20 N. Swinton Avenue
Delray Beach, FL 33444

Agenda Item # 8C
November 9, 2017

~ CRA BOARD SUMMARY ~

CRA MONTHLY WORK PLAN PROGRESS REPORT
October 2017

Attached please find the CRA Monthly Work Plan Progress Report for October 2017. Activities are grouped into generalized categories. The initials listed before an item indicates the staff person who was primarily involved in the activity.

Recommended Action:

Review and receive the CRA Monthly Work Plan Progress Report for October, 2017.

Submitted By: Kevin Matthews, Project Manager

CRA Work Plan Progress Report – FY 17/18
11/3/2017

Item #	Project Description	Emp.	Status
	AREAWIDE & NEIGHBORHOOD PLANS		
1.	West Atlantic Avenue Redevt.		
a.	The Set Transformation Plan	JC/KC	A work assignment with IBI Group (Florida) Inc., one of the CRA's consultants was approved at the 12-8-16 CRA Board meeting. Fifty one-on-one interviews with various stakeholders and approx. 80 participants attended the March 28th and April 1st Community Workshops to provide input for The Set Transformation Plan. The first draft was submitted to the Committee for reviewing comments on June 1st before going before WARC, the CRA Board and a third public workshop for additional input/feedback. An amendment for a 60-day extension to the work assignment was approved administratively by the ED with a new completion date of the project as 12-04-17. With comments compiled and submitted to IBI, a 2nd draft has been submitted to the Committee as of 9-26-17. The 3rd and final Public Workshop is scheduled on Nov. 4th, and a CRA Board amendment to the work assignment and presentation on November 9th, for targeted adoption by the City Commission in January/February 2018.
b.	Land acquisition	JC/KC	Pursuit of acquisitions on-going. Negotiations underway with several property owners.
	1) SW 900 Block – (WAA between SW 9th and SW 10th Avenues)	JC/KC	No updates at this time.
	2) North 600 Block (NW 6th – 7th Ave)	JC/DL/KC	602 NW 1st Street (McCray-Muse) – The property owners reached out to the CRA regarding interest in selling, an appraisal has been completed and a P&S Agmt has been drafted. While the agreement was is in review by the heirs of the estate, a member of the selling party passed and their estate will need to be probated before moving forward. The agreement will go before the CRA Board for consideration once executed by all members of the selling party.
	3) South 600-800 Blocks (SW 6th to 9th Aves)	JC/KC/ JG/DL	**46 SW 8th Ave** – CRA closed on 46 SW 8th Ave on 10-03-16. There is an extended short term lease in place with a termination date of October 4, 2017. The property is now vacant and is scheduled for demolition early 2018. **36 SW 6th Ave (Shuler)** –CRA closed on 5-02-17. A short-term Residential Lease was executed at closing with an expiration of 8-02-17 to allow time for relocation. The property is now vacant and is scheduled for demolition early 2018. **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. On 9-13-17, the CRA received a letter from Pasadena Capital, Inc. to modify the Purchase and Sale agreement to include additional CRA-owned property to accommodate the revised site layout. The letter did not include an increase in the purchase price. At the 9-28-17 meeting, the Board provided direction to proceed as appropriate with accepting said letter of interest. A 2nd Amendment to the Purchase & Sale Agreement with Pasadena Capital, Inc. to include the additional CRA-owned property was approved at the 10-26-17 meeting. **SW 600 – 800 Block RFP** - An RFP for redevelopment of the remaining CRA-owned

CRA Work Plan Progress Report – FY 17/18
11/3/2017

Item #	Project Description	Emp.	Status
			properties within the SW 600-800 Blocks is in draft to be presented to the Board for release in early 2018.
	4) 700-1000 Blocks (NW 7th – 11th Ave)	JC/DL/KC	19 NW 10th Avenue – CRA closed on the property on 10-20-16. There was an extended short term lease in place with a termination date of 10-19-17. The property is now vacant and is scheduled for demolition early 2018.
	5) Unique Oil (805 W. Atlantic)	JC/DL	The most recent quarterly groundwater sampling event was conducted on 9-22-17. Groundwater for the project area now meets most No Further Action Groundwater Cleanup Target Levels (GCTL). One additional quarter of O&M is recommended. The remediation system will be turned off in December 2017 in preparation for the annual static groundwater sampling event. The remediation system will not be restarted after this shut-down. All of the above ground plumbing (pipes) 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. 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 are to be placed was damaged by Hurricane Irma. Staff is working on quotes to repair/replace the fence. Once the fencing is repaired/replaced, the banners will be installed.
	6) 1100 Block (SW 11th – 12th Ave)	JC/KC	No activity to report at this time.
	7) SW 13th Ave and SW 14th Ave	JC/KW	Purchase and Sales Agreement for the acquisition of the property at 234 SW 14th Ave was terminated at the 6-22-17 meeting. At the 5-25-17 meeting, the Board authorized CRA staff and attorney to negotiate a Purchase and Sale Agreement for conveyance of the CRA owned properties located at 23 SW 14th Avenue, 27 SW 14th Avenue, and 106 SW 14th Avenue to the Delray Beach Community Land Trust (DBCLT), and also authorized the noticing of the intent to convey said CRA-owned properties to the DBCLT. The Purchase and Sale Agreement for said properties was approved by the CRA Board on 7-27-17. Closing on the 3 properties was completed on 10-4-17.
c.	W. Atlantic Avenue Beautification/I-95 Interchange	BK	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 by FDOT is tentatively scheduled to commence early 2018.

