Miami-Dade County

Stephen P. Clark Government Center
111 N.W. 1st Street
Miami, Fl. 33128

LEGISLATIVE ANALYSIS

Thursday, May 20, 2004
9:30 AM
Commission Chambers

Board of County Commissioners

Budget and Finance Committee

Summary of FY03-04 Mid-Year Supplemental Budgets (Departments only)

5-20-04 Budget and Finance Committee Agenda Item 3(F) Substitute

		FY03-04	Justification provided for Supplemental Budget
Fire Rescue - Air Rescue			
Previously Approved Budget	$	8,154,000	
Transfer from Countywide General Fund		223,000	
Amended Budget	$	8,377,000	To cover negotiated wage adjustment ($40K), overtime (OT) expenditures for leave coverage ($110K) and increased fuel costs ($73K). Due to minimum staffing requirements, OT is needed to cover employees who are on leave.
Fire Rescue - Anti-Venin			
Previously Approved Budget	$	300,000	
Miscellaneous Donations and Fees		50,000	
Transfer from Countywide General Fund		25,000	
Amended Budget	$	375,000	To cover additional OT ($49K) and additional medicine ($26K).
Fire Rescue - Lifeguarding & Ocean Rescue Services			
Previously Approved Budget	$	2,394,000	
Transfer from Park and Recreation Dept.		32,000	
Amended Budget	$	2,426,000	To cover higher than budgeted costs associated with the transfer of this program from the Park and Recreation (P&R) Department ($32K). Pursuant to BCC direction, this unit was transferred out of P&R due to its public safety/rescue functions.
Office of Emergency Mgt (OEM) and Homeland Security			
Previously Approved Budget	$	1,597,000	
Additional Carryover		27,000	
Other Revenues (inspection fees)		2,000	
Amended Budget	$	1,626,000	To cover negotiated wage adjustment ($29K).
OEM and Homeland Security (Grant-funded operations)			
Previously Approved Budget	$	538,000	
Additional Grant Revenues		815,000	
Additional Carryover		29,000	
Amended Budget	$	1,382,000	Additional grants and carryover of $844K.

Summary of FY03-04 Mid-Year Supplemental Budgets (Departments only)

5-20-04 Budget and Finance Committee Agenda Item 3(F) Substitute

Procurement Mgt

Previously Approved Budget	$	7,347,000	
Transfer from Countywide General Fund		251,000	
Transfer from UMSA General Fund		135,000	
Amended Budget	$	7,733,000	To cover negotiated wage adjustment ($62K), separation costs ($120K), additional expenses related to the modification of ADPICS and FAMIS for the User Access Program ($215K) and Graphical User Interface maintenance charges ($44K). The department has identified savings to offset some of this over expenditure and revenue shortfalls, including keeping certain positions vacant and reducing certain line items (such as supplies, training, storage and copier purchase). In the current year, DPM's budgeted included revenues of $1.675 million and $125K from the User Access Program and the surcharge program, respectively. Current projections show that it will be approx. $838K from the UAP and $50K from the surcharge, for a shortfall of $912K.

Communications

Previously Approved Budget	$	4,965,000	
Transfer from Countywide General Fund		12,000	
Transfer from UMSA General Fund		7,000	
Amended Budget	$	4,984,000	To cover expenditures related to the Dial-a-Life Coordinator position and associated expenses with transferring it to Communications from the Department of Human Services ($19K). OSBM did not respond by printing regarding the reason for the transfer back to Communications, where the Coordinator was originally, and what the "associated expenses" were.

International Trade Consortium

Previously Approved Budget	$	837,000	
Carryover		70,000	
Transfer from Countywide General Fund		43,000	
Amended Budget	$	950,000	To cover separation costs ($113K).

Medical Examiner

Previously Approved Budget	$	6,870,000	
Transfer from Countywide General Fund		175,000	
Amended Budget	$	7,045,000	To cover negotiated wage adjustment ($59K), separation costs ($114K) and other operating expenditures ($2K).

Consumer Services

Previously Approved Budget	$	1,220,000	
Capital Contribution		440,000	
Amended Budget	$	1,660,000	To show capital contribution from cable providers that was inadvertantly omitted from the Department's original budget.

