

# **MIAMI-DADE COUNTY FINAL OFFICIAL MINUTES Metro Miami Action Plan Trust**

Office of the Metro Miami Action Plan Trust  
19 West Flagler Street  
Mezzanine Room 106  
Miami, Florida 33128

July 16, 2008  
As Advertised

Harvey Ruvlin, Clerk  
Board of County Commissioners

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Clerk of the Board Division

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**OFFICIAL MINUTES  
METRO-MIAMI ACTION PLAN TRUST  
MEETING OF JULY 16, 2008**

The Metro-Miami Action Plan Trust (MMAP) convened a meeting at the Office of MMAP Trust Board Room, 19 West Flagler Street, Mezzanine Room #106, on July 16, 2008 at 12:00 Noon, there being present: Chairperson John T. Jones, and Members: Mr. Arthur J. Barnes, Mr. Herbert Robinson and Dr. Marzell Smith; (Ms. Veldrin Freeman, Ms. Marie B. Hyppolite, and Ms. Greicy Lovin were absent).

**ROLL CALL:**

Staff members present were: Mr. John Dixon, MMAP Trust Interim Executive Director; Ms. Marlene Blanco, Ms. Melba Gasque, Mr. William Simmons, Mr. Jose Gonzalez, Ms. Joann Hicks, and Mr. Anthony Williams; Assistant County Attorney Terrence Smith and Deputy Clerk Karen Leonard.

**MOTION TO SET THE AGENDA:**

Chairperson Jones called the meeting to order at 12:20 p.m. He noted that the Audit Report would be added to the Trust Action Items as IA7.

**DISCLOSURE OF CONFLICTS OF INTEREST****QUERY FOR EARLY DEPARTURES****Approval of Previous Minutes**

- I. Trust Action Items
  - A. Committee Action Items
    - 1. Housing
    - 2. Education
    - 3. Criminal Justice

**A. Teen Court Consultant RFP**

Mr. Dixon noted the Trust members were aware that MMAP's staff was in the process of developing a plan to increase the enrollment of Teen Court for the new school year. He added that the plan included the Juvenile Restorative Justice Program which would involve a number of schools throughout Miami-Dade County, but also included the idea of working with a consultant.

Mr. Dixon noted the outcome of meeting with Carol City Senior High School that presently had a program with students that needed disciplinary actions. He added that MMAP's staff met with representatives of the school services and Miami Edison Senior High also showed interest in Teen Court program. Mr. Dixon noted that this effort was to enhance the Teen Court program and MMAP would give the parents a copy of the Request for Proposal (RFP) for the consultant.

Assistant County Attorney (ACA) Smith noted that he received a report that provided a scope of the program on yesterday; however, he recalled that he had a number of additional comments on the RFP which he had not seen drafted.

Mr. Simmons noted MMAP's staff was in the process of addressing those comments by ACA

Smith in the RFP which expressed concern that MMAP's focus be on how the consultant worked with the Teen Court Program. MMAP's staff was working on modifying the RFP in order to address Teen Court and to determine whether to include some phrases related to procurement type issues, he noted. Mr. Simmons said the drafted RFP would be complete by tomorrow morning.

Mr. Dixon pointed out that this item was time sensitive and needed to move forward.

ACA Smith noted for the record, that his concern was that the initial Request for Quote (RFQ) submitted to County Attorney's Office needed adjusting. He added that the scope of the program was focused on Teen Court, but he needed to review the entire document.

Discussion ensued regarding whether to move forward or to defer that item until further review.

ACA Smith concurred that the item needed to be deferred.

Mr. Simmons noted that the concerns made by ACA Smith were clear and those modifications would be made. He also noted that the issue concerning the scope of work was resolved. Mr. Simmons asked if the Trust was not meeting in August that MMAP's staff be authorized by the Trust with the County Attorney's approval to move forward in order to meet the deadline in September.

Mr. Dixon said this process should not take long and MMAP's staff could provide information to the Trust members within two weeks.

Discussion ensued regarding the schedule of another Trust meeting in order to address the remaining issues in this item in order to move forward.

In addition to Mr. Simmons' comment regarding those issues required action from MMAP's staff, Mr. Dixon noted that a legal opinion was needed the Assistant County Attorney regarding procurement.

Chairperson Jones noted that Teen Court Consultant RFP would be deferred until the September 2008 Trust meeting.

4. Community and Economic Development
5. Legislative
6. Budget
7. Audit Report

B. Additional Trust Action Items

II. Trust Information Items

A. Committee Information Items

1. Housing
2. Education

3. Criminal Justice
4. Community and Economic Development
5. Legislative

#### **B. Tallahassee Trip Update**

Mr. Dixon provided a brief update regarding the trip to Tallahassee and noted that he met with the Department of Juvenile Justice (DJJ) to discuss the need of additional funding for MLK Academy. He added that during the meeting he discussed with Mr. Ross Love, Deputy Secretary of DJJ and Mr. Greg Johnson the mission of the school and how the process to request funding had changed. Mr. Dixon noted that Mr. Love indicated that DJJ did not have funding available, but they would attempt to partner with the Department of Education and perhaps MMAP could have access to those dollars. Mr. Dixon emphasized that he would be persistent in following up on this matter.

Mr. Dixon added that Mr. Love noted on several occasions that DJJ's dollars were for training rather than education. However, in November 2008, DJJ was anticipating to receive Federal Funding, posing as the grantor, and then programs statewide would be able to apply for those dollars, he noted.

Mr. Dixon continued to speak on the various meetings which included Mr. Tim Sadberry, Director of Criminal and Civil Justice who was familiar with appropriation as it relates to DJJ. He noted that they discussed the redirection of DJJ's dollars and that MMAP was asked to come back and make a presentation. Mr. Dixon added that he spoke with Mr. Jack Ahorn who advised him that the redirection of DJJ's dollars was to assist youth that were on probation rather than schools and assist them to be re-acclimated to society and to assist their families. Mr. Dixon also added that the discussion covered identifying a holistic approach and the impact crime had on youth as well as their families. He noted that the State appeared to have the same focus.

Mr. Dixon noted that he met with Ms. Gail Stafford, Manager of Department of Community Affairs and Mr. Paul Limo with intent to discuss funding and how the Trust could be awarded grants to have consultants make presentations on how to expand businesses; however, the topic was not covered.

Discussion ensued regarding whether or not the Trust members would revisit Tallahassee to follow up on those meetings.

#### **1. Budget**

##### **A. MMAP FY 2008-09 Proposed Budget**

Chairperson Jones noted that the Trust members needed to discuss whether MLK Academy would remain in operation. He added that the Trust should address the issue of funding because in order to have the school in operation funding was needed or a substitute needed to be identified.

In terms of funds, Mr. Dixon noted MLK Academy's budget had a current deficit of approximately \$200,000.00. He noted another alternative for MMAP was to look at opportunities to house MLK Academy in a similar school like Miami Edison Middle which was 46% enrolled. Mr. Dixon added that he met with representatives of some schools to discuss this

issue and legal ramifications in housing an alternative school with a regular school were determined. He noted the discussion also included what would be required in the agreement according to the principal of the schools. He added that the difference of a higher teacher's payroll and benefits than with the faculty at MLK Academy.

Chairperson Jones noted that today's meeting approached the deadline to make a decision and there was no funding to cover the deficit by August 2008 in order to move forward. He noted that the Trust could attempt planning for January 2009, but the Trust members needed to look at the idea of closing MLK Academy because MMAP could not incur anymore deficits.

Chairperson Jones recommended that MLK Academy be temporarily closed until the Trust deemed what was feasible for operating the school. He noted for clarification that following this meeting MMAP would not incur anymore cost for MLK Academy. Chairperson Jones noted that it was the responsibility of the Trust not to approve anymore cost for the school since funding was not available.

Discussion ensued among the Trust members regarding cut backs in the school system and the need to look at other strategies such as charter schools.

Assistant County Attorney Smith noted that the motion should be whether or not to enter into an agreement with the School Board.

It was moved by Mr. Robinson that MMAP would not enter into a contractual agreement with the Miami Dade County School Board to operate MLK Academy as an alternative school for the upcoming fiscal year. This motion was seconded by Mr. Barnes and upon being put to a vote, passed unanimously by those members present. (Member Dr. Smith voted in opposition)

In response to Chairperson Jones inquiry as to whether another motion was needed to close the school, Assistant County Attorney noted yes; the Trust would need to take another vote to recommend closing MLK Academy.

It was moved by Mr. Robinson to recommend that MLK Academy be closed for this fiscal school year FY 2008-09. This motion was seconded by Mr. Barnes and upon being put to a vote, passed unanimously by those members present. (Member Dr. Smith voted in opposition.)

Discussion ensued regarding the School Board using the money for other needs once MMAP did not enter into the contract agreement.

Assistant County Attorney Smith suggested that the Trust approach the School Board by explaining that the legal opinion advised MMAP not to enter into a contract agreement when the expenditure of MLK Academy exceeded its budget. He added that the funding from the School Board would not be enough to cover MLK Academy's expenses and another resource would be needed to run the school.

Discussion further ensued regarding other options to keep MLK Academy in operation and how the school contributed to the community.

In response to Dr. Smith's question regarding legal ramifications using a month to month lease agreement, Assistant County Attorney noted that the issue would be making payments rather than the terms of the agreement. He further suggested that rather than review the current lease agreement that would expire in July 2008, MMAP's staff needed to let the lease run out and send notification of non renewal of the lease.

Discussion ensued regarding the need for building repairs, notifying parents and that property needed to be returned to the School Board.

Chairperson Jones recommended that MMAP's staff send a written notification to the School Board that equipment from the computer lab and other property would be returned.

Dr. Smith expressed concern and his disappointment in the lack of support to mobilize the community concerning education.

Discussion continued regarding the closing of MLK Academy and while it was closed the Trust would take this time to do some strategic planning.

B. Additional Trust Information Items:

1. **Executive Director Search Update**

III. Executive Director's Information Items

Ms. Hicks reported that MMAP's staff mailed letters to new members of the nominating committee that were appointed by the Trust in an attempt to get a committee to discuss the interviewing procedures included in today's Agenda Package. She noted MMAP's staff was requesting that the Trust determine interview questions and a timeframe to advertise for the position.

In response to Chairperson Jones' question regarding the interview questions that were used in the past, Ms. Hicks noted that the former chairperson had developed those questions and MMAP's staff could be modified. She noted that in terms of the timeframe, MMAP's staff had already begun the process by contacting the personnel system for approval to move forward with recruitment and to advertise the position. Ms. Hicks added that the position had not been advertised yet.

Assistant County Attorney Smith advised the Trust that the process to search for an Executive Director should be discussed at a later time.

A. **Foreclosure Roundtable**

Ms. Hicks provided a brief update of the foreclosure roundtable discussion and she noted the impact of specific foreclosures in the under served community. MMAP's staff asked that a panel meet in the County Chambers to discuss those issues and look at the State local practices addressing the crisis; however, this request was not approved by the County Commission.

Assistant County Attorney Smith explained that MMAP's requested location for the roundtable discussion was restricted in the County staff policy.

Ms. Hicks advised the Trust that the roundtable discussion would take place in October 11, 2008 and staff had considered keynote speaker Mr. Jim Carr who had written an article on foreclosures.

**B. HAP Recipient Celebration**

Mr. Dixon noted that he had been approached by a sales representative from 103.5 radio station as a result of an event held at the Joseph Caleb Center. He noted the discussion was related to how HOT105 radio station could partner with MMAP through the housing program. Their interest would be through the sponsor, Home Depot of the Steve Harvey Morning Show to discuss housing initiative throughout the community that would happen in December 2008.

Ms. Hicks added that MMAP's staff met with representatives from 103.5 radio station and other entities and had determined to target a segment of single parent households due to MMAP's limited funding source. She noted that MMAP's staff wanted to collaborate with 103.5 and celebrate with all the recipients of MMAP's Housing Assistance Program by attending a community event that would be held at the Dolphin Stadium.

Ms. Hicks noted this was also an opportunity to market the MMAP Housing Assistant Program throughout the tri-county and the intent was to create a pool of qualified potential home buyers to work with the inventory. She added that eventually between the developers, bank owners, and foreclosures there would be a give away of three homes at no cost to MMAP. Ms. Hicks noted that MMAP staff would collaborate with South Florida Coalition that would be sponsor this event.

Mr. Dixon pointed out those representatives from 103.5 radio station approached MMAP's staff concerning working together on this event and he emphasized there was no cost to MMAP.

In response to Dr. Smith's question regarding what action was needed from the Trust, Mr. Dixon noted that three reasons this item was brought before the Trust was to inform the Trust members of this event, to ensure that there was no cost to MMAP, and moving this item would be a good way to market MMAP.

Mr. Barnes added that it was important the purpose of this event intermingled with the Commissioner's point of view.

Discussions ensued regarding MMAP continuing with those types of activities as well as create a model program that would allow MMAP to collaborate with other entities like the Green Program in order to restore communities.

**IV. Executive Director's information Items**

**A. Summary of Response to CC (Business Tax)**

**B. Sail boat Cove Update**

Ms. Hicks provided a brief update on the status of the Sailboat Cove project and noted that the sale of several homes closed. She added that over the last three quarters, Sail Boat Cove had not paid MMAP the \$7,500.00 that would include interest payments. MMAP's staff requested Economic Development Human Services Committee (EDHSC) to assist with the loan servicing

in order to identify a way to modify the loan because payment of \$1million would be due October 2008, Ms. Hicks noted.

Ms. Hicks added that MMAP's staff had discussed the terms of the loan and to put those interest payments on the back end of the loan. She noted that the principal following the payment of that first loan was approximately \$11.5 million and it appeared that Sail Boat Cove would not be able to make the payment. Ms. Hicks noted that MMAP's staff had planned to work with OCED regarding a pre structured plan so when Sail Boat Cove would meet with MMAP staff in September they would have a well thought out plan.

Discussion ensued regarding the legalities in MMAP owning property which was restricted in the ordinance.

Assistant County Attorney Smith explained that the ordinance was the only delegation of authority in the terms of MMAP having the ability to contract and was not to acquire property which was vested in the County Commission. He pointed out the number of issues the County Commission would have because it would require approval of the acquisition of property and selling of property was not delegated to the Trust.

Chairperson Jones express concern regarding what would happen to the people who needed homes if the developer became default in their loan.

In response to Mr. Barnes' question regarding Phase II of the Sail Boat Cove project, Mr. Johnson informed the Trust members that four buildings were under construction which would total twenty units that included fifteen under contract. He added that in Phase I, the first eight buildings had 17 units were in process which some received funding from MMAP. Mr. Johnson also added that MMAP clients had also received subsidy funds from OCED to assist with negotiating fees in order to make the transaction more affordable.

Discussion ensued regarding the process of selling homes and transaction of loans.

- C. County Manager's Letter re. Business Revenue Tax**
- D. City of North Miami HAP Collaborative**
- E. Teen Court Monthly Report**
- F. Housing Monthly Report**
- G. Fiscal Management Report**
- H. Public Information**
- I. Criminal Justice Report**
- J. MLK Academy Monthly Report**

**Add-On**

Dr. Smith requested that the Trust members discuss yesterday's (7/15) Sunshine meeting held by Commissioners Barbara Jordan and Carlos Gimenez regarding the opposing ordinances. He expressed concern that the opposing ordinance was withdrawn by Commissioner Jordan and the reason behind the withdrawal.

Discussion ensued among the Trust members regarding why the ordinance was withdrawn and information that was gathered outside of the meeting.

Assistant County Attorney Smith noted that the ordinance related to MMAP had not been appealed. He added that the two opposing amendments would give the money held in escrow as well as future funding that included the business tax to the Beacon Council and the other ordinance continued to give 8% Surtax Dollars to MMAP.

ACA Smith pointed out that the County Commission (BCC) was not authorized to allocate those monies directly to MMAP, but that funding would go through the Beacon Council and then be given to MMAP which included the money placed in escrow by the County Commission until a decision was reached. Commissioner Jordan withdrew her ordinance that would have allowed MMAP to receive the funding \$330,000.00 in escrow and to continue to receive the 8% Surtax Dollars, but her ordinance only expressed BCC's policy, he noted. ACA Smith explained when the new ordinance were passed in October 2008, it would be an expression of the County Commission's policy and then funding would continue to go to the Beacon Council, but they would not be obligated to give MMAP the 8% Surtax Dollars.

In response to Mr. Barnes question regarding what would be the next step, Chairperson Jones noted the next step would be to meet and to determine whether funding from the General Fund would be sufficient without funding from the 8% Surtax Dollars.

ACA Smith explained that the State Statute required a County that charged local business taxes would be obligated to select an organization to receive those monies in order to do the strategic economic development plan. Subsequently, by way of an ordinance, the Beacon Council was selected rather than MMAP and in 1994 a policy of the BCC was implemented that 8% of the local business tax that went to the Beacon Council would only go to MMAP by the two entering into an agreement which was terminated last week.

Discussion ensued regarding MMAP's obligation to report to the County Commission.

Assistant County Attorney Smith noted that the County Commission had expressed the policy it had given the Beacon Council an option out of the contract with MMAP.

In terms of the next step for MMAP, Dr. Smith suggested that MMAP staff set up a meeting with Commissioner Jordan.

ACA Smith also suggested that a representative from the Budget office attend the MMAP meeting to explain what happens to the General Fund. He noted that his understanding from Commissioner Jordan was that the General Fund would be used to make MMAP whole.

In terms of the 8% business tax, Mr. Barnes asked if the Mayor or County Manager determined that MMAP needed less than the amount requested could that money be taken away from MMAP.

Ms. Rowena Henry, Budget Analyst noted that she could not guarantee MMAP would receive the same percentage.

Discussion ensued regarding MMAP's position without the policy that allocated the 8% business tax.

ACA Smith noted with the termination of the agreement between Beacon Council and MMAP there were no other alternative resources except by way of grant money.

Discussion further ensued regarding the agreement that the County Commission had with the Beacon Council and the separate agreement with MMAP.

ACA Smith advised that if Commissioner Gimenez' amendment passed, it would rescind the Commission's policy which was passed by way of a motion and the Beacon Council would receive 100% of the business tax.

Discussion ensued regarding another Commissioner proposing another ordinance and that MMAP still had a chance since it was only the first reading.

Following the discussion, ACA Smith explained that MMAP still had rights to participate at the public hearing because this had only gone to the first reading. He noted the amendment would go before the Economic Development Human Services Committee (EDHSC) in September 9, 2008. ACA Smith further explained that by law a public hearing had to take place on all ordinances and the EDHSC was a public hearing and the Trust members would be given a limited time speak followed by signing in.

In response to Mr. Barnes' inquiry regarding the length of time the agreement was between the County and the Beacon Council and what could be done to terminate that agreement, ACA Smith noted that termination of the agreement would require proof of fraud or misrepresentation which had to be seen or contemplated.

Mr. Barnes noted that the only way to determine if there was any mishandling of funds or misrepresentation would be that the Beacon Council was audited bi-annually like MMAP.

Chairperson Jones noted that he did not want to put more effort into this issue because it had already rescinded; however, effort should be into how MMAP can bring a process of advocacy to the table to determine that this has been a fair process.

Chairperson Jones recommended that MMAP's staff have a legislative committee and economic development committee meeting to develop a strategic plan to make valuable use of time and energy.

## **ADJOURNMENT**

Hearing no further business, the Trust adjourned the meeting at 1:46 p.m.

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John T. Jones, Jr., Chairperson  
Metro Miami Action Plan Trust





# Memorandum



**Date:** July 16, 2008  
**To:** MMAP Trust Members  
**From:** John E. Dixon, Jr., Interim Executive Director  
**Subject:** Greicy Lovin email request regarding the Business Tax Receipts

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As per your email request dated July 8, 2008, attached you will find the following documents:

- Original vote/ordinance by the Board of County Commissioners
- Executed Grant Agreement between the Beacon Council and MMAP
- Florida State Legislation 205.033; local business taxes
- Ginsburg legal opinion
- Shannon Summerset legal opinion
- Commissioner Gimenez Ordinance amending Ordinance No. 07.129 to transfer eight percent local business tax revenues from OCED to Beacon Council
- Commissioner Jordan amending Ordinance No. 07.129 relating to the transfer of eight percent local business tax revenues from OCED to MMAP Trust
- MMAP Business Tax Receipt funding expenditures

**AL BOARDS (Cont.)**

Reports, Agenda Item B. It was moved by Commissioner Ferguson that 8% of the Documentary Stamp Surtax be allocated as a dedicated source of funding for the Metro-Miami Action Plan. This motion was seconded by Commissioner Burke, and upon being put to a vote, passed by a vote of 6-4, (Commissioners Diaz de la Portilla, Hawkins, Reboredo and Souto voted nay) (Commissioners Kaplan, Millan and Winn were absent).

It was moved by Commissioner Ferguson that 8% of the Occupational License Surtax be allocated as a dedicated source of funding for the Metro-Miami Action Plan. This motion was seconded by Commissioner Burke, and upon being put to a vote, passed by a vote of 6-4, (Commissioner Diaz de la Portilla, Hawkins, Reboredo and Souto voted nay) (Commissioners Kaplan, Millan and Winn were absent).

County Attorney Ginsburg indicated in order for Occupational License Surtax monies to be allocated by MMAP, a joint venture or contractual relationship with the Beacon Council may have to be entered into, in order to carry out the statutorily approved function of economic development.

It was moved by Commissioner Ferguson that 8% of the Food and Beverage Tax be allocated as a dedicated source of funding for the Metro-Miami Action Plan. This motion was seconded by Commissioner Burke, and upon being put to a vote, failed to carry by a vote of 4-7, (Commissioners Diaz de la Portilla, Ferre, Kaplan, Penelas, Reboredo, Souto and Teele voted nay. Commissioners Millan and Winn were absent).

Commissioner Reboredo requested the County Attorney prepare an ordinance providing for a Dade County Coordinated Council for Economic Development.

