Memorandum

MIAMI-DADE COUNTY

Date: December 17, 2004

To: Department Directors

From: Jennifer Glazer-Moon, Director
Office of Strategic Business Management

Subject: FY 2005-06 Proposed Operating Budget Submission Manual

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It is time to begin the development of the FY 2005-06 Proposed Resource Allocation Plan. Revisions have been made to the Operating Budget Submission Manual to support the linkages between the strategic planning, business planning, and resource allocation processes. **Budget submissions for all departments are due on February 1, 2005.** It is essential to the process that each department adheres to the schedule for submitting their budget. If there is a problem, please call me directly.

Departments should submit information at the base budget level (the current level of service, independent of costs), any proposed service enhancements or reductions, efficiencies, unmet needs, and other information. We are strengthening our emphasis on performance measures, adherence to the departmental business plans, and a focus toward the desired outcomes of the County's Strategic Plan. Proposed changes in service should be presented as changes in results. It is imperative that the information be as realistic and accurate as possible because it will serve as the basis for recommended adjustments if funding levels change from our original projections.

As in the past, we expect to collect and summarize unmet service needs. Consistent with last year, future unmet service needs are being requested as part of the budget submission. The purpose is to explain service gaps more accurately, clearly, and consistently with the budget presentation.

Based on the feedback that you and your staffs have given us at the August Feedback Meeting and at other times, we have re-designed the forms and taken steps to improve the process for the new year. The following items are highlighted for your reference as you begin formulating your department's budget submission.

FY 2005-06 Budget Submissions

- Departments should begin immediately preparing current year revenue and expenditure projections and FY 2005-06 base budget level information, including updated position record information.
- Proprietary and fee-supported agencies are required to submit base budget submissions that include no fee adjustments. Any requested fee increases, along with items to be funded by such increases, must be presented as proposed changes.
- Consistent with last year, we will not be giving preliminary budget target figures for each general fund department.

Resource Allocation Meeting Forms

- Three charts have been discontinued: "Chart 1: Major Programs/Initiatives and Budget Highlights", "Chart 6: Capital Budget Overview", and "Summary of Financed Purchases"; other forms have been added or improved. These changes should help make later points of the process easier. These charts were designed to be used directly in the Resource Allocation Meetings.

- Budget submissions are not complete until all Resource Allocation Meeting Forms are submitted. We will use these forms to guide discussion at the Resource Allocation Meetings. These forms should be updated as changes occur throughout the process.

Performance Measures

- Each department has been updating and refining their business plans. Relevant performance measures should be included in departmental business plans and budget submissions. In the budget submission, the performance measure should show a historical review, up-to-date performance and projection for the current fiscal year, and expected goals and benchmarks for FY 2005-06. Departments should continue to work with their Assistant County Manager and budget analyst to refine this information. As activities are developed, departments may find it beneficial to adjust financial and organizational structures (e.g. add, delete, or combine index codes).

Automated Budget Development System (ABDS)

- ABDS has been operational since December 15, 2004. The ABDS manual does not include any significant changes from the December 1996 issue and therefore is not being included in this package. Any department requiring copies of the ABDS manual should contact OSBM at (305) 375-5143.
- **Departments must keep the information in ABDS updated throughout the process. Line-item budget information has been requested for all departments. We will use ABDS to satisfy these requests. It is imperative that ABDS be current so that these requests can be satisfied in a timely manner.**

Disaster Issues

- Departments should make every effort to take all necessary steps to close out all pending Damage Survey Reports (DSRs) and Project Worksheets (PWs) so that we can determine the value of any unfunded liability (or disallowances by FEMA) and develop funding options. Pending FEMA issues and unfunded hurricane-related liabilities will be discussed in your departmental Resource Allocation Meeting.

Profit Sharing

- As in the past, profit sharing proposals will be encouraged and deficit sharing will be used on a case-by-case basis where appropriate. The use and timing of all fund sharing will be discussed at your departmental Resource Allocation Meetings to formulate appropriate fund sharing strategies.

County Rent

- Consistent with past practice, general fund supported departments should not include in their submission the cost for office space in County-owned facilities. Proprietary departments should use the rent roll included and work with General Services Administration.

Wage Adjustments

- In accordance with the approved collective bargaining unit agreements, all payroll records loaded into ABDS for FY 2005-06 budget calculations will have base pay rates increased by the three percent wage adjustment effective July, 2005. As in the past, general fund supported departments should not budget for any cost of living wage adjustments effective during FY 2005-06. Any such funding required for these departments will be budgeted in countywide and unincorporated municipal service area general fund reserves and will be allocated to departments through the budget amendment process. Proprietary departments, however, will need to plan to absorb any such wage adjustment.

Public Budget Meetings

- During the budget development process, departments are called upon to provide additional information in preparation for workshops and budget briefings.
- As in prior years, we expect to have meetings with the general public and Community Councils regarding the Proposed Resource Allocation Plan. As a result, departments may be required to provide information for, and participate in, these presentations.

To assist departments in the development of their operating budget submissions, the electronic version of this manual is now available online. Hard copies are also available upon request. Thank you in advance for your cooperation and I look forward to working with you and your staffs throughout the process of preparing the FY 2005-06 Proposed Resource Allocation Plan.

Attachment

cc: Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
Honorable Harvey Ruvin, Clerk of Courts
Honorable Kathy Fernandez-Rundle, State Attorney
Honorable Bennett Brummer, Public Defender
George M. Burgess, County Manager
Marvin O'Quinn, President, Public Health Trust
Robert A. Ginsburg, County Attorney
Charles Anderson, Commission Auditor
County Manager's Office Staff
OSBM Staff

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PART I. INTRODUCTION

Each year through the resource allocation process, Miami-Dade County affirms its service priorities and determines service levels as well as associated financial and personnel requirements for the next fiscal year. The Board of County Commissioners (BCC) has established June 24 as the submission date for the Manager's Proposed Budget. This submission date requires the budget development process to begin in December of the preceding calendar year and is intended to ensure adequate opportunity for BCC review and reaction to the Proposed Resource Allocation Plan (Proposed Budget).

The most complex and time-consuming part of the Resource Allocation process is preparing departmental budget submissions. To help departments with this task, the Office of Strategic Business Management (OSBM) has made available this **Operating Budget Submission Manual** electronically and in hard copy, if requested. Departments should use this manual as a guide for preparing and submitting their budgets in a detailed and uniform manner. This information will be the focus of discussion during budget hearings and will form the basis for the County Manager's recommendations in the Proposed Budget. Please refer to the **Automated Budget Development System (ABDS) User's Manual,** for specific instructions on how to use ABDS in the development of your FY 2005-06 operating budget submission.

Individuals preparing departmental operating budget submissions should carefully follow the instructions in this manual. Understanding guidelines and requirements at the beginning of the budget process should enable departments to submit accurate budget requests in a timely manner. **Departments must keep the information in ABDS updated throughout the process. Line-item budget information has been requested for all departments. We will use ABDS to satisfy these requests. It is imperative that ABDS be current so that these requests can be satisfied in a timely manner.**

A. Organization of the Manual

The remainder of the Annual Budget Submission Manual is organized as follows:

Part II provides general guidelines and specific instructions on how to develop and package budget submissions. It also contains instructions for completing the Resource Allocation Meeting Forms and other manually prepared charts as well as brief descriptions of ABDS reports. For your convenience, please note that these forms are available electronically both on the County's website and via email by request.

The appendices contain current year and future year information that is required for completing your budget submissions. These include (A) planning assumptions; (B) internal service rates; and (C) indirect cost rates.

Please also note that the ABDS User's Manual is not included as part of this year's manual. Since no changes have been made to ABDS, departments may use last year's ABDS manual. If additional copies are needed, please contact OSBM.

If you have any questions regarding budget preparation or the information in this manual, please do not hesitate to contact your Budget Analyst at (305) 375-5143.

B. Budget Submission Requirements

All departments are required to submit appropriation (expenditure), revenue, and personnel information in folders (or binders); this constitutes the department's proposed operating budget. Part II of this manual carefully describes the required format for the preparation of these folders. Moreover, some departments also submit Capital Budget and Multi-Year Capital Plan information, possibly including capital outlay reserve (COR) requests.

Consistent with Part II of this manual, departmental operating budget folders consist of detailed information (at the division, section, and index code level) and a summary by department and activity. Information in these folders is reviewed carefully by OSBM in preparation for departmental budget hearings. Copies of budget submissions are used by the County Manager's Office and are available for the Mayor, Board, and the public to review as well.

PART II. DEPARTMENTAL BUDGET PREPARATION

This section of the manual covers the following:

- guidelines and instructions for preparing budget folders,
- a budget checklist with reports and charts identified by budget folder section and order of appearance in the folders,
- descriptions of reports, and
- directions for other forms that make up the folders.

ABDS generates most of the reports required for the budget submission. These reports are described briefly in this section, and directions on how to develop information for, and how to request ABDS reports can be found in the ABDS User's Manual which was distributed separately in previous years. Non-ABDS reports or charts must be completed according to the instructions in this part of the manual. Blank forms are available electronically on the web at http://www.miamidade.gov/budget/.

A. Budget Folder Organization and General Guidelines

The following guidelines have been established for preparation of budget folders in order to ensure uniformity in submissions, thereby facilitating review by all involved in the process.

Budget folders are divided into four sections:

- Section 1: Summary
- Section 2: Personnel
- Section 3: Appropriations and Revenues
- Section 4: Adjustments and Additions

Multiple-part folders must be used to organize the information requested into the appropriate section of the folder. Some departments with voluminous budget information may find three-ring binders more practical than folders. These binders must be divided into the same four sections listed above. If you do use binders, please be sure that they fit upright in standard file drawers.

Budget Checklist:

A list of items to be included in each budget folder is located on the next page. All required reports are listed under the corresponding section where they belong. Optional reports are also listed. You may find optional reports to be of value to you for internal budget needs. You should request all reports generated by ABDS at least once to assess their usefulness to you.

BUDGET CHECKLIST		Required	Optional
SECTION 1: SUMMARY			
Resource Allocation Meeting Forms		X	
Form 1: General Departmental Summary		X	
Form 2: Program Information		X	
Form 3: Departmental Issues		X	
Form 4: New Efficiencies		X	
Form 5: Operating Unmet or Deferred Needs		X	
Form 6: Personnel Reconciliation		X	
Form 7: Grant Funding Summary		X	
Form 8: Proposed New or Increased Fees		X	
Form 9: Payments To and From Other Departments		X	
Form 10: Selected Line Item Highlights		X	
Form 11: Technology Programs and Initiatives		X	
Functional Table Of Organization		X	
Expenditure and Personnel Summary (ABDS 764)		X	
SECTION 2: PERSONNEL			
Division Staffing Chart		X	
Personnel Summary - Report available by department, division, index, fund, and project; check with your Budget Analyst for required detail (ABDS 754,752,750,772,774)		X	
B-2 and Part-Time Report (ABDS 742,743)		X	
Regular and Supplemental Salaries Reconciliation (ABDS 747)		X	
Social Security Excess (ABDS 756)			X
Retirement Eligibility (ABDS 760)			X
Merit Increase Report (ABDS 811, 812)		X	
Longevity Bonus (ABDS 762)			X
Position Audit (Regular and/or Monetary) (ABDS 766, 767)			X
Executive Benefit Summary (ABDS 781)		X	
Vacancy Report (ABDS 815, 817)		X	
SECTION 3: APPROPRIATIONS AND REVENUES			
Appropriations	Department (ABDS 720)	X	
	Division (ABDS 728)	X	
	Index (ABDS 721)	X	
	Fund (ABDS 768)		X
	Subfund (ABDS 771)		X
	Project (ABDS 770)		X
Expenditure Justification (ABDS 745)		X	
Milestones and Schedules for Incomplete FEMA Projects			X
Revenue Summary - Report Available by Department, Index, and Fund (ABDS 802, 803, 804)		X	
SECTION 4: ADJUSTMENTS AND ADDITIONS			
Service Enhancements (PATCs)	Detail (ABDS 736)	X	
	Summary (ABDS 734)	X	
	Fund (ABDS 740)		X
Service Reductions (SADs)	Detail (ABDS 736)	X	
	Summary (ABDS 734)	X	
	Fund (ABDS 740)		X

**Your Budget Analyst may require some optional reports.*

Be sure to request the B-2 salary forecast (ABDS Report 742) and an appropriation report (ABDS Report 721) as soon as ABDS comes online. These two reports should form the basis for your initial budget work, since they contain current information on budgeted personnel, appropriations, and expenditures.

Departments must submit FOUR copies of each operating budget folder to OSBM. Departmental operating budget submissions are due to OSBM on Tuesday, February 1, 2005. All departments will be advised of their specific Resource Allocation Meeting date in the coming weeks. It is essential that all departments adhere to the due date to ensure the Proposed Resource Allocation Plan can be completed within the mandated time schedule.

B. Instructions for Preparing Budget Folders

Section 1: Summary

The first section of the budget folders contains basic departmental summary information. Brief descriptions of each chart or report are provided here in the order they should appear in Section 1 of the folders.

- This year we continue to transition to a budget process that links resource allocation to our strategic and business plans. To accommodate this strategy, the Resource Allocation Meeting Forms were redesigned to link goals and objectives with this Performance Based Budgeting (PBB) philosophy. The forms shown and described below are for illustrative purposes only; the actual forms are available as automated spreadsheets at http://www.miamidade.gov/budget/; these files should be downloaded for individual departmental use.

- The purpose of the Resource Allocation Meeting Forms is to facilitate and focus the discussions at the Departmental Resource Allocation Meetings. In that regard, the summary forms should emphasize the underlying principles of the budget, should highlight major budgetary issues, and should be as concise as possible. **More than in previous years, OSBM staff will rely directly on these forms for the meetings.** Each department should work with their Budget Analyst to refine the forms appropriately for these meetings.

- The forms capture primarily operating issues. Reports from the online Capital Development Program should be attached to the back of the Resource Allocation Meeting Forms. Both operating and capital issues will be discussed in the meetings.

Instructions for the Resource Allocation Meeting Forms

An example of how the Resource Allocation Meeting Forms should be completed is available via email from your Budget Analyst upon request. The instructions for the completion of these charts are as follows:

FORM 1: GENERAL DEPARTMENTAL SUMMARY

This form provides a one-page summary of either the entire department or each fund of the department (depending upon what your Budget Analyst requests).

A. Operating Budget – Revenues and Expenditures – This section will be slightly different for each department, depending upon your sources of revenue. Provide actual revenue and expenditure information for FY 2002-03, FY 2003-04, budgeted and projected revenues and expenditures for FY 2004-05, and base budget data for FY 2005-06.

RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: _____

Fund: _____

A) OPERATING BUDGET - REVENUES AND EXPENDITURES

(all dollars in thousands)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission
REVENUE BY MAJOR CATEGORY					
Carryover					
General Fund Revenue					
Other Revenues					
Other Revenues					
Other Revenues (add more rows as necessary)					
TOTAL REVENUE	0	0	0	0	0
EXPENDITURES BY MAJOR CATEGORY					
Salary					
Fringe Benefits					
Administrative Reimbursement					
Other Operating					
Other Operating (add more rows as necessary)					
Capital					
TOTAL OPERATING EXPENDITURES	0	0	0	0	0
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	0	0	0	0	0
Cash Position					
REVENUES LESS EXPENDITURES	0	0	0	0	0
Revenue to the General Fund					

B) POSITIONS

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission
Full-time positions approved =					
Net full-time positions funded =					
Budgeted Attrition Percent =					
Part-time FTEs =					
Temp Agency FTEs =					

* If department administers other reserve funds, please provide detailed documentation

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Proprietary and fee supported agencies are required to submit budget submissions which include no fee adjustments. Any requested fee increases, along with items to be funded by such increases, must be presented as proposed additions. If a fee

increase is required to maintain current service, such increase should be a part of the base budget.

General Fund Departments: For departments that are solely funded through the general fund, indicate the amount of your appropriation, revenue to the general fund (if applicable), and net support from the general fund. Present your expenditure information by category of expense. **You should not report carryover or cash position information**.

Non-General Fund Departments: For departments that are funded through a combination of general fund and/or other revenues, present revenues (including general fund subsidies), cash carryover, expenditures, and cash position information for each major operating fund associated with your department, as well as revenue to the general fund and net general fund support (if applicable).

B. Positions – Indicate the full-time positions and part-time and temporary agency usage, in full-time equivalent units, for FY 2002-03 (actual positions filled at the end of the year), FY 2003-04 (actual positions filled at the end of the year), FY 2004-05 (budgeted and projected), and FY 2005-06 (base budget). For full-time positions, indicate the number of budgeted positions and the number of funded positions, after adjusting for the attrition rate. Indicate the departmental (or fund) attrition rate on the appropriate row. Indicate the part-time full time equivalent (FTE) positions and the temporary agency FTE positions on the appropriate rows. These positions should be converted to FTEs; that is, if a department has two positions each at 50 percent, then the department would have 1 FTE. Add up all of the percentages of part-time positions and temporary agency positions to total the FTEs of each.

