



Miami-Dade Board of County Commissioners  
Office of the Commission Auditor

**Housing and Social Services Committee (HSSC) Meeting**

March 12, 2018  
9:30 A.M.  
Commission Chambers

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**HSSC Meeting: March 12, 2018  
Research Notes**

**Item No. 1G1  
File No. 180274**

**Researcher: SM   Reviewer: PGE**

RESOLUTION APPROVING SUBSTANTIAL AMENDMENTS TO THE FISCAL YEAR (FY) 2013-2017 CONSOLIDATED PLAN AND THE FY 2013-2017 ACTION PLANS FOR THE RECAPTURE AND REALLOCATION OF \$1,113,958.46 OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS AND \$6,904.00 OF HOME INVESTMENT PARTNERSHIPS FUNDS; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO FILE SUBSTANTIAL AMENDMENTS WITH THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE ALL AGREEMENTS NECESSARY TO ACCOMPLISH THE PURPOSES SET FORTH IN THIS RESOLUTION AND TO EXERCISE THE TERMINATION AND OTHER PROVISIONS SET FORTH THEREIN

**ISSUE/REQUESTED ACTION**

Whether this Board should approve the County Mayor's filing with the United States Department of Housing and Urban Development (HUD) substantial amendments to the Fiscal Year (FY) 2013-17 consolidated plan and the FY 2013-17 action plans for the recapture and reallocation of \$1,113,958.46 of community development block grant (CDBG) funds and \$6,904.00 of home investment partnerships funds (HOME).

**APPLICABLE LEGISLATION/POLICY**

Resolution No. R-630-13, adopted July 16, 2013, requires a detailed project budget, sources and uses statement, certifications as to past defaults on agreements with non-County funding sources, and due diligence check prior to the County Mayor recommending a commitment of County funds to social services, economic development, community development, and affordable housing agencies and providers.

<http://intra/gia/matter.asp?matter=131512&file=false&yearFolder=Y2013>

**PROCEDURAL HISTORY**

**Prime Sponsor: Housing and Social Services Committee**

**Requester/Department: Public Housing and Community Development**

This item does not have procedural history.

**FISCAL IMPACT**

Per the mayoral memo, the reallocation and recapture of CDBG and HOME funds will not have a negative fiscal impact on the County as the programs are wholly federally-funded. Under the item, CDBG funds totaling \$1,113,958.46 will be recaptured and reallocated and \$6,904.00 in HOME funds will be recaptured and reallocated.

**ANALYSIS**

The purpose of this Item is to approve the amendments to the FY 2013-17 consolidated plan and FY 2013-17 action plans for the recapture and reallocation of the CDBG and HOME. Based on information received from the County Attorney's Office, this Item will be amended to include the change relating to the district of Verde Gardens as it currently reads in the mayoral memo. It will be changed from district 8 to district 9, in addition to increasing the sickle cell reallocation to \$79,369, the increase in funds will come from the Public Housing and Community Development's reallocation amount. This amendment will be presented at the March 12, 2018 HSSC meeting. All reallocations related to this Item are located in the Revitalization Strategic Areas (NRSA) or Eligible Block Groups (EBGs). When federal resources are the source of funding to achieve an objective or other federally mandated objectives, there needs to be a submission of consolidated plans, action plans, and amendments to HUD. The goal of the reallocation and recapture is

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for the continuation of projects and activities that demonstrate an immediate readiness to proceed. Agencies that have been able to complete their activities in a timely fashion will be prioritized by the County.

The mayoral memo has attachments which describes the activity in more detail in addition to where the recapture of funds should occur. CDBG has various activities that are recommended for the recapture and reallocation of aforementioned funds, having a sum total of \$1,113,958.46. The mayoral memo states that the recapture amount will come from the following activities:

1. Completed activities which have funds remaining.
2. From projects experiencing serious delays and the agency cannot proceed.
3. From a project that could not secure additional needed financing
4. From Public Housing Community Development (PHCD) administered projects in order to reallocate funds for district- specific CDF project.

HOME recommends the recapture from Carrfour Supportive Housing, Inc which has been active since June 18, 2016 as stated by Sunbiz.org. The sum total is as previously mentioned, \$6,904.00. This is recommended in order to meet the HOME commitment and expenditure requirements, and the reallocation of the funds would go to Citrus Health Network, Inc.'s tenant-based assistance program.

The mayoral memo has an attachment which shows one of the reallocations to Verde Gardens under the CDBG. This is provided for the benefit of over 145 formerly homeless families that are living with disabilities, as stated by the mayoral memo. As previously stated in the aforementioned paragraph, Verde Gardens is in District 9 and not District 8.

**ADDITIONAL INFORMATION**

Consolidated planning as it is stated on the Department of Housing and Urban Development's (HUD) webpage, mentions that it is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the Community Planning and Development (CPD) formula block grant programs. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

[https://www.hud.gov/program\\_offices/comm\\_planning/about/conplan](https://www.hud.gov/program_offices/comm_planning/about/conplan)

The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons, as stated on HUD's website.

<https://www.hudexchange.info/programs/cdbg/>

The HOME Investment Partnerships Program provides formula grants to states and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households, as stated on HUD's website.

