



Agenda Item #7.B.
April 12, 2018

20 N. Swinton Avenue
Delray Beach, FL 33444

~ CRA BOARD SUMMARY ~

TO: CRA Board of Commissioners
FROM: Kevin Matthews, Project Manager
THROUGH: Jeff Costello, CRA Executive Director
DATE: April 12, 2018
RE: CRA Work Plan Monthly Progress Report, March 2018

Recommended Action:

Receive and File

Background:

Attached please find the CRA Monthly Work Plan Progress Report for March 2018. Activities are grouped into generalized categories. The initials listed before an item indicates the staff person who is primarily involved in the activity.

CRA Attorney Review:

N/A

Finance Review:

N/A

Funding Source/Financial Impact:

N/A

Timing of Request:

N/A

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Item #	Project Description	Emp.	Status
AREAWIDE & NEIGHBORHOOD PLANS			
1.	West Atlantic Avenue Redevt.		
a.	The Set Transformation Plan	JC/KC	Consideration of The Set Transformation Plan by WARC took place on December 7th and was approved for implementation (with acknowledged edits for the final plan document) by Resolution No. 2017-01, 2017. The Plan was approved by the CRA Board at the 1-11-18 CRA meeting, as presented with recommended changes from the 12-14-17 meeting. A presentation of the Plan was made to the City Commission at the 1-23-18 meeting. The WARC Board presented the recommended changes by the CRA Board on 2-01-18 and requested that the new preface to the plan include more information regarding WARC's engagement as well as the definition of the CMT to include the NWSWNA and The Village Elders. The CRA Board approved a time extension to May 2, 2018 via a 3rd Amendment to the IBI WA. Final adoption by the City Commission is anticipated in May 2018.
b.	Land acquisition	JC/KC	Pursuit of acquisitions on-going. Negotiations are on-going for several key commercial and residential properties in The Set to continue revitalization efforts and meet affordable housing objectives.
	1) SW 900 Block – (WAA between SW 9 th and SW 10 th Avenues)	JC/KC	No updates at this time.
	2) North 600 Block (NW 6 th – 7 th Ave)	JC/DL/KC	No updates at this time.
	3) South 600-800 Blocks (SW 6 th to 9 th Aves)	JC/RJ/ KC/JG/DL	<p>47 SW 8th Ave (Temple) – The CRA Board approved the P&S Agmt and Residential Lease Agmt on 11-10-17. The projected closing date was 01-10-18 however, there are a number of Title Objections that are in the process of being addressed. Closing pending resolution of the title issues.</p> <p>46 SW 8th Ave – The CRA acquired this property on 10-03-16 and the property is currently vacant. Staff applied for a Solid Waste Authority (SWA) Blighted and Distressed Property Clean-up and Beautification Grant for the demolition of the structure and was notified on 2-28-18 that the CRA was awarded \$54,058.38. An Interlocal Agreement between SWA and the CRA was approved by the Board at the 3-22-18 meeting. The CRA executed an agreement for the demolition of the property and a Notice to Proceed was issued in March 2018. The demolition is scheduled to take place within the 2-3 months.</p> <p>606 W. Atlantic Ave et.al. - On 6-8-17, the CRA Board approved a Purchase and Sale Agreement with Pasadena Capital for SW 600 Block CRA-owned Properties (north half of block) with a sales price of \$2 million for the development of a Publix grocery store. In November, Pasadena Capital, Inc. notified the CRA that the Publix Real Estate Committee decided not to proceed with the project. Pasadena Capital exercised its right to terminate the</p>

