

City of Miami

*City Hall
3500 Pan American Drive
Miami, FL 33133
www.miamigov.com*



Meeting Agenda

Wednesday, December 18, 2013

12:00 PM

**Miami City Hall (Manager's Conference Room)
3500 Pan American Drive
Miami, FL 33133**

SEOPW Community Redevelopment Agency

*Keon Hardemon, Chair
Wifredo (Willy) Gort, Vice Chair
Marc David Sarnoff, Commissioner
Frank Carollo, Commissioner
Francis Suarez, Commissioner*

**SEOPW CRA OFFICE ADDRESS:
1490 NW 3rd Avenue, Suite 105
Miami, FL 33136**

**Phone: (305) 679-6800, Fax: (305) 679-6835
www.miamicra.com**

RESOLUTIONS

1.

13-01429

CRA RESOLUTION

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING (i) THE EXECUTIVE DIRECTOR TO ENTER INTO AMENDMENTS TO (i) THE GRANT AGREEMENT WITH TOWN PARK PLAZA SOUTH, INC. WITH RESPECT TO THE TOWN PARK PLAZA SOUTH COOPERATIVE APARTMENT PROJECT; (ii) THE GRANT AGREEMENT WITH TOWN PARK VILLAGE NO. 1, INC. WITH RESPECT TO THE TOWN PARK VILLAGE COOPERATIVE APARTMENT PROJECT; (iii) THE DEVELOPMENT AGREEMENT WITH ISLAND LIVING APARTMENTS, LTD. WITH RESPECT TO THE ISLAND LIVING APARTMENTS; (iv) THE DEVELOPMENT AGREEMENT WITH LYRIC HOUSING, LTD. WITH RESPECT TO THE PLAZA AT THE LYRIC; (v) THE DEVELOPMENT AGREEMENT WITH ST JOHN PLAZA APARTMENTS, LLC WITH RESPECT TO THE ST JOHN PLAZA APARTMENTS; AND (vi) THE DEVELOPMENT AGREEMENT WITH AMC HTG I, LTD. WITH RESPECT TO THE ALONZO MOURNING PROJECT, TO EXTEND THE TIME CONTINGENCY FOR THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY TO OBTAIN BOND FINANCING ON TERMS ACCEPTABLE TO THE BOARD OF COMMISSIONERS FROM DECEMBER 31, 2013 TO JUNE 30, 2014.

2.

13-01222

CRA RESOLUTION

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY ("CRA") AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A LEASE AGREEMENT WITH THE BLACK ARCHIVES, HISTORY AND RESEARCH FOUNDATION OF SOUTH FLORIDA, INC. FOR THE CRA'S OFFICE SPACE AT THE LYRIC THEATER COMPLEX, 819 NW 2ND AVENUE, MIAMI, FLORIDA, FOR A TERM OF THREE (3) YEARS, COMMENCING DECEMBER 1, 2013, WITH RENT WAIVED FOR THE FIRST YEAR OF THE TERM, AND RENT SET AT \$6,000 PER MONTH, OR AN ANNUAL AMOUNT OF \$72,000, INCLUDING TAXES, UTILITIES, FOR THE SECOND AND THIRD YEAR OF THE TERM; FUNDS TO BE ALLOCATED FROM GENERAL OPERATING FUND ENTITLED "RENTAL AND LEASES," ACCOUNT CODE NO. 10050.920101.544000.0000.00000.

3..

13-01216

CRA RESOLUTION

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING ISSUANCE OF A GRANT, IN AN AMOUNT NOT TO EXCEED \$572,000, TO THE BLACK ARCHIVES, HISTORY AND RESEARCH FOUNDATION OF SOUTH FLORIDA, INC. TO UNDERWRITE COSTS ASSOCIATED WITH THE CONTINUED OPERATION AND PROGRAMMING OF THE LYRIC THEATER CULTURAL HERITAGE INSTITUTE FOR THE 2014 CALENDAR YEAR; AUTHORIZING THE EXECUTIVE DIRECTOR TO DISBURSE FUNDS, AT HIS DISCRETION, ON A REIMBURSEMENT BASIS OR DIRECTLY TO VENDORS, UPON PRESENTATION OF INVOICES AND SATISFACTORY DOCUMENTATION;

FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS NECESSARY FOR SAID PURPOSE; ALLOCATING FUNDS FROM SEOPW, "OTHER GRANTS AND AIDS," ACCOUNT CODE NO. 10050.920101.883000.0000.00000.


AGENDA ITEM # 1

SOUTHEAST OVERTOWN/PARK WEST
COMMUNITY REDEVELOPMENT AGENCY
INTER-OFFICE MEMORANDUM

To: Board Chair Keon Hardemon
and Members of the CRA Board

Date: December 12, 2013 File: 13-01429

Subject: Approval of amendments to (i) the Grant Agreement by and between the CRA and Town Park Plaza South, Inc.; (ii) the Grant Agreement by and between the CRA and Town Park Village No. 1, Inc.; (iii) the Development Agreement by and between the CRA and Island Living Apartments, Ltd., (iv) the Development Agreement by and between the CRA and Lyric Housing, Ltd.; (v) the Development Agreement by and between the CRA and St John's Plaza Apartments, LLC; and (vi) the Development Agreement by and between the CRA and AMC HTG I, Ltd. to extend the time contingency for the CRA to obtain bond financing for the Projects on terms acceptable to the Board of Commissioners of the CRA from December 31, 2013 to June 30, 2014

From: Clarence E. Woods, III 
Executive Director

References:

Enclosures: Supporting Documentation;
Legislation

Recommendation

It is recommended that the Board of Commissioners adopt the accompanying resolution approving the amendment to (i) the Grant Agreement by and between the CRA and Town Park Plaza South, Inc.; (ii) the Grant Agreement by and between the CRA and Town Park Village No. 1, Inc.; (iii) the Development Agreement by and between the CRA and Island Living Apartments, Ltd., (iv) the Development Agreement by and between the CRA and Lyric Housing, Ltd.; (v) the Development Agreement by and between the CRA and St John's Plaza Apartments, LLC; and (vi) the Development Agreement by and between the CRA and AMC HTG I, Ltd. to extend the time contingency for the CRA to obtain bond financing for the Projects on terms acceptable to the Board of Commissioners of the CRA from December 31, 2013 to June 30, 2014.

