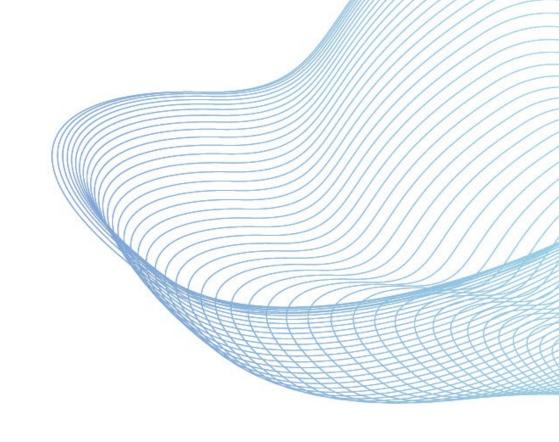
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY REGULAR BOARD MEETING

TUESDAY, APRIL 25TH, 2023 AT 4:00PM

ARTS WAREHOUSE



ITEM 9A.

BOARD DIRECTION
FISCAL YEAR 2022-2023 A.-G.U.I.D.E. Q1 REPORT FOR
EXPANDING & PRESERVING OUR CULTURAL HERITAGE
SPADY MUSEUM



Excerpt from CRA A.-G.U.I.D.E Guidelines:

CRA support may not exceed 25% of an organization's total operating budget for the year in which the grant is requested, unless otherwise approved by the CRA Board.

	Q1 Report	4/18/2023 (if Q1	CRA Support as of 4/18/2023 (if Q1 & Q2 released)
62%	38%	15%	26%

Seeking Board Direction on Releasing Q1 & Q2 A.G.U.I.D.E. Payment for Spady Museum:

\$54,500



CRA Support at time of Q1 Report

		ORG	iA۱	NIZATION BUDGE	T RE	PORTING	
INCOME	FY 2022-2023 TOTAL ORGANIZATION BUDGET		FY 2022-2023 ORGANIZATION BUDGET YEAR-TO-DATE ACTUALS			VARIANCE FAVORABLE OR JNFAVORABLE)]	PERCENT- AGE
Fees, Tickets, Registration, etc.	\$	5,243.00	L		\$	5,243.00	0%
Corporate Grants/Contributions	\$	-	Ş	640.00	\$	(640.00)	0%
Individual Donations	\$	5,000.00	Ş	17,115.00	\$	(12,115.00)	342%
Foundation Grants	\$	70,000.00	Ş	3,265.00	\$	66,735.00	5%
Government - Federal	\$	-			\$	-	0%
Government- Local/County	\$	109,302.00	L		\$	109,302.00	0%
Government- State	\$	58,200.00	Ş	14,550.00	\$	43,650.00	25%
In-Kind	\$	-			\$	-	0%
Interest Income	\$	-			\$	-	0%
Membership	\$	10,000.00	ď	070.00	\$	9,130.00	9%
CRA Actual or Requested	\$	109,000.00			\$	109,000.00	0%
Other: Education Programs	\$	25,000.00	Ç	670.00	\$	24,130.00	3%
Other: FL African American Heritage Preservation Network	\$	15,000.00	Ş	6,000.00	\$	9,000.00	40%
Other:Unique Events and Fundraisers	\$	21,500.00	Ş	966.00	\$	20,534.00	4%
TOTAL INCOME	\$	428,245.00	,	\$ 44,276.00	\$	383,969.00	
CRA % of Total Income		25%		0%			

	PROGRAM (A) REPORTING							
FY 2022-2023 TOTAL PROGRAM BUDGET (A)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDING ONLY (A)	PROGRAM YEAR- TO-DATE ACTUALS CRA FUNDING ONLY (A)	CURRENT QUARTER-TO- DATE ACTUALS CRA FUNDING ONLY					
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\$ -								
\$ -								
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\$ 109,000.00	\$ 109,000.00	\$ 27,250.00	\$ 27,250.00					
25%	25%	62%	62%					



CRA Support at time of Q1 Report (ACTUAL WITH REVISION)

