



MEMORANDUM

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INLUC
Agenda Item No. 6 (A)

TO: Honorable Chairperson
and Members of the
Infrastructure and Land Use Committee

DATE: April 12, 2005

FROM: Kay M. Sullivan, Director
Clerk of the Board

SUBJECT: Approval of Commission
Committee Minutes

Kay Sullivan

The following Clerk's Summary of Minutes are submitted for approval by the Infrastructure and Land Use Committee:

➤ March 22, 2005

KS:jt
Attachment



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

CLERK'S SUMMARY OF Meeting Minutes

Infrastructure and Land Use Committee

Natacha Seijas (13) Chair; Jose "Pepe" Diaz (12) Vice Chair; Commissioners Dr. Barbara Carey-Shuler (3), Carlos A. Gimenez (7), Barbara J. Jordan (1), and Dorrin D. Rolle (2)

BUDGET WORKSHOP

Tuesday, March 22, 2005

9:30 AM

COMMISSION CHAMBERS

Members Present: Jose "Pepe" Diaz, Dorrin D. Rolle, Natacha Seijas.

Members Absent: Dr. Barbara Carey-Shuler, Carlos A. Gimenez.

Members Late: Barbara J. Jordan.

Members Excused: None.

1A INVOCATION

1B PLEDGE OF ALLEGIANCE

1C ROLL CALL

Report: *The following staff members were present: Deputy County Manager Pete Hernandez; Assistant County Manager Joseph Ruiz, Assistant County Attorney Gerald Sanchez; and Deputy Clerk Jill Thornton.*

1D CHAIRPERSON

1D1

050741 Report

REMARKS FROM CHAIRPERSON SEIJAS

Report: *Chairwoman Seijas commended all employees who report to the Infrastructure and Land Use Committee (INLUC) for their diligent efforts in working with the Office of Strategic Business Management (OSBM) to develop the FY2005-06 budget, which she noted was a work-in-progress. She encouraged staff to continue working with OSBM to complete the process within the next few months.*

Chairwoman Seijas commended Ms. Jennifer Moon-Glazer for meeting with her staff and assisting them in making budgeting decisions. She advised that the departments within her jurisdiction would be using the OSBM's budget form to simplify the process.

1E PRESENTATION RE: THE FOLLOWING DEPARTMENTS BUDGET

1E1

050742 Report

- ITEM 1) DEPARTMENT OF ENVIRONMENTAL RESOURCES MGT.
- ITEM 2) PUBLIC WORKS DEPARTMENT
- ITEM 3) WATER AND SEWER DEPARTMENT
- ITEM 4) DEPARTMENT OF SOLID WASTE MGT.
- ITEM 5) BUILDING DEPARTMENT
- ITEM 6) DEPARTMENT OF PLANNING AND ZONING
- ITEM 7) OFFICE OF CAPITAL IMPROVEMENTS
- ITEM 8) BUILDING CODE COMPLIANCE OFFICE
- ITEM 9) OFFICE OF WATER MANAGEMENT
- ITEM 10) COMMUNITY IMAGE LIAISON

Report: *DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT*

Mr. John Renfrow, Director, Department of Environmental Resources Management (DERM), presented an overview of the proposed budget for DERM. He noted DERM's department budget would remain status quo, revenue fees would not increase, and the department was proposing to convert eight part-time positions into full-time positions, increasing the number of budgeted positions to 568.

Chairwoman Seijas noted the DERM's proposed budget should be corrected to reflect the payment for Intergovernmental Affairs be made to the County Commission and the payment for Legislative Analyst should be made to the Commission Auditor.

Chairwoman Seijas asked Mr. Renfrow to provide actual numbers to reflect the impact of converting eight part-time positions into full-time positions.

Chairwoman Seijas noted a discrepancy in the DERM's proposed budget pertaining to the \$266,000 for the Office of the Water Manager versus \$263,000 in Water Management's proposed budget. She suggested both offices meet to correct this discrepancy. She pointed out that DERM's proposed budget did not include a line item for payment to Water and Sewer for the Storm Water Utility Billing Service Fee.

Mr. Bill Brandt, Director, Department of Water and Sewer, appeared before the Committee and explained that the Billing fee for Storm Water Utility was identified as a new fee, which was not included in the projected revenues for the

department, and the fee was not identified in DERM's proposed budget because the two parties had not resolved the issue.

