CEERC
Agenda Item No. 8(A)
April 12, 2005

DEPARTMENTAL

BUDGET

PRESENTATIONS

TASK FORCE ON URBAN ECONOMIC REVITALIZATION

RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: Task Force on Urban Economic Revitalization
Fund: 650

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	1,513	1,700	1,602	1,035	169
General Fund Revenue	1,225	0	30	30	644
Mom & Pop Program	486	0	0	0	0
Interest	21	20	10	10	10
Stability Loan Interest & Fees	0	45	22	25	20
Stability Loan Repayment	0	181	40	55	60
TOTAL REVENUE	**3,245**	**1,946**	**1,704**	**1,155**	**903**
EXPENDITURES BY MAJOR CATEGORY					
Salary	313	380	406	400	455
Fringe Benefits	74	87	92	98	117
Other Operating	599	420	316	313	326
Mom & Pop Program	559	7	0	0	0
Capital	0	17	0	5	5
CBO	0	0	0	170	0
TOTAL OPERATING EXPENDITURES	**1,545**	**911**	**814**	**986**	**903**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**1,545**	**911**	**814**	**986**	**903**
Cash Position					
REVENUES LESS EXPENDITURES	**1,700**	**1,035**	**890**	**169**	**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 =	6	6	7	7	7
Net full-time positions funded =	6	6	7	7	7
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	1	1	1	0

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

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Community Outreach
Index Codes: UEGFADMIN02

Department: Task Force on Urban Economic Revitali
Fund: 650

A) ISSUES OF THIS PROGRAM

N/A

(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	637	814	714	442	118
General Fund Revenue	711		30	30	187
Mom & Pop	486			0	
Interest	21	20	10	10	10
TOTAL REVENUE	**1,855**	**834**	**754**	**482**	**315**
EXPENDITURES BY MAJOR CATEGORY					
Salary	93	95	98	101	123
Fringe Benefits	25	22	28	27	32
Mom & Pop	559	0	0	0	
Other Operating	364	269	128	285	159
Capital		6	0	2	1
TOTAL OPERATING EXPENDITURES	**1,041**	**392**	**254**	**415**	**315**
Debt Service					
Reserves			500		
Transfers					
TOTAL EXPENDITURES	**1,041**	**392**	**754**	**415**	**315**
Cash Position					
REVENUES LESS EXPENDITURES	**814**	**442**	**0**	**67**	**0**
Revenue to the General 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 =	1	1	2	2	2
Net full-time positions funded =	1	1	2	2	2
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Community Outreach
Index Codes: UEGFADMIN02

Department: Task Force on Urban Economic Revitali
Fund: 650

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
1. Round Tables- To discuss equity community development		7	3	3	3	ED 2-2
2. Entrepreneur Incubator Programs-Businesses Surveyed		0	8	8	8	ED 3-2
3. Complete comprehensive report on 5 youth entrepreneur programs		0	1	1	1	ED 1-2
4. Identify and enroll additional youths for youth entrepreneur programs		7	25	25	25	ED 1-2
5. Liaise w/7CBOs to discuss Corridor Dev. & Targeted Projects- # of Round Tables		0	3	3	3	ED 2-2
6. Complete annual UTF Community Economic Development update		1	1	1	1	ED 2-2
7. Complete E.D. project reviews and applications (Reviewed/Recommended)-CDBG	47/15	53/21	40/18	33/20	35/19	ED 2-2
8. Liaise w/5 local Municipalities to pursue interlocal agreements related to the coordination of E.D. activities			1	1	1	ED 2-2

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Research
Index Codes: UEGFADMIN02

Department: Task Force on Urban Economic Revitali
Fund: 650

A) ISSUES OF THIS PROGRAM

N/A

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	436	490	419	285	15
General Fund Revenue	260			0	282
TOTAL REVENUE	**696**	**490**	**419**	**285**	**297**
EXPENDITURES BY MAJOR CATEGORY					
Salary	95	111	142	148	161
Fringe Benefits	23	27	35	39	49
Other Operating	88	61	102	81	85
Capital	0	6		2	2
TOTAL OPERATING EXPENDITURES	**206**	**205**	**279**	**270**	**297**
Debt Service					
Reserves			140		
Transfers					
TOTAL EXPENDITURES	**206**	**205**	**419**	**270**	**297**
Cash Position					
REVENUES LESS EXPENDITURES	**490**	**285**	**0**	**15**	**0**
Revenue to the General 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 =	3	3	3	3	3
Net full-time positions funded =	3	3	3	3	3
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Research
Index Codes: UEGFADMIN02

Department: Task Force on Urban Economic Revitali
Fund: 650

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
1. Comprehensive Report-Spending of Gov. E.D. programs	5	5	3	3	3	ED 2-2
2. Annual update of the Task Force Strategic Plan	1	1	1	1	1	ED 2-2
3. TUA Commer/Indust Projects Site Readiness Survey & Report	0	0	3	3	3	ED 4-1
4. Publish report on Incubator Best Practices	0	0	1	1	1	ED 3-2

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Section 108 Revolving Loan Fund
Index Codes: UEGFADMIN02

Department: Task Force on Urban Economic Revitali
Fund: 650

A) ISSUES OF THIS PROGRAM

N/A

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	64	54	264	124	22
General Fund Revenue	101	0	0	0	32
Stability Loan Interest & Fees		45	22	25	20
Stability Loan Repayment	0	181	40	55	60
TOTAL REVENUE	**165**	**280**	**326**	**204**	**134**
EXPENDITURES BY MAJOR CATEGORY					
Salary	55	99	83	80	88
Fringe Benefits	12	24	16	17	21
Other Operating	44	30	16	34	24
Capital	0	3	0	0	1
TOTAL OPERATING EXPENDITURES	**111**	**156**	**115**	**131**	**134**
Debt Service					
Reserves			211		
Transfers					
TOTAL EXPENDITURES	**111**	**156**	**326**	**131**	**134**
Cash Position					
REVENUES LESS EXPENDITURES	**54**	**124**	**0**	**73**	**0**
Revenue to the General 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 =	1	1	1	1	1
Net full-time positions funded =	1	1	1	1	1
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Section 108 Revolving Loan Fund
Index Codes: UEGFADMIN02

Department: Task Force on Urban Economic Revitali
Fund: 650

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
1. Review of Business Plans	12	15	15	15	15	ED 2--1
2. Underwriting analysis of Section 108 Loan Applications	4	8	10	10	10	ED 2--1
3. Presentation of Section 108 Loan Request	3	4	5	5	5	ED 2--1
4. Marketing presentations to financial and other business institutions	2	4	5	5	5	ED 2--1

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Task Force Board Management
Index Codes: UEGFADMIN02

Department: Task Force on Urban Economic Revitalization
Fund: 650

A) ISSUES OF THIS PROGRAM

Reconciliation of the Urban Task Force Boards role in relation to CDBG

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	376	342	205	184	14
General Fund Revenue	153	0	0	0	143
TOTAL REVENUE	**529**	**342**	**205**	**184**	**157**
EXPENDITURES BY MAJOR CATEGORY					
Salary	70	75	78	71	83
Fringe Benefits	14	14	18	15	15
Other Operating	103	67	70	83	58
Capital	0	2		1	1
TOTAL OPERATING EXPENDITURES	**187**	**158**	**166**	**170**	**157**
Debt Service					
Reserves			39		
Transfers					
TOTAL EXPENDITURES	**187**	**158**	**205**	**170**	**157**
Cash Position					
REVENUES LESS EXPENDITURES	**342**	**184**	**0**	**14**	**0**
Revenue to the General 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 =	1	1	1	1	1
Net full-time positions funded =	1	1	1	1	1
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Task Force Board Management
Index Codes: UEGFADMIN02

Department: Task Force on Urban Economic Revitalization
Fund: 650

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	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
1. Convene Urban Task Force Board meetings	10	10	10	10	10	ED 2-2	Co. Ord. 97-33
2. Convene Urban Task Force Committee meetings	4	5	6	6	6	ED 2-2	Co. Ord. 97-33

RESOURCE ALLOCATION MEETING: FORM 3

DEPARTMENTAL ISSUES

Department: Task Force on Urban Economic Revitalization

Staffing Needs

Reconciliation of the Urban Task Force Board's role in relation to CDBG

RESOURCE ALLOCATION MEETING: FORM 6

PERSONNEL RECONCILIATION

full-time positions only

Department: Task Force on Urban Economic Revitalization

Event / *Changes*		Date	Count +/-
FY 2004-05 Final Adopted Budget		October 1, 2004	**7**
Overages, Reclasses, Changes, etc.	*N/A*		
FY 2005-06 Budget Submission			**7**
Enhancements, Reductions, Budget Changes, etc.			
FY 2005-06 Proposed Budget			**7**

* Reclassifications are not required on this form

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RESOURCE ALLOCATION MEETING: FORM 10

SELECTED LINE ITEM HIGHLIGHTS

Department: Task Force on Urban Economic Revitalization

(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
Travel Expense-U.S.	31210	5,112	8,286	7,500	7,500
Registration Fees	31220	2,905	4,028	3,000	3,000
Temp Help	21510	23,950	78,306	30,000	10,000
Rent-Payment to Lessors	25511	42,286	48,396	48,000	50,500

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INTERNATIONAL TRADE CONSORTIUM

RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: International Trade Consortium (Dept. 021)

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	0	3	0	0	105
County Wide General Fund Rev.	269	230	463	463	360
County Wide General Fund Rev. - (FIU-Madrid Center Program)	0	0	150	150	100
Interagency Trf. - Airport	350	350	350	350	350
Interagency Trf. - Seaport	295	295	295	295	295
TOTAL REVENUE	**914**	**878**	**1,258**	**1,258**	**1,210**
EXPENDITURES BY MAJOR CATEGORY					
Salaries	694	628	673	585	648
Fringes	113	107	147	111	158
Administrative Reimbursement (GMCVB)	-100	-100	-100	-100	-100
Other Operating	198	238	380	400	399
FIU-Madrid Center Program			150	150	100
Capital	6	5	8	7	5
TOTAL OPERATING EXPENDITURES	**911**	**878**	**1,258**	**1,153**	**1,210**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**911**	**878**	**1,258**	**1,153**	**1,210**
Cash Position					
REVENUES LESS EXPENDITURES	**3**	**0**	**0**	**105**	**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 =	7	7	9	9	9
Net full-time positions funded =	7	7	9	9	9
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	15.00%	0.00%
Part-time FTEs =	0	0.63	0.63	0.63	0.63
Temp Agency FTEs =	0	0	0	0	0

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

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: OUTREACH
Index Codes: ICETRADE

Department: International Trade Consortium
Fund:

A) ISSUES OF THIS PROGRAM

Additional funding for marketing/ outreach for International Business Incubator office - $15,000

Additional funding for additional outreach $7,000 ($2,000 for promotional ads; $2,000 for sponsorships of trade events; $2,000 for developing of ITC workshops; $1,000 for sponsorship of Workshops)

Additional funding to conduct an Economic Impact study of the effect of trade conducted through Miami-Dade County - $35,000

Additional funding to conduct an Economic Impact study on the effects of business incubator offices and APEX on the Miami-Dade County economy - $20,000

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	0	3	0	0	55
County Wide General Fund Rev.	136	209	396	396	321
County Wide General Fund Rev. (FIU-Madrid Center Grant)			150	150	100
Interagency Trf. - Airport	85	127	118	118	111
Interagency Trf. - Seaport	83	116	98	98	102
TOTAL REVENUE	**304**	**454**	**762**	**762**	**689**
EXPENDITURES BY MAJOR CATEGORY					
Salaries	228	324	337	280	316
Fringes	38	53	101	83	95
FIU Madrid Center Program			150	150	100
Operating	73	137	237	257	245
Capital	2	3	8	7	3
GMCVB	-40	-63	-70	-70	-70
TOTAL OPERATING EXPENDITURES	**301**	**454**	**762**	**707**	**689**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**301**	**454**	**762**	**707**	**689**
Cash Position					
REVENUES LESS EXPENDITURES	**3**	**0**	**0**	**55**	**0**
Revenue to the General Fund					

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: OUTREACH
Index Codes: ICETRADE
Department: International Trade Consortium
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 =	6	6	8	8	8
Net full-time positions funded =	6	6	8	8	8
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	15.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

*** Note: ITC full time positions that work at least partially on this activity

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

Outreach (Economic Development 1-8)	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
Publish/ distribute ITC Annual Report and annual trade statistical guide	1	1	1	1	1	ED 1-8
Publish/ distribute ITC Newsletter	0	2	12	10	10	ED 1-8
Sponsor/ participate in trade-related events/ conferences	n/a	6	8	8	8	ED 1-8
Perform monthly updates of Website & Calendar of Events	0	1	12	12	12	ED 1-8
Develop trade workshop	0	1	1	1	2	ED 1-8
Facilitate/ educate/ support existing and start-up businesses (Incubator Office)	0	0	0	0	5	ED 1-8
Conduct ITC Board of Directors meetings	n/a	5	5	5	5	ED 1-8
Conduct ITC Committee Meetings	n/a	10	10	10	10	ED 1-8
Staff Mayor's African Trade Task Force meetings	n/a	10	4	4	4	ED 1-8

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
1		Increased promotional/ marketing expenses for Incubator Office. Because ITC Incubator Office will be fairly new, additional marketing will be needed to increase awareness of new service among Miami-Dade County trade interests.	+15			15		ED 1-8**
2		Additional outreach activities for the ITC to include: a) increased promotional ads ($2k), b) increased sponsorship of trade events ($2k), c) increased development of ITC workshops ($2k), and d) increased sponsorship of workshops ($1k)	+7			7		ED 1-8*
3		Per ITC Board of Directors, conduct an Economic Impact Study through a consultant on the impact that international trade has on Miami-Dade County	+35			35		ED 1-8
4		Per ITC Board of Directors, conduct an Economic Impact Study through a consultant on the impact that international business incubators/ APPEX have on Miami-Dade County	+20			20		ED 1-8

NOTES:

* a) one additional ad placed in Zero Hora (Brazil) w/ daily circulation of 163,000 and one ad placed in La Nacion (Costa Rica) w/ daily circulation of 111,700; b) provide 20 additional spaces for ITC Board members, MDC trade constituents, and community-related organizations to partake in networking opportunities at trade-related events; c) educate/train 10 businesses on conducting international trade in MDC; d) provide 5 additional spaces for ITC Board Members, MDC trade constituents, and community-related organizations to partake in networking opportunities at trade-related workshops.

** Purchase ads in the Miami Herald, Diario Las Americas, and Miami Today throughout the year promoting the opening of the ITC incubator office and its services.

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: TRADE MISSIONS
Index Codes: ICETRADE

Department: International Trade Consortium
Fund:

A) ISSUES OF THIS PROGRAM

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					34
County Wide General Fund	133	21	67	67	39
Interagency Trf. - Airport (MOU)	200	200	200	200	200
Interagency Trf. - Airport	65	23	32	32	39
Interagency Trf. - Seaport	70	21	26	26	38
TOTAL REVENUE	**468**	**266**	**325**	**325**	**350**
EXPENDITURES BY MAJOR CATEGORY					
Salaries	355	195	183	157	197
Fringes	60	23	55	47	58
Operating	109	85	117	117	124
Capital	4				0
GMCVB	-60	-37	-30	-30	-30
TOTAL OPERATING EXPENDITURES	**468**	**266**	**325**	**291**	**350**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**468**	**266**	**325**	**291**	**350**
Cash Position					
REVENUES LESS EXPENDITURES	**0**	**0**	**0**	**34**	**0**
Revenue to the General 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 =	6	6	7	7	7
Net full-time positions funded =	6	6	7	7	7
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0.63	0.63	0.63	0.63
Temp Agency FTEs =	0	0	0	0	0

*** Note: ITC full time positions that work at least partially on this activity

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PROGRAM INFORMATION

Activity: TRADE MISSIONS
Index Codes: ICETRADE

Department: International Trade Consortium
Fund:

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

Trade Missions (Economic Development 1-4)	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
Conduct Aviation Dept. Airport Route Development Missions	3	3	3	3	3	ED 1-4
Conduct Airport briefings in conjunction with Aviation Dept.	5	5	5	5	5	ED 1-4
Conduct ITC-led trade missions	n/a	2	1	2	4	ED 1-4
Support/ Fund outgoing third-party missions	n/a	4	1	3	4	ED 1-4
Support/ Fund incoming third-party missions	n/a	3	5	4	5	ED 1-4
Conduct mission to other North American City (Trader Maker Program)	1	0	1	2	1	ED 1-4
Facilitate business matchmaking sessions	0	2	3	3	4	ED 1-4

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: SISTER CITIES
Index Codes: ICSISTERCITI

Department: International Trade Consortium
Fund:

A) ISSUES OF THIS PROGRAM

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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					16
County Wide General Fund.					
Interagency Trf. - Airport					
Interagency Trf. - Seaport	142	158	171	171	155
TOTAL REVENUE	**142**	**158**	**171**	**171**	**171**
EXPENDITURES BY MAJOR CATEGORY					
Salaries	108	108	117	99	108
Fringes	18	32	28	30	32
Operating	16	16	26	26	29
Capital		2			2
TOTAL OPERATING EXPENDITURES	**142**	**158**	**171**	**155**	**171**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**142**	**158**	**171**	**155**	**171**
Cash Position					
REVENUES LESS EXPENDITURES	**0**	**0**	**0**	**16**	**0**
Revenue to the General 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 =	4	4	4	4	4
Net full-time positions funded =	4	4	4	4	4
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

*** Note: ITC full time positions that work at least partially on this activity

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: SISTER CITIES
Index Codes: ICSISTERCITI

Department: International Trade Consortium
Fund:

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

Sister Cities (Economic Development 1-6)	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
Undertake mission to Sister City Community	0	1	2	1	1	ED 1-6
Develop new Sister Cities partnership	2	1	2	1	1	ED 1-6
Receive Sister Cities incoming delegations	0	2	1	1	1	ED 1-6
Participate in Sister Cities conferences	0	2	1	1	1	ED 1-6
Sponsor/ participate in educational conference	0	1	1	1	1	ED 1-6
Participate in international art-related activities	0	3	2	2	2	ED 1-6
Award scholarships	0	1	2	2	3	ED 1-6
Staff/ Conduct Sister Cities Coordinating Council meetings	0	8	6	6	6	ED 1-6

RESOURCE ALLOCATION MEETING: FORM 3

DEPARTMENTAL ISSUES

Department: International Trade Consortium (021)

Proposed Additions to Core:

2 Increased marketing for ITC Incubator Office		15,000
3 Additional Outreach efforts for ITC (trade workshops/ sponsorships/ advertising)		7,000
4 Conduct Economic Impact Study of impact of international trade on MDC		35,000
5 Conduct Economic Impact Study of impact of business incubator offices/ APEX on MDC		20,000
	Total:	77,000

RESOURCE ALLOCATION MEETING: FORM 5

OPERATING UNMET OR DEFERRED NEEDS

Department: International Trade Consortium (021)

Priority	Description of Need	Related Outcome(s)	Performance Impact (If the Need is funded)	Estimated Funding Required		Positions	Related Enhancement (if applicable)
1	Increased marketing for ITC Incubator Office	ED 1-8 (Outreach)	Increased international trade for Miami-Dade County companies	Initial:	15,000		
				Recurring:	17,000		
Initial Descr: Because ITC Incubator Office will be fairly new, additional marketing will be needed to increase awareness among Miami-Dade County trade interests of new ITC/ MDC service. Purchase ads in the Miami Herald, Diario Las Americas, and Miami Today throughout the year promoting the opening of the ITC incubator office and its services.							
Recurring Descr: Same as initial description above with a slight increase.							
2	Additional outreach activities for the ITC	ED 1-8 (Outreach)	Increased international trade for Miami-Dade County companies	Initial:	7,000		
				Recurring:	9,000		
Initial Descr: Increased promotional ads ($2k), increased sponsorship of trade events ($2k), increased development of ITC workshops ($2k), and increased sponsorship of workshops ($1k)							
Recurring Descr: Same as initial description above with a slight increase.							
3	Economic Impact Study - Miami-Dade County trade	ED 1-8 (Outreach)	Increased international trade for Miami-Dade County companies	Initial:	35,000		
				Recurring:			
Initial Descr: Per ITC Board of Directors, conduct an Economic Impact Study through a consultant on the impact that international trade has on Miami-Dade County							
Recurring Descr:							
4	Economic Impact Study - Business Incubator Offices	ED 1-8 (Outreach)	Increased international trade for Miami-Dade County companies	Initial:	20,000		
				Recurring:			
Initial Descr: Per ITC Board of Directors, conduct an Economic Impact Study through a consultant on the impact that international business incubators/ APPEX have on Miami-Dade County							
Recurring Descr:							
5	Hire trade representative/ agent in Asia	ED 1-8 (Outreach)	Increased international trade for Miami-Dade County companies	Initial:	60,000		
				Recurring:	60,000		
Initial Descr: Hire a third-party agent in Asia to act as a trade representative for the ITC and to promote the ITC and Miami-Dade County as a premier platform for conducting international trade. One representative (35,000/ year) plus office lease and miscellaneous expenses (25,000/ year)							
Recurring Descr: Same as initial description above.							
6	Hire additional full-time employee to support ITC Incubator Office	ED 1-8 (Outreach)	Increased international trade for Miami-Dade County companies	Initial:	65,000		
				Recurring:	65,000		
Initial Descr: Hire one full-time employee (with benefits) to support the ITC International Business Incubator/ Facilitation Office.							
Recurring Descr: Same as initial description above.							
7	Creation of an African Trade Initiative (ATI) Program	ED 1-8 (Outreach)	Increased international trade for Miami-Dade County companies	Initial:	75,000		
				Recurring:			
Initial Descr: Hire one full-time employee (with benefits) to carry out a targeted African Trade Initiative program to promote and develop economic ties with countries of the African continent.							
Recurring Descr: Same as initial description above.							
8	Production of ITC promotional DVD's	ED 1-8 (Outreach)	Increased international trade for Miami-Dade County companies	Initial:	45,000		
				Recurring:	45,000		
Initial Descr: Produce and distribute DVD's promoting ITC trade services and the advantages of using Miami-Dade County as an international trade platform.							
Recurring Descr: Same as initial description above.							
9	Additional administrative support for incoming business matchmaking (part-time)	ED 1-8 (Outreach)	Increased international trade for Miami-Dade County companies	Initial:	25,000		
				Recurring:	25,000		
Initial Descr: Hire part-time employee or consultant to support business matchmaking for incoming trade missions.							
Recurring Descr: Same as initial description above.							