Background

The Board of Commissioners determined that in order to facilitate the redevelopment of the Redevelopment Area, it was in the best interests of the CRA to issue bonds to finance such redevelopment activities and in anticipation of such debt financing, the Board of Commissioners, pursuant to CRA Resolution CRA-R-12-0028 passed on April 30, 2012 an approved a list of projects (the "Projects") to be financed utilizing the proceeds from the bond issue.

There have been delays in the issuance of the bonds as a result of issues that have to be finalized with Miami-Dade County and as a result it is necessary for the grant agreements and the development agreements to be amended to extend the contingency period for bond issue approval so the grant agreements and development agreements do not automatically terminate as of December 31, 2013.

I recommend a six (6) month extension of the contingency period to enable the issues with Miami-Dade County to be resolved.



City of Miami

Legislation

CRA Resolution

City Hall
3500 Pan American
Drive
Miami, FL 33133
www.miamigov.com

File Number: 13-01429

Final Action Date:

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING (i) THE EXECUTIVE DIRECTOR TO ENTER INTO AMENDMENTS TO (i) THE GRANT AGREEMENT WITH TOWN PARK PLAZA SOUTH, INC. WITH RESPECT TO THE TOWN PARK PLAZA SOUTH COOPERATIVE APARTMENT PROJECT; (ii) THE GRANT AGREEMENT WITH TOWN PARK VILLAGE NO. 1, INC. WITH RESPECT TO THE TOWN PARK VILLAGE COOPERATIVE APARTMENT PROJECT; (iii) THE DEVELOPMENT AGREEMENT WITH ISLAND LIVING APARTMENTS, LTD. WITH RESPECT TO THE ISLAND LIVING APARTMENTS; (iv) THE DEVELOPMENT AGREEMENT WITH LYRIC HOUSING, LTD. WITH RESPECT TO THE PLAZA AT THE LYRIC; (v) THE DEVELOPMENT AGREEMENT WITH ST JOHN PLAZA APARTMENTS, LLC WITH RESPECT TO THE ST JOHN PLAZA APARTMENTS; AND (vi) THE DEVELOPMENT AGREEMENT WITH AMC HTG I, LTD. WITH RESPECT TO THE ALONZO MOURNING PROJECT, TO EXTEND THE TIME CONTINGENCY FOR THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY TO OBTAIN BOND FINANCING ON TERMS ACCEPTABLE TO THE BOARD OF COMMISSIONERS FROM DECEMBER 31, 2013 TO JUNE 30, 2014.

WHEREAS, the Southeast Overtown/Park West Community Redevelopment Agency (the "CRA") is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area;

WHEREAS, the Board of Commissioners determined that in order to facilitate the redevelopment of the Redevelopment Area, it is in the best interests of the CRA to issue bonds to finance such redevelopment activities;

WHEREAS, in anticipation of such debt financing, the Board of Commissioners, pursuant to CRA Resolution CRA-R-12-0028 passed on April 30, 2012 approved a list of projects (the "Projects") to be financed utilizing the proceeds from the bond issue;

WHEREAS, the Board of Commissioners desires to authorize the Executive Director to enter into amendments to (i) the Grant Agreement by and between the CRA and Town Park Plaza South, Inc.; (ii) the Grant Agreement by and between the CRA and Town Park Village No. 1, Inc.; (iii) the Development Agreement by and between the CRA and Island Living Apartments, Ltd.; (iv) the Development Agreement by and between the CRA and Lyric Housing, Ltd.; (v) the Development Agreement by and between the CRA and St John's Plaza Apartments, LLC; and (vi) the Development Agreement by and between the CRA and AMC HTG I, Ltd. to extend the time contingency for the CRA to obtain bond financing for the Projects on terms acceptable to the Board of Commissioners of the CRA from December 31, 2013 to June 30, 2014;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY:

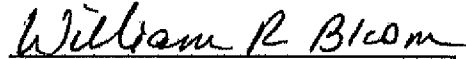
Section 1. The recitals and findings contained in the Preamble to this Resolution are hereby incorporated by reference and made a part hereof.

Section 2. The Board of Commissioners hereby authorizes the Executive Director to enter into amendments to (i) the Grant Agreement by and between the CRA and Town Park Plaza South, Inc.; (ii)

the Grant Agreement by and between the CRA and Town Park Village No. 1, Inc.; (iii) the Development Agreement by and between the CRA and Island Living Apartments, Ltd., (iv) the Development Agreement by and between the CRA and Lyric Housing, Ltd.; (v) the Development Agreement by and between the CRA and St John's Plaza Apartments, LLC; and (vi) the Development Agreement by and between the CRA and AMC HTG I, Ltd. to extend the time contingency for the CRA to obtain bond financing for the Projects on terms acceptable to the Board of Commissioners of the CRA from December 31, 2013 to June 30, 2014.