<https://www.hudexchange.info/programs/home/>

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**Item No. 2C**  
**File No. 180400**

**Researcher: JFP   Reviewer: PGE**

RESOLUTION AUTHORIZING CONVEYANCE, PURSUANT TO SECTION 125.379(2), FLORIDA STATUTES, OF 10 COUNTY-OWNED PROPERTIES TO HOUSING PROGRAMS, INC., A FLORIDA NOT-FOR-PROFIT CORPORATION, AT A PRICE OF \$10.00, FOR THE PURPOSE OF DEVELOPING SUCH PROPERTIES WITH AFFORDABLE HOUSING TO BE SOLD TO VERY LOW, LOW, OR MODERATE INCOME HOUSEHOLDS IN ACCORDANCE WITH THE MIAMI-DADE INFILL HOUSING INITIATIVE PROGRAM; AUTHORIZING THE CHAIRPERSON OR VICE-CHAIRPERSON OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE COUNTY DEEDS; AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE TO TAKE ALL ACTION NECESSARY TO ENFORCE THE PROVISIONS SET FORTH IN SUCH COUNTY DEED AND TO ENSURE PLACEMENT OF APPROPRIATE SIGNAGE; AND ACCEPTING PROMISSORY NOTE IN THE AMOUNT OF \$25,000.00 FROM AND AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE TO EXECUTE A SECURITY AGREEMENT WITH HOUSING PROGRAMS, INC. AS CONSIDERATION TO DEFER PAYMENT OF CERTAIN FEES ASSOCIATED WITH THE CONVEYANCE OF THE PROPERTIES

**ISSUE/REQUESTED ACTION**

Whether the Board should authorize the conveyance of 10 County-owned properties to a Florida not-for-profit corporation—Housing Programs, Inc.—with the purpose of developing such properties with affordable housing to in turn be sold to very low, low, or moderate income households in accordance with the Miami-Dade Infill Housing Initiative Program.

**APPLICABLE LEGISLATION/POLICY**

Section 125.379(1) Florida Statutes requires each county to prepare an inventory list at least every three years of all real County properties that are appropriate for use as affordable housing and further allows the governing body of the County to revise the inventory list upon conclusion of a public hearing held before the governing body.

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=125.379&URL=0100-0199/0125/Sections/0125.379.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=125.379&URL=0100-0199/0125/Sections/0125.379.html)

Implementing Order 3-44 establishes the process for the implementation and management of the Infill Housing Initiative Program (Infill Program) for Miami-Dade County whereby the procedures are established to carry out the goals of the Infill Program. Notwithstanding the foregoing, this Implementing Order may be supplemented by the Infill Program Guidelines established by Miami-Dade Public Housing and Community Development Department (the Department) and approved by the Board of County Commissioners (the Board). The County Mayor or the County Mayor's designee may amend the Program Guidelines, from time to time, provided that the amendments are not in conflict with the Code and this Implementing Order.

<http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/IO3-44.pdf>

Section 17-121 of the County Code relates to the Infill Housing Initiative Program. Its purpose is to increase the availability of affordable homes for very low, low and moderate income persons, maintain a stock of affordable housing, redevelop urban neighborhoods by eliminating the blight of vacant lots and dilapidated or abandoned properties, to equitably distribute homeownership opportunities within the Infill Target Areas, and generate payment of ad valorem taxes.

[https://library.municode.com/fl/miami\\_dade\\_county/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH17HO\\_ARTVIINHAIN\\_S17-121TIPU](https://library.municode.com/fl/miami_dade_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH17HO_ARTVIINHAIN_S17-121TIPU)

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Section 125.379(2) Florida Statutes prescribes the County's authority as to the County properties identified as affordable housing.

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=125.379&URL=0100-0199/0125/Sections/0125.379.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=125.379&URL=0100-0199/0125/Sections/0125.379.html)

Section 125.411 Florida Statutes relates to deeds of conveyance of lands

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=125.411&URL=0100-0199/0125/Sections/0125.411.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=125.411&URL=0100-0199/0125/Sections/0125.411.html)

Resolution No. R-376-11, adopted on May 3, 2011, directs that any resolution authorizing the rehabilitation, improvement or conveyance of County-owned real property appropriate for or to be used as affordable housing shall include detailed information on the property and the County's investment and future control.

<https://www.miamidade.gov/cob/library/Registry/Resolutions/Board-of-County-Commissioners/2011/R-376-11.pdf>

Resolution No. R-333-15, adopted April 21, 2015, establishes County policy to require disclosure of market value or market rental in legislative items authorizing the conveyance or lease of County-owned property to promote public disclosure and fiscal responsibility.

<https://www.miamidade.gov/cob/library/Registry/Resolutions/Board-of-County-Commissioners/2015/R-333-15.pdf>

Resolution No. R-979-17, adopted on November 7, 2017, declared the County properties at issue in the proposed resolution surplus and added such properties to the County's inventory list of affordable housing sites.

<https://www.miamidade.gov/cob/library/Registry/Resolutions/Board-of-County-Commissioners/2017/R-979-17.pdf>

Resolution No. R-974-09, adopted on July 21, 2009, directs that any resolution authorizing the execution of instruments creating a County interest in real property shall require such instruments to be recorded in the public records of Miami-Dade County.

<https://www.miamidade.gov/cob/library/Registry/Resolutions/Board-of-County-Commissioners/2009/R-974-09.pdf>

### **PROCEDURAL HISTORY**

**Prime Sponsor: Commissioner Audrey M. Edmonson, District 3**

This item has no procedural history.