Totals			
	Initial:	347,000	
	Recurring:	296,000	

RESOURCE ALLOCATION MEETING: FORM 6

PERSONNEL RECONCILIATION

full-time positions only

Department: _____

Event		Date	Count +/-
	Changes		
FY 2004-05 Final Adopted Budget		October 1, 2004	**9**
Overages, Reclasses, Changes, etc.			
FY 2005-06 Budget Submission			**9**
Enhancements, Reductions, Budget Changes, etc.			
FY 2005-06 Proposed Budget			**9**

RESOURCE ALLOCATION MEETING: FORM 9

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: International Trade Consortium (021)

(all dollars in thousands)

PAYMENTS TO BE MADE TO OTHER DEPARTMENTS

Department (to)	Reason and Source	Confirmed?	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission
N/A							
		Total Transfers to other Departments	0	0	0	0	0

PAYMENTS TO BE MADE FROM OTHER DEPARTMENTS

Department (from)	Reason and Source	Confirmed?	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission
Aviation Department (MOU)	To conduct 3 Airport Route Development missions and 5 Airport Briefings for the Airport		200	200	200	200	200
Aviation Department	To support efforts of increasing the flow of international trade through the Airport		150	150	150	150	150
Seaport	To support the Sister Cities Program and to support efforts of increasing the flow of international trade through the Seaport		295	295	295	295	295
		Total Transfers from other Departments	645	645	645	645	645

may include capital funds as well

RESOURCE ALLOCATION MEETING: FORM 10

SELECTED LINE ITEM HIGHLIGHTS

Department: International Trade Consortium (021)

(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
1	OTHER PROFESSIONAL SERVICES	21030	0	0	50,000	50,000
2	OTHER OUTSIDE CONT	22430	26,030	52,500	207,500	160,300
3	BUILDING LEASES	25190	33,000	33,000	33,000	53,000
4	TRAVEL EXPENSE-U.S	31210	22,288	13,948	7,000	7,000
5	TRAVEL EXPENSE-FOR	31211	24,259	31,699	61,000	61,000
6	OTHER GENERAL OPER	33050	14,772	17,416	24,800	24,800
7	SPECIAL SERVICES	33060	14,062	16,750	17,500	17,500
8	MISC OTHER OPERATING	49660	221	60	42,400	24,600

Line item highlight	Selected Justifications/ explanations for above line item highlights:
1	For 04-05 and 05-06, Protocol-related allocation to hire off-duty police officer to drive foreign dignitaries. Based on $30/ hour x 4 days/ week x 8 hours/ day x 52 weeks.
2	For 05-06, includes $100,000 allocation for FIU Madrid Center Grant (was $150,000 in 04-05), $25,000 for the ITC's Statistical guide publication, $22,800 for access and for updating of a trade database, and $12,500 for the "Trader-Maker" Program.
6	For 04-05 and 05-06, includes allocations of $10,000 for promotional ads, $5,800 for general sponsorship of trade-related events, $4,000 for the development of an ITC Workshop, $3,000 for sponsoring of workshops, and $2,000 for an ITC Board of Directors Strategic Planning Retreat.
7	For 04-05 and 05-06, includes allocations of $10,000 for certifying third-party incoming missions and $7,500 for certifying third-party outgoing missions.
8	For 04-05, includes allocations of $21,000 for miscellaneous expenses for running the ITC Incubator Office and $20,000 for an office reconfiguration. For 05-06 includes $21,000 for misc. expenses for ITC Incubator Office (does not include $20,000 office reconfiguration - non recurring)

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OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: **Office of Community and Economic Development**

Fund: Funds 750 and 640

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					
Due from Govt CDBG	18,544	25,308	20,000	22,687	17,240
Due from Govt HOME	20,537	22,000	20,000	20,239	23,208
Due from Govt ESG				509	0
General Fund Revenue	608	676	867	867	867
General Fund Revenue Mom & Pop	0	0	1,300	1,300	1,300
Abatement Fees	26	24	25	25	25
CDBG Administration (OCED)	3,807	3,798	3,707	3,571	3,471
CDBG Programmatic Administration (OCED)	2,210	2,390	2,228	1,996	2,409
CDBG Projects	23,914	13,660	17,565	17,251	14,613
HOME Administration (OCED)	719	1,093	761	778	709
Due from Govt Home Administration (OCED)			156	150	208
HOME Projects	12,507	2,945	7,288	7,785	6,923
ESG Projects	1,196	347		866	866
Total OCED	**84,068**	**72,241**	**73,897**	**78,024**	**71,839**
Countywide General Fund (CWGF) Carryover	1,343	0	480	109	109
Transfer from Countywide General Fund	580	551	235	235	235
UMSA Carryover	1,171	548	0	466	466
Transfer from UMSA General Fund	980	860	817	817	817
Federal Funding Carryover	13,764	11,306	8,193	9,954	8,095
Federal Funding	2,000	1,431	3,000	641	2,000
Surtax Funds including Carryover	6,635	4,614	7,505	6,346	3,190
State Grant Carryover	2,342	1,521	1,096	1,437	937
Federal Pass thru State ECC	400	493	0	0	0
OCED ECC	0	0	0	455	455
State Funds	0	0	0	0	0
Venture Capital	5,884	1,614	0	1,216	1,000
Venture Capital Interest Carryover	116	116		116	6
Interest Earnings including Carryover	304	295	209	134	134
Loan Interest Earnings including Carryover	94	257	99	257	247
State Department of Juvenile Justice Comm Coal.	0	377	0	377	377
State Grant Funds State Department of Juvenile Justice R O P	90	75	75	86	93
Private Donations	52	44	82	0	0
Program Income	0	0	1,631	1,704	1,744
EDI Section 108	2,575	1,010	0	248	0
Total Empowerment Trust	**38,330**	**25,112**	**23,422**	**24,598**	**19,905**
TOTAL REVENUE	**122,398**	**97,353**	**97,319**	**102,622**	**91,744**
EXPENDITURES BY MAJOR CATEGORY					
Salary	4,493	4,789	4,791	4,584	4,647
Fringe Benefits	1,048	1,172	1,217	1,165	1,355
Administrative Reimbursement	980	1,212	1,011	1,011	1,134
Other Operating	802	808	708	611	533
Mom & Pop Projects	0	0	1,300	1,300	1,300
Projects CDBG	19,383	17,479	44,854	19,731	14,987
Projects HOME	10,007	3,338	20,000	7,785	6,546
Projects ESG				1,374	866
Capital	47	0	16	16	19
Total OCED	**36,760**	**28,798**	**73,897**	**37,577**	**31,387**
Salary (includes Enterprise Community Center)	753	890	925	901	1,062
Fringe Benefits	171	208	259	230	268
Administrative Reimbursement	0	45	45	45	45
Other Operating	721	614	790	789	788
Projects	15,643	8,745	21,403	8,364	17,742
Total Expense Empowerment Trust	**17,288**	**10,502**	**23,422**	**10,329**	**19,905**
TOTAL OPERATING EXPENDITURES	**54,048**	**39,300**	**97,319**	**47,906**	**51,292**
Reserve for Projects OCED					
Reserve for Projects EZ					
TOTAL EXPENDITURES	**54,048**	**39,300**	**97,319**	**47,906**	**51,292**
Cash Position					
REVENUES LESS EXPENDITURES OCED	**47,308**	**43,443**	**0**	**40,447**	**40,452**
REVENUES LESS EXPENDITURES EZ	**21,042**	**14,610**	**0**	**14,269**	**0**
REVENUES LESS EXPENDITURES TOTAL DEPARTMENTAL	**68,350**	**58,053**	**0**	**54,716**	**40,452**
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 =	74	96	98	88	88
Net full-time positions funded =	74	96	98	88	88
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	4.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	3	3	3	3	3

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

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: **Administration**
Index Codes: N/A

Department: OCED
Fund: SC 750

A) ISSUES OF THIS PROGRAM

Reduction of CDBG Entitlement
In case of non-funding of CDBG Grant, reorganize in order to be able to tap into other funding sources at Department of Commerce
Funding for the Enterprise Community Center

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	0	0	0	0	0
General Fund Revenue	295	128	236	236	236
CDBG Administration	1,849	1,767	1,716	1,617	1,653
Home Administration	350	513	361	374	340
Home Administration (Carryover)	0	0	64	55	23
TOTAL REVENUE	2,494	2,408	2,377	2,282	2,252
EXPENDITURES BY MAJOR CATEGORY					
Salary	1,606	1,470	1,579	1,500	1,373
Fringe Benefits	372	389	378	378	413
Administrative Reimbursement	293	326	261	261	311
Other Operating	176	223	158	142	148
Capital	47	0	0	0	7
TOTAL OPERATING EXPENDITURES	2,494	2,408	2,376	2,281	2,252
Debt Service	0	0	0	0	0
Reserves	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL EXPENDITURES	2,494	2,408	2,376	2,281	2,252
Cash Position					
REVENUES LESS EXPENDITURES	0	0	1	1	0
Revenue to the General Fund	293	326	238	261	311

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 =	25	25	27	25	25
Net full-time positions funded =	25	25	27	25	25
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	1	1	1

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
Ensure that the ratio of total CDBG unexpended funds does not exceed 150% of the years grant award (October 31) sixty days prior to the start of the new program year (January 1)	110	110	108	108	106	ED 2-1
Ensure that the County is reimbursed on at least bi-weekly basis or as dollars are expended thru the federal disbursement system IDIS and LOCCS.	15	14	13	13	13	ED 2-1
Ensure that the Federal Cash Report is completed within 15 working days after the end of the quarter.	15	15	14	14	12	ED 2-1
Ensure that 100% of reimbursement/direct payments are processed and paid within 30 days after a completed package is received by the Fiscal Unit.	30	30	28	28	26	ED 2-1

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Community Development
Index Codes: N/A

Department: OCED
Fund: SC 750

A) ISSUES OF THIS PROGRAM

N/A

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	312	249	230	230	230
CDBG Administration	1,958	1,917	1,841	1,810	1,818
HOME Administration	369	580	400	404	369
HOME Administration (Carryover)			92	95	185
TOTAL REVENUE	**2,639**	**2,746**	**2,563**	**2,539**	**2,602**
EXPENDITURES BY MAJOR CATEGORY					
Salary	1,553	1,643	1,629	1,630	1,610
Fringe Benefits	350	391	422	413	459
Administrative Reimbursement	380	361	282	282	326
Other Operating	356	351	230	214	200
Capital	0	0	0	0	6
TOTAL OPERATING EXPENDITURES	**2,639**	**2,746**	**2,563**	**2,539**	**2,601**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**2,639**	**2,746**	**2,563**	**2,539**	**2,601**
Cash Position					
REVENUES LESS EXPENDITURES	0	0	0	0	1
Revenue to the General Fund	289	361	271	248	226

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 =	32	31	27	23	23
Net full-time positions funded =	0	0	0	0	0
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	2	2	2

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
Require Community Development Corporations to provide consumer and credit education for increased homeownership opportunities to residents of low and moderate income Block Groups.	10	12	12	12	15	ED2-3
Carry out an RFA process by seeking and reviewing application for funding of eligible activities thru CDBG, HOME, ESG, Surtax and SHIP programs.	576	536	551	551	575	ED2-1
Ten percent of low income residence seeking to achieve economic self sufficiency remain self sufficient in accordance with Community Service Block Grant (CSBG) guideline after 5 years.	900	1,000	1,200	1,200	1,200	ED 1-2
Submit required reports to funding agencies to ensure Miami Dade County's continued access to Federal and State funding.	5	5	5	5	5	ED 1-8
CDBG / HOME agencies funded through the RFA process	174	180	195	263	255	
Five hundred (500) new loans to low and moderate income persons closed per year.	300	500	500	500	550	ED 1-3

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: **Community Builders**
Index Codes: N/A

Department: OCED
Fund: SC 750

A) ISSUES OF THIS PROGRAM

N/A

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					
Due from Govt CDBG	0	0		1,443	1,443
CDBG Administration		57	75	72	
CDBG Programmatic	1,073	1,163	1,187	1,130	1,324
CDBG Projects	0	0		164	86
TOTAL REVENUE	1,073	1,220	1,262	2,809	2,853
EXPENDITURES BY MAJOR CATEGORY					
Salary	683	712	707	690	766
Fringe Benefits	154	171	182	172	219
Administrative Reimbursement	159	249	242	242	241
Other Operating	77	88	122	90	95
Capital	0	0	9	8	3
CDBG Projects				1,607	1,529
TOTAL OPERATING EXPENDITURES	1,073	1,220	1,262	2,809	2,853
Debt Service	0	0	0	0	0
Reserves	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL EXPENDITURES	1,073	1,220	1,262	2,809	2,853
Cash Position					
REVENUES LESS EXPENDITURES	0	0	0	0	0
Revenue to the General Fund	159	249	242	261	241

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 =	12	12	11	11	11
Net full-time positions funded =	12	12	11	11	11
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	1	1	1

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
Finish the construction of street-related construction projects within one year after the design has been completed	10	12	12	12	15	ED 2-1
Ensure that all OCED-funded street construction designs take into consideration the input of the local community	3	3	3	3	3	ED 2-2
Expand current level of architectural, planning and technical assistance to nonprofit community based organization (CBOs) by conducting workshops and technical assistance forums.	3	3	3	3	3	D 2-2
Parcels Acquired	23	30	35	0	0	D 2-2

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: **Economic Development**
Index Codes: N/A

Department: OCED
Fund: SC 750

A) ISSUES OF THIS PROGRAM

N/A

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					
Due from Govt CDBG	0	0		2,361	2,361
General Fund Revenue	0	299	401	401	401
CDBG Administration		57	75	72	0
CDBG Programmatic Economic Development	1,138	1,227	1,041	866	1,085
CDBG PROJECT			1,087	856	497
Abatement	26	24	25	25	25
TOTAL REVENUE	1,164	1,607	2,629	4,581	4,369
EXPENDITURES BY MAJOR CATEGORY					
Salary	651	964	876	764	898
Fringe Benefits	172	221	235	203	264
Administrative Reimbursement	148	276	226	226	256
Other Operating	193	146	198	165	90
CDBG PROJECT			1,087	3,217	2,858
Capital	0	0	7	7	3
TOTAL OPERATING EXPENDITURES	1,164	1,607	2,629	4,582	4,369
Debt Service	0	0	0	0	0
Reserves	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL EXPENDITURES	1,164	1,607	2,629	4,582	4,369
Cash Position					
REVENUES LESS EXPENDITURES	0	0	0	0	0
Revenue to the General Fund	148	276	226	226	256

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 =	16	16	15	14	14
Net full-time positions funded =	16	16	15	14	14
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	1	1

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
Increase in percentage of individuals earning a living wage in Miami Dade County.	10	12	12	12	15	ED 2-4
Increase in the number of incubator businesses receiving technical assistance services and other micro enterprise assistance.	8	10	10	10	12	ED 3-2
Improve social conditioned and reduce slum and blight by assisting commercial business owner/merchant leaseholders to enhance the façade of the rundown buildings located on major corridors in low and moderate neighborhoods, creating/ retaining jobs.	10	12	12	12	15	ED 4-1
Fiscal incentives through the qualified Target Industry Program	10	12	12	12	15	ED 1-1
Improve Enterprise Zone Program compliance with the State of Florida and with US HUD for job creation/retention.	80	88	95	95	100	ED 1-8
Increase the number of businesses attending EDD/OCED technical workshops through the Enterprise Zone Program.	300	350	375	375	375	ED 1-9
Increase the number of businesses receiving loan financial assistance services totaling $1.8 million through the Empowerment Zone, Micro Business USA and other micro lenders.	75	114	225	125	140	ED 1-9

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Projects
Index Codes: N/A

Department: OCED
Fund: SC 750

A) ISSUES OF THIS PROGRAM

N/A

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					
Due from Govt CDBG	18,544	25,308	20,000	19,410	13,961
Due from Govt HOME	20,537	22,000	20,000	20,239	23,208
Due from Govt ESG				509	
CDBG Projects	23,914	13,660	16,478	16,231	14,030
HOME Projects	12,507	2,945	7,288	7,785	6,923
ESG Projects	1,196	347	0	866	866
TOTAL REVENUE	**76,698**	**64,260**	**63,766**	**65,040**	**58,988**
EXPENDITURES BY MAJOR CATEGORY					
Commissioners Allocation	0	0	2,600	2,600	2,340
County Department excluding OCED Divisions:					
Projects CDBG	0	0	3,035	2,650	2,361
Projects HOME	0	0	1,882	1,882	1,505
TOTAL OPERATING EXPENDITURES COUNTY	0	0	7,517	7,132	6,206
Non-County Departments:					
Projects CDBG	19,383	17,479	38,131	9,657	5,902
Projects HOME	10,007	3,338	18,118	5,903	5,041
Projects ESG				1,374	866
TOTAL OPERATING EXPENDITURES NON-COUNTY	**29,390**	**20,817**	**56,249**	**16,934**	**11,809**
TOTAL OPERATING EXPENDITURES	**29,390**	**20,817**	**63,766**	**24,066**	**18,015**
Reserve for Projects			0	0	40,973
TOTAL EXPENDITURES	**29,390**	**20,817**	**63,766**	**24,066**	**58,988**
Cash Position					
REVENUES LESS EXPENDITURES	**47,308**	**43,443**	**0**	**40,974**	**0**
Revenue to the General Fund					

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Mom and Pop
Index Codes: N/A

Department: OCED
Fund: SC 750

A) ISSUES OF THIS PROGRAM

N/A

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	0	0	0	0	0
General Fund Revenue	0	0	1,300	1,300	1,300
CDBG Administration	0	0	0	0	0
Home Administration	0	0	0	0	0
	0	0	0	0	0
TOTAL REVENUE	**0**	**0**	**1,300**	**1,300**	**1,300**
EXPENDITURES BY MAJOR CATEGORY					
Salary	0	0	0	0	0
Fringe Benefits	0	0	0	0	0
Administrative Reimbursement	0	0	0	0	0
Other Operating	0	0	1,300	1,300	1,300
Capital	0	0	0	0	0
TOTAL OPERATING EXPENDITURES	**0**	**0**	**1,300**	**1,300**	**1,300**
Debt Service	0	0	0	0	0
Reserves	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL EXPENDITURES	**0**	**0**	**1,300**	**1,300**	**1,300**
Cash Position					
REVENUES LESS EXPENDITURES	**0**	**0**	**0**	**0**	**0**
Revenue to the General Fund	0	0	0	0	0

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Empowerment Trust
Index Codes: EZGFADMIN00

Department: OCED
Fund: SC 640

A) ISSUES OF THIS PROGRAM

Funding for Enterprise Community Center

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					
Countywide General Fund (CWGF) Carryover	1,343	0	480	109	109
Transfer from Countywide General Fund	580	551	235	235	235
UMSA Carryover	1,171	548	0	466	466
Transfer from UMSA General Fund	980	860	817	817	817
Federal Funding Carryover	13,764	11,306	8,193	9,954	8,095
Federal Funding	2,000	1,431	3,000	641	2,000
Surtax Funds including Carryover	6,635	4,614	7,505	6,346	3,190
State Grant Carryover	2,342	1,521	1,096	1,437	937
Federal Pass thru State ECC	400	493	0	0	0
OCED ECC	0	0	0	455	455
State Funds	0	0	0	0	0
Venture Capital	5,884	1,614	0	1,216	1,000
Venture Capital Interest Carryover	116	116		116	6
Interest Earnings including Carryover	304	295	209	134	134
Loan Interest Earnings including Carryover	94	257	99	257	247
State Department of Juvenile Justice Comm Coal.	0	377	0	377	377
State Grant Funds State Department of Juvenile Justice R O P	90	75	75	86	93
Private Donations	52	44	82	0	0
Program Income	0	0	1,631	1,704	1,744
EDI Section 108	2,575	1,010	0	248	0
TOTAL REVENUE	**38,330**	**25,112**	**23,422**	**24,598**	**19,905**
EXPENDITURES BY MAJOR CATEGORY					
Team Metro Facility (UMSA)			817	817	817
Alliance for Human Services (CWGF)			178	178	178
Communication Department MDTV Promotional Spots (CWGF)			35	35	35
Legislative Analysts Contribution toward Cost (CWGF)			10	10	10
Program Support (CWGF)			12	12	12
Enterprise Community Center (Federal Funds if approved by Empowt Trust Board)			458		
Housing Initiates in Town Park and other Zone Communities (Surtax Funds)			2,488		
CWGF Funded Projects	1,923	442			0
UMSA Funded Projects	1,603	942			0
Federal Funded Projects	4,458	2,783	10,735	2,500	2,500
State EZ Funded Projects	821	84	1,103	500	250
State ECC Funded Projects	399	422	0	455	455
State DJJ (R.O.P.) Funded Projects	79	64	68	68	68
State DJJ (Comm Coal) Funded Projects	0	377	0	377	377
Reserve (Surtax)	2,021	3,458	5,017	3,156	0
Interest Earnings Reserve	130	161	279	0	0
Loan Int Funded Projects	0	0	21	10	150
VCF Funded Projects	4,270	397	520	216	100
VCF Int Funded Projects	0	0	0	116	50
Program Income (Administration Reserve)	0	0	1,631	1,630	1,674
Private Donations Funded Projects	20	147	50	0	
OCED Projects	0	462		0	
EDI	1,565	762		248	
Carryover Projects	21,041	14,611		14,270	13,229
TOTAL OPERATING EXPENDITURES	**38,330**	**25,112**	**23,422**	**24,598**	**19,905**
Debt Service	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL EXPENDITURES	**38,330**	**25,112**	**23,422**	**24,598**	**19,905**
Cash Position					
REVENUES LESS EXPENDITURES	0	0	0	0	0
Revenue to the General Fund	0	0	0	0	0

PROGRAM INFORMATION

Activity: Empowerment Trust
Index Codes: EZGFADMIN00

Department: OCED
Fund: SC 640

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 =	15	15	15	15	15
Net full-time positions funded =	15	15	15	15	15
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	1	1	1

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
Increase in the number of businesses receiving fiscal incentives through Federal and State Programs within the Empowerment Zone	10	12	12	12	15	ED2-1
Establish comprehensive approach to link training and technical assistance to financing for small and minority businesses.	7	10	15	15	18	ED1-9
Increase the number of hours for which technical assistance provided, thereby increasing the number of businesses participating in businesses.	6,000	6,200	6,500	6,000	7,200	ED1-9
Increase Community Development Revolving Loans		8	12	15	12	ED1-9

RESOURCE ALLOCATION MEETING: FORM 3

DEPARTMENTAL ISSUES

Department: Office of Community and Economic Development

Reduction of CDBG Entitlement - budget assumes 90% of current year's entitlement for every department and defunds CAA 100%
Philosophical and programmatic changes to enhance the Community Builders Division formerly named Urban Development
Reorganizing Community Development Division to better utilize staff
Reorganize office in order to be able to tap into other funding source if CDBG is reduced
Funding for the Enterprise Community Center

RESOURCE ALLOCATION MEETING: FORM 6

PERSONNEL RECONCILIATION

full-time positions only

Department: OCED

Event	*Changes*	Date	Count +/-
FY 2004-05 Final Adopted Budget		October 1, 2004	**98**
Overages, Reclasses, Changes, etc.	*Principal Planner*		*-1*
	Office Support Specialist		*-1*
	Contract Officer		*-1*
	Business Development Specialist		*-1*
	Family Relocation Supervisor		*-1*
	Administrative Officer 2		*-1*
	Clerk 4		*-1*
	Commercial Revitalization Specialist		*-1*
	Junior Planner		*-1*
	Principal Planner		*-1*
FY 2005-06 Budget Submission			**88**
Enhancements, Reductions, Budget Changes, etc.			
FY 2005-06 Proposed Budget			**88**

* Reclassifications are not required on this form

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RESOURCE ALLOCATION MEETING: FORM 7

GRANT FUNDING SUMMARY

from County and Non-County Sources

Department: Office of Community and Economic Development

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	Source of Required Match
US Department of Housing and Urban Development	Community Development Block Grant	The intent of the CDBG program is to provide an annual grant on a formula basis to entitled counties. To develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons.	1/1/2006	Until expended	22,409,025	0	20,168,123	0	
US Department of Housing and Urban Development	HOME Investment Partnership Program (HOME)	The intent of the HOME program is to provide decent affordable housing to lower income households, expand the capacity of nonprofit housing providers, and strengthen the ability of state and local governments to provide housing and leverage private-sector participation.	1/1/2006	2 year commitment and 5 year expended	7,476,742	25% of funds drawdown for project cost excluding admin, planning and CHDO's operating expenses, capacity building and predevelopment loans for projects that don't go forward	6,729,068	25% of funds drawdown for project cost excluding admin, planning and CHDO's operating expenses, capacity building and predevelopment loans for projects that don't go forward	
US Department of Housing and Urban Development	Emergency Shelter Grant (ESG)		1/1/2006	Until expended	865,000	0	865,000	0	

* In the Description column, also include the administration amount allowed (either dollars or percent) and describe any administration that is currently being funded by the grant (position, other operating, and what they do)

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

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METRO-MIAMI ACTION PLAN

RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: METRO-MIAMI ACTION PLAN TRUST
Fund: 010.030.100,700,720