	ORGANIZATION BUDGET REPORTING						
INCOME		FY 2022-2023 AL ORGANIZATION BUDGET	•	FY 2022-2023 DRGANIZATION BUDGET YEAR-TO-DATE ACTUALS		VARIANCE FAVORABLE OR INFAVORABLE)]	PERCENT: AGE
Fees, Tickets, Registration, etc.	\$	5,243.00	L		\$	5,243.00	0%
Corporate Grants/Contributions	\$	-	\$	640.00	\$	(640.00)	0%
Individual Donations	\$	5,000.00	\$	17,115.00	\$	(12,115.00)	342%
Foundation Grants	\$	70,000.00	\$	3,265.00	\$	66,735.00	5%
Government - Federal	\$	-			\$	-	0%
Government- Local/County	\$	109,302.00			\$	109,302.00	0%
Government- State	\$	58,200.00	\$	14,550.00	\$	43,650.00	25%
In-Kind	\$	-			\$	-	0%
Interest Income	\$	-			\$	-	0%
Membership	\$	10,000.00	\$	970.00	\$	9,130.00	9%
CRA Actual or Requested	\$	109,000.00	\$	27,250.00	\$	81,750.00	25%
Other: Education Programs	\$	25,000.00	\$	الاست	\$	24,130.00	3%
Other: FL African American Heritage Preservation Network	\$	15,000.00	\$	6,000.00	\$	9,000.00	40%
Other:Unique Events and Fundraisers	\$	21,500.00	\$	966.00	\$	20,534.00	4%
TOTAL INCOME	\$	428,245.00	\$	71,526.00	\$	356,719.00	
CRA % of Total Income		25%		38%			

	PROGRAM (A) REPORTING							
	FY 2022-2023 TOTAL PROGRAM BUDGET (A)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDING ONLY (A)	PROGRAM YEAR- TO-DATE ACTUALS CRA FUNDING ONLY (A)	CURRENT QUARTER-TO- DATE ACTUALS CRA FUNDING ONLY				
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5	\$ -							
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	\$ 109,000.00	\$ 109,000.00	\$ 27,250.00	\$ 27,250.00				
	25%	25%	38%	38%				



CRA Support as of 4/19/2023 (if only Q1 is released)

	ORGANIZATION BUDGET REPORTING							
INCOME	FY 2022-2023 TOTAL ORGANIZATION BUDGET			FY 2022-2023 DRGANIZATION BUDGET YEAR-TO-DATE ACTUALS		VARIANCE [FAVORABLE OR UNFAVORABLE]]	P	PERCENT- AGE
Fees, Tickets, Registration, etc.	\$	5,243.00	\$	3,685	\$	1,558.00	L	70%
Corporate Grants/Contributions	\$		\$	800	\$	(800.00)	L	0%
Individual Donations	\$	5,000.00	\$	22,157	\$	(17,157.20)	L	443%
Foundation Grants	\$	70,000.00	\$	15,643	\$	54,357.22	L	22%
Government - Federal	\$	-			\$	-	L	0%
Government- Local/County	\$	109,302.00	\$	33,000	\$	76,302.00		30%
Government- State	\$	58,200.00	\$	43,650	\$	14,550.00		75%
In-Kind	\$	-			\$	-		0%
Interest Income	\$	-			\$	-		0%
Membership	\$	10,000.00	\$	3,670	\$	6,330.00		37%
CRA Actual or Requested	\$	109,000.00	\$	27,250.00	\$	81,750.00		25%
Other: Education Programs	\$	25,000.00	\$	17,903	\$	7,096.75		72%
Other: FL African American Heritage Preservation	\$	15,000.00						
Network			\$	12,000	\$	3,000.00	L	80%
Other:Unique Events and Fundraisers	\$	21,500.00	\$	966	\$	20,534.00	90	4%
TOTAL INCOME	\$	428,245.00	\$	180,724.23	\$	247,520.77		
CRA % of Total Income		25%		15%				

