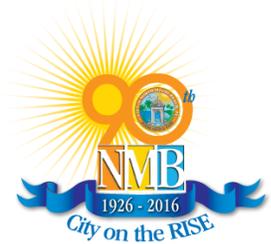




City of North Miami Beach, Florida
Community Redevelopment Agency (CRA)



Redevelopment Advisory Board
City Hall, 17011 NE 19th Avenue
4th Floor, Room 426
North Miami Beach, FL 33162

Thursday, August 18th, 2016
5:30 P.M.

NMBCRA Advisory Board:

Councilwoman Phyllis S. Smith, Board Liaison
Bruce Lamberto, Chair
Pradel Vilme, Vice Chair
Mark Antonio
Vladimir Bugera
Odedd Dayan
Robert Kriebs
Brian Sharpe
Richard Weiner, 1st alternate

Staff:

Executive Director Ana M. Garcia
Deputy City Manager Candido Sosa-Cruz
Assistant City Attorney Sarah Johnston
CRA Administrator Patrick Brett

AGENDA

-
- 1. Call to Order / Roll Call:**
 - 2. Public Comment:**
 - 3. Approval of Minutes:** Regular RAB Meeting: April 21st, 2016
 - 4. Action Item:** CRA Board By-Laws Amendment
 - 5. Action Item:** CRA FY17 Proposed Budget
 - 6. Discussion Items:** Executive Director's Report
 - CRA FY16 budget approved by the Miami-Dade County Board of County Commissioners on May 17th, County Resolution R-385-16
 - CRA website improvements
 - Continuous updates
 - Addition of proposed Charter School
 - Prior year meeting agenda packages
 - CRA staff involvement with local businesses
 - CRA Business Attraction
 - 7. Next RAB Meeting:** September 15th, 2016
 - 8. Adjournment:**

**CITY OF NORTH MIAMI BEACH
BOARDS AND COMMITTEES MEETING MINUTES**

NAME OF BOARD/COUNCIL: REDEVELOPMENT ADVISORY BOARD

NAME OF PERSON PREPARING SUMMARY: K. MCGUIRE, PROTOTYPE, INC.

NAMES OF STAFF PRESENT: CRA ADMINISTRATOR PATRICK BRETT, ASSISTANT CITY MANAGER CANDIDO SOSA-CRUZ, ASSISTANT CITY ATTORNEY SARAH JOHNSTON; RECORDING SECRETARY MONA LAVENTURE, PROTOTYPE, INC.

BOARD MEMBERS PRESENT: CHAIR BRUCE LAMBERTO, VICE CHAIR PRADEL VILME, MARK ANTONIO, VLADIMIR BUGERA, ROBERT KRIEBS, RICHARD WEINER (ALTERNATE)

TYPE OF MEETING: REGULAR MEETING

DATE: APRIL 21, 2016

MINUTES

AGENDA ITEM 1 – CALL TO ORDER / ROLL CALL. Chair Lamberto called the meeting to order at 5:40 p.m. Roll was called and it was noted a quorum was present.

AGENDA ITEM 2 – PUBLIC COMMENT. At this time Chair Lamberto opened public comment. As there were no individuals wishing to speak, Chair Lamberto closed public comment and brought the discussion back to the Board.

AGENDA ITEM 3 – APPROVAL OF MINUTES – Regular RAB Meeting, March 3rd, 2016. Motion made by Mr. Antonio, seconded by Mr. Weiner, to approve. In a voice vote, the motion carried unanimously (6-0).

AGENDA ITEM 4 – ACTION ITEM: Façade Beautification Program Application 201601 for 1058-1064 NMB Blvd., North Miami Beach, FL 33162 – The Athenian Corporation. Mr. Brett advised that the Applicant for the Façade Beautification Program has requested to be placed on a conference call for today's meeting. The Board agreed by consensus to allow this.

Mr. Antonio requested more information related to the Staff Report, noting that the Applicant's building may have had previous Code violations on record. Mr. Brett explained that after the March 3, 2016 Board meeting, Assistant City Manager Candido Sosa-Cruz sent Code Enforcement to review the subject property. He confirmed that one sign on the property, which had concerned Board members in March, was a permitted banner.

Speaking via telephone, Catherine Christofis, representing The Athenian, advised that the exterior of the building has been remodeled, without the use of CRA grant funds, at a cost of approximately \$53,000 thus far. She has applied for the Façade Beautification Program in order to change the color of the building, as the current color requires a good deal of maintenance. A façade beautification grant was previously used for the same property five years ago.

Ms. Christofis explained that the existing paint color was chosen in order to attract customers with bold color. She has selected the replacement color in order to cut down on Code violations, as dirt easily shows on the building at present. The building is cleaned by maintenance staff once per week.

Chair Lamberto pointed out that the Board's position is not to provide maintenance funding for private property, and added that while the Applicant has sought grant funding in good faith, the Board is likely to revise the guidelines after this application. Ms. Christofis replied that many businesses and tenants are not seeking grant funds at present due to the stringent qualifications.

Chair Lamberto asserted that painting is part of normal property maintenance. He characterized façade improvements as changes to signage or the building's façade. Ms. Christofis advised that more significant improvements will be made to the building as well.

Mr. Antonio observed that while he agreed the program is intended to benefit property owners, he also believed painting should be considered a part of larger overall improvements. He cautioned that there were Code violations on the property which delayed the provision of grant funds, and concluded that the Façade Beautification Program will likely be revised to create a program that will offer more return on the CRA's investment.

Ms. Christofis reported that the area in which the property is located is experiencing a high level of stagnation, including difficulty in maintaining tenants, which has resulted in some below-market rents. She advised that property owners in the western part of the City do not feel the City Council has taken sufficient steps to improve the area by bringing in different types of businesses, while other parts of the City and other municipalities are experiencing growth.

Mr. Antonio commented that from his perspective, there seems to be significant traffic on the subject corridor. He felt that some of the properties' difficulties in this area may be related to the size of the buildings available as well as possible lack of curb appeal. Chair Lamberto added that he was hopeful the improvements to The Athenian may lead to further improvements along the block.

Motion made by Mr. Antonio, seconded by Mr. Kriebs, to approve the Applicant as presented in the Staff Report. In a voice vote, the motion carried unanimously (6-0).