The Board referred Chairperson Teele's proposal that 1% of the Food and Beverage Tax expansion be allocated as a dedicated source of funding for MMAP commencing in FY1994-95, with 40% being allocated for tourism, 40% being allocated for culture and 20% being allocated for MMAP to the Intergovernmental Affairs Committee.

Commissioner Souto requested the County Attorney prepare a resolution which would provide that the Dade Delegation be informed of any actions taken by the Board which altered legislation previously enacted in Tallahassee.

## Grant Agreement

This Grant Agreement (the "Agreement") is entered into as of this 7th day of June, 1994, by and between the Metro-Miami Action Plan, an agency and instrumentality of Metropolitan Dade County (hereinafter referred to as "MMAP"), and the Dade County Beacon Council, Inc., a Florida not-for-profit corporation (hereinafter referred to as "The Beacon Council").

Whereas pursuant to Chapter 205-33, Florida Statutes, Section 8A-171.2 of the Code of Metropolitan Dade County, and that certain Agreement, effective as of October 1, 1987 (the "1987 Agreement"), between Metro-Dade County (the "County") and The Beacon Council, Dade County assesses an occupational license surtax and distributes the proceeds therefrom (hereinafter referred to as "The Tax Proceeds") to The Beacon Council; and

Whereas by motion of the Board of County Commissioners of Dade County (the "Commission") on June 7, 1994, eight percent (8%) of the Tax Proceeds are to be distributed to MMAP for its use in accordance with state and local law and to oversee and implement a comprehensive economic development strategy.

NOW THEREFORE, for and in consideration of ten dollars (\$10.00), the receipt and sufficiency of which is hereby acknowledged, the mutual promises contained herein and other good and valuable consideration, MMAP and The Beacon Council hereby agree as follows:

### I. Payment of Tax Proceeds to MMAP

- A. The Beacon Council shall transfer to MMAP eight percent (8%) of the total amount of the Tax Proceeds received. The Beacon Council shall effectuate the transfer of such funds to MMAP in the following manner:

Upon The Beacon Council's receipt of the Tax Proceeds from Dade County, The Beacon Council shall, within 3 business days, issue and deliver a check made payable to MMAP for eight percent (8%) of the Tax Proceeds received by The Beacon Council with respect to which payments are being made.

- B. In so much as this Agreement is finally executed and delivered on December 14, 1994, The Beacon Council shall pay MMAP an amount equal to \$69,463 representing the amount due and owing MMAP from June 7, 1994, through September 8, 1994, and MMAP accepts this payment as payment in full for amounts due and owing from June 7, 1994 to September 8, 1994. Balance due and owing

through December 1994 shall be paid within 24 hours of execution of agreement.

## II. Term

Unless earlier terminated by express written consent of the parties, by a material breach of the terms hereof upon the written election of the non-breaching party, by termination of the 1987 Agreement or by resolution or action by the Commission or its designee, The Beacon Council shall transfer the amounts as set forth in Section I(A) above for a term commencing on June 7, 1994, and continuing thereafter for so long a period as The Beacon Council receives the Tax Proceeds.

## III. Use of Tax Proceeds by MMAP

MMAP agrees to use its portion of the Tax Proceeds strictly in accordance with all applicable and relevant provisions of the laws of the State of Florida and the Code of Metropolitan Dade County so as to oversee and implement a comprehensive economic development strategy through advertising, promotional activities, and other sales and marketing techniques, and assumes all responsibility and liability for the use or nonuse of such funds and any claims derived therefrom. MMAP agrees to indemnify, defend and hold harmless The Beacon Council and its directors, officers, employees, agents, affiliates, successors and assigns (collectively, "Indemnitee") from and against any and all losses, claims, demands, damages, liabilities, deficiencies, costs and expenses (including, without limitation, reasonable attorneys' fees) and disbursements and amounts paid in settlement of any claim, act or suit of every kind, nature and description suffered by Indemnitee based upon, arising out of or otherwise in respect of any act or omission of MMAP in connection with its use or nonuse of the portion of the Tax Proceeds received by it from The Beacon Council.

## IV. Annual Reports, Records and Documents

- A. MMAP shall include in the annual report it prepares for and delivers to the Commission a detailed description of its expenditure of the Tax Proceeds. MMAP shall also deliver its annual report prepared for the Commission to The Beacon Council concurrently with its delivery of the annual report to the Commission. MMAP agrees that The Beacon Council may use all or a portion of MMAP's Annual Report in the Annual Report of The Beacon Council.
- B. MMAP shall make available to the County Manager or his designee during regular business hours all books, records and other documents demonstrating that MMAP's expenditure of the Tax

Proceeds is in compliance with all applicable law and agrees to submit to an audit of its books and records if so requested by the County or the State of Florida.

V. **Authorization**

Each of the parties hereunder has all requisite corporate power and authority under its respective constituent documents and Florida law to execute, deliver and perform its respective duties and obligations under this Agreement. The execution, delivery and performance of its respective duties and obligations under this Agreement have been duly authorized and approved by the respective parties pursuant to all necessary and sufficient corporate action.

VI. **Miscellaneous**

- A. **Waiver.** No term or condition of this Agreement shall be deemed to have been waived, nor shall there be any estoppel against the enforcement of any provision of this Agreement except by written instrument signed by the party charged with such waiver or estoppel. No such written waiver shall be deemed a continuing waiver unless specifically stated therein, and each such waiver shall operate only as to the specific term or condition waived and shall not constitute a waiver of such term or condition for the future or as to any act other than that specifically waived.
- B. **Governing Law.** This Agreement shall be construed and enforced in accordance with, and governed by, the laws of the State of Florida without reference to the conflicts of laws principles thereof.
- C. **No Assignment.** Neither this Agreement nor any of the rights, benefits, duties and obligations hereunder shall be assigned without the express prior written consent of the non-assigning party in each instance.
- D. **Entire Agreement.** This Agreement constitutes the entire understanding of the parties and supersedes any and all prior discussions, negotiations, agreements and understandings, whether written or oral, with respect to the subject matter hereof. This Agreement can be modified only by written instrument properly executed by MMAP and The Beacon Council.
- E. **Binding Effect.** This Agreement shall inure to the benefit of and shall be legally binding upon the parties hereto and their respective successors, heirs and legal representatives.

In Witness whereof the parties have caused this Agreement to be executed as of the date first written above.

WITNESSES

Print Name: JoAnn Woodson  
Signature: JoAnn Woodson

METRO MIAMI ACTION PLAN TRUST

BY: Sherwood G. DuBose  
Sherwood G. DuBose  
President/CEO

Date: August 16, 1995

Print Name: Conchita E. Affler  
Signature: Conchita E. Affler

DADE COUNTY BEACON  
COUNCIL, INC.

Print Name: John L. Anderson  
Signature: John L. Anderson

BY: John L. Anderson  
President & CEO

Date: September 15, 1995

Attest: Elizabeth B. [Signature]  
Name: Elizabeth B. [Signature]  
Clerk of Board County Commissioners - Dade County, Florida  
Date: December 15, 1995



Select Year: 2006

[Go](#)

## The 2006 Florida Statutes

[Title XIV](#)  
TAXATION AND FINANCE[Chapter 205](#)  
LOCAL BUSINESS TAXES[View Entire Chapter](#)

### 205.033 Conditions for levy; counties.--

(1) The following conditions are imposed on the authority of a county governing body to levy a business tax:

(a) The tax must be based upon reasonable classifications and must be uniform throughout any class.

(b) Unless the county implements s. 205.0535 or adopts a new business tax ordinance under s. 205.0315, a business tax levied under this subsection may not exceed the rate provided by this chapter in effect for the year beginning October 1, 1971; however, beginning October 1, 1980, the county governing body may increase business taxes authorized by this chapter. The amount of the increase above the tax rate levied on October 1, 1971, for taxes levied at a flat rate may be up to 100 percent for business taxes that are \$100 or less; 50 percent for business taxes that are between \$101 and \$300; and 25 percent for business taxes that are more than \$300. Beginning October 1, 1982, the increase may not exceed 25 percent for taxes levied at graduated or per unit rates. Authority to increase business taxes does not apply to licenses or receipts granted to any utility franchised by the county for which a franchise fee is paid.

(c) A receipt is not valid for more than 1 year, and all receipts expire on September 30 of each year, except as otherwise provided by law.

(2) Any receipt may be transferred to a new owner, when there is a bona fide sale of the business, upon payment of a transfer fee of up to 10 percent of the annual business tax, but not less than \$3 nor more than \$25, and presentation of the original receipt and evidence of the sale.

(3) Upon written request and presentation of the original receipt, any receipt may be transferred from one location to another location in the same county upon payment of a transfer fee of up to 10 percent of the annual business tax, but not less than \$3 nor more than \$25.

(4) The revenues derived from the business tax, exclusive of the costs of collection and any credit given for municipal business taxes, shall be apportioned between the unincorporated area of the county and the incorporated municipalities located therein by a ratio derived by dividing their respective populations by the population of the county. This subsection does not apply to counties that have established a new rate structure under s. 205.0535.

(5) The revenues so apportioned shall be sent to the governing authority of each municipality, according to its ratio, and to the governing authority of the county, according to the ratio of the unincorporated area, within 15 days following the month of receipt. This subsection does not apply to counties that have established a new rate structure under s. 205.0535.

(6)(a) Each county, as defined in s. 125.011(1), or any county adjacent thereto may levy and collect, by an ordinance enacted by the governing body of the county, an additional business tax up to 50 percent of the appropriate business tax imposed under subsection (1).

(b) Subsections (4) and (5) do not apply to any revenues derived from the additional tax imposed under this subsection. Proceeds from the additional business tax must be placed in a separate interest-earning account, and the governing body of the county shall distribute this revenue, plus

accrued interest, each fiscal year to an organization or agency designated by the governing body of the county to oversee and implement a comprehensive economic development strategy through advertising, promotional activities, and other sales and marketing techniques.

(c) An ordinance that levies an additional business tax under this subsection may not be adopted after January 1, 1995.

(7) Notwithstanding any other provisions of this chapter, the revenue received from a county business tax may be used for overseeing and implementing a comprehensive economic development strategy through advertising, promotional activities, and other sales and marketing techniques.

History.—s. 1, ch. 72-306; s. 1, ch. 73-144; s. 1, ch. 77-55; s. 54, ch. 80-274; s. 1, ch. 82-72; s. 1, ch. 85-209; s. 1, ch. 86-298; s. 3, ch. 93-180; s. 12, ch. 97-95; s. 6, ch. 2006-152.

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VLR

M E M O R A N D U M

To: Nic Walker  
Beacon Council

Date: June 9, 1994

From: Robert A. Ginsburg  
Dade County Attorney

Subject: Commission Action June 7, 1994  
re Occupational License Surtax

You have asked for an explanation of a Motion passed by the Board of County Commissioners on Tuesday, June 7, 1994, designating 8% of the occupational license surtax to the Metro-Miami Action Plan ("MMAP").

The tax is imposed pursuant to Chapter 205.33, Florida Statutes, and provides that the revenue derived therefrom shall be distributed each fiscal year by the County to "an organization or agency designated by the governing body of the County to implement a comprehensive economic development strategy...". As you know, the County, by ordinance and interlocal agreement, has designated the Beacon Council as that agency. Section 8A-171.2 Dade County Code.

I do not view the action taken by the Commission as inconsistent with the County's relationship to the Beacon Council. The Commission's policy determination is well within the scope of the statute, the ordinance and the County's contract with the Beacon Council. All of the surtax money must be used "to implement a comprehensive economic development strategy." In light of the County Commission's policy determination, it is anticipated that the Beacon Council coordinates with MMAP with respect to the 8%. This cooperation between the two agencies may take a variety of forms, including subcontracting for goods and services, partnership, joint venture or other contractual or grant relationship.

M E M O R A N D U M

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To: Hon. Betty T. Ferguson  
Dade County Commissioner

Date: September 2, 1994

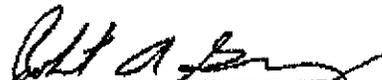
Subject: Effective Date of MMAP  
Dedicated Funding Sources

From: Robert A. Ginsburg  
Dade County Attorney

---

You have asked for an opinion with regard to the effective date of MMAP's dedicated funding sources.

On June 7, 1994, the Board of County Commissioners approved an allocation to MMAP of 8% of the Occupational License Surtax and 8% of the Documentary Stamp Surtax. I am of the view that the County Commission action was effective immediately upon approval of the motion. Therefore, MMAP is entitled to its 8% share of the Occupational License Surtax and Documentary Stamp Surtax collected from that date forward.

  
Robert A. Ginsburg

RAG/ydl

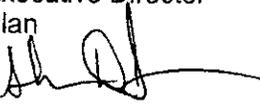
cc: Israel H. Milton, Assistant County Manager  
Gustavo E. Casado, Documentary Surtax Council Chairman  
Mario Marti, Director, Special Housing Program  
William Myers, Beacon Council Chairman  
John Anderson, Beacon Council President  
Harold Long, Jr. Esq., Chairman, MMAP Trust  
Sherwood G. DuBose, Executive Director, MMAP  
Steve Spratt, Director, Office Management & Budget  
Edward Marquez, Director, Finance Department

# Memorandum



**Date:** February 21, 2008

**To:** John Dixon, Interim Executive Director  
Metro-Miami Action Plan

**From:** Shannon Summerset   
Assistant County Attorney

**Subject:** Opinion on use of business tax for MMAP's Economic Plan

---

You have requested an opinion on whether the use of business tax dollars, collected pursuant to Fl. Stats. 205.033, to fund MMAP's attached Economic Strategic Development Plan comports with the requirements of that statute. I have reviewed the plan, and it is my opinion that funding of this comports with the requirements of the statute. The overriding goals outlined in the Plan are to attract businesses to and retain businesses within Miami-Dade County. The strategies set forth in the Plan seek to promote Miami-Dade County as a place to do business using a wide array of techniques. Based on the above, the business tax dollars may lawfully be used to implement this comprehensive economic development plan.

Should you have any questions related to this opinion please do not hesitate to contact me.  
Thank you.

cc: Jose Cintron  
OCED

Shannon D. Summerset  
Assistant County Attorney  
Miami-Dade County Attorney's Office  
111 N.W. 1<sup>st</sup> Street, Suite 2810  
Miami, Florida 33128  
Phone: 305-375-5488  
Fax: 305-375-5634  
Email: SDS22miamidade.gov

**MEMORANDUM**

Agenda Item No. 4(E)

---

**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**DATE:** July 1, 2008

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Ordinance amending  
Ordinance No. 07-129  
to transfer eight percent  
local business tax revenues  
from OCED to the Beacon  
Council

---

The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Carlos A. Gimenez.

  
\_\_\_\_\_  
R. A. Cuevas, Jr.  
County Attorney

RAC/jls



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**DATE:** July 1, 2008

  
**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 4(E)

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved \_\_\_\_\_ Mayor

Agenda Item No. 4(E)

Veto \_\_\_\_\_

7-1-08

Override \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

ORDINANCE AMENDING ORDINANCE NO. 07-129 TO TRANSFER EIGHT PERCENT LOCAL BUSINESS TAX REVENUES TO THE BEACON COUNCIL FROM THE OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT; AMENDING SECTION 8A-171.2 OF THE CODE OF MIAMI DADE COUNTY, FLORIDA RELATING TO LOCAL BUSINESS TAX, PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

**WHEREAS**, Section 205.032, Florida Statutes authorizes a county to levy a business tax for the privilege of engaging in or managing any business, profession, or occupation within in its jurisdiction; and

**WHEREAS**, Section 205.33, Florida Statutes imposes certain conditions on the authority of each county to impose said business tax, including but not limited to requiring that any revenue, plus accrued interest, derived by a county shall be distributed each fiscal year to an organization or agency designated by the county to oversee and implement a comprehensive economic development strategy; and

**WHEREAS**, on June 11, 1987, this Board adopted Ordinance No. 87-38, codified at Section 8A-171.2 of the Code ("Code"), requiring applicants for new or renewed local business tax receipts to pay an additional amount of tax; and

**WHEREAS**, the Code designates the Miami-Dade Beacon Council, Inc. ("Beacon Council") as the agency to receive the local business tax revenues and to oversee and implement a comprehensive economic development strategy; and

**WHEREAS**, the County and The Beacon Council entered into an agreement on October 1, 1987, to ensure the transfer of these revenues from the local business tax to The Beacon Council; and

**WHEREAS**, on June 7, 1994, the Board passed a motion requiring that eight percent (8%) of the local business tax revenues received by The Beacon Council should be allocated by The Beacon Council to Metro-Miami Action Plan Trust ("MMAP"); and

**WHEREAS**, on June 7, 1994, The Beacon Council and MMAP entered into a Grant Agreement whereby MMAP is required to use said revenues from the local business tax in accordance with state and local laws and to oversee and implement a comprehensive economic development strategy; and

**WHEREAS**, on September 20, 2007, the Board adopted Ordinance No. 07-129, which required the Beacon Council to allocate 8% of the local business tax revenues to the Office of Community and Economic Development ("OCED") for economic development activities ("Funds"); and

**WHEREAS**, it was intended that these funds would be held in escrow for disbursement by The Beacon Council to MMAP; and

**WHEREAS**, this Board recognizes that the County is faced with a budget crisis; and

**WHEREAS**, as a result of this budget crisis the County must ensure that there is a centralized focus on jobs creation, jobs protection, and jobs growth; and

**WHEREAS**, as Miami-Dade County's official economic development partnership, The Beacon Council is charged with bringing new, job-generating investments to the community, while assisting existing businesses in their efforts to expand; and

**WHEREAS**, by doing this, The Beacon Council facilitates the creation of quality jobs for each and every resident of Miami-Dade County; and

**WHEREAS**, the Board desires to continue its partnership with The Beacon Council; and

**WHEREAS**, the Board desires that The Beacon Council receive the 8% of the local business tax revenue that it was directed by this Board to disburse to MMAP to be used by The Beacon Council to oversee and implement a comprehensive economic development strategy; and

**WHEREAS**, this Board desires to rescind its prior directive requiring The Beacon Council to allocate 8% of the local business tax revenues to MMAP; and

**WHEREAS**, this Board encourages The Beacon Council to utilize these revenues for similar purposes in economically disadvantaged neighborhoods as set forth in the former Grant Agreement with MMAP,

**BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:**

**Section 1.** The matters contained in the foregoing recitals are incorporated in this ordinance by reference.

**Section 2.** Ordinance No. 07-129 is hereby amended to reflect that 8% of the local business tax revenues previously transferred to the Office of Community and Economic Development (“OCED”) shall be released or returned to The Beacon Council upon the effective date of this ordinance and as set forth in the attached schedule, which is incorporated in this ordinance by reference. Upon the effective date of this ordinance, The Beacon Council shall no longer be required to allocate 8% of the local business tax revenues to Metro-Miami Action Plan Trust or any other entity.

**Section 3.** Section 8A-171.2 of the Code of Miami-Dade County, Florida is hereby amended to read as follows:<sup>1</sup>

\* \* \*

- (b) The proceeds of such additional tax shall be placed in a separate interest-earning account and this revenue, plus accrued interest, shall be distributed each fiscal year to the Miami-Dade County Beacon Council, Inc.
  
- (c) The Miami-Dade County Beacon Council, Inc. shall furnish a written annual report to the Board of County Commissioners. >>The Beacon Council shall include in said annual report a clear statement on its uses of the eight percent (8%) of local business tax revenues previously allocated to the Metro-Miami Action Plan Trust for similar purposes.<<

\* \* \*

**Section 4.** If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

**Section 5.** It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

---

<sup>1</sup> Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

**Section 6.** This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

PASSED AND ADOPTED:

Approved by County Attorney as *RAC*  
to form and legal sufficiency.

Prepared by: *TAS*

Terrence A. Smith

Prime Sponsor: Commissioner Carlos A. Gimenez

**OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT**  
**Economic Development Program**  
**(Fund 030, Subfund 020)**

<u>Revenues:</u>	<u>2007-08</u>
Previously Approved Revenues	\$330,000
Beacon Council Payment (Business License Proceeds - 8%)	<u>(330,000)</u>
Total	\$0
<u>Expenditures:</u>	
Previously Approved Expenditures	\$330,000
Economic Development Activities	<u>(330,000)</u>
Total	\$0

**ECONOMIC DEVELOPMENT**  
**(Fund 120, Subfund 122)**

<u>Revenues:</u>	<u>2007-08</u>
Business License Proceeds	<u>\$4,133,000</u>
<u>Expenditures:</u>	
Transfer to Beacon Council*	<u>\$4,133,000</u>

\*As in previous years, includes \$75,000 for the Miami-Dade County Film and Entertainment promotional expenditures for economic development activities.

Changes only the footnote

**MEMORANDUM**

Agenda Item No. 4(F)

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**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

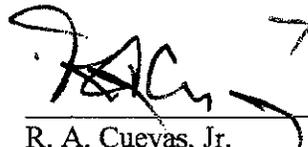
**DATE:** July 1, 2008

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Ordinance amending  
Ordinance No. 07-129 relating  
to the transfer of eight percent  
local business tax revenues  
from Office of Community  
and Economic Development  
to MMAP Trust

---

The accompanying ordinance was prepared and placed on the agenda at the request of  
Prime Sponsor Vice-Chairwoman Barbara J. Jordan.



