Memorandum

MIAMI-DADE COUNTY

Agenda Item No. 2(B)7
April 21, 2015

Date: April 10, 2015

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From Carlos A, Gimenez
Mayor

Subject: Public Housing and Community Development's Table of Organization and the Overall Tenant Advisory Council (OTAC) Memorandum of Understanding - Directive 141899

At the September 4, 2014 First Budget Meeting for the FY 2014-15 Proposed Budget, (Item 1D) the Board of County Commissioners (Board) received a memorandum which provided details of all adjustments identified since the submittal of the Proposed Budget on July 8, 2014. At that time, Commissioner Barbara J. Jordan requested that the director of the Public Housing and Community Development (PHCD) Department forward a copy of the department's new organizational plan. The Commissioner also asked whether the Overall Tenant Advisory Council (OTAC) still existed and if so, for the department to show how it would be integrated into the reorganization.

Although PHCD plans to make additional organization changes, attached is the department's table of organization which includes the staffing chart effective as of January 25, 2015.

The Memorandum of Understanding between Miami-Dade County and OTAC was executed on March 2, 2015. This MOU outlines the responsibilities of the parties in accordance with federal regulations promulgated by the U.S. Department of Housing and Urban Development (US HUD). Additionally, according to the Florida Department of State's, Division of Corporations, the Dade County Overall Tenant Advisory Council was reinstated on November 21, 2013 and currently maintains an active status. The officers are:

Diane Strozier Bryant, President
Jessie Harris, Vice President
Deloris Allen, Treasurer
Vance Wallace, Recording Secretary
Angela Williams, Corresponding Secretary

PHCD is optimistic that it can forge a constructive partnership with the OTAC organization and its officers for the betterment of public housing residents in Miami-Dade County. If you have further questions regarding this information, please contact PHCD Director Michael Liu at 786-469-4106.

Pursuant to Ordinance 14-65, this memorandum will be placed on the next available Board of County Commissioners meeting agenda.

Attachments

c: Robert A. Cuevas, Jr., County Attorney
Russell Benford, Deputy Mayor, Office of the Mayor
Michael Liu, Director, Public Housing and Community Development
Jennifer Moon, Director, Office of Management and Budget
Charles Anderson, Commission Auditor
Eugene Love, Agenda Coordinator

Functional Table of Organization
Public Housing and Community Development Department (PHCD)
FY 2015-16

PHCD Summary	
Adopted Budget FY 14-15	Proposed Budget FY 15-16
443	440
428FT+15PT	425FT+15PT

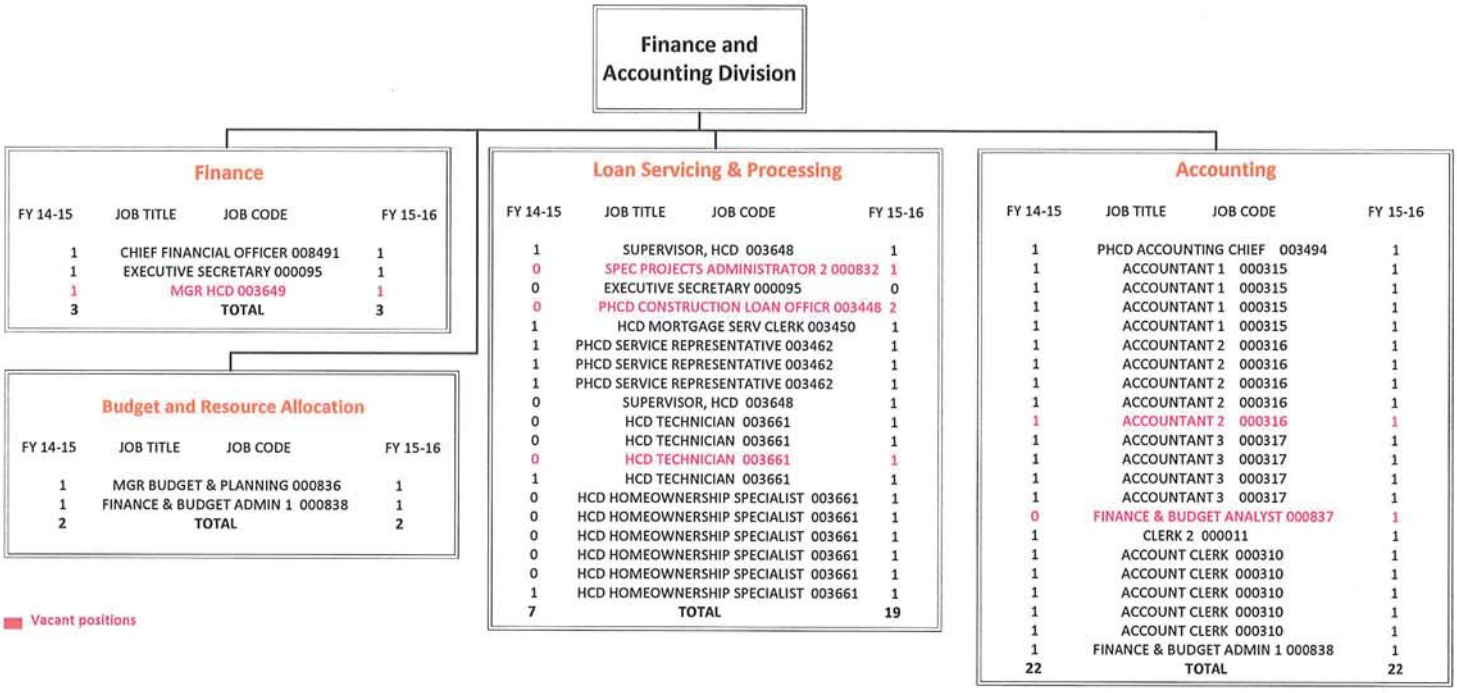
Office of the Director

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	DIR PHCD	003599	1
1	SENIOR EXECUTIVE SECRETARY	000096	1
1	ASST DIR PHCD 3	003592	1
1	SENIOR ASST TO DEPT DIR (MDHA)	08640C	1
0	SENIOR EXEC ASST TO DEPT DIR	01496B	1
1	OFFICE SUPPORT SPECIALIST 2	000021	1
1	ADMINISTRATIVE OFFICER 3	000812	1
6	TOTAL		7

