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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Memorandum

MIAMI-DADE COUNTY

Agenda Item No. 17(A)

Resolution No. CRA-3-08 West Perrine

Date: June 3, 2008

To: Honorable Chairman Bruno A. Barreiro and Members, West Perrine Community Redevelopment Agency

From: George M. Burgess
County Manager

Subject: Resolution Authorizing the Provision of Services in the West Perrine Community Redevelopment Area

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Recommendation

It is recommended that the Board of the West Perrine Community Redevelopment Agency (the "CRA") adopt the attached Resolution approving the provision of right-of-way enhancement services and enhanced community policing in the West Perrine CRA Area (the "Area") to be provided by the Miami-Dade County Public Works (PWD) and General Services Administration (GSA) Departments, respectively.

While the Board of County Commissioners is the governing body of the CRA, this item is being presented to the Board in its capacity as the Board of the CRA to satisfy the provisions of Florida State Statute 163.357 that states that "such members constitute the head of a legal entity, separate, distinct, and independent from the governing body of the county or municipality".

Scope of Agenda Item

This resolution provides for a dedicated Neighborhood Enhancement Action Team (NEAT) and security patrol services from the PWD and GSA Departments, respectively. The Area lies within County Commission District 9.

Fiscal Impact/Funding Source

The services provided in the Area in FY 2007-08 are estimated to cost the CRA a total of $141,000, including $96,000 for NEAT services and $45,000 for security patrol services. The CRA's revenue source is generated through the incremental growth in ad valorem revenues beyond an established base year, as defined in Section 163.387 of Florida State Statutes. On May 20th, the CRA adopted a resolution approving the CRA's FY 2007-08 budget which included the cost for these services.

Track Record/Monitor

This resolution approves the provision of services from PWD and GSA. The Office of Strategic Business Management will monitor the delivery of the services.

Background

On June 5, 2007, the Board of County Commissioners (the "BCC") approved the establishment of the CRA when it approved the CRA's Community Redevelopment Plan (the "Plan") pursuant to Resolution R-744-07, the funding of the Plan when it enacted Ordinance 07-79 which created the CRA Trust Fund, and appointed itself as the CRA Board pursuant to Resolution R-745-07.

In my capacity as Executive Director, I recommend that the CRA approve the provision of right-of-way enhancement and security patrol services in the CRA area as described in the scope of services (Exhibits A and B to the attached Resolution), and authorize the Executive Director to execute the appropriate documents, if necessary, to effectuate such services. The PWD scope of services provides for a dedicated NEAT crew within the CRA boundaries. The NEAT crew members will proactively and responsively enhance the safety and appearance of the Area rights-of-way by removing litter and small trash piles, clearing debris from drain tops on roadways and swales, trimming vegetation blocking signs or sidewalks, and filling small potholes. Potholes and trash piles which are too large to be filled or removed by the crews would be reported to the appropriate County departments for action.

Additionally, the GSA scope of services provides for two armed security officers to be on continuous motorized patrol in the Area. Each officer will patrol a designated zone in a marked company vehicle and will look for criminal or suspicious activity in the assigned zones, reporting incidents as necessary. The company contracted to provide security services will provide written reports of security activity on a monthly basis.

Both of the aforementioned services will allow the CRA to provide immediate relief to the presence of unsanitary, unsafe conditions identified in the Finding of Necessity of the Area; conditions which create a negative image for the community and make it difficult to attract investment.

On May 20, 2008, the CRA Board adopted resolutions approving a Plan amendment and the FY 2007-08 budget for the CRA. These services will not take effect until the BCC approves the Plan amendment and the FY 2007-08 budget. The Plan amendment and the budget items are currently scheduled to be reviewed by the Economic Development and Human Services Committee on June 11, and by the BCC on July 1, 2008.