### **FISCAL IMPACT**

Housing Programs, Inc. is to provide consideration in the amount of \$10.00 to the County for the conveyance of 10 County properties previously identified as appropriate for affordable housing. Housing Programs, Inc. has requested that the County agree to allow them to defer payment of certain fees associated with the conveyance of the Properties, and as consideration for such agreement, Housing Programs, Inc. has agreed to execute a promissory note in the amount of \$25,000.00 and a security agreement in the County's favor.

### **ANALYSIS**

The proposed resolution to authorize conveyance of 10 properties identified as appropriate for affordable housing to Housing Programs, Inc. would further the purpose of making affordable housing available to very low, low, or moderate income households in accordance with the Miami-Dade Infill Housing Initiative Program (Infill Housing Program).

The table below shows the address, land value and square footage of the properties to be conveyed.

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Address	Land Value	Square footage
1261 NW 69 ST	\$22,977	5,400
1312 NW 71 ST	\$23,130	5,450
5100 NW 15 Ave	\$32,539	4,840
1602 NW 41 ST	\$33,654	5,000
7620 NW 3 AVE	\$26,891	8,260
1730 NW 47 ST	\$21,550	4,796
6901 NW 3 AVE	\$47,092	6,250
7724 NW 3 AVE	\$14,578	4,500
1090 NW 65 ST	\$27,169	6,351.52

The purpose of the Infill Housing Program is to increase the availability of affordable homes for very low, low, and moderate income persons and households; maintain a stock of affordable housing; redevelop urban neighborhoods by eliminating the blight of vacant, dilapidated or abandoned properties; equitably distribute homeownership opportunities within the Infill Target Areas, and generate payment of ad valorem taxes.

<https://www.miamidade.gov/housing/library/guidelines/infill/infill-housing.pdf>

The main restrictions on the conveyance as specified in the deed are as follows:

- 1) That Housing Programs Inc. develop the properties and sell them as affordable housing, as defined by and in accordance with the requirements of the Infill Housing Initiative Program. The properties shall be sold to qualified homebuyers whose income range is established up to 140% of the most recent median family income for the County as reported by the United States Department of Housing and Urban Development.
- 2) The properties shall be developed within two years of the recording of the deed. The Board has the authority to waive this requirement to allow Housing Programs, Inc. more time to complete the homes if necessary.
- 3) Under no circumstances shall the sales price of the home exceed \$205,000.

Housing Programs, Inc. is a Florida not-for-profit corporation listed as active in [www.Sunbiz.org](http://www.Sunbiz.org), with the principal address of:

16499 NE 19th Ave  
Suite 212  
North Miami, FL 33162

**ADDITIONAL INFORMATION**

Infill Housing Homebuyer Requirements can be found in the subsequent link:

<http://www.miamidade.gov/housing/infill-housing-homebuyers.asp>

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**Item No. 2D  
File No. 180405**

**Researcher: SM      Reviewer: PGE**

RESOLUTION AMENDING RESOLUTION NO. R-210-17 TO EXTEND THE TIMEFRAME UNTIL NOVEMBER 30, 2018 FOR THE CITY OF MIAMI GARDENS TO APPROVE A REDEVELOPMENT PLAN AND INTERLOCAL AGREEMENT ACCEPTABLE TO THE COUNTY AND FOR THE COUNTY TO APPROVE SAME

**ISSUE/REQUESTED ACTION**

Whether the Board should approve this item amending Resolution No. R-210-17 to extend the timeframe until November 30, 2018 for the City of Miami Gardens to approve a redevelopment plan and Interlocal agreement acceptable to the County.

**APPLICABLE LEGISLATION/POLICY**

Section 163.410 of the Florida Statutes governs the exercise of powers in counties with home rule charters. In any county which has adopted a home rule charter, the powers conferred by this part shall be exercised exclusively by the governing body of such county

<https://m.flsenate.gov/Statutes/163.410>

Resolution No. 2016-133-3032 was adopted by the City of Miami Gardens which declared an area within the municipal boundaries of the City of Miami Gardens which is described generally as bounded on the North by NW 215 Street, on the West by NW 47 Avenue, on the South by NW 167 Street and on the East by NW 17 Avenue ("Miami Gardens Redevelopment Area"), to be a slum or blighted area.

<http://www.miamidade.gov/redevelopment/library/studies/miami-gardens-finding-of-necessity.pdf>

Resolution No. R-210-17, adopted March 7, 2017, declared an area within the municipal boundaries of the City of Miami Gardens which is described generally as bounded on the North by NW 215 Street, on the West by NW 47 Avenue, on the South by NW 167 Street and on the East by NW 17 Avenue ("Miami Gardens Redevelopment Area"), to be a slum or blighted area.

<http://www.miamidade.gov/govaction/legistarfiles/Matters/Y2017/170351.pdf>

Section 163.340(7) and (8), respectively of the Florida Statutes governs the County organization and Intergovernmental relations.

<http://m.flsenate.gov/Statutes/163.340>

**PROCEDURAL HISTORY**

**Prime Sponsor: Commissioner Barbara J. Jordan from District 1.**

This item has no procedural history.

**FISCAL IMPACT**

N/A

**ANALYSIS**

This item proffers amending Resolution No. R-210-17 as it relates to the Community Redevelopment Agency (CRA) of Miami Gardens. The original Resolution that was adopted March 7, 2017 required the CRA to approve a

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redevelopment plan and Interlocal agreement within 12 months after it was adopted by the Board; however, the CRA has failed to do so which is why this proposed Resolution would extend the deadline to November 30, 2018.

