

**CLERK'S SUMMARY AND OFFICIAL MINUTES
NARANJA LAKES
COMMUNITY REDEVELOPMENT AGENCY (CRA)
SEPTEMBER 28, 2009**

The Naranja Lakes Community Redevelopment Agency (CRA) Board convened in the Naranja Branch Library Conference Room, 14850 S.W. 280th Street, Miami, Florida, at 6:00 p.m. on September 28, 2009; there being present upon roll call: Interim Chairperson Kenneth Forbes, Mr. Moe Hakssa, Mr. Stuart Archer, Ms. Marlene Volkert, Ms. Keri-Lyn Coleman and Mr. Charles Lopez (Mr. Rene Infante and Mr. Daniel Lipe were absent). Staff members present were: Mr. Jorge Fernandez, Office of Strategic Business Management (OSBM) Coordinator; Mr. Jason Rodriguez, CRA Analyst, OSBM; and Deputy Clerk Jill Thornton.

I. Meeting Call to Order and Roll Call

Interim Chairperson Forbes called the CRA meeting to order at 6:08 p.m.

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

For the record, Mr. Jorge Fernandez noted the following excused absences from tonight's meeting: Mr. Rene Infante and Mr. Daniel Lipe. He also noted Mr. Steven Zelkowitz, Legal Counsel for the CRA, would not be present as well.

**II. Approval of the Minutes
August 24, 2009 Regular Meeting**

It was moved by Mr. Archer that the minutes of the August 24, 2009 CRA meeting be approved with amendments noted by Mr. Forbes to correct a scrivener's error in paragraph 1, page 7, to read "Ms." Coleman instead of "Mr." Coleman; and to correct a misstatement of the facts in the second sentence, third paragraph, page 10 to reflect that \$3,000 was allocated for Marketing in last fiscal year's budget to be paid out to Chapman Elementary School and \$5,000 was allocated for Marketing in next fiscal year's budget. This motion was seconded by Mr. Hakssa, and upon being put to a vote, was passed unanimously by those members present.

III. Approval of Agenda

Mr. Archer requested that some time be allotted under Old Business for staff to provide a status report on the Heritage Village project.

It was moved by Mr. Archer that the agenda for tonight's meeting be approved as amended to add an item under Old Business for a status report on the Heritage Village project. This motion was seconded by Ms. Volkert, and upon being put to a vote, passed unanimously by those members present.

IV. Open Forum for Public Comments

Mr. Forbes opened the floor for public input, and requested that speakers limit their comments to two minutes.

Mr. Phillip Murray, 13248 SW 256th Terrace, Naranja, Florida, appeared before the CRA and welcomed newest members Ms. Coleman and Mr. Lopez to the CRA Board. He commended Ms. Bach, the CRA's Economic Development Coordinator (ECD), for her professionalism and accomplishments. He expressed concern with the CRA's possible lack of efforts in communicating its goals and progress to the community, and his concern that portions of the community were not represented at CRA meetings. He noted he wanted to ensure the CRA was reaching out to the entire community, not just certain segments of it.

Mr. Archer advised that at next month's CRA meeting, the CRA would discuss developing a packet outlining the CRA's accomplishments that would be distributed to the community.

Ms. Bach, ECD, added that she was aware of many residents in the CRA District, particularly renters, not receiving the CRA Newsletter, and that she was placing newsletters in grocery stores, the Naranja Branch Library and other places for people to access it.

Seeing no one else wishing to speak, the public hearing was closed and the Board proceeded to consider the next agenda item.

V. Old Business

Community Policing

Sergeant Ozzie Hernandez, Miami Dade Police Department (MDPD), Cutler Ridge District, summarized the NLCRA Initiative Monthly Progress Report dated September 22, 2009. He noted that in addition to the activities listed in this month's progress report, MDPD in conjunction with the Office of Neighborhood Compliance (ONC) conducted enforcement sweeps of the Sea Pines and Waterside Communities to address code violations and "quality of life" issues, which resulted in the issuance of 25 citations. MDPD also addressed dumping along SW 145th Avenue that resulted in 3 arrests, he noted.

Sergeant Hernandez also provided an overview of the MDPD Annual Executive Summary Report for September 18, 2008 through September 29, 2009. He noted crime in the CRA District was low compared to overall crime in the MDPD's South District during this rating period; and crime in the CRA District had decreased in every category except Residential Burglaries and Theft. He noted that crime in these two categories increased by 4.8% and 6.5% respectively; however, burglaries increased by approximately 15% in the MDPD South District. Sergeant Hernandez further noted that traffic enforcement increased this year primarily due to aggressive enforcement of parking violations in the Naranja Lakes Winn Dixie parking lot. He noted crime in the CRA District decreased as follows: Rapes by 55.5%; Robberies by 32.9%; Homicides by 100% (no cases); Vehicle Burglaries by 1.6%; and Motor Vehicle Theft by 6.45%.