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	3,800	4,385	3,884	6,112	2,213
General Fund Revenue	978	1,022	1,009	1,009	1,978
Documentary Stamp Surtax	1,979	2,958	1,600	3,407	3,410
Occupational License Surtax (Eco. Dev.)	299	313	315	315	315
Traffic Tickets Surcharge	1,283	1,078	0	0	0
MLK Academy (School Contract)	562	641	755	791	855
EDI Grant (Overtown)	10	1	518	518	0
Interest Housing	6	6	20	6	6
Interest Economic Development	5	0	0	0	0
Interest Teen Court	28	13	0	0	0
TOTAL REVENUE	**8,950**	**10,417**	**8,101**	**12,158**	**8,777**
EXPENDITURES BY MAJOR CATEGORY					
Salary	2,340	1,507	1,638	1,681	1,911
Fringe Benefits	337	422	463	443	553
Other Operating	1,614	1,755	1,643	1,425	1,428
Programs	961	1,647	3,822	5,841	4,699
Reserves	0	0	0	0	172
Capital	41	3	17	38	14
EDI Grant	0	0	518	518	0
TOTAL OPERATING EXPENDITURES	**5,293**	**5,335**	**8,101**	**9,946**	**8,777**
Repayment of Loans	-728	-1,030	0	0	0
TOTAL EXPENDITURES+LOANS	**4,565**	**4,305**	**8,101**	**9,946**	**8,777**
Cash Position					
REVENUES LESS EXPENDITURES	**4,384**	**6,112**	**0**	**2,212**	**0**
Revenue to the General Fund	0	0	0	0	0

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RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: METRO-MIAMI ACTION PLAN TRUST

Fund: 010.030.100,700,720

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 =	36	36	34	34	33
Net full-time positions funded =	36	36	34	34	33
Budgeted Attrition Percent =					
Part-time FTEs =					
Temp Agency FTEs =					

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

(4)

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: ADMINISTRATION
Index Codes: MMAPADM

Department: METRO-MIAMI ACTION PLAN TRUST
Fund: 10

A) ISSUES OF THIS PROGRAM

Executive on loan

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					
General Fund Revenue	978	1,022	1,009	1,009	1,153
TOTAL REVENUE	**978**	**1,022**	**1,009**	**1,009**	**1,153**
EXPENDITURES BY MAJOR CATEGORY					
Salary	804	786	856	828	981
Fringe Benefits	202	219	223	212	266
Other Operating	-35	17	-81	-46	-102
Capital	8	0	11	15	8
TOTAL OPERATING EXPENDITURES	**978**	**1,022**	**1,009**	**1,009**	**1,153**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**978**	**1,022**	**1,009**	**1,009**	**1,153**
Cash Position					
REVENUES LESS EXPENDITURES	**0**	**0**	**0**	**0**	**0**
Revenue to the General 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 =	6	12	12	12	12
Net full-time positions funded =	6	12	12	12	12
Budgeted Attrition Percent =					
Part-time FTEs =					
Temp Agency FTEs =					

HOUSING

PROGRAM INFORMATION

Activity: HOUSING
Index Codes: MM245688,MM074518,MM077545

Department: METRO-MIAMI ACTION PLAN TRUST
Fund: 700

A) ISSUES OF THIS PROGRAM

N/A

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	1,464	2,606	2,544	4,573	1,707
Doc.. Stamp Surtax	1,979	2,958	1,600	3,407	3,410
Interest	6	6	20	6	6
TOTAL REVENUE	**3,449**	**5,570**	**4,164**	**7,986**	**5,123**
EXPENDITURES BY MAJOR CATEGORY					
Salary	532	123	135	113	144
Fringe Benefits	18	29	40	29	44
Other Operating	83	410	439	428	434
Programs	911	1,446	3,545	5,700	4,498
Capital		1	5	9	3
TOTAL OPERATING EXPENDITURES	**1,544**	**2,009**	**4,164**	**6,279**	**5,123**
Repayment of Loans	-701	-1,012	0	0	0
TOTAL EXPENDITURES	**843**	**997**	**4,164**	**6,279**	**5,123**
Cash Position					
REVENUES LESS EXPENDITURES	**2,606**	**4,573**	**0**	**1,707**	**0**
Revenue to the General Fund	0	0	0	0	0

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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 =	3	3	3	3	3
Net full-time positions funded =	3	3	3	3	3
Budgeted Attrition Percent =					
Part-time FTEs =					
Temp Agency FTEs =					

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
1 Number of loans approved for downpayment and closing costs assistance	262	318	300	325	375	ED1-3
2 Number of loan application processed	298	360	340	375	400	ED1-3

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: ECONOMIC DEVELOPMENT
Index Codes: MMECODEVMT

Department: METRO-MIAMI ACTION PLAN TRUST
Fund: 030 SUBFUND 020

A) ISSUES OF THIS PROGRAM

N/A

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	296	175	331	463	303
Occupational License Surtax (Eco. Dev.)	299	313	315	315	315
EDI Grant (Overtown)	10	1	518	518	0
Interest	5	0	0	0	0
TOTAL REVENUE	**610**	**489**	**1,164**	**1,296**	**618**
EXPENDITURES BY MAJOR CATEGORY					
Salary	49	29	59	59	61
Fringe Benefits	11	14	15	15	17
Other Operating	352	1	295	305	339
EDI GRANT	0	0	518	518	0
Programs	50		277	96	201
TOTAL OPERATING EXPENDITURES	**462**	**44**	**1,164**	**993**	**618**
loans					
Payoff (minus)	-27	-18	0	0	0
TOTAL EXPENDITURES	**435**	**26**	**1,164**	**993**	**618**
Cash Position					
REVENUES LESS EXPENDITURES	**175**	**463**	**0**	**303**	**0**
Revenue to the General 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 =	9	4	4	4	3
Net full-time positions funded =	9	4	4	4	3
Budgeted Attrition Percent =					
Part-time FTEs =					
Temp Agency FTEs =					

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
1 Provide technical assistance and planning for businesses	196	216	216	225	250	ED 3-1
2 Coordinate Community Economic Development Forums		11	11	9	11	ED 3-1

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: TEEN COURT
Index Codes: MMECODEVMT, MMRECODEVMT

Department: METRO-MIAMI ACTION PLAN TRUST
Fund: PROJECT 106129

A) ISSUES OF THIS PROGRAM

Funding Options for Teen Court
Funding for Teen Police Academy for FY 2004-05
Projections assumes full staff for FY 2004-05

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	2,112	1,566	959	1,011	81
General Fund Revenue					825
Traffic Tickets Surcharge	1,283	1,078	0	0	0
Interest	28	13	0	0	0
TOTAL REVENUE	**3,423**	**2,657**	**959**	**1,011**	**906**
EXPENDITURES BY MAJOR CATEGORY					
Salary	832	520	492	627	623
Fringe Benefits	99	148	158	173	196
Other Operating	915	777	308	84	86
Teen Police Academy	0	201	0	45	0
Capital	11	0	1	1	1
TOTAL OPERATING EXPENDITURES	**1,857**	**1,646**	**959**	**930**	**906**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**1,857**	**1,646**	**959**	**930**	**906**
Cash Position					
REVENUES LESS EXPENDITURES	**1,566**	**1,011**	**0**	**81**	**0**
Revenue to the General Fund					

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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 =	16	15	13	13	13
Net full-time positions funded =	16	15	13	13	13
Budgeted Attrition Percent =					
Part-time FTEs =					
Temp Agency FTEs =					

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
Number of Juvenile offenders entered into program	292	382	350	300	300	PS2-1
Court sessions held	221	332	350	200	240	PS2-1,PS4-2
Anti-theft workshops conducted	9	25	25	25	25	HH3-2,PS2-3
Anti-drug workshops conducted	22	13	12	8	12	HH3-2,PS2-3
Education/Intervention/Prevention Tours conducted	36	36	24	18	24	PS2-1

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: MLK ACADEMY
Index Codes: MMLKEXP, MMRMLKREV

Department: METRO-MIAMI ACTION PLAN TRUST
Fund: PROJECT 728013

A) ISSUES OF THIS PROGRAM

N/A

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	-72	39	50	66	122
MLK Academy (School Contract)	562	641	755	791	855
TOTAL REVENUE	**490**	**680**	**805**	**857**	**977**
EXPENDITURES BY MAJOR CATEGORY					
Salary	123	49	96	54	102
Fringe Benefits	7	13	27	14	30
Other Operating	299	550	682	654	671
Reserve	0	0	0	0	172
Capital	22	2		13	2
TOTAL OPERATING EXPENDITURES	**451**	**614**	**805**	**735**	**977**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**451**	**614**	**805**	**735**	**977**
Cash Position					
REVENUES LESS EXPENDITURES	**39**	**66**	**0**	**122**	**0**
Revenue to the General Fund					

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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 =	2	2	2	2	2
Net full-time positions funded =	2	2	2	2	2
Budgeted Attrition Percent =					
Part-time FTEs =					
Temp Agency FTEs =					

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

		FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission	RELATED OUTCOME
1	Students enrolled at Martin Luther King, Jr. Academy	154	160	180	180	200	HH3
2	Expand home visit program	0	20	18	18	40	HH3

RESOURCE ALLOCATION MEETING: FORM 3

DEPARTMENTAL ISSUES

Department: METRO-MIAMI ACTION PLAN TRUST

EXECUTIVE ON LOAN TO CARRIE MEEK FOUNDATION
FUNDING FOR THE TEEN COURT PROGRAM

RESOURCE ALLOCATION MEETING: FORM 6

PERSONNEL RECONCILIATION

full-time positions only

Department: METRO-MIAMI ACTION PLAN TRUST

Event	Changes	Date	Count +/-
FY 2004-05 Final Adopted Budget		October 1, 2004	**34**
	Office Support Specialist		*-1*
FY 2005-06 Budget Submission			**33**
FY 2005-06 Proposed Budget			**33**

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RESOURCE ALLOCATION MEETING: FORM 9

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: METRO-MIAMI ACTION PLAN TRUST

(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
DEPARTMENT OF HUMAN SERVICES	RENTAL OF OFFICE SPACE	Y	15	16	16
	16405 NW 25 AVE MIAMI, FL				
	Total Transfers to other Departments		15	16	16

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

RESOURCE ALLOCATION MEETING: FORM 10

SELECTED LINE ITEM HIGHLIGHTS

Department: Metro Miami Action Plan Trust

(all dollars in thousands)

Line Item Highlight	Object(s)	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Base Submission
Overtime	001	3	4	0	0
Consultants	211	1,367	1,273	901	773
Temporary Employees Cost	215	29	12	2	2
Rent	255	142	190	215	263
Travel	312	17	12	12	12
Advertising	314	53	48	50	72
Grants to others including Loans	606	602	1,989	7,939	4,950

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CONSUMER SERVICES DEPARTMENT

RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: Consumer Services Department
Fund: 030/114

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	1,489	1,866	1,178	1,473	766
General Fund Revenue	1,953	1,864	1,504	1,524	2,149
Occupational License	471	471	471	471	471
Regulatory Fees & Misc.	5,361	6,064	6,132	6,342	6,075
Cable TV Capital Contribution	396	396	354	354	408
Transfer from Capital Contribuition to Cable TAP	0	0	43	44	34
Transfer from Cable	0	279	0	0	0
Transfers from other Departments	220	164	103	103	110
Intradepartmental Transfers	806	948	867	867	867
Intradepartmental Transfer	-806	-948	-867	-867	-1,008
TOTAL REVENUE	**9,890**	**11,104**	**9,785**	**10,311**	**9,838**
EXPENDITURES BY MAJOR CATEGORY					
Salary	4,586	4,979	5,710	5,693	6,095
Fringe Benefits	962	1,306	1,554	1,516	1,680
Administrative Reimbursement	146	144	161	161	154
Other Operating	2,450	2,591	2,337	2,184	2,309
Cable TAP	824	552	496	460	488
Transfer to CSD	0	330	0	0	0
Capital	50	281	40	44	58
Cable Capital Contribution	396	396	354	354	374
Intradepartmental Transfer	-806	-948	-867	-867	-1,008
TOTAL OPERATING EXPENDITURES	**8,608**	**9,631**	**9,785**	**9,545**	**10,150**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**8,608**	**9,631**	**9,785**	**9,545**	**10,150**
Cash Position					
REVENUES LESS EXPENDITURES	**1,282**	**1,473**	**0**	**766**	**-312**
Revenue to the General Fund	135	133	150	150	143

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RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: Consumer Services Department
Fund: 030/114

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 =	122	124	122	122	122*
Net full-time positions funded =	120	122	120	121	121*
Budgeted Attrition Percent =	1.53%	1.53%	1.53%	1.53%	1.60%
Part-time FTEs =	1.15	1.15	0.95	0.75	0.75
Temp Agency FTEs =	1	1	1	0.2	0

* If fee adjustments are approved

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Director's Office
Index Codes: CS381111

Department: Consumer Services Department
Fund: 30

A) ISSUES OF THIS PROGRAM

1 Additional GF funding of $181k in FY 05/06 is necessary to support current services (from $224k in FY 04/05 to $405k in FY 05/06).
2 Monies from CP and PTRD to support administrative services are insufficient to support current services $867k in FY 04/05 and FY 05/06
3 Unbudgeted reclassifications (Administrative Services Manager $8k & Collections Manager $2k) impact FY 04/05 & FY 05/06
4 Unbudgeted costs associated with Elections (Overtime costs)- $2k in FY 03/04 & minimum of $9k projected in FY 04/05
5 Insufficient funding for Departmental IT support (Web services $40k & maintenance $20k)
6 Transfer of existing AOII from CPD to Director's Office to perform Departmental Procurement & process accounts payable ($50k).

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	50	41	93	168	86
General Fund Revenue	208	194	224	224	405
Intradepartmental Transfers	806	948	867	867	867
Other Revenues	19	15	5	6	5
TOTAL REVENUE	**1,083**	**1,198**	**1,189**	**1,265**	**1,363**
EXPENDITURES BY MAJOR CATEGORY					
Salary	758	752	878	904	1,006
Fringe Benefits	203	176	213	211	250
Administrative Reimbursement (Legislative Analyst)	11	11	11	11	11
Other Operating	67	85	79	53	85
Other Operating (add more rows as necessary)					
Capital	3	6	8	0	11
TOTAL OPERATING EXPENDITURES	**1,042**	**1,030**	**1,189**	**1,179**	**1,363**
Cash Position					
REVENUES LESS EXPENDITURES	**41**	**168**	**0**	**86**	**0**
Revenue to the General 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 =	12	12	12	12	13
Net full-time positions funded =	12	12	12	12	13
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0.2	0.2	0.2	0	0
Temp Agency FTEs =					

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Director's Office
Index Codes: CS381111

Department: Consumer Services Department
Fund: 30

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
COLLECTIONS FILES THAT DID NOT RECEIVE FOLLOW UP ACTION W/I 60 DAYS OF ASSIGNED STATUS DATE (TARGET=<10%)	41%	30%	<10%	<10%	<10%	ES1-1	1 VACANCY FOR 6 MTHS IN FY 03/04
% NEW COLLECTION FILES ACTED ON W/I 10 DAYS OF RECEIPT (TARGET=90%)	84%	51%	90%	95%	90%	ES1-1	1 VACANCY FOR 6 MTHS IN FY 03/04
% OF LEGAL CASES RESOLVED WITHIN ONE YEAR FROM DATE OF REFERRAL (TARGET=75%)	N/A	69%	75%	75%	75%	ES1-1	
NUMBER OF EDUCATIONAL PROGRAMS CONDUCTED, COMMUNITY EVENTS ATTENDED (TARGET FY05=80)	52	66	73	75	80	ED2-3	
PRESS RELEASES ISSUES (TARGET FY05= 40)	37	35	37	40	40	ED2-3	
# INTERNET UNIQUE VISITOR SESSIONS (TARGET FY05=55,000)	35,000	55,646	55,000	61,000	60,000	ED4-2	
A CUSTOMER SATISFACTION RATING OF AT LEAST 4 OUT OF 5 AT SMALL CLAIMS COURT CLINICS (TARGET FY05=>4)	N/A	N/A	=>4	=>4	=>4	ED2-3	
REPLACE OBSOLETE DATABASES WITH SYSTEMS THAT ALLOW WEB ACCESS, REMOTE ACCESS AND CONSOLIDATE OUTDATED DATABASES (TARGET=N/A)	N/A	N/A	RFP IS IN PROCESS	RFP AWARDED/DESIGN AND DEVELOPMENT	ENTERPRISE SYSTEM OPERATIONAL	ED4-2	REQUEST FOR CORF FUNDING IS PENDING

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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	Service level agreement for web support with ETSD at 50% FTE. This service is essential to the county's strategic plan of providing information and outreach through its web site and 311 services. Current resources do not allow for updating and maintaining Web site. Increase in Web Site sessions is anticipated.	40			40		ED4-2	
2	Service level agreement with ETSD to service and maintain departmental IT needs. The SLA will allow the Systems Analyst to dedicate resources to database development and automation	20			20		ED4-2	
3	Collections Support-will enable collections to dedicate its resources to both CPD and PTRD on a full time basis. It is anticipated that the % of collections files acted upon will increase by 50%	42			42	1	ES1-1	
4	Office support specialist II-to support legal unit, Collections, IT, and administrative Services. Anticipated to increase % of legal cases resolved within 1 year of referral; Assist in the preparation of educational material for Small Claims Court Seminars; Collections tracking, etc.	36			36	1	ES1-1, ED2-3	

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Director's Office
Index Codes: CS381111

Department: Consumer Services Department
Fund: 30

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			

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Cooperative Extension Division
Index Codes: CS235226
Department: Consumer Services
Fund: 30

A) ISSUES OF THIS PROGRAM

Miami Inter'l Mall lease	Mall management has pursued termination of lease, GSA researching issue as restrictive covenant exists that would require Mall to incur relocation expenses. May have to seek alternative location.
Hialeah office phone system replacement	Existing system is antiquated, without capability of upgrading or expansion to voice mail, speaker phone, and other features.
Urban Service Center	A larger, better located facility to accommodate the consolidation of two existing offices and training facility is necessary. Five professional staff, 13 para-professional staff, and two clerical staff, and possible additional staff would be housed in this facility.
Generator Change Order	GSA is seeking change order from $88k to $109k on Extension building generator project; budgeted in FY 02/03.
Administrative Support Needed	Extension has no administrative support personnel; enhancement sought in FY 2005/2006 budget.
Florida Yards and Neighborhoods	Funding in FY 05/06 from SWM and DERM at $45k. CSD sought $54k. Applicaton for grant submitted ($50k)
DERM Environmental Educ. Funding	Funding from DERM for Extension environmental education obtained ($65k).
Add'l Funds for Water Science Agent	OSBM approved $20k in additional funds for FY 2004/2005 to pay County share of Water Science/Aquaculture Agent; requires mid-year adjustment to GF.
Criminal Checks for Volunteers	Cost for Pre-Employment Fingerprint and Criminal Background not in budget (958 volunteers x $36 = $34488)

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	17	83	68	94	38
General Fund Revenue	768	794	819	839	894
TR FR DERM	120	78	85	85	92
TR FR SW	25	18	18	18	18
TR FR WS	25	18	0	0	0
TOTAL REVENUE	**955**	**991**	**990**	**1,036**	**1,042**
EXPENDITURES BY MAJOR CATEGORY					
Salary	572	615	668	674	727
Fringe Benefits	113	137	135	149	149
Administrative Reimbursement	0	0	0	0	0
Other Operating	167	139	172	161	156
Other Operating (add more rows as necessary)	0	0	0	0	0
Capital	21	6	15	14	10
TOTAL OPERATING EXPENDITURES	**873**	**897**	**990**	**998**	**1,042**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**873**	**897**	**990**	**998**	**1,042**
Cash Position					
REVENUES LESS EXPENDITURES	82	94	0	38	0
Revenue to the General Fund					

PROGRAM INFORMATION

Activity: Cooperative Extension Division
Index Codes: CS235226
Department: Consumer Services
Fund: 30

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 =	24	24	24	24	24
Net full-time positions funded =	22	22	22	23	23
Budgeted Attrition Percent =	2.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0.75	0.75	0.75	0.75	0.75
Temp Agency FTEs =	0	0	0	0	0

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
Number of individuals participating in Extension 4-H educational opportunities who improve skills and/or practices	n/a	1,647	250	1,800	1,800	HH3-3	
Number of marine clients, nursery, fruit and vegetable growers and their employees, neighborhood leaders, and businesses participating in Extension programs improving skills and/or adopting practices	n/a	880	220	700	700	ED3-1	
Number of participants learning and adopting improved nutrition, food purchasing practices, and food safety practices	n/a	16144	1200	10000	10000	HH4-1	
Number of individuals participating in Extension Environmental educational opportunities who improve skills and/or adopt practices	n/a	648	500	500	500	NU3-1	
Number of landscape professionals and residents participating in educational opportunities who improve skills and/or adopt practices	n/a	340	350	350	350	NU5-1	

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	Administrative Secretrary-Cooperative Extension Division is pursuing reclassification of Senior Executive Secretary to an administrative position. An executive level clerical support person is necessary to perform a variety of complex secretarial and clerical duties for the division director. Examples include scheduling meetings and conferences, maintain calendar, travel arrangements, screen calls and visitors, research and compile reports and other duties as assigned.	49		0	49	1	ED4-2	

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PROGRAM INFORMATION

Activity: Cooperative Extension Division
Index Codes: CS235226
Department: Consumer Services
Fund: 30

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

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Consumer Protection - General Fund
Index Codes: CSCPDGEN

Division: Consumer Protection
Fund: 30

A) ISSUES OF THIS PROGRAM

Additional GF funding of $338k necessary in FY 05/06 to maintain current level of services (from $98k in FY 04/05 to $436k in FY 05/06) The general fund allocation for FY 04/05 was reduced to $98,000 since $588,000 was available in carryover.

Two Enforcement Officer positions were eliminated in FY 03/04, leaving just 3.5 Enforcement Officers to ensure Code compliance and to handle complaint investigations throughout the County in more than 20,000 retail establishments, restaurants, and other business entities. (Ratio of 1 EO per 5700 business)

A general fund AOII position has been deleted from the Consumer Protection Division's Table of Organization for FY 05/06 and transferred to the Director's office.

Annual increases in the funds received from Occupational License, which have remained at $471,000 for more than 10 years, should be tied to increases in occupational license revenue.

Discussions with the Florida Department of Agriculture and Consumer Services are ongoing to determine what effect a State law preempting local regulation of meat, poultry, and fish had on the County's weights and measures program.

Monitor State and Federal cable telecommunication legislation to include a re-write of the 1996 Communications Act that could potentially preempt local regulatory authority.

