



AGENDA
NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY
REGULAR BOARD MEETING

Tuesday, August 28, 2007
5:30 P.M.

NORTH MIAMI CITY HALL – COUNCIL CHAMBERS
776 N.E. 125TH STREET, SECOND FLOOR

CALL TO ORDER – Pledge of Allegiance; Roll Call

APPROVAL OF MINUTES - Regular Meeting on Tuesday, July 10, 2007

ITEMS FOR REVIEW AND/OR ACTION

- I. TAB 1
Action Item: Status Update regarding the CRA's Proposed Preliminary Budget for FY 2007-08 (Attachment)

Note: The subject of proposed CRA FY 2007-08 budget priorities for projects, programs and initiatives was discussed during the CRAAC meetings on May 7, 2007 and June 4, 2007. In addition, this subject was previously discussed during the CRA Board meeting on May 23, 2007.

In addition, relative to an update provided to the CRAAC by CRA staff during the meeting on July 2, 2007 regarding the process for the presentation of the CRA's FY 2007-08 Proposed Preliminary Budget in August 2007 and the FY 2007-08 Final Adopted Budget in September 2007, the CRAAC heard two (2) presentations on requests for CRA funding that were referred to the CRA Board for information and consideration in the discussion of FY 2007-08 budget priorities for projects, programs, and initiatives that was held on July 10, 2007.

The CRA's FY 2007-08 Proposed Preliminary Budget was presented to the CRAAC during a meeting that was held on August 20, 2007. During the CRAAC meeting the following motion was adopted which approved the FY 2007-08 Proposed Preliminary Budget as amended for consideration by the CRA Board on August 28, 2007:

Motion to approve the FY 2007-08 Proposed Preliminary Budget as amended to provide an allocation of \$500,000 to fund the request for support of the North Miami Stadium Re-Sodding project by (a) deleting the proposed allocation of \$31,250 for the Academic/Internship Program and allocating those funds for the re-sodding project; (b) providing the balance of funding in the amount of \$468,750 by reducing all of the remaining proposed allocations within the total of \$10,671,765 (e.g. \$10,703,015 - \$31,250) by an across-the-board percentage of 4.392432% after excluding the proposed funding for the following projects, programs and initiatives: \$2,880,000 – Developer’s Fee for Pioneer Gardens; \$250,000 – Homebuyer Counseling and Credit Qualifying; and the \$977,500 – Rehab. of Bel House; and (c) making the proposed funding allocation subject to the City’s agreement to repay the sum of \$300,000 to the CRA within five (5) years of the funding being provided for the project.

The impact of this CRAAC motion as an advisory to the CRA Board compared to the CRA Executive Director’s FY 2007-08 Proposed Preliminary Budget is reflected in the memorandum accompanying this agenda item.

II. REPORTS

A. Board Members Report

Chair Kevin A. Burns
Member Michael R. Blynn
Member Jacques Despinosse
Member Scott Galvin
Member Marie Erlande Steril

B. CRA Attorney

C. Executive Director

D. Next Board Meeting – Tuesday, September 11, 2007 at 5:30 p.m.
Next Advisory Committee Meeting – Thursday, September 6, 2007 at 6:00 p.m. (Note Date Change from September 10, 2007 and Location Change to the CRA Office)

III. ADJOURNMENT

Note: Two or more members of the City Council/CRA Board of Commissioners and/or other elected or appointed public officials may be present at this meeting. If any person decides to appeal any decision made with respect to any matter considered at this public meeting or hearing, he/she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. If you desire auxiliary services to assist in viewing or hearing the meetings, or reading meeting agendas and minutes, please contact the Office of the CRA Secretary at (305) 895-9817.

SUMMARY MINUTES

REGULAR COMMUNITY REDEVELOPMENT AGENCY MEETING

July 10, 2007

A regular meeting of the Chairman and Members of the Community Redevelopment Agency (CRA) Board was held in the North Miami Council Chambers of City Hall on Tuesday, July 10, 2007, beginning at 5:35 p.m.

(Phonetic spelling of each speaker's name may be used throughout the minutes unless correct spelling is known.)

Note: The actual agenda and all backup materials for each CRA Board meeting and CRA Advisory Committee meeting can be found at: www.NorthMiamiCRA.org

Flag salute led by Board Member Blynn

ROLL CALL

Marie Erlande Steril	Here
Scott Galvin	Here
Chairman Kevin A. Burns	Here
Jacques Despinosse	Arrived at 5:46 pm
Michael R. Blynn	Here

Approval of Minutes: Regular Meeting – Tuesday, June 26, 2007, approved by Board

ITEMS FOR REVIEW AND/OR ACTION

I. **TAB 1 – CONTINUED DISCUSSION OF CRA FY 2007-08 BUDGET PRIORITIES FOR PROJECTS, PROGRAMS AND INITIATIVES**

The CRA Executive Director reviewed the CRA FY 2007-08 Budget Priorities for projects, programs and initiatives, provided in the Agenda packet. The CRA Executive Director discussed the CRA Advisory Committee's rankings for projects, programs and initiatives. The CRA Advisory Committee (CRAAC) requested business development and infrastructure programs to be added. The CRA Executive Director requested the Board's input relative to the rankings. Board discussion. The Board requested to have the

proposed project and program rankings separated by categories of the CRA's mission: affordable housing, arts and culture, infrastructure and education. The Board members also requested information regarding the priority rankings submitted by their respective appointees to the CRAAC.

II. TAB 2 – STATUS UPDATE REGARDING THE IMPLEMENTATION OF THE CRA'S AFFORDABLE HOUSING PROGRAM STRATEGIES

The CRA Executive Director gave a brief update on the implementation of CRA Board-approved Affordable Housing strategies. The CRA Executive Director reviewed housing applicants broken down in categories as follows: 1st time homebuyer, Single Family rehab, Purchasing at Pioneer Gardens, Affordable rental housing. In addition, the applicants for the single family rehab program from the City's previous waiting list were reviewed based on the following categories: disabled, elderly, need for roof work; and by Council district based on information provided in the Agenda packet. Board discussion. The Board concurred with the CRA Advisory Committee's recommendation to proceed to process the 54 applicants for single-family home rehabilitation assistance, giving priority to the ten (10) applicants who have a need for roof repair and who also have an elderly and/or disabled person in the household.

III. TAB 3 – STATUS UPDATE REGARDING THE PIONEER GARDENTS AT NORTH MIAMI AFFORDABLE/WORKFOCE HOUSING DEVELOPMENT RE: (A) DEMOLITION AND SITE WORK; (B) PRE-DEVELOPMENT LOAN APPLICATION AND CRA ADVANCE; AND (C) TOTAL DEVELOPMENT BUDGET AND CONSTRUCTION LOAN APPLICATION

The CRA Executive Director gave a brief update on Pioneer Gardens demolition and site work. Specifically, the CRA Executive Director reported that previously undisclosed underground storage tanks that were found had been removed with proper disposal of the contents under the direction of Miami-Dade DERM. Board discussion.

The CRA Executive Director advised the Board that the CRA advanced the \$200,000 to the developer pursuant to the development agreement. The CRA Executive Director further advised the Board

that in order to continue construction; an advance in excess of the \$200,000 would be needed. The CRA Advisory Committee recommended the advancement of funds to North Miami Housing beyond the \$200,000 to continue the ongoing demolition and related cleanup work; passed unanimously. The Board approved by a 5-0 vote, authorizing the CRA to exceed the \$200,000 advanced, provided all funds advanced are repaid to the CRA prior to the end of the current fiscal year on September 30, 2007.

The CRA Executive Director reviewed the status of the pre-development loan application and CRA advance and the total development budget and construction loan application, reports provided in the Agenda packet.

The Board approved by a 5-0 vote, authorizing the CRA Executive Director, the CRA Attorney and Bond Counsel to prepare an RFP for bond financing, an alternative to secure construction financing. The Board requested language to be included in the RFP regarding the line of credit.

The CRA Executive Director reviewed the Pioneer Gardens Affordability Analysis. The Board approved by a 5-0 vote, authorizing the CRA Executive Director, to start the process for possibly amending the targeted income limit level from 120% to 140% of the Area Median Income, for residents to be eligible to receive Surtax homebuyer subsidies from Miami-Dade County. The Board directed the CRA Executive Director to prepare and begin the process for amending the language in the adopted Redevelopment Plan to provide more flexibility to the CRA Board by stating that the CRA Board, by Resolution, may modify requirements relating to the income limit, residency requirements and the current cap on the amount of subsidy for consideration of the CRA Board. The CRA Executive Director stated the CRA Advisory Committee did not support modifying the income limit, residency requirements or the current cap on the amount of subsidy.

The Board directed the CRA Executive Director to prepare an RFP for the marketing of the Pioneer Gardens housing units to be presented to the CRA Advisory Committee and the CRA Board. The CRA Executive Director also suggested exploring the possibility of procuring the services through North Miami Housing through either a subcontract through the existing contract with the

Housing Partnership of North Miami or through the development agreement and including Biscayne Landings for input.

IV. **TAB 4 – CRA FINANCIAL STATUS REPORT AS OF MAY 31, 2007**

Financial Report, informational only, provided in the Agenda packet.

V. **REPORTS**

A. Board Members

(NONE)

B. CRA Attorney

(NONE)

C. Executive Director

– Florida Redevelopment Association Annual Conference in
Daytona Beach, Florida – October 24-26, 2007

The Board authorized any CRA Advisory Committee or CRA Board member available to attend.

D. Next Board Meeting: August 28, 2007, at 5:30 PM
Next Advisory Committee Meeting – August 20, 2007, at 6:00 PM

ADJOURNMENT

Meeting adjourned at 7:11 p.m.