FORM 2: PROGRAM SUMMARY

A page for each major activity or program should be included in your department's budget. **This form has changed considerably from prior years.**

Work with your Budget Analyst and use the FY 2004-05 Adopted Resource Allocation Plan book as a guide to identify the correct programs to use on this form. Please note that the department has the flexibility to reassess the program categories to conform to their business plan. For each program, include revenues by general fund and others, total expenditures, and the positions related to that program. The sum of all activities should equal total actual revenues, and total budgeted and projected expenditures for your department as listed on Form 1.

Each program in your department should be presented on a separate sheet (add more Excel worksheets as necessary).

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: _____ Department: _____

Index Codes: _____ Fund: _____

A) ISSUES OF THIS PROGRAM

Issue and Description
Issue and Description
Issue and Description
Issue and Description
Issue and Description
Issue and Description
Issue and Description
Issue and Description (add more rows as necessary)

B) OPERATING BUDGET FOR THIS PROGRAM - REVENUES AND EXPENDITURES

(all dollars in thousands)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission
REVENUE BY MAJOR CATEGORY					
Carryover					
General Fund Revenue					
Other Revenues					
Other Revenues					
Other Revenues					
Other Revenues					
Other Revenues (add more rows as necessary)					
TOTAL REVENUE	0	0	0	0	0
EXPENDITURES BY MAJOR CATEGORY					
Salary					
Fringe Benefits					
Administrative Reimbursement					
Other Operating					
Other Operating (add more rows as necessary)					
Capital					
TOTAL OPERATING EXPENDITURES	0	0	0	0	0
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	0	0	0	0	0
Cash Position					
REVENUES LESS EXPENDITURES	0	0	0	0	0
Revenue to the General Fund					

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A. Issues of This Program – Provide all relevant issues to this program. Everything that should be discussed at the Resource Allocation Meetings should be listed here. Add more lines as necessary. Include both operating and capital issues. This section can be partially completed at the time of submission and finalized prior to the Resource Allocation Meeting.

B. Operating Budget – Revenues and Expenditures – Provide actual revenue and expenditure information for FY 2002-03 and FY 2003-04, budgeted and projected revenues and expenditures for FY 2004-05, and base budget and data for FY 2005-06 for each program.

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: _____ Department: _____

Index Codes: _____ Fund: _____

C) POSITIONS FOR THIS PROGRAM

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission
Full-time positions approved =					
Net full-time positions funded =					
Budgeted Attrition Percent =					
Part-time FTEs =					
Temp Agency FTEs =					

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL) *(all dollars in thousands)*

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME	COMMENTS/ JUSTIFICATION
Performance Measure and Description							
Performance Measure and Description							
Performance Measure and Description							
Performance Measure and Description							
Performance Measure and Description (add more rows as necessary)							

E) FY 2005-06 PROPOSED ENHANCEMENTS FOR THIS PROGRAM (IN PRIORITY ORDER) (FROM BASE) *(all dollars in thousands)*

Priority	COUNTYWIDE COST	UMSA COST	OTHER COST	TOTAL COST	POSITION CHANGE	RELATED OUTCOME	COMMENTS/ JUSTIFICATION
1 Description of Enhancement Including Performance Impact				0			
2 Description of Enhancement Including Performance Impact				0			
3 Description of Enhancement Including Performance Impact				0			
4 Description of Enhancement Including Performance Impact				0			

F) FY 2005-06 REDUCTIONS IF NECESSARY FOR THIS PROGRAM (IN PRIORITY ORDER) (FROM BASE) *(all dollars in thousands)*

Priority	COUNTYWIDE COST	UMSA COST	OTHER COST	TOTAL COST	POSITION CHANGE	RELATED OUTCOME	COMMENTS/ JUSTIFICATION
1 Description of Reduction Including Performance Impact				0			
2 Description of Reduction Including Performance Impact				0			
3 Description of Reduction Including Performance Impact				0			
4 Description of Reduction Including Performance Impact				0			
5 Description of Reduction Including Performance Impact				0			

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C. Positions – For each major activity or program, indicate the full-time positions and part-time and temporary agency usage, in full-time equivalent units, for FY 2002-03 (actual positions filled at the end of the year), FY 2003-04 (actual positions filled at the end of the year), FY 2004-05 (budgeted and projected), and FY 2005-06 (base budget) as was done in the departmental summary.

D. Performance Information for This Program (at Base Level) – Indicate all performance measures and descriptions of these measures for each program, actual data for FY 2002-03 and FY 2003-04, budgeted and projected data for FY 2004-05, and data at the base budget level for FY 2005-06. Be certain to include the units of measure in the description of each indicator. Indicate to which Desired Outcome from the Strategic Plan each performance measure relates. Indicate any comments or justification necessary for each performance measure (including any generally accepted benchmarks, state mandates, Mayor, Commission, or Manager priorities, etc.). **Report this information at the base level (same service level as provided in the current year).**

There are three types of performance measures, each providing a different gauge of an activity or program:

> ***Output or Workload Measures*** focus on quantities and volumes, but not quality. They are useful for comparisons and assessing changes in workload over time.
>
> ***Efficiency Measures*** indicate the amount of service provided relative to the amount of input required.
>
> ***Outcome or Effectiveness Measures*** focus on the final results of programs and activities. These are the highest level of measurement and are the most difficult to develop as judgment is likely to be involved. Effectiveness measures should relate directly to the program objectives.

Performance measures for each department should be consistent with the department's Business Plan as agreed upon with the appropriate Assistant County Manager and contained in the Quarterly Management Report. Work with your Budget Analyst to include any other appropriate performance measures.

If the performance measure requires information currently not collected by your department (or historical information is incomplete), OSBM will work together with the department to determine the best way to report or obtain the information. If necessary, the information may be reported not available (n/a) in prior years data and budgeted data. In all cases, information should be reported for projections and FY 2004-05.

E. Proposed Enhancements – Indicate, in priority order within this program, any proposed enhancements that the department deems necessary to further the department's Business Plan or the County's Strategic Plan. **Report this information as a change from the base level (from the same service level as provided in the current year).** Include a description of the enhancement <u>and include a performance impact</u> (from __ to __). Indicate the cost (if applicable) of the enhancement split between the Countywide General Fund, the UMSA General Fund, and Other Funding. Indicate the positions required for this enhancement, the Desired Outcome from the Strategic Plan to which this enhancement relates, and any comments or justification necessary for each enhancement (impacts to state mandates, Mayor, Commission, or Manager priorities, etc.).

F. Proposed Reductions if Necessary – Should funding not be available to provide the same level of service in FY 2005-06 as is currently being provided in FY 2004-05, service reductions may become necessary. Indicate, in priority order within this program, any reductions that the department would propose should funding not be available. **Report this information as a change from the base level (from the same service level as provided in the current year).** Include a description of the reduction <u>and include a performance impact</u> (from __ to __). Indicate the cost of the reduction split between the Countywide General Fund, the UMSA General Fund, and Other Funding. Indicate the positions that would be cut as part of this reduction, the Desired Outcome from the Strategic Plan to which this

reduction relates, and any comments or justification as to why this reduction is presented (impacts to state mandates, Mayor, Commission, or Manager priorities, etc.).

In the past, departments have been asked to prioritize enhancements and reductions across the entire department, pitting programs within a department against each other. Please note that for the new year, departments are asked to prioritize within programs. Departments will determine priorities within each program; priorities for funding across programs will be determined as the Resource Allocation Process progresses.

FORM 3: DEPARTMENTAL ISSUES

RESOURCE ALLOCATION MEETING: FORM 3

DEPARTMENTAL ISSUES

Department: _____

-Work with your budget analyst to develop this form prior to the Resource Allocation Meeting.
-Work with your budget analyst to develop this form prior to the Resource Allocation Meeting.
-Work with your budget analyst to develop this form prior to the Resource Allocation Meeting.
-Work with your budget analyst to develop this form prior to the Resource Allocation Meeting. *(add more rows as necessary)*

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Provide all relevant departmental issues that are department-wide. Everything that should be discussed at the Resource Allocation Meetings should be listed here. Include both operating and capital issues; add more lines as necessary. This section can be partially completed at the time of submission and finalized prior to the Resource Allocation Meeting. Examples of issues include agreements made in previous budgets, transfers to other departments, Capital Outlay Reserve Requests, and information technology issues.

FORM 4: NEW EFFICIENCIES

List any efficiency initiatives that the department has begun or plans to begin in either FY 2004-05 or FY 2005-06. Include a description of each, along with the implementation date (or planned implementation date if not already implemented), the dollar value of the efficiency, the number of positions associated with that efficiency, and describe the performance impact (if any) in the current fiscal year and the next fiscal year in terms of changes in performance measures. Total the dollar value and positions impacted at the bottom of the form. If the proposal negatively impacts service, it should not be categorized as an efficiency.

RESOURCE ALLOCATION MEETING: FORM 4

NEW EFFICIENCIES

Department: _____

Description of Efficiency/Improvement	Related Outcome(s)	Implementation Date	FY 2004-05			FY 2005-06		
			Net Dollar Value	Net Positions	Performance Impact	Net Dollar Value	Net Positions	Performance Impact

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By definition, efficiency changes the way service is provided so that the related per-unit cost is reduced. **An efficiency is not a service level adjustment.** Therefore, it becomes even more necessary to be as precise as possible in estimating the savings from current year efficiencies, and projecting future savings from the continuation of current year efficiencies, and any FY 2005-06 efficiencies.

FORM 5: OPERATING UNMET OR DEFERRED NEEDS

Departments should identify and prioritize future operating unmet or deferred needs. These needs are over and above the services that are currently provided. Include a description of the need, the performance impact if the need were to be funded, the estimated amount of funding required (both initially and on-going), the estimated positions associated with the need, and the related enhancement (if applicable). If no related enhancement has been requested, then N/A should be entered in the last column of the form.

RESOURCE ALLOCATION MEETING: FORM 5

OPERATING UNMET OR DEFERRED NEEDS

Department: _____

Priority	Description of Need	Related Outcome(s)	Performance Impact (If the Need is funded)	Estimated Funding Required		Positions	Related Enhancement (if applicable)
1				Initial:			
				Recurring:			
2				Initial:			
				Recurring:			
3				Initial:			
				Recurring:			
4				Initial:			
				Recurring:			
5				Initial:			
				Recurring:			
6				Initial:			
				Recurring:			
7				Initial:			
				Recurring:			
8				Initial:			
				Recurring:			
9				Initial:			
				Recurring:			
10				Initial:			
				Recurring:			
11				Initial:			
				Recurring:			
12				Initial:			
				Recurring:			
			Totals	Initial:			
				Recurring:			

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FORM 6: PERSONNEL RECONCILIATION

Use Form 6 to track changes between the FY 2004-05 Adopted Resource Allocation Plan and the departmental FY 2005-06 Budget Submission. Start with the total departmental personnel count as shown in the FY 2004-05 Adopted Resource Allocation Plan. Indicate any changes that have occurred (additions, subtractions, or transfers between programs or divisions). Your Budget Analyst will use this to determine personnel counts for FY 2005-06. After submission, this form can be used to track further changes to the FY 2005-06 Proposed Resource Allocation Plan.

RESOURCE ALLOCATION MEETING: FORM 6

PERSONNEL RECONCILIATION

full-time positions only

Department: _____

Event	*Changes*	Date	Count +/-
FY 2004-05 Final Adopted Budget		October 1, 2004	
Overages, Reclasses, Changes, etc.			
FY 2005-06 Budget Submission			
Enhancements, Reductions, Budget Changes, etc.			
FY 2005-06 Proposed Budget			

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FORM 7: GRANT FUNDING SUMMARY

Included again this year is the Grant Funding Summary Form. **In addition to the copy included in your budget submission, one copy of the grant funding summary should be sent to Dan Wall, Office of Strategic Business Management, and one to Jose Fernandez, Finance Department.**

Please include grant funding from sources within the County (Community Development Block Grant funding from the Office of Community and Economic Development) and from sources outside the County (State of Florida, Federal Government, etc.). New grants and existing grants should be listed. This information should be included on the estimated revenues report (ABDS report 802, 803, and 804). Total funding for each

grant listed on the grant-funding summary should match the corresponding index code total in the appropriations section.

RESOURCE ALLOCATION MEETING: FORM 7

GRANT FUNDING SUMMARY

from County and Non-County Sources

Department: _____

Funding Source	Name of Grant	Description of the Grant (including allowable uses and restrictions)	Start Date	End Date	FY 2004-05 Budget	FY 2004-05 Required Match	FY 2005-06 Proposed	FY 2005-06 Required Match

FORWARD A COPY TO:
Dan Wall, OSBM - (305) 375-5143
Jose Fernandez, Finance Department - (305) 375-5080

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Indicate the funding source in the first column, the name of the grant in the second column, and a description of the grant (including allowable uses and restrictions) in the third column. The start date and the end date of the grant should be indicated in the fourth and fifth columns. The total grant amount and the required match should be indicated for both the current year and the next year in the final four columns.

FORM 8: PROPOSED NEW OR INCREASED FEES

Proposals to increase (or decrease) the department's fee and charge rate schedules from the FY 2004-05 level must be submitted on Form 8. Proposed increases should be discussed with your Budget Analyst before the departmental budget is submitted to OSBM in order to provide as much time as possible for analysis and review of proposed changes. Base budget levels should not assume any fee adjustments. This form has not changed from previous years.

RESOURCE ALLOCATION MEETING: FORM 8

PROPOSED NEW OR INCREASED FEES

Department: _____

Service Activity/Fee Description (including unit charged against)	Prior Year Fee	Current Year Fee	Proposed New Fee	Revenue				Justification (including the date last increased)
				FY 2003-04	FY 2004-05	Next Year with Current Fee FY 2005-06	Next Year with Proposed Fee FY 2005-06	

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Indicate the fee description (including the unit charged against) in the first column. In the second, third, and fourth columns indicate what the charge was for this fee in the prior year, the current year, and the proposed new fee. In the fifth column, indicate how much was collected and in FY 2003-04. In the sixth column, indicate how much is projected to be collected in FY 2004-05. In the seventh column, indicate how much is projected to be collected if the fee is not increased. In the eighth column, indicate how much is projected to be collected if the fee is increased. In the ninth column, include any justification or comments regarding this fee increase. Repeat this on each row for each individual fee that the department is proposing to increase.

FORM 9: PAYMENTS TO AND FROM OTHER DEPARTMENTS

The Payments To and From Other Departments Form should be used to capture payments to your department for specialized services (do not include normal operating expenses, e.g. water charges, fleet charges, etc.). This form also shows any payments you will be expecting in FY 2005-06. In the first column of the "To" section indicate the department to be paid. In the second column, indicate the reason for the payment and the source of the funds. Leave the third column blank; each Budget Analyst will confirm each payment later in the process. In the fourth, fifth, and sixth columns, indicate the current year budget, current year projection, and next year budget for each payment. Provide the same information in the lower section for each payment that your department expects "from" another department.

RESOURCE ALLOCATION MEETING: FORM 9

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: _____

(all dollars in thousands)

PAYMENTS TO BE MADE TO OTHER DEPARTMENTS

Department (to)	Reason and Source	Confirmed?	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Budget
	Total Transfers to other Departments		0	0	0

PAYMENTS TO BE MADE FROM OTHER DEPARTMENTS

Department (from)	Reason and Source	Confirmed?	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Budget
	Total Transfers from other Departments		0	0	0

may include capital funds as well

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FORM 10: SELECTED LINE ITEM HIGHLIGHTS

This is a new form for FY 2005-06. It will be used to capture information for the FY 2005-06 Proposed Resource Allocation Plan and for discussion purposes at the Resource Allocation Meetings. List the line items to be highlighted in the first column. Indicate the subobject (or subobjects) that comprise these line items. Indicate two prior years of actual, the current year budget, and the next year's base budget level for each line item.

All departments should include: Administrative Reimbursement, Community Based Organizations funding, Contract Temporary Employee Costs, Interdepartmental Transfers (the "To" part of the To/From list), Major contracts, Rent (not general fund departments), and Travel Costs (including domestic, foreign, and registrations). Departments should include any other important line items for selected departments (such as return on investment for appropriate departments). Each of these non-standard line items should be discussed with your Budget Analyst. Use the FY 2004-05 Proposed Resource Allocation Plan as a guide for line items to include.

RESOURCE ALLOCATION MEETING: FORM 10

SELECTED LINE ITEM HIGHLIGHTS

Department: _____

(all dollars in thousands)

Line Item Highlight	Subobject(s)	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Base Submission

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FORM 11: TECHNOLOGY PROGRAMS AND INITIATIVES

This is a new form for FY 2005-06. It will be used to guide discussion in the Resource Allocation Meetings. **Include all technology programs or initiatives that your department will be administering in FY 2005-06. These can be divisions within your department or projects that your department is undertaking.** Work with your Budget Analyst to properly include all technology programs or initiatives. OSBM staff will be looking for projects that a department is developing that could enhance the County as a whole.