Finance and Accounting Division		Section 8 Housing Choice Voucher Division		Administration Division		Asset Management Division		Facilities and Development Division		Housing and Community Development Division	
FY 14-15	FY 15-16	FY 14-15	FY 15-16	FY 14-15	FY 15-16	FY 14-15	FY 15-16	FY 14-15	FY 15-16	FY 14-15	FY 15-16
34	46	30	25	38	37	266	272	11	10	43	28

Vacant positions

Functional Table of Organization
Public Housing and Community Development Department (PHCD)
FY 2015-16



Finance

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	CHIEF FINANCIAL OFFICER	008491	1
1	EXECUTIVE SECRETARY	000095	1
1	MGR HCD	003649	1
3	TOTAL		3

Budget and Resource Allocation

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	MGR BUDGET & PLANNING	000836	1
1	FINANCE & BUDGET ADMIN 1	000838	1
2	TOTAL		2

Vacant positions

Loan Servicing & Processing

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	SUPERVISOR, HCD	003648	1
0	SPEC PROJECTS ADMINISTRATOR 2	000832	1
0	EXECUTIVE SECRETARY	000095	0
0	PHCD CONSTRUCTION LOAN OFFICR	003448	2
1	HCD MORTGAGE SERV CLERK	003450	1
1	PHCD SERVICE REPRESENTATIVE	003462	1
1	PHCD SERVICE REPRESENTATIVE	003462	1
1	PHCD SERVICE REPRESENTATIVE	003462	1
0	SUPERVISOR, HCD	003648	1
0	HCD TECHNICIAN	003661	1
0	HCD TECHNICIAN	003661	1
0	HCD TECHNICIAN	003661	1
1	HCD TECHNICIAN	003661	1
0	HCD HOMEOWNERSHIP SPECIALIST	003661	1
0	HCD HOMEOWNERSHIP SPECIALIST	003661	1
0	HCD HOMEOWNERSHIP SPECIALIST	003661	1
0	HCD HOMEOWNERSHIP SPECIALIST	003661	1
0	HCD HOMEOWNERSHIP SPECIALIST	003661	1
1	HCD HOMEOWNERSHIP SPECIALIST	003661	1
7	TOTAL		19

Accounting

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD ACCOUNTING CHIEF	003494	1
1	ACCOUNTANT 1	000315	1
1	ACCOUNTANT 1	000315	1
1	ACCOUNTANT 1	000315	1
1	ACCOUNTANT 1	000315	1
1	ACCOUNTANT 2	000316	1
1	ACCOUNTANT 2	000316	1
1	ACCOUNTANT 2	000316	1
1	ACCOUNTANT 2	000316	1
1	ACCOUNTANT 2	000316	1
1	ACCOUNTANT 3	000317	1
1	ACCOUNTANT 3	000317	1
1	ACCOUNTANT 3	000317	1
1	ACCOUNTANT 3	000317	1
0	FINANCE & BUDGET ANALYST	000837	1
1	CLERK 2	000011	1
1	ACCOUNT CLERK	000310	1
1	ACCOUNT CLERK	000310	1
1	ACCOUNT CLERK	000310	1
1	ACCOUNT CLERK	000310	1
1	ACCOUNT CLERK	000310	1
1	FINANCE & BUDGET ADMIN 1	000838	1
22	TOTAL		22

Functional Table of Organization
Public Housing and Community Development Department (PHCD)
FY 2015-16

Section 8 Housing Choice Voucher (HCV) Division

Section 8 HCV Director's Office

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	DIR PHCD CONTRACT ADMIN	003490	1
1	EXECUTIVE SECRETARY	000095	1
1	PHCD FIELD OFFICER	003438	1
1	CLERK 4	000013	1
1	HOUSING ASSET MANAGEMENT SPEC	003665	1
1	ASST TO DEPT DIR	000296	0
6	TOTAL		5

Special Programs

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD HOUSING MANAGER	003441	1
1	CLERK 2	000011	1
1	PHCD HOUSING SPECIALIST	003440	1
1	PHCD HOUSING SPECIALIST	003440	1
1	PHCD HOUSING SPECIALIST	003440	1
1	PHCD HOUSING SPECIALIST	003440	1
1	PHCD HOUSING SPECIALIST	003440	0
8	TOTAL		6

Inspections & Quality Control

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	SPEC PROJECTS ADMINISTRATOR 1	000831	1
1	ACCOUNTANT 2	000316	1
1	PHCD HOUSING QUALITY CTRL SPE	003415	1
3	TOTAL		3

Surtax

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	SUPERVISOR, HCD	003648	0
1	HCD HOMEOWNERSHIP SPECIALIST	003662	0
1	PHCD FIELD OFFICER	003438	0
3	TOTAL		0