	PROGRAM (A) REPORTING							
FY 2022-2023 TOTAL PROGRAM BUDGET (A)	FY 2022-2023 TOTAL PROGRAM BUDGET CRA FUNDING ONLY (A)	FY 2022-2023 PROGRAM YEAR-TO- DATE ACTUALS CRA FUNDING ONLY (A)	TO-DATE ACTUALS					
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\$ 109,000.00	\$ 109,000.00	\$ 27,250.00	\$ 27,250.00					
25%	25%	15%	15%					



CRA Support as of 4/19/2023 (if Q1 & Q2 is released)

	ORGANIZATION BUDGET REPORTING						
INCOME		FY 2022-2023 AL ORGANIZATION BUDGET		FY 2022-2023 ORGANIZATION BUDGET YEAR-TO-DATE ACTUALS		VARIANCE [FAVORABLE OR (UNFAVORABLE)]	PERCENT AGE
Fees, Tickets, Registration, etc.	\$	5,243.00	Ş	3,685	\$	1,558.00	70%
Corporate Grants/Contributions	\$	_	Ş	800	\$	(800.00)	0%
Individual Donations	\$	5,000.00	Ş	22,157	\$	(17,157.20)	443%
Foundation Grants	\$	70,000.00	Ş	15,643	\$	54,357.22	22%
Government - Federal	\$	-			\$	-	0%
Government- Local/County	\$	109,302.00	Ş	33,000	\$	76,302.00	30%
Government- State	\$	58,200.00	Ş	43,650	\$	14,550.00	75%
In-Kind	\$	-			\$	-	0%
Interest Income	\$	-			\$	-	0%
Membership	\$	10,000.00	Ş	3,670	\$	6,330.00	37%
CRA Actual or Requested	\$	109,000.00	5	54,500.00	\$	54,500.00	50%
Other: Education Programs	\$	25,000.00	Ş	17,903	\$	7,096.75	72%
Other: FL African American Heritage Preservation	\$	15,000.00	Ι.		Γ.		0.1
Network	L.		٢	12,000	\$		80%
Other:Unique Events and Fundraisers	\$	21,500.00	Ş	966	\$	20,534.00	4%
TOTAL INCOME	\$	428,245.00	5	207,974.23	\$	220,270.77	
CRA % of Total Income		25%		26%			

		PROGRAM (A)	REPORTING				
		FY 2022-2023	FY 2022-2023	FY 2022-2023			
	FY 2022-2023	TOTAL PROGRAM	PROGRAM YEAR-TO-	CURRENT QUARTER-			
TC	OTAL PROGRAM	BUDGET	DATE ACTUALS	TO-DATE ACTUALS			
	BUDGET	CRA FUNDING ONLY	CRA FUNDING ONLY	CRA FUNDING ONLY			
	(A)	(A)	(A)	(A)			
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\$	109,000.00	\$ 109,000.00	\$ 54,500.00	\$ 54,500.00			
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\$	109,000.00	\$ 109,000.00	\$ 54,500.00	\$ 54,500.00			
	250/	250/	200/	260/			
25%		25%	26%	26%			



ITEM 9B. 98 NW 5TH AVENUE PROPERTY MANAGEMENT



Recommended Action:

Reject all Proposals submitted for the Request for Proposals (RFP) CRA No. 2023-01 Property Management Services for 98 NW 5th Avenue

Issue Date: January 25, 2023

Proposal Submittal Due Date: March 16, 2023 (extended)

Only one Proposal was submitted by the Due Date.

To ensure that the CRA contracts with an entity that serves the best interest of the CRA and the CRA District, and the necessary property management services are performed, CRA staff recommends canceling the RFP.

Per the RFP:

The CRA "reserves its right to cancel this RFP at any time, and/or reject all submitted Proposals, and/or re-issue the RFP."



Recommended Action:

Approve rental rate for first floor tenant bays at 98 NW 5th Avenue

There were numerous questions submitted seeking clarification and additional information related to the monthly rent expected to be paid by the tenants. At the time of issuing the original RFP, the monthly rent was not finalized.