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	417	311	441	538	145
General Fund Revenue	122	234	98	98	436
Fees/Interest	16	13	12	14	12
Code Enforcement Fines/AVCs	30	117	38	88	66
Occupational License Transfer	471	471	471	471	471
Transfer from Cable	0	279	0	0	0
Intradepartmental Transfer	-77	-76	-126	-126	-76
TOTAL REVENUE	**979**	**1,349**	**934**	**1,083**	**1,054**
EXPENDITURES BY MAJOR CATEGORY					
Salary	554	578	631	643	727
Fringe Benefits	50	159	190	192	213
Other Operating	217	145	229	229	180
Capital	1	5	10	0	10
Intradepartmental Transfer	-77	-76	-126	-126	-76
TOTAL OPERATING EXPENDITURES	**745**	**811**	**934**	**938**	**1,054**
Cash Position					
REVENUES LESS EXPENDITURES	**234**	**538**	**0**	**145**	**0**
Revenue to the General Fund					

PROGRAM INFORMATION

Activity: Consumer Protection - General Fund
Index Codes: CSCPDGEN

Division: Consumer Protection
Fund: 30

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 =	17	17	15	15	14
Net full-time positions funded =	17	17	15	15	14
Budgeted Attrition Percent =	1.50%	1.50%	1.50%	1.50%	1.50%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

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
Answer 90% of all customer complaint and inquiry calls within 30 seconds.	86%	90%	90%	90%	90%	NU2-3	
Close 90% of consumer complaints within 60 days from receipt.	94%	94%	N/A	N/A	N/A	NU2-3	FY 04/05 & 05/06 performance measure changed to 30 days or less.
Close consumer complaints on an average of 30 days or less	N/A	25	30	30	30	NU2-3	
Receive a satisfaction rating of at least 4 out of 5 for customer service from consumers who file complaints.	N/A	N/A	N/A	N/A	>=4	NU2-3	

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Consumer Protection - General Fund
Index Codes: CSCPDGEN

Division: Consumer Protection
Fund: 30

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	Consumer Protection Enforcement Officers - Ensure code compliance and protect consumers from illegal business practices throughout the County by increasing the average number of monthly non-regulated inspections by 500, therefore increasing the total number of inspections for the section from 750 to 1,250 per month.	143	0	0	143	2	ES1-1, NU4-3	
2	Cellular phones for Code Enforcement - Increase communication ability of enforcement officers in the field in order to increase inspections from 500 to 550 per month.	4	0	0	4	0	ES1-1	
3	Secret Shopper - Investigate misleading and deceptive advertising and business practices through a secret shopping contract in order to reduce these practices on a proactive basis instead of a complaint driven basis.	20	0	0	20	0	NU4-3	
4	WIM WAM Program - To double the number of projected price verification inspections per month from 8 to 16 by using the WIM WAM software program loaded onto a laptop.	9	0	0	9	0	NU4-3	
5	Cable Telecommunications Enforcement Officer - Increase the average number of cable inspections from 270 to 540 per month by adding a 2nd officer in order to ensure code compliance and quick responses to consumer complaints.	85	0	0	85	1	NU4-3	

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			

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Consumer Protection - Regulatec
Index Codes: CS205922

Division: Consumer Protectior
Fund: 30

A) ISSUES OF THIS PROGRAM

Monitoring State legislation that could potentially preempt local regulation of moving companies. (FY 05/06 - $67,500).

With the exception of Towing fees that are increased annually based on the consumer price index, regulated business fees remain fixed from year to year as opposed to personnel and operational costs that continue to escalate. Fee adjustment may be necessary in FY 05/06.

The annual rent paid by regulated funds includes the cost of space occupied by general fund operations. (FY 05/06 = $84,000)

FY 05/06 budget request includes an estimated 3% COLA.

Projection includes reallocation of database monies to 311 ($40k). Not budgeted in FY 05/

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	267	317	210	345	273
General Fund Revenue	0	0	0	0	0
Fees	1,173	1,793	1,507	1,675	1,580
Code Enforcement Fines	277	188	257	225	187
Intradepartmental Transfe	-309	-345	-295	-295	-345
TOTAL REVENUE	1,408	1,953	1,679	1,950	1,695
EXPENDITURES BY MAJOR CATEGORY					
Salary	712	737	1,063	1,062	1,074
Fringe Benefits	138	197	297	277	303
Other Operating	788	1,010	611	628	655
Capital	4	9	3	5	8
Intradepartmental Transfe	-309	-345	-295	-295	-345
TOTAL OPERATING EXPENDITURES	1,333	1,608	1,679	1,677	1,695
Cash Position					
REVENUES LESS EXPENDITURES	75	345	0	273	0
Revenue to the General 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 =	16	18	19	19	19
Net full-time positions funded =	16	18	19	19	19
Budgeted Attrition Percent =	1.50%	1.50%	1.50%	1.50%	1.50%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0.33	0

PROGRAM INFORMATION

Activity: Consumer Protection - Regulated
Index Codes: CS205922

Division: Consumer Protection
Fund: 30

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
Re-inspect 90% of all unlicensed motor vehicle repair, locksmith, moving and towing businesses within 20 days of issuing a warning.	89%	98%	90%	94%	90%	NU4-3	FY 04/05 vacancies could negatively impact performance.
Receive a business satisfaction rating of at least 4 out of 5 for customer service during inspections.	N/A	N/A	N/A	N/A	>=4	NU4-3	
Process and issue renewal licenses on an average of 14 days or less from date of completed application.	11	14	14	10	14	ED4-2	FY 03/04 Towing Licensing reinstated.
Receive a satisfaction rating of at least 4 out of 5 for customer service from license renewal applications.	N/A	N/A	N/A	N/A	>=4	ED4-2	
Conduct an average of 10 or more inspections per consumer protection officer per day.	9	10	10	13	10	ES1-1	
Complete 90% of consumer protection inspections within 10 days of a referral from Licensing.	N/A	90%	90%	97%	90%	ES1-1	
Complete 90% of consumer protection inspections within 10 days of a referral from Mediation.	N/A	90%	90%	97%	90%	ES1-1	

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	File Licensing Clerk - Add one File Clerk which eliminates $32,00 in overtime required to meet performance objective of issuing renewal licenses within 14 days.	0	0	4	4	1	ED4-2	
2	Cellular Phones for Code Enforcement - Increase communication ability of enforcement officers in the field in order to increase inspections from 1,350 to 1,500 per month.	0	0	9	9	0	ES1-1	

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PROGRAM INFORMATION

Activity: Consumer Protection - Regulate(
Index Codes: CS205922

Division: Consumer Protectior
Fund: 30

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 Impac				0			
2	Description of Reduction Including Performance Impac				0			
3	Description of Reduction Including Performance Impac				0			
4	Description of Reduction Including Performance Impac				0			
5	Description of Reduction Including Performance Impac				0			

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PROGRAM INFORMATION

Activity: Consumer Protection Cable
Index Codes: CS349183, CS261974

Division: Consumer Protection
Fund: 114

A) ISSUES OF THIS PROGRAM

FY 05/06 is the final year of a 3-year agreement for Miami-Dade College to operate the Cable TAP Community Channel for the County. There are two one-year options to renew the contract by the County Manager.

CSD is currently in discussions/negotiations with the cable companies to interconnect their cable systems to provide improved video quality for the Public, Educational, and Governmental channels (MDTV, Cable TAP Learning, and Cable TAP Community).

Alllocation of $248k in 03/04 for the replacement of digital transmitter was saved as a payable. FCC application was dismissed. Recommend reallocation of $248k to CSD to offset GF requirements.

Capital Contributions provided by cable operators is estimated at $408,000 FY 05/06, of which $34,000 is budgeted for Cable TAP capital equipment. Additional funds r be necessary for PEG interconnection ($185k). Balance of $155k available for MDTV.

Feed for Cable TAP requires occasional maintainance. SLA with ETSD may be 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	550	581	90	93	40
General Fund Revenue	855	642	363	363	414
Transfer from Capital Contribuition to Cable TAI	0	0	43	44	34
Cable Capital Contributior	396	396	354	354	408
					-34
TOTAL REVENUE	1,801	1,619	850	854	862
EXPENDITURES BY MAJOR CATEGORY					
Salary	0	0	0	0	0
Fringe Benefits	0	0	0	0	0
Cable TAP	824	552	496	460	488
Transfer to CSD	0	330	0	0	0
Cable Capital Contribution for access programming	396	396	354	354	155
Cable Capital Contribution for PEG Interconnection in FY 05/06.					185
Capital Contribution Transfer to Cable TAP					34
Capital (Transmitter Project	0	248	0	0	0
TOTAL OPERATING EXPENDITURES	1,220	1,526	850	814	862
Cash Position					
REVENUES LESS EXPENDITURES	581	93	0	40	0

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 =	0	0	0	0	0
Net full-time positions funded =	0	0	0	0	0
Budgeted Attrition Percent =	N/A	N/A	N/A	N/A	N/A
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

PROGRAM INFORMATION

Activity: Consumer Protection Cable
Index Codes: CS349183, CS261974

Division: Consumer Protection
Fund: 114

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
Complete 40 hours of original Cable TAP Community programming per month.	N/A	40	40	40	40	ES1-1	Contract requirement.

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
				0			
				0			
N/A				0			
				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
				0			
				0			
N/A				0			
				0			
				0			

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Passenger Transportation Regulatory Divisio
Index Codes: CS256149/CS38908(

Department: CSD
Fund: 30

A) ISSUES OF THIS PROGRAM

1) Fee adjustments needed for 05/06. Current revenue trend not meeting expenditures-last fee increase in 1997.
2) $75,000 needed in GF for Code required taxi use study. Per Tranportation Committee Meeting of 4/22/04 File No. 0412
3) An estimated $125,000 needed to restore Seaport enforcement coverage to restore to FY 03/04 levels.
4) $1million per year of revenue loss is expected in 06/07 if no taxi lottery takes place. Lottery expires in FY 05/06 unless Code is amended.

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	188	533	276	235	184
General Fund Revenue	0	0	0	0	0
Fees and Fines	3,846	3,938	4,313	4,334	4,225
Transfer from Seaport	50	50	0	0	0
Intradepartmental Transfe	-420	-527	-446	-446	-587
TOTAL REVENUE	**3,664**	**3,994**	**4,143**	**4,123**	**3,822**
EXPENDITURES BY MAJOR CATEGORY					
Salary	1,990	2,297	2,470	2,410	2,561
Fringe Benefits	458	637	719	687	765
Administrative Reimbursement	135	133	150	150	143
Other Operating	1,211	1,212	1,246	1,113	1,233
Other Operating (add more rows as necessary)	0	0	0	0	0
Capital	21	7	4	25	19
Intradepartmental Transfe	-420	-527	-446	-446	-587
TOTAL OPERATING EXPENDITURE	**3,395**	**3,759**	**4,143**	**3,939**	**4,134**
Debt Service	0	0	0	0	0
Reserves	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL EXPENDITURE	**3,395**	**3,759**	**4,143**	**3,939**	**4,134**
Cash Position					
REVENUES LESS EXPENDITURE	**269**	**235**	**0**	**184**	**-312**
Revenue to the General Fund	135	133	150	150	143

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 =	53	53	52	52	52	Base assumes fee adjustment
Net full-time positions funded =	53	53	52	52	52	
Budgeted Attrition Percent =	5%	2%	3%	3%	4%	
Part-time FTEs =	0	0	0	0	0	
Temp Agency FTEs =	1	1	1	.25	0	

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Passenger Transportation Regulatory Divisio
Index Codes: CS256149/CS38908(

Department: CSD
Fund: 30

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
1) Continue to reduce waiting time at the for-hire vehicle inspection station.	N/A	0-90 Minutes	<90 Minutes	<75 Minutes	<60 Minutes	ED4-2	
2) % reduction in chauffeur applicant walk-ins.	N/A	N/A	N/A	N/A	Reduce by 25%	ED4-2	
3) % of chauffeur applicants appointed to training class within 30 days of application.	100%	100%	95%	100%	95%	ED4-2	
4) Average number of for-hire vehicle and chauffeur contacts per enforcement officer per day.	20	26	26	26	26	ES1-1	
6) # of wheelchair accessible taxicab licenses issued and placed into service	N/A	20	37	37	54	HH4-2	

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	A Study to analyze taxi use by visitors and residents	75			75		ED4-2	Mandated by Ordinance

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	Loss of the Clerk 2 position will reduce ability to timely file 21,000+ vehicle inspectio forms, 6,000 permits and chauffeur renewal forms and related data entry of inspections and insurance updates.	46			46	1	ED4-2, ES1-1	
2	Elimination of an enforcement officer position will result in a reduction of 6240 for-hire vehicle and chauffeur field inspections per year.	53			53	1	ED4-2	
3	Elimination of OSSII position will reduce ability to timely process 600-800 taxi/lim lottery applications with Code required timeframes. Code required process includes: data entry of all applicants for tracking purpose; database creation/maintenance; DL and criminal background investigation; and Code compliance	41			41	1	ED4-2	
4	Reduced support of shared positions and central services housed in Director's Offic	141			141			
5	Elimination of funds for Taxi Caddy Passenger Bill of Rights reduces ability to house consumer related information regarding for-hire vehicle and chauffeur standards and guides.	16			16		ED4-2, ES1-1	
6	Elimination of funds for Informational Booklets eliminates abililty to provide customer with quick reference guides regarding for-hire vehicle and chauffeur standard	10			10		ED4-2	
7	Loss of funds for uniforms,safety shoes, jackets eliminates the ability to provide safet gear (I.e., shoes) to vehicle inspectors, and official Departmental/County shirts and jackets to enforcement field officers.	5			5		ED4-2, ES1-1	

DEPARTMENTAL ISSUES

Department: Consumer Services Department

1 CSD GF allocation has decreased 45% since 1996 from $2068 to $1141(excluding CATV access programming). (Extension, Director's Office, CPD GEN). Increases in employee supplemental, COLA's, and health insurance costs.
2 Intradepartmental Transfers-monies from CP and PTRD to support administrative services are insufficient to support current services $867k in FY 04/05 and FY 05/06
3 The Department will commence a review of proprietary fees in CPD and PTRD.
4 Unbudgeted costs associated with Elections (Overtime costs)- $2k in FY 03/04 & minimum of $9k projected in FY 04/05
5 Insufficient funding for Departmental IT support (Web services $40k & maintenance $20k)
6 Transfer of existing AOII from CPD to Director's Office to perform Departmental Procurement & process accounts payable due to need and insufficient funds to add position.
7 FY 05/06 Budget request includes an estimated 3% COLA in proprietary areas.
8 RFP being issued for database enterprise system. Total cost expected at less than $1 million over 5 years.
9 CSD EDMS project ($90k) was submitted for IT Governance review.

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RESOURCE ALLOCATION MEETING: FORM 4

NEW EFFICIENCIES

Department: Consumer Services 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
Agreement with Dell To pre-configure 44 CSD computers over the next 2 years.	ED3-1	Jan 2005	3		Currently the System Analyst spends 4 hours per new computer to preconfigure with county and CSD software. Reduction of 4 hours spent times 21 computers = 84 hours saved. ($37 per hour rate)	4		Currently the System Analyst spends 4 hours per new computer to preconfigure with county and CSD software. Reduction of 4 hours spent times 23 computers = 92 hours saved. ($40 per hour rate)
Pilot program to develop and distribute electronic newsletters to Extension clientele with email capability will save personnel time, duplication costs and postage.	ED3-1 Organ. Empowered with technical and mgmt capacity to succeed	Mar 2003	1	0	Would save three man-days of preparation ($346.47), duplication ($66) and postage ($211.39) cost each quarterly mailing = $623.86 4X $623.86 = $2495.44 X .45 participation $1122.95 savings for three (3) newsletters. (Assumes current clientele participation in electronic version at 45%)	2	0	Would save 6 man-days of preparation ($755.72), duplication ($132) and postage ($422.78) cost each quarterly mailing = $1310.50 4X $1310.50 = $5242 X .45 participation = $2368.80 savings for six (6) newsletters. (Assumes current clientele participation in electronic version at 45%)
Notify property owners when their motor vehicle repair shop tenants receive citations to avoid a lien being placed on the property to encourage tenant compliance.	NU4-3	01/01/05	5	0	Increases citation collections and reduces the number of liens placed on properties with motor vehicle repair shops.	5	0	Increases citation collections and reduces the number of liens placed on properties with motor vehicle repair shops.
Reduce TIPS class from 3 to 2 days.	ED4-2	Oct 2004	2	0	Increased efficiency by reducing applicant's time to complete licensing requirements; utilize staff's extra time to maintain training programs current.	3	0	Increased efficiency by reducing applicant's time to complete licensing requirements; utilize staff's extra time to maintain training programs current.
Implementation of optional chauffeur registration renewals by mail.	ED4-2	Oct 2005	0	0		5	0	A 25% reduction in chauffeur applicant walk ins is anticipated with increased awareness of this option.
			11			19		

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RESOURCE ALLOCATION MEETING: FORM 5

OPERATING UNMET OR DEFERRED NEEDS

Department: Consumer Services Department

Priority	Description of Need	Related Outcome(s)	Performance Impact (If the Need is funded)	Estimated Funding Required		Positions	Related Enhancement (if applicable)
1	Code mandated taxi use study.	ED4-2	This study shall assist the County with decisions on issues related to taxicab use and future number of licenses needed.	Initial:	75		See related PATC
				Recurring:	0		
Iinitial Descr: Estimated cost of RFP for County taxi Study							
Recurring Descr:							
4	Retain Enforcement Officer I position	ES1-1, ED4-2	Maintain number of field inspections by enforcement.	Initial:	53	1	See related SLA
				Recurring:	53		
Iinitial Descr: Cost of 1 Enforcement Officer							
Recurring Descr: Cost of 1 Enforcement Officer							
5	Retain Clerk II position	ED4-2	Maintain ability to timely file inspection and renewal forms, and data entry of insurance and vehicle inspections.	Initial:	46	1	See related SLA
				Recurring:	46		
Iinitial Descr: Cost of 1 Clerk II							
Recurring Descr: Cost of 1 Clerk II							
6	Retain Office Support Specialist 2 position	ED4-2	Maintain ability to process time sensitive taxi/limo lottery applications. Critical functions include: database creation/maintenance; applicants data entry; criminal and driver's license background investigation and Chapter 31 Code compliance.	Initial:	41	1	See related SLA
				Recurring:	41		
Iinitial Descr: Cost of 1 OSII							
Recurring Descr: Cost of 1 OSII							
2	Service Level Agreement (SLA) with ETSD is essential to the county's Strategic plan of providing info through the County's web site and 311 services.	ED4-2	Increase in Web site sessions; maintain current information for 311.	Initial:	40		
				Recurring:	40		
Iinitial Descr: Annual cost of SLA with ETSD							
Recurring Descr: Annual cost of SLA with ETSD							

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RESOURCE ALLOCATION MEETING: FORM 5

OPERATING UNMET OR DEFERRED NEEDS

Department: Consumer Services Department

Priority	Description of Need	Related Outcome(s)	Performance Impact (If the Need is funded)	Estimated Funding Required		Positions	Related Enhancement (if applicable)
3	Service Level Agreement (SLA) with ETSD to service and maintain departmental IT needs. The SLA will allow the Systems Analyst to dedicate resources to database development and automation	ES1-1, ED2-3	30% increase in dedication to database and automation development	Initial:	20		
				Recurring:	20		
Iinitial Descr: Annual cost of SLA with ETSD							
Recurring Descr: Annual cost of SLA with ETSD							
7	Collections Support-will enable collections to dedicate its resources to both CPD and PTRD on a full time basis.	ED4-2	It is anticipated that the % of collections files acted upon will increase by 50%	Initial:	42	1	See related PATC
				Recurring:	42		
Iinitial Descr: Annual cost of Support Specialist							
Recurring Descr: Annual cost of Support Specialist							
11	Office support specialist II-to support legal unit, Collections, IT, and administrative Services.	ES1-1, ED2-3	Anticipated to increase % of legal cases resolved within 1 year of referral; Assist in the preparation of educational material for Small Claims Court Seminars; Collections tracking, etc.	Initial:	36	1	See related PATC
				Recurring:	36		
Iinitial Descr: Annual of of OSII							
Recurring Descr: Annual Cost of OSII							
14	Cooperative Extension Urban Service Center - Position Extension programs to better meet the needs of urban community and neighborhood needs. These include family and children nutrition and development; parenting; youth development; quality of life issues regarding landscape and community gardening. Construction or lease/renovation of existing facility in central location in county.	HH3-3, HH4-1, NU3-1, NU5-1	Improved service to target audiences in inner-city neighborhoods through establishment of consolidated service center of all urban programs.	Initial:	6,000	1	Capital Request
				Recurring:	75		
Iinitial Descr: Cost of entire project (1.2 million annually over 5 years).							
Recurring Descr: Amnual Operating Maint (per GSA)							

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RESOURCE ALLOCATION MEETING: FORM 5

OPERATING UNMET OR DEFERRED NEEDS

Department: Consumer Services Department

Priority	Description of Need	Related Outcome(s)	Performance Impact (If the Need is funded)	Estimated Funding Required		Positions	Related Enhancement (if applicable)
12	Administrative Secretrary-Cooperative Extension Division is pursuing reclassification of Senior Executive Secretary to an administrative position. An executive level clerical support person is necessary to perform a variety of complex secretarial and clerical duties for the division director. Examples include scheduling meetings and conferences, maintain calendar, travel arrangements, screen calls and visitors, research and compile reports and other duties as assigned.	ED4-2	Would allow current Senior Executive Secretary to be reclassified to focus on budget development and reporting, as well as procurement research and processing.	Initial:	40	1	See related PATC
				Recurring:	40		
Iinitial Descr: Annual cost of Adminstrative Secretary							
Recurring Descr: Annual cost of Administrative Secretary							
10	Add a second File Clerk (Clerk II) to the CPD Licensing Section (Regulated)	ED4-2	Eliminate overtime required to meet performance objective of issuing renewal licenses within 14 days	Initial:	36	1	See related PATC
				Recurring:	33		
Iinitial Descr: Annual cost of Clerk II & computer							
Recurring Descr: Annual Cost of Clerk II							
8	Add two additional Consumer Protection Officers for a total of five, to ensure code compliance and protect consumers from illegal business practices throughout the County (General Fund)	ES1-1, NU4-3	Increases average number of monthly inspection from 750 to 1,250	Initial:	143	2	See related PATC
				Recurring:	111		
Iinitial Descr: Cost of 2 EO's ($91k) plus start-up costs inclusive of vehicles, equipment, etc. ($52k)							
Recurring Descr: Annual cost of 2 EO's							
9	Investigate misleading and deceptive advertising and business practices through a secret shopper contract. (General Fund)	NU4-3	Changes investigation from complaint driven to proactive.	Initial:	20		See related PATC
				Recurring:	20		
Iinitial Descr: Annual cost of Shopper Contract							
Recurring Descr: annual Cost of Shopper Contract							
13	Add a second Cable Telecommunications Enforcement Officer in order to ensure code compliance and quick responses to consumer complaints. (General Fund)	NU4-3	Increase the average number of cable inspections from 270 to 540 per month.	Initial:	85	1	See related PATC
				Recurring:	51		
Iinitial Descr:							
Recurring Descr:							
			Totals	Initial:	6,677	11	
				Recurring:	608		

RESOURCE ALLOCATION MEETING: FORM 6

PERSONNEL RECONCILIATION

full-time positions only

Department: Consumer Services Department

Event		Date	Count +/-
FY 2004-05 Final Adopted Budget		October 1, 2004	**122**
Overages, Reclasses, Changes, etc.			
FY 2005-06 Budget Submission			**122**
Enhancements, Reductions, Budget Changes, etc.	Administrative Officer II (CPD General Fund) - transfer to Director's office	October 1, 2005	-1
	AOII (existing budgeted position transferred from CPD GEN Program to assist with procurement/accounts payable in Director's Office)	*October 1, 2005*	*+1*
	OSSII (Director's Office PATC) to support Legal, IT, Collections, and Administrative Services Secti	*October 1, 2005*	*+1*
	Collections Processor (Director's Office PATC) to support collections efforts	*October 1, 2005*	*+1*
	Administrative Secretary (Extension PATC)	*October 1, 2005*	*+1*
	Clerk II (CPD Regulated PATC)	October 1, 2005	+1
	Consumer Protection Enforcement Officer (CPD General Fund PATC)	October 1, 2005	+2
	Cable Telecommunications Enforcement Officer (CPD General Fund PATC)	October 1, 2005	+1
	PTRD SLA Enforcement Officer I (Effective if fees increases are not instituted)		*-1*
	PTRD SLA Office Support Specialist 2 (Effective if fee increases are not instituted)		*-1*
	PTRD SLA Clerk 2 (Effective if fee increases are not instituted)		*-1*
FY 2005-06 Proposed Budget			**126**

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RESOURCE ALLOCATION MEETING: FORM 7

GRANT FUNDING SUMMARY

from County and Non-County Sources

Department: Consumer Services 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
	N/A							

