



20 N. Swinton Avenue
Delray Beach, FL 33444

Agenda Item #
February 8, 2018

7C

~ CRA BOARD SUMMARY ~

CRA MONTHLY WORK PLAN PROGRESS REPORT
January 2018

Attached please find the CRA Monthly Work Plan Progress Report for January 2018. 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 January, 2018.

Submitted By: Kevin Matthews, Project Manager

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Item #	Project Description	Emp.	Status
	AREAWIDE & NEIGHBORHOOD PLANS		
1.	West Atlantic Avenue Redevt.		
a.	The Set Transformation Plan	JC/KC	The Final Community Workshop on The Plan was held on November 4, 2017 and on November 9th the CRA's Consultant, IBI Group, made a presentation to the CRA Board. Also on the 9th the Board approved an Amendment to the Agreement with IBI Group to extend the completion date of The Plan document to 3-2-18. 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 CRA Board tabled support of The Plan after adding it to the regular agenda at its 12-14-17 meeting to allow the consultant and staff time to addresses the Board's comments, questions and concerns presented. The Plan was approved as presented with recommended changes at the 1-11-18 CRA meeting. A presentation of the Plan was made to the City Commission at the 1-23-18 meeting. Final adoption by the City Commission anticipated in February or March 2018. 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.
b.	Land acquisition	JC/KC	No updates at this time.
	1) SW 900 Block – (WAA between SW 9 th and SW 10 th Avenues)	JC/KC	602 NW 1 st 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 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.
	2) North 600 Block (NW 6 th – 7 th Ave)	JC/DL/KC	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 to be addressed that may require an extension of the closing date. 46 SW 8th Ave – CRA closed on 46 SW 8 th Ave on 10-03-16. There was an extended short term lease in place with a termination date of October 4, 2017, the property is now vacant. Staff has applied for a Solid Waste Authority (SWA) Blighted and Distressed Property Clean-up and Beautification Grant for the demolition of the structure and is currently awaiting a response, which is anticipated by the end of Feb 2018. The demolition will be scheduled after said response from SWA. 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. Demolition of the structure was completed 1-8-18.
	3) South 600-800 Blocks (SW 6 th to 9 th Aves)	JC/KC/ JG/DL	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

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			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 2 nd 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. 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 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 LOI's will be presented to the Board for consideration/direction at the 2-8-18 meeting, along with the Purchase & Sale Agreement with Pasadena Capital.
	4) 700-1000 Blocks (NW 7 th – 11 th Ave)	JC/DL/KC	SW 700 – 800 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. A status memo was provided to the CRA Board at its August 24th meeting. The item will be discussed at the 2-8-18 CRA Board meeting.
	5) Unique Oil (805 W. Atlantic)	JC/DL	19 NW 10 th 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. Staff has applied for a Solid Waste Authority (SWA) Blighted and Distressed Property Clean-up and Beautification Grant for the demolition of the structure and is currently awaiting a response, which is anticipated by the end of Feb 2018. The demolition will be scheduled after said response from SWA. 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 March 2018. 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

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

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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

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			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.
	6) 1100 Block (SW 11 th – 12 th Ave)	JC/KC	No activity to report at this time.
	7) SW 13 th Ave and SW 14 th Ave	JC/KW	Purchase and Sales Agreement for the acquisition of the property at 234 SW 14 th 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 14 th Avenue, 27 SW 14 th Avenue, and 106 SW 14 th 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.
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 was approved by the Board at the 11-9-17 meeting. 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 November 9th, the CRA Board approved the Agreement with EJS Project (EJS) to lease Suite 700. On 12-14-17, the Board approved an amendment to the lease to allow EJS to occupy the unit at an earlier date. EJS took occupancy of the unit on 12-21-17.