CRA Staff is proposing a rental rate of \$23.00 per square foot with 6% annual increase based on the rental rates charged for other CRA-owned rental properties.



Recommended Action:

Approve the re-issuance of an RFP for property management services for 98 NW 5th Avenue.

Issue Date: Monday, May 1, 2023

Proposal Submittal Due Date: Thursday, June 1, 2023

The re-issued RFP will include the following:

Scope of Services:

Manage and maintain the building located at 98 NW 5th Avenue which would generally entail:

Providing the staff and resources for the day-to-day management and 24/7 oversight of tenants and building, and regular building maintenance including roofing, HVAC, plumbing, electrical, pressure washing, landscaping, etc., to collect rents from tenants, to institute and prosecute actions and recover possession of leased units and rents due and/or to settle, compromise, or reinstate tenancies when in the best interest of the CRA, to hire, discharge, and pay all administrators, janitors, and other employees and/or subcontractors, to make all necessary repairs and replacements in a timely manner, to enter in all agreements for utility services, supplies, and maintenance, to pay all related repair, replacement, maintenance, and utility bills, maintain ongoing contracts for security, monthly pest control, landscaping, elevator maintenance and inspections, and fire inspections, to manage and maintain operating account for expenses and use all funds collected pursuant to the agreement with the CRA, to provide quarterly financial and property reports to the CRA, to pay property taxes and property insurance (the property manager shall pay and shall be reimbursed by the CRA), to have an employee available 24 hours a day, seven (7) days a week during the entirety of the term of the agreement with the CRA, to establish procedures for tenant complaints and requests, to notify the CRA of all paid invoices that are paid on behalf of the CRA as the Owner of the Subject Property.

Responsibilities will be more particularly described within the agreement between the selected property manager and the CRA.

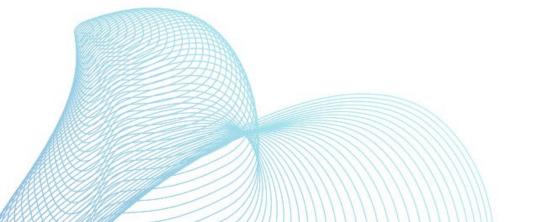
Rental Rate:

The re-issued RFP will also incorporate answers previously published and the CRA Board approved rental rate.



BOARD ACTION

- 1) Reject all Proposals submitted for the Request for Proposals (RFP) CRA No. 2023-01 Property Management Services for 98 NW 5th Avenue; and
- 2) Approve rental rate for first floor tenant bays at 98 NW 5th Avenue; and
- 3) Approve the re-issuance of an RFP for property management services for 98 NW 5th Avenue.





ITEM 9C.

NOTICE OF INTENT TO LEASE FOR FIVE (5) FIRST FLOOR TENANT BAYS 98 NW 5TH AVENUE



NOTICE OF INTENT TO LEASE FOR FIVE (5) FIRST FLOOR TENANT BAYS — 98 NW 5TH AVENUE

Anticipated issue date: May 1, 2023

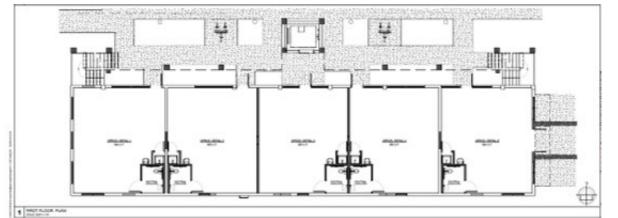
Anticipated submission deadline: July 15, 2023

5 bays available

Approximately 600 square feet

Approximate affordable lease rate: \$23 per square foot

Applications will be available online







ONLINE APPLICATION COMPONENTS

- General Requirements& Program Overview
- Program Overview
- Space Details
- Eligibility
- Business Types
- Required Documents
- Review & SelectionProcess



INFORMATION | OVERVIEW

IMPORTANT DATES

- Issue Date | 05/01/2023
- Application Deadline | 06/15/2023

The Delray Beach Community Redevelopment Agency (CRA) intends to lease five new affordable commercial rental spaces at the property located at 98 NW 5th Avenue to qualified individuals or entities for commercial use with a mix of daytime, nighttime, and/or weekend operating hours.