RESOURCE ALLOCATION MEETING: FORM 11

TECHNOLOGY PROGRAMS AND INITIATIVES

at Base Budget Submission Level

Department: _____

(all dollars in thousands)

Technology Program or Initiative	Software Costs	Hardware Costs	County Personnel Cost	Consultant Personnel Cost	Other Operating /Capital Costs	Total Budget	Number of FTE's
FY 2005-06							
Total Project Cost							
FY 2005-06							
Total Project Cost							
FY 2005-06							
Total Project Cost							
FY 2005-06							
Total Project Cost							
FY 2005-06							
Total Project Cost							
FY 2005-06							
Total Project Cost							
FY 2005-06							
Total Project Cost							
FY 2005-06							
Total Project Cost							
FY 2005-06							
Total Project Cost							

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In the first column, indicate the name and describe the technology program or initiative. In the second, third, fourth, and fifth columns, indicate the software costs, hardware costs, internal personnel costs, and consultant personnel costs. In the sixth column, indicate any other operating or capital costs associated with this program or initiative. In the eighth column, indicate the number of full-time equivalent positions working on the program or initiative. Indicate both the FY 2005-06 costs and the all-years cost for each program or initiative.

FUNCTIONAL TABLE OF ORGANIZATION

Summarize the functions performed by departmental units and the allocation of personnel within the department. Each department should submit a functional table of organization (T.O.), which describes the work of each of the departmental units.

It is imperative that each department include a functional T.O. with their budget submission. In past years, these have been used to show relationships of divisions to the Board of County Commissioners. Departments should make every effort to represent the <u>entire department</u> on one page. If this is physically impossible, departments may break up the information in a reasonable way. Work with your Budget Analyst on the functional T.O.

For the purposes of your budget submission, you are to add to this T.O. the number of full-time positions and part-time hours authorized for FY 2004-05 and at the base budget level for FY 2005-06. These figures should be placed at the bottom of each organizational box with the FY 2004-05 figures on the left and the FY 2005-06 figures on the right. Below is a sample of a completed T.O. Please note, the Functional TO and the staffing chart (as described in Section 2, below) should both reflect the same organizational structure.

SAMPLE: FUNCTIONAL TABLE OF ORGANIZATION

DEPARTMENT NAME
Functional Table of Organization

Director's Office

• Provides leadership, administration and coordination to the department

Adopted FY 2004-05	Base FY 2005-06
2	2

Assistant to the Director

• Directs all research and system analyses
• Manages and directs all support functions

• Provides overall administrative support

Adopted FY 2004-05	Base FY 2005-06
2	2

Public Relations

• Maintains daily contact with the media
• Coordinates departmental public

Adopted FY 2004-05	Base FY 2005-06
1	2

Special Projects

• Liaison with the Board of County Commissioners
• Plans and coordinates all events and projects
• Provides marketing support
• Coordinates graphic design
• Oversees all public information campaigns
• Coordinates departmental public information

Adopted FY 2004-05	Base FY 2005-06
2	2

EXPENDITURE AND PERSONNEL SUMMARY

This ABDS report (report 764) summarizes expenditures and position counts by department. Information from ABDS detail reports on expenditures and personnel is aggregated in this ABDS generated report.

Section 2: Personnel

The personnel and salaries section fully describes personnel requirements for the budget submission. All of the reports required in this section (except the division-staffing chart) are generated by ABDS. Instructions for completing these ABDS reports can be found in the ABDS User's Manual. Special attention should be given to proper recording of reclassifications, executive and step 99 merit increases, overages, and in-stationed and out-stationed positions as discussed next.

We will be reviewing long-term vacant positions in accordance with the resolution approved by the December 10, 2004 Budget and Finance Committee. "During the annual budget process, all long-term vacant positions shall be reviewed by the County Manager and his or her staff, and any such position not recommended for funding in the new fiscal year shall be eliminated from the proposed budget. During the annual budget process, all long-term vacant positions in a department shall be reviewed for elimination before any new position is granted and there shall be an explanation within the proposed budget for any new position that results in the growth of total positions within a department's allotted budget." More information on the implementation of this resolution will be provided in the next few weeks.

***Reclassifications*:** The budget process is not a mechanism for reclassifying employees. Requests for reclassifications and new classifications should be submitted to the Employee Relations Department prior to the budget submission. Only approved classification actions should be used in preparing the budget submission. Changes to personnel records in ABDS do not affect in any way personnel or payroll records of the County. ABDS is used only for budget development.

***Overages*:** In all cases, the authorization period for overage positions that have been approved by OSBM during the current fiscal year to meet previously unforeseen staffing requirements will expire on or before September 30, 2005. Therefore, provisions must be made in the new budget request to eliminate overage positions or to convert employees in overage positions into budgeted positions. Any overage position not converted into a budgeted position will be eliminated as of September 30, 2005. Overage positions approved for the current fiscal year should be reflected in the end-of-year projections column of the personnel summary.

Executive and Step 99 Merit Increases: Departments should adjust salary forecasts for those executive and step 99 employees who will receive merit increases during this fiscal year or in FY 2005-06.

Flexible Benefits Plan: Please note that the rates for the Flexible Benefits Plan will increase by $64 annually on January, 2005 and January, 2006. ABDS will automatically

provide a weighted average prorated for the adjustment of $1,097 per employee. Remember that new hires have a ninety-day delay before receiving flex dollars. ABDS automatically adjusts for this delay. If this default value is not a reasonable estimate or does not accurately reflect the plan selections of your current employees, you should adjust the budget in subobject 01099.

***In-Stationed*:** An in-stationed employee is funded by another department but assigned to yours for work. In-stationed employees must be listed on the division-staffing chart and on the personnel summary form. The latter is done using ABDS (+1 on the ABDS chart).

Out-Stationed: An out-stationed employee is funded by your department but assigned to another. Out-stationed employees must be listed separately on the division-staffing chart but are not counted in position totals. Adjustments to a department's personnel summary count for out-stationed employees are made in ABDS (-1 on the ABDS chart).

Departure Incentive Program (DIP): Refer to the DIP Section for additional information.

Deferred Retirement Option Program (DROP): Refer to the DROP Section for additional information.

The following reports make up the Personnel section of the budget folders.

- **Division Staffing Chart**: Presents the department staffing levels along functional lines. The functional **breakdown** may represent divisions, sections, units, programs, or other subordinate measures. Below is an example of a division-staffing chart. Current fiscal year positions include budgeted and approved overage positions.

  FY 2005-06 positions should total the number of positions budgeted at the <u>base budget level</u>. In-stationed positions should be included within the proper division, and should have the name of the funding agency noted next to the position. Out-stationed positions and the departments they are assigned to are also listed on the chart, but physically separated on the page. They are not included in division position totals. Part-time employees are represented by part-time hours. All part-time employees and the total annual hours for each must be identified.

SAMPLE: STAFFING CHART

DEPARTMENT NAME
Staffing Chart

TOTALS		
Adopted 04-05		**Base 05-06**
5		5
TOTAL P/T HOURS		
04-05		**05-06**
1560		1560

Director's Office		
Adopted 04-05		**Base 05-06**
1	Director	1
1	:. Head Secretary 1	1
2		2

Assistant to the Director		
Adopted 04-05		**Base 05-06**
1	Asst. Director	1
2		2

Public Relations		
Adopted 04-05		**Base 05-06**
1	AO 3	1
1		1

Special Projects		
Adopted 04-05		**Base 05-06**
1	SPA 2	1
1		1

Part Time Hours		
Adopted 04-05		**Base 05-06**
1560	Information Rep.	1560
1560		1560

Out Stationed		
Adopted 04-05		**Base 05-06**
1	Driver (MDT)	1
1		1

- **Personnel Summary**: Lists the number of full-time positions by occupational code and title for prior fiscal year, budget this year, end-of-year projection, base level, service reductions level, service enhancements level, and total. Base budget level is defined as the level of staffing and funding necessary to support current service levels. These reports can be requested at the index, division, department, fund, and project levels. Index, division, and department level reports are required. You can update prior, current year, and projection figures directly on these reports. Personnel summaries are created through ABDS. The base level number of positions cannot exceed the end-of-year projection numbers.

- **Full-time and Part-time B-2 Salary Forecast Reports**: The B-2 reports forecast salaries by index code for all filled positions in the department. The salaries calculated through these reports are automatically transferred to the base budget salary subobject code on the appropriations reports as adjusted by the amounts on the reconciliation report. When you request the B-2 report, you will get both the full-time and part-time positions by index code; however, you now can request the part-time report separately. See the ABDS User's Manual for more details about the separate part-time report. These reports are generated by ABDS.

- **Regular and Supplemental Reconciliation Reports**: Reconcile salary figures for positions not included on the B-2 forecast, such as vacancies and in-stationed and out-stationed positions. Attrition values are also shown on these reports. These reports are generated by ABDS.

- **Social Security Excess Report**: Identifies individuals whose salaries exceed the amount required for social security payments. Both the salary and the excess over the social security cap are shown. ABDS automatically calculates a department's social security expenditures based on the cap for each employee.

- **Retirement Eligibility Report**: Lists the social security number, name, occupational code, birth date, age (as of the date the personnel files were down-loaded into ABDS), hire date, dollar value by annual, holiday, termination, and sick payouts of employees eligible to retire. There is also a column indicating whether you flagged this individual on the position's detailed personnel screen, and a column briefly stating the reason the person is eligible to retire (including those executives eligible under the rule of 70).

  The full amount of termination pay (100%), including sick leave payouts, is automatically loaded into the appropriate subobject codes for those positions identified by the department as expected retirees in FY 2004-05. However, if for some reason this value is not accurate, as will likely be the case, the department can override the number calculated by ABDS. Check retirement plans of those eligible to retire to ensure accurate figures for this code.

- **Longevity Bonus Report**: Lists the social security number, name, hire date, and longevity years for employees scheduled to receive longevity bonuses. The amount of such bonuses is automatically loaded in subobject code 00125 by ABDS.

- **Position Audit Report**: Enables departments and OSBM to monitor changes to personnel data loaded into ABDS to ensure accuracy. There are two reports: one identifies all items that have been changed on a personnel record within ABDS; the other identifies changes only to monetary data. Changing personnel information in ABDS does not affect in any way actual County payroll or personnel records. The position audit reports are optional, but may be requested by OSBM when deemed necessary.

- **Executive Benefit Summary**: Lists the name, social security number, occupation code, budget status, hire date, longevity years, retirement code, executive benefit code, and dollar amount, including car allowance for employees in groups 1, 2, and 3. For individuals in group 3, the car allowance computation assumes $75 bi-

weekly. This may vary by individual, but should be accurate for the department as a whole.

- **Merit Raise Report**: Lists all employees eligible for merit raises in the next fiscal year and calculates the value of all merit raises anticipated in FY 2005-06. The report is available by department/division and by fund.

Section 3: Appropriations and Revenues

This section of the budget folder includes detailed (by subobject) expenditure information with written justification for the proposed budget, as well as revenues and grant funding information.

All expenditure and revenue forms, except the summary of installment (financed) purchases, are generated by ABDS. Detailed information on expenditure reports can be found in the ABDS User's Manual.

Internal services charges, including fringe benefit rates, appear in Appendix B of this manual. Internal service rates are for the most part calculated on a unit cost basis (e.g., group life insurance cost per employee, and radio equipment service monthly maintenance charge); therefore, as a general rule you should deviate from them only when a change in the actual level of service occurs and only with OSBM's approval.

It is essential that consumption of services be accurately estimated and that rates are correctly applied. If a department plans significant operational changes from the current year, it should notify its Budget Analyst and the department responsible for the rate to ascertain the correct charges based on the changes.

Capital equipment is defined in AO 8-2 as items whose purchase price is $750 or more, have a normal expected life of at least one year, and are not an integral part of a structure, facility, or another piece of equipment. Such items should be included in object codes 950 through 953. All other capital items (e.g., building renovation) should use other capital codes. All lease-purchases should use subobject code 95039. ABDS information tables contain descriptions of all available subobject codes.

The following reports comprise the Appropriations and Revenues section of the budget folders:

- **Appropriation Reports**: Identify expenditure data by subobject code at the department, index, division, fund, sub-fund, and project levels. These reports include prior year expenditure history, the current year budget, expenditures to date, projected expenditures, the base budget, service reduction budget, service enhancement budget, and total. The department enters all data for the projection, base, service adjustments, and proposed additions columns directly in either the expenditure or adjustment subsystems of ABDS. Salary and fringe benefit subobject codes, with a few exceptions such as subobject code 01095 (Regular Overtime Retirement), are loaded automatically by ABDS from the personnel subsystem. Historical information, current budget, and expenditure

to date are loaded directly from FAMIS. The current budget column is updateable. This report is generated by ABDS.

- **Expenditure Justification**: Justifies the department's expenditures. This report is generated at the index code level for all subobject codes, including salary and fringe codes, and allows for departments to add text explaining each expenditure request.
- **Revenue Summary:** Summarizes all revenue sources by fund, including general fund appropriations or subsidies, on the revenue reports available through ABDS. The revenue summary includes fees and charges, processing fees, charge backs, grants, projected carryover, and all revenue sources that constitute the total revenues of the department or division in developing a balanced budget. Revenues from grants should be described in more detail on the grant funding summary chart. Should a grant transcend divisional lines, enter only the percentage of the grant that applies to the division on the corresponding division's revenue summary.

Section 4: Service Enhancements and Reductions

There are two types of adjustments affecting expenditures or revenues that can be made to your budget request: service enhancements and service reductions.

- **Service Enhancements (PATCs in ABDS)**: Service enhancements may include increases in current operations and/or additions of completely new services or operations, including requests for new equipment. Information required is: a descriptive title of the enhancement, personnel costs by occupation code, costs of other operating and capital items, priority in division and department, implementation date, and any other narrative information that is needed to more fully explain this enhancement. Enhancements should also be used to identify all additional funding resulting from new or increased fees and the specific service levels to be funded. You may provide additional narrative backup if you so desire. PATC (enhancement) reports are available by detail and summary for the department and by summary for funds. Strict attention should be paid to the priority of each proposed addition within each program. PATCs and their priority order will be major topics of discussion during the resource allocation meetings.
- **Service Reductions (SLAs in ABDS)**: Service reductions identify adjustments, if any, that the department proposes to make in the type, quantity or quality of services it currently provides. General Fund departments are requested to provide service reductions to provide senior management with options in the event that funding is not available for the current level of service. Information required is essentially the same as that for service enhancements. All of these items should be done through ABDS; however, if so desired, you may provide additional narrative material for service reductions, independent of ABDS. SLA reports are available in ABDS at detail and summary levels by department and by fund.

APPENDICES

Appendix A: Planning Assumptions

MIAMI-DADE COUNTY POPULATION

YEAR	TOTAL COUNTY	UNINCORPORATED AREA	
			% Of Total
1995	2,084,205	1,114,779	53.5
2000	2,253,362	1,204,288	53.4
2001	2,283,319	1,201,865	52.6
2002	2,313,047	1,222,138	52.8
2003	2,342,739	1,242,297	53.0
2004	2,372,418	1,107,341	46.7
2005	2,402,105	1,125,534	46.9
2010	2,551,284	1,219,966	47.8
2015	2,703,114	1,320,578	48.9

SOURCE: U.S. Bureau of the Census, Census of Population, 1990 General Population Characteristics. Census 2000, Redistricting (PL 94-171) Summary File, Table PLI. Miami-Dade County, Department of Planning and Zoning, 2001.

NOTE: Reference date is April 1 of each year. Information reflects incorporation of Miami Lakes in December, 2000; Palmetto Bay in October, 2002; Miami Gardens in May, 2003; and Doral in June, 2003.

INFLATION RATES

YEAR	ANNUAL RATE OF CHANGE IN CPI*
1995-96	2.7%
1996-97	2.8%
1997-98	1.8%
1998-99	1.7%
1999-00	2.9%
2000-01	3.4%
2001-02	1.8%
2002-03	2.2%
2003-04	2.2%
2004-05	2.5%
2005-06	1.4%
2006-07	1.6%
2007-08	1.8%*

Note: * Estimated

SOURCE: Florida Consensus Estimating Conference, National Economic Forecast, October, 2004.

Contact: **Chuck Blowers, Research Division**
Planning and Zoning
(305) 375-8729

APPENDIX B: INTERNAL SERVICE RATES

GENERAL INFORMATION

A wide range of support services is provided to County agencies and departments every year. The cost for providing some of these services is billed to the using agency.

The following pages contain information necessary for you to forecast the cost of a given service and to prepare your budgets.

Service provider agencies are prepared to assist you in interpreting rates, forecasting funding requests, or in any other area relating to the services. A liaison person is identified for each service, where appropriate, on the bottom of each lead page. Please do not hesitate to contact him or her.