---

R. A. Cuevas, Jr.  
County Attorney

RAC/jls



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**DATE:** July 1, 2008

**FROM:**   
R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 4(F)

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 4(F)

7-1-08

ORDINANCE NO. \_\_\_\_\_

ORDINANCE AMENDING ORDINANCE NO. 07-129 RELATING TO THE TRANSFER OF EIGHT PERCENT LOCAL BUSINESS TAX REVENUES FROM OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT TO METRO-MIAMI ACTION PLAN TRUST; PROVIDING SUCH PERCENTAGE SHALL BE ALLOCATED BY THE BEACON COUNCIL TO METRO-MIAMI ACTION PLAN TRUST; PROVIDING SEVERABILITY, INCLUSION IN THE CODE AND AN EFFECTIVE DATE

**WHEREAS**, Section 205.032, Florida Statutes authorizes a county to levy a business tax for the privilege of engaging in or managing any business, profession, or occupation within in its jurisdiction; and

**WHEREAS**, Section 205.33, Florida Statutes imposes certain conditions on the authority of each county to impose said business tax, including but not limited to requiring that any revenue, plus accrued interest, derived by a county shall be distributed each fiscal year to an organization or agency designated by the county to oversee and implement a comprehensive economic development strategy; and

**WHEREAS**, on June 11, 1987, this Board adopted Ordinance No. 87-38, codified at Section 8A-171.2 of the Code ("Code"), requiring applicants for new or renewed local business tax receipts to pay an additional amount of tax; and

**WHEREAS**, the Code designates the Miami-Dade Beacon Council, Inc. ("Beacon Council") as the agency to receive the local business tax revenues and to oversee and implement a comprehensive economic development strategy; and

**WHEREAS**, the Board further desires to ensure the continuation of funding to MMAP through its partnership with The Beacon Council,

**BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:**

**Section 1.** The matters contained in the foregoing recitals are incorporated in this ordinance by reference.

**Section 2.** Ordinance 07-129 is hereby amended to reflect that all unexpended local business tax revenues received by the Office of Community Economic Development from The Beacon Council, in accordance with said ordinance, shall be disbursed to Metro-Miami Action Plan Trust to oversee and implement a comprehensive economic development strategy, as further set forth in the attached schedule, which is incorporated in this ordinance by reference.

**Section 3.** The Beacon Council shall continue to provide eight percent (8%) of the local business tax revenues to Metro-Miami Action Plan Trust until such time as the Board declares otherwise or in the event the County is no longer authorized by the Florida Legislature to impose a local business tax and disburse the revenues from said tax to an agency or organization.

**Section 4.** If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

**Section 5.** It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including the sunset provision, shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

**OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT**  
**Economic Development Program**  
**(Fund 030, Subfund 020)**

<u>Revenues:</u>	<u>2007-08</u>
Previously Approved Revenues	\$330,000
Transfer from Beacon Council 8% Business License Proceeds	<u>(330,000)</u>
Total	<u>\$0</u>

<u>Expenditures:</u>	
Previously Approved Expenditures	\$330,000
Transfer Business License Proceeds - 8% to MMAP	<u>(330,000)</u>
Total	\$0

**METRO MIAMI ACTIO PLAN TRUST**  
**Economic Development Program**  
**(Fund 030, Subfund 020)**

<u>Revenues:</u>	<u>2007-08</u>
Beacon Council Payment (Business License Proceeds - 8%)	
	<u>\$330,000</u>
<u>Expenditures:</u>	
Economic Development Activities	<u>\$330,000</u>

8

Business Tax Receipts Expenditures			
Fiscal Year	Project Name	Amount Funded	Description
1997/1998	BT's Flower Gallery, LLC	\$ 20,000.00	Full Amts MMAP
1997/1998	Florida Memorial University	\$ 60,000.00	Full Amts MMAP
1997/1998	GlobeTrotters Rent a Car	\$ 25,000.00	Car Rental MMAP
1998/1999	GlobeTrotters Rent a Car	\$ 25,000.00	Car Rental MMAP
1998/1999	North Dade Community Development Credit Union	\$ 250,000.00	MMAP Agreement
1998/1999	North Dade Community Development Credit Union	\$ 487.30	Rent of space
1998/1999	Florida Memorial College	\$ 70,000.00	Full Amt Entrepreneurship Institute
1998/1999	Bishops Fine Dining, Inc.	\$ 16,666.66	1/3 Amt. MMAP
1999/2000	Florida Memorial University	\$ 104,812.00	Entre. Prog. MMAP Full Pmt.
1999/2000	School Daze Uniform, Inc.	\$ 10,000.00	MMAP PMT./Full for Amendement
1999/2000	North Dade Community Development Credit Union	\$ 23,000.00	MMAP PMT./Full for PMT
1999/2000	Club 2000	\$ 25,000.00	Bill PMT, purchase equip., for working capital
1999/2000	Foundation for Democracy	\$ 5,000.00	Africando Conference
2000/2001	Miller Trophies	\$ 20,000.00	Loan
2000/2001	Torbell, Inc.	\$ 20,000.00	Loan
2000/2001	WKL & Assoc., Inc.	\$ 96,000.00	Loan
2000/2001	Pac Accessories, Inc.	\$ 25,000.00	Loan
2000/2001	Florida Memorial University	\$98,907.00	As per agreement
2001/2002	Florida Memorial University	\$109,923.00	As per agreement
2001/2002	Peach of Mind Pest Control, Inc	\$ 16,000.00	Loan
2001/2002	MMAP Conference	\$ 32,000.00	Economic Development
2002/2003	College Throw Back USA, Inc.	\$ 50,000.00	Loan
2002/2003	Florida Memorial University	\$80,000.00	As per agreement
2002/2003	Denron, Inc.	\$ 50,000.00	Loan
2003/2004	CSBE Conference Sponsorship	\$ 1,000.00	Ad and booth/table
2003/2004	Florida Memorial University	\$ 82,400.00	As per agreement
2003/2004	NIA Interactive, Inc.	\$ 5,000.00	Loan
2004/2005	Carrie P. Meek Foundation, Inc.	\$ 85,000.00	As per Board Resolution
2004/2005	M-D Chamber of Commerce	\$ 37,500.00	As per agreement, 1st payment
2004/2005	Neighbors & Neighbors Assoc.	\$ 200.00	Annual Banquet
2004/2005	Friends of MLK, Inc.	\$ 25,000.00	As per agreement, Soul on 7th Avenue, Oureach 62nd MLK Festival
2004/2005	Café Soul Project - Karym Ventures, Inc.	\$ 50,000.00	As per agreement
2004/2005	Martin Luther King Economic Development	\$ 5,000.00	Soul on 7 Festival
2004/2005	Florida Memorial University	\$ 15,000.00	Dr. Barbara Edwards
2004/2005	Monia Hughes	\$ 375.00	Funding assistance for business permits
2004/2005	Miami Bahamas Goombay Festival	\$ 5,000.00	
2004/2005	Florida Memorial University	\$ 100,000.00	As per agreement
2005/2006	M-D Chamber of Commerce	\$25,419.12	As per agreement
2005/2006	CBG of Miami Dade County	\$ 25,000.00	As per agreement, conference for Miami-Dade County residents
2005/2006	Cox Radio, Inc.	\$ 5,000.00	Conference Sponsorship
2005/2006	Florida Memorial University	\$ 124,695.00	As per agreement
2006/2007	M-D Community College 2nd payment	\$ 6,642.00	To host South Dade Initiative (SDI)
2006/2007	M-D Chamber of Commerce	\$ 75,000.00	Per 2006/2007 Contract
2006/2007	Opa-Locka Flightline	\$ 50,000.00	As per agreement
2006/2007	Café Soul Project - Karym Ventures, Inc.	\$ 25,000.00	As per agreement
2006/2007	Florida Memorial University	\$ 31,173.75	As per agreement

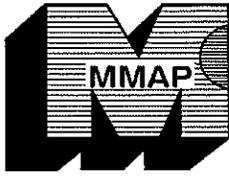


# METRO-MIAMI ACTION PLAN TRUST

## BOARD OF TRUSTEES MEETING

JULY 16, 2008

Agenda

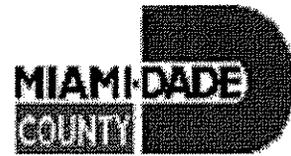


# METRO-MIAMI ACTION PLAN TRUST

## BOARD OF TRUSTEES MEETING

JULY 16, 2008

Agenda



## **MEETING NOTICE**

**METRO-MIAMI ACTION PLAN TRUST**

**BOARD OF TRUSTEES MEETING**

**DATE: WEDNESDAY, JULY 16, 2008**

**TIME: 12:00 PM**

**LOCATION: BISCAYNE BUILDING  
19 WEST FLAGLER STREET – SUITE M106  
MIAMI, FLORIDA 33130**



**METRO-MIAMI ACTION PLAN TRUST  
TRUST BOARD MEETING  
JULY 16, 2008  
AGENDA**

Page

**Roll Call**

**DISCLOSURE OF CONFLICTS OF INTEREST**

**QUERY FOR EARLY DEPARTURES**

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- 2. Education
- 3. Criminal Justice

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- 4. Community and Economic Development
- 5. Legislative
- 6. Budget

**B. Additional Trust Action Items:**

**II. Trust Information Items**

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- 1. Housing
- 2. Education
- 3. Criminal Justice
- 4. Community and Economic Development
- 5. Legislative

**A. Tallahassee Trip Update \***

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Adjourn

\* Submitted at Board Meeting

\*\*Not submitted

MOA – Memorandum of Approval



**TRUST ACTION ITEM**

**CRIMINAL JUSTICE**

**ITEM I.A.3.A**

**TEEN COURT CONSULTANT RFP**



MEMORANDUM OF APPROVAL

TO: Members of the MMAP Trust  
FROM: *John Dixon*  
John Dixon  
Interim Executive Director  
DATE: June 26, 2008  
SUBJECT: Teen Court Consultant Authorization

**PURPOSE OF ITEM**

The purpose of this item is to have the Metro-Miami Action Plan Trust Board of Trustees (Board) authorize the development and advertisement of an Request for Proposal (RFP) to solicit the serves of an individual, business or any combination to provide consultation services for the MMAP Teen Court Program. Additionally, this item is to request expenditures in the amounts not to exceed \$8,000.00 for the advertisement of the RFP and \$80,000.00 for the cost of the services.

**BACKGROUND**

Attached for the consideration of the MMAP Board of Trustees is a RFP to solicit the services of consultant for the Teen Court Program. In an effort to increase the number of participants in the Teen Court Program, MMAP is considering procuring the services of a consultant to concentrate on the juvenile justice system and the different methodology for getting juveniles diverted to MMAP's Teen Court Program. All prospective Proposers will be requested at a minimum, to address in their responses that they possess (a) a strong working knowledge of legislative, administrative, and regulatory processes as they relate to the Judicial process in general and the juvenile justice process in particular; (b) a clear understanding of the MMAP Trust; (c) a history of successfully working with and/or within the Juvenile Justice system; and (d) a clear strategy for representing the MMAP Trust at meetings with key legislators, and members of the Judicial system.

**FISCAL IMPACT TO AGENCY**

The fiscal impact will be an amount not to exceed \$88,000.00 from the Teen Court Budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees of the Metro-Miami Action Plan (MMAP) Trust authorize the development and advertisement of an Request for Proposal (RFP) to solicit the serves of an individual, business or any combination to provide consultation services for the MMAP Teen Court Program. Additionally, this item is to request

expenditures in the amounts not to exceed \$8,000.00 for the advertisement of the RFP and \$80,000.00 for the cost of the services.

**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**JUVENILE JUSTICE INTERVENTION AND CONSULTING SERVICES**  
**RFQ NO. MMAP TC 0608**

PRE-PROPOSAL CONFERENCE TO BE HELD ON

Friday, October 12, 2008, 10:00 a.m.

at

Metro-Miami Action Plan Trust  
Conference Room  
Biscayne Building  
19 West Flagler Street, M108  
Miami, Florida

ISSUING DEPARTMENT:  
METRO-MIAMI ACTION PLAN (MMAP)

Contracting Officer: William A. Simmons  
Telephone: (305) 575-2618

RESPONSES ARE DUE AT THE ADDRESS SHOWN BELOW

NO LATER THAN

Tuesday, October 23, 2008 at 2:00 P.M. (Local Time)

CLERK OF THE BOARD

STEPHEN P. CLARK CENTER  
1701 NW 1st STREET, 17TH FLOOR, SUITE 202  
MIAMI, FL 33128-1983

Proposals will be opened promptly at the time and place specified. Proposals received after the first proposal has been opened will not be opened and will not be considered. The responsibility for submitting a Proposal to the Clerk of the Board on or before the stated time and date is solely and strictly the responsibility of the Proposer. Metro-Miami Action Plan Trust is not responsible for delays caused by any mail, package or courier service, including the U.S. Mail, or caused by any other occurrence.

METRO-MIAMI ACTION PLAN TRUST IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON AGE, GENDER, RACE OR DISABILITY.

Rev. 7/27/00

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DEFINITIONS

The following words and expressions used in this solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

- a) The words "Contractor" to mean the Proposer that receives any award of a Contract from the MMAP Trust, as a result of this Solicitation, which is also to be known as the Prime Contractor.
- b) The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
- c) The word "Department" to mean METRO-MIAMI ACTION PLAN (MMAP).
- d) The words "Proposer", "Submitter" or "Respondant" to mean the person, firm, entity or organization submitting a response to this Solicitation.
- e) The words "Scope of Services" or "Scope of Work" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor or Consultant.
- f) The word "Solicitation" to mean this Request For Qualifications (RFQ) document, and all associated addenda and attachments.

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- g) The words "Subcontractor" or "Subconsultant" to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Work or Services to the MMAP Trust, whether directly or indirectly, on behalf of the Contractor.
- h) The words "Work", "Services", "Program", "Project" or "Engagement" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.
- i) The words "Work Order" to mean a document that defines and describes the parameters of individual projects awarded by the MMAP Trust to the Contractor in accordance with the terms of the Contract.
- j) The word "Trust" to mean Metro-Miami Action Plan (MMAP) Trust, an agency and instrumentality of Miami-Dade County.
- k) The word "Board" to mean the Board of Trustees of the Metro-Miami Action Plan (MMAP) Trust.

**DRAFT**

## SECTION 1.0 - RFQ OVERVIEW AND PROPOSAL PROCEDURES

## 1.1 INTRODUCTION/BACKGROUND

Miami-Dade County, hereinafter referred to as the "County" as represented by the Metro-Miami Action Plan Trust, seeks proposals in response to this Request for Qualifications from firms for the professional services of an experienced and qualified business, individual and/or a combination thereof, etc. to provide the County with Consultation services to establish a link between the judicial system and youth in an effort to increase the number of youth participating the Miami-Dade County Teen Court Program.

It is the MMAP Trust's intention (a) to solicit responses from interested parties; (b) to evaluate the responses; (c) to conduct oral presentations (if necessary); (d) to verify the information presented; and (e) to negotiate and award a contract with the selected Proposer.

Proposers should, at a minimum, address in their responses that they possess (a) a strong working knowledge of legislative, administrative, and regulatory processes as they relate to the judicial process in general and the juvenile justice process in particular; (b) a clear understanding of the MMAP Trust; (c) a history of successfully working with and/or within the Juvenile Justice system; and (d) a clear strategy for representing the MMAP Trust at meetings with key legislators, and members of the Judicial system.

The selected Proposer must agree to abide by and be governed by Miami-Dade County Ordinances and Resolutions, some which may have a bearing on the services involved in any agreement(s) issued as a result of this RFQ, including but not limited to, Ordinance 72-82 (Conflict of Interest Ordinance - Attachment A); Resolution No. R-1236-99 (Attachment B); and Ordinance No. 00-64 (Attachment C).

Pursuant to Ordinances 72-82 and 00-64 and Resolution 1236-99, no person or entity, whether an individual, firm, partnership or corporation, which receives compensation either directly or indirectly from the MMAP Trust for lobbying on behalf of the MMAP Trust or any other agencies or instrumentalities at either the municipal, state, or national level shall represent any entity in any forum to support a position in opposition to a position of the MMAP Trust unless the MMAP Board of Trustees grants a specific waiver for a specific lobbying activity. The failure to comply with this provision shall result in either or both of the following: (i) the selected Proposer's contract being voidable by the MMAP Trust or (ii) a prohibition, for a period of up to three years, as determined by the MMAP Board of Trustees in its sole discretion, on the selected Proposer's entering into a lobbying contract with the MMAP Trust.

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The selected Proposer, on behalf of itself and any and all employees, partners, and subcontractors, shall have an affirmative obligation to notify The President CEO and the METRO-MIAMI ACTION PLAN (MMAP) in writing of each and every party the selected Proposer and/or its employees, partners, or subcontractors wishes to represent before the Florida Legislature, the Governor's Office, or any state agency, as well as the nature of the proposed representation. This obligation shall apply whether such party or interest is adverse to the MMAP Trust or not. Such notification must include all parties the selected Proposer or employees, partners, or subcontractors wishes to represent.

Separate and independent from the above-referenced obligation, the selected Proposer, on behalf of itself and any and all employees, partners, and subcontractors, must advise The President CEO and the METRO-MIAMI ACTION PLAN (MMAP) in writing of any position in opposition to a position of the MMAP Trust taken by the selected Proposer or any employee, partner, or subcontractor and request a waiver of such conflict before the MMAP Board of Trustees. A position in opposition to a position of the MMAP Trust may take the form of an adverse policy position or fiscal impact on the MMAP Trust, either direct or indirect. A position in opposition to a position of the MMAP Trust is not limited to a position that conflicts with an express provision of the legislative package adopted by the MMAP Board of Trustees. It may also arise in other areas. Not every MMAP Trust interest can be anticipated or enumerated in the MMAP Trust's legislative package, and issues arise and change over the course of the legislative process. It is incumbent on the selected Proposer and its employees, partners, and subcontractors to remain mindful of the MMAP Trust's policy and fiscal interests and positions vis-à-vis other clients. If an actual or perceived conflict arises, the selected Proposer and/or subcontractor must advise The President CEO and the METRO-MIAMI ACTION PLAN (MMAP) Board of Trustees immediately in writing and seek a waiver of the conflict before the MMAP Board of Trustees.

Once a conflict waiver request has been received by the MMAP Trust, The President CEO reserves the right to determine whether the selected Proposer and/or employee, partner, or subcontractor may continue representing the MMAP Trust and the other interest until the MMAP Board of Trustees can consider the conflict issue. The MMAP Board of Trustees may take, in its sole discretion, any action regarding a waiver request, including but not limited to the following: (i) grant a waiver and allow the selected Proposer, and/or employee, partner, or subcontractor to continue to represent both the MMAP Trust and the other party; (ii) refuse to grant a waiver and require the selected Proposer, and/or employee, partner, or subcontractor to choose between representing the MMAP Trust or the other party, or to discontinue representing the other party; (iii) refuse to grant a waiver and void its contract with the selected Proposer, and/or employee, partner, or subcontractor; (iv) grant a limited waiver and allow the selected Proposer and/or employee, partner, or subcontractor to continue to represent both the MMAP Trust and the other party under whatever limitations or restrictions the MMAP Trust, in its sole discretion, determines to be appropriate.

Pursuant to Resolution 1236-99, the Proposer and each subcontractor shall prepare regular monthly reports advising the President CEO and/or the MMAP Board of Trustees of the current status of all issues that the lobbyist is monitoring or tracking that

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may affect the MMAP Trust, the actions taken on such issues, and the recommendations for future actions on such issues. The Proposer and each subcontractor shall also raise, discuss and recommend any affirmative legislative action that may benefit the MMAP Trust. Also, pursuant to Resolution 1236-99, all MMAP Trust contracts and subcontracts for lobbying or representation at the state or federal level and/or individuals and firms hired to represent the MMAP Trust on intergovernmental issues must be approved by the MMAP Board of Trustees. As such, any subcontractors that the proposer seeks to hire to fulfill the requirements of any contract issued as a result of this RFQ, must receive prior approval by the MMAP Board of Trustees.

It is anticipated that the MMAP Trust will have an aggregate of \$85,000.00 available for the selected Proposer per year. The selected Proposer shall consist of a prime firm with named subcontractors the prime anticipates using to fulfill the requirements of this program. The term of any agreement issued as a result of this RFQ will be for a period of two (2) years. The MMAP Trust reserves the right to extend the agreement for an additional two (2) year period following the original two-year term.

**1.2 RFQ TIMETABLE**

The anticipated schedule for this RFQ and contract approval is as follows:

- RFQ available for distribution: Tuesday, October 4, 2004
- Pre-Proposal Conference: Friday, October 12, 2004
- Location: Metro-Miami Action Plan Trust  
Conference Room  
Biscayne Building  
19 West Flagler Street - M-106  
Miami, Florida
- Deadline for receipt of questions: Day, October 15, 2004
- Deadline for receipt of proposals: Tuesday, October 23, 2004 at 2:00 p.m. (local time)  
(See Section 1.4 for location)
- Oral presentations: Week of November 9, 2004 (if required)
- Projected award date: November 2004
- Projected contract start date: November 2004

**1.3 RFQ AVAILABILITY**

Copies of this solicitation package can be obtained through the Metro-Miami Action Plan Trust, Biscayne Building, 19 West Flagler Street Suite M-106, Miami, Florida 33128 [redacted] for each solicitation package and an [redacted] fee for a request to receive the solicitation package through the United States Postal Service. To request the solicitation package through the United States Postal Service, mail your request with the following information: the solicitation number and title, the name of Proposer's contact person, Proposer's name, complete address to be mailed to, telephone number and fax number, along with a \$15.00 check or money order made payable to: Metro-Miami Action Plan Board of Trustees.

Proposers or Respondents who obtain copies of this Solicitation from sources other than Metro-Miami Action Plan Trust risk the potential of not receiving addenda, since their names will not be

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included on the list of firms participating in the process for this particular Solicitation. Such Proposers or Respondents are solely responsible for those risks (see Section 1.7)

#### 1.4 PROPOSAL SUBMISSION

All proposals must be submitted on 8 1/2" X 11" paper, neatly typed on one side only, with normal (1-inch) margins, and single spacing. The original document package must not be bound and the document package copies should be individually bound. An unbound one-sided original and 10 bound copies (a total of 11) of the complete proposal must be received by the deadline for receipt of proposal specified in this RFQ Timetable (see Section 1.2). The original and all copies must be submitted in a sealed envelope or container stating on the outside the Proposer's name, address, telephone number, the RFQ number, RFQ title, and Proposal due date to:

Clerk of the Board  
Stephen P. Clark Center  
111 NW 1st Street, 17th Floor, Ste. 17-202  
Miami, FL 33128-1982

Hand-carried proposals may be delivered to the above address ONLY between the hours of 8:00 a.m. and 4:30 p.m., Mondays through Fridays, excluding holidays observed by the MMAP Trust. Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

The Proposal must be signed by an authorized officer of the Proposer who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a proposal by a Proposer will be considered by the MMAP Trust as constituting an offer by the Proposer to perform the required services.