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			<p>Purchase and Sale Agreement. On 12-1-17, the CRA received a letter from Publix indicating that the Real Estate Committee approved the site contingent that the date of construction commencement be no sooner than 12-31-22. On 12-6-17, the CRA received a letter from Pasadena Capital requesting the CRA reinstate the agreement. At its meeting of 12-14-17, the Board authorized staff and counsel to negotiate the sale and purchase with Pasadena and publish notice as required. In response to the Notice, Letters of Interest (LOI) were received from other development firms for the CRA-owned properties within the SW 600-700-800 Blocks. Said LOIs were presented to the Board for consideration/direction at the 2-8-18 meeting, along with the Purchase & Sale Agreement with Pasadena Capital. The Board did not approve the agreement with Pasadena. They also rejected the LOIs and directed staff to issue a Request for Qualifications/Proposals for the CRA-Owned properties. At the 2-22-18 CRA Board meeting, the Board voted to reconsider the Board's action taken on 2-8-18. Resolution No. 2018-01 authorizing the sale and conveyance of the subject property to Pasadena Capital, Inc., was presented to the Board for consideration 3-8-18 meeting. Said resolution was not approved.</p> <p>SW 600 – 900 Block RFP - CRA staff has been meeting with WARC's Economic Development Committee and members of the community to discuss in more detail the local hiring initiatives, opportunities for local businesses, and other refinements to the RFP. At the 2-8-17 CRA Board meeting, CRA staff, along with its Consultant, Redevelopment Management Associates (RMA), presented the Board with various solicitation methods for the development of the CRA-owned properties in the SW 600-700-800 blocks of West Atlantic Avenue and introduced the concept of a Request for Qualification/Proposals ("RFQ/P"). The 900 block of West Atlantic Avenue was included in the RFQ/P to possibly alleviate the parking demands on the 600-700-800 blocks of West Atlantic Avenue. The item was discussed in more detail at the 2-22-18 Board Workshop, the 3-8-18 and 3-22-18 CRA Board meetings, and will be further discussed at the 4-12-18 regular meeting.</p> <p>19 NW 10th Avenue – The CRA acquired this property on 10-03-16 and the property is currently vacant. Staff applied for a Solid Waste Authority (SWA) Blighted and Distressed Property Clean-up and Beautification Grant for the demolition of the structure and was notified on 2-28-18 that the CRA was awarded \$54,058.38. An Interlocal Agreement between SWA and the CRA was approved by the Board at the 3-22-18 meeting. The CRA executed an agreement for the demolition of the property and a Notice to Proceed was issued in March 2018. The demolition is scheduled to take place within the 2-3 months.</p> <p>15 NW 11th Avenue – At the 2-22-18 meeting, the Board approved CRA Resolution No. 2018-02 for the Agreement for Purchase and Sale with Foundation Hope for Haiti for the acquisition of 15 NW 11th Avenue for the purchase price of \$250,000. The anticipated closing</p>
	4) 700-1000 Blocks (NW 7 th – 11 th Ave)	JC/DL/KC	

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			<p>date is 5-1-18. 51 NW 9th Avenue (Desjean) - At the 2-22-18 meeting, the Board approved CRA Resolution No. 2018-03 for the Agreement for Purchase and Sale with Robert and Cathie Desjean for the acquisition of 51 NW 9th Avenue for the purchase price of \$264,000. The anticipated closing date is 5-1-18.</p>
	<p>5) Unique Oil (805 W. Atlantic)</p>	<p>JC/DL</p>	<p>The most recent groundwater sampling event was conducted on 1-8-18. Groundwater from all on-site monitoring wells was below GCTL's (Groundwater Cleanup Target Levels), but the well (MW-21) within the median of Atlantic Avenue remains contaminated. The remediation system is anticipated to be turned off in the near future. The remediation system will potentially not be restarted after the next shut-down. If not restarted, all of the above ground plumbing (pipes) and fencing will be removed and all of the AS/SVE (Air Sparge / Soil Vapor Extraction) wells will be abandoned. The monitoring wells will not be abandoned. Final decision from Palm Beach County Dept. of Environmental Resources Management is pending. The monitoring wells will be used to collect quarterly groundwater samples for Post Active Remediation Monitoring which will begin in 2018. The Set Branding: On 9-26-17, the City Commission approved a waiver to the Temporary Non-Commercial Signs regulations to install banners promoting The Set on the screening fence. The fence around the facilities where the banners were to be placed was damaged by Hurricane Irma. Temporary repairs to the fencing were completed in late December 2017. Being that the fencing may be removed upon the removal of the remediation system; staff is currently reviewing other options to install banners/signage promoting The Set.</p>
	<p>6) 1100 Block (SW 11th – 12th Ave)</p>	<p>JC/KC</p>	<p>No activity to report at this time.</p>
	<p>7) SW 13th Ave and SW 14th Ave</p>	<p>JC/KW</p>	<p>The CRA is currently negotiating a potential acquisition in the 200 block of SW 14th Avenue.</p>
<p>c.</p>	<p>W. Atlantic Avenue Beautification/I-95 Interchange</p>	<p>BK</p>	<p>On 5-25-17, the CRA Board approved a not to exceed amount of \$142,681.33 for the stamped asphalt crosswalk, two upgraded light poles, and design services for Kimley-Horn to address utility relocation and conflicts associated with the project within the CRA district. A three party escrow local funding agreement between FDOT, the City, and the State of Florida, Department of Financial Services, Division of Treasury ("Escrow Agent") was approved by the City commission on 9-26-17. The project is being administered by FDOT. Letting of the project is tentatively scheduled for April 2018; Notice to Proceed for July 2018, with a 60 days procurement time and 45 days for shop drawings, therefore, construction start is potentially early November 2018.</p>
<p>d.</p>	<p>Project development/implementation</p>		<p>Pending further acquisitions and negotiations with property owners.</p>
	<p>1) 700 Building Repair Improvements</p>	<p>KM/DL</p>	<p>The CRA Board authorized staff to issue a Request for Bids (RFB) for 700 & 708 W Atlantic</p>

