MINUTES
Meeting of the Community Redevelopment Agency Advisory Committee on April 19, 2017.
Careersource Southwest Florida
750 South 5th Street, Immokalee, FL 34142

A. Call to Order
The meeting was called to order by Dr. Frank Nappo, CRA Chair at 8:36 a.m.

B. Prayer and Pledge of Allegiance.
Dr. Frank Nappo led the Pledge of Allegiance and Mike Facundo with Friendship Baptist Church opened the meeting with a prayer.

C. Roll Call and Announcement of a Quorum.
CRA Advisory Committee Members Present:
Estil Null, Andrea Halman, Dr. Frank Nappo, and Mike Facundo.
CRA Advisory Committee Members Absent/Excused:
Yvar Pierre and Paul Anderson.
Others Present:
Staff: Tim Durham, Christie Betancourt, James Sainvilus and Terry Rosalez.

D. Introductions.
Chairman Dr. Frank Nappo introduced himself and welcomed all to the meeting. All other board members introduced themselves to the members of the public.

E. Approval of Agenda.
Christie Betancourt presented agenda to the board for approval. Agenda was approved with one addition to add G.5. County Manager’s Office – Tim Durham.

Action: Estil Null made a motion for the CRA to approve the Agenda with one addition under G. Announcement 5. County Manager’s Office – Tim Durham. Andrea Halman seconded the motion and it passed by unanimous vote. 4-0.

F. Approval of Minutes.
1. March 15, 2017 CRA Advisory Committee Meeting (Enclosure 1)
Christie Betancourt presented minutes to the board for approval. Minutes were approved with no changes.

Action: Estil Null made a motion for the CRA to approve the minutes for March 15, 2017. The motion was seconded by Andrea Halman and it was approved by unanimous vote 4-0.

G. Announcements.
1. Communications Folder
Staff reviewed the communications folder with the board and members of the public. Folder contains public notice, CRA Annual Report, CRA/MSTU meeting calendar and Spanish Forum flyer.

2. Meetings and Public Comment speaker slips
Staff reiterated the public 3 minute speaker slip policy. The board will give more time if deemed necessary.
3. CRA Annual Workshop highlights
CRA staff and chair thanked all board and public for attending the annual workshop. Board discussed the highlights of the workshop.

Carrie Williams discussed the hiring of the Executive Director and the continued presence of the Immokalee staff.

Anne Goodnight and Commissioner McDaniel also provided comments on the annual workshop highlights for Immokalee.

4. Spanish Small Business Forum in Immokalee – 5/25/17 @ 8am @ Boys & Girls
Staff announced the partners and the speakers of the forum.

5. County Manager’s Office – Tim Durham
Mr. Durham provided board and members of the public an overview on CRA Legislative House Bill 13 and Senate Bill 1770. He also discussed the ongoing battle with federal agencies regarding economic development initiatives at the Immokalee Airport. He briefly discussed the hiring process for the CRA Executive Director position.

H. CRA New Business.
1. Procurement Services Division – Outreach Program for 2017 – Presentation
Mr. Ted Coyman, Division Director introduced himself and Sandra Herrera and provided board a brief background on his department. Mr. Coyman assisted with Sandra Herrera gave a presentation on Outreach and Engagement with the Business Community.

After much discussion CRA Chair Dr. Frank Nappo would like for CRA staff to schedule the Procurement Services Division to do annual outreach in Immokalee.

The Powerpoint Presentation is attached to the minutes for the record.

2. Advisory Board Applicants
   i. Robert L. Raines
      Staff reiterated to the board that Mr. Raines application was presented last month but due to no vacancy his application was put on hold. Ms. Cindy Lozano didn’t renew her term so Mr. Raines will be filling her vacancy.

   Action: Andrea Halman made a motion for the CRA to appoint Robert Raines as a member of the Immokalee Local Redevelopment Advisory Board. The motion was seconded by Mike Facundo and it was approved by unanimous vote 4-0.

   ii. Edward “Ski” Olesky (Enclosure 2)
      Staff presented Ski’s application to the board for review.
Action: Estil Null made a motion for the CRA to reappoint Edward “Ski” Olesky as a member of the Immokalee Local Redevelopment Advisory Board. The motion was seconded by Andrea Halman and it was approved by unanimous vote 4-0.

