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**CITIZENS' ADVISORY COMMITTEE
AGENDA**

January 19, 2006 8:00 AM

SPCC Building - 19th Floor Conference Room A

- I. APPROVAL OF THE MINUTES OF THE 11/17/05 MEETING
- II. CITIZENS' PRESENTATIONS
- III. FEATURED STAKEHOLDER(S)
 - Dan Wall, Assistant Director of the Office of Strategic Business Management – Not-for-Profit Fund
- IV. PROGRAM STATUS REPORT
- V. INFORMATIONAL ITEMS
 1. Use of premium funds
 2. Annual Report
 3. Action Items from the 11/17/05 meeting
 - a. How projects were prioritized
 - b. GOB Unit – Table of Organization
 - c. How not-for-profit groups will be managed (oral presentation)
 - d. High level reporting process – CAC Sub-committee meeting of 12/8/05
- VI. OTHER BUSINESS
 - Please contact Ethics Commission for mandatory 90-minute training; the deadline for the training is Feb. 2006. Call (305) 579-2594 or e-mail them at ethics@miamidade.gov

**OFFICE OF CAPITAL IMPROVEMENTS
Building Better Communities Bond Program
305-375-1900**



**Citizens' Advisory Committee Meeting
November 17, 2005
Stephen P. Clark Center
111 NW 1st Street
10th floor conference room
8:30 AM**

Summary of Meeting

CAC MEMBERS PRESENT:

Robin Reiter, Chairwoman
Jose Andreu, Vice Chairperson
Barbara Bisno
George Foyo
Fred Frost
Sandra Gonzalez-Levy

Armando Gutierrez, Jr.
Wendell A. James
George Lindemann
Jeffrey Mishcon
Sylvia Person
Alan Rubin

Juan T. Sanchez
Esther Smith Fano
James Wise

OTHERS PRESENT:

Bill Johnson, Assistant County Manager
Geri Bonzon-Keenan, Assistant County Attorney
Roger Hernstadt, Director, OCI
George Navarrete, OCI
Jose A. Galan, OCI
Bernard McGriff, OCI
Jackie Bofill, OCI
Roslyn Alic-Batson, OCI
Ana Watson, OCI
Lorraine Guevara, OCI
Dan Licciardi, Zoological Society
Robert Villar, Mayor's Office

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The Citizens' Advisory Committee meeting was convened at 8:35 AM on Thursday, November 17, 2005.

Ms. Robin Reiter, Chairperson of the Citizens' Advisory Committee called for the approval of the October 3, 2005 meeting minutes. Ms. Reiter called for a motion to approve, which was seconded by Jeffrey Mishcon. The motion passed unanimously. Ms. Reiter then called for citizens' presentations. As no one stepped forward, she suggested that there would be a second opportunity for public comments prior to the end of the meeting. Ms. Reiter then introduced Mr. Dan Licciardi, representing the Zoological Society, as the featured stakeholder.

Mr. Licciardi, a member of the Metrozoo Oversight Board and the Chair of the Master Plan and Construction Committee for the Zoological Society of South Florida, introduced himself to the committee and provided a brief update on the zoo projects. He mentioned that MetroZoo will be receiving \$87 million from the bond program. Ms. Reiter requested that Mr. Licciardi be more specific. He explained that the MetroZoo master plan is composed of four separate components. The current funding plan is for \$12 million for zoo-wide improvements and \$31 million for Florida exhibits, which are scheduled for the final years of the bond program. He then gave an update on the various projects that MetroZoo is currently working on.

Ms. Robin Reiter requested that Mr. Alan Rubin provide an overview of the meeting that was held on October 20, 2005 with the Citizens' Advisory Sub-Committee, which consisted of Mr. Jose Andreu, Mr. George Lindemann and Mr. Alan Rubin and staff from the County's Office of Capital Improvements (OCI). Mr. Rubin explained that the first item discussed was an overview of the CAC Ordinance 05-70. It was determined from the overview that the CAC would receive information in three formats – Advisory, Informational, and Oral. Advisory items under the ordinance are those that require the CAC to give their opinion as a committee, and include: the use of surplus bond funds or unspent allocations and to assist in the preparation of quarterly and annual reports. Informational items would consist of things such as changing the order to projects or the description of projects. Oral updates will be provided regularly to the CAC in order to keep them up to date with the status of the Bond Program. Mr. Rubin indicated that the CAC should contact the Board through the chairperson. They can express their dissent or acceptance on an item but OCI would still present the item to the Board.