Cynthia W. Curry
Senior Advisor to the County Manager

Attachments

cmo15708

RESOLUTION NO. **CRA-3-08 West Perrine**

RESOLUTION OF BOARD OF WEST PERRINE COMMUNITY REDEVELOPMENT AGENCY APPROVING PROVISION OF DEDICATED NEIGHBORHOOD ENHANCEMENT ACTION TEAM BY PUBLIC WORKS DEPARTMENT OF MIAMI-DADE COUNTY AND SECURITY PATROL SERVICES BY GENERAL SERVICES ADMINISTRATION DEPARTMENT OF MIAMI-DADE COUNTY; BOTH EXCLUSIVELY WITHIN BOUNDARIES OF THE WEST PERRINE COMMUNITY REDEVELOPMENT AREA

WHEREAS, the legislature of the State of Florida enacted the Community Redevelopment Act during its 1969 Legislative Session, which enactment is presently codified in Florida Statutes, as Part III of Chapter 163, as amended (the "Act"); and

WHEREAS, the Board of County Commissioners of Miami-Dade County, Florida (the "Board") adopted Resolution No. 212-05 on March 1, 2005 which, among other things, declared the geographic area described generally as bounded on the North by SW 168th Street, bounded on the East and Southeast by State Road 5 (US-1), and bounded on the West and Southwest by State Road 821 (The Homestead Extension of Florida's Turnpike) (the "Redevelopment Area"), to be a slum or blighted area; declared the redevelopment of the area to be in the interest of public health, safety, morals or welfare of the residents of the Redevelopment Area and the County; and found the need for the creation of the West Perrine Community Redevelopment Agency; and

WHEREAS, the Board, by resolution, appointed itself as the Community Redevelopment Agency (CRA) for the redevelopment area; and

WHEREAS, Florida State Statutes 163.357 states that "such members constitute the head of a legal entity, separate, distinct, and independent from the governing body of the county or municipality"; and

WHEREAS, the Board subsequently adopted a Redevelopment Plan for the area pursuant to Resolution No. R-744-07; and

WHEREAS, the Board is scheduled to review a proposed amendment to the Redevelopment Plan pursuant to F.S. §163.361 to allow for the implementation of enhanced community policing and right-of-way enhancement in the Redevelopment Area; and

WHEREAS, to effectuate the community policing provided for in the proposed Redevelopment Plan amendment, the CRA desires to, through the General Services Administration ("MDGSA"), obtain security patrol service for the CRA; and

WHEREAS, to effectuate right-of-way enhancement provided for in the proposed Redevelopment Plan amendment, the CRA desires to, through the Public Works Department (MDPWD), obtain a Neighborhood Enhancement Action Team ("NEAT") exclusively for the CRA; and

WHEREAS, the CRA further desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by this reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WEST PERRINE COMMUNITY REDEVELOPMENT AGENCY, THAT:

Section 1. The matters contained in the foregoing recitals are incorporated in this resolution by reference.

Section 2. The CRA approves the Scope of Security Guard services to be provided to the Redevelopment Area, in substantially the form attached hereto as Exhibit A subject to the review of the County Attorney's Office for legal form and sufficiency.

Section 3. The CRA approves scope of services for the assignment of a NEAT Team to the Redevelopment Area, in substantially the form attached hereto as Exhibit B subject to the review of the County Attorney's Office for legal form and sufficiency.

The foregoing resolution was offered by Commissioner **Dennis C. Moss**, who moved its adoption. The motion was seconded by Commissioner **Joe A. Martinez** and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman **aye**
Barbara J. Jordan, Vice-Chairwoman **aye**

Jose "Pepe" Diaz	**absent**	Audrey M. Edmonson	**absent**
Carlos A. Gimenez	**aye**	Sally A. Heyman	**absent**
Joe A. Martinez	**aye**	Dennis C. Moss	**aye**
Dorrin D. Rolle	**absent**	Natacha Seijas	**absent**
Katy Sorenson	**aye**	Rebeca Sosa	**absent**
Sen. Javier D. Souto	**aye**		

The Chairperson thereupon declared the resolution duly passed and adopted this 3rd day of June, 2008.