The amendment Resolution includes the following provision:

- The Miami Gardens Community Redevelopment Agency shall cease to exist on November 30, 2018 if (1) the City has not approve a redevelopment plan and Interlocal agreement acceptable to the County; and (2) the County has not approved a redevelopment plan and Interlocal agreement.

**ADDITIONAL INFORMATION**

The Miami Gardens Finding of Necessity report identifies three areas for redevelopment within the City. These areas consist of approximately 1,707 acres, which encompass 13.35% of the entire city. As previously mentioned, the first study, as stated on the website of the Office of Management and Budget. Furthermore it states that the first study area is the NW 27th Avenue Study area. It includes NW 27th Avenue between NW 215th Street and SR 826. It is bounded by NW 47th Avenue to the west and includes properties north of the Snake Creek Canal, excluding the residential area between NW 37th Avenue north of NW 207th Street and NW 27th Avenue and Calder Race Course and Casino to the east. The link below refers to the Finding of Necessity study.

<http://www.miamidade.gov/redevelopment/library/studies/miami-gardens-finding-of-necessity.pdf>

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**Item No. 3A  
File No. 180431**

**Researcher: BM Reviewer: PGE**

RESOLUTION APPROVING AWARD OF CONTRACT NO. FB-00794 FOR THE PURCHASE OF A SUMMER FOOD SERVICE PROGRAM FOR THE COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT IN A TOTAL AMOUNT NOT TO EXCEED \$4,679,000.00 FOR THE FIVE-YEAR TERM; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO GIVE NOTICE OF THIS AWARD, ISSUE THE APPROPRIATE PURCHASE ORDER TO GIVE EFFECT TO SAME AND EXERCISE ALL PROVISIONS OF THE CONTRACT PURSUANT TO SECTION 2-8.1 OF THE CODE AND IMPLEMENTING ORDER 3-38

**ISSUE/REQUESTED ACTION**

Whether the Board should approve a competitive contract, Contract No. FB-00794, Summer Food Service Program, for a five-year term at a value of \$4,679,000 for the Community Action and Human Services Department.

**APPLICABLE LEGISLATION/POLICY**

Section 2-8.1 of the County Code (Contracts and Purchases Generally) applies to all contracts for public improvements and purchases of all supplies, materials and services other than professional services and (1) requires formal sealed bids for purchases over \$250,000; (2) describes the circumstances under which non-competitive purchases may be approved; (3) establishes requirements for legacy purchases, designated purchases, and single vehicle leases; and (4) provides that procurement procedures shall be established by I.O. and approved by the Board.

[https://library.municode.com/fl/miami -  
dade county/codes/code of ordinances?nodeId=PTIIICOR\\_CH2AD\\_ARTIINGE\\_S2-8.1COPUGE](https://library.municode.com/fl/miami_-_dade_county/codes/code_of_ordinances?nodeId=PTIIICOR_CH2AD_ARTIINGE_S2-8.1COPUGE)

Implementing Order No. 3-38 sets forth the County's processes and procedures for the purchase of goods and services. The I.O. outlines: the roles and responsibilities of the Internal Services Department; the methods of purchasing goods and services; the authority to award and modify contracts; and the requirements for access contracts, emergency purchases, bid waivers, confirmation purchases and sole sources.

<http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/IO3-38.pdf>

Resolution No. R-140-15, adopted by the Board on February 3, 2015, directs the County Mayor to conduct a full review, prior to reprourement of replacement contracts for goods and services of the scopes of services or goods requested to ensure such contracts reflect the current needs of the County and to include that information in contract award memoranda before the Board.

<http://intra/gia/matter.asp?matter=150090&file=true&yearFolder=Y2015>

Resolution No. R-187-12, adopted by the Board on February 21, 2012, directs the County Mayor to include due diligence information in memoranda recommending certain contract awards.

<http://intra/gia/legistarfiles/MinMatters/Y2012/120287min.pdf>

Resolution No. R-1011-15, adopted by the Board on November 3, 2015, directs the County Mayor or County Mayor's designee to require that vendors provide addresses of all local branch offices and headquarters and the number and percentage of local residents such vendors employ; and directing the county mayor or county mayor's designee to include such information in memorandum to board pertaining to vendor being recommended for contract award.

<http://www.miamidade.gov/govaction/matter.asp?matter=152271&file=true&yearFolder=Y2015>

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**PROCEDURAL HISTORY**

**Prime Sponsor: None**

**Department/Requester: Internal Services Department**

This item has no procedural history.

**FISCAL IMPACT**

The fiscal impact for approving this replacement contract for the Summer Food Service Program is \$4,679,000 and is based on providing free meals to children and teens in low-income areas during the summer. The program will be federally-funded. The annual allocation is lower than the current contract.

Per information found in the Bid Tracking System on March 9, 2018, the current contract (FB-00550) shows that \$997,100 was allocated to its Blanket Purchase Order, of which \$997,100 has been released, leaving no balance.

**ANALYSIS**

This item proposes approving a five-year term competitive contract for Summer Food Services at a value of \$4,679,000. Delivery of the unitized packaged meals or bulk hot food and snacks will be made daily to the sites listed five (5) days per week - Monday through Friday. The food must be made fresh daily and cookies freshly baked as indicated on the menu. The successful Bidder agrees to deliver meals, including milk, to designated locations, subject to the terms and conditions of this contract. All meals furnished must meet or exceed U.S. Department of Agriculture and Florida Department of Agriculture and Consumer Services meal pattern requirements. The program will serve the following meals during every summer (July through August) for the five-year term:

- Breakfast - 265,000 (53,000 annually)
- Lunches - 1,225,000 (245,000 annually)
- Snacks - 975,000 (195,000 annually)

Per the Bid Tracking System, the current contract expires on May 31, 2018. If approved, the replacement contract would expire May 31, 2023.

