

**CLERK'S SUMMARY AND OFFICIAL MINUTES
NARANJA LAKES
COMMUNITY REDEVELOPMENT AGENCY
APRIL 27, 2009**

The Naranja Lakes Community Redevelopment Agency (CRA) Board convened in the South Dade Government Center, 10710 S.W. 211 Street, Room 203, Miami, Florida at 6:02 p.m. on April 27, 2009; there being present upon roll call: Mr. Stuart Archer, Mr. Moe Hakssa, Mr. Rene Infante, Mr. Daniel Lipe and Interim Chairperson Kenneth Forbes; (Ms. Marleen Volkert was absent); Mr. Jorge Fernandez, Office of Strategic Business Management (OSBM) Coordinator; Mr. Jason Rodriguez, Business Analyst, OSBM; and Deputy Clerk Judy Marsh.

I. Meeting Call to Order and Roll Call

Mr. Forbes called the CRA Board meeting to order at 6:02 p.m. Upon roll call and a quorum being present, the Board proceeded to consider tonight's agenda.

II. Approval of the Minutes

It was moved by Mr. Archer that the minutes of the March 23, 2009 NLCRA meeting be approved. This motion was seconded by Mr. Hakssa, and upon being put to a vote, passed unanimously by those members present.

III. Approval of Agenda

For the record, Mr. Jorge Fernandez noted that Ms. Volkert would not be attending tonight's meeting.

It was moved by Mr. Archer that tonight's agenda be approved as amended to consider Agenda Item "New Business Item 3" at the beginning of the meeting with a public forum to follow. This motion was seconded by Mr. Hakssa, and upon being put to a vote, passed unanimously by those members present.

VI. New Business

3. Summer Recreational Activities on Parks

Ms. Renae Nottage, South Region Manager, Park & Recreation Department, stated that summer camp programs for children 6 – 14 years old, would be held at Naranja Park and Modello Park from June 8th through August 14th, 2009, between the hours of 9:00 a.m. through 5:00 p.m. with early drop off at 7:30 a.m. and late pick up by 6:00 p.m. She noted this year's theme was "fit to play, green it up" emphasizing ecology. The Naranja Park program was a Children's Trust Site with 120 free slots and the Modello Park program fee was \$40 per week with a \$12 registration fee and reduced \$20 fees available to those families who were unable to afford this amount.

In response to Mr. Archer's inquiry regarding the field at Royal Colonial Park being made available for soccer or football, Ms. Nottage indicated that currently no funding was available for this facility; however the field would be mowed on a weekly basis and would be accessible and available for use upon the opening of the library. Responding further to Mr. Archer whether the CRA could contribute toward camp funding for disadvantaged children, Ms. Nottage noted the Parks Foundation was accepting donations toward scholarships.

Ms. Nottage explained that the Parks Foundation was a non-profit organization created in the past 5 years with the assistance of Commissioner Sorenson. She noted the Foundation obtains matching funds to provide scholarships.

Mr. Philip Murray inquired about the availability of summer youth employment opportunities.

Ms. Nottage noted limited funding was available for the hiring of youth aides ages 17 – 21 at park facilities.

Ms. Charity Reed, Park Service Aide, Naranja Park, mentioned that the park was also a worksite for high school students employed through community agencies.

VI. 1. Naranja Lakes Library Branch

Ms. Elyse Levy Kennedy, Branch Operations Administrator, Miami Dade Public Library System, indicated that the Naranja Lakes Branch Library's Certificate of Occupancy was expected in May at which time they would begin furnishing the building. She noted the official opening would take place in August and the library would offer a full range of services with express checkout, reading & literacy programs, tutoring sessions, and cultural programs. Ms Kennedy mentioned that tours would also be available. She noted the Kendall Lakes Branch Library offered a similar footprint to the Naranja Library if anyone wanted to view a finished product.

Mr. Archer inquired about the number of computers which would be available.

Ms. Kennedy noted that other new facilities had opened with sufficient numbers of both desktop and laptop computers and wait time had been considerably reduced in these facilities.

In response to Mr. Hakssa's inquiry whether the library would accept book donations, Ms. Kennedy replied that book donations were accepted at any branch and the public could also make a monetary donation toward books in honor or memory of a person or event through The Friends of the Library.