Intake

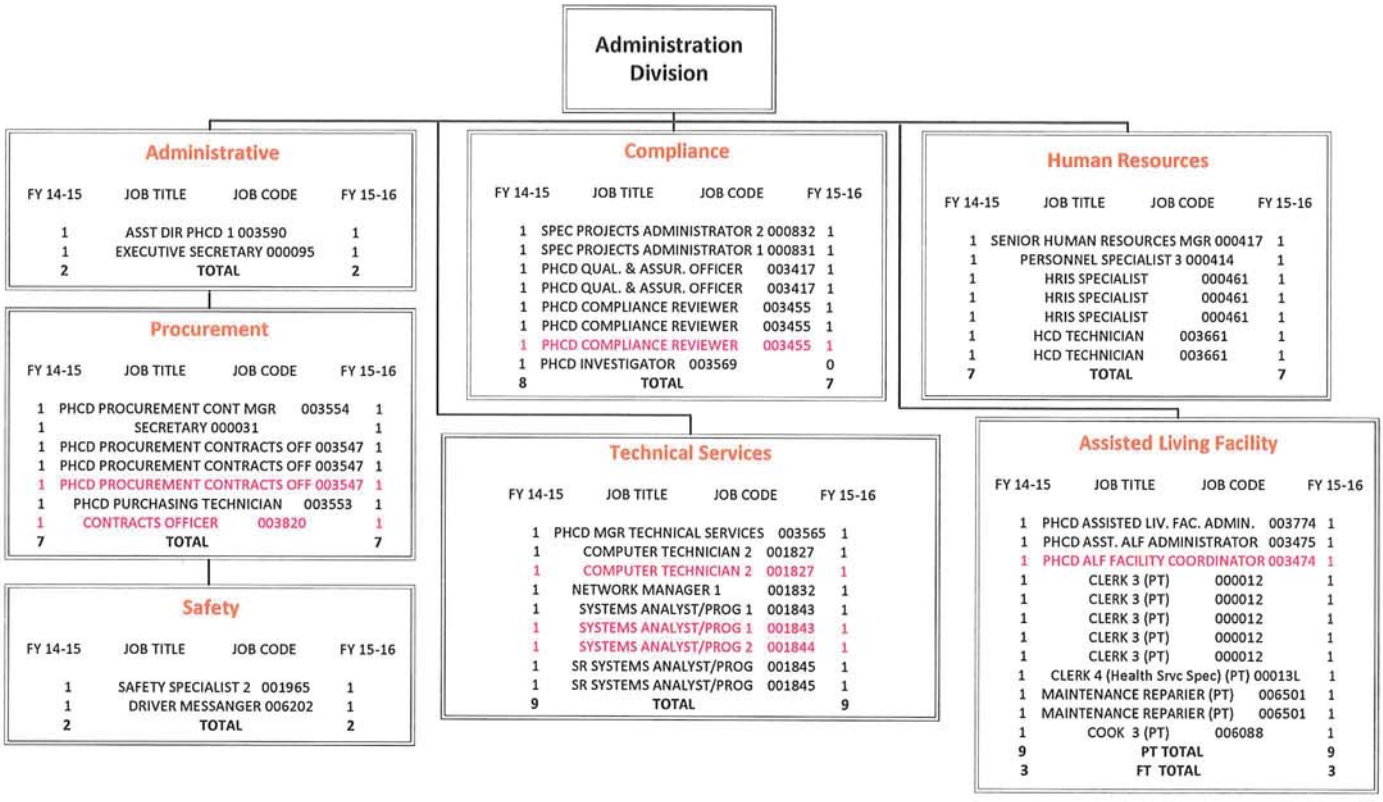
FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD HOUSING SPECIALIST	003440	1
1	ELIGIBILITY INTERVIEWER	003001	1
1	ELIGIBILITY INTERVIEWER	003001	1
1	ELIGIBILITY INTERVIEWER	003001	1
1	PHCD OFFER COORDINATOR	003549	1
1	CLERK 2	000011	1
1	CLERK 2	000011	1
6	TOTAL		7

Contract Administration Surtax

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	HOUSING INSPECTOR 2	002156	1
1	HOUSING INSPECTOR 1	002155	1
1	HOUSING INSPECTOR 1	002155	1
1	HOUSING INSPECTOR 1	002155	1
4	TOTAL		4

Vacant positions

Functional Table of Organization
Public Housing and Community Development Department (PHCD)
FY 2015-16



Administrative

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	ASST DIR PHCD 1	003590	1
1	EXECUTIVE SECRETARY	000095	1
2	TOTAL		2

Procurement

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD PROCUREMENT CONT MGR	003554	1
1	SECRETARY	000031	1
1	PHCD PROCUREMENT CONTRACTS OFF	003547	1
1	PHCD PROCUREMENT CONTRACTS OFF	003547	1
1	PHCD PROCUREMENT CONTRACTS OFF	003547	1
1	PHCD PURCHASING TECHNICIAN	003553	1
1	CONTRACTS OFFICER	003820	1
7	TOTAL		7

Safety

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	SAFETY SPECIALIST 2	001965	1
1	DRIVER MESSANGER	006202	1
2	TOTAL		2

Compliance

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	SPEC PROJECTS ADMINISTRATOR 2	000832	1
1	SPEC PROJECTS ADMINISTRATOR 1	000831	1
1	PHCD QUAL. & ASSUR. OFFICER	003417	1
1	PHCD QUAL. & ASSUR. OFFICER	003417	1
1	PHCD COMPLIANCE REVIEWER	003455	1
1	PHCD COMPLIANCE REVIEWER	003455	1
1	PHCD COMPLIANCE REVIEWER	003455	1
1	PHCD INVESTIGATOR	003569	0
8	TOTAL		7

Technical Services

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD MGR TECHNICAL SERVICES	003565	1
1	COMPUTER TECHNICIAN 2	001827	1
1	COMPUTER TECHNICIAN 2	001827	1
1	NETWORK MANAGER 1	001832	1
1	SYSTEMS ANALYST/PROG 1	001843	1
1	SYSTEMS ANALYST/PROG 1	001843	1
1	SYSTEMS ANALYST/PROG 2	001844	1
1	SR SYSTEMS ANALYST/PROG	001845	1
1	SR SYSTEMS ANALYST/PROG	001845	1
9	TOTAL		9

Human Resources

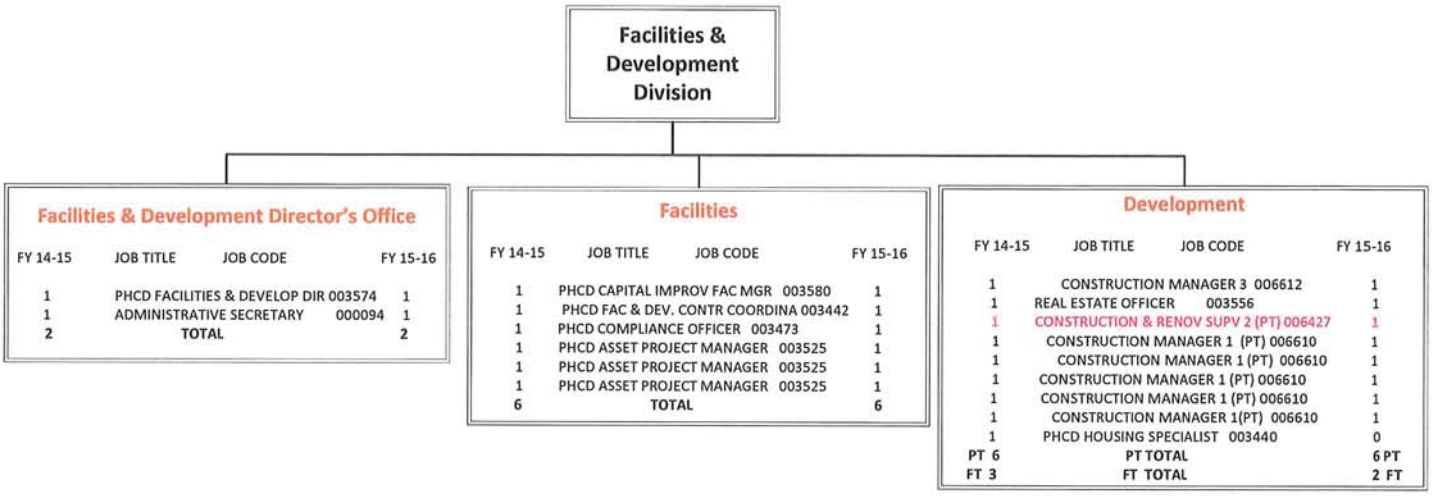
FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	SENIOR HUMAN RESOURCES MGR	000417	1
1	PERSONNEL SPECIALIST 3	000414	1
1	HRIS SPECIALIST	000461	1
1	HRIS SPECIALIST	000461	1
1	HRIS SPECIALIST	000461	1
1	HCD TECHNICIAN	003661	1
1	HCD TECHNICIAN	003661	1
7	TOTAL		7