PERSONNEL RATES

Social Security*

Subobject Code 01010

6.20% FICA on salary up to $90,000
1.45% MICA on total salary

Contact: Jay Flynn, Administrative Services Division
Employee Relations Department
(305) 375-4011

Retirement*

Subobject Code 01011

Regular 7.39%
Special 18.53%

***Estimates based on 2004 rates**

Contact: Gus Knoepffler, Budget Division
Office of Strategic Business Management
(305) 375-5143

Longevity Bonus

Subobject Code 00125

1. Upon completion of 15 - 19 years of full-time continuous County Service
   15 years ..... 1.5 percent bonus payment of base salary
   16 years ..... 1.6 percent bonus payment of base salary
   17 years ..... 1.7 percent bonus payment of base salary
   18 years ..... 1.8 percent bonus payment of base salary
   19 years ..... 1.9 percent bonus payment of base salary

2. Upon completion of 20 - 24 years of full-time continuous County Service
   20 years ..... 2.0 percent bonus payment of base salary
   21 years ..... 2.1 percent bonus payment of base salary
   22 years ..... 2.2 percent bonus payment of base salary
   23 years ..... 2.3 percent bonus payment of base salary
   24 years ..... 2.4 percent bonus payment of base salary

3. Upon completion of 25 years or more of full-time continuous County Service
   25 years ..... 2.5 percent bonus payment of base salary
   26 years ..... 2.6 percent bonus payment of base salary
   27 years ..... 2.7 percent bonus payment of base salary
   28 years ..... 2.8 percent bonus payment of base salary
   29 years ..... 2.9 percent bonus payment of base salary
   30 years ..... 3.0 percent bonus payment of base salary

In all cases, employees with 15 years of continuous full-time service shall receive a minimum of $350 longevity bonus payment on their anniversary dates and each year thereafter.

Notes: ABDS calculates social security, retirement, and longevity bonus for departments automatically. Retirement calculations done by ABDS are based on the actual retirement plans to which an individual belongs.

Contact: Jay Flynn, Administrative Services Division
Employee Relations Department
(305) 375-4011

Group Health Insurance

Subobject Code 01110

$7,350 per person per year

New hires are not eligible for group health insurance until they have completed three months of continuous service. Part-time employees who work more than 60 hours a pay period are eligible for health insurance.

Contact: Marsha Pascual, Risk Management Division
General Services Administration
(305) 375-4281

Flex Dollars

Subobject Code 00122

All employees eligible for group health insurance or the Flexible Benefits Plan, who have worked for at least 90 days will receive at least $1,000 annually ($38.5 per pay period) of flex dollars. Employees may receive more depending on their medical plan enrollment. ABDS will automatically use the prorated amount of $1,097, a weighted average between all health plans.

Annual Amount Per Person	**Health Plan Enrollment**
Base ($1,000)	Cigna, Fire Union
base + $130	JMH Health Plan, AvMed, Humana
base + $260	VISTA
$1,097	Weighted average/default value for vacant positions used by ABDS

Employees are eligible for flex dollars when they become eligible to enroll in a health insurance program.

Group Life Insurance

Subobject 01111

Base annual salary x .003024

Contact: Marsha Pascual, Risk Management Division
General Services Administration
(305) 375-4281

Unemployment Insurance

Departments should budget for unemployment insurance costs using the following schedule.

Department	**Cost**
Audit and Management Services	$ 5,000
Aviation	31,000
Building Department	10,000
Communications	5,000
Community and Economic Development	1,000
Community Action Agency	28,000
Corrections and Rehabilitation	20,000
County Attorney	2,500
County Commission	6,000
County Manager's Office	8,000
Elections	50,000
Enterprise Technology Service	1,500
Environmental Resources Mgmt.	15,000
Finance	6,000
Fire and Rescue	19,000
General Government	1,000
General Services Administration	5,000
Human Services	7,000
Judicial Administration	37,000
Library	6,000
Medical Examiner	5,000
Miami-Dade Housing Agency	1,000
Miami-Dade Police	65,000
Miami-Dade Transit	50,000
MMAP	3,000
Non-Departmental	7,500
Office of Strategic Business Mgmt.	4,500
Office of the Clerk	16,000
Park and Recreation	50,000
Planning and Zoning	10,000
Procurement Management	3,000
Public Works	14,500
Seaport	7,000
Solid Waste	9,000
Team Metro	6,000
Water and Sewer	40,000

Contact: Clayton Baptiste, Administrative Services Division
General Services Administration
(305) 375-4123

Sick Leave Reimbursement Schedule

The County will reimburse employees who retire or resign from County service for their unused sick leave at the employee's current rate of pay at time of separation, excluding any shift differential, prorated in accordance with the schedule described below. Non-special risk full-time employees who retire with less than 30 years will receive up to a maximum of 1,000 hours of sick leave. Special risk full-time employees and Executives in Groups 1, 2, and 3 who retire with less than 25 years will also receive up to a maximum of 1,000 hours of sick leave.

Refer to County Leave Manual Section 02.08.08 for further clarification.

Departments should only budget funds in this subobject code for those employees who will be retiring or resigning from the County during the FY 2004-05.

Non-Special Risk Full-Time Employees

Length of Service	Percentage
Less than 10 years	No payment
10 years but less than 11 years	25% payment
11 years but less than 12 years	30% payment
12 years but less than 13 years	35% payment
13 years but less than 14 years	40% payment
14 years but less than 15 years	45% payment
15 years but less than 16 years	50% payment
16 years but less than 17 years	55% payment
17 years but less than 18 years	60% payment
18 years but less than 19 years	65% payment
19 years but less than 20 years	70% payment
20 years but less than 21 years	75% payment
21 years but less than 22 years	77.5% payment
22 years but less than 23 years	80% payment
23 years but less than 24 years	82.5% payment
24 years but less than 25 years	85% payment
25 years but less than 26 years	87.5% payment
26 years but less than 27 years	90% payment
27 years but less than 28 years	92.5% payment
28 years but less than 29 years	95% payment
29 years but less than 30 years	97.5% payment
30 years or more	100% payment

Contact: Jay Flynn, Administrative Services Division
Employee Relations Department
(305) 375-4011

Special Risk Full-Time Employees

Special Risk Employees who retire after 21 years of full-time county employment are subject to the following schedule:

Length of Service	Payment
21 years but less than 22 years	80% payment
22 years but less than 23 years	85% payment
23 years but less than 24 years	90% payment
24 years but less than 25 years	95% payment
25 years	100% payment

Contact: Jay Flynn, Administrative Services Division
Employee Relations Department
(305) 375-4011

Departure Incentive Program

The Departure Incentive Program (DIP) lump sum payouts were completed in fiscal years 1995-96 and 1996-97. Only recurring DIP costs such as health insurance or cash payouts should be included in the base budget submission for FY 2005-06. These amounts should be based on FY 1998-99 actual recurring costs per FAMIS.

Contact: Hazel Grace, Risk Management Division
General Services Administration
(305) 375-5633

Deferred Retirement Option Program

ABDS tables have been adjusted to account for these employees that entered the Deferred Retirement Option Program (DROP) prior to December 1, 1999. Departments will need to enter the correct ABDS Florida Retirement System code for those entering DROP after December 1, 1999. General Fund departments will not need to budget DROP leave payments.

Contact: Hazel Grace, Risk Management Division
General Services Administration
(305) 375-5633

Executive Benefits Program

The Executive Benefits Program was established by the Board of County Commissioners in 1987 as a component of the total compensation package for County executives. The program guidelines provide that executives be organized as defined below:

Group 1 - Mayor and Board of County Commissioners (BCC), County Manager, Executive and Senior Assistants to the County Manager, County Attorney, Department Directors
Group 2 - Deputy Directors who are designated second in command within a department
Group 3 - Exempt, professional, non-bargaining unit employees who report directly to a Group 1 or Group 2 executive

ABDS provides a complete report by department of the executive benefits provided. ABDS calculations assume car allowance is granted at the average level for the category. To the extent that actual car allowance allocations differ from the average, you may wish to make an adjustment in subobject number 01099.

	Group 1	**Group 2**	**Group 3***	**Group 4****	**Group 7****
Executive Benefits Allowance	$10,000	$8,500	$7,500	$5,000	$3,000
Car Allowance	$250 bi-weekly	$200 bi-weekly	$75 bi-weekly	N/A	N/A
Parking or Metrorail	$720	$720	$720		
Supplemental Pension	$1,500				
Total	**$18,720**	**$14,420**	**$10,170**	**$5,000**	**$3,000**

* Group 3 has sub-category EA which receives a pro-rata portion of the $7,500 maximum EBA.
**** Affected Group 4 and 7 employees will receive the adjustments bi-weekly.**

The car allowance should be budgeted in subobject code 00120 but will actually be charged in subobject code 31310 (auto expense reimbursement).

Contact: Beth Carlton, Risk Management Division
General Services Administration
(305) 375-5633

COUNTY PROVIDED SERVICES

GENERAL SERVICES ADMINISTRATION (GSA)
RISK MANAGEMENT DIVISION

Insurance Rates

Following are insurance rates for FY 2005-06. Departments that purchase insurance or participate in special self-insurance programs will receive individual projections for FY 2004-05. Risk Management staff can assist departments during the budget process.

The premium for Workers' Compensation is based on a department's last three fiscal years' historical experience combined with man-hour exposure relative to all other County departments and is provided at the departmental level. For budget preparation, departments may wish to distribute their premium on a budgeted position basis.

The total premium for General Liability remains at the same level as for FY 2004-05. It is provided at the departmental level and is distributed based on the number of budgeted, full-time positions as of October 1, 2004.

The Police Professional Liability premium is distributed based on claims experience between the Miami-Dade Police Department (MDPD) and the Corrections and Rehabilitation Department. A pro-ration is made for sworn personnel between MDPD and the Aviation Department.

Sub-object	Service	Rate
01115	Workers' Compensation	Reference following pages
23210	General Liability	Reference following pages
23220	Automobile Liability Insurance	
	Police Vehicles	$950 per vehicle per year
	Light Vehicles	$500 per vehicle per year
	Heavy Equipment	$750 per vehicle per year
	Aviation Vehicles (excluding shuttle buses)	$400 per vehicle per year
23230	Police Professional Liability	$3,100,000
	- Miami-Dade Police	$1,865,083
	- Corrections and Rehabilitation	$1,170,098
	- Aviation	$64,842

Contact: Marsha Pascual, Division Director
GSA, Risk Management
(305) 375-4281

WORKERS' COMPENSATION AND GENERAL LIABILITY I N S U R A N C E R A T E S		
DEPARTMENT	**Workers' Compensation 01115**	**General Liability 23210**
Audit and Management Services	17,500	24,200
Animal Services	10,000	26,800
Art in Public Places	2,000	3,300
Aviation	1,822,600	--
Board of County Commissioners	52,700	52,400
Building	707,200	153,200
Building Code Compliance	20,600	26,200
Business Development	28,100	27,700
Capital Improvement Construction	2,800	2,800
Chief Information Officer	1,900	1,900
Communication	24,800	19,200
Community Action Agency	534,000	280,300
Community and Economic Development	26,100	41,300
Consumer Services	46,600	53,400
Corrections and Rehabilitation	4,622,000	1,287,400
County Attorney	42,300	63,500
County Manager	61,900	35,300
Cultural Affairs Department	5,000	6,500
Elections	109,300	32,800
Employee Relations	52,000	67,900
Enterprise Technology Services	823,100	241,000
Environmental Resources Mgmt	303,600	228,400
Ethics Commission/Inspector General	14,300	5,100
Fair Employment Practices	500	3,200
Finance	164,200	141,100
Fire and Rescue	5,906,300	806,000
General Services Administration	939,300	340,800
Historic Preservation	1,300	--
Homeless Trust	3,600	5,000
Housing Finance Authority	2,900	2,300
Human Services	775,500	475,900
Independent Review Panel	1,900	2,500
International Trade Consortium	2,200	2,000
Judicial Administration	246,200	232,400
Juvenile Assessment Center	17,700	20,700

Contact: **Marsha Pascual, Division Director**
GSA, Risk Management
(305) 375-4281

DEPARTMENT	Workers' Compensation 01115	General Liability 23210
Law Library	6,200	10,600
Legal Aid	16,200	24,600
Library	233,300	217,300
Medical Examiner	21,400	28,700
Metro-Miami Action Plan	25,600	9,600
Metropolitan Planning Organization	15,000	8,500
Miami-Dade Empowerment Trust	18,000	--
Miami-Dade Housing Agency	1,127,200	--
Miami-Dade Police	9,960,800	2,064,200
Miami-Dade Transit	7,720,700	--
Miami-Dade Water and Sewer	4,095,800	--
Office of Agenda Coordination	2,800	4,000
Office of Citizens Independent Transportation Trust	6,000	4,800
Office of Emergency Management	7,000	26,800
Office of Strategic Business Management	21,200	24,700
Office of the Clerk	883,600	598,900
Office of the Mayor	24,000	20,200
Park and Recreation	2,703,300	446,300
Performing Arts Center	3,000	2,200
Planning and Zoning	69,500	66,500
Procurement Management	28,500	38,300
Property Appraisal	269,300	118,500
Public Works	670,700	314,600
Safe Neighborhood Parks	1,100	2,000
Seaport	270,800	127,000
SFETC	59,800	--
Solid Waste Management	3,907,000	518,200
Team Metro	361,900	102,800
Vizcaya Museum	78,300	15,000

Contact: **Marsha Pascual, Division Director**
GSA, Risk Management
(305) 375-4281

MATERIALS MANAGEMENT DIVISION

U.S. Mail

U.S. Mail postage charges, currently $0.37 per normal first-class piece, are assessed monthly. For departments on FAMIS, these charges will appear on monthly FAMIS reports as journal entries. Non-FAMIS departments will receive invoices for their charges.

Inter-Office Mail

No charge is made to departments for scheduled inter-office mail delivery services. Requested, non-scheduled deliveries will be charged the actual personnel and vehicle operating costs for those services.

Graphics Management

All presswork and graphics design services are individually priced, based on actual job costs. Cost estimates will be provided on any major project. Call Lissie Allen, Graphics Manager, at (305) 592-3016, to discuss specific needs and/or to obtain estimates. Quick copy charges are $0.33 per impression. Production runs greater than 5,000 impressions will be charged at the reduced rate of $0.30 per impression. A complete quick copy rate schedule is available for review upon request.

Supply Center

Stability in general merchandise process is expected to continue for FY 2005-06. Generally, departments are advised to budget amounts consistent with current spending levels.

Moving Crew Service

Services include a two-man crew, equipment and supervision necessary to perform most moving needs. Service rate is $85.00 per hour.

Re-issued Furniture

A stock of pre-owned furniture is available for reissue, for a nominal service charge, from the Property Re-Allocation Unit at 2225 NW 72 Avenue, Miami, Florida.

Contact: Lou Lesinski, Director
Materials Management Division
(305) 592-3752

FLEET MANAGEMENT DIVISION

Fleet Operating and Vehicle Replacement Charges

The projected fleet costs for both light and heavy operations (Table 1) and for vehicle replacement (Table 2) for fiscal years 2004-05 and 2005-06 are stated in the following pages. Fleet charges are often difficult to project due to the unpredictability of the economy and various other events that affect the cost of parts, contractual services, and fuel, which accounts for a significant percent of total expenditures. Accordingly, the attached estimates have been prepared to serve as a guide to your budget preparation. Due to the accelerated timeframe required by the budget process, departments should review last year's actual expenditures to verify our projections.

Since Fleet Management charges multiple sub-object expenditure codes in the individual index codes of your department, it will be necessary for you to distribute the departmental totals which are provided in the following tables into your various index codes. Table 1 shows the total to be budgeted for your fleet operating costs. Generally, it is acceptable to budget all the vehicle maintenance/operations expenses in Fleet Management subobject 26062 (mileage) or subobject 26072 (heavy labor) for the entire index code. On a monthly basis, Fleet Management will send each department their detailed summary of fleet charges by index code to assist in budget preparation. Additionally, as has been done in the past, if there are significant changes in your projections and budget recommendations, we will update these figures as the fiscal year progresses and notify you.

Table 2 lists the total to be budgeted by each department for the Fleet Vehicle Replacement Program (subobject 26067). Please do not combine this amount with your fleet operations totals. The final vehicle purchase figures for this year are not yet available. As this information is developed you will be notified of any changes to the FY 2004-05 projected and/or the FY 2005-06 proposed budget amounts.

If you are adding vehicles to your current fleet, it is the operating department's responsibility to provide the initial funding for those vehicles. Operating expenditures for additional vehicles will also need to be budgeted.

Insurance amounts for light equipment (subobject 26065) and heavy equipment (subobject 26075) should be calculated based on the per vehicle rates found in the General Services Administration, Risk Management Division rates section.

