



City of Lauderdale Lakes

Office of the City Clerk

4300 Northwest 36 Street - Lauderdale Lakes, Florida 33319-5599

(954) 535-2705 - Fax (954) 535-0573

COMMUNITY REDEVELOPMENT AGENCY MEETING AGENDA

City Commission Chambers

April 16, 2024

5:30 PM

Please join the meeting via Zoom

<https://us06web.zoom.us/j/84431420684>

Please join the meeting via telephone:

1 305 224 1968 or 1 309 205 3325

Meeting ID: 844 3142 0684

1. CALL TO ORDER

2. ROLL CALL

3. MINUTES FROM PREVIOUS MEETING

A. FEBRUARY 20, 2024 COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES

4. PUBLIC COMMENT (LIMITED TO 2 MINUTES-MUST SIGN IN WITH CLERK)

5. EXECUTIVE DIRECTOR REPORT

A. REPORT FROM THE CRA EXECUTIVE DIRECTOR

This is a report highlighting the CRA activities and projects during the month of March 2024.

6. FINANCE DIRECTOR REPORT

A. CRA RESOLUTION 2024-011 OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY ("AGENCY") RATIFYING THE CITY MANAGER'S FILING OF THE AGENCY'S FISCAL YEAR 2024, PERIOD 6 (MARCH) FINANCIAL ACTIVITY REPORT, AS PREPARED BY THE DEPARTMENT OF FINANCIAL SERVICES, FOR THE PURPOSE OF CONFORMING TO THE AGENCY'S ADOPTED FINANCIAL INTEGRITY PRINCIPALS AND FISCAL POLICIES

This resolution serves to ratify the March 2024 (Period 6) Financial Activity Report provided by the Financial Services Department.

7. CHAIRMAN REPORT

8. COMMITTEE REPORTS : STANDING

9. COMMITTEE REPORTS : AD HOC

10. LEGAL REPORT

11. OLD BUSINESS

12. NEW BUSINESS

A. CRA RESOLUTION 2024-012 AMENDING SECTION 3.1 OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY BYLAWS

This is a resolution amending the provision of the Bylaws related to the required number of meetings.

B. DISCUSSION REGARDING THE GRAPHIC LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY LOGO DEVELOPED BY THE INSPIRE PLACEMAKING COLLECTIVE INC

This is a discussion regarding the use of the graphic Lauderdale Lakes Community Redevelopment Agency Logo.

13. ITEMS FOR FUTURE DISCUSSION/ANNOUNCEMENTS

14. ADJOURNMENT

Chairperson Sharon Thomas - Vice Chairperson Mark Spence

Commissioner Tycie Causwell - Commissioner Veronica Edwards Phillips - Commissioner Karlene Maxwell-Williams

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title
FEBRUARY 20, 2024 COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES
Summary
Staff Recommendation

Background:


Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 4/16/2024

ATTACHMENTS:

Description	Type
 February 20, 2024 Community Redevelopment Agency Meeting Minutes	Minutes



City of Lauderdale Lakes
Office of the City Clerk
4300 Northwest 36 Street - Lauderdale Lakes, Florida 33319-5599
(954) 535-2705 - Fax (954) 535-0573

COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES
City Commission Chambers
February 20, 2024
5:30 PM

1. CALL TO ORDER

CRA Chairperson Sharon Thomas called the February 20, 2024 Community Redevelopment Agency meeting to order at 5:30 p.m.

2. ROLL CALL

PRESENT

Chairperson Sharon Thomas
Vice Chairperson Mark Spence
Board Member Tycie Causwell
Board Member Veronica Edwards Phillips

ABSENT

Board Member Karlene Maxwell-Williams

ALSO PRESENT

CRA Administrator Treasa Brown Stubbs
CRA Executive Director Celeste Dunmore
CRA Attorney Michael Haygood
CRA Secretary Venice Howard
City Staff

3. MINUTES FROM PREVIOUS MEETING

A. JANUARY 16, 2024 COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES

Board Member Causwell made a motion to approve the January 16, 2024 CRA Meeting Minutes.

Chairperson Thomas requested a roll call:

FOR: Chairperson Sharon Thomas, Vice Chairperson Mark Spence, Board Member Tycie Causwell, Board Member Veronica Edwards Phillips.

Motion passed: 4-0

4. PUBLIC COMMENT (LIMITED TO 2 MINUTES-MUST SIGN IN WITH CLERK)

5. EXECUTIVE DIRECTOR REPORT

A. REPORT FROM THE CRA EXECUTIVE DIRECTOR

This is a report highlighting the CRA activities and projects during the month of January 2024.

Ms. Dunmore, provided background information and updates on the following projects:

Commerce Park / Somerset Drive - to date, there have been 79 closings.

Cassia Commons - There are 2 prospective buyers and they are moving forward with the Purchase Assistance Program.

Board Member Edwards Phillips asked if homes can be rented in Cassia Estates and Cassia Commons.

Ms. Dunmore stated that there is a development agreement with Pulte Homes where there is a maximum amount of homes that are able to be rented.

CRA Attorney Haygood stated that the four units in Cassia Commons that the CRA is subsidizing are not allowed to be rented for a period of ten years.

Lauderdale Lakes Community Redevelopment Agency CIP Master Plan - Inspire Placemaking Collective, Inc. has commenced services. The recommended projects will be presented as part of the plan modification process through the appropriate public meetings.

6. FINANCE DIRECTOR REPORT

A. CRA RESOLUTION 2024-008 RATIFYING THE CITY MANAGER'S FILING OF THE AGENCY'S FISCAL YEAR 2024, PERIOD 4 (JANUARY) FINANCIAL ACTIVITY REPORT, AS PREPARED BY THE DEPARTMENT OF FINANCIAL SERVICES, FOR THE PURPOSE OF CONFORMING TO THE AGENCY'S ADOPTED FINANCIAL INTEGRITY PRINCIPALS AND FISCAL POLICIES

This resolution serves to ratify the January 2024 (Period 4) Financial Activity Report provided by the Financial Services Department.

CRA Attorney Haygood, read CRA Resolution 2024-008 by title:

CRA RESOLUTION 2024-008

A RESOLUTION OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY ('AGENCY') RATIFYING THE CITY MANAGER'S FILING OF THE AGENCY'S FISCAL YEAR 2024, PERIOD 4 (JANUARY) FINANCIAL ACTIVITY REPORT, AS PREPARED BY THE DEPARTMENT OF FINANCIAL SERVICES, FOR THE PURPOSE OF CONFORMING TO THE AGENCY'S ADOPTED FINANCIAL INTEGRITY PRINCIPALS AND FISCAL POLICIES, A COPY IS ATTACHED HERETO AS EXHIBIT A, WHICH CAN BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Vice Chairperson Spence made a motion to move CRA Resolution 2024-008 to the floor for discussion.

FOR: Chairperson Sharon Thomas, Vice Chairperson Mark Spence, Board Member Tycie Causwell, Board Member Veronica Edwards Phillips.

Department of Financial Services, Accountant II, Giovanni Stephenson, stated that as of January 31, 2024 the CRA Revenue is 28% and the Expenditure was 9%; the CRA tax increment financing receipts are due in December from the City, Broward County, North Broward Hospital District, and Children's Services Council. The City's forbearance repayment to the CRA is budgeted at \$278,000 and the payment was to be made in January. The CRA Miscellaneous revenues is \$57,401 year to date as of January 31, 2024 and this includes revenue received from Pulte Homes and interest income. The CRA's bank balances remain positive for a total of \$20,459,827. The current bank balances have increased compared to the balances of the same period last year (Prior year balance: \$14,243,957).

