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OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Memorandum

MIAMI-DADE COUNTY

Amended
Agenda Item No. 8(L)(1)(C)

Date: January 22, 2009

To: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Resolution No. R-40-09

Subject: FY 2007-08 Year-End Budget Amendments

RECOMMENDATION

It is recommended that the Board of County Commissioners approve the attached resolution amending the FY 2007-08 Adopted Budget to allocate funds among various County agencies from appropriate sources.

BACKGROUND

State law prohibits departmental spending in excess of Board approved appropriations. However, during the course of the year, extraordinary events can occur that would result in a department exceeding its budget without an additional appropriation of funds unless it was to reduce or suspend services. Historically, recommendations have been submitted to the Board to adjust budgets to account for such events. Technical adjustments also require a year-end General Fund budget amendment. As has been past practice, certain reserves, such as those for public safety, energy, activation, and Florida Retirement System costs are budgeted separately from departmental allocations with the intent to distribute these revenues through the budget amendment process. Pursuant to Ordinance 07-45, also included are the budget line item transaction re-appropriations that require the Board's review and approval. The adjustments included in this item equal $38.37 million which is 2.1 percent of the total general fund budget.

After making the required adjustments to the general fund as stated in this item, it is estimated that the general fund carryover into FY 2008-09 will be as budgeted. However, as referenced in the corresponding supplemental budget item, I have implemented a savings plan to begin to address any future impacts that may be caused by possible reductions in revenue distributions as projected by the State of Florida Estimating Conference and the current economic downturn.

Board of County Commissioners
The budgets for the Board of County Commissioners and its divisions will be amended by $4.361 million for the allocation of unexpended FY 2006-07 year-end office balances. Funding will be provided by prior year unallocated cash carryover.

In addition, the Office of the Commission Auditor requires a budget amendment for expenses associated with management consulting services associated with studies requested by the Board of County Commissioners. At the September 20, 2007 budget hearing, the Board placed $500,000 in the County Services Reserve to support the need for additional staff and consultant resources for the Commission Auditor. Funding in the amount of $194,000 will be transferred from the reserve.

County Attorney
The County Attorney's Office requires a budget amendment of $350,000 associated with a Public Health Trust reimbursement posting error that occurred in FY 2006-07 and was corrected during FY 2007-08. Inadvertently, a reimbursement was posted twice, creating a double credit in the subject account.

Elections
The Elections Department requires a budget amendment of $5.924 million to cover additional costs associated with the preparation for the November Presidential Election including personnel, voting equipment (such as optical scanners, printers, etc.), marketing, promotional items, and other election related supplies.

Film and Entertainment
The Office of Film and Entertainment requires a budget amendment of $8,000 due to revenue shortfalls resulting from the delayed implementation of the on-line permitting fee system.

Housing Agency
A year-end budget amendment is required to provide $104,000 to the MDHA Development Corporation (MDHADC) to cover operating expenditures associated with the Dade Community Foundation (Foundation). On April 8, 2008, the Board of County Commissioners approved a Transitional Agreement between MDHADC and Miami-Dade County. Pursuant to that agreement, MDHADC is required to contract with the Foundation to serve as its fiduciary agent and cover $213,800 of operating expenditures for the Foundation. It was also contemplated that these operating expenditures would be paid by MDHADC from the funds the County agreed to leave under the jurisdiction of MDHADC to complete its three remaining projects. After further review of its financial records, MDHADC informed the County it did not have sufficient funding to cover the agreed upon payment to the Foundation, therefore creating a funding gap of $104,000. It is recommended that this shortfall be covered by the general fund.

International Trade Consortium (ITC)
The ITC requires a budget amendment of $20,000 to cover expenses associated with contractual services for a study regarding the economic impact of international merchandise trade in Miami-Dade County, which was budgeted in FY 2006-07 but completed and paid for in FY 2007-08. Additional expenditure authority is included in the accompanying supplemental budget.