Ms. Reiter informed the members that she had met with Commissioner Barreiro to discuss the role of the CAC and what his expectations were. She explained that in

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her conversation with the Commissioner, he was expecting the CAC to hear reports from OCI staff and stakeholders to determine if they are on track or if there is a problem with a project. The Commissioner wants the CAC to report back to the Board with that information. Mr. Andreu expressed that he felt that it was important to establish the basis for monitoring and evaluating and that he was concerned with two issues. One of them was regarding speaking to the community, which he agreed was an objective but not the most important one. He felt that monitoring and evaluating was the most important objective for the CAC. His second concern was the reference to using the CAC as a focus group as referenced in the October 20, 2005 meeting. Mr. Andreu felt that the role of the CAC should be more meaningful.

Mr. George Navarrete, Chief of Project Scheduling and Compliance at OCI, explained that the CAC was guided by two principles; 1) the first being Ordinance 05-70, which was approved by the Board of County Commission and 2) statements made by the County Manager, Mr. George Burgess at the initial CAC meeting on August 31, 2005. Mr. Burgess made it clear that he wanted all items to be presented to the CAC prior to being sent to the Board whenever possible. Mr. Navarrete then mentioned that OCI has a database where all departments are required on a monthly basis to update their individual project schedules, which includes revenues and expenditures. He informed the members that this information would be provided to the CAC on a regular basis. He expressed his gratitude to the CAC members for their opinions on this issue.

Ms. Reiter agreed with the members and staff that one of the roles of the CAC is reviewing and monitoring the overall Bond Program. She indicated that the process to review and monitor needs to be determined. Ms. Reiter asked that minutes be prepared by OCI staff but reviewed by the chair of whatever committee is responsible. She then pointed out that OCI staff mentioned that they already have a good monitoring process used to track all the projects. She suggested that at the January 19th CAC meeting the staff present that process to the members. She also recommended that before January 19, 2005, the CAC Sub-Committee meet with OCI staff to review the monitoring system. Mr. Alan Rubin stated, "We are not a rubber stamp". He pointed out that there is a voluminous amount of information that needs a refined method of review. Ms. Reiter reminded the committee that, "we are not here to micro-manage" and Mr. Rubin agreed. Mr. Navarrete indicated that the current monitoring process is both detailed and high level and that the CAC members would probably not need to see so much detail for every project. He suggested that the members be provided a more high level monitoring report, which staff would work with the CAC Sub-Committee to create. Mr. George Foyo then suggested a color-coded approach to determine the status of projects, which Ms. Reiter agreed was a good idea.

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Ms. Reiter introduced Mr. Bill Johnson, Assistant County Manager. Mr. Johnson reminded the members present that he and the County Manager are committed to the program and the CAC Committee. He explained that the key role of this committee is advisory. The OCI staff works for this committee and we are all here to work together. Mr. Johnson informed the members that he is available to meet with the Chair and to work with the committee. He expressed that another important role of the CAC members is to the community. He also noted that it is important that the CAC reviews the work that OCI staff performs to insure they are focused and on target. Mr. Johnson then tells the members that OCI staff is responsible to provide the CAC information in a timely manner.

Ms. Reiter thanked Mr. Johnson, and mentioned that she felt staff has been very cooperative. She requested staff look at the existing monitoring and evaluating process and show the CAC what it looks like at their next meeting in January.

Mr. Roger Hernstadt, Director OCI, then addressed the CAC members. He informed them that it is the responsibility of OCI to report what the departments are doing. He recognized that we are in the early stages of the program and that we are all doing considerably well. Ms. Reiter then introduced Ms. Julie Simon, Chief of Public Affairs and Marketing at OCI. Ms. Reiter requested to Mr. Hernstadt that the CAC be provided with OCI's table of organization at the next CAC meeting.