Section 3. This resolution shall be effective immediately upon its adoption.

APPROVED AS TO FORM AND CORRECTNESS:



William R. Bloom
Special Counsel

AGENDA ITEM # 2

SOUTHEAST OVERTOWN/PARK WEST
COMMUNITY REDEVELOPMENT AGENCY
INTER-OFFICE MEMORANDUM

To: Board Chair Keon Hardemon
and Members of the CRA Board

Date: December 12, 2013 File: 13-01222

Subject: Resolution Authorizing Lease Agreement for
CRA's Office Space

From: Clarence E. Woods, III *cu*
Executive Director

References:

Enclosures: Legislation

BACKGROUND:

The attached Resolution of the Board of Commissioners of the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") authorizes the Executive Director to enter into a lease agreement with the Black Archives, History and Research Foundation of South Florida, Inc. ("BAF") for the CRA's office space at the Lyric Theater complex, 819 NW 2nd Avenue, Miami, Florida, for a term of three (3) years, commencing December 1, 2013, with rent waived for the first year of the term, and rent set at \$6,000 per month, or an annual amount of \$72,000, including taxes and utilities, for the second and third year of the term.

The CRA's offices are currently located at the Overtown Shopping Center, 1490 NW 3rd Avenue, Miami, Florida.

The Board of Commissioners, by Resolution Nos. CRA-R-13-0020 and CRA-R-13-0038, authorized the expenditure of funds for the renovation of the Overtown Shopping Center. Due to the renovation of the Overtown Shopping Center, the CRA is required to relocate its offices.

BAF is finalizing the extensive rehabilitation of the Lyric Theater complex, which includes a sufficient office to support the CRA's operations. BAF has agreed to waive rent payments for the first year of the CRA's term, and set the monthly rent payment for the second and third year of the term at \$6,000 per month, or an annual amount of \$72,000, including any taxes, utilities.

JUSTIFICATION:

Section 163.370(2)(e)2, Florida Statutes, authorizes the CRA to enter into leases for property.

FUNDING:

\$144,000 are to be allocated from General Operating Fund, entitled "Rental and Leases," Account Code No. 10030.920101.544000.0000.00000.



CITY OF MIAMI
COMMUNITY REDEVELOPMENT AGENCY

AGENDA ITEM FINANCIAL INFORMATION FORM

SEOPW CRA

CRA Board Meeting Date: December 18, 2013

CRA Section: Finance

Brief description of CRA Agenda Item:

Authorizing the Executive Director to enter into a lease agreement with the Black Archives, History and Research Foundation of South Florida, Inc. for the CRA's office space at the Lyric Theater complex, for a term of three (3) years, commencing December 1, 2013, with rent waived for the first year of the term, and rent set at \$6,000 per month, or an annual amount of \$72,000, including taxes and utilities for the second and third year of the term.

Project Number (if applicable):

☒ YES, there are sufficient funds in Line Item:

Account Code: 10050.920101.544000.0000.00000 (SEOPW) Amount: \$144,000.00

☐ NO (Complete the following source of funds information):

Amount budgeted in the line item: \$ _____

Balance in the line item: \$ _____

Amount needed in the line item: \$ _____

Sufficient funds will be transferred from the following line items:

ACTION	ACCOUNT NUMBER	TOTAL
Project No./Index/Minor Object		
From		\$
To		\$
From		\$
To		\$

Comments: _____

Approved by: *[Signature]* Date: 12/12/13
CRA Executive Director/Designee

APPROVAL

Verified by: *[Signature]*
Financial Officer:
Date: 12/12/13



City of Miami
Legislation
CRA Resolution

City Hall
3500 Pan American
Drive
Miami, FL 33133
www.miamigov.com

File Number: 13-01222

Final Action Date:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY ("CRA") AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A LEASE AGREEMENT WITH THE BLACK ARCHIVES, HISTORY AND RESEARCH FOUNDATION OF SOUTH FLORIDA, INC. FOR THE CRA'S OFFICE SPACE AT THE LYRIC THEATER COMPLEX, 819 NW 2ND AVENUE, MIAMI, FLORIDA, FOR A TERM OF THREE (3) YEARS, COMMENCING DECEMBER 1, 2013, WITH RENT WAIVED FOR THE FIRST YEAR OF THE TERM, AND RENT SET AT \$6,000 PER MONTH, OR AN ANNUAL AMOUNT OF \$72,000, INCLUDING TAXES, UTILITIES, FOR THE SECOND AND THIRD YEAR OF THE TERM; FUNDS TO BE ALLOCATED FROM GENERAL OPERATING FUND ENTITLED "RENTAL AND LEASES," ACCOUNT CODE NO. 10050.920101.544000.0000.00000.

WHEREAS, the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the 2009 Southeast Overtown/Park West Redevelopment Plan (the "Plan"); and

WHEREAS, Section 163.370(2)(e)2, Florida Statutes, authorizes the CRA to enter into leases for property; and

WHEREAS, the CRA's offices are currently located at the Overtown Shopping Center, 1490 NW 3rd Avenue, Miami, Florida; and

WHEREAS, the Board of Commissioners, by Resolution Nos. CRA-R-13-0020 and CRA-R-13-0038, authorized the expenditure of funds for the renovation of the Overtown Shopping Center; and

WHEREAS, due to the renovation of the Overtown Shopping Center, the CRA is required to relocate its offices; and

WHEREAS, the Black Archives, History and Research Foundation of South Florida, Inc. is finalizing the extensive rehabilitation of the Lyric Theater complex, which includes a sufficient office to support the CRA's operations; and

WHEREAS, BAF has agreed to waive rent payments for the first year of the CRA's term, and set the monthly rent payment for the second and third year of the term at \$6,000 per month, or an annual amount of \$72,000, including any taxes, utilities; and

WHEREAS, the Board of Commissioners wishes to authorize the Executive Director to enter into a lease agreement with BAF for the CRA's office space at the Lyric Theater complex, for a term of three (3) years, commencing December 1, 2013, with rent waived for the first year of the term, and rent set at \$6,000 per month, or an annual amount of \$72,000, including taxes and utilities, for the

second and third years of the term;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI, FLORIDA:

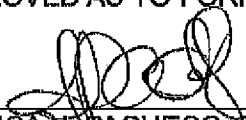
Section 1. The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated herein as if fully set forth in this Section.

