



DELRAY BEACH CRA
COMMUNITY REDEVELOPMENT AGENCY

MEMO

To: CRA Board of Commissioners
From: Jeff Costello, Executive Director
Date: February 7, 2018
RE: Board Updates - January

Provided is the status report for January of various items that are not typically included in the CRA Monthly Work Plan Progress Report:

1. **Pasadena Capital, Inc.** – At its meeting of December 14, 2017, the CRA Board authorized staff and counsel to negotiate the sale and purchase with Pasadena and publish notice as required. Pursuant to Florida Statutes Chapter 163.380(3)(a), the 30-day notification of the CRA's intent to accept the proposal for purchase of the property was published ("Notice"). In response to the Notice, Letters of Interest ("LOIs") were received from three (3) development firms (BH3 Management LLC; New Urban Communities; NR Investments, Inc.). for the CRA-owned properties within the SW 600-700-800 Blocks of West Atlantic Avenue (approximately 7.5 acres). CRA Board consideration of the Purchase & Sale Agreement with Pasadena Capital is scheduled for the February 8th CRA Board meeting.

A. Letters of Interest – CRA-Owned West Atlantic Avenue Properties - SW 600, 700, 800 Blocks

As referenced above, Letters of Interest ("LOIs") were received from three (3) development for the CRA-owned properties within the SW 600-700-800 Blocks of West Atlantic Avenue (approximately 7.5 acres). In light of the fact that there exists interest in a broader scope of development along the West Atlantic corridor as evidenced by the submittal of the three (3) Letters of Interest, staff sought direction from the CRA Board at its meeting of January 25, 2018 regarding the LOIs. At the meeting, the Board tabled the Letters of Interest until the February 8th CRA Board Meeting.

2. **SW 600-700-800 Block RFQ/P** – CRA staff has been meeting with West Atlantic Redevelopment Coalition's (WARC) 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 proposed RFQ/RFP. A status memo was provided to the CRA Board at its August 24th meeting. At the January 25, 2018 CRA Board meeting, the Board directed staff to provide a preliminary Request for Qualifications/Proposals (RFQ/P) for the SW 600-800 Blocks to the February 8th CRA Board for discussion.
3. **700 W. Atlantic Avenue** – Permits were issued for the renovations of two (2) bays (700 & 708) with final completion is scheduled in December. Hatcher Construction's build-out of three (3) bays (710, 712 & 714) was completed in January.
4. **The Set Transformation Plan ("Plan")** – The Plan was presented to the WARC Board at its December 7th meeting and unanimously approved the Plan via Resolution No. 2017-01. On December 14th, the CRA Board tabled the item to the January 11, 2018 CRA Board meeting as there were legal concerns as well as other comments/concerns regarding various aspects of the Plan. On January 11, 2018, the CRA Board considered the item and recommended approval of the Plan with recommended changes addressing the Board's comments and concerns. The Plan was presented to the City Commission on January 23, 2018. Final adoption is anticipated in March.

