



Miami-Dade County Board of County Commissioners

Office of the Commission Auditor

Legislative Analysis

Housing & Community Development
Committee

November 10, 2009
9:30 A.M.
Commission Chamber

Charles Anderson, CPA
Commission Auditor
111 NW First Street, Suite 1030
Miami, Florida 33128
305-375-4354

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

**Legislative Notes
Housing & Community Development
Meeting Agenda**

November 10, 2009

Written analyses and notes for the below listed items are attached for your consideration:

Item Number(s)

1(G)1
3(D)
3(E)

If you require further analysis of these or any other agenda items, please contact Guillermo Cuadra, Chief Legislative Analyst, at (305) 375-5469.

Acknowledgements--Analyses prepared by:
Mia Marin, Legislative Analyst

**MIAMI-DADE COUNTY
BOARD OF COUNTY COMMISSIONERS
OFFICE OF THE COMMISSION AUDITOR**



Legislative Notes

Agenda Item: 1(G)1

File Number: 092764

Committee(s) of Reference: Housing & Community Development Committee

Date of Analysis: November 5, 2009

Type of Item: Ordinance

Sponsor: Vice-Chairman Jose "Pepe" Diaz

Summary

This Ordinance creates and establishes the Office of Community Affairs under the Board of County Commissioners to provide support for the following:

- Community Relations Board
- Hispanic Affairs Advisory Board
- Black Affairs Advisory Board
- Asian-American Board
- Commission on Human Rights
- Commission for Women

The Ordinance amends sections of the Miami-Dade County Code relating to the above mentioned boards and commissions (Sections 2-207, 2-535, 2-835, 2-1090, Chapter 11A and Article XXX of Chapter 2) to receive support from the Office of Community Affairs rather than the County Mayor or County Manager. Furthermore, the Ordinance will amend the Fiscal Year 2009-2010 County Budget removing funding revenue and positions from the Office of Community Advocacy to the Office of Community Affairs.

Background and Relevant Legislation

The Office of Community Relations (OCR) was transferred to the County Manager's Office in 2001. The office was established to provide for a diverse group of prominent community leaders with the authority to act independently to address issues impacting intergroup relations and to provide for quasi-autonomous community advisory boards authorized to act as independent advocates representing the interests of their respective constituents before the Mayor, Board of County Commissioners, County Manager and the community-at-large. OCR provided support to five boards:

- Asian American Advisory Board
- Black Affairs Advisory Board
- Commission For Women
- Community Relations Board
- Hispanic Affairs Advisory Board

In FY2005-06 the Office was established as a standalone department. In FY2007-08 the three additional boards were added to the office: Domestic Violence Oversight Board, Addiction Services Board and the Commission on Human Rights (formerly the Equal Opportunity Board). In FY2009-10 the office was recommended to be transferred to the Office of the Chair with the original five boards. The final adopted budget resulted in the Office of Community Advocacy remaining under the Office of the Mayor with six boards and a staff of ten:

- Asian American Advisory Board
- Black Affairs Advisory Board
- Commission For Women
- Community Relations Board
- Hispanic Affairs Advisory Board
- Commission on Human Rights

On September 19, 2000, the Board approved Ordinance 00-115, amending Article XXIII of Chapter 2 of the Miami-Dade County Code, which establishes the Community Relations Board (CRB). The Ordinance redefines the CRB’s organizational structure and membership representation, while reaffirming its mission. At the time of the passage, the Board requested that an Administrative Order be implemented to provide CRB support.

On May 2, 2001, the Board approved R-497-01, establishing Administrative Order 9-2 which establishes the structure of the Office of Community Relations.

Policy Change and Implication

Below is a comparative analysis of the Office of Community Advocacy and the proposed Office of Community Affairs.

