



AGENDA

NORTH MIAMI CRA ADVISORY COMMITTEE REGULAR MEETING

Monday, April 7, 2008
5:30 P.M.

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

- I. CALL TO ORDER/ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES – March 3, 2008
- IV. ITEMS FOR REVIEW AND/OR ACTION



AFFORDABLE HOUSING EFFORTS

Program/Activity	Status Update as of 4/3/08
Pioneer Gardens	Phase I of the DERM approved RAP has been completed; The Phase II scope to be approved by DERM and the execution of the work is pending
Homebuyer Purchase Assistance	The first group of 14 homebuyers to be assisted with CRA subsidy loans have been identified and processed for eligibility as to residency and family income; further processing is pending eligible home purchase contracts and 1 st mortgage and other subsidy approvals
Single Family Home Rehab	The first group of 10 homeowners has been identified and four (4) have been assessed for eligibility as to residency and family income; initial site reviews of the requested scope of improvements are being conducted for the 4 eligible homeowners by the housing enterprise pending a final contractual agreement with the CRA. Five (5) of the homeowners are no longer interested in receiving the home rehab assistance and one (1) is pending assessment for eligibility.
Bel House Apartments	The CRA has been receiving rents from the west building since 01/08 with interim management by the owners pending a management agreement with the housing enterprise

- **NEW HOUSING CONSTRUCTION**

No Items

- **HOMEBUYER PURCHASE ASSISTANCE**

No Items

- **SINGLE FAMILY HOME REHABILITATION**

No Items

- **AFFORDABLE RENTAL HOUSING**

TAB 1

Discussion of Proposed Scope of Work for the Bel House East building rehabilitation (Attachment)

- **OTHER**

No Items



COMMERCIAL & ECONOMIC DEVELOPMENT PROGRAMS

Program/Activity	Status Update as of 4/3/08
Commercial Corridor Clean Team	Ongoing with complete 3-person team
Enhanced Code Enforcement Program	Ongoing with 1 Code Enforcement Officer dedicated 100% to the CRA district for enhanced services
Commercial Grants	Beautification - 5 Completed + 10 Ongoing = 15 Total Projects Rehabilitation - -0- Completed + 3 Ongoing = 3 Total Projects

- **COMMERCIAL GRANTS**

No Items

- **OTHER**

No Items



CAPITAL IMPROVEMENTS & INFRASTRUCTURE

Program/Activity	Status Update as of 4/3/08
District IV Improvements	Specifications have been completed by City staff and RFP is pending release
Underground FPL lines along NE 8 th Avenue	Initial engineering fee has been transmitted to FPL from the CRA for the design of the improvement; a project coordination meeting has been held between the CRA and the City's Directors of B&Z and Public Works
North Miami Stadium Field Re-Surfacing	The City issued an Invitation to Bid on 2/14/08 with responses due on 3/13/08; the responses are under evaluation by the City
Citywide Wi-Fi Access Points	Update pending from City

No Items



ADMINISTRATIVE & OTHER

TAB 2

Proposed CRA FY 2008-09 Budget Preparation Process and Schedule (Attachment)



COMMUNITY OUTREACH

Event/Activity	Status Update as of 4/3/08
Small Business Workshop	Held on 3/24/08 – approx. 40 -50 attendees
Town Hall Meeting on Mortgage Foreclosure	Held on 2/28/08 – approx. 30 attendees; 10 homeowners referred for assistance through mortgage foreclosure counseling agencies
CRA FY 2006-07 Annual Activity Report	This report was publicly noticed as required on 3/30/08 and 3/31/08 as being available for public inspection; the report was transmitted to the City and County taxing jurisdictions on 3/28/08
City of North Miami 5 th Annual Affordable Housing and Job Fair	Scheduled for April 12, 2008 with the CRA as a participating sponsor

TAB 3

Discussion of CRA funding support for Saturday Night Live on West Dixie Highway (No Attachment)

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

The next CRA Advisory Committee Meeting is scheduled for Monday, May 5, 2008 at 6:00 p.m. (Need to discuss alternative location due to schedule conflict with the City Council Chambers)

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.