MEMORANDUM

Date: August 23, 2007

To: Honorable Chairman and Members
CRA Board of Commissioners

From: Tony E. Crapp, Sr., Executive Director

Subject: **FY 2007-08 Proposed Preliminary Budget**

It is recommended that the CRA Board approve the FY 2007-08 Proposed Preliminary Budget during its upcoming meeting on August 28, 2007. To facilitate your review and consideration of the FY 2007-08 budget request several schedules are attached for your information and will be referenced in the body of this memorandum. To begin, please note that **Attachment A** entitled NMCRA FY 2007-08 Proposed Preliminary Budget is an updated version of the schedule that has been used to delineate and discuss the FY 2007-08 budget priorities and revenue/expense re-cap with comparative budget summaries and detailed comments and descriptions regarding proposed allocations for CRA projects, programs and initiatives. This attachment has been reviewed with regard to the discussions of relative budget priorities during the various budget priority discussions that have taken place with the CRA Advisory Committee and the CRA Board over the past few months. In addition to Attachment A please find the following attachments as listed below:

- **Attachment B** – NMCRA Tax Increment Financing (TIF) Revenue Projection for FY 2007-08
- **Attachment C** – NMCRA FY 2007-08 Proposed Personnel Services Expenses and Cost Allocation
- **Attachment D** – NMCRA FY 2007-08 Proposed Operating Expenses and Capital Outlay
- **Attachment E** – NMCRA FY 2007-08 Proposed Debt Service Expenses

Please be advised that since the CRA Board meeting held on July 10, 2007 both the City and Miami-Dade County have set the dates for the required two (2) public hearings on their tentative millage rates and budgets. The County public hearings are scheduled for September 6th and 20th, and the City public hearings are scheduled for September 10th and 24th, 2007. The tentative millage rates established by the City and County are 6.7943 and 4.5796 respectively. After these City and County public hearings have been completed, it is expected that the CRA Board and then the City Council is expected to take final action on the CRA FY 2007-08 budget on September 25, 2007. The CRA's FY 2007-08 Final Budget will be submitted to Miami-Dade County by September 30, 2007 for further its review and approval.

FY 2007-08 Proposed Revenues

The above referenced tentative millage rates are included in **Table 1** below which sets forth the estimated revenues from all sources for the FY 2007-08 Proposed Preliminary Budget with comparative figures for the FY 2006-07 Adopted Budget.

The FY 2007-08 Proposed Preliminary Budget anticipates a total of \$15,253,424 in available revenues from the following sources: **\$7,811,236** in combined TIF revenue payments from the City of North Miami and Miami-Dade County respectively – it should be noted that had the City and County tentative millage rates not been adversely impacted by State mandated Property Tax Rollbacks and Reductions and had the millage rates for property taxes not been reduced the CRA's gross TIF revenue payments for FY 2007-08 would have been approximately \$1.8 million higher than the anticipated \$7,811,236; **\$2,534,688** in Carry Forward revenue resulting from the under expenditure of the FY 2006-07 budget – the estimated Carry Forward is comprised of \$1,634,688 in unencumbered funds and \$900,000 in encumbered funds (e.g. funds committed for expenditure in FY 2006-07 but which will not be expended prior to September 30, 2007); **\$3,130,000** in revenue that is anticipated to be drawn down from the CRA's Line of Credit with Region's Bank – these funds will be used to fund expected expenditures in the amount of \$250,000 for homebuyer training and purchase assistance services for the 136-unit Pioneer Gardens affordable housing development and \$2,880,000 for the payment of that portion of the developer fees that are expected to be earned during the construction of Pioneer Gardens from January – September of 2008 (the construction is expected to start in approximately January 2008 and be completed in the Spring of 2009); **\$250,000** in estimated interest earnings on the CRA's bank accounts; **\$300,000** in rental income to the CRA pursuant to a five-year lease/purchase agreement for the 65-unit Bel House Apartments complex that was executed effective August 1, 2007 and which is subject to the County's approval of the CRA's FY 2007-08 and subsequent budgets through FY 2011-12 to provide the funding for the required lease/purchase payments and operating expenses; **\$977,500** in proceeds from an anticipated bank loan to be secured by or on behalf of the CRA to fund the rehabilitation of 45 of the Bel House Apartment units at an approximate cost of \$850,000 and to provide funds for the payment of developer fees in the estimated amount of \$127,500 for the management and oversight of the rehabilitation work; and **\$250,000** in revenues from an anticipated funding advance from the City of North Miami which will be used to fund the CRA's operating expenses excluding required debt service pending the approval of the CRA's FY 2007-08 budget by the County and the receipt of the TIF revenue payments from the City and County by December 31, 2007.

TABLE 1

	FY 2006-07 Adopted Budget			FY 2007-08 Proposed Preliminary Budget		
	City	County	Total	City	County	Total
Operating Millage Rates	8.3000	5.6150	13.9150	6.7943	4.5796	11.3739
Revenue:						
Tax Increment	3,992,309	2,651,341	6,643,650	4,668,354	3,142,882	7,811,236
Other:						
Carry Forward	610,860	-	610,860	2,534,688	-	2,534,688
Line of Credit	1,545,600	-	1,545,600	3,130,000	-	3,130,000
Interest Earnings	105,204	-	105,204	250,000	-	250,000
Rents – Bel House Apts.	-	-	-	300,000	-	300,000
Rehab. Loan – Bel House	-	-	-	977,500	-	977,500
City Advance	250,000	-	250,000	250,000	-	250,000
Total Revenues	6,503,973	2,651,341	9,155,314	12,110,542	3,142,882	15,253,424

FY 2007-08 Proposed Expenditures

The significant changes to the expenditures in the FY 2007-08 Proposed Preliminary Budget compared to the FY 2006-07 Adopted Budget are shown in **Table 2** below. Attachment C provides a detailed schedule in support of the estimated total personnel expenses of **\$725,000**, which includes salaries of \$535,150 for a total of six (6) staff positions, and fringe benefits in the amount of \$168,835 or 32% of the salary appropriation. The attachment also includes the CRA staff organization chart for FY 2007-08 and staff job descriptions and salary ranges. Attachment D provides a detailed schedule of operating expenses totaling **\$615,000** and capital outlay expenses totaling **\$15,000**. The operating expenses include \$405,000 for the engagement of a variety of professional services that will be needed to support the CRA in the implementation of the various projects, programs and initiatives during FY 2007-08. A detailed schedule of the anticipated legal and professional services is included in the attachment. Other significant operating expenses include the following: \$40,000 for office space rental which includes approximately \$15,000 in anticipation of increased rent during the last quarter of the fiscal in the event of a possible relocation of the CRA office to more adequately sized space which was deferred in the current fiscal year; \$35,000 for Sponsorships and Contributions in support of events that are consistent with the mission and purpose of the CRA and which leverage CRA resources; \$25,000 for Marketing which includes promotion of the CRA and community outreach through newsletters, radio and television productions, special events, promotional materials, etc.; \$40,000 for local and out-of-town travel which includes attendance at professional conferences, workshops, and meetings involving CRA staff, and the five (5) members of the CRA Board and the twelve (12) members of the CRA Advisory Committee. The proposed capital outlay expenses total \$15,000 and include anticipated expenditures for office furniture, computer equipment, and other office equipment related to the possible relocation of the CRA offices as previously referenced. The proposed debt service expenses totaling **\$115,000** are detailed in Attachment E and provide the funding that would be necessary to meet the CRA's obligations for the repayment for funds drawn down and the continued availability of the balance the CRA's \$10.7 million Line of Credit with Region's Bank; and the payment obligations for an anticipated bank loan to be acquired to fund the proposed rehabilitation of the Bel House Apartments which are being acquired by the CRA through a multi-year lease/purchase agreement which is more specifically described below.

Additional expenditures include required payments pursuant to the terms of the Interlocal Agreement among the CRA, City of North Miami and the County. These payments include a County Administrative Fee that is charged at a rate of 1.5% of the County TIF payment and a refund to the County of the TIF revenue generated from that portion of the CRA boundaries that is west of Biscayne Boulevard. For FY 2007-08 the payment for the County Administrative Fee is in the amount of **\$47,143** and the payment for the TIF Refund is in the amount of **\$2,783,266**. All of the above referenced expenses are reflected in Table 2 below and total \$4,550,409.

TABLE 2

	<u>FY 2006-07 Adopted Budget</u>			<u>FY 2007-08 Proposed Preliminary Budget</u>		
	<u>Admin</u>	<u>Project</u>	<u>Total</u>	<u>Admin</u>	<u>Project</u>	<u>Total</u>
Personnel Services	302,115	396,318	698,433			725,000
Operating Expense	385,910	125,000	510,910	340,500	274,500	615,000
Capital Outlay	25,000	-	25,000	-	15,000	15,000
Debt Service	-	55,733	55,733	-	115,000	115,000
County Administrative Fee	39,770	-	39,770	47,143	-	47,143
Refund of TIF to County	2,437,680	-	2,437,680	2,783,266	-	2,783,266
Repayment of City Advance	250,000	-	250,000	250,000	-	250,000
Total Operating Expense	3,440,475	577,051	4,017,526			4,550,409
Total Capital Projects	-	5,137,788	5,137,788			10,703,015
Total Expenses	3,440,475	5,714,839	9,155,314			15,253,424

The proposed FY 2007-08 available funding for Capital Projects reflected above totaling **\$10,703,015** is allocated for the following programs, projects and initiatives as described in Attachment A:

- Economic Development Assistance and Incentive Fund that includes additional funding to continue the CRA's Commercial Grants Program. The total proposed funding allocation of **\$1,289,566** includes - \$480,000 for Commercial Rehabilitation Grants, \$210,000 for Commercial Beautification Grants, \$35,000 for direct program support costs and \$64,566 to continue the 50% funding support for the City Economic Development Specialist. The funding for both the Commercial Rehabilitation and Commercial Beautification grants is allocated to address blighted conditions in the commercial corridors located (1) on NW 7th Avenue, (2) on West Dixie Highway/NE 6th Avenue, and (3) in the Downtown area along 125th Street. In addition to the new funding for this program, the proposed allocation includes an estimated \$500,000 in encumbered carry forward funds that represent commercial grants that were awarded in FY 2006-07 and which will be expended in FY 2007-08.
- Commercial Corridor Improvement Program includes funding for the continued implementation of the Code Enforcement Enhancement Program, the Clean Team that provides services including pressure cleaning of sidewalks and enhanced litter control. The total proposed funding allocation is **\$375,000**. This allocation includes continued funding for a three-person Commercial Corridor Clean Team - \$262,400; a CRA Code Enforcement Officer - \$62,600; and \$50,000 as a contingency for program service enhancements.
- Pioneer Gardens Affordable Housing Development --- The total proposed allocation is \$3,255,000 to support the continued development of this 136-unit residential condominium. This funding includes: \$2,880,000 in developer fee payments; \$250,000 for homebuyer training and purchase assistance to support the sale of the 136 housing units; \$75,000 for construction management services (e.g. owner's representative); \$25,000 for legal fees and professional services; and \$25,000 for special auditing services (e.g. inspector general).
- Affordable Housing – Residential Rehabilitation Program for Homeowners --- The total proposed allocation is \$720,000 which includes the carry forward of the FY 2006-07 funding in the amount of \$602,950 that was not expended.
- Affordable Housing – Homebuyer Subsidies for the purchase of homes (excluding the Pioneer Gardens housing development) --- The total proposed allocation is \$840,000 which includes encumbered carry forward funds in the estimated amount of \$200,000.
- Affordable Housing – Developer/Property Owner incentive funding for affordable housing units (excluding the Pioneer Gardens housing development) --- The total proposed allocation is \$250,000 which includes encumbered carry forward funds in the estimated amount of \$150,000.