AGENDA ITEM 5 – ACTION ITEM: CRA Board By-Laws. Mr. Brett explained that this Item was brought to the Board members prior to today's meeting; after discussions, Staff has returned with a restatement of the By-Laws based on the by-laws of other CRAs.

While the By-Laws do not affect the Redevelopment Advisory Board, they reflect significant improvements. The CRA Board no longer requires a supermajority vote to pass

policy resolutions for the CRA. Officers and employees are more clearly defined, including the definition of the CRA's Executive Director as the City Manager. The By-Laws also delineate some of the additional responsibilities of the CRA Administrator, who is also considered the Secretary of the CRA.

The amended By-Laws also provide an overview of the rules of regular and special meetings, including rules of order and notice requirements. Resolutions must be executed by the Chair of the CRA Board. Mr. Brett referred the members to Article 5, noting that the CRA will continue to follow the City's procurement process. CRA Attorney Steven Zelkowitz has reviewed the By-Laws, and his comments on the changes are included for the Board's review.

Assistant City Attorney Sarah Johnston noted that the amended By-Laws allow the City Attorney to designate the CRA Attorney. This allows the Board to minimize outside counsel fees.

Motion made by Mr. Antonio, seconded by Mr. Kreibs, to approve. In a voice vote, the motion carried unanimously (6-0).

AGENDA ITEM 6 – DISCUSSION ITEM: CRA Commercial Property Improvement Loan Program. Mr. Brett distributed copies of the proposed loan program, recalling that at the last RAB meeting, Staff was asked to review existing programs and bring back ideas on how to improve and/or consolidate them.

Mr. Brett noted two programs in particular: the Façade Beautification Program and the Commercial Property Improvement Program. There have been no applications for the Commercial Property Improvement Program thus far in 2016. Because there is significant overlap between the two programs, Staff has proposed replacing both with a Commercial Property Improvement Loan. This program would include the following changes:

- The subject property may be for sale;
- The funds would be in the form of a loan, for which a successful applicant must pay back 102% within the first two years if the property is sold;
- In the third and fourth year, the loan must be paid back at 50%, and after 48 months, the loan would be forgiven if the original owner still holds title to the property.

Mr. Brett continued that the existing Commercial Property Improvement Program is designed to be a comprehensive package including several items. The proposed Commercial Property Improvement Loan mirrors other CRA improvement programs, asking successful applicants to make at least four of the commercial improvements listed in the loan's requirements if they receive funding up to \$25,000. For applicants seeking loans of up to \$2500, only two of the listed improvements must be made.

Vice Chair Vilme requested clarification of how the program would work if an applicant wished to make two improvements that would cost more than \$2500. Mr. Brett clarified that the CRA would only provide up to \$2500. All requirements are contingent upon the approval of the CRA Board and the availability of funds.

Mr. Kriebs asked if the number of improvements was more important than the extent of the improvements themselves. Mr. Brett replied that this may depend upon the size of the property and the project. He advised that the proposal gives the Board greater flexibility in granting the loan. Mr. Kriebs did not agree, pointing out that some large projects, such as restriping a parking lot, may come in at a high price, which means the applicant would be limited to this single improvement. Mr. Brett replied that this could be discussed by the Board. Mr. Kriebs stated that this possibility should be included in the program description in order to allow the CRA Board this flexibility.

Chair Lamberto noted that many of the improvements listed constitute Code Enforcement issues, such as striping and screening. He continued that most commercial property owners have the funds to make improvements and should be able to maintain their property. Mr. Sosa-Cruz advised that the program is intended to eliminate blight in a specific area by improving properties' appearance. He stated that some improvements, such as installation or repair of awnings, do not solely address violations. Chair Lamberto asserted that the program should not address normal maintenance issues but should fund capital improvements.

Mr. Brett continued that the Commercial Property Improvement Loan program will have a budget of \$200,000. The CRA's revenue stream is approximately \$750,000 per year, and its budget for 2015-16 is roughly \$1.4 million. He pointed out that the CRA's revenue stream is the lowest in Miami-Dade County.

Chair Lamberto stated that he would prefer the CRA emphasize the larger loan program, which would provide qualified applicants with up to \$25,000.

Mr. Antonio commented that he was unsure the programs, their improvements, and the level of funding would help achieve an increase in tax increment financing (TIF) revenue. He felt the best way to address properties not making necessary improvements was through Code Enforcement compliance. Mr. Sosa-Cruz advised that the existing grant programs are relatively small and are not currently funding any improvements, although there are several properties within the CRA that could benefit from them. He felt the proposed program could generate excitement among property owners that would encourage them to make larger improvements.

Mr. Antonio continued that some properties would need to be found unsafe and leveled before improvements could be expected of them. Mr. Brett confirmed that while site assemblage is authorized under the CRA's Redevelopment Plan, the CRA does not

currently have sufficient funding to carry this out. It was suggested that the CRA could identify properties for potential site assemblage and consider the options that could apply.

Mr. Antonio asked if there is an incentive program that could encourage renters to move into particular areas. Mr. Brett replied that the Redevelopment Plan authorizes the CRA Board to develop this type of program, although it does not currently exist. He suggested that if higher vacancies can be documented in a particular area, the CRA could create an incubator district in which they could help subsidize lease rates for a limited time.

Chair Lamberto reiterated that he would like to see the \$25,000 loan program marketed to businesses, as he felt this program would be the most beneficial to the CRA. He recalled improvements made on 163rd Street by a business owner who changed his façades, which he felt had significant impact on the street. Mr. Brett confirmed that two property owners, one on West Dixie Highway and one on 163rd Street, are considering the \$25,000 loan program. Chair Lamberto concluded that the \$2500 improvement program seemed appropriate only for businesses addressing Code violations or performing regular maintenance, while the \$25,000 program seemed more likely to increase property values.

Mr. Antonio asked if it would be possible to develop a program that either allowed business or property owners to make proposals to the Board, or allowed Staff to reach out to individual properties. Mr. Brett cautioned that all programs must be fairly and equitably applied, and cautioned that having Staff reach out to owners may not be appropriate.

