



## **AGENDA**

### **NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY REGULAR BOARD MEETING**

Tuesday, September 27, 2011  
5:30 P.M.

**NORTH MIAMI CITY HALL - COUNCIL CHAMBERS  
776 N.E. 125<sup>TH</sup> STREET, SECOND FLOOR**

- I. CALL TO ORDER – Pledge of Allegiance; Roll Call**
- II. APPROVAL OF MINUTES – September 13, 2011**
- III. ITEMS FOR REVIEW AND/OR ACTION**



## **AFFORDABLE HOUSING EFFORTS**

- NEW HOUSING CONSTRUCTION**
- HOMEBUYER PURCHASE ASSISTANCE**
- SINGLE FAMILY HOME REHABILITATION**
- AFFORDABLE RENTAL HOUSING**
- OTHER**



## **COMMERCIAL & ECONOMIC DEVELOPMENT PROGRAMS**

- **COMMERCIAL GRANTS**
- **OTHER**



## **CAPITAL IMPROVEMENTS & INFRASTRUCTURE**



## **ADMINISTRATIVE & OTHER**

### TAB 1

Resolution approving the NMCRA Proposed FY 2011-12 Budget  
(Attachment)

### TAB 2

Resolution appointing the City Manager of the City of North Miami to  
serve as the Executive Director of the North Miami Community  
Redevelopment Agency (NMCRA) in accordance with the bylaws of  
the NMCRA effective October 1, 2011 (No Attachment – the  
resolution will be presented at the meeting)

TAB 3

Resolution authorizing the execution of new signature cards for the NMCRA bank accounts at City National Bank and Regions Banks effective October 1, 2011 (No Attachment – the resolution will be presented at the meeting)

TAB 4

Appointment of members to the North Miami CRA Advisory Committee (Attachment)

**COMMUNITY OUTREACH**

IV. REPORTS

A. Board Member Reports

Chair Andre D. Pierre, Esq.  
Member Michael R. Blynn, Esq.  
Member Scott Galvin  
Member Jean R. Marcellus  
Member Marie Erlande Steril

B. CRA Attorney

C. Executive Director

D. Next Regular Board Meeting – Tuesday October 11, 2011  
at 5:30 p.m. at City Council Chambers

Next Regular Advisory Committee Meeting – Monday,  
October 3, 2011 at 6:00 p.m. at City Council Chambers

V. 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.

NMCRA board agenda for 092711 tecsr 092311

## SUMMARY MINUTES

### REGULAR COMMUNITY REDEVELOPMENT AGENCY MEETING

September 13, 2011

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, September 13, 2011, beginning at 5:34 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](http://www.NorthMiamiCRA.org)

Flag salute

#### I. ROLL CALL

Board Member Marie Erlande Steril	Here
Board Member Scott Galvin	Here
Chairman Andre D. Pierre	Here
Board Member Jean Rodrigue Marcellus	Here
Board Member Michael R. Blynn	Here

#### Additions, Deletions or Withdrawals

(NONE)

The Executive Director provided revised information for Agenda Item, Tab #2.

#### II. APPROVAL OF MINUTES:

Regular Meeting – August 23, 2011

Board Member Galvin moved to approve the minutes, seconded by Board Member Marcellus; passed unanimously.

### III. ITEMS FOR REVIEW AND/OR ACTION

#### **TAB 1 – REQUEST TO APPROVE GRANT FUNDING ASSISTANCE IN AN AMOUNT UP TO \$250,000 THROUGH THE NORTH MIAMI BUSINESS ASSISTANCE PROGRAM TO POLLO TROPICAL FOR A NEW LOCATION ON NW 7<sup>TH</sup> AVENUE**

Michael A. Etienne, Esquire, City Clerk, read the title for the record. The CRA Executive Director reviewed the recommendation requesting approval of waivers to the Program Guidelines and conditions. Glenn Rozansky, Vice President for Real Estate & Construction, Pollo Tropical and David Wilson, President of the Real Estate Resource Group, Inc., present, gave a brief report to the Board. Board discussion regarding the Board requesting including a commitment from Pollo Tropical, in the agreement, to hire North Miami residents as employees of the company. Public discussion.

Chairman Pierre moved to approve the request to approve grant funding for Pollo Tropical, with the conditions recommended by the CRA Executive Director, subject to further negotiation of the requirements relative to job creation and the hiring of North Miami residents and the final agreement coming back to the CRA Board, seconded by Board Member Galvin; passed unanimously.

#### **TAB 2 – DISCUSSION REGARDING THE NMCRA PROPOSED FY 2011-12 BUDGET**

Mr. Etienne read the title for the record. The CRA Executive Director reviewed revised Agenda Item 2 for the CRA's FY 2011-12 Proposed Budget, including the indicated revenues and expenditures. The CRA Executive Director further advised the budget as presented is balanced at \$1,496,666.

The CRA Executive Director highlighted areas in detail for proposed revenues and expenditures in fiscal year 2011-12.

The CRA Executive Director presented recommendations of funding Capital Projects, Redevelopment Projects and programs and activities as continuation funding, consistent with the CRA Redevelopment Plan. Board discussion.

A. Board Member Reports

(NONE)

B. CRA Attorney

(NONE)

C. Executive Director

(NONE)

D. Next Regular Board Meeting: Tuesday, September 27, 2011, at 5:30 p.m. at City Council Chambers

Next Regular Advisory Committee Meeting – Monday, October 3, 2011, at 6:00 p.m. at City Council Chambers

**V. ADJOURNMENT**

Meeting adjourned at 6:47 p.m.