	Office of Community Advocacy	Office of Community Affairs
Purpose	To provide staff support to the Community Relations Board, Black Affairs Board, Hispanic Affairs Advisory Board, Asian-American Advisory Board and Commission for Women, as well as set reporting guidelines.	To provide support to the Commission on Human Rights and the Five Miami-Dade County Advisory Boards: Community Relations Board, Black Affairs Board, Hispanic Affairs Advisory Board, Asian-American Advisory Board and Commission for Women, as well as

	Office of Community Advocacy	Office of Community Affairs
		set reporting guidelines
Staffing	<p>The final adopted budget Fy2009-2010 resulted in the Office of Community Advocacy remaining under the Office of the Mayor with six boards and a staff of ten:</p> <ul style="list-style-type: none"> • Asian American Advisory Board • Black Affairs Advisory Board • Commission For Women • Community Relations Board • Hispanic Affairs Advisory Board • Commission on Human Rights 	<p>The Office will be staffed by the Chief Program Officer and one Program Officer for each Advisory Board, for a total of six Program Officers. The Chief Program Officer will have the power to appoint, employ, remove and supervise such assistants, employees, and personnel deemed necessary to provide appropriate support to the Commission of Human Rights and the Advisory Boards. The County Commission may, by two-thirds vote of members present, adopt a resolution amending the minimum staffing levels.</p>
Interim Director	Not Applicable	<p>Upon the creation of Community Affairs an interim Chief Program Officer will be selected by the Chairperson of the County Commission. The Chairperson of the County Commission will determine the appropriate salary and benefits package for the interim Chief Program Officer.</p>
Director	<p>The County manager is responsible for administrative oversight of the Office of Community Relations. The County Manager will hold the Executive Director responsible for providing effective achievement of countywide community relations goals and objectives. Specific duties of the Executive Director include:</p> <ul style="list-style-type: none"> • Directing, planning and coordinating the development and implementation of programs to provide assistance to the community; • Ensuring administrative and operational support for community relation oriented programs in Miami0-Dade 	<p>The Chief Program Officer will be selected by the County Commission using a selection process and will report solely to and receive direction from the County Commission. The County Commission will determine the appropriate salary and benefits package for the Chief Program Officer.</p> <p>The selection process will be open and competitive and will include an Ad Hoc Chief Program Officer Screening Committee to evaluate candidates and propose a slate of the top five candidates for the County Commission's consideration.</p>

	Office of Community Advocacy	Office of Community Affairs
	<p>County;</p> <ul style="list-style-type: none"> • Establishing and directing programs oriented towards inter-ethnic relations in Miami-Dade County; • Implementing County and Office policies; and • Directing all office-wide financial and administrative activities. 	
Funding	<p>The Proposed FY2009-2010 budget included \$820,000 for a staff of six (6). The Final Adopted Budget for FY2009-2010 was for \$1,158,000 for a staff of ten (10). The funding sources for the Final Adopted Budget includes the following:</p> <ul style="list-style-type: none"> • General Fund \$944,000; • CDBG \$97,000; • Fees for Services \$117,000 <p>At the November 3, 2009 Board of County Commissioners (BCC) Meeting and approval of an additional \$75,000 to the Office of Community Advocacy was made to maintain four (4) program officers who were going to be laid off October 1, 2009. The additional \$75,000 would allow for the four (4) program officers to continue working until December 31, 2009 until the BCC finalized the status of the Office of Community Advocacy Office.</p>	<p>The proposed Ordinance transfers the positions, responsibilities and appropriations from the Office of Community Advocacy to the Office of Community Affairs under the Board of County Commissioners.</p>

Budgetary Impact

The proposed Ordinance transfers the positions, responsibilities and appropriations from the Office of Community Advocacy to the Office of Community Affairs under the Board of County Commissioners. Approval of this Ordinance will result in a positive net impact since it will reduce the number of positions from ten (10) to six (6). The value of the reductions is dependant on which position are reduced.