- Downtown Development Master Plan, including NW 7th Avenue, urban design standards, and the exploration of a WiFi access system as a downtown/citywide enhancement --- The total proposed allocation is \$150,000 in carry forward funds from FY 2006-07. This project has been delayed pending the approval of the City's proposed new Comprehensive Development Master Plan (CDMP) which is expected to occur in late 2007 or early 2008.
- Strategic Land/Property Acquisitions – The proposed allocation is \$119,699 for the purchase or option of land and/or property that could be used for the development of affordable housing or to facilitate catalytic redevelopment activity.
- Expansion of the Museum of Contemporary Art (MOCA) – The proposed allocation is \$500,000 which will be used to support ongoing pre-development work for the construction of an expansion to the existing MOCA building in Downtown North Miami.
- Neighborhood Improvements in the Sunkist Grove area – The proposed allocation is \$650,000 which will be used to fund additional capital improvements and beautification efforts that will leverage funding by the City of North Miami. The scope of work includes street improvements, swale area improvements, and new driveway approaches.
- Lease/Purchase Acquisition of the Bel House Apartments – The proposed allocation is \$650,000 which will be used to fund the estimated first year costs pursuant to a lease/purchase agreement between the CRA and the property's owners that is intended to result in the CRA's purchase of the property within five (5) years from the August 1, 2007 effective date of the agreement. The CRA is purchasing this property as part of its mission to facilitate affordable housing, through the acquisition and rehabilitation of the apartments in order to preserve the units for use as affordable rental housing. In allocating these funds for the initial year of the agreement, the CRA is commencing a series of similar budgetary allocations that will be reflected in future CRA budgets through FY 2011-12. Pursuant to the terms of the lease/purchase agreement the CRA is able to purchase the property at anytime prior to the end of the lease/purchase period with the agreement of the owner and subject to an appraisal process to determine the purchase price as provided in the agreement. If the property is not purchased prior to the end of the lease term the CRA has a mandatory obligation to purchase the property at the end of the lease term. The \$650,000 will be used as follows: \$420,000 for the payment of the required lease payments to the owner in the approximate amount of \$30,000 per month for the 14 month period from August 2007 through September 2008; and the \$230,000 balance of the funding will be used to cover operating expenses and property management fees. **The lease/purchase agreement for the acquisition of the Bel House Apartments is conditioned on the County's approval of the required funding as included in the CRA's annual budget.**
- Rehabilitation of the Bel House Apartments – The total proposed funding is \$977,500. Of this amount \$850,000 will be used for the rehabilitation of 45 of the total 65 apartment units that are currently vacant due to damage from a roof collapse that occurred in September 2006. The balance of \$127,500 will be used to pay the developer's fee for the management and oversight of the rehabilitation work.

- Lease/Purchase Acquisition of the Miami Way Theater – The total proposed funding is \$350,000 which will be used to fund required lease payments of approximately \$20,000 per month in the event that ongoing negotiations are successfully concluded between the CRA and the property owners for a multi-year lease/purchase agreement that would be effective approximately October 1, 2007. The balance of the funding allocation will be used to cover operating expenses relative to the leasing of the property. The Miami Way Theater is located on West Dixie Highway and NE 126th Street and the acquisition of the property could facilitate the preservation of the theater and its possible re-use as part of a signature redevelopment project at this highly visible commercial location. The property acquisition includes four (4) parcels comprising approximately 50% of the block in which it is located.
- Undergrounding of FPL lines along NE 8th Avenue – The total proposed allocation is \$200,000 which will be used to place existing FPL overhead lines underground in the corridor along NE 8th Avenue from approximately NE 131st to NE 135th Street. This is a corridor that is undergoing redevelopment with the construction of new schools, related recreational facilities, and a proposed new City Library and Olympic Training facility.
- Repayment to the City of North Miami for Ruck's I Development Costs – The total proposed allocation is \$112,000 and will be used to fund a repayment to the City of North Miami for the CRA's share of the pre-development expenses incurred for a proposed affordable housing project that totaled approximately \$316,000.
- Academic/Internship Program for High School Students – The proposed funding allocation is \$31,250 and will be used to provide support funding for this program that will offer a 10 month program of academic training and work experience in urban economic development and city and regional planning for five (5) North Miami Senior High School students. The program includes a required one month summer internship with a stipend of \$1,000 per student. It is anticipated that this program will involve a partnership that includes, but is not limited to, Miami-Dade Public Schools, Florida International University, the City of North Miami, the CRA, and Biscayne Landing.
- Repayment of CRA creation expenses (e.g. total amount due to City is estimated at \$783,000) --- The total proposed allocation for FY 2007-08 is \$233,000 which leaves a remaining balance due to the City of \$100,000 to be paid by the CRA in FY 2008-09.

With the projected available revenue, the proposed funding allocations described above provide support to a significant variety of redevelopment projects, programs and initiatives. However, as indicated in Attachment A, there are a number of activities that either requested and/or were considered but are not recommended for funding. While all activities that had previously requested funding consideration are listed in column 1 in Attachment A there is an additional request that was recently received by the CRA from the Dynamic Community Development Corporation which is attached for your information and consideration. The agency has a focus on economic and business development and is seeking an opportunity to be considered in the budget allocation process for a funding request in the amount of \$50,000.

CRA Debt Issuance

In the effort to generate a substantial sum of additional funds that can be used to accelerate the implementation of significant redevelopment capital projects and to implement a program of strategic land acquisition and assembly, the CRA is in the process of preparing a financial strategy and proposal for the issuance of long-term debt through the bonding of the CRA's future TIF revenue stream. The form of debt issuance will be either through Revenue Anticipation Notes (RANs) or TIF revenue bonds in the approximate amount of \$70 million. It is anticipated that a proposal will be completed and a request made to the County by the spring of 2008 for approval of the anticipated debt issuance in accordance with the requirements of the CRA Interlocal Agreement with the County and the City of North Miami, and in compliance with the provisions of Chapter 163 of Florida Statutes. With regard to the disposition of the CRA's existing debt, a portion of the new debt issuance will be used to refund the CRA's existing Line of Credit in the amount of \$10.7 million.

FY 2006-07 Proposed Amended Budget

Please note that column 4 in Attachment A reflects staff recommendations of adjustments for a Proposed Amended FY 2006-07 Budget. The adjustments would serve to more accurately reflect the CRA's estimated revenues and plan of expenditure for FY 2006-07. On the revenue side, the proposed adjustments reflect the following: (1) an increase in the amount of prior year carry forward from \$610,860 to \$907,238; (2) the elimination of the previously anticipated draw down of funds from the CRA's Line of Credit in the amount of \$1,545,600 due to lower than expected expenditures in support of the Pioneer Gardens project which can be supported with other available CRA revenue; (3) reduction in the amount of the City Advance from \$250,000 to \$218,500; (4) the increase in the projected amount of interest income from \$105,204 to \$235,000; and (5) the recognition of a minor amount of miscellaneous revenue in the amount of \$240. On the expense side, the proposed adjustments reflect the following: (1) the elimination of the previously anticipated expenditures that would have been funded from the draw down of \$1,545,600 in funds from the Line of Credit (e.g. \$357,143 for Homebuyer Counseling and Credit Qualifying Services, \$50,000 for debt service payments, \$25,000 for legal services, and \$1,113,458 in developer fee payments); (2) the funding for Homebuyer Counseling and Credit Qualifying Services in the estimated amount of \$71,414 and the \$25,000 in legal services from other available revenues; and (3) the funding of the strategic acquisition of a duplex property located at 13810-12 NE 5th Avenue and adjacent to the Pioneer Gardens housing development site for use as an interim resource for affordable rental housing and for a possible future expansion phase of the Pioneer Gardens housing development in the amount of \$330,000. This acquisition was authorized by the CRA Board pursuant the adoption of affordable housing strategies in January 2007.

It is recommended that the FY 2006-07 Proposed Amended Budget be approved along with the FY 2007-08 Proposed Preliminary budget.

CRAAC Prior Review of the FY 2007-08 Proposed Preliminary Budget & Possible Funding Revisions

During its meeting on August 20, 2007, the FY 2007-08 Proposed Preliminary Budget was presented to and discussed by the Chairman and members of the CRAAC. As the result of the discussion the CRAAC adopted a motion to approve the FY 2007-08 Proposed Preliminary Budget as amended to provide an allocation of \$500,000 to fund the request for support of the North Miami Stadium Re-Sodding project by (a) deleting the proposed allocation of \$31,250 for the Academic/Internship Program and allocating those funds for the re-sodding project; (b) providing the balance of funding in the amount of \$468,750 by reducing all of the remaining proposed allocations within the total of \$10,671,765 (e.g. \$10,703,015 - \$31,250) by an across-the-board percentage of 4.392432% after excluding the proposed funding for the following projects, programs and initiatives: \$2,880,000 – Developer’s Fee for Pioneer Gardens; \$250,000 – Homebuyer Counseling and Credit Qualifying; and the \$977,500 – Rehab. of the Bel House Apartments; and (c) making the proposed funding allocation subject to the City’s agreement to repay the sum of \$300,000 to the CRA within five (5) years of the funding being provided for the project.

The impact of this CRAAC motion as an advisory to the CRA Board compared to the CRA Executive Director’s FY 2007-08 Proposed Preliminary Budget is reflected in the table provided below.

