**

Staff

8<sup>th</sup> and 22<sup>nd</sup>

Office Administrator  
Loan Director

**WORKSHOPS:**

4th - Orientation

11<sup>th</sup> - Smart Goals -

18th – Mission/Vision-

25th- Panel 1-Graduates of Program

**SERVICES:**

**Consultations:**

Antoinette Green  
Avery Marshall  
Septembra Lesane  
Sherrod Burgess  
Casandra McCray  
Larry Thompson

**ADMINISTRATIVE:**

Participant Evaluation Surveys (evaluate)  
Business homework review and corrections  
Business plans - edit  
Complimentary organizations opportunities emailed to micro=businesses  
E-blasts of varied business information and opportunities

**NW Pompano Beach CRA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM / Job Placement Center**  
**DELIVERABLES**  
**June 1 – 30, 2015**  
**NARRATIVE**

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Fierra Dillard – Office Assistant

**REPORTS:**

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6/4/15 – Prepare materials for microenterprise workshop/ Orientation

6/11/15 – Prepare materials for microenterprise workshop/ Smart goals

6/18/15 – Prepare materials for microenterprise workshop/ Mission / Vision

6/25/15 – Prepare materials for microenterprise workshop/ Panel 1

- JPC intake information for opened positions & keeping count of calls
- JPC Orientation Reminder – Email Blast
- Mailchimp-BRC Happenings 6/5/15
- Mailchimp-BRC Happenings 6/12/15
- Mailchimp-BRC Happenings 6/26/15
- Reserve Conference to clients
- Stock / Order Supplies
- Set MBLF Consultations
- Print orientation Flyers
- Confirm Panel 1 – MBLF Workshop
- Confirm Credit Presentation – MBLF Workshop
- Daily Activities – W.I.P.P Interns ( Allegra & Markesha)
  - Answering phones
  - Created daily checklists
  - Office Etiquette
- JPC Certificates
- JPC employer referrals
- JPC Demographics Report
- BRC Traffic Report
- Update Mailchimp contact list
- Update JPC database
- Register new MBLF attendees
- City Hall -6/4/15
- Distribute daily mail
- Create attendance sheet – MBLF Session II
- Change Transfer Belt Cleaner – Xerox Machine
- Update B. I Client Booklet

**MEETINGS:**

6/8/15 IED Staff

6/22/15 IED Staff

**SERVICES:**

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6/4/15 – Microenterprise Workshop – 16 Attendees – Orientation

6/11/15 – Microenterprise Workshop – 17 Attendees – Smart Goals

6/18/15 – Microenterprise Workshop – 15 Attendees – Mission/ Vision

6/25/15 – Microenterprise Workshop - 18 Attendees

**Total Attendees for the Month - 66**

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**NW Pompano Beach CRA**  
**JOB PLACEMENT**  
**June 2015**  
**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of June

**MEETINGS:**

- Staff- IED  
2
- Program Status - Office administrator  
2

**RECRUITMENT:**

**New Job Seekers**

- 4 – Weekly Job placement Center, Open Position Update E-mail Blasts  
Face-Book, Internal connections
- Leads via emails, call ins and walk ins forwarded to CRA Job Placement  
Department

**EVENTS:**

- Hiring events requests for job fairs forwarded to CRA Job Placement Department  
after preliminary screening
- Pompano Beach Chamber of Commerce Business Expo

**June 2015  
Job Placement Center**

New Client Registration: 10

Orientation Attendance: 8

Ethnicity		Speak English		Employment Status		Education Level		Transportation	
African American	7	Fluently	7	Full-time		Grade School	3	Family/ Friend	1
Haitian	3	Little	3	Part-time	1	High School	4	Own Car	6
Hispanic		None		Unemployed	9	Technical School		Public	2
White				Retired		Some College		Reliable	
Other						College	3	Unreliable	
Not Available		Not Available		Not Available		Not Available		Not Available	1

Need Childcare		Age Range		Gender		Residence		Communication Access		Job Referrals	
Yes	8	<20	1	Female	7	Broward County not Pompano Bch		Computer	5	County not Pompano Bch	2
No	2	20-24	1	Male	3			Internet	8		
		25-39	2			Pompano Beach not NW	4	Telephone	10	Pompano Beach not NW	5
		40-59	3								
		60>	3			NW Pompano Beach	6			NW Pompano Beach	3
Not Available		Not Available		Not Available				Not Available			
						Miami-Dade				Miami-Dade	
						Palm Beach				Palm Beach	
						Other				Other	

How they found out about the Job Placement Center			
Church		Walk-in	3
Community TV		Mallings	
Friend	4	Job Announcement	2
Laundromat		Internet	
Library		Billboard	
Newspaper		Not Available	1

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
June 2015  
NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of June

**MEETINGS:**

Staff- IED

2

Office administrator

84

BRC Director

42

**CLIENT RECRUITMENT:**

- Potential BI Clients: (blast email and presentation)
- On-Site Office Space – Full
- Virtual – 10
- One application completed –pending CRA signature

**CLIENT SERVICES:**

- Client Meetings/Services;

**INVOICING**

- collection of Rents:
- Submittal of rents to CRA of Pompano Beach

## **NW CRA MicroEnterprise Loan Program and Business Incubator Program**

### **Quarterly Report for April, May and June, 2015**

#### **INTERNATIONAL ENTERPRISE DEVELOPMENT, INC.**

IED concluded the first 16 week session with a 98% approval evaluation from attendees and transitioned into the second session of the year. Attendance has been good and consistent. Our presenters continue to receive positive feedback from attendees.

During this period we have covered:

credit benefits, issues and resolves, CRA and City of Pompano Beach web sites, budgeting (personal and business), assessing your work values, how to start a business, networking, a tour of the commission chambers (review of agenda and understanding the meeting process), developing a business plan, becoming a city vendor and certification with the county, advertising and marketing on a budget, social media and legal business structures

I have attended three NW Advisory Board meetings during this period. The agendas have been full with presentations and preparations for the next fiscal year. One meeting shared a success by one of our business incubator companies, Oasis of Hope CDC, which facilitated and organized the relocation of tenants residing in an apartment building purchased by the CRA. Oasis of Hope completed this on time per contract while keeping people whole, which was the expressed desire of the NW Advisory Board and the community.

The grand opening of building 731 was well attended. Black Swan Special Events, one of our on-site tenants and loan clients at the BRC provided entertainment for the occasion. Two of our workshop attendees and four of our loan recipients reside in this new building constructed by the CRA. IED provided the vetting process for prospective tenants of this building. This was a fabulous conclusion to the two years of diligence by all.

One of our business incubator companies has successfully acquired their certification with Broward County and has been attending the Airport extension meetings that we e-blast to businesses every month. He is meeting his company projections for 2015 and it looks like he may exceed his expectations at years end. ACR Bookkeeping has hired two new employees this quarter. Oasis of Hope got an increase in their projections doing business with the CRA and has hired one new employee. At Home Infusion has outgrown the incubator and opened a larger office.

Respectfully submitted by Alberta Perry-McCarthy, IED Program Director



**NW Pompano Beach CRA  
BUSINESS LOAN FUND PROGRAM  
April 1, 2015- June 30, 2015  
Quarterly Report Summary**

**Pompano Beach NW CRA Advisory Committee Meeting**

The Pompano Beach NW CRA Advisory Committee meetings are held at the E. Pat Larkins Center in Pompano Beach, FL. IED was in attendance at all the meetings in the second quarter of 2015. The meetings averaged 14 people in attendance. A report was not given at the April not being on the agenda.

**Lime Event**

The monthly event is held at the Bailey Contemporary Arts (BACA). The monthly headliner is Rockin Jake. He is one of the premier harmonica players in the country. His original sounds are a hybrid of second line, swamp funk, blues and zydeco. The event also features food trucks with selection of flavors. The family atmosphere provides a kids section and an art exhibit. The average attendance is 75 guests.

**731 Grand Opening Event**

The Pompano Beach Community Redevelopment Association celebrated the grand opening of the building known as 731 Retail Shops with a special party and a chance for people in the community to come together and socialize.

Betty's Soul Food and Bojo's Seafood Kitchen offered samples of their food and other business owners were available to discuss their services. The other three businesses are Norman's Photoland, your Financial Solutions, and ManeFace Salon.

**Lyrics Lab**

Meant for the creative types – writers and artists are asked to bring their latest rhymes, poems, songs, lyrics and beats and share in our intimate space accompanied by live music.

The Lyrics Lab is hosted every Wednesday night at 8 p.m. Bailey Contemporary Arts is located at 41 NE First St., Pompano Beach. Lyrics Lab tickets are \$5 before 7:30 p.m., \$10 after. It is always preceded from 5:30 to 7:30 p.m. by a free Art Hall meet-and-greet with local and guest artists, including N! Satterfield, Lori Pratico, Diana Contreras and Ivan RoqueCall



## Collection/Site Visit Report

Northwest Pompano Beach CRA  
Business Loan Fund  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL.

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**Date: June, 2015**

**Date:** June, 2015

**Business Owner:** Joan Cherenfant

**Business Information:** Tropical Elegance, Inc.

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**Business address: 2520 N. Powerline Road  
Pompano Beach, Florida 33069**

Observations: Joan Cherenfant called inquiring assistance with purchasing a used van for the Tropical Elegance, Inc. We looked at two used van and I provided her with my input on the vans. I returned to the BRC and looked up the appraised value of both models and forwarded the information to Joan.



## Collection/Site Visit Report

Northwest Pompano Beach CRA  
Business Loan Fund  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL.

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**Date: June, 2015**

**Date:** June, 2015

**Business Owner:** Buck Phillips

**Business Information:** Westside Paint & Body, Inc.

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**Facility:** 691 N. W. 18<sup>th</sup> Avenue  
Pompano Beach, Florida 33069

**Observations:**

I visited the business per the request of Commissioner Edward Phillips. Derriek Phillips, wanted to know more about the programs at the Business Resource Center. I went over all of the programs and gave him the vision of the programs. He thanked me for the visit and said he would recommend anyone that he thinks will benefit from what the CRA is doing in the community.

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## Collection/Site Visit Report

Northwest Pompano Beach CRA  
Business Loan Fund  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL.

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**Date: June, 2015**

**Date:** June, 2015

**Business Owner:** Deborah Anthony

**Business Information:** Utopia Salon & Spa

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Observations: I reviewed different restructuring options and required documents to present to the loan committee with Deborah Anthony and the bookkeeper. Ms. Anthony wanted to review the options with the bookkeeper and inform me of her decision in a couple of days. She informed me that her company was continuously working to recover lost income due to the non-payment of the Medicare system.



## Collection/Site Visit Report

Northwest Pompano Beach CRA  
Business Loan Fund  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL.

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**Date: June, 2015**

**Date:** June, 2015

**Business Owner:** Lorenzo Mills

**Business Information:** Jones Quarters

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Business address: 730 MLK Blvd  
Pompano Beach, Florida 33069

Observations: Lorenzo Mills informed me that he was going to submit a bid to the Pompano Beach CRA to post up 10 BSO signs on the Jones quarters of the NW section of Pompano Beach. He needed assistance in formulating a price to submit. I looked at the work that needed to be done then I went over all the necessary steps in formulating a price point.



## Collection/Site Visit Report

Northwest Pompano Beach CRA  
Business Loan Fund  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL.

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**Date: June, 2015**

**Date:** June, 2015

**Business Owner:** Emmanuel Toussaint

**Business Information:** Labelle Party Rental Supplies

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Observations: I reviewed different restructuring options and required documents with Emmanuel Toussaint. He informed me that he wanted to request a forgiveness of the business loan. I then informed him to request it in a form of a letter. He said it would be in on my desk by 6-19-2015.



## Collection/Site Visit Report

Northwest Pompano Beach CRA  
Business Loan Fund  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL.

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**Date: June, 2015**

**Date:** June, 2015

**Business Owner:** Betty Taylor

**Business Information:** Betty's Soul food Restaurant

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Observations: I conducted an unannounced site visit to evaluate the customer service and food quality. The staff was pleasant and engaging and the food tasted great. They provided a generous portion at a reasonable price. Ms. Taylor was not in the establishment at the time of the site visit.

**Pompano Beach CRA Business Resource Center**  
**BUSINESS INCUBATOR RENT AND USAGE PAYMENTS 2015**

CLIENT	APRIL				MAY				JUNE				TOTAL PAID
	RENT DUE	FEE DUE	RENT PAID	FEE PAID	RENT DUE	FEE DUE	RENT PAID	FEE PAID	RENT DUE	FEE DUE	RENT PAID	FEE PAID	
Bookkeeping	\$318.00		\$318.00		\$318.00		\$318.00		\$318.00		\$318.00		\$954.00
Home Infusion Services	\$0.00		\$0.00		\$318.00		\$318.00		\$318.00		\$954.00		\$1,272.00
Swan Special Events	\$318.00		\$318.00		\$318.00		\$318.00	\$20.00	\$318.00				\$636.00
Construction Services	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$318.00		\$530.00
Hersen Tax & Accounting	\$106.00	\$10.00	\$106.00		\$106.00		\$106.00	\$10.00	\$106.00				\$222.00
Almarx, LLC	\$106.00				\$106.00				END				\$0.00
Inc.	\$0.00		\$0.00		\$0.00		\$0.00		\$106.00		\$318.00		\$318.00
Limiste/SB Cosmetics, Inc.	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$318.00
Office of Herman Stevens	\$0.00		\$0.00		\$106.00				\$106.00				\$0.00
Experience Cleaning Svcs	\$106.00				\$106.00		\$212.00		\$106.00		\$106.00		\$318.00
of Hope CDC	\$850.00		\$850.00		\$850.00		\$850.00		\$850.00		\$850.00		\$2,550.00
Web, Inc.	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$318.00
Real Estate Network, Intl	\$0.00				\$6.00				END				
in the Community	\$0.00		\$0.00		\$106.00		\$540.00		\$0.00				\$540.00
App Fees/Sec. Deposits													\$0.00
Application fees									\$10.00		\$10.00		\$10.00
Miscellaneous Income													\$0.00
<b>TOTAL</b>	<b>\$2,122.00</b>	<b>\$10.00</b>	<b>\$1,910.00</b>	<b>\$0.00</b>	<b>\$2,658.00</b>	<b>\$0.00</b>	<b>\$2,980.00</b>	<b>\$30.00</b>	<b>\$2,556.00</b>	<b>\$0.00</b>	<b>\$3,086.00</b>	<b>\$ -</b>	<b>\$7,986.00</b>

**MBLF Business Training 2015 - 1**

<b>Class #</b>	<b>Class Name</b>	<b>Date</b>
1	Orientation	2/5/2015
2	20 Steps to Start	2/12/2015
3	SMART Goals	2/19/2015
4	Legal Business Structure	2/26/2015
5	Personal Budget	3/5/2015
6	Business Budget	3/12/2015
7	Credit	3/19/2015
8	Resume	3/26/2015
9	30 Sec. Elev.	4/2/2015
10	Executive Summary	4/9/2015
11	Marketing	4/16/2015
12	Time Management	4/23/2015
13	Business Plan	4/30/2015
14	Business Certification	5/7/2015
15	Tour	5/14/2015
16	Admin Review	5/21/2015

## MBLF Business Training 2015-2

Class #	Class Name	Date
1	Orientation	6/4/2015
2	Smart Goals	6/11/2015
3	Mission / Vision	6/18/2015
4	Panel 1	6/25/2015
5	Personal Budget	7/2/2015
6	Credit	7/9/2015
7	Time Management	7/16/2015
8	30 Sec Elev. Speech	7/23/2015
9	Business Budget	7/30/2015
10	Marketing	8/6/2015
11	Panel 2	8/13/2015
12	Legal Business Structure	8/20/2015
13	Business Plan	8/27/2015
14	Review	9/3/2015
15	Tour	9/10/2015
16	Administrative Review	9/17/2015



## The Northwest Pompano Beach CRA Microenterprise Business Loan Fund Program

When: Thursday, May 14, 2015      Time: 5:50 pm– 8:30 pm

Where: Pompano Beach Commission Chamber  
100 W. Atlantic, Pompano Beach, FL 33060

Schedule - 5:50pm – 6:50pm Pompano Beach Commission Chamber (Lobby Area)  
7:00pm – 8:30pm CRA Business Resource Center (50 NE 1<sup>st</sup> Street, Pompano Beach, FL 33060)

- Parking for the Commission Chamber is located on the front side of the building and also alongside the sidewalk and in the rear of the building.
- Parking for the Business Resource Center is located in the front of the building and west side of the building.

For more information call 954-586-1111

The Northwest Pompano Beach CRA Microenterprise Business Loan Fund Program is administered by International Enterprise Development



## Pompano Beach Northwest CRA Microenterprise Business Loan Fund Program

The CRA Microenterprise Business Loan Fund Program is hard at work serving the needs of the micro/small business person in the Northwest CRA District!

72 loans totaling over \$1 million have been made to start or enhance micro/small businesses in the Northwest Community.

### Services Include:

- **Business Training Workshops** - held weekly at the E. Pat Larkins Community Center
- **Business Technical Assistance** - offered on a one-on-one basis
- **Business Loans** - available for qualified businesses

Assistance with vendor certifications, loans, legal requirements, marketing and much more!

New Session begins on Thursday, June 4, 2015 at 6:00pm!!!

Classes are held every Thursday evening

For more information contact **Fierra Dillard: 954-586-1111 ~ info@iedfl.com ~ 50 NE 1<sup>st</sup> Street, Pompano Beach**

*Greater Pompano Beach*

# Business Expo 2015

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**TUESDAY, JUNE 16**

**5:00 pm – 8:00 pm**

**Pompano Beach Elks Lodge**

**700 NE 10<sup>th</sup> Street, Pompano Beach**

**Meet YOUR business community!**

**It's the ultimate networking opportunity!**

**Win Prizes!**

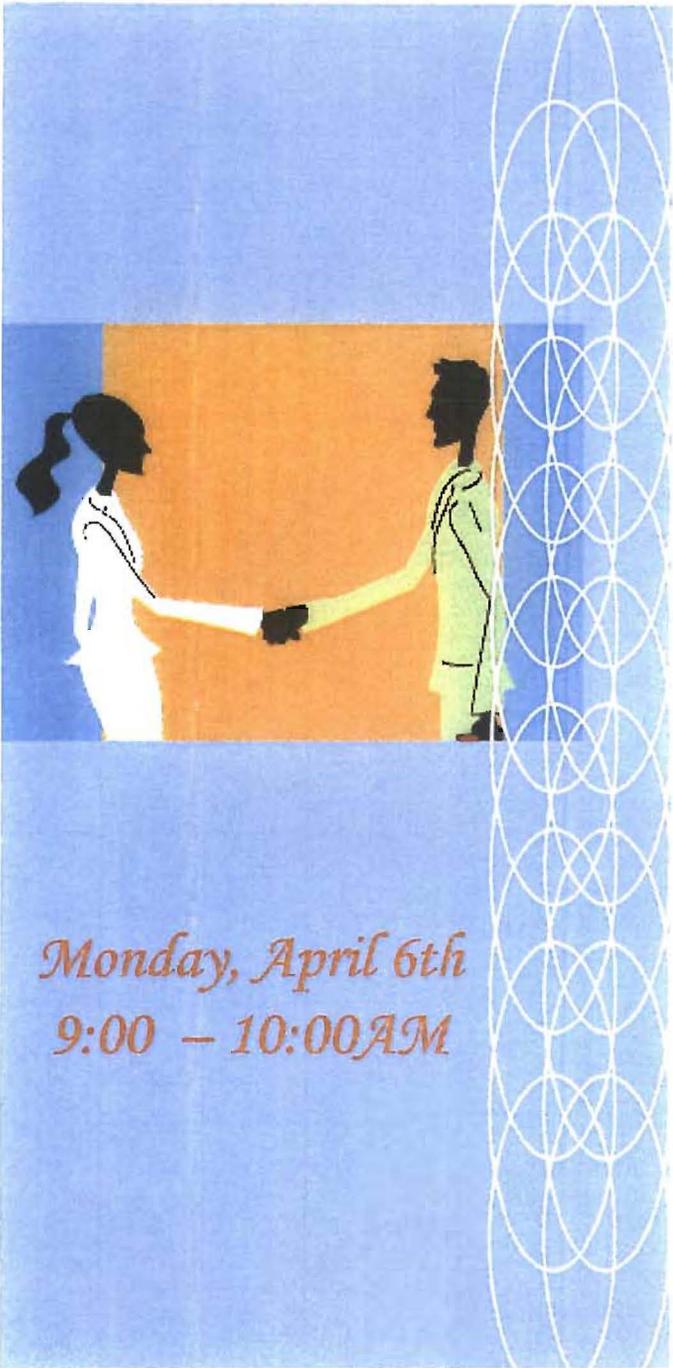
**The public is welcome to walk the show at no charge.**

*Light refreshments available*

**FOR MORE INFORMATION**

**CALL LISA 954.941.2940**





# *Pompano Beach CRA Business Resource Center*

*The Job Placement Center  
invites you to participate in its*

## ***Mandatory One Hour Orientation***

to continue the employment registration process and to participate in  
future Job Fairs

*Monday, April 6th  
9:00 – 10:00AM*

*9:00 - 10:00 AM*

*First Monday of Every Month During 2015*

*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-586-1111 ~ [info@iedfl.com](mailto:info@iedfl.com)*



# *Pompano Beach CRA*

*Attend  
The Job Placement Center  
Mandatory One-Hour  
Orientation*



*9:00 - 10:00 AM ~ Wednesday, May 6, 2015*

*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-786-7866 ~ [dahlia.baker@copbfl.com](mailto:dahlia.baker@copbfl.com)*

*[www.pompanobeachfl.gov](http://www.pompanobeachfl.gov)*

# CRA Business Resource Center

We can be your next step to success!



Professional Image  
Conference room  
Business phone number

50 NE First Street, Pompano Beach, FL. 33060

Phone: 954-586-1111



## Pompano Beach Northwest CRA Microenterprise Business Loan Fund Program

The CRA Microenterprise Business Loan Fund Program is hard at work serving the needs of the micro/small business person in the Northwest CRA District!

72 loans totaling over \$1 million have been made to start or enhance micro/small businesses in the Northwest Community.

### Services Include:

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**POMPANO BEACH CRA**  
**INTERNATIONAL ENTERPRISE DEVELOPMENT, INC.**

**Northwest CRA Microenterprise Business Loan Fund Program**  
**Business Incubator Program**  
**Business Resource Center**  
**Job Placement Center Program**

**QUARTERLY REPORT**

**January, 2015 – March, 2015**

**OVERVIEW**

- Monthly IED Deliverables, Narratives and Financial reports were submitted for the period January, February and March, 2015.
- Review meetings were held with CRA Co-Executive Director; NW CRA Director; and IED President.
- IED conducted bi-monthly staff meetings for review of Programs and planning.
- IED attended monthly CRA Board meetings and Northwest Advisory Committee meetings.
- IED assisted in the recruitment and vetting for a new business to occupy 731 Hammondville Road.
- IED participated in the monthly Limelight event working with the Broward Art Guild for exhibition of their art.
- IED provided the Mastermind event for CEO's of existing businesses.
- As requested, IED conducted a tour of the Northwest community with Commissioner Phillips to visit several loan clients.
- IED revised the loan status reporting with the input of a format from Commissioner Dockswell.
- IED met with NW CRA Director Nguyen Tran to transfer some of the Job Placement Center activities to the CRA .
- IED met with Mr. Tran to revise the IED budget as required for the April CRA Board meeting.

## **Northwest Pompano Beach CRA Microenterprise Business Loan Fund Program**

- The Loan Committee of the Business Loan Fund Program was convened on February 19, 2015, and preparation was underway for the April 23<sup>rd</sup> meeting. One new loan was reviewed and one loan was restructured pending additional information.
- Loan Statements for the period January – March, 2015, were completed and submitted to the loan clients and Finance Department.
- The Graduation Ceremony for the successful training workshop clients was held on January 29, 2015, for the 3 Training sessions held in 2014. It was sponsored by First Citizens Bank, Regent Bank and Bank United and attended by Mayor Fisher and Commissioners Phillips and Dockswell, who assisted with the presentation of certificates.
- The 16- week workshop training sessions' #3 was successfully completed in January, 2015, and Session #1 for 2015 commenced February 5, 2015.
- All attendees sign in at each workshop training session and all sign-in sheets are retained.
- Consultations were provided on a one-on-one basis with the Training Director to assist with the course topics and to prepare those clients that will begin the loan application process.
- The Training Assistant assured that the eligibility requirements were met for all workshop attendees as they must reside/and or have proof that their business is located in the Northwest district in order to participate in the Program.
- Potential loan clients worked directly with the Loan Director, who provided technical assistance which includes credit repair, business plans, site visits, and preparation of the loan application and all required documentation.
- Loan Applications came before the Loan Committee, which also interviewed all loan applicants.
- To date, the Business Program has: approved 72 loans plus 2 loans facilitated through Florida Shores Bank (Stonegate Bank); Three (3) have been paid in full. (See Loan Summary)
- An updated Loan Manual is required under the present contract. It was submitted to the Loan Committee and approved by the Loan Committee at the November 13, 2014, meeting and was duly submitted to the CRA.
- Focus under this contract continued to be on collections and restructuring of outstanding loans. Required documentation for loan modifications has been revised by the City of Pompano Beach Legal Department.

## **Business Resource Center**

- Traffic for this quarter for the Business Resource Center was 781 persons.
- Monthly ArtHall events continued in coordination with BACA's Limelight event. This continues to be successful. The events were held outside with entertainment on the stage and food trucks in addition to the provision of drinks and the display of art. Art for the BRC is being provided by the Broward Art Guild.
- CRA Business clients were highlighted in Pompano Today.
- The BRC is coordinating with the Chamber of Commerce for the annual Business Expo event to be held in June.
- IED staff attended the Pompano Beach Chamber Breakfast and is enrolled in the North Broward Leadership Program.
- Additional outreach activities for the Center include monthly Business Networking mixers-which encourage connections, sharing of insights and strengthening their business. (Mastermind Program)
- The marketing program continues through Face book and the link to the CRA Website.
- Continued coordination and monitoring of all aspects of the facility infrastructure which includes: window signage of client businesses, front door buzzer system, phone and computer systems, air conditioning, equipment, parking and safety, pest control, supplies, window and facility cleaning.

## **Business Incubator Program**

- The Business Incubator facility has 7 offices filled with 4 on-site Businesses and 10 virtual businesses.
- Recruitment of additional on-site and virtual clients continues and several names remain on the wait list and are in process for the on-site facility.
- The Selection Committee reviews potential clients' applications for both on-site and virtuals.
- Business Incubator on-site client services and requirements have been updated and revised.

- Business services are being offered to all Incubator Clients.
- Produced, disseminated and analyzed Client Needs Assessment
- Income for the quarter from the Business Incubator was \$ 7,476,00
- Continually revising and updating all collateral materials to reflect new and revised policies.

### **Job Placement Center**

- Monthly mandatory orientation meetings were held each month on the first Monday. Attendance continues to be good with very positive evaluations.
- Hiring events for prior months are resulting in jobs, statistics are being requested on a regular basis.
- Follow-up continued from prior Job Fairs to gather relevant statistics on applicants hired.
- IED continues to be responsible for the in-take applications and advertisement of available job opportunities.
- Consultations to job applicants continue to be provided.

