

Memo

To: Sandra Vega/CIP
From: David Shorter/PC
Date: January 10, 2003
Re: Resolutions



Sandra,

Attached are the VKBPT Board resolutions for Johnson and Associates and WRT.

I hope this is what you are looking for.

If you have any questions or concerns please feel free to contact me.

VIRGINIA KEY BEACH PARK TRUST
BOARD OF DIRECTORS MEETING - MINUTES
March 25th, 2002

DRAFT

The said meeting of March 25th, 2002 was called to order at 7:00 p.m. by Chair, M. Athalie Range. Said meeting was held at the Miami Riverside Center, 444 SW 2nd Avenue, Miami, Florida, in the first floor cafeteria area. A quorum was present and the meeting was duly noticed.

Present: M. Athalie Range
Gene Tinnie
Mark Walters
Miguel Germain
Maud Newbold
Dick Townsend
Eugenia B. Thomas
Enid C. Pinkney

Also Present: Lynette W. Austin
Robert Weinreb
Gia D. Smith
Chris Green
Audrey Gordon
Valerie Goram
Richard Johnson
Tyrone Miller, Springfest Miami
Luther Campbell
Terrance Griffin

Guest Presentations:

Tyrone Miller - Springfest Miami - Mr. Miller explained what Springfest Miami is. This is the second event that Mr. Miller is promoting; the first was done at the Doral for The Tom Joyner Show, under the name of Miami Source Magazine which Mr. Miller owns. A press party is scheduled for April 9th where approximately 250 members of the press have been invited as a kick-off function. Springfest Miami is a three-day event beginning on April 19th with a celebrity golf tournament at the Miccosukee Golf and Country Club. Mr. Miller emphasized that the event was a cultural event and the logo was a flag representing various countries. After the golf tournament a group entitled ICON will go to Miami Children's Hospital to spend a couple hours there with the children and present them with gifts. Sunday, April 22nd at Virginia Key Beach is when there will be a Hip Hop Concert - Mr. Miller named some of the guest and noted that his organization had contracted about 8 groups. Mr. Miller has sponsors such as the Miccosukee Tribe of Indians, Budweiser, Coca Cola and Church's Chicken.

DRAFT

On the site plan we had some discussion on that and we are looking at the same kind of count. Mrs. Austin stated that she will bring that back to the group, but she needed to go ahead and negotiate it. For whomever is selected to incorporate volunteers, it's a longer process than we have the luxury of doing. If we can get some possibilities between now and October 1st. We got to have the beginning of possibilities.

A motion was made by Dr. Enid Pinkney for the hiring of a Site Planning Consultant. It was seconded by Ms. Newbold and the vote was unanimous. Mr. Tinnie stated that we are talking about marketing and promotion for the museum at Virginia Key Beach Park. Mr. Tinnie stated that it is a public park and it's selling itself. Mrs. Austin stated that we have to spend money in order to make money.

It was suggested that we need a logo stating that we are back instead of coming back. So every time you see something that says that you know that it has something to do with Virginia Key Beach Park.

Mrs. Austin stated that she is thinking about hiring a person for 1 hour or 1.5 hours to talk about what it is we want, so we don't go out half done. I am thinking about a one time exercise. We can have a student competition and these are the things we want everybody to know about us.

Ms. Thomas stated that on April 17th the Hampton will go before the Preservation Board and we invite any of you who would like to come. The National Park Service is having a meeting at City Hall on April 12th from 9 - 10:30 a.m. and this is to get input from the public regarding the possibility of the Underground Railroad site in Florida.

April 20 Baynanza will be a clean up for Virginia Key Beach Park. Mr. Germain stated that he was over there yesterday and there was a lot of garbage on the beach. Mr. Tinnie made a motion to adjourn the meeting.