# AGENDA ITEM 1

## NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

*CRA Board*  
 Andre D. Pierre, Esq., Chair  
 Michael R. Blynn, Esq.  
 Scott Galvin  
 Jean R. Marcellus  
 Marie Erlande Steril

*Executive Director*  
 Tony E. Crapp, Sr.

*CRA Attorney*  
 Steven W. Zelkowitz

*CRA Secretary*  
 Michael A. Etienne, Esq.

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Date: September 27, 2011  
 To: Honorable Chairman and Members  
 CRA Board of Commissioners  
 From: Tony E. Crapp, Sr.  
 Executive Director  
 Subject: **FY 2011-12 Proposed Budget**

It is recommended that the CRA Board approve the FY 2011-12 Proposed Budget during its upcoming meeting on September 27, 2011. To facilitate your review and consideration of the FY 2011-12 budget several schedules are attached for your information and are referenced in the body of this memorandum. **Please note that the CRA's Proposed Budget for FY 2011-12 has been developed in coordination with the City of North Miami pursuant to the Board's direction to have the day-to-day management of the CRA transferred to the City Manager effective as of October 1, 2011. As the result, the proposed budget exceeds and includes revenues and expenditures in the amount of \$1,477,470 that are allocated as follows:**

NMCRA FY 2011-12 Proposed Budget per City Budget Coordination

Revenue

Gross New TIF	\$ 814,970	[City: \$1,393,329 - 858,087 = \$535,242] [County: \$804,900 - 525,172 = \$279,728]
Prior Year		
Undesignated Carryover	662,500	
Total Revenue	<u>\$1,477,470</u>	

[NOTE: Net Revenue = 1,477,470 - 128,031 = \$1,349,439]

Expenditures

<u>City Redevelopment Support</u>		
Clean Team	225,207	
Code Enforcement	72,708	
Econ. Dev. Spec. - CPD @80%	118,153	
Jazz at MOCA Concert Series	65,925	
Downtown Dev. Master Plan	74,039	
Museum Education Curator	99,373	
Museum Development Services	<u>97,300</u>	
Subtotal	<u>\$ 752,705</u>	



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*CRA Attorney*

Steven W. Zerkowitz

*CRA Secretary*

Michael A. Etienne, Esq.

Other Redevelopment Programs

Pioneer Gardens Site Costs	75,000
Neighborhood Beautification	87,735
Commercial & Business Grants	<u>50,000</u>
Subtotal	\$ 212,735

CRA Operating Expenses	<u>383,999</u>
Subtotal Expenditures	\$1,349,439

County TIF Payment Refund	<u>128,031</u>
Total Expenditures	<b>\$1,477,470</b>

To begin the review of the proposed budget, please note that **Attachment A** entitled NMCRA FY 2011-12 Proposed Budget and dated 09/06/11 is the most recently updated version of the schedule that has been used to delineate and discuss the FY 2011-12 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 per budget coordination with the City of North Miami. In addition to Attachment A please find the following supporting attachments as listed below:

- **Attachment B** – NMCRA Tax Increment Financing (TIF) Revenue Projection for the FY 2011-12 Budget
- **Attachment C** – NMCRA FY 2011-12 Proposed Personnel Services Expenses and Cost Allocation
- **Attachment D-1** – NMCRA FY 2011-12 Proposed Schedule of Operating Expenses and Capital Outlay
- **Attachment D-2** – NMCRA FY 2011-12 Proposed Schedule of Legal and Professional Services

Please be advised that both the City and Miami-Dade County have scheduled the required two (2) public hearings on their tentative millage rates and budgets. The County's first public hearing was held on September 8<sup>th</sup> and its second hearing was held on September 22<sup>nd</sup>, while the City's 1<sup>st</sup> public hearing was held on September 6<sup>th</sup> and its 2<sup>nd</sup> public hearing was held on September 20<sup>th</sup>, 2010. The CRA's FY 2011-12 Proposed Budget

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*CRA Secretary*  
Michael A. Etienne, Esq.

can now be adopted by the CRA Board and the City Council now that the final millage rates for FY 2011-12 have been adopted by the City and County.

As of September 23, 2011 the FY 2011-12 budget is balanced with total revenues and expenditures of **\$2,437,506**.

### FY 2011-12 Proposed Revenues

The FY 2011-12 Proposed Budget anticipates a total of **\$2,437,506** in available revenues from the following sources: **\$814,970** in combined TIF revenue payments from the City of North Miami (\$535,242) and Miami-Dade County (\$279,728) respectively; **\$662,500** in Prior-Year Undesignated Carryover revenue resulting from the under expenditure of prior year budget allocations; **\$19,196** in estimated interest earnings on the CRA's bank accounts; and **\$940,840** in Prior-Year Designated Carryover revenue that will be used for payments to CRA commercial grant recipients that were pending per project approvals as of September 30, 2011.