Board Member Causwell asked if the two safety officers have been hired.

CRA Administrator Brown Stubbs stated that City staff, City Attorney, CRA Attorney and legal representatives from Broward Sheriff's Office are working on it.

Vice Chairperson Spence made a motion to approve CRA Resolution 2024-008.

Chairperson Thomas requested a roll call:

FOR: Chairperson Sharon Thomas, Vice Chairperson Mark Spence, Board Member Tycie Causwell, Board Member Veronica Edwards Phillips.

Motion passed: 4-0

7. CHAIRMAN REPORT

Chairperson Thomas wished everyone a Happy Black History Month. She also stated that she was happy to see the progress of the Purchase Assistance Program.

8. COMMITTEE REPORTS : STANDING

9. COMMITTEE REPORTS : AD HOC

10. LEGAL REPORT

CRA Attorney Haygood informed the Board of some house bills that were passed in the legislature that pertain to the CRA.

11. OLD BUSINESS

12. NEW BUSINESS

- A.** CRA RESOLUTION 2024-009 AUTHORIZING THE EXECUTION OF THE COMMERCIAL FAÇADE IMPROVEMENT PROGRAM DEVELOPMENT AGREEMENT BETWEEN LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AND M-LASIK LLC ATTACHED HERETO AS EXHIBIT A; ALLOCATING FUNDING UP TO \$57,424.40

This resolution approves the execution of an agreement with M-Lasik LLC to provide Commercial Facade Improvement Program funds upon completion of the proposed commercial facade improvement project.

CRA Attorney Haygood, read CRA Resolution 2024-009 by title:

CRA RESOLUTION 2024-009

A RESOLUTION OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE EXECUTION OF THE COMMERCIAL FAÇADE IMPROVEMENT PROGRAM DEVELOPMENT AGREEMENT BETWEEN LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AND M-LASIK LLC ATTACHED HERETO AS EXHIBIT A; ALLOCATING FUNDING UP TO \$57,424.40; DIRECTING AND AUTHORIZING THE CHAIRPERSON AND SECRETARY TO TAKE SUCH ACTIONS AS SHALL BE NECESSARY AND CONSISTENT TO CARRY OUT THE INTENT AND DESIRE OF THE AGENCY; ADOPTING REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Board Member Edwards Phillips made a motion to move CRA Resolution 2024-009 to the floor for discussion.

FOR: Chairperson Sharon Thomas, Vice Chairperson Mark Spence, Board Member Tycie Causwell, Board Member Veronica Edwards Phillips.

Ms. Dunmore stated that an application was received from the owner of M-Lasik LLC requesting funds to complete a major project. The total project cost is \$111,848.79 based on the lowest bid submitted by contractors. The architectural service cost incurred for the concept is \$1,500. The improvements that are eligible for Commercial Facade Improvement Program funds are painting (repainting of the building facade) and the reconstruction/redesign (replacement of the existing roof). The proposed allocation of funds from the Community Redevelopment Agency is a maximum of \$57,424.40.

Board Member Edwards Phillips made a motion to approve CRA Resolution 2024-009.

Chairperson Thomas requested a roll call:

FOR: Chairperson Sharon Thomas, Vice Chairperson Mark Spence, Board Member Tycie Causwell, Board Member Veronica Edwards Phillips.

Motion passed: 4-0

B. CRA RESOLUTION 2024-010 AUTHORIZING THE EXECUTION OF THE HOMEBUYER PURCHASE ASSISTANCE PROGRAM AGREEMENT, ATTACHED HERETO AS EXHIBIT A, BETWEEN THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AND JUNETTE ALLEYNE-LOOBY IN AN AMOUNT NOT TO EXCEED \$164,500

This is a resolution approving the execution of an agreement with Junette Alleyne-Looby to provide Homebuyer Purchase Assistance Program funds.

CRA Attorney Haygood, read CRA Resolution 2024-010 by title:

CRA RESOLUTION 2024-010

A RESOLUTION OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE EXECUTION OF THE HOMEBUYER PURCHASE ASSISTANCE PROGRAM AGREEMENT, ATTACHED HERETO AS EXHIBIT A, BETWEEN THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AND JUNETTE ALLEYNE LOOBY IN AN AMOUNT NOT TO EXCEED \$164,500; DIRECTING AND AUTHORIZING THE CHAIRPERSON AND SECRETARY TO TAKE SUCH ACTIONS AS SHALL BE NECESSARY AND CONSISTENT TO CARRY OUT THE INTENT AND DESIRE OF THE AGENCY; ADOPTING REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Board Member Causwell made a motion to move CRA Resolution 2024-010 to the floor for discussion.

FOR: Chairperson Sharon Thomas, Vice Chairperson Mark Spence, Board Member Tycie Causwell, Board Member Veronica Edwards Phillips.

Ms. Dunmore stated that the CRA is offering an interest free loan requiring no repayment if the loan recipient complies with the provisions of the Homebuyer Purchase Assistance Program agreement. Funds may be used towards the down payment of a loan, closing costs and/or a mortgage interest rate buy down. Also, funds may be allocated to cover the gap between an applicant's maximum lender approved loan amount and the initial sales price of a residential property designated under this program. An application with supporting documentation has been received from the Housing Foundation of America, program service provider, for funding consideration.

Board Member Causwell made a motion to approve CRA Resolution 2024-010.

Chairperson Thomas requested a roll call:

FOR: Chairperson Sharon Thomas, Vice Chairperson Mark Spence, Board Member Tycie Causwell, Board Member Veronica Edwards Phillips.

Motion passed: 4-0

C. DISCUSSION REGARDING THE PROPOSED INSTALLATION OF DECORATIVE LIGHTING ON STATE ROAD 7

This is a discussion regarding a proposed project involving the installation of upgraded decorative lighting on State Road 7 between Oakland Park Boulevard and NW 37 Street. The project would be administered and managed by the Florida Department of Transportation (FDOT).

Ms. Dunmore stated that the Florida Department of Transportation (FDOT) is proposing to install standard lighting features along State Road 7 from Oakland Park Boulevard to NW 37 Street. During a previous discussion with a representative of the Florida Department of Transportation, there was a request to consider upgrading the luminaire to be more in alignment with the existing architectural style along the corridor.

Ms. Dunmore further stated that the proposal for the existing decorative lighting system included a 45 ft. mounting height black aluminum pole, 8 ft. black aluminum luminaire arm and the black aluminum tear-drop shaped luminaire with a deep skirt. The poles were provided with a 120V receptacle and a weatherproof cover plate 12 ft. above ground. These lighting features enhance visibility and aesthetic character in the CRA area's primary transportation corridor. The FDOT representative's estimated cost of each light pole is \$18,000. However, \$10,000 would be the requested contribution by the CRA for the upgraded light poles. Based on the attached Preliminary Lighting Layout, up to nine (9) lights would be needed for proper coverage totaling \$90,000. There may be an opportunity to add two (2) additional lights.

Ms. Dunmore stated she will bring back the plan and the total cost of the lights to the Board at a future meeting.

D. DISCUSSION REGARDING THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY MEETINGS

This is a discussion regarding the CRA meeting requirements in accordance with the established Bylaws.

