



Miami-Dade County Board of County Commissioners

Office of the Commission Auditor

Legislative Analysis

Budget, Planning & Sustainability
Committee

March 9, 2010

2:00 P.M.

Commission Chamber

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

**Legislative Notes
Budget, Planning & Sustainability Committee
Meeting Agenda**

March 9, 2010

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

Item Number(s)

2B
3D

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:
Elizabeth N. Owens, Legislative Analyst

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



Legislative Notes

Agenda Item: 2(B)
File Number: 100503
Committee(s) of Reference: Budget, Planning and Sustainability
Date of Analysis: March 8, 2009
Type of Item: Agenda Coordination
Prime Sponsors: Commissioner Carlos A. Gimenez

Summary

This resolution amends the Fiscal Year 2009-10 Countywide General Fund Budget and the Unincorporated Municipal Service Area Fund Budget. It removes the appropriated funding revenue and positions from the Office of the Agenda Coordination and appropriates the funding, revenue and positions to the Office of the Chair.

Survey of Other Jurisdictions

The Office of the Commission Auditor conducted a survey of five of the most populated jurisdictions (Los Angeles County, California; Cook County, Illinois; Harris County, Texas; Maricopa County, Arizona; and New York City, New York) in the United States to ascertain whether the executive/administration or the legislative body has purview over the agenda coordination functions and/or duties.

FINDINGS

Four of the five jurisdictions placed the agenda coordination functions under the Board of County Commissioners or its equivalent. Only Harris County, Texas placed the agenda coordination functions under the County Management Services which is equivalent to the County Manager. Note also that Harris County, with an agenda coordination operating expense of \$930,392, had the highest operating expense of the five jurisdictions surveyed.

New York City had the lowest agenda coordination operating expenditures and the least amount of staff. Although only three staff members are assigned to the agenda coordination functions, several other individuals within the Legislative Council perform some aspect of the agenda coordination duties, depending on the volume of work.

Furthermore, the operating expenses for New York City is only an estimate based on combining the salary and benefits of the three staff members whose primary duties are to prepare the agenda for the council members.

SURVEY OF AGENDA COORDINATION FUNCTIONS Fiscal year 2009-10			
Jurisdictions	Placement of Agenda Coordination Functions	Operating Expenditures	Number of Staff Positions
Los Angeles County, California	Executive Office which is an administrative arm of the Board of Supervisors	<i>Not available at the time of printing.</i>	6
Cook County, Illinois	Secretary of the Board of Commissioners which is an administrative arm of the Board of Commissioners	Approximately \$600,000 to \$780,000 (50-65% of the \$1.2 million of the Secretary of the Board's budget).	5
Harris County, Texas	County Management Services (County Manager)	\$930,392	5
Maricopa County, Arizona	Board of Supervisors	\$650,000	9
Miami-Dade County, Florida	County Manager	\$745,000	5
New York City, New York ¹	Legislative Council which is an administrative arm of the Speaker's Office.	\$365,750 <i>(estimated)</i>	3

Prepared By: Elizabeth N. Owens

¹ New York City presents a unique situation. The Legislative Council prepares the agenda for 51 council members who also sit on 40 committees and 20 subcommittees. The operating budget is arrived at by extrapolating the agenda coordination duties down to three key staff members and then estimating their salaries and benefits. The operating budget is not a true representation because it does not include the additional costs and/or staff that assist in generating and distributing the agenda.

**MIAMI-DADE COUNTY
BOARD OF COUNTY COMMISSIONERS
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Legislative Notes

Agenda Item: 100512
File Number: 3(D)
Committee(s) of Reference: Budget, Planning and Sustainability
Date of Analysis: March 8, 2010
Type of Item: Competitive Contract Package

Summary

This Competitive Contracts Package includes a total of four (4) procurement actions.

Policy Change and Implication / Budgetary Impact

- **Two (2) Competitive Contracts:**

Item 1.1 – Emergency Management & Homeland Security Professional Services (Pre-qualification)

This contract is to supply Emergency Management and Homeland Security Professional Services to several County departments. The cumulative contract total, including the subsequent options to renew (OTR) period is \$11,400,000.

Questions / Comments

This is a new contract which establishes a pool of pre-qualified vendors who can provide Emergency Management / Homeland Security Professional Services under the following four groups: training, planning, mock exercises and scope of service development. Duties include, but are not limited to the following:

- Perform research necessary to develop and revise training courses and preparing the appropriate training catalogs;
- Prepare instructor materials;
- Conduct formal classroom courses, workshops, and seminars;
- Conduct exercise planning meetings; and
- Produce exercise plans, controller/evaluator manuals and participation manuals.