Contact: Olga Diaz, Operations, (305) 375-2295
Reinaldo Llerena, Vehicle Replacement Trust Fund, (305) 375-2299
General Services Administration

FLEET OPERATING CHARGES

DEPT. INITIAL	COUNTY DEPARTMENT	2003 - 2004 ACTUAL	2004 - 2005 BUDGET	2004 - 2005 PROJECTED	2005- 2006 BUDGET
AV	Aviation	$ 551,000	$ 640,000	$ 640,000	$ 640,000
BC	Bldg. Code Compliance	57,000	57,000	57,000	57,000
BL	Building Department	609,000	560,000	640,000	640,000
CA	C.A.A.	366,000	380,000	380,000	380,000
CQ	Capital Improvements Cons	12,000	11,000	15,000	15,000
CL	Clerk of Court	52,000	48,000	60,000	60,000
CT	Communications	12,000	12,000	16,000	16,000
CD	Community Development	25,000	73,000	25,000	25,000
CS	Consumer Services	149,000	140,000	150,000	150,000
CR	Corrections & Rehabilitation	993,000	1,040,000	1,040,000	1,040,000
AT	County Attorney	7,200	9,000	9,000	9,000
CC	County Commission	70,000	46,000	80,000	80,000
CM	County Manager	17,000	10,000	20,000	20,000
DE	D.E.R.M.	337,000	285,000	300,000	300,000
BD	Dept. Business Development	24,000	24,000	24,000	24,000
EL	Elections	70,000	30,000	40,000	40,000
EZ	Empowerment Zone	7,000		6,000	6,000
ET	ETSD	400,000	340,000	400,000	400,000
FN	Finance	53,000	40,000	50,000	50,000
FR	Fire	1,230,000		1,150,000	1,150,000
GS	G. S. A.	387,000	510,000	500,000	500,000
HS	Human Services	517,000	570,000	550,000	550,000
JA	Judicial Administration	120,000	150,000	25,000	25,000
JU	Juvenile Assessment Center	9,700		15,000	15,000
LB	Library	160,000	155,000	180,000	180,000
PD	M.D.P.D.	16,183,000	16,200,000	16,500,000	16,500,000
MT	M.D.T.A.	1,410,000	2,100,000	1,000,000	1,000,000
MM	M.M.A.P.	5,000		5,000	5,000
ME	Medical Examiner	6,000	6,000	6,000	6,000
HD	Metro Dade Housing Agency	786,000	850,000	830,000	830,000
MA	Office of the Mayor	15,000	24,000	15,000	15,000
PR	Parks & Recreation	1,705,000	1,590,000	1,800,000	1,800,000
PZ	Planning and Zoning	52,000	47,000	50,000	50,000
PA	Property Appraiser	80,000	81,000	80,000	80,000
PW	Public Works	3,293,000	3,190,000	3,500,000	3,500,000
SP	Seaport	347,000	320,000	380,000	380,000
SW	Solid Waste Collection	11,800,000	12,300,000	12,600,000	12,600,000
SW	Solid Waste Disposal	8,500,000	8,500,000	9,500,000	9,500,000
TM	Team Metro	280,000	250,000	300,000	300,000
VZ	Vizcaya	12,000	14,000	12,000	12,000
WS	Water & Sewer	3,079,000	2,950,000	3,100,000	3,100,000

Note: Depts. With actual and projected fleet charges less than $5,000 are not included above.

FLEET VEHICLE REPLACEMENT CHARGES

DEPT. INITIAL	COUNTY DEPARTMENT	2003 - 2004 ACTUAL	2004 - 2005 BUDGET	2004 - 2005 PROJECTED	2005- 2006 BUDGET
BC	Bldg. Code Compliance	$ 74,900	$ 80,000	$ 80,000	$ 80,000
BL	Building Department	366,700	375,000	380,000	385,000
CA	C.A.A. [1]	174,700	190,000	180,000	240,000
CQ	Capital Improvement Cons	23,500	25,000	25,000	25,000
CL	Clerk of Court	47,200	57,000	57,000	57,000
CT	Communications	17,400	20,000	20,000	20,000
CD	Community Development [2]	8,300	10,000	12,000	14,000
CS	Consumer Services	118,200	125,000	119,000	122,000
CR	Corrections & Rehabilitation [3]	897,000	1,200,000	1,000,000	1,050,000
CC	County Commission	27,400	30,000	30,000	35,000
CM	County Manager	8,500	9,000	9,000	9,000
DE	D.E.R.M.	382,000	400,000	405,000	410,000
BD	Dept. Business Development	11,000	13,000	13,000	13,000
PZ	Dept. of Planning & Zoning	38,500	45,000	40,000	40,000
EL	Elections	68,700	45,000	68,000	55,000
ET	ETSD	319,000	330,000	330,000	330,000
FN	Finance	35,200	35,000	35,000	37,000
FR	Fire [4]	4,327,000	5,250,000	5,250,000	5,250,000
GS	G. S. A.	325,400	345,000	345,000	345,000
HS	Human Services	412,000	435,000	420,000	420,000
JA	Judicial Administration	38,600	45,000	20,000	20,000
JU	Juvenile Assessment Center	16,805	25,000	12,000	12,000
LB	Library [5]	168,500	185,000	195,000	210,000
PD	M.D.P.D.	10,400,000	10,000,000	10,000,000	10,000,000
MT	M.D.T.A. [6]	100,700	125,000	125,000	125,000
ME	Medical Examiner	8,400	10,000	9,000	9,000
HD	Metro Dade Housing Agency [7]	881,700	875,000	900,000	910,000
MA	Office of the Mayor	16,900	20,000	20,000	20,000
PR	Parks & Recreation	1,252,600	1,300,000	1,310,000	1,310,000
PA	Property Appraiser	101,700	125,000	110,000	110,000
PW	Public Works [8]	1,167,200	1,210,000	1,300,000	1,400,000
SP	Seaport	348,000	360,000	360,000	360,000
SW	Solid Waste [9]	478,000	525,000	700,000	900,000
TM	Team Metro	244,000	255,000	255,000	255,000
VZ	Vizcaya	11,700	13,000	13,000	13,000

Notes: Departments with actual and projected fleet charges less than $5,000 are not included above.

[1] 7 new replacement buses
[2] 1 new replacement tractor/mower unit
[3] 1 new replacement bus
1 new replacement refrigerated truck
5 new replacement sprinter vans
4 new hybrid sedans
[4] Several units of heavy equipment are coming into service
[5] 3 new replacement box body trucks
4 new replacement vans
4 additional vans
[6] Increasing size of fleet resulting in increasing pool usage charges
[7] 4 new vans
2 new trash cranes
[8] 2 new slope mowers
1 boat and trailer
1 dump truck
2 crewcab flatbed dump trucks
1 vibratory roller and trailer
3 patch trucks
1 post-driving trucks
[9] 12 new automated loader units
(1/2 to be placed into service in FY 04/05 & 1/2 the next)

SPECIAL CHARGES

FACILITIES AND UTILITIES MANAGEMENT

Facility After-Hours Charges

Departments anticipating use of GSA-managed buildings outside of normal operating hours should budget these amounts to cover the additional utilities, security, janitorial and building labor expense associated with making the building available during such periods. For court and other facilities that require additional security such as screeners or court security officers, additional charges may be applied. There may be additional security or janitorial charges for special events. If your building is not listed below, please contact the Physical Plant Manager at the number below.

BUILDING	AFTER-HOUR CHARGE (PER HOUR)
Caleb Center	$55.00
Courthouse Center	$55.00
Dade County Courthouse	$55.00
E.R. Graham Building	$55.00
Elections/311 Building	$55.00
Hialeah Branch Courthouse	$55.00
Hickman Building	$55.00
Metro Annex	$50.00
Miami-Dade Flagler Building	$65.00
North Miami-Dade Justice Center	$55.00
Public Defender Building	$55.00
Richard E. Gerstein Building	$65.00
South Miami-Dade Government Center	$55.00
Stephen P. Clark Center (Floors 1-17)	$135.00
Stephen P. Clark Center (Floors 18-29)	$150.00

Contact: **Juan Silva, Facilities Management Division**
General Services Administration
(305) 375-3466

Security Services

SERVICES	CHARGES
Service calls for maintenance and repair on alarms, closed circuit television, and other security equipment	$55.00 per hour plus parts and charges;
Installation of new security equipment	Call for an estimate
Security Alarm System Monitoring: Non-Key Response - GSA notifies facility's contact person and/or police upon alarm activation. Computer reports listing dates and times that facility is opened and closed are available upon request	$36.00 per month for each numbered account
Security Alarm System Monitoring: Key Response - GSA notifies facility's person and/ or police when alarms are activated. If needed, GSA will respond to let police enter facility and will reset alarm if necessary. Departments requesting this service must provide a set of keys to GSA. Computer reports listing opening and closing times	$54.00 per month for each numbers account

SERVICES	CHARGES
of facilities are available upon request	
Administration of security guard contracts and on-site supervision	8 percent added to invoices
Vehicle (patrol car or motorized cart) – for security officer	$3.00 per hour for patrol vehicle; $1.00 per hour for motorized cart (8 hours minimum). Charges based on current vendor contracts, and subject to change
Security guards, armed or unarmed with radios and uniforms or blazers Level 1: Watchman-type guard unarmed Level 2: Standard guard, armed or unarmed Level 3: Specially trained, armed security Officer	Subject to contractual agreement. Amount varies according to sector. Contact GSA Security for a more detailed expense projection for individual locations or departments.
Security surveys, investigations, consultations, surveillance planning	$65.00 per hour

Contact: Ed Hollander, Facilities Management Division
General Services Administration
(305) 375-1010

Integrated Pest Management

In 1993, the County Manager directed the establishment of an Integrated Pest Management (IPM) Program to be directed by an entomologist under GSA's supervision. The IPM Program has replaced conventional pest control measures that use potentially toxic chemicals with environmentally safe procedures. Funding for this program is provided by departments in direct proportion with their pro-rata use of the countywide pest control contract with the Department of Procurement Management. Departments should budget IPM charges under sub object code 22340 in accordance with the schedule below. Included in this charge is availability of the entomologist for consultant services for departments' individual pest control problems.

Department	No. of Facilities	% of Total	Total Cost
Aviation	132	20.9%	$16,720
Community Action Agency	30	4.7%	3,760
Consumer Services	3	0.5%	400
Correction and Rehabilitation	10	1.6%	1,280
Fire	42	6.6%	5,280
General Services Administration	38	6.0%	4,800
Human Services	46	7.3%	5,840
Library	28	4.4%	3,520
Park and Recreation	113	17.9%	14,320
Miami-Dade Police	14	2.2%	1,760
Miami-Dade Transit	58	9.2%	7,360
Public Works	28	4.4%	3,520
Seaport	32	5.1%	4,080
Solid Waste	33	5.2%	4,160
Water and Sewer	25	4.0%	3,200
TOTAL	632	100%	$80,000

Contact: **Jude Plummer, Facilities Management Division**
General Services Administration
(305) 375-3730

On-Site Generator Support

Level "A" – Prime Power
Level "B" – Stand-by Power
Level "C" – Emergency Light Duty Generators

On-site electric power generators provide auxiliary prime and backup power to County-owned facilities. Scheduled preventive maintenance is provided in accordance with a service agreement for each unit, for a fixed monthly fee. Emergency and other unscheduled repair services are charged on a time and materials basis.

Standard operations and maintenance service for all classes of backup/emergency generators are provided under three types of service agreements: weekly, bi-weekly and monthly. Rates are quoted on service agreements with departments for each machine. For special requests not covered by the mentioned agreement rates are as follow:

GSA's service technicians at Regular time	$58.00 per hour
GSA's service technicians at Over Time	$87.00 per hour
Outside contractors during normal working hours	$65.00 per hour
Outside contractors Over-Time	$97.50 per hour

Departments and agencies will be charged by GSA for actual hourly and overtime rates for the outside labor and parts used. Hourly rate includes transportation and consumables.

GSA is not responsible for refueling generator tanks. This responsibility rests with the facility manager of the department owning the equipment.

Contact: **Gustavo H. Suarez, Facilities Management Division**
General Services Administration
(305) 375-1818

Electrical Energy

Each department will receive its electricity cost projections for FY 2004-05 from GSA, based upon the department's actual accounts by rate and facility. The cost variables in each rate are calculated based on energy usage budgeted for FY 2003-04 and specified rate inflation factors.
Departments will need to assess FY 2003-04 actual and FY 2004-05 projected usages by facility to determine any adjustments that will result from operational changes or

equipment modifications. If these changes result in a cost different from GSA's projection, the department should contact GSA, Facilities and Utilities Management.

Contact: **Louis Medeiros, Facilities Management Division**
General Services Administration
(305) 375-1282

Real Estate Services

Lease Management Services

Lease management services are provided to all County departments that lease space. These services include locating space, negotiating and preparing lease contracts, processing contracts for BCC approval, overseeing design, build-out and occupancy of space, coordinating meetings as required and submitting items for review to the appropriate agencies. Staff also performs lease and property management services, coordinates maintenance and repairs to space, and administers all accounting activity for leases. The fee for these services is eight percent of the lease payments.

Land Sale Services

The disposal process for County real property requires coordinating an assessment of future need for the real property by County agencies, processing requests to the Planning Advisory Board, administering the competitive bidding process, conducting contract closings, and processing agenda items to the BCC for required approvals. The standard fee for these services is ten percent of the sales price.

Acquisition/Development Services

The acquisition and/or development of real property and facilities for County departments includes identifying and analyzing potential County and non-County sites; conducting site planning activities; securing necessary surveys, title abstracts, appraisals, environmental assessments and other professional services; negotiating and preparing contracts, deeds, easements and other legal documents for the purchase, donation, or use of non-County real property; conducting contract closing; and processing agenda items for BCC approval; furthermore, the Real Estate Section of GSA/FUMD administers the process required to get BCC approval for County land use, which includes coordinating the review of proposals by the Site Review Committee, preparation of the committee's recommendation to the BCC, coordinating neighborhood meetings as required; submitting the item for review to the appropriate Community Council; and securing required legal notices for public meetings. In addition, departments leasing property or space from the private sector may require a zoning hearing for the planned use. This office is also available to assist departments with this process, including the hearing before the appropriate Community Council. The fee for these services is based upon the time spent and actual out-of-pocket expenses incurred by GSA, plus a $1,425 Planning and Zoning Department fee for administrative and advertising expenses when applicable.

Contact: Elva R. Marin, Facilities Management Division
General Services Administration
(305) 375-5754

Joint Development

Projects involving complex real estate transactions between County and private developers are handled by the GSA, Chief of Real Estate Development. These projects typically involve negotiating complex leases and/or purchase options for County agencies, as well as preparing cost/benefit analyses and pro-forma statements. The fee for these services is based upon the time spent and actual out-of-pocket expenses incurred by GSA and or commissions. Fees for subsequent GSA services arising from projects, e.g. lease administration or property management services would continue to apply.

Contact: Leland Solomon, Chief, Real Estate Development
General Services Administration
(305) 375-4421

Rent Roll

RENT ROLL FOR PROPRIETARY AGENCIES
General Services Administration
Facilities and Utilities Management Division

AGENCY	DIVISION	BUILDING	FLOOR	SPACE (SQ. FT.)	RENT PER (SQ. FT.)	ANNUAL RENT
Art in Public Places		Clark Center	6	2,757	$27.78	$76,589
Building Code Compliance		140 West Flagler	16	9,672	$20.43	$197,599
		140 West Flagler	11	5180	$20.43	$105,827
Building	Permits	South Dade Govt. Center	1&B	1,715	$16.62	$28,503
		West Dade Permitting Center	1&2	67,009	$26.00	$1,742,234
Business Development Chief Information Officer	Bus. & Econ. Dev.	Clark Center	11	17,200	$27.78	$477,816
		Clark Center	17	1,060	$27.78	$29,447
Community Development		140 West Flagler	10&11	17,111	$20.43	$349,578
Consumer Services	Advocate/Protection	140 West Flagler	9	2,250	$20.43	$45,968
	Cable TV	140 West Flagler	9	690	$20.43	$14,097
	Director's Office	140 West Flagler	9	2,723	$20.43	$55,631
	PTRD	140 West Flagler	8	1,230	$20.43	$25,129
	PTRD	140 West Flagler	9	3,494	$20.43	$71,382
	PTRD	140 West Flagler	9	810	$20.43	$16,548
	Cooperative Ext.	Cooperative Extension	1	14,822	$4.04	$59,881
County Manager	Ryan White Program (OSBM)	140 West Flagler	16	1,240	$20.43	$25,333
	Urban Revitalization	140 West Flagler	11	826	$20.43	$16,875
	CICC	Clark Center	6	800	$27.78	$22,224
	CICC	Clark Center	10	285	$27.78	$7,917
	CICC	Clark Center	13	1075	$27.78	$29,864
	CICC	Clark Center	17	1,953	$27.78	$54,254
	Water Management	Clark Center	25	474	$27.78	$13,168
	ITC	Clark Center	25	1908	$27.78	$53,004
	Safe Neighborhood Parks	South Dade Govt. Center	1	916	$16.62	$15,224
Court Recorder		West Dade Permitting Center	2	1,582	$26.00	$41,132
Cultural Affairs Council		Clark Center	1	534	$27.78	$14,835
		Clark Center	6	4,695	$27.78	$130,427
DERM	Laboratory	Central Support Facility	1	9,160	$13.40	$122,744
		140 West Flagler	1	500	$20.43	$10,215
		Metro Annex	2	100	$3.49	$349
		South Dade Govt. Center	2	168	$6.00	$1,008
	Permits	West Dade Permitting Center	1	14,701	$26.00	$382,226