Ms. Jennifer Glazer-Moon, OSBM, advised that the purpose of today's hearing was to gather information to assist in analyzing departmental budgets and that some of the numbers were estimates that had not been confirmed.

In response to Chairwoman Seijas question, Ms. Glazer-Moon advised that the budget would go to print on June 17, 2005. Ms. Glazer-Moon stated she had anticipated meeting with the commissioners in this forum and individually to get their input regarding departmental priorities, and to present updated information to the Board in May before the budget was released.

Commissioner Diaz noted today's meeting was very important. He questioned when the actual line-item budget would be available for review by commissioners.

Chairwoman Seijas noted she would support a resolution deferring the release of the budget until this process was completed.

Chairman Martinez approached the podium and said he found it unacceptable for the OSBM to submit the final budget in late April or May because the committee would not have enough time to review it.

Upon the conclusion of the foregoing, Director Renfrow responded to Commissioner Rolle's question regarding the deficit figures listed under the Pollution Control Program in the DERM's proposed budget.

Chairwoman Seijas noted the process was a new process but it was good a process for assisting taxpayers in understanding how tax dollars were spent. She suggested that the resource allocation meeting for the DERM be scheduled before April 8, 2005.

PUBLIC WORKS DEPARTMENT

Mr. Ari Rivera, Director, Department of Public Works, presented an overview of the proposed budget for Public Works, during which he addressed the following concerns:

- The need to reduce the attrition rate departmental wide, particularly among the technical staff;
- the need to reconsider the salaries of individuals managing the GOB program and the road impact fee projects;
- the need to maintain the Mosquito Control program at the same level as last year; and
- the need for rental space to store the new mosquito control helicopter

Mr. Rivera noted the department was considering sources for major capital improvements, increases in causeway rates and was recommending that the number of Road Impact districts be decreased from nine to three.

In response to Chairwoman Seijas questions, Mr. Rivera advised that GSA received two outside proposals for rental space to house the new mosquito control helicopter.

Chairwoman Seijas expressed concern about outside proposals and how the County would benefit from it, noting she was under the impression the County had first dibs on the proposal.

Chairwoman Seijas asked Assistant County Manager Hernandez to provide at the upcoming April 12, 2005 committee meeting, additional information on the proposals for rental of a hanger to store the new mosquito control helicopter.

Commissioner Seijas recommended the department of Public Works identify funding for funding capital improvements other than raising fees. She also suggested an executive summary of the proposed recommendation to change the road impact districts be presented to the Board.

In response to Chairwoman Seijas question regarding proposed positions for PTP and GOB projects, Mr. Rivera noted the proposed positions for the PTP were envisioned since its inception to manage a substantial number of additional projects to be developed with the PTP funds. He further noted that Office of Capital Improvements would oversee the hiring/training of 16 positions for the GOB Program, but the process needed to be coordinated to determine when hiring should begin.

Chairwoman Seijas suggested a study be conducted to determine why the Department of Employee Relations (ERD) took so long to fill positions.

In response to Commissioner Rolle's question regarding allocation for beautification projects, Mr. Rivera stated the funds were administered County-wide through a committee comprised of representatives from five departments who addressed priorities and submitted recommendations.

Commissioner Rolle pointed out that the aesthetics on 22nd and 27th Avenues were substandard and that the beautification projects had not been extended to certain districts.

Mr. Rivera noted the Public Work's Department was responsible for maintaining trees and he would be requesting additional resources to increase the water and fertilizing of trees; but the committee he had previously referred to, was responsible for additional planting of trees.

Chairwoman Seijas asked the County Manager to provide at the April 12, 2005 committee meeting, a report on the committee responsible for landscaping, including its composition, its meeting schedule, and its agenda process.

Assistant County Manager Joseph Ruiz suggested additional information be included in the report to explain why trees were planted in some areas and not in others.

In response to Commissioner Rolle's question, Mr. Rivera stated most of the needed contracts were in place for community projects but the department may be delayed on some specific contracts.

Commissioner Rolle requested a representative from Public Works travel along NW 17th and 22nd Avenue to experience the condition of the roads.

In response to Commissioner Jordan's question on how the level of service could be maintained at the same level as last year if the department was losing 11 part-time positions.

Mr. Rivera responded, noting it was the goal of the department to maintain the same level of

services, provided the concern regarding the attrition rate was addressed.

Commissioner Jordan questioned the increase in FY 2005-06 General Fund Revenues from last year's projection when factoring in Cost of Living Adjustments and Wage Adjustments, if the attrition rate and number of employees remained the same.

