



**MIAMI-DADE COUNTY
FINAL OFFICIAL MINUTES
Naranja Lakes Community Redevelopment
Agency (CRA)**

Board of County Commissioners

South Dade Government Center
Library Conference Room
10710 S.W. 211 Street
Miami, Florida

September 29, 2003
As Advertised

Harvey Ruvlin, Clerk
Board of County Commissioners

Kay Madry Sullivan, Director
Clerk of the Board Division

Judy Marsh, Commission Reporter
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**CLERK'S SUMMARY AND OFFICIAL MINUTES
NARANJA LAKES
COMMUNITY REDEVELOPMENT AGENCY (CRA)
SEPTEMBER 29, 2003**

The Naranja Lakes Community Redevelopment Agency (CRA) Board met in the South Dade Government Center Library Meeting Room, 10710 S.W. 211 Street, Miami, Florida at 7:08 p.m., September 29, 2003, there being present upon roll call Chairperson Nina Betancourt and members Mr. Stuart Archer, Mr. Kenneth Forbes, Mr. Rene Infante, Mr. Norm Kramer and Mr. Parsuram Ramkissoon; (Ms. Joan Carter and Ms. Kathleen Richardson were absent); Assistant County Manager Tony Crapp; Assistant County Attorney Gerald Heffernan; Mr. Gary Hartfield, County Manager's Office; Mr. Jurgen Teintze, Office of Management and Budget; Mr. Steven Zelkowitz, Legal Counsel for the CRA; and Deputy Clerk Judy Marsh.

I. Call to Order

Chairperson Nina Betancourt called the CRA Board meeting to order at 7:08 p.m.

II. Roll Call

Upon roll call and a quorum being present, the Board proceeded to consider today's agenda.

III. Approval of the Minutes (September 4, 2003 Meeting)

It was moved by Mr. Archer that the minutes of the September 4, 2003 CRA Board meeting be approved. This motion was seconded by Mr. Forbes, and upon being put to a vote, passed unanimously by those members present.

IV. Approval of Agenda

It was moved by Mr. Archer that today's agenda be approved. This motion was seconded by Mr. Forbes, and upon being put to a vote, passed unanimously by those members present.

V. New Business

2003-04 Budget Workshop

Assistant County Manager Crapp advised that tonight's meeting was to formulate the FY 2003-04 budget for the Naranja Lakes Community Redevelopment Agency (CRA). He stated that all CRA budgets had to be submitted to the County's Office of Management and Budget by October 15, 2003, and it was anticipated that the CRA budgets would be approved by the Board of County Commissioners prior to December 2003. Mr. Crapp noted the County had mandated to remit payments to the CRAs by January 1, 2004.

Mr. Jurgen Teintze, Budget Analyst, Office of Management and Budget, provided an overview of the proposed FY 2003-2004 budget for the Naranja Lakes Community Redevelopment Agency (NLCRA). He noted the CRA Board needed to indicate its priorities in order for funds to be allocated and deposited into the CRA's Trust Fund. Mr. Teintze advised that these funds would be used to pay for administrative and programmatic expenses and debt service.

Mr. Teintze discussed the following preliminary estimates included in the proposed budget:

Administration Expenses

Audit/Accounting Services – prepare annual report	\$ 2,500.00
Clerk of the Board – minutes	\$ 1,500.00
Advertising of Meetings and Notices	\$ 1,000.00
Legal Counsel – General	\$ 5,000.00
County Extraordinary Support Services	\$ 5,000.00
Unallocated Reserve	<u>\$ 5,000.00</u>
Subtotal	\$ 20,000.00

Other Operating Expenses

Reimbursement to County for Advanced Funds	\$ 41,000.00
Special Legal Counsel for Primary Redevelopment Project	\$ 15,000.00
Miami-Dade County CRA Administrative Oversight Charge	<u>\$ 2,634.00</u>
Subtotal	\$ 58,634.00

Reserves

For Debt Repayment	\$ 79,445.00
Contingency Reserve	\$ 17,500.00

Total Estimated Revenue \$175,579.00

Assistant County Attorney Gerald Heffernan advised that Ordinance 02-216 creating the NLCRA required the County Manager's Office and the County Attorney's Office to provide staff support to the CRA Board. He noted a line item for special legal counsel was included in the proposed budget in the event outside counsel had to be hired, as was necessary in the negotiations relating to the Primary Redevelopment Project.

In response to Mr. Archer's inquiry regarding documentation that may be required, Assistant County Attorney Heffernan advised that the County Attorney's Office would review any legal documentation and prepare resolutions. He noted the CRA Board was not prohibited from hiring outside general counsel but would have to provide the Board of County Commissioners with an explanation.

