

**MIAMI-DADE COUNTY
FINAL OFFICIAL MINUTES
Governmental Operations and Environment
Committee (GOEC)
Budget Workshop**

Board of County Commissioners

Stephen P. Clark Government Center
Commission Chambers
111 N.W. First Street
Miami, Florida 33128

July 30, 2007
As Advertised

Harvey Ruvlin, Clerk
Board of County Commissioners

Kay Sullivan, Director
Clerk of the Board Division

Jill Thornton, Commission Reporter
(305) 375-2505





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

FINAL OFFICIAL
Meeting Minutes
Governmental Operations and Environment
Committee

Natacha Seijas (13) Chair; Jose "Pepe" Diaz (12) Vice Chair; Commissioners Audrey M. Edmonson (3), Carlos A. Gimenez (7), Joe A. Martinez (11), and Dorrin D. Rolle (2)

SECOND BUDGET WORKSHOP

Monday, July 30, 2007

9:30 AM

COMMISSION CHAMBERS

Members Present: Audrey M. Edmonson, Carlos A. Gimenez, Natacha Seijas.

Members Absent: Jose "Pepe" Diaz, Dorrin Rolle.

Members Late: None.

Members Excused: Joe A. Martinez.

Members Absent County Business: None.

1 MINUTES PREPARED BY:

Report: *Jill Thornton, Commission Reporter*
(305) 375-2505

1A INVOCATION

1B PLEDGE OF ALLEGIANCE

1C ROLL CALL

Report: *The following staff members were present:*
Assistant County Manager Susanne Torriente,
Assistant County Attorney Joni Armstrong-Coffey,
and Deputy Clerk Jill Thornton.

1D CHAIRPERSON

Governmental Operations and Environment Committee

FINAL OFFICIAL

Meeting Minutes

Monday, July 30, 2007

1D1

072321 Report

REMARKS FROM CHAIRPERSON SEIJAS

Presented

Report: *Chairwoman Seijas called the meeting to order at 9:45 a.m. She commended Ms. Jennifer Glazer-Moon and her staff for their dealings with budget matters in Tallahassee. She announced that Commissioner Martinez would not be present at today's meeting due to illness. Later in the meeting, Chairwoman Seijas announced that Commissioner Rolle would be excused due to an emergency matter.*

2 DEPARTMENTS

2A

072322 Report

DEPARTMENTAL BUDGET PRESENTATIONS:

Presented

DEPARTMENT OF PLANNING AND ZONING
ELECTIONS DEPARTMENT
ENTERPRISE TECHNOLOGY SERVICES
GOVERNMENT INFORMATION CENTER
OFFICE OF ADA COORDINATION
OFFICE OF CAPITAL IMPROVEMENTS
PUBLIC WORKS DEPARTMENT
TEAM METRO

Report: 1) DEPARTMENT OF PLANNING AND ZONING

Mr. Subrata Basu, Director, Department of Planning and Zoning, provided a brief overview of the Planning Department's proposed budget. He noted the proposed budget for the Zoning Department, a proprietary department, was previously presented. Mr. Basu noted the Planning Department proposed to alleviate four positions that were currently vacant and proposed to merge a few positions from the Office of the Historical Preservation Office and the Office of the Agricultural Manager into the Planning Department.

Chairwoman Seijas questioned whether having more applications to amend the Comprehensive Development Master Plan (CDMP) was a positive thing that would generate more fees, as indicated on page 4 of the Budget Summary Report. She stated staff needed to do a more efficient job at formulating plans to prevent the need to amend the CDMP.

Mr. Basu suggested a proactive and collaborative planning approach be developed that would integrate various aspects of planning, such as Social/Economic planning with Land use and Transportation in order to ensure more comprehensive planning and to create planning districts that allowed more interaction between the citizens of this community and the planners.

Responding to Chairwoman Seijas' question whether any Universities had been approached for internships to work with Miami-Dade County's Planning Department, Mr. Basu noted the department had difficulty in attracting experienced professionals but staff would look for

internship opportunities. He noted Florida State University (FSU) had an internship program; and Florida Atlantic University (FAU) and Florida International University (FIU) had good planning programs.

Chairwoman Seijas questioned the proposed staff reductions that would reduce the department's ability to conduct a variety of analytical tasks, as reflected on page 8 of this report. She also questioned whether these positions were already vacant and whether the shortage would impact the department's performance.

Mr. Basu noted the proposed reduction of staff would impact three areas, but the areas of most concern involved the updating of data information and analysis for the CDMP. He also noted that the four vacant positions had never been filled.

In response to Chairwoman Seijas' question regarding the FY2006-07 Reserves of \$7 million that were decreased to \$262,000 in FY2007-08, as reflected on page 6 of this report under the heading Non-operating Expenditures, Ms. Benigna Marko, Assistant Director, Planning Department, noted the proposed decrease in the reserves was due to a decrease in fees and this figure included the entire Planning and Zoning Department.