Responding to Mr. Archer's inquiry regarding the community's reception of and response to the community policing initiative, Sergeant Hernandez noted the communities of Sea Pines, Waterside, Mandarin Lakes, Villages of Naranja, Hidden Grove, Modello and others had responded well to the initiative because the police had become well known to these communities and developed good relationships with them. He noted that not much information was exchanged between the police and the other communities unless an incident was reported.

Sergeant Hernandez responded to Mr. Archer's inquiry regarding whether Crime Watches had been established in other communities. He noted a Crime Watch was initiated in the Vista Trace community after the police conducted a Residential Empowerment Neighborhood Enforcement Walk (RENEW) of the area. He advised that MDPD would be meeting with the management of the Villages of Naranja tomorrow to discuss establishing a Crime Watch in this community. He noted his community had issues with trespassing, rapes and open warrants, and the police were trying to assist the building manger in weeding out the bad tenants.

In response to Mr. Archer's inquiry regarding MDPD's relationship with the Mandarin Lakes community, Sergeant Hernandez noted that MDPD maintains contact with Castle Management, the Property Manager for Mandarin Lakes, and has responded to a break-in of their club house. He also noted that MDPD was usually notified by Mandarin Lakes' security if an incident occurred and was trying to gain 24/7 access to their clubhouse. Sergeant Hernandez further noted the security at Mandarin Lakes Clubhouse had improved significantly since a camera surveillance system was installed there.

In response to Mr. Archer's question as to when MDPD anticipated moving into the new CRA Community Center, Sergeant Hernandez noted MDPD was awaiting direction from the CRA once the Memorandum of Understanding (MOU) drafted by Legal Counsel was approved and signed by MDPD's Director and the CRA Board. He also noted that furniture was stored for this office and that General Services Administration (GSA) would provide the locking mechanisms for securing the doors.

Hearing no further comments or questions, the CRA Board accepted the foregoing report as submitted.

Update on General Old Business

1. Mandarin Lakes Sales/Closing Report

The CRA by motion duly made, seconded and carried, accepted the foregoing report as submitted.

2. Infrastructure Construction

Mr. Ignacio Serralta, Construction Consultant for the NLCRA, SRS Engineering, provided an overview of the "NLCRA Construction Progress Report" dated September 2009, and highlighted the following construction activities:

- Canal Street Bridge, Green and Pathways – No additional work had been performed on this project since the last report.
- Entrance Features (ELCI Construction, Inc.) – Landscaping and signage were completed for the entrance features, but irrigation and sod still remained to be completed.
- SW 140th, SW 143rd Avenue, SW 272nd Street, and Canal Street - No additional work had been performed on this project since the last report.
- Request for Payment No. 38 – The developer submitted a request for Payment No. 38 in the amount of \$17,086.47, which was reviewed by SRS Engineering and found to be in compliance with the improvements described in the Redevelopment Agreement and the approved schedule of values. He noted the total amount included \$16,483.18 for Part II-Contract NLC-002 and \$603.28 for a Developers Fee.

Mr. Serralta noted that no additional work had been performed on the two parks because the developer had difficulties in getting the landscaping plans approved. He noted the Public Works Department (PWD) wanted the original drawings resubmitted for approval with a revision to reflect the use of drought tolerant trees and the removal of some entrance features. He also noted the developer had been awaiting approval from the Building Department for the permits to build the gazebos in the parks; however, he was informed this morning that the developer had received approval for the permits and would begin working on the gazebos, landscaping and walkways in the parks. Mr. Serralta further noted an issue with the developer getting approval for the maintenance agreement for the right-of-ways because PWD wanted this property indemnified. He noted staff was trying to schedule a meeting with the PWD Director to negotiate this matter since this land was not owned by the Homeowners Association.

Hearing no further comments or questions, the CRA Board accepted the foregoing report as submitted.

3. Mandarin Lakes Developer Update

Mr. Scott Hedge, Vice-President, Architecture and Planning, DeGuardiola Properties, appeared on behalf of Naranja Lakes Construction LLC, and noted the developer's frustration with the process in general and with PWD wanting their own improvements indemnified by the developer. He expressed concern that the County was viewing this project as a private development rather than a county project in partnership with the CRA that was part of the county improvement plans approved by the Commission many years ago. He advised that the developer was doing his best to resolve these issues and was as frustrated as the CRA in wanting projects completed, but could not proceed until these issues were resolved. He also noted he reached out to one of Commissioner Sorenson's Aides for assistance since the Aide was helpful in past matters, but the process could take time and the County's budget process had taken precedence.