AGENCY	DIVISION	BUILDING	FLOOR	SPACE (SQ. FT.)	RENT PER (SQ. FT.)	ANNUAL RENT
ETSD		Clark Center	10	600	$27.78	$16,668
	Help Desk	Clark Center	17	829	$27.78	$23,030
	Telecommunications	Clark Center	3	2,500	$27.78	$69,450
	Telecommunications	Clark Center	17	242	$27.78	$6,723
	Telecommunications	Clark Center	30	9,440	$4.00	$37,760
	Telecommunications (Jose)	Clark Center	6	224	$27.78	$6,223
		Clark Center	10	600	$27.78	$16,668
		Clark Center	14	287	$27.78	$7,973
	Telecommunications	Cultural Center	B	3,033	$6.19	$18,774
	Computer Repair	South Dade Govt. Center	B	180	$8.34	$1,501
	Telecommunications	Telecom Control Center	all	11,008	$8.34	$91,807
		West Dade Permitting Center	1&2	4,991	$26.00	$129,766
Finance	Cash Management	Clark Center	26	744	$27.78	$20,668
Finance	Credit & Collections	Clark Center	26	3,591	$27.78	$99,758
	FEMA Accounting	Clark Center	26	602	$27.78	$16,724
Fire and Rescue		Data Processing Center	1&2	4,657	$17.61	$82,010
		West Dade Permitting Center	1	3,743	$26.00	$97,318
GSA	Security Mgt.	Central Support Facility	1	903	$13.40	$12,100
	CMRS	Clark Center	24	6,085	$27.78	$169,041
	CMRS	Clark Center	10	500	$27.78	$13,890
	CMRS	140 West Flagler	11	700	$20.43	$14,301
	Director/Admin Services	Clark Center	24	5,996	$27.78	$166,569
	Fleet Management	Clark Center	24	2,638	$27.78	$73,284
	Real Estate Mgt.	Clark Center	24	2,484	$27.78	$69,006
	Risk Management	Clark Center	23	17,200	$27.78	$477,816
Homeless Trust		Clark Center	27	1,330	$27.78	$36,947
Human Services	Child Development	South Dade Govt. Center	2	1,794	$16.62	$29,816
	Service Center	Caleb Center	7	2,282	$16.08	$36,695
Library		Caleb Center	1	11,644	$16.08	$187,236
		Cultural Center	all	201,200	$6.19	$1,245,428
MPO		Clark Center	9	3,800	$27.78	$105,564
Miami-Dade Police	Code Enforcement	South Dade Govt. Center	1	830	$16.62	$13,795
Miami-Dade Transit		Clark Center	9	13,400	$27.78	$372,252
		Clark Center	10	9,800	$27.78	$272,244
	Wackenhut Corp.	Clark Center	4	444	$27.78	$12,334
Planning & Zoning		Clark Center	11	15,668	$27.78	$435,257
	Impact Fees	Clark Center	12	397	$27.78	$11,029
		West Dade Permitting Center	1&2	7,168	$26.00	$186,368

AGENCY	DIVISION	BUILDING	FLOOR	SPACE (SQ. FT.)	RENT PER (SQ. FT.)	ANNUAL RENT
Public Works	Construction Div.	Clark Center	14	6,952	$27.78	$193,127
	Spec. Taxing Dist.	Clark Center	15	1,872	$6.00	$11,232
	Subdivision Platting	Clark Center	14	1,234	$27.78	$34,281
	Construction Div.	West Dade Permitting Center	1	3,626	$26.00	$94,276
Water & Sewer		140 West Flagler	1	220	$20.43	$4,495
		Caleb Center	1	1,300	$16.08	$20,904
		South Dade Govt. Center	1	1,024	$16.62	$17,019
		West Dade Permitting Center	1	1,475	$26.00	$38,350

Rental rates listed above are based upon space allocation as they are known on January 1, 2005. Departments that plan to move expand or contract during the current or next fiscal year should contact GSA and the department Budget Analyst in order to make the appropriate rental adjustments. These amounts are intended to be guides; departments will be charged for actual space occupancies.
A detailed space allocation study **is underway** for GSA buildings and at the completion of the study the rates and space allocation **will be adjusted** accordingly.

Contact: Jerry S. Hall, Facilities and Utilities Management Division
General Services Administration
(305) 375-3465

Elevator Management and Inspection

Facilities and Utilities Management Division oversees the administration of the County's maintenance contracts for elevators, escalators, moving walks, and conveyors. As a part of this function, staff performs contract compliance field inspections, conducts periodic compliance meetings with vendors, and responds to specific departmental complaints. In addition, consulting services are available to assist departments with new equipment needs, as well as to address the maintenance and operational issues for existing equipment. Assistance with special projects or the investigation of catastrophic accidents or damage is also available. Departments requiring the services of GSA's Elevator Engineer will be charged the below listed rate.

Elevator Section Support Staff	$75.00 per hour
Deputy Chief Elevator Inspector	$85.00 per hour
GSA's Elevator Engineer	$90.00 per hour

The GSA Elevator Engineering Section is Office of Elevator Safety (OES) and has jurisdictional authority over all elevators escalators and related equipment, throughout Miami-Dade County. The OES also performs the function of performing periodic code required inspections for existing and new elevators and related equipment in all County facilities. These services will be provided on a fixed fee scale. **Please call the OEM to determine the appropriate charge.**

Similarly, the section anticipates providing the witnessing of equipment tests to comply with new regulatory requirements. This service, not previously required or: provided, generally requires one hour per unit per year, for hydraulic elevators and for annual tests of electric elevators, and will be billed at the standard $75.00 hourly rate. Tests for moving walks and escalators and five-year tests for electric elevators are slightly higher, and will be charged in accordance with the schedule annotated below.

In addition the fees charged for Permits for new equipment and repairs, and for the Certificate of Operation are mandated and established by State Law. GSA, as the Jurisdictional Authority, is required by law to charge those fees to County agencies, in the same amount as for private buildings, as annotated below. These costs are established by law to recover the cost of administering the program.

As in the past all services rendered by the Elevator Section are fee-based. Total expense for each department will vary, depending on the total number of units; the age, degree of use, and condition of the units; and the number of new units in planning or installation. Departments should contact GSA for a more detailed expense projection for each agency.

Contact: **Michael A. Chavez, Facilities and Utilities Management Division**
General Services Administration
(305) 375-3912

ADMINISTRATIVE SERVICES DIVISION

Monthly Parking of County Vehicles

All County vehicles that park in County parking facilities will be charged a monthly fee. The rate for each month or part thereof, is $30.00 per vehicle. Departments should base their annual budget expenditures on the following formula: (number of vehicles x $30.00 x 12). Sub-object 31320 should be used for this purpose.

Daily Parking of County Vehicles or Downtown Business Visits

County departments and agencies may continue the purchase of parking validation stickers from the Parking Manager's Office for their employees' use when on downtown business. Stickers can be purchased in booklets of 100 for $360. Departments and agencies may acquire these booklets by having their authorized representatives send their purchase requests, via memo, with their index code or check to the Parking Manager. Employees and visitors will then be issued stickers by their respective departments or agencies, as needed. Stickers, which will be honored at any GSA-managed Parking Facility, are to be attached to the parking ticket and surrendered to the cashier on the way out of the facility.

Remember:

- Validation stickers can be pre-purchased in booklets of 100 stickers, for $360.

- The department or agency manages sticker purchase, issuance and usage.

- No more logs for departmental back-charges, by journal entry.

- **Failure to submit a validation sticker will require payment of the FULL TICKET parking rate at the cashier's window**.

- No more long, waiting lines at the cashier; simply surrender the validated ticket.

- You can access the parking website for your parking needs; applications, cancellations and service changes.

- Monthly rates for *non-County vehicles* have been modified, as follows:

140 West Flagler Garage	$58.00
Hickman Garage	$52.75
Cultural Center Garage	$52.75

Contact: Carlos Gutierrez, Administrative Services Division
General Services Administration
(305) 375-3913

CONSTRUCTION MANAGEMENT AND RENOVATION SERVICES DIVISION
Service Tickets / Work Orders / Capital Projects

County departments must use the Work Order and Service Ticket system, through the Construction Management and Renovation Services (CMRS) Division, to initiate requests for repairs, preventive maintenance, space planning, office designs or relocations, furniture acquisition, graphic design, signage improvements, architectural and engineering building renovation, and new construction work to be performed at their facilities. Departments are encouraged to determine their needs or request assistance from CMRS with estimating for budgeting purposes, for projects that will be initiated during the fiscal year. Billing for all work occurs on a monthly basis.

- Service Tickets are used for interior remodeling, repairs and preventive maintenance on systems such as plumbing, electrical, air conditioning, carpentry, painting, signage requests, furniture acquisition, and office redesign. Service Tickets are also opened when a department requests a preliminary estimate and/or a Scope of Work to be developed for a larger project.

- Work orders are initiated when it is determined that the scope of work being requested is for major repairs or renovations of plumbing, roof replacement, air

conditioning, and office relocations, or redesigns. These are larger type jobs and are more expensive and longer in duration than those on Service Tickets.

- Capital Projects are the largest type of project managed by CMRS. These are designated Capital Projects by the User Agency, the Office of Strategic Business Management, the OSBM Capital Coordinator and the CMRS Division. Capital Projects should also be initiated on a Work Order form.

Forms may be requested from the CMRS Division and will be sent to your office for completion. Call (305) 375-4131 for work related to furniture needs, carpeting, signage, office design, or space planning. To place all other requests for repair or maintenance call (305) 547-5246. When the requesting department completes the forms, valid index codes, and authorized signatures are acquired, the jobs are submitted for scheduling by the CMRS Division.

The following factors assist in prioritizing the response time for work assignments; emergency, health, life safety, and projected duration of the project. Work is typically performed during normal business hours except for emergencies or when it has been determined that the work is of such nature it cannot be performed during the normal workday due to the disruption of the department's operations. The final decision to proceed is based on the nature of the work required and confirmed funding availability.

Contact: **Etta Jardine, Construction Management and Renovation Services Division**
General Services Administration
(305) 375-1101

Office of Americans with Disabilities Act Coordination

For sign language interpreters cost, departments should budget a 20 percent increase over FY 2004-05 charges. Each department should budget their sign language interpreter services specifically by subobject code 11502.

A new contract for sign language interpreting services has been developed allowing for a primary, a secondary, and a tertiary agent, which should allow the County to get quality service in a timely manner. Bids have been received, and the contract should soon be awarded by Procurement. It appears that the fees for interpreter services will be approximately the same as fees this year. It is recommended that you budget the same amount next year as your expenditures this year but adjusted up or down for expected changes in user requests. When the contract is awarded, departments will make their own arrangements for services and pay the vendors directly. Each department is required to designate a person who is responsible for coordinating sign language interpreting services.

New Construction, Alterations, Maintenance, and Architectural Barrier Removal

Departments need to consider several aspects of the Americans with Disabilities Act Title II requirements when budgeting for facilities. All new construction must be fully accessible. There will be times when meeting minimum code requirements will not meet the needs of all people who have disabilities; some people who have a disability may not, for instance, be able to negotiate long ramps provided in lieu of an elevator. It may cost a little more to make facilities usable and easily accessible to all people. All alterations need to meet standards of accessibility. If alterations amount to an alteration of a whole area, then the whole area must be made accessible. If alterations are made to a primary function area, such as offices, classrooms, a reception area, or an area of assembly, then the path of travel, including the route from the parking to the area, and the restrooms, telephones and water foundations serving the primary function area, must be made accessible as long as the cost does not exceed 20 percent of the cost of the changes to the primary function area. What that means is if a facility is not already accessible, an additional 20 percent to make it accessible should be budgeted for the changes planned to a primary function area. Departments need to make sure that all their plans are approved by the Office of ADA Coordination Design Section to insure compliance with ADA requirements. The Florida Building Code and the ADA both require that facilities required to be made accessible in new construction or alterations be maintained so they continue to be accessible. Changes cannot be made that reduce accessibility. Accessible lever handled door hardware cannot be replaced with inaccessible round doorknobs. Walkways, pavers and ramps that become inaccessible because of roots or settling must be repaired. Door closers that can no longer be adjusted to meet maximum opening force requirements must be replaced. Accessible restrooms, assistive listening devices, and other features of accessibility must be maintained in good working order. Furniture, boxes, waste receptacles, etc. must not be placed in spaces required to be clear for accessibility. In addition, Title II of the ADA requires that architectural barriers that deny access to programs or services be removed unless such removal will create an undue financial and administrative burden on the County. Such Barrier removal should have occurred by January of 1995. Since its creation shortly after the passage of the ADA, the Office of ADA Coordination has, for general fund facilities, been working on a list of priorities developed in conjunction with the Commission on Disability Issues. Priorities change based on departmental needs, complaints by persons with disabilities, and lawsuits. Proprietary departments are responsible for their own barrier removal and need to budget for it. The Office of ADA Coordination and the Commission on Disability Issues can provide assistance to all departments in the development of barrier removal plans.

Contact: Dan Holder
Office of ADA Administration
(305) 375-2013

PROCUREMENT MANAGEMENT DEPARTMENT

Schedule of Commonly Used Equipment

Description	Commodity Code	Unit Cost
Air Conditioners(Not Installed) 10,000 BTU (LG Electronics)	03000	$345.00
Air Conditioners(Not Installed) 12,000 BTU (Friedrich)	03000	$459.00
Air Conditioners(Not Installed) 18,500 BTU (Friedrich)	03000	$929.00
Air Conditioners(Not Installed) 24,000 BTU (Friedrich)	03000	$1,279.00
Cabinets, steel, filing, with lock, 2 drawer letter	42500	$299.99
Cabinets, steel, filing, with lock, 2 drawer legal	42500	$299.99
Cabinets, steel, filing, with lock, 4 drawer, letter	42500	$439.99
Cabinets, steel, filing, with lock, 4 drawer, legal	42500	$439.99
Cabinets, steel, filing, with lock, 5 drawer, letter	42500	$550.67
Cabinets, storage supply, steel, 78" x 36" x 18"	42500	$325.44
Map (file) complete with cap & base, 36" x 48"	42524	$850.00
Calculator, electronic, printing, 4-function with memory	60016	$108.99
Cameras, 35mm, SLR with lens	65527	$480.00
Cameras, Polaroid, 600 - twin pack	65527	$23.99
Chain saw, 18" bar, Echo, #CS-3000	44500	$360.00
Chairs, metal posture, swivel, with arms, high back	42500	$427.95
Chairs, metal posture, swivel, with arms, high back, metal side, with arm	42500	$410.49
Chairs, metal posture, swivel, with arms, high back, metal side, without arm	42500	$66.00
Chairs, metal posture, swivel, with arms, high back, metal secretarial posture swivel	42500	$106.98
Desk, steel, double pedestal, 30 x 60	42500	$470.00
Desk, steel, double pedestal, 30 x 60, secretarial with work station-type adjunct	42500	$629.00
Dictator, with standard microphone	60052	$349.99
Transcriber, with foot pedal and earphones	60052	$299.95
Dividers, room, fabric, straight, 6' W x 5" H	60052	$140.00
Drill, electric, 1/2", Makita 6013BR	44500	$185.99
Drill, electric, 3/8", Dewalt 1166	44500	$59.00
Drill, pneumatic impact, 3/4"	44500	$220.00
Edger, Stick, John Deere XT 1205E	51563	$299.00
Fax Machine, Bubble Jet, Plain Paper, programmable keys, speed dial and quick scan	60061	$419.00

Description	Commodity Code	Unit Cost
Fax Machine, Laser, Plain Paper, Function/Large memory scanner, speed dial, PC File transfer/printer/scanner	60061	$778.00
Lawn Mower, Walk-Behind, John Deere JA62	51563	$609.00
Lawn Mower, 21" Cut-Hand, Pushed Toro #20444	51563	$445.99
Outboard motor for boat, 6HP manual, 15" Evinrude	12000	$1,162.00
Outboard motor for boat, 6HP manual, 20" Evinrude	12000	$1,173.00
Outboard motor for boat, 8HP, manual, 15" Evinrude	12000	$1,266.00
Outboard motor for boat, 8HP, manual, 20" Evinrude	12000	$1,277.00
Outboard motor for boat, 9.9HP, manual, 15" Evinrude	12000	$1,641.00
Outboard motor for boat, 9.9HP, manual, 20" Evinrude	12000	$1,668.00
Outboard motor for boat, 15HP, electric, 15" Evinrude	12000	$1,920.00
Outboard motor for boat, 20HP, electric, 20" Evinrude, push button start	12000	$1,538.70
Outboard motor for boat, 15HP, electric, 20" Evinrude, remote start	12000	$1,939.00
Outboard motor for boat, 25HP, electric, 15", 4 stroke E25EL451, Evinrude, remote start	12000	$2,572.00
Outboard motor for boat, 25 HP, electric, 20", 4 stroke E25EL451, Evinrude, remote start	12000	$2,598.00
Outboard motor for boat, 25HP, electric, 15", Evinrude, push button start	12000	$1,794.00
Outboard motor for boat, 40HP, electric, 20", Evinrude, remote start, Touch Trim	12000	$3,329.00
Outboard motor for boat, 40HP, electric, 20", Evinrude, remote start, TNT	12000	$2,208.00
Outboard motor for boat, 40HP, electric, 15", Evinrude, push button start	12000	$2,667.00
Outboard motor for boat, 40HP, electric, 15", Evinrude, push button start, Touch Trim	12000	$2,000.00
Projector, overhead	88030	$414.99
Projector, slide	88030	$449.95
Screen, projection 70" x 70"	88030	$143.85
Pager Rental, Tone & Voice, Local	72506	1.90/mo
Pager Rental, Tone & Voice, Statewide	72506	4.90/mo
Pager Rental, Tone & Voice, Nationwide	72506	16.95/mo
Pager Rental, Digital, Local	72506	5.95/mo
Pager Rental, Digital, Statewide	72506	6.30/mo
Pager Rental, Digital, Nationwide	72506	34.95/mo
Personal Computer, Dell 8300, Pentium, 4 processor, at 2.66 GHZ, 533MHz system	20511	$1,699.00