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

RESOURCE ALLOCATION MEETING: FORM 8

PROPOSED NEW OR INCREASED FEES

Department: Consumer Services/Passenger Transportation Regulatory Division

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	
Taxicab Chauffeur Aprenticeship Program (TCAP)-6 day course to include County Tour	0	0	100	0	0	0	48,600	New Fee-Since inception of TCAP, the Department has been able to absorb training costs with existing revenues. Training expenses will exceed available revenue in 2005/06.
Limo Training Initiative for Professional Service (TIPS)-2 day course	0	0	55	0	0	0	15,180	New Fee-In 2000 solid financial base allowed Department to absorb training cost with existing revenues. Current revenue trend not meeting expenditures.
Private School Bus Training-1 day course (English and Spanish sessions)	0	0	30	0	0	0	8,640	New Fee-In 2000 solid financial base allowed Department to absorb training cost with existing revenues. Current revenue trend not meeting expenditures.
Exam Retake	0	0	15	0	0	0	5,220	New Fee-Cost recovery for drivers who fail exam and need to retake it.
For-Hire Vehicle Inspections (all categories except taxi)	25	25	35	148,040	153,900	147,900	208,350	Increase in other categories of inspection fees to be consistent with taxi fees. Current revenue trend not meeting expenditures. Last increase December 1997.
Taxi Operating Permit	500	500	575	986,217	1,002,000	1,025,750	1,178,900	Current revenue trend not meeting expenditures. Last increase December 1997.
Taxi Passenger Service Company Operating Permit	95	95	110	3,285	3,600	3,800	4,400	Current revenue trend not meeting expenditures. Last increase December 1997.
Passenger Motor Carrier Operating Permit	500	500	575	397,981	397,500	377,600	437,225	Current revenue trend not meeting expenditures. Last increase December 1997.
Non-Emergency Operating Permit	500	500	575	74,000	62,500	62,200	72,025	Current revenue trend not meeting expenditures. Last increase December 1997.
Special Transportation Services Operating Permit	500	500	575	111,500	120,500	116,850	134,925	Current revenue trend not meeting expenditures. Last increase December 1997.
Limousine Operating Permit	500	500	575	348,187	378,000	378,100	437,800	Current revenue trend not meeting expenditures. Last increase December 1997.
Total				2,069,210	2,118,000	2,112,200	2,551,265	
Variance in Dollars					48,790	-5,800	439,065	

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RESOURCE ALLOCATION MEETING: FORM 9

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: Consumer Services Department

(all dollars in thousands)

PAYMENTS TO BE MADE TO OTHER DEPARTMENTS

Department (to)	Reason and Source	Confirmed?	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission
Communications	Public Service Announcement Program	N	40	40	40	40	40
Commission Auditor	Legislative Analyst	N	11	11	11	11	11
311	311	N	0	0	0	40	0
		Total Transfers to other Departments	**51**	**51**	**51**	**91**	**51**

PAYMENTS TO BE MADE FROM OTHER DEPARTMENTS

Department (from)	Reason and Source	Confirmed?	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Base Budget Submission
Solid Waste	Florida Yards and Neighborhoods Program	Y	25	18	18	18	18
DERM	Florida Yards and Neighborhoods Program; environmental education	Y	120	78	85	85	92
WASD	Florida Yards and Neighborhoods Program	NA	25	18	0	0	0
Seaport	For-Hire Enforcement and Starter Service	NA	50	50	0	0	0
		Total Transfers from other Departments	**220**	**164**	**103**	**103**	**110**

may include capital funds as well

RESOURCE ALLOCATION MEETING: FORM 10

SELECTED LINE ITEM HIGHLIGHTS

Department: Consumer Services 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
Payment to Commission Auditor (Mandated contribution - legislative Analyst)	1092	11	11	11	11
Contract Temporary Employee	21511	21	34	25	0
Reimbursement for Outside Contractual Services (Florida Yards and Neighborhoods)	22490	22	51	75	54
Cable TAP Access Programming	22490	824	552	496	488
Rent	25190	232	229	231	231
311 Support	26110	0	0	40	0
General Fund Contribution	26240	135	133	150	143
Payment to Communications (Mandated contribution PSA's)	31420	40	40	40	40
Travel Expense & Registration Fees	31210/31220/31215/31220	9	11	14	12

RESOURCE ALLOCATION MEETING: FORM 11

TECHNOLOGY PROGRAMS AND INITIATIVES

at Base Budget Submission Level

Department: Director's Office

(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	CSD Enterprise Database	488				512	1,000	0
Total Project Cost	1 million over 5 years							

RFP for CSD enterprise database is underway and is expected to be granted in FY 04/05. It is estimated that the project will cost just under $1 million dollars over 5 years. Project assumes first year cost of $488k and annual hosting cost of $128k annually.

MIAMI-DADE SEAPORT

RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: Miami-Dade Seaport
Fund: Revenue Fund - 420

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	8,267	8,195	8,267	8,267	9,000
General Fund Revenue	83,067	79,271	86,683	87,460	97,878
Other Revenues	1,555	1,640	0	0	0
Other Revenues (add more rows as necessary)	85	0	135	135	135
TOTAL REVENUE	**92,974**	**89,106**	**95,085**	**95,862**	**107,013**
EXPENDITURES BY MAJOR CATEGORY					
Salary	12,721	15,248	15,543	16,225	18,301
Fringe Benefits	3,162	4,167	4,801	5,047	5,935
Administrative Reimbursement	1,151	1,099	1,362	1,380	1,490
Other Operating	32,036	33,190	32,167	31,589	33,841
Depreciation & Amortization	15,973	15,189	0	0	0
Bond O & M Reserve	8,267	8,267	8,959	9,000	10,100
Capital	492	886	739	1,637	2,819
TOTAL OPERATING EXPENDITURES	**73,802**	**78,046**	**63,571**	**64,878**	**72,486**
Debt Service	31,919	25,258	28,744	28,214	32,332
Other Non-Operating	1,602	1,424	1,270	1,270	1,195
Reserves	0	0	0	0	0
Transfers	5,872		1,500	1,500	1,000
TOTAL EXPENDITURES	**113,195**	**104,728**	**95,085**	**95,862**	**107,013**
Cash Position					
REVENUES LESS EXPENDITURES	**-20,221**	**-15,622**	**0**	**0**	**0**
Non-Cash Expenditures - Depreciation	15,973	15,189	0	0	0
Other Balance Sheet Adjustments	-4,248	-433	0	0	0

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 =	326	326	326	345	376
Net full-time positions funded =	326	326	326	345	376
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	29	29	27	27	27
Temp Agency FTEs =	0	0	0	0	0

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

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RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: Miami-Dade Seaport Department
Fund: Seaport Construction Fund - 421

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	141,818	97,686	12,500	66,651	0
Transfer from Seaport Revenue Fund	3,969	0	1,500	1,500	1,000
Interest Income	2,463	2,687	0	2,700	1,000
Loan/Bond Proceeds	0	0	83,619	62,429	83,070
Grant Funds	14,603	19,312	41,366	40,276	21,016
TOTAL REVENUE	**162,853**	**119,685**	**138,985**	**173,556**	**106,086**
EXPENDITURES BY MAJOR CATEGORY					
Salary	792	789	862	817	742
Fringe Benefits	71	188	210	115	183
Other Operating			608	0	
Reserves	97,686	66,651	0	0	0
Capital	63,198	49,798	137,305	169,731	102,301
TOTAL OPERATING EXPENDITURES	**161,747**	**117,426**	**138,985**	**170,663**	**103,226**
Transfers	1,106	4,887	0	2,900	2,860
TOTAL EXPENDITURES	**162,853**	**122,313**	**138,985**	**173,563**	**106,086**
Cash Position					
REVENUES LESS EXPENDITURES	**0**	**-2,628**	**0**	**-7**	**0**
Balance Sheet Adjustements	0	2,628	0	0	0
Revenue to the General Fund	0	0	0	0	0

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 =	12	12	12	12	10
Net full-time positions funded =	12	12	12	12	10
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

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

RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: Miami-Dade Seaport Department
Fund: Seaport Reserve Maintenance Fund - 422

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	100	788	22	22	22
Transfer from Seaport Revenue Fund	688	0	0	0	0
Interest Income	0	0	0	0	0
Other Revenues (add more rows as necessary)	0	0	0	0	0
TOTAL REVENUE	**788**	**788**	**22**	**22**	**22**
EXPENDITURES BY MAJOR CATEGORY					
Salary	0	0	0	0	0
Fringe Benefits	0	0	0	0	0
Reserve	788	22	22	22	22
Capital	0	0	0	0	0
TOTAL OPERATING EXPENDITURES	**788**	**22**	**22**	**22**	**22**
Transfers	0		0	0	0
TOTAL EXPENDITURES	**788**	**22**	**22**	**22**	**22**
Cash Position					
REVENUES LESS EXPENDITURES	**0**	**766**	**0**	**0**	**0**
TRANSFER TO OTHER FUNDS	0	766	0	0	0
Revenue to the General Fund	0	0	0	0	0

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 =	0	0	0	0	0
Net full-time positions funded =	0	0	0	0	0
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

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

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RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: Miami-Dade Seaport Department
Fund: Seaport Interest & Sinking Fund - 423

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	12,305	12,058	12,100	12,133	12,200
Transfer from Seaport Revenue Fund	16,018	18,934	18,330	18,284	18,340
Interest Income	85	106	13	13	13
Other Revenues (add more rows as necessary)	0	0	0	0	0
TOTAL REVENUE	**28,408**	**31,098**	**30,443**	**30,430**	**30,553**
EXPENDITURES BY MAJOR CATEGORY					
Debt Service	16,198	16,510	18,140	18,227	18,055
Other Financing Costs	152	0	3	3	3
Other Operating	0	0	0	0	0
Capital	0	0	0	0	0
TOTAL OPERATING EXPENDITURES	**16,350**	**16,510**	**18,143**	**18,230**	**18,058**
Carryover	12,058	14,588	12,300	12,200	12,495
TOTAL EXPENDITURES	**28,408**	**31,098**	**30,443**	**30,430**	**30,553**
Cash Position					
REVENUES LESS EXPENDITURES	**0**	**0**	**0**	**0**	**0**
	0	0	0	0	0
Revenue to the General Fund	0	0	0	0	0

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 =	0	0	0	0	0
Net full-time positions funded =	0	0	0	0	0
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

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

RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: Miami-Dade Seaport Department
Fund: Seaport General Fund - 424

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	3,904	6,845	5,445	5,179	6,620
Transfer from Seaport Revenue Fund	18,511	13,602	11,684	11,200	15,187
Interest Income	7	0	0	0	0
Transfers from Construction Fund	0	0	0	4,343	2,860
TOTAL REVENUE	**22,422**	**20,447**	**17,129**	**20,722**	**24,667**
EXPENDITURES BY MAJOR CATEGORY					
Debt Service	12,922	13,676	8,645	12,619	16,559
Financing Costs	0	0	240	213	296
Non-Operating	1,031	1,592	1,270	1,270	1,195
	0	0	0	0	0
TOTAL OPERATING EXPENDITURES	**13,953**	**15,268**	**10,155**	**14,102**	**18,050**
Carryover	6,072	5,179	6,974	6,620	6,617
TOTAL EXPENDITURES	**20,025**	**20,447**	**17,129**	**20,722**	**24,667**
Cash Position					
REVENUES LESS EXPENDITURES	**2,397**	**0**	**0**	**0**	**0**
	0	0	0	0	0
Revenue to the General Fund	0	0	0	0	0

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 =	0	0	0	0	0
Net full-time positions funded =	0	0	0	0	0
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

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

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Administration
Index Codes: Direct2, Admin2, Overhd2, Proper3, IT

Department: Seaport
Fund: 420

A) ISSUES OF THIS PROGRAM

Issue and Description	Inability to control industry trends leaves Port exposed to negative trends
Issue and Description	Cost associated with providing facilities when business sometimes does not financially support the cost
Issue and Description	

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	8,267	8,195	8,267	8,267	9,000
Leases	6,720	6,422	7,379	6,345	7,195
Water & Electricity	4,642	4,682	4,924	4,924	5,125
Other Revenues	1,662	1,449	1,681	1,522	2,289
TOTAL REVENUE	**21,291**	**20,748**	**22,251**	**21,058**	**23,609**
EXPENDITURES BY MAJOR CATEGORY					
Salary	2,755	4,110	3,510	3,626	4,152
Fringe Benefits	745	1,037	1,200	1,256	1,392
Administrative Reimbursement	1,151	1,099	1,362	1,380	1,490
Other Operating	11,142	13,801	11,216	10,874	12,084
Depreciation & Amortization	15,973	15,189	0	0	0
Bond O & M Reserve	8,267	8,267	8,959	9,000	10,100
Capital	71	-2	182	47	114
TOTAL OPERATING EXPENDITURES	**40,104**	**43,501**	**26,429**	**26,183**	**29,332**
Debt Service	31,919	25,258	28,744	28,214	32,332
Non Operating	1,602	1,424	1,270	1,270	1,195
Transfers	5,872	0	1,500	1,500	1,000
TOTAL EXPENDITURES	**79,497**	**70,183**	**57,943**	**57,167**	**63,859**
Cash Position					
REVENUES LESS EXPENDITURES	**-58,206**	**-49,435**	**-35,692**	**-36,109**	**-40,250**
Revenue to the General Fund	2,397	0	0	0	0

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 =	57	55	55	57	63
Net full-time positions funded =	57	55	55	57	63
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

PROGRAM INFORMATION

Activity: Administration
Index Codes: Direct2, Admin2, Overhd2, Proper3, IT

Department: Seaport
Fund: 420

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
Increase rental property occupancy rates	90%	80%	80%	89%	95%	Increase revenues	
Administration - Develop innovative revenue sources	$0.0	$0.0	$1.5 M	$1.5 M	$3 M	Increase revenues	
Administration - Increase revenues through audits	$0.0	$20,000	$100,000	$100,000	$250,000	Increase revenues	
Administration - reduce Seaport billing staff	0	0	0	0	1	Reduce Costs	Systems Automation
Obtain funding for Dredging projects Phase II and Phase III	0	0	0	0	$ 1.15 M	Reduce Cash requirements	

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	Addition of administrative staff to meet growth	0	0	131,812	131,812	2	Increased collections and payables processing	Ongoing growth
2	Addition of 2 staff to Seaport IT Division	0	0	175,869	175,869	2	Systems meet users needs	Growth in IT security functions

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							

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Marketing, Development & Advertising
Index Codes: govaf2, market3, advert3

Department: Seaport
Fund: 420

A) ISSUES OF THIS PROGRAM

Issue and Description

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	0	0	0	0	0
General Fund Revenue	0	0	0	0	0
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	796	826	864	794	1,062
Fringe Benefits	156	197	209	195	282
Other Operating	441	537	620	547	545
Capital	2	8	5	0	1
TOTAL OPERATING EXPENDITURES	**1,395**	**1,568**	**1,698**	**1,536**	**1,890**
Debt Service	0	0	0	0	0
Reserves	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL EXPENDITURES	**1,395**	**1,568**	**1,698**	**1,536**	**1,890**
Cash Position					
REVENUES LESS EXPENDITURES	**-1,395**	**-1,568**	**-1,698**	**-1,536**	**-1,890**
Revenue to the General Fund	0	0	0	0	0

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 =	14	14	14	14	15
Net full-time positions funded =	14	14	14	14	15
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Marketing, Development & Advertising
Index Codes: govaf2, market3, advert3

Department: Seaport
Fund: 420

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							
Marketing - Increase contacts with potential & existing customers	4	4	5	5	7	Increase revenues	
Increase International cargo 20% over four years	3.7%	2.5%	10.0%	10.0%	7.5%	Increase revenues	
Performance Measure and Description							
Performance Measure and Description							

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 Transfer 2 staff (net) to Contracts	0	0	0	0	2	no fiscal impact	Prev funded in 421
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 Deletion of Manager of Seaport Development position	0	0	attrition	0	-1	no fiscal impact	Position determined to be unnecessary

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Maintenance & Engineering
Index Codes: maint2, engcon2, engine2, Estudy

Department: Seaport
Fund: 420

A) ISSUES OF THIS PROGRAM

Issue and Description

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	0	0	0	0	0
General Fund Revenue	0	0	0	0	0
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	3,001	3,381	3,750	3,761	4,154
Fringe Benefits	708	929	1,069	1,079	1,266
Other Operating	4,867	2,959	5,243	4,961	5,600
Capital	186	150	530	310	640
TOTAL OPERATING EXPENDITURES	**8,762**	**7,419**	**10,592**	**10,111**	**11,660**
Debt Service	0	0	0	0	0
Reserves	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL EXPENDITURES	**8,762**	**7,419**	**10,592**	**10,111**	**11,660**
Cash Position					
REVENUES LESS EXPENDITURES	**-8,762**	**-7,419**	**-10,592**	**-10,111**	**-11,660**
Revenue to the General Fund	0	0	0	0	0

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 =	80	80	80	80	97
Net full-time positions funded =	80	80	80	80	97
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Maintenance & Engineering
Index Codes: maint2, engcon2, engine2, Estudy

Department: Seaport
Fund: 420

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
Engineering - Increase bus and cab facilities to terminals	0	15%	40%	40%	10%	Improve Customer Satisfaction	
Maintenance - Facilitate work order completion	2 Days	2 Days	1.5 Days	1.5 Days	1.5 Days	Improve Customer Satisfaction	
Engineering - Increase terminal area	449,000 SF	449000 SF	639,200 SF	639,200 SF	Complete	Throughput capacity	
Engineering - renovate all cruise terminals combining federal processing	0	3	3	3	2	Improve Customer Satisfaction	
Engineering - Increase sewer capacity on Port	157,000 GPD	157,000 GPD	176,000 GPD	176,000 GPD	Complete	Improve Capacity	
Performance Measure and Description							

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 Addition of staff for all aspects of maintenance	0	0	521,213	521,213	17	Facilities meet user needs &are in working condition, Port facilities are properly maintained	Growth in customer & more technology in facilities
2 Addition of 1 secretarial portion to Engineering	0	0	0	38,688	1	Internal processing	Ongoing growth
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			

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Transfers
Index Codes: transf2

Department: Seaport
Fund: 420

A) ISSUES OF THIS PROGRAM

Issue and Description

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	0	0	0	0	0
General Fund Revenue	0	0	0	0	0
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					
Other Operating					
Capital					
TOTAL OPERATING EXPENDITURES	**0**	**0**	**0**	**0**	**0**
Debt Service	31,919	25,258	28,744	28,214	32,332
Non-Operating	1,602	1,424	1,270	1,270	1,195
Transfers	5,872	0	1,500	1,500	1,000
TOTAL EXPENDITURES	**39,393**	**26,682**	**31,514**	**30,984**	**34,527**
Cash Position					
REVENUES LESS EXPENDITURES	**-39,393**	**-26,682**	**-31,514**	**-30,984**	**-34,527**
Revenue to the General Fund	0	0	0	0	0

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 =					

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Transfers
Index Codes: transf2

Department: Seaport
Fund: 420

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			

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Security
Index Codes: Secur2

Department: Seaport
Fund: 420

A) ISSUES OF THIS PROGRAM

Issue and Description	Security costs continue to increase
Issue and Description	Seaport is taking over responsibility for non-sworn security
Issue and Description	Seaport is setting up new T/O to manage all security responsibilities
Issue and Description	Security conflicts with commerce access needs
Issue and Description	New Fees may not be well received and may produce competitive issues

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					
ID Badge Revenue/Permits/Other Miscellaneous	1,056	1,240	1,401	1,292	1,374
FSTED Security Operations Grant/ Orange Alert Reimbursement	1,557	1,640	0	0	0
Cruise Security Fee	0	0	0	0	2,635
Cargo Security Fee	0	0	0	0	2,311
TOTAL REVENUE	**2,613**	**2,880**	**1,401**	**1,292**	**6,320**
EXPENDITURES BY MAJOR CATEGORY					
Salary	2,967	3,580	3,697	4,214	4,778
Fringe Benefits	683	927	1,086	1,247	1,561
Other Operating	6,240	6,061	5,713	5,518	5,327
Capital	0	27	15	50	100
TOTAL OPERATING EXPENDITURES	**9,890**	**10,595**	**10,511**	**11,029**	**11,766**
Debt Service	0	0	0	0	0
Reserves	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL EXPENDITURES	**9,890**	**10,595**	**10,511**	**11,029**	**11,766**
Cash Position					
REVENUES LESS EXPENDITURES	**-7,277**	**-7,715**	**-9,110**	**-9,737**	**-5,446**
Revenue to the General Fund	0	0	0	0	0

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 =	95	95	94	108	108
Net full-time positions funded =	95	95	83	108	108
Budgeted Attrition Percent =	0.00%	11.55%	11.55%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Security
Index Codes: Secur2

Department: Seaport
Fund: 420

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
Reduce number of FDLE inspection comments	29	15	15	15	15	Port is more secure	
Reduce waiting time for IDs - by reducing # of day passes issued			25-30	25-30	30-35	throughput enhancement	
Reduce number of MDPD staff assigned to traffic direction	0.00%	0.00%	1	1	2	Financial savings	
Reduce total waiting time for Port ID	0	0	4-6 Hours	2-3 Hours	1 1/2-2 Hours	throughput enhancement	
Contain security operating costs where possible	$9.89 M	$10.6 M	$10.5M	$11 M	$11.7 M	More competitive	

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 Incorporate all Seaport Security under Seaport Management	0	0	1,492,000	1,492,000	17	Meet mandated security requirements, cost includes filling vacant positions, value net	Seaport will take over ID Section as of April 28, 2005
2 Various related security expenses - some IT, background checks	0	0	216,000	216,000	0		
3 Transfer positions to IT	0	0	0	0	-3	Position transferred to IT in 2005	

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	0	515,000	515,000	0	Transfer of MDPD ID factions to Seaport	More economical, more responsive to Seaport Security needs.
2 Description of Reduction Including Performance Impact				0			

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Cruise and Housekeeping, includes parking
Index Codes: Cruise2, House2
Department: Seaport
Fund: 420

A) ISSUES OF THIS PROGRAM

Need to immediately build additional parking garage's) for new terminals
Implement security charge for passengers to offset large security costs
Issue and Description

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					
Passenger Wharfage/Dockage	31,490	28,240	31,147	32,326	33,736
Parking/ Ground Transportation	6,836	5,804	6,846	6,421	6,779
Other Revenues					
Other Revenues (add more rows as necessary)					
TOTAL REVENUE	**38,326**	**34,044**	**37,993**	**38,747**	**40,515**
EXPENDITURES BY MAJOR CATEGORY					
Salary	2,092	2,239	2,476	2,476	2,592
Fringe Benefits	620	783	921	926	992
Other Operating	569	465	869	659	944
Other Operating (add more rows as necessary)					
Capital	150	24	4	0	74
TOTAL OPERATING EXPENDITURES	**3,431**	**3,511**	**4,270**	**4,061**	**4,602**
Debt Service	0	0	0	0	0
Reserves	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL EXPENDITURES	**3,431**	**3,511**	**4,270**	**4,061**	**4,602**
Cash Position					
REVENUES LESS EXPENDITURES	**34,895**	**30,533**	**33,723**	**34,686**	**35,913**
Revenue to the General Fund	0	0	0	0	0

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 =	59	61	62	62	67
Net full-time positions funded =	59	61	62	62	67
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	29	27	27	27	27
Temp Agency FTEs =	0	0	0	0	0

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Cruise and Housekeeping, includes parking
Index Codes: Cruise2, House2

Department: Seaport
Fund: 420

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
Add parking spaces	0	600	750	750	750	Improved customer service	
Reduce number of Toll Collectors	0	2	2	2	2	Reduced cost with improved customer service	
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	0		143,496	5	Facilities for cruise passenger meeting cruise lines standards	Additional staff needed for 2 new cruise terminals
2 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			

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Cargo and Container Gantry Cranes
Index Codes: Cargo2, GCrane2, GCrane3

Department: Seaport
Fund: 420

A) ISSUES OF THIS PROGRAM

Construction program is impeding access to cranes
Gantry cranes continue to have large unmet maintenance needs
Competitive demands for discounts from customers
Ongoing mediation with truckers regarding terminal yard issues

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					
Cargo Wharfage/ Dockage	20,374	21,308	22,690	23,399	24,470
Container Crane Rental	9,634	10,120	10,169	10,950	11,447
Storage	883		581	416	416
Other Revenues (add more rows as necessary)					
TOTAL REVENUE	**30,891**	**31,428**	**33,440**	**34,765**	**36,333**
EXPENDITURES BY MAJOR CATEGORY					
Salary	1,110	1,112	1,246	1,354	1,563
Fringe Benefits	250	294	316	344	442
Other Operating	8,777	9,367	8,506	9,030	9,341
Other Operating (add more rows as necessary)					
Capital	83	679	3	1,230	1,890
TOTAL OPERATING EXPENDITURES	**10,220**	**11,452**	**10,071**	**11,958**	**13,236**
Debt Service	0	0	0	0	0
Reserves	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL EXPENDITURES	**10,220**	**11,452**	**10,071**	**11,958**	**13,236**
Cash Position					
REVENUES LESS EXPENDITURES	**20,671**	**19,976**	**23,369**	**22,807**	**23,097**
Revenue to the General Fund	0	0	0	0	0

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 =	21	21	21	24	26
Net full-time positions funded =	21	21	21	24	26
Budgeted Attrition Percent =	0.00%	0.00%	0.00%	0.00%	0.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Cargo and Container Gantry Cranes
Index Codes: Cargo2, GCrane2, GCrane3

Department: Seaport
Fund: 420

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
Reduce truck wait time during peak hours	30 minutes	30 minutes	30 minutes	30 minutes	10 minutes	Increased throughput	
Improve Crane availability	98%	98%	99%	99%	99%	Increase revenues	
Increase Crane hour availability - more cranes	67,860 Hours	67,860 Hours	81,216 Hours	81,216 Hours	85,000 Hours	Increased throughput	
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 Addition of Berthing Officer	0	0	0	56,320	1	24/7 Berthing Office	Meeting customers service requests for 24/7 operation
2 Addition of Cargo Operations Manager	0	0	0	101,120	1	Improved Cargo Operations	Meet customer operations issues
3 Description of Enhancement Including Performance Impact							

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			

DEPARTMENTAL ISSUES

Department: Miami-Dade Seaport

-Funding Issues - acceptance of new fees, totaling $5.7 Million.
-Funding Issues - ongoing need for additional construction fund proceeds - and related debt service requirements.
Critical construction projects - contracting process must be timely to ensure facilities meet users needs.
Potential ongoing revisions to State and Federal security regulations may continue to impact Port security costs.