On March 9, 2018, OCA conducted a search of the Miami-Dade County Small Business Enterprise (SBE) list of Certified firms, under commodity code no. 96115 – Concession Services, Catering Services, Vending. Below are the vendors found under the commodity code:

- APEX VENDING, INC.
- M H MANAGEMENT INC
- NASA HOLDINGS OF MIAMI, INC. DBA CONCESSION SERVICE SYSTEMS
- NUTRISPA, INC
- PASTAL ENTERPRISES, INC
- RANDAZZO CATERING, INC.

The vendors above did not have a bid proposal on file under the current contract nor did they submit a bid for the new contract when it was solicited. The invitation to bid was issued under full and open competition. The current contract received two other bid proposals besides the bid submitted by the awarded vendor. These two vendors did not submit a bid for the current contract.

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Per the Bid Tracking System, Nutrispa, Inc. is the current awarded vendor. Furthermore, Nutrispa, Inc. was the only vendor to submit a bid under the replacement solicitation. Nutrispa, Inc. is an SBE with offices located in Miami-Dade County, and its entire staff, of 46 employees, are Miami-Dade County residents.

**ADDITIONAL INFORMATION**

The Community Action and Human Services Department (CAHSD) empowers disadvantaged families and communities through advocacy, education, resource mobilization, and service delivery, and provides comprehensive social services to assist children, adults, and families to attain self-sufficiency, function independently, and lead productive lives.

<http://www.miamidade.gov/socialservices/about-us.asp>

According to the Florida Department of State Division of Corporations website (Sunbiz.org), Nutrispa, Inc., has an active status as a Florida For-Profit Corporation and first filed and registered on 06/29/2011. The company is registered locally at the following address: 5406 NW 72 AVE, Miami, FL 33166.

<http://search.sunbiz.org/Inquiry/CorporationSearch/SearchResultDetail?inquirytype=EntityName&directionType=Initial&searchNameOrder=NUTRISPA%20P110000599430&aggregateId=domp-p11000059943-10408542-a2e4-4d84-8aef-b1ad5e584511&searchTerm=nutrispa%2C%20inc.&listNameOrder=NUTRISPA%20M060000026900>

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**Item No. 3B  
File No. 180182**

**Researcher: MF    Reviewer: PGE**

RESOLUTION APPROVING THE BUDGET TOTALING \$3,966,416.00 FOR FISCAL YEAR 2017-18 FOR THE FLORIDA CITY COMMUNITY REDEVELOPMENT AGENCY

**ISSUE/REQUESTED ACTION**

Whether the Board should approve the Florida City Community Redevelopment Agency's (Agency) Fiscal Year 2017-18 Budget for the Florida City Community Redevelopment Area in the amount of \$3,966,416.

**APPLICABLE LEGISLATION/POLICY**

Section 163.387, Florida Statutes governs redevelopment trust funds after approval of community redevelopment plans.  
[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&Appmode=Display\\_Statute&Search\\_String=163.387&URL=0100-0199/0163/Sections/0163.387.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&Appmode=Display_Statute&Search_String=163.387&URL=0100-0199/0163/Sections/0163.387.html)

**PROCEDURAL HISTORY**

**Prime Sponsor: Housing and Social Services Committee  
Requester/Department: Office of Management and Budget**

This Item does not have procedural history

**FISCAL IMPACT**

The CRA's main revenue source is tax increment financing (TIF), which is generated through the incremental growth of ad valorem revenues beyond an established base year, as defined in Section 163.387 of the Florida Statutes. According to the Fiscal Impact/Funding Source Statement, the Countywide TIF payment into the Agency's Trust Fund is \$720,188 and the City's TIF payment into the Trust Fund is \$1,108,901. The amount sought after by the CRA is \$3,966,416. The operating expenses as stated by the mayoral memo will total \$3,514,391. The County will continue to make payments to the Agency through 2025, as stated by the mayoral memo.

**ANALYSIS**

The proposed resolution approves the Agency's Fiscal Year 2017-18 Budget for the Florida City Community Redevelopment Area in the amount of \$3,966,416. The Florida City Community Redevelopment area is located within Commission District 9, which is represented by Commissioner Dennis C. Moss.

The Agency's budget for FY 2017-18 is \$3,966,416, and includes \$720,188 in County TIF; \$1,108,901 in City TIF; carryover funds of \$2,029,327; other revenues of \$100,000; and \$8,000 in interest earnings. The Interlocal Agreement requires that the Agency transmit its adopted annual budget to the Board of County Commissioners for approval.

The Agency's budget for FY 2016-17 was \$3,660,460. Some of the development and infrastructure projects funded during that year included the following:

- The CRA has been working on a commercial and industrial façade program, to assist building owners within the area to upgrade the appearance of their buildings.
- The CRA budgeted \$10,000 for building repairs and improvements at the Pioneer Museum and \$20,000 for the Depot building.

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- \$194,000 was budgeted for the acquisition of dilapidated structures in the Northwest Neighborhood.
- \$30,000 was budgeted to demolish dilapidated houses in the Northwest Neighborhood and to relocate tenants from those houses.
- The CRA implemented a Commercial Building Improvement Grant program to help potential tenants with the remodeling costs for the spaces they wished to occupy.
- The CRA continued the on-going streetscape projects.
- The CRA applied for a State legislative appropriation to upgrade and replace the water lines in the Florida State Farmers Market, located in the CRA Area.