TABLE 3

Projects, Programs & Initiatives	FY 2007-08 Proposed Preliminary Budget	FY 2007-08 Proposed Preliminary Budget as amended by the CRAAC on 8/20/07
Commercial Redevelopment Grants	1,289,566	1,197,479
Commercial Corridor Improvement Program	375,000	348,221
Pioneer Gardens	3,130,000 (LOC) 125,000 (Other)	3,130,000 (LOC) 116,074
Residential Rehabilitation Program for Homeowners	720,000	668,585
Homebuyer Purchase Subsidies	840,000	780,016
Developer/Owner Incentives for homebuyers	250,000	232,148
Downtown Development Master Plan	150,000	139,289
Repayment of CRA Creation Expenses	233,000	216,362
Strategic Land/Property Acquisition	119,699	111,151
MOCA Expansion	500,000	464,295
Neighborhood Beautification in Sunkist Grove area	650,000	603,584
Lease/Purchase of Bel House Apartments	650,000	603,584
Rehab. Of Bel House Apartments	977,500 (Bank Loan)	977,500 (Bank Loan)
Lease/Purchase of the Miami Way Theater	350,000	325,007
Undergrounding of FPL Lines	200,000	185,718
Repayment of Ruck's Park I project costs	112,000	104,002
Academic/Internship Program	31,250	-0-
North Miami Stadium Re-Sodding	-0-	500,000
TOTAL	10,703,015	10,703,015

As the CRA Board considers the motion of the CRAAC as input to its deliberations on the Proposed Preliminary FY 2007-08 budget the Board may also want to consider its options relative to making additional funding changes and/or considering other allocations, including but not limited to allocations of funds for capital improvement or other projects within City Council districts. To facilitate the Board's consideration in this regard, I would suggest that the following proposed funding allocations totaling \$489,699 could be reviewed to generate funds for possible reallocation: \$233,000 – Repayment of CRA creation expenses; \$119,699 – Strategic Land/Property Acquisition; \$112,000 – Repayment of Ruck's I project costs; and \$25,000 – Special Audit (Inspector General).

Next Steps for Budget Review and Approval

Subsequent to the CRAAC's review on August 20, 2007 it is recommended that the CRA Board consider and approve the FY 2007-08 Proposed Preliminary Budget during its meeting on August 28, 2007. Subsequently, after taking into consideration the result of any adjustments to the millage rates finally adopted by the City and County, the FY 2007-08 Proposed Final Budget will be presented to the CRAAC at its meeting on September 6, 2007 and then scheduled for consideration and adoption by the CRA Board during its meetings on September 11, 2007 and/or September 25, 2007. Following the approval by the CRA Board, the City Council's approval will be requested during the meeting on September 25, 2007, and the CRA's FY 2007-08 Adopted Final Budget will be transmitted to Miami-Dade County to be processed for review and approval as soon as possible thereafter to meet their September 30, 2007 deadline for submission. The CRA will provide the annual progress report required by the County and will also provide any additional budgetary information or detail that may also be requested to facilitate the County's review and approval of the CRA's FY 2007-08 Adopted Final Budget.

NMCRA Board Memo for 082807 RE FY 200708 Proposed Preliminary Budget tecsr 082307

NMCRA FY 2007-08 PROPOSED PRELIMINARY BUDGET

ATTACHMENT A

(1) Revenue and Expense Re-Cap	(2) Amended FY 2005-06 Budget	(3) Adopted FY 2006-07 Budget	(4) Proposed Amended FY 2006-07 Budget	(5) Proposed Preliminary FY 2007-08 Budget	(6) Comments
Revenue					
TIF Revenue	2,465,325	6,643,650 [City: 3,992,309@8.300] [County:2,651,341@5.615]	6,643,650	7,811,236 [City: 4,668,354 @6.7943] [County:3,142,882 @4.5796]	This amt. includes estimated un-encumbered carryover of \$1,634,688 and estimated encumbered carryover of \$900,000 Budgeted for 07/08 at 60% of total fee est. of \$4.8M
Prior Year Carryover		610,860	907,238	2,534,688	
Other – LOC	300,000	1,545,600	-0-	3,130,000	
Other – City Advance	250,000	250,000	218,500	250,000	
Other – Interest		105,204	235,000	250,000	
Other – Misc.			240		
Other- Bel House Apts. Rents				300,000	
Other – Rehab Loan for Bel House Apts				977,500	
TOTAL REVENUE	\$ 3,015,325	\$9,155,314	\$8,004,628	\$15,253,424	
Expenses					
Personnel	448,400	698,433 [Admin- 302,115] [Proj- 396,318]	698,433	725,000	Debt Service on LOC and Rehab Loan for Bel House Apts.
Operating	660,404	510,910 [Admin- 385,910] [Proj- 125,000]	510,910	615,000	
Capital Outlay	18,000	25,000	25,000	15,000	
Debt Service	52,000 (LOC)	55,733	55,733	115,000	
County Administrative Fee	15,053	39,770	39,770	47,143	
County TIF Refund	781,468	2,437,680	2,437,680	2,783,266	
City Advance Repayment		250,000	218,500	250,000	
Reserve/Contingency	250,000				
Sub-Total Expenses	\$ 2,225,325	\$4,017,526	3,986,026	4,550,409	
TOTAL Balance Remaining for Project and Program Allocations	\$ 790,000	\$5,137,788	\$4,018,602	\$10,703,015	

NMCRA FY 2007-08 PROPOSED PRELIMINARY BUDGET

ATTACHMENT A

(1) CRA Projects, Services & Programs:	(2) Amended FY2005-06 Budget	(3) Adopted FY 2006-07 Budget	(4) Proposed Amended FY 2006-07 Budget	(5) Proposed Preliminary FY 2007-08 Budget	(6) Comment(s)
(A) Special Events	40,000				
(B) Commercial Redevelopment Grants for Businesses – CRA-wide	200,000	857,500	857,500	1,289,566 (E)	
(C) Economic Development Assistance and Incentive Fund		[480,000]	[480,000]	[480K + 24K = 504K]	Funding for 6 new Rehab. Grants at max. of 80K each (480K), 14 new Beautification grants at max. of 15K each (210K), and direct program support costs of 35K. Also includes 500K in encumbered carryover funds.
• Commercial Rehabilitation Program		[315,000]	[315,000]	[210K + 11K = 221K]	
• Commercial Beautification Program		[62,500]	[62,500]	[64,566]	
• 50% of Cost for the City Econ. Dev. Specialist					
• Micro-Business USA – North Miami Entrepreneurial Training & Micro-loan Program				-0-	CRA and City could fund the total 1 st year cost of \$62,765 on a 50/50 basis
(D) Downtown NoMi	100,000				
(E) Commercial Corridor Improvement Program		550,000	550,000	375,000 (I)	Funding includes \$262,400 for the Clean Team, \$62,600 for Code Enforcement Enhancement and \$50K as a contingency for service adjustments.
(F) Pioneer Gardens (Ruck's Park) Affordable Housing Development				(H)	
• Land Clearing		1,738	1,738		
• Homebuyer Counseling and Credit Qualifying	200,000	357,143 (LOC)	71,414	250,000 (LOC)	
• Debt Service (Funding from CRA LOC)	250,000 (LOC)	50,000 (LOC)	-0-	-0-	
• Legal Fees/Prof. Svcs.		75,000 (25K – LOC)	75,000	25,000	
• Developer's Fee to NMH (Funding from the CRA LOC)		1,113,458 (LOC)	-0-	2,880,000 (LOC)	
• Special Audit (Inspector General)		25,000	25,000	25,000	
• Construction Mgt. Services				75,000	
(G) Residential Rehabilitation Program for homeowners		602,950	602,950	720,000 (H)	Funding includes 602,950 in carryover funds and the 15% dev. fee for NMH (12 x 50K = 600K; 15% = 90K; and direct program support costs = 30K)
(H) Homebuyer Subsidies for purchase of homes (excluding Pioneer Gardens at North Miami)		200,000	200,000	840,000 (H)	Funding includes subsidy loans for 10 first-time homebuyers (16 x 50K = 800K; and 40K for direct program support costs. Includes encumbered carryover of 200K.
(I) Developer/Owner incentive funding for affordable housing units (excluding Pioneer Gardens at North Miami)		500,000	500,000	250,000 (H)	Funding includes 150K in encumbered carryover.
(J) Downtown Development Master Plan, including NW 7 th Avenue and including exploration of a WIFI access system as a downtown/citywide enhancement		150,000	150,000	150,000 (P)	Funding includes carryover from the prior year budget. For FY 2007-08 scope will include development of Urban Design standards
(K) CRA Contribution for re-write of the City Zoning Code		100,000	100,000		
(L) CRA Contribution for update of the City CDMP		80,000	80,000		
(M) Citywide Water and Sewer Impact Fee Study		25,000	25,000		
(N) Repayment of CRA creation expenses (est. at \$783K) to the City		450,000	450,000	233,000 (O)	Balance due is 100,000
(O) Land Acquisition – Duplex adjacent to Pioneer Gardens at 13810-12 NE 5 th Avenue			330,000	119,699 (C)	Funding for strategic land/property acquisitions
(P) MOCA Expansion Support				500,000 (C)	CRA Board Resolution approved for \$500K
(Q) Neighborhood Beautification in the Sunkist Grove area				650,000 (I)	CRA funding would continue and leverage City-funded improvements
(R) Lease/Purchase of the Bel House Apartments				650,000 (H)	Lease costs estimated at 35K per month plus direct project support costs est. at 50K
(R1) Rehab of Bel House Apts				977,500 (Loan) (H)	
(S) Lease/Purchase of the Miami Way Theater				350,000 (?) (C)	Lease costs estimated at 25K per month plus direct project support costs est. at 50K
(T) Payments to NGBs for Olympic Training Facility				-0-	
(U) Undergrounding of FPL lines on NE 8 th Avenue from approx. NE 131 – 135 Street				200,000 (I)	Includes estimated design and construction costs per CRA Reso.
(V) Repayment of Ruck's Park I project costs to the City				112,000 (H)	Total Ruck's I costs are \$315,624.86 per Biscayne Landing
(W) Academic/Internship Program - \$62,500 request				31,250 (SE)	Funding @50% for 5 students
(X) North Miami Stadium Re-Sodding - \$600K request				-0-	
Total	\$ 790,000	\$5,137,788 For FY 06-07 the funding sources are as follows: LOC - \$1,545,600 CRA budget - \$3,592,188	\$4,018,602	\$10,703,015	Housing – 6,804,500 (64%) Infrastructure –1,225,000 (11%) Capital Imp. - 969,699 (9%) Econ. Dev. - 1,289,566 (12%) Other - 233,000 (2%) Planning - 150,000 (1%) Socio-Econ. - 31,250 TOTAL = \$10,703,015 (100%)