Mr. Jose Andreu referenced that in the October 3, 2005 meeting it was mentioned that there are a number of ways that the CAC can communicate with the Commission. He expressed that it was important that anything said or done by the CAC goes through the Chair. Mr. Alan Rubin seconded that recommendation and mentioned that the CAC should speak with one voice and the Chair should be the only one speaking to the Commission. Ms. Reiter appreciated the suggestion and that she will go with any member from the CAC to their Commissioners if there is a problem. She then mentioned that she does believe it is important that the CAC speak with a unified voice, although there will be times that everyone does not agree. Mr. Jeffrey Mishcon requested an explanation of what the Chair just mentioned. Ms. Reiter explained that if there is a point of contention it is important that the Chair be made aware so that the other members are also informed.

Ms. Reiter continued the agenda with the program status report. Mr. Hernstadt explained that it had been a year since the bond program was passed and that much had been accomplished; the ordinance that created the CAC, the committee has been selected, two committee meetings and one sub-committee have taken place, the first bond sale occurred in July 2005 and the departments and stakeholders are moving forward. He wanted the members to be aware that the external stakeholders are signing contracts and the departments are beginning to implement their

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programs. Mr. Hernstadt pointed out that some of the departments are handling hurricane issues and that there will be a memo from the County Manager reminding the departments to continue to implement the bond program in a timely manner.

He then provided an update on the Miami Beach Health Clinic. He explained that there was a contractual issue between the buyer and the seller but that he believed there was an agreement made and the project could continue through the legislative process. The GOB sub-committee reviewed the library item that was presented at the October 3, 2005 CAC meeting, then presented it to the County Commissioners as a whole and it was approved.

There was a groundbreaking in West Perrine, which Commissioner Moss attended on November 16, 2005. Mr. Hernstadt informed the members present that \$263 million was received from the first bond sale and at the next meeting they would be presented with suggestions on how to utilize the \$13.6 million differential from the favorable bond sale. Mr. Alan Rubin requested an explanation of the differential. Mr. Hernstadt explained that the funds being provided to the Miami Beach Health Center were allocated from the \$13 million differential from the first bond sale, which enabled the project to utilize those funds in the first year. Ms. Reiter mentioned that with the changes in the construction industry and the increased cost, she suggested the remaining funds should be put aside in a pool for unanticipated expenses. Mr. Hernstadt explained that the bond program is \$2.9 billion less the bond issuance cost. The program is broken into bond sales every year. The first bond sale in 2005 was \$250 million, it is anticipated that in 2006 it will be \$150 million and this will happen every subsequent year. Inflation and construction cost increases will be the responsibility of the individual stakeholder. Due to the fact that the GOB allocation is a fixed figure, either additional outside funding would have to be secured or the project would be scaled down in size. Ms. Reiter pointed out that if we did have funds set aside it might address the issue. Mr. George Lindemann expressed that the public did not vote on the schedule of the funding allocation and he requested a copy of the schedule, which was provided at the first CAC meeting on August 31, 2005. Ms. Reiter clarified that there is not an extra \$13 million but rather funds are made available sooner. She recommended that bullet points be provided at the next CAC meeting that will help the members understand how the decisions were reached to prioritize projects. Mr. Johnson informed the members that the staff would provide the methodology behind the priorities at the next meeting.

Mr. Hernstadt informed the members present that there was a location correction that involved the Westchester Cultural Arts Center project being relocated to Tropical Park from Tamiami Park. The allocation from the bond program is a hard allocation for those departments and the projects. If the departments need funding beyond that, they will need to obtain funding from other sources or scale back the project.

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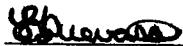
Ms. Reiter turned the floor over to Mr. Juan Sanchez. Mr. Sanchez wanted to know why was the control of the projects given up (Mr. Sanchez's comments referred to not-for-profit groups). Mr. Alan Rubin then explained to Mr. Sanchez the process that a project would go through. Mr. Johnson clarified that the bond program and county government would not be responsible for cost overages. There will be no funds turned over to stakeholders until they demonstrate to the county a financial plan, commitment to complete the project and an organizational structure. Mr. George Foyo mentioned that the 1972 Decade of Progress was just completed. He wanted to know if the program was considered a success and if the same methodology was being used for this Bond Program. Mr. Johnson explained that yes the same methodology was being used and yes the 1972 program was a success. A brief discussion ensued.

Ms. Reiter asked the CAC sub-committee to meet with OCI staff to review the County's monitoring process for projects and the Bond Program as a whole. Secondly, she wanted to know the County's plan for releasing funds to the not-for-profit groups. And lastly, she wanted the County to provide their methodology for scheduling the projects in the Bond Program. These are the three key issues that will be discussed at the January 19, 2006 meeting.