Section 2. The Board of Commissioners hereby authorizes the Executive Director to enter into a lease agreement with the Black Archives, History and Research Foundation of South Florida, Inc. for the CRA's office space at the Lyric Theater complex, for a term of three (3) years, commencing December 1, 2013, with rent waived for the first year of the term, and rent set at \$6,000 per month, or an annual amount of \$72,000, including taxes and utilities, for the second and third years of the term.

Section 3. Funds are to be allocated from the General Operating Fund entitled "Rental and Leases," Account Code No. 10050.920101.544000.0000.00000.

Section 4. This Resolution shall become effective immediately upon its adoption.

APPROVED AS TO FORM AND CORRECTNESS:



JESSICA N. PACHECO, ESQ.
CRA SPECIAL COUNSEL

AGENDA ITEM # 3

SOUTHEAST OVERTOWN/PARK WEST
COMMUNITY REDEVELOPMENT AGENCY
INTER-OFFICE MEMORANDUM

To: Board Chair Keon Hardemon
and Members of the CRA Board

Date: December 12, 2013 File: 13-01216

Subject: Resolution Authorizing Grant for to Black
Archives, History & Research Foundation of
South Florida, Inc.

From: Clarence E. Woods, III *CW*
Executive Director

References:

Enclosures: Supporting Documentation; Legislation

BACKGROUND:

The attached Resolution of the Board of Commissioners of the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") authorizes the issuance of a grant, in an amount not to exceed \$572,000, to the Black Archives, History & Research Foundation of South Florida, Inc. ("BAF") to underwrite costs associated with the continued operation and programming of the Lyric Theater Cultural Heritage Institute for the 2014 calendar year.

BAF is a non-profit organization whose mission is to collect, preserve and disseminate the history and culture of black South Florida from 1896 to the present, and is recognizes as a community stakeholder responsible for the promotion and preservation of the community's cultural heritage.

The Board of Commissioners, by Resolution No. CRA-R-12-0081, passed and adopted on December 13, 2012, authorized a grant, in an amount not to exceed \$200,000, to BAF to underwrite costs associated with the operation of BAF's Archival Collection, coordinated marketing in support of the CRA's "Shop, Dine and Explore" campaign, and the creation and operation of the Lyric Theater Cultural Heritage Institute. BAF seeks support from the CRA to continue operations of the Lyric Theater Cultural Heritage Institute for the next calendar year.

JUSTIFICATION:

Page 11, of the 2009 Southeast Overtown/Park West Community Redevelopment Plan ("Plan") sets forth the preservation of historic buildings and community heritage as a stated redevelopment goal. The Plan, at pages 15 – 16, also provides that: local cultural events, institutions and businesses should be promoted; older buildings that embody the area's cultural past should be restored and maintained; and the area's sense of community should be restored and unified culturally.

FUNDING:

\$572,000 are to be allocated from SEOPW Tax Increment Fund, entitled "Other Grants and Aids" Account Code No. 10050.920101.883000.0000.00000.



CITY OF MIAMI
COMMUNITY REDEVELOPMENT AGENCY

AGENDA ITEM FINANCIAL INFORMATION FORM

SEOPW CRA

CRA Board Meeting Date: December 18, 2013

CRA Section: Finance

Brief description of CRA Agenda Item:

Authorizing the issuance of a grant, in an amount not to exceed \$572,000, to the Black Archives, History & Research Foundation of South Florida, Inc. to underwrite costs associated with the continued operation of the Lyric Theater Cultural Heritage Institute for the 2014 calendar year.

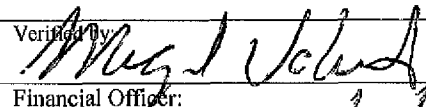
Project Number (if applicable):		
<input checked="" type="checkbox"/> YES, there are sufficient funds in Line Item:		
Account Code: <u>10050.920101.883000.0000.00000 (SEOPW)</u>		Amount: <u>\$572,000.00</u>
<input type="checkbox"/> NO (Complete the following source of funds information):		
Amount budgeted in the line item:		\$ _____
Balance in the line item:		\$ _____
Amount needed in the line item:		\$ _____
Sufficient funds will be transferred from the following line items:		
ACTION	ACCOUNT NUMBER	TOTAL
Project No./Index/Minor Object		
From		\$ _____
To		\$ _____
From		\$ _____
To		\$ _____