**MIAMI-DADE COUNTY
BOARD OF COUNTY COMMISSIONERS
OFFICE OF THE COMMISSION AUDITOR**



Legislative Notes

Agenda Item: 3(D)

File Number: 092803

Committee(s) of Reference: Housing & Community Development Committee

Date of Analysis: November 5, 2009

Type of Item: Resolution Approving a Lease Agreement

Summary

This resolution approves a lease agreement at the Kendall Complex located at 11025 S.W 84th Street, Cottage 11, Miami, with the Center for Family and Children Enrichment, Inc. a Florida not-for-profit corporation for space to be occupied for a residential shelter.

Background and Relevant Legislation

The Center for Family and Child Enrichment (CFCE) was organized and incorporated in 1977 as a private, nonprofit corporation by a group of social workers and psychologists who resided in the North Dade communities of Carol City and Opa Locka. Its initial services were aimed at assisting low-income individuals become self-sustaining and able to resolve conflicts.

The organization received a small grant from the Dade/Miami Mental Health board to provide mental health counseling to children and families in the Northwest areas of the County. In 1980, the Agency was awarded a grant by the State of Florida, Department of Health and Rehabilitative Services, to implement an Intensive Crisis Counseling Program (ICCP). This family preservation and support program increased the Agency's engagement with the large, at risk population which resided in the area.

By 1991, the Agency was fully aware of the mental health needs of the families and children under court supervision, and the fact they were impoverished and unable to pay for service. The Agency became a Medicaid provider in 1992.

In 1995, CFCE was licensed as a child-placing agency and opened its first group home for adolescent males. From 1996 to 1998, the Agency saw a rapid growth in services and infrastructure, adding foster care case management and CINS/FINS services to its continuum.

In 2005, CFCE became a full case management provider with Our Kids of Miami-Dade/Monroe and contracted to provide full case management to 755 children. Additionally in 2005, the Center entered into a contract with the Florida Network of Youth and Family Services to operate a 15 bed shelter for unaccompanied minors under the federal Office of Refugee Resettlement, Division of Unaccompanied Children

CFCE provides the following services:

- Full Case Management/Dependency Services
- Children’s Mental Health Services
- Residential Group Homes (5)
- Girls Therapeutic Group Home
- Shelter and Services to Unaccompanied Minors (33 beds)
- Children in Need of Services/Families in Need of Services (CINS/FINS)
- ALPHA Substance Abuse Prevention
- Parenting Skills Classes
- Family Preservation and Support Services
- Policy Change and Implication

The CFCE currently occupies Cottages 8 and 9 at the Kendall Homes Complex and various buildings at the Landmark Facility, 20600 NW 47th Avenue. According to General Services Administration, CFCE has been in Cottages 8 and 9 since October 1, 1998.

The County has no negative performance issues with CFCE.

Budgetary Impact

The lease term is for five (5) years with two additional two-year renewal option periods. The annual revenue for the first lease year term is \$40,100 (\$8.02 per square foot on an annual basis).

Rental Amounts for the remaining lease terms

Second Year	\$40,902
Third Year	\$41,720
Fourth Year	\$42,554
Fifth Year	\$43,405

According to General Services Administration, the current annual rent is \$7.56 per square foot on an annual basis. The costs of operating expenses are paid by the program. The specialized use of the cottages makes it very unique and there are no comparable properties for this kind of use.

Prepared By: Mia B. Marin

**MIAMI-DADE COUNTY
BOARD OF COUNTY COMMISSIONERS
OFFICE OF THE COMMISSION AUDITOR**



Legislative Notes

Agenda Item: 3(E)

File Number: 092871

Committee(s) of Reference: Housing & Community Development Committee

Date of Analysis: November 5, 2009

Type of Item: Resolution authorizing conveyance of County owned parcels of land

Summary

The resolution authorizes the County Mayor to do the following:

- Convey sixty-five (65) single family home building sites to Habitat for Humanity of Greater Miami, Inc. (Habitat) for infill housing development,
- Waive Administrative Order 3-44 as it relates to the conveyance process established in the Section entitled "Availability of County Property", and
- Execute County Deeds.

