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MEMORANDUM

TO: Chair, Vice Chair and Members of the Board

FROM: Rachel A. Bach, Executive Director

DATE: November 14, 2006

SUBJECT: October 2006 – Progress Report

CC: Mayor and City Commission
Paul Boyer, City Manager

The following is brief update on the Lake Worth CRA's progress on projects and activities of significance within the Redevelopment Area:

Project	Activities
Affordable Housing Strategy	CRA Staff to develop an affordable housing program to effectuate the production of affordable units
Administration	401a sign up. CRA Director will be on vacation from November 21 to November 27, 2006.
Brownfield's	The CRA's Work Plan and funding for the Brownfields Grant was approved by the EPA. Currently developing solicitations for the Developer Solicitation Team.
Code Enforcement	The City Manager has confirmed that the CRA funded Code position is a City position that is hired and fired based on seniority. CRA to consider FY 06/07 Interlocal Agreement at 11/14 CRA Board meeting. Code Compliance division has agreed to reassign Alex Lopez, previous CRA Code Compliance Officer to CRA duties.
Communications Strategy	Staff is working on presentation folders, shirts and promotional materials. A draft homepage of the website has been completed.
Community Grants in Aid	CRA funded the Lake Worth Playhouse in the amount of \$2,000 for their Emerging Cinemas program. Staff is currently working with the Lake Worth CDC to revise the proposed Renter's Manual.
Development Regions Grant	CRA paid out Rotelli and received its funding from Palm Beach County for the Development Regions Grant. The Lake Worth CDC's Development Regions Grant awarded for its E Street Project has expired therefore there are no active CRA Development Regions Grants. Applications will be available from PBC in January. Staff will present an item to the Board regarding review criteria for this and the Façade Grant Program sometime in January.

Project	Activities
Dixie Highway Park (812 N. Dixie)	RFP was reissued as an RFQ for continuing services with qualifications packets submitted November 14, 2006. Staff will schedule a special meeting of the CRA Board for shortlisting of firms.
Dixie Highway Business Development	Staff will submit a proposed short term strategy for Dixie Highway based on the recommendations of the Dixie Highway Market Analysis and Board discussions of economic development strategies. Staff has also prepared a business survey that will be distributed to both Dixie Highway and Downtown businesses.
Downtown/6th Holiday Planning	The CRA has purchased a 25 foot artificial Christmas tree. Staff is using remaining funds to purchase decorations for the tree. Staff will also have holiday banners produced for 6 th Avenue South and is researching its ability to reproduce some of the hand painted holiday banners displayed on Lake and Lucerne Avenues.
Downtown Maintenance	Staff has requested quotes for the cleaning of sidewalks, pavers, tree grates, curb and gutter along Lake and Lucerne Avenues from A Street to Golfview including the side streets in between and to the north and south alleyways.
Downtown Parking	The CRA completed the L & M Street parking lots in August, but are still waiting on final approval. Upon completion, the CRA will be resurfacing and restriping the lease parking lot to the north of the L Street parking lot. The development of a Downtown Parking Strategy is on hold until other priorities of the CRA Board can be addressed.
Downtown Retail	Staff has requested a proposal from Buxton Group and Gibbs Planning Group for the development of a Downtown Retail Attraction Strategy.
Economic Development (General)	In October, staff met with ten (10) interested businesses and developers to discuss programs and opportunities for redevelopment.
Façade Improvement Program	On May 23, 2006 CRA Board approved 8 grant applications for a total of \$100,000 in funding and \$309,000 in improvements. New funding cycle to begin in January. Staff will propose changes to the Façade Grant Program and review criteria in January in conjunction with the Development Regions Grant.
Gateway Roadway Improvement Project	Landscaping and street furniture on 6 th Avenue South has been installed, currently installing brick paver crosswalks. The intersection at Dixie Highway and 6 th Avenue South will be closed from November 13 to November 27 for paver installation. The weekend immediately following completion of Dixie Highway work, the intersection at A Street and 6 th Avenue South will be closed for a weekend only for the same. CRA staff is working with City to request ownership of 10 th Avenue North, from I-95 to Federal Highway. County has approved the transfer but has only offered a total of \$175,000, which is in dispute by both City and CRA staff. CRA staff had Kimley Horn and Associates to provide an engineers report and cost estimate for basic maintenance of 10 th Avenue North, which has been forwarded to the County for their review.
Gateways Incentives and Zoning	CRA staff sent out a mailing notifying property owners in the Gateways of the availability of the Gateways Grant program. The requested density change to the Gateways Zoning District were deleted from the November 7, 2006 agenda and rescheduled for the November 21, 2006
GIS	Staff has ordered software and is waiting for receipt and installation. The CRA may want to consider hiring a consultant to organize and set up data for use with the new software.

Project	Activities
Green Space	While not a CRA project, CRA staff is assisting Adopt-A-Family and the Young President's Club to develop a Pocket Park at the southeast corner of A Street and 3 rd Avenue North. Staff is coordinating with the City Attorney and other City staff and is processing a special land use application on their behalf to facilitate this project.
Neighborhood Plans	The CRA has planned a Neighborhood Collaborative Meeting for the evening of November 30, 2006, notifying residents the weekend of November 18, 2006. CRA staff recently attended the Tropical Ridge Neighborhood Association Meeting and found that they were planning a "Night Out" event on the same evening. Staff is working with the Association to combine these events which should improve turnout for both.
Neighborhood Sidewalk Improvements	The CRA completed the final design of sidewalk plans for the E-Street Demonstration Project. Staff is working with the City's Purchasing Department to prepare and schedule an Invitation to Bid. Due to new City standards, the CRA will not be able to cover such a large area on future projects and future scope of work may change.
Property Acquisition	CRA Workshop scheduled November 15, 2006
Residential Rehab Program	Staff is developing recommendations to be presented to the CRA Board for a Residential Rehab Program. Conceptually, the program is proposing a two pronged approach which will provide general assistance to low income families and will also provide funding for beautification of existing homes (non-income qualified). Staff is also researching other sources of assistance for weatherization and energy conservation that can be passed on to homeowners and has met with Community Development staff on the creation of historic districts in CRA neighborhoods.

Should you have any questions about these or other ongoing activities, please feel free to call me at 561-493-2550.

Upcoming Activities

Property acquisition strategy – to be discussed November 15, 2006

Affordable Housing – develop a strategy to create affordable units in the CRA

Art in Public Places – Deadline for applications is April 27, 2006. Staff is reviewing whether this is feasible this fiscal year. This is a great opportunity for this and future years but has not been identified as a priority for this fiscal year.