Summary of FY03-04 Mid-Year Supplemental Budgets (Departments only)

5-20-04 Budget and Finance Committee Agenda Item 3(F) Substitute

Office of the Citizens' Independent Transportation Trust

Transfer from Miami-Dade Transportation Revenue Func	$	2,783,000	To establish a budget for the Office of the CITT for the annual operating costs associated with the CITT. Transit Surtax was previously budgeted within the Transit budget prior to this office being created. The CITT Board approved a FY03-04 Budget of $3.6 million. However, projected spending this year is $2.783 million. ***See attached for a detailed breakdown of this budget.*** Approx. 48% of this budget is for Personnel (salary and fringes for 14 full-time employees and 3 temporary employees). An additional 5% of the total budget is to pay for an outside Financial Advisor ($125K). The County Manager's request to reject proposals and readvertise the RFP for Financial Advisors for the CITT will be on the May 20 Transportation Committee agenda. The $125K equates to one quarter year funding (July-Aug-Sept.), based on a $500K annual estimate.

Community Action Agency

Previously Approved Budget	$	72,486,000	
Additional State and Federal Grants		1,506,000	
	$	73,992,000	Additional state and federal grants, such as the Head Start, Self-Help Institute, and Energy Grant programs.

Environmental Resources Management

Previously Approved Budget	$	7,100,000	
Additional State and Federal Grants		2,263,000	
Amended Budget	$	9,363,000	Additional state and federal grants.

Homeless Trust

Previously Approved Budget	$	14,025,000	
Additional State Grants		520,000	
Additional Federal Grants		5,110,000	
Amended Budget	$	19,655,000	Additional state and federal grants.

Notes

- These budget amendments are based on the latest projections. Year-end budget amendments may be needed depending on unexpected expenditures from May until September.
- There are no reallocation of funds from the Countywide or UMSA Contingency Reserves ($6.7 million) or from the Emergency Contingency Reserve ($11.122 million).
- Negotiated Wage Adjustment refers to the 4% COLA and $25 per pay period supplement effective July 2004. Separation costs include leave payouts and DROP. These expenditures are paid from a Wage Adjustment, FRS, Separation and Energy Reserve Fund that is set aside for these and other specified purposes.
- OSBM refers to the Office of Strategic Business Management
- OT refers to overtime