### FY 2011-12 Proposed Expenditures

The FY 2011-12 Proposed Budget includes total estimated expenses of **\$2,437,506**. Attachment C provides a detailed schedule in support of the estimated total personnel expenses of **\$229,864**, which includes salaries and fringe benefits for a total of two and one-half (1.5) staff positions (e.g. 12 months funding for a new position of CRA Coordinator and the CRA Special Projects Manager and 6 months funding for the CRA Finance Manager). Attachment D provides a detailed schedule of operating expenses totaling **\$154,135** and capital outlay expenses totaling **\$-0-**. The operating expenses include \$107,500 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 2011-12. A detailed schedule of the anticipated legal and professional services is included in the attachment. Other significant operating expenses include the following: \$7,500 for office space rental; \$2,500 for Sponsorships & Contributions in support of events that are consistent with the mission and purpose of the CRA, are aimed at increasing business volume and resident interest in the CRA district and which leverage CRA resources with other funding sources; \$5,000 for Marketing which

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includes promotion of the CRA and community outreach through newsletters, radio and television productions, special events, promotional materials, etc.; \$6,000 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. Travel expenses include registration fees and travel costs events such as the Florida Redevelopment Association (FRA) Annual Conference as well as local and regional conferences of the Urban Land Institute (ULI) and International Council of Shopping Centers (ICSC).. **Please note that the CRA's proposed total operating expenses for FY 2011-12 in the amount of \$383,999 is a significant reduction from an allocation of \$791,750 in FY 2010-11 and assumes the closure on the CRA office as of December 31, 2011 and the relocation of its remaining staff and activities to North Miami City Hall.**

The proposed debt service expenses totaling **\$15,000** provides a funding allocation that would be necessary to meet the CRA's obligation for the repayment of any funds that may be drawn down and for the continued availability of the balance of funding in the CRA's Line of Credit which is the subject of ongoing discussions with Region's Bank.

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 2011-12 the payment for the County Administrative Fee is **\$4,196** and the payment for the TIF Refund is **\$128,031**.

The proposed FY 2010-11 available funding for Capital Projects and Redevelopment Activities totaling **\$1,906,280** (including prior year undesignated carryover in the amount of \$662,500 and prior year designated carryover in the amount of \$940,840) is allocated for the following programs, projects and initiatives as now described in column #7 of Attachment A:

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- **Economic Development Assistance and Incentive Fund** -The total proposed funding allocation of **\$1,108,993** supports the following:

**-\$50,000** for new Commercial Rehabilitation and Commercial Beautification Grants, and **\$118,153** to the City of North Miami fund the support cost for the City Economic Development Specialist including funding support for the City Business Development Board and other operating expenses. The funding for both the Commercial Rehabilitation and Commercial Beautification grant programs is allocated to address blighted conditions with a focus in the commercial corridors located (1) on NW 7<sup>th</sup> Avenue, (2) on West Dixie Highway/NE 6<sup>th</sup> Avenue, and (3) in the Downtown area along 125<sup>th</sup> Street. In addition to the new funding for this program in the amount of \$50,000, the proposed allocation includes an estimated **\$940,840** in encumbered carry forward funds that represent commercial grants that were awarded in prior years and which will be expended in FY 2011-12.

- **Pioneer Gardens Affordable Housing Development** --- The total proposed allocation is **\$75,000** for costs of the ongoing site environmental testing/monitoring and reporting, and site maintenance activities.
- **Downtown Development Master Plan**, including NW 7<sup>th</sup> Avenue, West Dixie Highway, urban design standards, etc. --- The total proposed allocation to the City of North Miami is **\$74,039** and will fund the balance of a contract awarded by the City during FY 2010-11 in the amount of \$177,500.
- **Neighborhood Improvements** – The proposed allocation is **\$87,735** that will be used to fund capital improvements and beautification efforts throughout the neighborhoods within the CRA district.
- **Additional funding allocations to the City for the implementation of redevelopment projects, programs and activities that are consistent with the CRA**



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**Redevelopment Plan. The following funding allocations are proposed for FY 2011-12. Please note that most of these activities are being recommended for continuation funding.**

<b>Redevelopment Project, Program or Activity</b>	<b>\$ Amount</b>
Jazz Music Monthly Concert Series – Museum of Contemporary Art	65,925
Commercial Corridor Clean Team – Public Works Department	225,207
Code Enforcement/Compliance – Code Enforcement Department	72,708
Museum Development Services – Museum of Contemporary Art (MOCA)	97,300
Museum Education Curator – Museum of Contemporary Art (MOCA)	99,373
<b>Total</b>	<b>\$560,513</b>

### Next Steps for Budget Review and Approval

It is recommended that the CRA Board further discuss and approve the FY 2011-12 Proposed Budget during the meeting on September 27, 2011.

The City Council will be requested to approve the budget on October 11, 2011, and the CRA's FY 2011-12 Adopted Budget is to be transmitted to Miami-Dade County to be processed for review and approval as soon as possible thereafter.

In addition to adopted budget and attachments, the CRA will be submitting as Exhibit 1 the FY 2011-12 budget summarized in the format required for submission to the County along with supporting detailed schedules for the budget with comparative figures for the FY 2010-11 adopted and amended budgets.