The CRA is committed to curating a diverse and interesting mix of business offerings. Commercial uses shall be retail/specialty shop, café/coffee shops, professional offices, financial services including banks and/or artist retail gallery/workspace as permitted within the Central Business District (CBD) zoning district, more particularly described in the City of Delray Beach's Land Development Regulations. Non-profit organizations shall be excluded and will not be considered.

The Delray Beach CRA invites all interested parties to submit their proposals for consideration as tenants of this prime location on the historic NW 5th Avenue commercial corridor in the West Settlers Historic District in Delray Beach.

The Delray Beach CRA reserves the sole and absolute right to select tenants that best serve the interests of the CRA District.







- Approximately 600 square foot brand new retail bay
- Approximate monthly rental rate: \$23 per square fool
- Janitorial Closet
- Bathroom
- Access to Parking
- 24/7 access by successful tenant
 Eligibility to apply for CRA Funding Assistance Programs for interior renovations (not

Bays do not have kitchens. Commercial kitchen buildout is not available

ELIGIBILITY

Applicant criteria:

- . Business entity in operation for minimum of 2 years as of date of submission
- Principals only
- · Business entities can only submit one application

Business type:

The Notice of Intent to Lease the CRA-owned Property at 98 NW 5th Avenue is restricted to commercial retail businesses, personal service providers, and professional office users. Commercial uses shall be including but not limited to the following types of businesses:

- · retail/specialty shop
- café/coffee shop
- professional offices such as CPA, medical, legal services, insurance
- financial services including banks, personal banking, financial planning advisors
- artist retail gallery/workspace as permitted within the Central Business District (CBD) zoning district, more particularly described in the City of Delray Beach's Land Development Regulations.

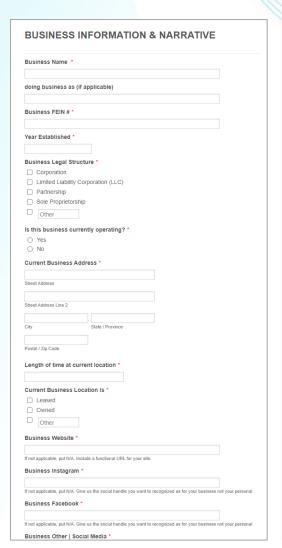
Pursuant to the goals of the CRA and the City of Delray Beach Land Development Regulations, the following businesses/uses will be considered automatically <u>ineligible to</u> apply:

- · Religious institutions or organizations
- Non-profit organizations
- · Adult entertainment establishments
- Adult gaming centers
- Alcohol/tobacco retailers
- · Firearms and weapons; fireworks retailers
- · CBD Oil Establishments, Medical marijuana treatment centers or dispensing facility
- Any business which is a non-conforming use as determined by the City of Reference of Reference of Reference of the City of Reference of Refer

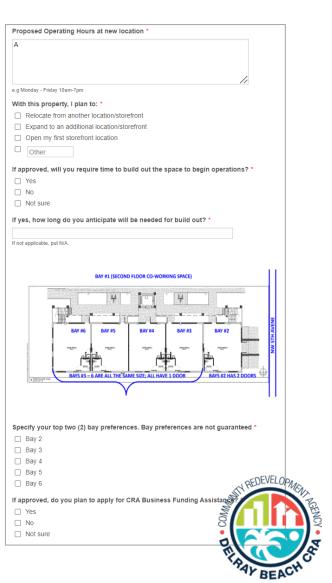


ONLINE APPLICATION COMPONENTS

- Applicant contact info
- Business info & narrative
- Business info: legal name,
 EIN, legal structure, etc.
- Narrative info: description of business, background, staff size, operating hours, etc.
- Document uploads