In response to Mr. Archer's inquiry of how the CRA could assist, Mr. Jorge Fernandez noted staff was in the process of scheduling a meeting with PWD Director Esther Calas to discuss this

matter. He reminded CRA members that getting a meeting scheduled with Ms. Calas was difficult because she was very busy.

Pursuant to the suggestions of Mr. Archer and Ms. Volkert, it was moved by Mr. Archer that the CRA's Legal Counsel prepare a letter on behalf of the CRA, expressing the CRA's frustration with the indemnification issue and the plan approval process for the infrastructure improvements in the redevelopment area; and that the letter should ask for any assistance to expedite the approval process. In addition, this letter should be sent to the Public Works Department Director with certified copies to County Commissioners Sorenson and Moss and the County Manager. This motion was seconded by Ms. Volkert, and upon being put to a vote, was passed unanimously by those members present.

4. Action Plan Update

Ms. Rachel Bach, Economic Development Coordinator (EDC) for the CRA, provided an update on the CRA Action Plan. She noted her objective to begin next fiscal year developing a program strategy and financing plan for specific projects the CRA wanted to undertake. Regarding the Residential Rehabilitation Program, she noted she was successful in establishing a partnership with the Princeton-Naranja Community Development Corporation (CDC), which applied for Community Development Block Grant (CDBG) housing rehabilitation dollars, and included the CRA in its application. She noted Miami-Dade County's Office of Community and Economic Development (OCED) recommended that housing rehabilitation dollars be granted to the CDC in the amount of \$150,000; however, those funds would not be available until some time next spring after the recommendation was processed and approved by the County Commission in the fall. Ms. Bach advised that she would continue working on the partnership with the CDC and on developing a program for the CDC and the CRA to assist each other in spending those housing dollars, and that she would explore other funding sources as well.

Ms. Bach also advised that she was researching the Weed and Seed Community Designation Program funded by the US Department of Justice, and working directly with MDPD and the South Dade Collaborative, which previously submitted an application, to see if it was feasible for the CRA to apply for this funding next fiscal year.

Regarding the CRA Newsletter, Ms. Bach noted as a result of issuing the CRA Newsletter, she received five calls from businesses within the CRA District inquiring about the CRA's progress and how the CRA could assist them. She also noted she was currently working with two businesses; one forwarded to her by Mr. Hakssa and the other was a landowner wanting information on how he might develop his land located on Old Dixie Highway.

Regarding the CRA's Grant Program, Ms. Bach noted Mr. Zelkowitz, Legal Counsel for the CRA, was still working on the agreements. She also noted she initially brought forth a recommendation for two applicants to be funded in the form of a grant and two applicants to be funded with a loan; however, she worked with World Wide Sensations, a company approved for a loan, to update its request and qualified it for a grant. She advised this company would now be entering into a grant agreement, and the CRA would be awarding three grants and one loan, rather than two grants and two loans.

Ms. Bach commended MDPD Sergeant Hernandez and the Office of Building and Neighborhood Compliance for organizing the enforcement sweeps of the Sea Pines and Waterside communities. She noted she was impressed with the amount of participation in the sweeps and how quickly everyone mobilized. Ms. Bach advised that she was working on a program strategy with specific guidelines for projects to be implemented next fiscal year, and requested the CRA convene a Planning and Vision Subcommittee meeting with her to discuss this program strategy so that she could bring back a final item for approval at the next CRA meeting. Additionally, Ms. Bach advised that she and Ms. Kristin Morey would be attending the Florida Redevelopment Associations Conference to be held in Orlando on October 28 through the 30, and would be looking towards bringing back some interesting ideas or materials to share with the CRA.

5. Update on the Heritage Village Project

Mr. Rodriguez noted the Miami-Dade Housing Authority (MDHA) prepared a legislative item modifying the Heritage Village housing program that was submitted for consideration by the Housing and Community Development Committee (HCDC) in September 2009, but that meeting was cancelled. He advised that the item would be considered at the next HCDC meeting scheduled for October 14th, 2009.

Mr. Archer expressed concern that the Heritage Village housing units remained vacant while this process was ongoing.

Mr. Fernandez noted the process was moving forward, but MDHA needed Board of County Commission approval to change the current rental program to a homeownership program.