Some of the proposed CRA expenses for FY 2017-18 include the following:

- The CRA will continue working on the commercial and industrial Façade program to assist building owners within the area to upgrade the appearance of their buildings.
- The CRA has budgeted \$30,000 for grants to assist new and expanding businesses to relocate into unused shopping center and commercial spaces.
- The CRA has budget \$10,000 for repairs and improvements for the Florida Pioneer Museum Building.
- The CRA has budgeted \$10,000 for repairs and improvements for the Florida East Coast Railroad Depot.
- The CRA will continue to work on the streetscape projects.
- The CRA has budgeted \$60,000 to build a small parking lot on property adjacent to some West Lucy Street businesses because the County will be widening and improving West Lucy Street and the businesses located on that street will lose the head-in parking that is now available to them.
- The CRA has budgeted \$40,000 to build a round-a-bout on Davis Parkway to slow down the flow of traffic and create a safer street.
- The CRA has budgeted \$300,000 for the acquisition of dilapidates structures in five sections of the Northwest Neighborhood. Dilapidated structures are in a state of disrepair or ruin as a result of age or neglect.
- The CRA plans to continue implementation of the Community Policing program.

**DEPARTMENT INPUT**

The following questions pertaining to FY 2017-18 budget were posed to the Florida City Community Redevelopment Agency on 3/8/18; response is pending:

- 1) Revenue generated from CRA investment (attracting private dollars, etc.);
- 2) How many businesses created or improved as a result of CRA investment;
- 3) Did property values in the CRA area increase/reduce;

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- 4) How many businesses have moved to the area as a direct result of the CRA; and
- 5) How many people have benefitted from the CRA investment?

**ADDITIONAL INFORMATION**

The Florida City CRA's website states the following: The Florida City Community Redevelopment Agency was created jointly by the City of Florida City and Miami-Dade County in 1995. The purpose was to assist the City in the redevelopment of a defined Community Redevelopment Area.

The Community Redevelopment Agency provides needed infrastructure to businesses desiring to locate within the Community Redevelopment Area. Projects in the past have funded water and sewer lines, street upgrades, sidewalks and handicap access, deceleration lanes, and landscaping. The Community Redevelopment Agency has a program that assists new and existing business improve the appearance of an existing building facade and a program to assist a new business with the cost of physically setting up a new business in the Community Redevelopment Area. The Community Redevelopment Agency also funds streetscape projects in residential portions of the Community Redevelopment Area, including new streets, drainage, curb and gutter, sidewalks, and landscaping.

<http://www.floridacityfl.gov/CRA/index.php>

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**Item No. 3C  
File No. 180184**

**Researcher: JFP   Reviewer: PGE**

RESOLUTION APPROVING THE BUDGET TOTALING \$3,276,545.00 FOR FISCAL YEAR 2017-18 FOR THE HOMESTEAD COMMUNITY REDEVELOPMENT AGENCY

**ISSUE/REQUESTED ACTION**

The proposed resolution approves the Fiscal Year 2017-18 budget for the Homestead Community Redevelopment Agency, totaling \$3,276,545.

**APPLICABLE LEGISLATION/POLICY**

Section 163.387, Florida Statutes governs redevelopment trust funds. A redevelopment trust fund may be established for each community redevelopment agency after approval of a community redevelopment plan. Funds in the trust shall be used by the agency to finance or refinance any community redevelopment in accordance with the approved community redevelopment plan.

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&Appmode=Display\\_Statute&Search\\_String=163.387&URL=0100-0199/0163/Sections/0163.387.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&Appmode=Display_Statute&Search_String=163.387&URL=0100-0199/0163/Sections/0163.387.html)

**PROCEDURAL HISTORY**

**Prime Sponsor: Housing and Social Services Committee**

**Requester/Department: Office of Management and Budget**

This item has no procedural history.

**FISCAL IMPACT**

The Homestead CRA FY 2017-2018 budget subject to the Board's approval is in the amount of \$3,276,545. The CRA's main revenue source is tax increment financing (TIF), which earmarks a specific portion of property tax dollars collected by the City of Miami and Miami-Dade County. The below table highlights the County's investment via TIF into the Homestead Community Redevelopment Agency's trust fund.

<b>Payment into the Homestead Community Redevelopment Agency's Trust Fund by Source</b>		
<b>Fiscal Year</b>	<b>County's TIF Payment</b>	<b>City's TIF Payment</b>
FY 2017-2018	\$1,089,584	\$1,389,726

Both the CRA and Redevelopment Area sunset in 2024.