Currently, the Department of Emergency Management (DEM) receives grant funds and then sub-awards these funds to other agencies, allowing DEM to complete their projects. According to the Department of Procurement Management (DPM), efficiency would be enhanced if DEM were to procure the majority

of services for projects and programs on behalf of all agencies while ensuring that the benefits to participants remain unchanged.

Funding Source

This contract includes a \$2.5 million funding source from two subgroups under the FEMA Homeland Security Grant Program:

- The Urban Area Strategic Metropolitan Medical Response System
 - Total Funding Available in FY 2010: \$832.5 million
 - Focuses on enhancing regional preparedness in major metropolitan areas. These funds directly support the national priority on expanding regional collaboration in the National Preparedness Guidelines and are intended to assist participating jurisdictions in developing integrated regional systems for prevention, protection, response, and recovery.
- The State Homeland Security Grant Program
 - Total Funding Available in FY 2010: \$842 million
 - Provides funds to build capabilities at the state and local levels and to implement the goals and objectives included in state homeland security strategies and initiatives in their State Preparedness Report.

Additional funding includes department allocations from Aviation - \$250,000 in Proprietary Funds, Transit - \$1 million in American Recovery and Reinvestment Act funds, and Police - \$50,000 in General Funds.

Item No.	Contract Term & Amount	Amount per year	Previous Contract Term & Amount	Previous Contract Amount per year
1.1	\$3,800,000 for 5 years with 2, five-year OTR.	\$760,000	n/a	n/a

Item 1.2 – Appliances, Kitchen Equipment (Gas and Electric) Repairs / Parts

This contract is to provide parts and repair services for appliances and kitchen equipment to several County departments. The cumulative contract total, including subsequent OTRs is \$5,355,000.

Questions / Comments

This contract includes a modification to the specifications which according to DPM presents an opportunity for cost reductions. However, the total allocations request for this contract is \$821,000 more than the previous allocation request (see below). ***Why is there an increase in allocations if there is an expectation of cost reductions?***

<u>Department(s)</u>	<u>Previous Allocation</u>	<u>Proposed Allocation Request</u>	<u>Difference in Allocations</u>
Aviation	\$6,000	\$10,000	Increased by \$4,000
Community Action Agency	\$2,000	\$5,000	Increased by \$3,000
Corrections and Rehab.	\$177,000	\$936,000	Increased by \$759,000

DERM	\$2,000	\$5,000	Increased by \$3,000
Fire Rescue	\$17,000	\$30,000	Increased by \$13,000
GSA	\$5,000	\$5,000	No change
Public Housing Authority	\$20,000	\$40,000	Increased by \$20,000
Human Services	\$20,000	\$40,000	Increased by \$20,000
Public Works	\$1,000	\$0	Decreased by \$1,000
Total :	\$250,000	\$1,071,000	Increased by \$821,000

Item No.	Contract Term & Amount	Amount per month	Previous Contract Term & Amount	Previous Contract Amount per year
1.2	\$1,071,000 for 1 year with 4, 1-year OTRs.	\$1,071,000	\$1,416,638 for 23 months	\$739,115

- **One (1) Rejected Bid**

Item 2.1 – Automatic Doors and Related Components

This item rejects all bids for a solicitation to purchase repair, maintenance, and installation services for automatic doors and related components due to a significant change in the scope of work and technical requirements.

- **One (1) Contract Modifications:**

Item No.	Contract Title and Modification Reason	Initial Contract Term & Amount	Modified / Extended Term	Increased Allocation	Record of Vendors' Performance
3.1	<p>Janitorial Services for MDPD and GSA Facilities</p> <p><u>Reason:</u> Additional spending authority to allow MDPD and GSA to purchase janitorial services for additional sites added during the last 2 months of the initial term of the contract.</p> <p><i>In addition, this item exercises the 3rd OTR period in the amount of \$420,000.</i></p>	\$326,000 for 1 year.	No change.	\$94,000	<p>There are no compliance issues reported for Best Janitorial & Supplies, Inc.</p> <p>The only performance issue noted is that on December 9, 2009, this vendor was placed on probation for noncompliance with contractual obligations. Currently, the vendor is performing in accordance with the contract requirements.</p>

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