

NEIGHBORHOOD IMPROVEMENT BOND OVERSIGHT BOARD MINUTES

4-22-08 -6:00 P.M.
CITY OF MIAMI
CITY HALL CHAMBERS
3500 Pan American Drive
MIAMI, FLORIDA 33133

The meeting was called to order at 6:06 p.m., with the following members found to be

Present: Eileen Broton
Mariano Cruz
Robert A. Flanders (Chairman)
Charisse L. Grant
Kay Hancock-Apfel
Ricardo Lambert
Carmen Matos
Gary Reshefsky
Manolo Reyes (Vice Chairman)
Hattie Willis

Absent: Rolando Aedo
Hugo P. Arza
Luis Cabrera
Jami Reyes
Jose Solares

ALSO PRESENT: Rafael O. Diaz, Assistant City Attorney
Ola O. Aluko, Director, CIP Department
Pilar Saenz-Gonzalez, Assistant Director, CIP
David Mendez, Assistant Director, CIP
Gary Fabrikant, Assistant Director, CIP
Carlos Vasquez, Project Manager, CIP
Ed Blanco, Project Supervisor, Parks & Recreation
Marcia Lopez, Administrative Assistant I, CIP
Wendy Jaramillo, Administrative Assistant I, CIP
Sylvia Jordan, Director, Coconut Grove Cares, Inc.
Teri-Elizabeth Thomas, City Clerk's Office

I. **APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 22, 2008.**

HD/NIB MOTION 08-07

A MOTION TO APPROVE THE MINUTES OF THE MEETING OF JANUARY 22, 2008.

MOVED: M. Reyes
SECONDED: M. Cruz
ABSENT: R. Aedo, H. Arza, L. Cabrera, J. Reyes, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

II. **OLD BUSINESS:**

1. Commodore Plaza Street Furniture

<p>NAME OF PROJECT: Commodore Plaza Street Furniture Project TOTAL DOLLAR AMOUNT: \$4,832 (\$2,832 is Homeland Defense and \$2,000 is PW General Fund) SOURCE OF FUNDS: Grand Avenue Improvements DESCRIPTION OF PROJECT: The project consists of furnishing and installing two (2) benches on Commodore Plaza. The benches are the same type as the ones installed in Blanche Park. The funding is divided into Homeland Defense Bond for the furnishing and installation and PW General Fund for the maintenance of the two (2) benches on a yearly basis.</p>

HD/NIB MOTION 08-08

A MOTION TO FUND THE COMMODORE PLAZA STREET FURNITURE PROJECT.

MOVED: M. Reyes
SECONDED: C. Matos
ABSENT: R. Aedo, H. Arza, L. Cabrera, J. Reyes, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

2. Belle Meade Mini Park New Swings and Pour & Play Surface

NAME OF PROJECT: [Belle Meade Mini New Swings and Pour & Play Surface](#)
TOTAL DOLLAR AMOUNT: \$ 35,000
SOURCE OF FUNDS: District 2 Neighborhood Quality of Life Improvements
DESCRIPTION OF PROJECT: Purchase and installation of new swings and pour & play surface.

HD/NIB MOTION 08-09

A MOTION TO FUND THE BELLE MEADE MINI PARK NEW SWINGS AND POUR & PLAY SURFACE.

MOVED: M. Reyes
SECONDED: M. Cruz
ABSENT: R. Aedo, H. Arza, L. Cabrera, J. Reyes, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

3. Armbrister Park Boundless Playground

NAME OF PROJECT: [Armbrister Park Boundless Playground](#)
TOTAL DOLLAR AMOUNT: \$ 250,000 (\$ 120,000 is Homeland Defense, \$65,000 is Miami-Dade Safe Neighborhood Park Bond Program & \$65,000 is Sunshine State Financing Commission)
SOURCE OF FUNDS: District 2 Neighborhood Quality of Life Improvements
DESCRIPTION OF PROJECT: Construction of a new boundless playground.

HD/NIB MOTION 08-10

A MOTION TO FUND THE ARMBRISTER PARK BOUNDLESS PLAYGROUND.