Mr. Haygood stated that the CRA is governed by bylaws. In accordance with Article 3 of the bylaws, there is a required number of meetings that must be held during the fiscal year. The CRA shall hold a regular meeting at least ten times each fiscal year on a day, and at a time and place to be designated from time to time by the CRA. A regular meeting may be cancelled by the Administrator if it is determined that there will not be a quorum.

Board Member Causwell stated that she would like a meeting every other month because the reports have become very repetitious.

Board Member Maxwell-Williams stated that the meeting should take place every other month as well or meet on an as needed basis.

Board Member Edwards Phillips asked if a special meeting can be called, if needed.

CRA Attorney Haygood stated that a special meeting can be called if agreed upon by the Board.

Vice Chair Spence stated he is not in favor of changing the meeting schedule due to the construction projects that take place. Construction projects are expensive and any delay may cause an increase in the pricing.

Ms. Dunmore stated that if the Board meets every other month, it will affect some of projects where bid amounts are locked in, as well as, interest rates for some of the housing programs. It will also affect some of the active projects and programs. If the requirement are 9 meetings or less, the request is to give staff the flexibility to meet, if necessary.

Mr. Haygood stated that the bylaws require the meetings. He also stated that the CRA will have a meeting subject to it being cancelled by the Administrator if there is nothing much on the agenda. He suggested to not place a numerical limit on the meeting.

Board Member Maxwell-Williams asked if the Board is allowed to meet only when there are items that need approval.

Ms. Dunmore stated that the Board will operate as they are doing now and items that are new and essential will be presented.

Chairperson Thomas stated that she believes that the financial report is a very important part of the meeting and the Board should always be aware of the financial aspects.

Mr. Haygood stated that the bylaws can be amended to take away the number of times the board meets and just cancel the meetings if there are no important matters to discuss.

Discussion ensued regarding the possibility of chaos that missing meetings may cause, the lack of productivity at some of the meetings and the cancellation of the meetings as it fits with everyone's schedules.

Board Member Edwards Phillips stated that she believes that the meetings should remain the same.

Mr. Haygood stated that to comply with the current bylaws, the CRA has had to meet for just a few minutes at times when there was nothing much to discuss on the agenda. He suggested changing the bylaws by striking the number of times the board has to meet.

Board Member Maxwell-Williams stated that she was in favor of changing the bylaws to state that a meeting will be held every month and if there is nothing to discuss on the agenda then the meeting can be cancelled.

Consensus was made to change the bylaws by striking the language for the 10 meetings per year to having a meeting every month.

13. ITEMS FOR FUTURE DISCUSSION/ANNOUNCEMENTS

14. ADJOURNMENT

Being that there was no other business to come before the City Commission, the Community Redevelopment Agency meeting adjourned at 7.00 p.m.

Sharon Thomas, Chairperson

ATTEST:

Venice Howard, CMC, Secretary

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title

REPORT FROM THE CRA EXECUTIVE DIRECTOR

Summary

This is a report highlighting the CRA activities and projects during the month of March 2024.

Staff Recommendation

Background:

(see the attached CRA Executive Director Report)

Funding Source:

Not applicable

Fiscal Impact:

Sponsor Name/Department: Celeste Dunmore, CRA Executive Director

Meeting Date: 4/16/2024

ATTACHMENTS:

Description	Type
☐ CRA Executive Director Report - Month of March 2024 1 of 2	Backup Material
☐ CRA Executive Director Report - Month of March 2024 2 of 2	Backup Material



COMMUNITY REDEVELOPMENT AGENCY EXECUTIVE DIRECTOR REPORT

THIS REPORT CAPTURES THE COMMUNITY REDEVELOPMENT AGENCY'S PROJECTS AND ACTIVITIES UNDERTAKEN DURING THE MONTH OF MARCH 2024.

Commerce Park / Somerset Drive

HISTORICAL BACKGROUND: On September 5, 2017, the Lauderdale Lakes Community Redevelopment Agency entered into an Agreement of Sale and Purchase with American Land Ventures (ALV), designated site developer, to build single-family homes. The number of homes planned was reduced from 84 to 77 to accommodate on-site drainage. In 2020, the Agreement of Sale and Purchase was subsequently assigned to Pulte Home Company, LLC with approval to build eighty-four (84) single-family homes. The following developmental activities took place over a three year period:

- At the Broward County Planning Council Meeting held on August 24, 2018, the Planning Council approved the recertification of the Future Land Use Plan Element.
- As part of the pre-development process, the CRA facilitated the request to vacate Broward County's utility easement. This required the abandonment of water/sewer lines, along with the removal of fire hydrants. Hinterland Group was selected as the contractor to complete the project and provide as-built drawings. Broward County approved the as-built drawings for the Water and Sewer Lines Abandonment Project. On February 26, 2019, the CRA Board approved the execution of the applications for the vacation petitions and Surface Water Management License.
- The City's Development Review Committee (DRC) met with representatives of American Land Ventures to provide comments on the proposed residential development. Additional information was requested to address comments regarding the proposed models, floor plans, elevations and roofing plan. These matters were addressed and approved by the DRC. The application for Rezoning and Site Plan approval was submitted for Planning and Zoning (P&Z) Board review. The request for site plan approval was heard before the P&Z Board on Thursday, June 27, 2019. The item was tabled with a request to obtain additional information on the Cassia Estates project. The agenda item was approved by the P&Z Board with comments on July 11, 2019. A Commission Workshop was held to discuss the Site Plan and Development Agreement. Discussion ensued regarding drainage, a perimeter wall and related matters. As a result, a new set of drawings had to be submitted to incorporate the revisions. The Mayor and Commissioners approved the Site Plan and Development Agreement on September 10, 2019. At the Broward County Commission Meeting held on Tuesday, December 3, 2019, the vacation of easement request pertaining to Somerset Plaza Plat was approved. CRA Board approved execution of the South Florida Water Management District Water Use Permit. At the CRA Board Meeting held on Tuesday, December 17, 2019, the American Land Ventures representative shared information on homes built by the PulteGroup and subsequently assigned the existing contract to the PulteGroup. The vacation of easement request for Tri-City Plat was approved at the County Commission Meeting on January 7, 2020. The Community Redevelopment Agency closed on the property with Pulte Home Company, LLC. on January 14, 2020.
- The Pulte Home Company, LLC representatives presented the Cassia Estates project, to the members of the P&Z Board, for final Site Plan approval. A favorable recommendation was received by the P&Z Board. The City Commission approved the Site Plan and Development Agreement with Pulte Home Company, LLC to construct 84 single family homes.
- Cassia Estates was posted on Pulte Homes' website. The wall was installed. The models were constructed. Quick Move-In Homes were part of the project.
- Interested individuals were able to join the VIP Interest List to be the first to hear about upcoming milestones, special events and promotions. Pulte Homes participates in the Hometown Heroes program whereby prospective homeowners can receive an incentive for purchasing a new Pulte home.
- In support of the initial Memorandum of Understanding, an update on the project was sent to the Housing Foundation of America and Neighborhood Housing Services representative. The CRA is also working with Pulte Homes to provide housing opportunities in Cassia Commons.

Update:

- **To date, there have been 80 closings.**

Educational and Cultural Center Programming

- The Community Redevelopment Agency through the Business First! Initiative is designed to provide resources, training and networking opportunities at the Educational and Cultural Center (ECC) in partnership with the City of Lauderdale Lakes. The Lauderdale Lakes ECC is an entrepreneurial hub to provide those services and host activities. In fiscal year 2023, business programs were hosted in the ECC, along with virtual business sessions. Four business sessions were facilitated by the Service Corps of Retired Executives (SCORE) in FY2023. Five business sessions will be facilitated by SCORE in FY2024.