On Schedule
Delayed - 30 Days +
Delayed - 90 Days +

JC – Jeff Costello, 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

CRA Work Plan Progress Report – FY 17/18
11/3/2017

Item #	Project Description	Emp.	Status
d.	Project development/implementation		Pending further acquisitions and negotiations with property owners.
	1) 700 Building Repair Improvements	KM/DL	The CRA Board authorized staff to issue a Request for Bids (RFB) for 700 & 708 W Atlantic Avenue Renovations at the 5-11-17 meeting. The RFB was issued on 5-16-17 and closed on 6-9-17. On 6-22-17, the Board awarded the bid to Randolph Construction Group, Inc. in the amount not to exceed $71,849.50. The construction agreement was approved by the Board on 7-27-17. An amendment to the contract for additional work and time extension will be presented to the Board for consideration at the 11-9-17 meeting. The project is ongoing and should be completed in December 2017.
2.	Downtown Master Plan		
a.	OSS Building Maintenance	IK/BK	Phase II: Additional improvements to HVAC system are urgently needed. The City has requested that the CRA assist with funding. Amendment #2 for an additional $657,000 for the related building maintenance including the air conditioning systems within the complex and other CIP projects was approved 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. A Service Authorization with Wantman Group (WGI) for the design of the HVAC system was approved at the 6-20-17 City Commission meeting. A less costly replacement HVAC system for the Fieldhouse and Crest Theater Buildings will be installed (DX instead of the original chiller system); Amendment #3 to the ILA decreased the amount by $193,700 to $463,300. Amendment #3 was approved by the City Commission at the 8-2-17 meeting. The City's Purchasing Department is currently reviewing the bid package for issuance. The anticipated bid date is in Nov. 2017, with a bid submittal deadline in Dec. 2017. The anticipated install date is in Mar. 2018.
b.	OSS Park / Campus Improvements	JC/KM	An agreement with Currie Sowards Aguila (CSA) Architects was approved by the Board at the 10-20-16 Board meeting. A series of Core Committee meetings were held starting on 12-15-16 through 3-29-17 and two public meetings (1-18-17 and 3-13-17) were held to obtain consensus. A consensus on the Master Plan was reached at the 4-24-17 City Commission-CRA Board joint workshop. The same presentation was presented to the Historic Preservation Board (HPB) on 5-3-17 and received positive comments. The final Conceptual Master Plan will be presented to the City Commission for approval at the 11-20-17 regular meeting, and to the Historical Preservation Board in January 2018.
c.	SE 1st Street/Swinton - Mast Arm Traffic Signal	BK/IK	On 3-15-16, the City Commission approved ILA between City & County. The agreement has been executed by the City. Executed agreement from the County received on 7-20-16.The project was released to the contractor on 8-15-16. The anticipated construction start date in February 2017 was delayed due to utility conflicts. The County is working with FPL to establish a date to address said conflicts. (*Palm Beach County is responsible for project construction*

On Schedule
Delayed - 30 Days +
Delayed - 90 Days +

JC – Jeff Costello, 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

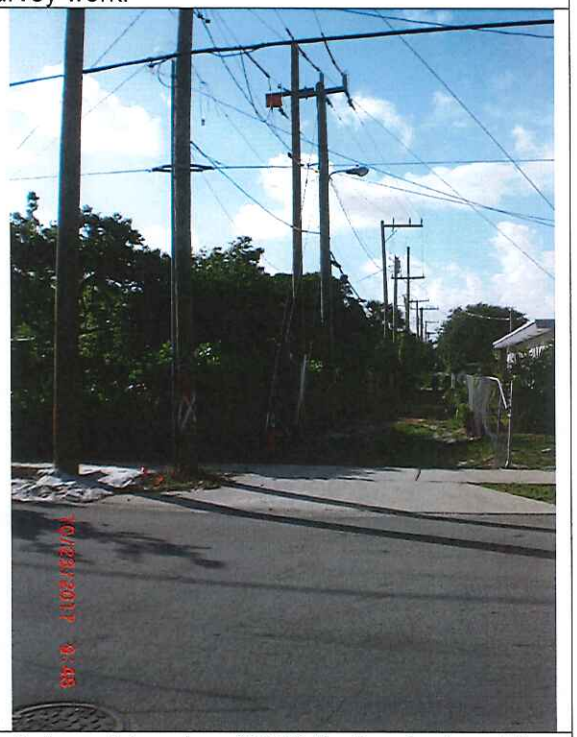
CRA Work Plan Progress Report – FY 17/18
11/3/2017

