

**LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
LAKE WORTH CITY HALL
COMMISSION CHAMBERS
TUESDAY JUNE 8, 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, 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. April 5, 2010

Action: Motion was made by Mr. Amoroso to accept the CRA minutes of April 5th, 2010 seconded by Ms. Ross.

Vote: All Ayes

b. May 11, 2010

Action: Motion made by Ms. Ross to accept the May 11th, 2010 minutes seconded by Mr. Amoroso.

Vote: All Ayes

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

Peter Timm- Have you closed on any houses for NSP2? If not, why?

V. DISCUSSION AGENDA:

a. Redevelopment Plan Update

In December of 2009, the Board discussed the possibility of updating the CRA's Redevelopment Plan. In 1989 the Lake Worth Commission created the Lake Worth Community Redevelopment Agency by resolution and a finding of necessity report and plan was subsequently completed. In 2000 an update to the plan was developed, that included a boundary expansion. The Plan was produced by the RMPK group at a cost of \$59K.

Community Redevelopment Plans are produced once the governing body has determined that certain conditions exist in an area. These include, but are not limited to;

slum and blight, inadequate infrastructure, insufficient roadways, a lack of affordable housing and inadequate parking facilities. The Plan itself must conform to the local Comprehensive Plan, include such activities as land acquisition, demolition and removal of structures, provide for the development of affordable housing and may provide for the implementation of community policing innovations.

The Community Redevelopment Agency is responsible for developing and implementing the Community Redevelopment Plan in the chosen target area. The plan includes the overall goals for redevelopment in the area, as well as identifying the types of projects planned for the area.

Examples of traditional projects include: streetscapes and roadway improvements, building renovations, new building construction, water and sewer improvements, parking lots and garages, neighborhood parks, sidewalks and street tree plantings. The plan can also include redevelopment incentives such as grants and loans for such things as façade improvements, signage, and building improvements. The redevelopment plan is a living document that can be updated to meet the changing needs within the Community Redevelopment Area; however, the boundaries of the area cannot be changed without starting the process from the beginning.

Reasons for updating a plan include a change in boundaries or to add programs or projects not currently allowable under an established plan. The Lake Worth Redevelopment Plan, although written almost a decade ago, provides the necessary authority and plan components to address a wide variety of issues and projects. Unless there is a specific program or project, not allowable under the current plan, Staff does not suggest updating the plan at this time. Over the next several years Staff and resources will be dedicated to implementing the Neighborhood Stabilization Program. Additional resources, in the wake of declining property values, will allow fewer programs. The resources that would need to be dedicated to planning efforts would take any available funding away from programs or projects that may further stabilize both the business and residential community.

Staff stated at this time it is not in the best interest of the Board to update the CRA plan due to budgetary constraints. Staff gave the Board an alternative recommendation to create a strategic plan.

Ms. Rockstein stated that Commissioners have requested that we update the plan. The plan was written during a different economic climate and the plan is outdated. The Board needs to re-visit its priorities. There are some things in the plan that have already been completed such as attracting a grocery store and completing the gateways.

Mr. Grimm suggested that we workshop this item and identify a specific goal with a list of what we have completed and what needs to be completed. Mr. Amoroso strongly suggested that we be on the same page with the City.

CRA Board reached consensus to have a workshop to discuss priorities and the redevelopment plan.

VI. ACTION AGENDA:

a. NSP2- Approve Policies and Procedures

When receiving federal funds to implement a project, certain policies and procedures are required not only to meet established standards but also to make implementation and monitoring streamlined and consistent. To this end Staff developed a policies and procedures manual for the NSP-2 program. Some policies, such as anti-lobbying and anti-displacement were approved by the Board last year while others are newly created. Staff envisions further refinement of procedures as the program progresses; however, the policies will stay in place and only be changed after approval from the Board. This manual not only covers NSP-2 related procedures but also other office-related procedures that need to be formally established.

