

**TOWN OF DAVIE**  
**TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Shirley Taylor-Prakelt, Housing and Community Dev. Director  
797-1199

**PREPARED BY:** Shirley Taylor-Prakelt, Housing and Community Development  
Director

**SUBJECT:** Affordable Housing Services Related to Mobile Home Task Force

**AFFECTED DISTRICT:** Town-wide

**ITEM REQUEST:** **Schedule for Council Meeting**

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH CARRAS COMMUNITY INVESTMENT, INC., IN AN AMOUNT NOT TO EXCEED \$6,000 TO SERVE AS THE TOWN'S FACILITATOR FOR DAVIE'S MOBILE HOME TASK FORCE (MHTF), UNDERTAKE PLANNING, RESEARCH, AND POLICY DEVELOPMENT, RELATED TO THE TOWN'S AFFORDABLE HOUSING CRISIS AND THE IMPACT OF MOBILE HOME REDEVELOPMENT ON DAVIE'S RESIDENTS.

**REPORT IN BRIEF:** On February 21, 2007 the Town Council adopted Resolution 2007-69 authorizing the Mayor to execute an agreement with Carras Community Investment, Inc., to undertake planning, research, and policy development related to the Town's affordable housing crisis and the impact of mobile home redevelopment on Davie's residents, and to serve as the Town's facilitator for Davie's Mobile Home Task Force (MHTF). The agreement originally provided for the Consultant to coordinate and staff twelve (12) monthly Mobile Home Task Force meetings over a one year period. However, due to the urgency of the subject matter and the mission of the MHTF, they decided that it was essential to meet every two weeks (rather than monthly) to accomplish their goal. The Task Force is nearing completion of it's mission; and, additional meetings are needed to finalize the work and hold the Town Council Workshop.

Therefore, it is recommended that the Agreement be extended to allow for up to six (6) additional MHTF meetings @ \$1,000 per meeting, to manage the meeting process, take appropriate minutes, lead the group discussion, and gauge support for specific recommendations that will be presented to the Town Council in the near future. A clause

will also be added which provides that in the case of any litigation related to the MHTF deliberations and the need for Carras Community Investment, Inc. to testify either by deposition or subpoena, these services would be billed @ \$175 hourly.

**PREVIOUS ACTIONS:** Resolution 2007-69 authorizing the Agreement adopted on February 21, 2007

**CONCURRENCES:** N/A

**FISCAL IMPACT:** not applicable

Has request been budgeted? Yes

If yes, expected cost: Not to exceed \$6,000 – Account # 065-0000-513-0599

**RECOMMENDATION(S):** Adopt the attached Resolution

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH CARRAS COMMUNITY INVESTMENT, INC., IN AN AMOUNT NOT TO EXCEED \$6,000 TO SERVE AS THE TOWN'S FACILITATOR FOR DAVIE'S MOBILE HOME TASK FORCE (MHTF), UNDERTAKE PLANNING, RESEARCH, AND POLICY DEVELOPMENT, RELATED TO THE TOWN'S AFFORDABLE HOUSING CRISIS AND THE IMPACT OF MOBILE HOME REDEVELOPMENT ON DAVIE'S RESIDENTS.**

**WHEREAS**, on 2/21/07 the Town Council adopted Resolution 2007-69 authorizing an agreement with Carras Community Investment, Inc., to undertake planning, research, and policy development related to the Town's affordable housing crisis and the impact of mobile home redevelopment on Davie's residents, and to serve as the Town's facilitator for Davie's Mobile Home Task Force (MHTF); and

**WHEREAS**, due to the urgency of the subject matter and the mission of the MHTF, they decided that meetings were needed every two weeks versus once monthly; and,

**WHEREAS**, the Consultants Agreement only provides for twelve (12) meetings, and it is estimated that an additional six (6) meetings are needed to complete the mission of the Mobile Home Task Force (MHTF).

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:**

**SECTION 1.** The agreement with Carras Community Investment, Inc. is hereby amended to allow for up to six (6) additional MHTF meetings @ \$1,000 per meeting, to manage the meeting process, take appropriate minutes, lead the group discussion, and gauge support for specific recommendations that will be presented to the Town Council in the near future.

**SECTION 2.** In the case of any litigation related to the MHTF deliberations and the need for Carras Community Investment, Inc. to testify either by deposition or subpoena, these services would be billed @ \$175 hourly.

**SECTION 3.** This Resolution shall take effect immediately upon its passage and adoption.

**PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007.**

\_\_\_\_\_

**MAYOR/COUNCILMEMBER**

**ATTEST:**

\_\_\_\_\_  
**TOWN CLERK**

**APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2007.**

# Memorandum

**To:** Shirley Taylor-Prakelt

**From:** James Carras, Carras Community Investment, Inc.

**Date:** September 17, 2007

**Re:** Contract Amendment

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Carras Community Investment, Inc. is under contract with the Town of Davie to provide a variety of services relative to the Mobile Home Task Force, Mobile Home Park conversion Moratorium, affordable housing and Mobile Home Community research and ultimately, recommendations to the Town relative to affordable housing and mobile home community closures. Our current agreement stipulates that we are to manage the planning process and attend up to “12 meetings” of the Mobile Home Task Force, conduct up to two Town Council Workshops and one Town Council meeting.

As you know, the 12<sup>th</sup> meeting of the Mobile Home Task Force took place on September 10<sup>th</sup>. We anticipate that there will be a number of other Task Force meetings that my firm’s attendance will be required. Particularly, we are at the stage of “workshopping” our recommendations with the Task Force and need to discuss our recommendations, receive their input, and vote on each recommendation. We anticipate that this may take up to six more meetings.

Therefore, through this Memorandum, I am requesting an extension of our contract for up to six meetings at \$1,000 per meeting. Through these services, we will continue to manage the Task Force meeting process, take appropriate minutes, lead the group in discussion and gauge their support for specific recommendations that are ultimately presented to the Town Council.

I also would like to add a clause to our extension that in case of any litigation related to the Mobile Home Task force deliberations and our need to testify either by deposition or subpoena, these services will be billed at my hourly rate of \$175.00 an hour.