Item #	Project Description	Emp.	Status
			and oversight). No additional updates at this time.
d.	Downtown Roundabout Trolley – from Tri-Rail station to beach	XF	A presentation of possible options to provide transportation alternatives in the City downtown area is scheduled for the 11-7-17 City Commission regular meeting. City staff to get direction from City Commission which option(s) to proceed with implementing.
e.	Parking Management Plan (East Atlantic Avenue Crosswalk Upgrades)	JC/BK	A new service authorization with Kimley-Horn (KH) to complete design work and FDOT permit application/approval in an amount not to exceed $15,643 was approved at the 1-10-17 CC meeting. An additional $16,000 was approved as part of Amendment No.1 to the ILA with the City for construction and professional services. The amendment was approved at the 2-21-17 City Commission meeting. FDOT Permit Office approved the plans 3-3-17. 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 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 legal department is currently reviewing said document. Once approval is received from FDOT, the project will be advertised.
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 currently working with their parking management consultant to scope out equipment/software options and installation.
g.	Fourth & Fifth (Old Library Site) Redevelopment (Dumpster Relocation)	JC/DL	A Class 1 Site plan modification for dumpster relocation at 418 E Atlantic was approved on 1-25-17. Dumpster relocation agreement for 418 E Atlantic Ave was approved at the 1-26-17 Board meeting. A six (6) month extension to the agreement with JHB Florida Properties, LLC was approved at the 6-8-17 CRA Board meeting. Staff is coordinating with property owners to address proposed changes to dumpster relocations and construction activity. Until the alleyway improvements are complete, staff cannot monitor where the dumpster enclosures will be permanently placed. The alleyway completion is anticipated early December 2017.
h.	SE 4th Avenue Beautification	BK/KM	This project is on hold.
3.	Southwest Neighborhood Plan		
a.	Roadway Reconstruction (SW Neighborhood) SW 3rd Court, SW 4th Street, SW 6th Street, and SW 7th Avenue	BK/KM	The RFQ for design services was released to the public on 1-31-17 with an optional pre-proposal conference held on 2-13-17 and the RFQ submittal deadline of 3-7-17. The City completed negotiations with the top ranked firm, Baxter & Woodman, Inc. DBA Mathews Consulting. The agreement was approved by the City Commission on 9-26-17 in a not-to-

On Schedule
Delayed - 30 Days +
Delayed - 90 Days +

JC – Jeff Costello, 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

CRA Work Plan Progress Report – FY 17/18
11/3/2017

Item #	Project Description	Emp.	Status
			exceed amount of $579,257. A project kick-off meeting with the consultant was held on 10-26-17. The consultant is currently conducting the survey work.
b.	Block 63 Alley	BK/KM	Wantman Group (WGI) submitted 100% plan to City for review. 100% plan QA/QC review meeting 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 must be done before the RFB is released. ESD coordinating with utility providers to get the relocation done as soon as possible. ESD/CRA is assessing the combination of Blocks 17, 26 & 63 as a single RFB. Utility pole(s) relocation is in progress. The next utility coordination meeting is scheduled for 11-16-17. 
c.	SW Neighborhood Alleys	BK/KM	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 Work Assignment (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 bidded out

On Schedule
Delayed - 30 Days +
Delayed - 90 Days +

JC – Jeff Costello, 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

CRA Work Plan Progress Report – FY 17/18
11/3/2017

Item #	Project Description	Emp.	Status
			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 package is currently being reviewed by the City's legal department for release. Bid release date is pending.
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 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 is set for 11-16-17 at 6 p.m. at the City's Swinton Complex. The consultant is currently conducting the survey, testing the existing road conditions including asphalt and base conditions, as well as traffic and pedestrian counts.
5.	Other		
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). Once the routing is finalized, a consultant will be selected to request pricing for the design and a service authorization will be processed.
b.	Roadway Reconstruction OCI 0-42	XF	No activity at this time.
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.
d.	Neighborhood Enhancements (Neighborhood Identification Signs)	JC/KC/DL	The neighborhood block names and sign design were discussed at a WARC Sustainability Committee meeting held on 8-28-17, as well as in individual meetings. Staff is working on various design options with the neighborhood block captains, which will be presented to the captains and relative committees/engaged residents for approval. Staff is also coordinating