MOVED: M. Cruz
SECONDED: M. Reyes
ABSENT: R. Aedo, H. Arza, L. Cabrera, J. Reyes, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

4. Discussion of Audit of Capital Projects Funded with Homeland Defense Neighborhood Improvements, Capital Projects and Infrastructure Improvements Bond Proceeds and other Funding Sources – Phase No. 3, Audit No. 08-010

Ola O. Aluko, Director, CIP, stated that the Department met with the Auditor and reviewed some items from the audit that occurred a few months ago. On certain items, the Department did agree with the Auditor. There were some items that the Department believes that the Auditor didn't understand and those items were clarified, but due to the nature of his work, the Auditor still had to put it on record. Overall, after speaking with the Audit Committee, the Department believes that we have implemented certain procedures and project controls whereby we can avoid these "business practices" for future work as we progress on this bond issuance. It's good that these were identified. We had also caught them prior to the audit work, so we had started some implementation. But again, the Auditor did perform his work and the Department is happy, and we think we can move forward now with a peaceful mind that we are at least moving in the right direction.

Mr. Aluko read a letter into the record to address the audit performed by the Auditor General. The letter reads as follows:

Some months ago, you and the Bond Oversight Board members received an audit report on the above referenced subject. As discussed in our previous Audit Subcommittee meeting, the Auditor General discovered certain business practices during the audit period of April 2005 to March 2007 which were not necessarily conducive to best business practice. However, more encouraging is the fact that the new administration had recognized these practices prior to the audit and had commenced to implement corrective procedures in order to avoid future occurrences.

Comments such as the Department's project tracking system (TRACS) not agreeing with project costs in the City's financials is being addressed by converting this system to be compatible with the City's system. As stated, TRACS was never meant to track the project's finances; however, with this conversion, compatibility will exist.

We have implemented controls such as cross verification between our Project Managers and Fiscal Managers to ensure clerical accuracy. We've implemented invoice processing controls to ensure no overstatement of invoices. Other controls are payment application check list which ensures that all required documents are submitted by the contractor prior to the approval of any payment requisition.

There were concerns regarding the certification of the contractor's payment application or submittal of contractor's release of Liens. Every Construction Manager has been authorized to certify each application should the project not have a design Architect or Engineer. Furthermore, the payment application check list will ensure that all required liens are submitted as required.

With the new leadership team that we have established coupled with the new Program Manager Support Team, we believe that our business practices have improved extensively. Granted, there might be some oversight along the way, we will continue to strive to do our best to ensure that we provide the best business practice and deliver the projects in the most effective, efficient and prudent manner as expected of this Department.

We look forward to a continued relationship with the Board. Should you have any questions, please feel free to contact me.

III. NEW BUSINESS:

- Barnyard Playground Area Resurfacing

NAME OF PROJECT: [Barnyard Playground Area Resurfacing](#)
TOTAL DOLLAR AMOUNT: \$60,000
SOURCE OF FUNDS: District 2 Neighborhood Quality of Life Improvements
DESCRIPTION OF PROJECT: Resurfacing of playground area.

HD/NIB MOTION 08-11

A MOTION TO FUND THE BARNYARD PLAYGROUND AREA RESURFACING.

MOVED: K. Apfel
SECONDED: M. Reyes
ABSENT: R. Aedo, H. Arza, L. Cabrera, J. Reyes, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

- Additional Funding for Black Police Precinct/Courthouse Museum Restoration

NAME OF PROJECT: [Additional Funding for Black Police Precinct/Courthouse Museum Restoration](#)
TOTAL DOLLAR AMOUNT: \$2,141,799 (**\$1,815,799 is Homeland Defense**)
SOURCE OF FUNDS: District 5 Neighborhood Quality of Life Improvements, Historic Preservation Initiatives, Contribution from General Fund \$26,000 and FL Bureau of Historic Resources \$300,000
DESCRIPTION OF PROJECT: This revision to the PAF includes funding for the addition of an 8 foot high steel picket fence along the north side (11th Street) and west side (5th Avenue) of the property. Fence will connect to existing fence on south and east sides. It also included the removal and replacement of sidewalk on the 11th street side and the installation of an ADA ramp at the 11th street/5th Avenue intersection. Also includes a fee to Water and Sewer to install water service to the irrigation meter.

HD/NIB MOTION 08-13

A MOTION TO FUND THE ADDITIONAL FUNDING FOR THE BLACK POLICE PRECINCT/COURTHOUSE MUSEUM RESTORATION.