Chair, M. Athalie Range

Date Approved

NOTE: Currently being reviewed for approval on 1/27/03.
[Signature]

Virginia Key

Miami Riverside Center
444 SW 2nd Avenue, 7th Floor
Miami, Florida 33130



Beach Park

Phone: 305 416-1776
Fax: 305 400-5262
E-mail: vkbpt@ci.miami.fl.us

Trust

EXECUTIVE DIRECTOR'S REPORT

Meeting of March 25, 2002
(NOTE: Action Items are in bold)

I. ADMINISTRATIVE

A. New Staff - Effective Monday, March 23rd, Valerie Goram will join us in the recommended position of Development Coordinator, at a starting salary of \$45,500. Attached is a copy of her resume for your perusal.

Ms. Goram will be responsible for all fundraising activities of the organization, including grants and donations. She has 15 years experience in the field, including the start-up and successful operation of development activities with non-profits. Additionally, she will assist in the marketing and promotion of the Park.

Please join me in welcoming her aboard!

B. Recommended new positions -- As discussed at the last Board meeting, after careful consideration of our work plan and staffing needs, I presented the attached recommendation (position descriptions and organizational chart) to the Administrative/Personnel Committee. They will present their recommendation to you at the meeting.

Also attached please find a copy of the advertisement placed in the Miami Herald and the Miami Times as well as posted on the City's cable channel and web site and local colleges and universities. It is anticipated that the additional staff persons will be hired effective May 1st.

C. Office Space -- Staff has been searching for suitable office space to meet our future and current needs as well as working with Asset Management to obtain information as to how to proceed. Enclosed you will find another space for your consideration, located across the hall from Congresswoman Meek's office @ 36th Street and Biscayne Boulevard.

Asset Management is currently reviewing the information we collected as well as negotiating with the proposed space owner's. They will assist us with the leasing and obtaining required Commission approval.

MEMBERS

Mr. Miguel Germain • Mrs. Maude Newbold • Mrs. Enid C. Pinkney • Mrs. M. Athalie Range, Chair
Mrs. Bernice Sawyer • Mrs. Eugenia B. Thomas • Mr. Gene Tinnie, Vice Chair • Mr. Dick Townsend
Mr. W. Mark Walters, Secretary

It is hoped that we can secure space shortly, especially as we have the very pressing need to hire additional staff.

Action Requested: That the Board authorize the Executive Director to continue the search for office space, negotiate for same and prepare request for Commission approval on April 25th.

II. FINANCIAL

A. FY 2001 Budget Revision -- Attached please find a revised FY 2002 budget for your approval. It reflects the additional staff and related costs, office space, furniture and other equipment, consultants, and other projected needs for the balance of the fiscal year.

Action Requested: That the Board of Directors approve the revised budget, effective March 25, 2002 as submitted.

B. FY 2003 Budget - I met with your Budget Analyst and the Acting Budget Director regarding preparation of the same. They asked that we prepare a budget based upon our needs at the same level of funding as FY 2002. They also informed me that we will be allowed to rollover funds and our request should reflect the same as well.

The Audit/Budget Committee met and discussed the need to revise the current budget and preparation of FY 2003 budget on Tuesday, March 12th.

III. ORGANIZATIONAL

A. Events - We continue to receive numerous requests for use of the Park. Attached please find an updated list for your perusal. Based upon the discussion at last month's Board meeting, I will continue to schedule requests for use of the Park for Board meeting presentations.

IV. OTHER

A. Construction Projects Update - Richard Johnson, Johnson and Associates, will be present at the meeting to provide us with an update of his activities and to obtain our input with regard to future use of the existing buildings. Copies of recent information provided are attached for your review.

B. Consultants -- It is important that we obtain the services of consultants to help us with planning and operational matters. In addition to those previously approved (Construction Projects Manager and Planning Consultant), I have identified the need for the following consultants:

- 1) Management/Operations--to develop the plan for assumption of the management and operation of the Park;
- 2) Site Plan - to develop an overall development plan for the Park, including a charrette for location of key new buildings, such as the Museum; and
- 3) Public Relations - to assist us with the development of our marketing and public relations strategy and campaign.

Action Requested: That the Board of Directors authorize the Executive Director to solicit the services of consultants as identified above, negotiate the cost of the same, prepare an Agenda item for City Commission approval if needed if the cost of the services will exceed the limit this fiscal year and to enter into Professional Services Agreement as needed.