Proposals will be opened promptly at the time and place specified. Proposals received after the first Proposal has been opened will not be opened and will not be considered. The responsibility for submitting a Proposal to the Clerk of the Board on or before the stated time and date is strictly the responsibility of the Proposer. MMAP Trust is not responsible for delays caused by air mail, package or courier service, including the U.S. Mail, or caused by any other occurrence.

#### 1.5 PRE-PROPOSAL CONFERENCE/EXAMINATION OF SITE

A pre-proposal conference has been scheduled for the date, time and place specified in this RFQ Timetable (see Section 1.2). Attendance is recommended but not mandatory. Proposers are requested to inform the RFQ Contracting Officer of the number of persons expected to attend no later than 48 hours before the scheduled date. Proposers are encouraged to submit any questions in writing to the RFQ Contracting Officer (see Section 1.6) in advance of the pre-proposal conference.

#### 1.6 CONE OF SILENCE

Pursuant to Ordinance 98-106, as amended, a "Cone of Silence" is imposed upon RFPs, RFQs or bids after advertisement and terminates at the time the selection committee issues a written recommendation to the MMAP Board of Trustees. The Cone of Silence prohibits communication regarding RFPs, RFQs or bids between potential vendors, service providers, bidders, lobbyists or consultants and the MMAP Trust's professional staff including, but not limited to, the MMAP Trust and the MMAP Trust's staff. A Cone of Silence is also imposed between the Mayor, County Commissioners or their respective staffs and any member of the

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MMAP Trust's professional staff including, but not limited to, the MMAP Trust and the MMAP Trust's staff.

The provisions of Ordinance 98-106 do not apply to oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly notice public meetings, public presentations made to the Board of County Commissioners during any duly noticed public meeting or communications in writing at any time unless specifically prohibited by the applicable RFP, RFQ or bid document. Proposers must file a copy of any written communications with the Clerk of the Board, which shall be made available to any person upon request. The MMAP Trust shall respond in writing and file a copy with the Clerk of the Board, which shall be made available to any person upon request.

In addition to any other penalties provided by law, violation of Ordinance 98-106 by any proposer and bidder shall render any RFP award, RFQ award or bid award voidable. Any person having personal knowledge of a violation of this Ordinance shall report such violation to the State Attorney and/ or may file a complaint with the Ethics Commission. Proposers should refer to the actual Ordinance for further clarification.

Proposers will be notified in writing when the MMAP Trust makes an award.

The Contracting Officer for this RFP is:

Contact Person:	William A. Simmons, Contract Officer
Name of Agency:	Metro-Miami Action Plan Trust
Street Address:	19 West Flagler Street Suite M-108
City/State/Zip:	Miami, FL 33128
Telephone:	(305) 372-7600
Fax:	(305) 578-3699

#### 1.7 ADDITIONAL INFORMATION/ADDENDA

Requests for additional information or clarifications must be made in writing and received by MMAP's Contracting Office for this RFQ, in accordance with Section 1.6 above, no later than the deadline for receipt of questions specified in the RFQ Timetable (see Section 1.2). The request must contain the RFQ number and title, Proposer's name, name of Proposer's contact person, address, phone number, and facsimile number.

Electronic facsimile requesting additional information will be received by the RFQ Contracting Officer at the fax number specified in Section 1.6 above. Facsimiles must have a cover sheet which includes, at a minimum, the Proposer's name, name of Proposer's contact person, address, number of pages transmitted, phone number, facsimile number, and RFQ number and title.

MMAP will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal Due Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFQ or in any written addendum to this RFQ. Where there appears to be conflict between the RFQ and any addenda issued, the last addendum issued shall prevail.

It is the Proposer's responsibility to assure receipt of all addenda. The Proposer should verify with the designated RFQ Contracting Officer prior to submitting a proposal that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their proposals (see attached Form A-3).

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Proposers who obtain copies of this RFQ from sources other than Metro-Miami Plan Trust risk the potential of not receiving addenda, since their names will not be included on the Vendor List for this particular RFQ. Such Proposers are solely responsible for those risks.

#### 1.8 PROPOSAL GUARANTEE DEPOSIT

No Proposal Guarantee Deposit is required for this RFQ.

#### 1.9 MODIFIED PROPOSALS

A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the Proposal Due Date. The Evaluation/Selection Committee will only consider the latest version of the proposal.

#### 1.10 WITHDRAWAL OF PROPOSALS

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the MMAP contact person for this RFQ (in accordance with Section 1.6), prior to the Proposal Due Date or upon the expiration of ONE HUNDRED EIGHTY (180) calendar days after the opening of proposals.

#### 1.11 LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS

Proposals received after the Proposal Due Date are late and will not be considered. Modifications received after the Proposal Due Date are late and will not be considered. Letters of withdrawal received either after the Proposal Due Date or after contract award, whichever is applicable, are late and will not be considered.

#### 1.12 RFQ POSTPONEMENT/CANCELLATION

The County may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this RFQ; postpone or cancel, at any time, this RFQ process; or waive any irregularities in this RFQ or the proposals received as a result of this RFQ.

#### 1.13 COSTS INCURRED BY PROPOSERS

All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the Proposer(s) prior to commencement of work.

#### 1.14 BUSINESS ENTITY REGISTRATION

Miami-Dade County requires business entities to complete a registration application with Department of Procurement Management before doing business with the County. Proposers need not register with the County to present a proposal; however, the selected Proposer(s) must register prior to award of a contract as failure to register may result in the rejection of the Proposal. To register or for assistance in registering, contact the Office of Vendor Assistance at (305) 375-5287.

It is the responsibility of the business entity to update and renew its application concerning any changes such as new address, telephone number, commodities, etc. during the performance of any agreement obtained as a result of this RFQ.

Section 2-11.1(d) of Miami-Dade County Code provides that a county employee may not enter into any contract or transact any business through a firm, corporation, partnership or business entity in which the employee or any member of the employee's immediate family has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County and any such contract, agreement or business engagement

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entered in violation of this subsection shall render this Agreement voidable. For additional information, please contact the Ethics Commission hot line at (305) 579-2593.

#### 1.15 ORAL PRESENTATIONS

For this RFQ, the County may require Proposers to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein. If required, presentations are anticipated to be conducted on the date indicated in this RFQ Timetable (see Section 1.2).

#### 1.16 PROPOSER REGISTRATION AFFIDAVIT

Proposers are advised that in accordance with Section 2-11.1(s) of the Code of Miami-Dade County, the attached Proposer Registration for Oral Presentation Affidavit (see attached Form A-2) must be completed, notarized and included with the proposal submission. Lobbyists specifically include the principal, as well as any agent, officer or employee of a principal, regardless of whether such lobbying activities fall within the normal scope of employment of such agent, officer or employee.

Individuals substituted for or added to the presentation team after submittal of the proposal and filing by staff, MUST register with the Clerk of the Board and pay all applicable fees.

NOTE: Other than for the Oral Presentation, Proposers who wish to address the County Commission, County Board or Committee concerning any actions, decisions or recommendations of County personnel regarding this RFQ must also register with the Clerk of the Board (Form BOCFORM2DOC) and pay all applicable fees.

#### 1.17 EXCEPTION TO THE RFQ

Proposers may take exceptions to any of the terms of this RFQ unless the RFQ specifically states where exceptions may not be taken. Should a Proposer take exception where none is permitted, the proposal will be rejected as non-responsive. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow MMAP a meaningful opportunity to evaluate and rank proposals, and the cost implications of the exception (if any).

Where exceptions are taken, the County shall determine the acceptability of the proposed exceptions. MMAP, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, MMAP may insist that the Proposer furnish the services or goods described herein or negotiate an acceptable alternative.

All exceptions shall be referenced by utilizing the corresponding Section, paragraph and page number in this RFQ. However MMAP is under no obligation to accept any exceptions. If no exception is stated, MMAP will assume that the Proposer will accept all terms and conditions.

#### 1.18 PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Records Law."

#### 1.19 NEGOTIATIONS

MMAP may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a technical standpoint.

The MMAP Trust reserves the right to enter into contract negotiations with the selected Proposer. If the MMAP Trust and the selected Proposer cannot negotiate a successful contract, the MMAP Trust may terminate said negotiations and begin negotiations with another selected Proposer. This process will continue until a contract acceptable to the MMAP Trust has been executed or all proposals are rejected. No Proposer shall have any rights against the MMAP Trust arising from such negotiations or termination thereof.

**1.20 RIGHTS OF PROTEST**

Any Proposer may protest any recommendation for contract award or rejection of all proposals in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the Code of Miami-Dade County, as amended by Ordinances Nos. 95-201 and 95-226, and as established in Administrative Order No. 3-21.

**A. Award Over \$500,000**

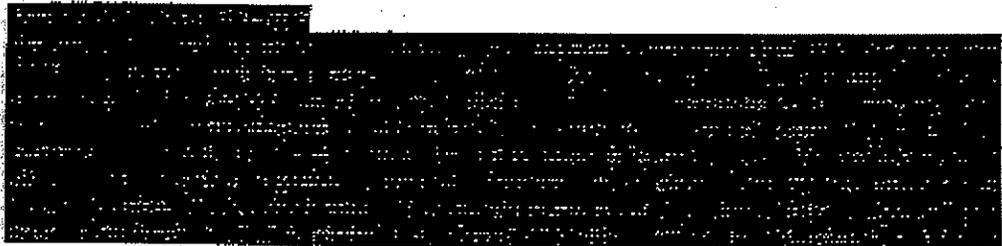
Notice of award recommendation shall be made in writing, signed by the Director of Department of Procurement Management or designee and filed with the Clerk of the Board. The Proposer shall have ten (10) days after the filing of an award recommendation, to file a written protest with the Clerk of the Board. As a condition of initiating a protest of award recommendation, the Proposer shall post a Surety Bond (cashier's check or money order) at the time of filing in the amount of \$500.00 payable to the Board of County Commissioners. Failure to file the proper Bond at the time of filing the protest, will result in denial of the protest. The Hearing Examiner is authorized to assess reasonable costs of the protest proceedings against the losing party.

**B. Award Over \$25,000 and up to \$500,000**

Recommendations of awards over \$25,000 and up to \$500,000 will be posted by 9:00 A.M., every Monday in the lobby of the Stephen P. Clark Center building. It shall be the responsibility of the Proposer to monitor such Bulletin Board after the deadline for receipt of proposals to ascertain that a recommendation for award has been made. In addition, the Proposer can call the Bid Award Line at (305) 375-4724 or (800) 510-4724, or contact the person identified on the cover page of this solicitation. The Proposer shall have five (5) days after the posting of an award recommendation to file a written protest the Director of Procurement Management Department, or the issuing department awarding this contract. The Proposer shall post at the time of filing a Surety Bond (cashier's check or money order) in the amount of \$500.00 payable to the Department of Procurement Management, or if different the issuing department awarding the contract. Failure to submit the proper Bond at the time of filing the protest will result in denial of the protest. If the MMAP Trust's recommendation prevails, the Proposer's Bond will be forfeited and the MMAP Trust will seek all costs and attorney's fees.

**C. Awards of \$25,000 or less**

Award recommendations of \$25,000 or less are final and may not be protested.



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**1.22 RULES, REGULATIONS AND LICENSING REQUIREMENTS**

The Proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes, rules and regulations that may in any way affect the goods or services offered, especially Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60), the Americans with Disabilities Act of 1990 and implementing regulations, the Rehabilitation Act of 1973, as amended, Chapter 553 of Florida Statutes and any and all other local, State and Federal directives, ordinances, rules, orders, and laws relating to people with disabilities.

**1.23 REVIEW OF PROPOSALS FOR RESPONSIVENESS**

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFQ. A responsive proposal is one which follows the requirements of the RFQ, includes all documentation, is submitted in the format outlined in the RFQ, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in a proposal being deemed non-responsive.

**1.24 CRIMINAL CONVICTION**

Pursuant to Miami-Dade County Ordinance No. 9484, any individual who has been convicted of a felony during the past ten years and any corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten years, shall disclose this information prior to entering into a contract with or receiving funding from the MMA Trust. Accordingly, Criminal Record Affidavit forms are available upon request at the Department of Procurement Management/Office of Vendor Assistance at (305) 375-3297 for these individuals or firms requesting to disclose this information.

**1.25 QUARTERLY REPORTING WHEN SUB-CONTRACTORS ARE UTILIZED**

Proposers are advised that when subcontractors or subconsultants are utilized to fulfill the terms and conditions of this contract, Miami-Dade County Resolution No. 1634-93 will apply to this contract. This resolution requires the selected Proposer to file quarterly reports stating the amount of contract monies received from the MMAP Trust and the amounts thereof that have been paid by the contractor directly to Black, Hispanic and Women-Owned businesses performing part of the contract work.

Additionally, the listed businesses are required to sign the reports, verifying their participation in the contract work and their receipt of such monies. For purposes of applicability, the requirements of this resolution shall be in addition to any other reporting requirements required by law, ordinance or administrative order.

**1.26 INDEPENDENT PRIVATE SECTOR INSPECTOR GENERAL REVIEWS**

**A. INDEPENDENT PRIVATE SECTOR INSPECTOR GENERAL REVIEW**

Pursuant to Miami-Dade County Administrative Order 3-20 and in connection with any award issued as a result of this RFP, the County has the right to retain the services of an Independent Private Sector Inspector General ("IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the selected Proposer shall make available, to the IPSIG retained by the County, all requested records and documentation pertaining to this RFP or any subsequent award, for inspection and copying. The County will be responsible for the payment of these IPSIG services, and under no circumstance shall the Proposer's cost/price for this RFP be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the Proposer, its officers, agents, employees and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct, audit or investigate the operations, activities and performance of the selected Proposer, in connection with this RFP or any contract issued as a result of this RFP. The terms of this provision are neither intended nor shall they be construed to impose any liability on the County by the selected Proposer or third party.

**B. MIAMI-DADE COUNTY INSPECTOR GENERAL REVIEW**

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise provided below. The cost of the audit on any Contract issued as a result of this RFP shall be one quarter (1/4) of one (1) percent of the total contract amount which cost shall be included in the total proposed amount. The audit cost will be deducted by the County from progress payments to the selected Proposer. The audit cost shall also be included in all change orders and all contract renewals and extensions.

**Exception:** The above application of one quarter (1/4) of one percent fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (i) contracts where an IPSIG is assigned at the time the contract is approved by the Commission; (j) commercial service agreements under \$1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Administrative Order 3-2; (m) federal, state and local government-funded grants; and (n) interlocal agreements. *Notwithstanding the foregoing, the Miami-Dade County Board of County Commissioners may authorize the inclusion of the fee assessment of one quarter (1/4) of one percent in any exempted contract at the time of award.*

Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above.

**1.27 Not Applicable****1.28 PUBLIC ENTITY CRIMES**

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in

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excess of the threshold amount provided in Section 287.017 for CATEGORY TWO (\$10,000) for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

### 1.29 REQUIRED LISTING OF SUBCONTRACTORS AND SUPPLIERS ON COUNTY CONTRACTS

Ordinance 97-104 requires that a bid or proposal for a County or Public Health Trust contract involving the expenditure of \$100,000 or more must include a listing of subcontractors and suppliers who will be used on the contract. The Ordinance further provides that failure to include the required listing shall render the proposal non-responsive. The required listing must be submitted even though the Proposer will not utilize subcontractors or suppliers on the contract. In the latter case, the listing must expressly state that no subcontractors, or suppliers, as the case may be, will be used on the contract. Timely submission of a properly completed and signed "Subcontractor/Supplier Listing, Form A-7.1" (a copy of which is included in this RFQ) constitutes compliance with the listing requirements in the Ordinance. In order to be deemed properly completed, the word "NONE" must be entered under the appropriate heading of Form A-7.1 if no subcontractors or suppliers will be used on the contract.

FORM A-7.1, OR A COMPARABLE LISTING MEETING THE REQUIREMENTS OF ORDINANCE NO. 97-104, MUST BE COMPLETED AND SUBMITTED EVEN THOUGH THE PROPOSER MAY NOT UTILIZE SUBCONTRACTORS OR SUPPLIERS FOR THE PROPOSAL. THE PROPOSER SHOULD ENTER THE WORD "NONE" UNDER THE APPROPRIATE HEADING ON FORM A-7.1 IN THOSE INSTANCES WHERE NO SUBCONTRACTORS OR SUPPLIERS WILL BE USED ON THIS PROPOSAL.

### 1.30 FAIR SUBCONTRACTING POLICIES (Ordinance 97-35)

All successful proposers/respondents on County contracts in which subcontractors may be used shall be subject to and comply with Ordinance 97-35, as amended, requiring proposers/respondents to provide a detailed statement of their policies and procedures for awarding subcontracts which:

- a) notifies the broadest number of local subcontractors of the opportunity to be awarded a subcontract;
- b) invites local subcontractors to submit proposals in a practical, expedient way;
- c) provides local subcontractors access to information necessary to prepare and formulate a subcontracting bid/proposal;
- d) allows local subcontractors to meet with appropriate personnel of the bidder/proposer to discuss the Proposer's requirements; and
- e) awards subcontracts based on full and complete consideration of all submitted proposals and in accordance with the Proposer's stated objectives.

All proposers/respondents seeking to contract with the County shall, as a condition of award, provide a statement of their subcontracting policies and procedures (see attached Form A-7.2). Proposers/Respondents who fail to provide a statement of their policies and procedures may not be recommended for award.

The term "local" means having headquarters located in Miami-Dade County or having a place of business located in Miami-Dade County from which the contract or subcontract will be performed.

The term "subcontractor" means a business independent of a Proposer that may agree with the Proposer to perform a portion of a contract. The term "subcontract" means an agreement

between a Proposer and a subcontractor to perform a portion of a contract between the Proposer and the MMAP Trust.

**1.31 PROJECT FRESH START - WELFARE TO WORK INITIATIVE**

~~Project Fresh Start has been abated by the County for fiscal year 1999-2000 by action of the Metro-Miami Action Plan Board of Trustees. The Board reserves the right to reinstate this Program in the future; if it does, the County will advise the selected Proposer of the impact, if any, such action may have on any contracts previously issued by the County.~~

**1.32 AFFIRMATIVE ACTION/NON DISCRIMINATION OF EMPLOYMENT, PROMOTION AND PROCUREMENT PRACTICES (ORDINANCE NO. 98-30)**

In accordance with the requirements of Ordinance No. 98-30, all firms with annual gross revenues in excess of \$5 million seeking to contract with Miami-Dade County shall, as a condition of award, have a written Affirmative Action Plan and Procurement Policy on file with the County's Department of Business Development. Said firms must also submit, as a part of their proposals/bids to be filed with the County of the Board, an appropriately completed and signed Affirmative Action Plan/Procurement Policy Affidavit (see attached Form A-8.2). Firms whose Boards of Directors are representative of the population make-up of the nation are exempt from this requirement and must submit, in writing, a detailed listing of their Boards of Directors, showing the race or ethnicity of each board member, to the County's Department of Business Development. Firms claiming exemption must submit, as part of their proposal/bids to be filed with the County of the Board, an appropriately completed and signed Exemption Affidavit (see attached Form A-8.1) in accordance with Ordinance 98-30. These submittals shall be subject to periodic reviews to assure that the entities do not discriminate in their employment and procurement practices against minorities and women-owned businesses.

It will be the responsibility of each firm to provide verification of their gross annual revenues to determine the requirement for compliance with the Ordinance. Those firms that do not exceed \$5 million annual gross revenues must clearly state so in their proposal.



**1.34 ORDINANCES, RESOLUTIONS AND/OR ADMINISTRATIVE ORDERS**

To request a copy of any ordinance, resolution and/or administrative order cited in this Solicitation, the Proposer must contact the Clerk of the Board at (305) 375-5126.

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## SECTION 2.0 - SCOPE OF SERVICES

## 2.0 INTRODUCTION/BACKGROUND

The selected Proposer must provide representation and consulting services requested by the MMAP Trust, for various subjects/issues, relating to juvenile intervention, assigned to the selected Proposer including but not limited to those listed in Exhibit 1 to this Scope of Services.

The selected Proposer shall report and meet with the MMAP Trust on a weekly basis, or on an as needed basis, during the Florida Legislature's legislative session on those issues relating to the juvenile justice system that are important to the MMAP Trust and the actions taken on such issues. The selected Proposer shall report and meet with the MMAP Trust on a monthly basis when the Florida Legislature is not in session. The selected Proposer shall prepare monthly reports (weekly during the legislative session) advising the MMAP Trust of the current status of all juvenile justice issues that they are monitoring or tracking that may affect the MMAP Trust, the actions taken on such issues, and recommendations for future actions on such issues. The selected Proposer shall also raise, discuss and recommend any alternative legislative action that may benefit the MMAP Trust. If requested, the selected Proposer shall be available on a twenty-four hour basis during the session; assisting in writing, interpreting, and monitoring legislation and regulations; drafting legislative amendments, proviso language, position papers, and testimony; and providing monthly written progress reports detailing services that have been rendered.

The selected Proposer shall provide a full range of lobbying legislative counsel and advocacy services, including meeting with members of the Legislature and Judiciary, testifying at committee meetings on the MMAP Trust's behalf, and preparing reports advising the MMAP Trust of the current status of legislation during the legislative session. The selected Proposer shall prepare detailed reports of all its activities with the Judiciary and all agencies responsible for juvenile justice administration.

The selected Proposer shall integrate its efforts with the METRO-MIAMI ACTION PLAN (MMAP) TRUST to ensure a strong consistent legislative and Judiciary program for juvenile intervention. Additionally, the selected Proposer must ensure adequate coordination with the MMAP Trust when organizing meetings with members of the legislature and agencies responsible for juvenile justice administration.

Additionally, the selected Proposer must be prepared to obtain documentation and research materials upon request.