Mr. Brett did not recommend approaching the County to suggest changes at this time, as a resolution that would create more guidelines for CRAs is working its way toward the Board of County Commissioners. He added that the County is focusing more heavily on larger CRAs which bring in millions of dollars in revenue and place an emphasis on affordable housing. Larger CRAs also focus closely on economic development, reducing unemployment, and increasing labor costs for CRA contracts to living wage standards. He concluded that the North Miami Beach CRA does not focus on these issues, but instead emphasize commercial improvements.

Mr. Kriebs expressed concern with the proposal for the \$25,000 program, stating that this program should focus more closely on a dollar amount than on the types of improvements listed. He felt a single major project would be more emphatic than four smaller projects. Mr. Brett stated that the guidelines will need to include better criteria in order to allow the Board discrepancy in approving applications.

Mr. Antonio asked that Staff bring any changes back to the RAB prior to bringing them before the CRA Board. Assistant City Attorney Sarah Johnston added that she would review the proposal after changes are made by Staff, and then it could be brought before the RAB once more.

Mr. Antonio also requested that the Board be allowed discretion to determine whether maintenance-related improvements should be allowed or excluded, depending upon other improvements planned by the applicant.

AGENDA ITEM 7 – DISCUSSION ITEM: Executive Director’s Report

- **Miami-Dade County Economic Prosperity Committee passed the FY 2014/2015 CRA Budget on April 14, 2016**

Mr. Brett advised that the 2014/2015 CRA Budget was approved as part of the Consent Agenda. It will now move forward to the Board of County Commissioners.

- **CRA Participated at the 2016 Bike 305**

The North Miami Beach CRA was an official sponsor of this event, which was held on March 20, 2016.

- **CRA FY 2015 Annual Report**

Mr. Brett noted that this report will need to come back with audit numbers in the future, as these figures were not available at the time.

Mr. Brett continued that the Board’s backup materials include a memo from Community Development Director Richard Lorber regarding the demolition of a building within the CRA. A proposed office structure will be built on this site. He briefly reviewed other plans in the area, including the mixed-use Read Capital and Cambria projects.

Chair Lamberto requested a status update on the sewer project. Mr. Brett replied that the CRA has partnered with Miami-Dade County to extend sewer service from 20th Avenue. The County has selected and identified a contractor for this project. Chair Lamberto noted that the sewer project was proposed due to the existing limitations of the area, as there is no sewer service.

Mr. Sosa-Cruz stated that the City is holding a Jazz Fest on April 30, 2016. All Board members are invited to attend a VIP hour immediately before the event.

AGENDA ITEM 8 – Next RAB Meeting: May 19, 2016

AGENDA ITEM 9 – Adjournment. With no other business to come before the Board at this time, the meeting was adjourned at 6:55 p.m.



**BY-LAWS
OF
CITY OF NORTH MIAMI BEACH
COMMUNITY REDEVELOPMENT AGENCY
Adopted by CRA Policy Resolution 2016-1
Amended by CRA Policy Resolution 2016-3**

A Community Redevelopment Agency Created
Pursuant to Chapter 163, Part III, *Florida Statutes*

These By-laws of the North Miami Beach Community Redevelopment Agency (the "CRA") address the administration and management of the CRA. Chapter 163, Part III, Florida Statutes shall prevail if a conflict arises between these By-laws and Florida Statutes or the Interlocal Cooperation Agreement dated October 11th, 2005 (the "Interlocal Agreement") between Miami-Dade County, the City, and the CRA.

**ARTICLE 1
GENERAL**

1.1 **Establishment and Name.** Pursuant to Chapter 163, Part III, Florida Statutes, ("the Act") and the Interlocal Agreement, the City Council of the City of North Miami Beach, Florida (the "City"), established a community redevelopment agency known as the North Miami Beach Community Redevelopment Agency.

1.2 **Purpose and Objectives.** The purpose of the CRA is to formulate a workable redevelopment plan including programs utilizing private and public resources to eliminate and prevent the development or spread of blight, improve property values, reduce and prevent incidents of crime, encourage business development, and make the North Miami Beach community a more vibrant, flourishing place to live, work, play, and raise a family.

1.3 **Seal; logo.** The CRA will have a corporate seal that shall bear the name of the CRA. The City Clerk or the Secretary shall be the custodian of the corporate seal. The CRA shall also have a logo which shall be included on all official CRA correspondences and memoranda.

1.4 **Members and Terms.** In accordance with Section 163.357(1), Florida Statutes, the City Council has designated itself as the CRA governing board. Reference to the members of the CRA, as a whole, shall be "Board of Commissioners" or "Commissioners" or "CRA Board." An individual member of the CRA Board shall be referred to as a "Commissioner." The term as Commissioner shall run concurrently with their term on the City Council.

1.5 **Compensation.** In accordance with Section 163.356(3)(a), Florida Statutes, the Commissioners shall serve without compensation from the CRA, but shall be entitled to reimbursement for their actual and necessary expenses incurred in the discharge of their duties for the CRA. Requests for reimbursement shall be subject to the requirements of applicable law.

ARTICLE 2
OFFICERS AND EMPLOYEES

2.1 **Executive Officers.** The executive officers of the CRA Board shall be a Chair and Vice-Chair. The Mayor of the City shall be the Chair and the Vice-Mayor shall be the Vice-Chair.

2.2 **Chair.** The Chair shall preside at all meetings of the CRA Board, execute instruments in the name of the CRA Board as may be required, and have other such duties as may be determined by the CRA Board and consistent with law.

2.3 **Vice-Chair.** The Vice-Chair shall, in the absence, disqualification, resignation, death or disability of the Chair, or at the Chair's direction, exercise the function of the Chair.

2.4 **Executive Director; CRA Administrator; Employees.** The CRA Board shall employ and appoint an Executive Director to administer its business and operations as well as hiring other employees as necessary and appropriate to operate the CRA.

2.4.1 General. The Executive Director shall be the chief executive and administrative officer of the CRA and shall serve at the pleasure of the CRA Board.

2.4.2 Responsibility. The Executive Director shall be responsible for carrying out the policies established by the CRA Board and shall have general supervision over, and be responsible for, the performance of the day-to-day operations of the CRA. The Executive Director shall be responsible for preparing an annual budget for the CRA Board's approval, and shall be otherwise responsible for the CRA's fiscal operations. The Executive Director may perform such other duties as may be assigned by the CRA Board. The Executive Director may delegate such duties as may be assigned by the CRA Board.