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

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2.	<u>Downtown Master Plan</u>		
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 (FY16-17) 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 (FY16-17) 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 project was rolled over to FY17-18. 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 City is currently evaluating the received bids for award. 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 was presented to and approved by the City Commission at the 11-20-17 regular meeting. The master plan will not be presented to 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. 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. (<i>Palm Beach County is responsible for project construction and oversight</i>). No additional updates at this time.
b.	OSS Park / Campus Improvements	JC/KM	
c.	SE 1 st Street/Swinton - Mast Arm Traffic Signal	BK/IK	

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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. City staff to get direction from City Commission which option(s) to proceed with implementing. The item is scheduled for discussion at the 2-13-18 City Commission workshop.
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 (MMA) 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 MMA No. 7 to FDOT in October 2017. FDOT Permit for the work was issued on 11-7-17. The Bid Advertisement by the City's Purchasing Department is pending.
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. Staff is waiting for final design/plans to submit on a new site plan modification. Staff is also waiting for final cost estimates.
h.	SE 4 th Avenue Beautification	BK/KM	This project is on hold.
3.	Southwest Neighborhood Plan		
a.	Roadway Reconstruction (SW Neighborhood) SW 3 rd Court, SW 4 th Street, SW 6 th Street, and SW 7 th 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-exceed amount of \$579,257. A project kick-off meeting with the consultant was held on 10-26-17. Survey has been completed for the original project area. The additional survey for the reclaimed water main is underway. A public outreach community meeting to provide project information and answer questions from residents was conducted on 1-10-18 at the City's

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			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. An amendment to the agreement to include landscaping and traffic calming measures is pending.
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. Comcast has relocated their services and AT&T is currently relocating theirs. 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 2-15-18. 

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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 10 th /11 th Ave and SW 3 rd /4 th St, be removed and a new 8" main installed along SW 10 th Ave, in the swale, with a stub across to SW 3 rd 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 separately along with the relocation of the water main on SW 10 th 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 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 was conducted on 11-16-17 at 6 p.m. at the City's ESD 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. The survey work should be completed by 2-17-18. Temporary traffic calming measures including a roundabout chicanes and speed cushions are being installed and monitored for potential inclusion in final design.
5.	Other		

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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. PM met with project team 12-1-17 to determine final pipe routing. Provided all project managers / engineers with impacted streets and requested feedback about additional required improvements (water / sewer / drainage / roadway / etc.) prior to 12-7-17. Upon receipt of all scope, PM will meet with management for concurrence, finalize the SA scope and then issue to consultant for price. No additional updates for January 2018.
b.	Roadway Reconstruction OCI 0-42	XF	City staff currently developing scope for RFQ issuance.
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. ESD to provide a project timeline. The survey work Started on 1-2-18.
d.	Neighborhood Enhancements (Neighborhood Identification Signs)	JC/KC/DL	At the 11-27-17 Set Sustainability Committee meeting, it was decided that the locations of the signs remain the same and that staff have further meetings with the block captains with the emphasis on free standing or monument signage. A meeting was held on 1/17/2018, 6pm in the CRA conference room with the Set Block Captains. A monument sign design was agreed upon. A full scale model of the design that was chosen is being made and will be placed at current sign locations to check feasibility.
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 opening was on 11-29-17. The City's Purchasing Department is currently evaluating the bid responses. City Commission award to the most responsive/responsible bidder is pending.
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 &

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			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 Wannamacher on 1/11/18 for an initial introduction and to discuss the scheduling moving forward. Wannamacher has begun initial site survey and Phase 1 work.
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 scope and site map. City is coordination a meeting with the School District. A Service Authorization with Song & Associates for the design work is pending approval.
	REDEVELOPMENT PROJECTS		
6.	NW/SW 5 th Avenue Beautification		
a.	NW 5 th Ave Entrance Feature	JC/DL	From the 1-17-18 Neighborhood Sign meeting, ideas were discussed and Calvin Giordono and Associates was given direction and is currently working on the design for the entrance feature. Designs should be coming soon.
			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.
b.	NW 5 th Ave Alleys (MLK - Lake Ida Rd)	KM/BK	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 (AT&T). The City is waiting on FP&L for pole relocation schedule for Block 26. FP&L will also review single pole relocation needed for Block 17. The next utility coordination meeting is scheduled for 2-15-18.
			
c.	NW/SW 5 th Avenue Project	JC	No activity at this time.