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NMCRA board memo for 09-27-11 re FY 2010-11 Proposed Budget 09-23-11

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ATTACHMENT A

NMCRA FY 2010-11 PROPOSED BUDGET

September 23, 2011

(1) Revenue and Expense Re-Cap	(2) Adopted FY 2009-10 Budget	(3) Adopted FY 2010-11 Budget	(4) Adopted Amd. FY 2010-11 Budget	(5) Projection FY 2010-11 Budget	(6) Proposed FY 2011-12 Budget	(7) Comments regarding the FY 2011-12 Budget
<b>Revenue</b>						
TIF Revenue	6,762,830	2,483,452	2,483,452	2,483,452	814,970	<p>NOTE: Both the City and County TIF payment includes a true-up adjustment based on prior year final taxable value for FY 09-10.</p> <p>The City payment calculation is: \$1,393,329 - 868,087 = \$535,242.</p> <p>The County payment calculation is: \$804,900 - 526,172 = \$278,728.</p> <p>Sources of the Undesignated Prior-Year Carryover are as follows:</p> <p>FY 09-10 \$182,500</p> <p>-Savings from a reduction in the amount of the litigation settlement with URDG from \$325,000 to \$162,500</p> <p>FY 10-11 <u>\$600,000</u></p> <p>TOTAL \$662,500</p>
-City of North Miami	[4,233,509]	[1,415,143]			[535,242]	
-Miami-Dade County	[2,529,231]	[1,068,309]			[279,728]	
Prior Year Carryover	3,459,169	3,418,428	4,479,973	4,479,973	1,803,340	
Prior Year Undesignated Carryover					[662,500]	
Prior Year Designated Carryover					[940,840]	
Other - LOC	350,000					
Other -- City Advance for operations	215,000					
Other - City Advance for Pioneer Gardens						
Other - Interest	40,000	25,000	25,000	25,000	19,196	
Other - Misc.						
Other- Bel House Apts. Rents	33,000					
Other -- Rehab Loan for Bel House Apts						
<b>TOTAL REVENUE</b>	<b>\$10,859,999</b>	<b>\$5,926,880</b>	<b>\$6,988,425</b>	<b>\$6,988,425</b>	<b>\$2,437,608</b>	
<b>Expenses</b>						
Personnel	530,000	460,000	460,000	460,000	229,864	
Operating	369,000	329,250	329,250	329,250	154,136	
Capital Outlay	2,500	2,500	2,500	2,500	-0-	
Subtotal - Operating Expenses	\$901,500	\$791,750	\$791,750	\$791,750	\$383,999	
Debt Service - Line of Credit	50,000	15,000	15,000	15,000	15,000	
County Administrative Fee	37,938	16,025	16,025	16,025	4,186	
County TIF Refund	1,842,165	675,482	675,482	675,482	128,031	
City Advance Repayment	216,000					
Sub-Total Expenses	2,846,593	1,498,257	1,498,257	1,498,257	631,228	
<b>TOTAL Balance Remaining for Project and Program Allocations</b>	<b>\$8,013,406</b>	<b>\$4,428,623</b>	<b>\$5,490,168</b>	<b>\$5,490,168</b>	<b>\$1,806,280</b>	

Redevelopment Projects, Programs & Activities:	(2) Adopted FY 2009-10 Budget	(3) Adopted FY 2010-11 Budget	(4) Adopted Amd. FY 2010-11 Budget	(5) Projection FY 2010-11 Budget	(6) Proposed FY 2011-12 Budget	(7) Comments regarding the FY 2011- 12 Budget
(A) Economic Development Assistance and Incentive Fund	1,134,769	1,218,628	1,567,468	529,128	1,108,993	
• Commercial Rehabilitation Program	[80,000]	[150,000]	[250,000]	-0-		
• Commercial Beautification Program	[148,319]	[200,000]	[448,840]	-0-	[50,000]	
• Carryover funds for Grants	[784,220]	[500,000]	[500,000]	[318,490]	[940,840]	
• % of the Support Cost for the City Econ. Dev. Specialist	[122,230]	[113,628]	[113,628]	[113,628]	[118,153]	
• Business Retention/Attraction and Economic Development Marketing Program		[200,000]	[200,000]	[86,010]		
• Support for Local Business or Merchant Association		[30,000]	[30,000]	-0-		
• Partnership Initiative involving the CRA, City and Universities		[25,000]	[25,000]	-0-		
(B) Commercial Corridor Improvement Program						
(C) Pioneer Gardens (Ruck's Park) Affordable Housing Development	1,338,883	420,000	120,000	120,000	75,000	
• Homebuyer Counseling and Credit Qualifying	[100,000]					
• Legal Fees/Prof. Svcs.						
• Developer's Fee to NMH (Funding from the CRA LCC)	[250,000]					
• Special Audit (Inspector General)						
• Construction Mgt. Services						
• Site/Environmental Conditions	[886,883]					
(D) Residential Rehabilitation Program for homeowners	60,000	480,000	480,000	80,000		
(E) Homebuyer Subsidies for purchase of homes (excluding Pioneer Gardens at North Miami)	110,000					
(F) Home Mortgage Foreclosure Prevention						
(G) Downtown Development Master Plan, including NW 7 <sup>th</sup> Avenue and including exploration of a WiFi access system as a downtown/citywide enhancement	100,000	103,461	103,461	103,461	74,039	
(H) Strategic Land/Property Acquisitions	1,216,105					
(I) Neighborhood Beautification	650,000	1,100,000	1,600,000	1,500,000	87,735	
(J) Lease/Purchase of the Bel House Apartments	150,000					
(K) Rehab of Bel House Apts						
(L) Academic/Internship Program -\$62,500 request						
(M) MOCA Expansion A&E services and development support						
(N) Police Athletic League of North Miami						
(O) North Miami Community ID Retail Study						
(P) Security Enhancement at City Park	50,000					
(Q) Funding for Socio-Economic & Business Development Programs and Services that are consistent with the CRA Redevelopment Plan	250,000	50,000	50,000	50,000		
-Dynamic CDC	[30,000]	[20,000]	[20,000]			
-Fanni Aylsen Nan Miami, Inc	[25,000]	[20,000]	[20,000]			
-Greater North Miami Chamber	[30,000]	[10,000]	[10,000]			
-JHS & Associates, Inc	[35,000]					
-NANAY, Inc.	[30,000]					
-North Miami Foundation for Senior Citizens Services	[30,000]					
-Partners for Self-Employment,	[20,000]					