VI. 2. Public Hearings held by Public Works for Road Improvement Projects

Mr. Miguel Riera, Public Works Department (PWD), Highway Division, discussed a proposed improvement making SW 268 Street a four lane divided road with a center turn lane and a connector to SW 264 Street. This project was in the Naranja Charette and would include bike lanes, lighting, landscaping, and drainage, said Mr. Riera. He noted the proposal was to close the median at SW 268 Street & US1 and a new traffic signal would be installed at the intersection of US1 and Moody Drive. Mr. Riera said traffic on the east and west side of US1 was a concern and required further attention. He indicated that this project would coincide with other scheduled roadway improvements on SW 137 Avenue and on SW 264 Street. Mr. Riera mentioned the design portion of the project was moving forward; however, funding presented some challenges along with right of way acquisition issues. He noted the connector was the result of a traffic engineering study.

Mr. Hakssa inquired about the procedure used when making the determination to convert the road to four lanes.

Mr. Riera indicated that a t-plat was presented for the area leaving room for additional development. He noted the widening of SW 137 Avenue was to improve the Charette and provide connectivity to SW 264 Street.

Mr. Lipe requested estimated start and completion dates.

Mr. Riera replied that a start date was not yet established and that a typical project takes one year per mile therefore this project would be in excess of three years for completion.

Responding to Mr. Archer's inquiry whether bicycle lanes were included in the plan, Mr. Riera responded that continuous bicycle lanes were part of the project.

IV. Open Forum for Public Comments

Mr. Forbes opened the floor for public input and the following person(s) appeared:

Mr. Phillip Murray, 13248 SW 256 Terrace, Miami, appeared before the Board in support of the proposed public works improvement project.

V. Old Business

Community Policing

Sergeant Ozzie Hernandez, Miami-Dade Police Department (MDPD), summarized the police enforcement and community policing actions provided to the Naranja Lakes CRA boundaries from March 16, 2009 to April 19, 2009. He noted the first Crime Watch meeting was held at Vista Trace Condos and approximately 45 arrests occurred during the month.

V.1. Heritage Village

Mr. Jorge Fernandez indicated that the Homeownership Package language was being reviewed by the County Attorney's office prior to its submission to US HUD for approval. Properties had been appraised and purchase prices could now be established, said Mr. Fernandez.

V.2. Mandarin Lakes Sales/Closing Report

The CRA Board accepted the foregoing report as submitted.

V.3. Infrastructure Construction

Mr. Ignacio Serralta, CRA Construction Consultant, SRS Engineering, provided an overview of construction activities related to the Naranja Lakes CRA, in accordance with the Redevelopment Agreement. He reported that the Canal Bridge project had been completed and plans for roadway work on the west side of the canal submitted by the Developer were under review. The Civic Building was almost complete with the exception of interior trim painting, minor landscaping and planting of trees, said Mr. Serralta. He noted the sidewalk remained a pending issue which needed to be resolved with D.R. Horton Builders. Mr. Serralta mentioned no additional progress was made on the entrance feature to the community at SW 137 Avenue and recommended the entrance feature be removed from the Revised Redevelopment Agreement. The roadways at SW 140 & SW 143 Avenue, SW 272 Street and Canal Street were approximately 90 percent complete and were waiting for pumps to be operational, said Mr. Serralta. He reported on payments for this application (#33) in the amount of \$132,414.79 which included \$4,196.08 for Part 1 of the contract, \$123,543.44 for Part 2, and \$4,675.27 for Developer's Fee. Mr. Serralta referenced photographs indicating progress on the interior and exterior of the building. He indicated remaining items included irrigation and roadways.

Responding to Mr. Archer's request for additional details on the sidewalk status, Mr. Serralta noted the County's position that D.R. Horton Builders was responsible for providing the sidewalks. He stated the Public Works Department (PWD) had indicated that this was a private road and the project would not receive its Certificate of Occupancy (CO) until sidewalks were installed. Mr. Serralta noted D.R. Horton had acknowledged responsibility; however they did not currently have the monies available in their budget.

Mr. Archer questioned whether D. R. Horton was responsible for the sign on SW 137 Avenue, to which Mr. Serralta indicated that this was a Developer responsibility and the item would be removed from the Agreement if it was decided not to proceed with the sign.

Mr. Lipe commented that it would be inappropriate to accept the statement from D.L. Horton that it was not in their budget if it was indeed their responsibility.