ONLINE APPLICATION

- 1) Log into the <u>Tenant Application Form</u>
 - o available online via Jotform starting May 1, 2023 (anticipated)
- 2) Review General Requirements/Overview
 - o Program Overview
 - Space Details
 - Eligibility/Business Types
 - List of Required Documents
 - Review & Selection Process
- 3) Business Info
 - Applicant contact info
 - o Business info & narrative
 - o Fundamental business info: Legal name, EIN, legal structure, etc.
 - Narrative info: description of business, background, staff size, operating hours, etc.
 - o Document uploads



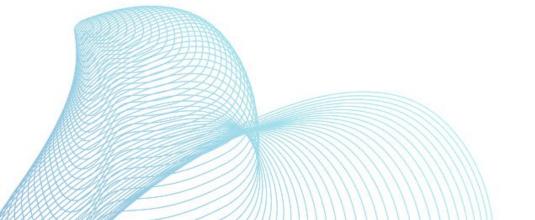
NOTICE OF INTENT TO LEASE FOR FIVE (5) FIRST FLOOR TENANT BAYS – 98 NW 5TH AVENUE

APPLICATION PROCESS:

- 1) Issue Notice on May 1, 2023.
- 2) Accept applications online via Jotform until July 15, 2023.
- 3) CRA Staff conduct preliminary reviews of application submissions to ensure completion and eligibility
- 4) Selection Committee meets to review and score complete and eligible submissions using a Scoring Rubric.
 - o Selection Committee CRA Executive Director as Chairperson and one (1) City staff, three (3) CRA staff, one (1) community member as reviewers.
- 5) First Round: Applicants scored according to Scoring Rubric. Final scores of 80% or above will be accepted to move forward. Applicants will be selected by highest ranking.
- 6) Second Round: if further clarification is needed, applicants will meet in-person or have a phone interview with CRA staff to answer questions set forth by the Selection Committee.
- 7) Lease Agreements will be drafted and will include specific terms and conditions including provisions related to Insurance, Indemnification, Licensing, Default, etc.
- 8) It is recommended the board authorize the CRA Executive Director to execute the referenced agreements based on the provisions outlined in the operations manual found in Exhibit C.

BOARD ACTION

- 1) Provide direction as it relates to any specifications to be included within the Notice of Intent to Lease for the five (5) first floor tenant bays at 98 NW 5th Avenue
- If outline is acceptable, approve issuing the Notice of Intent to Lease the five (5) first floor tenant bays at 98 NW 5th Avenue, in substantially the attached form







98 NW 5TH AVENUE

DELRAY CRA

- Building owner
- No responsibility except agreement
- Maintain ownership

PROPERTY MANAGEMENT SERVICE

- Manage/maintain entire building (1st and 2nd floor)
 - Collect rent
 - Handles building issues/repairs
 - Help facilitate finding tenants
 - CRA decides on tenants
 - Tenant agreement is with CRA

6 TENANTS

- 6 proposals/tenants
 - 5 bays on 1st floor
 - 1 bay on 2nd floor (co-working space)
- Tenant proposals need approval and CRA Agreement



STRUCTURE FOR 98 NW 5TH AVENUE CO-WORKING SPACE

CRA HANDS-ON

- CRA selects operator to run the coworking space with a specific program tailored to CRA needs/wants
- CRA pays a fee to operate the space

 Manages only co-working space on 2nd floor and related programming

CRA HANDS-OFF

CRA selects a proposal for a tenant to operate the space as they wish and with less guidelines (within parameters of lease agreement/guidelines)

- CRA pays \$0 (operator submits fee structure for how income will be generated from user fees)
- Tenant to operate space per agreement

APPOINTMENT OF CRA OFFICER: DEPUTY VICE CHAIR















CARVER SQUARE CELEBRATION





APRIL 21ST, 2023

A.-G.U.I.D.E. FY 2023-2024 FUNDING CYCLE

May 1, 2023	Application available online
July 14, 2023	Application deadline (ONLINE SUBMISSIONS ONLY)
August 2023	Staff technical review of applications
August 2023	Evaluation Committee review of applications
August 22, 2023	Applicant organization presentations to CRA Board (Workshop)
September 28, 2023	Funding decisions by CRA Board

^{*}Timeline subject to change.

