

FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

Capital Improvements

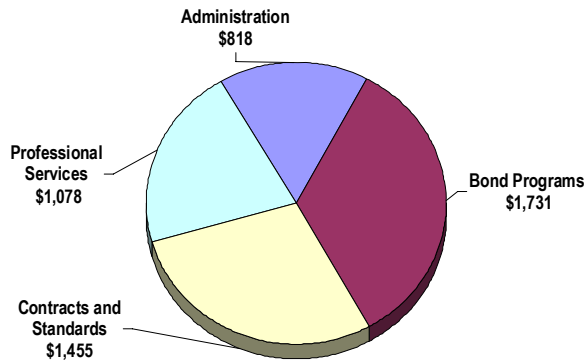
The Office of Capital Improvements (OCI) provides construction management policy support and analysis, including monitoring and tracking the County's capital improvement program.

As part of the Enabling Strategies strategic area, OCI develops and maintains the County's centralized Capital Improvements Information System (CIIS); coordinates and monitors capital improvement projects; reviews agenda items associated with the contracting process prior to submittal to the Board of County Commissioners; creates standards for countywide construction contract language and construction management practices, policies, training, and procedures; monitors the Economic Stimulus Plan List of Projects (ESP), as approved by the Board of County Commissioners; manages the County's Miscellaneous Construction Contracts (MCC) for construction projects of less than \$2.5 million; and administers the Business Loan Assistance Program. The office is also responsible for administering the Architectural and Engineering (A&E) selection process, including the management of the Equitable Distribution Program (EDP) which was created to distribute County architectural, engineering, and design work on projects valued at less than \$1 million. Furthermore, the office is responsible for administering the A & E Pre-Qualification Certification process and preparing technical certification packages for certification committee approval; and reviews and processes Affirmative Action Plan applications for all county vendors. In addition, OCI is responsible for implementing the Building Better Communities (BBC) General Obligation Bond program that was passed by the voters in November 2004, the Safe Neighborhood Parks (SNP) bond program that was passed by voters in 1996, and overseeing the Quality Neighborhood Improvement Program (QNIP). OCI is also responsible for the management of the bond programs; providing staff and legislative support for the BBC Citizens' Advisory Committee, the SNP Citizens' Oversight Committee, the municipalities, and not-for-profit organizations; developing and implementing plan schedules while managing project costs; and implementing an effective public information program.

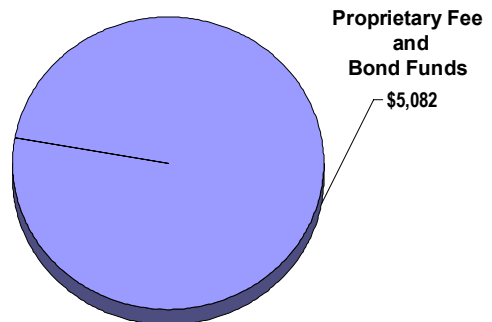
Stakeholders include County departments, the County Manager, Board of County Commissioners, the Mayor, industry consultants and contractors, municipalities, not-for-profit organizations, and Miami-Dade County residents whose infrastructure improvement requests are referred to the appropriate County construction department.

FY 2008-09 Adopted Budget

Expenditures by Activity
(dollars in thousands)