Inc						
-Police Athletic League of NM	[25,000]					
-PTSA Collaboration	[25,000]					
(Q1) Russell Life Skills & Reading Foundation, Inc.		30,000	30,000	30,000		
(R) 2010 U.S. Census Complete Count Outreach Support	39,994					
(S) <u>City Redevelopment Projects, Programs, &amp; Activities</u>						
-MOCA – Jazz Music Monthly Concert Series	65,925	65,925	65,925	65,925	65,925	
- Commercial Corridor Improvement Program Clean Team – Public Works Department	255,482	244,841	244,841	244,841	225,207	CRA Funds 100%
- Commercial Corridor Improvement Program Code Enforcement/Compliance – Code Enforcement Department	78,910	79,343	79,343	79,343	72,708	CRA Funds 100%
- Holiday Enforcement Action Team (H.E.A.T.) – Police Department	39,360	39,360	39,360	39,360		
- Web/Channel 77 Administrator – Information Technology Department	27,840	25,950	25,950	25,950		
- Buyer – Purchasing Department	37,489	28,405	28,405	28,405		
- Museum Development Services – Museum of Contemporary Art (MOCA)	97,300	97,300	97,300	97,300	97,300	CRA Funds 100%
- Museum Education Curator – Museum of Contemporary Art (MOCA)	92,349	97,604	97,604	97,604	99,373	CRA Funds 100%
- Finance Account Clerk – Finance Department	29,049	22,183	22,183	22,183		
- P&R Pepper Park Const. Mgmt. – Parks & Recreation Department	250,000					
- P&R Kiwanis Building – Parks & Recreation Department	228,170					
- P&R Pepper Park Batting Cage – Parks & Recreation Department	20,000					
- Police Athletic League – Police Department	145,000	143,623	143,623	143,623		
- Capital Improvement Projects as identified by the City of North Miami in coordination with the CRA	1,548,981					
-Community Policing Enhancement for the CRA District		182,000	182,000	182,000		
-North Miami High School Gymnasium Renovation			612,705	612,705		
TOTAL	\$8,013,406	\$4,428,623	\$5,490,168	\$4,051,828	1,906,280	
SURPLUS/(SHORTFALL)	\$-0-	\$-0-	\$-0-	\$1,440,840	\$-0-	

