

4. DISCUSSION ITEM: BRIEFING ON THE RIVIERA BEACH HEIGHTS
AND OTHER NEIGHBORHOOD REDEVELOPMENT PLAN
(ATTACHMENT -#4)

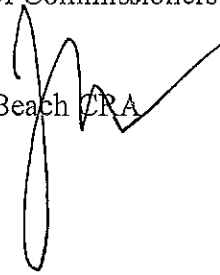


RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

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MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM: Tony T. Brown, Executive Director, Riviera Beach CRA 

DATE: September 22, 2011

CC: Ruth Jones, City Manager
Pamala Ryan, City Attorney
Michael Haygood, Interim CRA Attorney

SUBJECT: Riviera Beach Heights and Neighborhood Development

In FY 2010 – 2011, the Board named Riviera Beach Heights a redevelopment priority area. With this designation, you required the CRA staff to prioritize its resources and establish an investment plan that would improve the neighborhood consistent with the 2011 Amended CRA Redevelopment Plan. The purpose of this memo is to summarize the progress we made and to highlight key components of the plan to be implemented.

Allocation of Project Capital

During the Budget process, the Board allocated \$2,700,000 in Project Redevelopment Funds to be vested in the Riviera Beach Heights community. This allocation accounts for 11% of the Project Redevelopment Budget. We have sub-allocated this budget for the following purposes to be disbursed as portions of the action plan are approved by the Board:

Programs & Construction Plans	\$ 350,000
CDC Operations	400,000
Project Redevelopment Budget	<u>1,950,000</u>
	\$2,700,000

Formation of Viable Neighborhood Delivery System:

The Board was clear that the action plan had to generate immediate and impactful results. To succeed in neighborhood development, we believe our services in the neighborhood need to be customized to leverage County and Federal resources that will stabilize and invigorate our neighborhoods. Our plans for neighborhood development will start in Riviera Beach Heights and then focus east towards the Broadway West and Blue Heron East neighborhoods.

We wish to proceed with the following actions and request Board approval for the following:

1. Create a new wholly-owned entity of the Riviera Beach CRA (RBCRA) - Riviera Beach Community Development Corporation (RBCDC). The RBCDC will qualify under HUD guidelines to be eligible for federal funding for housing and community development purposes and act as a not-for-profit development corporation. This entity would further qualify under eligibility guidelines established by major foundations as RBCRA, being a government entity, does not. This new entity needs to meet requirements for community accountability and we request an 11-member Board appointed as follows:
 - a. The Executive Director of RBCRA.
 - b. Two appointments each from the CRA Board of Commissioners:
 - i. One appointment each to comprise of a resident that live within the boundaries of the portion of Riviera Beach Heights Neighborhood within the Community Redevelopment Area is as follows:
 1. Southern boundary-6th Street as well as the parcels immediately fronting Old Dixie Highway from 1st to 5th Street
 2. Northern boundary-10th Street
 3. Eastern boundary Old Dixie Highway
 4. Western Boundary-Australian Avenue
 - ii. One appointment each to be comprised of a resident from your elected City Council District.
2. Approve Exhibit A, position description to hire a Community Development Officer (CDO). We will post the position immediately and this resource will manage the RBCDC and our neighborhood improvement program.
 - a. This dedicated resource is required given the magnitude of needs and opportunities in our neighborhoods. Our neighborhoods have been affected by the national housing crisis and predatory lending practices. These adverse impacts are noted in the vacant lots and housing units prevalent in our neighborhoods. We need to compete on a national level, with Palm Beach County as our partner, to attract additional resources and implement a robust neighborhood improvement plan. The RBCDC, and the CDO as its staffing resources, provides the platform for us to deliver more services in our neighborhoods.

Neighborhood Action Plan

Song & Associates is now engaged and the following actions have been set for Riviera Beach Heights:

1. The first Community Listening Meeting has been scheduled for Saturday, October 8th from 10am – 2pm. The meeting will take place at Mount Zion Missionary Baptist Church located at 868 W. 9th Street (in the heart of Riviera Beach Heights). The CRA will use electronic media and direct mail to publicize the event.
2. In November, we will report the first outcomes of our neighborhood Community Listening Meeting.
3. Between December 2011 – January 2012, we will release components of our draft final report to secure your input on project priorities and initiatives.

Riviera Beach Heights (RBH):

Our development plan in RBH will focus in five clusters. We intend to be complete and comprehensive and manage our delivery of services on a street by street basis.

Broadway West:

Our focus in this neighborhood will be owner driven – Viking, the City, CRA and other major property owners. Song & Associates, through Work Order #2, will help us design an in-fill redevelopment program that links Broadway to Avenue E and connects our neighborhoods to these business districts. We will provide architectural prototypes to fill in the vacant lots along Broadway and Avenue E. We will design façade improvement criteria to give our Grant Incentive program zest and create a vision towards a cohesive business district, and develop site plan and elevations for redevelopment of the City/CRA model block property.

Blue Heron South:

Our efforts will focus on creating a buffer to protect the neighborhood from the Working Waterfront operations located to the south, and to meet with residents to develop a neighborhood identity and corresponding new signage, coordination of neighborhood circulation based on future road closures, and identification of other neighborhood enhancements to improve property values within the community.