Mr. Forbes asked staff to include a status report of the Heritage Village project on next month's CRA meeting agenda under Old Business.

I. New Business

1. Approval of RFP Ranking for Property Management Services/Authorize CRA Attorney to proceed with contract Negotiation

Mr. Forbes asked that in Mr. Zelkowitz absence, Mr. Archer provide the report on Request for Proposal (RFP) rankings and contract awards for the property management services.

Mr. Archer noted the RFP Selection Committee met with Mr. Jason Rodriguez and Mr. Zelkowitz to review and rank the RFPs, and based on the rankings, recommended the Kennedy Wilson Management Company be awarded the contract for property management services. He noted Mr. Zelkowitz was provided the information to begin the negotiations with this company.

Mr. Forbes stated he understood that two companies were selected.

Mr. Rodriguez clarified that the selection committee met in August 2009 to rank the first tier of RFP's submitted for the property management services contract. He noted the two highest ranked companies, Castle Management and Kennedy Wilson Management, presented their

proposals to the committee at a second meeting, and after the scoring process, the committee recommended awarding the contract to Kennedy Wilson Management Company, the highest scored company. Mr. Rodriguez advised the CRA needed to ratify the committee's recommendation in order for Mr. Zelkowitz to proceed with negotiations.

Mr. Forbes asked the owner of Kennedy Wilson Management Company to come forward and introduce herself to the CRA.

Ms. Millie Fernandez, Owner of Kennedy Wilson Management Company and of Innovative Property Management Company, appeared and stated she was really excited about servicing the CRA and her team was ready to get started. She noted she had been a business owner in Naranja since 1998, and had experienced the impact of criminal activity in the community noted earlier by Sergeant Hernandez.

Hearing no further comments or questions, it was moved by Mr. Archer that the CRA approve the recommendation of the RFP Selection Committee to award the contract for property management services to Kennedy Wilson Management Company. This motion was seconded by Ms. Volkert, and upon being put to a vote, passed unanimously by those members present.

2. Approval of CRA FY 2009-10 Budget

Ms. Volkert noted the Budget and Finance Subcommittee met last week and made changes to the proposed FY 2009-10 CRA Budget presented at last month's CRA meeting. She reminded CRA members that CRA revenues in FY 2009-10 would be impacted, and reduced Tax Increment Financing (TIF) funds would be received based upon the final millage rate adopted by the County Commission. Ms. Volkert noted that based on the Commission's actions and the projections of less TIF funds, the subcommittee made the following changes to the CRA's budget: reduced funding for Advertisement to \$4,000, the same funding level as FY 2008-09; reduced funding for County Administrative Charges; and reduced funding for Project Management Supplies to \$1,500. Additionally, she noted funding for the Community Policing and Security remained at \$315,000, but the contract would be changed to add two (2) Reside Empowering Neighborhood Enforcement Walk (RENEW) operations.

Mr. Fernandez clarified the committee selected the second of three options originally proffered by MDPD for the Community Policing Initiative, which amounted to \$309,182; however, the committee recommended MDPD conduct two (2) RENEW operations and increased that amount to \$315,000. He noted staff had not spoken with MDPD about this agreement yet, but wanted to ensure the CRA approved the proposed changes before speaking with MDPD.

Ms. Volkert continued her presentation, and noted funds for Legal Services were reduced to \$65,000 and funds for Construction Consultant Fees were reduced to \$96,000. She advised that \$343,557,000 would now be carried over into the Capital account as a result of these changes, and the changes were a result of the final millage rate adopted by the County Commission. Ms. Volkert also advised the CRA needed to consider the options for RENEW operations originally proffered by MDPD in the amount of approximately \$20,000 per year, which would be reduced to two RENEW details twice a year.

Responding to Mr. Archer's question regarding the CRA needing to approve the proposed community policing contract, Mr. Forbes noted the budget could be approved as presented, with provisions that it be amended later to include the agreements reached with MDPD and the Economic Development Coordinator (EDC). He also noted that once the CRA approved this budget, the CRA could not make additional expenditures for the next six months.

Mr. Fernandez advised the CRA could approve the proposed budget as presented and amend it at a later date to include the MDPD and EDC proposals.

Ms. Coleman asked staff to further explain the provisions.

Ms. Bach explained that during the discussions of the Budget and Finance Subcommittee, Mr. Forbes and Ms. Volkert recommended the CRA could fund additional activities not included in this proposed budget using funds set aside in the \$25,000 Reserve account.

Following discussion, it was moved by Mr. Archer that the proposed FY 2009-10 CRA Budget be approved as presented. This motion was seconded by Ms. Coleman, and upon being put to a vote, passed unanimously by those members present.