Comments: _____

Approved by:  Date: 12/12/13
CRA Executive Director/Designee

~~~~~

**APPROVAL**

|                                                                                                         |
|---------------------------------------------------------------------------------------------------------|
| Verified by: <u></u> |
| Financial Officer: _____                                                                                |
| Date: <u>12/12/13</u>                                                                                   |



# THE BLACK ARCHIVES

HISTORY & RESEARCH FOUNDATION OF SOUTH FLORIDA, INC.

SUPPORTING  
DOCUMENTATION

Board of Directors

October 15, 2013

*Ruth Clyne*  
Chair

Chelsa Arscott  
Grants Administrator  
SEOPW CRA  
1490 NW 3<sup>rd</sup> Avenue, Ste 105  
Miami, FL 33136

*Steven J. Henriquez, CPA*  
Vice Chair  
Treasurer

*Garth C. Reeves, Sr.*

Greetings Mrs. Arscott:

*Dorothy Jenkins Fields, Ph.D.*

Attached you will find our detailed budget for the renewal of the Black Archives Cultural Heritage program at the Lyric Theater. The request addresses the need for additional resources as it accounts for our first full year of operations at the complex and includes the first wave of SEOPW residents who will be trained to operate the facility. This funding is a necessity in order to successfully accommodate the increased programming that will take place at the new Lyric Theater Complex which is scheduled to its first show on Friday, January 31, 2014. Thank you and we look forward to a favorable response.

Founder

*Dorothy Jenkins Fields, Ph.D.*

Executive Director

*Timothy A. Barber*

Sincerely,

  
Timothy A. Barber  
Executive Director

Encl.

# SUPPORTING DOCUMENTATION

## THE BLACK ARCHIVES

HISTORY & RESEARCH FOUNDATION OF SOUTH FLORIDA, INC.

To the City of Miami Southeast Overtown Park West Community Redevelopment Agency  
October 15, 2013

### ABSTRACT

The Black Archives History and Research Foundation of South Florida, Inc. (BAF) requests to renew the grant for the Historic Lyric Theater Cultural Training Institute that will strengthen the base economy within the Southeast Overtown Park West Community Redevelopment Agency (SEOPW) boundary through arts and cultural heritage, while ensuring the creation of jobs and increased cultural activity by joining in a direct support partner of the BAF.

### BACKGROUND

Since 1977, the BAF through the leadership of Dr. Dorothy Jenkins Fields have been the leaders in the documentation and preservation of an area in the Miami community that was once known as Colored Town and today known as Overtown, an area which was designated, built, and occupied by the citizens of African descent of Miami since 1896. Overtown has undergone a major shift since the City of Miami incorporation and an area that was once a vibrant epicenter of multicultural activities has now been deemed as slum and blight. The BAF has identified several landmarks in this area that are today designated historic locally and statewide. Five of those buildings are on the National Register of Historic Places. One building, The Lyric Theater, built in 1915 by a black businessman, Geder Walker, is identified in the 1982 resolution that created the SEOPW as the anchor to the redevelopment of this once vibrant community. The Lyric Theater, which was an abandoned structure, was identified by the BAF and monies were raised to begin the process of gaining ownership and restoration of the building. Studies were conducted on the overall development of the historic theater and it was decided that the building could be fully completed in three phases. The City of Miami invested the initial dollars along with the State of Florida to purchase and begin the restoration of the building which was Phase I of the project. This phase was completed and the theater was opened in 2000, which allowed for the late Whitney Houston to film the video for her hit song, "Try it Own My Own" inside the historic theater.

The Phase II expansion was designed to update the usage of the theater by adding a lobby welcome center, a principal and a chorus dressing room, office space, concession stands and to make the structure completely ADA compliant by adding an elevator and a wheelchair ramp. This portion of the project was funded fully by Miami Dade County in a capital improvement grant for five million dollars. Completed in 2004, the theater reopened with a gallant fanfare with the help of the MTV as they hosted an event with entertainer Missy Elliot in conjunction with the 2004 Music Video Awards held in Miami.

The Phase III expansion increased the size of the stage to accommodate the much needed wing space, height for lighting and rigging, while adding the necessary administrative support space that would make the theater viable for modern day performances. The expansion also centralizes the operations, by including the administrative offices of the BAF, a large conference room, a rehearsal/dance studio, two community rooms/exhibition hall, a vault to store the historic documents and photographs, study areas, research rooms, collection intake and exhibition preparation space.

### PROGRAM SUMMARY

This grant renewal is the extension of a previous grant received in 2013 to begin building the capacity needed to develop the necessary curriculum and core training of professionals needed to start the institute. The institute will begin to identify, interview, and hire SEOPW residents who will be professionally trained to operate the new complex. After successful completion of their 8 week training, residents will then be hired as full, part-time, and/of event staff.

**PROFESSIONAL RESOURCES**

The Black Archives staff will initiate the programming at the complex. Staff will conduct individualized and specialized training of residents in preparation for the successful opening of the complex. The staff has been working with the Kennedy Center/Devos Institute and with the technical service team at the Adrienne Arsht Center for the Performing Arts. These meetings have served a specific focus to assemble all of the critical data and establish plans on how to effectively operate the building. The focus for training residents will be as follows:

**Guest Services**

This session will be to create plans for ticketing. To identify a list of equipment and software system that will be needed in order for the Lyric to take and fulfill ticket orders, as well as a seating chart. This will also establish plans for ushers and how the program will be operated. It is designed to teach the basics of how to train staff and volunteers to understand their mechanical functions and fulfill the vision of Great Guest Service.

**Facility Management**

This session will look at the mechanical, electrical, plumbing and life safety plans for the building. It is designed to address the basic needs for preventive maintenance on the buildings systems and the structural envelope. It will identify and list all general custodial equipment needed. The session will develop a focus on what it will take to clean and maintain the building. The session will identify the best approach to staffing needs vs. potential maintenance contracts for the facility.