These conveyances require Habitat to adhere to the following requirements:

- Assess each lot to determine if duplexes, triplexes or quadplexes can be built on these lots subject to review and approval of the Miami-Dade County;
- Offer units first to former Scott-Carver residents;
- Contact former Scott-Carver residents by U.S. mail from a list provided by Miami-Dade County advising them of housing unit availability;
- Each land site must convey signage acknowledging Miami-Dade County's contribution to the property;
- Units cost not to exceed \$129,000;
- To contract with small, local contractors in the construction of each unit (where feasible).

Background and Relevant Legislation

Miami-Dade County has been conveying parcels of land to Habitat since 1997 for the development of housing for low to moderate income families.

Below is a list of resolutions authorizing conveyances to Habitat for the development of affordable housing since 1997:

- R-117-97

- R-782-98
- R-779-99
- R-505-02
- R-623-02
- R-145-03
- R-598-03
- R-50-04
- R-239-05
- R-165-06
- R-415-08
- R-81-09

Below is a status report, through September 11, 2009, of the parcels conveyed to Habitat pursuant to Resolutions 175-09 and 415-08 that are being monitored by General Services Administration.

NO.	Folio	Developer	Address	District	% Complete
1	'0131140170640	HHGM	1476 NW 69 TERR	2	0.00%
2	'0131140180120	HHGM	1527 NW 67 ST	2	30.00%
3	'0131140180480	HHGM	1463 NW 68 ST	2	0.00%
4	'0131140180640	HHGM	1450 NW 68 TERR	2	60.00%
5	'0131140180890	HHGM	1620 NW 68 TERR	2	0.00%
6	'0131140181310	HHGM	1419 NW 68 TERR	2	0.00%
7	'0131140270510	HHGM	1541 NW 64 ST	2	50.00%
8	'0131140270880	HHGM	1524 NW 64 ST	2	50.00%
9	'0131140271370	HHGM	1610 NW 62 TERR	2	0.00%
10	'0131140271380	HHGM	1626 NW 62 TERR	2	0.00%
11	'0131150050950	HHGM	1706 NW 69 ST	2	0.00%
12	'0131150052710	HHGM	6320 NW 17 AVE	2	0.00%
13	'3021340050870	HHGM	1920 NW 113 TERR	2	0.00%
14	'3021350000170	HHGM	1021 NW 103 ST	2	0.00%
15	'3031030080320	HHGM	2143 NW 97 ST	2	100.00%
16	'3031030190640	HHGM	1951 NW 97 ST	2	0.00%
17	'3031040100080	HHGM	3135 NW 88 ST	2	40.00%
18	'3031090200360	HHGM	3110 NW 77 ST	2	100.00%
19	'3031100280680	HHGM	7138 NW 20 AVE	2	0.00%
20	'3031100281130	HHGM	2135 NW 70 ST	2	0.00%
21	'3031100350710	HHGM	2000 NW 86 ST	2	40.00%
22	'3031100430220	HHGM	1811 NW 83 ST	2	0.00%
23	'3031100570340	HHGM	1910 NW 82 ST	2	0.00%
24	'3031100571600	HHGM	2345 NW 79 TERR	2	65.00%
25	'3031100571850	HHGM	2178 NW 79 TERR	2	0.00%
26	'3031110230170	HHGM	7111 NW 16 AVE	2	95.00%
27	'3031110230450	HHGM	7193 NW 15 CT	2	85.00%
28	'3031110240070	HHGM	Adj W 1160 NW 77 ST	2	0.00%
29	'3031110380120	HHGM	1460 NW 74 ST	2	0.00%
30	'3031110380130	HHGM	1470 NW 74 ST	2	0.00%
31	'3031110410010	HHGM	8100 NW 14 PL	2	0.00%
32	'3031110410240	HHGM	7925 NW 15 AVE	2	0.00%
33	'3031110430050	HHGM	1555 NW 84 ST	2	0.00%
34	'3031110440192	HHGM	8100 NW 13 CT	2	0.00%
35	'3031110470220	HHGM	7927 NW 10 CT	2	85.00%
36	'3031150056390	HHGM	1855 NW 69 ST	2	0.00%
37	'3031150170260	HHGM	Adj N 7006 NW 19 AVE	2	30.00%