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SUMMARY MINUTES

**REGULAR COMMUNITY REDEVELOPMENT AGENCY
ADVISORY COMMITTEE MEETING**

Monday, March 3rd, 2008

A regular meeting of the Chairman and Members of the Community Redevelopment Agency Advisory Committee (CRAAC) was held at the North Miami City Council Chambers at 6:04 p.m.

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

I. Call to Order

ROLL CALL	Absent/ Present	Absences 2007-08*
Blanca Cobo	6:13 pm	3
Inez Couch	P	0
Judy Feldman	P	1
Dr. Smith Joseph	A	4
Michael McDearmaid	6:18 pm	0
Roseline Philippe	P	0
Clark Reynolds	P	2
David Rosemond	6:13 pm	1
Duke Sorey	6:19 pm	3
Armando Vidal	P	2
Mark Wolin	6:09 pm	0
* Absences from special or rescheduled meetings are not counted		

Items appear in the order they were discussed. Terry Lytle was invited as a guest to discuss the City's new Parks Master Plan under '*VIII. New business*' and the meeting began with that presentation.

VIII. New Business

A. Presentation on the City of North Miami's New Parks Master Plan, Terry Lytle, Director, Parks & Recreation Department

Terry Lytle gave a presentation on the recently completed new Parks Master Plan. The plan is to guide development, redevelopment of parks for decades to come.

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Ms. Feldman inquired what the Parks & Recreation Department is doing to insure that leaf trees are planted instead of palm trees, both by the city itself and by private parties. Ms. Feldman affirmed her preference for leaf trees as they provide a thicker canopy that offers both shade for pedestrians and habitat for birds. Mr. Lytle replied that Miami-Dade Department of Environmental Resources Management (DERM) has guidelines for minimum number of trees by property square footage, and these guidelines mandate that if palm trees are used instead of leafy trees, a developer/property owner must plant 3 times as many. The City's Parks and Recreation Department tries to follow these guidelines as much as possible and are currently working with the legal department to rewrite their tree code to better conform to these standards.

Ms. Couch asked about *****inaudible*****, the building in the front. Mr. Lytle replied that it is a community center but cannot be used intensively due to the lack of parking on the site. Ms. Couch asked whether it could be fixed up to use as a location for evening community meetings. Mr. Lytle said that the Parks & Recreation Department would like to use that building more, currently the main barrier to it's use in the evenings is the lack of security in the park after dark.

The CRA Advisory Committee Chair asked what the main highlight of the plan was. Mr. Lytle replied that the advice in terms of what areas need to be redeveloped the most is one of the most useful aspects of the plan. For example the plan highlights Claude Pepper Park as a resource that could benefit from some improvements. But the Westside of the city is well served by park facilities, it is the central section of the city that needs more parks. The problem of course is that there is little land available for transforming into park space. Mr. Lytle also stated that the plan lists a number of sources for possible additional funding for the Parks & Recreation Department, listed among these is the North Miami Community Redevelopment Agency. Mr. Lytle noted that the CRA has already provided funding to assist in the refurbishment of a couple of park facilities, and those facilities are providing services to city residents and funds to the city coffers.

Ms. Feldman suggested that all members of the CRA Advisory Committee should read the document and invited Mr. Lytle to come back to the Advisory Committee at a later date to discuss the plan further.

II. Approval of Agenda

The CRA Executive Director requested that Item V be dealt with before Item IV, there were no objections and the agenda was unanimously approved as amended.

III. Approval of Minutes

Ms. Couch made a correction to the minutes. She clarified that it was her that mentioned that there may be a Pawn Shop located within the property at 13305 West Dixie Hwy, not Ms. Feldman. The minutes were then unanimously approved as amended.