Mr. Rivera stated he would clarify this information before the next committee meeting date.

DEPARTMENT OF WATER AND SEWER

Mr. Bill Brandt, Director, Department of Water and Sewer (W&S), presented an overview of the proposed budget for W&S and noted the departmental reserves would be depleted by the end of next FY2005-06. He noted plans were underway to defer the Capital Plan approved by the Commission in 2003; to defer spending/borrowing and reduce personnel for the capital plan; and to decrease expenses and programs.

Mr. Brandt introduced to the commissioners, the Bond Consultant Engineer retained by the County to inspect the physical condition of the Water and Sewer Plant and to provide bond holders with an annual status letter of the system's condition.

Mr. Steve Schwartz, Vice-President of Malcom-Pernia and Bond Consultant Engineer, appeared before the Board and noted he was extremely skeptical that the Department of W&S could continue to reduce its operating costs. He expressed concerns about the condition of the system, noting the rates had not increased in seven years. He also noted deterioration had occurred at the Central and Hialeah treatment plants creating a safety hazard for workers. Mr. Schwartz urged Board members to consider a multi-year financing plan that would include revenue enhancements.

Chairwoman Seijas requested the County Manager to provide the committee members with copies of the previous Water and Sewer Bond Engineer's reports, at the April 12, 2005 committee meeting, as well as an assessment of the department's most recent cost containing program.

Chairwoman Seijas requested the County Manager to submit a report at the April 12, 2005 committee meeting identifying the departments that contribute to the General Fund and the amount contributed by each as well as justification for the increased payment from \$2.9 million to \$4 million in the Water and Sewer's FY2005-06 proposed budget for Worker's Compensation Insurance.

Discussions ensued regarding transfer of other funds and the impact on service delivery if the departmental programs were eliminated.

Chairwoman Seijas asked the Water and Sewer Director to provide all commissioners with a copy of the video of the Department of Water and Sewer's budget presentation before Friday, March 25, 2005.

Chairwoman Seijas suggested it might be inappropriate to initiate the technology programs involving WASD sites at this time and requested the Director of Water and Sewer to be available at the next committee meeting (04/12/05) to provide more information on this subject.

In response to Chairwoman Seijas suggestion, Mr. Brandt noted everything listed under Technology Programs and Initiatives could potentially be eliminated or deferred.

Commissioner Rolle expressed concerns about how the department would inform the public of its condition and needed relief.

Chairwoman Seijas asked the Water and Sewer Director to provide at the April 12, 2005 committee meeting a report on how the department would disseminate information to the public regarding its budget constraints and the impact on service delivery.

DEPARTMENT OF SOLID WASTE MANAGEMENT

Ms. Kathleen Woods-Richardson, Director, Solid Waste Management, presented an overview of the document entitled, "Solid Waste Management".

Chairwoman Seijas requested the County Manager find some solutions to problems involving garbage collection.

In response to Chairwoman Seijas comments concerning the transfer divisions, Ms. Wood-Richardson noted the proposed budget did not represent a complete picture because revenues earned in the transfer division were for fees charged at the stations but a larger amount was collected thru the waste disposal fees.

Following comments from Chairwoman Seijas and Assistant County Manager Joseph Ruiz regarding the automated garbage collection trucks, Commissioner Jordan noted she would like to see some comparisons of accidents involving automated garbage trucks.

Chairwoman Seijas stated she would like to see a study or projection on what the losses would be to the County if cities handled their own collection, but the county maintained disposal.

In response to Commissioner Rolle's question regarding revenue surplus for disposal operations, Ms. Woods-Richardson stated the revenues had been consistently higher than expenditures with high carryovers for the disposal operations.

Commissioner Rolle expressed concern regarding the excessive number of tires being discarded in open fields in District 2. He suggested that some of the surplus be used to help Team Metro pick up the tires.

Ms. Woods-Richards noted that Collections funds could not be co-mingled with Disposal funds, but she would come up with a plan to pickup the tires, as requested by Commissioner Rolle.

Ms. Debra Silver noted the number of grants awarded to the Department of Solid Waste had declined over the years, and the department had absorbed all available funds.

BUILDING DEPARTMENT

Mr. Charlie Danger, Director, Building Department, presented an overview of the proposed budget for Building Department, entitled, "Building". He noted a report was presented last month that discussed the permitting process.