Update:

- Information will continue to be shared by the Economic Development Manager.

Commercial Facade Improvement Program (CFIP)

The Commercial Facade Improvement Program is designed specifically to improve commercial properties in the CRA target area. Such improvements must contribute to the revitalization of the CRA District in a manner that encourages investment, increases occupancy and positively impacts property values. A modified Commercial Facade Improvement Program Design was approved and mailed to commercial property owners. The Commercial Facade Improvement Program Agreement between the Lauderdale Lakes CRA and the Lauderdale Lakes Industrial Park (LLIP) was authorized and executed on November 29, 2018. The Lauderdale Lakes Industrial Park Project started the permitting process in February 2019. A letter was sent by the LLIP representative requesting an extension to June 2019, February 2020, November 2020, January 2021 and February 2021. In March 2021, the project was complete. Three (3) property owners have continued to express interest in submitting a CFIP application.

The CRA Board approved Saltz Michelson Architects to develop architectural design standards for the commercial corridor. The planning staff served as the Project Manager. A meeting was held with a group of property owners to discuss and obtain feedback on design standards. In collaboration with the stakeholders and city representatives, the manual was developed. The Architectural Design Standards Manual was approved by the CRA Board. The Architectural Design Standards Manual is available for review on the website. Additional information has been shared with commercial property owners that wish to redevelop properties within the CRA District. Two commercial facade improvement program applications were approved. Staff is working with prospective program applicants that have expressed interest. The program design was modified to include funding for architectural services. Communication was sent out to property owners.

Update:

- Construction plans for Lakes Shoppes were submitted to Building Services. **The Notice to Proceed was issued to M-Lasik LLC, loan recipient.**

Northwest 31 Avenue (including adjacent roads)

The NW 31 Avenue Corridor has been the focus of numerous community planning initiatives over the past decade.

- NW 31 Avenue Overlay District (*Tanya Davis Hernandez, Fernando Leiva and Stephen Smith*)
On January 17, 2019, a Commission Workshop was held to discuss the NW 31 Avenue Neighborhood Enhancement Project designed to adopt standards related to property maintenance, storage, vehicular parking and landscaping. The City developed provisions that are unique to the targeted area. Subsequently, the Planning and Zoning Board approved the NW 31 Avenue Overlay District regulations on September 24, 2020. The NW 31 Avenue Overlay District regulations were approved at the Commission Meeting on October 13, 2020 (First Reading) and October 27, 2020 (Second Reading).
- CRA Residential Preservation and Enhancement Program (RPEP) (*Celeste Dunmore*)
The Program Design, including home improvement options, was presented to the CRA Board for review in October 2019. The City's NW 31 Avenue Overlay District was approved on October 27, 2020. The Program Design was approved in January 2021. The contractual documents were approved in February 2021 and subsequently amended. The program was launched in March 2021. Staff sent out communication to property owners and a sign was installed in the area. The CRA Board approved the allocation of funds for nine properties. The RPEP Notice to Proceed was issued for 7 out of 9

properties. Two recipients did not want to adhere to the adopted NW 31 Avenue Zoning District regulations within the program cycle. One recipient did not seek funding.

- There was a delay due to unexpected circumstances (*i.e. material shortages*). Support was provided from the CRA Board to allow the submission of applications throughout the fiscal year. The original six program files for the loan recipients are now closed.

Update:

- **The Drax Investments Properties I LLC, loan recipient, is projected to start in April 2024.**

Town Center Master Plan Development

One of the redevelopment objectives is to create a vibrant transit oriented mixed-use district designed as a compact and walkable town center that provides the social, cultural and commercial focus for existing and future residents. The facilitation of new development could result from adding new retail in underutilized commercial spaces and vacant land. Staff coordinated introductory meetings with property owners to share the redevelopment goals of the Lauderdale Lakes Community Redevelopment Agency.

The Commercial Facade Improvement Program and Development Assistance Program was presented to developers, property owners and related corporate representatives. Staff continued to identify and promote funding opportunities to achieve the CRA's redevelopment goals. The Retail Strategies LLC representatives, hired by the City of Lauderdale Lakes to support real estate transactions for retail and other establishments, created a marketing plan that can be used for business recruitment efforts. The CRA Board approved the amended Development Assistance Program which is now available on the website.

Update:

- Viable projects will be presented through the regulatory planning process.

Lauderdale Lakes Community Redevelopment Agency CIP Master Plan

The Redevelopment Plan focuses on six plan elements (Corridors, Gateways, Community Amenities, Redevelopment Opportunities, Industrial Park and Residential Preservation and Enhancement). The CRA has invested in capital improvement projects that are in alignment with those elements. From a budgetary perspective, staff has conducted an ongoing review of capital improvement strategies, project costs, anticipated tax increment revenue and related factors. A work program was needed to ensure efficient allocation of resources for projects and successful completion of the projects.

The CRA staff worked with a consultant to prepare a Capital Improvement Program (CIP) Master Plan by evaluating the existing projects, identifying costs associated with new projects and developing a strategic funding strategy over a three year period. The proposed projects that were accepted by the CRA Board to incorporate in the plan are NW 31 Avenue Buffer Wall, Westgate (South) Streetscape, NW 30 Terrace Roadway Improvement, Comprehensive Signage, Trailhead Park (existing) and Somerset Drive Roundabout (existing). Once adopted in the Redevelopment Plan, staff will move into project implementation. Concepts were accepted by the CRA Board. Thereafter, the CIP Master Plan was presented for discussion in November 2021. A request to modify the CRA Plan will be conducted in accordance with Florida Statute 163.361. The CIP Master Plan projects will be considered for adoption simultaneously during the CRA Plan Update process. Additional areas of focus include plans for CRA properties, renewable energy sources and commercial art.

The Redevelopment Plan Modification solicitation was released. The Request for Proposal solicitation was subsequently revised and rebid. Written evaluations and Oral presentations were conducted for three firms with the highest scores.

Update:

- Inspire Placemaking Collective, Inc has commenced services. **The recommended projects were presented on March 8 as part of the plan modification process with no objections.**

Revenue/Loss Programming Update – Support to Businesses in CRA

Over the years, staff has expanded outreach to communicate directly with business owners, provide information on available business resources (i.e. grants and loans) and promote virtual sessions focused on economic recovery. The CRA Administration continues to provide information to businesses, particularly those businesses that were impacted by the pandemic. Staff assessed the economic state of the business community. Funds associated with the American Rescue Plan Act were available to businesses. CRA provided technical support. Programs have been developed and/or revised to expand access to funds. To date, projects include the Business Rent and Utilities Assistance Program, Safe and Clean Restaurant Assistance Program, Commercial Property (Interior/Exterior) Improvement Program and Marketing Consultant Assistance Program. Status reports are presented through the City Manager and Financial Services.