WEST PERRINE COMMUNITY REDEVELOPMENT AGENCY BY ITS BOARD OF DIRECTORS

HARVEY RUVIN, CLERK

By: **Kay Sullivan**
Deputy Clerk

Approved by County Attorney as to form and legal sufficiency.

Martin W. Sybblis

EXHIBIT A

Scope of
Security Guard Services

I. NATURE OF SERVICES

This scope was developed to provide a highly visible security patrol within the Redevelopment Area. The security patrols will be funded by the WPCRA through a system of reimbursements as provided herein.

County GSA will provide security services for WPCRA. WPCRA desires to reimburse the County for the value of these services, in accordance with County, State and Federal requirements.

The services provided herein shall commence on or about July 1, 2008, and shall remain in force and effect until the September 30th, 2008, unless otherwise discontinued or changed as provided below.

It is understood that the services, renew for a one (1) year term, beginning October 1st, 2008, unless either party exercises the cancellation clauses provided below.

This scope governs the assignment and operation of security guard services within the Redevelopment Area by the County GSA by way of utilizing an existing contract between a security agency and the County and the WPCRA's reimbursing the County's cost for such services (the "Project"). The services to be provided by County GSA are set forth in Attachment "A" which is attached to and a part of this scope.

In performing its administrative functions, County GSA shall not be deemed an agent or employee of the WPCRA.

II. OBLIGATIONS

A. County GSA will provide the WPCRA periodically and/or as requested with incident reports completed by the assigned security vendor.

B. County GSA will provide WPCRA with the selected security vendor's current hourly pay rate for security guards and the hourly pay rate for a security patrol vehicle. In addition to the selected vendor's rates, it is agreed that County GSA will charge a 6% administrative fee. The hourly pay rate for the requested level 2 security guard and vehicle rate will be in accordance with and subject to the Miami-Dade County Security and Screening Contract EM7797-2/07-OTR, or similar contract should a new Security and Screening Contract be awarded. (See Attachment "B" West Perrine Post Locator for comprehensively cost break-down.)

C. County GSA staff and the WPCRA Board and/or representative will confer periodically to coordinate the efforts of both the County GSA and the WPCRA regarding the services provided by the County GSA and the assigned security vendor.

D. If WPCRA or County GSA requires or asks for a change in the services or reimbursement then being provided under Attachment "A," the other party will advise of any concerns resulting from such a change. If the concerns cannot be resolved, then either party may discontinue all services upon giving the other thirty (30) days notice, unless the parties agree to a lesser or greater notice period. If both parties agree to the change, then the change shall be in writing and reflected in a modified Attachment "A," or by addendum that will supersede the prior Attachment "A," on the effective date of the change.

E. Appropriate adjustments to Attachment "A" will be made, on an as needed basis, in writing. Further Attachments may be added as required, by addendum, for additional services.

F. Either the County GSA or WPCRA may discontinue the Project upon either giving the other thirty (30) days notice. WPCRA will reimburse the County GSA for all appropriate charges up to the effective date of the discontinued services.

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EXHIBIT B

SCOPE OF NEIGHBORHOOD ENHANCEMENT ACTION TEAM (NEAT) SERVICES

1. PURPOSE

This scope serves to initiate and govern the assignment and operation of a Neighborhood Enhancement Action Team ("NEAT Team") by the County to provide services (as defined in Section 2 below) within the boundaries of the WPCRA. The scope's purpose is to outline specific tasks and responsibilities to be undertaken by the County within the WPCRA boundaries. All activities conducted as part of this plan will be carried out utilizing personnel from the Miami-Dade Public Works Department. The initiatives will be funded by the WPCRA through a system of reimbursements as provided herein.