Judicial Administration
Judicial Administration requires a budget amendment of $11.837 million to cover revenue shortfalls associated with non-court related recording fee revenue used to support the State Attorney ($1.73 million), the Public Defender ($1.049 million), and the Administrative Office of the Courts ($9.058 million). The FY 2007-08 Budget contemplated that $14.607 million of the $33.704 million total revenue budgeted as non-court related recording fees revenue would be available to fund operations of Judicial Administration. Recording fees collected by the Clerk of Court are primarily associated with real estate transactions. This revenue source was 50 percent below the budgeted amount during FY 2007-08; therefore, no recording fee revenue was available for the Judicial Administration. The impact created by the under performing revenue was partially mitigated by lower than budgeted expenditures in the offices of the State Attorney and the Public Defender and higher than anticipated revenue in the Administrative Office of the Courts.

Metro-Miami Action Plan Trust – Martin Luther King (MLK), Jr. Academy
The Metro Miami Action Plan Trust Martin Luther King, Jr. Academy requires a budget amendment of $262,000 to cover revenue shortfall due to low student enrollment and the closure of the Academy in

the last quarter of FY 2007-08, which had fixed costs that could not be avoided such as rent, maintenance, and administrative personnel for the closeout of school records.

Police Department
The Miami-Dade Police Department requires a budget amendment of $13.998 million due to higher than budgeted overtime expenditures. Those expenses were incurred as a result of unanticipated but necessary escalation in crime prevention and investigation activities related primarily to narcotics, robbery, homicide, tactical operations, and additional neighborhood patrol.

Team Metro
Team Metro requires a budget amendment of $1.312 million to cover unrealized proprietary revenue. The primary shortfall in proprietary revenue was in lien collection activity; which was budgeted at $4.5 million. The actual lien revenue collected was $2.57 million with a revenue shortfall of $1.93 million. The shortfall resulted from the housing market slowdown, which severely affected citation and lien collection activity. In response, the department implemented various fiscal controls and monitoring mechanisms throughout the year, which minimized the needed general fund amendment.

Budget Line Item Transaction Appropriations
Miami-Dade County Ordinance 07-45 now requires the disclosure of line item expenditures that exceeded budgeted allocation and the proper line item adjustments based on pre-established criteria. No transactions of this type had occurred at the time we reported this information to the BCC pursuant to the date established in the ordinance. In general, expenditure transactions beyond the stipulated line item budget are likely to occur in the last quarter of the year, when the majority of overdue transactions are posted in anticipation of the year-end closeout.

Attachment 3 lists all the transactions that require Board approval for the re-appropriation of budget as a result of exceeding the 10 percent threshold and/or the movement of personnel expenditures to other line item categories. In addition, Attachment 4 lists in detail the department line item appropriations that were administratively approved to reflect the proper expenditure categorization and did not exceed the 10 percent threshold. Both attachments detail the department name, the fund type where the over expenditure occurred, the spending category, the total budget for the department, the amount of the adjustment(s), the percent of the budget it represents, the spending category where the re-appropriation will occur, and a description of the adjustment. Through the approval of this item, the Board authorizes the Office of Strategic Business Management (OSBM) to process all budget transactions required to execute the year-end amendments.

Jennifer Glazer-Moon
Director, OSBM

cmo00709

MEMORANDUM

(Revised)

TO: Honorable Chairman Dennis C. Moss and Members, Board of County Commissioners

DATE: January 22, 2009

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

SUBJECT: Amended Agenda Item No. 8(L)(1)(C)

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**

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Approved _____ Mayor
Veto _____
Override _____

Amended
Agenda Item No. 8(L)(1)(C)
1-22-09

RESOLUTION NO. R-40-09

RESOLUTION AMENDING FY 2007-08 COUNTYWIDE GENERAL FUND AND UNINCORPORATED MUNICIPAL SERVICE AREA GENERAL FUND BUDGETS

WHEREAS, Section 129.06(2), Florida Statutes and Section 1.02(A) of the Miami-Dade County Home Rule Charter authorize the Board of County Commissioners to amend the general fund budgets and establish procedures for doing so; and

WHEREAS, in accordance with Ordinance 07-45, this Board approves the reallocation of line item adjustments associate with personnel end-of-year adjustments as detailed in the attached County Manager's memorandum, a copy of which is incorporated herein; and

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum from the County Manager, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the foregoing recitations are adopted and that the FY 2007-08 Countywide General Fund and Unincorporated Municipal Service Area General Fund budgets are amended as reflected in the attached memorandum are approved and shall be processed through the Office of Strategic Business Management.