All required reports from the selected Proposer to the MMAP Trust shall be forwarded upon request by the MMAP Trust and shall be in the number of copies as requested by the MMAP Trust for that particular instance.

## SECTION 3.0 - PROPOSAL FORMAT

## 3.1 INSTRUCTIONS TO PROPOSERS:

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. All materials (except for plans and schematics, if any) are to be submitted on 8 1/2" X 11" pages, neatly typed on one side only, with normal (1-inch) margins and single spacing. All documents and information must be fully completed and signed as required. The original document package must not be bound. The document package copies should be individually bound. Proposals that do not include the following items may be deemed non-responsive and may not be considered for contract award.

## 3.2 CONTENTS OF PROPOSAL:

The proposal must consist of the following:

A. TECHNICAL PROPOSAL

The Technical Proposal shall be written in sufficient detail to permit the Miami Trust to conduct a meaningful evaluation of the proposed services. The Technical Proposal must include the following information:

1) Cover Page

The attached Form A-1 is to be used as the cover page for the Technical Proposal. This form must be fully completed and signed by an authorized officer of the Proposer submitting the proposal.

2) Table of Contents

The table of contents should outline in sufficient detail the major areas of the proposal. All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the table of contents.

3) Executive Summary

Provide a brief summary describing the Proposer's ability to perform the work requested in this RFQ, a history of the Proposer's background and experience in providing similar services; the qualifications of the Proposer's personnel to be assigned to this project; the subcontractors or subconsultants and a brief history of their background and experience; and any other information called for by this RFQ which the Proposer deems relevant, including any exceptions to this RFQ. This summary should be brief and concise to advise the reader of the basic services offered, experience and qualifications of the Proposer's staff, subcontractors or subconsultants and any other relevant information.

4) Qualifications Submission

The proposal should address all elements of the scope of services; the proposed approach to the work including the experience of each member assigned to the lobbying team; the schedule of work, and any information called for by this RFQ which the Proposer deems relevant.

Proposer shall submit a detailed work plan that includes at a minimum the following items:

- a. A description of the Proposer's approach to representing Miami-Dade County in

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Tallahassee, including the role each member of the lobbying team will play.

- b. A description of how the Proposer would enhance the MMAP Trust's position with respect to legislation and budgetary authorizations and appropriations;
  - c. A description of how the Proposer plans to establish, maintain and enhance working relationships between MMAP Trust elected officials and staff and the executive and legislative branches of state government and relevant state agencies; and
  - d. The estimated hours of availability of the Proposer and each of the principals of the Proposer's team;
  - e. A description of the Proposer's plans for providing office space, equipment, and clerical support for MMAP Trust staff when assigned to Tallahassee.
5. Experience of the Proposer and Staff

- a. Description of the Proposer's organization, history and background, lobbying and consulting experience, tax status, principals, officers, owners, board of directors and/or board of trustee, and number of professional employees by classification.
- b. Description of the organization's qualifications reflecting the ability to manage and provide the services requested in this RFQ. Provide a detailed description of three similar clients which the Proposer has either ongoing or completed work with. The description should identify for each client: (i) description of work, (ii) total dollar value of the contract, (iii) contract duration, (iv) customer contact person and phone number for reference, (v) statement or notation of whether Proposer is/was the prime contractor or subcontractor or subconsultant, and (vi) the results of the project. Where possible, list and describe those projects performed for government clients or similar sized private entities.

Provide an organization chart showing all individuals, including their titles that may be assigned to this project, and by areas as listed in Exhibit 1. This chart must clearly identify the Proposer's employees and those of the subcontractors or subconsultants. Provide resumes, job descriptions, and copies of any required licenses for all lobbying/consulting team members who will be performing services under any agreements that may be issued as a result of this RFQ. For local preference points consideration, resumes for all personnel must indicate each individual's city, county and state of permanent residence; and, in addition, the resumes must indicate the city, county and state of the individual's permanent office location in the firm.

6. Other Information

- a. Provide most recent certified financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the

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present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. If certified financial statements are not available provide latest available financial statements (balance sheet and income statement) and letters of credit availability from accredited financial institutions, to indicate that the Proposer has the financial ability to provide services for a 60 day period, prior to receiving any payment.

- b. Describe any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors or subconsultants is or has been involved within the last three (3) years.
- c. Provide a list of all contracts the Proposer has performed for Miami-Dade County. The MMAP Trust will review all contracts the Proposer has performed for the County in accordance with County Ordinance 98-42. As such the Proposer must list and describe all work performed for the County and include the name of the County Department which administers or administered the contract(s), the Contracting Officer and telephone number; the dates covering the term of the contract(s); and the dollar value of the contract.

#### 7. Affidavits/Acknowledgements

The Proposer must complete, sign as required, and submit the following documents as part of its Proposal:

- Form A-1 Cover Page of Proposal
- Form A-2 Affidavit of Miami-Dade County Lobbyist [Proposer] Registration for Oral Presentation (see Section 1.16)
- Form A-3 Acknowledgment of Addenda (see Section 1.7)
- Form A-4 Disability Non-discrimination Affidavit
- Form A-5 Local Business Preference [Information] (see Section 1.21)
- Form A-6 Subcontractor/Supplier Listing (see Section 1.29)
- Form A-7 Subcontracting Policies (see Section 1.30)
- Form A-6.1 Affirmative Action Plan Exemption Affidavit [if applicable] (see Section 1.32)
- Form A-6.2 Affirmative Action Plan/Procurement Policy Affidavit (see Section 1.32)
- Form A-10 Miami-Dade County Collection of Taxes, Fees and Parking Tickets Affidavit
- Form A-12 Miami-Dade County Business Code of Ethics

### 3.3 PROPOSAL PREPARATION REQUIREMENTS

All proposals must be submitted on 8 1/2" x 11" paper.

Proposers shall include their complete return address on the outer envelope wrapper enclosing any materials submitted in response to this RFQ. Such outer envelope or wrapper should be addressed as follows:

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Proposer's Name	Clerk of the Board
Proposer's Address	Stephen P. Clark Center
Proposer's Telephone Number	111 NW 1st Street, 17th Floor, Suite 17-202
	Miami, FL 33128-1983
RFQ No.: MMAP TC 0608	
RFQ Title: Juvenile Justice Intervention and Consulting Services	
Proposal Due Date:	

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**SECTION 4.0 - EVALUATION/SELECTION PROCESS**

**4.1 INTRODUCTION**

Following the opening of the proposal packages, the proposals will be evaluated by an Evaluation/Selection Committee appointed by The President CEO. The committee may be comprised of appropriate County personnel from multiple departments and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the committee is balanced with regard to both ethnicity and gender.

Contract award will be based on the Technical (Quality) of the proposal. Scoring proposals is based on a point total and not a percentage factor.

**4.2 TECHNICAL PROPOSAL EVALUATION**

The Evaluation/Selection Committee will evaluate and rank responsive proposals on the Technical (Quality) criteria listed below. The criteria are itemized with their respective weights for a maximum total of 80 points for all Technical criteria. A Proposer may receive the maximum points or a portion of this score depending on the merit of its proposal, as judged by the Evaluation/Selection Committee in accordance with:

<u>Criteria</u>	<u>Points</u>
1. Organization's knowledge and experience in representing other public and private organizations, firms and corporations, including past experience/performance on projects of similar size and scope.	30
2. Organization's understanding of Miami-Dade MMAP Trust and experience on key MMAP Trust issues	25
3. Organization's approach to representing Miami-Dade MMAP Trust	25

Upon completion of the Technical (Quality) criteria evaluation, rating and ranking, the Committee may choose to conduct oral presentation(s) with the Proposer(s), which the Evaluation/Selection Committee deems to warrant further consideration based on the best rated proposal providing the highest quality of service to the MMAP Trust; scores in clusters; significant breaks in scoring; and/or maintaining competition. Upon completion of the oral presentation(s), the Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

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#### 4.3 PRICE PROPOSAL EVALUATION

The MMAP Trust has a specific budgeted amount for this project. Price will not be evaluated as part of this RFQ.

#### 4.4 LOCAL PREFERENCE POINTS

Local Preference points may be added in accordance with Section 1.22 "Local Preference" proportionately after review of the Technical Proposal. The proposal may obtain up to ten (10) points for Local Preference consideration.

#### 4.5 APPLICATION OF SELECTION FACTOR

A Selection Factor may be added in accordance with Section 1.27 "Contract Measures" and Appendix A "Participation Provisions" after review of the Technical Proposal. The proposal may receive ten (10) points for Selection Factor consideration.

#### 4.6 OVERALL RANKING

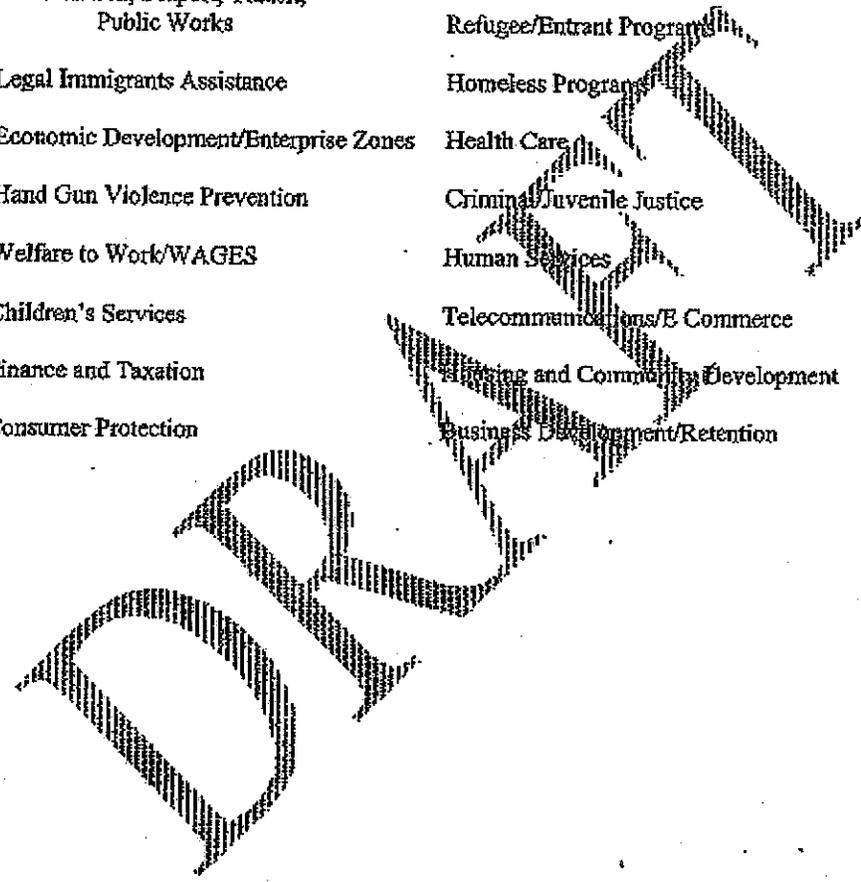
Following the evaluation and ranking of the proposals, the Evaluation Committee will recommend to The President CEO that a contract be negotiated with the highest ranked responsive and responsible Proposer. Upon concurrence of The President CEO, a contract will be negotiated and submitted to the MMAP Board of Trustees for their approval.

#### 4.7 CONTRACT AWARD

The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the MMAP Board of Trustees to be in the best interest of the MMAP Trust. The MMAP Board of Trustees' decision of whether to make the award and which proposal is in the best interest of the MMAP Trust shall be final.

Exhibit 1 – State Contract Subject Areas/Issues

Appropriations	Everglades Restoration
Revenue Sharing	Environmental Issues/Projects
Transportation Issues/Funding Aviation, Seaport, Transit, Public Works	Water and Sewer Issues/Projects
Legal Immigrants Assistance	Refugee/Entrant Programs
Economic Development/Enterprise Zones	Homeless Programs
Hand Gun Violence Prevention	Health Care
Welfare to Work/WAGES	Criminal/Juvenile Justice
Children's Services	Human Services
Finance and Taxation	Telecommunications/E Commerce
Consumer Protection	Housing and Community Development
	Business Development/Retention





**TRUST INFORMATION ITEM**

**LEGISLATIVE**

**ITEM II.A.5.A**

**TALLAHASSEE TRIP UPDATE**



# **TRUST INFORMATION ITEM**

## **BUDGET**

### **ITEM II.A.6.A**

#### **MMAP FY 2008-09 PROPOSED BUDGET**

**FY 2008 - 09 Proposed Resource Allocation and Multi-Year Capital Plan**

**Metro-Miami Action Plan**

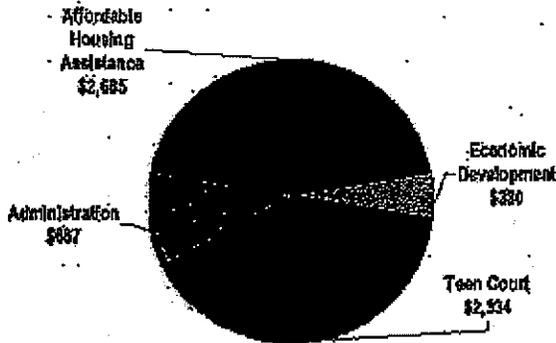
The Metro-Miami Action Plan (MMAP) Trust addresses and advocates for the health, economic welfare, and social needs of, primarily, Miami-Dade County's African American community. MMAP encourages and facilitates the coordination of programs providing assistance to the African American community and serves as a catalyst for the elimination of disparities within the community at large. MMAP exists to advocate for systemic change, serve as the conscience of the community, and present a yardstick to measure change.

As part of the Economic Development and Health and Human Services strategic areas, MMAP provides homeownership assistance to low- to moderate-income homeowners through second and third mortgages, and juvenile intervention by diverting teens from the juvenile justice system.

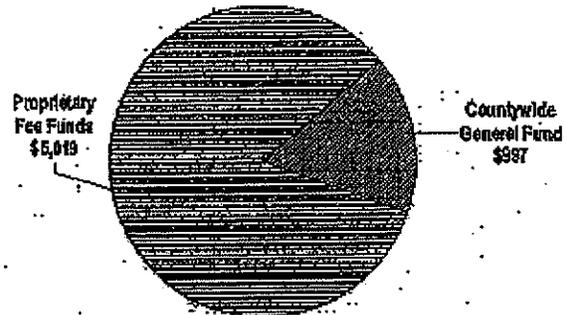
MMAP provides these services to low- to moderate-income families, youths, and the African American community of Miami-Dade County.

**FY 2008-09 Proposed Budget**

**Expenditures by Activity**  
(dollars in thousands)

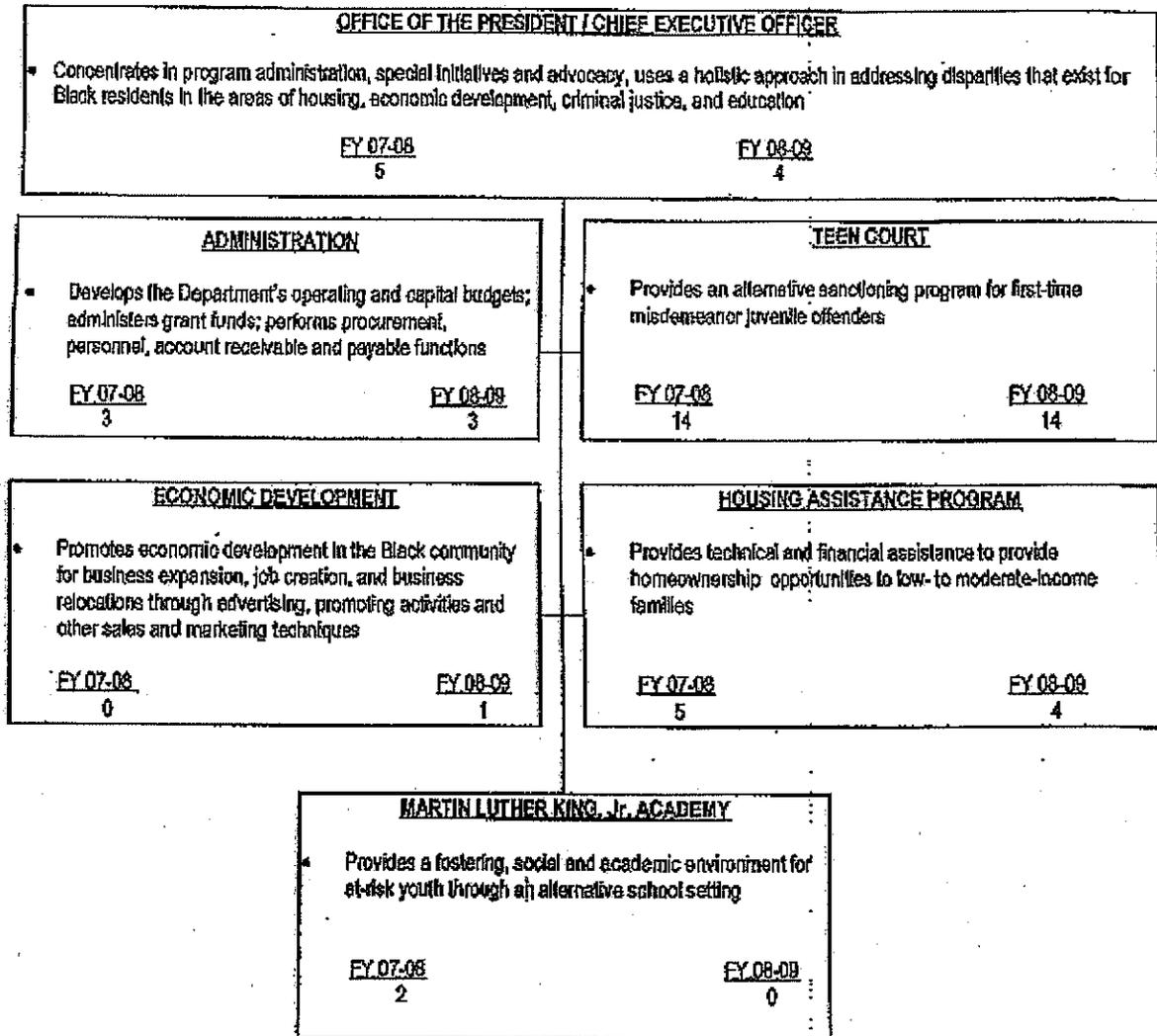


**Revenues by Source**  
(dollars in thousands)



**FY 2008 - 09 Proposed Resource Allocation and Multi-Year Capital Plan**

**TABLE OF ORGANIZATION**



## FY 2008 - 09 Proposed Resource Allocation and Multi-Year Capital Plan

### FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 06-07	Budget FY 07-08	Proposed FY 08-09
<b>Revenue Summary</b>			
General Fund Countywide Carryover	946	774	997
Credit and Collections	7,171	1,892	1,596
Documentary Stamp Surtax	42	0	0
Interest Earnings	2,856	3,205	1,915
Local Business Tax Receipt	140	67	60
Miami-Dade Public Schools	280	0	0
Surtax Loan Payback	618	950	0
Teen Court Fees	1,057	1,000	250
	1,253	1,075	1,200
<b>Total Revenues</b>	<b>14,393</b>	<b>8,953</b>	<b>6,016</b>
<b>Operating Expenditures Summary</b>			
Salary	1,636	1,878	1,658
Fringe Benefits	457	537	608
Other Operating	10,494	6,522	3,831
Capital	24	18	19
<b>Total Operating Expenditures</b>	<b>12,621</b>	<b>8,953</b>	<b>6,016</b>

(dollars in thousands)	Total Funding		Total Positions	
Expenditure By Program	Budget FY 07-08	Proposed FY 08-09	Budget FY 07-08	Proposed FY 08-09
<b>Strategic Area: Health and Human Services</b>				
MLK, Jr. Academy	950	0	2	0
Teen Court	1,874	2,394	14	14
<b>Strategic Area: Economic Development</b>				
Administration	774	667	6	7
Affordable Housing Assistance	5,355	2,685	5	4
Economic Development	0	390	0	1
<b>Total Operating Expenditures</b>	<b>8,953</b>	<b>6,016</b>	<b>29</b>	<b>26</b>

### SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual	Actual	Budget	Projection	Proposed
	FY 05-06	FY 06-07	FY 07-08	FY 07-08	FY 08-09
Consultants	757	747	720	478	58
Rent	276	273	301	301	205
Travel	17	10	15	9	10

**FY 2008 - 09 Proposed Resource Allocation and Multi-Year Capital Plan**

**DIVISION: AFFORDABLE HOUSING ASSISTANCE**

The Affordable Housing Assistance Division enhances the economic well being of low- to moderate-income households by making the purchase of a home attainable through forgivable loans for eligible clients.

- Provides down payment and closing cost assistance to qualified first time low- to moderate-income home buyers
- Processes mortgage applications for affordable housing units
- Establishes partnerships with public, private sector and financial institutions to provide housing opportunities for every low- and moderate-income homebuyer

**Strategic Plan Outcome - Measures**

- ED1-3: Increased number of low to moderate income homeowners (priority outcome)

	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Projection	Target
Increase the number of new homeowners	New homeowners provided closing cost and down payment assistance*	630	761	308	283	250
	Affordable housing community forums and special housing events held	n/a	2	8	8	8

\*Decrease reflects reduced Documentary Stamp Surtax revenues

**FY 2008 - 09 Proposed Resource Allocation and Multi-Year Capital Plan**

<p><b>DIVISION: ECONOMIC DEVELOPMENT</b></p> <p>The Economic Development Division helps reduce the socio-economic disparity of Miami-Dade County's Black community by advocating and coordinating initiatives and programs for the benefit of the community-at-large.</p> <ul style="list-style-type: none"> <li>Provides community forums to receive public input for economic development in underserved communities</li> </ul>
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Strategic Plan Outcome - Measures						
<ul style="list-style-type: none"> <li>ED1-1: Increased number of businesses and employment opportunities in higher-paying, targeted industries (priority outcome)</li> </ul>						
Increase the number of successful small businesses in targeted areas	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Projection	Target
	Community Economic Development Forums Sponsored*	11	11	4	3	4

\*Reduction from FY 2006-07 due to the transfer of the Local Business Tax Receipt revenues to OCED that previously supported this activity

## FY 2008 - 09 Proposed Resource Allocation and Multi-Year Capital Plan

### DIVISION: TEEN COURT

The Teen Court provides an alternative sanctioning program for first-time misdemeanor juvenile offenders.