Business and Other CRA Related Activities (partial)

- 3/1-30/2024 Spoke with prospective corporate representatives regarding CRA
- 3/01&06/2024 Discussed Trailhead Park and Mural with contractors
- 3/06/2024 Conducted Homebuyer Purchase Assistance Program Orientation
- 3/08/2024 Facilitated public meeting to gain input on redevelopment opportunities
- 3/11/2024 Met to discuss Operational and Maintenance Plan
- 3/13&18/2024 Met with Pulte representative to discuss closing process
- 3/25/2024 Handled contractual signing for residential loan recipient

[See the attached Project Update – Page 2 of 2]

ADOPTED RESOLUTIONS / CONSENSUS ITEMS:

None to Report

CRA EXECUTIVE DIRECTOR MONTHLY REPORT – (Project Update – As of April 1, 2024)

Item #	Project Manager	Project Name	Project Description	Project Phase	Approx. Total Allocation	Estimated Start Completion Date	Status Update
Community Redevelopment Agency Projects							
1	Ronald Desbrunes (PW)	Trailhead Park Project	Development of the Trailhead Park	Construction	CONSULTANT \$4,950 (3-D Model) + \$25,000 (Construction Plan) CONTRACTOR \$448,264.49 + 37,119.20 (Rev. \$485,383.69)	COMPLETE 3D Model December 2020 Projected Construction <u>Completion</u> April 2024	Kimley Horn and Associates (KHA)/Unitec, Inc CRA Board approved the general scope on 12/18/18. A design build solicitation was approved. Professional services for design followed by a separate solicitation for construction was recommended, in lieu of the proposed design-build solicitation. Kimley-Horn and Associates was approved to provide professional services. The construction plans were completed. A 3-D image of the proposed park was developed. The Site Plan Application was approved by the City. Bids were received in April 2021. The CRA Board approved Unitec, Inc. as the contractor. The project is in the permitting phase. The consultant resubmitted the Surface Water Management License application documents to Broward County. Approval was granted by Broward County. Documents were approved from the City of Lauderdale Lakes to proceed with the project. The construction fence, sign, playground amenities and wall were installed. An increase in the contractual amount was approved by the Board in December 2023. The project is approximately 80% complete. The park is scheduled to be completed by April 30, 2024.
2	N/A	Trailhead Park Mural and Enhancement Project	Installation of Mural and Pedestal in the Trailhead Park	Design	CONSULTANT \$93,925 (Outreach /Artwork)	<u>Projected</u> <u>Completion and</u> <u>Installation</u> April 2024	<u>George Gadson Studios</u> CRA Board approved George Gadson, Artist, to design an art mural at the Trailhead Park with input from public outreach meetings. The CRA Board approved the concept. The artist worked with the contractor. The CRA Board did not oppose an extended design presented in February 2023. Additional items are needed for the mural. The project is scheduled to be completed by April 30, 2024.

3	N/A	CRA CIP Master Plan	Development of CIP Master Plan	Procurement	CONSULTANT \$58,200 (CIP Master Plan)	COMPLETE Design/Plans November 2021 Projected Plan Modification <u>Completion</u> Sept 2024	<u>Kimley Horn and Associates (KHA)/Inspire Placemaking Collective Inc</u> CRA Board approved professional services with Kimley Horn and Associates. The CRA Board reviewed the proposed CIP Plan. The document outlining the scope of services were submitted for review. The Redevelopment Plan Modification Request for Proposal (RFP) solicitation was released. The Redevelopment Plan Modification RFP was revised and rebid. The firms were shortlisted and oral presentations were conducted. At the October 17, 2023 meeting, the CRA Board approved Inspire Placemaking Collective Inc as recommended by the Committee. An introductory meeting was held in December 2023 with Inspire Placemaking Collective Inc representatives. Currently, the firm is collecting general data, assessing the district and preparing for outreach activities. The online platform was launched in February 2024. The community meeting was held on March 8, 2024. Additional meetings are forthcoming.
4	Ronald Desbrunes (PW)	Somerset Drive Roundabout Project	Installation of the roundabout and associated improvements on Somerset Drive	Construction	CONSULTANT \$82,820 (Design) + \$5,310 (First Modification) + \$53,080 (Consultant - Construction Phase) CONTRACTOR \$1,086,195 + \$54,309.75 (Rev.\$1,140,504.75)	COMPLETE Design/Plans May 2022 Projected Construction <u>Completion</u> May 1, 2024	<u>Craven Thompson & Associates/Sagaris Corp.</u> The CRA Board approved the professional service agreement. The Board selected ledgestone with pavers and two tiered landscaping. The Agreement was modified to include landscaping and construction management. The civil engineering permit was obtained. In the meantime, staff awaited the end of the Broward County UAZ project. Plans were resubmitted to Broward County to incorporate changes from the proposed Cassia Commons development. The Invitation to Bid solicitation was released. The CRA Board approved Sagaris Corp. A project review was conducted by all parties. The NOC and NTP were issued. The next phase includes conduits, median improvements and framing the roundabout. The project is 60% complete.

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title

CRA RESOLUTION 2024-011 OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY ("AGENCY") RATIFYING THE CITY MANAGER'S FILING OF THE AGENCY'S FISCAL YEAR 2024, PERIOD 6 (MARCH) FINANCIAL ACTIVITY REPORT, AS PREPARED BY THE DEPARTMENT OF FINANCIAL SERVICES, FOR THE PURPOSE OF CONFORMING TO THE AGENCY'S ADOPTED FINANCIAL INTEGRITY PRINCIPALS AND FISCAL POLICIES

Summary

This resolution serves to ratify the March 2024 (Period 6) Financial Activity Report provided by the Financial Services Department.

Staff Recommendation

Background:

The intended purpose of this agenda item is to provide for the Financial Reporting as required under Ordinance No. 2011-22;

Section 82-304 – Financial Reporting

The city shall provide for the ongoing generation and utilization of financial reports on all funds comparing budgeted revenue and expenditure information to actual on a monthly and year-to-date basis. The Financial Services Department shall be responsible for issuing the monthly reports to departments, the Mayor and City Commission, and provide any information regarding any potentially adverse trends or conditions.

Staff recommends the CRA Board of Directors accept the filing of the City's Fiscal Year 2024 Financial Activity Report for the month of March 2024 (Period 6).

Funding Source:

Not Applicable.

Fiscal Impact:

N/A

Sponsor Name/Department: Asheley A. Hepburn, MPA –Director, Financial Services Department

Meeting Date: 4/16/2024

ATTACHMENTS:

Description	Type
❑ CRA Resolution 2024-011 Authorizing Adopting Monthly Financial Report Period 6	Resolution
❑ Combined CRA Executive Summary and Financial Report March Period 6	Financial Activity Report

CRA RESOLUTION 2024-011

A RESOLUTION OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY ("AGENCY") RATIFYING THE CITY MANAGER'S FILING OF THE AGENCY'S FISCAL YEAR 2024, PERIOD 6 (MARCH) FINANCIAL ACTIVITY REPORT, AS PREPARED BY THE DEPARTMENT OF FINANCIAL SERVICES, FOR THE PURPOSE OF CONFORMING TO THE AGENCY'S ADOPTED FINANCIAL INTEGRITY PRINCIPALS AND FISCAL POLICIES, A COPY IS ATTACHED HERETO AS EXHIBIT A, WHICH CAN BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager's Office, through an Interlocal Agreement is responsible for monitoring the financial affairs of the Agency; and

WHEREAS, the City Manager's Office has recommended, and the Commissioners of the Agency have accepted such recommendation that the fiscal affairs of the Agency should be conducted in a manner which is open and transparent; and

WHEREAS, in furtherance of the principal of such openness and transparency, the Financial Services Department will make monthly reports of the financial affairs of the Agency to the Commissioners of the Agency.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY, as follows:

Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. RATIFICATION: The Commissioners of the Agency hereby ratify the City Manager's filing of the Agency Fiscal Year 2024, Period 6 (March) Financial Activity Report, as prepared by the Department of Financial Services.