Assisted Living Facility

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD ASSISTED LIV. FAC. ADMIN.	003774	1
1	PHCD ASST. ALF ADMINISTRATOR	003475	1
1	PHCD ALF FACILITY COORDINATOR	003474	1
1	CLERK 3 (PT)	000012	1
1	CLERK 3 (PT)	000012	1
1	CLERK 3 (PT)	000012	1
1	CLERK 3 (PT)	000012	1
1	CLERK 3 (PT)	000012	1
1	CLERK 4 (Health Srvc Spec) (PT)	00013L	1
1	MAINTENANCE REPARIER (PT)	006501	1
1	MAINTENANCE REPARIER (PT)	006501	1
1	COOK 3 (PT)	006088	1
9	PT TOTAL		9
3	FT TOTAL		3

Vacant positions

Functional Table of Organization
Public Housing and Community Development Department (PHCD)
FY 2015-16



Facilities & Development Director's Office

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD FACILITIES & DEVELOP DIR	003574	1
1	ADMINISTRATIVE SECRETARY	000094	1
2	TOTAL		2

Facilities

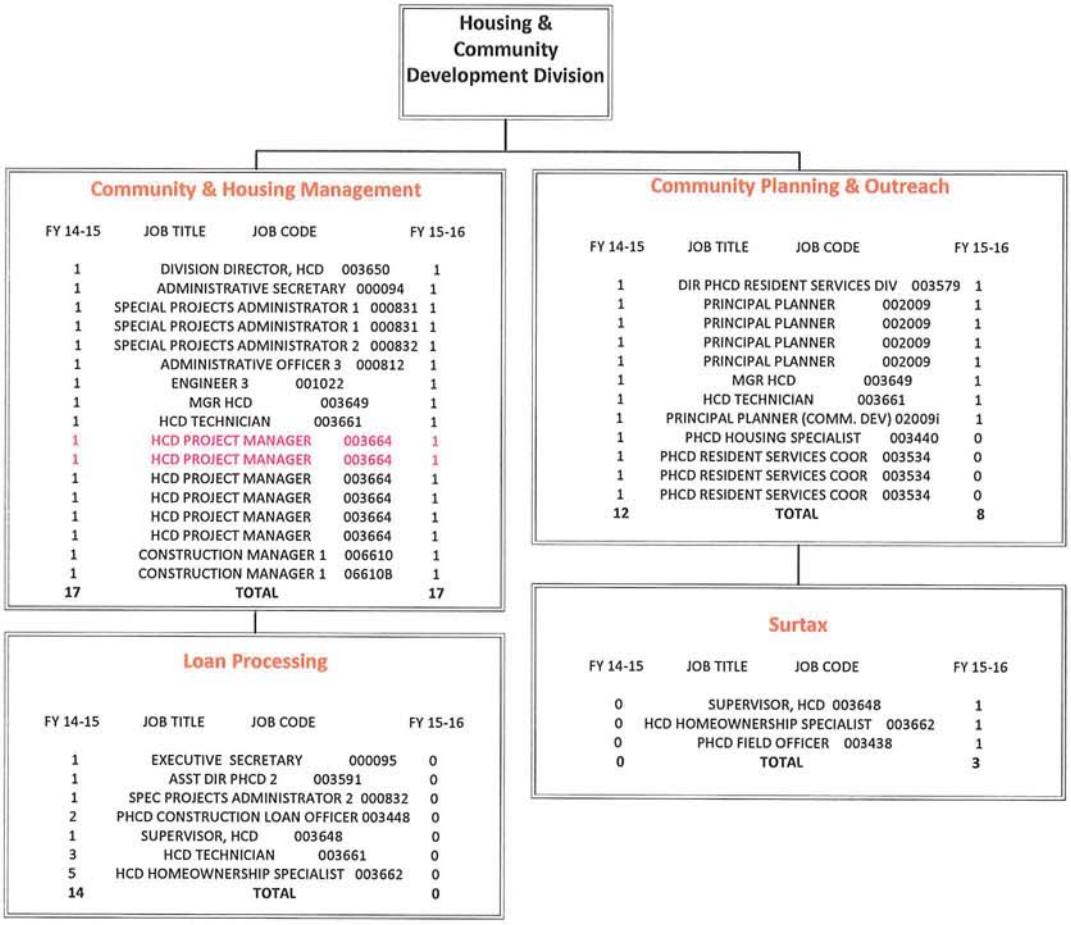
FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD CAPITAL IMPROV FAC MGR	003580	1
1	PHCD FAC & DEV. CONTR COORDINA	003442	1
1	PHCD COMPLIANCE OFFICER	003473	1
1	PHCD ASSET PROJECT MANAGER	003525	1
1	PHCD ASSET PROJECT MANAGER	003525	1
1	PHCD ASSET PROJECT MANAGER	003525	1
6	TOTAL		6

Development

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	CONSTRUCTION MANAGER 3	006612	1
1	REAL ESTATE OFFICER	003556	1
1	CONSTRUCTION & RENOV SUPV 2 (PT)	006427	1
1	CONSTRUCTION MANAGER 1 (PT)	006610	1
1	CONSTRUCTION MANAGER 1 (PT)	006610	1
1	CONSTRUCTION MANAGER 1 (PT)	006610	1
1	CONSTRUCTION MANAGER 1 (PT)	006610	1
1	CONSTRUCTION MANAGER 1(PT)	006610	1
1	PHCD HOUSING SPECIALIST	003440	0
PT 6	PT TOTAL		6 PT
FT 3	FT TOTAL		2 FT

Vacant positions

Functional Table of Organization
Public Housing and Community Development Department (PHCD)
FY 2015-16