**Production & General Operations**

This session will review the ground plan and section for the theater and house. It will identify the equipment list for all fixed and movable stage equipment. Operations will discuss parking and understand what the plans are for Guests coming to the theater for a performance or event. The session will also produce plans and equipment lists for the catering kitchen, prep area and the concession locations. It will establish the general flow of the audience members coming in the front door in conjunction with our Guest Service session and address the same for the artists, crew and staff coming in the stage door. This session will address all levels of the building and establish a key code system. Staffing needs will be discussed and an understanding of how the spaces will function and be maintained from a production and food and beverage perspective. Safety and Security is always paramount for any company or organization and it will be addressed in this session and further sessions as well.

# SUPPORTING DOCUMENTATION

## SCOPE OF SERVICES

1. Grantee shall commenced the Cultural Heritage Tourism Institute (Institute) at the historic Lyric Theater complex that will serve to offer both training and employment opportunities to residents of the Overtown community and to promote cultural heritage tourism within the Southeast Overtown/Park West Community Redevelopment Area (Redevelopment Area).
2. Grantee shall expand the BAF staff to include the needed technical staff to train and operate the Institute.
3. Grantee shall implement the training program that will train residents to become proficient in the following fields:
  - a. Archiving, Historical Research, and Curatorial Services;
  - b. Greeters, Ushers, and Docents;
  - c. Theatrical Management to include,
    - i. Stage, Light and Sound Technicians, and Backstage support Services,
    - ii. Cashiers, Ticket Sales, and Reception Services,
    - iii. Public Safety, Security, and Parking Services,
  - d. Hospitality, House, and Repair Maintenance
4. Grantee shall continue to offer educational seminars on the history of Overtown.
5. Grantee shall commence the strategic marketing plan focused on restoring authenticity to the historic Overtown neighborhood and to promote the historic and cultural assets of Overtown such as the Lyric Theater complex and the Historic Overtown Folklife Village to encourage cultural heritage tourism within the Redevelopment Area and to strengthen the base economy of the Overtown community through unique programming activities at the newly opened Black Archives Historic Lyric Theater Welcome Center Complex.
6. Grantee shall continue to provide technical assistance to the CRA with the programming and facility management of designated CRA owned assets.
7. Grantee shall continue to provide technical assistance to the CRA in conceptualizing, developing and implementing prominent cultural events in collaboration with community stakeholder that will serve to promote the Redevelopment Area as a place conducive for reinvestment and predisposed to the tourism industry.
8. Grantee shall continue to provide technical assistance to the CRA with the planning, design and financing strategies for redevelopment activities planned for the Redevelopment Area from a historic preservation perspective.
9. Grantee shall begin implementing planned services with the Kennedy Center and with the administration at the Adrienne Arsht Center for the Performing Arts of Miami-Dade County to operate and sustain the Lyric Theater Complex as recommended by AMS Planning, Schomburg Center for Research and African American Culture, and other like institutional partners.

**The Black Archives History & Research Foundation of South Florida, Inc.  
Lyric Theater Cultural Heritage & Performing Arts Training Program  
2014 Programming Year**

**SUPPORTING  
DOCUMENTATION**

|                                     |                              |                  |
|-------------------------------------|------------------------------|------------------|
| <b>Training Staff</b>               |                              | <b>\$233,000</b> |
|                                     | Executive Director           |                  |
|                                     | Arts Programming Coordinator |                  |
|                                     | Archivist                    |                  |
|                                     | Finance Officer              |                  |
|                                     | Technical Coordinator        |                  |
| <b>Administrative Staff</b>         |                              | <b>\$85,000</b>  |
|                                     | Development Coordinator      |                  |
|                                     | Facilities Coordinator       |                  |
| <b>Training Allocation @8 weeks</b> |                              | <b>\$45,000</b>  |
|                                     | Stage Hand Crew              | 2                |
|                                     | Light Technician             | 1                |
|                                     | Sound Technician             | 1                |
|                                     | Backstage Support Staff      | 1                |
|                                     | Housekeeping                 | 2                |
|                                     | Public Safety                | 5                |
|                                     | Maintenance                  | 1                |
|                                     | Parking                      | 4                |
|                                     | Hospitality/Docent/Archival  | 4                |
|                                     | Cashiers/Ticket/Reception    | 4                |
|                                     | <b>Training Participants</b> | <b>25</b>        |
| <b>Training Contingency</b>         |                              | <b>\$8,000</b>   |
|                                     | Uniforms                     |                  |
|                                     | Supplies & Materials         |                  |
|                                     | Incidental Expenses          |                  |
| <b>Programming</b>                  |                              | <b>\$84,000</b>  |
|                                     | Expressions                  |                  |
|                                     | Lyric Live                   |                  |
|                                     | Movie Nights                 |                  |
| <b>Marketing/IT Media</b>           |                              | <b>\$15,000</b>  |
| <b>Insurances</b>                   |                              | <b>\$10,000</b>  |
| <b>Supplies &amp; Materials</b>     |                              | <b>\$7,000</b>   |
| <b>Utilities</b>                    |                              | <b>\$70,000</b>  |
| <b>Contingency</b>                  |                              | <b>\$15,000</b>  |
| <b>Grant Support Total</b>          |                              | <b>\$572,000</b> |

*The Black Archives Lyric Theater Pro Forma*

**SUPPORTING  
DOCUMENTATION**

