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City of Palmetto Agenda Item

Meeting Date

9/14/10

Presenter: Jeff Burton

Department: CRA

Title:
2011 Residential Rehabilitation Program
BACKGROUND:

Housing rehabilitation is a direct deterrent to slum and blight:

163.335 Findings and declarations of necessity.--

(1) It is hereby found and declared that there exist in counties and municipalities of the state slum and blighted areas which constitute a serious and growing menace, injurious to the public health, safety, morals, and welfare of the residents of the state; that the existence of such areas contributes substantially and increasingly to the spread of disease and crime, constitutes an economic and social liability imposing onerous burdens which decrease the tax base and reduce tax revenues, substantially impairs or arrests sound growth, retards the provision of housing accommodations, aggravates traffic problems, and substantially hampers the elimination of traffic hazards and the improvement of traffic facilities; and that the prevention and elimination of slums and blight is a matter of state policy and state concern in order that the state and its counties and municipalities shall not continue to be endangered by areas which are focal centers of disease, promote juvenile delinquency, and consume an excessive proportion of its revenues because of the extra services required for police, fire, accident, hospitalization, and other forms of public protection, services, and facilities.

163.335 Findings and declarations of necessity.--

(2) It is further found and declared that certain slum or blighted areas, or portions thereof, may require acquisition, clearance, and disposition subject to use restrictions, as provided in this part, since the prevailing condition of decay may make impracticable the reclamation of the area by conservation or rehabilitation; that other areas or portions thereof may, through the means provided in this part, be susceptible of conservation or rehabilitation in such a manner that the conditions and evils enumerated may be eliminated, remedied, or prevented; and that salvageable slum and blighted areas can be conserved and rehabilitated through appropriate public action as herein authorized and the cooperation and voluntary action of the owners and tenants of property in such areas.

The CRA RRP is authorized to perform the functions of the RRP under the following requirements of law:

163.370 Powers; counties and municipalities; community redevelopment agencies.--

(2) Every county and municipality shall have all the powers necessary or convenient to carry out and effectuate the purposes and provisions of this part, including the following powers in addition to others herein granted:

(c) To undertake and carry out community redevelopment and related activities within the community redevelopment area, which may include:

5. Carrying out plans for a program of voluntary or compulsory repair and rehabilitation of buildings or other improvements in accordance with the community redevelopment plan.

The Community Redevelopment Action Plan (1993)

The CRA Plan identifies the need for Code Enforcement involvement in housing, the lack of maintenance which results in unsafe and unhealthy buildings.

Housing (page 55)

- Point 1 - Lack of consistent code enforcement follow-through by City Council
- Point 2 - Poor maintenance of older home sites in various sectors of City (primarily Eastern)
- Point 4 - Unsafe building/home environment has led to significant public health issues

CRA District planning goals (page 63)

3. Community Role

- e) Upgrading and expanding the residential neighborhoods.

Strategies for Neighborhoods - North East Quadrant (Page 75)

Point 6 - Continue CRA housing involvement; use current projects as good example

ACTION:

Proposed Partners

1. Palmetto Community Redevelopment Agency (CRA)
2. Manatee County Habitat for Humanity (Habitat)
3. AmeriCorps/VISTA
4. Palmetto Code Enforcement Department (CE)
5. Palmetto Building Department (BD)
6. Palmetto Police Department (PD)
7. North Manatee Enterprise Zone (EZ)
8. North River Fire District (FD)

Program Summary:

Mission:

The Palmetto Community Redevelopment Agency (CRA) Residential Rehabilitation Program (RRP) will fund affordable housing rehabilitation within the Community Redevelopment District as a means to reduce slum and blight as defined in Florida Statute 163 Part III. (See page 5 for details)

Funding:

At the beginning of its fiscal year, the CRA will notice the availability of funds through newspaper distribution and CRA Office posting to the public. This announcement of funding availability will summarize the program and related activities contained in the CRA RRP. Financial program administration for this initiative will be performed by the CRA and when available, said administrative services shall be reimbursed where applicable from any funds that are obtained where said services can be reimbursed. Funding availability will be subject to change and shall be based annually on availability of Tax Increment Funds and other funds obtained from grants or other sources. The funding may renewed annually by review and recommendation of the CRA Advisory Board and the approval of the CRA Board of Directors. (See page 7 for details)

Standard:

The program will be based on the current City adopted edition of the International Property Maintenance Code (IPMC). A copy of the IPMC will be available in the CRA office. Unless recommended by the CRA Advisory Board and approved by the CRA Board of Directors, the scope of work allowed in this program will be confined to the IPMC. No structural work will be performed in this program.