NO.	Folio	Developer	Address	District	% Complete
38	'3031150170400	HHGM	2000 NW 69 TERR	2	0.00%
39	'3031150170410	HHGM	6900 NW 20 AVE	2	0.00%
40	'3031150360020	HHGM	2321 NW 68 ST	2	0.00%
41	'3031150360130	HHGM	6745 NW 23 CT	2	0.00%
42	'3031150370130	HHGM	Adj S 6295 NW 23 AVE	2	0.00%
43	'3031150430680	HHGM	2480 NW 68 ST	2	0.00%
44	'3031160060041	HHGM	3051 NW 64 ST	2	0.00%
45	'3031100150810	HHGM	1770 NW 73 ST	2	0.00%
46	'3031100280030	HHGM	ADJ E 1932 NW 71 ST	2	0.00%
47	'3031100280840	HHGM	7016 NW 20 AVE	2	0.00%
48	'3031100281110	HHGM	7065 NW 20 AVE	2	0.00%
49	'3031100282040	HHGM	ADJ E 2296 NW 74 ST	2	0.00%
50	'3031100282060	HHGM	7019 NW 20 AVE	2	0.00%
51	'3031150053750	HHGM	1860 NW 63 ST	2	0.00%
52	'3031150053920	HHGM	1833 NW 62 TERR	2	0.00%
53	'3031150053950	HHGM	1861 NW 62 TERR	2	0.00%
54	'3031150054900	HHGM	1879 NW 65 ST	2	0.00%
55	'3031150055560	HHGM	1872 NW 68 ST	2	0.00%
56	'3031150055720	HHGM	ADJ E 1821 NW 68 ST	2	0.00%
57	'3031150055760	HHGM	1827 NW 68 ST	2	0.00%
58	'3031150055930	HHGM	ADJ E 1840 NW 69 ST	2	0.00%
59	'3031150056460	HHGM	1882 NW 70 ST	2	0.00%
60	'3031150056470	HHGM	ADJ E 1882 NW 70 ST	2	0.00%
61	'3031150056660	HHGM	1827 NW 69 ST	2	0.00%
62	'3031150056740	HHGM	ADJ E 1895 NW 69 ST	2	0.00%
63	'3031150170220	HHGM	7019 NW 20 AVE	2	0.00%
64	'3031160091200	HHGM	3120 NW 58 ST	2	75.00%
65	'3031160091760	HHGM	3155 NW 55 ST	2	80.00%
66	'3031160096500	HHGM	2770 NW 57 ST	2	60.00%
67	'3031210190520	HHGM	3363 NW 48 TERR	3	20.00%
68	'3031210190950	HHGM	3360 NW 48 TERR	3	70.00%
69	'3031150051530	HHGM	1726 NW 68 ST	2	0.00%
70	'3031150055880	HHGM	ADJ. E 1872 NW 69 ST	2	0.00%
71	'3031150055910	HHGM	1844 NW 69 ST	2	0.00%
72	'3031220200200	HHGM	ADJ. E 2369 NW 50 ST	3	0.00%
73	'3031220200240	HHGM	ADJ. E 2341 NW 50 ST	3	0.00%
74	'3031220200170	HHGM	2380 NW 51 ST	3	0.00%
75	'3031220200180	HHGM	23XX NW 51 ST	3	0.00%
76	'3031220200210	HHGM	23 AV & 24 AV NW 51 ST	3	0.00%
77	'3031220200220	HHGM	ADJ. W 5036 NW 23 AVE	3	0.00%
78	'3031220200120	HHGM	2380 NW 51 ST	3	0.00%
79	'3031150054510	HHGM	1825 NW 64 ST	2	0.00%
80	'3031150054490	HHGM	1815 NW 64 ST	2	0.00%
81	'3031150054500	HHGM	1823 NW 64 ST	2	0.00%
82	'3031150051000	HHGM	1737 NW 68 ST	2	0.00%
83	'0131120530010	HHGM	7715 NW 1 AVE	3	0.00%
84	'3031100280740	HHGM	7118 NW 20 AVE	2	0.00%
85	'3031110470530	HHGM	7944 NW 11 AVE	2	0.00%
86	'3031150056340	HHGM	Adj.W 1811 NW 69 ST	2	0.00%
87	'0131130580210	HHGM	6218-20 NW 1 CT	3	0.00%
88	'0131130580211	HHGM	6208 NW 1 CT	3	0.00%
89	'0131250481190	HHGM	1635 NW 1 CT	3	0.00%
90	'3031100280120	HHGM	7136 NW 19 AVE	2	0.00%
91	'3031100281830	HHGM	adj 2244 NW 75 ST	2	0.00%
92	'3031100570480	HHGM	1895 NW 81 TERR	2	0.00%
93	'3031110380520	HHGM	1543 NW 73 ST	2	0.00%
94	'3031110380620	HHGM	1697 NW 73 ST	2	0.00%

