

**LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
LAKE WORTH CITY HALL
COMMISSION CHAMBERS
MONDAY APRIL 5, 2010
6:00 P.M.**

I. ROLL CALL:

The Recording Secretary called the meeting to order at 6:00 p.m. on the above date in the Commission Chambers located at 7 North Dixie Highway, Lake Worth, Florida.

Present were CRA Members Peter Meyerhoefer, Michael Hyde, Andy Amoroso, Donna Ross, Ed Grimm, Jessica Rockstein & Cary Sabol.

Also present was CRA Director, Joan Oliva

II. PLEDGE OF ALLEGIANCE:

III. APPROVAL OF MINUTES:

a. January 26, 2010

Action: Motion made by Mr. Amoroso to accept the January 26, 2010 minutes seconded by Ms. Ross.

Vote: All Ayes

IV. PUBLIC PARTICIPATION ON NON-AGENDAED ITEMS (3 minute limit):

Peter Tim- I know you have your area and then there is an overlay area that supposedly encompasses the \$23M grant I think you people could spend it outside of the CRA. In the overlay district there are a lot of houses that need to be rehabilitated.

Chair stated that there will be a public workshop on Wednesday at Compass Community Center.

V. CONSENT AGENDA:

- a. NSP2- Authorize Chair to Execute Consortium Agreements and MOU**
- b. 29 S J Street- 2nd Lease approve amendment**
- c. Façade Grant- Ameliascapes change in agreement location**
- d. NSP2 Requirement- Selection of Environmental Engineer to conduct Tier 1 Environmental Review**

Action: Motion was made by Ms. Ross to accept the consent agenda seconded by Mr. Sabol.

Vote: All Ayes

VI. ACTION AGENDA:**a. Resolution 2010-01- to approve Execution of Sale and Purchase Agreements for the Acquisition of Property consistent with the NSP2 Grant Agreement**

Legal counsel stated the following:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE CHAIR, VICE CHAIR AND EXECUTIVE DIRECTOR TO TAKE ANY AND ALL ACTION CONSISTENT WITH THE GRANT AGREEMENT ENTERED INTO BETWEEN THE CITY OF LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY AND THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT RELATED TO THE GRANT OF NEIGHBORHOOD STABILIZATION PROGRAM – 2 FUNDS DATED FEBRUARY 11, 2010, INCLUDING THE EXECUTION OF PURCHASE AND SALE AGREEMENTS FOR THE ACQUISITION OF PROPERTY FROM SPECIFIED LENDERS, AND TO AUTHORIZE THE CRA CHAIR OR VICE-CHAIR TO EXECUTE OTHER DOCUMENTS NECESSARY TO PROCEED TO CLOSING ON THE ACQUISITION OF QUALIFIED PROPERTIES WITHIN THE NSP-2 TARGET AREA IN A MANNER CONSISTENT WITH THE RESPECTIVE PURCHASE AND SALE AGREEMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE is before the Board for consideration this evening.

The CRA executed an agreement with the United States Department of Housing and Urban Development (HUD) for the Neighborhood Stabilization Program 2 (NSP-2) Grant which was awarded to the Lake Worth Consortium in February, 2010. The Action Plan submitted to HUD as part of the NSP-2 application includes the acquisition of foreclosed and abandoned properties for use in the program. The Action Plan includes the acquisition of 130 properties in the Target Area, located within the CRA's Community Redevelopment Area. The acquisition of the property must be accomplished within the three year funding time period, with a focus on acquiring as many properties as possible within the first two years of the program so funds can be spent and homes rehabilitated and occupied.

The CRA executed an MOU with the Neighborhood Stabilization Trust in February, 2010 in order to assist the CRA with the acquisition of foreclosed properties. The Trust is a non-profit organization that is working with most of the nation's major financial institutions to ensure that REO inventories are available to the Trust buyers on a first look basis through the REO acquisition program. This program, as well as other first look programs, from other financial institutions will provide the CRA with an edge against speculative investors seeking properties. The Trust and other firms controlling REO inventories will, on a continual basis, offer properties for sale to the CRA with a very limited time frame before they are available to the general public. From the time each property is sent to the CRA to evaluate, a tentative decision on whether or not we are interested in purchasing the property must be made within 24 hours and a final decision, after due diligence is completed, must be made within five days.