Respectfully Submitted,



Lynette Williams Austin
Executive Director

Attachments

cc: Board of Directors
FILE - Executive Director's Reports
Trust Meeting - March 25, 2002

**VIRGINIA KEY BEACH PARK TRUST
ADOPTED RESOLUTIONS**

R-01-28 June 21, 2001	A resolution directing City Attorney to obtain an E.I.N. number for the Trust as an instrumentality of the City.	Passed: Seconded: Unanimous
R-01-29 June 21, 2001	A resolution establishing Dade Community Foundation to serve as fiduciary for the purposes of receiving fundraising/grant solicitation proceeds; means by which we legally receive funds; and creating an Agreement between Dade Community Foundation and Trust—revocable at the will of the Virginia Key Beach Park Trust.	Passed: Seconded: Unanimous
R-01-30 June 25, 2001	A resolution approving the use of Virginia Key Beach Park to accommodate a fundraiser by Arthrogryposis Foundation on July 28, 2001.	Passed: Tinnie Seconded: Townsend Unanimous
R-01-31 July 9, 2001	A resolution authorizing the expenditure not to exceed \$115,680 for retaining Johnson Associates Architects, Inc. to provide professional services pursuant to their agreement with the City of Miami, dated May 30, 2000, relating to repairs to the buildings and parking lot at old Virginia Key Beach. (DRAFT LANGUAGE, MINUTES NOT APPROVED)	Passed: Pinkney Seconded: Germain Unanimous
R-01-32 July 9, 2001	A resolution authorizing use of the balance of Safe Neighborhood Parks Bond Issue fund monies previously allocated and drawn down (\$58,000 approx.) for fee to be paid to Johnson Associates Architects, Inc. relating to professional services to be performed pursuant to Resolution No. 01-31. (DRAFT LANGUAGE, MINUTES NOT APPROVED)	Passed: Thomas Seconded: Newbold Unanimous
R-01-33 July 9, 2001	A resolution to extend whatever support possible and approve use of Virginia Key Beach Park for LionSplash on August 19, 2001. (DRAFT LANGUAGE, MINUTES NOT APPROVED)	Passed: Walters Seconded: Tinnie Unanimous
R-01-34 July 23, 2001	A resolution determining that the seven members present for the interviews on July 20, 2001, will determine the six final candidates for executive director and any runoff vote. (DRAFT LANGUAGE, MINUTES NOT APPROVED)	Passed: Townsend Seconded: Newbold No votes: Tinnie Walters Germain Thomas

VIRGINIA KEY BEACH PARK TRUST

JULY 9, 2001

The meeting of July 9, 2001 was called to order at 7:20 p.m. by Chair, M. Athalie Range. Said meeting was held at the Miami Riverside Center, 444 S.W. 2nd Avenue, Miami, Florida, in the City Manager's main conference room on the 10th floor. A quorum was present and the meeting was duly noticed.

Present: M. Athalie Range
 W. Mark Walters
 Gene Tinnie
 Maud Newbold
 Eugenia Thomas
 Dick Townsend
 Miguel Germain
 Enid Pinkney
 Bernice Sawyer

Also in attendance: Bob Weinreb
 Patricia Ford
 Jonda Joseph
 Terry Griffin
 Nancy Lee
 Tyrone Hart
 Don Ricketts
 Erica Wright

Minutes of Previous Meetings - June 11th, 21st and 25th - were approved as presented.

Annual Budget – Mark Walters reported that the budget was submitted to the Budget Director (copies were distributed to members present). Two columns of figures one column is proposed budget, the other column is what budget was revised to be; this is what is to be submitted to the Commission for the coming year. The Trust ended up with only about 22% of what was wanted, the biggest cut was from the construction line. It was noted by the Budget Director that even though this money is cut out, because we do not have a study for the construction it cannot be included in the budget. However, he promised that there are alternative sources of funding once we get those studies done.

Mrs. Range noted that in the future, whatever is discussed and agreed upon as it relates to the budget must be given to The Trust in writing. Mr. Walters noted that he did have an e-mail from the Budget Director relating to the 22% cut and it was an attachment to the budget copies that were distributed.