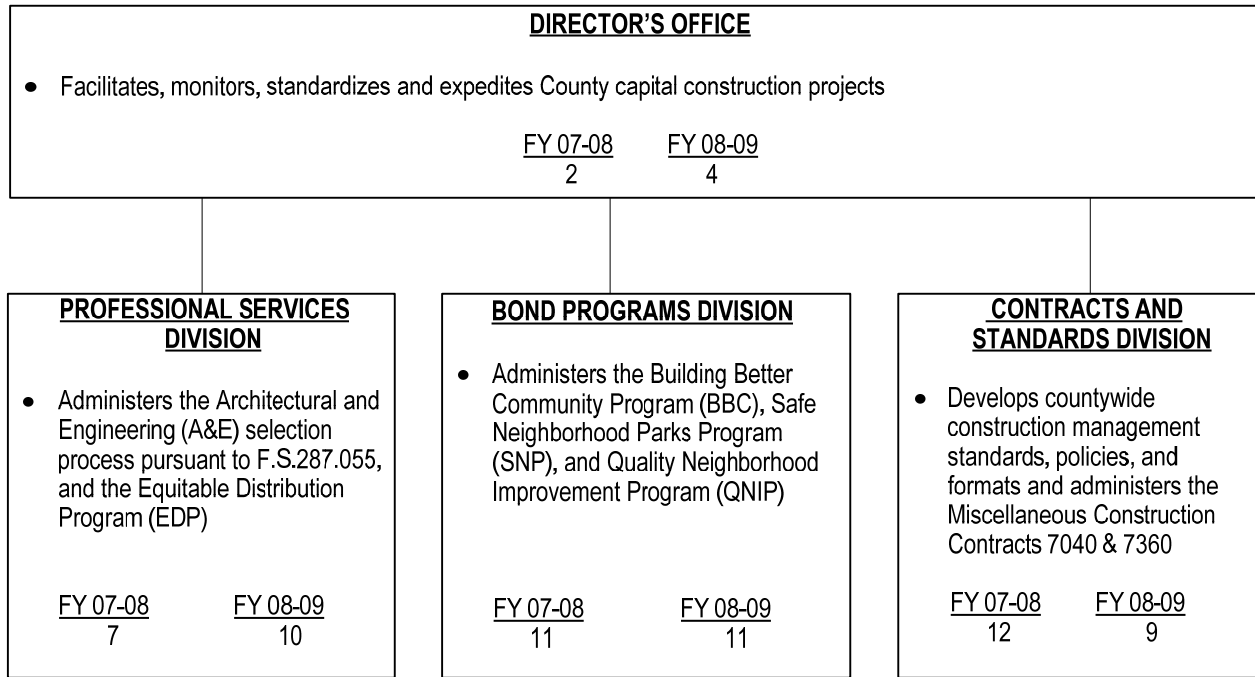


Revenues by Source
(dollars in thousands)



FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

TABLE OF ORGANIZATION



FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 06-07	Budget FY 07-08	Adopted FY 08-09
Revenue Summary			
General Fund Countywide	570	0	0
General Fund UMSA	244	0	0
Building Better Communities Bond Interest	1,505	1,784	1,909
Capital Working Fund	2,420	2,802	2,942
SNP Bond Interest Revenue	0	193	231
Total Revenues	4,739	4,779	5,082
Operating Expenditures Summary			
Salary	3,338	3,059	3,209
Fringe Benefits	852	816	863
Other Operating	541	892	998
Capital	8	12	12
Total Operating Expenditures	4,739	4,779	5,082

(dollars in thousands)	Total Funding		Total Positions	
Expenditure By Program	Budget FY 07-08	Adopted FY 08-09	Budget FY 07-08	Adopted FY 08-09
Strategic Area: Enabling Strategies				
Administration	517	818	2	4
Bond Programs	1,917	1,731	11	11
Contracts and Standards	1,523	1,455	12	9
Professional Services	822	1,078	7	10
Total Operating Expenditures	4,779	5,082	32	34

SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual	Actual	Budget	Actual	Budget
	FY 05-06	FY 06-07	FY 07-08	FY 07-08	FY 08-09
Administrative Reimbursement	145	0	147	147	158
Rent	214	88	87	87	227
Community Periodical Program	30	30	30	34	30

FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

DIVISION: CONTRACTS AND STANDARDS

The Contracts and Standards Division oversees the development and implementation of capital improvement contracts.