**ATTACHMENT B North Miami CRA Tax Increment Financing (TIF) Revenue Projection for the FY 2011-12 Budget**

	(A) Base Taxable Property Value (TV) (2004)	(B) FY 2005-06	(C) FY 2006-07	(E) FY 2007-08	(F) FY 2008-09	(G) FY 2009-10	(H) FY 2010-11 Adopted as of 10/12/10	(I) FY 2011-12 CRA Estimate as of 09-23-11
(1) City of North Miami (CNM)	1,917,218,123	2,282,812,349 +19%	2,789,812,593 +22%	3,235,995,527 +16%	3,257,864,149 +0.7%	2,923,674,799 (13.4%)	2,235,444,714 (per County Prop. Appraiser) (20.8%)	2,078,776,841 (17.05%)
(2) CNM CRA Area TV	869,122,633 F=1,888,110,270	1,050,153,621 F=2,243,922,100	1,375,439,542 F=3,166,407,279	1,602,661,496 (per City) F=3,132,571,308	1,652,825,105 F=3,132,571,308	1,486,825,201 (10.6%)	1,154,614,042 (22.2%)	1,058,359,259 (8.2%)
(2a) CNM CRA Area - Westside TV	879,599,850 (r) - per City			F=1,642,399,155	F=1,642,399,155	F=1,467,470,417		
(2b) CNM CRA Area - Eastside TV				F=563,296,341	F=563,296,341	F=219,354,784		
(3) CNM CRA Area TV Increment	181,030,988	206,316,909	723,216,646	783,452,255	783,452,255	607,224,351	275,214,192	178,999,449
(4) CNM Property Tax Millage Rate	8.500	F=472,853,571	6.7943	F=705,764,024	F=675,999,305	7.3390 (Final per City 2 <sup>nd</sup> Budget Hearing on 9/23/09)	8.1955 (City TRIM Noticed Rate)	8.1955 (City TRIM Noticed Rate)
(5) CNM TIF Revenue Payment @85%	\$1,461,825	\$3,992,309	4,668,354	5,149,865	5,149,865	4,529,231	1,415,143	595,242
(6) Miami-Dade County (MDC) CRA Area TV	869,122,633 870,454,294 (r) - per County	1,050,153,621 +21%	1,366,163,674 +30%	1,586,871,505 +16%	1,649,963,932 +4.0%	1,473,859,324 (10.7%)	1,145,472,688 (per County OSBM)	1,047,000,000 (CRA Est.)
(7) MDC CRA Area TV Increment	181,030,988	497,041,041	716,437,211	779,529,658	779,529,658	603,423,030	272,038,394 (per County OSBM)	176,565,706 (CRA Est.)
(8) MDC Property Tax Millage Rate	5.835	+174.6	4.5796	4.8379	4.8379	(22.6%)	5.4275 (County Adopted Rate)	5.4275 (County TRIM Noticed Rate)
(9) MDC Gross TIF Revenue Payment w/o Refund @89%	1,003,500	2,651,341	3,142,882 (per County) (3,116,946 + 25,936)	3,420,768	3,420,768	2,529,231	1,065,309 (per County)	279,728 (per County)
(10) Total City and MDC Gross TIF Payments @95% (5+9)	\$2,465,225	\$6,643,650	\$7,811,236	\$8,570,633	\$8,570,633	6,762,330	2,483,452	\$1,497,000
(11) 20% Administrative Exp. Cap	493,065	1,328,750	1,562,247	1,714,127	1,714,127	1,352,566	496,690	279,728
(12) MDC Excluded TV for Refund (Westside TV)	854,708,441 855,698,241 (r) - per County	995,684,389 F=1,252,903,298	1,311,694,942 F=1,431,614,824	1,489,539,138 (per County) F=1,431,614,824	1,489,539,138 (per County) F=1,431,614,824	1,261,715,292 (11.2%)	1,028,954,634	804,900 - 565,172
(13) MDC Incremental Excluded TV for Refund	14,414,192	54,468,732	633,840,897	565,916,883	565,916,883	406,017,051	173,246,393	
(14) MDC Adjusted Net TV (6-12) (Eastside TV)			54,468,732	283,349,128	283,349,128	212,144,032	115,518,034	
(15) MDC Incremental Adjusted Net TV (14-14A)		40,054,540	82,918,175	213,934,936	213,934,936	197,729,840	99,103,862	
(16) Total TV of Biscayne Landing Site (Folio # 06-2221-034+0010)	36,689,336	38,824,414	43,990,843					
(17) TIF Revenue Refunded to MDC	\$781,468	\$2,437,680	2,783,266 (per County) (2,757,601 + 25,665)	2,832,066 (est. per final County pages) (2,600,935 - 318,889)	2,832,066 (est. per final County pages) (2,600,935 - 318,889)	1,642,155 (Note: \$223,901 is a reduction for the 2007 refund overpayment]	675,482 (per County) (893,332 - 217,850)	138,031 (per County)
(18) MDC Net TIF Revenue Payment after Refund (9-17)	\$222,032	\$213,661	\$359,616	\$1,138,702	\$887,076	\$392,877	\$151,697	
(19) Total City and Net MDC TIF Revenue Payments (5+18)	\$1,683,887	\$4,205,970	\$5,027,970	\$6,288,567	\$5,120,675	\$1,807,970	\$686,999	
(20) Total Budgeted Operating Expenses (excluding Debt Service, Conting. Admin. Fee, County TIF Refund, and City Advance Payment)	1,166,805	1,220,919	1,555,000	1,401,000	901,500	791,730	383,999	
(21) Balance of Net TIF Revenue available for Payroll, Programs and Long-term Debt Service	\$517,082	\$2,985,051	\$3,672,970	\$4,887,567	\$1,569,445 - \$4,219,175	\$1,016,220	\$302,940	



# ATTACHMENT C

## NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY FY 2011-12 PROPOSED PERSONNEL SERVICES EXPENSES & COST ALLOCATION

Position	Regular Salary	Total Taxable Earnings	Social Security (FICA) - Employer Contribution	Medicare (MICA) - Employer Contribution	Health Insurance	Dental Insurance	Life Insurance	Disability Insurance	Worker's Compensation	Pension - Employer Contribution	Total Fringe Benefits	Salary Allocation to Admin. Budget	Salary Allocation to Project Budget	Fringe Benefit Allocation to Admin. Budget	Fringe Benefit Allocation to Project Budget	Total Personnel Services
CRA Coordinator	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	100,000
Finance Manager	77,250	77,250	4,790	1,121	16,266	1,219	213	968	370	7,725	32,672	38,625 (50%)	38,625 (50%)	16,336 (50%)	16,336 (50%)	109,922
Special Projects Manager	56,650	56,650	3,513	822	7,601	190	191		271	5,665	18,253	28,325 (50%)	28,325 (50%)	9,126 (50%)	9,126 (50%)	50% Cost for 6 months = \$54,961
<b>Total</b>	<b>162,838</b>	<b>162,838</b>	<b>10,783</b>	<b>2,523</b>	<b>23,867</b>	<b>1,409</b>	<b>404</b>	<b>968</b>	<b>779</b>	<b>33,645</b>	<b>54,123</b>	<b>96,888</b>	<b>66,950</b>	<b>28,661</b>	<b>25,462</b>	<b>\$229,864</b>

**Notes:**

- (1) Budgeted Regular Salary projections for 1.5 staff positions filled as of 9/30/11 with no provision for any salary increases. Including the proposed FY 2011-12 budget, regular salaries for full-time positions have not been increased in four consecutive years. For FY 2010-11 the salaries and pension contributions for all full-time employees were reduced by 5%.
- (2) CRA pays 100% of the annual cost for Health and dental insurance coverage obtained through the City of North Miami for each eligible full-time employee. **Projected costs for FY 2011-12 are based on actual costs for FY 2010-11 with a 20% contingency included to cover any cost increase.**
- (3) CRA pays 100% of the cost for Life Insurance coverage in the amount of one (1) times the employee's gross annual salary for all full-time employees in addition to paying for Disability Insurance for all full-time employees.
- (4) CRA pays the cost of required employer contributions and insurance coverage. As a percentage of the salary appropriation the employer's FICA contribution is estimated at 6.2%, the Medicare contribution is estimated at 1.45%, and the Worker's Compensation contribution is estimated at 0.5%.
- (5) CRA pays 100% of the Pension cost based on a contribution of 10% of the gross salary for each full-time employee.