2. SERVICE INITIATIVE STRATEGIES

The County shall utilize a NEAT Team dedicated exclusively to the WPCRA in order to facilitate the attainment of the goals outlined in Sections 2.1 – 2.4 below. County Staff will provide the Community Redevelopment Coordinator in the Office of Strategic Business Management (OSBM) with an update of ongoing service efforts. The services provided by the County to the WPCRA will consist primarily of the following:

2.1. NEAT Team: The NEAT Team will consist of two (2) crew members and one (1) landscape truck with trailer.

2.2. NEAT Team Responsibilities: The NEAT Team's responsibilities include riding through the WPCRA on a daily basis to find safety and maintenance issues that require attention, making on site repairs where possible, and reporting other problems that they are unable to immediately address to the appropriate agencies for correction.

2.3 Corrections Performed by NEAT Team: Items that will be directly addressed by the NEAT Team will include:

- Trimming branches that are blocking traffic signs and are in danger of falling, or are a safety hazard
- Re-attaching loose signs and erecting fallen traffic signs
- Removing debris from drain tops on roadways and swale areas
- Picking-up or arranging for the pick-up of litter
- Picking up or arranging for the pick-up of small illegally dumped trash
- Temporary pothole repairs
- Grinding of existing vertically separated sidewalks (1.5" or less)

2.4 "Eyes and Ears" Issues: Items that will be reported by the NEAT Team for correction by the appropriate agencies will include:

- Missing street name, traffic control signs and defective signal bulbs
- Damaged guardrails
- Visual obstructions of traffic signals and street lights

- Major potholes/drop-offs
- Major sidewalk repairs
- Larger incidents of illegal dumping that require investigation and crane removal
- Code violations apparent to the Neat Team
- Stray domestic and exotic animals
- Replacing missing drain grates

3. STATISTICAL TRACKING AND REPORTING

3.1. Upon commencement, the County will conduct a survey of the County right-of-way within the WPCRA. County staff will provide the OSBM Community Redevelopment Coordinator with a monthly update of ongoing service efforts.

3.2. Upon expiration of the term of this scope (and each subsequent renewal term, if any), the County will conduct a follow-up survey of the County right-of-way within the WPCRA. The County will then complete a comparison of the base-line and follow-up survey reports. Additionally, the County will provide to the OSBM Community Redevelopment Coordinator a detailed written review all activities.

3.3. County staff will maintain a file containing copies of all Daily Activity Reports, and Daily Productivity Reports completed in connection with this service. The reports will be sent to the OSBM Redevelopment Coordinator on a monthly basis and will be available for inspection by the WPCRA Board and staff upon request.

4. FUNDING

The WPCRA participation is contingent upon receiving adequate funding. Should funding be inadequate for the services, the WPCRA and the County may terminate the services upon thirty (30) days notice, or may agree to reduce the scope of the services outlined herein. In that event, the County may likewise terminate the services or provide reduced services. In the event this service is terminated as set forth in the preceding two sentences, the WPCRA will be responsible for unpaid services provided by the County up to the date of termination.

The WPCRA will reimburse the County for the direct cost of all services conducted by the NEAT Team, including all personnel costs associated with providing two (2) crew members and the acquisition, operation and maintenance of one (1) landscape truck with trailer. Although the truck and trailer utilized by the NEAT Team shall be used exclusively in and for the WPCRA, for efficiency purposes they shall be purchased by the County, if necessary, and the cost of such purchase reimbursed by the WPCRA. The WPCRA will also reimburse the County for the monthly cost of insurance, maintenance and fuel. The County will not bill the WPCRA for policy replacement charges for the truck or the trailer. If a replacement truck or trailer is required for WPCRA, it will be purchased by the County and the cost of such purchase reimbursed by the WPCRA. Further, upon termination or expiration of the services, the truck and trailer shall be transferred, or the fair market value thereof remitted, to the CRA.