- Provides ethics, anti-theft, substance abuse, crime prevention, and other workshops for juveniles and adults
- Provides training for youth to work in the capacity of defense attorney, prosecuting attorney, juror, clerk, and bailiff in Teen Court proceedings

### Strategic Plan Outcome - Measures

- HH3-2: Increased access to culturally sensitive outreach/prevention and intervention services for Miami-Dade County children, youth and their families (priority outcome)

	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Projection	Target
Reduce the recidivism rate of first-time misdemeanor juvenile offenders	Referrals to Teen Court	350	246	350	246	300
	Recidivism rate for juveniles successfully completing Teen Court*	15%	2%	15%	2%	2%
	Workshops provided to juveniles	6	5	6	6	6
	Courtroom sessions held by participating juveniles	20	10	18	18	18

\*The FY 2008-09 estimates based on actual data to date

### Budget Enhancements or Reductions and Additional Comments

- The FY 2008-09 Proposed Resource Allocation Plan includes additional General Fund of \$330,000 to replace the Local Business Tax Receipt revenues and a transfer of one position from the Office of Community and Economic Development to support economic development initiatives in the African American community; this funding will be held in escrow pending an audit of prior years expenditures applied to Business Tax Receipt revenues
- As a result of organizational review of functions, span of control, and reporting hierarchies, the FY 2008-09 Proposed Resource Allocation Plan includes the elimination of one Executive Secretary and the reclassification of a Deputy Director position to Assistant to the Director (\$139,000)
- The FY 2008-09 Proposed Resource Allocation Plan reflects the elimination of the Martin Luther King, Jr. Academy (two positions) as a result of reduced revenues from the School Board to appropriately support operating expenditures; additionally, the Trust is estimating a deficit in Academy of approximately \$120,000 in FY 2007-08; also, as a result of the reduced Documentary Stamp Surtax revenues, the FY 2008-09 Proposed Resource Allocation Plan includes the elimination of one position in the Affordable Housing Unit (\$97,000)



**TRUST INFORMATION ITEM**

**ADDITIONAL ITEM II.A.6.A**

**EXECUTIVE DIRECTOR SEARCH  
UPDATE**



# Memorandum

## INTERIM EXECUTIVE DIRECTOR'S INFORMATION ITEM

**Date:** July 10, 2008  
**To:** Selection and Recruitment Committee  
**From:** John Dixon  
Interim Executive Director  
**Subject:** Executive Director's Selection and Hiring Procedures

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On June 18, 2008, the MMAP Trust appointed the following persons to serve on the selection and recruitment committee to hire the MMAP Trust Executive Director:

Marie Hyppolite  
Greicy Lovin  
Arthur Barnes  
Joann Hicks  
Williams Simmons

Attached is a copy of the Selection and Hiring procedures to hire the MMAP Trust Executive Director. Staff is recommending that we schedule a meeting on Wednesday, July 16, 2008, 11:00 A.M., (prior to the MMAP Trust Board meeting) at the MMAP Trust office to initiate the process.

Please contact Joann Hicks or William Simmons to confirm your availability or suggest another date and time.

Thank you for your cooperation and assistance in this matter.

## **EXECUTIVE DIRECTOR'S SELECTION AND HIRING PROCEDURES**

- 1. Miami Dade County Recruiting Approval**
- 2. Schedule Selection Committee Meeting**
  - a. Develop Interview question**
  - b. Review Recruitment and Employment Procedures**
- 3. Advertising the position ( Two Week)**
- 4. Accept and Screen Applicants**
- 5. Establish Interview Schedule**
  - a. Letters to interviewees**
- 6. Conclude Interviews**
- 7. Select Finalist**
- 8. Submit Recommendation to County Manager's Offices for  
Submission to Board of County Commissioners for ratification**



# **EXECUTIVE DIRECTOR'S ACTION ITEM**

## **ITEM A.**

### **FORECLOSURE ROUNDTABLE**



# Memorandum

## INTERIM EXECUTIVE DIRECTOR'S INFORMATION ITEM

**Date:** July 10, 2008

**To:** MMAP Trust Members

**From:**   
John Dixon  
Interim Executive Director

**Subject:** Foreclosure roundtable discussion

---

The MMAP Trust Homeownership Assistance Program would like to host a Foreclosure roundtable discussion to address strategies to secure financing from federal, state and local funding sources to help local homeowners with foreclosure issues. The roundtable will be comprised of federal, local and state officials to discuss the disproportionate rate of mortgage defaults and foreclosures in minority communities with an emphasis on Black underserved neighborhoods and propose solutions to the foreclosure crisis.

On June 9, 2008, the Clerk of the Board emailed MMAP staff regarding Commissioner Barreiro disapproval of MMAP request to use the Commission Chamber to host the foreclosure roundtable discussion on Friday, July 18, 2008.

In light of the need to change the venue for the event, MMAP staff contacted Shalley Jones-Horn, Director FannieMae South Florida Partnership office to solicit her input regarding MMAP's Foreclosure roundtable discussion. Ms. Horn supports our efforts to host this event and suggested that we contact Jim Carr as The Chief Operating Officer for the National Community Reinvestment Coalition, to request his participation as the key note speaker for this event. The National Community Reinvestment Coalition (NCRC) is an association of 600 local development organizations across the nation, dedicated to improving the flow of capital to communities and promoting economic mobility.

The format for the foreclosure roundtable discussion will provide an opportunity for Mr. Carr to provide a brief overview of current national strategies and solutions to addressing the foreclosure crisis. Panelists will focus on local practices that have proven to be successful in addressing the foreclosure crisis. The foreclosure roundtable discussion will result in an action plan for addressing the foreclosure crisis in Miami-Dade County.

MMAP staff will schedule a work group meeting no later than Friday, July 25, 2008 with key industry partners to shape the content of the Foreclosure roundtable discussion and dictate the flow of the discussion as controlled by a facilitator. The function of the work group will be to research topics of discussion that supports the roundtable objective; review and identify appropriate panelists for the discussion and craft strategies and tactics to generate heightened discussion.



# **EXECUTIVE DIRECTOR'S ACTION ITEM**

## **ITEM B.**

### **HAP RECIPIENT CELEBRATION**

## Metro-Miami Action Plan Trust Homeownership Assistance Program Radio Marketing Campaign with 103 the Beat

**Summary:** Metro-Miami Action Plan (MMAP) Trust Homeownership Assistance Program (HAP) in collaboration with Radio station 103.5 the Beat is proposing to launch a six-month promotional campaign to increase the number of low to moderate income (LMI) Black homebuyers who utilize MMAP HAP. The program will take a unique approach and target specific zip codes throughout Miami-Dade County that have a high percentage of residents that are renters and meet the LMI demographic. Within these communities, MMAP HAP and 103.5 The Beat will further target Single Female Head of Households, and position the program as a means to help create the long term financial investment that most homeowners enjoy. Sixty-Five percent (65%) of its listeners, as stated by 103.5 the Beat, are comprised of Black Single Female Headed Households.

103.5 The Beat, in collaboration with MMAP and corporate partners will execute a marketing campaign consisting of, but not limited to:

- Work in collaboration with 103.5's Steve Harvey Morning Show to develop an initiative to provide a free home to three (3) single Female Head of Household families in Miami-Dade County (qualifying criteria to be provided by MMAP and reviewed by the County Attorneys Office). This will help raise awareness to the needs of this target group and gather support from corporate organizations to assist with the financing and marketing of the initiative...
- Potential sources for donated homes can be bank-owned properties, developers, Miami Dade County and other government housing programs or foreclosed properties accessed via HUD, Fannie Mae or other housing investor sources...
- Solicit Home Depot as a major sponsor to aid in renovation of the homes...
- On Air Spots, Promos & Interviews...
- MMAP HAP will host a kick off a celebration event to honor HAP recipients, make a formal announcement of the free home give away and market the HAP program to potential low to moderate income homebuyers. Proposed date and location for the kick off event is September 13, 2008 or September 20, 2008 at Dolphin Stadium...
- Three (3) free home give away events will be held in the north, central and south Dade locations. The first free home will be given away during the month of December, 2008 to celebrate the Christmas giving theme...
- Create a link on the 103.5 The Beat website to capture a larger percentage of the targeted market and include a "visitor counter" for research and tracking purposes...
- Website – Banner Ads, Splash Page, Website Links, Billboards, and E-Blasts (to partners)...
- Street Marketing – Distribute of promotional materials from The Beat mobile units...
- Public Relations & Outreach – Dissemination of Public Service Announcements via the multi-stations within the Clear Channel Network...
- Work in collaboration with Miami-Dade County 311 system to track calls and inquiries generated via marketing campaign...

**Projected cost:** No Direct Expense – Solicit sponsors to underwrite all events.



**EXECUTIVE DIRECTOR'S  
INFORMATION ITEM**

**ITEM A.**

**SUMMARY OF RESPONSE TO BCC  
(BUSINESS TAX)**



## EXECUTIVE DIRECTOR INFORMATION ITEM

**Date:** June 30, 2008  
**To:** MMAP Trust Members  
**From:** John E. Dixon, Jr., Interim Executive Director  
**Subject:** Business Tax Receipts Summary

---

As you are aware, the Budget and Finance Committee of the Board of County Commissioners (BCC) requested that the Ordinance referring to the release of the 8% Business Tax Receipts be tabled. At the same time, Commissioner Gimenez requested that an Ordinance be drafted to release the Business Tax Receipts from the Office of Community and Economic Development (OCED) to the Beacon Council. In addition, Commissioner Sosa requested that Metro-Miami Action Plan Trust (MMAP) provide the Budget and Finance Committee with financial reports, advertisements, brochures, seminars, plus achievements produced in the past 15 years with the use of the 8% Business Tax Receipts.

Recently, at the Economic Development and Human Services Committee (EDHSC) Commissioner Jordan requested that an Ordinance be drafted to release the Business Tax Receipts from OCED to MMAP. Since then, two Ordinances have been drafted (see attached Ordinances).

To date, staff is collecting adequate information to provide Commissioner Sosa with a report that will include financial reports, historical data, accomplishments, and pictures.



**EXECUTIVE DIRECTOR'S  
INFORMATION ITEM**

**ITEM B.**

**SAIL BOAT COVE UPDATE**



## EXECUTIVE DIRECTOR'S INFORMATION ITEM

**Date:** July 10, 2008  
**To:** MMAP Trust Members  
**From:** John Dixon, Interim Executive Director  
**Subject:** Sailboat Cove Update

---

In preparation of the maturity of the Sailboat Cove Development Loan that will mature again at the end of September 2008, and that based on current project status, it seems unlikely that sufficient closing will have occurred to make balloon MMAP payment at maturity. This memorandum summarizes recent activities.

- Fortex Construction provided an update site analysis and closing production report for The Mirage at Sailboat Cove project (see attached).
- The loan extension fee (\$5,000) has been paid
- Quarterly interest payments currently due and payable totaling \$22,500 are expected next week (\$7,500 per quarter for last 3 quarters – see attached default letter)
- MMAP Staff met with OCED Servicing Staff (Zafar Ahmed & Leyani Guaraz) to discuss servicing issues and the possibility of OCED's Servicing Department taking over servicing and collection of the project.
  - OCED Servicing already has a servicing portfolio of county funded projects
  - Servicing Supv. Leyani Guaraz inquired as to the repayment structure, that being quarterly interest payments with balance at maturity or at which point 1<sup>st</sup> mortgage payments construction payments are satisfied and then made suggestions regarding our and their possible servicing of project
  - There is an assigned loan number from Finance in FAMIS for payment posting
- MMAP staff has confirmed a change and diversification in lender and marketing that seem to have improved sales.



**Metro Miami Action Plan Trust**  
 Biscayne Building  
 19 West Flagler Street • Mezzanine-106  
 Miami, Florida 33130  
 T 305-372-7600  
 F 305-579-3699

Carlos Alvarez, Mayor

June 27, 2008

miamidade.gov



Grace Ali  
 Sailboat Cove Ventures, LLC  
 8260 NW 27<sup>th</sup> Street, #408  
 Doral, Florida 33122

**Chairperson**  
 John T. Jones, Jr.

**1st Vice Chairperson**  
 Arthur J. Barnes

**2nd Vice Chairperson**  
 Greicy Lovin

**Members**  
 Veldrin Freeman  
 Marie B. Hyppolite  
 Herbert Robinson  
 Marzell Smith, Ed.D.

**Interim Executive Director**  
 John E. Dixon, Jr.

Dear Ms. Ali:

This is to notify you that Sailboat Cove Ventures, LLC is currently in default under its obligations to Metro Miami Action Plan Trust in the amount of \$22,500.00 plus late charges as of June 27, 2008.

In accordance with the terms and conditions of the amended promissory note and loan agreement dated September 30, 2005, Sailboat Cove Ventures, LLC is responsible in full for all obligations to Metro-Miami Action Plan Trust. Please note that the full outstanding principal and interest on this note shall be due on October 1, 2008.

Demand is hereby made for payment in full of said amount, which payment must be received by Monday, July 14, 2008 at the following address:

Attention: John Dixon  
 Interim Executive Director  
 Metro-Miami Action Plan Trust  
 Biscayne Bldg., #M106  
 19 W Flagler Street  
 Miami, Fl 33130

If you should have questions, please contact Joann Hicks at (305) 372-7600.

Thank you for your immediate attention in this matter.

*Joann Hicks for*  
 John Dixon  
 Interim Executive Director

Cc: Jose Perez de Corcho  
 Reinaldo Castellanos, Esq.  
 Kimberly M. Johnson  
 Marcelo C. Ali  
 Wisco Ventures, LLC

*Delivering Excellence Every Day*

# THE MIRAGE at Sailboat Cove

Opa-locka, Florida

30 June 2008

To: METRO-MIAMI ACTION PLAN TRUST

From: Jose Perez de Corcho  
The MIRAGE at Sailboat Cove

## REPORT ON ON-SITE INFRASTRUCTURE

Roads: Phase I complete, Phase II graded and base installed  
Water Main loop: completed and operational, entire site  
Gravity Sanitary Sewer System: completed and operational, entire site  
Sanitary Force Main and Pump Station: completed and operational, entire site  
Storm Drain System: completed and functional, entire site  
Site Lighting System: completed and functional, entire site  
Site Power Distribution System: completed and functional, entire site  
AT&T Optic Fiber Telephone System: completed and operational, entire site  
Direct TV Service: operational in all units

## REPORT ON VERTICAL CONSTRUCTION

Phase 1: Eight (8) buildings completed (39 units) and COd  
Phase 2: Four (4) buildings are currently under construction (20 units)

Community Center and Swimming Pool are in service. Community Center is still being used as a sales office

Phase II permitting process for the remaining buildings in this phase continues

## CLOSINGS and UNDER CONTRACT

Closings this period: none

Closed to date: 20

Under Contract: Phase 1: 19 (17 ready for closing in July by OCED for Surtax subsidy)

Phase 2: 15

Respectfully submitted

Jose Perez de Corcho

**Executive Office: 8260 NW 27 Street, Suite 408, Doral, Florida 33122**  
**Telephone: 305 599-1295**  
**Telefax: 305 599-2034**



**EXECUTIVE DIRECTOR'S  
INFORMATION ITEM**

**ITEM C.**

**COUNTY MANAGER'S LETTER RE:  
BUSINESS REVENUE TAX**

---



Carlos Alvarez, Mayor

49  
County Executive Office  
County Manager  
111 NW 1st Street • Suite 2910  
Miami, Florida 33128-1994  
T 305-375-5311 F 305-375-1262

miamidade.gov

June 23, 2008

Mr. Merrett R. Stierheim  
Founding Chair, The Beacon Council  
6720 SW 124 Street  
Miami, Florida 33156

Mr. Sidney Levin  
Founding Chair, The Beacon Council  
1022 Creekford Drive  
Weston, FL 33326

Mr. Theodora Hoepner  
Founding Chair, The Beacon Council  
8818 Grey Hawk Point  
Orlando, FL 32836

Dear Sirs:

This is in response to your May 20, 2008 letter regarding the Board of County Commissioners (BCC) agenda item regarding the release of the Business Tax Receipts to Metro-Miami Action Plan (MMAP) currently being held in reserve pending the development and approval of such strategic plan.

First, this item was placed on the agenda on behalf of the MMAP Trust for BCC consideration. This item will not be moving to the BCC for final consideration due to the action taken at the Budget and Finance Committee. As you know, unlike other County departments, MMAP is an instrumentality of the County that reports directly to the BCC. Therefore, while I appreciate your concerns, I suggest you redirect and express your concerns to the MMAP Trust, the BCC, and the County Attorney's Office.

Secondly, you should recall that this arrangement was approved by BCC action on June 7, 1994, at which time County Attorney Ginsburg opined that:

*...the tax is imposed pursuant to Chapter 205.33, Florida Statutes, and provides that the revenue derived there from shall be distributed each fiscal year by the County to 'an organization or agency designated by the governing body of the County to implement a comprehensive economic development strategy....'. As you know, the County, by ordinance and interlocal agreement, has designated the Beacon Council as that agency. Section 8A-171.2 Dade County Code.*

*I do not view that action taken by the Commission as inconsistent with the County's relationship to the Beacon Council. The Commission's policy determination is well within the scope of the statute, the ordinance and the County's contract with the Beacon Council. All of the [Business Tax Receipts] monies must be used to implement a comprehensive*

Messieurs Stierhelm, Levin and Hoepner  
 Founding Chairs, The Beacon Council  
 Page -2-

*economic development strategy.' In light of the County Commission's policy determination, it is anticipated that the Beacon Council coordinates with MMAP with respect to the eight percent. This cooperation agreement between the two agencies may take a variety of forms, including subcontracting for goods and services, partnership, joint venture or other contractual or grant relationship.*

Subsequently, a Grant Agreement was executed by MMAP and the Beacon Council in 1995. Most recently, at the second budget hearing to adopt the FY 2007-08 Budget, the BCC agreed with staff recommendation that MMAP's eight percent of Business Tax Receipts be held by the County's Office of Community and Economic Development (OCED) until concerns regarding the use of the eight percent share of the Business Tax Receipts are resolved.

A committee comprised of County staff from various departments was established to address these concerns. MMAP has since developed the above referenced Economic Development Strategic Plan. The committee reviewed the Plan with the MMAP Trust and the County Attorney's Office. The County Attorney's Office opined that the Plan comports and is consistent with State law, which is why the item is properly before the BCC for consideration at this time.

These funds have been going to MMAP for well over a decade. Prior County administrations were well aware of, and did not object to, this action. An Economic Development Strategic Plan prepared by MMAP, that the County Attorney has deemed legally compliant with state law, was placed on the agenda for BCC consideration. Given MMAP's direct report to the BCC, any action regarding Business Tax Receipts is clearly a policy consideration for the BCC to deliberate.

Sincerely,



George M. Burgess  
 County Manager

- c: Honorable Carlos Alvarez, Mayor  
 Honorable Chairman Bruno A. Barreiro  
 And Members, Board of County Commissioners  
 Denis Morales, Mayor's Chief of Staff  
 Cynthia W. Curry, Senior Advisor to the County Manager  
 Jennifer Glazer-Moon, Special Assistant/Director, Office of Strategic Business Management  
 John T. Jones, Chairman, MMAP Trust Board  
 John Dixon, Interim Director, MMAP  
 Frank Nero, President/CEO, The Beacon Council



**EXECUTIVE DIRECTOR'S  
INFORMATION ITEM**

**ITEM D.**

**CITY OF NORTH MIAMI HAP  
COLLABORATION**



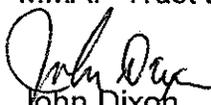
# Memorandum



## INTERIM EXECUTIVE DIRECTOR'S INFORMATION ITEM

**Date:** June 30, 2008

**To:** MMAP Trust Executive Committee

**From:**   
John Dixon  
Interim Executive Director

**Subject:** City of North Miami HAP collaborative

---

On Monday, June 9, 2008, MMAP Staff met with Commissioner Dorrin Rolle and William Wallace IV, Vice President, Development, Biscayne Landing to discuss the possibility of developing a Teacher housing initiative for a City of North Miami housing project. The North Miami Community Redevelopment Agency is offering the citizens of North Miami an opportunity to purchase homes from the Pioneer Gardens at North Miami town home project. The Pioneer Gardens town home project is comprised of 136 units, 3 bedroom, 2 1/2 bath town homes. The units are currently under construction and units are projected to be available for purchase in the amount of \$229,000 commencing January, 2009.

Following a brief discussion, MMAP Staff advised Commissioner Rolle and Mr. Wallace that we would explore the possibility of establishing special housing initiatives to develop a small pilot to target police officers, health professionals and teachers to encourage them to reside in the North Miami Community in light of the need to address the crime, education and health issues within the City of North Miami. MMAP Staff also advised Commissioner Rolle of the decline in the amount of Surtax revenue MMAP Has received this fiscal year. Consequently, the number of North Miami homebuyers receiving MMAP housing assistance would be limited.

On Monday June 30, 2008, a follow up meeting with William Wallace IV, Vice President, Development, Biscayne Landing and Linda Julien, Executive Assistant, Biscayne Landing to discuss further details regarding MMAP existing Teacher Housing initiative. Staff advised Mr. Wallace that MMAP will schedule a meeting with him along with Tony Crapp Sr, City of North Miami CRA director, to discuss the Pioneer Gardens at North Miami housing project and MMAP HAP participation in providing housing assistance.