V. Proposed First Amendment to the Pioneer Gardens Development Agreement between the CRA and North Miami Housing

The CRA Executive Director described the circumstances that merit an amendment to the Pioneer Gardens Development Agreement between the CRA and Urban Residential Development Group (formerly known as North Miami Housing). The amendment will shift the responsibility for the marketing and sales of the units from the CRA to Urban Residential Development Group, but the CRA will retain the authority to approve the marketing plan and will pay for marketing expenses. Under the amendment, the completion date for the units has been pushed back from October 17th, 2008 to June 1st, 2010. A third change stipulated in the amendment is to allow that the construction loan could be in the form of a tax exempt revenue bond issued on terms and conditions mutually agreed to by the CRA and the developer.

The CRA Advisory Committee Chair asked why the decision was made to shift the responsibility for the marketing and sales of the units to the developer and to choose a revenue bond for the financing of the project. The CRA Executive Director responded that the marketing had been shifted to the developer to facilitate the developer's pre-sales requirements for financing, and because it is standard industry practice for a developer to be responsible for marketing. Wayne Wallace IV then explained that the CRA had agreed to explore the option of a revenue bond due to the amount of potential monetary savings that could ensue from pursuing this financing mechanism over a conventional construction loan.

Moved by Mr. McDearmaid, seconded by Ms. Philippe

To recommend approval of the Proposed First Amendment to the Pioneer Gardens Development Agreement between the CRA and North Miami Housing

Approved 9-1 with Mr. Wolin against

IV. Status update regarding the CRA Commercial Grants Program and discussion of the program's eligibility requirements and guidelines

The CRA Executive Director distributed a pictorial report to the committee on the CRA funded Commercial Beautification and Rehabilitation projects and gave a brief summary of the program.

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Ms. Couch commented that one of the recipients of a CRA Beautification Grant, the property at 12325 NE 6 Ave, may be breaking city code by having too much ground floor window obstruction. The CRA Executive Director replied that all of the buildings that have received grants meet the city's present code requirements.

On the topic of introducing financial hardship requirements for businesses or tenants applying for assistance through the commercial grants program, the CRA Executive Director advised that he had reviewed similar programs operated by other local government and redevelopment entities, and none of them had such requirements. Ms. Feldman felt that the original intent of the program was to beautify the city and revitalize its commercial corridors and was not intended as a charity for struggling businesses. She expressed the opinion that this program is one of the few things the CRA is doing a great job on and it's success is highly visible, she advised that introducing financial hardship requirements into the program might result in the CRA getting sidetracked from the program's original intent.

Ms. Couch felt that the language in the program's eligibility requirements that state that improvements to residential portions of a commercial structure are not eligible for CRA grant assistance should be removed to coincide with the city's new comprehensive plan and its promotion of mixed use development. The CRA Advisory Committee Chair agreed and called on the committee to advise the CRA Board to amend the guidelines to better fit with the new mixed use zoning designations upon their adoption. The Advisory Committee Chair went on to state that the guidelines should be kept as simple as possible to avoid unnecessary bureaucracy that would only serve to discourage potential applicants to the program.

Moved by Mr. McDearmaid, seconded by Ms. Feldman

To recommend making no changes to the CRA Commercial Grant Program application guidelines for the time being. But to update the guidelines in the future to correspond with any future changes to the city's zoning code, with particular reference to mixed use zoning.

Approved 10-0

VI. Status update and recommendation regarding the purchase of two (2) duplex properties adjacent to the Pioneer Gardens development site

The CRA executive Director summarized the progress of the purchase negotiations for the two duplex properties thus far. The property at 13890 NE 5 Ave. appraised at \$215,000 and \$260,000, and the seller has agreed to sell at \$260,000. The property at 13850 NE 5 Ave. appraised at \$318,000 and \$325,000, but the seller recently refinanced the home for \$320,000 and is thus looking for a purchase price significantly more than the appraised value to cover

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her debts and allow her to purchase a new property. The CRA Executive Director then asked the Advisory Committee to recommend to the CRA Board that they give the CRA the authority to negotiate a purchase price higher than the appraised value of \$325,000 but not to exceed 10% over that appraised value.