RESOURCE ALLOCATION MEETING: FORM 4

NEW EFFICIENCIES

Department: Seaport

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
Transfer of ID Section to Seaport	reduced costs	Jun 2005	130,000	Add 17	Cost efficiencies by reducing MDPD costs	300,000	Add 17	Full year of cost efficiencies
The ID Section will be manned and supervised by Seaport personnel replacing MDPD. The savings will accrue from personnel at lower pay rates plus efficiencies in supervision. MDPD has used a personnel complement of 20 including supervision. With supervisory staff already in place at the Seaport the personnel complement will be 17. Annual savings are estimated at $300,000 with approximately $130,000 occurring in FY 2004-05.								
			130,000			300,000		

RESOURCE ALLOCATION MEETING: FORM 5

OPERATING UNMET OR DEFERRED NEEDS

Department: Miami-Dade Seaport

Priority	Description of Need	Related Outcome(s)	Performance Impact (If the Need is funded)	Estimated Funding Required		Type of Expenditure	Positions	Related Enhancement (if applicable)
1	Ongoing major rehabilitation of container gantry cranes	Deferral of additional crane rehab	Less down time, better customer satisfaction improved revenues	Initial:	2,000,000	Parts/Labor	n/a	
				Recurring:	1,000,000	Parts/Labor		
2	Light control system T-12	Energy savings - health and safety	Improve customer service and lower costs	Initial:	500,000	New Lighting	n/a	
				Recurring:				
3	Dodge Island Sewer connection rehabilitation	Health and safety		Initial:	350,000	Construction	n/a	
				Recurring:				
4	T-8 & T-9 energy savings - ongoing installation of variable frequency drives in A/C handlers; upgrade deteriorating sewer pump and fire alarm system	Health and safety		Initial:	1,900,000	New Equipment	n/a	
				Recurring:				
5	Furniture for new maintenance facility			Initial:	75,000	Furniture	n/a	
				Recurring:				
6	Software - Automated Berthing System	Manual process can result in errors	Customer satisfaction, more efficient	Initial:	310,000	Software System	n/a	
				Recurring:				
7	Special equipment - snorkel lift-scissors lift-motorized pallet jack - sign making machine	safety	Improve customer service and address safety issues	Initial:	325,000	Equipment	n/a	
				Recurring:				
8	Shop Equipment - mill lathe - steel roll - drill press and table saw		Improve customer service	Initial:	100,000	Equipment		
				Recurring:				
9	Replace deteriorated chillers	Energy savings - health and safety	Improve customer service and reduce costs	Initial:	450,000	New Chillers	n/a	
				Recurring:				
10	Acquisition of 800 Mhz Radios	Improve Communication	Enhances communication of field staff	Initial:	61,500	New Radios	n/a	
				Recurring:				
11	Replace furniture at terminals	Improve Customer Service	Improve customer service	Initial:	50,000	Furniture	n/a	
				Recurring:				
12	Replacement of Port-wide telephone system			Initial:	200,000	Software/Equip	n/a	
				Recurring:				
			Totals	Initial:	6,321,500			
				Recurring:	1,000,000			

RESOURCE ALLOCATION MEETING: FORM 6

PERSONNEL RECONCILIATION

full-time positions only

Department: Seaport

Event	Changes	Date	Count +/-
FY 2004-05 Final Adopted Budget		October 1, 2004	**338**
	Increase in Cargo Operations for added cargo berth security	*December, 2004*	*+3*
	Increase in Security for taking over ID section from MDPD	*April, 2005*	*+17*
	Eliminate Manager Seaport Development open position	*October, 2004*	*-1*
FY 2005-06 Budget Submission			**357**
Enhancements, Reductions, Budget Changes, etc.	*Increase in Housekeeping Laborers for new terminals*	*December, 2005*	*+4*
	Increase in Cruise Terminal Operators for new terminals D and E	*December, 2005*	*+1*
	Accounting Clerk and Analyst for increased Administration activities	*October, 2005*	*+2*
	Berthing Officer and Operations chief in Cargo Operations	*October, 2005*	*+2*
	Carpenter, Plumber, Mechanic, EEE Tech's (2) and laborers (4) in Maintenance for added terminals, garages and grounds	*June, 2006*	*+9*
	Added Refrigeration Mechanics (2) and Laborers (2) for added facilities	*April, 2006*	*+4*
	Electrician for increased maintenance and service to new facilities	*December, 2005*	*+1*
	Bridge/Conveyor Tech for additional conveyers	*December, 2005*	*+1*
	Added sign painter for added new signs and reduce backlog	*October, 2005*	*+1*
	Inventory Clerk to keep Datastream system current	*October, 2005*	*+1*
	Computer personnel for new systems coming on line	*October, 2005*	*+2*
	Secretary for increased Engineering support	*October, 2005*	*+1*
FY 2005-06 Proposed Budget			**386**

RESOURCE ALLOCATION MEETING: FORM 7

GRANT FUNDING SUMMARY

from County and Non-County Sources

Department: Miami Dade County Seaport *NOTE Seaport does not allocate G & A expense nor does it allocate Engineering overhead

Funding Source	Name of Grant	Description of the Grant (including allowable uses and restrictions) 1/	Source of Match/Admin %	Start Date	End Date	FY 2004-05 Budget	FY 2004-05 Required Match 1/	FY 2005-06 Proposed	FY 2005-06 Required Match
Fed DOT/TSA	Port Security Grant DTMA1G02040	Port-wide CCTV	Seaport Bonds/Loans/0%	7/1/2002	2/15/2005	650,000	114,706	0	0
Fed DOT/TSA	Port Security Grant DTMA1G02040	Cruise Area Access Controls	Seaport Bonds/Loans/0%	7/1/2002	2/15/2005	200,000	35,294	0	0
Fed DOT/TSA	Port Security Grant DTMA1G02040	Cruise Area Door Alarms	Seaport Bonds/Loans/0%	7/1/2002	2/15/2005	50,000	8,824	0	0
Fed TSA/DHS	Port Security Grant DTSA20-03-G-01066	Perimeter Fencing	Seaport Bonds/Loans/0%	7/17/2003	4/16/2005	1,023,641	1,023,641	0	0
Fed TSA/DHS	Port Security Grant DTSA20-03-G-01066	Communications, Command & Control Center (C3)	Seaport Bonds/Loans/0%	7/17/2003	7/16/2005	500,000	166,667	4,329,000	1,567,269
Fed TSA/DHS	Port Security Grant DTSA20-03-G-01066	Commercial Vehicle Inspection Stations	Seaport Bonds/Loans/0%	7/17/2003	4/16/2005	135,000	15,000	0	0
Fed TSA/DHS	Port Security Grant HSTS04-04-G-GPS323	Cruise Provision Inspection Facility	Seaport Bonds/Loans/0%	7/19/2004	7/18/2005	1,258,323	838,895	0	0
Fed ODP/DHS/TSA	Port Security Grant HSTS04-04-G-GPS597	Tier 2 Cruise Area Access Control & Door Alarms	Seaport Bonds/Loans/0%	9/10/2004	9/9/2005	425,000	75,000	0	0
Fed ODP	Urban Areas Security Initiative Port Security Grants Program 2003-EU-T3-0037	Waterside Surveillance	Seaport Bonds/Loans/0%	8/1/2003	1/31/2005	633,095	0	0	0
Fed ODP	Urban Areas Security Initiative Port Security Grants Program 2003-EU-T3-0038	Cargo Security Gateway	Seaport Bonds/Loans/0%	8/1/2003	1/31/2005	2,335,494	0	0	0
Fed FHPP	Federal High Priority Project	Variable Message Signs	Seaport Bonds/Loans/0%	5/9/2003	3/31/2005	1,000,000	0	0	0
Fed EDA	Economic Development Administration - Sewer Grant	Sewer line, laterals and comfort stations	Seaport Bonds/Loans/0%	9/24/2002	3/24/2005	150,000	150,000	0	0
State - FDOT	Transportation Opportunity Program	Cruise Entry Gate - Temp Control Room	Seaport Bonds/Loans/0%	3/8/2002	6/30/2006	1,151,484	0	0	0
State - FDOT	Renewal & replacement railroad signals	Railroad Bridge (funding available after 6/30/05)	Seaport Bonds/Loans/0%	not yet rec'd		443,000	443,000	307,000	307,000
State - FSTED - 320.20(4)	Traffic Circulation Enhancements - 00-08RP	Traffic Circulation Enhancements	Seaport Bonds/Loans/0%	12/13/2002	n/a	1,562,300	1,562,300	0	0
State - FSTED 320.20(4)	Phase II Dredging - 00 - 06RP	All phases Planning, design, survey and dredging	Seaport Bonds/Loans/0%	12/13/2002	n/a	300,000	300,000		
State - FSTED 320.20(4)	Port Security Grants MIA 02-A	Security - Cargo Gateway	Seaport Bonds/Loans/0%	12/13/2002	n/a	4,063,332	451,481	0	0
State - FSTED 320.20(4)	Port Security Grants MIA 02-E	Security - CCTV	Seaport Bonds/Loans/0%	12/13/2002	n/a	2,447,377	271,931	0	0
State - FSTED 320.20(4)	Port Security Grants MIA 02-B	Cruise Area Access Controls	Seaport Bonds/Loans/0%	12/13/2002	n/a	33,606	3,734	0	0
State - FSTED 311	Cruise Terminal Improvements	Cruise Terminals D & E (funding available JPA in process)	Seaport Bonds/Loans/0%	3/1/2005	3/1/2006	2,250,000	2,250,000	0	0
State - FSTED 311	Phase II Dredging - 00 - 06RP	Dredging, maintenance and channel dredging	Seaport Bonds/Loans/0%	3/22/1995	6/30/2006	4,050,423	4,050,423	0	0
State - FSTED 311	Container Gantry Cranes 11 & 12	Acquisition and construction of two new container gantry cranes	Seaport Bonds/Loans/0%	4/27/2000	9/30/2005	4,525,000	4,525,000	0	0
State - FSTED 311	Gamma Ray Screening Equipment	Acquisition and erection of gamma ray screening equipment in gateway	Seaport Bonds/Loans/0%	9/18/2002	9/30/2005	100,000	100,000	0	0
US ACOE	Phase II Dredging - South Channel	Dredge to a depth of -42 ft Fisherman's Channel	Seaport Bonds/Loans/0%	11/1/1991	not determined	10,608,000	15,520,000	10,608,000	970,000
State - FSTED 311 & Fast Track	Port of Miami Access Route Improvements	Planning, design, survey, acquisition, and construction of intersections	Seaport Bonds/Loans/0%	6/24/1997	6/30/2005	3,127,000	3,000,000	0	0

1/ Source of required match is funded through Seaport Bonds/Loans

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

RESOURCE ALLOCATION MEETING: FORM 8

PROPOSED NEW OR INCREASED FEES

Department: Seaport

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	
Cruise Passenger Wharfage	$7.50	$7.75	$8.00	18,816,379	20,792,000	20,490,916	21,877,049	
Dockage - Cruise & Cargo	$0.22	$0.23	$0.24	13,581,882	15,126,400	15,750,837	16,408,506	
Wharfage - Cargo	$1.90	$1.95	$2.00	16,796,617	17,908,689	18,641,419	19,100,616	
Crane Fees	$510.00	$515.00	$540.00	10,120,028	10,169,300	10,953,845	11,447,500	
Ground Transportation Fees	various	various	20% inc	317,940	350,000	369,000	442,750	
Taxi Fees	$1.00	$1.00	$2.00	138,280	146,577	181,152	362,304	
Permits	$250.00	$250.00	$275.00	527,165	571,676	575,000	632,500	
Harbor Fee	$240.00	$245.00	$250.00	507,310	497,200	450,214	459,218	
Water	$1.15	$1.15	$1.20	1,410,178	1,539,400	1,539,400	1,606,363	
Security Fee	$0.00	$0.00	various	0	0	0	4,946,250	
Lo-Lo Wharf Rent - per move	$0.00	$0.00	$5.00	0	0	0	800,000	

RESOURCE ALLOCATION MEETING: FORM 9

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: Seaport

(all dollars in thousands)

PAYMENTS TO BE MADE TO OTHER DEPARTMENTS

Department (to)	Reason and Source	Confirmed?	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Budget
County Attorney's Office	Legal Services		250	250	250	250	250
County Manager's Office	Staff Support		135	135	0	0	0
Audit & Management	Auditing Services		200	100	110	110	110
ETSD	Infrastructure Support		0	927	662	662	737
ETSD	Fees		317	300	200	200	200
ETSD	Technician Support		140	240	247	247	247
Office of Mayor	Intergovernmental Affairs		264	264	264	264	264
Office of Mayor	Intergovernmental Affairs Support staff		46	46	46	46	46
Office of the Chair	Protocol Section		136	136	136	136	136
Office of the Chair	Legislative Aide		32	33	32	32	32
International Trade & Commerce	Trade Presentations		295	195	295	295	295
Communications	Support - Website Staff		15	15	24	24	24
Communications	MDTV advertising		85	85	85	85	85
Communications	Community Newspapers		0	35	35	35	35
Summer Youth Program	Support - Website Staff		30	30	30	30	30
Fire & Rescue	Services		2,000	2,019	2,100	2,100	2,200
MDPD	Services		5,718	5,427	5,100	4,835	4,585
Water & Sewer	Services		1,789	1,643	1,700	1,700	1,700
Solid Waste Management	Services		162	137	195	145	195
Public Works	Survey Crews		162	212	300	300	400
Consumer Services Dept	Services		50	50	0	0	50
CICC/DBD	Fees		113	375	679	679	754
311 Call Center Support	Services		0	0	0	40	80
OSBM	Administrative Reimbursement		1,151	1,099	1,362	1,380	1,490
	Total Transfers to other Departments		**13,090**	**13,753**	**13,852**	**13,595**	**13,945**

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

RESOURCE ALLOCATION MEETING: FORM 10

SELECTED LINE ITEM HIGHLIGHTS

Department: Seaport

(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
Administrative Reimbursement	26260	1,151	1,099	1,362	1,490
CBO funding	60616	785	570	570	500
Temporary Employee Costs	21510, 21511	64	220	165	146
Travel Costs	31200	134	238	283	308
Public Works Survey Crews	Capitalized	199	300	300	400
Transfers & Reimbursements:					
Audit & Management for auditing services	26220	200	100	110	110
Communications - MDTV and Community Newspapers	31430, 31460	104	120	120	120
County Attorney for legal costs	26260	250	250	250	250
Fire & Rescue for services	26211	2,000	2,019	2,100	2,200
Police Services	26210	5,720	5,435	5,100	4,585
Policy Support	33050, 60616	208	216	214	214

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	Web Site improvements							
Total Project Cost	Better Information for Customers					37	37	0
FY 2005-06	Parking System							
Total Project Cost	Self- service payment system					50	50	0
FY 2005-06	Access Control/CCTV							
Total Project Cost	Card Readers & Cameras for security					153	153	0
FY 2005-06	Stolen Auto Recovery System							
Total Project Cost	X-ray system to inspect containers					100	100	0
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								

DEPARTMENT OF BUSINESS DEVELOPMENT

RESOURCE ALLOCATION MEETING: FORM 1

GENERAL DEPARTMENTAL SUMMARY

Department: DEPARTMENT OF BUSINESS DEVELOPMENT
Fund: S0120121

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	0	0	0	0	0
General Fund Revenue	519	706	911	910	1,088
Certification Fees	49	45	55	55	73
Capital Working Funds	5,455	6,149	7,472	7,473	7,740
TOTAL REVENUE	**6,023**	**6,900**	**8,438**	**8,438**	**8,901**
EXPENDITURES BY MAJOR CATEGORY					
Salary	4,711	4,604	5,179	5,102	5,432
Fringe Benefits	191	1,186	1,371	1,366	1,529
Other Operating	1,053	1,051	1,824	1,903	1,874
Capital	68	60	64	67	67
TOTAL OPERATING EXPENDITURES	**6,023**	**6,900**	**8,438**	**8,438**	**8,902**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**6,023**	**6,900**	**8,438**	**8,438**	**8,902**
Cash Position					
REVENUES LESS EXPENDITURES	**0**	**-1**	**0**	**1**	**-1**
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 =	93	105	102	106	102
Net full-time positions funded =	93	105	94	95	94
Budgeted Attrition Percent =	13%	10.00%	8.00%	8.00%	8.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	6	3	3	1	1

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

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Director (Living Wage Program) / (Consultant Selection Panel Process)
Index Codes: DBEX 279620

Department: DBD
Fund: S0120121

A) ISSUES OF THIS PROGRAM

With the centralization of the Living Wage initiatives in DBD, the development of outreach efforts that promote the benefits of living wages, etc., to the business community at large, the development of an application that tracks employee payment data in conjunction with national trends and the proper staffing for comprehensive monitoring for compliance as mandated by the ordinance resulting in an increase in the percentage of individuals earning a living wage in Miami-Dade County.

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	151	147	106	94	101
Capital Working Fund	855	831	735	651	707
TOTAL REVENUE	**1,006**	**978**	**840**	**745**	**808**
EXPENDITURES BY MAJOR CATEGORY					
Salary	391	391	547	419	519
Fringe Benefits	96	96	108	104	112
Other Operating	462	490	175	222	177
Capital	57	1	10	0	0
TOTAL OPERATING EXPENDITURES	**1,006**	**978**	**840**	**745**	**808**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**1,006**	**978**	**840**	**745**	**808**
Cash Position					
REVENUES LESS EXPENDITURES	**0**	**0**	**0**	**0**	**0**
Revenue to the General 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 =	6	6	6	6	6
Net full-time positions funded =	6	6	6	6	6
Budgeted Attrition Percent =	1.00%	0.00%	0.00%	0.00%	0.00%

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: Director (Living Wage Program) / (Consultant Selection Panel Process)
Index Codes: DBEX 279620

Department: DBD
Fund: S0120121

Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

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
# of Living Wage Board Meetings	NA	NA	11	11	12	ED2-4	
# of Living Wage Ordinance workshops	NA	NA	2	2	2	ED2-4	
# of Selection Committee Panels	NA	71	75	75	75	ES-1-1	

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	SBE Program Outreach/Assistance - Management, Technical, Bonding and Financial Assistance components; workshops, seminars, Media outreach efforts and Mentor-Protégé initiatives	85	NA		85		ES4-2	
2	Maximization of living wage opportunities for all Miami-Dade residents -outreach efforts	10			10		ED2-4	

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		NA		0			
2	Description of Reduction Including Performance Impact				0			

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: ADMINISTRATION& FISCAL MANAGEMENT
Index Codes: DBEX 378620
Department: DBD
Fund: S0120121

A) ISSUES OF THIS PROGRAM

The SBE Progam anticipates a 25% increase in recommended measures which will result in an increase in subcontractors, MUR requests, MUR confirmations, and corresponding data entry and audits. In addition, The Living Wage Commission requires reports that include requests for employee information, wage compilations and adding data for yearly state and/or federal wage rates and data entry.