2.4.3 CRA Administrator as Secretary. The CRA Administrator shall serve as the Secretary of the CRA. The CRA Administrator, under the Executive Director's direction, shall have prepared the CRA Board and Redevelopment Advisory Board agendas, be custodian of the official seal, have prepared the minutes of the CRA Board and Redevelopment Advisory Board meetings, send out notices of meetings, prepare the agenda packages, and perform such other duties as may be designated by the Executive Director.

2.4.4 Agents and Consultants. The CRA administrative and operational needs shall be served by the City pursuant to the terms of an "Interagency Services Agreement" approved by the City and CRA whereby the City shall provide staff and consultant services, including but not limited to, managerial, accounting, public relations, and general clerical services. The City shall be entitled to reimbursement for the cost of providing such services, pursuant to the "Interagency Services Agreement," and the Interlocal Agreement. The CRA also may hire, retain and engage such employees, agents, consultants, experts, and specialists as it deems appropriate.

2.4.5 Legal Counsel. The City Attorney or designee shall serve as legal counsel to the CRA.

2.5 **Code of Conduct.** The CRA Board shall be governed by the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, as amended, and any policies that the CRA Board may adopt.

ARTICLE 3
MEETINGS

3.1 **Regular Meetings.** The CRA shall hold a regular meeting at least six (6) times each fiscal year on a day, time, and place to be designated from time to time by the CRA Board.

- 3.2 **Special Meeting.** The Chair or any other two (2) Commissioners of the CRA may require the calling of a special meeting at a reasonable time and place by requesting the Executive Director to arrange for and give notice of such special meeting.
- 3.3 **Emergency Meetings.** Emergency meetings of the CRA may be called at any time and place by the Chair or by a majority of the Commissioners.
- 3.4 **Notice of Meetings.** As directed by the Executive Director, the CRA Administrator shall provide the CRA Board with notice of meetings by electronic mail or other means, notice the meeting on the City's website in the Calendar of Events, and post the notice in City Hall on the 1st floor bulletin board.
- 3.4.1 Regular Meetings. The CRA Board will receive at least three (3) days prior notice of a regular meeting.
- 3.4.2 Special Meetings. The CRA Board will receive at least two (2) days prior notice of a special meeting. The notice of any special meeting shall set forth the purpose of the special meeting and no other business shall be conducted at that meeting unless a waiver of notice is obtained from all Commissioners.
- 3.4.3 Emergency Meetings. The CRA Board will receive notice of an emergency meeting as soon as reasonable under the circumstances. Notice of an emergency meeting shall set forth the meeting's purpose and no other business shall be conducted at the meeting.
- 3.4.4 Public Notice. Notice of all meetings shall be provided to the CRA Board, the public, appropriate City officials, and the news media as required by law and these By-Laws. Notice of special and emergency meetings may be waived in writing by all Commissioners before, during, or after the meeting.
- 3.4.5 Regular CRA Meeting Schedule. The governing body shall adopt and have published in a newspaper of general paid circulation an annual, semi-annual, or quarterly schedule of CRA Board regular meetings as set forth and required in the Uniform Special District Accountability Act, Section 189.015, Florida Statutes.
- 3.5 **Quorum and Voting.** A majority of the Commissioners shall constitute a quorum for the purpose of conducting business. When a quorum is present, the CRA Board may act by a vote of a majority of the Commissioners present, unless otherwise provided by law or these By-Laws. If any meeting cannot be conducted because a quorum is not present, the Commissioners that are present may adjourn the meeting to a time and place certain, and notice of such adjourned meeting shall be given each Commissioner.
- 3.6 **Recessed and Continued Meetings.** When during the course of meeting that was set and noticed under the provisions of these By-Laws is recessed to a future time and place certain, there shall be no requirements for giving of notice of the time and place of continuation of said meeting other than the announcement thereof at said recessed meeting.
- 3.7 **Rules of Order.** All meetings shall be conducted under the most recent edition of Robert's Rules of Order (the "Rules") unless otherwise provided by applicable law. The Rules will be applied liberally to further the business of the CRA, and the Chair shall be the arbiter of the application of the Rules, provided that upon the call of any two (2) Commissioners the question of the application of the Rules shall be put to a vote. The result of said vote shall prevail.
- 3.8 **Execution of Resolutions.** CRA Board Resolutions shall be executed by the Chair, attested by the City Clerk or CRA Secretary, and the form of any such instrument shall be previously approved as to legal form and sufficiency by the City or CRA attorney, or duly authorized designee.

ARTICLE 4
CONTRACTS; REAL PROPERTY; PURCHASING

4.1 **Execution of Contracts.** Contracts shall be executed by the Executive Director and the form of any such instrument shall be previously approved as to legal form and sufficiency by the City or CRA Attorney or duly authorized designee.

4.2 **Real Property Acquisition and Disposition.** The acquisition and disposition of real property by the CRA shall be done in accordance with the provisions of Chapter 163, Part III, Florida Statutes, and all other applicable state and federal laws.

4.3 **Purchasing Procedures.** The City shall function as the purchasing agent for the CRA in accordance with an "Interagency Services Agreement" entered into and between the CRA and the City. All purchases by the CRA shall be conducted in accordance with the procedures stated in the Purchasing Ordinance of the City. The City Manager shall set the required approvals when involving purchases by the CRA in accordance with the City's Purchasing Ordinance.

4.4 **Cost Recovery Procedures.** The CRA Board adopts the City's Cost Recovery Procedures codified in the North Miami Beach Zoning and Land Development Section 24-170, as amended and adopted by Ordinance No. 2015-19. The CRA Executive Director or designee shall administer the cost recovery procedures.

ARTICLE 5
FISCAL MATTERS

5.1 **Fiscal Year.** The fiscal year of the CRA shall begin on October 1 and end on September 30 of each year.

5.2 **Budget.** The CRA Board shall cause to be prepared an annual budget with a work program for each year, and such other budgets as the Commissioners may determine. The CRA shall not expend any funds for any purpose other than those specified in said budget and work program, provided that the CRA Board shall have the power to amend its budget as may from time to time be necessary. Final approval of the budget is vested with the Miami-Dade County Board of County Commissioners as described in the Interlocal Agreement.