Community & Housing Management

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	DIVISION DIRECTOR, HCD	003650	1
1	ADMINISTRATIVE SECRETARY	000094	1
1	SPECIAL PROJECTS ADMINISTRATOR 1	000831	1
1	SPECIAL PROJECTS ADMINISTRATOR 1	000831	1
1	SPECIAL PROJECTS ADMINISTRATOR 2	000832	1
1	ADMINISTRATIVE OFFICER 3	000812	1
1	ENGINEER 3	001022	1
1	MGR HCD	003649	1
1	HCD TECHNICIAN	003661	1
1	HCD PROJECT MANAGER	003664	1
1	HCD PROJECT MANAGER	003664	1
1	HCD PROJECT MANAGER	003664	1
1	HCD PROJECT MANAGER	003664	1
1	HCD PROJECT MANAGER	003664	1
1	HCD PROJECT MANAGER	003664	1
1	CONSTRUCTION MANAGER 1	006610	1
1	CONSTRUCTION MANAGER 1	06610B	1
17	TOTAL		17

Loan Processing

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	EXECUTIVE SECRETARY	000095	0
1	ASST DIR PHCD 2	003591	0
1	SPEC PROJECTS ADMINISTRATOR 2	000832	0
2	PHCD CONSTRUCTION LOAN OFFICER	003448	0
1	SUPERVISOR, HCD	003648	0
3	HCD TECHNICIAN	003661	0
5	HCD HOMEOWNERSHIP SPECIALIST	003662	0
14	TOTAL		0

Community Planning & Outreach

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	DIR PHCD RESIDENT SERVICES DIV	003579	1
1	PRINCIPAL PLANNER	002009	1
1	PRINCIPAL PLANNER	002009	1
1	PRINCIPAL PLANNER	002009	1
1	PRINCIPAL PLANNER	002009	1
1	MGR HCD	003649	1
1	HCD TECHNICIAN	003661	1
1	PRINCIPAL PLANNER (COMM. DEV)	02009i	1
1	PHCD HOUSING SPECIALIST	003440	0
1	PHCD RESIDENT SERVICES COOR	003534	0
1	PHCD RESIDENT SERVICES COOR	003534	0
1	PHCD RESIDENT SERVICES COOR	003534	0
12	TOTAL		8

Surtax

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
0	SUPERVISOR, HCD	003648	1
0	HCD HOMEOWNERSHIP SPECIALIST	003662	1
0	PHCD FIELD OFFICER	003438	1
0	TOTAL		3

Vacant positions

Functional Table of Organization
Public Housing and Community Development Department (PHCD)
FY 2015-16

Asset Management Division

Director's Office

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
0	ASST DIR PHCD 2	003591	1
1	DIR PHCD ASSET MANAGEMENT	003581	1
1	EXECUTIVE SECRETARY	000095	2
1	HOUSING INSPECTOR 1	002155	1
1	HOUSING INSPECTOR 2	002156	1
1	ADMINISTRATIVE OFFICER 3	000812	1
1	ADMINISTRATIVE OFFICER 1	000810	1
0	CLERK 2	000011	1
0	CLERK 2	000011	1
0	CLERK 2	000011	1
0	CLERK 2	000011	1
0	PHCD HOUSING SPECIALIST	003440	1
0	PHCD HOUSING SPECIALIST	003440	1
0	PHCD RESIDENT SERVICES COOR	003534	1
0	PHCD RESIDENT SERVICES COOR	003534	1
0	PHCD RESIDENT SERVICES COOR	003534	1
1	PHCD REHAB CONSTRUCTION SPEC	003531	1
1	ASST DIR PHCD ASSET MGT	003560	1
1	ASST DIR PHCD ASSET MGT	003560	1
1	PHCD OPERATIONS/ADMIN ANALYST	003566	1
1	PHCD OPERATIONS/ADMIN ANALYST	003566	1
1	PHCD OPERATIONS/ADMIN ANALYST	003566	1
1	PHCD OPERATIONS/ADMIN ANALYST	003566	1
1	ASSET MANAGEMENT ANALYST	003571	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
16	TOTAL		27

AMP 12

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD AMP ADMINISTRATOR	009009	1

Vacant positions

Newberg Warehouse Site 100

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	ADMINISTRATIVE SECRETARY	000094	1
1	ACCOUNTANT 2	000316	1
1	PHCD SUPPLY SPECIALIST	003507	1
1	PHCD STRUCTURAL MAINT TECH	003508	1
1	SEMI-SKILLED LABORER	006035	1
1	AUTO EQUIP OPER 2	006206	1
1	ELECTRICIAN	006510	1
1	PAINTER	006516	1
1	PLASTERER	006525	1
2	PLUMBER	006527	2
1	SEMI-SKILLED LABORER	060358	1
2	REF/AC MECHANIC	06532C	2
14	TOTAL		14

AMP 1 Site 110/130

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	PUBLIC HOUSING MAINT SUPV	006467	1
1	MAINTENANCE REPAIRER	006501	1
1	MAINTENANCE REPAIRER	006501	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
0	CLERK 2	000011	1
1	CLERK 2	000011	1
0	PHCD MAINTENANCE SPECIALIST	003510	1
1	SEMI-SKILLED LABORER	006035	1
2	CARPENTER	006508	2
1	PLASTERER	006525	1
1	PHCD AMP ADMINISTRATOR	009009	1
1	CLERK 2	000011	0
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	PUBLIC HOUSING MAINT SUPV	006467	1
2	MAINTENANCE REPAIRER	006501	2
1	PAINTER	006516	1
2	PHCD ASST. AMP ADMINISTRATOR	009010	2
19	TOTAL		20

Applicant Leasing Center

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	ADMINISTRATIVE SECRETARY	000094	1
1	TELEPHONE CONSOLE OPERATOR 1	000084	1
1	PHCD ASST APP & LEASE CTR MGR	003550	1
1	PHCD ASST APP & LEASE CTR MGR	003550	0
0	PHCD APPL LEASING CTR MGR	003551	1
1	ELIGIBILITY INTERVIEWER	003001	1
1	ELIGIBILITY INTERVIEWER	003001	1
1	ELIGIBILITY INTERVIEWER	003001	1
1	ELIGIBILITY INTERVIEWER	003001	1
1	PHCD OCCUPANCY MANAGER	003420	1
1	PHCD WAITING LIST SPECIALIST	003430	1
1	PHCD OFFER COORDINATOR	003549	1
1	PHCD OFFER COORDINATOR	003549	1
1	PHCD OFFER COORDINATOR	003549	1
1	PHCD OFFER SUPERVISOR	009132	1
1	CLERK 2	000011	1
1	OFFICE SUPPORT SPECIALIST 2	000021	1
16	TOTAL		16