**NW Pompano Beach CRA  
PROGRAM MANAGEMENT  
March, 2015**

**NARRATIVE**

**Dr. Lynn Allison, Executive Director**

**REPORTS:**

- Monthly IED Report on Programs' Deliverables, Narrative Reports and Budget
- NorthWest Advisory Committee update for the March meeting
- Staff Assignment reports and meetings
- Preparation for Loan Committee meeting of April 23, 2015,
- Collection Report
- Loan Status Report – new format
- IED Budget Revision Report
- Loan Manual Addendum

**MEETINGS:**

- Bi monthly IED Staff meetings for review of Programs and planning
- Meeting with Nguyen Tran to review budget and Placement Center responsibilities
- Review for Loan Committee meeting – April 23, 2015
- Meetings with Loan Director, Training Director and staff to review files
- Loan Director meetings to review potential loans and restructuring of loans
- Staff updates
- Weekly staff review of monthly collections
- Community tour with Commission Phillips , Marshal Mottley, Andy Cherenfant
- Collection review meetings
- Meetings with Alberta McCarthy for Business Incubator Program review
- Review of in-take activities and hiring statistics for Job Placement Center ( A. McCarthy, F.Dillard)
- Placement Center review meetings
- Meeting with A. Cherenfant re Business Resource Center
- Review of status of on-site and virtual incubator clients
- Loan Clients status reviews, updating of default documentation- J Levesque
- Review of Monthly Mastermind Class

### **SERVICES:**

- Technical Assistance to clients
- Loan collections and review of loan status
- Follow-up of Loan Committee meeting including editing of minutes
- Planning of April Loan Committee meeting
- Loan Portfolio review of files and documentation (to BRC)
- Plans with Broward Art Guild for monthly Limelight event for April, to link with BACA.
- Plans for monthly MasterMind Class

### **EVENTS:**

- Limelight
- Broward Art Guild input into Limelight event
- Job Placement Center monthly orientation (A. McCarthy, F. Dillard, L. Allison)

**NW Pompano Beach CRA  
PROGRAM MANAGEMENT  
February, 2015**

**NARRATIVE**

**Dr. Lynn Allison, Executive Director**

**REPORTS:**

- Monthly IED Report on Programs' Deliverables, Narrative Reports and Budget
- NorthWest Advisory Committee update for the February meeting
- Staff Assignment reports and meetings
- Loan Committee meeting of February 19, 2015, minutes
- Loan Committee meeting of February 19, 2015, follow-up
- Loan Manual Addendum

**MEETINGS:**

- Bi monthly IED Staff meetings for review of Programs and planning
- Meeting with Nguyen Tran to review budget and Placement Center responsibilities
- Facilitation of Loan Committee meeting – February 19, 2015
- Meetings with Loan Director, Training Director and staff to review files
- Loan Director meetings to review potential loans and restructuring of loans
- Staff updates
- Weekly staff review of monthly collections
- Collection review meetings
- Meetings with Alberta McCarthy for Business Incubator Program review
- Review of in-take activities and hiring statistics for Job Placement Center ( A. McCarthy, F.Dillard)
- Placement Center review meetings
- Meeting with A. Cherenfant re Business Resource Center
- Review of status of on-site and virtual incubator clients
- Loan Clients status reviews – J. Levesque and A. Cherenfant, D. Waldron
- Review of Monthly Mastermind Class

## **SERVICES:**

- Technical Assistance to clients
- Loan collections and review of loan status
- Follow-up of Loan Committee meeting including minutes
- Planning of April Loan Committee meeting
- Loan Portfolio review of files and documentation (to BRC)
- Plans with Broward Art Guild for monthly Limelight event for February 25<sup>th</sup> to link with BACA.
- Plans for monthly MasterMind Class

## **EVENTS:**

- Limelight
- Job Placement Center monthly orientation (A. McCarthy, F. Dillard, L. Allison)

**NW Pompano Beach CRA  
PROGRAM MANAGEMENT  
January, 2015**

**NARRATIVE**

**Dr. Lynn Allison, Executive Director**

**REPORTS:**

- Monthly IED Report on Programs' Deliverables, Narrative Reports and Budget
- Quarterly Loan Status to clients for the period October – December, 2014
- Quarterly Program Report for the period October – December, 2014
- NorthWest Advisory Committee update for the January meeting
- Staff Assignment reports and meetings

**MEETINGS:**

- Bi monthly IED Staff meetings for review of Programs and planning
- Meeting with Nguyen Tran and Chris Brown to review Placement Center transition and responsibilities
- Preparation for Facilitation of Loan Committee meeting – February 19, 2015
- Meetings with Loan Director, Training Director and staff to review files
- Loan Director meetings to review potential loans and restructuring of loans
- Staff updates
- Weekly staff review of monthly collections
- Collection review meetings with Donna Waldron, Loan Consultant, re outstanding payment of loans
- Meetings with Alberta McCarthy for Business Incubator Program review
- Review of planned activities for Job Placement Center including hiring events for held January and plans for February event. ( A. McCarthy, F.Dillard)
- Placement Center review meetings
- Meeting with A. Cherenfant re Business Resource Center
- Review of status of on-site and virtual incubator clients
- Loan Clients status reviews – J. Levesque and A. Cherenfant, D. Waldron
- Review of Monthly Mastermind Class

## **SERVICES:**

- Technical Assistance to clients
- Loan collections and review of loan status
- Follow-up of Loan Committee meeting of December, 2014, including editing of minutes
- Planning and preparation for February 19, 2015 Loan Committee meeting
- Loan Portfolio review of files and documentation
- Plans for February 25, 2015, Limelight/ArtHall event
- Plans for monthly MasterMind Class
- Review of events for Job Placement Center

## **EVENTS:**

- Job Placement Center monthly orientation (A. McCarthy, L. Allison, F. Dillard)
- Job Fair/Hiring Event January 21, 2015
- MasterMind, January 7, 2015
- Microenterprise Business Loan Fund Annual Graduation

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM**

**January, 2015  
NARRATIVE**

Alberta McCarthy – Training Director

**REPORTS:**

Month of January, 2015

Quarterly Report submitted for the period October – December, 2014

**MEETINGS:**

Staff

5<sup>th</sup> and 26<sup>th</sup>

Office administrator

2<sup>nd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 14<sup>th</sup>, 18<sup>th</sup>, 22<sup>nd</sup>, 26<sup>th</sup>, 27<sup>th</sup>, 29<sup>th</sup>

**WORKSHOPS:**

8<sup>th</sup> - Business Plan submission & review - 13

15<sup>th</sup> – Attended meeting in commission chambers/tour BRC-7

22<sup>nd</sup> - summary meeting for end of session

29<sup>th</sup> - Graduation for 2014 participants

**SERVICES:**

**Consultations:**

Antoinette Green

Brandon Smith

Ralph Blue

Stankelia Bostic

David Miller

Sandra Jones

Les Jean

Maria Love

Angela Goldstein

Jessica Couatin

Erica Lane

Sheron Givings

\*Please note that some people received more than one consult during the month.

**Administrative:**

Participant Evaluation Surveys (evaluate)

Business plans

Business Resource Center applications

This January report reflects the culmination of workshop efforts from the previous year, which is always rewarding. Of the 23 graduates, there were 8 who actually registered as a legal entity and received their Pompano Beach City Business tax license. We constantly promote making your business legal. We have had existing businesses come through who had a county business tax receipt and accepted the importance of having a City of Pompano Beach business tax receipt as a good way to do business and became registered vendors of the City as well.

This month attendees visited the Commission Chamber and were orientated to accessing information via the City of Pompano Beach web site. They saw their elected officials on the site, were encouraged to volunteer for city events and role played how to make a presentation to your elected officials. We also attended a Planning and Zoning Variance meeting. Our schedule was altered because attendees vied to stay and hear the results of the hearing. Future committee and board members could be found here for the City. They understand the importance of inclusion and the value of their input as well.

Since I have joined IED and the Pompano Beach NW CRA Business Loan Program, we have serviced over 475 residents and businesses in this area. Residents who had a business idea or a hobby that they wanted to develop into a business attended. Businesses that wanted to expand or gain additional information to heighten their chances of success and being a viable business. They aspired to be a business that makes enough capital to have to pay taxes and have the funds to do so. As this community continues to redevelop and attract new businesses, the locals want to be a part of that growth and the future wealth of the community.

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
DELIVERABLES  
October, 2014 – September 30, 2015**

**NARRATIVE**

Alberta McCarthy – Training Director

**REPORTS:**

Month of February

**MEETINGS:**

Staff

9<sup>th</sup> and 26<sup>th</sup>

Office administrator

Business Resource Center Manager

**WORKSHOPS:**

5<sup>th</sup> - Orientation -

12<sup>th</sup> – Goal Setting-

19<sup>th</sup> - Mission and Vision Statements-

26<sup>th</sup>- Legal Business Structure-

**SERVICES:**

**Consultations;**

Brandon Smith

Maria Love

Loretha Jordan

Jessica Coutain

Elizabeth Phillips

Kaliah Naji

Les Jean

Gerdat Jean

\*Please note that some people received more than one consult during the month.

Administrative

Participant Evaluation Surveys (evaluate)

Business plans

Business Resource Center applications

**NW Pompano Beach CRA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM**  
**DELIVERABLES**  
**October, 2014 – September 30, 2015**  
**MARCH, 2015**

**NARRATIVE**

Alberta McCarthy – Training Director  
Fierra Dillard- Program Assistant

**REPORTS:**

Month of March

**MEETINGS:**

Staff

9<sup>th</sup> and 26<sup>th</sup>

Office administrator

**WORKSHOPS:**

5<sup>th</sup> - Personal Budgeting -20

12<sup>th</sup> - Business Budgeting -

19<sup>th</sup> - Time Management -

26<sup>th</sup> - Credit; The Importance, Understanding your report, Correcting, Business Benefits of having good credit -

**SERVICES:**

**Consultations;**

Maria Love

Cathie Oliver

Richard Copeland

Arthur Lane

Avery Marshall

Kaliah Naji

**\*Please note that some people received more than one consult during the month.**

Administrative

Participant Evaluation Surveys (evaluate)

Business homework review and corrections

Business plans

NW CRA redevelopment and opportunity updates

E-blasts of varied business information and opportunities

**NW Pompano Beach CRA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM / Job Placement Center**  
**DELIVERABLES**  
**March 1 – 29, 2015**

**NARRATIVE**

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Fierra Dillard – Office Assistant

**REPORTS:**

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3/5/15 – Prepare materials for microenterprise workshop/ Personal Budget  
3/12/15 – Prepare materials for microenterprise workshop/ Business Budget  
3/19/15 – Prepare materials for microenterprise workshop/ Time Management  
3/26/15 – Prepare materials for microenterprise workshop/ Credit

- JPC intake information for opened positions & keeping count of calls
- JPC Orientation Reminder – Email Blast
- Mailchimp-BRC Happenings 3/6/15
- Mailchimp-BRC Happenings 3/13/15
- Mailchimp-BRC Happenings 3/20/15
- Update MBLF calendar
- Update Jobs list
- Updated Facebook & ArtHall page
- Stock / Order Supplies
- Set MBLF Consultations
- JPC Certificates
- JPC employer referrals
- JPC Demographics Report
- BRC Traffic Report
- Update JPC database
- File/ Maintain JPC registration forms'
- Update JPC database
- Register new MBLS attendees
- Take payments to City Hall 3/13/15
- Email OS clients – New keys to BRC
- Email MBLF class- 20 Steps to start a business
- Create Job Announcements
  - Delivery Technician
  - Wood Worker

**MEETINGS:**

3/16/15 IED Staff  
3/23/15 – Supply meeting with Andy

**SERVICES:**

---

3/5/15 – Microenterprise Workshop – 20 Attendees – Personal Budget  
3/12/15 – Microenterprise Workshop – 20 Attendees – Business Budget  
3/19/15 – Microenterprise Workshop – 19 Attendees – Time Management  
3/26/15 – Microenterprise Workshop – 19Attendees - Credit

**Total Attendees for the Month - 78**

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM / Job Placement Center  
DELIVERABLES  
February 1 - 28, 2015**

**NARRATIVE**

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Fierra Dillard - Office Assistant

**REPORTS:**

---

2/5/15 - Prepare materials for microenterprise workshop/ Orientation  
2/12/15 - Prepare materials for microenterprise workshop/ 20 Steps to start  
2/19/15 - Prepare materials for microenterprise workshop/ Mission/ Vision Statement  
2/26/15 - Prepare materials for microenterprise workshop/ Legal Biz. Structure

- JPC intake information for opened positions & keeping count of calls
- JPC Orientation Reminder - Email Blast
- Mailchimp-BRC Happenings 2/3/15
- Mailchimp-BRC Happenings 2/6/15
- Updated Facebook & ArtHall page
- Email blast for BI client - Opt 2 Web (Google webibar)
- Stock / Order Supplies
- Set MBLF Consultations
- JPC Certificates
- JPC employer referrals
- JPC Demographics Report
- BRC Traffic Report
- Update JPC database
- File/ Maintain JPC registration forms'
- Update JPC database
- Register new MBLS attendees
- Create 2015 MBLF class calendars
- Take payments to City Hall
- Email blast for Racetrac Job Fair
- Email blast - JPC Orientation reminder

**MEETINGS:**

2/9/15 IED Staff  
2/26/15 IED Staff  
2/23/15 - Supply meeting with Andy

**SERVICES:**

---

2/5/15 - Microenterprise Workshop - 27 Attendees - Orientation  
2/12/15 - Microenterprise Workshop - 33 Attendees - 20 Steps to Start  
2/19/15 - Microenterprise Workshop - 26 Attendees - Mission/ Vision Statement  
2/26/15 - Microenterprise Workshop - 21 Attendees - Legal Business Structure

**Total Attendees for the Month - 107**

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**NW Pompano Beach CRA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM / Job Placement Center**  
**DELIVERABLES**  
**January 1 – 31, 2015**

**NARRATIVE**

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Fierra Dillard – Office Assistant

**REPORTS:**

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1/8/15 – Prepare materials for microenterprise workshop/ Business Certification

1/15/15 – Prepare materials for microenterprise workshop/ Tour

1/22/15 – Prepare materials for microenterprise workshop/ Review

1/29/15 - **GRADUATION**

- JPC intake information for opened positions & keeping count of calls
- Post Job Fair on websites (Randstad)
- Post MBLF Graduation on Websites
- Create Randstad Job Fair Flyer
- JPC Orientation Reminder – Email Blast
- Updated Facebook & ArtHall page
- Stock / Order Supplies
- Set MBLF Consultations
- JPC Certificates
- JPC employer referrals
- JPC Demographics Report
- BRC Traffic Report
- Update JPC database
- Update BI Client list
- Update Business List
- File/ Maintain JPC registration forms
- Sent Mastermind Email Reminder
- Assist with Randstad Job Fair clients on computer
  - Tishanna Gollette
  - Daniel Amundson
  - Jessica Bonet
  - Wander Feliz
  - David Lindsey
  - Faunie Belami
  - Nicole Marie
  - James Benefield
  - Julio Matos
  - Loydy Joseph
  - Derrick Williams
  - Zelina Joseph
  - Marthe Cercilie
  - Thelos Michelene
- Update Internal Job Contact info sheet
- Update BRC Client list & B.I Client list
- Graduation Table Display Sign up confirmation calls
- Confirm MBLF Grad. Caterer

- Confirm MBLF Grad. Musician
- Confirm Graduates attendance
- Create New MBLF folders
- Confirm Graduation floorplan setup
- Reminder email blast – MBLF Tour
- Mailing- Randstad Job Fair & MBLF Graduation
  - NW Churches
  - NW Advisory
  - East Advisory
  - Loan Committee
- Order/ pick up refreshments (MBLF Tour)
- Create BRC Calendar – Oct./Nov./Dec.
- Create and send out BRC Happenings
- Mailing- Loan client quarterly reports
- Distribution Drive Around
  - City Hall
  - E. Pat Larkins Community Center
  - Pompano NW Library
  - Apollo Library
  - Mitchell Moore Rec.
  - Emma Lou Civic Center
  - McNair Rec.
  - McNair Library
  - R & K Country Soul Food

**MEETINGS:**

1/5/15 IED Staff  
 1/26/15 IED Staff

**SERVICES:**

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1/8/15 – Microenterprise Workshop – 13 Attendees – Business Certification  
 1/15/15 – Microenterprise Workshop – 7 Attendees – Tour  
 1/22/15 – Microenterprise Workshop –  
 1/29/15 – Microenterprise Workshop – **GRADUATION**

**Total Attendees for the Month - 20**

**MBLF Business Training 2015 - 1**

<b>Class #</b>	<b>Class Name</b>	<b>Date</b>
1	Orientation	2/5/2015
2	20 Steps to Start	2/12/2015
3	SMART Goals	2/19/2015
4	Legal Business Structure	2/26/2015
5	Personal Budget	3/5/2015
6	Business Budget	3/12/2015
7	Time Management	3/19/2015
8	Credit	3/26/2015
9	Resume	4/2/2015
10	30 Sec. Elev	4/9/2015
11	Executive Summary	4/16/2015
12	Marketing	4/23/2015
13	Business Plan	4/30/2015
14	Business Certification	5/7/2015
15	Tour	5/14/2015
16	Admin Review	5/21/2015



## Quarterly Report Summary

Northwest Pompano Beach CRA  
Business Loan Fund  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL.

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### Quarterly Report Summary January 1, 2015- March 31, 2015

#### **Master Mind**

On the first Wednesday, the Pompano Beach Business Resource Center host Master Mind. The goal was to create a networking group to share solutions to everyday challenges business encounter. The meetings this quarter was to create You Tube videos for the respective business to share online.

January 7, 2015, 8 guests were in attendance.

February 4, 2015, 6 guests were in attendance.

March 4, 2015, 3 guests were in attendance.

#### **Pompano Beach NW CRA Advisory Committee Meeting**

The Pompano Beach NW CRA Advisory Committee meetings are held at the E. Pat Larkins Center in Pompano Beach, FL. I attended three meetings in the first quarter of 2015. The meetings are scheduled on the first Monday of every month. A program summary report was given at the February and March meeting. There was an average of 13 guests in attendance.

#### **Lime Event**

The monthly event is held at the Bailey Contemporary Arts (BACA). The month headliner was Rockin Jake in February. He is one of the premier harmonica players in the country. His original sounds are a hybrid of second line, swamp funk, blues and zydeco.

The March program unveiled the Pompano Art sculptures that are going to be strategically placed throughout the city. Artist throughout the tri-county area participated in the event. The event also features food trucks with selection of flavors. The family atmosphere provides a kid section and an art exhibit. The average attendance in the first quarter was 110.

## 731 Section Committee

I participated in the food tasting for selecting a restaurant for 731 MLK Blvd. The official results will be announced at the April 2015, CRA Board meeting.

Event times 5:00 pm – 9:00 pm

Wednesday

March 25, 2015

Father and Son BBQ	5:30 pm
Crab Man	6:30 pm
BOJO Seafood	7:30 pm
Pleasure of The Sea	8:30 pm

Merchants were responsible to provide for the 6 members of the selection committee Plus 4 staff members for tasting. Best serve dish. The business owners had to be prepared to answer question regarding the dish being served to the committee.

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
NARRATIVE REPORT**

**January 1, 2015 – December 31, 2015**

**MARCH/2015**

**NARRATIVE**

**Andy Cherenfant – Loan Director**

**MEETINGS**

- 3 - Program Status/Planning – Dr. Allison
- 2 - IED Staff
- 8 - IED Staff
  - 3- Alberta McCarthy
  - 2- Fierra Dillard
  - 2- Dr. Allison
  - Dr. Allison and Alberta McCarthy
- 2– Collections
  - 2 – Dr.Allison
- 4 - CRA/City Staff
  - 731 Selection Committee
  - Willy Jones
  - Nguyen Tran
  - Site Visit with Commissioner Phillips
- BRC Clients
  - 3 -Unity in the Community
- 1- Master Mind Group
- 1- NW CRA Advisory Committee
- Pompano Beach Chamber
  - Lisa Pisseli

**UPDATE/COLLECTIONS SITEVISITS**

- Deborah Anthony
- Hair Fashion By Cherry
- Tasty Pastries
- Gentle Hugz
- R & K Soul Food

**Collections**

- 10– Loan Fund

**Received Loan Payments**

March – See Loan Fund Status Sheet (IED Report)

**Loan Preparation**

- 2 – Lisa Almonord
- Brandon LUMBO™
- 2-Cesquea Grant

**EVENTS/COMMUNITY OUTREACH**

- Spoken Word
  - Master Mind Group
  - Lime Light Event
  - Vetting 731
-

## **SERVICES**

### **Tech. Assistance Sessions**

- Cozey Care Academy
- ACR Book Keeping
- Deborah Anthony
- 
- 2-Black Swan Special Events
- Lorenzo Mills

### **Business Support**

- 4- Lorenzo Mills
- 3 – Your Oasis of Hope
- 2- Zavia House
- Rodney Wiggins

## **BRC FACILITY MANAGEMENT**

- January traffic: 169
- Computers
- Window cleaning
- Facility cleaning
- Supplies- status quo
- Phones- Onsite Challenges
- Xerox Machine- called in service 3x
- A/C- status quo

## **BRC Technical Assistance**

- 7- Oasis of Hope, Inc.
- Karen Kaczmatck
- Diane Perkins
- Ed Gallagher
- Administrative/Services

## **Misc:**

- Process loan payments
- Read Business Plans
- Responded to emails
- Responded to voice messages
- Delivered checks to Pompano Beach CRA office
- Prepared loan packets
- Preparing for Loan Meeting

Multiple phone calls with questions throughout the month are not noted in this report

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
BUSINESS RESOURCE CENTER  
NARRATIVE REPORT**

**February, 2015**

**NARRATIVE**

**Andy Cherenfant – Loan Director, BRC Manager**

**MEETINGS**

- 5 - Program Status/Planning – L. Allison
- 2 - IED Staff
- 8 - IED Staff
  - 2- Alberta McCarthy
  - 2- Fierra Dillard
  - 2- Dr. Allison
  - Dr. Allison and Alberta McCarthy
  - Dr. Allison, Jan and Alberta McCarthy
- 3- Collections
  - 3- Dr.Allison
- 3 - CRA Staff
  - Shanna Benson
  - Willy Jones
  - Nguyen Tran and BACA Staff
- BRC Clients
  - Unity in the Community
- 1- Master Mind Group
- 1- NW CRA Advisory Committee
- Loan Committee Meeting
- 1 – Sofia Inhouzer - MasterMind
- 1 – Optimum Group
- N.W. Advisory Committee

**UPDATE/COLLECTIONS SITEVISITS**

- 2 - 247 Fast Advertising
- Deborah Anthony

**Collections**

- 19– Loan Fund

**Received Loan Payments**

February – See Loan Fund Status Sheet (IED Report)

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### **Loan Preparation**

- 2-Jacqueline Reed
- 2 – Lisa Almonord
- R & K Soul Food Restaurant
- Anthony Rogers

### **EVENTS/COMMUNITY OUTREACH**

- Spoken Word
- Master Mind Group
- Lime Light Event
- Unity in the Community

### **SERVICES**

#### **Tech. Assistance Sessions**

- 2-Black Swan Special Events
- Optimum Group
- Cozey Care Academy
- ACR Book Keeping
- 1-Emmanuel Toussaint
- Deborah Anthony
- Gail DeAngelas
- Betty Love

#### **Business Support**

- 4- Lorenzo Mills
- 3 – Your Oasis of Hope
- 2- Zavia House

### **BRC FACILITY MANAGEMENT**

- January traffic
- Computers
- Window cleaning
- Facility cleaning
- Supplies- status quo
- Phones- Onsite Challenges
- Xerox Machine
- A/C- status quo

### **BRC Technical Assistance**

- 2 - Oasis of Hope, Inc.
- 2- Ed Gallagher
- Administrative/Services

### **Misc:**

- Process loan payments
  - Read Business Plans
  - Responded to emails
  - Responded to voice messages
  - Delivered checks to Pompano Beach CRA office
  - Prepared loan packets
  - Preparing for Loan Meeting
  - Mailed out loan packets
  - Attended Ely High basketball game
  - Attended Pompano Beach Chamber networking event
-

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
BUSINESS RESOURCE CENTER**

**January, 2015**

**NARRATIVE**

**Andy Cherenfant – Loan Director**

**MEETINGS**

- 5 - Program Status/Planning – L. Allison
- 3 - IED Staff
- 4 - IED Staff
  - 2- Alberta McCarthy
  - 2- Fierra Dillard
- 2 – Collections
  - 2- Dr. Lynn Allison
- 3 - CRA Staff
  - 1- Shanna Benson
  - 2 – 731 Building
- BRC Clients
  - Oasis of Hope & Ed Gallagher
  - 2- ACR Bookkeeping
- 1- NW CRA Advisory Committee
- 1 – Sofia Inhauser - MasterMind
- 1 – Vickie Rhone
- 1 - Marcia Hirschy- Lime Event
- 3 – Lisa Almonord
- Oasis of Hope and Ed Gallagher
- 1 – Octavia McDougle, Whitney Rawls and Mr. Tran
- Burkhardt Construction- Water line repair

**UPDATE/COLLECTIONS SITE VISITS**

- Kimberly Dillard
- 2 – Darlene Ponder
- 2 - 247 Fast Advertising
- ManeFace
- Labelle Rental Party Supply

**Collections**

- 23– Loan Fund

**Received Loan Payments**

January – See Loan Fund Status Sheet (IED Report)

**Loan Preparation**

- 2-Jacqueline Reed
- Velma Flowers
- Lisa Almonord
- R & K Soul Food Restaurant
- Tropical Elegance, Inc.

## **EVENTS/COMMUNITY OUTREACH**

- Spoken Word (BACA)
- Light Up MLK
- Carmen Jones's BSO Driveway Initiative
- Microenterprise Workshop Graduation

## **SERVICES**

### **Tech. Assistance Sessions**

- 2-Black Swan Special Events
- Christina Rios
- 3 – Oasis of Hope
- 3 - SB Cosmetics
- 247 Fast Advertising
- Emmanuel Toussaint
- Deborah Anthony
- Kimberly Holmes
- Michael Carter
- Richard Copeland
- Lorenzo Mills

### **Business Support**

- 2- Octavia McDougle
- 2- Black Swan
- 3 – Your Oasis of Hope
- Sillia Garay
- Vickie Rhones
- Art Guild
- Stoker McDougle
- Key Design
- Zavia House
- 4 -Unity in the Community
- Latoya Almonard

### **Job Placement**

- **Technical Assistance**
  - **Crystal Cordobe**
  - **Marcia Hischy**
  - **Sandra Martin**
  - **Octavia Glover**
  - **Octavia McDougle**

## **BRC FACILITY MANAGEMENT**

- January traffic: 227 Management
- Computers – Fixed internet challenges from the past 16 months
- Window cleaning
- Facility cleaning
- Supplies- status quo
- Phones- Virtual Service call
  - 2 – Alberta McCarthy
  - 5 - Herman Stevens
- Xerox Machine
- A/C- status quo

### **BRC Technical Assistance**

- 2 - Oasis of Hope, Inc.
- 2- Ed Gallagher
- Administrative/Services
  - 4 -Alberta McCarthy
  - 2 – Ed Gallagher
  - 3 – ACR Bookkeeping
  - 3 - Lynn Allison
  - Black Swan Special Events

### **Misc:**

- Process loan payments
- Read Business Plans
- Responded to emails
- Responded to voice messages
- Delivered checks to Pompano Beach CRA office
- Prepared loan packets
- Preparing for Loan Meeting
- Mailed out loan packets
- Review existing loan files
- Attended Pompano Beach Chamber networking event
- Carmen Jones's BSO Driveway Initiative
- Visit storage

Multiple phone calls with questions throughout the month are not noted in this report

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**Serious Business Owners Only!!**  
**THIS GROUP IS FOR YOU, IF YOU ARE ...**

- In business for at least 6 months
- Have a product or service
- Have a minimum of 10 customers
- Had at least \$1000 revenue in the last year
- Upbeat with a positive attitude
- Willing to listen and help
- Open to constructive criticism and advice
- Honest
- Focused on results
- Committed to creating value
- Prepared for excellence not excuses
- **Ready to take action!**

**What is MasterMind?** .....a community of supportive, like minded people who, together, will move your business to new heights. MasterMind participants act as catalysts for growth, devil's advocates and supportive colleagues. *Each person's participation is key.* Your peers give you feedback, brainstorm new possibilities, offer expert advice, focus, inspiration and innovation.

**MasterMind is NOT** .... a networking group! .... a sales training! ....a multi-level marketing meeting! .... a get rich quick scam!

**When:** Wednesday, February 4, 2015

**Where:** Pompano Beach CRA Business Resource Ctr.  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL 33060

**Time:** 5:30 pm – 7:30 pm

**Reserve Today!** andy@iedfl.com or 954-586-1136

**Business  
Resource  
Center** INC.



## Meeting Report

Northwest Pompano Beach CRA  
Business Loan Fund  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL.

Event Date: February 4, 2015

### CRA BUSINESS RESOURCE CENTER MASTERMIND GROUP

#### CREATING YOUR OWN BUSINESS VIDEO

BUSINESS	PHONE	EMAIL
Michelle Sareen	Aunt Sareen's Holistic Apothecary	212-561-0367 <a href="mailto:auntsareen@yahoo.com">auntsareen@yahoo.com</a>
Steve Spencer	Licensed Massage Therapist	561-92908715 <a href="mailto:masterim@aol.com">masterim@aol.com</a>
Ginny Conner	Conner Plumbing	954-782-7915 <a href="mailto:ginny@connercrew.com">ginny@connercrew.com</a>
Zsofia Inhauzer	MasterMind Leader	954-803-6243 <a href="mailto:zsofia_inhauzer@yahoo.com">zsofia_inhauzer@yahoo.com</a>
Andy Cherenfant	Business Resource Center	954-586-1111 <a href="mailto:andy@iedfl.com">andy@iedfl.com</a>
Mark Rappa	Subrogation / Dee's Dogs	954-861-7412 <a href="mailto:mark@transubro.com">mark@transubro.com</a>

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
March 2015**

**NARRATIVE**

Alberta McCarthy – Program Director

**REPORTS:**

Month of March

**MEETINGS:**

Staff- IED

2

Office administrator

4

BRC Director

4

**CLIENT RECRUITMENT:**

- Potential BI Clients: 1
- On-Site Office Space – Full
- Virtual - 10

**CLIENT SERVICES:**

- Client Meetings/Services;

All active companies were notified of **Broward County Airport Extension sessions** taking place this month and next. These sessions include;

1. Becoming certified with the county to do business
2. Meet the large companies networking session for potential sub-contracting opportunities
3. Preparing your company for emergency situation
4. Meet the Director of Broward County business development arm

Registered Mr. Lorenzo Mills of New Experience Cleaning Services and printed out free ticket.

**Businesses meet investors**

**AMAC** is holding “investors meet businesses” session in June. Businesses looking for additional capital could benefit from this opportunity. They have been notified and reminders will be sent. Our

## **Page 2 March 2015 Business Incubator**

clients who may require assistance in preparation of their presentation will be assisted with power points or whatever they require.