3. CRA Office Lease (Enclosure 3)
CRA staff provided board a spreadsheet of lease options for review. Christie Betancourt reviewed in detail each option. After discussion board, would like the CRA to share William’s office on North 15th Street with First bank until there new building is constructed. When First Bank moves out board would like for staff to share office space with the Immokalee Chamber of Commerce. Details of new lease option will be brought back to the board for approval.

Board made a recommendation to process an amendment for the existing lease at Southwest Florida Workforce Development Board and negotiate with the Williams family for the available area at 1300 North 15th Street and provide a letter of intent for the remainder area once it becomes available.

Action: Mike Facundo made a motion for the CRA to process an amendment for the existing lease at Southwest Florida Workforce Development Board and negotiate with the Williams family for the available area at 1300 North 15th Street and provide a letter of intent for the remainder area once it becomes available. The motion was seconded by Andrea Halman and it was approved by unanimous vote 4-0.

4. Commercial Façade Grant
   i. The Royal Companies – Winn-Dixie Plaza – update
      Staff provided board with an update on the Royal Companies. They will present to the board at a future meeting once they have all backup materials.
   ii. Mr. 99 Cents – (Enclosure 4)
      Staff provided board renderings of Mr. 99 Cents expansion options. Business representative will provide quotes and present at a future meeting.
   iii. Awarded Commercial Façade Grants (Enclosure 5)
      Staff provided board list of all Commercial Façade Grants awarded from program creation in 2008 – 2017. Total businesses awarded were 17 and total grant funds paid out was $294,621.67. Total does not include grant that were not approved.

5. RAO County MOA Compliance Reporting Collier County – Immokalee – 1st Semi Annual Report and permitting Overview – (Enclosure 6)
Staff provided board with a copy of Rural Area of Opportunity Memorandum of Agreement requirements that were due to DEO on April 3, 2017.

Staff also reported that a Photo Shoot/Video of Immokalee will be conducted on Saturday, April 22, 2017 as part of Immokalee belonging to the FHERO region. The video will be a 3-minute video that will feature the selected areas in Immokalee. Board would like for staff to see if it’s possible to buy a portion of the video and pictures taken on the tour of Immokalee.
6. **Support Letter for a Local Food Promotion Planning (LFPP) grant application for the Immokalee Culinary Arts and Production (I-CAP) Campus (Enclosure 7)**  
Staff provided board with a signed copy of a letter of support that was sent out on behalf of the CRA for LFPP grant application for the I-CAP campus. Staff is requesting an After the Fact approval.  

**Action:** *Estil Null made a motion for the CRA to approve an After the Fact letter of support for a Local Food Promotion Planning (LFPP) grant application for the Immokalee Culinary Arts and Production (I-AP) Campus. The motion was seconded by Andrea Halman and it was approved by unanimous vote 4-0.*

I. **CRA Old Business.**  
1. **Immokalee Area Master Plan**  
   i. **Goals (Enclosure 8)**  
      Staff reviewed the first 10 pages of a 52 page Immokalee Area Master Plan version dated April 4, 2012. Staff will compile all suggested edits and is asking board and public to provide any additional comments and input. Board will review the next 10 pages next month.  
   ii. **Office of Economic Development (Enclosure 9)**  
      Staff provided board a copy for board to review of a research memo with suggested changes that was provided by the Office of Economic Development

2. **Immokalee Stormwater – update**  
   Robert Wiley provided board with a brief update for Immokalee. Staff also discussed the trash issue in the drainage system.

3. **MSTU Project Manager Report (Enclosure 10)**  
   James reported on the Immokalee Sidewalk Improvements Grant, Street Lighting, and Trash cans.  
   1. **Immokalee Sidewalk Improvements**  
      Staff reviewed 100% Cost Estimate with board and members of the public.  
      
      | Area                        | Cost          |
      |-----------------------------|--------------|
      | West Eustis Ave, North and South Sides | $360,457.40  |
      | South 5<sup>th</sup> Street | $101,390.50  |
      | South 9<sup>th</sup> Street Bid Alternative | $159,736.60  |
      | **Total**                  | **$621,584.50**  |

      Staff recommendation is to move forward with West Eustis Avenue, North and South sides and South 5<sup>th</sup> Street.  
      
      | Area                        | Cost          |
      |-----------------------------|--------------|
      | West Eustis Ave, North and South Sides | $360,457.40  |
      | South 5<sup>th</sup> Street | $101,390.50  |
      | **Total**                  | **$461,847.90**  |

      Staff also reviewed the Community Development Block Grant (CDBG) with the board and members of the public for awarded 2016/2017 cycle.  
      
      | Component                  | Cost          |
      |-----------------------------|--------------|
      | CEI services                | $20,000.00    |
      | Construction                | $455,000.00   |
      | **Total Award:**           | **$475,000.00**  |
Currently the CRA will be short $6,847.90 for West Eustis Street & South 5th Street $455,000 - $461,847.90 = ($6,847.90). The CRA will cover the shortage of the grant.

