

**CLERK'S SUMMARY AND OFFICIAL MINUTES  
NARANJA LAKES  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
MAY 18, 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 6:00 p.m., on May 18, 2009; there being present upon roll call: Interim Chairperson Kenneth Forbes, Mr. Daniel Lipe and Mr. Moe Hakssa; (Ms. Kery-Lyn Coleman, Mr. Rene Infante, Mr. Stuart Archer and Ms. Marlene Volkert were absent); staff members present were: Mr. Jorge Fernandez, Office of Strategic Business Management (OSBM) Coordinator; and Deputy Clerk Jill Thornton.

**I. Meeting Call to Order and Roll Call**

**a. Welcome of New Board Member**

Mr. Forbes called the CRA Board meeting to order at 6:07 p.m., and noted as a quorum was not yet present, informational items would be heard first. He advised that due to a staff member's need to leave early tonight, the CRA would consider all items listed under Agenda Item New Business first, following the open forum.

There being no objection, the following agenda items were considered out of order.

**IV. Open Forum for Public Comments**

Mr. Forbes opened the floor for public input. Seeing no one wishing to speak, the public forum was closed.

Mr. Fernandez suggested the CRA receive the reports listed under Agenda Item Old Business before considering Agenda Item New Business, and act upon them once a quorum was present.

Mr. Forbes asked if any of the representatives present tonight (05/18) in connection with the written reports listed under Agenda Item Old Business had additional information or comments to add to these reports. Seeing no one coming forward to speak in connection with the reports, the CRA Board proceeded to consider the items listed under Agenda Item New Business first.

**VI. New Business**

**1. Request for Proposal for Community Center Building Management Services**

Mr. Steven Zerkowitz, Legal Counsel for the CRA, noted he prepared a draft of the Request for Proposals (RFP) for the property management services of the NLCRA Community Center, and included the changes requested by CRA members at the last CRA meeting. He explained the intent of the RFP was to engage a firm or individual to manage and maintain this facility. Mr.

Zelkowitz noted the next step in this process would be to establish a start and end date for receiving proposals, with the end date being 30 days after the start date; then issue the RFP and proceed with the selection committee process for reviewing those submittals.

In response to Mr. Forbes' question regarding the timeframe for beginning the RFP process, Mr. Jorge Fernandez noted the RFP would be issued within the next few weeks.

## **2. Memorandum of Understanding with MDPD for a Work Station**

Mr. Steven Zelkowitz, Legal Counsel for the CRA, noted a Memorandum of Understanding (MOU) between Miami-Dade Police Department (MDPD) and the CRA for use of space at the NLCRA Community Center was prepared by MDPD and forwarded to county staff and him for review. He noted he added his comments to the MOU. Mr. Zelkowitz explained the intent of the MOU was to provide a designated area within the Community Center to be used as a community police work station where police officers could write reports and make phone calls, but not to be used as a police station or detention area. He noted the MOU would provide for a police presence at this facility at various times and allow for the MDPD to have 24-hour access and to use the facility's security system provided they complied with the protocol established by the CRA for operating it. MDPD would not be charged for utilizing this facility, but would be responsible for providing its own necessary equipment and for any damage caused to the facility while using it, Mr. Zelkowitz noted.

Mr. Zelkowitz noted MDPD agreed with the changes made to the MOU, including a change made earlier regarding telephone, internet and cable services at this facility. Mr. Zelkowitz stated he was comfortable with the MOU as drafted and recommended the CRA approve it in its present form when a quorum was present.

Mr. Forbes said he felt the CRA would want telephone, internet or cable services at this facility for community outreach purposes.

Responding to Mr. Lipe's question regarding the MOU being a three-year agreement, Mr. Zelkowitz noted the MOU was a flexible, three-year agreement considered a revocable license that granted MDPD the rights to use and occupy the facility and could be revoked at any time by either party giving a 30-day notice. Mr. Zelkowitz indicated until the facility was opened for use, it would not be used by the MDPD.

## **3. Status of OCED Business Grant**

Mr. Fernandez noted at the last CRA meeting, he advised the CRA that the Office of Community and Economic Development (OCED) had considered recapturing the \$70,000 Economic Development Grant awarded to the CRA five years ago. Subsequent to that meeting, he added, OCED informed staff they would officially recapture those funds because the grant involved federal dollars and OCED had problems meeting the 1.5% expenditure goal set by the federal government. Mr. Fernandez noted OCED also advised staff that the CRA could apply for another Community Development Block Grant (CDBG) at the next CDBG hearing.