Mr. Walters reported that the budget would be presented at the Commission Meeting scheduled for July 10th, 2001.

*Virginia Key Beach Park Trust Minutes
July 9th, 2001*

Mr Griffin stated what was needed is a Resolution authorizing Public Works to proceed to hire the consultants to design the restoration of the sewage and buildings at the Park.

Mr Townsend made a Motion that the trust ratify a Resolution approving the quotation from Johnson Associates Architects dated August 11th, 2000 for an engineering survey of the existing structures on VKB for a total not to exceed \$115,680.00, seconded by Miguel Germain. Motion approved.

Mrs. Thomas made a Motion that the Trust utilize whatever monies is available of the \$58,000.00 in Safe Neighborhoods to help defray the cost of the engineering survey; seconded by Maud Newbold. Motion approved.

Mr Tinnie asked what is the next step to ensure that this Resolution gets moving. Mr Griffin stated that the Resolution needed to be given to him so he could give it to Public Works in order for them to obtain the Purchase Order Mr Griffin then asked the question, is the Trust account set up so that there is a line item number for the funds to be requested from?

Ms. Ford stated that the account has still not been set up. Scott Simpson of the Finance department told both Ms. Ford and Mr Germain that there was no Resolution. What the Commissioners in the June 21st meeting agreed on was not done as it should have been so therefore they did not have an Order telling them to act on it and do that. Now this has to be done and that is why we are on the Agenda for tomorrow in terms of finance.

There was a lengthy discussion on the financial status of The Trust and the length of time it has taken to actually get funds that could be used to move The Trust forward. Mr Weinreb suggested that The Trust have a meeting with the City Manager and express its concerns, should this not resolve the problem, then approach the City Commission.

Mr Germain and Ms. Ford stressed the fact that the City Manager is already, from two different sources, aware of what is going on as far as the finances for VKBPT Ms. Ford stated that because of the City Manager's knowledge and the lack of steps being taken to ensure that VKBPT has a budget, The Trust should move forward in approaching the full Commission.

Ms. Ford admitted that she, as a representative of The Trust, had not spoken directly to the City Manager, however, both she and Mr Germain attempted unsuccessfully to meet with him today Mr Weinreb stated that there is protocol in these matters and if you can't reach the City Manager, try to reach his Chief Assistant, if not the Chief Assistant, then the Assistant to the Chief Assistant, but it would not be wise to go to the full Commission without first trying to get an audience with the City Manager

After a lengthy discussion, it was decided that as many Board members as possible would attend the Commission meeting to voice concern over the financial status of VKBPT

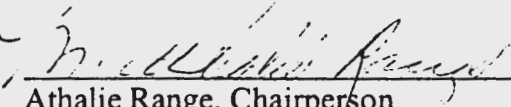
In an effort to clarify things Mrs. Thomas asked Ms. Ford to confirm that the Resolution has already been prepared in Finance to set up the Special Revenue Funds. Ms. Ford responded – that is what we have been told by Scott Simpson.

Virginia Key Beach Park Trust Minutes
July 9th, 2001

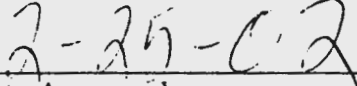
The Board agreed to continue this meeting on July 11th in order to give the full Board time to review the applications and resumes of the ten (10) finalists and nominate six (6) and four (4) alternatives. Interviews will be held on July 20th from 2:00–5.30 p.m. and last 30 minutes with 20 minutes of questions and 10 minutes for scoring and discussion. The Board will meet on July 23rd to prepare to present the Executive Director candidate to the City Commission. Nancy Lee volunteered to perform the background check on the candidates.

There was a lengthy discussion on the criteria the Executive Director Search Committee used for identifying the 10 finalist, how the criteria might be enhanced, the type of specific questions to ask during the interviewing process, procedures after the person is selected i.e. salary, benefits package and probationary period.

The meeting is to continue on July 11th at 7:00 pm.



Athalie Range, Chairperson



Date Approved