Ms. Jessie Payne- application to qualify her business for Medicaid payments

Mr. Mills-Filed and completed New Experience Cleaning Services annual report on SunBiz. Analyzed 2014 income and recast line items for 2015 income projections

Mrs. Mann – initial meeting to organize an event for Unity in the Community

Mr. & Mrs. Hadley- Black Swan Inc. – began projections for 2015

Mrs. Reed – Oasis has an available job opening, prep for eblast

- Collection of Fees: 13 clients
- Submittal of Fees to CRA of Pompano Beach
- Invoicing

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
February 2015**

**NARRATIVE**

Alberta McCarthy – Program Director

**REPORTS:**

Month of February

**MEETINGS:**

Staff- IED

2

Office administrator

4

BRC Director

3

**CLIENT RECRUITMENT:**

- Potential BI Clients: 3
- On-Site Office Space – Full
- Virtual - 10

**CLIENT SERVICES:**

- Client Meetings/Services;

Herman Stevens Jr. Law Office – Business Tax Receipt application  
update

Burkensen Tax Company – Business Tax Receipt application

The Real Estate Network Intl – Business Tax Receipt application

- Collection of Fees: 12 clients
- Submittal of Fees to CRA of Pompano Beach
- Discussions of client educational events

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
January, 2015**

**NARRATIVE**

Alberta McCarthy – Program Director

**REPORTS:**

Month of January

**MEETINGS:**

Staff- IED

2

Office administrator

6

BRC Director

4

**CLIENT RECRUITMENT;**

- Potential BI Clients: 2
- On-Site Office Space – Full
- Virtual - 10

**CLIENT SERVICES:**

- Client Meetings/Services;
  - Oasis of Hope – software technical assistance
  - Herman Stevens Jr. Law Office – Business Tax Receipt application & business cards
  - Burkensen Tax Company – Business Tax Receipt application & business cards
  - At Home Infusion – Business Tax Receipt, received
  - Unity in the Community – technical
  - The Real Estate Network Intl – Business Tax Receipt application
- Collection of Fees: 14 clients
- Submittal of Fees to CRA of Pompano Beach

**Pompano Beach CRA Business Resource Center**  
**BUSINESS INCUBATOR RENT AND USAGE PAYMENTS 2015**

CLIENT	JANUARY				FEBRUARY				MARCH				TOTAL PAID
	RENT DUE	FEES DUE	RENT PAID	FEES PAID	RENT DUE	FEES DUE	RENT PAID	FEES PAID	RENT DUE	FEES DUE	RENT PAID	FEES PAID	
ACR Bookkeeping	\$318.00		\$318.00		\$318.00		\$318.00		\$318.00		\$318.00		\$954.00
At Home Infusion Services	\$318.00		\$318.00		\$318.00		\$318.00		\$318.00		\$318.00		\$954.00
Black Swan Special Events	318.00		\$318.00		\$318.00		\$318.00		\$318.00				\$636.00
Brigcon Construction Services	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$318.00
Burkersen Tax & Accounting	\$106.00		\$338.00	\$20.00	\$106.00				\$106.00		\$212.00	\$10.00	\$580.00
Dentalmarx, LLC	\$0.00				\$106.00		\$106.00		\$106.00				\$106.00
EEG, Inc.	\$0.00				\$0.00				\$106.00		\$318.00		\$318.00
L'Alchimiste/SB Cosmetics, Inc.	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$318.00
Law Office of Herman Stevens	\$0.00				\$0.00				\$0.00				\$0.00
New Experience Cleaning Svcs	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$318.00
Oasis of Hope CDC	\$850.00		\$850.00		\$850.00		\$850.00		\$850.00		\$850.00		\$2,550.00
Opt2Web, Inc.	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$106.00		\$318.00
The Real Estate Network Intl.	\$106.00		\$106.00		\$0.00				\$0.00				\$106.00
Unity in the Community	\$0.00				\$0.00				\$0.00				\$0.00
On-Site App Fee/Sec. Deposit													\$0.00
Virtual application fees													\$0.00
Miscellaneous income													
<b>TOTAL</b>	\$2,122.00	\$0.00	\$2,354.00	\$20.00	\$2,122.00	\$0.00	\$2,016.00	\$0.00	\$2,228.00	\$0.00	\$2,122.00	\$10.00	\$7,476.00

**NW Pompano Beach CRA  
JOB PLACEMENT CENTER**

**March 2015**

**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of March

**MEETINGS:**

- Staff- IED  
2
- Program Status - Office administrator  
3

**RECRUITMENT:**

New Job Seekers

- 4 – Weekly Job placement Center, Job Fair and Open Position Update E-mail Blasts
- CRA E-News; IED Website; City Website; FaceBook
- Follow-up employment for job orientation clients (2)

**EVENTS:**

- **Orientation Training Session for Job Seekers**
  - Broward County Residents
  - NW District Residents
  - Pompano Beach Residents
- Hiring events for job fairs forwarded to CRA after preliminary screening

Alberta McCarthy, Training Director

**NW Pompano Beach CRA  
JOB PLACEMENT PROGRAM**

February 2015

**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of February

**MEETINGS:**

- Staff- IED  
2
- Program Status - Office administrator  
2

**RECRUITMENT:**

- New Job Seekers
- 4 – Weekly Job Placement Center, Job Fair and Open Position Update E-mail Blasts
- CRA E-News; IED Website; City Website
- Daily intake and registrations

**EVENTS:**

- **Orientation Training Session for Job Seekers**
  - Broward County Residents
  - NW District Residents
  - Pompano Beach Residents
- Hiring events for Randstad forwarded to NW CRA Director- they want to get 125 pre-screened candidates into their system for new company expanding to Pompano Beach. The anticipated total hires will be up to 250 for this year of 2015.

**NW Pompano Beach CRA  
JOB PLACEMENT PROGRAM  
January 2015**

**NARRATIVE**

Alberta McCarthy – Program Director  
Fierra Dillard – Office Assistant

**REPORTS:**

Month of January, 2015

**MEETINGS:**

- Staff- IED  
2
- Program Status - Office administrator  
8

**RECRUITMENT:**

- 26 New Job Seekers
- 6 – Weekly Job placement Center, Job Fair and Open Position Update E-mail Blasts
- Flyer Distribution; NW Businesses, Libraries, Community Centers, City Hall, Churches
- CRA E-News; IED Website; City Website; Sun-Sentinel, Pompano Pelican

**EVENTS:**

- **Orientation Training Session for Job Seekers**
  - Broward County Residents
  - NW District Residents
  - Pompano Beach Residents
- Job Fair – January 21<sup>st</sup>, 2015 with Randstad
  - 24 attendees
  - 7 interviews scheduled
  - Hires pending

**Job Placement Center  
March 2015**

New Client Registration: 5

Orientation Attendance: 8

Ethnicity		Speak English		Employment Status		Education Level		Transportation	
African American	5	Fluently	5	Full-time		Grade School	1	Family/ Friend	1
Haitian		Little		Part-time	3	High School	1	Own Car	3
Hispanic		None		Unemployed	2	Technical School	1	Public	1
White				Retired		Some College	1	Reliable	
Other						College	1	Unreliable	
Not Available		Not Available		Not Available		Not Available		Not Available	

Need Childcare		Age Range		Gender		Residence		Communication Access		Job Referrals	
Yes		<20		Female	2	Broward County		Computer	3	County not	
No	5	20-24	1	Male	3	not Pompano Bch		Internet	3	Pompano Bch	4
		25-39	1			Pompano Beach		Telephone	5	Pompano	
		40-59	2			not NW	2			Beach not NW	3
		60>	1			NW Pompano				NW Pompano	
Not Available		Not Available		Not Available		Beach	3	Not Available		Beach	4
						Miami-Dade				Miami-Dade	
						Palm Beach				Palm Beach	
						Other				Other	

How they found out about the Job Placement Center		
Church		Walk-in 2
Community TV		Mallings
Friend	2	Job Announcement
Laundromat		Internet
Library	1	Billboard
Newspaper		Not Available



## **JOB ANNOUNCEMENT**

### **Customer Service**

### **Work from Home Positions**

#### **Job Requirements:**

- Must have reliable computer, high-speed internet, windows XP, 7 or 8
- Must have a home phone line
- Must be 18 years or older
- Part Time and Full Time Positions

#### **Additional Information:**

- Pay rate : \$10.00-\$12.00/hr.
- Choose your own hours – minimum 20 hrs. a week , 5 hours per weekend
- Flexible schedule, additional benefits

**Contact: (954) 586-1111 ~ [info@iedfl.com](mailto:info@iedfl.com)**

**[www.CRABusinessResourceCenter.com](http://www.CRABusinessResourceCenter.com)**



**THE NW POMPANO BEACH CRA  
MICROENTERPRISE PROGRAM and  
INTERNATIONAL ENTERPRISE  
DEVELOPMENT INC.**

**Cordially Invite You to Attend**

**The Microenterprise Business Loan Fund  
Program**

**Graduation!!!**

**Location: E. Pat Larkins Community Center  
520 MLK Blvd., Pompano Beach, FL 33069**

**Date: Thursday, January 29, 2015**

**Time: 6:00PM – 8:00PM**

# *Pompano Beach CRA Business Resource Center*

*The Job Placement Center  
invites you to participate in its*

## ***Mandatory One Hour Orientation***

to continue the employment registration process and to participate in  
future Job Fairs

*Monday, January 5<sup>th</sup>  
9:00 – 10:00 AM*

*9:00 - 10:00 AM*

*First Monday of Every Month During 2015*

*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-586-1111 ~ [info@iedfl.com](mailto:info@iedfl.com)*

**Business  
Resource  
Center** CRA  
EMPLOYMENT

# **JOB FAIR**

**WEDNESDAY, JANUARY 21, 2015**

**10:00 am – NOON**

**Now  
Hiring!**

**CRA Business Resource Center**

**50 NE 1<sup>st</sup> Street, Pompano Beach, FL 33060**

★ **COME IN BEFORE TO PRE-REGISTER** ★

## **OnSite Interviews**

**POSITIONS AVAILABLE: CUSTOMER SERVICE REPRESENTATIVE-BILINGUAL FRENCH; INDUSTRIAL SEWING MACHINE OPERATOR; WAREHOUSE ASSOCIATES; QUALITY CONTROL INSPECTOR; MATERIAL HANDLER; MANUFACTURING ASSEMBLER; ELECTRICAL ASSEMBLER; ASSEMBLER**

Contact: [info@iedfl.com](mailto:info@iedfl.com) or 954-586-1111  
[www.CRABusinessResourceCenter.com](http://www.CRABusinessResourceCenter.com)

**CRA**  
POMPAÑO BEACH

**randstad**<sup>®</sup>

**pompano  
beach**  
Friendly & Warmest Welcome



**Serious Business Owners Only!!**  
**THIS GROUP IS FOR YOU, IF YOU ARE ...**

- In business for at least 6 months
- Have a product or service
- Have a minimum of 10 customers
- Had at least \$1000 revenue in the last year
- Upbeat with a positive attitude
- Willing to listen and help
- Open to constructive criticism and advice
- Honest
- Focused on results
- Committed to creating value
- Prepared for excellence not excuses
- **Ready to take action!**

**What is MasterMind?** .....a community of supportive, like minded people who, together, will move your business to new heights. MasterMind participants act as catalysts for growth, devil's advocates and supportive colleagues. *Each person's participation is key.* Your peers give you feedback, brainstorm new possibilities, offer expert advice, focus, inspiration and innovation.

**MasterMind is NOT** .... a networking group! .... a sales training! ....a multi-level marketing meeting! .... a get rich quick scam!

**When:** Wednesday, January 7, 2015

**Where:** Pompano Beach CRA Business Resource Ctr.  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL 33060

**Time:** 5:30 pm – 7:30 pm

**Reserve Today!** andy@iedfl.com or 954-586-1136

**Business  
Resource  
Center** CRA



## Pompano Beach Northwest CRA Microenterprise Business Loan Fund Program

The CRA Microenterprise Business Loan Fund Program is hard at work serving the needs of the micro/small business person in the Northwest CRA District!

72 loans totaling over \$1 million have been made to start or enhance micro/small businesses in the Northwest Community.

### Services Include:

- **Business Training Workshops** - held weekly at the E. Pat Larkins Community Center
- **Business Technical Assistance** - offered on a one-on-one basis
- **Business Loans** - available for qualified businesses

Assistance with vendor certifications, loans, legal requirements, marketing and much more

New Session begins on Thursday, February 5, 2015 at 6:00pm!!!

For more information contact **Fierra Dillard: 954-586-1111 ~ [info@iedfl.com](mailto:info@iedfl.com) ~ 50 NE 1<sup>st</sup> Street, Pompano Beach**

Pompano Beach CRA Business Resource Center  
50 NE 1 Street, Pompano Beach, FL 33060  
954-586-1111  
[www.CRABusinessResourceCenter.com](http://www.CRABusinessResourceCenter.com)

## CURRENT OPEN POSITIONS

Wood Worker – **NEW JOB**

Delivery Technician – **NEW JOB**

Hard Armor Assembly Spray Technician

Electrical Sign Installation & Technician

Customer Care Professional

Work From Home – Customer Service

Electrician ~ \$18.00 Per Hr.

Nail Technician / Esthetician ~ Commission Negotiable

Nail Technician / Cosmetologist / Esthetician ~ 50% of Service Price

Plumber ~ Negotiable

Security Officer ~ \$10.00 Per Hr.

Roofer / Roofing Crew ~ based on experience

Roofing Superintendent ~ \$700.00 - \$1000.00 Per Wk. (based on experience)

Fumigation Crew Member

Pre-Planning Advisor

Sales Associate

Pet Sitting and Dog Walking

Customer Service Representative-Bilingual (French) ~ \$13.50 Per Hour / \$17.00 (Team Leader)

Electrical Assembler (EBox) ~ \$10.30 Per Hour

Warehouse Associate ~ \$11.00 Per Hour

Manufacturing Assembler ~ \$10.00 Per hour with Shift Differential

Assembler ~ \$8.00 Per Hour

Material Handler ~ \$8.00 Per Hour

Quality Control Inspector ~ \$8.00 Per Hour

Industrial Sewing Machine Operator

**if you are interested in any of the above positions, please call, come in or visit our  
website for more information [www.CRABusinessResourceCenter.com](http://www.CRABusinessResourceCenter.com)**

**CRA Business Resource Center  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL 33060  
954-586-1111 ~ [info@iedfl.com](mailto:info@iedfl.com)  
M-F, 9:00 am – 5:00 pm**

- All candidates must attend a Monthly Orientation Training
- All candidates must be able to satisfy the job requirements and provide proof of qualification to the BRC
- All candidates must advise employer that the BRC referred them

UPDATED 3/15

# *Pompano Beach CRA Business Resource Center*

*The Job Placement Center  
invites you to participate in its*

## ***Mandatory One Hour Orientation***

to continue the employment registration process and to participate in  
future Job Fairs

*9:00 - 10:00 AM*

*First Monday of Every Month During 2015*

*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-586-1111 ~ [info@iedfl.com](mailto:info@iedfl.com)*

*Monday, January  
5th*

*9:00 – 10:00AM*

# *Pompano Beach CRA Business Resource Center*

*The Job Placement Center  
invites you to participate in its*

## ***Mandatory One Hour Orientation***

to continue the employment registration process and to participate in  
future Job Fairs

*Monday, February  
2nd*

*9:00 – 10:00AM*

*9:00 - 10:00 AM*

*First Monday of Every Month During 2015*

*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-586-1111 ~ [info@iedfl.com](mailto:info@iedfl.com)*

# *Pompano Beach CRA Business Resource Center*

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*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-586-1111 ~ [info@iedfl.com](mailto:info@iedfl.com)*

*Monday, March  
2nd*

*9:00 – 10:00AM*

**POMPANO BEACH CRA**  
**INTERNATIONAL ENTERPRISE DEVELOPMENT, INC.**

**Northwest CRA Microenterprise Business Loan Fund Program**  
**Business Incubator Program**  
**Business Resource Center**  
**Job Placement Center Program**

**QUARTERLY REPORT**

**October, 2014 – December, 2014**

**OVERVIEW**

- The IED contract extension for the period July, 2014 – September, 2014 was completed.
- An annual contract with IED was approved by the CRA Board for the period October, 2014 – September, 2015 at the September 16, 2014 CRA Board meeting. The Microenterprise Loan Fund was reduced to \$100,000. The operating budget was reduced \$100,000.
- Monthly IED Deliverables, Narratives and Financial reports were submitted for this quarter.
- Review meetings were held with CRA Co-Executive Director; NW CRA Director; IED Program Director and IED President.
- IED conducted bi-monthly staff meetings for review of Programs and planning.
- IED attended monthly CRA Board meetings and Northwest Advisory Committee meetings.
- Meetings were held with the Finance Department for the review of the loan portfolio including additional loans in default and pending issues.
- IED assisted in the recruitment for new businesses to occupy 731 Hammondville Road.

## **Northwest Pompano Beach CRA Microenterprise Business Loan Fund Program**

- The Loan Committee of the Business Loan Fund Program was convened on November 13, 2014, and December 4, 2014. One new loan was reviewed and tabled pending new location (which was then approved when required documentation was received and an on-site visit made) one on-going loan was approved for additional funds and one loan was declined for the balance of the loan.
- Loan Statements for the period October – December, 2014, were completed and submitted to the clients.
- The 16 week workshop training session # 2 was successfully completed in September, 2014. Session #3 commenced in September, 2014 and will be completed in January, 2015.
- Graduation for the 3 Workshop Training sessions held in 2014 is being scheduled for January 29, 2015.
- All attendees sign in at each workshop training session and all sign-in sheets are retained.
- Consultations were provided on a one-on-one basis with the Training Director to assist with the course topics and to prepare those clients that will begin the loan application process.
- The Training Assistant assured that the eligibility requirements were met for all attendees as they must reside/and or have proof that their business is located in the Northwest district in order to participate in the Program.
- Potential loan clients worked directly with the Loan Director, who provided technical assistance which includes credit repair, business plans, site visits, and preparation of the loan application and all required documentation.
- Loan Applications came before the Loan Committee, which also interviewed all loan applicants.
- To date, the Business Program has: approved 69 loans plus 2 loans facilitated through Florida Shores Bank (Stonegate Bank); Three (3) have been paid in full., and twelve (12) loans are in default (See Loan Summary)
- An updated Loan Manual is required under the present contract. It was submitted to the Loan Committee and approved by the Loan Committee at the November 13, 2014, meeting and was duly submitted to the CRA. (see attached).
- Focus under this contract will be on collections and restructuring of outstanding loans. Required documentation for loan modifications has been revised by the City of Pompano Beach Legal Department.

## **Business Resource Center**

- Traffic for this quarter for the Center was 1018 persons.
- Monthly ARTHALL event continued in coordination with BACA's Limelight event. This continues to be successful. The events were held outside with entertainment on the stage and food trucks in addition to the provision of drinks and the display of art.
- Business Education Workshops were conducted during this period. (See attached topics and evaluations).
- CRA Business clients were highlighted in Pompano Today.
- The BRC coordinated with the Chamber of Commerce and the annual Business Expo event.
- IED staff attended the Pompano Beach Chamber Breakfast where Mayor Lamar Fisher made the presentation.
- Additional outreach activities for the Center include monthly Business Networking mixers-which encourage connections, sharing of insights and strengthening their business.
- The marketing program continues through Face book and the link to the CRA Website.
- Continued coordination and monitoring of all aspects of the facility infrastructure which includes: window signage of client businesses, front door buzzer system, phone and computer systems, air conditioning, equipment, parking and safety, pest control, supplies, window and facility cleaning.

## **Business Incubator Program**

- Economic Development data was collected from on-site clients.
- The Business Incubator facility has 7 offices filled with 4 On-site Businesses and 10 virtuals.
- Recruitment of additional on-site and virtual clients continues and several names remain on the wait list and are in process for the on-site facility.
- The Selection Committee reviews potential clients' applications for both on-site and virtuals.
- Business Incubator on-site client services and requirements have been updated and revised.

- Increased business services are being offered to all Incubator Clients.
- Produced, disseminated and analyzed Client Needs Assessment
- Income for the quarter from the Business Incubator was \$8,982.
- Continually revising and updating all collateral materials to reflect new and revised policies: Client Handbook, Business Incubator Brochure, Applications, and Leases.

### **Job Placement Center**

- Monthly mandatory orientation meetings were held each month on the first Monday. Attendance continues to be good with very positive evaluations.
- Monthly Job Fair Training Sessions were held for Job seekers with certificates presented for completion of this training.
- Hiring events for this period included Randstad staffing. (stats pending)
- The Job Fair held on September 29, 2014 had 300 in attendance. 51 interviews were immediately scheduled. Follow-up is on-going to ascertain jobs filled.
- Follow-up continued with prior Job Fairs to gather relevant statistics on applicants hired.
- Monthly Business Networking meetings continue and are well attended. A local business is highlighted at each meeting.
- Jobs filled for individuals was 18 with 64 job seeker registrations. Six jobs for companies were obtained during this period.

## Calendar

#	Class Name	Date
	Orientation	9/18/2014
	20 Steps to Start	9/25/2014
	Legal Biz- SMART Goals	10/2/2014
	Pompano Beach Panel	10/9/2014
	Personal Budget	10/16/2014
	Credit	10/23/2014
	Time Management	10/30/2014
	Resume	11/6/2014
	30 Sec. Elev.	11/13/2014
	Executive Summary	11/20/2014
	Marketing	12/4/2014
	Business Budget	12/11/2014
	Business Plan	12/18/2014
	Business Certification	1/8/2015
	Tour	1/15/2015
	Admin Review	1/22/2015

Calendar

#	Class Name	Date
	Orientation	9/18/2014
	20 Steps to Start	9/25/2014
	Legal Biz- SMART Goals	10/2/2014
	Pompano Beach Panel	10/9/2014
	Personal Budget	10/16/2014
	Credit	10/23/2014
	Time Management	10/30/2014
	Resume	11/6/2014
	30 Sec. Elev.	11/13/2014
	Executive Summary	11/20/2014
	Marketing	12/4/2014
	Business Budget	12/11/2014
	Business Plan	12/18/2014
	Business Certification	1/8/2015
	Tour	1/15/2015
	Admin Review	1/22/2015

**Pompano Beach CRA  
BUSINESS RESOURCE CENTER  
December 2014  
NARRATIVE**

**Susan Kores – Program Director**

**MEETINGS:**

- 6 – Program Status/Planning – S. Kores, L. Allison
- 2 – IED Staff meeting
- 4 – BRC Operations – S. Kores, F. Dillard
- 3 – BRC Operations – S. Kores, A. Cherenfant
- 1 – Pompano Today – S. Kores, D. Richards
- 1 – Informational – S. Kores, J. Small
- ArtHall/BaCA Meeting
  - 2 - ArtHall/BaCA – S. Kores, K. Patterson
  - 1 – Jeremiah Jenner - artist
  - 1 – James Blanford – artist
  - 1 – Simone Spade – artist
  - 1 – Hila Bashan - photographer

**MARKETING/PROMOTION/EVENTS**

- MasterMind Group
- Lime Light – BRC Business Spotlight: Black Swan Special Events

**MEDIA**

- CRA e-news – (1)
- Community TV – Job Listings, job fair listings
- Pompano Today – 2 page BRC Client Listing
- BRC Broadcast – Monthly E-Newsletter

**BRC FACILITY MANAGEMENT**

- December traffic: 325
- Pest control
- Computers - status quo
- Window cleaning
- Facility cleaning
- Supplies – status quo
- Phones – looking for new service to cut expenses
- Xerox Machine
- A/C – status quo
- Locksmith – status quo

### **SERVICES – INDIVIDUALS:**

- 20 – Technical Assistance Consultations
- 27 – Job Seeker Referrals to Employers
- 6 Full- time Placements –
  - 1 Randstad – Brandon Boyd, NW CRA Resident
  - 1 Wendy’s – Alex Cummings, Pompano Resident
  - 4 Teleperformance – Troy Darrisaw, Plantation Resident
    - Loydy Joseph, NW CRA Resident
    - Garry Dazulma, Pompano Resident
    - Shirley Adams, Deerfield Beach Resident
- Job Announcements
  - 23 Open Positions Available

### **SERVICES – COMPANIES:**

- Email blasts to Construction Database:
  - School of Construction Management Program – Turner Construction, 12/11/14
  - Construction Job Fair – McDonald-Wilson Center, W. Palm Beach, 12/10/14

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
December 2014**

**NARRATIVE**

**Susan Kores – Program Director**

**MEETINGS:**

- 2 - IED Staff Meeting – IED Staff
- 2 – Business Incubator Program - S. Kores, A. McCarthy

**CLIENT RECRUITMENT:**

- Potential BI Clients: (2) Octavia McDougale, (1) Sharon Irons, (1) Karen Coley
- OnSite Office Space – Full
- Virtual – 10 clients

**CLIENT SERVICES:**

- Client Meetings/Services:
  - L'Alchimiste – New things for 2015
  - Oasis of Hope – Three leases renewed (3)
- Collection of Fees: 14 clients
- Client Orientation: The Real Estate Network International – new Virtual client
- Virtual Client Termination: Velma Flowers, Velma Flowers Construction & Carpentry, Inc.
- Semi-Annual Client Satisfaction evaluation form sent



**POMPANO BEACH CRA  
JOB PLACEMENT CENTER  
DECEMBER 2014  
NARRATIVE**

Susan Kores – Program Director  
Fierra Dillard – Office Assistant

**MEETINGS:**

- 2 - IED Staff Meeting
- 5 – Program Status – S. Kores, F. Dillard
- 2 – Job Placement Program – S. Kores, A. McCarthy

**RECRUITMENT:**

- 24 – New Job Seeker Registration
- 3 – Weekly Job Placement Center Job Fair and Open Position Update E-mail Blasts
- Flyer Distribution: 3 Libraries, City Hall, 3 Community Centers
- CRA E-News; IED Website; City website; Community TV; Sun-Sentinel; Pompano Pelican; Pompano Today

**EVENTS:**

- 5 – Orientation Training Session for Job Seekers
  - 5 Certificates Awarded
    - 5 - Broward County Residents
    - 1 - Pompano Beach residents
    - 4- NW CRA District Residents
- Job Fair – December 4, 2014 with Teleperformance
  - 68 attendees
  - 15 Interviews scheduled
  - 4 Hires (see below)
  - Breakdown: Tri-County Residents (7); Broward County Residents (61); Pompano Beach Residents (17); NW CRA Residents (20); Female (38); Male (21)

**December 2014**

New Client Registration: 24

Orientation Attendance: 5

Ethnicity		Speak English		Employment Status		Education Level		Transportation	
African American	10	Fluently	21	Full-time	3	Grade School	1	Family/ Friend	3
Haitian	7	Little	3	Part-time	3	High School	8	Own Car	17
Hispanic	2	None		Unemployed	17	Technical School	5	Public	6
White	5			Retired		Some College	6	Reliable	
Other						College	4	Unreliable	
Not Available		Not Available		Not Available	1	Not Available	0	Not Available	1

Need Childcare		Age Range		Gender		Residence		Communication Access		Job Referrals	
Yes	2	<20	1	Female	13	Broward County not Pompano Bch	6	Computer	12	County not Pompano Bch	7
No	21	20-24	4	Male	8	Pompano Beach not NW	10	Internet	12	Pompano Beach not NW	1
		25-39	6			NW Pompano Beach	8	Telephone	21	NW Pompano Beach	6
		40-59	6								
		60>	4								
Not Available	1	Not Available	3	Not Available	3			Not Available	3		
						Miami-Dade				Miami-Dade	
						Palm Beach				Palm Beach	
						Other				Other	

How they found out about the Job Placement Center			
Church		Walk-in	3
Community TV	2	Mailings	1
Friend	7	Job Announcement	1
Laundromat		Internet	1
Library		Billboard	1
Newspaper	1	Not Available	7

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
NARRATIVE REPORT  
October 1, 2014 – September 30, 2015  
December,2014**

**NARRATIVE**

**Andy Cherenfant – Loan Director**

**MEETINGS:**

- 2 - IED Staff
- 6- IED Staff
  - 6- Susan Kores
  - 2- Dr. Lynn Allison
- 3 – Collections
  - 3- Dr. Lynn Allison
- CRA Staff
  - 4 – 731Building
    - 1 – Shanna Benson
    - 2- Ed Gallagher
    - 1- Nguyen Tran
- BRC Clients
  - Oasis of Hope
  - ACR Bookkeeping

**731 Clients/Vetting:**

- 1- Norman Edwards
- 2- Rachel Lucas
- 3- ManeFace

**UPDATE/COLLECTIONS SITEVISITS:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• 1- Norman Edwards</li><li>• 1 – Darlene Ponder</li><li>• 2 - 247 Fast Advertising</li><li>• Labelle Rental Party Supply</li></ul> | <ul style="list-style-type: none"><li>• Deborah Anthony</li><li>• Hair Fashions By Cherry</li><li>• Wilton Wilson</li><li>• Tasty Pastry's</li><li>• Anthony Roger</li></ul> |
|---|--|

**Collections:**

- 33– Loan Fund

**Received Loan Payments:**

December – See Loan Fund Status Sheet (IED Report)

**Loan Preparation**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• 2-Jacqueline Reed</li></ul> | <ul style="list-style-type: none"><li>• 4- R &amp; K Soul Food</li><li>• 3-Black Swan Special Events</li></ul> |
|---|--|

## **EVENTS/COMMUNITY OUTREACH**

- Limelight Event
- Light Up MLK

## **SERVICES:**

### **Tech. Assistance Sessions**

- 2-Black Swan Special Events
- 247 Fast Advertising
- 1-Emmanuel Toussaint
- Deborah Anthony

### **Business Support:**

- 2- Dale Higgs
- 2 – Your Oasis of Hope
- Key Design
- Zavia House

## **BRC OPERATIONS:**

- 2 - Oasis of Hope, Inc.
- 2- Ed Gallagher
- Administrative/Services

## **Misc:**

- Process loan payments
- Read Business Plans
- Responded to emails
- Responded to voice messages
- Delivered checks to Pompano Beach CRA office
- Prepared loan packets
- Preparing for Loan Meeting
- Mailed out loan packets
- Review existing loan files
- Attended Pompano Beach Chamber networking event

Multiple phone calls with questions throughout the month are not noted in this report

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
DELIVERABLES  
September, 2014 – August 30, 2015**

**December  
NARRATIVE**

Alberta McCarthy – Training Director

**REPORTS:**

Month of December

**MEETINGS:**

Staff

8<sup>th</sup> and 15<sup>th</sup>

Office administrator

11<sup>th</sup>, 22<sup>nd</sup>

Loan Committee

4<sup>th</sup>

**WORKSHOPS:**

4<sup>th</sup> - Marketing and Advertising - 12

11<sup>th</sup> – Business Budget-11

18<sup>th</sup> - Business Plan -16

25<sup>th</sup>- Christmas day

**SERVICES:**

**Consultations;**

Les Jean

Antoinette Green

Loretha Jordan

Maria Love

Angela Goldstein

Jessica Couatin

Erica Lane

Sheron Givings

\*Please note that some people received more than one consult during the month

Administrative

Participant Evaluation Surveys (evaluate)

Business plans

Business Resource Center applications

**NW Pompano Beach CRA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM / Job Placement Center**  
**DELIVERABLES**  
**December 1 – 31, 2014**

**NARRATIVE**

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Fierra Dillard – Office Assistant

**REPORTS:**

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12/4/14 – Prepare materials for microenterprise workshop/ Marketing