5.3 **Accounting Procedures.** The City shall provide financial accounting services to the CRA in accordance with an "Interagency Services Agreement" between the CRA and the City. The CRA shall follow the City's accounting practices and procedures.

5.4 **Annual Audit.** The CRA Board shall arrange for an independent financial audit each fiscal year and a report of such audit by an independent certified public accountant. The annual audit shall be included in the City's Consolidated Annual Financial Report. The CRA shall submit a copy of the audit report to the City Council, to Miami-Dade County pursuant to the Interlocal Agreement, to each taxing authority that contributes to the CRA Trust Fund, to the Florida Department of Financial Services, and to the State Auditor General. The CRA Board shall select the auditor. The auditor selected by the CRA Board may be the same auditor that prepares the annual audit for the City.

5.5 **Annual Financial Report.** The CRA shall submit to the Florida Department of Financial Services the Annual Financial Report required of all special districts in Florida. This is a separate document from the annual audit referred to above.

5.6 **Annual Report.** The CRA shall submit to the City and Miami-Dade County on or before March 31 of each year, a report of its activities and finances for the preceding fiscal year in accordance with the provisions of Section 163.356(3)(c), Florida Statutes. The CRA shall publish in a newspaper of general circulation in the City a notice that such report has been submitted to the City and is available for inspection during business hours in the Office of the City Clerk and the CRA's office.

5.7 **Bonding of Officers and Employees.** The CRA may require that any and all Commissioners and employees be required to post bond for faithful performance of duty. The CRA may pay bonding costs for all such bonds it requires.

5.8 **Maintenance and Disbursement of Funds.** All revenue received by the CRA shall be deposited in a Redevelopment Trust Fund managed by the City. Funds shall be distributed only at the direction and approval of the CRA Board pursuant to a budget adopted by the CRA Board. The City shall function as the fiscal agent for the CRA on all matters involving the Redevelopment Trust Fund.

ARTICLE 6 COMMITTEES

6.1 **Power to Create.** The CRA Board may create committees from time to time as necessary to carry out the functions, purposes, and objectives of the CRA. The City Council appoints the members of a Redevelopment Advisory Board as described in the City Ordinances.

ARTICLE 7 AMENDMENTS

7.1 **Amendments.** The By-Laws of the CRA may be amended by resolution at any regular or special meeting with a majority vote of the Commissioners. No such amendment shall be adopted unless at least two (2) day's written notice thereof has been previously given to the Commissioners.

ARTICLE 8 INDEMNIFICATION AND INSURANCE

8.1 **Indemnification of CRA, its Officers, Members, and Employees.** Any of the CRA, its officers, commissioners or employees may be indemnified or reimbursed by the CRA for reasonable expenses (including, but not limited to, attorney's fees, judgments and payments in settlement) actually in connection with any action, suit or proceeding, civil or criminal, actual or threatened, to which she/he or they shall be made a party by reason of being or having been, or by reason of any actual or alleged acts performed or omitted to be performed in connection with such person being or having been an officer, member or employee of the CRA; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding as to which she/he shall finally be adjudged to have been guilty of or liable for gross negligence or willful misconduct or criminal acts in the performance of her/his duties to the CRA; and provided further, that no person shall be so indemnified or reimbursed in relation to any matters in such action, suit or proceeding which has been made the subject of a compromise settlement except with the approval of a court of competent jurisdiction, and the CRA acting by vote of members not parties to the same or substantially the same action, suit or proceeding, constituting a majority of the remaining Commissioners. The foregoing right of indemnification or

reimbursement shall not be exclusive of other rights to which such person, her/his heirs, executors or administrators may be entitled as a matter of law.

8.2 **Insurance.** The CRA may self-insure or purchase insurance for the purpose of indemnifying its officers, members, and other employees to the extent that such indemnification is allowed in Section 8.1 herein. The CRA may purchase other insurance, including liability and hazard insurance, as it deems necessary and appropriate.



City of North Miami Beach, Florida
Community Redevelopment Agency (CRA)



CRA Board of Commissioners:

Chairman George Vallejo
Commissioner Anthony DeFillipo
Commissioner Barbara Kramer
Commissioner Marlen Martell
Commissioner Frantz Pierre
Commissioner Phyllis S. Smith
Commissioner Beth E. Spiegel

Staff:

Executive Director Ana M. Garcia
CRA Attorney Jose Smith
Deputy City Manager Candido Sosa-Cruz
CRA Administrator Patrick Brett

Fiscal Year 2017 Budget

For the Fiscal Year Starting on October 1st, 2016 and ending on September 30th, 2017

The North Miami Beach Community Redevelopment Agency (“CRA”) was created in 2005 by the Miami-Dade County Board of County Commissioners (“BCC”). The BCC delegated many of the CRA powers to the City of North Miami Beach (“City”), which then created the CRA. The BCC retained other CRA powers such as final approval of the annual budget, amending the CRA Redevelopment Plan, approval of long-term debt such as loans and bonds, and other CRA powers, which was described in the 2005 Interlocal Agreement between the BCC, City, and CRA.

The CRA’s goals are:

- 1) Eliminate and prevent blight,
- 2) Improve the public infrastructure, and
- 3) Prevent and reduce incidents of crime.

The CRA is a dependent special district that may only take on projects and programs that were approved in the Redevelopment Plan.

The CRA anticipates the approval of the 2015 Amended Redevelopment Plan by the BCC, which contained updated financial projections, projects, programs, and capital improvements.

CRA FY 2015-2016 ACCOMPLISHMENTS

Hired a full-time CRA Administrator.

Approved the first Tax Increment Finance Incentive for the Read Capital Apartments development (350 unit residential, mixed-use with first floor retail) that was approved for an underutilized and blighted property located at West Dixie Highway and Hanford Blvd in the designated Downtown.

Approved a Façade Beautification Program application.

Started a preparation for a Request for Proposals for a targeted industry business attraction redevelopment project.

Improved the CRA website to improve transparency and public awareness. A direct link to the webpage is now available: www.nmbcra.org.

Promoted the CRA at community events such as the Heart Health Walk, Bike 305, and the International Council of Shopping Centers annual conference.

Installed Royal Palm trees on Hanford Blvd the designated Downtown.