MOVED: M. Reyes
SECONDED: M. Cruz
ABSENT: R. Aedo, H. Arza, L. Cabrera, J. Reyes, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

- Additional Funding for Dorsey Park Building Renovation Expansion

NAME OF PROJECT: **Additional Funding for Dorsey Park Building Renovation Expansion**
TOTAL DOLLAR AMOUNT: \$637,400 (\$310,000 Previously Approved)
SOURCE OF FUNDS: Neighborhood Park Improvements & Acquisition
DESCRIPTION OF PROJECT: This project consists of selective interior demolition and site demolition, 1,000 S.F. addition of new gym and new homework/aerobics room, upgrade lighting, ceiling, floor and finishes at the existing building and new A/C system, parking area and landscaping.

HD/NIB MOTION 08-14

A MOTION TO FUND THE ADDITIONAL FUNDING FOR THE DORSEY PARK BUILDING RENOVATION EXPANSION.

MOVED: M. Cruz
 SECONDED: M. Reyes
 ABSENT: R. Aedo, H. Arza, L. Cabrera, J. Reyes, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

IV. UPDATES:

- College of Policing

Ola O. Aluko, Director, CIP, reported that the College of Policing is the first of its kind in the country. It is a 112,000-square foot, 5-story facility, which will accommodate the training of police cadets and also serve as a magnet school for law studies for the Miami-Dade County Public School System. A ceremonial ground-breaking was held back in December. The Department expects to have a very good relationship with the contractor, Pirtle Construction. The project is scheduled for completion in October 2009.

- Museum Park Master Plan

Ola O. Aluko, Director, CIP, reported that the master plan was approved by the City Commission in March. The plan was received very well by the City Commission. The Department is currently in negotiations with Cooper Robertson to negotiate the construction documents. Hopefully, the contract will be brought to the City Commission during the May 8 City Commission meeting.

- Museum of Science Grant to Support the Development of a Science Museum Facility in Bicentennial Park

HD/NIB MOTION 08-16

A MOTION TO FUND THE MUSEUM OF SCIENCE GRANT TO SUPPORT THE DEVELOPMENT OF A SCIENCE MUSEUM FACILITY IN BICENTENNIAL PARK.

MOVED: R. Lambert
SECONDED: K. Apfel
ABSENT: R. Aedo, H. Arza, L. Cabrera, M. Cruz, G. Reshefsky, J. Reyes, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

V. CHAIRPERSON'S OPEN AGENDA:

HD/NIB MOTION 08-15

A MOTION TO ENCOURAGE THE CITY MANAGER TO UTILIZE THE CITY DEPARTMENTS OF CAPITAL IMPROVEMENTS AND ASSETS MANAGEMENT TO MOVE FORWARD WITH A SURVEY AND AN ECONOMIC FEASIBILITY STUDY REGARDING THE PRESERVATION OF THE MIAMI MARINE STADIUM.

MOVED: K. Apfel
SECONDED: C. Matos
ABSENT: R. Aedo, H. Arza, L. Cabrera, M. Cruz, G. Reshefsky, J. Reyes, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

VI. ADDITIONAL ITEMS:

- Armbrister Park Tennis Court Conversion

<p>NAME OF PROJECT: Armbrister Park Tennis Court Conversion TOTAL DOLLAR AMOUNT: \$15,000 SOURCE OF FUNDS: <u>District 2 Neighborhood Quality of Life Improvements</u> DESCRIPTION OF PROJECT: <u>This project consists of reconverting the hockey courts in to tennis courts.</u></p>
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HD/NIB MOTION 08-12

A MOTION TO FUND THE ARMBRISTER PARK TENNIS COURT CONVERSION.

MOVED: G. Reshefsky
SECONDED: M. Cruz
ABSENT: R. Aedo, H. Arza, L. Cabrera, J. Reyes, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.

- Programming in Parks

Charisse L. Grant suggested that as park-based projects get completed, a member of the Parks Department should approach the Children's Trust to establish connections to create quality programming in the new facilities.

Chairman Robert A. Flanders requested that Ola Aluko generate a memo to Parks Director Ernest Burkeen addressing the content of the board's conversation regarding programming in parks.

- District 4 City Commission Seat

Vice Chairman Manolo Reyes stated that today's meeting may be his last member as a Bond Oversight Board member because he will be running for the District 4 City Commission seat.

HD/NIB MOTION 08-17

A MOTION TO ADJOURN TODAY'S MEETING.

MOVED: K. Apfel
SECONDED: M. Reyes
ABSENT: R. Aedo, H. Arza, L. Cabrera, M. Cruz, G. Reshefsky, J. Reyes, J. Solares

Note for the Record: Motion passed by unanimous vote of all Board Members present.