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	Development/Implementation (Between MLK Jr. Dr. & SW 1 st St.)		
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 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.
8.	Economic Development Initiatives		
a.	Economic Development Leads-Prospects	JG- EB	The Office of Economic Development continues to work with nearly 67 prospects seeking locations in the CRA District and City with a possible impact of at least 152 new jobs, the retention of 107 jobs, (re)developing 29.4 acres, the absorption/creation of 468,612 sq. ft. of commercial/office/industrial space and a proposed private capital investment of more than \$53 million.
b.	Economic Development Incentives	JG	The annual Development Infrastructure Assistance incentive payments for KCMCL Pineapple Grove LLC (Hyatt Place Delray Beach) and Prime Delray Hotel LLC (Fairfield Inn & Suites by Marriott) totaling nearly \$109,632 are currently in process.
c.	CRA Business Grants	EB	The next CRA Funding Assistance Workshop is scheduled for Monday, February 12, 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	UpperCutz Barbershop and Salon, a new Delray Beach start-up and CRA tenant at 135 NW 5 Avenue (West Settler's Building in The Set), celebrated their grand opening and ribbon-cutting with the community on January 5, 2018.

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e.	G.E.A.R. (Grow, Expand and Retain) Program and Business Retention-Expansion Strategy	EB	IMPROVU Additionally, ImprovU, whose mission is to “bring the art of improvisation to South Florida and grow the improv community,” relocated to Historic 5th Avenue and is now open at 105 NW 5th Ave, Delray Beach, FL 33445. Visit them at www.theimprovu.com. The Robert Gibbs Retail Market Study has been completed and released. The next step is the presentation of the Shop-Ability Study which is now scheduled to be presented to the DDA Board on 2/10/18 at 8:30 a.m. in the 1st Floor Conference Room and again at 6:00 p.m. to the general community at OSS Crest Theatre. The next G.E.A.R. team meeting is tentatively slated for Thursday, May 3, 2018.
f.	We ♥ Small Biz	EB	No significant updates in January 2018. A We ♥ Small Biz Month (May 2018) team planning meeting will be held in mid-February 2018 to finalize this year's (4 th Annual) celebration and calendar of small business events, workshops, seminars and conferences.
g.	Building Talent and Filling Skill Gaps	JG	Career Cottage opened to the public on Thursday, January 18, 2018 following a ribbon-cutting ceremony with City officials, CRA, WARC, CareerSource, Manpower, Chamber, DDA and community representatives. Through 1/30/18, more than 44 local job candidates have been served by the multi-lingual team (English, Spanish, Creole) at Career Cottage located at 186 NW 5 Avenue. Walk-ins are encouraged and online appointment protocols are forthcoming. Delray Beach Career Cottage operating hours are Monday – Friday, 8:00 a.m. to 5:00 p.m.

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			 Additionally, OED met with the Provost and Director of Workforce Development of Palm Beach State College in January 2018 along with the City's Education Coordinator to discuss future industry training and workforce development collaborative partnerships and initiatives.
h.	Warehouse/Arts Incubator	JC/JB	CRA Arts Warehouse staff has moved into the newly renovated facility and has submitted the following updates: - December 1st was the soft opening as part of Delray Beach's First Friday Art walk. Over 500 visited the site. – 3 first Friday events with increased participation and new/repeat visitation. - Working on expanding open hours and PT staff - Just added 3 more Artist in Resident and 2 affiliate artist - We are currently curating our exhibition schedule for the next year - We are developing our curriculum/workshops; instructor recruitment; implementing registration for March & April; We worked with Spady, FAU for our Jan/Feb exhibition to include artist talk and curator talks - Website development is in progress – ¾ complete

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			- We are putting together our rental packet – will go live upon website live launch; - We are developing marketing/advertising practices and utilizing social media – will combine website with social media - Preparing for grand opening – Feb 23rd - We are 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 - Installing acoustical panels in back room – should be complete and ready to use for grand opening