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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Memorandum

MIAMI-DADE COUNTY

Date: June 3, 2008

To: Honorable Chairman Bruno A. Barreiro
And Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: FY 2007-08 Mid-Year Supplemental Budget

Agenda Item No. 5(B)

Ordinance No. 08-65

Recommendation

It is recommended that the Board approve the attached supplemental budgets in accordance with the Home Rule Charter and Section 129.06 of the Florida Statutes so that budgets will reflect changes in projected expenditures that have occurred since the September 2006 budget hearings.

Scope and Fiscal Impact/Funding Source

Detailed below.

Background

A supplemental budget is required by the Home Rule Charter and state law when expenditures exceed budgeted appropriations. To meet this requirement, supplemental budgets for various funds are needed to reflect extraordinary or unplanned events which occurred since the FY 2007-08 Budget was adopted in September 2007. It is anticipated that during the fiscal year certain proprietary operations may require supplemental budget adjustments due to changes such as federal and state grant funding, increased energy costs, and other unanticipated events. At this time a number of adjustments are required to meet the above mentioned requirements. A description of each required supplemental budget is provided below.

Community Action Agency (CAA)

The Community Action Agency will need a mid-year supplemental budget of $4.513 million as a result of additional funds from the Community Development Block Grant (CDBG) for the Elderly and Low Income Home Repair Programs ($875,000), Low Income Housing Energy Assistance Program (LIHEAP) ($1.173 million), Office of Community Economic Development (OCED) Beautification Program ($1.920 million), and the Voluntary Pre-Kindergarten (VPK) Summer Program ($545,000).

Cultural Affairs (Art in Public Places)

The Department of Cultural Affairs requires a $1.961 million supplemental budget for the Art in Public Places program to address commitments that have carried forward from prior fiscal years and to address collection maintenance requirements and inventory system upgrades. The increased expenditures will be funded from higher than budgeted cash carryover from FY 2006-07.

Department of Human Services (DHS)

The Department of Human Services (DHS) will need a mid-year supplemental budget of a net of $69,000 including two corrections to the approved budget allocation. The additional expenditures are associated with new unbudgeted interagency agreements for psychological services with the Miami-

Dade School Board ($204,000) and the Community Action Agency (CAA) Head Start Program ($502,000) funding is provided by the Miami-Dade County School Board and Community Action Agency, respectively. The corrections to the appropriation involve moving $800,000 approved budget from fund 030 to fund 610 (within the department). Funding for emergency housing assistance and was erroneously budgeted in fund 030 and must be transferred to Fund 610.

In addition, $637,000 of federal funds from the Byrne Grant will be transferred to the Office of Community Advocacy (OCA) to support the Addiction Services Board (Byrne Grant).

Film and Entertainment
The Office of Film and Entertainment requires a mid-year supplemental budget of $89,000 to cover ETSD costs associated with the implementation of the Film Permit fee system needed to process permit applications. The increased expenditures will be funded from higher than budgeted cash carryover.

General Services Administration (GSA)
GSA requires a mid-year supplemental budget of $17.337 million to cover higher than budgeted costs associated with fuel, construction and building lease pass-through charges. When the budget was prepared in the spring of 2007, the County was paying less than $2.20 per gallon of fuel (excluding taxes) and bulk prices were leveling off. Although fuel consumption is flat when compared to the previous year, prices increased in late summer and continued to climb in the current fiscal year. As a result, a supplemental budget of $9 million is required for what is mostly a pass-through fuel charge. Additionally, the department is experiencing higher than budgeted pass-through expenditures for materials and contractors fees and building leases ($8.337 million). All of the aforementioned expenditures will be funded by internal services charges to user departments.

Law Library
The Law Library requires a mid-year supplemental budget of $253,000 to cover increased programmatic costs associated with the provision of additional services funded by additional gift, fee, and grant funding secured by the Law Library.

Legal Aid
Legal Aid requires a mid-year supplemental budget of $258,000 to cover costs associated with increases to attorneys' salaries. Funding will be provided by a Florida Bar Foundation ($200,000) grant which was specifically obtained for that purpose and higher than anticipated non-general fund fees and contributions ($58,000).