CRA Tax Increment Financing (TIF) Revenue Projection for the FY 2007-08 Budget

Attachment B

	(A) Base Taxable Property Value (TV) (2004)	(B) FY 2005-06	(C) FY 2006 -07	(E) FY 2007-08	Comments
	1,917,218,123	2,282,812,349 (+19%)	2,789,812,593 (+22%)	3,235,296,000 (+16%)	
	869,122,633 879,399,850 (r) – per City	1,050,153,621 (+21%)	1,375,439,542 (+31%)	1,602,661,496 (per City) (+17%)	
		181,030,988	506,316,909	723,261,648 (per City)	
		8.500	8.300	6.7943 (per City on 8/6/07)	
		\$1,461,825	\$3,992,309	4,668,354 (per City on 8/6/07)	At the City's previous millage rate of 8.300 the City TIF payment for 2007-08 would be \$5,702,918
		\$296,266	\$306,130		
	869,122,633 870,434,294 (r) – per County	1,050,153,621 (+21%)	1,366,163,674 (+30%)	1,586,871,505 (per County) (+16%)	
		181,030,988	497,041,041	716,437,211	
		5.835	5.615	4.5796 (per County on 7/24/07)	
		1,003,500	2,651,341	3,142,882 (per County – 8/8/06) CRA's calculation is \$3,116,946	At the County's previous millage rate of 5.615 the County TIF payment for 2007-08 would be \$3,821,655.
(10)		\$2,465,325	\$6,643,650	\$7,811,236	
		493,065	1,328,730		
	854,708,441 855,698,241 (r) – per County	995,684,889 (+16%)	1,311,694,942 (+32%)	1,489,539,138 (per County)	
		140,976,448 (78%)	456,986,501 (92%)	633,840,897	
	14,414,192	54,468,732	54,468,732	55,013,420 (?)	
		40,054,540	40,054,540	40,599,228	
		36,689,336	38,824,414		
		\$781,468	\$2,437,680	2,783,266 (per County – 8/8/07) CRA's calculation \$2,757,601	
		\$222,032	\$213,661	\$359,616	
		\$203,378	\$207,099		
(3) or (5+19)		\$1,683,857 (Total Actual Revenue = \$2,745,081)	\$4,205,970	\$5,027,970	

ATTACHMENT C

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY FY 2007-08 PROPOSED PERSONNEL SERVICES EXPENSES AND COST ALLOCATION

	<u>FY 2007/08</u>	<u>Staff Allocation Plan</u>		
	<u>Personnel</u> <u>Budget</u>	<u>Admin.</u> <u>Budget</u>	<u>Project</u> <u>Budget</u>	<u>%</u> <u>Rate (1)</u>
<u>Personnel Services</u>				
Regular Salaries				
Executive Director	198,650	99,325	99,325	50%
Redevelopment Program Manager	95,000	23,750	71,250	75%
Finance Manager	76,250	38,125	38,125	50%
Urban Redevelopment Planner	70,000	-	70,000	100%
Special Projects Manager	55,250	27,625	27,625	50%
Executive Secretary	40,000	40,000	-	0%
Subtotal – Salaries	<u>535,150</u>	<u>228,825</u>	<u>306,325</u>	
Expense Allowance – Exec. Dir.	6,000	3,000	3,000	
Total Taxable Earnings	<u>\$541,150</u>	<u>231,825</u>	<u>309,325</u>	
Fringe Benefits				
FICA/Medicare – Employer (4)	35,050			
Health/Dental Insurance (2)	69,000			
Life/Disability Insurance (3)	8,550			
Worker’s Compensation Insurance (4)	2,720			
Pension – Employer Contribution (5)	53,515			
Subtotal – Benefits	<u>\$168,835</u>			
Contingency	15,015			
Total Personnel Services	<u>\$725,000</u>			

NOTES:

(1) 2007/08 Staff Rate Allocated to Project-Operating Expenses

(2) CRA will pay 100% of the annual cost for Health and Dental insurance coverage through the City of North Miami up to \$9000, with the cost for the Executive Director being paid 100% by the CRA as per contract. (e.g. 5 employees x \$9K = \$45K; and 1 employee x \$24K = \$24k for most expensive City coverage option for budgeting purposes)

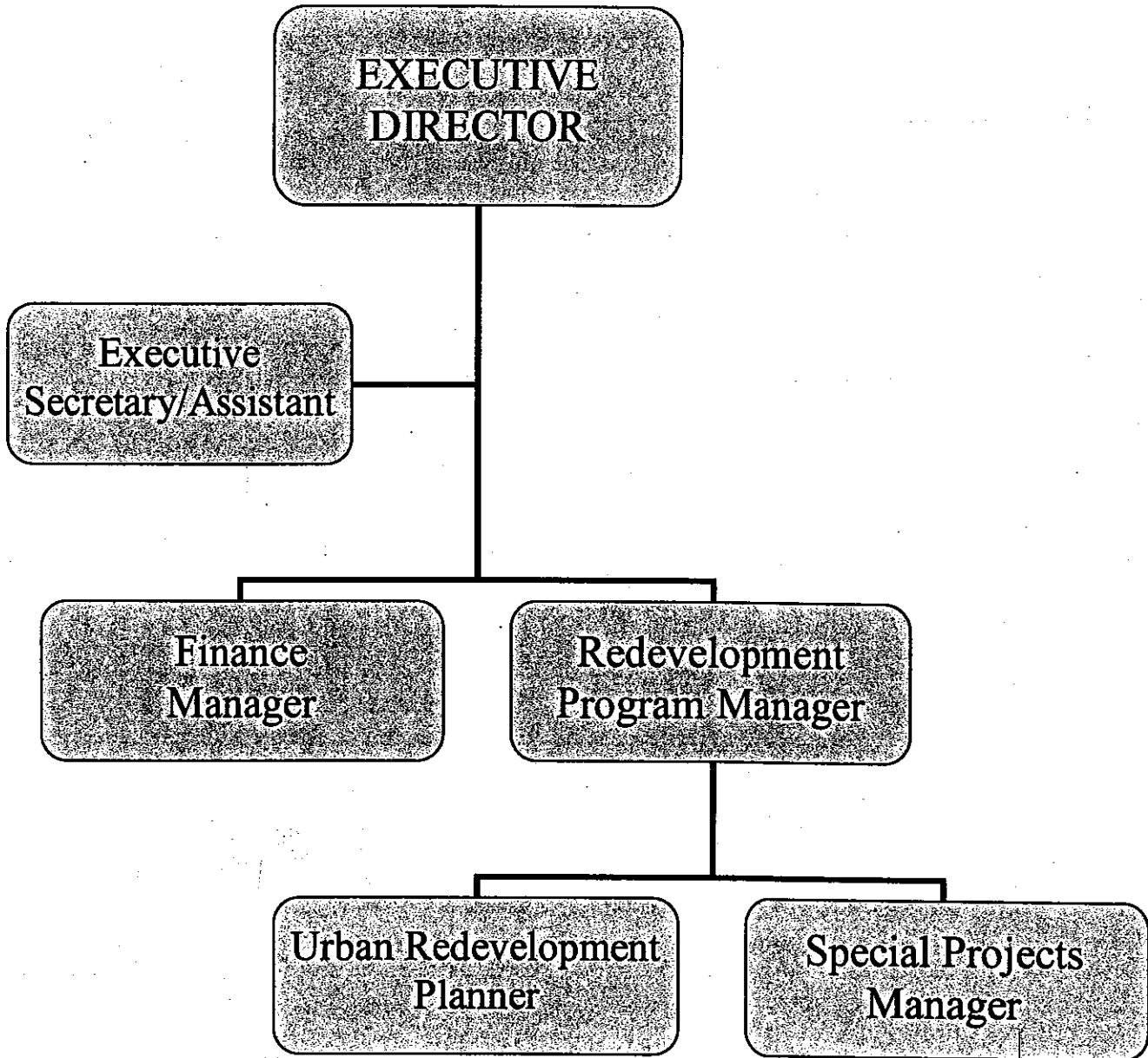
(3) CRA will pay 100% benefit for the Executive Director as per contract, and will pay 100% of the cost for life insurance coverage in the amount of 1 times the employee’s gross annual salary for all other full-time employees.

(4) CRA cost of required employer contributions and insurance coverage

(5) CRA will pay 100% of the cost based on a contribution of 10% of the gross salary for each employee



FY 2007-08 Staffing Plan



**North Miami Community Redevelopment Agency (CRA)
Staff Job Descriptions**

Executive Director

Salary Range: As established by the CRA Board

This is advanced professional work spearheading the redevelopment efforts of the North Miami Community Redevelopment Agency, located in the City of North Miami. The Executive Director's duties and responsibilities are delineated in the CRA by-laws and the employment contract negotiated with and approved by the CRA Governing Board comprised of the Mayor and members of the City Council of the City of North Miami.

Redevelopment Program Manager Min/Max Salary Range: \$75,000 - \$112,500 DOQ

Under the supervision of the Executive Director, responsible for executing all initiatives and activities to facilitate redevelopment projects, including design review, financial incentives, property acquisition/disposition, GIS services, and general economic development assistance. This position provides design review direction for the redevelopment districts and assists private development projects from start to finish. The Redevelopment Program Manager administers the planning, organization, and direction of all redevelopment, affordable housing, capital improvement and economic development projects. The Redevelopment Program Manager performs managerial and strategic work in the areas of redevelopment, affordable housing and economic development, including streetscape, real estate acquisition and disposition, planning and development for redevelopment districts and the recruitment and expansion of local business and industry. In addition, the Redevelopment Program Manager performs other administrative, project management and planning, and the Executive Director may assign related duties as.

REQUIRED SKILLS AND ABILITIES

- Knowledge of principles, theory, practices and procedures of urban planning and community redevelopment.
- Good oral and written communication and management skills; considerable skill in the collection, analysis and presentation of technical data and statistics.
- Knowledge of applicable laws, ordinances, standards and regulations of community redevelopment and the ability to apply basic knowledge of economics, architecture, land development, historic preservation, finance and sociology to the process of community redevelopment.
- Knowledge and understanding of the development process including design, impact analysis and financing.
- Knowledge of modern business and public administration and/or municipal administration.
- Knowledge of grant development, writing and administration.
- Strong interpersonal skills with the ability to interface with diverse economic and social groups.

REQUIREMENTS: The candidate will have, as a minimum, a Bachelor's degree in Planning, Public/Business Administration or a related field. A Master's Degree in Urban Planning, Public/Business Administration or a related field is preferred. At least five (5) to seven (7) years experience at the level of Department Director, or a position of similar responsibility. Redevelopment experience is required.

Finance Manager

Min/Max Salary Range: \$70,000 - \$105,000 DOQ

Under the supervision of the Executive Director, the Finance Manager will lead, develop and provide the financial expertise to execute business plans aligned with the CRA's redevelopment strategy and focus. Key accountabilities for this position include all financial and accounting operations, and reporting and analysis.