## The North Miami Community Redevelopment Agency

*Helping Build North Miami's Tomorrow!*

[SITE INDEX](#) | [CONTACT US](#)

### Pioneer Gardens at North Miami

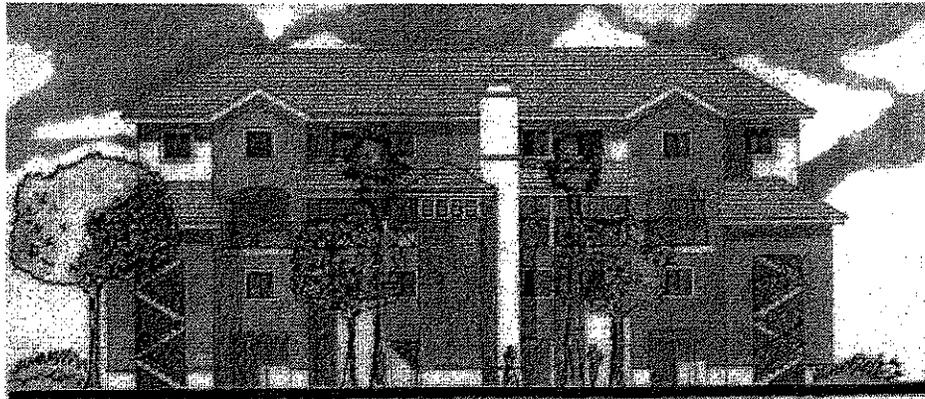
One part of our efforts to provide affordable housing options to the citizens of North Miami is new housing. Pioneer Gardens at North Miami (formerly Ruck's Park) is a 136 unit, 3 bedroom, 2 1/2 bath townhome over townhome, CRA project being developed by [North Miami Housing](#). Groundbreaking is set for early 2007, with construction completed in 2008. See also [our other funded housing strategies](#).



Work

has begun at the Pioneer Gardens site.

[Click here for full-size slideshow](#)



[Download a larger view of the proposed front elevations](#)

#### Highlights

#### All Documents and Articles

[Development Agreement and Exhibits, including Phase I and II Environmental Site Assessments](#)

[RFQ 2007-9 \(Revised\) 2nd Tier Evaluation Results](#)

*Published: 5/23/2008*

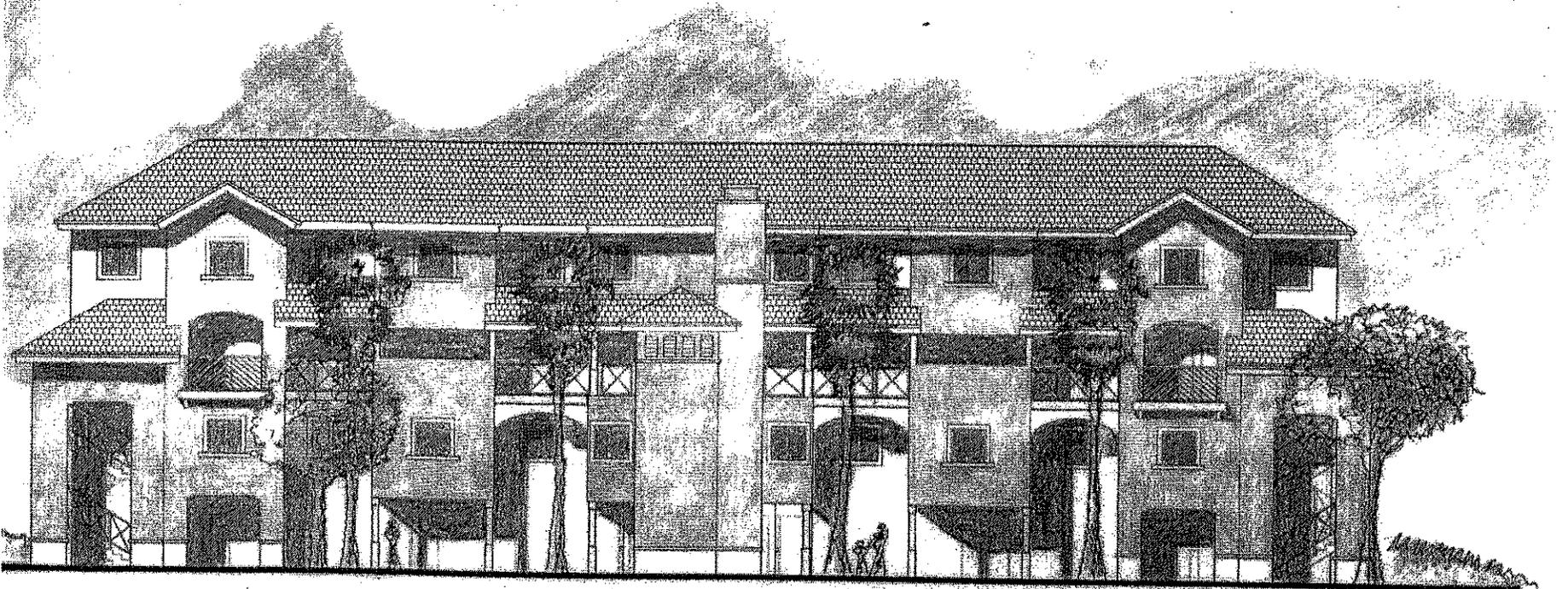
[R-CRA-2008-2](#)

*Published: 3/19/2008*

[RFQ/P 2007-9 Request for](#)



FRONT ELEVATION  
8 UNIT BLDG



FRONT ELEVATION  
12 UNIT BLDG





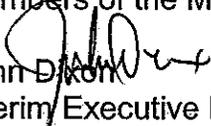
# **EXECUTIVE DIRECTOR'S INFORMATION ITEM**

## **ITEM E.**

### **TEEN COURT MONTHLY REPORT**



## EXECUTIVE DIRECTOR'S INFORMATION ITEM

**TO:** Members of the MMAP Trust  
**FROM:** John Dixon   
 Interim Executive Director  
**DATE:** July 8, 2008  
**SUBJECT:** Comprehensive Report for June 2008

### PURPOSE OF ITEM

The purpose is to inform the Board of Miami-Dade County Teen Court (M-DCTC) activities for the month of June.

### BACKGROUND INFORMATION

#### Program Activities

**Ongoing:** As a result of Dr. Pendleton's promotion and departure on May 9, 2008, Teen Court south operations are being conducted by Teen Court North Office staff, resulting in both north and south operations being overseen by Ms. LaVerne Carlile, Teen Court North Office Administrator. In spite of the reduction in staff, youth residing in the southern end of the county are still afforded similar levels of service, as Teen Court cases continue to be processed at the South Dade Government Center on Tuesday nights.

**June 5, 2008:** M-DCTC staff conducted *Victim's Awareness Panel Workshop*-an interactive workshop that sparks dialogue between participants, parents and/or guardians. Twenty-six (26) individuals comprised of both program participants and their parents discussed the value of forgiveness, restoration, and repair of lost trust as well as how various crimes committed impact the family and community.

**June 7, 2008:** M-DCTC staff, defendant participants, youth and adult volunteers participated in *MMAP Speaks Community Media Roundtable Event* held at Caleb Center. Participation in the effort, afforded M-DCTC an opportunity to showcase the program, along with its benefits, to those in attendance as well as individuals listening in on the broadcast via radio. During the event, Mr. Leonard Thompson, student participating in Miami Carol City's Law Magnet program, and former attendee at Teen Court's "YOUTH SPEAKING OUT AGAINST VIOLENCE" Conference held on May 6, 2008, represented the Teen Speaker's Bureau and shared youth formulated

recommended actions for reducing violence in the community, resulting from the conference.

**June 11, 2008:** M-DCTC in collaboration with Miami-Dade County Corrections and Rehabilitation—Boot Camp program afforded nine (9) Teen Court youth a chance to attend the Boot Camp Tour held at the Corrections' Boot Camp facility. The Boot Camp Tour serves as a crime prevention and intervention tool, providing participants with an understanding of the Boot Camp Program, and the consequences of negative actions.

**June 13, 2008:** M-DCTC staff met with Dr. Charlotte Anderson, Coordinator of Miami Carol City High School Law Magnet to assess the strengths and weaknesses of the collaborative pilot School-Based Referral Student Court initiative, begun in February 2008. A follow-up meeting is scheduled for July 11, 2008, in which updates concerning progress made since the previous meeting will be discussed along with suggested revisions to strategy, in order to improve programming for the upcoming 2008 through 2009 academic school year.

**June 13, 2008:** Ms. LaVerne Carlile, Teen Court Administrator attended the Juvenile Justice Board Meeting. Focal points discussed included devising strategies according to the following: (1) to improve relations between youth and law enforcement through reinstating Officer Friendly type initiatives, allowing for law enforcement community to interface with youth through a non-criminal platform; (2) developing affiliate relationships with business community to provide jobs and preparatory training such as employability skills for youth in need of services; (3) to engage South Florida Workforce in leveraging existing dollars towards youth efforts, in the area of job creation; and (4) better address issues associated with youth re-entering the community after interacting with juvenile/criminal justice system.

**June 25, 2008:** Mr. Anthony Williams, Director of Youth Development, attended the Homestead Kiwanis Club monthly luncheon meeting in Florida City. He told them about the Teen Court program and how it was serving the community by allowing first-time juveniles offenders a second chance by avoiding the juvenile justice system and be sanctioned by their peers in an effort to decrease juvenile delinquency.

**June 27, 2008:** Mr. Anthony Williams, Director of Youth Development, during Ms. LaVerne Carlile's absence, conducted an orientation at the Miami-Dade Police Department Community Affairs Bureau Quarterly Meeting. Officers were acclimated to the Teen Court process as well as an opportunity for exchange of ideas concerning future relations between the bureau and Teen Court was granted.

**June 28, 2008:** Mr. Anthony Williams, Director of Youth Development represented M-DCTC, during Ms. LaVerne Carlile's absence, at the *Violence Intervention Project* (VIP) held at Elizabeth Virrick Park Coconut Grove, Florida. This VIP session, one of many already held throughout the tri-county area, was co-hosted by Juvenile Services Department (JSD) and Miami-Dade State Attorney's Office. The event was held in collaboration with the Coconut Grove Ministerial Alliance, and 99 JAMZ. Youth, faith-

based, judicial community and others interested in gaining a better understanding of hip-hop music's impact on youth behavior, were afforded a dialoguing platform.

### **Program Performance**

**Referrals:** M-DCTC received a combined total of twenty-six (26) referrals from the Juvenile Services Department (JSD) and the Miami-Dade County State Attorney's Office on behalf of Broward County Teen Court (BCTC). M-DCTC assists BCTC with co-monitoring cases involving youth who have committed crimes in Miami-Dade County although residing in Broward County.

**Community Service:** During the month of June M-DCTC program youth and volunteers gave back to the Miami-Dade County community through serving as jurors, bailiffs, clerks, and judges in M-DCTC, as well as provided their services to various outside organizations. Community service hours provided totaled five-hundred ninety-nine (599), which included five hundred and fifteen (515) performed by Teen Court defendants, fifty-seven (57) generated by youth volunteers, and twenty-seven (27) community service hours were provided by adults from the legal community serving as jury monitors and/or judges presiding over Teen Court hearings.

### **Marketing**

MMAF's Office of Public Information and Marketing staff collaborated with Teen Court staff to formulate media strategy.

**Ongoing:** Unfortunately, the *Youth Speaking Out Against Violence Conference* held on May 6, 2008, did not receive media coverage the day of the conference, for reasons beyond M-DCTC staff's control; however, it is expected that MMAF's Office of Public Information and Marketing staff will take necessary steps to ensure that such coverage is provided after-the-fact.

**Ongoing:** On May 29, 2008, M-DCTC and MMAF's Public Information and Marketing staff teamed up to design a School-Based Referral flyer/memo circular, specifically requested by Dr. Jean Teal, Principal of Miami Edison Senior High School. The circular represents one tool of several, in preparation for the proposed joint initiative between MMAF/Teen Court and Miami Edison Senior. The document is provided in English, Spanish and Creole, accommodating various language speakers in the area. Strides towards implementation have been stalled, since Dr. Teal wishes to obtain final sign-off on the collaborative agreement proposed between MMAF and Miami-Dade County Public Schools, before proceeding with implementation.

**June 24, 2008:** M-DCTC and MMAF's Public Information and Marketing staff partnered to initiate the development of a flyer and program circular featuring Teen Court and Miami Dade College Wolfson Campus' co-hosting of the Volunteer Youth Attorney Training, which will be held on July 14<sup>th</sup> and 15<sup>th</sup> 2008 on the campus, for youth participating in the Upward Bound Program.

**Offender Information for June 2008**

**Referrals per fiscal year:**

12/31/98 – 09/30/99	334	Carried Over	2,449
10/01/99 – 09/30/00	506	10/01/05 – 09/30/06	215
10/01/00 – 09/30/01	323	10/01/06 – 09/30/07	245
10/01/01 – 09/30/02	336	10/01/07 – 03/31/08	149
10/01/02 – 09/30/03	293	04/01/08 – 04/30/08	25
10/01/03 – 09/30/04	390	05/01/08 – 05/31/08	28
10/01/04 – 09/30/05	267	06/01/08 – 06/30/08	26
	2,449	<b>Total Referrals</b>	<b>3,137</b>

**2008 Sanctions**

Anti-Theft Class _____	1	Jail Tour _____	1
Curfew _____		Jury Duties _____	53
Declined referrals _____		Letter of Apology _____	17
Educational Workshops		Peer Circle _____	1
(Substance Abuse) _____	3	Restitution _____	
Essay _____	17	Victim Awareness Panel	
Ethics Workshops _____	3	Workshop _____	3
Hours of Community Service _____	515	Verbal Apology to Parent _____	17

**Offenses and Number of Charges:**

Note: Some defendants have multiple charges

Affray _____	
Battery _____	1
Burglary _____	
Criminal Mischief _____	
Disorderly Conduct _____	
Disruption of School Function _____	
Fighting/battery _____	
Fraud/Forgery/False ID _____	
Grand Theft _____	
Loitering/prowling _____	
Obstruction of Justice _____	
Petit Theft _____	1
Possession of Alcohol _____	
Possession of Drugs _____	2
Possession of Weapons _____	
Resisting Arrest w/o Violence _____	
Retail Theft _____	22
Soliciting _____	
Theft (not grand) _____	
Trespassing _____	1
Traffic Offense _____	
Other _____	

**Referral Sources:**

Department of Juvenile Justice _____	3
Metro-Dade School Board	
School Based Referral _____	
Civil Citation Program _____	14
State Attorney's Office _____	8
Other Agencies _____	1

**Age:**

Eight _____	
Nine _____	
Ten _____	
Eleven _____	
Twelve _____	2
Thirteen _____	2
Fourteen _____	2
Fifteen _____	6
Sixteen _____	8
Seventeen _____	4
Eighteen _____	2

**Race:**

African American _____	10
Caucasian _____	2
Hispanic _____	14
Oriental _____	
Unknown _____	

**Gender:**

Female _____	10
Male _____	16

**Commission Districts April:**

1	4
2	3
3	1
4	0
5	1
6	0

7	1
8	0
9	4
10	1
11	2
12	0

13	1
Broward	8

**Commission Districts for Fiscal Year 10/01/07 – 06/30/08:**

1	24
2	25
3	18
4	22
5	15
6	7

7	13
8	2
9	12
10	5
11	8
12	3

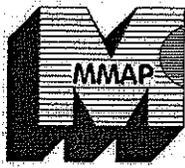
13	8
Broward	66



**EXECUTIVE DIRECTOR'S  
INFORMATION ITEM**

**ITEM F.**

**HOUSING MONTHLY REPORT**



## **METRO MIAMI ACTION PLAN TRUST HOMEOWNERSHIP ASSISTANCE PLAN PROGRAM**

**JUNE 2008**

### **HOMEOWNERSHIP ASSISTANCE PROGRAM**

During the period of June 1, 2008 thru June 30, 2008, five (5) families purchased homes resulting in a total of \$35,480.00 in MMAP HAP mortgages. During the period from June 1, 2008 thru June 30, 2008, \$1,915,079.00 in first mortgages, \$506,000.00 in Miami Dade County administered subsidy program mortgages and \$340,500.00 in other subsidy program mortgages were generated. The HAP program has thereby increased Miami Dade County's property tax roll by an estimated \$12,500.00 for June of 2008 (see Attachment for statistical details).

### **HAP TRAINING SEMINARS**

The HAP resumed funding reservations and file submissions in April. Funds are allocated based on a monthly cash position analysis. Reservations and new submissions are taken from the 15<sup>th</sup> through the end of every month (with funding analysis being conducted during the first half of every month. The Certification Workshop was held on June 26<sup>th</sup> at Universal Truth CDC (Universal Truth Center – 21310 NW 37 Ave. in Miami Gardens). One Hundred-Fifteen (115) attending real estate agents/ brokers, developers, lenders, mortgage brokers and title/ closing agents were certified to participate in MMAP HAP. ID #'s and certificates will be issued to better monitor and track production and program compliance.

### **DISTRICT 3 TEACHERS INITIATIVE**

Since the ceremony was held at the home of the first teacher to close under this initiative, the level of interest and number of inquiries has increased significantly, averaging ~5-7 per day for the first week following the event, and ~5-7 per week thereafter. There are 4 files in various stages of processing or qualification that I am aware of, and another 3-4 in the early investigating stages.

This initiative provides up to \$25,000 to teachers who currently teach at a Commission District 3 Zone School and commit to teaching a District 3 school for at least five (5) years after they close (all other regular MMAP HAP provisions apply). There are a total of sixteen (16) teachers that will be funded on a first-come, first-serve basis.

### **HOMEOWNERSHIP EDUCATION & OUTREACH**

- o MMAP staff is participating in the mayor's Mortgage Fraud and Foreclosure Prevention Task Force, coordinated by Dr. Robert Cruz (Mayor Alvarez's Chief Economist). Staff attended three (3) Task Force meetings during June. Findings and best practices will be reported to the mayor's office and BCC for recommendations MDC can or should take in this regard. Staff will continue participation via subcommittees for implementation of chosen actions.

- Presenter at the Miami Dade Neighborhood Housing Services Homebuyer Education Workshop held at the Joseph Caleb Center (on same day as MMAP Speaks Media Roundtable). The presentation topic was on the MMAP HAP and MMAP's role and usage with other subsidy program funds in the mortgage process to approximately fifty (50) attendees.
- Volunteer participant for Neighborhood Housing Services (NHS) of South Florida's "Neighborworks Week"...NHS, a NeighborWorks organization, and 130 volunteers painted and landscaped five homes for low-income seniors around the Brownsville area. Dorrin D. Rolle, District 2 Miami-Dade County Commissioner, Coral Gables Congregational Church, Washington Mutual, Regions Bank, OneUnited Bank, Citibank, Mercantil Commercebank, and Great Florida Bank sponsored the event. Volunteers performed minor repairs and painted the exterior of homes for Brownsville residents Virginia Jordan, Bernadine Cooper, Rosetta Higgins, Pearl Graydon, and Naomi Gibson and John Williams.
- Attended BAC Funding Corp. Loan Committee (LC member) meeting held at BAC Funding in Liberty City. Reviewed submitted loan requests and current loan portfolio.
- Presenter to International Realty and First Residential Lending Group staff at an affordable housing workshop they sponsored. The presentation topic was on the MMAP HAP and MMAP's role and usage with other subsidy program funds in Miami Dade County and the general spectrum of subsidy program funding sources to approximately fifteen (15) attendees.
- Presenter at the Universal Truth Center monthly First-Time Homebuyer Education Seminar held at their Miami Gardens complex. The presentation topic was on the MMAP HAP and MMAP's role and usage with other subsidy program funds in the mortgage process to approximately forty-five (45) attendees.