Ms. Reiter motioned to vote on having the next meeting at 8 AM. Ms. Reiter noted that there were four no's but the majority of the members present voted yes. Ms. Reiter explained that the CAC would try the 8 AM meeting for now.

The meeting was adjourned at 10 AM.

Prepared by:



Lorraine Guevara

Date 1-12-06

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DRAFT

Agenda Item V. 1

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No.

RESOLUTION NO. _____

RESOLUTION ACCELERATING AN ALLOCATION OF \$3.125 MILLION FOR THE NORTHSIDE POLICE STATION (PROJECT #322) AND \$2.71 MILLION FOR THE TROPICAL AMERICA EXHIBIT AT MIAMI METROZOO (PROJECT #313) FROM THE BUILDING BETTER COMMUNITES BOND PROGRAM

WHEREAS, the Board of County Commissioners adopted eight resolutions on July 20, 2004, that, together, called for a special election on eight general obligation bond questions; and

WHEREAS, a special election was held on November 2, 2004, and all eight questions were overwhelmingly approved by the electorate; and

WHEREAS, the Northside Police Station is funded in the amount of \$10 million and the Tropical America Exhibit at Miami MetroZoo is funded in the amount of \$13 million from the BBC, and

WHEREAS, the acceleration of \$3.125 million towards the Northside Police Station and \$2.71 million towards the Tropical America Exhibit at MetroZoo will secure land for the Northside Police station and allow construction to begin on the MetroZoo exhibit,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves the acceleration of \$3.125 million towards the Northside Police Station and \$2.71 million towards the Tropical America Exhibit at Exhibit MetroZoo from *BBC* funds.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

- | | |
|----------------------|-------------------------------|
| | Joe A. Martinez, Chairman |
| | Dennis C. Moss, Vice-Chairman |
| Bruno A. Barreiro | Jose "Pepe" Diaz |
| Audrey M. Edmonson | Carlos A. Gimenez |
| Sally A. Heyman | Barbara J. Jordan |
| Dorrin D. Rolle | Natacha Seijas |
| Katy Sorenson | Rebeca Sosa |
| Sen. Javier D. Souto | |

The Chairperson thereupon declared the resolution duly passed and adopted this _____, 2006. This Resolution and contract, if not vetoed, shall become effective in accordance with Resolution No. R-377-04.

**MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS**

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency. _____

Building Better Communities Bond Program Funding Allocation Plan

Immediately following the successful passage of all eight Building Better Communities (BBC) bond questions on November 4, 2004, we went to work with all the stakeholders in the program to identify a funding allocation plan that would cover the anticipated 15-year life of the bond program. We met individually with staff and in some cases the directors of all the County departments that have BBC projects and held group meetings with those stakeholders in the Cultural Affairs and Historical Preservation arena and asked them to provide a realistic timetable showing milestones and the needed funding by years. Municipalities were contacted by mail and by telephone instructing them to do the same. During this same period, we met with staff from the County's Finance Department, who instructed us to divide the program into 15 years allocating \$200 million per year in order to maintain the debt service millage at its current level.

The initial information received by our office had most stakeholders saying they would complete their projects within four years. We asked them to go back and spread the work out over a longer period of time and the information came back with most projects being completed within seven years. We met with the County Manager to discuss the process of the bond program and discussed this issue. He sent a memorandum to department directors dated January 4, 2005, directing them to spread their projects over a 15 year period while giving them the opportunity to submit accelerated schedules with the appropriate justification for receiving funding in the early years.

Our office went back and plotted all the BBC projects over a 15 year period while taking into account some of the requests for accelerating funding for certain projects. These projects included the new jail facility, a mental health facility, a new head start facility, and historic preservation projects. Municipal projects were included almost exactly as requested by them with most projects being completed within 8 years. The benefit of providing the municipalities funding in the first half of the bond program gives us the effect of have 34 additional "contracts" working on projects and thus completing the most amount of projects in the shortest period of time. In other words, it would not make sense to give a particular County department their entire allocation within five years for example, because without significantly increasing their operating costs by hiring additional personnel they would not be able to spend the funds within the given timeframe.

The 15-year funding allocation schedule was completed in approximately 2 months and first presented to the Board in April 2005.