3. Designation of Alternates for Standing Committees

Mr. Archer suggested that alternates be designated to the standing subcommittees to assure a quorum was met when members could not be present at a meeting.

Mr. Forbes proposed designating the CRA's Chair and Vice-Chair as alternates to those subcommittees which they were not members of. He suggested Mr. Archer be designated as the alternate to the Planning and Vision and the Budget and Finance subcommittees, and he be designated as the alternate to the Program and Contract Management and the Community Policing and Public Safety subcommittees. Mr. Forbes pointed out that the Program and Contract Management Subcommittee lacked a member.

Ms. Coleman volunteered to be a member of the Program and Contract Management Subcommittee.

Responding to Mr. Archer's inquiry as to whether additional alternates were needed, Ms. Volkert noted additional alternates were not necessary as a 3-member committee required only 2 members be present to make quorum, and the alternate would only be called upon if a quorum was not met.

4. Set-up Date for a Planning and Vision Committee Meeting

Mr. Forbes asked the members of the Planning and Vision Subcommittee to meet with Ms. Bach to discuss her proposals for developing a Program Strategy for FY 2009-10, and bring back a recommendation for the CRA's consideration.

5. Update on items regarding Community Center

Mr. Fernandez advised that furniture for the Community Center was ordered and should be delivered by the end of October. He also noted the building would be insured and GSA would install an alarm system and an entrance key pad at the side entrance door for the Miami-Dade Police Department to access the building.

Mr. Archer expressed concern with community organizations, homeowners associations (HOAs) and businesses being charged up to \$100 per day to utilize some community facilities. He noted his desire was that the CRA allow community organizations to hold their business meetings in the CRA's Community Center at no charge. He noted the CRA could charge for parties or contingency fees for damage caused to the facility, but he felt the CRA should accommodate community organizations by not charging them to conduct business meetings in its facility.

Mr. Fernandez advised CRA members that they had not approved the Uses of this Building yet, and could include Mr. Archer's suggestions in their deliberations. He noted the CRA needed to determine the uses of the Community Center facility before deciding what fees to charge, if any.

Mr. Archer suggested a subcommittee be assigned to meet with the representatives of the Kennedy Wilson Management Company to get input on the uses of this facility.

Mr. Fernandez advised that the property management company needed to be on board and the building insured before the CRA proceeded with this meeting.

Mr. Forbes asked that members of the Program and Contract Management Subcommittee meet with county staff and the Kennedy Wilson Management team to discuss the uses of the Community Center facility and fees to be charged, and bring back a recommendation within 90 days for the CRA to consider.

In response to Mr. Hakssa's inquiry as to whether a sign would be placed in front of this building identifying it as the CRA Community Center, Mr. Jason Rodriguez advised that the CRA previously adopted a resolution naming this facility after fallen Officer Jose Lazaro Somohano, and he recalled the CRA's discussion of wanting to place a plaque in honor of Officer Somohano near the vicinity of this building.

Mr. Scott Hedge reminded the CRA that the entrance feature proposed to be built at SW 137th Avenue could no longer be built at this location, and that funds designated for this feature were still available in the budget. He suggested these funds be used to purchase a sign identifying the CRA Community Center that could be placed in front of the building.

Mr. Fernandez noted that if the Board went forward with this recommendation, staff would need to work with Mr. Hedge and the Homeowners Association to work out the details.

Mr. Hakssa stated that if the matter became too complicated, he would donate the sign.

Mr. Archer noted his concern was for security, and suggested a camera surveillance system or other type security monitoring system be installed at this facility.

Mr. Forbes noted the appropriate subcommittee should discuss all of these suggestions and bring back a recommendation for the CRA's consideration.

Ms. Volkert asked if staff received additional information regarding the foreclosures and short-sales in Mandarin Lakes community that she inquired about at last month's CRA meeting.

Ms. Doris Vantuyl, Castle Management, property manager for Mandarin Lakes, appeared and noted that foreclosure and short-sale numbers had decreased, and that currently, 52% of the community was delinquent in HOA fees and 23% of the homes were in the process of foreclosure. She also noted the HOA documents include an addendum that allows the HOA to collect rent from legal tenants if the property owners were delinquent in HOA fees.

VII. Next Meeting Dates:

October 26, 2009 Regular Board Meeting

Mr. Forbes announced that the next NLCRA Meeting would be held on October 26, 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 7:09 p.m.

Kenneth Forbes, Interim Chairperson
Naranja Lakes Community Redevelopment Agency