Future Initiatives

We will keep the Board apprised of our progress in these neighborhoods at least quarterly. We have not ignored our responsibilities in the Port Transition, Blue Heron West, North and East areas. We intend to be project focus in these areas. Our financial projections show increased resources by FY 2016 to add additional Redevelopment Priority Areas (RPAs). Today, our present RPAs include Riviera Beach Heights, Marina District South and Singer Island.

TB/dh

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

JOB TITLE: COMMUNITY DEVELOPMENT OFFICER	DIVISION: ADMINISTRATION	
SUPERVISED BY: EXECUTIVE DIRECTOR	STATUS: EXEMPT	
PAY RANGE: 50,000-95,000		
ED APPROVAL:	HR APPROVAL:	
DATE:	DATE:	
<p><u>Job Summary</u></p> <p>An employee in this position is involved in the research, planning, implementation, monitoring, and evaluation of the community development program. This employee maintains budgetary controls for the community development operating budget and special projects of the Agency and its Community Development Corporation (CDC). Work is performed with considerable latitude for the exercise of initiative and independent judgment on routine matters within the scope of established policies and procedures.</p> <p>The employee is responsible for development, design and implementation of the CRA's neighborhood development program which includes: assistance with providing affordable housing; coordinating housing rehabilitation and emergency housing rehabilitation programs and assisting with neighborhood improvement activities. Also, responsible for vacant lot acquisition and inventory of abandoned, vacant housing units. Meets with neighborhood groups to identify their housing and neighborhood concerns. Assists first time homebuyers with financing assistance. Assists with demolition of unsafe structures in conjunction with the City's building Officials.</p>		
<p><u>Supervision Received/Exercised</u></p> <p>Work is performed under the supervision of the Executive Director</p>		
<p><u>Essential Duties and Responsibilities</u></p> <ol style="list-style-type: none"> 1. Identifies and coordinates acquisition and development of vacant lots. 2. Maintains inventory of vacant lots and buildings. 3. Create and maintain first time homebuyers' program for assistance opportunities and in-fill development. 4. Responds to the general public regarding questions or complaints. 5. Coordinates C.D.B.G. funded housing rehabilitation program as a liaison between the City and County Housing and Community Development Divisions. 6. Manages the neighborhood housing program. 7. Manages the Riviera Beach Community Development Corporation (CDC) 8. Identifies inventory and eliminates unsafe structures process 9. Manages assistance programs for income eligible owner occupied properties. 10. Works with code Enforcement to provide housing repair assistance to properties cited for code violations. 		

11. Reviews request for proposals, bid documents and project plans and ascertain their compliance with Policy and Procedures, funding agreements, and program regulations.
12. Interviews applicants for neighborhood improvement assistance.
13. Works with local lending institutions in developing financing programs for neighborhood development
14. Works with local contractors to facilitate construction of affordable single-family housing and other properties as determined.
15. Attends conferences and meetings that relate to Housing and Community Development.
16. Meets with neighborhood groups to assess housing concerns and needs.
17. Works with local real estate brokers in order to assist in identification of properties for sale.
18. Serves as a liaison between County Housing and Community Development.
19. Submits proposals for housing subsidies to both HOME and S.H.I.P. Programs; and actively pursues grant funding.
20. Coordinates special needs of residents during disasters with City officials.
21. Assist in the development of standards for streetscape and façade implementation.
22. Attend monthly board meetings, as well as civic or governmental meetings, that impact the development/redevelopment of the CRA District.
23. Make formal presentations to civic groups, organizations, state and local agencies, and the CRA Board on redevelopment projects.
24. Meet with and assist applicants, development professionals, city, county, state agencies, and officials on all proposed projects developed in the CRA District
25. Conduct variety of research and data collection projects.

Additional Duties and Responsibilities

Performs all other related duties as assigned. The duties listed above are intended only as illustrations of the various types of work that maybe performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

Necessary Skills, Knowledge and Abilities

- Knowledge of federal and state housing and urban development guidelines as well as local housing programs.
- Knowledge of the latest development in new housing programs and available funding
- Knowledge of the various property rehabilitation requirements in low income communities.
- Knowledge of economic, social and technological needs in the different community areas and resources available to meet them.
- Knowledge of the principles and practices of public and business administration as they relate to economic development.
- Ability to analyze situations accurately and to plan and adopt an effective course of action.
- Ability to speak effectively in public and to express ideas clearly in writing
- Ability to establish and maintain an affective working relationship with municipal officials and the public.
- Knowledge and ability to retrieve, research, and maintain public records and files
- Knowledge and ability to coordinate special activities expediently and effectiveness
- Skilled in interpersonal relationship
- Skilled in utilizing customer service/public relations when responding to inquires and complaints

Special Requirements

Mandatory pre-employment physical and drug tests. Florida Driver's License required. The Riviera Beach CRA maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.

Minimum Education, Certification, and Experience Requirements

Graduation from an accredited college or university with major course work in Business or Public Administration, Construction, Architecture, Engineering or related field with accountable experience in community development, housing or related field, real estate mortgage financing and credit evaluation or any equivalent combination of related training and experience.

Tools and Equipment

All office equipment including but not limited to; Computers and software, typewriter, calculator, fax machine, and copier.

Physicals Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although work is performed in an indoor setting, general outdoor assignments will be assigned.

Employee will occasionally be required to reach with hands and arms. Required to stand, walk and use hands to fingers, handle, feel or operate objects, tools, or controls.

The employee must frequently lift and or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Signature/Approval

Employee

Date

Executive Director

Date