AMP 2 Site 120/121 & 140

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD AMP ADMINISTRATOR	009009	1
2	PHCD ASST. AMP ADMINISTRATOR	009010	2
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
3	MAINTENANCE REPAIRER	006501	3
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	PHCD STRUCTURAL MAINT TECH	003508	1
1	CLERK 2	000011	0
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	PUBLIC HOUSING MAINT SUPV	006467	1
3	PHCD STRUCTURAL MAINT TECH	003508	3
1	PHCD STRUCTURAL MAINT TECH	003508	1
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	MAINTENANCE REPAIRER	006501	1
1	MAINTENANCE REPAIRER	006501	1
3	CARPENTER	006508	3
1	CARPENTER	006508	1
1	PLASTERER	006525	1
1	PLUMBER	006527	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
28	TOTAL		26

AMP 3 Site 150, 160, 190

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	PHCD MAINTENANCE SPECIALIST	003510	1
2	MAINTENANCE REPAIRER	006501	2
1	PHCD AMP ADMINISTRATOR	009009	1
1	CLERK 2	000011	1
1	PHCD STRUCTURAL MAINT TECH	003508	1
1	SEMI-SKILLED LABORER	006035	1
1	MAINTENANCE REPAIRER	006501	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
1	CLERK 2	000011	1
1	PHCD STRUCTURAL MAINT TECH	003508	1
1	SEMI-SKILLED LABORER	006035	1
2	MAINTENANCE REPAIRER	006501	2
1	CARPENTER	006508	1
1	PLASTERER	006525	1
1	PLUMBER	006527	1
2	PHCD ASST. AMP ADMINISTRATOR	009010	2
20	TOTAL		20

AMP 4 Site 170

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	PHCD STRUCTURAL MAINT TECH	003508	1
1	MAINTENANCE REPAIRER	006501	1
1	MAINTENANCE REPAIRER	006501	1
1	MAINTENANCE REPAIRER	006501	1
1	CARPENTER	006508	1
1	CARPENTER	006508	1
1	CARPENTER	006508	1
1	PLASTERER	006525	1
1	PLASTERER	006525	1
1	PLASTERER	006525	0
1	PLUMBER	006527	1
1	PHCD AMP ADMINISTRATOR	009009	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
18	TOTAL		17

AMP 5 Site 180, 210

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD STRUCTURAL MAINT TECH	003508	1
2	PHCD STRUCTURAL MAINT TECH	003508	2
1	MAINTENANCE REPAIRER	006501	1
1	MAINTENANCE REPAIRER	006501	1
1	CARPENTER	006508	1
1	PLASTERER	006525	1
1	PLASTERER	006525	1
0	PLASTERER	006525	1
1	REF/AC MECHANIC	06532	1
1	PHCD AMP ADMINISTRATOR	009009	1
2	PHCD ASST. AMP ADMINISTRATOR	009010	2
1	PHCD STRUCTURAL MAINT TECH	003508	1
1	PHCD STRUCTURAL MAINT TECH	003508	1
1	MAINTENANCE REPAIRER	006501	1
1	CARPENTER	006508	1
1	PLASTERER	006525	1
2	PHCD ASST. AMP ADMINISTRATOR	009010	2
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
1	REF/AC MECHANIC	06532C	1
21	TOTAL		22

AMP 6 Site 250, 260, 291

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD MAINTENANCE SPECIALIST	003510	1
2	MAINTENANCE REPAIRER	006501	2
1	PHCD MAINTENANCE SPECIALIST	003510	1
2	MAINTENANCE REPAIRER	006501	2
1	ELECTRICIAN	006510	1
1	PHCD AMP ADMINISTRATOR	009009	1
2	PHCD ASST. AMP ADMINISTRATOR	009010	2
1	CLERK 2	000011	0
1	PHCD STRUCTURAL MAINT TECH	003508	1
1	PHCD MAINTENANCE SPECIALIST	003510	1
0	PUBLIC HOUSING MAINT SUPV	006467	1
3	MAINTENANCE REPAIRER	006501	3
2	CARPENTER	006508	2
1	PLASTERER	006525	1
1	PLUMBER	006527	1
2	PHCD ASST. AMP ADMINISTRATOR	009010	2
22	TOTAL		22

AMP 7 Site 220, 232, 280

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	CLERK 2	000011	1
2	PHCD STRUCTURAL MAINT TECH	003508	2
1	PUBLIC HOUSING MAINT SUPV	006467	1
1	MAINTENANCE REPAIRER	006501	1
2	CARPENTER	006508	2
1	PHCD AMP ADMINISTRATOR	009009	1
3	PHCD ASST. AMP ADMINISTRATOR	009010	3
3	MAINTENANCE REPAIRER	006501	3
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	MAINTENANCE REPAIRER	006501	1
1	MAINTENANCE REPAIRER	006501	1
1	MAINTENANCE REPAIRER	006501	1
1	CARPENTER	006508	1
1	CLERK 4	000013	0
20	TOTAL		19

AMP 8 Site 240, 241

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD MAINTENANCE SPECIALIST	003510	1
4	MAINTENANCE REPAIRER	006501	4
1	MAINTENANCE REPAIRER	006501B	1
1	PLASTERER	006525	1
2	PHCD ASST. AMP ADMINISTRATOR	009010	2
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	MAINTENANCE REPAIRER	006501	1
1	MAINTENANCE REPAIRER	006501	1
1	CARPENTER	006508	1
1	PLASTERER	006525	1
1	REF/AC MECHANIC	06532	1
1	PHCD AMP ADMINISTRATOR	009009	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
18	TOTAL		18

AMP 9 Site 270, 310, 311, 340

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	PHCD MAINTENANCE SPECIALIST	003510	1
3	MAINTENANCE REPAIRER	006501	3
1	ELECTRICIAN	006510	1
1	PLASTERER	006525	1
1	PHCD AMP ADMINISTRATOR	009009	1
2	PHCD ASST. AMP ADMINISTRATOR	009010	2
1	PAINTER	006516	0
1	CARPENTER	006508	1
1	PAINTER	006516	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	PHCD MAINTENANCE SPECIALIST	003510	0
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	MAINTENANCE REPAIRER	006501	1
0	PHCD STRUCTURAL MAINT TECH	003508	1
1	PHCD MAINTENANCE SPECIALIST	003510	1
2	MAINTENANCE REPAIRER	006501	2
1	CARPENTER	006508	1
1	PLASTERER	006525	1
1	PLASTERER	006525	0
23	TOTAL		21

