



## Cover Memorandum/Staff Report

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**File #:** 18-0602 CRA

**Agenda Date:** 6/23/2020

**Item #:**

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**TO:** CRA Board of Commissioners  
**FROM:** Christine Tibbs, Assistant Director  
**THROUGH:** Renée A. Jadusingh, Esq., CRA Executive Director  
**DATE:** June 26, 2020

### **DISCUSSION - LEASE AGREEMENT - 186 NW 5 AVENUE (CAREERSOURCE)**

#### **Recommended Action:**

Discussion regarding the Lease Agreement (Agreement) for CareerSource Palm Beach County, Inc. (CareerSource) at 186 NW 5<sup>th</sup> Avenue

#### **Background:**

The CRA awarded a three (3) year Agreement to CareerSource on August 24, 2017, after accepting their proposal to lease the CRA-owned commercial space located at 186 NW 5<sup>th</sup> Avenue. The term of the Agreement is set to expire on August 31, 2020, unless the parties mutually agree to amend the Agreement and extend the term of the Agreement for one (1) additional year.

Per Article 2 of the Agreement, "Rent and Other Charges", CareerSource is required to provide the CRA, in addition to twelve and 00/100 dollars (\$12.00) per year rent, with the following services:

- Quarterly Reports on CareerSource Programs;
- On demand local workforce, labor market, and unemployment reports and statistics;
- Local job, hiring, and trade fairs;
- Delray Beach Career Expo;
- Workforce roundtables with local employers and small business owners; and
- "How to Hire" employer workshop series

On May 26, 2020, the CRA received a letter from Julio Dattolo, Interim President and Chief Executive Officer of Career Source, with a request to extend the Agreement for one (1) additional year.

At this time, CRA Staff is bringing this item before the CRA Board for discussion and direction on extending the lease for an additional one (1) year.

Attachments: Exhibit A - Lease Agreement; Exhibit B - CareerSource Letter Requesting Lease Extension; Exhibit C - Location Map

#### **CRA Attorney Review:**

N/A

**Finance Review:**

N/A

**Funding Source/Financial Impact:**

N/A

**Timing of Request:**

Current lease expires on August 31, 2020.