*Please note that A.-G.U.I.D.E. Applications will only be accepted online this year. Application link: https://form.jotform.com/230174816118150

AUTHORS SPEAK THE IMPACT OF PACE ON AMERICAN SOCIETY

DR. TRACI BAXLEY Social Justice Parenting

APR 27TH, 6PM

- WITH PLANT BASED BITES BY CHEF SAMUEL WOODS!
- -BOOK GIVEAWAY FOR ATTENDEES
- -REGISTER FOR FREE AT ARTSGARAGE.ORG























you are invited

Rock the Block is an annual event in partnership between Habitat for Humanity, City of Delray Beach and Delray Beach CRA that revitalizes a community and unites hundreds of volunteers in a block-party style hands-on volunteer experience that transforms 10 homes in 1 day.



learn new skills

FOR GENERAL QUESTIONS

Zenia Mackey Event Coordinator

Habitat for Humanity of GPBC Zenia.Mackey@habitatgreaterpbc.org direct (561) 536-5872



connect with the community

FOR VOLUNTEER INQUIRIES

Brittany Parish

Volunteer Coordinator Humanity for Humanity of GPBC Brittany.Parish@habitatgreaterpbc.org direct (561) 571-5250



change the world

FOR SPONSORSHIP INQUIRIES

Dayana Horta

Director of Corporate Relations Humanity for Humanity of GPBC Dayana.Horta@habitatgreaterpbc.org direct (561) 571-5244



FIRST COME, FIRST SERVE VOLUNTEER REGISTRATION IS REQUIRED

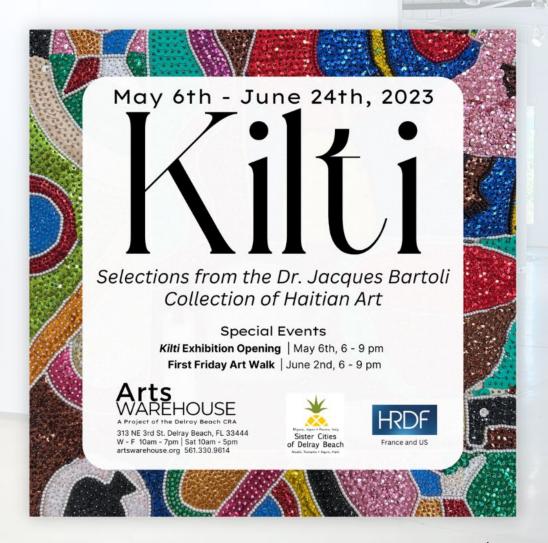
Minimum age to volunteer is 14 years old. No construction experience necessary. Pompey Park 1101 NW 2nd Street Delray Beach, FL 33444







Arts Upcoming Exhibitions





Join us at First Friday Art Walk | May 5th, 6 - 9pm for the exhibition opening!



May 18th 5 - 9pm

In Honor of Mental Health Awareness Month Celebration for SUPER Exhibition

At Arts WAREHOUSE



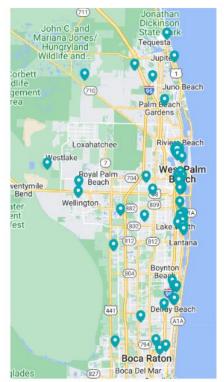


PALM BEACH COUNTY OPEN STUDIOS DAY

MAY 20TH, 2023

AT Arts WAREHOUSE







For the first time in PBC, visitors are invited to explore 14 arts organizations and over 80 individual studios across the Palm Beaches.

Open Studios Day is 12pm - 5pm





The 2022 CRA Annual Report is Published!



Scan QR code to view
Or visit delraycra.org/annual-reports



FOLLOW US:

CRA

- o delraybeachcra
- <caption> delraybeachcra
- www.delraycra.org

Arts Warehouse

- o artswarehousedelray
- artswarehousedelray
- www.artswarehouse.org

GreenMarket

- delraygreenmarket
- delraybeachgreenmarket
- www.delraycra.org/green-market