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2.	Downtown Master Plan		Avenue Renovations at the 5-11-17 meeting to activate the bays while an RFP is processed to redevelop the 700 Block. The project was completed early December 2017. Hatcher Construction completed the build-out of three (3) bays (710, 712 & 714) and moved into the facility in Jan 2018. On 11-9-17, the CRA Board approved the Agreement with EJS Project (EJS) to lease Suite 700. EJS took occupancy of the unit on 12-21-17. EJS has submitted a request to utilize CRA-owned properties located at 606 and 640 W. Atlantic Avenue to support their Grand Opening Celebration on Friday, 4-6-18. A Temporary Use Agreement between the CRA and EJS Project, Inc. for the use of said CRA-owned properties was approved by the Board at the 3-8-18 meeting. The other tenants in the 700 Building are Klein's Multi-Services and Blanc Fresh Cut Barber Shop and there are currently 2 bays available for lease.
a.	OSS Building Maintenance	IK/BK	Phase II: Additional improvements to HVAC system are urgently needed. The City's Purchasing Department issued the bid for the HVAC upgrades on 12-27-17, with a bid submittal deadline on 1-31-18. The award of the bid is tentatively scheduled for City Commission approval in April 2018.
b.	OSS Park / Campus Improvements	JC/KM	The final Conceptual Master Plan was presented to and approved by the City Commission at the 11-20-17 regular meeting. The master plan will not be presented to Historic Preservation Board (HPB) for consideration at this time. HPB already reviewed the concept and there is not sufficient detail for a formal action by HPB. Each "project" (or "phase") will be brought to HPB (with all appropriate applications) when it designed with materials, colors, etc. It is anticipated that the proposed signs will be the first "project" to be presented to HPB for a certificate of appropriateness. The signage associated with said master plan was discussed at the HPB meeting held on 1-17-18, with positive feedback. A Land Development Regulation (LDR) Amendment to the Sign Regulations will be required because the proposed signage is currently not allowed. The amendment to the LDR is pending.
c.	SE 1 st Street/Swinton - Mast Arm Traffic Signal	BK/IK	On 3-15-16, the City Commission approved ILA between City & County. The anticipated construction start date in February 2017 was delayed due to utility conflicts. FPL requested an additional two (2) months extension to the revised construction start date on 3-7-18. (<i>Palm Beach County is responsible for project construction and oversight</i>).
d.	Downtown Roundabout Trolley – from Tri-Rail station to beach	XF	A presentation to the City Commission of possible options to provide transportation alternatives in the City downtown area was done at the 11-7-17 regular meeting. On 2-22-18, the City Manager presented various initiatives of the Parking Management Plan to provide a more holistic approach to address parking and mobility challenges that require collaboration with various City partners including the CRA.
e.		JC/BK	The plans were completed by Kimley-Horn (KH) through a service authorization with the City.