Office of Community and Economic Development (OCED)
As stated in my memorandum dated February 4, 2008 (attached), the administration and distribution of the Documentary Stamp Surtax and State Housing Initiatives Partnership funds for single-family homeownership and rehabilitation programs have been transferred from the Housing Finance Authority to the Office of Community and Economic Development (OCED). In addition, OCED has assumed the function of adrninistering the Ernpowerment Zone Program and the oversight of county-owned properties previously performed by the Miami-Dade Housing Agency. All costs associated with these programs will be supported with program income and carryover funds. As a result, OCED requires a supplemental budget of $24.196 million.

Park and Recreation Department
The Park and Recreation Department (Fund 040) requires a mid-year supplemental budget of $1.1 million as a result of expenditures that were anticipated in FY 2006-07 but are actually occurring in FY 2007-08, including the purchase of beach equipment and the installation and implementation of the

Recreation Management System. The Department's supplemental budget will be funded from higher than budgeted carryover.

Miami Metrozoo requires a mid-year supplemental budget of $195,000 as a result of higher than budgeted operating expenditures including water and sewer, electrical, and heavy equipment. Metrozoo's supplemental budget will be funded from higher than budgeted carryover.

Public Works

The Public Works Department People's Transportation Plan pay-as-you-go program needs a mid-year technical supplemental budget to appropriately allocate $1.1 million of funds to cover costs associated with signage crews and related work. These expenses were erroneously budgeted in fund 390 instead of fund 325. This supplement moves the funding to the correct fund.

End-of-Year Adjustments

At this time, I would like to inform the Board that the following departments may require an end-of-year general fund budget amendment and/or supplemental budget associated with technical adjustments, higher than anticipated operating expenses, such as separation costs and wage adjustments, and appropriation of additional revenues received throughout the year (federal and/or state grants).

- *Animal Services Department* to cover revenue shortfalls;
- *Board of County Commissioners* for the appropriation of unexpended FY 2006-07 office carryover and expenses associated with additional positions incorporated into the Office of Commissioner Auditor;
- *Office of Capital Improvements* for the expenses associated with the transfer of three positions associated with the Small Business Development departmental reorganization;
- *Judicial Administration* to cover revenue shortfalls from Clerk of Courts non-court recording fees for the State Attorney, Public Defender, and Administrative Office of the Courts and to fund Traffic Hearing Officers cut from the State budget, which will protect our revenues supporting the Family Courthouse and Children's Courthouse financings;
- *Enterprise Services Technology Department* to cover expenses associated with higher than budgeted pass through charges responding to customer demand;
- *Medical Examiner's Office,* for expenses associated with the implementation of the in-house evidence collection and body transportation services previously contracted to an outside service vendor;
- *Office of Countywide Healthcare Planning* for expenses associated higher than budgeted personnel costs;
- *Miami-Dade Housing Agency* to reallocate $425,000 of General Fund support previously allocated for one-time technology improvements and consulting services to review, streamline, and provide training to improve the utilization of vouchers to fund the operating account for Ward Towers. In addition, as previously advised to the Board during the February 5, 2008 commission meeting, the Housing Agency continues to review its financial status. Depending on the outcome the FY 2006 and FY 2007 audits further adjustments may be required;
- *Seaport* for expenditures in excess of budget including unrealized savings in security operations and technology improvement projects.

- *Small Business Development* for expenditures associated with the restructuring of the department;
- *Team Metro* to cover revenue shortfalls, and;
- *Capital Outlay Reserve (COR)* to reprogram existing appropriation relating to the Election Department's capital projects and make technical adjustments to other previously approved projects, including close out costs and correcting a scriveners error.

OSBM staff continues to work with each of these departments minimize, to the extent possible, end-of-year adjustments.