Promoted the Redevelopment Area through in-person marketing by meeting with businesses and walking door to door to promote private investment.

Coordinated with South Florida Regional Transportation Authority and Miami-Dade County Transit for the future passenger rail line on Florida East Coast tracks.

Completed the West Dixie Highway Implementation Strategy for the reconstruction of West Dixie Highway from 163rd Street to 172nd Street and the bridge over the Royal Glade Canal.

Submitted to the BCC the 2015 Amended Redevelopment Plan. An amendment to the existing plan was required to:

- Reflect recent changes to the Comprehensive Plan and Zoning Code;
- Removal of outdated language and images;
- Update of the financial projections;
- Update program descriptions to reflect current policies and practices;
- Integrate the West Dixie Highway Implementation Plan;
- Make adjustments required by changes in State law;
- Highlight current priority projects.

Met with the Miami-Dade County Water and Sewer Department to assist with the expansion of a County wastewater line being funding in part by the CRA.

REVIEW OF FY 2015-2016 BUDGET GOALS

The CRA FY 2015-2016 budgeted included seven (8) descriptive targets. Five (5) were completed, two (2) are still in progress, one (1) was incomplete, and one (1) was determined not CRA applicable.

Status	Description from FY 16 Budget
SUCCESS	Attract new development through marketing and promotion of new zoning and adopted Tax Increment Recapture Incentive program.
SUCCESS	Technical assistance, targeting and funding of existing and new businesses improvements through the CRA's Façade and Commercial Improvement program focusing on strategic investments that will provide the highest functional and visual impacts.
SUCCESS	Conduct an analysis to identify the number and location of businesses within the CRA which are unable to grow due to lack of sanitary sewer. Identify potential funding and/or create incentives to connect all existing businesses within the CRA to sewer.
IN PROGRESS	Complete Miami-Dade County sewer extension project along 163rd Street and NE 21st Avenue
SUCCESS	Implement specific short term recommendations from the West Dixie Highway Implementation Plan.
IN PROGRESS	Continue to monitor and work with Miami Dade County PWWM Department on design and engineering of the West Dixie Highway Roadway Improvement project and Royal Glade Canal Bridge Replacement Project to ensure consistency with the City vision (Design firm to be under contract with Miami Dade County, Fall of 2015. Funding has been allocated per the 5-Year Transportation Improvement Plan)
NOT CRA APPLICABLE	Negotiate a public/private partnership for City owned parking lot along the West Dixie Highway corridor.
INCOMPLETE	Develop an overall Marketing Plan for the CRA to solicit and attract investment. Fund portions of implementation.

CRA 2016-2017 REVENUES

Total Revenues for the CRA FY2016-2017 is estimated at \$1,878,392. The sources of revenue include tax increment receipts from the City of \$411,413 and Miami-Dade County of \$602,770 respectively and a carry forward from FY2015-2016 of \$855,000 plus a projected \$9,209 on investments. Please see the comparative table below:

CRA Estimated Revenues Comparative Table

	(FY 15-16)	(FY 16-17)
TIF City Contribution	\$ 404,477	\$ 602,770
TIF County Contribution	\$ 289,030	\$ 411,413
Carry Forward	\$ 730,233	\$ 855,000
Interest on Investments	\$ 10,000	\$ 9,209
Total Revenues:	\$1,433,740	\$1,878,392

CRA FY2016-2017 EXPENSES

ADMINISTRATIVE EXPENSES

1. Employee Salary and Fringe (\$ 30,138)

25% Administrative personnel costs charges to the CRA for the CRA Administrator

Total for Salary/Fringe: \$30,138

2. Annual Audit (\$ 4,200)

The CRA is audited as a part of the City of North Miami Beach’s annual audit (CAFR) and, as with all funds, pays its pro-rata share of the cost of the audit.

3. Advertising and Notices (\$ 5,000)

Legal notices placed and published for CRA Board, Redevelopment Advisory Board, and special meetings, announcements, workshops, and public information.

4. Travel (\$ 4,746)

Travel for conventions, seminars, continuing education, conferences, and developer meetings.

5. City Administrative Support (\$ 120,705)

As per the Interlocal Agreement approved by Miami-Dade County BCC, the City of North Miami Beach CRA is governed by a 6% cap of total TIF expenditures within a set fiscal year for the purposes of assessing an indirect cost and overhead allocation.

The City of North Miami Beach will provide support services to the CRA, in particular from the City Manager Office, City Attorney Office, City Clerk Office, and Finance, Procurement, Information Technology, and Community Development Departments.

6. Other Administrative Expenses (\$ 24,525)

Overhead expenses include but are not limited to operating supplies, bank fees, education program, communication services, repair and maintenance, office supplies, operating supplies, books and memberships, maintenance and repair of vehicles, fuel, computer equipment and software, postage, professional organization membership dues, subscriptions to publications, and maintenance agreements. Also included in the annual Florida Special Districts fee.

7. County Administrative Charge (\$ 6,172)

Required County Fee @ 1.5% of County's tax increment contribution.

Total Administrative Expenses including salary/fringe \$195,486

OPERATING EXPENSES

1. Employee Salary and Fringe (\$ 90,414)

75% of Administrator's salary and fringe

2. Contractual Services (\$ 83,250)

CRA will contract will consultants to assist with, but not limited to, review of Tax Increment Finance Recapture Incentive applications, meeting recording, meeting minutes, targeted industry market analysis, marketing, branding, and economic development services.

3. Printing and Publishing (\$ 5,000)

Covers the cost of producing agendas / annual reports and other documents required by the CRA Board and the Redevelopment Advisory Board. Also included are developer recruitment packages, welcome packages including annual public information and other documents needed to provide economic overview of the City & CRA.

4. Marketing (\$ 15,000)

Through promotional activities, the CRA will promote its services and activities to new businesses and developers interested in doing business and applying for existing programs and incentives.

5. Legal Services Costs (\$ 20,000)

Outside (non-City) legal assistance for development agreements/legal issues and attendance at CRA Board & Redevelopment Advisory Board Meetings. "Legal services" shall include review of contracts and agreements, and the rendering of legal opinions as requested.