**ATTACHMENT D-1**

**NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY  
FY 2011-12 PROPOSED SCHEDULE OF OPERATING EXPENSES AND  
CAPITAL OUTLAY**

<u>Operating Expenses</u>	<u>Adopted</u>	<u>Proposed</u>	<u>FY 2011-12</u>	
	<u>FY 2010-11</u>	<u>FY 2011-12</u>	<u>Admin.</u>	<u>Project</u>
Prof. Services (see Attachment D-2)	182,500	107,500	72,500	35,000
Other Services:				
Finance & Bank Charges	250			
Licenses & Permit Fees	<u>500</u>			
Subtotal – Other Svcs.	750	<u>-0-</u>		
Insurance	15,000	-0-		
Marketing & Promotion:				
Marketing	25,000	5,000		
Sponsorships & Contrib.	<u>15,000</u>	<u>2,500</u>		
Subtotal – Marketing & Promotion	40,000	7,500		
Printing & Reproduction	10,000	5,000		
Communications:				
Advertising & Notices	3,500	3,500		
Postage & Delivery	1,500	1,000		
Telephone/DSL/Cable TV	4,500	1,125		
Internet/Web Services	<u>1,000</u>	<u>1,000</u>		
Subtotal – Communications	10,500	6,625		
Leases & Rentals:				
Office Rental	30,000	7,500		
Equipment Rental	<u>5,000</u>	<u>1,660</u>		
Subtotal – Leases & Rentals	35,000	9,160		
Repair & Maintenance:				
Computer Maintenance	1,000	1,000		
Office Cleaning	<u>1,500</u>	<u>1,500</u>		
Subtotal – Repair & Maint.	2,500	2,500		
Supplies:				
Office Supplies	3,000	3,000		
Operating Supplies	2,000	2,000		
Data Processing				
Supplies/Software	1,000	1,000		
Books & Subscriptions	<u>1,000</u>	<u>1,000</u>		
Subtotal – Supplies	7,000	7,000		

## ATTACHMENT D-1

	<u>Adopted</u> <u>FY 2010-11</u>	<u>Proposed</u> <u>FY 2011-12</u>	<u>FY 2011-12</u>	
			<u>Admin.</u>	<u>Project</u>
<b>Other Oper. Expenses:</b>				
<b>Travel</b>				
Conferences	20,000	5,000		
Meetings	<u>1,500</u>	<u>1,000</u>		
	21,500	6,000		
Local Meetings & Schools	400	250		
Mileage, Tolls & Parking Fees	100	100		
Dues & Memberships	<u>4,000</u>	<u>2,500</u>		
Subtotal – Other Oper. Exp.	26,000	8,850		
<b>Total Operating Expenses</b>	<b>\$329,250</b>	<b>\$154,135</b>		
<u>Capital Outlay</u>				
Office Furniture	1,000	-0-		
Computer Equipment	1,500	-0-		
Other Office Equipment	<u>-0-</u>	<u>-0-</u>		
<b>Total Capital Outlay</b>	<b>\$ 2,500</b>	<b>\$ -0-</b>		
<b>TOTAL OPER. EXP.</b>				
<b>&amp; CAPITAL OUTLAY</b>	<b>\$331,750</b>	<b>\$154,135</b>		

## ATTACHMENT D-2

### NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY FY 2011-12 PROPOSED SCHEDULE OF LEGAL AND PROFESSIONAL SERVICES

	<u>FY 2010/11</u>	<u>FY 2011/12</u>	<u>FY 2011/12</u>	
	<u>Budget</u>	<u>Budget</u>	<u>Admin. Budget</u>	<u>Project Budget</u>
<u>Legal and Professional Services</u>				
Accounting & Auditing (1)	12,500	12,500	12,500	
Legal Services (2)	90,000	70,000	50,000	20,000
Financial Advisory Services (3)	10,000	5,000	5,000	
Bond Counsel Services (4)	5,000	-0-		
Community Outreach Services (5)	40,000	20,000	5,000	15,000
Total – Professional Services	<u>182,500</u>	<u>107,500</u>	<u>72,500</u>	<u>35,000</u>