Track Record/Monitor

N/A

Attachment

Jennifer Glazer-Moon
Director, OSBM

cmo12808

Memorandum

MIAMI-DADE COUNTY

Date: February 4, 2008

To: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Reorganization of the Office of Community and Economic Development

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Many Board members have asked about the transfer of eight County employees from the Miami-Dade Housing Agency (MDHA). Two employees, the Director and the Chief Operating Officer were removed from MDHA at the request of the US HUD Oversight Administrator and the remaining employees requested immediate transfer out of MDHA. The possibility of such occurrence and our commitment to not abandon our employees was shared with Board of County Commissioners (BCC) at the time we were negotiating the Settlement Agreement with US HUD.

Six of the employees that came from MDHA will support the augmented functions at the Office of Community and Economic Development (OCED) as follows:

- Transfer of Documentary Stamp Surtax (Surtax) and State Housing Initiative Partnership (SHIP) homeownership and rehabilitation loan programs from the Housing Finance Authority (HFA), where they were placed temporarily;
- Oversight of 1,159 affordable rental units at "market rate" and Section 8 New Construction properties owned by the County; and
- Management and implementation of the Empowerment Zone designation through its expiration in December 2009 as detailed in Agenda Item 7K on the February 5, 2008 BCC agenda.

No new temporary overage positions are required to accommodate the former MDHA employees into these functions. The remaining two former-MDHA employees have been pipelined into vacant budgeted positions in other County departments.

The FY 2007-08 Adopted Budget contemplated potential reorganizations to the OCED table of organization. The addition of these functions will require a supplemental budget to cover associated functions which are proprietary in nature.

Surtax and SHIP Homeownership and Rehabilitation Loan Programs

Effective immediately, the administration and distribution of Surtax and SHIP funds for the single-family homeownership and rehabilitation programs will transfer from HFA to OCED. This function will be performed by 12 full-time positions that will transfer from HFA with its associated budget and reporting to the Chief Financial Officer. As a result, HFA's focus will remain solely to alleviate the shortage of available affordable housing for low-income and moderate-income families and individuals through the issuance of federal revenue bonds by the HFA governing board.

As you recall, the management and administration of the affordable housing development programs involving Documentary Stamp Surtax (Surtax) and State Housing Initiative Partnership (SHIP) were transferred from MDHA within the last year. On February 6, 2007, the BCC adopted Ordinance 07-18, which allowed for the administration and distribution of Surtax and SHIP funds for the single-family homeownership and rehabilitation loan programs to be temporarily transferred from MDHA to the HFA. Subsequently, on July 10, 2007 the BCC adopted Ordinance 07-98, allowing OCED to administer and distribute Surtax and SHIP funds for the construction of affordable housing units (both for rental and

5

homeownership). Surtax and SHIP construction lending activities were transferred to OCED effective October 1, 2007. Under this new organization, one County department will administer and distribute the County's Surtax and SHIP funds dedicated for mortgage assistance and construction lending.

Housing Asset Management
A newly created unit in OCED will assume the function of administering the five "market rate" properties (623 units) and the nine Section 8 New Construction properties (536 units) owned by the County. This oversight function was previously being performed by County staff at MDHA. All of these properties are presently managed by private management companies. All costs associated with the oversight of this function, which will be overseen by two full-time positions, is covered by the operating income generated by the properties.

Empowerment Zone Management
This new unit will also serve as the County's implementation arm to administer the Empowerment Zone Program through its expiration in December 2009. This function will be performed through the creation of five new positions and OCED is authorized to charge an administrative fee to cover its associated costs.

Both of these units will report to a Special Projects Director.

c: Honorable Carlos Alvarez, Mayor
Denis Morales, Mayor's Chief of Staff
Cynthia W. Curry, Senior Advisor to the County Manager
Patricia Braynon, Executive Director, Housing Finance Authority
Jose Cintron, Director, Office of Community and Economic Development
Jennifer Glazer-Moon, Director, Office of Strategic Business Management

MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners

DATE: June 3, 2008

FROM: R. A. Cuevas, Jr. County Attorney

SUBJECT: Agenda Item No. 5(B)

Please note any items checked.