Priority:

Unless overruled in writing by a consensus of the group inspectors authorized under Preliminary Item #5 (Page 9), exterior work will be prioritized over Interior.

Budgeted Amount:	<input type="text" value="\$0.00"/>	Budget Page No(s):	<input type="text" value="559"/>	Available Amount:	<input type="text" value="\$0.00"/>	Expenditure Amount:	<input type="text" value="\$0"/>
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Additional Budgetary Information:

Funding Source(s):	<input type="text" value="190559312
0"/>	Sufficient Funds Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budget Amendment Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Source:	<input type="text" value="FY 10"/>
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City Attorney Reviewed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Advisory Board Recommendation:	<input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> N/A	Consistent With:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text" value="FS 163
CRA Plan"/>
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Potential Motion/ Direction Requested:

Staff Contact:

Attachments:



Manatee County Habitat for Humanity / Palmetto CRA DRAFT Proposal

Step 1 - Preliminary Habitat application/approval - \$175

- Habitat Program Manager receives referral
- After an preliminary approval, Habitat Program Manager has family complete full application, conducts background/property appraiser check, phone interview with family to explain program and determine ability and willingness to partner
- Habitat Program Manager visits home to meet with family to discuss details of program
- Habitat Construction Manager visits home to assess repairs

Step 2 – Final Habitat approval - \$325

- Habitat makes final project approval determination
- Habitat conducts title search and a final review of documents and application/agreement
- Habitat Construction Manager creates project budget, researches cost for materials/tools, determine work schedule
- Habitat determines if other community partner agencies or subcontractors/vendors are necessary to complete repair work
- Habitat Program Manager in coordination with Volunteer Coordinator plans work days needed and number and kinds of volunteers
- Habitat conducts a family orientation class
- Project plan presented to CRA staff

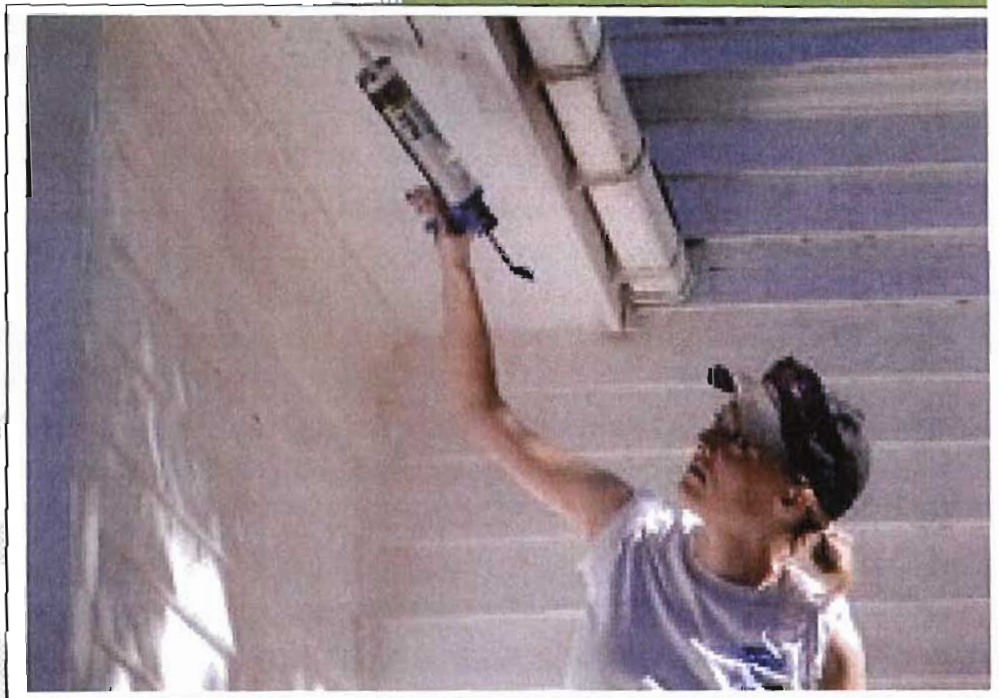
Step 3 – Project Completed – 15% Administrative Fee