REQUIRED SKILLS, ABILITIES AND EXPERIENCE

- Demonstrated track record of leadership in a management role with excellent presentation, communication and interpersonal skills
- Demonstrated finance, accounting, budgeting, fund management, forecasting, revenue management, revenue bonding, debt management, capital expenditure planning, auditing and project management knowledge and experience
- Demonstrated success in evaluating risks and developing proactive strategies and plans to mitigate business issues is highly desirable along with the ability to think strategically, synthesize complex business/financial data and develop innovative solutions
- Demonstrated experience in managing the finances of a community redevelopment agency and knowledge of the financial and other reporting requirements applicable to CRAs in the State of Florida
- Facility with relevant accounting and other software and internet search tools
- Background in real estate finance, including deal structuring, equity and debt financing, feasibility analysis
- Strong background in financial modeling, including investment analysis and sensitivity analysis

REQUIREMENTS: A Bachelor's degree in Accounting with a CPA or an equivalent combination of education and/or experience is required. An MBA or advanced degree in accounting, finance, business or a related field is preferred. In addition a minimum of five (5) to seven (7) years of increasingly responsible experience in a business environment which includes a combination of finance, accounting and high level management.

Urban Redevelopment Planner

Min/Max Salary Range: \$60,000 - \$90,000 DOQ

This is an advanced professional position providing Urban and Redevelopment Planning services to the North Miami Community Redevelopment Agency. Under the direct supervision of the Redevelopment Program Manager responsibilities include the preparation of redevelopment plans and amendments, feasibility reviews and analysis, implementation strategies, comprehensive development plan elements and other plans and studies in support of CRA redevelopment goals, projects, programs and activities. Work involves developing study methodologies; researching and writing plans and reports; coordinating with public agencies and the private sector; and, presenting plans, proposals and recommendations to elected officials, professional staff and the public. The position also performs related work as may be required and/or assigned.

REQUIRED SKILLS AND ABILITIES

- Knowledge of principles, theory, practices and procedures of urban planning and community redevelopment.
- Good oral and written communication and management skills; considerable skill in the collection, analysis and presentation of technical data and statistics.
- Knowledge of applicable laws, ordinances, standards and regulations of community redevelopment and the ability to apply basic knowledge of economics, architecture, land development, historic preservation, finance and sociology to the process of community redevelopment.
- Knowledge and understanding of the development process including design, impact analysis and financing.
- Knowledge of modern business and public administration and/or municipal administration.
- Knowledge of grant development, writing and administration.
- Strong interpersonal skills with the ability to interface with diverse economic and social groups.

REQUIREMENTS: A Masters Degree in urban planning or a related field; A minimum of five (5) years responsible planning experience, including 3 years experience in program development and implementation; or any equivalent combination of training and experience.

Special Projects Manager

Min/Max Salary Range: \$40,000 - \$60,000 DOQ

This is a professional position at a responsible, technical and professional level relative to a supporting role in the management of the CRA and its projects. Work is performed exercising considerable initiative and is independent in undertaking and completing redevelopment assignments. The position involves extensive contact with government officials, public and private agencies, the development and business community, citizen groups, advisory boards and other departments. Manages all media, marketing and advertising activities including website design, development and management; create brochures, newspaper ads, displays, and newsletter; GIS, computer mapping and data organization/management; research; grant and resource development support and public relations for CRA programs. The Special Projects Manager is also responsible for creating and updating the office document management system, including maintaining hardcopies, digital, and online versions of resolutions, agreements, agenda packets, and other documents. In addition, this position provides overall technical support for the office, including helping with the purchase, installation, and maintenance of all hardware and software. Further, this position serves as a liaison to organizations and committees, and provides support for redevelopment projects, programs and activities as assigned.

TECHNICAL SKILLS AND ABILITIES

The Special Projects Manager is expected to have a high level of proficiency with the following software packages:

- Adobe InDesign, Photoshop, and Illustrator
- Adobe Acrobat (create, edit, optimize files for web)
- Macromedia Dreamweaver (VBScript application environment)
- MS Access
- ARCView GIS
- MS Project

REQUIREMENTS: Bachelor's degree in Public/Business Administration, urban planning, operations research, landscape architect, or related field; supplemented by a minimum of three (3) years of experience in area of assignment; or an equivalent combination of education, training, and experience in community redevelopment, city or county government, or economic development. In addition, demonstrated technical skills and experience in programming, website design/development and related database and project management as well as strong written communications skills are required.

Executive Secretary/Assistant

Min/Max Salary Range: \$35,000 - \$52,500 DOQ

This is a professional position involving executive secretarial, administrative and related clerical work for the CRA Executive Director. The Executive Secretary/Assistant performs a variety of complex secretarial, administrative and clerical duties requiring considerable knowledge of the Executive Director's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the agency. Duties typically include arranging for and attending conferences and meetings, independently answering inquiries where there is established policy or precedent action, taking and transcribing dictation, composing and typing correspondence and performing research to compile data for special reports and other purposes. Incumbents utilize a variety of office skills and considerable independent judgment in relieving supervisor of administrative details. Supervision may be exercised over subordinate clerical employees through assignment of tasks and review of completed work for accomplishment of desired objectives. General supervision is received from the Executive Director who reviews work for satisfactory performance of executive secretarial duties and for attainment of desired goals and objectives.

ILLUSTRATIVE TASKS

Performs executive secretarial duties for the CRA Executive Director; commits time in making appointments and maintains calendar; maintains itinerary and makes travel and hotel arrangements as required.

Arranges for and attends various conferences and meetings; informs participants and provides background information; serves as recording secretary at conferences, meetings and staff consultations; and follows through on actions required as a result of conferences.

Takes and transcribes dictation which may vary by subject matter including legal, technical, financial or other specialized terminology; takes verbatim transcript from telephone calls or in conferences as requested; operates personal computer and other computerized office equipment.

Opens, screens and distributes mail; marks important parts of instructions, orders and regulations for executive, and organizes mail according to priorities; maintains control of correspondence flow through office; insures that report deadlines are met and that all information distributed is complete.

Composes correspondence from verbal instructions of superior, and independently drafts replies to inquiries; reviews correspondence prepared by others for superior's signature to insure correct grammar, format and completeness.

Receives and screens telephone calls and visitors; responds to requests for information by answering questions where there are established policies or regulations, or precedent actions taken by supervisor.

Establishes and maintains office filing systems; reorganizes files as required; establishes subject matter files; purges files of unnecessary items according to established policies and procedures.

Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of executive secretarial methods, techniques and procedures.

Thorough knowledge of general office procedures, practices and equipment.

Thorough knowledge of the department to which assigned including its policies, procedures, regulations, organization and workflow.

Thorough knowledge of executive protocol and the proper order of etiquette in conducting secretarial activities.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various County and City departments.

Considerable knowledge of the responsibilities of an Executive Director and the relationship with other agency executives, managers and supervisors.

Knowledge of supervisory principles and practices.

Ability to establish and maintain an effective working secretarial relationship with an Executive Director or comparable executive official.

Ability to take and transcribe dictation at a high rate of speed.

Ability to operate typewriters, personal computers and other computerized office equipment with accuracy and speed.

Ability to develop and maintain effective working relationships with subordinates, superiors and a variety of County, City, and other officials including the members of a Governing Board and an Advisory Committee.

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to establish and revise office policies and procedures.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

ATTACHMENT D
NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY
FY 2007-08 PROPOSED SCHEDULE OF OPERATING EXPENSES AND
CAPITAL OUTLAY

<u>Operating Expenses</u>	<u>Adopted</u>	<u>Proposed</u>	<u>FY 2007-08</u>	
	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>Admin.</u>	<u>Project</u>
Prof. Services (see schedule)	325,000	405,000	137,500	267,500
Other Services:				
Finance & Bank Charges	100	750	750	
Licenses & Permit Fees	<u>200</u>	<u>250</u>	<u>250</u>	
Subtotal – Other Svcs.	300	1,000	1,000	
Insurance	12,594	15,000	15,000	
Marketing & Promotion:				
Marketing	18,000	25,000	20,000	5,000
Sponsorships & Contrib.	<u>25,000</u>	<u>35,000</u>	<u>35,000</u>	
Subtotal – Marketing & Promotion	43,000	60,000	55,000	5,000
Printing & Reproduction	10,000	13,000	13,000	
Communications:				
Advertising & Notices	2,000	5,000	3,000	2,000
Postage & Delivery	500	1,500	1,500	
Telephone/DSL/Cable TV	5,340	6,500	6,500	
Internet/Web Services	<u>1,000</u>	<u>2,000</u>	<u>2,000</u>	
Subtotal – Communications	8,840	15,000	13,000	2,000
Leases & Rentals:				
Office Rental	60,000	40,000	40,000	
Equipment Rental	<u>2,676</u>	<u>4,000</u>	<u>4,000</u>	
Subtotal – Leases & Rentals	62,676	44,000	44,000	
Repair & Maintenance:				
Computer Maintenance	2,500	2,000	2,000	
Supplies:				
Office Supplies	7,500	6,000	6,000	
Operating Supplies	5,000	3,500	3,500	
Data Processing				
Supplies/Software	2,500	1,500	1,500	
Books & Subscriptions	<u>500</u>	<u>1,000</u>	<u>1,000</u>	
Subtotal – Supplies	15,500	12,000	12,000	

ATTACHMENT D

	Adopted <u>FY 2006-07</u>	Proposed <u>FY 2007-08</u>	<u>FY 2007-08</u> <u>Admin.</u>	<u>Project</u>
Other Oper. Expenses:				
Travel				
Conferences	20,000	25,000	25,000	
Meetings	<u>5,000</u>	<u>15,000</u>	<u>15,000</u>	
	25,000	40,000	40,000	
Local Meetings & Schools	1,000	2,000	2,000	
Mileage, Tolls & Parking Fees	1,000	1,000	1,000	
Dues & Memberships	<u>3,500</u>	<u>5,000</u>	<u>5,000</u>	
Subtotal -- Other Oper. Exp.	30,500	48,000	48,000	
Total Operating Expenses	\$510,910	\$615,000		
<u>Capital Outlay</u>				
Office Furniture	12,000	7,000		7,000
Computer Equipment	11,500	5,000		5,000
Other Office Equipment	<u>1,500</u>	<u>2,500</u>		<u>2,500</u>
Total Capital Outlay	\$ 25,000	\$15,000		15,000
TOTAL OPER. EXP. & CAPITAL OUTLAY	\$535,910	\$630,000		