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	Parking Management Plan (East Atlantic Avenue Crosswalk Upgrades)		FDOT Permit Office approved the plans on 3-3-17. However, a Maintenance Memorandum of Agreement (MMOA) is required for the permit to be released. A service authorization for construction administration with WGI was approved by City Commission on 3-30-17 (\$48,918). These costs have been incorporated into Amendment #2 (FY16-17) to the ILA for Construction/Professional Services which was approved along with FY 2016-17 Budget Amendment #2 by CRA Board on 5-11-17 and further amended on 5-25-17. Amendment #2 to the ILA was approved by City Commission on 6-6-17. The City submitted MMOA No. 7 to FDOT in October 2017. FDOT Permit for the work was issued on 11-7-17. The Bid was advertised to the public on 3-5-18, an optional pre-bid conference was conducted on 3-14-18, and the bid closing date is scheduled for 4-5-18.
f.	Parking Management Plan (Security & Revenue Collection Systems – Level by Level Parking Garage Counting System and License Plate Recognition Software/Equipment)	JA/BK	The City is working with their parking management consultant to scope out equipment/software options and installation. The scope of work was submitted to the City's Purchasing Department and the bid advertisement package is being prepared. Bid advertisement date is pending.
g.	Fourth & Fifth (Old Library Site) Redevelopment (Dumpster Relocation)	JC/DL	As of 1-3-2018, the dumpster enclosure will be housing a 3 phased electrical trash compactor. Cost estimates have been received and a new agreement is being reviewed by CRA's attorney. Revised Site Plan Modification application was submitted on 2-26-2018 and has been approved. CRA Board consideration of the Agreement is anticipated in April 2018.
h.	SE 4 th Avenue Beautification	BK/KM	The City requested a restart to the Project on 3-28-18. The consultant will finalize the design work and coordinate with the developers of <i>iPig</i> , currently under construction.
3.	<u>Southwest Neighborhood Plan</u>		
a.	Roadway Reconstruction (SW Neighborhood) SW 3 rd Court, SW 4 th Street, SW 6 th Street, and SW 7 th Avenue	BK/KM	An agreement with Baxter & Woodman, Inc. DBA Mathews Consulting was approved by the City Commission on 9-26-17 in a not-to-exceed amount of \$579,257, for the design of the project. A project kick-off meeting with the consultant was held on 10-26-17. Survey has been completed for the original project area. A public outreach community meeting to provide project information and answer questions from residents was conducted on 1-10-18 at the City's Swinton Operations Complex. Residents expressed concerns about flooding, speeding, insufficient lighting, type on landscaping, etc. within the area, which will be considered in the design. Change Order No. 1, for additional services to add the design of a reclaimed water main to the project was approved by the City Commission at the 2-20-18 regular meeting in a not-to-exceed amount of \$48,988. The additional survey for the reclaimed water main was also completed. A second change order to the agreement to include landscaping and alleyway lighting is currently being reviewed by staff. The consultant is currently working on 50% design which is anticipated to be submitted to the City by the end of April 2018.

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b.	Block 63 Alley	BK/KM	<p>Wantman Group submitted 100% plan to City for review. 100% plan QA/QC review meeting was held on 2-15-17. An additional \$40,000 was approved for the sewer line replacement as part of Amendment No. 1 to the ILA with the City for construction and professional services, which was approved at the 2-21-17 City Commission meeting. Utility relocation and professional services before the RFB is released. The City is coordinating with utility providers to get the relocation done as soon as possible. The City and CRA are assessing the combination of Blocks 17, 26 & 63 as a single RFB. Utility pole(s) relocation is in progress. Once all services are relocated to the new poles, FP&L will then remove the old poles. The next utility coordination meeting is scheduled for 4-19-18.</p>
c.	SW Neighborhood Alleys	BK/KM	<p>A Work Assignment (WA) with Calvin, Giordano & Associates, Inc. (CGA) for the design of five (5) alleys in the SW Neighborhood was approved by the CRA Board on 6-23-16. The project kick-off meeting was held on 7-11-16 with the Consultant. An updated project progress report was provided to WARC and NWSWA on 11-29-16. 30% QA/QC review meeting held on 12-9-16 with CGA. City requested that the water main in the alley between SW 10th /11th Ave and SW 3rd/4th St., be removed and a new 8" main installed along SW 10th Ave., in the swale, with a stub across to SW 3rd Ct. This required a scope change to the WA with CGA. The WA for the installation of the new 8" water main was approved at the 2-23-17 CRA Board meeting. Consultant submitted 100% plans on 5-26-17. Utility relocation must be done before the project can be advertised. Two (2) of the five (5) designed alleys will be bid out separately along with the relocation of the water main on SW 10th Ave. This is being done because there are less utility conflicts in said alleys and a workaround is possible. The bid was released on 12-12-17, a pre-bid meeting was conducted on 1-4-18, and the bid submittal deadline was 1-24-18. The bids are currently being evaluated by the City's Purchasing Department. Bid Award is tentatively scheduled for City Commission approval in May 2018.</p>
d.	Merritt Park (Playground & Poured in Place Surfacing)	TBD	No activity at this time
e.	Catherine Strong Park (New Building Pool)	TBD	No activity at this time.
4.	Osceola Neighborhood Plan		
a.	Osceola Park Redevelopment Plan Update	JC	No updates at this time.
b.	Residential Area Improvements	CJ/KM/BK	Complete Neighborhood - An RFQ for an entity to oversee all phases of development, design through construction, was issued on 2-15-17. The City completed negotiations with the top ranked firm, Baxter & Woodman, Inc. DBA Mathews Consulting and the agreement was