Section 3. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AT ITS REGULAR MEETING HELD APRIL 16, 2024.

SHARON THOMAS, CHAIRPERSON

ATTEST:

VENICE HOWARD, CMC, SECRETARY

VOTE:

Chairperson Sharon Thomas	_____ (For)	_____ (Against)	_____ (Other)
Vice Chairperson Mark Spence	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Tycie Causwell	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Karlene Maxwell-Williams	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Veronica Edwards Phillips	_____ (For)	_____ (Against)	_____ (Other)

CRA Monthly Financial Summary

As of March 30, 2024

50% of year elapsed
Data as of: 04/09/2024

CRA Revenue 28%; Expenditure 12%

- CRA tax increment financing receipts has been received from the City, Broward County, North Broward Hospital District, and Children's Services Council.
- City's forbearance final payment was made in January.
- The CRA Miscellaneous revenues \$105,072 year to date as of March 30, 2024. Includes revenue received from Pulte homes and interest income.
- Expenditures year-to-date include salaries, operating costs, capital, debt and interest payments for the CRA's Obligation Loans #91, and #117. The CRA board directed staff to payoff both Note 91 and Note 117. This action has been completed as of November 2023.
- Summary of Budget vs. Actual:
 - **Personnel Expenditures** are less than the budget. Actuals are 33% of the budget through March 30, 2024. There are four (4) positions: Executive Director, Economic Development Manager, Administrative Coordinator, Staff Assistant (vacant), and City Manager/CRA Administrator.
 - **Operating Expenditures** are less than the budget. Overall Operating Expenses are less than 1% of the budget through March 30, 2024.
 - **Capital Expenditures** Overall actual Capital Expenses are 19% of the budget through March 30, 2024.
 - **Debt Expenditures** are on target based upon scheduled debt payments. Overall actual Debt Expenditures are 98% of the budget through March 30, 2024. The actuals include 1st and 2nd payments for both Note 91 and Note 117.

CRA Cash Management

- CRA's bank balances remain positive for a total of \$20,535,767 (Bank of America, and Truist)
- Current bank balances have increased compared to the balances of the same period last year (Prior year balance: \$ 16,768,049).

CRA Projects/Initiatives

- Executive Director will discuss the projects and initiatives.

CRA Budget Transfers/Amendments. None at this time.

CITY OF LAUDERDALE LAKES

FY 2024 Financial Report as of 3/30/2024

(50% of year elapsed)

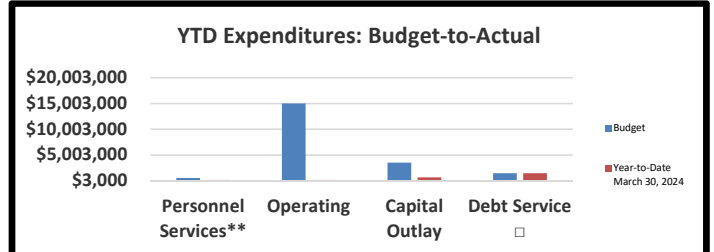
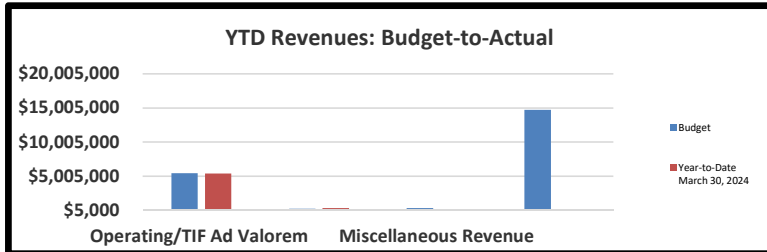
Community Redevelopment Agency (CRA)

109 CRA Trust Fund Revenues	Budget	Year-to-Date March 30, 2024	% Credited
Operating/TIF Ad Valorem	\$5,411,607	\$5,355,830	99.0%
Forbearance Agreement	\$210,000	\$278,000	132%
Miscellaneous Revenue	\$294,000	\$105,072	36%
Reappropriated Trust Fund Balance	\$14,728,946	\$0	0%
Total	\$20,644,553	\$5,738,902	28%

109 CRA Trust Fund Expenses	Budget	Year-to-Date March 30, 2024	% Spent
Personnel Services**	\$503,357	\$165,197	33%
Operating	14,959,070.45	\$126,744	1%
Capital Outlay	\$3,473,105	\$655,338	19%
Debt Service □	1,459,020.55	\$1,429,244	98%
Non-Operating	\$250,000	\$0	0%
Total	\$20,644,553	\$2,376,523	12%

**Includes cell & auto allowances

□ There are 2 debt obligations, each requires 2 payments annually



Note(s):

●The TIF Ad valorem revenue budgeted from the City (\$2.876mill.), Broward County (\$1.851 mill.), Children's Svcs Council (\$150K), and N. Broward Hosp District (\$478K).

●Forbearance payment paid by the City - \$278,000

●Debt Service payments for FY 2024:

Note 91: Final Payment completed

Note 117: Final Payment completed

●Personnel: There are four positions: Executive Director, Economic Development Manager, Administrative Coordinator, and Staff Assistant (vacant & unfunded)

Next Debt Service Payment:	Principal Bal. as of March 30, 2024:
N/A	\$882,576
N/A	\$0

Additional Revenue Due to CRA Trust Fund		Cash Management	
\$2,568,031	Forbearance Agreement	\$20,291,123	Accounts - Bank of America
(\$2,568,031)	Payments to date	\$244,644	Accounts - Truist
\$0	Balance as of 03/30/2024	\$20,535,767	CRA Trust Fund

●final payment: January 2026

*Data as of 3/11/2024

Budget Amendment(s) as of March 30, 2024

None

Askeley Hepburn, MPA

Director, Financial Services

4/09/2024

Date

I/We certify the information provided to be true and accurate to the best of my/our knowledge.

Amounts subject to adjustments according to GAAP/GASB guidelines. Data does not include encumbrances.

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact: No

Contract Requirement: Yes

Title
CRA RESOLUTION 2024-012 AMENDING SECTION 3.1 OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY BYLAWS
Summary
This is a resolution amending the provision of the Bylaws related to the required number of meetings.
Staff Recommendation

Background:

The Lauderdale Lakes Community Redevelopment Agency (CRA) is governed by Bylaws. In accordance with the established provisions, there is a required number of meetings that must be held during the fiscal year. See the language below.

ARTICLE 3 MEETINGS

3.1 Regular Meeting. The CRA shall hold a regular meeting at least ten (10) times each fiscal year on a day, and at a time and place to be designated from time to time by the CRA. A regular meeting may be cancelled by the Administrator if it is determined that there will not be a quorum.

At the CRA Meeting held on February 20, 2024, there was a request to amend the Bylaws. See the proposed change.

3.1 Regular Meeting. The CRA shall hold a regular meeting ~~at least ten (10) times each fiscal year~~ on a day, and at a time and place to be designated from time to time by the CRA. A regular meeting may be cancelled by the Administrator if it is determined that there will not be a quorum ~~or if there are no agenda items that require action as determined by the Chair or the Administrator.~~

If there are questions and/or comments, our CRA Attorney or staff will respond accordingly.