5. **Habitat for Humanity of South Palm Beach County** - Single Family Infill Housing (Land Disposition)- The CRA received an unsolicited letter of interest from the Habitat for Humanity of South Palm Beach County to acquire 4 CRA-owned properties in the Southwest Neighborhood of The Set. On January 11, 2018, the CRA Board authorized CRA Staff and CRA Legal Counsel to negotiate a Purchase and Sale Agreement for conveyance of the properties located at 125/129 SW 5th Avenue, 138 SW 11th Avenue, 101 SW 13th Avenue, and 110 SW 12th Avenue to Habitat for Humanity, and to post notice accordingly. The Agreements are tentatively scheduled for the February 22nd CRA Board meeting.
6. **Business Retention Efforts** - CRA staff has requested a proposal from one of the CRA's Development Services Consultants (WTL+a) to study the impact and barriers of redeveloping commercial properties in the CRA District and the unintended impact on business retention with recommendations accordingly. The Retail Market Study prepared by Gibbs Planning Group, on behalf of the DDA, was presented to the DDA and City Commission at their Regular Meetings on December 11th. Gibbs' Shopability Study will be presented to the DDA Board and City Commission on February 20th. Depending on the results of the Gibbs reports, the scope of work with WTL+a will be finalized and a Work Assignment prepared for consideration by the Board.
7. **The Set Branding Initiative** – Staff continues to support and assist WARC with maintaining and updating of The Set website, social media, and collecting content for the distribution of the monthly newsletter – The TRIBEune. The CRA is an active partner on The Set Branding Committee along with key marketing and placemaking partners in The Set. It is anticipated that continued management and implementation of the branding initiative will come through a partnership request from WARC.
8. **Focus on 5th - 186 NW 5th Avenue (Career Cottage)** – CareerSource Palm Beach County has completed preparations for their new facility (Career Cottage) at 186 NW 5 Avenue and will began full operations in January. The ribbon cutting ceremony occurred on January 18th. On January 11, 2018, the CRA Board authorized the CRA Attorney to amend the CareerSource Palm Beach County lease agreement to allow for the occupancy of Manpower into Career Cottage at 186 NW 5 Avenue.
9. **Land Acquisition Policy** – Based on the CRA Board's direction, staff has discussed the creation of a land acquisition policy with the CRA Legal Counsel. A meeting with City staff will be scheduled in February to discuss the intent of the land acquisition policy.
10. **CRA/WARC Partnership** – The West Atlantic Redevelopment Coalition (WARC) spent 2017 strengthening its partnerships with various City and nonprofit partners through its Committee structure (Economic Development, Branding, and Sustainability with a Housing Subcommittee) and is working towards a partnership plan to present to the CRA Board and City Commission. The intent is to build the capacity needed for The Set Transformation Plan implementation. On January 11, 2018, the CRA Board discussed a potential partnership with WARC as it relates to various initiatives to help fulfill the CRA's mission and in relation to The Set Transformation Plan. The CRA Board gave direction for the CRA Executive Director, WARC Chair, CRA Commissioner/WARC Board Liaison, and CRA Legal Counsel to meet and draft an Agreement defining the guidelines and responsibilities between the CRA and WARC, in order to prioritize the growth of The Set including, but not limited to, the mutual responsibilities related to funding, economic development initiatives, administrative support, organizational structures, marketing and promotion of The Set. On January 25, 2018, the CRA and WARC Board held a joint workshop to discuss a proposed Programming and Funding Agreement. Members of WARC and staff will be meeting to discuss a phasing plan related to the Programming and Funding Agreement to present to the CRA Board in conjunction with the revised Agreement. Consideration by the CRA Board is anticipated in March.
11. **CRA Workload Analysis** – The CRA has entered into an agreement with L.J. Craig Associates, Inc. to conduct Workload Analysis in order to determine organizational needs and improve efficiencies. The

analysis has been distributed to the Board and staff. The Executive Director has been meeting with staff. Individual meetings with the Board members and the consultant will be scheduled next week.

12. **CRA Office Addition** – At the January 25th CRA Board meeting, the CRA Board authorized staff to issue the Request for Bids (“RFB”). The RFB was issued on February 7, 2018 and the bid closing date is March 9, 2018.
13. **Gateway Feature Landscaping** – CRA and City staff continue working with CRA’s landscape consultant to replace landscape material and trees damaged due to Hurricane Irma. The Consultant completed the report, which included alternative plant materials and replacement of some existing material to address on-going maintenance issues. The report was reviewed by City staff and a plan is being developed to present to FDOT.
14. **Request for Bids - Landscape Maintenance Services** – On December 14, 2017 the CRA Board awarded the RFB for Landscape Maintenance Services for the CRA-owned properties and the Atlantic Avenue Gateway Feature to Sod Unlimited, Inc. The Agreement was approved on January 11, 2018 with an Effective Date of February 1, 2018.
15. **CRA Website Update** – Staff is meeting with vendors to provide updates and additions to the CRA’s website.

Please contact me should you have any questions or need additional information. Thank you.