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**Homestead Community Redevelopment Agency**  
**FY 2017-18 Proposed Budget**

	September 30, 2018				
October 2017 through September 2018	<b>FY 15-16</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Revenues</b>	<b>Budget Adopted</b>	<b>Budget Actual</b>	<b>Budget Adopted</b>	<b>Budget Projected</b>	<b>Budget Proposed</b>
City Tax Increment Revenue	\$1,161,309	\$1,161,309	\$1,275,733	\$1,275,733	\$1,389,726
County Tax Increment Revenue	\$914,785	\$914,785	\$1,002,435	\$1,002,435	\$1,089,584
Approp/Retain Earnings	\$428,473	\$333,549	\$791,238	\$1,152,326	\$778,985
Interest on Investment	\$37,000	\$10,772	\$16,000	\$17,161	\$16,000
Miscellaneous Revenues	\$0	\$11,496	\$0	\$13,975	\$2,250
<b>Revenues Total</b>	<b>\$2,541,567</b>	<b>\$2,431,911</b>	<b>\$3,085,406</b>	<b>\$3,461,630</b>	<b>\$3,276,545</b>
<b>Expenditures</b>					
<b>Administrative Expenditures:</b>					
Employee Salary and Fringe	\$261,980	\$256,228	\$259,972	\$263,056	\$301,057
Contractual Services	\$25,000	\$2,745	\$25,000	\$4,195	\$5,000
Insurance	\$22,892	\$13,015	\$22,918	\$22,918	\$25,385
Audits and Studies	\$0	\$0	\$0	\$0	\$0
Printing and publishing	\$500	\$603	\$1,000	\$300	\$500
Marketing	\$0	\$0	\$0	\$0	\$0
Advertising and Notices	\$1,500	\$1,742	\$5,000	\$2,818	\$6,000
Travel & Training	\$10,000	\$5,822	\$10,000	\$3,500	\$10,000
Rent/Lease Costs	\$4,165	\$4,129	\$4,165	\$4,129	\$4,165
Equipment (Other than Office)	\$0	\$0	\$0	\$14,500	\$0
Office Equipment and Furniture	\$0	\$0	\$0	\$3,491	\$0
Other Administrative Expenses	\$147,166	\$143,019	\$160,190	\$166,250	\$172,259
<b>Subtotal Admin. Expenses</b>	<b>\$473,203</b>	<b>\$427,303</b>	<b>\$488,245</b>	<b>\$485,157</b>	<b>\$524,366</b>
County Administrative Charge at 1.5%	\$13,722	\$13,722	\$15,037	\$15,037	\$16,344
<b>(A) Total Adm Exp &amp; County Charges</b>	<b>\$486,925</b>	<b>\$441,025</b>	<b>\$503,282</b>	<b>\$500,194</b>	<b>\$540,710</b>
<b>Operating Expenditures:</b>					
Employee Salary and Fringe	\$174,653	\$170,618	\$173,315	\$175,371	\$200,705
Contractual Services	\$186,800	\$226,694	\$276,740	\$123,794	\$411,740
Insurance	\$19,793	\$19,793	\$23,895	\$23,895	\$19,527
Audits and Studies	\$0	\$0	\$0	\$0	\$0
Printing and Publishing	\$0	\$0	\$0	\$0	\$0
Marketing	\$190,000	\$85,897	\$190,000	\$46,000	\$100,000
Legal Services/Court Costs	\$50,000	\$20,085	\$50,000	\$30,000	\$50,000
Architect/Engineer Fees	\$0	\$0	\$0	\$0	\$0
Land/Building Acquisitions	\$0	\$0	\$0	\$0	\$90,000
Infrastructure Improvements	\$0	\$0	\$0	\$0	\$275,000
Building Construction & Improvement	\$375,000	\$502,433	\$800,000	\$804,575	\$475,000
Debt Service Payments	\$349,000	\$349,000	\$335,000	\$335,000	\$327,500
Assistance to Non-Profits	\$100,000	\$100,000	\$100,000	\$100,000	\$150,000
Public Safety	\$251,471	\$252,160	\$263,952	\$264,083	\$276,507
Other Operating Expenses	\$312,925	\$264,006	\$315,713	\$279,733	\$335,396
<b>(B) Total Operating Expenses</b>	<b>\$2,009,642</b>	<b>\$1,990,886</b>	<b>\$2,528,615</b>	<b>\$2,182,451</b>	<b>\$2,711,375</b>
<b>(C) Reserve/Contingency</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$53,509</b>	<b>\$0</b>	<b>\$24,460</b>
<b>Expenditures Total (A+B+C)</b>	<b>\$2,541,567</b>	<b>\$2,431,911</b>	<b>\$3,085,406</b>	<b>\$2,682,645</b>	<b>\$3,276,545</b>
<b>**Cash Position</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$778,985</b>	<b>\$0</b>

**ANALYSIS**

The proposed resolution approves the FY 2017-18 budget in the amount of \$3,276,545 for the Homestead Community Redevelopment Agency, which serves County Commission Districts 8 and 9. Of the \$3,276,545 FY 2017-2018 budget, \$778,985, or 23.8% is derived from carryover funding.

The Agency's FY 2017-18 budget was approved by the Agency and the City on September 27, 2017 and is now subject to the Board's approval, pursuant to the Interlocal Cooperation Agreement (Interlocal) between Miami-Dade County the City of Miami and the Homestead Community Redevelopment Agency

The below map indicates the Homestead Community Redevelopment Area's geographic boundaries.

**Homestead Community Redevelopment Area**

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### Research Notes



The Interlocal places a 20 percent allowable cap for administrative costs; the CRA's administrative expenditures of \$524,366 represent 16 percent of total budgeted expenditures, thus satisfying the requirements prescribed in the Interlocal.

Of the \$2,711,375 planned for operating expenses, \$840,000 is for building construction and improvements, \$411,740 is for contractual services, and \$335,396 is for general operating expenses. All expenditures are detailed in the attachment to the resolution.