12/11/14 – Prepare materials for microenterprise workshop/ Business Budget

12/18/14 – Prepare materials for microenterprise workshop/ Business Plan

- JPC intake information for opened positions & keeping count of calls
- Post Job Fair on websites (Teleperformance)
- Updated Facebook & ArtHall page
- Stock / Order Supplies
- Set MBLF Consultations
- JPC Certificates
- JPC employer referrals
- JPC Demographics Report
- BRC Traffic Report
- Update JPC database
- Add new clients to Xerox system
- File/ Maintain JPC registration forms
- Assist with JPC client on computer
  - Joseph Thermidor (Randstad App. & Yahoo Acct.)
- Update Internal Job Contact info sheet
- Update BRC Client list & B.I Client list
- Reminder phone calls for Mastermind Workshop
- Reference Check – Octavia McDougle (Virtual)
- Advertise BAI flyer – (FB & Email blast)
- (2) Email blast – Contractors (Construction job Fair)  
(City Offers Flyer)
- Sent Emails / Letters to Micro Graduates
- Email Caterer for Micro Graduation
- Graduation Floor Plan
- Graduation Table Display Sign up
- Create Job Announcements:
  - Customer Service
  - Customer Care Professional
  - Installation Technician
  - Hard Armor Spray Technician

**MEETINGS:**

12/4/14 IED Staff

12/15/14 IED Staff

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**SERVICES:**

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12/4/14 – Microenterprise Workshop – 12 Attendees – Marketing

12/11/14 – Microenterprise Workshop – 11 Attendees – Business Budget

12/18/14 – Microenterprise Workshop – 16 Attendees – Business Plan

**Total Attendees for the Month - 39**

**Pompano Beach CRA  
BUSINESS RESOURCE CENTER  
November 2014  
NARRATIVE**

**Susan Kores – Program Director**

**MEETINGS:**

- 6 – Program Status/Planning – S. Kores, L. Allison
- 1 – IED Staff meeting
- 4 – BRC Operations – S. Kores, F. Dillard
- 1 – OnTime Flyers – S. Kores, F. Cerant
- 1 – Pompano today – S. Kores, D. Richards
- 2 – City Business paperwork – S. Kores, J. Brown
- ArtHall/BaCA Meeting
  - 1 - ArtHall/BaCA – S. Kores, K. Patterson
  - 1 – ArtHall/BaCA – S. Kores, Rachel, A. Pasquantonio
  - 1 – Jeremiah Jenner - artist
  - 1 – James Blanford – artist
  - 1 – Bonnie Shapiro – artist
  - 1 – Simone Spade – artist
  - 1 – Patricia Conover – artist
  - 1 – Murray Mercado – artist
  - 1 – Julia Andrew – artist
  - 1 – James Blanford - artist

**MARKETING/PROMOTION/EVENTS**

- ArtHall / LimeLight
- MasterMind Group

**MEDIA**

- Pelican – ArtHall
- CRA e-news – (4)
- Community TV – Job Listings, job fair listings,
- Pompano Today – 2 page BRC Client Listing
- BRC Broadcast – Monthly E-Newsletter

**BRC FACILITY MANAGEMENT**

- November traffic: 362
- Pest control
- Computers - status quo
- Window cleaning
- Facility cleaning
- Supplies – status quo
- Phones – looking for new service to cut expenses
- Xerox Machine
- A/C – status quo
- Locksmith – status quo

**SERVICES:**

**Tech. Assistance Sessions**

- Marie Love
- 247 Fast Advertising
- Black Swan
- Charles Davis
- Tawana Johnson

**Business Support:**

- 2 – Your Oasis of Hope
- Harveina Thomas
- Frantz Cerant
- Black Swan
- Laretha Jordan

**BRC OPERATIONS:**

- Administrative/Services

**Misc:**

- Process loan payments
- Attended Pompano Beach Chamber Breakfast
- Attended ArtHall
- Responded to emails
- Responded to voice messages
- Delivered checks to Pompano Beach CRA office
- Loan Meeting
- Review existing loan files

Multiple phone calls with questions throughout the month are not noted in this report

Pompano Beach CRA Business Resource Center

Visitor Traffic October 2014 - September 2015

	CRA	BI	BRC		JPC		MBLF	ARTHALL		TOTAL
			Events / Traffic		Events / Traffic			Reception / Traffic		
OCTOBER	22	46	2	13	4	34	29	175	6	331
NOVEMBER	26	41	6	16	39	65	13	150	6	362
DECEMBER										
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
JULY										
AUGUST										
SEPTEMBER										
TOTAL	48	87	8	29	43	99	42	325	12	693

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
November 2014**

**NARRATIVE**

**Susan Kores – Program Director**

**MEETINGS:**

- 1 - IED Staff Meeting – IED Staff

**CLIENT RECRUITMENT:**

- Potential BI Clients: (1) Miranda Power, (1) Sharon Irons, (1) Gina Allen, (1) Erjeta Diamanti
- OnSite Office Space – Full
- Virtual – 10 clients

**CLIENT SERVICES:**

- Client Meetings/Services:
  - L'Alchimiste – Holiday season marketing planning (1)
  - Oasis of Hope – Three leases renewed (3)
  - Black Swan Special Events – November business spotlight planning (3)
- Collection of Fees: 14 clients
- Client Orientation: Law Offices of Herman Stevens, Jr. – new Virtual client
- Business Spotlight: Black Swan Special Events at LimeLight

## Pompano Beach CRA BUSINESS INCUBATOR RENT AND USAGE PAYMENTS 2014

CLIENT	OCTOBER				NOVEMBER				DECEMBER				TOTAL PAID
	RENT DUE	USAGE DUE	RENT PAID	USAGE PAID	RENT DUE	USAGE DUE	RENT PAID	USAGE PAID	RENT DUE	USAGE DUE	RENT PAID	USAGE PAID	
ACR Bookkeeping	\$318.00		\$318.00		\$318.00		\$318.00		\$318.00				\$636.00
At Home Infusion Services	\$318.00		\$318.00		\$318.00		\$318.00		\$318.00				\$636.00
Black Swan Special Events	318.00		\$318.00		\$318.00		\$318.00		\$318.00				\$636.00
Brigcon Construction Services	212.00		\$212.00		\$106.00		\$106.00		\$106.00				\$318.00
Burkersen Tax & Accounting	\$424.00		\$424.00		\$106.00				\$212.00				\$424.00
Dentalmarx, LLC	\$0.00				\$0.00				\$0.00				\$0.00
EEG, Inc.	212.00		\$318.00		\$0.00		\$0.00		\$106.00				\$318.00
L'Alchimiste/SB Cosmetics, Inc.	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00				\$212.00
Law Office of Herman Stevens					\$572.00		\$572.00		\$0.00				\$572.00
New Experience Cleaning	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00				\$212.00
Oasis of Hope CDC	\$600.00		\$600.00		\$850.00		\$850.00		\$850.00				\$1,450.00
Opt2Web, Inc.	\$106.00		\$106.00		\$106.00		\$106.00		\$106.00				\$212.00
Unity in the Community					\$106.00		\$540.00		\$0.00				\$540.00
Velma G. Flowers Construction	\$318.00				\$424.00		Terminated for Non Payment					\$0.00	
OnSite App Fees/Sec. Deposits							\$250.00						\$250.00
Virtual application fees			\$10.00										\$10.00
Miscellaneous income													\$0.00
<b>TOTAL</b>													\$4,200.00

**POMPANO BEACH CRA  
JOB PLACEMENT CENTER  
NOVEMBER 2014  
NARRATIVE**

Susan Kores – Program Director  
Fierra Dillard – Office Assistant

**MEETINGS:**

- 1 - IED Staff Meeting
- 5 – Program Status – S. Kores, F. Dillard
- 1 – Broward College Florida Trade program – S. Kores, R. Swanson, C. Rivera
- 1 – Randstad – S. Kores, H. Altamirano
- 1 - SNS Ricketts Services – S. Kores, Sylvia Ricketts, Shannon Ricketts
- 1 – Teleperformance Job Fair – S. Kores, L. Levine
- 21 – meetings with Job Seekers

**RECRUITMENT:**

- 51 – New Job Seeker Registration
- 2 – New Employer Registration - SNS Ricketts Services, Dignity Memorial Service Corp., Intl.
- 2 – USPS Job Fair Mailings to Pompano Churches
- 4 – Weekly Job Placement Center Job Fair and Open Position Update E-mail Blasts
- Flyer Distribution (2x each): 3 Libraries, City Hall, 3 Community Centers
- CRA E-News; IED Website; City website; Community TV; Sun-Sentinel; Pompano Pelican; Deerfield Observer; Pompano Today

**EVENTS:**

- 16 – Orientation Training Session for Job Seekers
  - 16 Certificates Awarded
    - All Broward County Residents
    - All Pompano Beach residents
    - 10 NW CRA District Residents
- Job Fair – September 29, 2014
  - Follow up evaluation sent to all 19 Participants
  - Follow calls made to all 19 Participants
  - Total Hires to date: 9
    - 5 – GBS Enterprises
    - 1 – Salvation Army
    - 1 – CEI Staffing
    - 2 – PSC Security Services
      - All Broward County Residents
      - 3 Pompano Beach Residents
      - 2 NW CRA District Residents

- Job Fair – November 18, 2014 with Randstad Staffing Agency
  - 25 Job Seekers attended
  - All Broward County Residents
  - 25 Pompano Beach Residents
  - 15 NW CRA District Residents

**SERVICES – INDIVIDUALS:**

- 15 – Technical Assistance Consultations
- 18 – Job Seeker Referrals to Employers
- 3 Full-time Placements – 1 NW CRA District; 1 Tamarac; 1 Pompano Beach
- Job Announcements
  - 23 Open Positions Available

**SERVICES – COMPANIES:**

- 2 – Jobs for Companies

### November 2014

New Client Registration: 51

Orientation Attendance: 16

Ethnicity		Speak English		Employment Status		Education Level		Transportation	
African American	24	Fluently	42	Full-time	7	Grade School	5	Family/ Friend	11
Haitian	20	Little	9	Part-time	5	High School	22	Own Car	28
Hispanic	3	None		Unemployed	39	Technical School	5	Public	7
White	4			Retired		Some College	9	Reliable	3
Other						College	7	Unreliable	
Not Available		Not Available		Not Available		Not Available	2	Not Available	2

Need Childcare		Age Range		Gender		Residence		Communication Access		Job Referrals	
Yes	5	<20	4	Female	26	Broward County		Computer	20	County not	
No	36	20-24	2	Male	25	not Pompano Bch	16	Internet	28	Pompano Bch	2
		25-39	18			Pompano Beach		Telephone	46	Pompano	
		40-59	17			not NW	19			Beach not NW	3
		60>	1			NW Pompano				NW Pompano	
Not Available	10	Not Available	9	Not Available		Beach	15	Not Available	2	Beach	7
						Miami-Dade				Miami-Dade	
						Palm Beach				Palm Beach	
						Other	1			Other	

How they found out about the Job Placement Center			
Church		Walk-in	9
Community TV	2	Mailings	
Friend	16	Job Announcement	2
Laundromat		Internet	3
Library	1	Billboard	1
Newspaper	2	Not Available	16

**NW Pompano Beach CRA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM / Job Placement Center**  
**DELIVERABLES**  
**November 1 – 30, 2014**

**NARRATIVE**

Fierra Dillard – Office Assistant

**REPORTS:**

11/6/14 – Prepare materials for microenterprise workshop/ Resume

11/13/14 – Prepare materials for microenterprise workshop/ 30 Sec. Elevator

11/20/14 – Prepare materials for microenterprise workshop/ Exec. Summary

- JPC intake information for opened positions & keeping count of calls
- Advertised ArtHall event on websites
- Post Job Fair on websites (Randstad & Teleperformance)
- Updated Facebook & ArtHall page
- Stock / Order Supplies
- Set MBLF Consultations
- JPC Certificates
- JPC employer referrals
- JPC Demographics Report
- BRC Traffic Report
- Update JPC database
- Arthall Set up
- (2) Mailings – (Nov. 18, 2014 & Dec. 4, 2014) JobFairs
  - NW Churches
- Add new clients to Xerox system
- File/ Maintain JPC registration forms
- Assist with JPC client on computer
  - Paul Fils Aime
  - Pierre Nicolas
  - Marie Nicolas
  - Manouchke Nicolas
- Create BRC Gmail account
- Update Internal Job Contact info sheet
- Register applicants for Randstad application – 11/18/14
- Update BRC Client list & B.I Client list
- Reminder phone calls for Mastermind Workshop
- (2) Drive around to Advertise:
  - Pompano NW Library
  - Emma Lou Civic Center
  - E.Pat Larkin's Community Center
  - Mitchell Moore community Center
  - McNair Community Center
  - McNair Library
- Create Job Announcements:
  - Furnigation Crew Member
  - Industrial Sewing Machine Operator
  - Part time Assistant

- Pre-Planning Advisor
- Sales Professional
- Bus Person / Dishwasher
- Security Officers

**MEETINGS:**

11/10/14 IED Staff

**SERVICES:**

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11/6/14 – Microenterprise Workshop – 18 Attendees – Resume

11/13/14 – Microenterprise Workshop – 15 Attendees - 30 Sec. Elevator

11/20/14 – Microenterprise Workshop – 14 Attendees – Exec. Summary

**Total Attendees for the Month - 47**

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**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
NARRATIVE REPORT  
October, 2014 - September, 2015  
November/2014**

**NARRATIVE**

**Andy Cherenfant – Loan Director**

**MEETINGS:**

- 2 - IED Staff
- 6- IED Staff
  - 2- Susan Kores
  - 5- Dr. Lynn Allison
- 2 – Collections
  - 2- Dr. Lynn Allison
- Loan Committee Meeting

**731 Clients:**

- 2- Rachel Lucas
- 2- ManeFace

**UPDATE/COLLECTIONS SITEVISITS:**

- 2 – Gentle Hugz
- 2 - 247 Fast Advertising
- 2- Tasty Pastry's
- Community Vegetable Garden

**Collections:**

- 22- Loan Fund

**Received Loan Payments:**

November – See Loan Fund Status Sheet (IED Report)

**Loan Preparation**

- 2- Adya Heath
- 3- Christopher Fuller
- 2 – Black Swan

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
DELIVERABLES  
September, 2014 – August 30, 2015**

**November  
NARRATIVE**

Alberta McCarthy – Training Director

**REPORTS:**

Month of November

**MEETINGS:**

Staff

10<sup>th</sup>

Office administrator

13<sup>th</sup>

Loan Committee

13<sup>th</sup>

**WORKSHOPS:**

6<sup>th</sup> - Resume - 18

13<sup>th</sup> – 30 Second Elevator Pitch-15

20<sup>th</sup> - Executive Summary -14

27<sup>th</sup>- Thanksgiving Day

**SERVICES:**

**Consultations;**

Les Jean

Antoinette Green

Loretha Jordan

Janay Dudley

Maria Love

Angela Goldstein

\*Please note that some people received more than one consult during the month

Administrative

Participant Evaluation Surveys (evaluate)

Business plans

Business Resource Center applications

**NW Pompano Beach CRA  
BUSINESS INCUBATOR  
October 2014**

**NARRATIVE**

**Susan Kores – Program Director**

**MEETINGS:**

- 2 - IED Staff Meeting – IED Staff
- 1 – Keisha Pyzynski, Key Design & Media
- 1 – Broward College Incubator – S. Kores, A. Price

**CLIENT RECRUITMENT:**

- Met with Potential BI Clients: (2) Herman Stevens, (1) Robert Anderson, (1) Celeste Peterson, (2) Miranda Power, (1) Intissar Mirat
- OnSite Office Space – Full
- Virtual – 2 pending

**CLIENT SERVICES**

- Client Meetings/Services:
- L'Alchimiste – Distributor Pricing, agreements. New name for Sun Screen. (2)
- Oasis of Hope – New office lease, marketing letter (3)
- In Home Infusion Services – keys, phone set up (1)
- New Experience Cleaning – new purchase order (2)
- Black Swan Special Events – November event, new check (3)
- ACR Bookkeeping – business referral (1)
- Opt2Web – Email of recommendation (1)
- Collection of Fees: 13 clients

**BIG ACHIEVEMENT - Virtual Business – L'Alchimiste, LLC received its manufacturing permit!**

## Pompano Beach CRA BUSINESS INCUBATOR RENT AND USAGE PAYMENTS 2014

CLIENT	OCTOBER				NOVEMBER				DECEMBER				TOTAL PAID
	RENT DUE	USAGE DUE	RENT PAID	USAGE PAID	RENT DUE	USAGE DUE	RENT PAID	USAGE PAID	RENT DUE	USAGE DUE	RENT PAID	USAGE PAID	
ACR Bookkeeping	\$318.00		\$318.00										\$318.00
Black Swan Special Events	318.00		\$318.00										\$318.00
Brigcon Construction Services	212.00		\$212.00										\$212.00
Burkersen Tax & Accounting	\$424.00		\$424.00										\$424.00
Dentalmarx, LLC													\$0.00
EEG, Inc.	212.00		\$318.00		\$0.00		\$0.00						\$318.00
At Home Infusion Services	\$318.00		\$318.00										\$318.00
L'Alchimiste/SB Cosmetics, Inc.	\$106.00		\$106.00										\$106.00
New Experience Cleaning	\$106.00		\$106.00										\$106.00
Oasis of Hope CDC	\$600.00		\$600.00										\$600.00
Opt2Web, Inc.	\$106.00		\$106.00										\$106.00
Unity in the Community													\$0.00
Velma G. Flowers Construction	\$318.00												\$0.00
OnSite App Fees/Sec. Deposits													\$0.00
Virtual application fees			\$10.00										\$10.00
Miscellaneous income													\$0.00
<b>TOTAL</b>													\$1,988.00

Pompano Beach CRA  
BUSINESS RESOURCE CENTER

October 2014

NARRATIVE

**Susan Kores – Program Director**

**MEETINGS:**

- 3 – Program Status/Planning – S. Kores, L. Allison
- 3 – IED Staff meeting
- 4 – BRC Operations – S. Kores, F. Dillard
- 1 – MasterMind Group planning – S. Kores, Z. Inhauser
- 1 – Broward Alliance presentation - BaCA
- 1 – Marketing, Events BRC/CRA – S. Kores, S. Benson
- 1 – OnTime Flyers – S. Kores, F. Cerant
- 1 – Cultural Arts Ground Breaking
- ArtHall/BaCA Meeting
  - 4 - ArtHall/BaCA – S. Kores, K. Patterson
  - 3 – ArtHall/BaCA – S. Kores, Rachel
  - 2 – Jeremiah Jenner - artist
  - 1 – James Blanford – artist
  - 1 – Brian Hall – artist
  - 1 – Joan Marie - artist

**MARKETING/PROMOTION/EVENTS**

- ArtHall

**MEDIA**

- Pelican – ArtHall
- CRA e-news – (2)
- Community TV – Job Listings, workshop listings
- Pompano Today – 2 page BRC Client Listing
- Pompano Today – ArtHall, 3 pages

**WORKSHOPS OFFERED**

- EMV and Square – What does your Business Need?
- Business Insurance – Panel presentation and discussion

**BRC FACILITY MANAGEMENT**

- September traffic:
- Pest control
- Computers - status quo
- Window cleaning – New PO issued
- Facility cleaning – New PO issued
- Supplies – status quo
- Phones – Down ½ day, Windstream called At&T, external line rebuilt
- Xerox Machine
- A/C – status quo
- Locksmith – status quo

Pompano Beach CRA Business Resource Center

Visitor Traffic October 2014 - September 2015

	CRA	BI	BRC Events / Traffic		JPC Events / Traffic		MBLF	ARTHALL Reception / Traffic		TOTAL
OCTOBER	22	46	2	13	4	34	29	175	6	331
NOVEMBER										
DECEMBER										
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
JULY										
AUGUST										
SEPTEMBER										
TOTAL	22	46	2	13	4	34	29	175	6	331

**POMPANO BEACH CRA  
JOB PLACEMENT CENTER  
OCTOBER 2014  
NARRATIVE**

Susan Kores – Program Director  
Fierra Dillard – Office Assistant

**MEETING:**

- 3 - IED Staff Meeting
- 5 – Program Status
- 1 – Florida Minority Business Development
- 5 – meetings with Job Seekers

**RECRUITMENT:**

- 24 – New Job Seeker Registration
- 2 – New Employer Registration
- 3 – E-mail Blast, Project/Education Notification – Contractor Database
  - BRC Business Education Workshop Schedule
  - Working With FDOT – free seminar
  - Broward County FY 2015 Capital Project Contracting Opportunities
  - Broward Health Resurface South Parking Lot RFP

**EVENTS:**

- 1 – Orientation Training Session for Job Seekers
  - 4 Certificates Awarded
    - All Broward County Residents
    - 3 Pompano Beach residents, 2 are residents of the NW CRA District
    - 1 Ft. Lauderdale resident
- Job Fair - September 29<sup>th</sup>
  - Follow up evaluation sent to all 19 Participants
  - Follow calls made to all 19 Participants
  - Statistics to date: 7 Hires – detailed information to follow in November report.

**SERVICES – INDIVIDUALS:**

- 4 – Technical Assistance Consultations
- 2 – Job Seeker Referrals to Employers
- 7 Full-time Placements – additional statistics to follow

- Job Announcements
  - 15 Available Jobs
  - 3 Job Seeker Referrals to EmployersCommunity TV, City website, Facebook updated with Job Announcements

**SERVICES – COMPANIES:**

- 2 – Jobs for Companies

**EVENT CARDS AND FLYERS DISTRIBUTION AS APPLICABLE:**

- Facebook, Web Page, Community TV

**October 2014**

New Client Registration: 24

Orientation Attendance: 4

Ethnicity		Speak English		Employment Status		Education Level		Transportation		Notes
African American	17	Fluently	19	Full-time	2	Grade School	1	Family/ Friend	2	
Haitian	7	Little	5	Part-time	6	High School	9	Own Car	16	
Hispanic		None		Unemployed	16	Technical School	1	Public	6	
White				Retired		Some College	3	Reliable		
Other						College	7	Unreliable		
Not Available		Not Available		Not Available		Not Available	2	Not Available		

Need Childcare		Age Range		Gender		Residence		Communication Access		Job Referrals	
Yes	1	<20	1	Female	14	Broward County		Computer	10	County not	
No	22	20-24	2	Male	10	not Pompano Bch	7	Internet	11	Pompano Bch	5
		25-39	8			Pompano Beach		Telephone	23	Pompano	
		40-59	12			not NW	7			Beach not NW	2
		60>				NW Pompano				NW Pompano	
Not Available	1	Not Available	1	Not Available		Beach	10	Not Available	1	Beach	6
						Miami-Dade				Miami-Dade	
						Palm Beach				Palm Beach	
						Other				Other	

How they found out about the Job Placement Center			
Church		Walk-in	5
Community TV	1	Mallings	1
Friend	6	Job Announcement	
Laundromat		Internet	2
Library	2	Billboard	2
Newspaper	1	Not Available	2

**NW Pompano Beach CRA**  
**MICROENTERPRISE BUSINESS LOAN FUND PROGRAM**  
**DELIVERABLES**  
September, 2014 – August 30, 2015

October  
NARRATIVE

Alberta McCarthy – Training Director

**REPORTS:**

Month of October

**MEETINGS:**

Staff

6<sup>th</sup> & 23<sup>rd</sup>

Office administrator

30<sup>th</sup>

**WORKSHOPS:**

2<sup>th</sup> - Legal Business Structure -

9<sup>th</sup> – Pompano Beach & Graduate Panel -

16<sup>th</sup> - Personal Budget -

23<sup>rd</sup>- Manage/Understand/Improve your credit –

30<sup>th</sup>- Time Management -

**SERVICES:**

**Consultations;**

Darnell Jenkins

Les Jean

Stankelia Bostic

Antoinette Green

Amos Leger

Adrienne Leger

Kaliah Naji

Loretha Jordan

\*Please note that some people received more than one consult during the month

Administrative

Participant Evaluation Surveys (evaluate)

Business plans

Business Resource Center applications

**NW Pompano Beach CRA  
MICROENTERPRISE BUSINESS LOAN FUND PROGRAM  
NARRATIVE REPORT  
October, 2014 - September, 2015  
October/2014**

**NARRATIVE**

**Andy Cherenfant – Loan Director**

**MEETINGS:**

- 2 - IED Staff
- 6- IED Staff
  - 2- Susan Kores
  - 4- Dr. Lynn Allison
- 4 – Collections
  - 4- Dr. Lynn Allison
- 4- CRA Staff
  - 2 – Nguyen Tran
  - 1- Ed Gallagher
  - Echo Langley, Dr. Allison and Nguyen Tran
- BRC Clients
  - 2- Oasis of Hope

**731 Clients:**

- 2- Rachel Lucas
- 3- ManeFace

**UPDATE/COLLECTIONS SITEVISITS:**

- 1 – Darlene Ponder
- 2 - 247 Fast Advertising
- Wilton Wilson
- Tasty Pastry's

**Collections:**

- 32 – Loan Fund

**Received Loan Payments:**

August – See Loan Fund Status Sheet (IED Report)

**Loan Preparation**

- 2- Adya Heath
- 2- Christopher Fuller

**SERVICES:**

**Tech. Assistance Sessions**

- 2-Black Swan Special Events
- 247 Fast Advertising
- Charles Davis
- Tawana Johnson

**Business Support:**

- 2 – Your Oasis of Hope
- Octavia McDougale
- Velma Flowers
- Harveina Thomas
- Jessica Coutain
- 2- Maria Love
- Laretha Jordan
- Tawana Johnson
- 2- Zavia House

**BRC OPERATIONS:**

- 2 - Oasis of Hope, Inc.
- 2- Ed Gallagher
- Administrative/Services

**Misc:**

- Process loan payments
- Read Business Plans
- Responded to emails
- Responded to voice messages
- Delivered checks to Pompano Beach CRA office
- Prepared loan packets
- Preparing for Loan Meeting
- Review existing loan files

Multiple phone calls with questions throughout the month are not noted in this report



## Meeting Report

Northwest Pompano Beach CRA  
Business Loan Fund  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL.

Event Date: Monday, October 6, 2014

### Northwest CRA Advisory Committee E. Pat Larkins Center

#### Committee Members in attendance

Whitney Rawls- Chair  
Jay Ghanem- Vice Chair  
Richard McFadden  
Daisy M. Johnson  
Patricia Davis  
Gail DeAngelis  
Carl Forbes  
Shelton Pooler

#### NEW BUSINESS

- 1. Presentation – Habitat for Humanity (NW 15<sup>th</sup> Street on 6<sup>th</sup> Ave)**  
Habitat for Humanity's CEO Kenny Brighton and construction supervisor Dave Chimel presented a proposed development on 9 acre of land located in the NW section of Pompano Beach at NW 15<sup>th</sup> Street on 6<sup>th</sup> Ave. They are currently in the process of applying for a zone change to allow mix use home on the land. They wanted the community to know the development is proposed to have 80 new homes. Community input will be heard at future meetings within the next two months.
- 2. Presentation – Boulevard Art Lofts**  
Don Patterson proposed a new residential development east of the E. Pat Larkins Community Center. The property is proposed to have 132 lofts and town homes. The project was received with positive input from all committee members.

#### OLD BUSINESS

- 1. Northwest CRA Bond Update –** No update was available

## KEY PROJECTS

### 1. Ali Building

- The main building construction should be complete by the end of 2014
- elevator was installed
- temporary certificate of occupancy issued during second phase of construction
- Advisory Committee will schedule a walk thru TBA

## DIRECTOR'S / STAFF REPORT

### 1. Business Resource Center Update

- A report on Job Placement, Incubation and Micro Program was not given due to time restraints.



## **Business Education Workshops – OCTOBER 2014**

### **BUSINESS SERVICES**

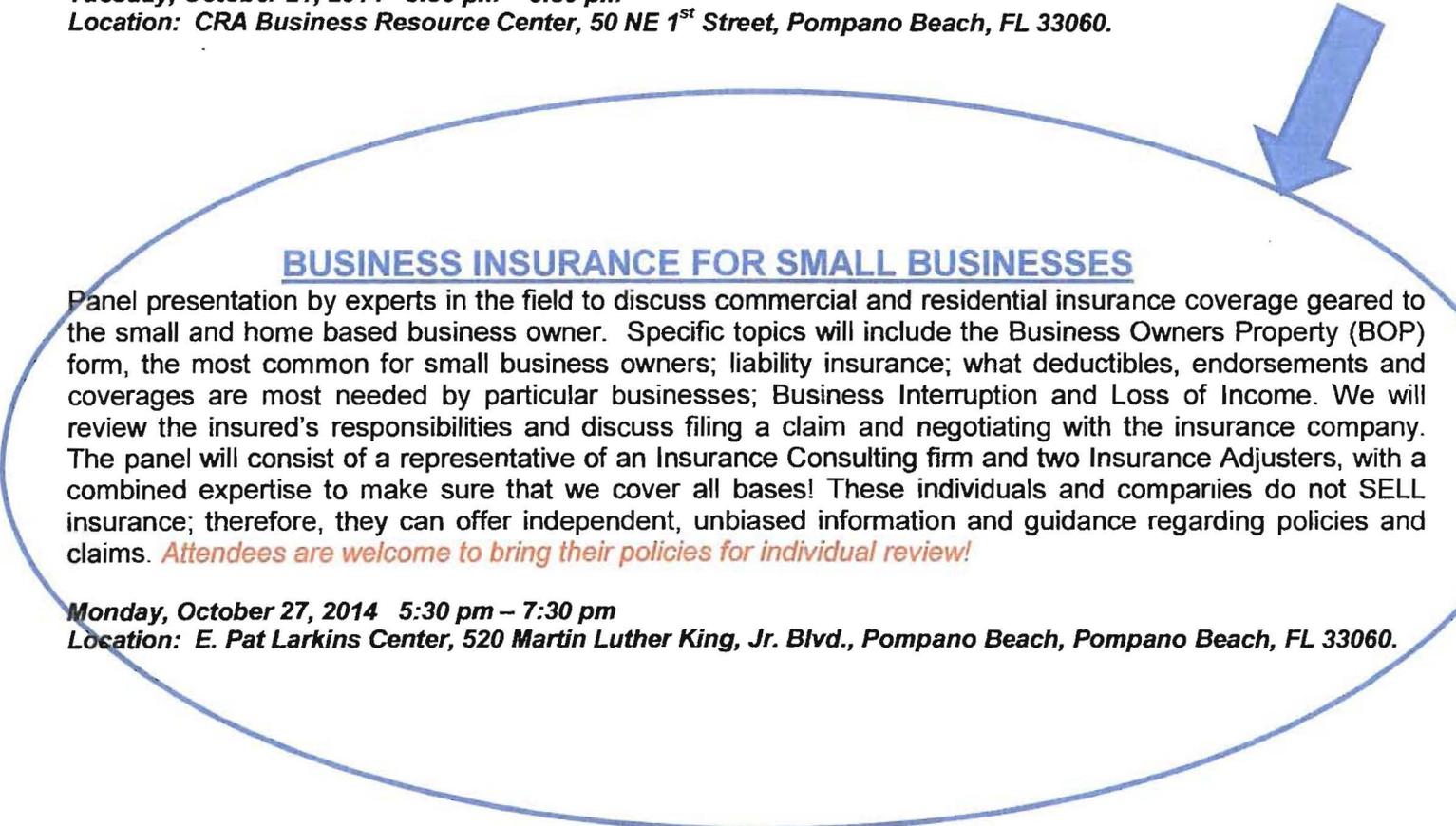
***LET US HELP YOU GROW YOUR BUSINESS!***

#### **EMV & SQUARE – WHAT DO I NEED TO KNOW?**

Your small business needs to start using, or optimize your merchant services, i.e., accepting credit cards. Should you utilize Square or a traditional merchant account? Learn to navigate the process of accepting credit cards and keeping the fees manageable. Find out if square is right for you or if your business is ready to have its own merchant account. EMV – what does it mean? What does your business need to do? Why is my business getting calls saying we are not “compliant?” How much will it cost? Get all these questions answered!