CITT BUDGET
FY 03 - 04

Subobject	LINE ITEMS	EXECUTIVE DIRECTOR	EXTERNAL AFFAIRS	PROJECTS OVERSIGHT	BUDGET FINANCE	DEPARTMENT WIDE*	TOTAL	% of OCITT Budget 2,782,300	% of 5% Admin Budget 6,024,000	% of 80% County Budget 120,480,000	% of Surtax Budget 150,600,000	CITT EXP
001	Salary	256,400	386,200	247,300	213,600		1,103,500	39.681%	18.318%	0.916%	0.733%	
00192	Salary Reimbursement						0	0.000%	0.000%	0.000%	0.000%	
010	Fringe Benefits	53,000	87,000	58,600	41,400		240,000	8.626%	3.984%	0.199%	0.159%	
01091	Fringe Reimbursement						0	0.000%	0.000%	0.000%	0.000%	
		309,400	473,200	305,900	255,000		1,343,500	48.287%	22.302%	1.115%	0.892%	
00128	Tuition Refund					5,000	5,000	0.180%	0.083%	0.004%	0.003%	
11106	Other Court Reporting Costs					500	500	0.018%	0.008%	0.000%	0.000%	
21030	Other Professional Accounting Serv.				27,000	10,000	37,000	1.330%	0.614%	0.031%	0.025%	
21120	Outside Financial Advisor					125,000	125,000	4.493%	2.075%	0.104%	0.083%	125,000
21212	Hearing Examiners & Arbitrators					1,500	1,500	0.054%	0.025%	0.001%	0.001%	500
21510	Temp Help Outside Agency	10,000	50,000		55,000		115,000	4.133%	1.909%	0.095%	0.076%	
22350	Bottled Water					500	500	0.018%	0.008%	0.000%	0.000%	200
22430	Other Outside Contractual Services		60,000	20,000	5,000		85,000	3.055%	1.411%	0.071%	0.056%	
23210	General Liability Insurance					5,000	5,000	0.180%	0.083%	0.004%	0.003%	
23410	Property & Fire Insurance					5,000	5,000	0.180%	0.083%	0.004%	0.003%	
24130	Maint. & Repair Office Machines					5,000	5,000	0.180%	0.083%	0.004%	0.003%	
24519	Other ITD Maintenance					5,000	5,000	0.180%	0.083%	0.004%	0.003%	
24573	Hardware/Cable Installation					84,000	84,000	3.019%	1.394%	0.070%	0.056%	
25330	Copy Machine Rental					10,000	10,000	0.359%	0.166%	0.008%	0.007%	
25360	Other Communication Equip. Rental					500	500	0.018%	0.008%	0.000%	0.000%	
25511	Payments to Lessors (Space Rent)					118,250	118,250	4.250%	1.963%	0.098%	0.079%	
26040	GSA Work Orders (Office Move)					226,000	226,000	8.123%	3.752%	0.188%	0.150%	
26050	GSA Printing & Reproduction		40,000			15,000	55,000	1.977%	0.913%	0.046%	0.037%	
26051	GSA Postage					40,000	40,000	1.438%	0.664%	0.033%	0.027%	
26062	FM LT EQ Mileage					1,000	1,000	0.036%	0.017%	0.001%	0.001%	
26260	Other Charges for County Services (CA)					0	0	0.000%	0.000%	0.000%	0.000%	
31010	Telecommunications					20,000	20,000	0.719%	0.332%	0.017%	0.013%	
31015	Cellular Phone Service					12,000	12,000	0.431%	0.199%	0.010%	0.008%	
31110	Publications					3,000	3,000	0.108%	0.050%	0.002%	0.002%	300
31130	Memberships					1,300	1,300	0.047%	0.022%	0.001%	0.001%	
31210	Travel Expense - U.S.					20,000	20,000	0.719%	0.332%	0.017%	0.013%	8,000
31220	Registration fees					10,000	10,000	0.359%	0.166%	0.008%	0.007%	5,000
31320	Parking Reimbursement					1,500	1,500	0.054%	0.025%	0.001%	0.001%	500
31340	Tolls Reimbursement					500	500	0.018%	0.008%	0.000%	0.000%	100
31410	Legal Ads & Public Info.					20,000	20,000	0.719%	0.332%	0.017%	0.013%	
31420	Promotional (Public Information)		300,000			20,000	320,000	11.501%	5.312%	0.266%	0.212%	20,000
31510	Outside Printing		40,000			30,000	70,000	2.516%	1.162%	0.058%	0.046%	
31611	Postage - Regular Mail					2,500	2,500	0.090%	0.042%	0.002%	0.002%	700
31620	Messenger Services					5,000	5,000	0.180%	0.083%	0.004%	0.003%	
31910	Petty Cash Expenditures	500	500	250	500		1,750	0.063%	0.029%	0.001%	0.001%	
32020	Educational Seminars					2,000	2,000	0.072%	0.033%	0.002%	0.001%	500
47010	Office Supplies/Outside Vendors					3,000	3,000	0.108%	0.050%	0.002%	0.002%	
47011	GSA Central Serv. Supplies					15,000	15,000	0.539%	0.249%	0.012%	0.010%	
47020	Office Equipment under $750					5,000	5,000	0.180%	0.083%	0.004%	0.003%	
49220	Food					1,000	1,000	0.036%	0.017%	0.001%	0.001%	1,000
49610	Photographic Supplies			500		500	1,000	0.036%	0.017%	0.001%	0.001%	
Total Non- Personnel		10,500	490,500	20,750	87,500	829,550	1,438,800	51.713%	23.884%	1.194%	0.955%	
TOTAL BUDGET		319,900	963,700	326,650	342,500	829,550	2,782,300	100.000%	46.187%	2.309%	1.847%	161,800

Staffing Level Full Time		3	5	4	2		14
Part Time		0	0	0	0		0
Temp		1	1	0	1		3

* Includes CITT Exp.

5/19/2004 12:43 PM

Summary of FY03-04 Mid-Year General Fund Budget Amendments

5-20-04 Budget and Finance Commitee Agenda Item 3(G)