NMCRA FY 200708 Budget Support schedule for operating and capital expenses
081507

**NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY
FY 2007-08 PROPOSED SCHEDULE OF LEGAL AND PROFESSIONAL SERVICES**

	<u>FY 2007/08</u>	<u>FY 2007/08</u>	
	<u>Contractual</u> <u>Budget</u>	<u>Admin.</u> <u>Budget</u>	<u>Project</u> <u>Budget</u>
<u>Legal and Professional Services</u>			
Accounting & Auditing (1)	15,000	15,000	-
Legal Services (2)	100,000	67,500	32,500
Management Services (3)	15,000	15,000	
Financial Advisory Services (4)	30,000	7,500	22,500
Bond Counsel Services (5)	20,000	5,000	15,000
Community Outreach Services (6)	35,000	12,500	22,500
Other Professional Services (7)	190,000	15,000	175,000
Total – Professional Services	<u>405,000</u>	<u>137,500</u>	<u>267,500</u>

NOTES:

- (1) Services to be provided by Sanson Kline as per contractual for year number two to conduct the FY 2006-07 independent audit.
- (2) Services to be provided by Gray Robinson, PA per contractual agreement.
- (3) Services to be provided by Adams Advisory Services, LLC for financial management support relative to the audit for FY 2006-07.
- (4) Services to be provided by First Southwest per contractual agreement.
- (5) Services to be provided by Squire Sanders per contractual agreement.
- (6) Services to be provided by Guylene Berry per contractual agreement.
- (7) Services to be provided by a variety of professional consultants to be selected as needed to address the following anticipated needs for professional services.

<u>Professional Service</u>	<u>Est. Total</u>	<u>Admin.</u>	<u>Project</u>
Affordable Housing Dev.	35,000		35,000
Property Appraisals	15,000		15,000
Real Estate Advisory	15,000		15,000
Redevelopment /Planning	30,000		30,000
Theater Re-Use Analysis (Miami Way)	50,000		50,000
Rehabilitation/Construction (Bel House)	30,000		30,000
Misc./Other (Retreat, etc.)	15,000	15,000	
Total	190,000	15,000	175,000

ATTACHMENT E

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY FY 2007-08 PROPOSED DEBT SERVICE EXPENSES

A. Debt Service Expense – Region’s Bank Line of Credit (LOC)

- (1) Interest payments on the LOC are due on 4/1 and 10/1 of each year at 5.79% per annum on the amount of the LOC that has been drawn down as of each date. During FY 2007-08 it is assumed that of the expected draw down of \$3,130,000 (e.g. \$2,880,000 for Developer Fees related to the Pioneer Gardens housing development and \$250,000 for the CRA’s contract with the Housing Partnership of North Miami for homebuyer training and purchase assistance services) no funds will have been drawn down as of 10/1/07 and that some \$720,000 for developer fees and \$125,000 for homebuyer services will be drawn down as of 4/1/08.

<u>Date</u>	<u>Est. Amount Drawn Down</u>	<u>Debt Service Payment Due</u>
-------------	-------------------------------	---------------------------------

10/1/07	-0-	\$ -0-
---------	-----	--------

04/1/08	720K + 125K = 845K	\$ 24,463
---------	--------------------	-----------

845K x 5.79% per annum =
48,925 for 12 months x
.5 for 6 months = 24,463

- (2) The LOC also has an Availability Fee charge of 0.15% (15 basis points) per annum on the portion of the principal amount of the Note that has not been drawn down as of each such date. The fee is due on each Interest Payment Date (e.g. on 4/1 and 10/1 of each year).

<u>Date</u>	<u>Est. Amount Not Drawn</u>	<u>Debt Service Payment Due</u>
-------------	------------------------------	---------------------------------

10/1/07	10,758,300	\$ 8,069
---------	------------	----------

10,758,300 x .15% per annum =
16,137 for 12 months x
.5 for 6 months = 8,069

04/1/08	9,913,300	\$ 7,435
---------	-----------	----------

9,913,300 x .15% per annum =
14,870 for 12 months x
.5 for 6 months = 7,435

- (3) Total 1 + 2 above = \$39,967 = Round up to \$40,000 for budget purposes

ATTACHMENT E

B. Debt Service Expense – Bank Rehabilitation Loan for Bel House Apts.

The budget assumes that the CRA will secure either directly or indirectly through the owner of the Bel House Apts. a bank loan to fund the rehabilitation of the 45 units in the east building of the Bel House Apts. complex. The bank loan will be in the total amount of approximately \$977,500 comprised of \$850,000 for rehabilitation costs and \$125,500 for the 15% developer fee that would be due to North Miami Housing for managing the rehabilitation construction.

The debt service requirement relative to this loan during FY 2007-08 assumes that the loan will be an interest-only loan at an interest rate of approximately 7.50% (note that the Bel House Apts. has an interest-only bank loan in place at an interest rate of 5.50% through the current owners). The FY 2007-08 debt service requirement is estimated as follows:

$\$977,500 \times 7.50\% = \$73,313 = \text{Round to } \$75,000 \text{ for budget purposes}$

Total Debt Service Expense = A+B = 40,000 + 75,000 = \$115,000

DYNAMIC COMMUNITY DEVELOPMENT CORPORATION

3550 Biscayne Blvd. Suite 304 Miami, FL 33137
Satellite Office: 843 NE 125 Street North Miami, FL 33161
Telephone: (305) 576-0010 Fax: (305) 571-8007

August 13, 2007

Jacob Gill
Chairperson

Marilyn Torres
Secretary

Steven Zorn
Administration/
Financial

Mr. Tony E. Crapp Sr.
Executive Director
North Miami Community Redevelopment Agency (CRA)
615 NE 124 Street
North Miami, FL 33161


Dear Mr. Crapp:

Thank you for the opportunity to present this proposal for Dynamic Community Development Corporation's (CDC) participation in promoting the services available through North Miami's CRA office. As we discussed, Dynamic CDC, will target the growing small business community of North Miami.

Dynamic Community Development Corporation (CDC) is a non-profit 501(c)(3) corporation with extensive experience in providing business related services geared towards economic and community development.

Attached, please find the proposal which we discussed during our recent telephone conversation. Should you have any questions, or require further details, please do not hesitate to call me at Dynamic's office (305) 576-0010.

Sincerely yours,



Luis De Rosa
Outreach Officer

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PROPOSAL

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Mission Statement and Brief History

Dynamic Community Development Corporation (CDC) was incorporated in the State of Florida in 2001 as a community-based 501 (c) 3 non-profit economic and community development organization. Its mission is to assist small businesses through technical assistance, and referrals to special programs sponsored by government and private sector organizations. The ultimate goal of Dynamic CDC is to promote the expansion of small businesses, and the creation and retention of jobs, thereby directly contributing to the local tax base and the economic wellbeing of the community. We have also provided direct job and employment preparation / training. Dynamic CDC also provided services designed to support small businesses through the issuance of microloans, in partnership with the Puerto Rican Chamber of Commerce's Small Business Microloan project. In the past, we have successfully delivered business and community-related services through Miami-Dade County's Office of Community and Economic Development (OCED). In 2006, Dynamic CDC successfully completed a North Miami Community Development Block Grant (CDBG) project which resulted in the creation of over thirty (30) jobs for residents on North Miami.

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Dynamic CDC proposes to conduct two (2) Economic Development Workshops and one Business / Job Fair, targeting the small business community of North Miami. Through a series of outreach programs and campaigns, members of the community will be encouraged to participate and avail themselves of an array of economic development benefits available through the North Miami Redevelopment Agency (CRA). **It is important to note that all workshops will be available in English and Spanish – with the goal of inclusion - targeting North Miami's Hispanic community while remaining inclusive of all North Miami residents.**

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Dynamic Community Development Corporation will prepare and distribute literature in English, Spanish and Creole introducing the CRA and detailing its programs and goals. There will be a focus on CRA's economic development program. There will be space provided for a message from the Mayor and City Council of North Miami, as well as from the Director of the CRA. In the

literature directed towards small business development, emphasis will be placed on the particular system of family values which encourages participation in our programs as a means of achieving the economic success and security of the next generation. Outreach services will include:

- Press Releases in English, Spanish and Creole
- Developing a working relationship with the Miami Herald Neighborhood Section, El Nuevo Herald, La Opinión Puertorriqueña, and Hola Amigos.
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Please note: As a prelude to outreach and other services, Dynamic CDC will survey North Miami to determine the size of the city's Hispanic business community, the location of major Hispanic-owned small businesses, and the goods / services provided at these businesses to better tailor the future workshops.

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- Encouraging North Miami business people to develop a relationship with CRA, and to advantage themselves of the programs and technical assistance available through that Agency, as well as Dynamic CDC.

Again, it must be stressed that the topics presented at this second Workshop are flexible. We will take into consideration, when preparing this Workshop, the feedback we receive from attendees at the first workshop, as stated above.

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The theme of this Fair will be "Get to Know Your Neighborhood Businesses". The goal of this Fair is to introduce and familiarize the residents of North Miami with the many goods and services available through the businesses located in their city. This is a way for each participating business to attract new customers and/or clients. A very important concept is reinforced through such Business Fairs – the idea of reinvestment of residents' income back into businesses and institutions within their own neighborhood.

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- Table top displays promoting services and or products of participating businesses
- North Miami CRA programs and services promoted
- North Miami Housing & Economic Development Agency promoted
- North Miami elected officials invited to participate

This Fair will also provide an excellent opportunity for job creation as we will invite companies looking for employees to attend this event, and to meet and interview potential new employees.

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Dynamic Community Development Corporation
Proposal for North Miami CRA
Projected Budget

Personnel

Senior Project Manager	\$ 12,000.00	
Assistant Project Manager	\$ 8,000.00	
Financial / Administration	\$ 6,000.00	
Payroll Taxes	<u>\$ 2,100.00</u>	\$ 28,100.00

Programmatic Services

Business/Job/Dominos Fair (tents, tables, chairs, music, displays, promotions, posters)	\$ 7,000.00	
Workshops (promotional materials, site rental, food, incidentals (\$1500 x 2)	\$ 3,000.00	
Four (4) Community-Wide Newsletters (\$500 x 4)	\$ 2,000.00	
Flyers (promoting events & CRA	\$ 1,800.00	
Purchase radio time & newspaper space	\$ 3,000.00	
Liability Insurance - corporate & events	<u>\$ 1,100.00</u>	\$ 17,900.00

Other

Sublease of North Miami Satellite office	\$ 2,400.00	
Office supplies	\$ 600.00	
Translation Services	<u>\$ 1,000.00</u>	<u>\$ 4,000.00</u>

Total **\$ 50,000.00**

Partnerships

Dynamic Community Development Corporation acknowledges the importance of maintaining a positive working relationship with other community-based economic and community development agencies, as well as with pro-business governmental Agencies – all which play a role in providing technical and financial assistance to small and growing businesses. Among the partners that Dynamic CDC will bring to this project are:

North Miami Hispanic Association Hiram Quiñones, President

Mr. Quiñones is a resident and business owner (Mr. Trophy) in North Miami who is known for his civic involvement and community participation. As President of the North Miami Hispanic Association, he has pledged his support for Dynamic CDC's work in North Miami.