Name of Organization: The Black Archives History & Research Foundation of South FL, Inc.

**Organizational Revenues**

**Contributed Income**

|                                | Year 1  | Year 2  | Year 3  |
|--------------------------------|---------|---------|---------|
| 1. Individual contributions    | 23,500  | 50,000  | 60,000  |
| 2. Corporate contributions     | 300,000 | 500,000 | 500,000 |
| 3. Foundation grants           | 128,000 | 128,000 | 128,000 |
| 4. Federal government support  |         | 75,000  | 75,000  |
| 5. State government support    |         |         |         |
| 6. Local government support    | 71,000  | 71,000  | 71,000  |
| 7. Parent organization support |         |         |         |
| 8. Special events              |         |         |         |
| 9. In-kind contributions       | 60,000  | 100,000 | 120,000 |
| 10. Other (specify):           |         |         |         |
| MD CUA                         | 20,000  |         |         |
| Knight Foundation              | 20,000  |         |         |
| CRA                            | 572,000 |         |         |

**Earned Income**

|                                |        |         |         |
|--------------------------------|--------|---------|---------|
| 11. Fees for services          | 15,000 | 20,000  | 30,000  |
| 12. Admissions                 | 60,000 | 150,000 | 200,000 |
| 13. Memberships                | 10,000 | 50,000  | 60,000  |
| 14. Publications and royalties |        |         |         |
| 15. Contracted services        |        | 25,000  | 40,000  |
| 16. Rentals                    | 60,000 | 172,000 | 250,000 |
| 17. Other (specify):           |        |         |         |

**Other Income**

|                     |  |  |  |
|---------------------|--|--|--|
| 18. Investment      |  |  |  |
| 19. Interest        |  |  |  |
| 20. Other (specify) |  |  |  |

**Total Revenues**

**\$ 1,339,500      \$ 1,341,000      \$ 1,534,000**

*The Black Archives Lyric Theater Pro Forma*

**SUPPORTING  
DOCUMENTATION**

Name of Organization: The Black Archives History & Research Foundation of South FL, Inc.

- \* Include expenses for **entire organization** on this page.
- \* Not all the entries below may apply to your organization. Leave those items blank that do not apply.
- \* For multi-year expenses, please use or add columns as needed.
- \* Cells have been formatted for commas and columns will total at the bottom of the page.

| <b>Organizational Expenses</b>         | <b>Year 1</b>       | <b>Year 2</b>       | <b>Year 3</b>       |
|----------------------------------------|---------------------|---------------------|---------------------|
| 1. Program salaries and wages          | 120,000             | 120,000             | 150,000             |
| 2. Administrative salaries and wages   | 436,100             | 436,100             | 450,000             |
| 3. Consultant services                 |                     |                     |                     |
| 4. Other salaries and wages (specify): |                     |                     |                     |
|                                        |                     |                     |                     |
| 5. Employee benefits                   | 78,000              | 63,000              | 66,000              |
| 6. Communication, phone, fax, etc.     | 6,000               | 6,000               | 8,000               |
| 7. Travel                              | 8,000               | 8,000               | 8,000               |
| 8. Supplies and materials              | 10,000              | 10,000              | 15,000              |
| 9. Rent                                | 5,000               | 5,000               | 5,000               |
| 10. Utilities                          | 120,000             | 120,000             | 130,000             |
| 11. Insurance                          | 20,000              | 12,000              | 25,000              |
| 12. Legal fees                         | 10,000              | 7,000               | 10,000              |
| 13. Accounting fees                    | 20,000              | 20,000              | 25,000              |
| 14. Other professional fees (specify): |                     |                     |                     |
| 15. Taxes                              | 3,000               | 8,000               | 10,000              |
| 16. Printing and publications          | 4,000               | 5,000               | 15,000              |
| 17. Postage and shipping               | 1,000               | 1,000               | 2,500               |
| 18. Marketing                          | 40,000              | 39,900              | 50,000              |
| 19. Fund raising                       | 50,000              | 45,000              | 30,000              |
| 20. Capital expenses                   | 20,000              |                     |                     |
| 21. Depreciation                       |                     |                     |                     |
| 22. Contingency                        | 30,400              | 35,000              | 60,500              |
| 23. Other (specify):                   |                     |                     |                     |
| Archival Programming/Exhibits          | 75,000              | 75,000              | 75,000              |
| Programming                            | 200,000             | 300,000             | 380,000             |
| Training Services/Orientation          | 83,000              | 25,000              | 20,000              |
| <b>Total Expenses</b>                  | <b>\$ 1,339,500</b> | <b>\$ 1,341,000</b> | <b>\$ 1,534,000</b> |

**The Black Archives Lyric Theater Pro Forma**

Name of Organization: The Black Archives History & Research Foundation of South FL, Inc.  
 Year: One

**SUPPORTING  
DOCUMENTATION**

- \* Include revenues for **THIS PROJECT ONLY** on this page.
- \* Not all the entries below may apply to your organization. Leave those items blank that do not apply.
- \* For multi-year revenue, please submit budgets for each year.
- \* Cells have been formatted for commas and columns will total at the bottom of the page. Shaded columns contain formulas and should not be edited.

|                                | SEOPW<br>CRA<br>Share | All<br>Non-CRA<br>Funds | Total               | SEOPW<br>CRA<br>% |
|--------------------------------|-----------------------|-------------------------|---------------------|-------------------|
| <b>Projected Revenues</b>      |                       |                         |                     |                   |
| <b>Contributed Income</b>      |                       |                         |                     |                   |
| 1. Individual contributions    |                       | 23,600                  | 23,600              | 0%                |
| 2. Corporate contributions     |                       | 300,000                 | 300,000             | 0%                |
| 3. Foundation grants           |                       | 126,000                 | 126,000             | 0%                |
| 4. Federal government support  |                       |                         |                     |                   |