Chairwoman Seijas asked the Planning Department's Assistant Director to provide the Committee with a report reflecting the breakdown of the \$7 million in reserves for FY2006-07 for both the Planning and Zoning Divisions by September 1, 2007. She also asked that this report reflect the breakdown of the Director's responsibilities in the Office pertaining to the coordinating of agricultural issues relative to disease and exotic pest control, and how it connects with Planning.

Chairwoman Seijas questioned why the proposed FY2007-08 budget reflects 86 Contract Temporary Employees when the FY2006-07 budget reflects 223 Contract Temporary Employees, yet 243 were hired.

Ms. Marko noted the projection was based on the current amount of temporary staff. She noted 10 of the temporary employees were eliminated; that those temps were used for the scanning project, which would be completed in March 2008.

Following Mr. Basu's comments that a number of staff who were assigned to that project had already been reduced, Chairwoman Seijas stated she believed this was an unrealistic projection and should be revisited by staff.

Commissioner Gimenez questioned whether the decrease in the proposed reserves for FY2007-08 was a result of increased expenses or lowered revenues.

Mr. Basu noted the decrease in reserves was a combination of reduced revenues and increased expenses; that a number of reclassifications and retirement payouts occurred, and that these numbers represented both the Planning and Zoning divisions.

Commissioner Gimenez asked that the Commission Auditor provide him within one week, a report comparing his assumptions of the Planning Department's proposed budget with the assumptions of the Planning Division staff to see if they agreed.

In response to Commissioner Gimenez' request for clarification on Contract Temporary Employees and whether they were consultants or temporary employees, Ms. Marko clarified these were temporary employees used to do clerical and technical work for the Imaging Project.

Mr. Basu added that the Imaging project was a major undertaking by the department to scan all planning and zoning documents dating back to 1938, and that staff anticipated the project would be completed in March 2008, and temporary employees would be phased out.

Ms. Marko responded to questions from commissioners regarding the purpose of the Administrative Reimbursement, and the "Public Works Department-Impact Fee Administrative Reimbursement.

Commissioner Gimenez noted more control and discipline was needed in the budgeting process to ensure that monies transferred were quantifiable and justifiable.

Responding to Commissioner Edmonson's question regarding the impact of the four vacant positions that were eliminated and how long they

were budgeted and vacant, Mr. Basu noted those positions were requested and approved last year but were never filled. He noted the Department tried to fill all vacancies but had trouble finding qualified planners.

In response to Commissioner Edmonson's question regarding how many municipalities had their own planning departments, Mr. Basu noted all of them had some form of a planning department.

2) ELECTIONS DEPARTMENT

Mr. Lester Sola, Supervisor of Elections, noted the Elections Department had some unbudgeted expenses this year as a result of the January 23rd Countywide "Strong Mayor" election as well as other elections. He also noted the department expected a \$3.3 million year-end budget adjustment to cover those costs; however, after aggressively cutting costs, staff believed the final end-year budget adjustment would be approximately \$1.7 million.

Regarding the proposed FY2007-08 budget, Mr. Sola noted the Department's General Fund subsidy was a little over \$22 million. He explained that the Election's budget was cyclical in nature because the amount of countywide elections varied every year. He noted approximately \$2.5 million in costs would be incurred from the upcoming Presidential election, which would be held outside this fiscal year. Mr. Sola further noted that poll worker staff had been reduced, as well as some printing, advertising and miscellaneous costs and that he believed the department could conduct the upcoming elections with the proposed budget.

Chairwoman Seijas questioned the decrease from \$958,000 to \$298,000 in line-item FY2007-08 Municipal Reimbursement, as reflected in this report.

Mr. Sola noted the elections in FY2005-06 were large municipal elections. He explained that prior to FY2003, municipalities were charged \$1 per voter to cover the costs of the elections, which was an insufficient amount and usually subsidized partially by the County. The actual election costs, he noted, were now budgeted and billed to the municipalities, and any overtime or seasonal employee costs incurred would be passed on to the

municipalities.

Mr. Sola responded to questions from Chairwoman Seijas regarding the budget proposal to increase spending for more voter outreach and training; the increase in poll workers as reflected on page 14 of this report; and the status of the request for \$2.8 million of FEMA monies to secure the Elections Headquarter.

Chairwoman Seijas asked the Elections Supervisor to provide the Committee with a report indicating which State agencies or municipalities had been granted FEMA monies for upgrading buildings to withstand Hurricanes.

In response to Commissioner Seijas' question regarding the levels of government which would contribute to the January 29, 2008 election, Mr. Sola noted the County would end up paying the cost of that election because the State piggybacked on a scheduled countywide election. He explained that if the State had called for their own special election, they would have paid the counties for the election rather than shifting the date from November 2007 to January 2008.