6. Grant Programs

Commercial Improvement Programs (\$ 70,000)

Commercial Improvement Grant Program: The grant will pay for 50% of the total cost of an approved project up to a maximum cost of \$25,000. All improvements must be in compliance with any and all applicable codes, design standards, and all other restrictions of the City of North Miami Beach. Every project must be approved by the CRA Board and is subject to fund availability.

Wastewater Tie-In (\$ 133,342)

The CRA will develop a program to assist commercial and mixed use property owners with the cost to tie into the wastewater systems.

Historic Preservation (\$15,000)

The CRA will development a program to assist property owners with the costs associated with historic preservation and recognition in conjunction with the City of North Miami Beach 90th Anniversary.

Art in Public Places (\$25,000)

The CRA will develop an Arts in Public Places pilot program. Emphasis will be placed on utilizing local artists to create local themes.

7. Debt Service (\$200,900)

The repayment of borrowed funds for one (1) \$3,000,000 tax exempt loan drawn down in 2007. The loan will expire on 2/1/2027.

Total Operating: \$ 657,906

8. Capital and Infrastructure Improvements

The following is recognized as ongoing and potential future infrastructure improvements within the Redevelopment Area:

- | | |
|---|------------|
| • Wayfinding Signage, Placemaking, and Branding | \$ 150,000 |
| • Targeted Industry Incentive Project | \$ 500,000 |
| • Passenger Rail Station | \$ 100,000 |
| • West Dixie Highway Implementation Strategy | \$ 225,000 |
| • Public/Private Shared Parking Facility | \$ 50,000 |

Total Capital and Infrastructure Improvements: \$1,025,000

	FY (15-16)	FY (16-17)
Total Administrative Expenses:	\$ 136,605	\$ 195,486
Total Operating Expenses:	\$ 623,093	\$ 657,906
Capital Improvements:	\$ 674,042	\$ 1,025,000
Total CRA Budget	\$ 1,433,740	\$ 1,878,392

North Miami Beach CRA – FY2016-2017 Budget

August 18, 2016:

Other Administrative Expenses

Bank Fees: \$250
Education Programs: \$10,000
Communication Services: \$525
Repair and Maintenance Services: \$500
Office Supplies: \$1,250
Operating Supplies: \$2,500
Books and Memberships: \$2,500
Maintenance and Repair of Vehicles: \$1,250
Fuels and Lubricants: \$2,000
Data Processing Equipment: \$3,750

Total: \$24,525

City Services and Support Provided to the CRA:

City Manager's Office
City Attorney's Office
City Clerk's Office
Finance Department
Community Development Department
Information Technology Division
Procurement Division
Fleet Maintenance

Total: \$120,705

City of North Miami Beach
Community Redevelopment Agency FY 2016-2017 Budget

(FY 16-17 begins October 1, 2016)

	FY14-15 Approved Budget	FY14-15 Actual Budget	FY15-16 Approved Budget	FY15-16 Actual Budget	FY16-17 * Proposed * Budget
Revenues					
City Tax Increment Revenue	343,597	343,597	404,477	404,477	602,770
County Tax Increment Revenue	275,311	194,472	289,030	289,030	411,413
Additional City Funding					
County Carryover					
Carryover from prior year (cash & equiv.)	578,759	681,027	730,233	730,233	855,000
Loan Proceeds					
Interest earnings	10,000	10,000	10,000	10,000	9,209
Revenue Total	1,207,667	1,229,096	1,433,740	1,433,740	1,878,392
Expenditures					
Administrative Expenditures:					
Employee salary and fringe	16,875	16,875	30,928	30,928	30,138
Audits	3,150	3,150	3,780	3,780	4,200
Advertising and notices	700	700	700	2,700	5,000
Travel	1,000	926	1,000	1,000	4,746
City Administrative Support	-	-	80,896	80,896	120,705
Other Admin. Exps (attach list)	12,916	4,649	12,966	12,966	24,525
(A) Subtotal Admin Expenses, %	34,641	26,300	130,270	132,270	189,314
County Administrative Charge at 1.5%	4,130	2,917	4,335	4,335	6,172
(B) Subtotl Adm Exp	38,771	29,217	134,605	136,605	195,486
Operating Expenditures:					
Employee salary and fringe	50,625	50,625	93,193	93,193	90,414
Contractual services	60,000	60,000	70,000	70,000	83,250
Printing and publishing	5,000	3,723	5,000	5,000	5,000
Promotional Activities	10,000	6,930	12,000	10,000	15,000
Legal services/court costs	21,500	11,500	41,500	41,500	20,000
Capital Projects- Encumbered	-	74,980	-	-	-
Capital Projects - Grants	130,000	26,450	200,000	200,000	-
Targeted Industry Incentive Project	-	-	-	-	500,000
West Dixie Implementation Strategy	424,900	-	-	-	225,000
Wayfinding Signage, Placemaking, and Branding	-	-	-	-	150,000
Wastewater Tie-In Grants	-	-	-	-	133,342
Passenger Rail Station	-	-	-	-	100,000
Commercial Improvement Grants	-	-	-	-	70,000
Parking Facility	-	-	-	-	50,000
Art in Public Places Grants	-	-	-	-	25,000
Historic Preservation Grants	-	-	-	-	15,000
Hanford Blvd Renovations	45,000	28,452	-	-	-
CRA wide infrastructure improvements	-	-	459,157	459,157	-
Sewer 163rd St & NE 21st Ave	214,885	-	214,885	214,885	-
Debt service payments (capital imp.)	206,986	206,986	203,400	203,400	200,900
Debt service payments (property)	-	-	-	-	-
Transfers out to others (attach list)	-	-	-	-	-
Other Oper. Expenses (attach list)	-	-	-	-	-
(C) Subtotal Oper. Expenses	1,168,896	469,646	1,299,135	1,297,135	1,682,906
(D) Reserve/Contingency					
Expenditure Total (B+C+D)	1,207,667	498,863	1,433,740	1,433,740	1,878,392
Projects:					
Redevelopment & Infrastructure					
Capital Projects	-	-	459,157	459,157	-
Targeted Industry Incentive Project	-	-	-	-	500,000
West Dixie Highway Implementation Strategy	424,900	388,490	-	-	225,000
Wayfinding Signage, Placemaking, and Branding	-	-	-	-	150,000
Passenger Rail Station	-	-	-	-	100,000
Parking Facility	-	-	-	-	50,000
Sewer NE 163rd & NE 20th Ave	214,885	214,885	214,885	214,885	-
Hanford Blvd Renovations	45,000	28,452	-	-	-
Total project dollars:	684,785	631,827	674,042	674,042	1,025,000
Year End Carry Over		730,233	-	855,000	-



NORTH MIAMI BEACH
Florida



City of North Miami Beach CRA

FY 2016-17
Redevelopment Advisory Board
Budget Presentation



August 18th 2016 (r2)



NORTH MIAMI BEACH *Florida*



Change Log for CRA FY17 Budget Revision 1 to Revision 2



CRA FY17 revision 1 budget was included in the agenda package that was emailed to the RAB and displayed on the City's website.