Policies are overarching principles that guide actions while procedures answer the questions of who, what and how things are done. Some standards, such as those written in the grant application and agreement are already established. Examples are the program timeline, the expenditure of funds and the income limits. Others standards will be created and implemented for internal effectiveness, such as additional benchmarks for the timeline, quality and completeness. Finally, tools will be listed that will assist in the implementation of tasks. We anticipate our list of needed tools to grow as we move from the planning to the implementation stage.

Good policies, standards procedures and tools ensure program partners and beneficiaries are treated fairly, efficiently and consistently. They also serve as an effective management tool and demonstrate compliance with already established rules and federal, state and local regulations.

The required policies for NSP-2 include the following:

- Financial Management
- Drug-Free Workplace
- Acquisition
- Procurement and Section 3
- Beneficiary Issues
- Relocation/ Tenant Protection
- Affirmative Action/ EEO
- Environmental Conditions
- Anti - Lobbying
- Travel Policy
- Contractual Terms and Conditions
- Payment and Reimbursement
- Monitoring

Once policies and procedures are determined and approved, training and continual evaluation must take place to guarantee effectiveness. The Board, Staff, HUD and our partners will be kept abreast of any changes or further refinement of the policy and procedure manual.

Action: Motion was made by Ms. Ross to approve the NSP2 policies and procedures manual seconded by Mr. Grimm.

Vote: All Ayes

b. Approve documents for establishment of 5013c for 1000 Lake Avenue

The Board authorized the purchase of 1000 Lake Avenue at their February 23, 2010 meeting. The building was purchased in an effort to help implement the Cultural Renaissance Program, providing future space for artists and/or cultural organizations or enterprises. 1000 Lake is a large commercial structure, adjacent to City Hall and is located in the City's historic district. It was built in 1927, and consists of over 14,000 square feet. The site itself is just over 21,000 square feet and is currently vacant.

At the May 11, 2010 meeting the Board authorized the establishment of a non-profit corporation for the purpose of redeveloping the newly acquired building.

Our attorney, David Tolces, has drafted both Articles of Incorporation and By-Laws for the Boards review and approval. Before submitting the required paperwork, the Board needs to establish the name of the corporation so the paperwork can be finalized.

Action: Motion was made by Ms. Ross to approve the establishment of the nonprofit foundation for 1000 Lake Avenue seconded by Mr. Grimm.

Vote: All Ayes

Action: Motion was made by Ms. Ross to accept the bylaws with the name change seconded by Mr. Sabol.

Vote: All Ayes

VII. EXECUTIVE DIRECTOR'S REPORT:

a. CRA Code Compliance Inspector- Staff Update

CRA code inspector Mike Morabito was present at the meeting to answer any questions from the Board and gave a brief update.

b. Progress Report

- NSP2 made offers on 32 properties have not closed on any yet still waiting on the status of the environmental.
- P&Z Board approved 25 foot lot request
- Small Business seminar on June 10 at the Golf Course
- Scheduling interviews for the CRP position

VIII. BOARD MEMBERS' COMMENTS:

Cary Sabol- I am glad to see that the tree ordinance has finally been adopted.

Jessica Rockstein- I am excited about the new landscape plans. The H Street Park had a xeroscape idea hopefully this project will happen.

Donna Ross- No comment.

Ed Grimm- Wonderful meeting and I look forward to the redevelopment plan workshop. I am very proud of this staff.

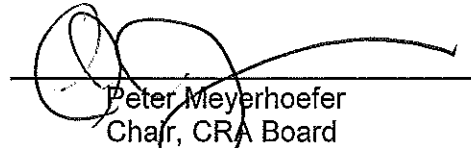
Andy Amoroso- I look forward to doing some fundraising for 1000 Lake Avenue.


Peter Meyerhoefer- I appreciate staffs work very much.

IX. ADJOURNMENT:

Meeting adjourned at 7:16 p.m.

Minutes Approved 7.12.10


Peter Meyerhoefer
Chair, CRA Board


Emilia Theodossakos
Recording Secretary

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