CRA will be short $166,584.50 to construct South 9th Street $455,000 - $621,584.50 = (166,584.50). If awarded the grant during the next cycle CRA will construct next year and will cover the shortage cost.

CRA staff will go with recommendation to move forward with the project. South Ninth Street will be constructed if the CRA is awarded CDBG funding in 2017/2018 cycle.

Staff also discussed coordination with the Immokalee Water and Sewer District for this project.

Corporal Patti Calderon brought up the concern on getting an access road for Little League extension from Little League Road to State Road 82. A fatal accident occurred earlier today and the road was not fully accessible.

Tim Durham said that we may want to engage our federal lobbyist and various delegations to move up something like this on the time table. Even though it’s a tight budget at the state level we can address this as it falls under the health, safety, and welfare of the community.

Annie Goodnight suggested we come up with rough plans for the Little League Extension and take to our local delegations as it does fall under the health, safety, and welfare of our community.

2. Lighting Reports
   Staff briefly discussed the planned capping of light pole areas on 1st Street, 9th Street, Lake Trafford Road, Robert Avenue, and Westclox Road.

3. Trash Cans
   Staff reported that David miller from Waster Connection Inc. will be attending the MSTU Meeting on April 26, 2017.

4. Budget (Enclosure11a, 11b, & 11c)
   Staff presented the budget for funds 186, 162 and 111. Staff responded to question Annie Goodnight had on uncollected Ad Valorem taxes. To date we have sked if there were any questions or comments.

5. Code Enforcement
   John Connetta provided board with an overview of the ongoing community efforts in Immokalee. He informed the board that as of May 1st Joe Mucha will no longer be in Immokalee. The new supervisor will be Chris Ambach.

Dr. Frank Nappo also discussed the flea market issue on Boston Avenue.
6. Office of Business & Economic Development
   Lincoln Price gave a brief overview on the OBED efforts.
7. Other Agencies
   No other agencies.
J. Citizens Comments.
   No comments.
K. Next Meeting Date. Next CRA Meeting May 17, 2017 @ 8:30 a.m. at the Boys & Girls Club.
L. Adjournment Meeting Adjourned @ 11:15 a.m.
Collier County Procurement Services

Outreach and Engagement with the Community

Administrative Services Department
Procurement Services Division
Buying
- Approve Invoice
- Confirm receipt of goods and/or services
- Acquire within control parameters and thresholds

Planning
- Prepare, organize, and research what is needed
- Recognize historical purchases
- Understand controls, dollar thresholds, and purpose of the

Controls
- Separation of responsibilities
- CMA and other guidelines
- Procurement Manual and Standard Operating Procedures
- Procurement Ordinance

Collier County Buying
COLLIER COUNTY DOLLAR THRESHOLDS

Buying Thresholds

Greater than $50,000
Requires use of a contract or formal competition by Procurement Services staff.

Less than $50,000
Requires use of a contract or informal competition by Department staff.

Contract or departmental quote
Less than $3,000
Contract or purchase through a procurement card.

Less than $1,000

PROCUREMENT METHODS

- Request for Proposal
- Informal Quotes
- County Contracts
- Request for Professional Services
- Invitation to Bid
- State and Public Contracts
PROCUREMENT METHODS

- P-Card System
- Exemption of Competition
- Invitation to Negotiate
- Invitation for Qualifications
- eCommerce
- Electronic Bidding
Register for the County's Online Bidding System at:
http://bid.colliergov.net/bid/
GENERAL REQUIREMENTS

- Workers' Compensation (or exemption)
- Auto Liability
- General Liability

Requirements are:

- If work is done on county property the Standard Security and Background Checks;
- Federal, State and Local Laws;
- Capable of complying with all County ordinances;
- Possess required Licenses;
- Bond – for construction projects over $200,000.
AREAS

PROCUREMENT SERVICES FUNCTIONAL