Funding Source:

Not applicable

Fiscal Impact:

Sponsor Name/Department: Celeste Dunmore, CRA Executive Director

Meeting Date: 4/16/2024

ATTACHMENTS:

Description	Type
☐ CRA Resolution 2024-012 Amending Section 3.1 of the Bylaws	Resolution
☐ Backup Information for CRA Resolution 2024-012 Redlined Bylaws - March 19 2024	Backup Material

CRA RESOLUTION 2024-012

A RESOLUTION OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY ("AGENCY"), AMENDING SECTION 3.1 OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY BYLAWS TO REQUIRE MONTHLY MEETINGS OF THE AGENCY SUBJECT TO CANCELLATION BY THE CHAIR OR THE ADMINISTRATOR IF THERE ARE NO ACTIONABLE ITEMS ON THE AGENDA; AUTHORIZING THE CHAIR, SECRETARY AND EXECUTIVE DIRECTOR TO TAKE ALL ACTIONS CONSISTENT WITH THE INTENT OF THIS RESOLUTION; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lauderdale Lakes Community Redevelopment Agency (the "Agency") was established pursuant to Part III, Chapter 163, Florida Statutes (the "Act"), and the powers there under delegated by Broward County; and

WHEREAS, by Resolution No.02-205, the City Commission of the City of Lauderdale Lakes adopted a community redevelopment plan (the "Plan") for the community redevelopment area as fully described in that Resolution (the "Community Redevelopment Area"); and

WHEREAS, the Agency adopted Bylaws for the governance of the Agency which included provisions relating to the number of regular meetings; and

WHEREAS, the Board of Commissioners desire to amend the Bylaws to require monthly meetings that can be cancelled upon approval of the Chair of the Agency or the Administrator of the Agency.

NOW THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LAUDERDALE LAKES AS FOLLOWS:

Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. ADOPTION OF AMENDMENT TO BYLAWS: The Agency hereby amends Section 3.1 of the Lauderdale Lakes Community Redevelopment Agency Bylaws to require monthly meetings which can be cancelled by the Chair of the Agency or the Administrator of the Agency if there are no agenda items which require action.

Section 3. AUTHORIZATION AND DIRECTION: The Executive Director, Secretary and General Counsel are hereby directed to take all actions consistent with the intent of this resolution.

Section 4. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY AT ITS REGULAR MEETING HELD APRIL 16, 2024.

[Signatures on next page]

SHARON THOMAS, CHAIRPERSON

ATTEST:

VENICE HOWARD, CMC, SECRETARY

VOTE:

Chairperson Sharon Thomas	____(For)	____(Against)	____(Other)
Vice-Chairperson Mark Spence	____(For)	____(Against)	____(Other)
Commissioner Tycie Causwell	____(For)	____(Against)	____(Other)
Commissioner Karlene Maxwell Williams	____(For)	____(Against)	____(Other)
Commissioner Veronica Edwards Phillips	____(For)	____(Against)	____(Other)

COMMUNITY REDEVELOPMENT AGENCY BY-LAWS (REDLINED VERSION)

- 1.1 Establishment and Name. Pursuant to Chapter 16, Part III, Florida Statutes, and the powers delegated to the City by the Broward County Commission of the City of Lauderdale Lakes, Florida, as City's governing body ("City") established a community redevelopment agency known as Lauderdale Lakes Community Redevelopment Agency (the "CRA").
- 1.2 Purpose and Objectives. The purpose of the CRA is to formulate a workable program for utilizing appropriate private and public resources to eliminate and prevent the development or spread of slum and blighted areas within the City.
- 1.3 Seal. The CRA will have a corporate seal which shall be circular in form and shall bear the name CRA. The Secretary shall be the custodian of the corporate seal.
- 1.4 Members and Terms. In accordance with Section 163.357(1), Florida Statutes, the City Commission has designed itself and the Mayor of the City as the governing board of the CRA. Reference to the members of the CRA, as a whole, shall be "Board of Commissioners", "Commissioners" or "CRA. An individual member of the CRA shall be referred to as a "Commissioner".
- 1.5 Compensation. The Commissioners shall serve without compensation from the CRA, but shall be entitled to reimbursement for their actual and necessary expenses incurred in the discharge of their duties for the CRA. Requests for reimbursement shall be subject to the requirements of Section 112.061, Florida Statutes.

ARTICLES 2 OFFICERS AND EMPLOYEES

- 2.1 Executive Officers. The executive officers of the CRA shall be a Chair and a Vice-Chair, each of whom shall be designated by the City Commission from among the members of the Board of Commissioners. The designation of the Chair and Vice-Chair shall be made at the organizational meeting of the City Commission, or as soon thereafter as the business of the City Commission will permit, and no Chair or Vice-Chair shall serve beyond one consecutive year.
- 2.2 Chair. The Chair shall preside at all meetings of the CRA and shall execute instruments in the name of the CRA as may be required, establish such ad hoc committees, from time to time, as may be deemed appropriate, the members of which shall be appointed in such manner and number as the Board may determine appropriate, and the Chair shall have such duties as may be determined by the Board and consistent with law.
- 2.3 Vice-Chair. The Vice-Chair shall, in the absence, disqualification, resignation or death or disability of the Chair, or at the Chair's direction, exercise the functions of the Chair.
- 2.4 Administrative Officer. The Board shall designate, from time to time, an Administrator of the CRA to administer its business and operations.

2.4.1 General. The Administrator is the City Manager or designee and shall serve at the pleasure of the CRA.

2.4.2 Responsibility. The Administrator or designee shall be responsible for carrying out the policies established by the CRA and shall have general supervision over, and be responsible for, the performance of the day-to-day operations of the CRA. The Administrator shall be responsible for the CRA's fiscal operations.

2.4.3 Administrator as Secretary. The City Clerk or designee shall serve as the Secretary of the CRA and as such shall prepare CRA agendas, be the custodian of the official seal and all books and records of the CRA, keep the minutes and a recording of all votes of all CRA meetings, send out all notices of meetings, and shall perform such other duties as may be designated by the CRA. The Administrator shall keep the seal in safe custody and have the power to affix or cause to be affixed the CRA's official seal to and attest all contracts and instruments to be executed by the CRA, supervised by the Administrator.

2.5 Agents and Consultants. The CRA administrative needs shall initially be served by the City pursuant to the terms of a Service Agreement whereby the City shall provide substantial staff and consultant services, including managerial, accounting, public relations and general clerical and administrative services. The CRA may hire, retain, and engage such employees, agents, consultants, experts, attorney's and specialist as it deems necessary.

ARTICLES 3 MEETINGS

3.1 Regular Meeting. The CRA shall hold a regular meeting ~~at least ten (10) times each fiscal year~~ on a day, and at a time and place to be designated from time to time by the CRA. A regular meeting may be cancelled by the Administrator if it is determined that there will not be a quorum or if there are no agenda items that require action as determined by the Chair or the Administrator.

3.2 Special Meetings. The Chair or any other four (4) Commissioners of the CRA may require the calling of a special meeting at a reasonable time and place requesting the Administrator to arrange for and give notice of such special meeting.

3.3 Emergency Meetings. Emergency meetings of the CRA may be called at any time and place by the Chair or by a majority of the Commissioners or by the Administrator providing personal or telephonic notice to Commissioners, specifying the time and place of the emergency meeting and the business to be transacted. No other business shall be considered at such meeting. Notice of any emergency meeting may be waived in the same manner as notice of a special or regular meeting.