In order for CRA Staff to move quickly on the purchase of properties, Staff and the CRA Board attorney have prepared Resolution 2010-01. If the CRA Board approves the Resolution, the Executive Director and either the Chair or the Vice Chair shall be authorized to execute any and all documents to fulfill the CRA's obligations pursuant to

the needed purchase and sale agreements. All purchases must comply with the NSP2 guidelines and the CRA's Action Plan.

According to the approved Action Plan, the CRA will also be conveying properties to either Adopt-a-Family or Habitat for Humanity of the Palm Beaches. A small portion, twenty properties, will be rehabilitated or replaced by the CRA. To expedite the conveyance of these properties Resolution 2010-02 was prepared to address the proposed method of transfer. Staff proposes that either the Chair or Vice Chair execute the purchase and sale agreements and any deeds or documents necessary to precede to closing and disposition between the CRA and our two rehabilitation/new construction partners, Adopt-a-Family and Habitat for Humanity. All conveyances of properties acquired through NSP-2 must also comply with the NSP-2 guidelines and the CRA's Action Plan.

Action: Motion was made by Mr. Hyde to approve Resolution 2010-01 seconded by Mr. Amoroso.

Mr. Hyde asked if we are buying REO's are we in violation of the NSP2 grant? They have to be foreclosed and we might be able to purchase short sale properties.

Vote: All Ayes

b. Resolution 2010-02- to approve Execution and Sale Agreements and Conveyance of properties to consortium partners consistent with NSP2 grant agreement

Legal counsel stated : A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE CHAIR, VICE CHAIR AND EXECUTIVE DIRECTOR TO TAKE ANY AND ALL ACTION CONSISTENT WITH THE GRANT AGREEMENT ENTERED INTO BETWEEN THE CITY OF LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY AND THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT RELATED TO THE GRANT OF NEIGHBORHOOD STABILIZATION PROGRAM – 2 FUNDS DATED FEBRUARY 11, 2010, INCLUDING THE EXECUTION OF PURCHASE AND SALE AGREEMENTS FOR THE CONVEYANCE OF CRA PROPERTY ACQUIRED PURSUANT TO NSP-2 TO CONSORTIUM MEMBERS AND QUALIFIED INDIVIDUALS, AND TO AUTHORIZE THE CRA CHAIR OR VICE-CHAIR TO EXECUTE DEEDS, AND OTHER DOCUMENTS NECESSARY TO PROCEED TO CLOSING ON THE CONVEYANCE OF QUALIFIED PROPERTIES WITHIN THE NSP-2 TARGET AREA IN A MANNER CONSISTENT WITH THE RESPECTIVE PURCHASE AND SALE AGREEMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY;

Ms. Rockstein asked on pg. 2 where it list Adopt A Family and Habitat is it exclusive that these houses will be transferred to just these two agencies. Staff stated the CRA is responsible for 20 homes out of 130. If the homes do not need a lot of rehab the CRA will keep them.

Legal counsel stated on pg. 10 & 11 the purchaser will have a separate document at closing. The document will include that construction must commence within 30 days.

Mr. Grimm stated that the CRP planner will be targeting moving in 130 artists into the homes. Staff stated that it is all based on income qualifications.

Action: Motion was made by Mr. Hyde to approve Resolution 2010-02 seconded

by Mr. Grimm.