Description	Commodity Code	Unit Cost
Personal Computer, Dell 8300, Memory, 256MB, PC1066, RDRAM (2X128 modules)		
Hard Drive (7200 RPM)		$235.00
Monitor, 17 inch (16.0 viewable, .27dp) E722		$199.00
Video Card, 64MB DDRNVIDIA		$143.50
Integrated Audio with Soundblaster Pro/16 Compatibility		
48x Max Variable CD-ROM		$1,174.00
Dell jukebox, Keyboard, Mouse, 3.5 floppy disk		
HP Laserjet 4200 Laser Printer	20547	$1,015.15
HP Colorjet 4600 Laser Printer	20547	starts at $1761.00
HP Color Deskjet 6122	25047	$180.00
Public Address System	48047	$1,252.81
Line Trimmer, John Deere XT140SB	51535	$329.99
Tape Recorder, Portable Cassette, Built-in Condenser Microphone, uses standard cassettes	48082	$57.45
Typewriters, Wheelwriter, Swintec 7040	60087	$815.00
Welding and Cutting Outfit, complete	89500	$299.00
File cabinets, lateral, 2 drawer, legal	42500	$250.00
File cabinets, lateral, 4 drawer, legal	42500	$377.00
File cabinets, lateral, 5 drawer, legal	42500	$575.00
Stack chairs, with arms	42500	$45.99
Stack chairs, without arms	42500	$60.99
Stack chairs, without arms, but sled bases	42500	$55.75
Folding tables - Conference Type, 30" x 72"	42500	$59.25
Folding tables - Conference Type, 36" x 96"	42500	$81.30

Contact: Amos Roundtree, Purchasing Division
Procurement Management Department
(305) 375-1574

EMPLOYEE RELATIONS DEPARTMENT

Testing and Validation Reimbursement Schedule

The following departments should budget funds as indicated below for projected services to be rendered by the Testing and Validation Section, Employee Relations Department.

Department Name	Total Costs
Miami-Dade Transit	$176,000
Miami-Dade Police	134,000
Fire and Rescue	154,000
Corrections and Rehabilitation	72,000
Aviation	73,000
General Government	40,000
Total	**$649,000**

The following departments should budget funds as indicated below for services related to payroll and unemployment compensation.

Department Name	Total Costs
General Services Administration	$281,000
Water and Sewer Department	62,000
Total	**$343,000**

Contact: Mary Lou Rizzo, Personnel Services Division
Employee Relations Department
(305) 375-2670

Supervisor Certification Program

The Supervisor Certification Program is designed to increase the understanding and application of State and County legislation pertaining to the duties of Miami-Dade County Supervisors. This training is mandatory for all first-level supervisors at a charge of $85 per person per course for six core courses and two elective courses.

Core Courses:

Basic Management Skills (8 hours)
Orientation to Personnel Issues and Procedures (4 hours)
Fair Employment Practices (8 hours)
Understanding the Employee Appraisal System: A Proactive Approach (8
The Progressive Discipline System: Practice and Procedures (8 hours)
Supervisory Safety: Accident Prevention and Safety Awareness (8 hours)

Elective Courses:

Cultural Diversity (8 hours)
Customer Service and Communication (8 hours)
Procurement Guidelines (4 hours)
Structured Interview and Selection Techniques (8 hours)
Violence in the Workplace (4 hours)
Ethics (4 hours)
Accelerated Learning (8 hours)
Business Writing (8 hours)
Conflict Resolution (8 hours)
Dealing with Difficult People (4 hours)
Domestic Violence Awareness (4 hours)

Contact: **Connie Butler, Career Development Division**
Employee Relations Department
(305) 375-2473

New Employee Orientation Program

New employee orientation charge is $100 for the two-day orientation workshop.

ENTERPRISE TECHNOLOGY SERVICES DEPARTMENT

The Enterprise Technology Services Department (ETSD) is the information technology service provider for county departments and agencies. By using the many ETSD services available, County staff is enabled to conduct their day-to-day operations and citizens are able to conduct business on-line with our government. Please note that the format of ETSD's budget manual has changed to include a summary of all services offered, description of billable services, and a rates section.

Technology Solutions (Application and Integration Services)

- Electronic Document Management System (EDMS)
  Electronic File Cabinets
- Geographical Information Systems (GIS) - *Maps*
- Enterprise Asset Management Systems (EAMS)
  - Application Support – *MDC Assets*
- Custom Applications Development
- 311 Answer Center Support
- CAD 911 and Burglar Alarm
- Human Resources Systems
- Budget and Financial Systems
- Interactive Voice Response Systems (IVR) Development

Technical Services (Infrastructure)

- Field Services – PC and Telephone
- Radio Communications Services
- Network Architecture
- Connectivity Services
- Storage Services
- Back up Services
- Email and Messaging Services
- Database Services
- Engineering Design Services
- On Line Report Services
- Management of Production Platforms
- Disaster Recovery (Mainframe)
- Report Production

Customer Relations

- IT Service Center – 305.596.HELP
- Relationship/Account Management
- Communications and Business Development

Security

- Security/Security Policy Services
- Anti-Virus

Project Management Services

- Project Management Office (PMO)

Online Services

- Web Design & Publishing
- Content Management

BILLABLE SERVICES

Applications Maintenance and Development

Application Services encompass the development and maintenance personnel required to support applications on an Enterprise, Consortium or Department Specific basis. Maintenance, Development, and Ad hoc requests are all billable at the same rate. The customer has a choice between an hourly, annual, and semi-annual rate to pay for billable services. Please note that the application rates provided below are used for standard application maintenance and development as well as specialized services to include GIS, EDMS, and Online Services. Please refer to the service rates section for rate information.

Online Services

Online Services include the design, development and maintenance of internet services for Miami-Dade County and other quasi-public sector entities.

Geographic Information System (GIS) Services

ETSD will provide the following Geographic Information System (GIS) services at no charge to include hosting of departments applications (Using County's Infrastructure), maintenance of development environment, use of enterpriser GIS plotters, access to orthophotography, and maintenance of general GIS applications to include base and general layers not maintained by other departments.

Departments will have to budget for map creation, layer development, data manipulation, report generation, storage of departmental data above 3 Gigabytes, installation of GIS software in departmental severs, and application development and maintenance of departmental specific applications. Please refer to the service rates section for rate information.

Electronic Document Management System

ETSD will provide the following services for Identech's Electronic Document Management System (EDMS) at no charge to include FYI Identech license maintenance cost, hosting of department's applications (Using the County's Infrastructure), and consulting services for migrating EDMS applications to the County's infrastructure.

Departments will have to budget for implementation costs paid to an outside vendor, DASD (Storage), non-county infrastructure costs, and application development and maintenance of departmental specific applications. Please refer to the service rates

section for rate information.

Microsoft License Costs

The Microsoft Enterprise Agreement allows departments to renew their enrolled desktops and servers under the County's Enterprise Agreement. This agreement provides for the licensing and upgrade of existing and new acquisitions to the most current levels of the Microsoft products listed.

Desktop: $137/seat (includes operating system and standard Office Suite)
Server: $125/server (includes operating system)

Oracle License Costs

Oracle desktop software license renewal or CPU or named-user licenses for departmental server based products are renewed yearly based on the County-Wide Co-Terminus renewal dates. Please refer to the Oracle License Costs chart, which includes a schedule of estimated costs per department based on the inventory registered as of November 2004.

Database Services

ETSD will provide basic support for existing databases (Currently being supported by ETSD). Basic support is defined as unlimited restructures of 10 records or less for Oracle, SQL, or UDB databases, one restructure regardless of size for IDMS databases, capacity planning, database monitoring, and systems documentation.

Departments should budget for new databases to include project management costs, DASD (Storage), and any associated infrastructure and software license costs. These costs may vary based on the size of the database and nature of the support required. As such, you are encouraged to contact Ivan Rodriguez, Systems Support Manager, to provide you a quote for the services needed. Please refer to the service rates section for rate information.

Back-Up Services

ETSD will provide backup and restore services, to departments for their distributed data. This includes an initial "Full Backup" of customer data and daily "incremental" backups. ETSD will provide a "service level agreement" which will state the time to service level restoration based upon the customers network infrastructure, amount of data, business need and application type.

Base service cost is $3/gigabyte of data backed up per month.

DASD (Direct Access Storage Devices)

The requirements for DASD should be included early in the project planning process, as part of the physical design of any new application file. Whether a brand-new system or an enhancement to an existing system, whole, new files are always billable. ETSD's budget provides for nominal storage growth for existing application files, through experience generally about 15 percent, therefore, any growth above this is chargeable to the customer.

Distributed Storage and Mainframe DASD Charges are:
Cost $65/GB Per Gigabyte

Video Conferencing Services

ETSD will acquire, install and configure video conferencing equipment, for the customer based on customer configuration requirements. Additional network connectivity and power (drops) are not included in the following prices. Room based systems include color monitor, view station, installation, and training. Desktop systems include Viavideo camera (or equivalent), installation, setup, and training. ETSD will provide support during regular working hours, provide all upgrades and maintenance, and provide customers with the capability of performing video conferencing with external entities.

Room based systems:	**$5,000 (setup), $100 monthly recurring**
Desktop systems:	**$600 (setup)**

Application Hosting

All new application hosting will be considered on a case by case basis for viability on a particular platform and costs associated with this service will be provided based on ETSD hourly rates and platform used.

RF Communication Services

ETSD provides planning/design, engineering, project management, installation, maintenance, and consulting services to other County departments for the implementation and support of radio communications systems. Specific areas of service include UHF, 800 MHz and microwave radio transmission systems; radios and other communication devices; public address and sound systems; mobile security and alarm systems. Studies and engineering analysis required by a department for new, expanded or enhanced systems will be billed to that department at the engineering time rate. Please refer to the service rates section for rate information.

Mobile/Portable Radio Maintenance and Installation (Subobject Code 24630)

ETSD Radio Shop provides installation, preventative maintenance, and repair for mobile radio equipment to include hand held radios, mobile cell phones, loaner two way radios, and hands free attachments. ETSD also provides the same services for light bars, sirens, emergency lighting equipment, and mobile alarm systems. Field repair and pickup/delivery is available for large accounts.

Chargeable items not listed above are strip-outs of vehicle equipment, equipment swaps, diagnostic time when no problem is found, and reinstallation of equipment originally done outside of the Radio Shop that does not meet public safety standards. All radio shop installations are guaranteed for the life of the installed component against defects in workmanship, except where physical abuse or external intervention is evident. Please refer to the service rates section for rate information.

Radio Systems

The repair and maintenance of the 800 MHz radio system infrastructure will be prorated based on the number of radios that a department has compared to the total number of 800 MHz radios and charged to subobject code 26130. The repair and maintenance of radio equipment, other than 800 MHz, will be billed on a service contract basis. **Please see the attached Schedule of Communication Charges for departmental costs.**

Radio/Transmission System Development
Moves and/or reconfiguration of a system or channel will be billed on a time-and-material basis as outlined in the labor rate schedule. Please refer to the service rates section for rate information.

Telephone Local Service Charges (Subobject code 31010)
The local telephone charges reflect the cost of doing business and follow an industry standard model of having a Universal charge. The charge for local service is set at **$21.00 per active line** per month**. Please see the attached Schedule of Communication Charges for departmental costs.**

Telephone Maintenance and Basic Feature Charges (Subobject code 31010)
This service includes routine and emergency repairs and scheduled preventive maintenance of all systems maintained by ETSD. These charges cover routine and emergency repairs (24 hour, 7 day week), scheduled preventative maintenance of County installed telephone systems, ranging from the telephone instrument to the core wiring and telephone switch back-office infrastructure. If changes in your operation require a higher level of service, please increase your budget to reflect additional cost. Agencies are advised to budget the amount indicated in subobject code 31010 shown on Schedule of communication Charges that follows. For fiscal 2005/2006 telephone maintenance rates have been tiered into two categories. The first is the charge for traditional telephone maintenance, which remains at **$8.30 per active instrument** (includes basic voicemail service). Starting with the new fiscal year of 2005/2006 an alternative maintenance charge of **$7.30 per active instrument** (inclusive of voicemail) has been developed for those departments participating in the emerging Voice-over-Internet-Protocol (VoIP) systems. The County will be progressively moving towards a complete VoIP solution over the next few years. The cost of operation is less and rates reflect these operational efficiencies. Charges for either technology employed will be billed on a monthly basis. **Please see the attached Schedule of Communication Charges for departmental costs.**

Long Distance (Subobject codes 31011 / 31012)
All long-distance costs incurred through long-distance carriers (subobject code 31011) will be billed monthly to each department based on actual costs as reported on monthly telephone bills from the providers. If changes in your operations will require greater use of long distance services, these figures must be increased to cover additional costs. Agencies are advised to budget the amount indicated in subobject code 31011 as shown on the Schedule of communication Charges that follows. Due to new rates negotiated in a new Long-Distance agreement this year, the County will no longer utilize the SunCom Long-distance service feature.
Please see the attached Schedule of Communication Charges for departmental costs.

Telephone Installations (Subobject code 31014)
Moves, adds, and changes of telephone service that require physical rearrangements / reinstallation of wiring, telephone jacks, instruments, maintenance of non-standard County issued telephone equipment will be billed on a time-and-material basis, as shown in the telecommunications labor rates schedule. Feature changes, logical

configuration, and ancillary equipment, such as answering machines, faxes, paging systems and security systems will also be charged at the published rates.

Other chargeable items include "no-trouble-found" site visit after telephone assistance is provided, replacement of equipment showing signs of physical abuse or neglect and vendor services initiated directly by the user agency without prior approval from ETSD. Overtime labor costs and costs related to priority installations will be charged at one and a half time of published rates and are subject to customer approval. If you anticipate significant physical reconfigurations or increase in telephone installations, please make the necessary provisions in your budget.

Studies and analyses of engineering, designs, or estimates, required by an agency for new or enhanced telephone facilities will be billed to the requesting agency in accordance with the telecommunications labor rate schedule for consulting services. System-wide studies and analysis for countywide communications planning will be absorbed in the Field Management Services Division's budget. Please refer to the service rates section for rate information.

Data and Other Communication Costs

Costs for data circuits will be charged back to departments as incurred on a monthly basis. Costs based on a two-year average have been included under subobject code 31018. If changes in your operation require a higher level of service, these figures must be increased to cover additional costs. Higher operating costs or tariff changes, which occur in the middle of the year, will be adjusted for each agency accordingly. **Please see the attached Schedule of Communication Charges for departmental costs.**

Fiber-Optic System (Subobject Code 26130)

Agencies that use county-owned, dedicated fiber-optic circuits will be billed per month, per circuit, according to the type of circuit used. These circuits will be classified as one of the following:

Type	Installation Cost	Monthly Cost
DSO (56 kps)	$ 195	$ 50
DSL (up to 1.54 Mbs)	$ 600	$ 180
T1 (1.54 Mbs)	$ 0	$ 180
T3 (45 Mbs)	$ 2,200	$ 1,000
EtherNet 10mb	$ 500	$ 600
EtherNet 100mb	$ 950	$ 1,200
EtherNet 1,000mb	$ 1,200	$ 2,500

Leased Circuits from Local Carriers

For those agencies requiring estimates on contracted local data circuits (BellSouth) the following rates can be used as budgeting estimates:

Types	Installation Cost	Monthly Cost
ISDN	$ 0	$ 70
T1 (1.54 Mbs)	$ 0	$ 180
T3 (45 Mbs)	$ 0	$ 1,600
Metro EtherNet 10mb NMLI	$ 500	$ 680
Metro EtherNet 100mb NMLI	$ 750	$ 1,350

MetroNet Access and Associated Charges

MetroNet is the term used for the countywide area network. Those agencies requesting connection to MetroNet will have access to host mainframe, electronic mail and calendaring, access to the information and services that are published on the County's intranet web site, access to computer systems which reside on the County mainframe including public records, and other enterprise systems, access to the Internet, content, spam filtering, firewall and security services and anti-virus protection for desktops and servers, etc.