Vacant positions

AMP 10 Site 320, 330

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
1	MAINTENANCE REPAIRER	006501	1
1	MAINTENANCE REPAIRER	006501	1
0	PLASTERER	006525	1
1	PHCD AMP ADMINISTRATOR	009009	1
2	PHCD ASST. AMP ADMINISTRATOR	009010	2
1	CLERK 2	000011	0
0	PAINTER	06516D	1
1	CARPENTER	006508	1
1	CLERK 2	000011	1
2	PHCD MAINTENANCE SPECIALIST	003510	2
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	REF/AC MECHANIC	006532	1
12	TOTAL		13

AMP 11 Site 351, 361

FY 14-15	JOB TITLE	JOB CODE	FY 15-16
2	PHCD STRUCTURAL MAINT TECH	003508	2
1	PHCD STRUCTURAL MAINT TECH	003508	0
1	PHCD MAINTENANCE SPECIALIST	003510	1
1	MAINTENANCE REPAIRER	006501	1
3	PLASTERER	006525	3
1	PLUMBER	006527	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
1	PHCD ASST. AMP ADMINISTRATOR	009010	1
0	CLERK 4	000013	0
1	CLERK 2	000011	0
1	PHCD STRUCTURAL MAINT TECH	003508	1
1	PHCD MAINTENANCE SPECIALIST	003510	1
2	MAINTENANCE REPAIRER	006501	2
1	PLASTERER	006525	1
1	PLUMBER SUPERVISOR	006528	1
1	PHCD AMP ADMINISTRATOR	009009	1
19	TOTAL		17

Vacant positions

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN MIAMI-DADE COUNTY AND
DADE COUNTY OVERALL TENANT ADVISORY COUNCIL, INC.

This Memorandum of Understanding (hereinafter referred to as a "MOU"), is made and entered into this 2nd day of March, 2015 by and between Miami-Dade County, a political subdivision of the State of Florida (hereinafter referred to as the "COUNTY"), and the Dade County Overall Tenant Advisory Council Inc., a not for profit organization and the jurisdiction-wide resident council (hereinafter referred to as "OTAC").

WHEREAS, the COUNTY through its housing department, Miami-Dade Public Housing and Community Development (hereinafter referred to as "PHCD") is mandated by the United States Department of Housing and Urban Development (hereinafter referred to as "USHUD") to ensure strong public housing resident participation in all facets of its public housing operations; and

WHEREAS, OTAC is the duly elected jurisdiction-wide resident council for all tenants residing in public housing developments owned and operated by the COUNTY; and

WHEREAS, the federal regulations promulgated by USHUD, more specifically 24 CFR § 964.150, require the establishment of the Performance Funding System by Public Housing Authorities (hereinafter referred to as "PHAs"), subject to the availability of appropriations, to fund twenty-five dollars ($25.00) per occupied unit per year for resident participation activities, for duly elected and recognized resident councils; and

WHEREAS, the parties to this MOU desire that the COUNTY provide Fifteen Dollars 00/100 ($15.00) per unit to fund tenant participation activities for OTAC for eligible public housing sites that are not represented by an elected and recognized resident council, and that the COUNTY will retain Ten Dollars 00/100 ($10.00) per unit per year to be used by the COUNTY to fund costs including, not limited to, tenant participation activities, elections, recalls and arbitrations; upon election of a resident council at an eligible site, the distribution of tenant participation funds will transfer from OTAC to the newly elected resident council; and

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained the sufficiency of said consideration being hereby acknowledged, the parties hereto agree as follows:

I. **MIAMI-DADE COUNTY RESPONSIBILITIES** The COUNTY agrees as follows:

A. The COUNTY through PHCD shall disburse the Performance Funding System as mandated by 24 CFR § 964.150, subject to the availability of appropriations, to the duly elected resident councils, for resident participation activities. In accordance with the before-mentioned regulation, the COUNTY will provide OTAC with Fifteen Dollars 00/100 ($15.00) per occupied unit for eligible public housing sites that are not

represented by an elected resident council to fund tenant participation activities. Further, the COUNTY shall retain Ten Dollars 00/100 ($10.00) per unit per year to be used by the COUNTY to fund those costs, which includes but are not limited to, tenant participation activities, elections, recalls and arbitrations. If funds are available through appropriations, the COUNTY agrees that it will provide tenant services funding to the duly elected resident councils regardless of the COUNTY's financial status. The resident council funds shall not be impacted or restricted by the COUNTY's financial status and all said funds must be used for the purpose set forth in the before-mentioned regulations. Upon election of a resident council at an eligible site, the distribution of tenant participation funds will transfer from OTAC to the newly elected resident council.

B. On a quarterly basis, the COUNTY through PHCD may apply fifty percent (50%) of the collected late fee to resident participation activities at the public housing site where the late fees are collected. For purposes of this MOU, the term "late fee" shall mean a charge of $20.00 that is applied to rental payments that are delinquent and received after the 10th of each month.

The duly elected and recognized resident council for a designated public housing site may access these funds through the budget funding request process, as set forth in their respective memorandum of understanding executed between the COUNTY and the resident council. The late fee shall be allocated as follows:

1, $10.00 to PHCD;
2. $5.00 to OTAC; and
3. $5.00 to the elected resident council of the public housing site where late fees are due.

In the event a public housing site is not represented by a resident council, then OTAC will receive the late fee collections from that public housing site.

C. The COUNTY shall maintain reports, statements, documents and information with respect to these funds for the purpose of reporting same to the USHUD.

D. The COUNTY shall coordinate the activities described in this MOU.

E. The COUNTY through PHCD shall provide training to OTAC's officers to comply with disbursements or receipts and overall responsibilities.

F. The COUNTY through PHCD shall provide technical support to OTAC, whenever requested and as required by the federal regulations.

G. The COUNTY shall provide office space with safe and sanitary space, local phone service, and to each recognized resident council, also office furniture. These services shall be at no charge to OTAC.