Vote: All Ayes

VII. EXECUTIVE DIRECTOR'S REPORT:

a. Cultural Renaissance Program- Planner Job Description

Staff stated the following for the job description:

- Creation of a strategy that encourages rehabilitation of commercial and residential properties that supports art and cultural enterprises.
- Assist with rehabilitation efforts for the recently acquired 1000 Lake Avenue. Working with CRA Staff, interested parties, local organizations and entities help develop and help implement a revitalization and built-out plan for the building. With direction from the ED and other CRA Staff members, recommend long-term potential partners and uses for the space.
- Development and implementation of a program that will encourage home ownership and business retention and expansion through the attraction of arts and arts-related investment and business to the target area. The Coordinator will be responsible for the development, implementation, promotion, funding coordination and marketing of such program.
- Coordination with other CRA Staff on the NSP-2 program to create or enhance housing opportunities, for the artist communities, in addition to, educational and business opportunities which foster the arts.
- Establishment of a structure for application, qualification and approval of artists and a method for disposition of selected properties.
- Participate in the development and administration of the Cultural Renaissance Program budget for the CRA; forecast the funds needed for staffing, equipment, capital costs, and materials and; monitor expenditures.
- Working with partners, the development of a brand for the area, a marketing strategy and the establishment and coordination of an annual event that promotes the program.
- The development of marketing materials, including further development of the web site, advertisements and placement recommendations and outreach to local and national media.
- Establishment of monitoring procedures to ensure quality and success.

Additional Responsibilities May Include:

- Generate funding through a variety of sources including grant funding. Prepare and assist in the administration of grant programs.
- Represent the CRA, as directed by ED, at Board meetings at various arts and economic development groups.
- Prepares agenda items and reports for the Executive Director and CRA Board of Commissioners.
- Other duties as assigned the Executive Director.

Knowledge of:

- Modern principles and practices of arts program development, administration and facility management.

- Public relations principles and techniques.
- Organizational and management practices as applied to analysis and evaluation of programs, policies and operational needs.
- Marketing principles and techniques.
- Budget management and grant administration.
- Long range planning and the implementation of actions in support of plans.

Qualifications:

- Bachelor's degree in Liberal Arts, Arts Administration, Art history or related degree and four years professional experience. A Master's degree may be substituted for some experience.
- At least two years of increasingly responsible experience in arts program administration.
- Prior experience with grant preparation and administration.
- Ability to develop written documents and give public presentations.
- Proficiency in Microsoft Office software including PowerPoint, Word, Excel.
- Professional appearance, conduct and behavior

Applicants are asked to:

- Present professional portfolio with writing samples, marketing material. A writing test might be included as part of interview process.

Staff stated once approved we can begin conducting interviews.

Mr. Sabol asked about the educational degree. Staff stated that the degree does not have to be limited to just the arts.

Mr. Amoroso stated that we could not limit this job to only Lake Worth residents because it would be considered discrimination.

Staff stated that we are not on a deadline we just want to find someone who is qualified.

Board reached consensus to have staff fulfill the position.

b. NSP2 Public Workshop

Public workshop April 7th at 6pm in the Compass Community Center.

Chair stated that he gave staff some email addresses to try and market this to the artistic community. Ms. Ross asked how we marketed this program to the Hispanic Community for this workshop. Mr. Amoroso stated that all consortium partners are reaching out to the Hispanic Community. Ms. Rockstein stated that we should make it very easy for people to access this information and that citizens understand what NSP2 is. We need to work on the outreach for the citizens that do not speak English and make it very easily accessible.

VIII. BOARD MEMBERS' COMMENTS:

Michael Hyde- No comment.

Cary Sabol- No comment.

Jessica Rockstein- I am impressed with all the hard work that has been put into this project.

Donna Ross- No comment. See you Wednesday.

Ed Grimm- I appreciate staffs ability to be flexible. I am very excited about this program.

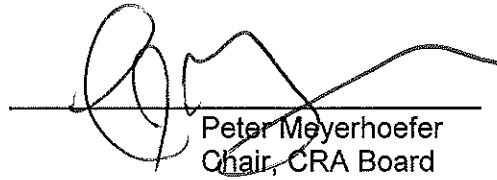
Andy Amoroso- No comment.


Peter Meyerhoefer- I appreciate staffs work very much.

IX. ADJOURNMENT:

Meeting adjourned at 6:50 p.m.

Minutes Approved 6.8.10


Peter Meyerhoefer
Chair, CRA Board


Emilia Theodossakos
Recording Secretary