***Tuesday, October 21, 2014 5:30 pm – 6:30 pm***

***Location: CRA Business Resource Center, 50 NE 1<sup>st</sup> Street, Pompano Beach, FL 33060.***



#### **BUSINESS INSURANCE FOR SMALL BUSINESSES**

Panel presentation by experts in the field to discuss commercial and residential insurance coverage geared to the small and home based business owner. Specific topics will include the Business Owners Property (BOP) form, the most common for small business owners; liability insurance; what deductibles, endorsements and coverages are most needed by particular businesses; Business Interruption and Loss of Income. We will review the insured's responsibilities and discuss filing a claim and negotiating with the insurance company. The panel will consist of a representative of an Insurance Consulting firm and two Insurance Adjusters, with a combined expertise to make sure that we cover all bases! These individuals and companies do not SELL insurance; therefore, they can offer independent, unbiased information and guidance regarding policies and claims. *Attendees are welcome to bring their policies for individual review!*

***Monday, October 27, 2014 5:30 pm – 7:30 pm***

***Location: E. Pat Larkins Center, 520 Martin Luther King, Jr. Blvd., Pompano Beach, Pompano Beach, FL 33060.***

**These workshops are free!**

**Please register - call Fierra Dillard at 954-586-1111, or email [info@iedfl.com](mailto:info@iedfl.com).**

***Seating is limited! Sign up now!***



October 15, 2014  
Historic Downtown Pompano Beach  
CRA Business Resource Center  
50 NE 1<sup>st</sup> Street  
5:30 pm to 8:00 pm

ArtHall's successful 2014 Season ends, not with the proverbial bang, but instead with a click and a flash!!! Galerie Jenner has partnered with ArtHall to present "Double Vision", a solo photography exhibition of Jeremiah Jenner's sleek and minimalistic limited editions. Each unique image captures the vibrancy and imagination of the elemental colors and energy of nature and gritty cityscapes, such as water, wind and metallic reflections. Don't miss the opening of this compelling new show on Wednesday, October 15 at 50 NE 1<sup>st</sup> Street at 5:30 pm.

Jeremiah Jenner is a highly respected photographer and educator who has been nominated for the prestigious Art Space "Su Job Award for Education". His work has endeared the media as well as the serious art collector. National collectors include the Holiday Inn Corporation, Starbucks, Anheuser-Busch, Club Med, PBS, and the Smithsonian American Art Museum.

He is a highly regarded gallerist, photographer and educator who is valued for his curatorial prowess at art institutions and corporate venues. His dramatic works have been featured in the Miami Herald, Sun Sentinel, Broward Design and Architectural Review, USA Today and WBPT PBS. He holds a certification in Photography and Photoshop as an instructor for Broward County Schools and The Art Center South Florida. Jeremiah owns JMJ Photographic Services in Fort Lauderdale where he instructs studio lighting classes and private photography workshops.

This event is free, family and pet friendly! Live music, complimentary wine and an array of food trucks (for purchase) will be available to all. Community participation is welcome to view the artwork, meet the artist and enjoy the music and refreshments. The public is encouraged to visit the Business Resource Center, Mon-Fri, 9-5 to enjoy the artwork for the month long duration of each exhibit. For more information call 954-586-1111.



November 19, 2014  
Historic Downtown Pompano Beach  
CRA Business Resource Center  
50 NE 1<sup>st</sup> Street  
5:30 pm to 8:00 pm

ArtHall presents the Culinary Artistry of Black Swan Special Events on Wednesday, November 19, 2014 at the CRA Business Resource Center, 50 NE 1<sup>st</sup> Street, Pompano Beach. Black Swan encourages you to "Be a Guest at Your Own Event"; and offers catering, planning and specialty music services for your wedding, party, reunion or meeting.

Join us as Chef Revella Hadley of Black Swan shares some secrets for the holidays! Thanksgiving is around the corner, come learn how to make a Spinach Pie. For that post-Thanksgiving meal, create your own Luscious Leftover! Music by the Motowners, wine and hors d'oeuvres will keep this party lively!

"Double Vision", a solo photography exhibition of Jeremiah Jenner's sleek and minimalistic limited editions remains in the "Hall" for your visual delight. Each unique image captures the vibrancy and imagination of the elemental colors and energy of nature and gritty cityscapes, such as water, wind and metallic reflections.

Bailey Contemporary Arts' Lime Light will be offering Beer, Blues and Barbeque right on the same street on the same night, at the same time!

These events are free, family and pet friendly. Community participation is welcome. The public is encouraged to visit the Business Resource Center, Mon-Fri, 9-5 to enjoy the artwork for the month long duration of each exhibit. For more information call 954-586-1111.



Teleperformance

Transforming Passion into Excellence

# JOB FAIR



Customer Service Positions  
 Technical Support Positions  
 N. Lauderdale Location  
 Paid Training  
 Part Time, Full Time, Flexible  
 Day and Evening Hours

AND NEW

**WORK FROM HOME**  
**POSITIONS AVAILABLE!!**

**THURSDAY, DECEMBER 4TH**  
**4:00 PM – 7:00 PM**



E. Pat Larkins Community Center  
 520 MLK Blvd., Pompano Beach  
 Contact [info@iedfl.com](mailto:info@iedfl.com) or 954-586-1111





**Serious Business Owners Only!!**  
**THIS GROUP IS FOR YOU, IF YOU ARE ...**

- In business for at least 6 months
- Have a product or service
- Have a minimum of 10 customers
- Had at least \$1000 revenue in the last year
- Upbeat with a positive attitude
- Willing to listen and help
- Open to constructive criticism and advice
- Honest
- Focused on results
- Committed to creating value
- Prepared for excellence not excuses
- **Ready to take action!**

**What is MasterMind?** .....a community of supportive, like minded people who, together, will move your business to new heights. MasterMind participants act as catalysts for growth, devil's advocates and supportive colleagues. *Each person's participation is key.* Your peers give you feedback, brainstorm new possibilities, offer expert advice, focus, inspiration and innovation.

**MasterMind is NOT** .... a networking group! .... a sales training! ....a multi-level marketing meeting! .... a get rich quick scam!

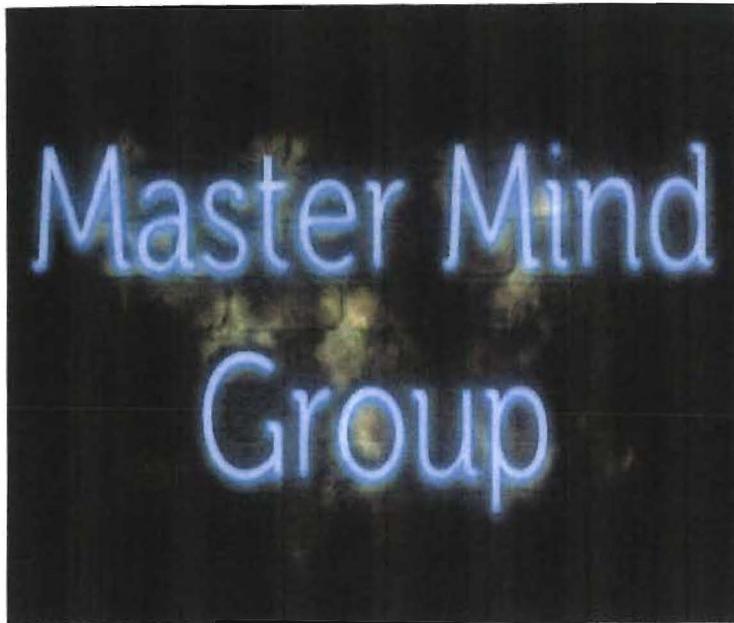
**When:** November 5, 2014

**Where:** Pompano Beach CRA Business Resource Ctr.  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL 33060

**Time:** 5:30 pm – 7:30 pm

**Reserve Today!** [susan@iedfl.com](mailto:susan@iedfl.com) or 954-586-1199

**Business  
Resource  
Center** CRA



**What is MasterMind?** .....a community of supportive, like minded people who, together, will move your business to new heights. MasterMind participants act as catalysts for growth, devil's advocates and supportive colleagues. *Each person's participation is key.* Your peers give you feedback, brainstorm new possibilities, offer expert advice, focus, inspiration and innovation.

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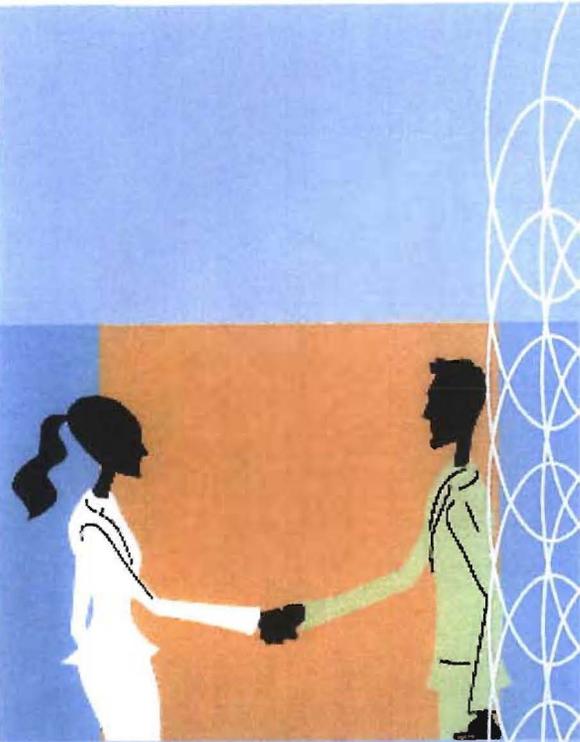
**When:** December 3, 2014

**Where:** Pompano Beach CRA Business Resource Ctr.  
50 NE 1<sup>st</sup> Street, Pompano Beach, FL 33060

**Time:** 5:30 pm – 7:30 pm

**Reserve Today!** [susan@iedfl.com](mailto:susan@iedfl.com) or 954-586-1199

**Business  
Resource  
Center**CRA



# *Pompano Beach CRA Business Resource Center*

*The Job Placement Center  
invites you to participate in its*

## ***Mandatory One Hour Orientation***

to continue the employment registration process and to participate in  
future Job Fairs

*Monday, October  
6th*

*9:00 – 10:00AM*

*9:00 - 10:00 AM*

*First Monday of Every Month During 2014*

*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-586-1111 ~ [info@iedfl.com](mailto:info@iedfl.com)*

# *Pompano Beach CRA Business Resource Center*

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*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-586-1111 ~ [info@iedfl.com](mailto:info@iedfl.com)*

*Monday, November  
3<sup>rd</sup>*

*9:00 – 10:00AM*

# *Pompano Beach CRA Business Resource Center*

*The Job Placement Center  
invites you to participate in its*

## ***Mandatory One Hour Orientation***

to continue the employment registration process and to participate in  
future Job Fairs

*9:00 - 10:00 AM*

*First Monday of Every Month During 2014*

*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-586-1111 ~ [info@iedfl.com](mailto:info@iedfl.com)*

*Monday, December  
1<sup>st</sup>*

*9:00 – 10:00AM*

# CRA Business Resource Center

We can be your next step to success!



Professional Image  
Conference room  
Business phone number

50 NE First Street, Pompano Beach, FL. 33060  
Phone; 954-586-1111

*Greater Pompano Beach*

# Business Expo 2015

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**TUESDAY, JUNE 16**

**5:00 pm – 8:00 pm**

**Pompano Beach Elks Lodge**

**700 NE 10<sup>th</sup> Street, Pompano Beach**

**Meet YOUR business community!**

**It's the ultimate networking opportunity!**

**Win Prizes!**

**The public is welcome to walk the show at no charge.**

*Light refreshments available*

**FOR MORE INFORMATION**

**CALL LISA 954.941.2940**





**THE NW POMPANO BEACH CRA and  
INTERNATIONAL ENTERPRISE DEVELOPMENT**

**Cordially Invite You to Attend**

**The Microenterprise Business Loan Fund Program**

**Graduation!!!**

**Location: E. Pat Larkins Community Center  
520 MLK Blvd., Pompano Beach, FL 33069**

**Date: Thursday, September 24, 2015**

**Time: 6:00PM – 7:30PM**



## The Northwest Pompano Beach CRA Microenterprise Business Loan Fund Program

When: Thursday, September 10, 2015      Time: 5:50 pm– 8:30 pm

Where: Pompano Beach Commission Chamber  
100 W. Atlantic, Pompano Beach, FL 33060

Schedule - 5:50pm – 6:50pm Pompano Beach Commission Chamber (Lobby Area)  
7:00pm – 8:30pm CRA Business Resource Center (50 NE 1<sup>st</sup> Street, Pompano Beach, FL 33060)

- Parking for the Commission Chamber is located on the front side of the building and also alongside the sidewalk and in the rear of the building.
- Parking for the Business Resource Center is located in the front of the building and west side of the building.

For more information call 954-586-1111

The Northwest Pompano Beach CRA Microenterprise Business Loan Fund Program is administered by International Enterprise Development



# *Pompano Beach CRA*

*Attend  
The Job Placement Center  
Mandatory One-Hour  
Orientation*



*9:00 - 10:00 AM ~ Wednesday, July 1, 2015*

*CRA Business Resource Center*

*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-786-7866 ~ [dahlia.baker@copbfl.com](mailto:dahlia.baker@copbfl.com)*

*[www.pompanobeachfl.gov](http://www.pompanobeachfl.gov)*



# *Pompano Beach CRA*

*Attend*

*The Job Placement Center*

*Mandatory One-Hour Orientation*



*9:00 - 10:00 AM ~ Wednesday, August 5, 2015*

*CRA Business Resource Center*

*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-786-7866 ~ [dahlia.baker@copbfl.com](mailto:dahlia.baker@copbfl.com)*

*[www.pompanobeachfl.gov/jobplacement](http://www.pompanobeachfl.gov/jobplacement)*

*Note: Open Consultation on Friday, August 28, 2015*

*No Appointment Necessary*



# *Pompano Beach CRA*

*Attend*

*The CRA Job Placement Center  
Mandatory One-Hour Orientation  
Job Fair Registration and Preparation*



*9:00 - 10:00 AM ~ Wednesday, September 2, 2015*

*CRA Business Resource Center*

*50 NE 1<sup>st</sup> Street*

*Pompano Beach, FL 33060*

*954-786-7866 ~ [dahlia.baker@copbfl.com](mailto:dahlia.baker@copbfl.com)*

*[www.pompanobeachfl.gov/jobplacement](http://www.pompanobeachfl.gov/jobplacement)*

*Note: Open Consultation including Job Fair Registration and Preparation  
on Friday, September 25, 2015  
No Appointment Necessary*



# Mark D. Bogen

**Broward County Commissioner**

*Presents*

## How to Do **Bu\$iness** *with* **Broward County**

*We Thank You for Attending.*

If you have any questions following the event please contact us at 954-357-7002 or [MBogen@Broward.org](mailto:MBogen@Broward.org)



250 copies of this public document were promulgated at a cost of \$50.00 or \$0.200 per copy to promote Economic Development and Small Business Development programs.



**Learn How to do Business with Broward County**  
*Also Employment Opportunities through Career Source Broward*

August 20, 2015 • 7 to 9 PM  
E. Pat Larkins Community Center  
520 Martin Luther King Blvd., Pompano Beach

**AGENDA**

➤ **Opening Remarks**

- **Broward County Commissioner Mark D. Bogen, District 2**

➤ **Presentation**

- **Sandy-Michael E. McDonald, Director**

Office of Economic and Small Business Development (OESBD)

- About OESBD
- Economic Development
- International Trade
- How to Start a New Business
- Workforce Investment Program / Career Source Broward
- Small Business Development Programs
- Local Certification (SBE/CBE)
- Federal Certification (DBE/ACDBE)
- Community Relations and Outreach
- Upcoming Business Development Workshops and Trainings
- Contracting Opportunities
- County Procurement

➤ **Q & A and Closing**

**POMPANO BEACH CRA BUSINESS RESOURCE CENTER  
CERTIFICATE OF TRAINING**

THIS CERTIFIES THAT

**John Doe**

has successfully completed the training program requirements for

**Job Placement Center Orientation**

Awarded on this 1<sup>st</sup> day of July, 2015

---

Ms. Fierra Dillard, Assistant  
Job Placement Center

---

Ms. Dahlia Baker, CRA Program Director  
Job Placement Center



**POMPANO BEACH CRA BUSINESS RESOURCE CENTER  
CERTIFICATE OF TRAINING**

THIS CERTIFIES THAT

**John Doe**

has successfully completed the training program requirements for

**Job Placement Center Orientation**

Awarded on this 5<sup>th</sup> day of August, 2015

---

Ms. Fierra Dillard, Assistant  
Job Placement Center

---

Ms. Dahlia Baker, CRA Program Director  
Job Placement Center



**POMPANO BEACH CRA BUSINESS RESOURCE CENTER  
CERTIFICATE OF TRAINING**

THIS CERTIFIES THAT

**John Doe**

has successfully completed the training program requirements for

**Job Placement Center Orientation**

Awarded on this 2<sup>nd</sup> day of September, 2015

---

Ms. Fierra Dillard, Assistant  
Job Placement Center

---

Ms. Dahlia Baker, CRA Program Director  
Job Placement Center

**PBCRA Cultural Arts Facilities Management  
Quarterly Financial Statement  
FY15Q4  
July 2015 – September 2015**

**Prepared by: Creative City Collaborative**

6:42 PM  
10/14/15  
Accrual Basis

**BaCA**  
**Balance Sheet**  
As of September 30, 2015

	<u>Sep 30, 15</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
12700 · Pompano Beach CRA - 1903693744	12,603.49
Total Checking/Savings	<u>12,603.49</u>
Total Current Assets	12,603.49
Fixed Assets	
15000 · Furniture and Equipment	14,636.08
Total Fixed Assets	14,636.08
Other Assets	
18700 · Security Deposits Asset	850.00
Total Other Assets	<u>850.00</u>
<b>TOTAL ASSETS</b>	<b><u>28,089.57</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	10,709.59
Total Accounts Payable	<u>10,709.59</u>
Other Current Liabilities	
20020 · Accrued Expenses	19,327.50
24010 · Accrued Payroll	12,076.69
Total Other Current Liabilities	<u>31,404.19</u>
Total Current Liabilities	<u>42,113.78</u>
Total Liabilities	42,113.78
Equity	
32000 · Unrestricted Net Assets	23,870.48
Net Income	<u>-37,894.69</u>
Total Equity	<u>-14,024.21</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>28,089.57</u></b>

6:42 PM  
 10/14/15  
 Accrual Basis

**BaCA**  
**Profit & Loss**  
 July through September 2015

	Jul - Sep 15
Ordinary Income/Expense	
Income	
42000 · Visual Art Studios	
42110 · Studio Rent	4,787.05
Total 42000 · Visual Art Studios	4,787.05
43400* · Earned Revenue	
43406 · Performing Arts Academy	
434066 · Tuition	
42520 · Tuition cash/checks	-184.00
434066 · Tuition - Other	-450.00
Total 434066 · Tuition	-634.00
Total 43406 · Performing Arts Academy	-634.00
43420 · BaCA Ticket Sales	
434051 · cash/check door	6,763.11
434053 · Art Work	437.50
Total 43420 · BaCA Ticket Sales	7,200.61
Total 43400* · Earned Revenue	6,566.61
43402 · Contributed Revenue	
434444 · CRA Contribution	36,462.00
Total 43402 · Contributed Revenue	36,462.00
44700 · CRA Reimbursement	0.00
48000 · Concessions events	197.83
Total Income	48,013.49
Gross Profit	48,013.49
Expense	
60000 · General Operating	
60900* · Business Expenses	
60910 · Bank Fee	304.00
60930 · Merchant Processing Fees	592.74
Total 60900* · Business Expenses	896.74
62800* · Facilities	
62850 · BaCA Maintenance	
62857 · Facility Services	342.05
62858 · Facilities maintenance/upkeep	2,707.86
Total 62850 · BaCA Maintenance	3,049.91
62800* · Facilities - Other	65.00
Total 62800* · Facilities	3,114.91
65000* · Operations	
65050* · Telephone, Internet, Web	973.22
65070 · Utilities	4,152.55
Total 65000* · Operations	5,125.77
66000 · Payroll Expenses	
66002 · Benefits	603.79
66100 · Gross Wages	21,499.43
Total 66000 · Payroll Expenses	22,103.22
Total 60000 · General Operating	31,240.64
60915 · - Background Check	35.45
62100 · Contract Services	
62150 · Outside Contract Services	450.00
Total 62100 · Contract Services	450.00
62800 · Facilities and Equipment	513.95

6:42 PM  
 10/14/15  
 Accrual Basis

**BaCA**  
**Profit & Loss**  
 July through September 2015

	Jul - Sep 15
65000 · Operations	
65040 · Supplies	129.99
Total 65000 · Operations	129.99
66901 · *Reconciliation Discrepancies	-0.49
70000 · Programming	
73000 · BaCA Programming	
73005 · Event Security	420.50
73020 · Rental	100.00
73100 · Artist Fee	8,850.00
73110 · Contractor	
73111 · Box Office	700.00
73112 · Tech	1,185.00
73115 · Public Relations	500.00
73119 · Admin	2,880.00
Total 73110 · Contractor	5,265.00
73200 · Event Supplies	
73210 · beverage supplies	132.57
73220 · Beverages	52.55
Total 73200 · Event Supplies	185.12
73300 · Catering/Receptions	475.03
73400 · Marketing	
73410 · Printing	1,317.00
73420 · Social Media	1,735.00
73430 · Radio Ads	170.00
73450 · Print ads	1,155.35
Total 73400 · Marketing	4,377.35
73440 · Freelance	
73442 · Web/Graphic	300.00
73445 · Vedio/Photography	400.00
Total 73440 · Freelance	700.00
Total 73000 · BaCA Programming	20,373.00
79000 · Performing Arts Academy	
79100 · Instructor's Fee - The Studio	702.00
79200 · PAA Suplies	46.07
Total 79000 · Performing Arts Academy	748.07
Total 70000 · Programming	21,121.07
77000 · Concessions	539.70
Total Expense	54,030.31
Net Ordinary Income	-6,016.82
Net Income	-6,016.82

**NW CRA  
DISTRICT**

**POMPANO BEACH  
COMMUNITY REDEVELOPMENT AGENCY**

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**NORTHWEST CRA ADVISORY COMMITTEE**

Monday, September 14, 2016  
E. Pat Larkins Community Center  
6:00 p.m.

**MOTION COVER SHEET OF MINUTES**

**MOTION** made by **Richard McFadden** to approve the July 6, 2015 NW CRA Meeting Minutes. Seconded by **Gail DeAngelis**. On roll call vote, motion passed unanimously.

**MOTION** made by **Gail DeAngelis** to approve Façade and SIP Program. Seconded by **Carl Forbes**. On roll call vote, motion passed.

“No” = McFadden

“Yes” = Rawls, Davis, Johnson, Forbes, DeAngelis

**MOTION** made by **Richard McFadden** to approve the allocation of \$50,000 to be placed in the NW Emergency Funds budget line item. Seconded by **Carl Forbes**. On roll call vote, motion passed unanimously.

**MOTION** made by **Carl Forbes** to approve FY NW Budget. Seconded by **Daisy Johnson**. On roll call vote, motion passed.

“No” = Davis

“Yes” = Rawls, McFadden, Johnson, Forbes, DeAngelis

**POMPANO BEACH  
COMMUNITY REDEVELOPMENT AGENCY**

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**NORTHWEST CRA ADVISORY COMMITTEE  
MEETING MINUTES**

**Monday, September 14, 2015**

**E. Pat Larkins Center**

**6:00 p.m.**

**A. CALL TO ORDER**

Chairman Whitney Rawls called the meeting of the NW CRA Advisory Committee to order at 6:09 p.m.

**B. ROLL CALL**

**PRESENT**

Whitney Rawls – Chairman  
Patricia Davis  
Richard McFadden  
Gail DeAngelis  
Daisy Johnson  
Carl Forbes  
Shelton Pooler

**ABSENT**

Jeanette Copeland (Excused)  
Jay Ghanem–Vice-Chair (Excused)

**ALSO PRESENT**

Nguyen Tran – NW CRA Director  
Alberta Perry-McCarthy, Training Director of IED  
Cathy Trenkle – CRA Clerk

**C. ADDITIONS / DELETIONS / REORDERING**

**D. APPROVAL OF MINUTES**

1. July 6, 2015

**MOTION made by Richard McFadden to approve the July 6, 2015 NW CRA Meeting Minutes. Seconded by Gail DeAngelis. On roll call vote, motion passed unanimously.**

**E. AUDIENCE TO BE HEARD**

**Hazel Armbrister**, President of the Rock Road Historical Group, asked about the two items on the Agenda regarding the Ali and will present if she is still present as she has a meeting at 7:00pm.

**F. PRESENTATIONS**

# POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

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**Nguyen Tran** reported there is no presentation for the Community Garden but the land is cleared already and the fence will be completed next week. The concrete pad for the shed and other items will start in November.

## G. NEW BUSINESS

### 1. Façade & SIP Program

**Adriane Esteban** reviewed the three main changes in the program: First, the incentive program eligible categories have been narrowed down to restaurants and retail, secondly, the CRA has better defined the disbursement process to the SIP program with a General Contractor Waiver and lastly, the both programs have expanded the target area along MLK from West of 95 to Powerline.

**Whitney Rawls** inquired as to why offices are not included in the programs and **Ms. Esteban** explained that businesses like restaurants and retail encourage all day foot traffic and offices are closed at night and have little traffic during the day. **Gail DeAngelis** stated she understood why offices are excluded.

**MOTION** made by **Gail DeAngelis** to approve Façade and SIP Program. Seconded by **Carl Forbes**. On roll call vote, motion passed.

“No” = McFadden

“Yes” = Rawls, Davis, Johnson, Forbes, DeAngelis, Pooler

### 2. FY 2016 Budget

**Adriane Esteban** reviewed the updates in the Budget with the Committee. **Patricia Davis** asked about the marketing line item, specifically, branding. **Whitney Rawls** questioned the operations part of the budget and the cultural arts operations section regarding staff. The members discussed this part of the budget. **Ms. Davis** expressed concern about items getting taken to the Board without bringing the information to the Advisory Committee’s first i.e. Cultural Arts Salaries line item. **Mr. Tran** explained the cultural art work authorization did come before the Advisory Committee in July before the item went to the CRA Board. **Drew Tucker** was introduced to the Advisory Committee then. Several members had questions about the salary of the staff at the Bailey and the Ali especially **Sharon McCormick’s** oversight of the two facilities. **Mr. Rawls** made it clear that he wants only the NW Director overseeing the Cultural Arts Center in the Northwest.

**Whitney Rawls** asked if this budget would be going in front of the Board on Wednesday, the 16<sup>th</sup> of September, 2015. **Whitney Rawls** inquired about the budgeted item for the (Paint, Pave, Plant and Train) apprenticeship program in Collier City. **Mr. Rawls** suggested this program be named differently such as “On the Job Training”. **Mr. Rawls** questioned what was happening with the Emergency Housing. **Nguyen Tran** explained that the City budgets Emergency Housing and once that funding is gone

## POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

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OHUI can come to the CRA for additional funding. **Mr. Tran** stated that we are not a housing department and our funding could go to other places and properties to help the neighborhood. However, the members wanted to make access to additional funding easier and recommended \$50,000 in the budget for Emergency Housing Repair.

**MOTION** made by **Richard McFadden** to approve the allocation of \$50,000 to be placed in the NW Emergency Funds budget line item. Seconded by **Carl Forbes**. On roll call vote, motion passed unanimously.

**Whitney Rawls** asked for the Job Placement reports and **Adriane Esteban** will forward those to him.

**MOTION** made by **Carl Forbes** to approve FY NW Budget. Seconded by **Daisy Johnson**. On roll call vote, motion passed.

"No" = Davis

"Yes" = Rawls, McFadden, Johnson, Forbes, DeAngelis, Pooler

### 3. 11 NE 1<sup>st</sup> Street

**Adriane Esteban** updated the members on the property. There is a very exciting new tenant, Native Brewing partnering with Riverside Market, will be coming soon.

### 4. Cultural Arts Fest

**Whitney Rawls** asked the staff to consider putting together a Cultural Arts Fest on MLK Boulevard. **Drew Tucker** suggested a window of at least 12-16 months to plan this type of event. **Drew Tucker** asked the members for the references the members mentioned on this subject.

## B. OLD BUSINESS

### 1. NW CRA Bond Update

**Nguyen Tran** explained both Summary Judgments came back denied and now the County/CRA will either settle or go to court. **Ms. Davis** asked for the amount of legal fees that have been spent so far on this issue. **Nguyen Tran** said that he does not know the exact figure and will forward the amount to the Committee once obtained.