WPCRA will also reimburse the County for supervisory costs associated with its obligations under this scope. The total reimbursements for all services performed by the County shall not exceed $96,000.00 for operations through September 30, 2008, absent further agreement by the parties. As a condition of reimbursement, the County shall provide the OSBM Redevelopment Coordinator with a Report of services rendered by the NEAT Team on the fifth (5th) of each month, enumerating the number and type of the services performed in the previous month; and submit a reimbursement request quarterly along with such other information as may be reasonably requested by the WPCRA in support of the requested reimbursement.

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Attachment "A"

County GSA Security Management:

The County GSA Security Management Section ("Security Management") is part of the Facilities and Utilities Management Division. Security Management oversees and manages numerous security related matters throughout the County, including serving as the contract administrator for the security guards and security screeners' contract. The WPCRA shall utilize the services of Security Management.

Security Management Services Provided to WPCRA:

1. Provide contracted security guards within and roving throughout the Redevelopment Area.

2. Perform security consultation in conjunction with the WPCRA staff on an as needed basis.

3. Provide a County GSA Security Supervisor ("Security Supervisor") to oversee and administer the security contract.

4. Monitor recruitment, background investigations, employee qualifications and state security license checks of security officers and security screeners.

5. Conducts random personnel records checks, site audits and assessments of security vendors to ensure contract compliance.

6. Perform on site inspections including the review of activity reports, guard books, vehicle logs, guard's attire and fitness for duty. In addition, State of Florida Driver License and identification cards are checked to assure they are proper and current.

7. Assesses liquidated damages to security vendors based on violations. When violations are of a serious nature and/or are repeated by the same security guard/screener, that person is removed from the assignment.

8. Conduct investigations with or independent of law enforcement or the WPCRA staff on a variety of matters including, but not limited to, criminal activity, administrative issues and employee malfeasance.

9. Security Supervisors will perform threat assessments, conduct facility site evaluations and development risk mitigation strategies to improve overall security.

10. Maintain an open line of communications between the WPCRA staff, security vendors and other security professionals on a daily basis.

11. Review security vendor's invoices for accuracy prior to approving for payment.

12. Review and make available upon request to the WPCRA any written reports made by the security vendor pertaining to the Redevelopment Area.

13. Review and make available upon request to the WPCRA security patrol vehicle tracking log reports.

14. Perform other duties as requested by the WPCRA in accordance with the scope of services.

15. The WPCRA may request to modify the specific services required of the contract security vendor at any time by notifying Security Management. Said modifications include but are not limited to; patrol hours, number and level of the assigned security officer, assignment to special events, etc.

Contract Security Vendor Services:

I. TYPE OF POST

Two (02) Armed Level-2 Officer Roving Vehicle Patrols

II. HOURS OF COVERAGE

Monday through Sunday 22:00-06:00

III. EQUIPMENT REQUIRED PER POST

a) One marked company vehicle with strobe lights and vehicle tracking system
b) Magnetic West Perrine CRA marking signs
c) One flashlight
d) One first-aid kit
e) Issued rain gear
f) Company issued radio
g) Logbook, report forms, pens and note paper

IV. SPECIFIC POST ORDERS

1. The Security Officer will, upon arrival for duty conduct a vehicle inspection and log any and all deficiencies.

2. The Security Officer will inspect and ensure that all required post equipment is present and log any and all deficiencies.

3. The Security Officer will remain on continuous patrol of the Redevelopment Area while:

   a) recognizing safety issues and concerns and reporting such;
   b) recognizing and responding to criminal activity and reporting such;
   c) acting as a criminal deterrent;

d) observing and reporting any and all deficiencies found during the course of their duties;
e) obtaining all law enforcement, fire, emergency service(s) and Security Management case numbers for inclusion in reporting when applicable;
f) completing reports as required; and
g) rendering assistance to clients and emergency services as required

4. One armed level-2 Security Officer will provide a highly visible continuous patrol of all residential and light commercial areas as shown in Attachment C.