In response to Mr. Lipe's comment, Mr. Scott Hedge, Vice-President, Architecture and Planning, DeGuardiola Properties, noted that D.L. Horton had not denied responsibility; however they did not have the manpower or consultant to perform the work and also had not appropriated this work in their budget. He noted the PWD was requesting perimeter sidewalks and indicated his belief that they would issue the CO provided access was available to the building pursuant to the original site plans. Mr. Hedge noted that his company had extended the sidewalks to the edge of the site and curb which provided full handicapped access to the building and complied with building access requirements. He also noted that he would lay additional sod and that the building would be accessible from all four sides.

Responding to Mr. Infante's concern regarding any additional project liability if the sidewalks were not completed, Mr. Serralta noted that not all of the details were available at the time of the original discussion with the PWD and further discussion was necessary in order to obtain their assistance in the enforcement of the requirement with D.L. Horton. He indicated that some confusion existed over the fact that the Developer showed the perimeter sidewalks existed when drawings were submitted to the PWD.

Mr. Hedge noted his Agreement did not include the \$9,000 budget for the sidewalks, and he would provide a written explanation to the Board regarding this issue.

Mr. Zelkowitz noted the Board's position should be that the sidewalks were part of the work to have been completed by the Developer under the Redevelopment Agreement, and the Developer should officially notify the Board if they were not planning on completing this work. He advised that a change order to the scope of the Developer's contract would remedy the situation since the plans were incorrect and the sidewalk was not included in the contract with DeGuardiola Properties. Mr. Zelkowitz referred to Item F in the Redevelopment Agreement relating to the Civic Building, which required 2,400 linear feet of pathways at a cost of \$19,200 and a site drawing which showed perimeter sidewalks as well as sidewalks from the perimeter to the building.

Mr. Serralta noted the possibility for a change order which would transfer funds from the entrance feature to the sidewalk and obtaining reimbursement from D.L. Horton at a later date.

Mr. Fernandez suggested that staff be allowed to provide a report at the next meeting after having the opportunity to meet with the Public Works Department.

V. 4. Mandarin Lakes Developer Update

Mr. Scott Hedge, Vice-President, Architecture and Planning, DeGuardiola Properties, requested the Board identify a representative who would be present at the walk-through inspection which would be held within the next three weeks and prepare the punch list.

Mr. Fernandez indicated that he would attend the walk-through inspection with the Board's Construction Consultant.

Mr. Hakssa offered to participate in the walk-through and Mr. Forbes noted if any additional member wished to participate, public notification would be required in advance.

Mr. Hedge said the Civic Building was very close to completion; the final had been received on the irrigation electrical inspection and the landscaping would soon be completed.

Mr. Archer indicated his desire that construction begin on the SW 280 Street Bridge in order to generate additional employment within the community.

V. 5. Chapman Elementary School

Mr. Forbes noted he met with the Chapman Elementary School's Principal in an effort to involve the school in promoting CRA events. He requested that Mr. Zelkowitz prepare an agreement on this mutually beneficial relationship.

Mr. Zelkowitz recommended the CRA Board utilize \$3,000 from the Board's \$130,000 Reserve Fund to underwrite fundraising or marketing events with Chapman Elementary School. He advised that currently no budget allocation existed for marketing purposes. Mr. Zelkowitz noted that he would draft a Letter of Agreement that these funds be utilized for marketing purposes in cooperation with the CRA upon approval of this request.

Mr. Archer noted the intent of the funding was to provide incentives which would support the Parent Teacher Association and inquired into specific ways those funds could be utilized.

Mr. Zelkowitz responded that the Redevelopment Plan did not specifically allow for funding of any particular school program although the Plan did mention that schools would benefit by the Redevelopment Plan. He noted the Plan allowed the CRA to spend funds on marketing efforts and the interpretation of methods for expenditure of funding would be determined.

Mr. Infante noted he felt that this was a good start for the school to become involved with marketing and fundraising techniques.

Mr. Zelkowitz recommended the Board consider including additional marketing resources in its budget in the future.

Mr. Forbes mentioned that the Board needed to develop unconventional strategies which would allow them to address the needs of different community groups.

It was moved by Mr. Archer that \$3,000 from the CRA's Reserve Fund be utilized for marketing purposes with Chapman Elementary School. This motion was seconded by Mr. Infante, and upon being put to a vote, passed unanimously by those members present.