## C. DIRECTOR'S/STAFF REPORT

### 1. Absences

**Nguyen Tran** reported the resolution states after two consecutive absences the Advisory Committee can recommend to the Board the unexcused member be removed, however to date, the absences have not been excused or unexcused on the record. Therefore Cathy Trenkle will keep this information on the record in the future. **Whitney Rawls** shared **Commissioner Phillips** views on this issue. **Mr. Rawls** said as of now

## POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

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the slate is wiped clean and we will go forward with these things in time. **Carl Forbes** reported he will be out of town for the next meeting. This will be an excused absence for him.

### 2. CIP Projects

**Horacio Danovich** was not present but provided the backup on this item and he will update the members at the next meeting.

### 3. Meeting Date Changes

**Cathy Trenkle** reviewed the dates for next year when the E. Pat Larkins Center will not be available for the meetings in February and September. **Mr. Rawls** suggested we have the meetings at an alternative location. **Cathy Trenkle**, will check on other locations, possibly the Ali or the Bailey.

## F. KEY PROJECTS

### 1. Downtown Pompano Streetscape Improvements

**Horacio Danovich** will report on this next month.

### 2. Bailey Cultural Arts

**Nguyen Tran** reported the last day of CCC's contract was September 5, 2015. The number of offices that were used for CCC's management will be replaced with artist studios leaving only two of the spaces to be used for actual offices. With CRA bringing the management in house, **Sarah Benichou** will be the director of the Bailey with **Victoria Vitale** as Project Coordinator.

### 3. Ali Cultural Arts Center

**Nguyen Tran** reported CRA staff is working on a fee schedule for the tenants and general public, operations and procedures manual along with furnishing the building and finalizing the Rock Road and Ashanti leases. These items will be brought to the CRA Board in October. **Nguyen Tran** explained the terms of Rock Road's lease. **Whitney Rawls** asked for some recognition at the Ali Grand Opening for the NW Advisory Members.

### 4. Ali Building Phase II (Site Work)

**Nguyen Tran** reported the outside work has been completed and they are waiting on final inspections from the city.

## POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

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### 5. BLVD Art Lofts

**Nguyen Tran** reported Don Patterson is entering into a Development Agreement to build Artists' Lofts so that he can go forward with the funding. If the funding does not go through the Development Agreement becomes null and void. **Ms. Davis** asked if it was going to be adjacent to Ali and **Mr. Tran** answered yes. Mr. Patterson will replace any parking spaces that will be encumbered by his development.

### 6. 731 MLK Blvd.

**Nguyen Tran** reported the Marketing program is working on a signage and coupon program. **Ms. Davis** asked if BoJo's is open yet and **Mr. Tran** answered no.

### 7. 737 MLK Blvd.

**Nguyen Tran** reported this building is going to be gutted and new doors, windows, ac will be installed. Permits will be submitted to the city for interior demolition.

### 8. 741 MLK Blvd.

**Nguyen Tran** reported the CRA is still trying to close on the property because there are some open city liens on the property.

### 9. Landmark Development

**Nguyen Tran** reported site plans are being prepared to submit to the city.

### 10. MLK/Gateway

Nothing new to report.

### 11. 790/800 MLK (HBJ Holdings/Jones Quarters)

**Nguyen Tran** reported all utilities have been capped off and the asbestos survey is being done now. Once these items are completed the property buildings will be demolished. Before demolition Ms. Armbrister will document the structures and possibly BSO will do some training.

### 12. Eta Nu Education Center

**Nguyen Tran** reported the groundbreaking was August 27<sup>th</sup> and the facility is under construction.

# POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

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13. Commerce Park

**Nguyen Tran** reported the last of the largest acquisition is about to happen. Once this land is acquired massing will be done and an RFP will go out for the Commerce Park. The CRA is also looking to acquire some property on 9<sup>th</sup> street. The members inquired as to whether this building could be moved and rented out. The property is in very poor condition and not feasible to move.

**Ms. Alberta Perry McCarthy**, IED Trainer reported Dr. Allison was originally scheduled to attend this meeting but is celebrating Rosh Hashanah holiday. She reviewed the past 10 years of the outreach and partnerships of the BRC and the IED programs and thanked the Advisory Committee for the opportunity. **Whitney Rawls** asked for a loan report and **Ms. Perry McCarthy** will forward. **Ms. Davis** asked if we are in discussions about collecting on the loans. **Mr. Tran** reported they are looking into that once they get a comprehensive report.

## J. COMMITTEE MEMBER REPORTS

**Richard McFadden** – reported this is his last meeting as an Advisory Member and he would like to see his replacement come from Collier City to be specific, District 5.

**Gail DeAngelis** – no report

**Daisy Johnson** – no report.

**Patricia Davis** – no report

**Whitney Rawls** – thanked everyone.

**Shelton Pooler** – no report

**K. NEXT MEETING – Monday, October 5, 2015, 6:00 p.m.**

## L. ADJOURNMENT

There being no other business, the meeting of the NW CRA Advisory Committee adjourned at 9:10 p.m.

**NW CRA – INCENTIVES  
Status Report - Approved Applications**

Date: 9/29/2015

Applicant	Business	Owner/Tenant	Location	Grant Type	Grant Award (Public Investment)	Invoice Total to Date	Balance to be Paid	Private Investment	Total Project Cost	Application Approved	Current Status	Jobs Created	New Business	Vacant Property	Agreement Expires
<b>CLOSED OR COMPLETED PROJECTS</b>															
Eta Nu Education Foundation	Activity Center	Tenant	353 Hammondville Rd. & 350 NW 4th St.	Façade SIP SISP	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00			Agreements terminated 7/17/12. Eta Nu found new location for project.				
T N M Services, Inc.	Retail/Office	Owner	31, 33, 35, 37 N.E. 1st Street	Façade	\$80,000.00	\$80,000.00	\$0.00	\$23,909.50	\$103,909.50	12/14/2010	Completed/Paid 09/2011			Partially	12/21/2012
Charles & Jean Barger	Retail/Office	Owner/Tenant	60 N.E. 1st Street & 27 N.E. 1st Ave.	Façade	\$27,475.66	\$27,475.66	\$0.00	\$5,575.02	\$83,050.68	11/16/2010	Completed/Paid 12/2011		N/A	N/A	11/16/2012
Pompano Pharmacy Wholesale, Inc.	Retail/Office	Owner	44 & 50 N.E. 1st Street	Façade	\$50,000.00	\$50,000.00	\$0.00	Included in project above	Included in project above	11/16/2010	Same as above		N/A	N/A	11/16/2012
Mr. Squeeky Carwash, Inc.	Commercial	Owner/Tenant	499 W. Atlantic Blvd.	Façade	\$20,000.00	\$20,000.00	\$0.00	\$15,802.00	\$35,802.00	2/15/2011	Completed/Paid 12/2011		N/A	N/A	2/15/2013
T E P M, Inc.	Commercial	Owner	135 N.E. 1st Ave.	Façade	\$20,000.00	\$20,000.00	\$0.00	\$7,439.00	\$27,439.00	10/18/2011	Project Complete, Reimbursement 08/2012		N/A	N/A	10/18/2013
T E P M, Inc.	Commercial	Owner	165, 175, 185, 195, & 199 N.E. 1st Ave.	Façade	\$75,182.00	\$75,182.00	\$0.00	\$18,796.00	\$93,978.00	10/18/2011	Project Complete, Reimbursement 08/2012		N/A	N/A	10/18/2013
T E P M, Inc.	Commercial	Owner	124 N. Flager Ave.	Façade	\$20,000.00	\$20,000.00	\$0.00	\$5,626.00	\$25,626.00	10/18/2011	Project Complete, Reimbursement 09/2012		N/A	N/A	10/18/2013
Blaise & Algalite Augustin	Retail	Owner	128, 132, 134 N. Flagler Ave.	Façade	\$59,759.25	\$59,759.25	(\$0.00)	\$14,939.81	\$74,699.06	12/14/2010	Project Completed 03/2012, Final Reimbursement 09/2013.			Partially	12/21/2012
Richard L Macon	Commercial	Owner/Tenant	738 Hammondville Rd.	Façade	\$35,595.00	\$33,279.72	\$0.00	\$7,956.70	\$41,236.42	1/18/2011, First Amendment 9/18/2012	Project Complete, Final Reimbursement 02/2013.		N/A	N/A	1/18/2013, First Amendment 9/18/2015
Kenneth Phillips & Ocie Phillips, Jr.	Commercial	Owner	739 Hammondville Rd.	Façade	\$57,809.00	\$57,809.00	\$0.00	\$6,423.00	\$64,232.00	11/15/2011, Second Amendment 9/18/2012	Project Complete, Final Reimbursement 04/2013.			Partially	11/15/2013, Second Amendment 9/18/2015
Loving Kidz Academy, Inc.	Commercial	Tenant	216 NE 1st Ave.	Façade	\$20,000.00	\$20,000.00	\$0.00	\$18,144.70	\$38,144.70	7/16/2013	Project Completed 11/2013, Final Reimbursement 12/2013.		1	N/A	7/16/2015
Ward Realty, Inc.	Commercial	Owner	2, 4, 6, 10 & 12 NE 3rd St. and 214 & 216 N. Flagler Ave.	Façade	\$140,000.00	\$140,000.00	\$0.00	\$40,258.10	\$180,258.10	7/16/2013	Project Completed, Final Reimbursement 04/2014.			N/A	7/16/2015
Edison Wheeler	Commercial	Owner	204, 206, 208, 210, 212 N. Flagler Ave.	Façade	\$100,000.00	\$100,000.00	\$0.00	\$21,597.50	\$126,744.95	5/17/2011, Second Amendment 6/18/2013	Project Completed 2/21/14. Final Reimbursement 05/2015.		N/A	N/A	5/17/2014
<b>COMPLETED PROJECTS TOTALS</b>					<b>\$705,820.91</b>	<b>\$703,505.63</b>	<b>\$0.00</b>	<b>\$186,467.33</b>	<b>\$895,120.41</b>			<b>0</b>	<b>1</b>		

**NW CRA – INCENTIVES  
Status Report - Approved Applications**

Date: 9/29/2015

Applicant	Business	Owner/Tenant	Location	Grant Type	Grant Award (Public Investment)	Invoice Total to Date	Balance to be Paid	Private Investment	Total Project Cost	Application Approved	Current Status	Jobs Created	New Business	Vacant Property	Agreement Expires
<b>OPEN PROJECTS</b>															
DUC Pompano, LLC	Commercial	Owner	61 & 71 NE 1st Street	Façade	\$40,000.00	\$36,000.00	\$4,000.00	\$200,000.00	\$240,000.00	11/20/2012	Project substantially complete. May wait until tenant on board to install front door for final completion			Vacant	11/20/2014
Cyrus Pettis, D.M.D.	Commercial	Owner/Tenant	200 & 202 N Flagler Ave.	Façade	\$40,000.00	\$31,234.30	\$8,765.70	\$21,700.00	\$61,700.00	4/29/2014	Construction complete. Waiting final documents for final disbursement. Second disbursement 7/27/15.		N/A	N/A	4/29/2016
<b>OPEN PROJECTS TOTALS</b>					<b>\$80,000.00</b>	<b>\$67,234.30</b>	<b>\$12,765.70</b>	<b>\$221,700.00</b>	<b>\$301,700.00</b>			<b>0</b>	<b>0</b>		
<b>COMPLETED &amp; OPEN PROJECTS TOTALS</b>					<b>\$785,820.91</b>	<b>\$770,739.93</b>	<b>\$12,765.70</b>	<b>\$408,167.33</b>	<b>\$1,196,820.41</b>				<b>0</b>		

CRA FAÇADE IMPRV & INCENT Account 150-1910-539-83.42 Information FY 2015

Budget	\$323,841.00
Actual	\$70,259.68
Balance	\$253,581.32

N/A: Not Applicable

**EAST CRA  
DISTRICT**

# POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

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## **EAST CRA ADVISORY COMMITTEE**

Emma Lou Olson Civic Center

Thursday, September 3, 2015 – 6:00 P.M.

### **MOTION COVER SHEET OF MINUTES**

Motion made by Judith Niswonger to approve the July 16, 2015 East CRA Meeting Minutes with one correction. Seconded by Robert Shelley. Motion passed unanimously.

Motion made by Rod Trzcinski to approve the Façade/SIP Program with the General Contractor Recordable Affidavit addition. Seconded by Judy Niswonger. Motion passed unanimously.

Motion made by Rod Trzcinski to approve the ECRA Fiscal Year Budget for 2016. Seconded by Ray Lubomski. Motion passed unanimously.

Motion made by Rafael Katz recommended CRA Staff to make the owner of 103 S. Federal Highway a formal offer on paper of the appraised price of \$295,000. Seconded by Fred Stacer. Motion passed unanimously.

Motion made by Robert Shelley recommended the Beach Concession item be tabled for the time being. Seconded by Fred Stacer. Motion passed unanimously.

Motion made by Robert Shelley to recommend the flex units be allocated to a specific developer for the Atlantic Square project with the condition the flex units will be utilized within specific time frame and may not be assigned, sold or passed on to a subsequent or future buyer of the project or project site. Seconded by Ray Lubomski. Motion passed.

"Yes" – 6 (Lubomski, Shelley, Stacer, Katz, Niswonger, Rogerson)

"Abstain" – 1 (Trzcinski due to conflict of interest with the residential investor)

**POMPANO BEACH  
COMMUNITY REDEVELOPMENT AGENCY**

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**EAST CRA ADVISORY COMMITTEE  
MEETING MINUTES**

Thursday, September 3, 2015  
Emma Lou Olson Civic Center  
6:00 p.m.

**A. CALL TO ORDER**

Jack Rogerson called the meeting of the East CRA Advisory Committee to order at 6:00 p.m.

**B. ROLL CALL**

**PRESENT**

Jack Rogerson – Chairman  
Judy Niswonger – Vice Chair  
Fred Stacer  
Rod Trzcinski  
Rafael Katz  
Robert Lubomski  
Robert Shelley

**ABSENT**

David Arlein  
Barbara Gordon

**ALSO PRESENT**

Commissioner Barry Dockswell  
Kim Briesemeister – CRA Co-Executive Director  
Horacio Danovich – CRA Engineer  
Adriane Esteban – CRA Project Manager  
Cathy Trenkle – CRA Clerk

**C. ADDITIONS/DELETIONS/REORDERING**

Atlantic Square will be heard first.

**D. APPROVAL OF MINUTES**

1. July 16, 2015

**Motion made by Judith Niswonger to approve the July 16, 2015 East CRA Meeting Minutes with one correction. Seconded by Robert Shelley. Motion passed unanimously.**

**E. NEW BUSINESS**

1. Façade and SIP Program

**Adriane Esteban** reported the only changes in the Façade and SIP Program clarifying what types of businesses will be restaurant or retail and the SIP disbursement clarification.

## POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

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**Rod Trzcinski** suggested the General Contractor sign a recordable affidavit/waiver for the final release.

**Motion made by Rod Trzcinski to approve the Façade/SIP Program with the General Contractor Recordable Affidavit addition. Seconded by Judy Niswonger. Motion passed unanimously.**

### 2. FY Budget 2016

**Adriane Esteban** reported the only update was for month end changes and implementation of infrastructure projects; waterfront promenade and public parking improvements.

**Motion made by Rod Trzcinski to approve the ECRA Fiscal Year Budget for 2016. Seconded by Ray Lubomski. Motion passed unanimously.**

### 3. 103 S. Federal Highway

**Adriane Esteban** gave an update stating Phase I and II were done with no problems. Staff is recommending approval of purchasing the property for \$339,250 which is below the property assessment amount \$353,000. **Rafael Katz** stated he would like the CRA Staff to make a new offer of \$295,000 (as appraised) to the owner in a formal paper format and see if he accepts that offer. The Advisory Members asked to have a copy of the appraisal from Calloway & Price.

**Motion made by Rafael Katz recommended CRA Staff to make the owner of 103 S. Federal Highway a formal offer on paper of the appraised price of \$295,000. Seconded by Fred Stacer. Motion passed unanimously.**

### 4. Pelican Artwork

**Horacio Danovich** reported the County is bringing this project back and assisting with some of the funding for reconsideration. **Mr. Danovich** reviewed the presentation of the possible choices the Members have to recommend to the Board. The estimated City's cost of six of these pelicans at this time is \$80,000. **Robert Shelley** suggested the Pelicans NOT be placed on or near the great lawn because of the various activities people enjoy on the Great Lawn. **Rod Trzcinski** suggested possibly putting them on the North end of the beach. **Mr. Danovich** mentioned possibly hiring a consultant to make a suggestion of where and if the pelicans should be placed on the beach front. **Rafael Katz** approved of the artwork and thought it would look nice in a formation and possibly get all twelve to keep Pompano Beach unique. **Mr. Danovich** will confirm what cities have been offered the Pelicans and how many are available. **Fred Stacer** asked what part of the budget this expense would come from and **Ms. Esteban** answered Public Art. The Committee is interested in the Pelicans. **Mr. Danovich** will report back to the County and ask for a little more time. **Jack Rogerson** asked staff to come back

## POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

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with the number of Pelicans and the placement recommend recommendation along with Hollywood's interest in six of them. **Mr. Danovich** will follow up and present an update in October.

### 5. Beach Community Center

**Horacio Danovich** reported this will be a reoccurring item on the agenda but there is not presentation ready at this time.

### 6. Beach Concession

**Kim Briesemeister** introduced **Lorri Hall** and gave the members a brief review of her history. **Ms. Briesemeister** reviewed the latest news on the Beach Concessions/Kiosks. When originally discussed there was some concern about the concessions becoming competition with the new restaurants, etc. The City is currently drafting guidelines on the specifications of the stands/kiosks. Originally these concessions were going to be small but now the Development Services Department has said they will be stationary and on the sidewalks. The members decided to table this item until there is more feedback from the new tenants/retail/restaurant, etc. and then make a decision to move forward.

**Motion made by Robert Shelley recommended the Beach Concession item be tabled for the time being. Seconded by Fred Stacer. Motion passed unanimously.**

## F. OLD BUSINESS

### 1. Atlantic Square Update

**Bonnie Miskel**, 14 SE 4<sup>th</sup> Street, Boca Raton, gave an update on the project. **Paul Constantino** hosted a meeting with the neighborhood and the developer. Traffic flow, height and massing was discussed. The location of the buildings hasn't changed but the height has been lowered to 7-9 stories, possibly one seven story and two eight story buildings. **Ms. Miskel** showed the traffic will be forced to go right back towards Atlantic. **Ms. Miskel** reported they should be at the second City Commission meeting this month. She announced **Guy Hart, Jr.** has joined the development team.

**Denis Hale**, 2500 SE 5<sup>th</sup> Street, spoke about the jobs this project will bring and the positive impact on property values.

**Bill Carlson**, 2667 East Atlantic Blvd., stated when Atlantic Blvd. went from six lanes to four it was a positive thing. The traffic problem is because of the bridge and it's a red herring.

**Paul Constantino**, 390 SE 28<sup>th</sup> Avenue, feels that eight stories is tall enough and likes the development but is still concerned about the traffic which will need to be addressed. Walkability is extremely important and asked if CRA can address that issue in the

## POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

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neighborhood. **Ms. Briesemeister** explained the agency can only spend money inside their district, however, the City could look at addressing that.

**Phyllis Nackman**, Jamaica House, doesn't feel like the traffic is a red herring and it should be addressed.

**Bruce Voelkel**, 2700 SE 2<sup>nd</sup> Street, asked if they are still planning to build 350 units? And **Ms. Miskel** answered yes. **Mr. Voelkel** voiced that he would like to see the height lowered more.

**David Ventura**, 2501 1<sup>st</sup> Court, wants some sidewalks from the neighborhood to the development. **Ms. Miskel** said the City requires the developer to have sidewalks moving through the area but no in the neighborhood, the City would have to address the sidewalks in the neighborhood.

**Kay McGin**, is still concerned about the height being compatible and would like to see a maximum of five stories. **Ms. Miskel** replied that the plan may possibly be tweaked in the future.

**Tom DiGiorgio** EDC, Economic Development Council, reported they had a great discussion about this project and there was no issue with the height. This project goes North-South and will not create a shadow affect. They took a vote on the allocation of flex units and it passed unanimously. He urged the audience to take a look at what has been done in Boca successfully. The EDC believes in this project.

**Diane Alford**, 2660 SE 2<sup>nd</sup> Court, reported she is concerned about traffic for the pedestrians as far as safety goes. She asked for a traffic report.

**Danielle Katz**, reported she is in support of the project and likes the plan so far.

**Rafael Katz** reported he is in support of the project. There is a traffic issue but that is the price you pay for moving forward. **Fred Stacer** explained staff is in the process of doing a traffic study at this time and should be forthcoming shortly. **Mr. Stacer** asked if there were still three exits and the answer was yes. **Mr. Stacer** asked the average square footage of the units and the answer was around 1,000 sq. ft. **Judy Niswonger** asked if the units will be rentals or condos. **Ms. Miskel** answered they will be designed with condo finishes and can be converted to a condo but in the beginning they will be rentals.

**Bob Shelley** thanked everyone for coming out and encouraged attendance for future meetings. He complimented our police department for cleaning up many of the areas in Pompano Beach. **Rafael Katz** asked about rental rates. **Keith O'Donnell**, Boca Raton, FL answered the rental rates will be middle range, not low-income but to target the Millennials, \$1,300 – \$2,500.

## **POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY**

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**Jack Rogerson** added the traffic is a problem but it will be worked out down the road. He would like to see the project go forward with some restrictions on what can be done with the flex units. This developer is being flexible, at least thus far.

**Motion made by Robert Shelley to recommend the flex units be allocated to a specific developer for the Atlantic Square project with the condition the flex units will be utilized within specific time frame and may not be assigned, sold or passed on to a subsequent or future buyer of the project or project site. Seconded by Ray Lubomski.**

“Yes” – 6 (Lubomski, Shelley, Stacer, Katz, Niswonger, Rogerson)

“Abstain” – 1 (Trzcinski due to conflict of interest with the residential investor)

### 2. Beach Garage

**Horacio Danovich** reported the project is on schedule and securing permits. One issue that needs to be resolved is to try to change the FEMA designation. This is a process and the goal is to have this resolved by the end of September.

### 3. Atlantic Blvd. Bridge

**Horacio Danovich** reported as of this morning the plans are in Tallahassee with final comments coming soon. These plans should be back by September 8, 2015.

### 4. Harbor Village Signage

**Horacio Danovich** reported the signs are in and we are waiting on the letters to arrive to complete this project.

### 5. Pier Development Project

**Kim Briesemeister** reported Tim Hernandez will be at the October meeting with some news.

### 6. Fishing Pier

**Horacio Danovich** reported all permits are in except Corps of Engineers. **Mr. Danovich** will bring the renderings to the next meeting. **Kim Briesemeister** reported she will not be at the October meeting and would like the members to keep in mind how important all the details that come through the advisory committee, especially aesthetically, costs and specifically the observation tower. She asked the Committee to pay close attention and completely understand as the proposal comes forward.

## **I. STAFF REPORTS**

**Kim Briesemeister** – No report.

**POMPANO BEACH  
COMMUNITY REDEVELOPMENT AGENCY**

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**Adriane Esteban** – No report.

**Horacio Danovich** –No report.

**Lorri Hall** – No report

**COMMITTEE COMMENTS**

**Commissioner Dockswell** - No report.

**Robert Shelley** – The fire station is complete and they had a fantastic grand opening.

**Rafael Katz** – asked about the progress on Frank's restaurant and **Kim Briesemeister** reported there was no recent report on that.

**Fred Stacer** –When is 26 Degrees – **Kim Briesemeister** replied maybe October, and the Foundry should open in November. **Mr. Stacer** asked about the status of the Grant? **Mr. Danovich** responded it didn't qualify for the grant.

**Rod Trzcinski** – No report

**Judy Niswonger** - asked about a tenant for Christina's and **Kim Briesemeister** reported a Greek restaurant is moving into that space. **Ms. Niswonger** asked about the new cultural centers. **Kim Briesemeister** reported CCC's contract is expiring and management of the facilities will be done in house in the CRA.

**Jack Rogerson** – asked about the Court case and **Ms. Briesemeister** updated the Committee on the issue.

**J. NEXT MEETING** – Thursday, October 1, 2015, 2015 at 6:00 p.m.

**K. ADJOURNMENT**

There being no other business, the meeting of the East CRA Advisory Committee adjourned at 8:20 p.m.

**EAST CRA – INCENTIVES  
Status Report - Approved Applications**

Date: 9/29/2015

Applicant	Business	Owner/ Tenant	Location	Grant Type	Grant Award (Public Investment)	Grant Disbursement to date	Balance to be Paid	Private Investment	Total Project Cost	Application Approved	Project Start Date (approximate)	Current Status	Jobs Created (Construction & Permanent)	New Business	Vacant Property	Agreement Expires
<b>COMPLETED OR CLOSED PROJECTS</b>																
YOG Realty Holdings, LLC	Retail	Owner	2715 E. Atlantic Blvd.	Facade SIP								Agreements terminated due to owner name change.				11/15/2011 & 12/14/2011
Martone Mens Wear	Retail	Tenant	2635 E. Atlantic Blvd.	Mini MAP								Agreement terminated due to grantee no longer wanting to participate per program criteria.				3/9/2013
Avlona, LLC (Christina's Café)	Restaurant	Tenant	2201 E. Atlantic Blvd.	MAP (revised 9/21/10)	\$15,000.00	\$15,000.00	\$0.00	\$200.00	\$15,200.00	7/20/2010	8/15/2010	Completed/Paid 10/2010		N/A	N/A	7/20/2012
Moore Restaurant Group, Inc. (Checker's Old Munchen)	Restaurant	Tenant	2209 E. Atlantic Blvd.	MAP	\$15,000.00	\$15,000.00	\$0.00	\$2,559.00	\$17,559.00	10/19/2010	12/1/2010	Completed/Paid 03/2011		N/A	N/A	10/19/2012
11-L Pompano, LLC	Restaurant/Retail	Owner	2201, 2205, 2209 E. Atlantic Blvd.	Façade	\$60,000.00	\$60,000.00	\$0.00	\$54,351.00	\$114,351.00	7/20/2010	11/22/2010	Completed/Paid 05/2011		N/A	N/A	7/20/2012
Phil's Calzone Factory (Phil's Heavenly Pizza)	Restaurant	Tenant	2647 E. Atlantic Blvd.	MAP	\$14,250.00	\$14,250.00	\$0.00	\$283.61	\$14,533.61	2/15/2011	3/15/2011	Completed/Paid 12/2011		N/A	N/A	2/15/2013
Montagna, Inc. (Frank's Ristorante)	Restaurant	Owner/ Tenant	3428 & 3432 E. Atlantic Blvd.	MAP	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	1/18/2011	9/1/2011	Completed/Paid 12/2011. Note business closed 04/2014		N/A	N/A	1/18/2013
Jukebox Diner, Inc.	Restaurant	Tenant	2771 E. Atlantic Blvd.	SIP	\$4,509.00	\$4,509.00	\$0.00	\$25,491.00	\$30,000.00	9/20/2011	9/21/2011	Completed/Paid 01/2012	6	1	Utilizing Previously Vacant Property	9/20/2013
Beach Roast Coffee and Tea Co.	Café	Tenant	2659 E. Atlantic Blvd.	SIP	\$2,729.00	\$2,045.98		\$12,929.98	\$14,975.96	7/19/2011	8/20/2011	Completed/Paid partial reimbursement 03/2012. Note: business closed 08/2012				7/19/2013
Shive, Inc.	Retail/Lounge	Tenant	2775 E. Atlantic Blvd.	SIP	\$12,480.00	\$12,480.00	\$0.00	\$64,396.00	\$76,876.00	4/17/2012	5/19/2012	Completed/Paid 11/2012	6	1	N/A	4/17/2014
			2777 E. Atlantic Blvd.	Mini MAP	\$7,500.00	\$7,500.00	\$0.00	\$1,324.00	\$8,824.00							
DiMaria Properties, LLC (Frank's Ristorante)	Restaurant	Owner	3428 & 3432 E. Atlantic Blvd.	Façade	\$40,000.00	\$40,000.00	\$0.00	\$42,641.26	\$82,641.26	1/18/2011, First Amendment 1/15/13	3/12/2012	Completed/Paid 02/2013. Note business closed 04/2014		N/A	N/A	11/18/2013
DiMaria Properties, LLC	Retail/Restaurant/C ommercial	Owner	3400-3422 & 3436 E. Atlantic Blvd.	Façade	\$160,000.00	\$160,000.00	\$0.00	\$43,966.74	\$203,966.74	11/15/2011	Same as above	Same as above		2	Partially Vacant	11/15/2013