- Habitat's staff and volunteers begin repair/renovation project
- Other community partners or subcontractors are engaged as necessary
- Habitat receives a 15% administrative fee on each invoice or total cost of project

2010

P126

RESIDENTIAL REHABILITATION PROGRAM



Jeff Burton

Community Redevelopment Agency

9/1/2010

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GENERAL PROGRAM

Mission:

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RRP Partnerships:

1. Palmetto Community Redevelopment Agency (CRA)
2. Manatee County Habitat for Humanity (Habitat)
3. AmeriCorps/VISTA
4. Palmetto Code Enforcement Department (CE)
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LEGAL

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CRA District planning goals (page 63)

3. Community Role

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Point 6 - Continue CRA housing involvement; use current projects as good example

APPLICANT REQUIREMENTS

The following requirements must be met by the applicant:

1. Applicant(s) property must be located within the CRA District.
2. Applicant(s) will be required to submit to a CE IPMC inspection to cite the scope of RRP work on the applicant's property. (CE will consult with the BD regarding items of structural integrity.)
3. In the event that the application refutes the scope of the CE inspection, the applicant may appeal the decision to the City of Palmetto Code Enforcement Board; CRA will not institute an appeal.
4. Applicant(s) must fill out an application and qualify under the Manatee County Habitat for Humanity "Brush with Kindness Program".
 - a. Including "income guidelines" for low or low-income household. (Note: "Income limits" will be provided and are subject to change annually).
 - b. Including a title search of the applicant's property.
5. In the event that the application is denied, the applicant may appeal the decision through the Habitat Appeals process, CRA will not institute an appeal.
6. In the event of qualification, applicants must voluntarily allow a City of Palmetto Lien to be placed on the property for no less than five years. In the event the property is sold or the homestead status of the property is changed, the lien will be enforced.

FUNDING

The maximum property funding available is \$20,000, this does not include administration fees. Should this funding be insufficient to correct the code violations, the property will be referred to CE.

No funding assistance will be provided to any owner in arrears of local property taxes, City of Palmetto utility accounts or any liens or judgments outside of a normal mortgage.

Funds may be used for single family detached or attached properties only. Attached properties are defined as duplexes with separate legal descriptions, planned unit developments and condominiums. Funds may not be utilized for mobile homes or apartments. Funding will be limited to one house per property.

PROJECT PROCEDURE and FEES

Fees incurred on each project are estimated to include:

Preliminary:

1. Code Enforcement identifies potential RRP residence, verifies CRA residence and homestead through Manatee County Property Appraiser and performs IPMC inspection.
2. CE delivers RRP Scope Letter including CRA and Homestead verification to Habitat and CRA.
3. After a preliminary approval, Habitat Program Manager has family complete full application, conducts background/property appraiser check, phone interview with family to explain program and determine ability and willingness to partner Habitat schedules.
4. Program Manager visits home to meet with family to discuss details of program.
5. Habitat Construction Manager schedules and visits home to assess repairs with Palmetto Code Enforcement, Palmetto Police CEPTED, North River Fire Department and AmeriCorps/VISTA

***Habitat fee: Preliminary application/approval - \$175** (separate from construction)

Due Diligence:

1. Habitat makes final project approval determination.
2. CRA Boards notified of project approval.
3. Habitat conducts title search and a final review of documents and application/agreement
4. Habitat Construction Manager and AmeriCorps/VISTA creates project budget, researches cost for materials/tools, determine work schedule and determines 50% rule (Building Code).
5. Habitat determines if other community partner agencies or subcontractors/vendors are necessary to complete repair work.
6. Habitat Program Manager in coordination with AmeriCorps/VISTA plans work days needed and number and kinds of volunteers.
7. Habitat conducts a family orientation class.
8. Project plan presented to CRA staff.