- Manages the Capital Improvement Information System
- Develops countywide construction management standards, policies, and contract formats
- Reviews contracting documents prior to submittal to the Board
- Administers the Miscellaneous Construction Contracts

Strategic Plan Outcome - Measures

- ES3-1: Streamlined and responsive procurement process

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Provide an equitable distribution of County work/dollars for smaller projects among construction contractors and consultants through Miscellaneous Construction Contracts (MCC 7040 and 736)	Average calendar days to process MCC contracts	35	37	35	32	35
	MCC change orders processed	270	496	340	374	340
	MCC releases/work orders processed	1,200	1,258	1,200	1,161	1,200
	MCC Contractors	506	506	565	603	565

FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

DIVISION: PROFESSIONAL SERVICES

The Professional Services Division administers the Architectural and Engineering (A&E) selection process and Equitable Distribution Program (EDP).

- Provides training to the A&E industry and County departments on the A&E selection process and legislation updates

Strategic Plan Outcome - Measures

- ED1-1: Increased number of businesses and employment opportunities in higher-paying, targeted industries (priority outcome)

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Increase usage of the Equitable Distribution Program	Number of calendar days to process Professional Service Agreements	29	29	30	29	30
	Expired insurance certificates processed	128	124	154	147	140

- ES3-1: Streamlined and responsive procurement process

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Streamline the A&E selection process	A&E proposals received*	608	1,049	513	150	320
	Negotiations completed	40	77	30	16	50
	Average calendar days to complete A&E Selection Process	120	103	120	110	90

*The FY 2006-07 reflects an inordinate number of requests from WASD

FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

DIVISION: BOND PROGRAMS

The Bond Programs Division administers Building Better Communities (BBC), Quality Neighborhood Improvement Program (QNIP) and the Safe Neighborhood Parks (SNP) Bond Programs.

- Monitors BCC project schedules and manages program costs
- Provides legislative and staff support for the BBC Citizens' Advisory Committee, municipalities, and not-for-profit organizations
- Manages public information including the BBC website, media programs, and community relations
- Disburses SNP Bond proceeds and interest earnings
- Provides staff support to the SNP Citizens' Oversight Committee to ensure coordination with capital project management among the County, municipalities, and not-for-profit organizations

Strategic Plan Outcome - Measures

- ES1-1: Clearly-defined performance expectations and standards (priority outcome)

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Provide coordination for the Building Better Communities (BBC) general obligation bond program	BBC municipal agreements executed*	90	52	21	15	0
	Percentage of executed BBC municipal projects on schedule	80%	69%	80%	98%	80%
	Not-for-profit agency BBC contracts executed*	8	4	26	26	0
	Percentage of not-for-profit agency BBC projects on schedule	80%	100%	80%	100%	80%
	Percentage of County projects/sites with BBC funds on schedule	80%	90%	80%	94%	80%

*FY 2008-09 will depend on bonding capacity for next bond sale

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Support Safe Neighborhood Parks (SNP) bond program	SNP Oversight Committee rating of staff support (Scale of 1-5)	N/A	N/A	5	5	5
	SNP grantee satisfaction rating (Scale of 1-5)	N/A	N/A	5	5	5
	Turnaround time of amendments to grant agreements (in business days)*	6	14	14	13	10
	Accurate and timely payments for grant reimbursement requests (in business days)*	4	6	6	9	6

*Increase in processing time due to the delay in filling a vacant position

FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

DIVISION: ADMINISTRATION

The Administration Division facilitates, monitors, and reviews the County's Capital Improvement projects.

- Provides capital improvement oversight, policy support, and analysis for the County
- Improves effectiveness and efficiency of County capital improvement programs

Budget Enhancements or Reductions and Additional Comments

- *The FY 2008-09 Adopted Budget includes the elimination of two positions including one Chief of Contracts and Standards and one Construction Manager 3 (\$340,000); the Chief of Bond Program Division will oversee the contracts standards and the bond program functions*
- In FY 2007-08, one Senior Executive Secretary overage position was approved and three positions were transferred from the Department of Small Business Development