Chairwoman Seijas questioned whether the two questions added to the primary election ballot would increase the County's cost.

Mr. Sola noted the cost was dependant upon the size of the ballot, however, the cost of two questions were minimal as long as they were universal questions that applied countywide. He noted, for example, that Charter Review revisions would be considered countywide questions; and that questions added to the ballot by municipalities that pertained specifically to a region would increase the cost but those costs would be billed to the municipalities.

Commissioner Gimenez expressed concern regarding the \$5 million increase in Elections' budget. He questioned the number of elections budgeted for this year and next fiscal year; and questioned the request for an additional \$1 million for electronic voting equipment if the new optical scanning system was supposed to be less expensive than the older system.

Mr. Sola noted 2.5 elections were budgeted for next year and a portion of the November 2006 election was budgeted this year. He also noted the

touch screen machines would be used for the majority of the year and the optical scanning equipment would be used for one election in August, and the Electronic Voting Division would be responsible for programming. Mr. Sola further noted the savings from converting to the newer system would not be realized in the first two years due to conversion costs and costs incurred for additional training, preparation and supplies.

Mr. Sola responded to questions from Commissioner Gimenez regarding the \$1.5 million Warehouse and Logistics cost; and the amount of incremental Warehouse and Logistics costs incurred for major elections.

Commissioner Gimenez requested an explanation of the \$6.6 million Future Financing as reflected on page 14 of this report under the heading Capital Budget Summary. He also questioned what would be the funding source.

Ms. Christa Erml, Senior Budget Analyst, Office of Strategic Business Management (OSBM), noted this cost pertained to the purchase of the Optical Scanning equipment as defined on page 13 of this report. She noted the amount for Future Financing was identified for budget purposes only, but at this point had not been specifically identified. Ms. Erml also noted they would need to obtain a Sunshine State loan to fund it.

Commissioner Gimenez asked the Elections Director to provide the Committee with an analysis report by September 1, reflecting the assumptions and savings per year that the Elections Department would realize from converting from Touch Screen voting equipment to Optical Scanning machines; and to focus on using the savings realized by using Optical Scanning machines to fund the new equipment rather than borrow with a Sunshine loan from the General Fund

Ms. Erml noted an analysis was done on the breakeven points but not on the expected savings to be realized using optical scanning versus the touch screen equipment. She noted that savings were not easily projected because of the cyclical nature of elections and that costs depended on the number/size of elections. She also noted a big portion of the expense would come in FY2008-09 due to the Presidential election.

Ms. Erml responded to Commissioner Gimenez question regarding the line-item reflected on page 14 of this report concerning 1,600 poll workers and whether that was per election or for all elections. She noted staff budgeted for the FY2006-07 gubernatorial election only, but additional elections increased that projection. She further noted the original \$1.85 million budgeted for next year's fiscal budget was reduced to \$1.6 million in an effort to cut costs as a result of the property tax reforms.

In response to Commissioner Gimenez' question regarding the \$2.9 million Capital Facility Improvement expenditure, as reflected on page 14 of this report, Mr. Sola noted the Elections Department had retained the Office of Americans with Disabilities Act (ADA) to upgrade the polling sites to make them ADA accessible as required by State statutes.

Ms. Erml pointed out that \$2.8 million of the budgeted amount for Capital Facility Improvement was the Federal Emergency Management Agency (FEMA) monies that the Elections Department was trying to secure to improve the facility, and the remaining amount was for the capital project to build a warehouse racking system. She affirmed that the facility improvements would not take place unless the FEMA funds were obtained.

3) DEPARTMENT OF ENTERPRISE TECHNOLOGY SERVICES

Mr. Donald Fleming, Chief Information Office, Enterprise Technology Services Department (ETSD), provided a brief overview of the ETSD organizations and functions as follows:

- the Enterprise Computer Network, an infrastructure group that runs the County's backup network, telephone system and desktop support.*
- the Enterprise Application Services, which supports all of the County's Enterprise legacy application systems; and*
- the organization that handles 911, the 311 Answer center, the Electronic Document Management System (EDMS), the Electronic Asset Management System (EAMS), and the Enterprise Resource Plan (ERP) software and implementations.*

Mr. Flemings noted that ETSD recently re-organized to create the new line organizations because staff was unhappy with the way the functions were supported, and felt they did not fit well with the cyber structure. In addition, he noted a customer service center was established in lieu of the help desk to give customers a single point of contact and reduce the need for technical staff to respond to customer calls. He further noted that ETSD was in the process of building an information security organization to address some cyber security risk exposures to the County. Mr. Flemings noted that as a result of tax reforms, reductions were made in the budget that resulted in a \$136 million budget, and 622 budgeted positions.