***Habitat approval fee - \$325** (separate from construction)

Field Work:

9. Habitat's staff and AmeriCorps/VISTA volunteers begin repair/renovation project.
10. Other community partners or subcontractors are engaged as necessary.
11. Project is completed and documentation, photos and video (if any) provided to CRA.
12. Project Completed.
13. CRA Boards notified of completion

***Project Completed – 15% Administrative Fee up to \$3,000**

PROGRAM MEASUREMENT

The measurement of a project's success will be determined in project phases as follows:

Project Year #1:

1. RRP property will be photographed by Code Enforcement prior to the funding.
2. All quantifiable spatial, financial, construction, CEPTED and legal information regarding the project will be recorded into a database.
3. A CRA based survey will be administered by HABITAT at its Family Orientation Class.
4. Code enforcement will photograph the project after its completion.

Project Year #2

1. A report will be provided to the CRA Advisory Board at the beginning of each calendar year detailing all prior year projects (annual report).
2. CE will re-inspect the project. A written report will be given to the CRA

Project Year #5

1. CE will re-inspect the project, including pictures. A written report will be given to the CRA
2. CRA staff will review project files and present a report. Upon recommendation of the CRA Advisory Board and the approval of the CRA Board of Directors, the project lien will be removed.

RRP PROGRAM MEASUREMENT

The measurement of a program's success as it relates to Florida Statute will be determined by an analysis of the aggregate projects over time:

1. RRP property will be photographed by Code Enforcement prior to the funding.
2. All quantifiable spatial, financial, construction, CEPTED and legal information regarding the project will be recorded into a database.
3. A CRA based survey will be administered by HABITAT at its Family Orientation Class.
4. Code enforcement will photograph the project after its completion.

August 4, 2010

City of Palmetto
Community Redevelopment Agency
Residential Redevelopment Program
715 4th Street West
Palmetto, Florida 34221

Please be advised that Code Enforcement has identified violations at an owner occupied property at 304 11th Street West, Palmetto, Florida.

The violations noted are as follows:

The exterior of this home requires repainting – Chapter 7, Buildings and Building Regulations, Article XI Minimum Maintenance Standards, Section 7-237 (2) & (3); Chapter 17 Housing, Section 17-28 Palmetto Property Maintenance Code, Section 304 Exterior Structure, Subsections 304.2 & 304.6.

A roof leak is causing damage to the interior of this home - Chapter 7, Buildings and Building Regulations, Article XI Minimum Maintenance Standards, Section 7-240 (b); Chapter 17 Housing, Section 17-28 Palmetto Property Maintenance Code, Section 304 Exterior Structure, Subsection 304.7.

The living room ceiling is stained and moldy from a roof leak - Chapter 17 Housing, Section 17-28 Palmetto Property Maintenance Code, Section 305 Interior Structure, Subsections 305.1 & 305.3.

Uncorrected plumbing leaks in the kitchen and bathroom have resulted in mold and deteriorated cabinets - Chapter 17 Housing, Section 17-28 Palmetto Property Maintenance Code, Section 305 Interior Structure, Subsections 305.1 & 305.3; Section 504, Subsection 504.1; and Section 505, Subsections 505.1 & 505.3.

The central A/C system and thermostat are inoperative - Chapter 17 Housing, Section 17-28 Palmetto Property Maintenance Code, Section 603, Subsection 603.1, and Section 605, Subsection 605.1.

In view of the above it is requested that this property be considered for rehabilitation through the City of Palmetto, CRA Residential Redevelopment Program.

If you have any questions regarding the above noted violations, please feel free to contact me at Palmetto City Hall either in person or by telephone at (941) 723-4570, extension 105.

Thank you for your cooperation.

Sincerely,

Bill Strollo
Code Enforcement Director