Mr. McDearmaid commented that home prices have actually been dropping considerably since those appraisals were done, and in this market those appraised values are probably more than fair. The CRA Executive Director explained that the acquisition of that property is important so that the CRA can assemble all the parcels in that block into the Pioneer Gardens site. The CRA Attorney then explained that the CRA has the legal authority to purchase property beyond its appraised value, furthermore the CRA is not looking to resell and make a profit out of this property, but rather it is an essential part of an affordable housing project.

Mr. Wolin criticized Urban Residential Development Group (formerly known as North Miami Housing) for not acquiring all of the parcels within the block at the earliest stage of project conception. The CRA Executive Director replied that, pursuant to the Munisport Agreement, the CRA is required to provide land to the developer for the construction of affordable housing.

Moved by Mr. Sorey, seconded by Ms. Couch

To recommend giving the authority to the CRA to negotiate a purchase price for the property at 13850 NE 5 Ave for up to 110% of the highest appraised value of \$325,000.

Approved 9-1 with Mr. Wolin against

VII. Old Business

Nothing was discussed.

VIII. New Business (continued)

Ms. Philippe requested that the CRA Advisory Committee be permitted to discuss the matters that come before them without input from the CRA Board, since the CRA Board will get their chance to discuss the issues and make final decisions on them at their own meetings.

The meeting was adjourned at 7:12 pm



ATTACHMENT I

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

CRA Board
Kevin A. Burns, Chair
Michael R. Blynn
Jacques Despinosse
Scott Galvin
Marie Erlande Steril

Executive Director
Tony E. Crapp, Sr.

CRA Attorney
Steven W. Zelkowitz

Date: April 3, 2008

To: Chairman and Members
CRA Advisory Committee

From: Tony E. Crapp, Sr.
Executive Director

Subject: **Proposed Scope of Work for the Bel House East
Building Rehabilitation**

Attached for your information please find a proposed scope of work for the rehabilitation of the 45-unit Bel House East Apartment Building. The proposed scope has been agreed to by the owners and the CRA pursuant to the terms of the lease/purchase agreement. In consultation with the Urban Residential Development Group the proposed scope of work will be used to guide an architect in the preparation of specifications which will then be advertised for competitive bids from construction contractors.

It is anticipated that, through an expedited selection process, an architect will be selected and the design specifications completed by approximately April 30, 2008 with the construction bidding process and contract award completed by approximately May 31, 2008. It is further anticipated that the rehabilitation work will be completed by approximately August 31, 2008. This aggressive projected schedule should make it possible for the rehabilitate units to be made available for occupancy by September 30, 2008.

Please be further advised that discussions relative to obtaining the necessary rehabilitation loan are scheduled for the week of April 7, 2008 and it is anticipated that sufficient financing will be in place asap by May 31, 2008.

615 NE 124th Street
North Miami, FL 33161
P: 305.899.0272
F: 305.899.9376

NMCRAAC memo for 040808 re proposed scope of rehab work for Bel House East tecsr 040208

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Bel House Apartments East Building

Located at 13925 NE 6th Avenue North Miami, FL

Proposed Scope of Work - 45-Unit Rehabilitation

The General Contractor shall provide all supervision, labor, materials, insurances, licenses, permits, licensed sub-contractors, etc, to provide for a complete rehabilitation of the 45-unit apartment building known as Bel House East. The work shall include all applicable code required improvements to all structural and non-structural components of the building and common areas as necessary to allow for each unit to be habitable to the minimum standards of the NMCRA guidelines (e.g. federal housing quality standards).