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5.	Other		approved by the City Commission on 9-26-17 in a not-to-exceed amount of \$815,531. A project design kickoff meeting was held on 10-20-17. The first public meeting for this project was conducted on 11-16-17 at 6 p.m. at the Swinton Operations Complex. The survey work was completed in March 2018. Temporary traffic calming measures including a roundabout, chicanes, and speed cushions were also completed. The consultant is preparing a preliminary design report that will be submitted to the City for review in April 2018.
a.	Reclaimed Water Distribution System – Area 9	CF	The routing of the new reclaimed water piping is being discussed internally (City) to evaluate the most cost effective routing (impacting streets that are in most need of improvement and can pick up the most new service connections). Originally, once the routing was finalized, a service authorization with one of the City's consultant would have been processed, however, the City/CRA has an upcoming project that will cover the same area as considered in Area 9 (Roadway Reconstruction OCI 0-42). The reclaimed water main will be included with that project to achieve a cost savings and minimize disruption in the project area.
b.	Roadway Reconstruction OCI 0-42	BK/KM	City staff currently developing scope for RFQ issuance. No additional updates for March 2018.
c.	Storage Building – 100 Ft. Christmas Tree	IK	The City's consultant, Song + Associates, Inc., has commenced the design work for the new storage facility. The City will provide a project timeline. The City received preliminary conceptual drawings from the consultant on 2-27-18. The City met with Song and Assoc. on 4-3-18 to discuss housing Santa's Villages (expanding size of building) on the Police Impound lot at the Public Works Complex.
d.	Neighborhood Enhancements (Neighborhood Identification Signs)	JC/KC/DL	An update was given and direction asked for at the Set Sustainability Committee meeting on 3-26-18. There was very limited attendance, so it will be presented again at the NW/SW Alliance meeting on 4/16/18. A request was made for more elaborate fonts and the CRA is currently reviewing font options. The sign specifications are being prepared by the CRA's Consultant (Calvin, Giordano & Associates, Inc.).
e.	Sidewalks (Throughout CRA District)	BK/KM	Service Authorization for Kimley-Horn (KH) to provide design services was approved by City Commission on 2-2-16 for an amount of \$73,966.51. On 7-5-16, a Service Authorization with Kimley-Horn and Associates was approved by City Commission (\$6,326.36) for the addition of missing sidewalk segments on NW 8th Ave. from Atlantic Ave. to NW 2 nd St since there was inadequate right-of-way along NW 7th Ave (between NW 2nd and 3rd Streets). CRA and City staff conducted field visits of some of the properties impacted by the project to inform residents/property owners about R/W encroachments on the City's Right of Way. Formal notices were sent by regular mail to the affected residents. KH submitted 100% plans to City. 100% QA/QC meeting with City/KH held on 5-18-17. The project was advertised for bids on

