




**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners
FROM: Dr. Roy L. Virgin, City Manager 
BY: Tekisha Jordan, Building, Planning & Zoning
DATE: November 14, 2024
RE: Temp. Reso. No. 8281 – Board Advisory Update

1. Introduction

Name/Title of the board: Historic Miramar Advisory Board (“Board”)

Contact Information/staff liaison:

Tekisha Jordan, BPZ Assistant Director

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Purpose of the Report: To provide a comprehensive overview of the Board's activities and accomplishments.

Background of the Advisory Board: The Board was established via Ordinance Chapter 2, Article III, which was later codified in Section 2-79 of the City Code of Ordinances. The Board's purpose is to analyze issues affecting the historic part of the City of Miramar and make recommendations to the City Commission. It aims to ensure the preservation and enhancement of this culturally significant area by assessing and proposing necessary infrastructure improvements, beautification projects, public health and welfare initiatives, maintenance efforts, and future development plans. Through these efforts, the Board seeks to improve the quality of life for City residents and maintain the historic area's vibrancy, safety, and appeal.

This report will demonstrate that the Board is fulfilling its mandate as established by the Code of Ordinances.

2. Board Composition (attached)

MEMBERS:	APPOINTMENT DATE	ELECTED OFFICIAL
• Vacant – Chair	00/00/0000	Winston F. Barnes
• Christopher Jarrett	06/21/2023	Maxwell B. Chambers
• Michelle Hood-Julien	08/16/2023	Yvette Colbourne
• Ruth Stennett	10/04/2023	Alexandra P. Davis
• Ali Sylvestre	05/17/2023	Wayne M. Messam
• Marica Mitchell	06/21/2023	Non-Historic Miramar Resident (At-Large)
• Jackie Michel	06/11/2024	Historic Miramar Business Owner (At-Large)

Attendance Records: (Attached)

* The Chair resigned.

3. Meetings and Activities

This report covers the first three quarters of Fiscal Year 2024, from October 2023 to June 2024. Meetings are typically held on the last Wednesday of each month at 6:30 PM at the Miramar Multi-Service Complex, located at 6700 Miramar Parkway, unless rescheduled for any reason.

- October 24, 2023: The board reviewed a presentation by Chief Capital Improvement Program Officer Elizabeth Valera, who discussed various projects in the Historic Miramar area. Public Works Director Anthony Collins, Assistant Director Christy Gilbert, and other staff members provided a public works update.
- November 29, 2023: Mayor Wayne Messam and Assistant Director of Parks and Recreation Janine Alleyne-Maragh discussed youth initiatives within Historic Miramar. They also explored how the Youth Advisory and Teen Cousin Boards could collaborate with the HMAB to create a Teen Survey.
- January 31, 2024: The board discussed their roles in the Teen Advisory Board Survey collaboration, following the discussion with Mayor Messam. They shared different viewpoints and outlined desired survey content and potential information to be gathered.
- March 27, 2024: Parks and Recreation Site Managers within Historic Miramar provided detailed information on programs and incentives for families. The board also reviewed the Sunshine Laws to remind and educate members on their duties and effective service.
- April 24, 2024: The board finalized thoughts and ideas regarding the Teen Advisory Board Survey collaboration and discussed a list of questions to be considered. This list was sent to the board liaisons for discussion at the next meeting.
- May 29, 2024: Ralph Trapani, Solid Waste & Recycling Manager of Public Works, discussed the importance of the "Stop the Incinerator" movement, highlighting how the board can help spread awareness and participate in efforts to prevent Miami-Dade County from placing an incinerator in a neighboring community.
- June 26, 2024: Tara Wagner, Division Chief of the Miramar Fire Department, provided insights on essential tools and duties for hurricane season preparation and how families can best prepare for it.

- July 31, 2024: New Board Member, Jackie Michel was introduced to and welcomed by the Board. This presented an opportunity to review the purpose of the Board, address concerns, and evaluate the Board's Action list.
- August 28, 2024: Officer Bass, with the Code Compliance Division had an in-depth conversation with the Board. Sal Zuninga, City Engineer, also presented an Overview of the Historic Miramar Noise Study.
- September 25, 2024: Community Resource Officer J. Campo with the Police Department, held a Q&A Session with the Board.

4. Accomplishments and Outcomes

Major Accomplishments:

- Increased Attendance
- Street Resurfacing
- Enhanced Marketing for Meetings

The Board has seen a notable increase in attendance compared to previous years, although there is still room for improvement. Recognizing the poor condition of many streets within the Historic Miramar area, the Board advocated for a resurfacing project. This effort aims to reduce vehicle maintenance costs for residents and businesses.

In addition, the Board has ramped up marketing initiatives for its meetings. Continuous use of A-frame notices and other promotional efforts have successfully raised awareness, encouraging more community members to engage and participate in the meetings.

5. Challenges and Lessons Learned

- Increasing Resident Attendance at Meetings
- Managing Resident Expectations

At the beginning of the fiscal year, the Board faced the challenge of raising awareness about the meetings. Over time, the increased marketing efforts have successfully drawn more attention to these gatherings.

The Board is also learning to manage the expectations of residents as they work to bring about changes in the Historic Miramar area.

6. Financial Overview

The Board currently does not have a dedicated budget line. However, the BPZ Department is actively working to include a line item in their budget for all associated Board's expenses.

7. Future Plans and Recommendations

- Increase Publicity
- Enhance Meeting Attendance

To further enhance its impact, the Board plans to increase publicity efforts to ensure broader community awareness and participation. This includes leveraging more diverse marketing strategies and participating in more community outreach. The goal is to ensure that meetings are better attended, fostering greater community engagement and more robust discussions on improving the Historic Miramar area.

8. Conclusion

This report covers Fiscal Year 2024, from October 2023 through September 2024. It outlines the Board's achievements, challenges and financial status, and provides a look at future plans. The Board is committed to serving the residents of Miramar and looks forward to implementing new initiatives to improve the community.