Mr. Danger responded to Commissioner Seijas questions regarding insufficient funds and high

increases in some budget projections. He noted the 96.8% recovery rate for insufficient funds were due to a "3 strikes or out" rule that forced customers to pay with a credit card after 3 returned checks, and the collection percentages were expected to increase as a result of credit card payments.

Commissioner Rolle questioned the deficit in the proposed budget under Unsafe Structures/ Enforcement Program and the amount of time allotted to process unsafe structure cases, Mr. Danger noted the department had proposed to increase the CORF(fund) by \$500,000 or, in the alternative, to use monies from projected carryovers to make up the deficit.

Mr. Danger noted the department proposed to reduce the time required to process unsafe structure cases from 385 to 140 days in FY2005-06, and a proposed ordinance creating a hearing process for weekly bidding aimed at speeding up the process was forthcoming. He noted that despite a previous ordinance streamlining the process, it remained lengthy due to legal matters but the department would continue its efforts to lower the process time from 240 days as proposed to an ideal time of 90 to 120 days.

In response to Commissioner Jordan's question whether Miami-Dade County's building inspectors were held to a higher standard than private inspectors and whether private sector inspectors were governed by the code, Mr. Danger advised that inspectors hired within the County had to meet state and local requirements while those inspectors hired within the private sector had to meet state requirements, however, both were required to adhere to the same level of code.

Following further discussion with Mr. Danger, the Board proceeded to consider the next item.

DEPARTMENT OF PLANNING AND ZONING

Ms. Benigna Marko, Assistant Director, Department of Planning and Zoning, presented an overview of the proposed budget for Planning and Zoning, which was submitted in the form of a report entitled, "Planning and Zoning".

In response to Chairwoman Seijas' question whether the Department of Planning and Zoning

contributed to the General fund and if so, by what amount, Ms. Marko advised that the department contributed approximately \$260,000.

Chairwoman Seijas welcomed the students present who were participating in Greater Miami Service Corps and asked them to stand and be recognized.

Chairwoman Seijas expressed concern that salaries for the proposed Legislative Analyst/Grant writer and the Public School Facility Planner were insufficient. She suggested the salaries for these individuals be revisited to determine whether they were realistic.

In response to Chairwoman Seijas' question regarding the performance measure for the General Education Outreach line item, Ms. Marko stated the department had done in-house educational outreach, but it was projected that two outreach sessions would be needed to educate on the zoning code re-write.

In response to Chairwoman Seijas' question as to why the accuracy rate for updating official zoning district maps was 95%, rather than 100%, Ms. Marko noted the department was in the process of changing the application format from manual to technical.

Chairwoman Seijas noted that payment to the BCC for Legislative Analyst Cost Reimbursements should be corrected as payment to Commission Auditor.

Commissioner Jordan noted the projected revenues for FY 2005-06 budget were less than the FY 2004-05 projections. She asked that the FY2005-06 projections be revisited to ensure the budget was not under estimated.

OFFICE OF CAPITAL IMPROVEMENTS

Mr. Roger Hernstadt, Director, Office of Capital Improvements, presented an overview of the proposed budget for Office of Capital Improvements. He noted Building Better Communities GOB program was implemented timely and effectively and the Capital Improvement process was being improved to ensure projects were delivered timely and cost-effectively, and small business participation was being increased in the procurement process.

In response to Chairwoman Seijas request for clarification on variances in departments using the Capital Improvement Information Systems (CIIS) Program, Mr. Hernstadt explained this was a transitional process where all departments involved in capital improvements entered in the CIIS at various stages. He noted if the process continued to operate smoothly, it could result in the elimination of two positions.

Chairwoman Seijas asked Capital Improvements Construction Coordinator Roger Hernstadt to provide a report by the end of May 2005 indicating the number of departments and their percentage of usage of the Capital Improvement Information System (CIIS) and the number of departments that used the system less than 75%.

Chairwoman Seijas questioned the \$743,000 budgeted for "other revenues" under the GOB program. Mr. Hernstadt responded by noting the funds were budgeted for staff support for the GOB program. He also noted a schedule was developed to prioritize countywide/district wide projects based on input from the respective district commissioner.

Mr. Hernstadt responded to Chairwoman Seijas' question regarding payments made to and from other departments.

Mr. Hernstadt responded to Commissioner Rolle's comments concerning the length of time to initiate capital projects, stating the department was working hard at developing adequate contract capacity to handle district priorities.