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			10-26-17. A non-mandatory pre-bid meeting was held on 11-2-17 and the bid opening was on 11-29-17. The City Commission awarded a contract to City-Tech Construction, Inc. for the Sidewalk project in a total amount not-to-exceed \$330,012 at the 4-3-18 meeting.
f.	Pompey Park Master Plan	AG/PR	An RFQ for the Pompey Park Community Center And Campus Pre-Design Study And Master Plan was issued on 8-2-17 and closed on 9-6-17 at 2:00 PM. The City has completed their evaluation and negotiations with the selected firm. The City Commission awarded an Agreement to Wannemacher Jensen Architects, Inc. for Pompey Park Community Center & Campus Pre-Design Study & Master Plan Services in a total amount not to exceed \$727,200.00 at the 12-5-17 regular Commission meeting. Parks and Recreation and Pompey stakeholders met with Wannemacher on 1-11-18 for an initial introduction and to discuss the scheduling moving forward. Wannemacher has begun initial site survey and Phase 1 work. A stakeholders meeting for the public was conducted 4-4-18, and one for City staff 4-5-18.
g.	Hilltopper Stadium Restrooms / Concession Stand	BD/PR	The City's Parks & Recreation Department met with the assigned Public Works project manager on 11-27-17 to review the scope and site map. The consultant is currently developing a program list and preparing a space needs analysis outlining the needs. This will include approximate size of each space and function as well as adjacencies between users; conceptual plans should be completed by the end of April 2018.
6.	REDEVELOPMENT PROJECTS NW/SW 5 th Avenue Beautification		
a.	NW 5 th Ave Entrance Feature	JC/DL	Designs were presented at The Set Sustainability Committee meeting on 3-26-18. Those in attendance favored the 3 rd design. With some requested modifications, the (3) designs will be presented again at the NW/SW Alliance meeting on 4/16/18.
b.	NW 5 th Ave Alleys (MLK - Lake Ida Rd)	KM/BK	Construction of three unimproved alleys East and West of NW 5th Avenue between Lake Ida Road and MLK Jr. Dr. Service Authorization with Wantman Group, Inc. was approved by City Commission on 11-17-15 in the amount of \$77,995.00. CRA Board Attorney is assisting in resolving title issues for Block 25 (344 NW 4th Ave) and Lot 11 in Block 26. An informational community meeting was held on 8-29-16. 90% plans submitted on 2-3-17. Utility relocation must be done before the RFB is released. The City will coordinating with utility providers to get the relocation done as soon as possible. FP&L commenced pole relocation in Block 26. FP&L will also review a single pole relocation needed for Block 17. The next utility coordination meeting is scheduled for 4-19-18.
c.	NW/SW 5 th Avenue Project Development/Implementation (Between MLK Jr. Dr. & SW 1 st St.)	JC	No activity at this time.

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7.	Carver Square Neighborhood		
a.	Remediation/site development	JC/RJ/KM/ KC	A RFQ for architectural design services was issued on 4-17-17 and closed on 6-19-17. Ten (10) firms responded to the RFQ. The selection committee met on 7-12-17 to evaluate and rank the respondents. The selection committee's recommendations were approved by the Board at the 8-24-17 meeting. The Selection Committee recommended negotiating with the top two (2) ranked firms for the Carver Square lots and the Andella properties respectively (Brooks + Scarpa Architects and Pasquale Kuritsky Architecture). Staff has concluded negotiations with both firms and the agreements were approved by the Board at the 1-11-18 regular meeting. The survey work for both properties was completed in January 2018 and the design work has commenced. CRA staff met with both consultants for Carver Square and Andella (now Carver Row) Properties design on 2-27-18 and 2-28-18 respectively, to review conceptual sketches for the proposed single family dwellings. Said sketches were presented to the CRA Housing partners at the Housing Collaborative Meeting on 3-14-18. The consultants are now finalizing the conceptual plans/sketches.
8.	Economic Development Initiatives		
a.	Economic Development Leads-Prospects	JG- EB	The Office of Economic Development is working with nearly 67 prospects and developers seeking locations in the CRA District and City with a possible impact of at least 196 new jobs, the retention of 433 jobs, (re)developing 29.4 acres, the absorption/creation of 527,022 sq. ft. of commercial/office/industrial space and a proposed private capital investment of more than \$53 million.
b.	Economic Development Incentives	JG	Through OED, the City of Delray Beach submitted a business case to Palm Beach County Government to include Census Tract 68.01 (south of Atlantic Avenue to Linton Boulevard in The Set) as a future Federal Qualified Opportunity Zone. Governor Rick Scott will make final recommendations to the U.S. Government in late March-early April 2018.
c.	CRA Business Funding Assistance	EB	The team is currently assisting 9 CRA funding assistance prospects seeking to make capital investment and create jobs in the CRA District. For details on the CRA's Paint Up & Signage, Rent Assistance and Site Development Assistance Programs, contact Elizabeth Burrows at 561.243.7009 or visit delraycra.org .
d.	Focus on 5th Initiative	JG	A commercial property located at 102 NW 5th Avenue is currently being marketed for retail lease opportunities ranging from 1,265 – 2,445 S.F. Career Cottage hosted Manpower's first Open House on March 28, 2018 and welcomed 33 new job seekers to the facility.
e.	G.E.A.R. (Grow, Expand and Retain) Program and Business Retention-Expansion Strategy	EB	In March 2018, OED conducted one G.E.A.R. visit, provided assistance to 6 local businesses through the Business Navigator program and issued two CoStar Commercial Real Estate Reports to existing businesses seeking alternative locations in Delray Beach. The next G.E.A.R. team meeting is Thursday, May 3, 2018 at 9:00 a.m.