#### NOTES:

- (1) Services to be provided by Harvey Covington & Thomas as per contract for final year number three to conduct the FY 2010-11 independent audit.
- (2) Services to be provided by Gray Robinson, PA per contractual agreement.
- (3) Services to be provided by First Southwest per contractual agreement.
- (4) Services to be provided by Squire Sanders per contractual agreement.
- (5) Services to be provided by Guylene Berry per contractual agreement.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CHAIRMAN AND BOARD MEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY, APPROVING THE FISCAL YEAR 2011-2012 BUDGET; AUTHORIZING THE CRA EXECUTIVE DIRECTOR TO TRANSMIT THE FISCAL YEAR 2011-2012 BUDGET TO THE CITY OF NORTH MIAMI AND MIAMI-DADE COUNTY; AUTHORIZING THE CRA EXECUTIVE DIRECTOR TO TAKE ALL ACTION NECESSARY TO COMPLETE THE APPROVAL PROCESS FOR THE FISCAL YEAR 2011-2012 BUDGET WITH THE CITY OF NORTH MIAMI AND MIAMI-DADE COUNTY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Interlocal Cooperation Agreement between the North Miami Community Redevelopment Agency (the "CRA"), the City of North Miami (the "City") and Miami-Dade County (the "County") requires, among other things, the CRA to annually adopt and transmit a budget and annual report to the County for review and approval by the Board of County Commissioners (the "Board"); and

**WHEREAS**, the Interlocal Cooperation Agreement also requires that the annual budget for the CRA be adopted by the CRA and the City prior to review and approval by the Board; and

**WHEREAS**, the proposed CRA Fiscal Year 2011-2012 Budget is attached hereto as Exhibit "A"; and

**WHEREAS**, the Chairman and Board Members of the CRA desire to approve the CRA Fiscal Year 2011-2012 Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD MEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY:**

**Section 1. Recitals.** The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

**Section 2. Chairman and Board Members approval and adoption of Budget.** The Chairman and Board Members of the North Miami Community Redevelopment Agency hereby approve and adopt the CRA Fiscal Year 2011-2012 Budget attached hereto as Exhibit "A".

**Section 3. Transmittal of Budget.** The CRA Executive Director is hereby authorized to transmit the Fiscal Year 2011-2012 Budget to the City and the County for review and approval thereby.

**Section 4. Authority of Executive Director.** The CRA Executive Director is hereby authorized to take all action necessary to complete the approval process for the Fiscal Year 2011-2012 Budget with the City and the County.

**Section 5. Effective Date.** This Resolution shall take effect immediately upon approval.

**PASSED AND ADOPTED** by a \_\_\_\_\_ vote of the Chairman and Board Members of the North Miami Community Redevelopment Agency, this \_\_\_\_\_ day of September, 2011.

ATTEST:

NORTH MIAMI COMMUNITY  
REDEVELOPMENT AGENCY

\_\_\_\_\_  
MICHAEL A. ETIENNE, ESQ.  
CITY CLERK

\_\_\_\_\_  
ANDRE D. PIERRE, ESQ.  
CHAIRMAN

APPROVED AS TO FORM:

\_\_\_\_\_  
GRAY ROBINSON, P.A.  
CRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:

Chairman Andre D. Pierre, Esq.	_____ (Yes)	_____ (No)
Board Member Michael R. Blynn	_____ (Yes)	_____ (No)
Board Member Scott Galvin	_____ (Yes)	_____ (No)
Board Member Marie Erlande Steril	_____ (Yes)	_____ (No)
Board Member Jean R. Marcellus	_____ (Yes)	_____ (No)



# AGENDA ITEM 4

## NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

*CRA Board*  
 Andre D. Pierre, Esq., Chair  
 Michael R. Blynn, Esq.  
 Scott Galvin  
 Jean R. Marcellus  
 Marie Erlande Steril

*Executive Director*  
 Tony E. Crapp, Sr.

*CRA Attorney*  
 Steven W. Zerkowitz

*CRA Secretary*  
 Michael A. Etienne, Esq.

Date: September 27, 2011

To: Honorable Chairman and Members  
 CRA Board of Commissioners

From: Tony E. Crapp, Sr.  
 Executive Director

Subject: **Appointment to fill Expired Terms and Vacancies on the CRA Advisory Committee**

It is recommended that the CRA Board consider making an appointments to fill three (3) vacancies and (4) expiring member terms as of 09/11/2011. The table below presents the current members and terms of appointment.

Appointing Member and Name of Appointees	Membership Category	Date Term Expires
Honorable Chairman Andre D. Pierre:		
Mary Estime-Irvin	Resident	9/11/2011
Kenneth Each	Business	9/11/2012
Honorable Commissioner Michael R. Blynn:		
Michael McDearmaid, Chair	Resident	9/11/2011
Mark Wolin	Business	9/11/2012
Honorable Commissioner Jean Rodrigue Marcellus:		
Roseline Philippe	Resident	9/11/2012
<b>VACANT</b>	Business	9/11/2011
Honorable Commissioner Scott Galvin:		
Clark Reynolds	Business	9/11/2011
Armando Vidal, Vice Chair	Resident	9/11/2012

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

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# AGENDA ITEM 4

## NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

*CRA Board*  
 Andre D. Pierre, Esq., Chair  
 Michael R. Blynn, Esq.  
 Scott Galvin  
 Jean R. Marcellus  
 Marie Erlande Steril

*Executive Director*  
 Tony E. Crapp, Sr.

*CRA Attorney*  
 Steven W. Zelkowitz

*CRA Secretary*  
 Michael A. Etienne, Esq.

Honorable Commissioner Marie Erlande Steril:		
VACANT	Resident	9/11/2011
VACANT	Business	9/11/2012
At-Large:		
Blanca Cobo	Business	9/11/2011
Clint Bower	Resident	9/11/2012

NMCRA board memo for 092711 re CRAAC Vacancies tecsr 092011

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