_____ **"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Bid waiver requiring County Manager's written recommendation**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

_____ **Housekeeping item (no policy decision required)**

_____ **No committee review**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 5(B)
6-3-08

ORDINANCE NO. **08-65**

ORDINANCE APPROVING AND ADOPTING SUPPLEMENTAL BUDGETS FOR VARIOUS COUNTY DEPARTMENTS AND FUNDS; RATIFYING AND APPROVING ADMINISTRATIVE/IMPLEMENTING ORDERS AND OTHER BOARD ACTIONS WHICH SET CHARGES; AUTHORIZING FEES CONSISTENT WITH APPROPRIATIONS; APPROPRIATING GRANT FUNDS; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:

Section 1. In compliance with the provisions of Section 1.02(A) of the Miami-Dade Home Rule Charter and Section 129.06 of the Florida Statutes, the supplemental budgets attached hereto and made a part hereof are hereby approved, adopted, and ratified, and the budgeted expenditures therein provided are hereby appropriated.

Section 2. All resolutions, administrative orders/implementing orders and other actions taken by the Board of County Commissioners setting fees, charges, and assessments as well as all fees, charges and assessments, consistent with appropriations adopted herein, are hereby ratified, confirmed and approved, and may be amended during the year.

Section 3. All grants funds received by the County are hereby appropriated at the levels and for the purposes intended by the grants.

Section 4. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 5. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

PASSED AND ADOPTED: **June 3, 2008**

Approved by County Attorney as
to form and legal sufficiency:

Prepared by:

Abigail Price-Williams

PARK AND RECREATION
General Operations
(Fund 040, Subfunds 001, 002, and 003)

Revenues:	**2007-08**
Previously Approved Revenues	$101,313,000
Additional Carryover	1,100,000
Total	$102,413,000

Expenditures:	**2007-08**
Previously Approved Expenditures	$101,313,000
Additional Operating Expenditures	1,100,000
Total	$102,413,000

GENERAL SERVICES ADMINISTRATION
Internal Service Operations
(Fund 050, Various Subfunds)

Revenues:	**2007-08**
Previously Approved Revenues	$270,647,000
Additional Revenues	17,337,000
Total	$287,984,000

Expenditures:	
Previously Approved Expenditures	$270,647,000
Additional Expenditures	17,337,000
Total	$287,984,000

LAW LIBRARIES
(Fund 100, Subfund 102)

Revenues:	**2007-08**
Previously Approved Revenues	655,000
Additional Gifts and Grants	253,000
Total	$908,000

Expenditures:	
Previously Approved Expenditures	$655,000
Additional Expenditures	253,000
Total	$908,000

LEGAL AID SOCIETY
(Fund 100, Subfund 103)

Revenues:	**2007-08**
Previously Approved Revenues	$3,500,000
Additional Fee and Grant Revenue	258,000
Total	$3,758,000

Expenditures:	
Previously Approved Expenditures	$3,500,000
Additional Expenditures	258,000
Total	$3,758,000

10

OFFICE OF FILM AND ENTERTAINMENT
(Fund 100, Subfund 104, Project 104123)

Revenues:	**2007-08**
Previously Approved Revenues	$717,000
Additional Carryover	89,000
Total	$806,000

Expenditures:	
Previously Approved Expenditures	$717,000
Additional Expenditures	89,000
Total	$806,000

PARK AND RECREATION
Miami Metrozoo
(Fund 125, Subfund 126)

Revenues:	**2007-08**
Previously Approved Revenues	$13,807,000
Additional Carryover	195,000
Total	$14,002,000

Expenditures:	**2007-08**
Previously Approved Expenditures	$13,807,000
Additional Operating Expenditures	195,000
Total	$14,002,000

CULTURAL AFFAIRS
Art in Public Places
(Fund 125, Subfund 128)

Revenues:	**2007-08**
Previously Approved Revenues	$1,989,000
Additional Carryover	1,961,000
Total	$3,950,000

Expenditures:	
Previously Approved Expenditures	$1,989,000
Additional Artwork and Program Expenditures	1,961,000
Total	$3,950,000