3.4 Notice of Meetings. The Administrator or designee will mail or deliver written notice of each regular meeting to Commissioners at least three (3) days prior to such meeting. Written notice of any special meeting shall be mailed or delivered at least two (2) days prior to such meeting unless notice of the meeting is waived in writing by all Commissioners before, at or after the meeting. The notice of any special meeting shall set forth the purpose of the special meeting and no other business shall be conducted at that meeting unless a waiver of notice is obtained from all Commissioners. Notice of all special and regular meetings shall be provided to the public, appropriate City officials and the news media. Notice of emergency meetings shall be provided to the public, appropriate City officials and the news media as is reasonable under the circumstances.

3.5 Quorum and Voting. A majority of the Commissioners shall constitute a quorum for the purpose of conducting business. When a quorum is present, the CRA may act by a vote of a majority of the Commissioners present, unless otherwise provided in law or these By-laws. If any meeting cannot be conducted because a quorum is not present, the Commissioners who are present may adjourn the meeting to a time certain, and notice of such adjourned meeting shall be given each Commissioner, unless waived.

3.6 Recessed and Continued Meeting. Where a meeting having been set and noticed under the provisions of these By-Laws and during the course of said meeting is recessed to a future time and place certain, there shall be no requirements for giving of notice of the time and place of continuation of said meeting other than the announcement thereof at said meeting.

3.7 Rules of Order. All meetings shall be conducted under the most recent Edition of Robert's rules of Order, Revised, unless otherwise provided by applicable law. The Rules will be applied liberally to further the business of the CRA, and the Chair shall be the arbiter of the application of the application of the Rules; provided that upon the call of any of any two Commissioners the question of the application of the Rules shall be put to a vote.

ARTICLE 4 CONTRACTS

4.1 Execution of Instruments. Legal instruments of the CRA will be executed by the Chair and attested to by the Secretary with the corporate seal affixed thereto. In the absence of the Chair, such instruments may be executed by the Vice-Chair.

4.2 Real Property Acquisition and Disposition. The acquisition, conveyance and leasing of real property by the CRA shall be done in accordance with the application provisions of Chapter 163, Florida Statutes.

4.3 Purchasing Procedures. Except as may be otherwise required by law or when required by the Board of Commissioners of the CRA, the Administrator shall procure all commodities and services under the same purchasing processes and requirements that apply to the City.

ARTICLES 5 FISCAL MATTERS

5.1 Fiscal Year. The fiscal year of the CRA shall begin on October 1 and end on September 30 of each year.

5.2 Budget. The Board of Commissioners shall cause an annual budget to be prepared with a work program for each fiscal year, and such other budgets as the Commissioners may determine. The CRA shall not expend any funds other than those in the budget or otherwise authorized by the CRA Board, provided that the Board shall have the power to amend its budget as may from time to time be necessary.

5.3 Accounting Practices. The CRA shall comply with applicable Florida law and all applicable regulations regarding uniform accounting practices and procedures for units of local government.

5.4 Annual Audit. The Board of Commissioners shall arrange for an independent financial audit of the Redevelopment Trust Fund each fiscal year and a report of such audit by an independent certified public accountant in accordance with the provisions of Section 163.397 (8), Florida Statutes. The CRA shall provide a copy of such report to each taxing authority contributing to the Redevelopment Trust Fund. The auditors shall be selected by the CRA Board. The auditor of the CRA may be the same auditor doing the annual audit of the City.

5.5 Annual Report. The CRA shall file with the City and with the Auditor General, on or before March 31 of each year, a report of its activities for the preceding fiscal year in accordance with the provisions of Section 163.356 (3)(c), Florida Statutes.

5.6 Bonding of Officers and Employees. The CRA may require that any or all Commissioners and employees who have check writing or cash management responsibility be required to post bond for faithful performance duty. The CRA may pay bonding cost for all such bonds it requires.

5.7 Maintenance and Disbursement of Funds. All funds of the CRA shall be used only for purposes permitted by applicable law. Funds shall be distributed only at the direction or with the approval of the CRA pursuant to an adopted budget and with appropriate requisitions signed by the Chair. Notwithstanding the foregoing, no single obligation requiring a disbursement in excess of \$5,000 shall be made unless specifically approved by the CRA Board; provided, however, the Administrator shall have the power, without the prior approval of the Board, to make budgetary transfers among budgeted accounts up to \$5,000, per transfer, and such transactions reported to the board at the next meeting.

ARTICLES 6 COMMITTEES

6.1 Power to Create. The CRA may create necessary committees, from time to time, as shall be necessary to carry out the functions, purposes and objectives of the CRA. [SEE SECTION 2.2 RE CHAIR APPOINTING COMMITTEES]

ARTICLES 7 AMENDMENTS

7.1 Amendments. The By-Laws of the CRA may be amended at any regular or special meeting by a super majority vote of the Commissioners. No such amendment shall be adopted unless at least two (2) weeks written notice thereof has been previously given to the Commissioners.

ARTICLES 8 INDEMNIFICATION AND INSURANCE

8.1 Indemnification of the CRA, its Officers, Members and Employees. Any of the CRA, its officers, commissioners or other employees may be indemnified or reimbursed by the CRA for reasonable expenses (including, but not limited to, attorney's fees, judgments and payment in settlement) actually in connection with any action, suit or proceeding, civil or criminal, actual or threatened, to which she/he or they shall be made a party by reason of being or having been, or by reason of any actual or alleged acts performed or omitted to be performed in connection with such person being or having been a CRA

officer member, or employee of the CRA; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding as to which she or he shall finally be adjudged to have been guilty of or liable for gross negligence or willful misconduct or criminal acts in the performance of her or his duties to the CRA; and provided further, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding which has been made the subject of a compromise settlement except with the approval of a court of competent jurisdiction, and the CRA acting by vote of members not parties to the same or substantially the same action, suit or proceeding, constituting a majority of the remaining Commissioners. The foregoing right of indemnification or reimbursement shall not be exclusive of other rights to which such person, her or his heirs, executors or administrators may be entitled as a matter law.

8.2 Insurance. The CRA may purchase insurance for the purpose of indemnifying its officers, members, and other employees to the extent that such indemnification is allowed in Section 8.1 herein. The CRA may purchase other insurance, including liability and hazard insurance, as it deems necessary and appropriate.

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title

DISCUSSION REGARDING THE GRAPHIC LAUDERDALE LAKES COMMUNITY REDEVELOPMENT AGENCY LOGO DEVELOPED BY THE INSPIRE PLACEMAKING COLLECTIVE INC

Summary

This is a discussion regarding the use of the graphic Lauderdale Lakes Community Redevelopment Agency Logo.

Staff Recommendation

Background:

As part of the redevelopment modification process, Inspire Placemaking Collective, Inc created a graphic design to be used for promotional purposes. In accordance with Article 17 in the agreement with the company, property rights are granted to the Lauderdale Lakes Community Redevelopment Agency.

Article 17

(partial section)

All schedules drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the CRA's expense shall be and remain the CRA's property and may be reproduced and reused at the discretion of the CRA.

With consensus from the CRA Board, the logo will be used for promotional purposes. The current logo and seal will continue to be used on administrative and legal documents.

Funding Source:

Not applicable

Fiscal Impact:

Sponsor Name/Department: Celeste Dunmore, CRA Executive Director

Meeting Date: 4/16/2024

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Graphic Lauderdale Lakes CRA logo - Promotional Purposes Only	Backup Material

LAUDERDALE LAKES CRA

Community Redevelopment Agency