Tonight's presentation and binders use the revision 2 budget with the following the substantial changes:

Revenue:

Interest Earnings from \$1,000 to \$9,209

Expenses:

Outside Legal from \$30,000 to \$20,000

Commercial Improvement Grants from \$60,000 to \$70,000

Wastewater Tie-In Grants from \$125,133 to \$133,342

CRA Façade Beautification Grant Program to sunset on September 30, 2016.



NORTH MIAMI BEACH *Florida*



FY 16 to FY 17 Comparison

CRA
Fund # 104

FY 2015-2016 Budget	FY 2016-2017 Budget	Change +/-	Change %
\$ 1,433,740	\$ 1,878,392	\$ 444,652	31.01%

Revenues	FY16 Budget	FY17 Budget	Change +/-	Change %
Carry-Over	\$ 730,233	\$ 855,000	\$ 124,767	17.09%
County TIF	\$ 298,030	(1) \$ 411,413	\$ 113,383	38.04%
City TIF	\$ 404,477	(2) \$ 602,770	\$ 198,293	49.02%
Interest on Investments	\$ 10,000	\$ 9,209	\$ (791)	-7.91%

- (1) Gross: 1.5% County Administrative Fee Excluded (Re: 2005 Interlocal for \$6,172) makes FY17 County Net Contribution \$405,241
- (2) Gross: City Administrative Services (\$120,705) makes FY17 City Net Contribution \$482,065



NORTH MIAMI BEACH *Florida*



Expenditures	FY16 Budget	FY17 Budget	Change +/-	Change %
Salaries and Fringe	\$ 124,722	\$ 120,552	\$ (4,170)	-3.34%
City Administrative Services to CRA	\$ 80,896	\$ 120,705	\$ 39,809	49.21%
Other Administrative Expenses	\$ 22,781	\$ 30,697	\$ 7,916	34.75%
Grants and Incentives	\$ 200,000	\$ 243,342	\$ 43,342	21.67%
Operating Expenses	\$ 128,499	\$ 137,196	\$ 8,697	6.77%
Debt Service	\$ 203,400	\$ 200,900	\$ (2,500)	-1.23%
Capital Expenses	\$ 674,042	\$ 1,025,000	\$ 350,958	52.07%
Total Expenses	\$ 1,433,740	\$ 1,878,392	\$ 444,652	31.01%



NORTH MIAMI BEACH *Florida*



Grants



- New Opportunities:
 - Wastewater (sewer) Tie-In
 - Art in Public Places
 - Historic Preservation and Recognition
- Continuation:
 - Commercial Property Improvement Program
- Sunsetting:
 - Façade Beautification Program



NORTH MIAMI BEACH *Florida*



Capital Projects



- New:
 - Wayfinding Signage, Placemaking, and Branding of the Redevelopment Area
 - Targeted Industry Incentive Project
 - Passenger Rail Station
 - Parking Facility
- Funding Continuation:
 - West Dixie Highway Implementation Strategy
- Encumbered Projects:
 - Wastewater NE 20th Avenue and alleyway



NORTH MIAMI BEACH *Florida*



The End

Presented by: Patrick Brett, CRA Administrator



August 18th 2016 (r2)



City of North Miami Beach, Florida
Community Redevelopment Agency (CRA)



MEMORANDUM

TO: CRA Redevelopment Advisory Board Members
FROM: Ana M. Garcia, Executive Director and City Manager
VIA: Candido Sosa-Cruz, Deputy City Manager
Patrick Brett, Administrator
DATE: August 15th, 2016
RE: **Executive Director's Report**

CRA Fiscal Year 2015-2016 Budget

The Miami-Dade County Board of County Commissioners approved the CRA FY2015-2016 budget in May through County Resolution R-385-16.

Continued CRA Website Improvements

The website provides the public a single stop location to see the approved redevelopment projects in the Redevelopment Area. A rendering of an approved charter school, Boca Juniors Clubhouse next to Mischon Field was recently published on the website. This redevelopment project is situated in the core of the Redevelopment Area. Additionally, CRA documents continue to be added to the website to promote transparency.

CRA Staff Involvement with Local Businesses

CRA staff meets with business owners to discuss and promote CRA incentives and what more the CRA can do to assist with their success. The feedback is discussed amongst the City staff team. The business owners are invited to meet with the City staff to discuss various options.

CRA Business Attraction

The CRA staff, along with its RMA consultants, have identified a microbrewery targeted industry potential for the Redevelopment Area. Staff is developing a plan.

Thank you.



City of North Miami Beach, Florida

Community Development Department

TO: Patrick Brett, North Miami Beach CRA Administrator

FROM: Richard G. Lorber, Director of Community Development

VIA: Candido Sosa-Cruz, Deputy City Manager

DATE: August 2016

RE: Update on Development within the CRA

The Community Development Department presents the following information regarding new development within the Community Redevelopment Agency (CRA) area.

Projects	Location	Zoning	Status
The Canopies – 8 story mixed-use apartments	1640 NE 164th St	MU/TC	Proposed site plan approved by City Council on June 7, 2016.
Boca Juniors Clubhouse	Mischon Field	MU/TC	Second story, new classrooms for Charter School, approved by Council July 5, 2016.
Cambria Hotel	16300 NE 19 AVE	MU/TC	Building has been vacated. Demolition Permit approved.
Winn Dixie Site / Read Capital	164th St./21st Ave	MU/TC	Awaiting submission of building permit application and plans.
Solo Building	NE 19th Ave	MU/TC	Demolition completed, site cleared. Extension to November 3, 2016 approved by Mayor and Council.