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	227	191	248	266	338
Capital Working Fund	1,289	1,404	1,726	1,845	1,979
TOTAL REVENUE	**1,516**	**1,595**	**1,974**	**2,111**	**2,317**
EXPENDITURES BY MAJOR CATEGORY					
Salary	1,262	1,121	1,206	1,290	1,433
Fringe Benefits		278	322	334	400
Other Operating	243	138	393	420	417
Capital	11	58	54	67	67
TOTAL OPERATING EXPENDITURES	**1,516**	**1,595**	**1,974**	**2,111**	**2,317**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**1,516**	**1,595**	**1,974**	**2,111**	**2,317**
Cash Position					
REVENUES LESS EXPENDITURES	0	0	0	1	0
Revenue to the General 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 =	19	22	24	25	24
Net full-time positions funded =	19	22	22	21	22
Budgeted Attrition Percent =	10%	8%	8%	8%	8%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	1	2	2	0	0

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: ADMINISTRATION& FISCAL MANAGEMENT
Index Codes: DBEX 378620

Department: DBD
Fund: S0120121

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
# of total firms bonded	NA	38	45	45	50	ED4-2	
# of in-house personnel workshops	NA	25	25	25	25	ES5-2	
% completion of operations training procedures manual	NA	50%	100%	100%	N/A	ES5-2	
% completion of reference guide/manual for CSBE firms/vendors & county departments	NA	75%	100%	100%	N/A	ES5-2	
% SBE/MBE Certification program design/development completed	NA	NA	100%	100%	N/A	ES4-5	
% of DBD Purchase Order SBE/MBE Usage System analysis/design/development completed	NA	NA	100%	100%	N/A	ES4-5	
% of application/database designs completed of Equitable Distribution Program based on approval of new A.O.	NA	NA	100%	100%	N/A	ES4-5	
% of Living Wage Analysis/Work History Report application design	NA	NA	100%	100%	N/A	ES4-5	
% of New Equitable Distribution Program rotation criteria	NA	NA	100%	100%	N/A	ES4-5	
% of Electronic Design Management System (EDMS)	N/A	10%	15%	15%	20%	ES4-5	
% of web application that allows county departments to select frims from NIGP Commodity Code List & % Data transfer and implementation of Vendor File Data/NIGP and Commodity Codes	NA	NA	100%	100%	N/A	ES4-5	

Note: N/A indicates that performance measures will no longer be captured for FY05-06 because initiatives will be completed

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	MIS Position for SBE Program components database devel.	41	0	0	41	1		
2	Clerk 3 - Overage in FY04-05	42	0	0	42	1		
3	MIS Position for SBE/Living Wage Program for data input/tracking/reporting	25	0	0	25	1		

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			

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: BUSINESS & PROFESSIONAL DEV. DIVISION
Index Codes: DBEX 279638

Department: DBD
Fund: S0120121

A) ISSUES OF THIS PROGRAM

Pre-compliance review - Complaint too long; management review to determine real length of time

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	103	96	263	243	260
Capital Working Fund	586	705	897	829	858
TOTAL REVENUE	**689**	**801**	**1,160**	**1,072**	**1,118**
EXPENDITURES BY MAJOR CATEGORY					
Salary	664	610	819	753	773
Fringe Benefits	0	160	223	203	223
Other Operating	25	31	118	116	122
Capital	0		0		
TOTAL OPERATING EXPENDITURES	**689**	**801**	**1,160**	**1,072**	**1,118**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**689**	**801**	**1,160**	**1,072**	**1,118**
Cash Position					
REVENUES LESS EXPENDITURES	0	0	0	0	0
Revenue to the General 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 =	13	18	16	16	16
Net full-time positions funded =	13	18	14	14	14
Budgeted Attrition Percent =	10.00%	8.00%	8.00%	8.00%	8.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	2	0	0	0	0

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	RELATED OUTCOME	COMMENTS/ JUSTIFICATION

PROGRAM INFORMATION

Activity: BUSINESS & PROFESSIONAL DEV. DIVISION **Department:** DBD
Index Codes: DBEX 279638 **Fund:** S0120121

# business days to complete construction pre-award compliance reviews	4	8	7	7	7	ES1-1	
# business days to complete procurement pre-award compliance reviews	9	7	7	7	7	ED4-2	
# business days to complete compliance reviews of A&E contracts	14	6.5	12	12	12	ES1-1	
# business days to complete review of workforce plans (CWP)	NA	10	10	10	10	ES1-1	
# business days to analyze construction, procurement and A&E projects to apply CSBE, SBE, CBE and CWP goals and measures	NA	7	7	7	7	ES3-1	
# business days to review SOI Affidavit Checklist for compliance	NA	2	2	2	2	ES1-1	
# of surveys/customer feedback campaigns conducted (county departments and private organizations)	NA	4	4	4	4	ES2-1	
# of workshops organized for bidders and county departments	NA	5	4	4	4	ES1-1	

E) FY 2005-06 PROPOSED ENHANCEMENTS FOR THIS PROGRAM (IN PRIORITY ORDER) (FROM BASE)

(all dollars in thousands)

Priority		COUNTYWIDE	UMSA	OTHER	TOTAL	POSITION	RELATED	COMMENTS/
1	Staffing for pre-award, pre-compliance reviews for SBE participation in county contracts	34	0	0	34	1		
2	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	UMSA	OTHER	TOTAL	POSITION	RELATED	COMMENTS/
1	Description of Reduction Including Performance Impact				0			
2	Description of Reduction Including Performance Impact				0			

RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: BUSINESS ASSISTANCE
Index Codes: DBEX 378640

Department: DBD
Fund: S0120121

A) ISSUES OF THIS PROGRAM

Outreach and assistance needed for new SBEs (400 converted to new program)

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	0	0	52	47	54
Capital Working Fund	642	804	984	887	821
TOTAL REVENUE	**642**	**804**	**1,036**	**934**	**875**
EXPENDITURES BY MAJOR CATEGORY					
Salary	638	644	775	685	619
Fringe Benefits	0	154	198	178	167
Other Operating	4	6	63	71	89
Capital	0	0	0		
TOTAL OPERATING EXPENDITURES	**642**	**804**	**1,036**	**934**	**875**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**642**	**804**	**1,036**	**934**	**875**
Cash Position					
REVENUES LESS EXPENDITURES	**0**	**0**	**0**	**0**	**0**
Revenue to the General Fund					

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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 =	13	13	11	12	11
Net full-time positions funded =	13	13	10	11	10
Budgeted Attrition Percent =	10.00%	8.00%	8.00%	8.00%	8.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	0	0	0	0	0

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

PROGRAM INFORMATION

Activity: BUSINESS ASSISTANCE
Index Codes: DBEX 378640
Department: DBD
Fund: S0120121

# of outreach activities to small businesses completed	NA	36	45	45	45	ED4-2	

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 Outreach/assistance positions for SBE Program	70	0	0	70	1	ED4-2	
2 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			

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: CERTIFICATION
Index Codes: DBEX 377069

Department: DBD
Fund: S0120121

A) ISSUES OF THIS PROGRAM

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	38	56	78	94	103
Certification Fees	49	45	55	55	73
Capital Working Fund	213	316	294	362	389
TOTAL REVENUE	**300**	**417**	**427**	**511**	**565**
EXPENDITURES BY MAJOR CATEGORY					
Salary	275	308	278	348	380
Fringe Benefits	0	84	76	94	111
Other Operating	25	26	72	69	74
Capital	0				
TOTAL OPERATING EXPENDITURES	**300**	**417**	**427**	**511**	**565**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**300**	**417**	**427**	**511**	**565**
Cash Position					
REVENUES LESS EXPENDITURES	0	0	0	0	0
Revenue to the General 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 =	8	8	8	8	8
Net full-time positions funded =	8	8	7	7	7
Budgeted Attrition Percent =	2.00%	10.00%	8.00%	8.00%	8.00%
Part-time FTEs =	0	0	0	0	0
Temp Agency FTEs =	1	0	0	0	0

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

(all dollars in thousands)

FY 2002-03	FY 2003-04	FY 2004-05	FY 2004-05	FY 2005-06	RELATED	COMMENTS/

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: CERTIFICATION
Index Codes: DBEX 377069

Department: DBD
Fund: S0120121

	Actual	Actual	Budget	Projection	Base Budget Submission	RELATED OUTCOME	COMMENTS/ JUSTIFICATION
# of days to process applications for re-certification	12	13	12	12	12	ED4-2	
# of days to process an application for new certification	18	22	18	18	18	ED4-2	

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			

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			

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: CONTRACT REVIEW & COMPLIANCE DIVISION
Index Codes: DBEX 279646

Department: DBD
Fund: S0120121

A) ISSUES OF THIS PROGRAM

Proper staffing for comprehensive monitoring for compliance as mandated by the ordinances resulting in an increase in the percentage of individuals earning a living wage in Miami-Dade County and the anticipated increase in the number of procurement projects as a result of new SBE program. A 25% increase is anticipated.

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		217	165	167	232
Capital Working Fund	1,105	1,227	1,483	1,507	1,488
TOTAL REVENUE	**1,105**	**1,444**	**1,648**	**1,674**	**1,720**
EXPENDITURES BY MAJOR CATEGORY					
Salary	1,047	1,092	1,136	1,165	1,193
Fringe Benefits	0	305	336	338	378
Other Operating	58	46	176	171	149
Capital		1			
TOTAL OPERATING EXPENDITURES	**1,105**	**1,444**	**1,648**	**1,674**	**1,720**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**1,105**	**1,444**	**1,648**	**1,674**	**1,720**
Cash Position					
REVENUES LESS EXPENDITURES	0	0	0	0	0
Revenue to the General 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 =	24	29	28	30	28
Net full-time positions funded =	24	29	27	28	27
Budgeted Attrition Percent =	20.00%		8.00%	8.00%	8.00%
Part-time FTEs =	0		0	0	0
Temp Agency FTEs =	1	0	0	0	0

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

(all dollars in thousands)

FY 2002-03	FY 2003-04	FY 2004-05	FY 2004-05	FY 2005-06	RELATED	COMMENTS/

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PROGRAM INFORMATION

Activity: CONTRACT REVIEW & COMPLIANCE DIVISION **Department:** DBD
Index Codes: DBEX 279646 **Fund:** S0120121

	Actual	Actual	Budget	Projection	Base Budget Submission	RELATED OUTCOME	COMMENTS/ JUSTIFICATION
% of processes completed to standardize enforcement procedures	NA	75%	100%	100%			
# of site visits conducted for construction and procurement projects	3,324	5,173	4,200	4,200	4,200	ED4-2	
% of comprehensive audits completed for open projects with contract measures applied	N/A	32%	80%	80%	85%	ED4-2	
% of comprehensive audits completed for open projects with wage requirements applied	N/A	32%	80%	80%	85%	ED4-2	

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 Establish permanent positions to monitor Living Wages	60	0	0	60	2		
2 Establish permanent positions to monitor for SBE compliance	134	0	0	134	2		

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			

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: PROFESSIONAL SUPPORT SERVICES
Index Codes: DBEX378638

Department: DBD
Fund: S0120121

A) ISSUES OF THIS PROGRAM

Issue and Description
Issue and Description

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	0	0	0	0	0
Capital Working Fund	544	577	592	631	739
TOTAL REVENUE	**544**	**577**	**592**	**631**	**739**
EXPENDITURES BY MAJOR CATEGORY					
Salary	434	438	418	442	515
Fringe Benefits	95	109	108	115	138
Other Operating	15	30	66	74	86
Capital					
TOTAL OPERATING EXPENDITURES	**544**	**577**	**592**	**631**	**739**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**544**	**577**	**592**	**631**	**739**
Cash Position					
REVENUES LESS EXPENDITURES	0	0	0	0	0
Revenue to the General Fund					

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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 =	10	9	9	9	9
Net full-time positions funded =	10	9	8	8	8
Budgeted Attrition Percent =	2.00%	8.00%	8.00%	8.00%	8.00%
Part-time FTEs =	0	0	0	0	
Temp Agency FTEs =	1	1	1	1	1

D) PERFORMANCE INFORMATION FOR THIS PROGRAM (AT BASE LEVEL)

(all dollars in thousands)

FY 2002-03	FY 2003-04	FY 2004-05	FY 2004-05	FY 2005-06	RELATED	COMMENTS/

PROGRAM INFORMATION

Activity: PROFESSIONAL SUPPORT SERVICES
Index Codes: DBEX378638
Department: DBD
Fund: S0120121

	Actual	Actual	Budget	Projection	Base Budget Submission	RELATED OUTCOME	COMMENTS/ JUSTIFICATION
% of applications (with complete documentation) processed to comply with A.O. 3-39 (A&E).	NA	100%	85%	85%	90%	ES3-2	
% of applications processed (for firms with annual revenue of <5M) to comply with Ordinance 98-30 & Resolution 1049-93.	NA	91%	95%	95%	95%	ES3-2	
% of applications processed (for firms with annual revenue of >5M) to comply with Ordinance 98-30 and Resolution 1049-93.	NA	89%	90%	90%	90%	ES3-2	
% of pre-qualification applications processed to comply with Ordinance 82-37 and A.O. 3-39 (A&E).	NA	90%	95%	95%	95%	ES3-2	
# of community workshops presented on AAP requirements	N/A	3	6	6	5	ES3-2	
# of community workshops presented on Anti-discrimination	N/A	3	4	4	4	ES3-2	

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			

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			

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: CSBE
Index Codes: DBEXCSBE
Department: DBD
Fund:

A) ISSUES OF THIS PROGRAM

The need for a Surety Bonding Program and Financial Assistance Program. Also, institute the Accounting and Business Plan Reimbursement Program.

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					
Capital Working Fund	221	284	760	760	760
TOTAL REVENUE	**221**	**284**	**760**	**760**	**760**
EXPENDITURES BY MAJOR CATEGORY					
Salary	0	0	0	0	0
Fringe Benefits					
Other Operating	221	284	760	760	760
Capital					
TOTAL OPERATING EXPENDITURES	**221**	**284**	**760**	**760**	**760**
Debt Service					
Reserves					
Transfers					
TOTAL EXPENDITURES	**221**	**284**	**760**	**760**	**760**
Cash Position					
REVENUES LESS EXPENDITURES	**0**	**0**	**0**	**0**	**0**
Revenue to the General 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 =	0		0	0	0
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	FY 2003-04	FY 2004-05	FY 2004-05	FY 2005-06	RELATED	COMMENTS/

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RESOURCE ALLOCATION MEETING: FORM 2

PROGRAM INFORMATION

Activity: CSBE **Department:** DBD
Index Codes: DBEXCSBE **Fund:**

	Actual	Actual	Budget	Projection	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			

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			

DEPARTMENTAL ISSUES

Department: Department of Business Development (015)

1 *The development and implementation of Affirmative Action Plan (AAP) compliance and enforcement components*

2 *The development of a Countywide policy on the processing of Contract Debarment requests. Currently, there is no estab. County policy on whether or not to withold work from contractors.*

3 *Prompt payment provisions under the CSBE Ordinance. While the ordinance clearly states that it is the intent of the County to promptly pay small firms in order to maintain cash flow, departmental policies often conflict with these intentions.*

4 *Management Review Process for two departmental divisions - Consultant (MGT) and County agreement delivered on April 7, 2005*

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RESOURCE ALLOCATION MEETING: FORM 4

NEW EFFICIENCIES

Department: Department of Business Development

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
AAP Application & Guidelines on Web Portal		FY04-05			Decrease in number of pending AAP apps. Reduce customer response time. Reduction n staff's telephone/fax time & copy/postage costs			Reduce customer response time
Pre-Qual. & Tech. Certification Applications/Reports on Web Portal		FY04-05			Reduction in staff's telephone/fax time & postage costs. Reduce customer response time. Decrease in number of pending applications			Reduce customer response time
Electronic Data Mgmt. Systems (EDMS)		Continuous			Reduce paper costs & increase productivity			
Quarterly updates for Responsible Wages communicated via mail and Web					Reduces GSA photocopying service costs			
Posting of signs at MIA for notification of the applicability of the Living Wage Ordinance					Helps to ensure that firms doing business at MIA pay employees as mandated per the Living Wage Ordinance			

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RESOURCE ALLOCATION MEETING: FORM 5

OPERATING UNMET OR DEFERRED NEEDS

Department: Department of Business Development (015)

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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RESOURCE ALLOCATION MEETING: FORM 6

PERSONNEL RECONCILIATION

full-time positions only

Department: Business Development

Event	*Changes*	Date	Count +/-
FY 2004-05 Final Adopted Budget		October 1, 2004	**102**
Overages, Reclasses, Changes, etc.	*Clerk 3 (Overage)- One position*	*July 1, 2005*	
	Technical Assistance Coordinator - SBE Program - One position	*July 1, 2005*	
	Contract Compliance Officer 2 - SBE Program - Two positions	*July 1, 2005*	
FY 2005-06 Budget Submission			**102**
Enhancements, Reductions, Budget Changes, etc.	*Contractor Compliance Officer 2 - Living Wage Program- One position*		
	Contractor Compliance Officer 1 - Living Wage Program - One position		
	Administrative Officer 2 - Living Wage Program - One position		
	Contract Development Sp. 2 - SBE Program - One position		
	Systems Analyst Programer 2- SBE Program - One position		
FY 2005-06 Proposed Budget			**102**

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RESOURCE ALLOCATION MEETING: FORM 7

GRANT FUNDING SUMMARY

from County and Non-County Sources

Department: Department of Business Development

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

RESOURCE ALLOCATION MEETING: FORM 8

PROPOSED NEW OR INCREASED FEES

Department: Department of Business Development

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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RESOURCE ALLOCATION MEETING: FORM 9

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: Department of Business Development (015)

(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
County Attorney's Office	Legal Services		60	60	60
Communications	Miami-Dade TV Promotional Spots Program		50	50	50
		Total Transfers to other Departments	**110**	**110**	**110**

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
Performing Arts Center	One (1) Out-stationed Contractor Compliance Officer 2		65	65	65
		Total Transfers from other Departments	**65**	**65**	**65**

may include capital funds as well

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RESOURCE ALLOCATION MEETING: FORM 10

SELECTED LINE ITEM HIGHLIGHTS

Department: Business Development (015)

(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
Contract Temporary Employee Costs	21510	105	20	50	50
Travel Costs	31210	7	1	5	9
County Attorney's Office for Legal Services	26260	50	50	60	60

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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	DBD Oracle System Enhancements				100		100	
Total Project Cost								
FY 2005-06	Expedited Payment Program			$20			20	
Total Project Cost								
FY 2005-06	EDMS - Electronic Data Management System			$10			10	
Total Project Cost								
FY 2005-06	Work History			$5			5	
Total Project Cost								
FY 2005-06	Technical Certification Program			15			15	
Total Project Cost								
FY 2005-06	Pre-Qualification Conversion (MS Access to Oracle)			$15			15	
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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MIAMI-DADE HOUSING AGENCY

RESOURCE ALLOCATION MEETING FORM 1

MIAMI-DADE HOUSING AGENCY CONSOLIDATED

(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
A) OPERATING BUDGET - REVENUES					
Public Housing					
Dwelling Rents		$15,097	$14,961	$15,297	$16,783
Non-Dwelling Rents		15	12	32	15
Interest Earnings		1	18	2	1
Misc. Operating Revenues		1,031	2,409	2,044	1,552
Federal Subsidies		27,075	27,076	27,749	28,066
HAP Payments		3,248	3,325	3,000	3,100
CFP 710 / 711- Operations and Carryover		207	-	-	-
CFP 712 - Operations		1,749	-	-	-
CFP 713 & 733- Operations		3,550	-	1,422	-
CFP 714- Operations		-	2,989	3,208	291
CFP 715- Operations		-	-	-	3,608
Other Grants & Other Grants Carryover		358	448	256	166
Lakeside & Park Lakes Revenue		480	331	1,011	831
Homeownership - Sale		-	2,140	875	-
Homeownership - Sale Heritage & Vista Verd		1,358	1,400	-	2,000
Sale of Properties		615	5,181	3,172	-
SURTAX Loan		2,100	-	-	-
General Fund - Vacancy Reduction		1,800	200	200	-
SUBTOTAL	$64,854	$58,684	$60,490	$58,268	$56,413
Housing Development					
Misc. Operating Revenue			$265		
Sale of Properties	-	-	1,800	1,800	-
CFP/ 714 - 715		-	1,661	1,179	1,193
HOPE VI	2,451	2,531	850	1,753	1,478
SUBTOTAL	**$2,451**	**$2,531**	**$4,576**	**$4,732**	**$2,671**
Private Rental - Development and Loans					
Private Rental Housing -Section 8 HAP		$137,353	$107,087	$135,634	$135,600
Private Rental - Administrative Fee / Audit Co		$10,538	$13,494	$13,160	$13,161
FSS Income & Home Ownership closing				$88	$63
Sale of Properties			$1,432	$1,432	
SUBTOTAL	**$131,002**	**$147,891**	**$122,013**	**$150,314**	**$148,824**

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RESOURCE ALLOCATION MEETING FORM 1

MIAMI-DADE HOUSING AGENCY CONSOLIDATED

(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
SHELTER PLUS					
HAP	$3,645	$3,365	$3,638	$5,566	$4,156
Administration		1,208	453	483	446
Audit		2	-	-	-
SUBTOTAL	**$3,645**	**$4,575**	**$4,091**	**$6,049**	**$4,602**
SURTAX					
Documentary Surtax Program		$34,119	$32,300	$36,000	$32,300
Loan Servicing Fees		580	500	500	500
Committed Loan Carryovers		14,640	5,000	5,000	5,000
Surtax Interest on Investments		1,534	1,000	1,853	1,000
Surtax Loan Paybacks		-	9,000	9,000	9,000
Surtax-Portfolio		-	6,300	-	
Fannie Mae Loan Reimbursement		-	3,500	300	3,500
Reprogrammable Recaptures					
SUBTOTAL	**$37,845**	**$50,873**	**$51,300**	**$52,653**	**$51,300**
SHIP					
SHIP - OPERATIONS		$7,165	$5,200	$16,300	$5,200
SHIP - CARRYOVER (OCD)		21,748	7,000	24,000	7,000
SHIP MISC.		458	-	1,600	1,000
SHIP - INTEREST		247	120	150	150
SUBTOTAL	**$22,099**	**$29,618**	**$12,320**	**$42,050**	**$13,350**
GRAND TOTAL REVENUES	**$261,896**	**$294,172**	**$254,790**	**$314,066**	**$277,160**
EXPENDITURES BY MAJOR CATEGORY					
SALARY & FRINGES	$42,517	$43,710	$49,132	$44,570	$42,358
OTHER OPERATING EXPENDITURES	216,642	182,830	204,375	263,378	228,569
CAPITAL OUTLAY	2,737	1,046	1,283	1,144	1,233
TOTAL EXPENDITURES	**$261,896**	**$227,586**	**$254,790**	**$309,092**	**$272,160**
CASH POSITION					
REVENUES LESS EXPENDITURES	**0**	**$66,586**	**$0**	**$4,974**	**$5,000**
B) POSITIONS					
Full-time=	**833**	**755**	**774**	**787**	**697**
Part-time FTEs=	**144**	**61**	**83**	**83**	**27**
Temp Agency FTEs=	**40**	**15**	**25**	**0**	**0**

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ACTIVITY / PROGRAM: PUBLIC HOUSING

RESOURCE ALLOCATION MEETING FORM 2

Department: MIAMI-DADE HOUSING AGENCY

ACTIVITY/PROGRAM: PUBLIC HOUSING

A) ISSUES

1. Vacancy reduction efforts (approximately 600 vacant units exist at this time: base budget does not fund accelerated vacancy reduction efforts
2. Loss of temps and part-timers reduces ability to provide timely preventive maintenance and other maintenance; this could negatively affect PHAS scores
3. HUD may change the way public housing subsidy is calculated and awarded.

(all dollars in thousands)

B)	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Preliminary Budget Submission
Public Housing					
Dwelling Rents		$15,097	$14,961	$15,297	$16,783
Non-Dwelling Rents		15	12	32	15
Interest Earnings		1	18	2	1
Misc. Operating Revenues		1,031	2,409	2,044	1,552
Federal Subsidies		27,075	23,118	27,749	24,695
HAP Payments		3,248	3,325	3,000	3,100
CFP funding		5,506	2,691	4,630	3,622
Other Grants & Other Grants Carryover		358	448	256	166
Lakeside & Park Lakes Revenue		480	331	1,011	831
Homeownership - Sale		-	2,140	875	-
Homeownership - Sale Heritage & Vista Verde		1,358	1,400	-	2,000
Sale of Properties		615	4,956	3,172	-
SURTAX Loan		2,100	-		-
General Fund - Vacancy Reduction		1,800	200	200	-
TOTAL REVENUES	**$64,854**	**$58,684**	**$56,009**	**$58,268**	**$52,765**
EXPENDITURES BY MAJOR CATEGORY					
Public Housing					
Personnel	$26,900	$26,635	$24,657	$27,125	$21,202
Operating	36,710	29,521	30,687	30,243	30,580
Capital	1,244	1,027	665	900	983
TOTAL EXPENDITURES	**$64,854**	**$57,183**	**$56,009**	**$58,268**	**$52,765**
CASH POSITION					
REVENUES LESS EXPENDITURES	**$0**	**$1,501**	**$0**	**$0**	**($0)**

C)

Full-time=	394	373	383	383	359	
Part-time FTEs=	65	65	65	65	27	
Temp Agency FTEs=	50	45	45	5	0	
						Related Outcome
D) PERFORMANCE INFORMATION						
Occupancy Rate in Public Housing	89%	89%	91%	94%	92%	HH5-1
Public Housing Assessment System Score (PHAS)	Satisfactory	Satisfactory	Satisfactory	Satisfactory	Satisfactory	

E) ENHANCEMENTS None

F) REDUCTIONS	FY 05-06 Public Housing	Position change	Comments	HH5-1
Overtime	$ 700		These cuts leave public housing	
Temps	270	10	with a minimum level of service provision.	
Specialty team	466	13	It may be challenging to maintain satisfactory	
materials	900	-	PHAS score, including the occupancy rate.	
Part-time	700	24	A new waiting list this spring may change the	
Security	400	-	ratio of accepted housing to offers from 1:17, which	
Full time trades	2,254	54	would help reduce vacancies, provided units	
Adjustment for new projects (Ward ALF and Domimium)	(800)	(17)	can be readied	
Total Reductions	$ 4,890	84		

RESOURCE ALLOCATION MEETING FORM 2

ACTIVITY / PROGRAM: PRIVATE RENTAL

Department: MIAMI-DADE HOUSING AGENCY

A) ISSUES

1) HUD has changed how Housing Assistance Payments (HAP) are calculated, leaving all housing agencies short of cash to pay 100% of vouchers in use. Will lead to unused vouchers.