**METRO-MIAMI ACTION PLAN TRUST - HAP & ALL CURRENT PROGRAM INITIATIVES - PRODUCTION REPORT**

**JUNE 2008 AND Fiscal Year-To-Date 2007-2008**

General Statistics	JUNE 2008 TOTALS	YTD JUNE 2008
Total Applicants	16	37
Total Loans	5	45
<b>Total MMAP Funding</b>	<b>\$35,480.00</b>	<b>\$517,366.00</b>
Total purchase Price	\$2,832,000.00	\$6,536,800.00
Average Sales Price	\$177,000.00	\$176,670.27
Total amount in 1st Mortgages	\$1,915,079.00	\$4,678,728.00
Average 1st Mortgage	\$119,692.44	\$126,452.11
Total Amt SURTAX Funding	\$506,000.00	\$1,195,980.00
Other Loans	\$340,500.00	\$405,607.00
Estimated Increase to Tax Base	\$12,500.00	\$112,500.00
<b>Head of Household Loans</b>		
Female	4	26
Male	1	19
Total	5	45
<b>Ethnicity Loans</b>		
Black	4	27
Hispanic	1	17
White	0	0
Other	0	1
Total	5	45
<b>Median Income Level Loans</b>		
Very Low	1	17
Low	2	15
Median Moderate	2	13
Total	5	45
<b>Commission District Loans</b>		
District 1	2	15
District 2	0	9
District 3	1	6
District 4	1	1
District 5	0	1
District 6	0	0
District 7	0	1
District 8	0	4
District 9	0	3
District 10	1	2
District 11	0	1
District 12	0	0
District 13	0	2
Total	5	45



**Fiscal Year-To-Date 2007/2008 for MMAP HAP & ALL CURRENT INITIATIVES**

General Statistics	ZAMORA HOMES	DISTRICT 3 TEACHERS	STEP-UP INITIATIVE	MMAP HAP
Total Applicants	0	0	0	37
Total Loans	2	1	0	42
<b>Total MMAP Funding</b>	<b>\$50,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$442,366.00</b>
Total Purchase Price	\$0.00	\$0.00	\$0.00	\$6,536,800.00
Average Sales Price	\$0.00	\$0.00	\$0.00	\$176,670.27
Total amount in 1st Mortgages	\$0.00	\$0.00	\$0.00	\$4,678,728.00
Average 1st Mortgage	\$0.00	\$0.00	\$0.00	\$126,452.11
Total Amt SURTAX Funding	\$0.00	\$0.00	\$0.00	\$1,195,980.00
Other Loans	\$0.00	\$0.00	\$0.00	\$405,607.00
Estimated Increase to Tax Base	\$5,000.00	\$2,500.00	\$0.00	\$105,000.00
<b>Head of Household Loans</b>				
Female	0	1	0	25
Male	2	0	0	17
Total	2	1	0	42
<b>Ethnicity Loans</b>				
Black	0	1	0	26
Hispanic	1	0	0	16
White	0	0	0	0
Other	1	0	0	0
Total	2	1	0	42
<b>Median Income Level Loans</b>				
Very Low	1	0	0	16
Low	0	0	0	15
Median Moderate	1	1	0	11
Total	2	1	0	42
<b>Commission District Loans</b>				
District 1	0	0	0	15
District 2	0	1	0	8
District 3	0	0	0	6
District 4	0	0	0	1
District 5	0	0	0	1
District 6	0	0	0	0
District 7	0	0	0	1
District 8	2	0	0	2
District 9	0	0	0	3
District 10	0	0	0	2
District 11	0	0	0	1
District 12	0	0	0	0
District 13	0	0	0	2
Total	2	1	0	42



# **EXECUTIVE DIRECTOR'S INFORMATION ITEM**

## **ITEM G.**

# **FISCAL MANAGEMENT REPORT**

**FISCAL YEAR 2007-08  
MONTH ENDING  
JUNE 30, 2008**

ORIGINAL ITEM	General Fund		
	BUDGET	YEAR-TO- DATE	ACTUAL VS BUDGET
<b>REVENUES</b>			
General Fund Transfer	774,000	-	774,000
2006-2007 Carryover			
Projected surcharge			
Interest			
Loan Payments			
<b>TOTAL REVENUES:</b>	<b>774,000</b>	<b>-</b>	<b>970,000</b>
<b>EXPENDITURES</b>			
Salaries & Fringes	886,200	566,782	319,418
Temporary Help			-
Consultant	56,000		
Becker & Pollakoff	30,000	11,000	19,000
Freedom Tour	26,000		26,000
Auditing	200		200
In-House Meetings/Training	-		-
Insurance	13,900	13,900	-
Maintenance Equipment	4,000	5,933	(1,933)
Rent Expenses	154,000	99,545	54,455
GSA Charges	14,000	18,982	(4,982)
Communication Equipment	5,000	10,174	(5,174)
Telecommunications	38,900	15,722	23,178
Publications/Photo Services	2,300	1,105	1,195
Travel Expenses	6,000	3,420	2,580
Auto Expense Reimb	-	360	(360)
Ads & Printing	29,000	10,553	18,447
Mailing Services	3,000	23	2,977
Petty Cash	1,000	421	579
Indirect Cost	-		-
Training	1,000	1,490	(490)
Office Supplies	12,500	5,035	7,465
Miscellaneous Expenses	-	1,316	(1,316)
<b>Programs</b>	<b>174,000</b>	<b>93,800</b>	<b>80,200</b>
<b>Loans</b>			
<b>Action Committees</b>			
Criminal Justice			
Education			-
Legislative			-
Technology Incubator			
Economic Development			
Social Justice			-
Teen Police Academy			
<b>Sponsorships</b>			-
Capital Equipment	7,000		7,000
<b>TOTAL EXPENSES</b>	<b>1,408,000</b>	<b>859,561</b>	<b>548,439</b>
Administrative Charges	(634,000)	(472,500)	(634,000)
<b>TOTAL ADM CGS AND EXPS</b>	<b>774,000</b>	<b>387,061</b>	<b>386,939</b>
<b>TOTAL REVENUE MINUS EXPS</b>	<b>-</b>	<b>(387,061)</b>	<b>387,061</b>
<b>REVENUES -MINUS EXPENSES</b>			

**FISCAL YEAR 2007-08  
MONTH ENDING JUNE 30, 2008**

ORIGINAL ITEM	Housing Assistance Program (HAP)		
	BUDGET	YEAR-TO- DATE	ACTUAL VS BUDGET
<b>REVENUES</b>			
General Fund Transfer			
2006-2007 Carryover	1,209,000	909,826	299,174
Projected surcharge	3,000,000	1,297,323	1,702,677
Interest	60,000	36,436	23,564
Loan Payments	1,000,000	263,101	746,899
<b>TOTAL REVENUES:</b>	<b>5,269,000</b>	<b>2,496,686</b>	<b>2,772,314</b>
<b>EXPENDITURES</b>			
Salaries & Fringes	352,000	288,808	63,192
Temporary Help			
Consultant	70,000		70,000
Auditing	2,700	1,464	1,236
In-House Meetings/Training			
Insurance			
Maintenance Equipment			
Rent Expenses			
GSA Charges			
Communication Equipment			
Telecommunications			
Publications/Photo Services			
Travel Expenses			
Auto Expense Reimb			
Ads & Printing	13,500	4,080	9,420
Mailing Services	1,000		1,000
Petty Cash			
Indirect Cost			
Training	2,000	875	1,125
Office Supplies		1,264	(1,264)
Miscellaneous Expenses			
<b>Programs</b>	<b>4,473,800</b>	<b>540,196</b>	<b>3,933,604</b>
<b>Loans</b>			
<b>Action Committees</b>			
Criminal Justice			
Education			
Legislative			
Technology Incubator			
Economic Development			
Social Justice			
Teen Police Academy			
<b>Sponsorships</b>			
Capital Equipment	2,000		2,000
<b>TOTAL EXPENSES</b>	<b>4,917,000</b>	<b>836,687</b>	<b>4,080,313</b>
Administrative Charges	352,000	262,500	352,000
<b>TOTAL ADM CGS AND EXPS</b>	<b>5,269,000</b>	<b>1,099,187</b>	<b>4,432,313</b>
<b>TOTAL REVENUE MINUS EXPS</b>	<b>-</b>	<b>1,397,499</b>	<b>(1,659,999)</b>

**FISCAL YEAR 2007-08  
MONTH ENDING JUNE  
30,2008**

ORIGINAL ITEM	Teen Court		
	BUDGET	YEAR-TO- DATE	ACTUAL VS BUDGET
<b>REVENUES</b>			
General Fund Transfer			
2006-2007 Carryover	923,700	809,568	114,132
Projected surcharge	1,000,000	906,505	93,495
Interest	-	18,336	(18,336)
Loan Payments			
<b>TOTAL REVENUES:</b>	<b>1,923,700</b>	<b>1,734,409</b>	<b>189,291</b>
<b>EXPENDITURES</b>			
Salaries & Fringes	599,800	500,293	99,507
Temporary Help	2,000		2,000
Consultant	3,500	68,372	(64,872)
Auditing			
In-House Meetings/Training	3,800	5,282	1,408
Insurance			
Maintenance Equipment	5,000	23,762	(18,762)
Rent Expenses	42,000	31,895	10,105
GSA Charges	3,600	7,546	3,535
Communication Equipment		3,217	(3,217)
Telecommunications	2,000	1,139	861
Publications/Photo Services	200		200
Travel Expenses	3,500		3,500
Auto Expense Reimb			-
Ads & Printing	3,000	5,685	(2,685)
Mailing Services	1,600		1,600
Petty Cash			
Indirect Cost	3,200		3,200
Training	2,500		2,500
Office Supplies	5,000	4,869	131
Miscellaneous Expenses		2,221	-
<b>Programs</b>	<b>955,000</b>		<b>955,000</b>
Loans			
<b>Action Committees</b>			
Criminal Justice			
Education			
Legislative			
Technology Incubator			
Economic Development			
Social Justice			
Teen Police Academy			
<b>Sponsorships</b>			-
Capital Equipment	6,000	913	5,087
<b>TOTAL EXPENSES</b>	<b>1,641,700</b>	<b>655,194</b>	<b>999,098</b>
Administrative Charges	282,000	210,000	282,000
<b>TOTAL ADM CGS AND EXPS</b>	<b>1,923,700</b>	<b>865,194</b>	<b>1,281,098</b>
<b>TOTAL REVENUE MINUS EXPS</b>	<b>-</b>	<b>869,215</b>	<b>(1,091,807)</b>

**FISCAL YEAR 2007-08**  
**MONTH ENDING JUNE 30, 2008**

ORIGINAL	Economic Development		
ITEM	BUDGET	YEAR-TO- DATE	ACTUAL VS BUDGET
<b>REVENUES</b>			
General Fund Transfer			
2006-2007 Carryover	43,000	69,562	(26,562)
Projected surcharge	355,000		355,000
Interest			
Loan Payments			
<b>TOTAL REVENUES:</b>	<b>398,000</b>	<b>69,562</b>	<b>328,438</b>
<b>EXPENDITURES</b>			
Salaries & Fringes	84,400	25,060	59,040
Temporary Help			
Consultant	75,000		75,000
Auditing			
In-House Meetings/Training			
Insurance			
Maintenance Equipment	500	1,075	(575)
Rent Expenses			-
GSA Charges			-
Communication Equipment			
Telecommunications			
Publications/Photo Services			-
Travel Expenses	5,000		5,000
Auto Expense Reimb			-
Ads & Printing	5,000		5,000
Mailing Services			
Petty Cash			
Indirect Cost			
Training		200	(200)
Office Supplies		59	(59)
Miscellaneous Expenses			
<b>Programs</b>	<b>228,400</b>	<b>(26,394)</b>	<b>254,794</b>
<b>Loans</b>			
<b>Action Committees</b>			
Criminal Justice			
Education			
Legislative			
Technology Incubator			
Economic Development			
<b>Social Justice</b>			
Teen Police Academy			
<b>Sponsorships</b>			
<b>Capital Equipment</b>			
<b>TOTAL EXPENSES</b>	<b>398,000</b>	<b>-</b>	<b>398,000</b>
Administrative Charges			-
<b>TOTAL ADM CGS AND EXPS</b>	<b>398,000</b>	<b>-</b>	<b>398,000</b>
<b>TOTAL REVENUE MINUS EXPS</b>	<b>-</b>	<b>69,562</b>	<b>(69,562)</b>

**FISCAL YEAR 2007-08  
MONTH ENDING JUNE 30, 2008**

ORIGINAL ITEM	MLK Academy		
	BUDGET	YEAR-TO- DATE	ACTUAL VS BUDGET
<b>REVENUES</b>			
General Fund Transfer			
2006-2007 Carryover			-
Projected surcharge	950,000	318,029	631,971
Interest			
Loan Payments			
<b>TOTAL REVENUES:</b>	<b>950,000</b>	<b>318,029</b>	<b>631,971</b>
<b>EXPENDITURES</b>			
Salaries & Fringes	148,598	61,614	86,984
Temporary Help			
Staff	450,000	327,358	122,642
Auditing			
In-House Meetings/Training			
Insurance			
Maintenance Equipment	28,200	31,558	(3,358)
Rent Expenses	105,000	81,333	23,667
GSA Charges	-	17	(17)
Communication Equipment	7,000	3,360	3,640
Telecommunications	1,000	1,935	(935)
Publications/Photo Services		64	(64)
Travel Expenses			
Auto Expense Reimb			
Ads & Printing	7,000	5,996	1,004
Mailing Services	500	169	331
Petty Cash			
Indirect Cost			
Training	10,000		10,000
Office Supplies	7,500	2,931	4,569
Miscellaneous Expenses	1,000	3,889	(2,889)
<b>Programs</b>	<b>182,202</b>		<b>182,202</b>
Loans			
<b>Action Committees</b>			
Criminal Justice			
Education			
Legislative			
Technology Incubator			
Economic Development			
Social Justice			
Teen Police Academy			
<b>Sponsorships</b>			
Capital Equipment	2,000		2,000
<b>TOTAL EXPENSES</b>	<b>950,000</b>	<b>520,224</b>	<b>429,776</b>
Administrative Charges			-
<b>TOTAL ADM CGS AND EXPS</b>	<b>950,000</b>	<b>520,224</b>	<b>429,776</b>
<b>TOTAL REVENUE MINUS EXPS</b>	<b>-</b>	<b>(202,195)</b>	<b>202,195</b>

**FISCAL YEAR 2007-08**  
**MONTH ENDING MAY 31, 2008**

ORIGINAL ITEM	Total		
	BUDGET	YEAR-TO- DATE	ACTUAL VS BUDGET
<b>REVENUES</b>			
General Fund Transfer	774,000	-	774,000
2006-2007 Carryover	2,175,700	1,788,956	386,744
Projected surcharge	5,305,000	2,521,857	2,783,143
Interest	60,000	54,772	5,228
Loan Payments	1,000,000	253,101	746,899
<b>TOTAL REVENUES:</b>	<b>9,314,700</b>	<b>4,618,686</b>	<b>4,696,014</b>
<b>EXPENDITURES</b>			
Salaries & Fringes	2,070,698	1,442,557	628,141
Temporary Help	2,000	-	2,000
Consultant	654,500	395,730	258,770
Auditing	2,900	1,464	1,436
In-House Meetings/Training	3,800	5,282	(1,482)
Insurance	13,900	13,900	-
Maintenance Equipment	37,700	62,328	(24,628)
Rent Expenses	301,000	212,773	88,227
GSA Charges	17,600	26,545	(8,945)
Communication Equipment	12,000	16,751	(4,751)
Telecommunications	41,900	18,796	23,104
Publications/Photo Services	2,500	1,169	1,331
Travel Expenses	14,500	3,420	11,080
Auto Expense Reimb	-	360	(360)
Ads & Printing	57,500	26,314	31,186
Mailing Services	6,100	192	5,908
Petty Cash	1,000	421	579
Indirect Cost	3,200	-	3,200
Training	15,500	2,565	12,935
Office Supplies	25,000	14,158	10,842
Miscellaneous Expenses	1,000	7,426	(6,426)
<b>Programs</b>	<b>6,013,402</b>	<b>607,602</b>	<b>5,405,800</b>
<b>Loans</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Action Committees</b>	<b>-</b>	<b>-</b>	<b>-</b>
Criminal Justice	-	-	-
Education	-	-	-
Legislative	-	-	-
Technology Incubator	-	-	-
Economic Development	-	-	-
Social Justice	-	-	-
Teen Police Academy	-	-	-
<b>Sponsorships</b>	<b>-</b>	<b>-</b>	<b>-</b>
Capital Equipment	17,000	913	16,087
<b>TOTAL EXPENSES</b>	<b>9,314,700</b>	<b>2,860,666</b>	<b>6,454,034</b>
Administrative Charges	-	-	-
<b>TOTAL ADM CGS AND EXPS</b>	<b>9,314,700</b>	<b>2,860,666</b>	<b>6,454,034</b>
<b>TOTAL REVENUE MINUS EXPS</b>	<b>-</b>	<b>1,758,020</b>	<b>(1,758,020)</b>



# **EXECUTIVE DIRECTOR'S INFORMATION ITEM**

## **ITEM H.**

### **PUBLIC INFORMATION**



**TO:** Metro-Miami Action Plan (MMAP) Trust Board  
**THRU:** *John Dixon for*  
John Dixon, Interim Executive Director  
**DATE:** July 11, 2008  
**SUBJECT:** Marketing and Office of Public Information Report

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For your review please find below the resources that were implemented to help the agency reach its audience via visual communications and printed information during the months of June and July.

Offices of Marketing and Public Information provided assistance to the MMAP Trust, action committees, CBO's, and to residents announcing MMAP programs and initiatives created for community empowerment. A multi-mix of collateral materials and promotional information were utilized to deliver the MMAP message including: letters, flyers, placement for radio and newspaper advertising, news articles, press releases, photos, website event placement and updates, email listings, and other functions. All are available for your review and comply with county branding.

- A. MMAP, Hot 105 and WEDR Community Media Roundtable, June 7, 2008, Joseph Caleb Center Auditorium.

Over 200,000 listeners from the Palm Beaches to the Florida Keys were tuned in-to the live Radio broadcasted Community Media Roundtable as the music stopped on Hot 105 and checked in on WEDR 99 JAMZ. Guest appearances were made by the "fly Jock" himself Tom Joyner, Congressman Kendrick Meek, Former Congresswoman Carrie P. Meek and Rep. Dorothy Bendross-Mendingall. Professionals, participants and the listening audience were provided information and answers on issues in the areas of: economic development, education, employment, health and human services, attainable housing, jobs, transportation, and the Charter.

- 1. Health Action Committee

- a. The action committee was provided an opportunity to do a taped radio show on WEDR 99 JAMZ with Host Cheryl Mizell. The show aired on Saturday, June 14.

- B. Provided assistance for MMAP Trust to honor Dr. Steve Gallon, III, for his efforts to provide a learning environment for all students especially at the Martin Luther King, Jr. Leadership Academy. He was presented with a plaque during the Miami-Dade County Public School Board meeting on Wednesday, June 18<sup>th</sup> under the leadership of School Board Member Dr. Wilbert "Tee" Holloway (photo attached).

- C. MMAP Business Tax Receipt – Requests for information from Miami-Dade County Commissioners and various periodicals.

1. Coordinated with Miami Today reporter, Risa Polansky to provide information regarding the 8% tax Receipt.
    - A. Board member Arthur Barnes was interviewed along with John Dixon.
    - B. Ms Polansky's article ran on July 4. Copies available.
  2. Coordinated information for story with South Florida Times reporter Joy-Ann Reid
    - A. Mrs. Reid's article ran July 4, 2008. Copies available.
  3. Coordinated information for story with South Florida Business Journal reporter Brian Bandell
    - A. Arranged photo shoot for periodical to take pictures of Mr. Dixon.
    - B. Mr. Bandell's article ran July 4, 2008. Copies available.
  4. Assisted with team effort to respond, prepare and deliver package from information requested by Commissioner Rebecca Sosa.
  5. Assisted with team effort to respond, prepare and deliver package from information requested by Commissioner Carlos Giménez.
- D. MMAP News Flash – Listing of the agency's 2008 accomplishments distributed to various Miami-Dade County Commissioners, trip to Tallahassee, and CBO's.
1. Teen Court
  2. Economic Development
  3. Martin Luther King, Jr. Leadership Academy
  4. Health
  5. Housing
  6. Action Committees
  7. MMAP General Fund Allocation – Budget changes from 1995/2006 - 2007/08
- E. Finishing layout for the 2006 – 2007 Annual Report.
- F. Miami-Dade County Teen Court Initiatives
1. Provided assistance with program, flyer and media packages for the July 14<sup>th</sup> and 15<sup>th</sup> Attorney Training at Miami Dade College Wolfson Campus
  2. Providing assistance to help launch the School-Based Referral Program at Edison High School.
  3. Providing assistance with program, flyer and media packages for the July 22<sup>nd</sup> and 23<sup>rd</sup> at New Birth Baptist Church Cathedral.
- H. Nonviolent Youth Leadership and Historical Civil Rights Educational Tour: (MMAP, Florida Martin Luther King, Jr. Institute for Nonviolence and MLK Academy) – Tour Sunday, June 8<sup>th</sup>, 2008 – Saturday June 14<sup>th</sup>. Working on news article with South Florida Times. Prepared and distributed 15 packages will on the road which included information on MMAP, MLK Academy and MLK Institute.
1. Media Advisory
  2. Press Release
  3. Press Packages





# **EXECUTIVE DIRECTOR'S INFORMATION ITEM**

## **ITEM I.**

### **CRIMINAL JUSTICE REPORT**



**EXECUTIVE DIRECTOR'S  
INFORMATION ITEM**

**ITEM J.**

**MLK ACADEMY MONTHLY REPORT**



**TO:** Members of the MMAP Trust  
**FROM:** John Dikar  
 Interim Executive Director  
**DATE:** July 16, 2008  
**SUBJECT:** Martin Luther King, Jr. Leadership Academy Report for Mid June-Mid July 2008.

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**PURPOSE OF ITEM**

The purpose of this item is to outline the activities of Martin Luther King, Jr. Leadership Academy of Mid June-July 2008.

**I. SUMMER PROGRAM.**

It was officially announced during the month of June of 2008 by the M-DCPS directors and supervisors' various meetings at all levels that the district was not going to fund any Summer School programs for the year 2008.

**II. MLK ACADEMY FACULTY AND STAFF.**

At the time of writing this report, MLK Academy's teachers, security guards and support services are on recess without pay. MLK Academy is functioning with the minimum staff consisting of its director and a secretary in order to attend parents' demand on transferring graduates to home schools and registering new students. FCAT's individual results have not yet being delivered to the school by the school district. Report Cards were mailed last week and the process of correcting mistakes and adding grades are in process. Documents pertaining to last school year are being boxed and they will be stored for three years. Also at this time future transportation lists are being compiled will be delivered to the school system.

**III. THE IMMEDIATE FUTURE AND NEEDS.**

At the time of writing this report a new contract with M-DCPS for the school year 2008-2009 is being negotiated, however some factors must be highlighted for its importance

to the immediate future of MLK Academy:

1. New school year 2008-2009 starts on August 18, 2008.
2. Teachers must report to school on Monday, August 11, 2008.
3. Four of our six teaching staff decided not to pursue a professional teaching position at our academy. It is urgently necessary to process a request to replace this important component at our school on time (recommended by mid July).
4. Teachers must be interviewed, properly fingerprinted, drug tested and cleared by the school district (Outreach Program) before being able to enter a classroom (**Jessica Lundford Act**). The entire process can take up to two weeks, or more.
5. Some classrooms at MLK facility needs repair and refurbishing.
6. Some toilets and urinals need urgent repair. (State's Department of Health issue)
7. External incidents of vandalism must be dealt with in order to stop destruction of school facility (secured doors in classrooms and bathrooms).

These issues are extremely important if the school is going to open its door on August 20, 2008

#### **IV. OVERLAPPING REGULATIONS AND M-DCPS BUDGET CUTS.**

It is highly expected the following outcomes during school year 2008-2009:

1. M-DCPS budget cuts are going to affect the educational system as we know it.
2. The school year 2008-2009 is the year of serious preparations for the implementation of the class-size referendum passed two years ago.
3. A referendum of increasing one cent (\$0.01) in sales tax in exchange of the educational property taxes is expected to be in the ballots in November. The passing of this referendum will imposed an extra stress on all educational systems in the State.