V. 6. Action Plan Implementation Update

Ms. Kristin Mory, representing Ms. Rachel Bach, Economic Development Coordinator, indicated that the Action Plan Committee met and presented the following recommendations:

- 1) Identification of business assistance programs and provision of technical assistance to businesses for application
- 2) Reallocation of \$8,000 from Redevelopment Grant (Residential) line item for marketing efforts to create a newsletter and outreach within the community
- 3) Developing a supplemental funding program to leverage expenditures of Neighborhood Stabilization Grant and other Community Development Block Grant funded housing programs in the NLCRA.

She also noted that the Committee prioritized its short term focus as followed:

- 1) Economic Development Grant implementation
- 2) Reallocation of funds to provide marketing in the CRA

Ms. Mory mentioned that staff had been informing the business community about the grant program and available resources within the CRA. She emphasized the importance of the newsletter and noted its publishing cost would be approximately \$2,000 per quarter.

Mr. Forbes noted that he attended a meeting of the Office of Community and Economic Development (OCED) where he learned that the Board of County Commissioners' Committee on May 13th would consider the recapture of \$70,000 and supported placing these funds in reserve for future use. He also referenced an OCED program providing business loans for up to \$200,000 and requested staff to invite OCED staff to provide further details on these efforts which were in place to support community businesses. Mr. Forbes expressed the desire for this to become part of the CRA's business plan.

Mr. Hakssa noted Commissioner Sorenson held a Small Business Assistance Workshop at the Dave and Mary Alper Jewish Community Center and similar efforts were also being offered through the Small Business Administration.

Mr. Zelkowitz asked Ms. Mory if the \$8,000 for the newsletters was based upon four quarterly newsletters at \$2,000 each and she responded affirmatively. He noted that the reallocation of money from a specific line item would require a budget amendment requiring the Board of County Commissioners' approval. Mr. Zelkowitz recommended that as an alternative, funds be allocated from the reserve for the balance of the current

fiscal year and a provision for adequate marketing funds be included in next year's budget.

In response to Mr. Fernandez' inquiry regarding specific details about the quantity and distribution of newsletters included in the total budget, Ms. Mory noted that the estimate included production costs and the newsletter would be distributed by bulk mail to every address within the CRA District.

It was moved by Mr. Archer that up to \$2,000 per quarter be allocated from the reserve fund for the production and distribution of a CRA community newsletter. This motion was seconded by Mr. Lipe, and upon being put to a vote, passed unanimously by those members present.

VI.4. Boys and Girls Club

Mr. Alex Rodriguez, Executive Director, Boys & Girls Club of Miami-Dade, introduced Executive Board Member Fred Rebozo. He noted the Boys & Girls Club had reached an agreement with the County regarding development of a proposed Boys & Girls Club at Royal Colonial Park. Mr. Rodriguez distributed a hand-out to the Board members outlining the programs offered by the Club and the number of children served; and a rendition of the proposed Club for Royal Colonial Park. He noted additional input would be required from the County and he would be meeting with County staff on Thursday (4/30) to begin developing the master plan for the proposed project.

Mr. Archer spoke in support. He noted he recently attended a Hall of Fame Induction at Miami Senior High School, where three or four of the inductees were involved with the Boys Club.

Mr. Forbes recommended the CRA Board partner with the Boys & Girls Club and assist with the capital improvements, noting this would assist the Club in preserving some of its programming funds. He noted the Office of Community and Economic Development had dollars which they could make available because of the CRA's location.

Mr. Infante concurred with Mr. Forbes's comments.

It was moved by Mr. Archer that the CRA Board support the proposed Boys & Girls Club at Royal Colonial Park. This motion was seconded by Mr. Infante.

Mr. Rebozo expressed appreciation to the CRA Board, and provided background information on the inception of the Boys & Girls Club. He noted the Rebozo Foundation would be responsible for most of the funding as seed capital. Mr. Rebozo said the CRA's suggestion regarding a partnership allowed for additional programming dollars.

Mr. Archer suggested that staff work with the CRA's Legal Counsel Steve Zelkowitz to determine the CRA's level of support as the proposed program was developed.

In response to a question from Ms. Maria Levrant, District Coordinator, Commission District 8, regarding the possibility of operating leagues at Royal Colonial Park before the proposed Boys and Girls Club was constructed, Mr. Infante suggested Mr. Rodriguez meet with Park representatives to discuss a short-term, mid-term and long-term facility.

Mr. Hedge noted the area was formerly a trailer park and would require extensive work.

Mr. Rebozo noted he envisioned a master plan for the entire acreage.