5. One armed level-2 Security Officer will provide a highly visible continuous patrol of the commercial warehouse area as show in Attachment C.

Contract Security Vendor Charge:

The contract security vendor charges Security Management for services rendered at the present rate based on the current awarded security contract on a bi-weekly basis. Additionally, Security Management charges contract administrative fees at a rate of 6% presently based on the security vendors invoicing for the services rendered.

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Attachment "B"

MIAMI-DADE COUNTY CRA SECURITY MANAGEMENT

WEST PERRINE CRA POST LOCATOR

Facility Name:	West Perrine CRA
Address:	
Facility Phone Number:	
Primary Contact:	Mike Iturrey
Phone Number:	305.375.5373
Emergency Number:	
E-Mail:	iturrey@miamidade.gov
Secondary Contact:	Robert Kirschbaum
Phone Number:	305.375.5368
Emergency Number:	
E-Mail:	ker@miamidade.gov
Authorized Personnel:	
Index Code:	
Post Orders:	Yes (2008)
Key Response:	No
Sector:	1E
Sector Supervisor:	Bennett (Skip) Shelfer
Phone Number:	305.375.4500
E-Mail:	sb6475@miamidade.gov
Security Vendor Name:	Security Alliance
Address:	8323 NW 12th Street #218 Miami, Florida 33126
Phone Number:	(305) 670.6544
Project Manager:	Erik Camacho
E-mail:	erikc@securityalliancegroup.com

LEVELS:	RATES:	HOURS:	WEEKLY:	MONTHLY:	YEARLY:
L-1 UA	$20.38	0	$0.00	$0.00	$0.00
L-2 UA	$22.54	0	$0.00	$0.00	$0.00
L-2 A	$22.54	112	$2,524.48	$10,097.92	$131,272.96
L-3 UA	$24.83	0	$0.00	$0.00	$0.00
L-3 A	$24.83	0	$0.00	$0.00	$0.00
Site Supervisor	$1.21	0	$0.00	$0.00	$0.00
SECURITY TOTALS:		112	$2,524.48	$10,097.92	$131,272.96
Screener:	$0.00	0	$0.00	$0.00	$0.00
Site Supervisor	$1.21	0	$0.00	$0.00	$0.00
SCREENING TOTALS:		0	$0.00	$0.00	$0.00
CF Supervisor	$0.00	0	$0.00	$0.00	$0.00
Project Manager	$0.00	0	$0.00	$0.00	$0.00
SUPERVISION TOTALS:		0	$0.00	$0.00	$0.00
Vehicle:	$2.61	112	$292.32	$1,169.28	$15,200.64
Golf Cart:	$0.82	0	$0.00	$0.00	$0.00
Bicycle:	$0.59	0	$0.00	$0.00	$0.00
Radio: 2	$0.00	0	$0.00	$0.00	$0.00
Misc:	$0.00	0	$0.00	$0.00	$0.00
EQUIPMENT TOTALS:		112	$292.32	$1,169.28	$15,200.64
GRAND TOTALS:		224	$2,816.80	$11,267.20	$146,473.60
				6% Service Charge:	$8,788.42
				Combined Totals:	$155,262.02

	Officers Levels:	Security Officers Assigned Position	Hours From	Hours to	Daily Total	Schedule	Weekly Hours
1	1 Armed L-2	Roving Officer with Vehice Residential Area	22:00	6:00	8:00	Monday-Sunday	56
2	1 Armed L-2	Roving Officer with Vehicle Commerical Area	22:00	6:00	8:00	Monday-Sunday	56
3							
4							
5							
6							
7							
8							

Special Instructions:

Holiday Coverage Instructions:

Hurricane Coverage Instructions:

NOTE All rates are subject to change in accordance with the current Miami-Dade County Security and Screening contract(s), selected vendor, CPI & COL