H. The COUNTY shall provide to OTAC office space to be located at 1407 NW 7th Street, Miami, Florida 33125.

I. The COUNTY shall accept input of OTAC on its policies that have an impact on the residents of public housing, including but not limited to the, PHA Plan, public housing lease agreement and community policies.

J. The PHCD director will commit to meet with OTAC a minimum of three (3) times annually.

K. The COUNTY will take into consideration any documented information, from the duly elected and recognized resident council or OTAC when applicable, concerning the compliance of a service provider with an executed Community Space Lease Agreement. The COUNTY through PHCD will collaborate with the duly elected and recognized resident council or OTAC when applicable, concerning the addition of new service providers at PHCD sites.

L. Upon request OTAC will be provided a copy of contracts with PHCD that have Section 3 provisions.

II. **OTAC RESPONSIBILITIES**: The OTAC agrees as follows:

A. OTAC's officers and board of directors shall attend the training provided by PHCD, as more fully described in Paragraph I, section E of this MOU.

B. OTAC shall comply with proper financial procedures and maintain and provide all official reports and information relative to OTAC's activities as may be requested by PHCD.

C. OTAC shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and cost of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings, of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the OTAC or its employees, agents, servants, partners principals or subcontractors. The OTAC shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kinds or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments and attorney's fees which may ensue thereon. The OTAC expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the OTAC shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

D. OTAC may proffer recommendations to PHCD concerning the priorities of types of services needed at each public housing development site and service providers for the COUNTY to consider prior to the COUNTY entering into Community Space Lease Agreements with such providers. However, the decision to enter into such Community Space Lease Agreements is within the COUNTY's sole discretion.

E. OTAC shall be informed of new residents in PHCD developments to be able to meet and greet new members of the community.

III. GENERAL PROVISIONS

A. Modifications of any provision of this MOU shall be valid only when in writing and signed by duly authorized representatives of each party. The parties agree to renegotiate this MOU if the COUNTY determines, in its sole and absolute discretion, that federal, state, and/or COUNTY revision of any applicable laws or regulations, or increases or decreases in budget allocations make changes in this contract necessary. The COUNTY shall be the final authority in determining whether or not funds for this MOU are available due to federal, state and/or COUNTY revisions of any applicable laws or regulations.

B. This MOU may, at the sole and absolute discretion of the COUNTY, remain in effect. However, the COUNTY shall have no obligation or responsibilities to make any payment, except those described herein, or provide any type of assistance or support to the OTAC if this MOU has expired or has been terminated. If the County terminates this agreement written notice shall be provided to the authorized representative of OTAC thirty (30) working days prior to termination.

C. The authorized representatives of the parties are as follows:

President of the OTAC
Director of the PHCD

IV. TERM

This MOU shall have a term of three (3) years from the date of the effective date of this MOU, may renew the MOU in successive one-year increments, provided that all the terms and conditions, are met. If the County does not agree to renew this MOU, it shall expire at the end of the three year term unless terminated sooner. However, if the OTAC does not agree to renew this MOU, the OTAC shall provide written notification to the COUNTY within thirty (30) calendar days from receipt of the COUNTY's renewal notification.

V. NOTICE

Notice under this Agreement shall be sufficient if made in writing and delivered personally or sent via certified mail, return receipt requested, postage prepaid, to the parties at the following addresses (or to such other party and at such other address as a party may specify by notice to others):

As to the COUNTY:

Miami-Dade Public Housing and Community Development
701 N.W. 1st Court, 16th Floor
Miami, Florida 33136
Attention: Director, PHCD

As to the OTAC:

Dade County Overall Tenant Advisory Council
11302 SW 190 Street.
Miami, Florida 33157
Attention: Director, Diana Strozier, President

VI. TERMINATION

A. Termination for Breach: The COUNTY may terminate this MOU, in whole or in part when the COUNTY determines, that the OTAC is not complying or has not complied with any term or provision of this MOU or no longer satisfies any of the requirements of the federal regulations to be or to serve as a duly elected and PHCD-recognized resident council. Unless the OTAC's breach is waived by the COUNTY in writing, the COUNTY may, by written notice to the OTAC, terminate this MOU upon no less that twenty-four (24) hours' notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver of breach of any provision of this MOU shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this MOU. The provisions herein do not limit the COUNTY's right to legal or equitable remedies.

B. Misappropriation of Funds: The COUNTY may terminate this MOU in the event the OTAC fails to provide eligible receipts for resident participation funds. The monies must be spent in an appropriate manner consistent with the submitted budget and regulations established by the USHUD. Failure to do so may result in suspension of funding and reporting to USHUD/ Office of Inspector General (OIG).

VII. MISCELLANEOUS PROVISIONS

A. This MOU is the complete and exclusive statement of all the arrangements between the COUNTY and OTAC.

B. In the event a dispute arises between the COUNTY and the OTAC, including any dispute over compliance with this MOU, the parties shall endeavor in good faith to resolve the dispute informally. If a dispute cannot be resolved informally at that level, the OTAC shall contact the Assistant Director, PHCD, Asset Management Division. If the dispute is not resolved at the level of the Division Director, the OTAC shall contact the PHCD Director.

C. Except as otherwise enumerated herein, no amendment to this MOU shall be binding on either party unless in writing and signed by both parties and approved by the County Attorney's Office, provided, however, that the COUNTY may effect amendments to this Agreement without the written consent of OTAC, to conform this MOU to changes in the laws, directives, guidelines, and objectives of County, State and Federal governments.

D. Nothing herein shall alter, affect, modify, change or extend any other agreement between the OTAC and the COUNTY, or any department of the COUNTY unless specifically stated herein.

E. The invalidity of all or any part of this MOU shall not render invalid the remainder of this MOU or the remainder of such section, if the remainder would then conform to the requirements of applicable law.

F. This MOU shall be governed under the laws of the State of Florida as to all matters, including but not limited to matters of validity, construction, effect and performance. Venue for any litigation between parties regarding this MOU shall lie only in State and Federal courts in Miami-Dade County, Florida.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have caused the Memorandum of Understanding to be executed by their officials thereunto duly authorized.

ATTEST:

Deputy Clerk
Clerk of the Board

Approved as to form and legal sufficiency.

FOR MIAMI-DADE COUNTY
FLORIDA

Carlos A. Gimenez
Mayor

Terrence A. Smith
Assistant County Attorney

FOR OVERALL TENANT
ADVISORY COUNCIL

Diana Strozier Bryant, President

Print Name - R.C. Secretary