PUBLIC WORKS
People's Transportation Plan
(Funds 325)

Revenues:	**2007-08**
Previously Approved Transfer from People's Transportation Plan (Fund 402)	1,285,000
Additional Transfer from People's Transportation Plan (Fund 402)	1,100,000
Total	$2,385,000

Expenditures:	
Previously Approved People's Transportation Plan Operating Expenditures	1,285,000
Additional Expenditures	1,100,000
Total	$2,385,000

11

HUMAN SERVICES
Operations

Revenues:	Fund 030 (Subfund 038)	Fund 610	Fund 611	Total
Previously Approved Revenues	$8,736,000	$203,223,000	$13,520,000	$225,479,000
Transferred Revenues	(800,000)	163,000		(637,000)
Additional Revenues	0	706,000	0	706,000
Total	$7,936,000	$204,092,000	$13,520,000	$225,548,000
Expenditures:				
Previously Approved Expenditures	$8,736,000	$203,223,000	$13,520,000	$225,479,000
Transferred Expenditures	(800,000)	163,000		(637,000)
Additional Expenditures	0	706,000	0	706,000
Total	$7,936,000	$204,092,000	$13,520,000	$225,548,000

COMMUNITY ACTION AGENCY
(Fund 630)

Revenues:	2007-08
Previously Approved Revenues	$83,063,000
Additional Grant Revenues	4,513,000
Total	$87,576,000
Expenditures:	
Previously Approved Expenditures	$83,063,000
Additional Expenditures	4,513,000
Total	$87,576,000

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
Loan Programs
(Fund 700)

Revenues:	FY 2007-08
Previously Approved Revenues	$103,687,000
Revenues Transferred from HFA - Documentary Stamp Surtax	11,056,000
Total	$114,743,000
Expenditures:	
Previously Approved Expenditures	$103,687,000
Surtax Mortgage and Rehabilitation Activities	11,056,000
Total	$114,743,000

HOUSING FINANCE AUTHORITY
Loan Programs
(Fund 700)

Revenues:	2007-08
Previously Approved Revenues	$11,056,000
Revenues transferred to OCED - Documentary Stamp Surtax	-11,056,000
Total	$0
Expenditures:	
Previously Approved Expenditures	$11,056,000
Surtax Homeownership Assistance Activities	-11,056,000
Total	$0

12

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
State Housing Initiatives Partnership Program
(Fund 760, Subfund 760, Project 760002)

Revenues:	**2007-08**
Previously Approved Revenues	$5,866,000
Revenues transferred from HFA - State Housing Initiatives Partnership Program (SHIP)	7,022,000
Reveneus tranferred from HFA - SHIP Carryover	3,624,000
Total	$16,512,000
Expenditures:	
Previously Approved Expenditures	$5,866,000
SHIP Housing and Rehabilitation Activities	10,646,000
Total	$16,512,000

HOUSING FINANCE AUTHORITY
State Housing Initiatives Partnership Program
(Fund 760, Subfund 760, Project 760001)

Revenues:	**2007-08**
Previously Approved Revenues - State Housing Initiatives Partnership Program (SHIP)	$10,646,000
Revenues transferred to OCED - SHIP	-10,646,000
Total	$0
Expenditures:	
Previously Approved Expenditures	$10,646,000
SHIP Housing and Rehabilitation Activities	-7,022,000
SHIP Carryover	-3,624,000
Total	$0

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
Empowerment Zone
(Fund 640)

Revenues:	**2007-08**
Carryover	$1,911,000
Expenditures:	
Empowerment Zone Programs	$1,911,000

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
Special Housing
(Fund 751)

Revenues:	**2007-08**
Management Fees	$583,000
Expenditures:	
Operating Expenditures	$583,000

OFFICE OF COMMUNITY ADVOCACY

Revenues:	**2007-08**
Previously Approved Revenues	$3,275,000
Revenues previously appropriated to DHS	637,000
Total	$3,912,000
Expenditures:	
Previously Approved Expenditures	$3,275,000
Addiction Services Board Support	637,000
Total	$3,912,000

13