In response to Commissioner Jordan's concern regarding road construction on 183rd Street, Mr. Hernstadt noted additional funds were not available for the County Business Impact Loan Program except from the project itself. He said the project on 183rd street was an FDOT and would be reimbursed by the State.

Commissioner Jordan asked the County Manager to provide a report at the April 5, 2005 BCC meeting identifying funding sources available for the businesses impacted by road construction projects, particularly any relief available for businesses on 183rd Street.

BUILDING CODE COMPLIANCE OFFICE

Mr. Herminio Gonzalez, Director, Office of Building Code Compliance, presented an overview of the proposed budget for the Building Code Compliance Office, noting the department continued to participate in the State Legislative process to prevent weakening of the Florida Building Code by the possible change to the International Building Code. Mr. Gonzalez advised that he was appointed by the Governor to serve as a voting member on the Florida Building Commission, representing South Florida. He also advised that the department already had its Resource Allocation meeting with OSBM and the budget was very good.

In response to Chairwoman Seijas and Commissioner Rolle's concerns regarding published Newsletters, Ms. Kathy Charles, Assistant Director, noted 4 newsletters would be published per year as proposed in the base budget, however, the department would try to publish the projected 12 newsletters per year with the same amount of funds.

Mr. Gonzalez noted the department would also use small newspapers and programs on the local cable channel to distribute information to the community.

In response to Chairwoman Seija question regarding work load measures, Mr. Gonzalez noted that comparables from previous years could not be used to determine the numbers since this was the first year for this line item but numbers would be provided before the budget was printed.

Chairwoman Seijas noted that payment to Office of legislative analysis should be corrected as payment to Commission Auditor.

OFFICE OF WATER MANAGEMENT

Mr. Roman Gastesi, Director, Office of Water Management, presented an overview of the proposed budget for Office of Water Management, entitled, "Water Management". He noted the office budget remained status quo and a FEMA grant was awarded to fill two new positions. Mr. Gasteri noted the office needed to address concerns regarding lack of performance measures and the need to improve reporting mechanisms.

In response to Chairwoman Seijas concern regarding the increase in Salary/Benefits for FY

2005-06, Mr. Gastesi noted the increase in salary was for two positions that included executive benefits. He also noted the department originally budgeted for three positions, but reduced them to two based on the extensive background and experience of the two individuals hired.

Chairwoman Seijas asked the County Manager to provide a listing of departments with more than one employee receiving executive benefits and the justification used to support the benefits.

Chairwoman Seijas suggested the department issue a quarterly report on the status of the projects. She asked how the \$20,000 budgeted for promotion was to be used.

Mr. Gastesi advised that the Promotion funds were for pre-hurricane promotion and was intended to provide the general public with information on hurricane preparedness on the Metro-Dade Cable Channel.

Chairwoman Seijas expressed concern that the promotion for hurricane preparedness should not be limited to the Miami-Dade County's Cable Television Channel.

Following further comments by Mr. Gastesi, Mr. Rolle commended Mr. Gastesi for all his efforts on the Miami River Dredging Project.

COMMUNITY IMAGE LIAISON

Ms. Alyce Robertson, Director, Office of Community Image Liaison, presented an overview of the proposed budget for Office of Community Image Liaison, entitled "Community Image Liaison".

In response to Chairwoman Seijas' concerns regarding the significant increase in salary for FY 2005-06 proposed budget, Ms. Robertson noted the FY 2004-05 projection only included projections for nine months.

Chairwoman Seijas asked the County Manager to provide justification for the increased Salary and Fringe Benefits for the Community Image Liaison in the proposed FY2005-06 budget.

In response to Chairwoman Seijas' question concerning unmet/deferred operating needs, Ms. Robertson noted the budget office asked her to

consider some green infrastructure improvements to place in the budget, and she was working on a street tree enhancement plan.

Ms. Robertson responded to Commissioner Rolle's questions regarding where homeless would be recruited from and about trees for Little Haiti. She advised the City of Miami would recruit within the city limits through its homeless assistance program, Jewish Vocational Services. She advised that thousands of dollars were raised by the department for Operational Greenleaf and trees would be delivered and planted in Haiti in April or May.

Chairwoman Seijas noted her intent to allocate \$3,000 from District 13 Office funds at the next BCC meeting for Operation Greenleaf, to plant trees in Haiti.

2 ADJOURNMENT

Report: *There being no further business to come before the Board, the meeting was adjourned at 12:50 P.M.*