In order to participate in MetroNet, a personal computer Pentium 4 class or better with at least 256 megabytes of memory, and 400 megabytes of free disk space is required (disk space available after OS and all application installations). Upgrades of existing systems to meet minimum requirements and additional physical connectivity requirements (data drops) are the responsibility of departments.

Network Engineering/Design

Assistance to departments in addressing special data communication network, phone system and/or computer facility requirements can also be provided. This includes such systems in new and renovated buildings, large-scale installations, moves, or reconfigurations done by County staff or outside contractors. The services outlined above will be charged back to departments at the engineering rate. Incidental "out-of-pocket" costs for drawings, special supplies, or services incurred in developing plans/designs for departments will either be paid for directly by the requesting department or charged back at cost, if initially paid for by ETSD.

Desktop Computer Maintenance Costs

Basic maintenance of desktop computers (PCs) and associated peripherals will be billed on a time-and-material basis as outlined in the labor rate schedule. Alternatively, departments may contact ETSD's Desk-Top Computer / Peripheral Repairs and Upgrades liaison to develop and implement a Service Level Agreement for desktop support services. Based on repair history, departments should allocate $150 to $200 for each configuration including base unit, monitor, and standard impact printers. Repairs on laser printers, plotters and nonstandard devices may increase costs for the configuration. Please contact the Desktop liaison for a customized quote.

Host Computer Access Equipment Maintenance and Installation

Basic maintenance and repairs of data access equipment such as CRTs, printers, controllers, modems and basic cabling are included as part of the network services provided by ETSD. This includes repairs that do not require physical or logical changes to equipment or cabling. The cost associated with the maintenance of controllers, and multiplexers are incorporated into the per unit charge of terminals and host printers. The service level governing response times includes a 4-hour response to an initial call and repair within 24 hours of the service call. The per unit charge is assessed on a monthly basis based on the following 3270 data terminal and host mainframe printer devices:

Moves and reconfiguration of data-related equipment, including site planning, requiring physical rearrangements/installation of wiring, cable connectors wall mounts/receptacles and maintenance of nonstandard county-issued computer

equipment will be billed on a time-and-material basis as outlined in the labor rate schedule. Other chargeable items include "no trouble found" site visits after telephone assistance is provided, replacement of equipment showing signs of physical abuse or neglect and vendor services initiated directly by the user agency without prior approval from ETSD Telecommunications.

Terminal Maintenance Programs: **$7.75 monthly per terminal**
Host Printer Devices: **$21.00 monthly per host printer**

Services Rates

Customers will be billed for hours associated with activities related to their projects, including project management and administration. Overtime costs and costs related to staff assigned to on-call duties (24-hour support) will be added where appropriate and will be subject to customer approval.

The rates for FY 2005-06 are shown below. There are two options available, one is the time and materials rate and the other is based on a full time dedicated position by professional classification. These rates are for work performed by County employees. For budgeting purposes a full time equivalent (FTE) is considered to be 1,560 hours per year. Rates for contractors may be higher and will be quoted at time of engagement.

Rate Table

Service	T & M Rate
Project Manager	$90 per hour
Design Engineering Services	$85 per hour
Technicians	$65 per hour
Installer (Radio)	$35 per hour
CSR Rates	$55 per hour
Systems Programmer (Operating & Technical)	$93 per hour
Programmer Analysts	$85 per hour
Contractor Multiplier	15%
On Call Fee	$9,000 per year

Dedicated Services	*Annual Rate*	*Semi-Annual Rate*
Junior Programmer Analyst/ Web Designer	$102,000	$51,000
Intermediate Programmer Analyst/ Web Designer	$116,000	$58,000
Senior Programmer Analyst/ Web Designer	$132,000	$66,000
Systems Programmer (Operating & Technical)	$145,000	$72,500

Service Representatives

If you are planning to make major changes to an existing system, implement a newly developed system or have other application or cost related questions, please contact the ETSD's IT Service Center to submit a request for information or service. A representative from any one of the service areas listed below will contact you to discuss requirements.

Service Type / Area	Contact	Phone No.
Applications Development or Maintenance	Ulma Gonzalez	(305) 596-8391
Billing: Mainframe Usage	Elio Calvo	(305) 596-8383
Billing: Telephone Local / Long Distance / Data Circuits / Cellular / Mobile devices	George Bello	(305) 596-8882
Voice / Data Structured Cabling System Installations	JC. Cobbett	(305) 275-7944
EDMS Services	Chris Crowley	(305) 375-3536
Desk-Top Computer / Peripheral Repairs and Upgrades	John Concepcion	(305) 596-8368
GIS Services	Martha Guerra Jane Robinson	(305) 596-8398 (305) 596-8228
Local Area Networks	Valentin Alvarez	(305) 596-8861
MetroNet Support	Robert Ashby	(305) 596-8269
Mobile / Portable Radio	Patrick Burke	(305) 596-8255
New / Upgrades of Building Telecommunications Systems	Juan Aguirre	(305) 596-8941
New Telephone Service / Minor MAC Work / Cellular / Mobile PDA / Voicemail / Traffic Studies	Maria Garcia	(305) 596-8346
Online Services	Deborah Higer	(305) 375-3361
Telephone Repair	Wilburn DeFour	(305) 596-8141
Voice System Projects	Juan Aguirre	(305) 596-8941
Wide-Area Network Design / Provisioning Fiber / Leased Circuits	Peter Collis	(305) 596-8272

Schedule of Communication Charges

		Radio Repairs & Maint	Radio Svcs Infra	Local Tel Svc	Long Distance	SUNCOM	CDPD	Directory Listing	Mobile/ Cellr Tel	Data Circuits
ID	DEPARTMENT	24630	26130	31010	31011	31012	31013	31023	31015	31018
AG	Agenda Coordinator	0	0	5,700	0	0	0		2,800	0
AT	County Attorney	0	0	51,000	600	1,300	0	0	9,400	0
AU	Audit Management Services	0	0	18,900	600	0	0	0	1,300	0
AV	Aviation	248,500	267,000	0	0	0	0	1,100	0	0
BC	Building Code Compliance	0	2,100	21,000	100	800	0	0	0	2,500
BD	Business Development	0	0	43,700	1,000	300	0	0	6,100	0
BL	Building Department	0	4,000	201,300	3,200	0	100,000	0	0	72,600
BU	Office of Strategic Business Management	0	0	21,300	100	300	0	0	5,800	0
CA	Community Action Agency	6,000	5,200	177,500	2,600	100	0	0	1,000	43,100
CC	Board of County Commissioners	4,500	0	102,800	2,000	1,200	0	400	46,100	12,800
CD	Community & Economic Development	0	0	35,100	100	400	0	0	4,000	0
CH	County Wide HealthCare Plan								800	0
CI	Chief Information Officer	0	0	9,300	100	200	1,100	0	6,600	600
CL	Office of the Clerk	8,500	5,000	536,300	4,300	900	0	1,500	0	133,800
CM	County Manager	0	500	39,300	700	1,100	0	1,100	58,500	4,500
CQ	CQ-Administrative Coordinator	3,900	0	13,600	200	100	0	0	9,500	0

		Radio Repairs & Maint	Radio Svcs Infra	Local Tel Svc	Long Distance	SUNCOM	CDPD	Directory Listing	Mobile/ Cellr Tel	Data Circuits
ID	DEPARTMENT	24630	26130	31010	31011	31012	31013	31023	31015	31018
RB	RB-Administrative Coordinator	0	0	8,300	200	100	0	0	20,400	0
CR	Corrections & Rehabilitation	446,500	581,000	904,100	20,900	6,200	1,000	0	0	284,500
CS	Consumer Services									
	Director/Information	11,900	10,800	10,200	500	100	0	400	1,000	100
	Consumer Protection	0	0	12,200	100	100	0	0	0	0
	Cooperative Extension	0	0	9,600	1,200	0	0	0	800	0
	Passenger Transportation	0	0	16,200	100	100	0	0	2,200	0
	Cable TV	0	0	700	0	0	0	0	800	1,300
CT	Communications	3,900	2,600	43,000	100	500	0	0	25,100	0
CU	Cultural Affairs									
	Cultural Affairs Council	0	0	17,700	100	300	0	0	2,000	5,500
	Miami Art Museum	0	0	16,400	100	600	0	0	0	0
	Art in Public Places	0	0	1,500	0	0	0	0	300	0
	Historical Museum	0	0	16,400	100	300	0	1,200	700	0
	Performing Arts Center	0	0	27,400	4,500	0	0	0	0	3,600
DE	Environmental Resources Management	12,300	31,100	272,900	5,100	500	0	0	25,100	2,700
EC	Ethics Commission	0	0	16,000	800	0	0	400	2,900	25,900
EL	Elections	1,500	0	322,700	500	200	0	400	126,900	29,900
EM	Emergency Management	2,700	46,000	0	0	0	0	0	2,100	0
ER	Employee Relations	0	0	83,900	300	600	0	400	1,000	12,500
ET	ETSD	423,700	44,000	486,500	15,000	28,700	10,300	0	168,700	616,900
EZ	Empowerment Zone	0	0	13,300	1,600	0	0	0	0	0
FE	Fair Employment Practices	0	0	2,800	0	200	0	0	800	0
FN	Finance	0	0	159,400	500	1,800	0	800	500	34,100
FR	Fire & Rescue	26,800	173,700	167,200	10,500	300	37,600	800	800	115,400
GG	General Government	0	0	7,900	100	100	0	0	0	0
GG	IRP	0	0	3,100	0	0	0	0	0	0
GG	Dade Delegation	0	0	2,500	0	600	0	0	4,600	0
ND	Legal Aid	0	0	82,100	1,600	0	0	0	0	1,300
ND	Law Library	0	0		0	200	0	0	0	1,000
GS	General Services Administration	66,900	68,400	325,400	2,900	2,900	0	0	45,400	140,800
HD	Miami-Dade Housing Agency	300	5,000	314,800	4,300	2,600	0	0	0	27,300
SH	Special Housing	0	0	152,400	4,500	0	0	0	0	48,700
HF	Housing Finance Authority	0	0	4,800	700	0	0	0	900	5,000
HP	Office of Historic Preservation			1,200						0
HS	Human Services	11,200	14,200	717,400	23,100	1,200	9,000	4,700	39,400	140,000
HT	Homeless Trust	0	0	4,600	0	100	0	0	1,900	0
IC	International Trade Consortium			2,200		100	0	0	10,900	0
IG	Inspector General						0	800	0	0
JA	Judicial Administration	3,500	3,318	697,400	33,300	8,500	0	0	1,400	119,100

		Radio Repairs & Maint	Radio Svcs Infra	Local Tel Svc	Long Distance	SUNCOM	CDPD	Directory Listing	Mobile/ Cellr Tel	Data Circuits
ID	DEPARTMENT	24630	26130	31010	31011	31012	31013	31023	31015	31018
JU	Juvenile Assessment			3,800	0	0	0		5,600	0
LB	Libraries	200	0	184,900	1,700	600	2,000	0	12,700	360,500
MA	Office of the Mayor	1,600	0	29,900	100	800	0	400	57,800	1,600
ME	Medical Examiner	0	0	68,000	700	2,600	0	0	10,600	0
MM	MMAP	0	0	24,700	2,700	0	0	0	5,000	3,700
MP	Metropolitan Planning Organization	0	0	6,900	0	300	0	0	3,400	0
MT	Metro-Dade Transit Agency	400	468,400	807,900	22,300	2,500	3,600	5,000	1,700	506,300
OE	Office of Employee Recognition	0	0	0	0	0	0	0	0	0
OP	Office of Performance Improvement			8,200	100	0	0	0	0	0
PA	Property Appraiser	0	0	71,100	300	700	0	0	1,100	3,700
PD	Metro-Dade Police Department	3,370,000	1,728,900	1,476,800	58,900	35,700	347,900	1,100	1,700	1,449,500
PM	Procurement Management	0	0	41,300	200	1,500	0	0	4,900	0
PR	Park & Recreation	137,900	144,600	461,300	18,400	0	2,700	34,500	49,300	95,600
PU	Public Defender	0	0	274,500	22,800	8,000	0	0	22,000	73,000
PT	Public Transportation Trust			8,500	100	300	0	0	500	0
PW	Public Works	42,700	77,700	151,700	2,000	600	2,000	800	73,500	2,845,700
PZ	Planning and Zoning	0	700	61,300	400	500	7,500	0	6,000	0
SA	State Attorney	500	13,300	494,000	12,000	18,500	0	400	8,000	115,800
SN	Safe Neighborhood Parks	0	0	2,300	0	0	0	0	0	0
SP	Seaport	45,000	51,200	129,900	1,900	900	0	400	29,200	30,700
SW	Solid Waste Management	108,700	164,500	285,200	3,100	2,200	2,000	0	0	165,400
TM	Team Metro	24,600	27,200	99,700	1,700	200	2,200	400	23,300	58,400
UE	Urban Task Force	0	0	5,000	300	0	0	0	1,400	0
VZ	Vizcaya	1,100	12,100	15,000	400	500	0	400	2,100	20,500
WS	Water and Sewer Department	153,400	413,100	450,500	6,300	400	9,200	800	5,300	0
	SFETC	0	0	21,400	900	0	0	0	0	2,000

Schedule of Oracle License Costs

Should be budgeted in subobject 24515

Aviation	$21,185
DBD	$2,662
Clerk of Court	$81,655
DERM	$36,811
ERD	$3,210
Fire	$124,807
GSA	$6,259
Housing	$2,248
ETSD	$782,230
MDTA	$106,501
Property Appraiser	$9,116
MDPD	$165,634
Planning Dept	$2,260
Public Works	$5,927
Seaport	$30,355
Solid Waste	$15,860
Tax Collector	$2,499
Team Metro	$988
WASD	$81,123

APPENDIX C: INDIRECT COST RATES

Central Services Cost Allocation Plan
Summary of Indirect Cost Rates by Department

Direct Cost Pools	FY 2002 Allocated Indirect Costs	FY 2002 Direct Salary Costs	Indirect Cost Rate
Building Code Compliance	$ 523,696	$ 2,928,409	17.88%
Building Department	2,047,171	16,272,239	12.58%
Community Action Agency	1,627,832	21,069,304	7.73%
Board of County Commissioners	918,851	5,285,245	17.39%
Community and Economic Development	863,256	8,872,914	9.73%
Clerk of the Courts	12,800,363	43,652,890	29.32%
Corrections and Rehabilitation	5,267,823	121,639,175	4.33%
Consumer Services	690,109	4,793,654	14.40%
Communications	352,554	2,597,323	13.57%
Cultural Affairs	307,574	2,242,954	13.71%
Environmental Resources Management	1,882,614	23,892,378	7.88%
Tax Collector	3,358,594	7,175,366	46.81%
Elections	877,333	4,867,704	18.02%
Fire Department	7,055,226	133,254,678	5.29%
Human Services	3,411,452	43,336,307	7.87%
Homeless Trust	72,673	491,746	14.78%
Judicial Administration	11,895,523	19,709,057	60.36%
Library	3,216,917	18,526,935	17.36%
Office of the Mayor	275,097	2,140,259	12.85%
Medical Examiner	963,565	3,586,760	26.86%
Miami-Dade Action Plan	96,645	1,213,907	7.96%
Miami-Dade Planning Organization	180,740	1,271,026	14.22%
Miami-Dade Transit Agency	18,998,613	139,922,427	13.58%
Property Appraiser	1,981,244	10,318,683	19.20%
Miami-Dade Police Department	23,414,900	260,814,286	8.98%
Parks and Recreation	5,885,883	42,416,517	13.88%
Planning and Zoning	1,352,596	6,651,606	20.33%
Public Works	4,099,394	23,514,723	17.43%
Safe Neighborhoods	14,739	293,007	5.03%

Direct Cost Pools	FY 2002 Allocated Indirect Costs	FY 2002 Direct Salary Costs	Indirect Cost Rate
Seaport	1,082,052	12,160,101	8.90%
Solid Waste Management	9,368,069	45,099,951	20.77%
Team Metro	789,214	8,508,867	9.28%
Non-Departmental	21,686,034	225,924,937	9.60%
General Government	1,120,148	1,082,585	103.47%
Aviation	3,446,613	88,595,766	3.89%
Total Composite	**$ 151,925,107**	**$ 1,354,123,686**	**11.22%**

Miami-Dade County, Florida, Consolidated Countywide Cost Allocation Plan for fiscal year ending September 30, 2002. This indirect cost rate should be incorporated into the FY 2004-05 budget submission unless discussed and agreed to by the OSBM.

Contact: **Jose Fernandez**
Finance Department
(305) 375-5080

Annual Earned Interest Yield

Based on recent experience, interest earnings should be budgeted at 2.25 percent.

Contact: **Gisela Guth**
Finance Department
(305) 375-5080