Below are the highlights of the CRA investments made:

#### Future Development

- Redevelopment of Historic Downtown Homestead
  - Homestead Station – a multimodal transit center
  - Homestead Cybrary – a 22<sup>nd</sup> century library that revitalizes reading and education

#### Rehabilitation Projects

- Blight removal
- Washington Avenue
- SW 4<sup>th</sup> Street

#### Grant Programs

- Residential Grant Program
- CRA Commercial Enhancement Grant Program

#### Support to Not-for-Profit Organizations

Six percent (6%) of new CRA revenues were used to assist not-for-profit organizations that

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Service CRA residents. Below are the four not-for-profit organizations assisted and the corresponding awarded amounts.

Homestead Main Street	\$	35,000.00
Greater Miami Youth for Christ KIX Homestead	\$	30,000.00
Miami Bridge Youth and Family Services	\$	20,000.00
Community Coalition of South Dade	\$	15,000.00
<b>TOTAL</b>	<b>\$</b>	<b>100,000.00</b>

The following questions pertaining to FY2017-18 budget for the Homestead CRA were posed to the CRA's Executive Director, Stephen Scott, on March 8<sup>th</sup>:

- 6) Revenue generated from CRA investment (attracting private dollars, etc.)?
- 7) How many businesses created or improved as a result of CRA investment?
- 8) Did property values in the CRA area increase/reduce?
- 9) How many businesses have moved to the area as a direct result of the CRA?
- 10) How many people have benefitted from the CRA investment?

**ADDITIONAL INFORMATION**

Link to the Homestead CRA website:

<https://www.cityofhomestead.com/139/Programs-Grants>

According to a February 2013 Florida Redevelopment Association CRA impact study of seven comparable Broward County CRAs, a total public investment of \$19.5 million yielded a private investment of \$371.8 million and the creation of 2,147 jobs.

<http://redevelopment.net/best-practices/cra-fiscal-impact/>

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**Item No. 3D  
File No. 180185**

**Researcher: SM   Reviewer: PGE**

RESOLUTION APPROVING THE BUDGET TOTALING \$2,732,830.00 FOR FISCAL YEAR 2017-18 FOR THE NORTH MIAMI BEACH COMMUNITY REDEVELOPMENT AGENCY

**ISSUE/REQUESTED ACTION**

The proposed resolution approves the Fiscal Year 2017-18 budget for the North Miami Beach Community Redevelopment Agency (CRA) in the amount of \$2,732,830.

**APPLICABLE LEGISLATION/POLICY**

Section 163.387, Florida Statutes governs redevelopment trust funds. Funds allocated to and deposited into this fund shall be used by the agency to finance or refinance any community redevelopment it undertakes pursuant to the approved community redevelopment plan.

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&Appmode=Display\\_Statute&Search\\_String=163.387&URL=0100-0199/0163/Sections/0163.387.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&Appmode=Display_Statute&Search_String=163.387&URL=0100-0199/0163/Sections/0163.387.html)

**PROCEDURAL HISTORY**

**Prime Sponsor: Housing and Social Services Committee**

**Requester/Department: Office of Management and Budget**

**FISCAL IMPACT**

The CRA's main revenue source is tax increment financing (TIF). The funding is sourced through incremental growth of ad valorem revenue. The CRA wishes to have the budget of \$2,732,830 approved for the FY 2017-18. Operating expenses total \$2,502,779. The County will make TIF payments into the CRA trust fund in the amount of \$550,385 and the City will contribute an amount of TIF funds of \$770,445, as stated by the mayoral memo.

The following is the budget summary for the CRA for FY17:

	<b>FY 17-18</b>
Total Administrative Expenses	\$230,051
Total Operating Expenses	\$1,735,357
Capital Improvements	\$767,422
<b>Total CRA Budget</b>	<b>\$2,732,830</b>

Both the CRA and Redevelopment Area sunset in 2028.

**ANALYSIS**

This Resolution wishes to approve the budget of the aforementioned CRA in the amount of \$2,732,830 for the FY 2017-18 in the North Miami Beach area.

The goals of the CRA are the following:

- Eliminate and prevent blight
- Improve the public infrastructure, and
- Prevent and reduce incidents of crime

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The CRA was created in 2005 by the Board, and is meant to be a successful partnership between the City of North Miami Beach and the Board. As stated in the CRA overview, the Board delegated many of the CRA powers to the city of North Miami Beach, and the CRA was created subsequently. The Board retained CRA powers such as the annual budget, amending the redevelopment plan, approval of long-term debt such as loans and bonds, and other CRA powers, which was described in the 2005 Interlocal agreement between the Board, City of North Miami Beach, and CRA.

The following are some of the FY 2017 highlights:

- New Wastewater Impact and Connection Fee Assistance Program.
- Tax Increment Revenue increased 46%.
- Improved Commercial Property Improvement Program that now assists with the conversion of retail space.
- Initialization of the pilot art in public places program.
- Sponsoring Bike 305 and heart health walk.
- Creation of Florida's first brewery district-Targeted Industry Attraction Project.
- Microbrewery study and analysis completed.
- Partnership with FIU- Institute for Hospitality & Tourism Education & Research.
- Issuance of grant funding availability anticipated soon.

**ADDITIONAL INFORMATION**

The City of North Miami Beach has the following description of the CRA: *The CRA's public purpose is to eliminate and prevent the development or spread of blighted areas, improve the public infrastructure, and prevent or reduce incidents of crime.*

[http://www.citynmb.com/index.asp?Type=B\\_BASIC&SEC={ED6BB4DD-7040-4432-AD4B-6DA3889B476C}](http://www.citynmb.com/index.asp?Type=B_BASIC&SEC={ED6BB4DD-7040-4432-AD4B-6DA3889B476C})