The foregoing resolution was offered by Commissioner **Sally A. Heyman** , who moved its adoption. The motion was seconded by Commissioner **Jose "Pepe" Diaz** and upon being put to a vote, the vote was as follows:

Dennis C. Moss, Chairman **aye**
Jose "Pepe" Diaz, Vice-Chairman **aye**

Bruno A. Barreiro	**aye**	Audrey M. Edmonson	**absent**
Carlos A. Gimenez	**aye**	Sally A. Heyman	**aye**
Barbara J. Jordan	**aye**	Joe A. Martinez	**aye**
Dorrin D. Rolle	**aye**	Natacha Seijas	**aye**
Katy Sorenson	**aye**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**aye**		

The Chairperson thereupon declared the resolution duly passed and adopted this 22nd day of January, 2009. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: **Kay Sullivan**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

R. A. Cuevas, Jr.

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ATTACHMENT 1

COUNTYWIDE GENERAL FUND

From:	2007-08
Previously Unallocated Carryover	$10,375,000
Wage Adjustment , FRS, Separation, and Energy Reserve	6,510,000
Public Safety Reserve	3,788,000
Tax Equalization Reserve	2,959,000
Reserve for Prior Year Encumbrances	1,400,000
Management Consulting Reserve	336,000
County Services Reserve Fund - Commission Auditor	136,000
Total	$25,504,000

To:	
Judicial Administration (Administrative Office of the Court, Public Defender and State Attorney)	$11,837,000
Elections	5,924,000
Miami Dade Police Department	3,660,000
Board of County Commissioners	3,189,000
Non-Departmental - Dr. Martin Luther King Academy	262,000
Team Metro	255,000
County Attorney	245,000
Non-Departmental - Miami Dade Housing Agency Development Corp	104,000
International Trade Consortium	20,000
Office of Film Entertainment	8,000
Total	$25,504,000

ATTACHMENT 2

UNINCORPORATED MUNICIPAL SERVICE AREA GENERAL FUND

From:	2007-08
Previously Unallocated Carryover	$8,123,000
Public Safety Reserve	3,212,000
Tax Equalization Reserve	1,329,000
Management Consulting Reserve	144,000
County Services Reserve Fund - Office of the Commission Auditor	58,000
Total	$12,866,000
Miami Dade Police Department	$10,338,000
Board of County Commissioners	1,366,000
Team Metro	1,057,000
County Attorney	105,000
Total	$12,866,000

FT 2007-08 End of Year Budget Transactions - Personnel Expenditures

Department Name	Fund Type	Spending Category	Total Dept Budget	Adjustment Amount	Percent of the Fund	Transferred From	Comments
Administrative Office of the Court	GF (030)	Contractual Services		204,912.14		Personnel	Higher than anticipated expenses associated with security, janitorial, and traffic court hearings. (Adjusted for Budget Amendment/Supplement)
Subtotal			**23,389,000.00**	**204,912.14**	**0.88%**		
Community and Economic Development	EH (751)	Charges for County Services		7,514.53		Personnel	Higher than anticipated security charges at housing facilities
Subtotal			**115,326,000.00**	**7,514.53**	**0.01%**		
Emergency Management and Homeland Security	SO (100)	Capital		21,000.00		Personnel	Improvements to Emergency Operations Center (EOC)
Subtotal			**3,446,000.00**	**21,000.00**	**0.61%**		
Inspector General	GF (010)	Other Operating Costs		161,000.00		Personnel	Budgeted reimbursements for expenses not applied to operating expenditures
		Contractual Services		115,000.00		Personnel	Expenses associated with unanticipated legal actions
Subtotal			**5,209,000.00**	**276,000.00**	**5.30%**		
Metro-Miami Action Plan	SO 100	Other Operating Costs		6,897.82		Personnel	Unbudgeted expenditures associated for general publicity and promotional initiatives
		Contractual Services		101,490.71		Personnel	Payments to MLK Jr. Institute for Non Violence for non violence training and conflict resolution to Teen Court participants; South Florida Financial Services LLC. for Financial Education to Teen Court participants; security at Teen Court sessions; and Teen Court Youth Conference
		Charges for County Services		12,088.78		Personnel	GSA charges for use of County facilities after hours for Teen Court sessions
Subtotal			**8,003,000.00**	**120,477.31**	**1.51%**		

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