Puerto Rican Chamber of Commerce of South Florida Raymond Torres, Chairperson

The Puerto Rican Chamber of Commerce of South Florida has a successful Small Business Microloan Program. As part of their technical assistance services, the Chamber has an extensive community-based technical assistance referral system. The Chamber, and its Microloan Program, has agreed to make their services available to businesses in North Miami as part of our project.

Acción USA Mr. William Mateo, Program Director

Acción USA, known for its Small Business programs, is a major provider of Microloans to small businesses in South Florida. Mr. Mateo will be participating in our workshops.

SER Jobs for Progress Miriam Zeno – Center Director

SER-Jobs for Progress administers the South Florida Workforce, which in 2006 partnered with Dynamic CDC in a Business / Job Fair. That Job Fair, held in North Miami, resulted in the creation of thirty (30) jobs for city residents.

Date: **FEB 22 2001**

Dynamic CDC
3550 Biscayne Blvd. Suite 304
Miami, FL 33137

Employer Identification Number:
65-0984762
DLN:
17053272020040
Contact Person:
JAMES JANSEN ID# 31312
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
February 28
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
February 29, 2000
Advance Ruling Period Ends:
February 28, 2005
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)



City of North Miami

776 Northeast 125th Street, P.O. Box 619085, North Miami, Florida 33261-9085

(305) 893-6511

July 20, 2007

Mr. Steven Zorn
Administration
Dynamic Community Development Corporation
3550 Biscayne Boulevard, Suite 304
Miami, FL 33137

RE: Community-Based Organization Grant

Dear Mr. Zorn:

I am in receipt of your correspondence dated July 16, 2007, regarding your organization's decision not to utilize Community Development Block Grant (CDBG) funds awarded your organization by the City Council on January 9, 2007.

We regret to hear that Federal reporting requirements and your staffing size have made this grant difficult to maintain. Notwithstanding, we are pleased to see that your past participation has afforded the City the benefit of 30 full and part-time jobs for low to moderate income residents, and encourage you to consider the City again in the future as your staffing size expands. Thanks and good luck in your endeavors.

Sincerely,

Maxine Calloway, Director
Community Planning & Development

MC/gf

c: Clarence Patterson, City Manager
Dennis Kelly, Deputy City Manager
Florice Roberts, CDBG Administrator

JOBS!

JOBS!

JOBS!

J O B F A I R

*HOSTED BY DYNAMIC COMMUNITY DEVELOPMENT CORPORATION,
SER JOBS FOR PROGRESS & SOUTH FLORIDA WORKFORCE*

TUESDAY, DECEMBER 5, 2006

10:00 AM – 3:00 PM

GWEN MARGOLIS COMMUNITY CENTER

1590 NE 123 STREET

NORTH MIAMI, FL 33161

FREE
PARKING
AVAILABLE!

FREE ENTRY!

LEARN ABOUT CAREER OPPORTUNITIES

&

MEET EMPLOYERS WHO HAVE JOB OPENINGS

VOTER INFORMATION AND REGISTRATION AVAILABLE!

SE HABLA ESPANOL / MOUN KI PALE KREOL

Thank you to the Hon. Kevin Burns, Mayor of the City of North Miami, Michael R. Blynn, City Councilman, Jacques Despinosse, City Councilman, Scott Galvin, City Councilman, and Marie Erlande Steril, City Councilwoman and the North Miami Community Relation Board.



North Miami Hispanic Association

Tau Kappa Epsilon, Barry University Chapter



BISCAYNE CORRIDOR | MIAMI SHORES | OVERTOWN | NORTH MIAMI | NORTH MIAMI BEACH | NORTHEAST MIAMI-DADE

NEIGHBORS

THURSDAY, APRIL 20, 2006 | EDITOR: JIM MURPHY | 305-376-2036 | MiamiHerald.com

NET

The Miami Herald

NEIGHBORS NEWS

NORTH MIAMI

HOME BUYING WORKSHOP AT JOHNSON & WALES

North Miami Hispanic Association and Dynamic Community Development Corp. will present a free workshop entitled North Miami: A City Moving Forward, on Saturday at Johnson & Wales University, 1701 NE 127th St.

Participants will include North Miami Mayor Kevin Burns, Miami-Dade Commissioner Dorrin D. Rolle, North Miami City Councilmen Michael Blynn and Jacques Despinosse, as well as representatives of local mortgage and insurance companies. Topics will include buying homes at various income and

credit levels, the availability of affordable healthcare and North Miami's plans for future economic development.

Registration starts at 8 a.m., and the workshop runs from 9 to 11 a.m.

Breakfast will be served during registration courtesy of Johnson & Wales University.

For information, call 305-576-0010.

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August 13, 2007

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Financial

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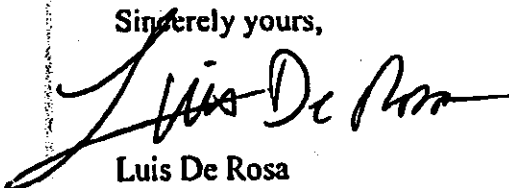
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Programmatic Services

Business/Job/Dominos Fair (tents, tables, chairs, music, displays, promotions, posters)	\$ 7,000.00	
Workshops (promotional materials, site rental, food, incidentals (\$1500 x 2)	\$ 3,000.00	
Four (4) Community-Wide Newsletters (\$500 x 4)	\$ 2,000.00	
Flyers (promoting events & CRA	\$ 1,800.00	
Purchase radio time & newspaper space	\$ 3,000.00	
Liability Insurance - corporate & events	<u>\$ 1,100.00</u>	\$ 17,900.00

Other

Sublease of North Miami Satellite office	\$ 2,400.00	
Office supplies	\$ 600.00	
Translation Services	<u>\$ 1,000.00</u>	<u>\$ 4,000.00</u>

Total **\$ 50,000.00**

Partnerships

Dynamic Community Development Corporation acknowledges the importance of maintaining a positive working relationship with other community-based economic and community development agencies, as well as with pro-business governmental Agencies – all which play a role in providing technical and financial assistance to small and growing businesses. Among the partners that Dynamic CDC will bring to this project are:

North Miami Hispanic Association Hiram Quiñones, President

Mr. Quiñones is a resident and business owner (Mr. Trophy) in North Miami who is known for his civic involvement and community participation. As President of the North Miami Hispanic Association, he has pledged his support for Dynamic CDC's work in North Miami.

Puerto Rican Chamber of Commerce of South Florida Raymond Torres, Chairperson

The Puerto Rican Chamber of Commerce of South Florida has a successful Small Business Microloan Program. As part of their technical assistance services, the Chamber has an extensive community-based technical assistance referral system. The Chamber, and its Microloan Program, has agreed to make their services available to businesses in North Miami as part of our project.

Acción USA Mr. William Mateo, Program Director

Acción USA, known for its Small Business programs, is a major provider of Microloans to small businesses in South Florida. Mr. Mateo will be participating in our workshops.

SER Jobs for Progress Miriam Zeno – Center Director

SER-Jobs for Progress administers the South Florida Workforce, which in 2006 partnered with Dynamic CDC in a Business / Job Fair. That Job Fair, held in North Miami, resulted in the creation of thirty (30) jobs for city residents.

Date: **FEB 22 2001**

Dynamic CDC
3550 Biscayne Blvd. Suite 304
Miami, FL 33137

Employer Identification Number:
65-0984762
DLN:
17053272020040
Contact Person:
JAMES JANSEN ID# 31312
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
February 28
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
February 29, 2000
Advance Ruling Period Ends:
February 28, 2005
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)



City of North Miami

776 Northeast 125th Street, P.O. Box 619085, North Miami, Florida 33261-9085

(305) 893-6511

July 20, 2007

Mr. Steven Zorn
Administration
Dynamic Community Development Corporation
3550 Biscayne Boulevard, Suite 304
Miami, FL 33137

RE: Community-Based Organization Grant

Dear Mr. Zorn:

I am in receipt of your correspondence dated July 16, 2007, regarding your organization's decision not to utilize Community Development Block Grant (CDBG) funds awarded your organization by the City Council on January 9, 2007.

We regret to hear that Federal reporting requirements and your staffing size have made this grant difficult to maintain. Notwithstanding, we are pleased to see that your past participation has afforded the City the benefit of 30 full and part-time jobs for low to moderate income residents, and encourage you to consider the City again in the future as your staffing size expands. Thanks and good luck in your endeavors.

Sincerely,

Maxine Calloway, Director
Community Planning & Development

MC/gf

c: Clarence Patterson, City Manager
Dennis Kelly, Deputy City Manager
Florice Roberts, CDBG Administrator

JOBS!

JOBS!

JOBS!

J O B F A I R

*HOSTED BY DYNAMIC COMMUNITY DEVELOPMENT CORPORATION,
SER JOBS FOR PROGRESS & SOUTH FLORIDA WORKFORCE*

TUESDAY, DECEMBER 5, 2006

10:00 AM - 3:00 PM

GWEN MARGOLIS COMMUNITY CENTER

1590 NE 123 STREET

NORTH MIAMI, FL 33161

FREE
PARKING
AVAILABLE!

FREE ENTRY!

LEARN ABOUT CAREER OPPORTUNITIES
&
MEET EMPLOYERS WHO HAVE JOB OPENINGS

VOTER INFORMATION AND REGISTRATION AVAILABLE!

SE HABLA ESPANOL / MOUN KI PALE KREOL

Thank you to the Hon. Kevin Burns, Mayor of the City of North Miami, Michael R. Blynn, City Councilman, Jacques Despinosse, City Councilman, Scott Galvin, City Councilman, and Marie Erlande Steril, City Councilwoman and the North Miami Community Relation Board.



North Miami Hispanic Association

Tau Kappa Epsilon, Barry University Chapter