Responding to Mr. Forbes' question regarding whether OCED held a departmental meeting on May 13, 2009 to discuss recapturing and reallocating those dollars for active projects, Mr. Fernandez answered "Yes."

## **V. Old Business**

### **Community Policing**

Sergeant Ozzie Hernandez, Miami-Dade Police Department (MDPD), Cutler Ridge District, noted he previously discussed with the CRA the need to schedule another Neighborhood Safety Fair and suggested one be scheduled on June 5<sup>th</sup> 2009, a day after the current public school semester ended. He indicated he was in the process of coordinating this event and had received confirmation from some vendors. He noted he desired to set up the event partly on the NLCRA Community Center property, the old parking lot site and the adjacent field, and asked if the Community Center would be completed in time to do so.

Mr. Fernandez noted the Community Center was not completed and had no Certificate of Occupancy (CO), but even if the CO were to be obtained in time for the event, the facility would still be an empty shell that needed to be furnished.

Sergeant Hernandez noted MDPD only needed access to the outside areas of the community center and the adjacent field and parking lot to set up display booths and tables on the lawn. He said he could have the needed resources in time for the event if scheduled on June 5, 2009, but would postpone it if the sites were not available.

Mr. Fernandez asked staff to assist Sergeant Hernandez in checking whether MDPD could access those sites for the event.

### **Update on General Old Business**

#### **1. Heritage Village**

No Action Taken.

#### **2. Mandarin Lakes Sales/Closing Report**

No Action Taken.

#### **3. Infrastructure Construction**

No Action Taken.

#### **4. Mandarin Lakes Developer Update**

No Action Taken.

## **5. Action Plan Implementation Update**

Ms. Kristin Mory, representing Ms. Rachel Bach, Economic Development Coordinator, noted she drafted a newsletter for the CRA entitled “Naranja Lakes News” and provided CRA members with copies for their review and input. She also noted that even in the larger, four-page 11” x 14” format, the newsletter had little room for news. Ms. Mory said she received a number of suggested news articles, the total of which well exceeded the available room; however, she and Ms. Bach would review the articles for timeliness and newsworthiness and could expand the newsletter if the CRA desired. For now, the current format served as a basic introduction to the CRA and provided much direction for obtaining additional information about the CRA through various sources, Ms. Mory noted. She said she was working on setting a specific mailing date.

In response to Mr. Forbes’ question regarding CRA member Stuart Archer’s recommendation for a CRA website to be created, Mr. Fernandez advised that the CRA would remain under the County’s umbrella of websites for now.

Ms. Mory noted she researched this issue further and found that when querying information about the NLCRA on the web through Google, she was taken directly to miamidade.gov, where information about the CRA was very accessible. She noted since county staff had put much time and effort into creating a branding for the County, it made sense for the CRA to remain under the County’s umbrella of websites.

Mr. Forbes asked that this information be shared with Mr. Archer, who recommended the CRA website be created.

Regarding the CRA’s business grants program, Ms. Mory noted she and Ms. Bach were in the process of providing two local businesses with technical assistance to ensure their applications for an economic development grant were completed properly; and once the applications were completed, they would review them for accuracy and bring back a recommendation for funding, hopefully, by the next CRA meeting.

In response to Mr. Forbes’ question regarding a request by the CRA that staff have a representative from the Office of Community and Economic Development (OCED) present at a CRA meeting to be held in the near future, Mr. Fernandez noted he would have an OCED representative present at the next CRA meeting if the CRA desired so. Mr. Fernandez advised that staff was awaiting approval of the Request for Applications (RFA) to allow businesses to begin applying for funds.

In response to Mr. Lipe’s question regarding whether the two grant applications referenced by Ms. Mory would be funded by the current budget, Ms. Morey noted they would be.

## **II. Approval of Minutes**

No Action Taken

**III. Approval of Agenda**

No Action Taken

**VII. Next Meeting Dates:**

**June 22, 2009 Regular Board Meeting**

Mr. Forbes announced the next NLCRA Meeting would be held on June 22, 2009 at 6:00 p.m.

**VIII. Adjournment**

There being no further business to come before this board, the Naranja Lakes Community Redevelopment Agency meeting was adjourned at 6:25 p.m.

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Kenneth Forbes, Interim Chairperson  
Naranja Lakes Community Redevelopment Agency