Upon being put to a vote, the motion made by Mr. Archer and seconded by Mr. Infante, passed by a unanimous vote of those members present.

It was moved by Mr. Archer that the CRA Board extend tonight's meeting for an additional thirty minutes. This motion was seconded by Mr. Infante, and upon being put to a vote, passed by a unanimous vote of those members present.

VI. 5. Update on the Business Grant Program and Action Plan

Presented under Agenda Item V.6.

VI. 6. Update on Workshop regarding the Community Center

Mr. Jorge Fernandez said pursuant to the CRA Board's request for an alarm system for the Community Center, staff received a quote of approximately \$3,500 from the General Services Administration's security personnel for the alarm. He noted a keypad lock for the building entrance would cost approximately \$1,000. Mr. Fernandez indicated staff was reviewing a proposed Memorandum of Understanding submitted by Sergeant Ozzie Hernandez, and additional information would be provided at the next meeting.

Mr. Hakssa expressed concern that only 16 parking spaces were available for the Community Center, while the former sales office for the Mandarin Lakes development, located across the street from the Community Center had approximately 30 vacant parking spaces.

Mr. Steve Zerkowitz, Legal Counsel for the CRA, noted if the property across the street was owned by D. R. Horton, he felt it would eventually be developed. He suggested the possibility of the CRA Board entering into an agreement with D. R. Horton to utilize this property on an interim basis; however, he noted staff had indicated that off-street parking was allowed.

It was moved by Mr. Archer that the CRA's consultant provide the Board with a recommendation regarding the parking issue.

Mr. Infante noted he felt the Board should obtain the Certificate of Occupancy and then determine whether a parking agreement with D. R. Horton was necessary.

The motion made by Mr. Archer died for lack of a second.

VI. 7. Request for Proposal for Community Center Building Management Services

Mr. Zelkowitz summarized the draft Request for Proposal (RFP) for property management services for the Naranja Lakes CRA Community Center Building. He stated this was in response to the request made at the CRA Board's Workshop; and the RFP was reviewed by staff and the CRA's Economic Development Coordinator. Mr. Zelkowitz advised the RFP was seeking proposals from qualified individuals and entities to provide property management services, including maintenance and repairs, accounts payable, budgeting, and addressing inquiries and complaints. He noted a Selection Committee would be designated by the CRA Board to review the RFP responses, and 20 out of 100 points would be allocated to a local person or entity. Mr. Zelkowitz said the RFP would be advertised for thirty (30) days and the selection process would occur once responses were received. He noted he anticipated the selected individuals/entities would be engaged by June/July 2009. Mr. Zelkowitz requested the Board's comments and approval to issue the RFP. He noted this position could then be budgeted for next year.

Mr. Forbes referred to Section "A", page 3 of the proposed RFP regarding the ten-year experience in providing property management services. He noted it would be preferred that the local individual/entity have five years experience versus ten years as this would provide a broader pool of applicants.

It was moved by Mr. Archer that the individual/entity be required to have five years experience.

In response to a question from Mr. Scott Hedge whether someone would be required to be on site full time, Mr. Zelkowitz noted that was the intent. He noted this RFP was for maintaining the property and ensuring it was secure. Concerning community policing, Mr. Zelkowitz advised he was reviewing a memorandum from the Miami-Dade Police Department.

Responding to Mr. Infante's comment regarding a base price, Mr. Zelkowitz said an alternate price could be requested during price negotiations.

Mr. Archer suggested on-site personnel be available as needed.

It was moved by Mr. Archer that the CRA's Legal Counsel proceed with the RFP as amended to require five years of experience, the possibility of on-site personnel as needed and addressing potential intensive uses to be discussed with the Economic Development Coordinator. This motion was seconded by Mr. Hakssa, and upon being put to a vote, passed unanimously by those members present.

V. 8. Update on OCED Business Grant Program

Presented under Agenda Item V.6.

VI. 9. Status of Amendment to the Redevelopment Agreement

Mr. Fernandez noted all parties had commented on the Redevelopment Agreement and staff was in the process of compiling all exhibits, including titles and searches.

VII. Next Meeting Dates

Mr. Forbes announced the next regular Board meeting was scheduled for May 18, 2009.

VIII. Adjournment

There being no further business to come before the Naranja Lakes CRA Board meeting, the meeting was adjourned at 7:50 p.m.

Kenneth Forbes, Interim Chairperson
Naranja Lakes Community Redevelopment Agency