On Schedule
Delayed - 30 Days +
Delayed - 90 Days +

JC – Jeff Costello, 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

CRA Work Plan Progress Report – FY 17/18
11/3/2017

Item #	Project Description	Emp.	Status
			sign locations with the appropriate City department staff. This project is ongoing. Staff has acquired designs from several sign companies and has distributed them for feedback. Feedback was received and 3 options will be presented for final approval at the next neighborhood meeting.
e.	Sidewalks (Throughout CRA District)	BK	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, 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 2nd St since there was inadequate right-of-way along NW 7th Ave (between NW 2nd and 3rd Streets). CRA and City staff conducted field visit of some of the properties impacted by the project to inform residents/property owners about R/W encroachments on City 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 10-26-17. A non-mandatory pre-bid meeting was held on 11-2-17 and the bid closing date 11-29-17.
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 of the proposal received and is currently in negotiations with the selected firm.
g.	Hilltopper Stadium Restrooms / Concession Stand	CG/PR	No activity at this time.
	REDEVELOPMENT PROJECTS		
6.	NW/SW 5th Avenue Beautification		
a.	NW 5th Ave Entrance Feature	JC/DL	Staff is working with Calvin Giordono and Associates on the design of the entrance sign.

On Schedule
Delayed - 30 Days +
Delayed - 90 Days +

JC – Jeff Costello, 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

CRA Work Plan Progress Report – FY 17/18
11/3/2017

Item #	Project Description	Emp.	Status
b.	NW 5th 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 is in progress. The next utility coordination meeting is scheduled for 11-16-17.
c.	NW/SW 5th Avenue Project Development/Implementation (Between MLK Jr. Dr. & SW 1st St.)	JC	No activity at this time.
7.	Carver Square Neighborhood		
a.	Remediation/site development	JC/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 is currently negotiating with both firms and anticipates Board's consideration of the agreements in December 2017.

On Schedule
Delayed - 30 Days +
Delayed - 90 Days +

JC – Jeff Costello, 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

CRA Work Plan Progress Report – FY 17/18
11/3/2017

Item #	Project Description	Emp.	Status
8.	Economic Development Initiatives		
a.	Economic Development Leads-Prospects	JG- EB	In October 2017, the CRA Board accepted the letter of interest from EJS Project Inc. to lease the CRA property at 700 W. Atlantic Avenue. Additionally, the Office of Economic Development (OED) is working with more than 57 prospects seeking locations in the CRA District and City with a possible impact of at least 110 new jobs, the retention of 75 existing jobs, (re)developing 28.3 acres, the absorption/creation of 428,898 sq. ft. of commercial/office/industrial space and a proposed capital investment of more than $51.7 million.
b.	Economic Development Incentives	JG	No updates in October 2017.
c.	CRA Business Grants	EB	One (1) Paint Up-Signage Grant was approved by the CRA Board at the 10-12-17 meeting for Property Income Investors totaling $4,800 to help improve two duplex residential properties in Sub-Area #6. Also, OED conducted a conversation with the CRA Board to change marketing and communications strategies and messages in order to lessen misconceptions and secure more qualified leads for the CRA's funding assistance programs in key targeted areas. Upcoming CRA Business Grants Workshops: Monday, November 13, December 11 and January 8, 3:00 p.m. at the Greater Delray Beach Chamber of Commerce. RSVPs required by calling 561.276.8670.
d.	Focus on 5th Initiative	JG	No updates in October 2017.
e.	G.E.A.R. (Grow, Expand and Retain) Program and Business Retention-Expansion Strategy	EB	The G.E.A.R. team met on November 2 to discuss several issues and trends including increasing retail and commercial vacancies in the Downtown core, change of use impacts, Small Business Saturday and Shop Small, Always Delray and the Robert Gibbs Retail Study. The next G.E.A.R. team meeting is scheduled for 2-1-18, 9:00 a.m. at the City's Public Works-Utilities Training Room.
f.	We ♥ Small Biz Campaign	EB	Small Business Saturday-Shop Small Presentations to the City Commission and CRA Board are scheduled for November 7 and November 9. OED will table at the GreenMarket on November 11 to promote the holiday shopping focused campaign.
g.	Building Talent and Filling Skill Gaps	JG	OED participated in a recent Encore Palm Beach County event at the Library to promote Career Cottage. The 50+ age worker is often overlooked or considered for expanding teams. Studies have shown more older workers are either putting off retirement to take encore jobs or are interested in returning to work following changes in life and/or simple being 'tired of being retired.' Additionally, Career Source Palm Beach County recently obtained City permits and is now proceeding with their interior improvements with an anticipated occupancy in mid-late November 2017.
h.	Warehouse/Arts Incubator	JC/JB	CRA staff has moved into the newly renovated facility and is preparing the space for tenant occupancy.

On Schedule
Delayed - 30 Days +
Delayed - 90 Days +

JC – Jeff Costello, 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