Department	Countywide General Fund Transfer required	UMSA General Fund Transfer required	Reason	Comments
Corrections and Rehabilitation	$ 7,541,000	n/a	To cover increased expenses associated with hospital assignments for inmate medical care ($1.7 million) and personnel costs, mainly OT ($5.841 million)	Expenses associated with hospital assignments were higher than budgeted. Overtime (OT) in FY03-04 was budgeted at $3 million.
Board of County Commissioners	1,502,000	808,000	Allocation of unexpended FY02-03 year-end Commission office balances as follows: District 1: $281K, District 2: $25K, District 3: $98K, District 4: $181K, District 5: $305K, District 6: $318K, District 7: n/a, District 8: $294K, District 9: $157K, District 10: $107K, District 11: $203K, District 12: $59K, District 13: $50K and the Office of the Chair: $232K.	Commission Office budgets for FY03-04 are $809K each. The Office of Chair's budget is an additional $875K. Unexpended balances in District budgets are rolled over, but the Office of the Chair's budget is whatever budget is approved (i.e. does not rollover).
Park and Recreation	1,410,000	308,000	To cover negotiated wage adjustment ($607K), Country Club of Miami outstanding vendor and lessee obligations ($723K) and lower than budgeted golf-related revenues that were expected to offset departmental operating costs ($388K).	The Board approved the payment of outstanding debt owed by the County Club of Miami when the County took its operations last year. Revenues were lower than budgeted because certain golf courses didn't open on schedule.
Elections	1,214,000	n/a	To cover negotiated wage adjustment ($70K), increased expenditures related to the March 9, 2004 election ($426K), and an anticipated increase in the August 31, 2004 election costs ($718K). The election costs increases were due to "night before" set up costs, higher than anticipated overtime costs, and costs associated with an additional mailing of voter identification cards.	Each of these elections were originally budgeted at $2.250 million, but based on certain assumptions that may not/did not occur, such as not doing "night before" set up. Because no state approval was recieved to set up the morning of (and Elections felt it would be in best interest to do the night before), additional OT costs were incurred for the March 2004 election. OT costs were also higher than budgeted because Elections moved to its West Dade headquarters in Dec. 2003-Jan 2004 and had to do a lot of preparations for the March election in a short time. The August 2004 election is also anticipated to be at least $400K over budget (mainly OT), particularly because the turnout is expected to be so high, as well as several petitions underway requiring the additional use of seasonal employees.

Summary of FY03-04 Mid-Year General Fund Budget Amendments

5-20-04 Budget and Finance Commitee Agenda Item 3(G)

Department	Countywide General Fund Adjustment required	UMSA General Fund Adjustment required	Justification provided for General Fund Amendment	Comments
Procurement Management	796,000	427,000	To cover negotiated wage adjustment ($62K) and separation costs ($120K), additional expenses for the modification of ADPICS and FAMIS for the User Access Program ($215K), Graphical User Interface maintenance charges ($44K), and unrealized UAP and surcharge revenues ($912K). The department has identified line item savings to offset a portion of the shortfall ($130K).	The department has identified savings to offset some of this over expenditure and revenue shortfalls, including keeping certain positions vacant and reducing certain line items (such as supplies, training, storage and copier purchase). In the current year, DPM's budgeted included revenues of $1.675 million and $125K from the User Access Program and the surcharge program, respectively. Current projections show that it will be approx. $838K from the UAP and $50K from the surcharge, for a shortfall of $912K.
Property Appraisal	591,000	-	To cover negotiated wage adjustment ($133K), expenses (including OT) related to efforts in updating the real and personal property tax rolls ($318K), and printing costs associated with the State no longer providing certain forms ($140K).	The State is no longer providing Form DR424, which is a certification of taxable value sent out to every Miami-Dade County jurisidiction.
Enterprise Technology Services	585,000	315,000	To cover negotiated wage adjustment ($416K) and lower than anticipated payments from the Aviation Dept. due to Federal Aviation Administration restrictions on revenue diversions ($484K).	OSBM did not respond by printing regarding clarifying the restrictions from the FAA and what measures would be taken in the future (such as a Memorandum of Understanding) to avoid this shortfall in the future.
Medical Examiner	361,000	-	To cover negotiated wage adjustment ($59K), separation costs ($71K) and lower than ancipated proprietary revenues mainly due to the reduction of charges to the State Attorney's and Public Defender's Offices and state law changes that limit autospsy photographs ($231K).	The Medical Examiner can no longer charge for certain services because they are statutarily required to or restricted from doing them.
Fire Rescue - Air Rescue	247,950	-	To cover negotiated wage adjustments ($40K), OT costs for leave coverage ($110K), and increased fuel costs ($73K).	Due to minimum staffing requirements, OT is needed to cover employees who are on leave.
Fire Rescue - Anti Venin	25,000	-	$25K to partially cover additional OT ($49K) and additional medicine ($26K). The balance ($50K) will be funded by proprietary fees and donations.	The FY03-04 Adopted budget was $300K with two full-time positions.
Community Relations	185,000	-	To cover personnel-related costs.	OSBM did not respond by printing regarding further clarification of what these "personnel-related costs" were.