Assistant County Attorney Heffernan advised that as the budget was being developed, it was important for the CRA Board to be aware that unused funds, for which there were no established expenditures, would be returned to the contributors.

Mr. Teintze noted the reserves could be reallocated in order to allow the CRA Board to repay the County for funds secured on its behalf in less than three installments.

Assistant County Manager Crapp advised that the CRA's budget could be modified based upon actual expenses.

In response to Mr. George De Guardiola's (developer) inquiry regarding the loan to the CRA, Assistant County Attorney Heffernan advised that whatever method was used to obtain the loan, interest would be capitalized on the first three years of the loan.

Discussion ensued among members of the CRA Board regarding Mr. Infante's suggestion that the proposed budget include an executive director for the CRA.

Assistant County Manager Crapp responded to Mr. Forbes' inquiry regarding the exclusion of an executive director in the proposed budget. He noted pursuant to Ordinance 02-216, the County staff would provide staff support to the CRA, and an employee from the Public Works Department or the Office of Capital Improvement Coordination would serve as the project manager to protect the County's interest in the Redevelopment Project.

Mr. Gary Hartfield, Assistant to the County Manager, County Manager's Office, stated the County administration was in the process of implementing a project management team to assist with the Redevelopment Project, and these individuals would report back to the CRA Board at its monthly meetings.

Mr. George De Guardiola, developer, noted the importance of having a liaison between himself, the CRA Board and the County to proactively implement the Redevelopment Project.

The members of the CRA Board proceeded to discuss the need for a community outreach program to promote the NLCRA's role and the proposed Redevelopment Project.

Mr. Infante suggested that additional funds be included in the proposed budget for community involvement, and noted \$15,000 for special legal counsel for the Redevelopment Project was excessive.

Chairperson Betancourt suggested that information regarding the CRA and the Redevelopment Project be disseminated in conjunction with the Naranja Lakes website and the County's Communication Department.

Mr. Ramkissoon suggested that media coverage be provided at the groundbreaking ceremony for the Redevelopment Project, and members of the Board of County Commissioners, Miami-Dade County Mayor Alex Penelas and the County Administration be invited to the ceremony.

Mr. Archer requested the County Administration provide the CRA Board at its next meeting with a status report on the implementation of the project management team for the Redevelopment Project.

Assistant County Manager Crapp noted funds could be included in the proposed budget for advertising and promotion, however, the amount needed to be determined based upon the specific scope of services between October 1, 2003 and the end of the fiscal year.

Mr. Archer suggested that the South Dade News Leader be included in the proposed budget.

Following further discussion, the CRA Board requested the County Administration to review with the County's Communication Department, the cost of advertising monthly CRA Board meetings, and media coverage for a groundbreaking event.

The CRA Board concurred that in the future, a representative from the Communications Department be invited to discuss an outreach program for the CRA relating to the Primary Redevelopment Project.

Mr. Infante requested Mr. De Guardiola provide him with a copy of goals and dates for the proposed Redevelopment Project.

In response to Mr. Infante's suggestion that the estimate for special legal counsel be redirected as a line item in the proposed budget, Assistant County Attorney Heffernan advised that this estimate could be reallocated.

Mr. Forbes suggested that no adjustments be made at this time relating to special legal counsel.

The Board concurred with Mr. Infante's suggestion that \$15,000 be included in the proposed budget under "Administration Expenses" for a professional services consultant, and the scope of work to be determined.

In response to Mr. Archer's inquiry regarding the news media attending the CRA Board meetings, Chairperson Betancourt suggested this be addressed subsequent to discussions with the Communications Department.

VI. Old Business

Chairperson Betancourt requested the County Administration contact CRA Board member Kathleen Richardson regarding her absence from the Board meetings.

Chairperson Betancourt noted she had forwarded a resume to Commissioners Moss and Sorenson in order to fill the existing vacancy on the CRA Board. She encouraged other Board members to do likewise, if they would like to recommend a candidate for the vacancy.

VII. Open Forum for Public Comments

Mr. Len Anthony, a resident of the subject Redevelopment Area, and member, Community Zoning Appeals Board (CZAB), stated there were proposed zoning projects within the 1200 acres of the Redevelopment Area. He noted all activities within the 1200 acres should be coordinated through the CRA Board, and the Board should provide the CZAB with recommendations on projects within this area.

Chairperson Betancourt noted the CRA Board had no jurisdiction over zoning applications that were made within the CRA district, however, she asked that the County Administration inform the CRA Board of zoning applications made within the district.

VII. Adjournment

There being no further business to come before them, by motion duly made, seconded and carried, the Naranja Lakes Community Redevelopment Agency meeting was adjourned at 9:30 p.m.

Nina Betancourt, Chairperson
Naranja Lakes Community Redevelopment Agency