**EAST CRA – INCENTIVES  
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<b>COMPLETED OR CLOSED PROJECTS- Continued</b>																
YOG Vesuvio, LLC	Retail/Restaurant	Owner	2715-2727 E. Atlantic Blvd.	SIP	\$31,020.00	\$31,020.00	\$0.00	\$200,605.44	\$231,625.44	12/14/2011	3/15/2012	Completed/Paid 02/2013			Vacant	12/14/2013
TC's Beach Grille	Restaurant	Tenant	3414 E. Atlantic Blvd.	SIP	\$11,074.00	\$11,074.00	\$0.00	\$104,732.70	\$115,806.70	5/15/2012	7/16/2012	Completed/Paid 02/2013	3	Yes	N/A	5/15/2014
Pompano Beach Investors, LLC	Office	Owner/ Tenant	2335 E. Atlantic Blvd.	SISP	\$20,000.00	\$20,000.00	\$0.00	\$55,409.16	\$75,409.16	6/21/2011	3/26/2012	Completed/Paid 03/2013			Partially Vacant	6/21/2013
Polish Deli Inc.	Deli/Retail	Tenant	2665 E. Atlantic Blvd.	Mini MAP	\$7,467.00	\$7,467.00	\$0.00	\$1,317.50	\$8,784.50	9/18/2012	3/1/2013	Completed/Paid 04/2013		N/A	N/A	9/18/2014
T.R. Associates, Inc.	Restaurant/Office/ Commercial	Owner	2601-2611 E. Atlantic Blvd.	Façade	\$100,000.00	\$100,000.00	\$0.00	\$29,797.45	\$129,797.45	11/15/2011	7/16/2012	Completed/Paid 04/2013	4.5	N/A	N/A	11/15/2013
Pompano Professional Building, LLC	Commercial/Retail/ Office	Owner	2633-2641 E. Atlantic Blvd.	Façade	\$100,000.00	\$100,000.00	\$0.00	\$44,589.28	\$144,589.28	11/15/2011	8/7/2012	Completed/Paid 04/2013	4.5		Partially Vacant	11/15/2013
Divito Development, LLC	Retail/Office	Owner	2645-2651 E. Atlantic Blvd.	Façade	\$80,000.00	\$80,000.00	\$0.00	\$23,159.00	\$103,159.00	12/14/2011	7/16/2012	Completed/Paid 04/2013	4.5	N/A	N/A	12/14/2013
Divito Enterprises Limited Partnership	Retail/Restaurant/ Commercial	Owner	2741-2749 E. Atlantic Blvd.	Façade	\$80,000.00	\$80,000.00	\$0.00	\$20,000.01	\$100,000.01	12/14/2011	7/5/2012	Completed/Paid 04/2013	4.5		Partially Vacant	12/14/2013
Melinda Gardner & Judith Mann	Retail	Owner	2781 & 2791 E. Atlantic Blvd.	Façade	\$40,000.00	\$40,000.00	\$0.00	\$10,000.00	\$50,000.00	4/17/2012	7/5/2012	Completed/Paid 04/2013	4.5		N/A	4/17/2014
Marjorie Carlson Revocable Living Trust	Retail/Office	Owner	2655-2667 E. Atlantic Blvd.	Façade	\$140,000.00	\$140,000.00	\$0.00	\$44,818.99	\$184,818.99	12/14/2011	7/16/2012	Completed/Paid 05/2013	4.5		Partially Vacant	12/14/2013
Alexis, LLC	Commercial/Office	Owner	2771-2777 E. Atlantic Blvd.	Façade	\$72,665.00	\$72,665.00	\$0.00	\$18,166.00	\$90,831.00	9/18/2012	11/5/2012	Completed/Paid 05/2013	4.5	N/A	N/A	9/18/2014
YOG Vesuvio, LLC	Retail/Restaurant	Owner	2715-2727 E. Atlantic Blvd.	Façade	\$80,000.00	\$80,000.00	\$0.00	\$220,162.11	\$300,162.11	11/15/2011	7/5/2012	Completed/Paid 06/2013	5		Vacant	11/15/2013
John W. Thayer & Renee R. Thayer	Retail/Commercial/ Office	Owner	2761-2767 E. Atlantic Blvd.	Façade	\$80,000.00	\$80,000.00	\$0.00	\$31,000.03	\$111,000.03	12/14/2011	7/5/2012	Completed/Paid 06/2013	4.5		Partially Vacant	12/14/2013
ARS Remodeling & Glass, Inc.	Commercial	Tenant	2300 E. Atlantic Blvd.	Façade	\$20,000.00	\$15,088.00	\$0.00	\$3,772.00	\$18,860.00	7/17/2012	6/5/2012	Completed/Paid 09/2012.		N/A	Utilizing Previously Vacant Space	7/17/2014
CGCJ, Inc. (Lester's Diner)	Restaurant	Owner	1924 E. Atlantic Blvd.	Façade	\$20,000.00	\$20,000.00	\$0.00	\$27,216.00	\$ 47,216	9/17/2013	7/15/2013	Completed 10/15/14, Restaurant opened 10/23/14, Final Disbursement 11/7/14.	10	1	N/A	9/17/2015
				SIP	\$26,844.00	\$26,844.00	\$0.00	\$ 846,079.24	\$ 872,923							
				SISP	\$20,000.00	\$20,000.00	\$0.00	\$69,624.91	\$ 89,625							
Pompano Dandee, Inc. (Dandee Donuts)	Restaurant	Tenant	1900 E. Atlantic Blvd.	MAP	\$15,000.00	\$15,000.00	\$0.00	\$ 28,664.87	\$ 43,664.87	11/15/2011, Assignment & First Amendment 9/17/2013, Second Amendment 10/23/14	11/16/2011	Project completed 11/17/14. Paid 2/11/15.		N/A	N/A	11/17/2014
<b>COMPLETED OR CLOSED PROJECTS SUBTOTAL</b>					<b>\$1,305,538.00</b>	<b>\$1,299,942.98</b>	<b>\$0.00</b>	<b>\$2,027,257.28</b>	<b>\$3,327,200.26</b>				<b>66</b>	<b>5</b>		

**EAST CRA – INCENTIVES  
Status Report - Approved Applications**

Date: 9/29/2015

Applicant	Business	Owner/ Tenant	Location	Grant Type	Grant Award (Public Investment)	Grant Disbursement to date	Balance to be Paid	Private Investment	Total Project Cost	Application Approved	Project Start Date (approximate)	Current Status	Jobs Created (Construction & Permanent)	New Business	Vacant Property	Agreement Expires
<b>OPEN PROJECTS</b>																
26th Degree Brewing Company, LLC	Brewery	Tenant	2600 E. Atlantic Blvd.	SIP	\$50,000.00	\$45,000.00	\$5,000.00	\$718,230.00	\$768,230.00	1/20/2015	12/19/2014	Brewery open 9/18/15. Working on final disbursement documents	10	1	Utilizing Previously Vacant Space	1/20/2017
The Foundry, LLC.	Restaurant	Tenant	2781 E. Atlantic Blvd.	SIP	\$50,000.00	\$45,000.00	\$5,000.00	\$583,668.00	\$633,668.00	6/19/2015	6/2/2015	Restaurant interior improvements 95% complete. Anticipated opening October 2015	10	1	Utilizing Previously Vacant Space	6/19/2017
<b>OPEN PROJECTS SUBTOTAL</b>					<b>\$100,000.00</b>	<b>\$90,000.00</b>	<b>\$10,000.00</b>	<b>\$1,301,898.00</b>	<b>\$1,401,898.00</b>				<b>20</b>	<b>2</b>		
<b>COMPLETED &amp; OPEN PROJECTS TOTAL</b>					<b>\$1,405,538.00</b>	<b>\$1,389,942.98</b>	<b>\$10,000.00</b>	<b>\$3,329,155.28</b>	<b>\$4,729,098.26</b>				<b>86</b>	<b>7</b>		

CRA FACADE IMPRV & INCENT Account 160-1920-539-83.42 Information for FY2015

Budget \$432,889.00  
Actual \$13,750.00  
Balance \$419,139.00

CRA FACADE IMPRV & INCENT Account 314-1960-539-83.42 Information for FY2015

Budget \$ 2,102,003.00  
Actual \$ -  
Balance \$ 2,102,003.00

N/A= Not Applicable

# **STAFF ASSIGNMENTS**



Pompano Beach Community Redevelopment Agency  
 Staff Assignments: 10.12.15

Staff Member	Task	Status
<b>East</b>		
Taha/Bridgetown	LH	Ed Plosky -Pending on restaurant tenant to submit for Bldg. permit
Incentives	VV	Set meeting w/ Nadar
Pier Development	KB/AE	Trying to get Second Amendment, R4 Lease & E Lease Amendment on October CC agenda.R3 Extension Request being processed
Pier Parking Garage	HD	Completed demolition of old FS 11 (7/23). Working on demolition of the rest of the site. Building permit expected by 9/4/2015.
3350 East Atlantic	HD	Designer submitted package to P&Z requesting changes seeking to convert hotel units to condo hotel. Reviewing comments.
26 Degrees (Brewery @ Atlantic Square)	VV/SB	Application approved. Brewery is 90% complete. First incentive disbursement 5/8/15 Anticipated completion Mid-Summer 2015
The Foundry (formerly Mr. Fish)	VV/SB	Application Approved. Project in progress. Anticipated completion September 2015. First incentive disbursement anticipated 8/14/15
Atlantic Square	LH	Revised Land Use Plan Amendment submitted; agreement/resolution for allocation of flex units - pending community meetings
Atlantic Tower	LH	Met with Architect/Developer and Planner to review and comment new site plan design changes
LAC	LH/NA	In process of determining the area and limits for the LAC - East Pompano (city initiated process) + work on visuals
103 S Federal Hwy.	AE	In City Attorney's Office for title work review
<b>West</b>		
165 NE 1st Ave. (Commercial Kitchen)	SB	Following up on leads for potential tenants for space
731 MLK Blvd.	AE	Need to draft Sublease Amendment for Betty's re: rental commencement date & quotes for permanent tenant signs
MLK Security	NT	biweekly meetings with PSC/Code Compliance & BSO
Ali Building	EG	Phases I construction in progress
Ali Building Phase II-ITB	NT	Phase II to receive Certificate of Completion after final inspections
Community Garden	LH	Parking agreement in process with Haitian Mission church/ Fence permit approved coordinating P.Works lot clearing and tree trimming is complete
Flagler Avenue and NW 4 Street Vacant Parcel	NT	Elderly development tentative award for 9% Housing Credits
Landmark Development	NT	Preparing for Site Plan submittal.
HBJ Holdings	NT	Asbestos removed. Applying for City Demolition permit.
CRA Cultural Arts Management	SM	
BaCA	SDB	
Ali Cultural Arts	DT	
Set-up	AE	RecTrac prelim. meeting 10/13/15. Setup & training scheduled for week of 11/2. Working on getting computers for Ali.
Leases	NT/DT	Leases and Operation manual drafted. Meetings with future tenants being scheduled.
Ali Grand Opening	SB	11/5/15 with continuing weekend celebrations
Main Street		
The Wash House	SB/AE	AE/CB working with CRA Attorney & Native Brewing on Sublease
Throwback	EG	Working on permit submittal
BRC Relocation	SB	Looking for potential tenants for space
Bank Building	SB	Looking for potential tenants for space
Downtown Plaza Design	HD	AAC approved plans. Team working on Building permit.
1st Ave. Parking Lot (Plaza)	HD	Team re-designing driveway access. Access will be independent of Pompano Pharmacy. Plans to go back to ZBA and P&Z when ready.
Downtown Plaza Garage	LH	develop presentation package for potential investors - on hold
Commerce Park Masterplan	AE	Working on presentation for November meeting & may present Utilities Location Services contract at that time
<b>East/NW</b>		
Zoning- Affordable Housing, Convenience Stores, Moritorium	LH	
Affordable Housing RFP	NT	Selection Committee ranked proposals received. Rankings to go to October City Commission
<b>Marketing Team</b>		
<b>Business Attraction-Retention</b>		
Business recruitment	All	Continue efforts - see hot lead list
Retail Opportunities Map	SB	Update in Progress
ECRA - Merchant Meetings	ALL	Scheduling next meeting
NW - Merchant meetings	ALL	To Schedule next mtg.
Marketing & Cross Promotional Campaigns	SB	Business Spotlights for NW Businesses during Construction
<b>Branding - Image - Communications/PR</b>		
NWCRA Banners	SB	In production



Pompano Beach Community Redevelopment Agency  
 Staff Assignments: 10.12.15

Staff Member	Task	Status
	Lifestyle Print Campaign	SB   In Progress through FY2015
	Neighborhood Ambassadors	JH VNO October @ Ali catered by NW Merchant
	MLK Security & Nuisance Meeting w/ Code & BSO	SB NT to schedule meeting again
<b>Customer Base &amp; Events</b>		
	Happy Hour at the Beach	JH   Thursdays 5-8pm
	Green Market	ALL October 10th 9am
	Light Up MLK	ALL 11/28/2015
<b>Grand Openings</b>		ALL
	Uncle Louie G (ECRA)	mtg with owner
	Freeman Cuban Cuisine (ECRA)	Trying to contact merchant for details
	5 Girls Burgers (ECRA)	meeting with owner
	The Foundry (ECRA)	Still in construction
	26 Degrees Brewing (ECRA)	Still in construction
	Flyer Kites (ECRA)	September
	Nail Salon (ECRA)	Contacting owner
	Ali Building (NWCRA)	November 5,6,7
<b>Store Windows</b>		Assesses all available retail space
<b>Horacio Danovich</b>		
<b>NWCRA</b>		
<b>Downtown Pompano Streetscape</b>		
	Easements	All easements have been secured except those affecting Blue's family and Reconor properties..
	Undergrounding efforts NE 1 Ave/NE 2 Street/Atlantic Blvd.	All of the proposed FPL poles and transformers have been set. Comcast work 98% done. AT&T work 95%. In permitting for private conn.
	MLK Boulevard Construction	Processing closure final documents.
	Old Pompano Construction	Landscape maintenance has begun. Entry to parking lot will start upon County approval. Finals after overhead work is complete.
	Hunters Manor Site Plan	Consultant working on final plat.
	Education Corridor	Bid approval on Commission agenda (October 13). CEI services to be approved before end of November. Project to start 11/1/2015.
	Stormwater Master Plan for DPTOC	County approved permit. Next, secure const. permit within 2 years.
	NW 7 Avenue Sidewalk Improvements	LAP documents are ready. Staff may recommend to stop project due to funding.
	NW 4 Avenue/NW 4 Street	NW 4 Avenue final construction pending Landmark's Tax Credit project approval.
	NW 4th Street/NW 2/3 Avenues	Pending design, to be funded by Hammondville Gateway developer
	Valet/Employee/Public parking agreements	
	First Baptist Church	Parking lot is open. Staff working to sealcoat asphalt areas, replace and repair wheelstops and add groundcovers/palms.
	370 Flagler Avenue	Project is temporarily on hold.
	201 NE 2 Street	Contractor to start construction on/or about 10/19/2015.
<b>ECRA</b>		
	Atlantic Boulevard Bridge	Plans at 90%. CRA to fund Phase II and entertaining options to fund Phase III. Permit approval expected by 11/30/2015.
	Atlantic Boulevard Light Fixtures Replacement Project	Contract approved. Contractor moving forward with construction. Next step: order fixtures.
	Car Charging Stations	Staff received pricing within budget. Project temporarily on hold.
	Intracoastal Dockage - Water Taxi Station	FDEP/County permits have been approved. Awaiting USCOE permit. USCOE behind schedule by 6 months.
	Harbor Village Monument Signs	Signs have been installed. Project to be completed by the end of October.
	Valet/Employee/Public parking agreements	
	Chase Bank	On hold.
	Bank of America	Bank entertaining third-party purchase offer. Parking agreement on hold.
	Parcel A Expansion	Green area ready for use as temporary overflow parking.
	DiVito Parking Lot (Harbor Village)	Permit pending electrical approval. Everything else is ready.
	NE 1 Street (between NE 26 and NE 28 Avenues)	Project is on temporarily hold.
	SCL Management LLC (Harbor Village)	On hold. Staff met with new owners and discussed leasing parking lot. No progress
	Trolley service	CRA Staff to meet with MPO (August 3) to discuss funding options.
	Water taxi	Staff received one (1) unsolicited proposal. Proposal under evaluation.



Pompano Beach Community Redevelopment Agency  
Staff Assignments: 10.12.15

Staff Member	Task	Status
WIFI	City-wide implementation	IT providing Wi-Fi services along the beach as well as most public buildings and expanding to include all buildings.
<b>Adriane Esteban/ Victoria Vitale - Incentives</b>		
<b>NW</b>		
61 NE 1st Street (Bank Bldg.)- FAÇADE	AE	Partial reimbursement provided, grantee waiting until tenant onboard to finish
200 N Flagler (Dentist & Music)- FAÇADE	VV	Permit approved; work on façade in progress 95% Complete; Second disbursement 7/31/2015
McMillons BBQ	VV	Interested in Façade Program - JA created rendering - owner looking for contractor
Pompano Supermaket- FAÇADE	VV	Coordinate with LH to determine paint colors then set follow-up meeting with property owner
317 & 425 Dixie Hwy- FAÇADE	VV	Interested in Façade Program
1511 & 1547 Hammondville Rd.	VV	AE received call on 8/21/15 re: Façade program, want to initiate application after program amendment in Sept.
<b>EAST</b>		
110-130 N. Ocean Blvd. (Martell Realty, et al.)- FAÇADE	VV	Received partial app. 9/30/14, staff requested hard copy & add. items to complete app. - application in progress
112 N. Federal Highway - FAÇADE	VV	Owner working on plans and obtaining a contractor
124 N. Federal Highway - FAÇADE	VV	Spoke with building owner - interested in façade program
Briny's Pub- FAÇADE	VV	Follow-up with owner re: participation façade program
EZ Accounting & Tax Service (2213 E. Atlantic)	VV	Follow-up with owner re: participation façade program
Properties USA (Harbor Village)	VV	Interested in SIP
<b>Victoria Vitale</b>		
<b>The Bailey (BaCA) Facilities and Operations Management</b>		
	VV	Create/Maintain check list for BaCA needs (All things Bailey Maintenance)
	VV	Create operations manual for building w/ "who to call" information
<b>Property Management &amp; Maintenance</b>		
FY16 Rent Payments	VV	Process invoices, rent payments, maintenance contracts, etc. for The Bailey (BaCA), 731, BRC & other properties in CRA possession
	VV	Will work AE to determine purchase orders for rent payments to create in FY16
<b>Misc.</b>		
<b>New Business Brochure</b>	VV	Template Complete - Need KB review - Anticipated completion 09/2015
<b>Harbor Village Lights</b>	VV	Working on obtaining quotes - Architectural Electric-awaiting quote & Langer Electric-rcvd quote
<b>Broward County Library to house chamber</b>	VV	Brainstorming ideas for new chamber location; next mtg TBD; will follow up w/ RG
<b>NWCRA Construction Communications</b>	VV	Attend construction meetings and keep marketing up to date on projects (Meetings to continue on as needed basis)
<b>Ali Team</b>		
<b>Facilities and Operations</b>		
Cleaning	JH	Scheduling with NE Cleaning
Furniture	JH	Ordering
<b>Performances</b>		
<b>Adriane Esteban</b>		
Lease Log	AE	Create Lease Log by end of year
Budget	AE	Reallocations had to be addressed, budget has been inputted.
<b>Lorri Hall- Planning</b>		
<b>Community Garden</b>	LH	Parking agreement in process with Haitian Mission church/ Fence permit approved coordinating P.Works lot clearing and tree trimming is complete
<b>Beach Community Center</b>	LH/NA	new conceptual design update 07/04/15 and desing review and coordination meeting on 07/17/15
<b>Ali Building Historic Register</b>	LH	Historic Register - Take pictures and prepare submittal
<b>Hunters Manor</b>		ChenMoore - platting in process
<b>Pier Rezoning</b>		Reviewing design guidelines
<b>Noise Ordinance</b>		
<b>NW 27th Ave. - Rezoning</b>	LH	initial presentation to NWCRA -city staff's Due Diligence Report complete, meeting with CB next week
<b>Pier Vendors/Concessions text ammendments</b>	LH	planned for September 8 City Commission - provided CRA letter of support
<b>DPTOC and AOD Uses</b>	LH/NA	Pending on legal review and approval
<b>DPTOC Sign Code</b>	NA	First draft complete



Pompano Beach Community Redevelopment Agency  
Staff Assignments: 10.12.15

Staff Member	Task	Status
<b>DPOD Text and Map Amendments</b> <b>Affordable Housing Ordinance</b> <b>Complete Streets</b> <b>Landscape Reviews</b> <i>Downtown Street Trees</i> <i>McNab</i> <i>Bridgetown</i> <b>Façade Reviews</b> <i>James DeSantis - Kitchen &amp; Interiors</i>  <b>Sidewalk Cafes</b>		Draft Text Amendments- Final Revisions to Staff due 10/1/14
		Complete
		EDSA submitting revised plans for review 10/5/14
		Preparing Memo
		Ed Plosky -Pending on restaurant tenant to submit for Bldg. permit
		Minor Building Design for façade improvement under review
		CRA staff will work with BTR staff on sidewalk café permit applications- Meeting with Development Services and Legal Council C. Mckenna on 4/6/15 awaiting follow up from Robyn Bird
<b>Nguyen Tran</b>  HBJ Holdings Hunters Manor - RFP Single Family Subdivision Property Maintenance/Tow Contract Boulevard Lofts (Artist Complex) 1st Pocket Park CRA trade with Habitat for properties on NW 1st Street Reconor property Malek Property 312 NW 2 St 741 Hammondville Rd FEC Lease (South of Atlantic) RFP/ITB (VV to assist) Landmark Development (NW 6th & MLK) Ortanique Estates Property Maintenance Lots 140 NW 27th Ave (fka Atlantic Station) Single Family Infill Lots Legacy II (Hawkins Homes) Mixed Use RFP-Hammondville Gateway NW 8 Street/NW 9 Street (Old Collier) Boys & Girls Club (Collier City)		Demolition Quotes exceeded Procurement Thresholds, need to formally advertise for Bids.
		RFP in Draft form.
		CRA is working with Emerald Towing for installation of tow signs as well as enforcement.
		Developer applying for Housing Tax Credit in October 2015
		Trying to locate owner
		Contract to go to CRA Board October 20, 2015
		Contract Extension going to CRA Board October 20, 2015
		Florida Housing recommended project for funding; No appeals to FHFC recommendation to date.
		KDC proposal requested 7 additional lots. Only 4 lots remain vacant.
		TBD
		NW 9 Street to connect to Powerline Road. Working on enforcement of Loitering on CRA Owned Property
		TBD
	<b>Dahlia Baker</b>  Collaborate with City on Local/SBE program Construction Industry Job Connection Turner Construction Management training – January through April Bi-annual Job Fair TA Sessions at Collier City Library – April through June Workforce Development - Traineeship / Apprenticeship Job Creation Northeast Transit Center - Renaming Community Outreach City, County Boards & Committees Our NW Community News Summer Splash Down -Hiring Event Resource Connection Event Atlantic Tech Job Fair Isle Casino Job Fair Collaboration Entrepreneur Event	
		August 24th - Follow-up
		Completed - Post Graduation Follow-up
		Post Job Fair Follow-up
		Completed - Post TA Follow-up
		Plant, Pave, Paint & Train Program and Administraion / Clerical Program - Community Benefit to be added to Purchasing Solicitations
		Industrial Area Needs Assessment/ Outreach (with Purchasing Department)
		Postponed
		Ongoing
		Ongoing
		Update Social Media
		JPC Outreach - August 15th - Follow-up
		September 12th - Post Event Follow-up
	Planning - November	
	Planning - November 19th - 21st	

10-Oct



Staff Member	Task	Status
<b>Ed Gallagher</b>		
Ali Building Rehabilitation	EG FINAL CO	
Ali - Phase II	EG Final CO this week	
44 NE 1st Street - Old Pompano	EG Permit application submitted 6/29/15	
737 Hammondville	EG Project funded. Permit submission forthcoming.	
<b>Margaret Gallagher</b>		
Set Appointments & meetings for Kim & Chris		
Type Correspondence as needed		
Generate Pay Docs for CRA Office City Employee(s)		
Public Information Requests		
Purchase Office Supplies & Equipment		
Receive & Pay all invoices		
Various Administrative Projects		
Receive, Record & Bank all IED & Rent Checks		
Filing		
Handle HR Issues as Needed		
Inspect CRA Properties for Maintenance		
Maintain Off-Site Storage Area		
Assist w/booking for large meetings/charettes		
Liaison w/ Central Stores/Purchasing		
PO's, Cash Req's		
<b>Cathy Trenkle</b>		
Prepare Meeting Minutes/Proof, Edit, & Assemble Board Agenda Items	Drafted check list for Board and Advisory Meetings	
Attend Advisory Committee & Board Mtgs. And Copy & Assemble Notebooks & Distribute		
Circulate Approved Resos for Signature, Notarize,		
Maintain Scan, & File - Update Reso List		
Maintain Staff Assignments Spreadsheet		
Prepare & Post Public Meeting Notices	Alert on calendar for upcoming meetings	
Maintain Real Estate Excel Database		
Load Agendas, Minutes, RFP/RFQ to CRA website		
Public Information Request		
Prepare reso for acquisition of Malek Property	Resolutions go to Board on the 20th	
Getting Jones Quarters ready for demolition, utilities capped, trash removed	Completed, trash pick up continues	
Prepare RFP for Demolition of Jones quarters	Drafting it now	

# **FINANCIAL SUMMARIES**

POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY  
 STATEMENT OF NET ASSETS - UNAUDITED  
 SEPTEMBER 30, 2015

	<u>Northwest District</u>	<u>East District</u>	<u>East District 2013 Bond</u>	<u>Total</u>
<b>ASSETS:</b>				
Cash and cash equivalents*	\$ 1,002,751	\$ 1,888,983	\$ 4,083,075	\$ 6,974,809
Investments (net of fair value adjustment)**	5,104,532	3,927,630	-	9,032,162
Interest receivable	60,364	24,062	-	84,426
Prepays	5,869	1,740	-	7,609
Assets held for resale***	33,238,565	-	-	33,238,565
<b>Total assets</b>	<u>39,412,081</u>	<u>5,842,415</u>	<u>4,083,075</u>	<u>49,337,571</u>
<b>LIABILITIES:</b>				
Accounts & Contracts Payable	248,149	6,167	-	254,316
Noncurrent liabilities:				
Bonds payable - due within one year	2,162,162	-	665,000	2,827,162
Bonds payable - due in more than one year	4,864,864	-	12,175,000	17,039,864
Advances from other funds	2,500,000	-	-	2,500,000
<b>Total liabilities</b>	<u>9,775,175</u>	<u>6,167</u>	<u>12,840,000</u>	<u>22,621,342</u>
<b>NET ASSETS:</b>				
Unrestricted*	<u>29,636,906</u>	<u>5,836,248</u>	<u>(8,756,925)</u>	<u>26,716,229</u>
<b>Total net assets</b>	<u>29,636,906</u>	<u>5,836,248</u>	<u>(8,756,925)</u>	<u>26,716,229</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 39,412,081</u>	<u>\$ 5,842,415</u>	<u>\$ 4,083,075</u>	<u>\$ 49,337,571</u>

\* Includes investments in money market funds (demand deposits).

\*\* Includes investments in certificate of deposits, FMIT and various securities managed by Cutwater Investor Services Corp. (formerly MBIA).

\*\*\* This figure includes land and buildings acquired by the Agency, as well as all other capitalizable project costs incurred by the Agency (such as appraisals, legal, relocation and demolition costs). Property acquired by the Agency is recorded at acquisition cost or in the case of donated property, at fair market value at date of conveyance, unless conveyed by the City in which case it is recorded at carrying value at date of conveyance.

**POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY**  
**STATEMENT OF ACTIVITIES - UNAUDITED**  
**FOR THE PERIOD FROM OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015**

	<u>Northwest District</u>	<u>East District</u>	<u>East District 2013 Bond</u>	<u>Total</u>
<b>Revenues</b>				
Taxes	\$ 5,914,887	\$ 2,199,285	\$ -	\$ 8,114,172
Interest Earnings	97,471	38,667	403	136,541
Microenterprise Loans	48,719	-	-	48,719
Building Rent	98,394	-	-	98,394
Broward County Library reimbursement	125,305	-	-	125,305
Other Revenues	27,229	-	-	27,229
Total revenues	<u>6,312,005</u>	<u>2,237,952</u>	<u>403</u>	<u>8,550,360</u>
<b>Expenditures</b>				
Current:				
Community Development	3,081,138	472,446	90,000	3,643,584
Debt Service				
Interest	367,811	-	457,968	825,779
Principal	2,162,162	-	640,000	2,802,162
Capital outlay	<u>8,715,155</u>	<u>743,546</u>	<u>245,337</u>	<u>9,704,038</u>
Total expenditures	<u>14,326,266</u>	<u>1,215,992</u>	<u>1,433,305</u>	<u>16,975,563</u>
Excess of revenues over expenditures	<u>(8,014,261)</u>	<u>1,021,960</u>	<u>(1,432,902)</u>	<u>(8,425,203)</u>
<b>Other financing sources (uses)</b>				
Operating Transfers In	-	201,149	1,097,968	1,299,117
Operating Transfers Out	-	(1,097,968)	-	(1,097,968)
Total other financing sources (uses)	<u>-</u>	<u>(896,819)</u>	<u>1,097,968</u>	<u>201,149</u>
Excess (deficiency) of revenues & other financing sources over expenditures	<u>(8,014,261)</u>	<u>125,141</u>	<u>(334,934)</u>	<u>(8,224,054)</u>
Net assets - beginning	<u>37,651,167</u>	<u>5,711,107</u>	<u>(8,421,991)</u>	<u>34,940,283</u>
Net assets - ending	<u>\$ 29,636,906</u>	<u>\$ 5,836,248</u>	<u>\$ (8,756,925)</u>	<u>\$ 26,716,229</u>

**POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY**  
**STATEMENT OF CASH FLOWS - UNAUDITED**  
**FOR THE PERIOD FROM OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015**

	<u>Northwest District</u>	<u>East District</u>	<u>East District 2013 Bond</u>	<u>Total</u>
<b>Cash Flows From Operating Activities</b>				
Receipts from taxing districts	5,914,887	2,199,285	-	8,114,172
Receipts from loan repayments	48,719	-	-	48,719
Receipts from building rent	98,394	-	-	98,394
Receipts from other payments	27,229	-	-	27,229
Payments to suppliers	<u>(3,993,230)</u>	<u>(656,750)</u>	<u>(123,395)</u>	<u>(4,773,375)</u>
Net cash provided (used) by operating activities	<u>2,221,304</u>	<u>1,542,535</u>	<u>(123,395)</u>	<u>3,640,444</u>
<b>Cash Flows From Capital &amp; Related Financing Activities</b>				
Acquisition of assets held for resale and improvement of capital assets*	(8,715,155)	(743,546)	(245,337)	(9,704,038)
Interest paid on bonds	(367,811)	-	(457,968)	(825,779)
Principal paid on bonds	(2,162,162)	-	(640,000)	(2,802,162)
Loan from General Fund	2,500,000	-	-	2,500,000
Transfers from (to) other Funds	-	(896,819)	1,097,968	201,149
Net cash used by capital and related financing activities	<u>(8,745,128)</u>	<u>(1,640,365)</u>	<u>(245,337)</u>	<u>(10,630,830)</u>
<b>Cash Flows from Investing Activities</b>				
Maturity /Purchase of Investment Securities	5,571,209	(114,055)	-	5,457,154
Interest earnings	44,016	18,513	403	62,932
Net cash provided (used) by investing activities	<u>5,615,225</u>	<u>(95,542)</u>	<u>403</u>	<u>5,520,086</u>
Net increase in cash and cash equivalents	(908,599)	(193,372)	(368,329)	(1,470,300)
Cash and cash equivalents - beginning of year	1,911,350	2,082,355	4,451,404	8,445,109
Cash and cash equivalents - end of year	<u>\$ 1,002,751</u>	<u>\$ 1,888,983</u>	<u>\$ 4,083,075</u>	<u>\$ 6,974,809</u>

\* Represents Expenditures

# NW CRA

PREPARED 10/12/2015, 8:40:43  
 PROGRAM GM263L  
 THE CITY OF POMPANO BEACH, FLORIDA

2015 BALANCE SHEET

PAGE 1 OF 2  
 ACCOUNTING PERIOD 12/2015  
 Suppression = Y

150 NORTHWEST CRA DIST. FUND

		DEBITS	CREDITS
<hr/>			
ASSETS			
101.30-10	CASH IN BANK / CASH IN BANK BBT CRA	1,034,733.89	
104.10-00	ASSETS & OTHER DEBITS / EQUITY IN POOLED CASH		1,118,406.31
117.20-00	ALLOWANCE UNCOLLECT ACCTS / ALLOW FOR MICROLOAN		786,050.64
128.10-00	NOTES RECEIVABLE / MICROENTERPRISE LOAN REC	786,050.64	
135.00-00	CURRENT ASSETS / INTEREST RECEIVABLE	60,364.02	
143.10-00	OTHER RECEIVABLE / MORTGAGE RECEIVABLE	2,867,127.01	
143.20-00	OTHER RECEIVABLE / ALLOWANCE FOR MTG REC		2,867,127.01
151.15-00	INVESTMENTS / INVESTMENTS FMIT	442,810.26	
151.16-00	INVESTMENTS / INVESTMTS MM MORGAN STANL	232,078.12	
151.18-00	INVESTMENTS / INVESTMENT -MM FLA SHORES	854,345.32	
151.29-00	INVESTMENTS / TD BK-GLDMN SACHS TREA OB		748,542.80
151.31-00	INVESTMENTS / INVESTMENTS MBIA CRA FUND	5,419,993.96	
151.70-00	INVESTMENTS / INCR (DCR) FAIR VALUE INV		9,728.72
155.00-00	ASSETS & OTHER DEBITS / PREPAID EXPENSES	5,868.96	
161.90-00	FIXED ASSETS / LAND	32,739,983.77	
161.90-10	LAND / DONATED ASSETS	497,301.18	
162.90-00	FIXED ASSETS / BUILDINGS	1,280.00	
	<b>TOTAL ASSETS</b>		<b>39,412,081.65</b>
LIABILITIES			
201.10-00	VOUCHERS PAYABLE / VOUCHERS PAYABLE-WATER UT	1,036.00	
205.00-00	LIABILITIES & OTHER CRS / CONTRACTS PAY RETAINAGE		231,403.03
220.10-00	DEPOSITS / DEPOSITS PAYABLE		12,760.80
223.00-00	LIABILITIES & OTHER CRS / DEFERRED REVENUE		4,500.00
229.16-00	OTHER LIABILITIES / SALES TAX PAYABLE CRA		521.25
236.90-00	OTHER LONG TERM LIABILITY / ADVANCES FR OTHER FUNDS		2,500,000.00
	<b>TOTAL LIABILITIES</b>		<b>2,748,149.08</b>
FUND EQUITY			
245.10-00	FUND EQUITY / RESERVE FOR ENCUMBRANCES		2,633,560.99
247.95-00	FUND BAL OTHER RESERVES / RESERVE CRA ASSETS RESALE		33,228,434.95
	<b>FUND BALANCE</b>		<b>801,936.63</b>
	<b>TOTAL FUND EQUITY</b>		<b>36,663,932.57</b>

NW CRA

PREPARED 10/12/2015, 8:40:43  
PROGRAM GM263L  
THE CITY OF POMPANO BEACH, FLORIDA

2015 BALANCE SHEET

PAGE 2 OF 2  
ACCOUNTING PERIOD 12/2015  
Suppression = Y

-----  
150 NORTHWEST CRA DIST. FUND

DEBITS

CREDITS  
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TOTAL LIABILITIES AND FUND EQUITY

39,412,081.65

NORTHWEST CRA  
 DETAIL FOR STATEMENT OF ACTIVITIES (REVENUES)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL
TAXES				
150-0000-311.90-10	CRA TIF REVENUE-COUNTY	2,647,363	2,647,363	2,627,831
150-0000-311.90-20	CRA TIF REVENUE-CITY	2,309,943	2,309,943	2,284,877
150-0000-311.90-30	CRA TIF REVENUE-NBHD	854,089	854,089	767,193
150-0000-311.90-40	CRA TIF REVENUE-CHILD COU	237,534	237,534	234,986
*	TAXES	<u>6,048,929</u>	<u>6,048,929</u>	<u>5,914,887</u>
INTERGOVERNMENTAL REVENUE				
150-0000-338.70-00	BROWARD CTY LIBRARY REIMB	263,800	263,800	125,305
*	INTERGOVERNMENTAL REVENUE	<u>263,800</u>	<u>263,800</u>	<u>125,305</u>
CHARGES FOR SERVICES				
150-0000-345.20-00	MICROENTER LOAN REVENUE	79,227	79,227	48,719
*	CHARGES FOR SERVICES	<u>79,227</u>	<u>79,227</u>	<u>48,719</u>
MISCELLANEOUS REVENUES				
150-0000-361.10-00	INTEREST EARNINGS	40,000	40,000	144,201
150-0000-361.35-00	INT REALIZED GAIN (LOSS)	0	0	46,730
150-0000-362.10-00	BUILDING RENT	159,534	159,534	98,394
150-0000-362.60-00	CONCESSIONS & ROYALTIES	18,000	18,000	25,425
150-0000-366.45-00	OTHER DONATIONS	0	0	500
150-0000-369.92-00	OTHER REVENUES	0	0	1,304
*	MISCELLANEOUS REVENUES	<u>217,534</u>	<u>217,534</u>	<u>223,094</u>
OTHER FINANCING SOURCES				
150-0000-392.10-00	BUDGETARY FUND BALANCE	409,059	600,406	0
150-0000-392.30-00	PROJECT FUND BALANCE	0	13,100,128	0
*	OTHER FINANCING SOURCES	<u>409,059</u>	<u>13,700,534</u>	<u>0</u>
		7,018,549	20,310,024	6,312,005

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	BALANCE
OPERATING EXPENSES						
150-1910-539.31-30	SPECIAL LEGAL	100,000	136,000	117,253	0	18,747
150-1910-539.31-40	MANAGEMENT CONSULTING	818,033	848,099	751,877	270,771-	366,993
150-1910-539.31-60	OTHER PROFESSIONAL	186,000	319,329	250,300	65,367	3,662
150-1910-539.31-65	CITY STAFF	67,163	67,163	42,248	0	24,915
150-1910-539.31-66	MICRO LOAN ADMIN	360,000	325,834	325,830	3	1
150-1910-539.31-67	DOWNTOWN PB MGMT CRA	325,000	306,234	288,858	21,332	3,956-
150-1910-539.32-10	ACCOUNTING & AUDITING	6,040	6,040	6,040	0	0
150-1910-539.34-30	SECURITY CONTRACT CRA	315,000	313,241	260,978	51,367	896
150-1910-539.39-15	ADMINISTRATIVE SVC CRA	49,004	54,854	54,354	0	500
150-1910-539.39-20	CENTRAL SVCS CHGS	28,574	28,574	28,574	0	0
150-1910-539.39-60	INSUR SVC CHGS -HEALTH	6,607	6,607	6,607	0	0
150-1910-539.39-65	INSUR SVC CHGS -RISK MGMT	845	845	845	0	0
150-1910-539.39-90	INFORMATION TECH CHARGES	8,344	8,344	8,344	0	0
150-1910-539.40-10	TRAVEL EDUCATION MEMBER	10,000	10,000	9,883	0	117
150-1910-539.41-20	POSTAGE	6,000	6,000	1,990	0	4,010
150-1910-539.43-40	WATER AND WASTEWATER	15,000	15,000	16,723	0	1,723-
150-1910-539.44-10	RENTALS & LEASES	185,000	189,269	181,365	1,357	6,547
150-1910-539.45-85	OTHER INSURANCE PREMIUMS	10,000	10,000	5,085	0	4,915
150-1910-539.46-50	SPECIAL SERVICES	225,000	222,794	141,929	1,153	79,712
150-1910-539.46-60	DEMOLITION SERVICES	25,000	94,566	60,304	9,850	24,412
150-1910-539.46-90	CRA COMMUNITY GARDEN	255,000	160,000	2,380	38,367	119,253
150-1910-539.48-10	ADVERTISING	20,000	20,000	8,238	0	11,762
150-1910-539.48-50	MARKETING SPECIAL EVENTS	165,000	170,630	169,231	2,073	674-
150-1910-539.49-30	TAXES	23,000	28,946	28,946	0	0
150-1910-539.49-50	CREDIT CARD BANK FEES	0	200	391	0	191-
150-1910-539.51-10	OFFICE SUPPLIES	15,000	15,000	8,097	114	6,789
150-1910-539.52-15	SMALL TOOLS MINOR EQUIP	2,500	48,290	14,888	18,304	15,098
150-1910-539.54-10	PUBLICATIONS	1,000	1,000	724	0	276
* OPERATING EXPENSES		3,228,110	3,412,859	2,792,282	61,484-	682,061
CAPITAL						
150-1910-539.63-00	IMPROVE OTHER THAN BLDGS	0	7,188	7,188	0	0
150-1910-539.65-09	LAND ACQUISITION	0	3,013,711	2,525,763	5,390	482,558
150-7373-539.65-09	LAND ACQUISITION	0	816	0	0	816
150-7386-539.65-12	CONSTRUCTION	0	33,774	14,325	14,802	4,647
150-7417-539.65-03	OUTSIDE CONSULTING/DESIGN	0	527,983	181,555	346,427	1
150-7417-539.65-12	CONSTRUCTION	0	1,181,451	1,181,266	0	185
150-7418-539.65-12	CONSTRUCTION	0	21,484	21,484	0	0
150-7419-539.65-03	OUTSIDE CONSULTING/DESIGN	0	77,247	45,048	11,883	20,316
150-7488-539.65-12	CONSTRUCTION	0	5,032,580	2,996,770	1,966,916	68,894
150-7489-539.65-12	CONSTRUCTION	0	145,619	30,997	30,269	84,353
150-7490-539.65-12	CONSTRUCTION	0	1,776,115	1,689,208	86,907	0
150-7492-539.65-12	CONSTRUCTION	0	24,471	0	24,472	1-
150-7493-539.65-12	CONSTRUCTION	0	6,951	6,951	0	0
150-7494-539.65-12	CONSTRUCTION	12,561	98,199	0	0	98,199
150-7495-539.65-12	CONSTRUCTION	390	231,660	14,600	0	217,060

NORTHWEST CRA  
 DETAIL FOR STATEMENT OF ACTIVITIES (EXPENDITURES)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	BALANCE
CAPITAL						
150-7496-539.65-12	CONSTRUCTION	0	400,000	0	0	400,000
150-7571-539.65-12	CONSTRUCTION	0	60,000	0	0	60,000
* CAPITAL		<u>12,951</u>	<u>12,639,249</u>	<u>8,715,155</u>	<u>2,487,066</u>	<u>1,437,028</u>
DEBT SERVICE						
150-1910-539.71-20	REVENUE BOND	2,162,163	2,162,163	2,162,162	0	1
150-1910-539.72-10	INTEREST EXPENSE	592,811	367,811	367,811	0	0
* DEBT SERVICE		<u>2,754,974</u>	<u>2,529,974</u>	<u>2,529,973</u>	<u>0</u>	<u>1</u>
GRANT IN AID						
150-1910-539.83-07	SUBSTANTIAL HOUSING REHAB	0	68,659	68,659	0	0
150-1910-539.83-14	INFILL HOUSING	0	86,420	0	65	86,355
150-1910-539.83-42	CRA FACADE IMPRV & INCENT	100,000	323,841	48,494	21,766	253,581
150-1910-539.83-43	CRA BUSINESS ATTRCT & DEV	200,000	466,468	40,910	170,175	255,383
150-1910-539.83-44	CRA BUSI ATTRACT ETA NU	0	250,000	0	0	250,000
150-1910-539.83-55	ECONOMIC DEVELOPMENT	100,000	110,000	99,928	10,000	72
150-1910-539.84-15	CRA MICROL BUSI INCUBATOR	50,000	50,849	30,865	3,013	16,971
* GRANT IN AID		<u>450,000</u>	<u>1,356,237</u>	<u>288,856</u>	<u>205,019</u>	<u>862,362</u>
OTHER						
150-1910-539.99-10	CONTINGENCY	72,514	0	0	0	0
150-1910-539.99-20	WORKING CAPITAL RESERVE	500,000	371,705	0	0	371,705
* OTHER		<u>572,514</u>	<u>371,705</u>	<u>0</u>	<u>0</u>	<u>371,705</u>
** NORTHWEST CRA DIST. FUND		7,018,549	20,310,024	14,326,266	2,630,601	3,353,157
		<u>7,018,549</u>	<u>20,310,024</u>	<u>14,326,266</u>	<u>2,630,601</u>	<u>3,353,157</u>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	BALANCE
CAPITAL						
150-1910-539.65-09	LAND ACQUISITION	0	3,013,711	2,525,763	5,390	482,558
**	NORTHWEST CRA	0	3,013,711	2,525,763	5,390	482,558
***	OTHER PHYSICAL ENVIRONMT	0	3,013,711	2,525,763	5,390	482,558
CAPITAL						
150-7373-539.65-09	LAND ACQUISITION	0	816	0	0	816
**	10996NW CRA MLK PROP ACQ	0	816	0	0	816
CAPITAL						
150-7386-539.65-12	CONSTRUCTION	0	33,774	14,325	14,802	4,647
**	10109CRA HUNTERS MANOR P1	0	33,774	14,325	14,802	4,647
***	CAPITAL PROJECTS	0	34,590	14,325	14,802	5,463
CAPITAL						
150-7417-539.65-03	OUTSIDE CONSULTING/DESIGN	0	527,983	181,555	346,427	1
150-7417-539.65-12	CONSTRUCTION	0	1,181,451	1,181,266	0	185
**	11139 LIBRARY CULTURAL CT	0	1,709,434	1,362,821	346,427	186
CAPITAL						
150-7418-539.65-12	CONSTRUCTION	0	21,484	21,484	0	0
**	11140 ENVIRONMTL REMEDIAT	0	21,484	21,484	0	0
CAPITAL						
150-7419-539.65-03	OUTSIDE CONSULTING/DESIGN	0	77,247	45,048	11,883	20,316
**	11141 CRA EDUCAT CORRIDOR	0	77,247	45,048	11,883	20,316
CAPITAL						
150-7488-539.65-12	CONSTRUCTION	0	5,032,580	2,996,770	1,966,916	68,894
**	13210 CRA DOWNTWN POMP ST	0	5,032,580	2,996,770	1,966,916	68,894
CAPITAL						
150-7489-539.65-12	CONSTRUCTION	0	145,619	30,997	30,269	84,353
**	13211 CRA 731 MLK	0	145,619	30,997	30,269	84,353
CAPITAL						
150-7490-539.65-12	CONSTRUCTION	0	1,776,115	1,689,208	86,907	0
**	13212 CRA ALI BLDG 4TH 4T	0	1,776,115	1,689,208	86,907	0
CAPITAL						
150-7492-539.65-12	CONSTRUCTION	0	24,471	0	24,472	1-
**	13214 CRA 6TH AV SHOPPES	0	24,471	0	24,472	1-
CAPITAL						
150-7493-539.65-12	CONSTRUCTION	0	6,951	6,951	0	0
**	13215 CRA BAILEY HOTEL	0	6,951	6,951	0	0
CAPITAL						
150-7494-539.65-12	CONSTRUCTION	12,561	98,199	0	0	98,199
**	13216 CRA COMMERL KITCHEN	12,561	98,199	0	0	98,199
CAPITAL						
150-7495-539.65-12	CONSTRUCTION	390	231,660	14,600	0	217,060
**	13217 CRA 370 N FLAGLER	390	231,660	14,600	0	217,060
CAPITAL						
150-7496-539.65-12	CONSTRUCTION	0	400,000	0	0	400,000
**	13218 CRA COLLIER CTY 12	0	400,000	0	0	400,000
***	CAPITAL PROJECT	12,951	9,523,760	6,167,879	2,466,874	889,007
CAPITAL						
150-7571-539.65-12	CONSTRUCTION	0	60,000	0	0	60,000

NORTHWEST CRA BOND  
DETAIL FOR PROJECTS ONLY (BY PROJECT NAME)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	BALANCE
	CAPITAL					
**	15293 NWCRA 737 MLK BLVD	0	60,000	0	0	60,000
***	CAPITAL PROJECT	0	60,000	0	0	60,000
****	NORTHWEST CRA DIST. FUND	12,951	12,632,061	8,707,967	2,487,066	1,437,028
		12,951	12,632,061	8,707,967	2,487,066	1,437,028

# East CRA

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160 EAST/BEACH CRA DIST. FUND

	DEBITS	CREDITS
<hr/>		
ASSETS		
101.30-10 CASH IN BANK / CASH IN BANK BBT CRA	1,265,358.72	
104.10-00 ASSETS & OTHER DEBITS / EQUITY IN POOLED CASH		106,711.25
135.00-00 CURRENT ASSETS / INTEREST RECEIVABLE	24,062.93	
151.10-00 INVESTMENTS / INVESTMENTS SBA	3,363.07	
151.15-00 INVESTMENTS / INVESTMENTS FMIT	150,537.93	
151.16-00 INVESTMENTS / INVESTMTS MM MORGAN STANL	107,340.23	
151.18-00 INVESTMENTS / INVESTMENT -MM FLA SHORES	619,632.43	
151.29-00 INVESTMENTS / TD BK-GLDMN SACHS TREA OB	274,633.74	
151.31-00 INVESTMENTS / INVESTMENTS MBIA CRA FUND	3,506,491.69	
151.70-00 INVESTMENTS / INCR (DCR) FAIR VALUE INV		4,034.28
155.00-00 ASSETS & OTHER DEBITS / PREPAID EXPENSES	1,740.14	
TOTAL ASSETS		5,842,415.35
LIABILITIES		
205.00-00 LIABILITIES & OTHER CRS / CONTRACTS PAY RETAINAGE		6,167.40
TOTAL LIABILITIES		6,167.40
FUND EQUITY		
245.10-00 FUND EQUITY / RESERVE FOR ENCUMBRANCES		321,703.54
FUND BALANCE		5,514,544.41
TOTAL FUND EQUITY		5,836,247.95
TOTAL LIABILITIES AND FUND EQUITY		5,842,415.35

EAST CRA  
 DETAIL FOR STATEMENT OF ACTIVITIES (REVENUES)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL
TAXES				
160-0000-311.90-10	CRA TIF REVENUE-COUNTY	1,015,956	1,015,956	1,018,358
160-0000-311.90-20	CRA TIF REVENUE-CITY	885,204	885,204	884,080
160-0000-311.90-30	CRA TIF REVENUE-NBHD	327,299	327,299	296,847
*	TAXES	<u>2,228,459</u>	<u>2,228,459</u>	<u>2,199,285</u>
MISCELLANEOUS REVENUES				
160-0000-361.10-00	INTEREST EARNINGS	12,000	12,000	51,489
160-0000-361.35-00	INT REALIZED GAIN (LOSS)	0	0	12,822-
160-0000-369.28-00	OTHER REIMBURSEMENTS	0	320,689	0
*	MISCELLANEOUS REVENUES	<u>12,000</u>	<u>332,689</u>	<u>38,667</u>
OTHER SOURCES				
160-0000-381.10-01	TRANSFER FROM FUND 001	0	201,149	201,149
*	OTHER SOURCES	<u>0</u>	<u>201,149</u>	<u>201,149</u>
OTHER FINANCING SOURCES				
160-0000-392.10-00	BUDGETARY FUND BALANCE	3,180,676	3,207,690	0
160-0000-392.30-00	PROJECT FUND BALANCE	0	2,258,004	0
*	OTHER FINANCING SOURCES	<u>3,180,676</u>	<u>5,465,694</u>	<u>0</u>
		5,421,135	8,227,991	2,439,101

EAST CRA  
 DETAIL FOR STATEMENT OF ACTIVITIES (EXPENDITURES)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	BALANCE
OPERATING EXPENSES						
160-1920-539.31-30	SPECIAL LEGAL	7,500	62,500	49,030	3,465	10,005
160-1920-539.31-40	MANAGEMENT CONSULTING	204,508	236,109	188,769	59,347-	106,687
160-1920-539.31-60	OTHER PROFESSIONAL	203,000	120,274	45,910	3,794	70,570
160-1920-539.31-65	CITY STAFF	16,791	16,791	8,337	0	8,454
160-1920-539.32-10	ACCOUNTING & AUDITING	2,752	2,752	2,752	0	0
160-1920-539.39-15	ADMINISTRATIVE SVC CRA	12,556	16,756	16,373	0	383
160-1920-539.39-20	CENTRAL SVCS CHGS	7,725	7,725	7,725	0	0
160-1920-539.39-60	INSUR SVC CHGS -HEALTH	3,218	3,218	3,218	0	0
160-1920-539.39-65	INSUR SVC CHGS -RISK MGMT	133	133	133	0	0
160-1920-539.39-90	INFORMATION TECH CHARGES	1,351	1,351	1,351	0	0
160-1920-539.40-10	TRAVEL EDUCATION MEMBER	4,000	4,000	2,425	0	1,575
160-1920-539.41-20	POSTAGE	800	800	33	0	767
160-1920-539.48-10	ADVERTISING	5,500	5,600	5,210	100	290
160-1920-539.48-50	MARKETING SPECIAL EVENTS	125,000	142,042	126,415	11,062	4,565
160-1920-539.51-10	OFFICE SUPPLIES	1,500	1,500	0	0	1,500
160-1920-539.52-15	SMALL TOOLS MINOR EQUIP	1,000	1,000	734	0	266
160-1920-539.54-10	PUBLICATIONS	500	500	181	0	319
* OPERATING EXPENSES		597,834	623,051	458,596	40,926-	205,381
CAPITAL						
160-1920-539.61-00	LAND HELD FOR RESALE	0	1,000,000	0	0	1,000,000
160-1920-539.63-00	IMPROVE OTHER THAN BLDGS	0	1,797	1,797	0	0
160-7388-539.65-12	CONSTRUCTION	0	13,164	0	0	13,164
160-7389-539.65-12	CONSTRUCTION	0	7,295	0	0	7,295
160-7497-539.65-03	OUTSIDE CONSULTING/DESIGN	0	36,023	35,924	0	99
160-7497-539.65-12	CONSTRUCTION	0	649,387	634,497	0	14,890
160-7509-539.65-11	EQUIPMENT	0	320,689	0	320,689	0
160-7548-539.65-12	CONSTRUCTION	155,333	155,333	71,328	41,866	42,139
* CAPITAL		155,333	2,183,688	743,546	362,555	1,077,587
GRANT IN AID						
160-1920-539.83-42	CRA FACADE IMPRV & INCENT	0	432,889	13,750	0	419,139
160-1920-539.83-43	CRA BUSINESS ATTRCT & DEV	0	320,395	100	75	320,220
* GRANT IN AID		0	753,284	13,850	75	739,359
OTHER						
160-1920-539.91-33	INTERFUND TRANS TO 314	1,097,968	1,097,968	1,097,968	0	0
160-1920-539.99-10	CONTINGENCY	2,070,000	2,070,000	0	0	2,070,000
160-1920-539.99-20	WORKING CAPITAL RESERVE	1,500,000	1,500,000	0	0	1,500,000
* OTHER		4,667,968	4,667,968	1,097,968	0	3,570,000
** EAST/BEACH CRA DIST. FUND		5,421,135	8,227,991	2,313,960	321,704	5,592,327

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	BALANCE
CAPITAL						
160-7388-539.65-12	CONSTRUCTION	0	13,164	0	0	13,164
**	10111 ATL BLVD ST US1 A1A	0	13,164	0	0	13,164
CAPITAL						
160-7389-539.65-12	CONSTRUCTION	0	7,295	0	0	7,295
**	10112PB BLVD STSCAP NORTH	0	7,295	0	0	7,295
***	CAPITAL PROJECTS	0	20,459	0	0	20,459
CAPITAL						
160-7497-539.65-03	OUTSIDE CONSULTING/DESIGN	0	36,023	35,924	0	99
160-7497-539.65-12	CONSTRUCTION	0	649,387	634,497	0	14,890
**	13219 CRA BEACH LIBRARY	0	685,410	670,421	0	14,989
***	CAPITAL PROJECT	0	685,410	670,421	0	14,989
CAPITAL						
160-7509-539.65-11	EQUIPMENT	0	320,689	0	320,689	0
**	14231 ATL BLVD ST LIGHTIN	0	320,689	0	320,689	0
CAPITAL						
160-7548-539.65-12	CONSTRUCTION	155,333	155,333	71,328	41,866	42,139
**	15270 CRA ADDITN'L STREET	155,333	155,333	71,328	41,866	42,139
***	CAPITAL PROJECT	155,333	476,022	71,328	362,555	42,139
****	EAST/BEACH CRA DIST. FUND	155,333	1,181,891	741,749	362,555	77,587
		155,333	1,181,891	741,749	362,555	77,587

# East CRA Bond

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 314 EAST CRA BOND 2013 SERIES

		DEBITS	CREDITS
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ASSETS			
101.20-00	CASH / CASH IN MM SVGS - BB & T	4,258,826.98	
101.30-10	CASH IN BANK / CASH IN BANK BBT CRA		1,097,968.01
104.10-00	ASSETS & OTHER DEBITS / EQUITY IN POOLED CASH	922,216.32	
	TOTAL ASSETS		4,083,075.29
LIABILITIES			
	TOTAL LIABILITIES		=====
			.00
FUND EQUITY			
245.10-00	FUND EQUITY / RESERVE FOR ENCUMBRANCES		1,173,261.67
	FUND BALANCE		2,909,813.62
	TOTAL FUND EQUITY		=====
			4,083,075.29
	TOTAL LIABILITIES AND FUND EQUITY		4,083,075.29

EAST CRA BOND  
 DETAIL FOR STATEMENT OF ACTIVITIES (REVENUES)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL
MISCELLANEOUS REVENUES				
314-0000-361.10-00	INTEREST EARNINGS	0	0	403
*	MISCELLANEOUS REVENUES	<u>0</u>	<u>0</u>	<u>403</u>
OTHER SOURCES				
314-0000-381.11-60	TRANSFER FROM FUND 160	1,097,968	1,097,968	1,097,968
*	OTHER SOURCES	<u>1,097,968</u>	<u>1,097,968</u>	<u>1,097,968</u>
OTHER FINANCING SOURCES				
314-0000-392.10-00	BUDGETARY FUND BALANCE	50,000	50,000	0
314-0000-392.30-00	PROJECT FUND BALANCE	0	4,416,556	0
*	OTHER FINANCING SOURCES	<u>50,000</u>	<u>4,466,556</u>	<u>0</u>
		1,147,968	5,564,524	1,098,371

EAST CRA BOND  
 DETAIL FOR STATEMENT OF ACTIVITIES (EXPENDITURES)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	BALANCE
CAPITAL						
314-7518-539.65-12	CONSTRUCTION	0	1,354,899	191,638	1,141,354	21,907
314-7519-539.65-12	CONSTRUCTION	0	859,654	53,699	0	805,955
314-7521-539.65-14	CRA PUBLIC ART	0	100,000	0	0	100,000
*	CAPITAL	0	2,314,553	245,337	1,141,354	927,862
DEBT SERVICE						
314-1960-539.71-10	DEBT PRINCIPAL	640,000	640,000	640,000	0	0
314-1960-539.72-10	INTEREST EXPENSE	457,968	457,968	457,968	0	0
*	DEBT SERVICE	1,097,968	1,097,968	1,097,968	0	0
GRANT IN AID						
314-1960-539.83-42	CRA FACADE IMPRV & INCENT	0	2,102,003	90,000	10,000	2,002,003
*	GRANT IN AID	0	2,102,003	90,000	10,000	2,002,003
OTHER						
314-1960-539.99-10	CONTINGENCY	50,000	50,000	0	0	50,000
*	OTHER	50,000	50,000	0	0	50,000
**	EAST CRA BOND 2013 SERIES	1,147,968	5,564,524	1,433,305	1,151,354	2,979,865
		1,147,968	5,564,524	1,433,305	1,151,354	2,979,865

EAST CRA BOND  
 DETAIL FOR PROJECTS ONLY (BY PROJECT NAME)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	CURRENT ENCUMBRANCES	BALANCE
CAPITAL						
314-7518-539.65-12	CONSTRUCTION	0	1,354,899	191,638	1,141,354	21,907
**	13240 CRA ATL BLVD BRIDGE	0	1,354,899	191,638	1,141,354	21,907
CAPITAL						
314-7519-539.65-12	CONSTRUCTION	0	859,654	53,699	0	805,955
**	13241 CRA STREETSC IMPROV	0	859,654	53,699	0	805,955
CAPITAL						
314-7521-539.65-14	CRA PUBLIC ART	0	100,000	0	0	100,000
**	13243 CRA PUBLIC ART	0	100,000	0	0	100,000
***	CAPITAL PROJECT	0	2,314,553	245,337	1,141,354	927,862
****	EAST CRA BOND 2013 SERIES	0	2,314,553	245,337	1,141,354	927,862
		0	2,314,553	245,337	1,141,354	927,862