Summary of FY03-04 Mid-Year General Fund Budget Amendments

5-20-04 Budget and Finance Commitee Agenda Item 3(G)

Department	Countywide General Fund Adjustment required	UMSA General Fund Adjustment required	Reason	Comments
Agenda Coordination	94,000	51,000	To cover additional printing costs and supplies related to providing regular and committee agenda materials ($145K).	On-line agendas have not reduced printing costs as had originally anticipated. The number of agenda kits requested remains high and the volume of individual agenda items has increased.
Communications	93,000	50,000	To cover additional expenditures related to the Dial-a-Life Coordinator position and association operating expenses that were transferred to Communications from the Department of Human Services ($143K).	OSBM did not respond by printing regarding the reason for the transfer of the Dial-a-Life Coordinator position *back to* Communications, where the Coordinator was originally, and what the "associated expenses" were.
International Trade Consortium	43,000	-	To cover separation costs.	The Director is retiring, but will remain as a consultant.

Notes

- These general fund budget amendments are based on the latest projections. Year-end budget amendments may be needed depending on unexpected expenditures from May until September.

- There are no reallocation of funds from the Countywide or UMSA Contingency Reserves ($6.7 million) or from the Emergency Contingency Reserve ($11.122 million).

- Negotiated Wage Adjustment refers to the 4% COLA and $25 per pay period supplement effective July 2004. Separation costs include leave payouts and DROP. These expenditures are paid from a Wage Adjustment, FRS, Separation and Energy Reserve Fund that is set aside for these and other specified purposes.

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- OT refers to overtime

Budget & Finance ITEM 3(J)
May 20, 2004

LEGISLATIVE ANALYSIS AND ECONOMIC IMPACT STATEMENT

RESOLUTION AUTHORIZING THE COUNTY MANAGER TO ADVERTISE A REQUEST FOR QUALIFICATIONS TO FORM A POOL OF PREQUALIFIED VENDORS TO PROVIDE INFORMATION TECHNOLOGY TEMPORARY PERSONNEL SERVICES TO THE COUNTY ON A PROJECT SPECIFIC BASIS, TO EXERCISE ANY CANCELLATION AND RE-ADVERTISEMENT RENEWAL PROVISIONS AND TO EXERCISE ALL OTHER RIGHTS CONTAINED THEREIN RFQ NO. 65

Procurement Management Department

I. SUMMARY

This item authorizes the Manager to advertise a Request for Qualifications (RFQ) No. 65 for Information Technology (IT) Temporary Personnel Pool.

II. PRESENT SITUATION

Questions regarding this item which had not been addressed by the Department at time of printing:

- Who is in the current pool? How long has the contract lasted? How much has been spent on the IT Temporary Pool during the last contract?
- The Manager's Memo puts the cost estimate at six (6) million per year but the RFQ puts it at eight (8) million.
- The Manager's Memo puts the term of the contract as one (1) year with four (4) one (1) year options to renew but the RFQ puts it at two (2) year with three (3) one (1) year options to renew.

III. POLICY CHANGE AND IMPLICATION

N/A

IV. ECONOMIC IMPACT

The cost estimate varies from six to eight million per year between the Manager's Memo and the RFQ.

V. COMMENTS AND QUESTIONS

N/A

Budget & Finance ITEM 4(A)
May 20, 2004

LEGISLATIVE ANALYSIS AND ECONOMIC IMPACT STATEMENT

CUTLER RIDGE AREA INCORPORATION

County Manager

I. SUMMARY

The Cutler Ridge Municipal Advisory Committee (MAC) has completed its work and has presented a conceptual agreement for the proposed new city. If this item is approved by the Board, electors in the proposed City of Cutler Ridge will be allowed to vote in November 2004 to decide upon incorporation.

II. PRESENT SITUATION

There are issues concerning the boundaries as they apply to Cutler Ridge and Goulds. The issue has been sent to the Florida Conflict Resolution Consortium (FCRC) for a solution to the Boundaries dispute. The FCRC finds that "there is a high likelihood that a mediated process can result in mutually acceptable agreements that resolve or narrow many of the issues between the various groups." The FCRC also finds "a lower probability that a mediated process can resolve all of the issues between all of the groups."

III. POLICY CHANGE AND IMPLICATION

N/A

IV. ECONOMIC IMPACT

The Cutler Ridge Incorporation if approved by the voters in November should be at a minimum have a neutral effect on the UMSA budget.

V. COMMENTS AND QUESTIONS

- Issues not resolved in the mediation process may need to be resolved by either Board action or non-binding arbitration.
- By allowing citizen to vote in November, both sides will be able to decide the issue democratically.