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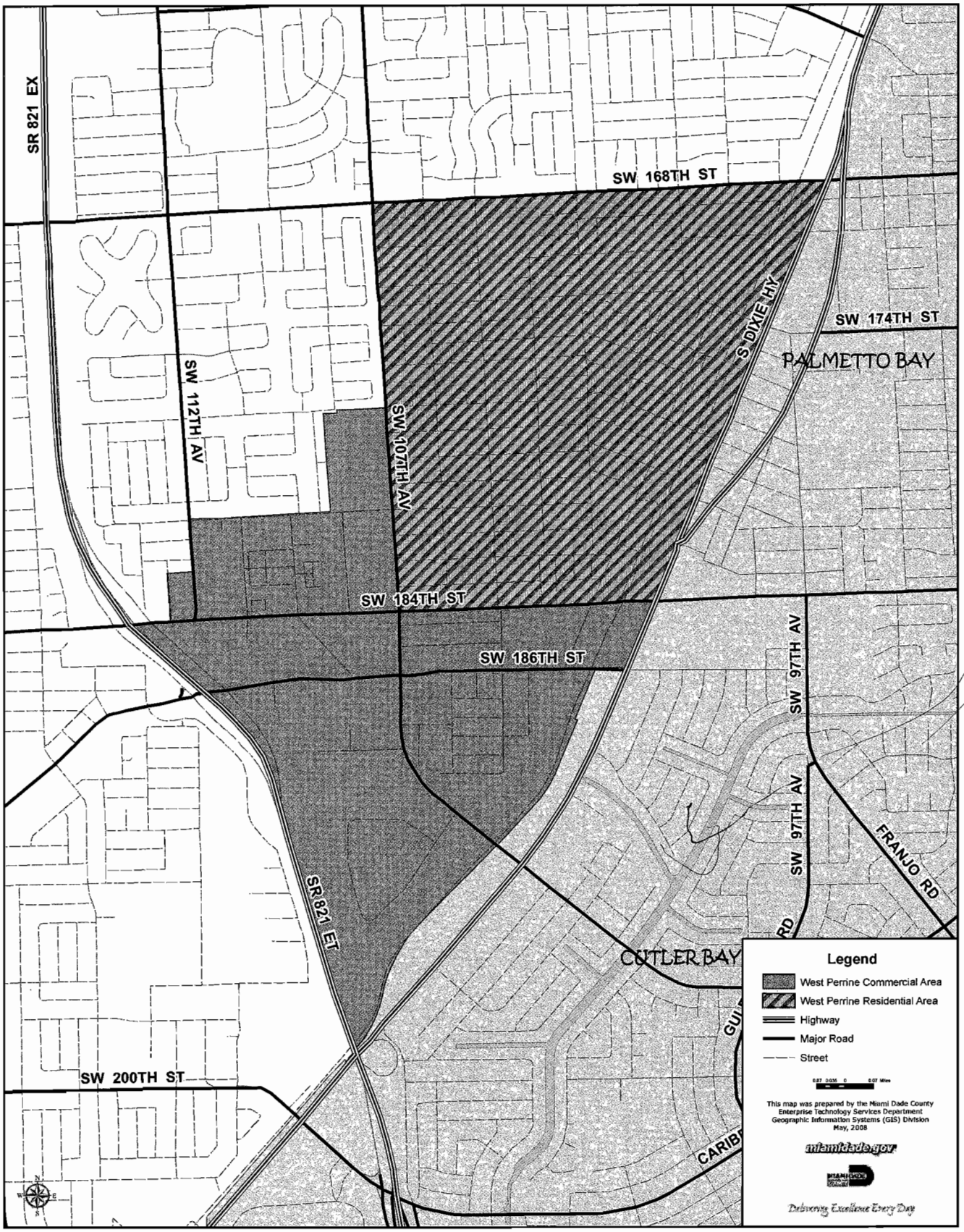
Miami-Dade County

West Perrine Community Redevelopment Aarea