<u>NO.</u>	<u>Folio</u>	<u>Developer</u>	<u>Address</u>	<u>District</u>	<u>% Complete</u>
95	'3031110410120	HHGM	7968 NW 14 PL	2	0.00%
96	'3031150050250	HHGM	1751 NW 70 ST	2	0.00%
97	'3031150051180	HHGM	1762 NW 68 TERR	2	0.00%
98	'3031150053720	HHGM	1866 NW 63 ST	2	0.00%
99	'3031150053730	HHGM	1864 NW 63 ST	2	0.00%
100	'3031150053740	HHGM	Adj. E of 1864 NW 63 ST	2	0.00%
101	'3031150055730	HHGM	1821 NW 68 ST	2	0.00%
102	'3031150055940	HHGM	1836 NW 69 ST	2	0.00%
103	'3031150056040	HHGM	1821 NW 68 TERR	2	0.00%
104	'3031150056750	HHGM	1895 NW 69 TERR	2	0.00%
105	'3031150170310	HHGM	2030 NW 70 ST	2	0.00%
106	'3031150170360	HHGM	Adj. S of 6938 NW 20 AVE	2	0.00%
107	'3031150370160	HHGM	6295 NW 23 AVE	2	0.00%
108	'3031160060060	HHGM	3041 NW 64 ST	2	0.00%
109	'0131120530020	HHGM	7710 NW 1 AVE	3	0.00%
110	'0131150052715	HHGM	6330 NW 17 AVE	2	0.00%
111	'3021350000160	HHGM	1023 NW 103 ST	2	0.00%
112	'3031030190645	HHGM	1941 NW 97 ST	2	0.00%
113	'3031100280125	HHGM	7140 NW 19 AVE	2	0.00%
114	'3031100282045	HHGM	22XX NW 74 ST	2	0.00%
115	'3031100570345	HHGM	1925 NW 81 TERR	2	0.00%
116	'3031100280685	HHGM	7104 NW 20 AVE	2	0.00%
117	'3031100280745	HHGM	2015 NW 71 ST	2	0.00%
118	'3031100280741	HHGM	7108 NW 20 AVE	2	0.00%
119	'3031100282065	HHGM	23XX NW 73 ST	2	0.00%
120	'3031100570481	HHGM	1885 NW 81 TERR	2	0.00%
121	'3031110410011	HHGM	8110 NW 14 PL	2	0.00%
122	'3031150056395	HHGM	1857 NW 69 ST	2	0.00%
123	'3031150056755	HHGM	1891 NW 69 TERR	2	0.00%
124	'3031150170415	HHGM	2012 NW 69 TERR	2	0.00%
125	'3031150360025	HHGM	2325 NW 68 ST	2	0.00%
126	'3031150360135	HHGM	6755 NW 23 CT	2	0.00%
127	'3031150430685	HHGM	2488 NW 68 ST	2	0.00%

Prepared by: Mia B. Marin