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f.	We ♥ Small Biz	EB	<p>OED will table at the Green Market on April 28, 2018 to kick-off We ♥ Small Biz Month and will celebrate with all economic development partners on Tuesday, May 1, 2018 in declaring the Month of May as We ♥ Small Biz Month. Visit weheartsmallbiz.org for all details.</p> <p>OED drafted its new 5-Year Economic Development Strategic Plan centered on Fostering Talent and Closing the Skills Gap, and Touting K – 12 Schools as the Place Where Entrepreneurs are Created in preparation of the City Commission’s Goals Workshop planned for April 20 – 21, 2018. Additionally, the team is engaged in drafting the City’s new Economic Element wherein “attracting new workers and cultivating grassroots talent including the hard to employ, out of work and entrepreneurs who will drive a resilient and robust economy focused on legacy industries and new industry clusters” is a proposed new community long-term goal.</p> <p>CRA Arts Warehouse staff has moved into the newly renovated facility and has submitted the following updates:</p> <ul style="list-style-type: none"> • Since opening our traffic on a daily basis has continued to increase • April 5th is our 5th first Friday • Expanded hours • Just added 2 more Artist in Resident; We have 9 out of 15 studios rented or preparing contracts to rent. • Developing partnerships • Curating our exhibition schedule for 2018-2019 • Developing our curriculum/workshops; March workshops were a success. We are developing the following programs: Art Working: Business skills for artist/creatives (we are launching workshops over the next 3 months, Art Lab: hands on learning, Art Talks: guest speakers/critiques • Website development is in progress – 98% completed should go live 1st week of April • Rental packet being prepared – will go live upon website live launch; • Developing marketing/advertising practices and utilizing social media – will combine website with social media and work with palm beach cultural council – Location for the launch of MOSAIC the Palm Beach Cultural Council May marketing campaign. • Newsletter launched. • Developing contacts and reaching out to arts organization and artist throughout Florida and other states. • Working with contractor to resolve any issues that have risen in building • Continue to gain great press reaching as far as Boston/New York <p>Developing events/programs both collaborations and solo – preparing for a Summer Makers Market</p>
g.	Building Talent and Filling Skill Gaps	JG	
h.	Warehouse/Arts Incubator	JC/JB	

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JC JC – Jeff Costello, RJ – Renee Jadiusingh, JB – Jill Brown, KC – Kristyn Cox, BK – Begona Krane,
 JG – Joan Goodrich, EB – Elizabeth Burrows, IK – Isaac Kovner, KM – Kevin Matthews, JA – Jorge Alarcon, DL – DJ Lee,
 RR – Renee Roberts, XF – Xavier Falconi, PR – Parks & Recreation Dept., BD – Bob Diaz, CG – Clayton Gilbert, CF – Cynthia Fuentes, AG – Alberta Gaum