2) HUD has changed the formula for determining administrative fees, which has reduced revenue; further, they made retroactive adjustments 5 months after the end of the fiscal year.

(all dollars in thousands)

B)

	FY 2002-03	FY 2003-04	FY 2004-05	FY 2004-05	FY 2005-06
	Actual	Actual	Budget	Projection	Preliminary Budget Submission
REVENUE BY MAJOR CATEGORY					
Private Rental					
HAP		$137,353	$107,087	$135,634	$135,600
Administrative Fee		10,538	9,675	13,160	9,742
FSS Income & Home Ownership				88	63
Sale of Properties			1,432	1,432	-
SURTAX Loan			-		-
SUBTOTAL	**$131,002**	**$147,891**	**$118,194**	**$150,314**	**$145,405**
SHELTER PLUS					
HAP	$3,645	$3,365	$3,638	$5,566	$4,156
Administration		1,208	401	483	389
Audit		2			-
SUBTOTAL	**$3,645**	**$4,575**	**$4,039**	**$6,049**	**$4,545**
GRAND TOTAL REVENUES	**$134,647**	**$152,466**	**$122,233**	**$156,363**	**$149,950**
EXPENDITURES					
Personnel	$9,796	$10,872	$7,928	$10,645	$6,140
Operating	124,717	137,862	114,010	145,599	143,659
Capital	134	8	295	145	150
TOTAL EXPENDITURES	**$134,647**	**$148,742**	**$122,233**	**$156,389**	**$149,950**
CASH POSITION					
REVENUES LESS EXPENDITURES	**$0**	**$3,724**	**$0**	**($27)**	**$0**

C)

Full-time=			**129**	**129**	**108**
Part-time FTEs=			**18**	**18**	**0**
Temp Agency FTEs=	**0**		**0**	**5**	**0**

D) PERFORMANCE INFORMATION

						Related Outcome
Lease Up Rate for Vouchers	94%	100%	100%	99%	97%	HH5-1
Achieve a SEMAP score of standard (60)	65	79	82	84	80	

E) ENHANCEMENTS

Automation upgrades	150	150	150
Contract Rent Survey			50

F) REDUCTIONS

HH-5-1

	FY 05-06 Private Rental	Position change	Comments
Overtime	$ 120		
Part-time	550	15	Cut backs will make it a challenge to maintain satisfactory
Temps	30	1	satisfactory SEMAP scores.
Software	150	-	Vouchers will go unused due to lack of federal $.
Other Expenses	124	-	
Full-time staff	708	12	
Total Reductions	$ 1,682	28	

RESOURCE ALLOCATION MEETING FORM 2

ACTIVITY / PROGRAM: AFFORDABLE HOUSING

Department: MIAMI-DADE HOUSING AGENCY

A) ISSUES

(all dollars in thousands)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Preliminary Budget Submission
B)					
REVENUE BY MAJOR CATEGORY					
SURTAX					
Documentary Surtax Program		$34,119	$24,298	$36,000	$30,678
Loan Servicing Fees		580	500	500	500
Committed Loan Carryovers		14,640	5,000	5,000	5,000
Surtax Interest on Investments		1,534	1,000	1,853	1,000
Surtax Loan Paybacks			9,000	9,000	9,000
Surtax-Portfolio		-	6,300	-	-
Fannie Mae Loan Reimbursement			3,500	300	3,500
TOTAL REVENUES - SURTAX	**$37,845**	**$50,873**	**$49,598**	**$52,653**	**$49,678**
SHIP					
SHIP - OPERATIONS		$7,165	$5,097	$16,300	$5,091
SHIP - CARRYOVER (OCD)		21,748	7,000	24,000	7,000
SHIP MISC.		458		1,600	1,000
SHIP - INTEREST		247	120	150	150
TOTAL REVENUES - SHIP	**$22,099**	**$29,618**	**$12,217**	**$42,050**	**$13,241**
GRAND TOTAL REVENUES	**$59,944**	**$80,491**	**$61,815**	**$94,703**	**$62,919**
EXPENDITURES BY MAJOR CATEGORY					
Personnel	$4,737	$5,260	$3,839	$4,745	$3,887
Operating	55,163	13,866	57,878	84,860	53,932
Capital	44	8	98	98	100
TOTAL EXPENDITURES	**$59,944**	**$19,134**	**$61,815**	**$89,703**	**$57,919**
CASH POSITION					
REVENUES LESS EXPENDITURES	**$0**	**$61,357**	**$0**	**$5,000**	**$5,000**
C) **POSITIONS**					
Full-time=	56	56	64	64	62
Part-time FTEs=	8	8	0	0	0
Temp Agency FTEs=	0	0	0	0	0

Related

D) PERFORMANCE INFORMATION

						Outcome
Number of home loans closed annually	319	303	300	300	300	ED1-3
Number of rehab loans completed annually	62	97	100	100	100	HH5-2

E) ENHANCEMENTS

Implementation of new mortgage servicing/management software has just begun.

F) REDUCTIONS

	FY 05-06 Surtax	Position change	Comments	
vacant positions	100	2	No impact	one transferred to director's office for VCA coordinator

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RESOURCE ALLOCATION MEETING FORM 2

ACTIVITY / PROGRAM: NEW MARKETS / ALC

Department: MIAMI-DADE HOUSING AGENCY

A) **ISSUES**

1 Cut backs will affect the rate a which housing offers are made.

2 Need to remove remaining barriers to in-fill development.

(all dollars in thousands)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Preliminary Budget Submission
B)					
REVENUE					
Public Housing	$0	$0	$ 884	$0	$ 623
Private Rental	-	-	1,044	-	871
Surtax	-	-	772	-	689
GRAND TOTAL REVENUES	$ -	$ -	$ 2,699	$ -	$ 2,183
EXPENDITURES					
Personnel	$ -	$ -	$ 2,699	$ -	$ 2,183
Operating	-	-	-	-	-
Capital	-	-	-	-	-
TOTAL EXPENDITURES	$0	$0	$2,699	$0	$2,183
CASH POSITION					
REVENUES LESS EXPENDITURES	$0	$0	$0	$0	$0
C)					
Full-time=	39	43	56	56	42
Part-time FTEs=	5	5	5	0	0
Temp Agency FTEs=	0	4	4	0	0

D) PERFORMANCE INFORMATION

						Related Outcome
Number of offers made per month	2,000	3,000	3,000	3,000	2,500	HH5-1
Number of in-fill houses constructed annually		100	120	120	120	ED1-3

E) ENHANCEMENTS

Automation upgrades / with Private Rental Housing)	150	150	150	

F) REDUCTIONS

	FY 05-06 ALC/NM	Position change	Comments
Eliminate temps	100	4	Will impact the number of offers made per month.
Eliminate 1 vacant position in MN	50	1	no impact
Eliminate vacant positions (ALC)	386	9	
Total Reductions	$ 536	14	

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RESOURCE ALLOCATION MEETING FORM 2

ACTIVITY / PROGRAM: HOUSING DEVELOPMENT

Department: MIAMI-DADE HOUSING AGENCY

A) ISSUES

(all dollars in thousands)

	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Preliminary Budget Submission
B) REVENUE					
Misc. Operating Revenue			$265		$0
Sale of Properties			**$1,800**	**$1,800**	$0
CFP/ 714 - 715			$1,661	$1,179	$1,193
HOPE VI	$2,451	$2,531	$850	$1,753	$1,478
TOTAL REVENUES	**$2,451**	**$2,531**	**$4,576**	**$4,732**	**$2,671**
EXPENDITURES					
Personnel	$1,084	$943	$2,775	$2,055	$2,273
Operating	$52	$1,581	$1,800	$2,676	$398
Capital	$1,315	$3		$1	$0
TOTAL EXPENDITURES	**$2,451**	**$2,527**	**$4,575**	**$4,732**	**$2,671**
CASH POSITION					
REVENUES LESS EXPENDITURES	**$0**	**$4**	**$0**	**$0**	**$0**
C) POSITIONS					
Full-time=			36	36	33
Part-time FTEs=			0	0	0
Temp Agency FTEs=	0		0	0	0

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D) PERFORMANCE INFORMATION

					Related Outcome
Completion of Ward Towers ALF		Completed	spring 05	-	HH5-1
Complete demolition of Scott Carver ion 05		100%	100%	-	
Percentage of design for UFAS completed		0%	0%	10%	
Number of UFAS project designs completed annually	15	20	20	44	

E) ENHANCEMENTS None

F) REDUCTIONS

	FY 05-06 Development	Position change	Comments
Eliminate vacant positions	$ 180	3	Increase workloand for remaining staff
Total Reductions	$ 180	3	

RESOURCE ALLOCATION MEETING FORM 2

ACTIVITY / PROGRAM: FINANCE AND ADMINISTRATION

Department: MIAMI-DADE HOUSING AGENCY

A) **ISSUES**

(See public and private rental housing)

(all dollars in thousands)

	FY 2002-03	FY 2003-04	FY 2004-05	FY 2004-05	FY 2005-06
	Actual	Actual	Budget	Projection	Preliminary Budget Submission
B) **REVENUE**					
Public Housing	$ -	$ -	$ 2,071	$ 2,000	$ 1,543
Private Rental Housing	-	-	1,979	1,900	1,697
Shelter Plus Care		-	52	52	57
Documentary Surtax Program	-	-	720	700	704
SHIP	-	-	54	54	61
TOTAL REVENUES	$0	$0	$4,876	$4,726	$920
EXPENDITURES					
Personnel		$ -	$ 4,651	$ 4,501	$ 4,063
Operating	-	-	-	-	-
Capital		-	225	225	-
TOTAL EXPENDITURES	$ -	$ -	$ 4,876	$ 4,726	$ 4,063
CASH POSITION					
REVENUES LESS EXPENDITURES	$ -	$ -	$ -	$ -	$ -
C)					
Full-time=	86	81	76	76	61
Part-time FTEs=	0	3	2	1	0
Temp Agency FTEs=	0	0	0	0	0

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						Related Outcome
D) **PERFORMANCE INFORMATION**						
Number of customer surveys completed		1	1	1	1	HH7-1
Percent satisfaction with services		60%	65%	65%	75%	
Number of landlords with electronic deposit	0	50	150	175	200	
E) **ENHANCEMENTS**						
Automation upgrades with PRH/ALC			150	150	150	

F) **REDUCTIONS**	FY 05-06 F&A	Position change	Comments
Eliminate 4 vacant positions	185	4	
Eliminate various support positions (filled)	650	11	Will cause delay in accounting, personnel and other support functions, including budget analysis
Total Reductions	$ 835	15	

RESOURCE ALLOCATION MEETING FORM 2

ACTIVITY / PROGRAM: COMPLIANCE

Department: MIAMI-DADE HOUSING AGENCY

A) ISSUES

(See public and private rental housing)

(all dollars in thousands)

A) OPERATING BUDGET	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2004-05 Projection	FY 2005-06 Preliminary Budget Submission
REVENUE					
Public Housing	$ -	$ -	$ 842	$ 800	$ 782
Private Rental	-	-	425	400	469
Surtax	-	-	87	87	104
Total Revenue	$ -	$ -	$ 1,355	$ 1,287	$ 1,355
EXPENDITURES					
Personnel	$ -	$ -	$ 1,355	$ 1,287	$ 1,355
Operating	-	-	-	-	-
Capital	-	-	-	-	-
TOTAL EXPENDITURES	$ -	$ -	$ 1,355	$ 1,287	$ 1,355
CASH POSITION					
REVENUES LESS EXPENDITURES	$ -	$ -	$ -	$ -	$ -
B) POSITIONS					
Full-time=	0	30	18	18	17
Part-time FTEs=	0	1	0	0	0
Temp Agency FTEs=	0	0	0	0	0

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D) PERFORMANCE INFORMATION

				Related Outcome
Percent of contracts awarded to Section 3 businesses	17%	10%	10%	HH7-1
Percent of new hires that are Section 3 residents	57%	30%	30%	HH7-1
Number of cases investigated	355	250	250	HH5-1

E) ENHANCEMENTS

None

F) REDUCTIONS

	FY 05-06 Compliance	Position change	Comments
Reduce operating expenses	29		
Eliminate positions (2 vacant)	268	4	Reduce support for hearings and extend time to reach conclusion on investigations
Total Reductions	$ 297	4	

RESOURCE ALLOCATIOM MEETING FORM 2

ACTIVITY / PROGRAM: DIRECTOR'S OFFICE

Department: MIAMI-DADE HOUSING AGENCY

(all dollars in thousands)

	FY 2002-03	FY 2003-04	FY 2004-05	FY 2004-05	FY 2005-06
	Actual	Actual	Budget	Projection	Preliminary Budget Submission
A) OPERATING BUDGET					
REVENUE					
Public Housing	$ -	$ -	$ 684	$ -	$ 699
Private Rental	-	-	372	-	382
Surtax	-	-	123	-	125
SHOP	-	-	49	-	48
Grant Total	$0	$ -	$ 1,228	$ -	$ 1,254
EXPENDITURES					
Personnel	$0	$0	$1,228	$0	$1,254
Operating	$0	-	-	-	-
Capital		-	-		-
TOTAL EXPENDITURES	$ -	$ -	$ 1,228	$ -	$ 1,254
CASH POSITION					
REVENUES LESS EXPENDITURES	$ -	$ -	$ -	$ -	$ -
B) POSITIONS					
Full-time=	16	18	14	14	15
Part-time FTEs=	2	2	-	-	-
Temp Agency FTEs=	-	-	-	-	-

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RESOURCE ALLOCATION MEETING: FORM 3

DEPARTMENTAL ISSUES

Department: Miami-Dade Housing Agency

1 Potential service reductions: vacancies., PHAS and SEMAP
2 Changes in federal funding: Cash flow; subsidy, admin fee; retroactive changes
3 Various fees paid to the county
4 FAMIS/cash flow/Surtax
5 GSA issues: in-fill, fleet and security
6 OCED payments: Smathers and HOPE VI
7 omb circular A-87-restrictions on use of funds

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RESOURCE ALLOCATION MEETING: FORM 4

NEW EFFICIENCIES

Department: Miami-Dade Housing Agency

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
Section 8 operating software and rent survey automation	improved SEMAP score; maintain lease up rate	Summer/Fall 05	150,000	0	reduced errors in processing, reduction in processing time; increased up time for system	150,000	-10	Faster more accurate processing; reduced downtown for check processing; options for public access
			150,000			150,000	-10	

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RESOURCE ALLOCATION MEETING: FORM 5

OPERATING UNMET OR DEFERRED NEEDS

Department: Miami-Dade Housing Agency

Priority	Description of Need	Related Outcome(s)	Performance Impact (If the Need is funded)	Estimated Funding Required		Positions	Related Enhancement (if applicable)
1	Continued vacancy reduction efforts (site prep)	Occupancy rate	higher vacancies in public housing	Initial:	450,000	15	
				Recurring:	450,000		
2	Maintain core operating staff for voucher program	Lease up rate & other SEMAP indicators	maintain lease up rate at level commensurate with allocated revenue	Initial:	600,000	10	
				Recurring:	600,000		
3	Maintain critical support services	SEMAP and PHAS	timely payments, personnel actions and IT support	Initial:	500,000	10	
				Recurring:	500,000		
4	Vacancy reduction applicant processing	Occupancy rate	higher vacancies in public housing	Initial:	180,000	6	
				Recurring:	180,000		
5	Internal investigations and hearings	Compliance with federal regulations	more rapid response to hearings, fraud and internal investigations	Initial:	150,000	3	
				Recurring:	150,000		
6	Maintain current levels of preventive and recurring maintenance in public housing	PHAS	Maintain quality of housing	Initial:	1,000,000	20	
				Recurring:	1,000,000		
7				Initial:			
				Recurring:			
8				Initial:			
				Recurring:			
9				Initial:			
				Recurring:			
10				Initial:			
				Recurring:			
11				Initial:			
				Recurring:			
12				Initial:			
				Recurring:			
			Totals	Initial:	2,880,000	64	
				Recurring:	2,880,000		

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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	774
	Overages, Reclasses, Changes, e:	Eligibility Interviewer to Clerk 2 (reclass downgrade)	October 5, 2004	
		MDHA Maintenance Specialist to leadworker (reclass position)	October 8, 2004	
		MDHA Mortgage Service Processor to MDHA Mortgage Services Clerk (reclass class)	October 15, 2004	
		Semi-Skilled Laborer to Maintenance Repairer (reclass)	October 20, 2004	
		MDHA Maintenance Specialist to leadworker (3 positions)	November 9, 2004	
		Office Support Specialist to Team Metro Information and Referral Specialist (to Team Metro)	November 16, 2004	
		MDHA Asst Director New Markets to Office Support Specialist 2 (reclass downgrade)	November 17, 2004	
		Custodial Worker to Maintenance Repairer	December 17, 2004	
		Asst Director, MDHA Private Rental upgrade from Grade 5 to 6	December 22, 2004	
		Finance Advisor to Asst Director, MDHA Section 8 Operations (reclass)	December 22, 2004	
		Maintenance Repairer (80/08/48) - Pinnacle	January 6, 2005	+1
		Carpenter (80/08/48) - Pinnacle	January 6, 2005	+1
		3 MDHA Maintenance Specialist (80-08-48) - Pinnacle	January 6, 2005	+3
		2 Office Support Specialist 3 (80-08-48) - Pinnacle	January 6, 2005	+2
		MDHA Site Manager (80/08/48) - Pinnacle	January 6, 2005	+1
		Platerer (80/08/48)- Pinnacle	January 6, 2005	+1
		MDHA Maintenance Specialist to leadworker	January 7, 2005	
		Semi-Skilled Laborer to Maintenance Repairer (reclass)	January 11, 2005	
		Eligibility Interviewer to Office Support Specialist 3 (reclass)	January 11, 2005	
		Clerk 3 to Section 8 Leasing and Contracts Supervisor (reclass)	January 20, 2005	
		Assistant to Deputy Director to Special Projects Administrator 1 (reclass downgrade)	February 7, 2005	
		Refrigeration/AC Mechanic class upgrade	April 4, 2005	
		Pending overages public housing	TBD	+4
			Fulll-time	787
FY 2005-06 Budget Submission				774
		Full-time		
		Overages: See above		+13
		Director's Office		-1
		New Markets/ALC		-10
		Compliance		-5
		Development		-1
		Finance and Administration		-14
		Public Housing*		-38
		Private Rental Housing		-20
		Development and Loan Administration		-1
			Full-time	+697

* because of end of private contracts, 17 positions have been added to public housing, indicating a net reduction of 38 positions

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RESOURCE ALLOCATION MEETING: FORM 7

GRANT FUNDING SUMMARY
FY 2005-06

from County and Non-County Sources

Department: **MIAMI DADE HOUSING AGENCY**

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
	ROSS Elderly Services Coordinator	Elderly Services	2/11/2004	0210/2005	$ 237		$ -	
	CDBG Jack Orr Plaza (May be in DHS budget)	Provide meals, coordinate supportive services and recreational activities to elderly residents	10/1/2004	9/30/2005	$ 98		$ 98	
	HOPE VI - Scott/Carver-Relocation	Continue to assist Scott-Carver residents while redevelopment takes place	1/1/2005	12/31/2005	$ 500		$ 500	
	Public Housing relocation/Vacancy	Assist waiting list clients to move into public housing as part of vacancy reduction program	1/1/2005	12/31/2005	$ 200		$ -	
	Family Self Sufficiency (FSS)	Continue to assist Private Rental Housing residents to acquire self-sufficiency through training and employment.	01/012005	12/31/2005	$ 63		$ 63	

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

RESOURCE ALLOCATION MEETING: FORM 8

PROPOSED NEW OR INCREASED FEES

Department: Miami-Dade Housing Agency

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	
NOT APPLICABLE								

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RESOURCE ALLOCATION MEETING: FORM 9

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: **Miami-Dade Housing Agency**

(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
County Attorney	Legal support		400	400	400
County Manager	Staff support		89	89	89
OBSM/CICC	Capital support		41	41	360
OSBM	Admin reimbursement		981	981	981
Procurement	A&E fees		15	15	15
BCC	Staff support		11	11	11
CIO/Metronet/IT	E-mail, metronet		743	743	861
Planning and Zoning	Housing research		88	88	88
Communications	MDTV		85	85	85
ETSD	Desktop and network support		500	550	500
CAA	Low-income rehab projects		300	300	200
DHS	Hope VI		506	500	0
DHS	Helen Sawyer ALF		1,400	1,400	1,500
HFA	Loan repayment		1,000	1,000	1,000
		Total Transfers to other Departments	**6,159**	**6,203**	**6,090**

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
OCED	Assistance for HOPE VI residents with vouchers		500	500	500
		Total Transfers from other Departments	**500**	**500**	**500**

may include capital funds as well

RESOURCE ALLOCATION MEETING: FORM 10

SELECTED LINE ITEM HIGHLIGHTS

Department: **MIAMI DADE HOUSING AGENCY**

(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
REVENUE					
Operating Subsidy		29,058	26,952	27,076	28,066
Dwelling Rent		14,240	15,097	14,961	16,783
Administrative Fees		13,740	15,453	14,747	14,437
Administrative Reimbursement		942	981	981	981
CBOs		0	0	0	0
CTAs		1,385	386	274	0
Interdepartmental transfers		98	98	142	98
Major Contracts		0	0	0	0
Rent		1,614	1,244	1,275	1,300
Travel Costs		97	79	97	42

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RESOURCE ALLOCATION MEETING: FORM 11

TECHNOLOGY PROGRAMS AND INITIATIVES

at Base Budget Submission Level

Department: Miami-Dade Housing Agency

(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	Upgrade Section 8 and public housing operating							
Total Project Cost	350000							
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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PREVIOUS COMPARATIVE WORKLOAD PER PROCUREMENT AGENT

County	Population	Number of Solicitations Over $25,000	Purchase Volume ($ Million)	Assigned Staff	Solicitations Per Assigned Staff (Workload)	Average Value Procured ($ million/staff)	Contact Information
Maricopa County, AZ	3,072,149	114	350	10	11	35.00	Wesley Baysinger, Materials Management Dept. Director 602-506-3312
Seminole County, FL	365,196	138	138	11	13	12.55	Ray Cooper, Purchasing and Contracts Manager 407-665-7111
Hillsborough County	998,948	226	250	16	14	15.63	Lula F. Banks, Purchasing Dept. Director 813-272-5790
Palm Beach County	1,131,184	224	138	13	17	10.62	Kathleen M. Scarlett, Purchasing Dept. Director 561-616-6805
Fulton County, GA	816,006	275	400	14	20	28.57	Jerome Noble, Purchasing Dept. Director 404-730-4205
Montgomery County, MD	873,341	420	580	16	26	36.25	Office of Procurement Director 240-777-9930
Orange County, CA	2,846,289	Not tracked	4,500	208	-	21.63	Dennis D. Edwards, Purchasing Div. Manager 714-567-5153
Cook County, IL	5,376,741	Not tracked	600	12	-	50.00	Raymond C. Robin, Director, Office of Purchasing Agent 312-603-5370
Los Angeles County, CA	9,519,338	Not Surveyed	Not Surveyed	Not Surveyed	Not Surveyed	Not Surveyed	Joe Sandoval, ISD-Purchasing and Contract Services Div. Mgr. 323-267-2670
Harris County, TX	3,400,578	Not Surveyed	Not Surveyed	Not Surveyed	Not Surveyed	Not Surveyed	Jack R. McCown, Purch. Agent 713-755-5036
San Diego County, CA	2,813,833	Not Surveyed	Not Surveyed	Not Surveyed	Not Surveyed	Not Surveyed	Winston F. McColl, Director of Purchasing and Contracting 858-694-2916
Wayne County, MI	2,061,162	Not Surveyed	Not Surveyed	Not Surveyed	Not Surveyed	Not Surveyed	Purchasing Division 313-224-5151