| 5. State government support    |                       |                         |                     |                   |
| 6. Local government support    |                       | 71,000                  | 71,000              | 0%                |
| 7. Parent organization support |                       |                         |                     |                   |
| 8. Special events              |                       |                         |                     |                   |
| 9. In-kind contributions       |                       | 60,000                  | 60,000              | 0%                |
| 10. Other (specify):           |                       |                         |                     |                   |
| MD GUA                         |                       | 20,000                  | 20,000              | 0%                |
| Knight Foundation              |                       | 20,000                  | 20,000              | 0%                |
| CRA                            | 572,000               |                         | 672,000             | 100%              |
| <b>Earned Income</b>           |                       |                         |                     |                   |
| 11. Fees for services          |                       | 16,000                  | 16,000              | 0%                |
| 12. Admissions                 |                       | 60,000                  | 60,000              | 0%                |
| 13. Memberships                |                       | 10,000                  | 10,000              | 0%                |
| 14. Publications and royalties |                       |                         |                     |                   |
| 15. Contracted services        |                       |                         |                     |                   |
| 16. Rentals                    |                       | 60,000                  | 60,000              | 0%                |
| 17. Other (specify):           |                       |                         |                     |                   |
|                                |                       |                         |                     |                   |
|                                |                       |                         |                     |                   |
| <b>Other Income</b>            |                       |                         |                     |                   |
| 18. Investment                 |                       |                         |                     |                   |
| 19. Interest                   |                       |                         |                     |                   |
| 20. Other (specify):           |                       |                         |                     |                   |
|                                |                       |                         |                     |                   |
|                                |                       |                         |                     |                   |
| <b>Total Revenues</b>          | <b>\$ 572,000</b>     | <b>\$ 787,500</b>       | <b>\$ 1,359,500</b> | <b>49%</b>        |





# City of Miami

## Legislation CRA Resolution

City Hall  
3500 Pan American  
Drive  
Miami, FL 33133  
[www.miamigov.com](http://www.miamigov.com)

File Number: 13-01216

Final Action Date:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING ISSUANCE OF A GRANT, IN AN AMOUNT NOT TO EXCEED \$572,000, TO THE BLACK ARCHIVES, HISTORY AND RESEARCH FOUNDATION OF SOUTH FLORIDA, INC. TO UNDERWRITE COSTS ASSOCIATED WITH THE CONTINUED OPERATION AND PROGRAMMING OF THE LYRIC THEATER CULTURAL HERITAGE INSTITUTE FOR THE 2014 CALENDAR YEAR; AUTHORIZING THE EXECUTIVE DIRECTOR TO DISBURSE FUNDS, AT HIS DISCRETION, ON A REIMBURSEMENT BASIS OR DIRECTLY TO VENDORS, UPON PRESENTATION OF INVOICES AND SATISFACTORY DOCUMENTATION; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS NECESSARY FOR SAID PURPOSE; ALLOCATING FUNDS FROM SEOPW, "OTHER GRANTS AND AIDS," ACCOUNT CODE NO. 10050.920101.883000.0000.00000.

WHEREAS, the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the 2009 Southeast Overtown/Park West Redevelopment Plan (the "Plan"); and

WHEREAS, Page 11, of the 2009 Southeast Overtown/Park West Community Redevelopment Plan ("Plan") sets forth the preservation of historic buildings and community heritage as a stated redevelopment goal; and

WHEREAS, The Plan, at pages 15 - 16, also provides that: local cultural events, institutions and businesses should be promoted; older buildings that embody the area's cultural past should be restored and maintained; and the area's sense of community should be restored and unified culturally; and

WHEREAS, the Black Archives, History and Research Foundation of South Florida, Inc. ("BAF") is a non-profit organization whose mission is to collect, preserve and disseminate the history and culture of black South Florida from 1896 to the present, and is recognized as a community stakeholder responsible for the promotion and preservation of the community's cultural heritage; and

WHEREAS, the Board of Commissioners, by Resolution No. CRA-R-12-0081, passed and adopted on December 13, 2012, authorized a grant, in an amount not to exceed \$200,000, to BAF to underwrite costs associated with the operation of BAF's Archival Collection, coordinated marketing in support of the CRA's "Shop, Dine and Explore" campaign, and the creation and operation of the Lyric Theater Cultural Heritage Institute; and

WHEREAS, BAF seeks support from the CRA to continue operations of the Lyric Theater Cultural Heritage Institute for the next calendar year.

WHEREAS, the Board of Commissioners wishes to authorize the issuance of a grant, in an amount not to exceed \$572,000, to BAF to underwrite costs associated with the continued operation and programming of the Lyric Theater Cultural Heritage Institute for the 2014 calendar year;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI, FLORIDA:

Section 1. The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated herein as if fully set forth in this Section.

Section 2. The Board of Commissioners hereby authorizes the issuance of a grant, in an amount not to exceed \$572,000, to the Black Archives, History and Research Foundation of South Florida, Inc. to underwrite costs associated with the continued operation and programming of the Lyric Theater Cultural Heritage Institute for the 2014 calendar year.

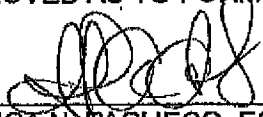
Section 3. The Executive Director is authorized to disburse funds, at his discretion, on a reimbursement basis or directly to vendors, upon presentation of invoices and satisfactory documentation.

Section 4. The Executive Director is authorized to execute all documents necessary for said purpose.

Section 5. Funds are to be allocated from SEOPW Tax Increment Fund, "Other Grants and Aids," Account Code No. 10050.920101.883000.0000.00000.

Section 6. This Resolution shall become effective immediately upon its adoption.

APPROVED AS TO FORM AND CORRECTNESS:



JESSICA N. PACHECO, ESQ.  
CRA SPECIAL COUNSEL