The following is a general scope of exterior and interior work and is provided as a guideline for the proposed rehabilitation. Please note that the items in bold print would address four (4) Code Violation cases that are pending with the City of North Miami and should therefore be considered to be mandatory work items. In addition, the items that are underlined are to be considered as mandatory work items necessary to bring the units into compliance with basic living standards.

- A. Exterior repairs and upgrades shall meet code requirements and may include but are not limited to:
 - 1. **Replacement of balcony handrails on all floors (min 4" spacing between pickets)**
 - 2. Repair of the elevator systems
 - 3. **Repair the paving (as necessary) including re-sealing and striping and including work in and around back-filled pool area**
 - 4. Repairing and patching of cracked stucco
 - 5. **Re-roofing (e.g. new roof), including repair and replacement of sheathing and damaged roof trusses**
 - 6. **Sealing and painting the entire building**
 - 7. Verify that all drainage and sanitary sewer lines are operational and in good repair
 - 8. Landscape and irrigation repairs and upgrades

- B. Interior repairs and upgrades shall meet code requirements and may include but are not limited to:
 - 1. **Installation of new tile or carpet throughout each unit as necessary**
 - 2. Repairing the windows in each unit as necessary
 - 3. Repair and replacement of damaged drywall and base board, and door trim
 - 4. Re-painting each entire unit

5. Replacing kitchen sink, cabinets, countertops, and installing new appliances including refrigerator, oven/range, dishwasher, microwave (option)
6. Remodeling of the bathroom(s) with new tub/shower, faucet, toilet, sink, vanity, floor and wall tile and fixtures;
7. Installation of new unit air conditioning/heating and water heaters (as may be necessary)
- 8. Repairing and replacing electrical panels, breakers, and switches as needed**
9. Verifying all sanitary and water lines are operating properly with proper pitch, etc.
- 10. Renovate fire and life safety systems including but not limited to the installation of new fire alarm system**

Please be advised that drawings and specifications detailing the intended scope of the renovation work must be prepared by licensed architects and engineers and must be submitted to the governing municipalities for permit prior to construction commencement.

NMCRA Bel House Apartments 45 unit building Proposed Scope of Rehabilitation tecsr 021108



ATTACHMENT II

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

CRA Board
Kevin A. Burns, Chair
Michael R. Blynn
Jacques Despinosse
Scott Galvin
Marie Erlande Steril

Executive Director
Tony E. Crapp, Sr.

CRA Attorney
Steven W. Zelkowitz

Date: April 3, 2008
To: Honorable Chairman and Members
CRA Board of Commissioners
From: Tony E. Crapp, Sr.
Executive Director
Subject: Proposed CRA FY 2008-09 Budget Preparation Process and Schedule

Below please find a proposed schedule for the implementation of the CRA's budget preparation process for the development of the FY 2008-09 budget. Please note that the proposed schedule has been designed to provide maximum opportunity for input into the process by the CRA Board, the CRAAC and the interested public. In addition, the schedule seeks to provide sufficient flexibility so that the process is not un-necessarily complicated or rushed. I look forward to the opportunity to discuss this proposed schedule with the CRAAC on 4/7/08 and with the CRA Board on 4/8/08.

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Table with 2 columns: Event/Activity and Projected Date. Rows include: Presentation of CRA Budget History and Projection for FY 2008-09 to a joint meeting of the CRA Board and CRAAC with a Public Hearing for citizen input; CRA Executive Director presents a draft proposed FY 2008-09 Budget with recommended funding priorities; CRA Executive Director presents a final proposed FY 2008-09 Budget with recommended funding priorities; CRA Board adopts a Preliminary FY 2008-09 Budget for submission to the City of North Miami and Miami-Dade County; CRA Board adopts the Final FY 2008-09 Budget for submission to the City of North Miami and Miami-Dade County.

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North Miami, FL 33161
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NMCRA board memo for 040808 re FY 200809 budget process tecsr 040208