Mr. Fleming responded to Commissioner Edmonson's request for explanation regarding the pass-thru charges as reflected on page 19 of this financial summary report. He noted ETSD procures equipment and items for other county departments to ensure the compatibility of the equipment with the County's telephone system, and then passes those costs on to the departments. He noted this area was somewhat difficult to project since it was a departmental expenditure, but ETSD ensures that the technology procured meets the County standards as well as the departmental requirements.

Mr. Angel Petisco, Assistant Director, ETSD, noted other pass-thru charges were phone bills that ETSD received on behalf of the County and then charged back to the departments.

Chairwoman Seijas noted staff should ensure that the departments include this cost in their budget as well.

Mr. Fleming responded to questions by commissioners regarding the difference in educational seminars versus in-service training; and the decrease in Salary expense versus an increase in Fringe Benefits.

Mr. Petisco expounded that a number of reclassification actions occurred during the year, and the cost was adjusted to reflect some corrections to last year's budget.

Chairwoman Seijas asked the Chief Information Officer of ETSD to provide this committee with a comparative report by September 1, explaining the

budget adjustment and increase in Fringe Benefits versus the decrease in Salaries listed on page 19, under Financial Summary.

Mr. Fleming responded to questions by Chairwoman Seijas regarding the status of the implementation of the Enterprise Resource Plan (ERP). He noted ETSD was in the process of implementing the ERP for the Water and Sewer and the Aviation Department systems, for which ETSD provides the harbor support. He noted there were discussions to extend this strategy to other County departments' because the legacy applications were aging and becoming increasingly difficult to maintain/support. He noted the ERP program, if implemented on a countywide basis, would address the aging and potential failure of these legacy applications and would provide an appropriate strategy for a consistent integrated system.

Chairwoman Seijas asked the Chief Information Officer of ETSD to provide a realistic timeline for implementing the Emergency Response Plan (ERP) software program that replaces the County's aging set of legacy applications.

Mr. Fleming responded to Chairwoman Seijas' question concerning how the ERP software would be implemented if ETSD proposed to decrease the staff in the Enterprise Application Division. He noted that division currently supported the existing legacy applications but did not provide support for the ERP, which was handled by the same operation division that handled the 311 Call Center. He noted the Application Division would be replaced over time by the implementation of the new ERP system.

In response to Chairwoman Seijas' question regarding whether the nineteen (19) reduced positions were filled or vacant, and how long, Mr. Fleming noted those positions were vacant. He noted he was unsure how long they had remained vacant, but contractors were hired to fill most of the critical vacant positions until ETSD could build a strong internal organization. He also noted that recruiting to fill Information Technology (IT) staff positions involved much effort and cost, but he believed a very effective cyber security system would be built within the next couple of years.

In response to Chairwoman Seijas' question

regarding whether the County's residential requirement policy hurt ETSD in filling the vacant positions, Mr. Fleming stated he felt that ETSD lacked skill, not staff, and his concern was to be absolutely certain there was a staff shortage before filling the vacant positions.

Chairwoman Seijas questioned how many County departments had a Chief Information Officer (CIO).

Mr. Fleming noted ETSD established an IT leadership council to set the strategy and standards in lieu of a CIO, in an effort to have a more collaborative and inclusive process that involved experts in the department who understood the functions of the department and made smart decisions on how to leverage information technology. He noted he was pleased with the performance of the IT leadership council, which was very effective in reviewing and providing input to OSBM on all major IT investments. Additionally, he noted they supported some policy decision on the cyber security system.

Chairwoman Seijas asked the Chief Information Officer of ETSD to provide the Committee with a comparison report indicating the skills needed in each of the County departments Information Technology (IT) organizations, before September 1.

Mr. Petisco responded to Chairwoman Seijas' questions regarding the need for \$1.2 million to purchase additional processing power and storage to sustain the existing enterprise resource planning system and whether that should have been included in the original purchase price of the system. He noted the original purchase included enough capacity for a projected three-year period, but the amount of records filed and loaded into the system had exceeded that projection.

Mr. Fleming expounded by noting that the various County departments had different philosophies on how much data needed to be stored online, but ESTD would work through that issue and make the necessary adjustments.

Commissioner Gimenez asked the Chief Information Officer of ETSD to provide a report reflecting the breakdown and justification for the increases in line-items Interagency Transfers and

Governmental Operations and Environment Committee

FINAL OFFICIAL

Meeting Minutes

Monday, July 30, 2007

Other Operating Expenditures. He also asked that this report include a justification for staff reduction of 14 service positions and only one executive position, by September 1.

Commissioner Gimenez asked the Chief Information Officer of ETSD to provide him with a report justifying the amount paid to vendors contracted for the Cyber Security program, including the number of people contracted for professional services who actually performed the work.

Ms. Chris Erml responded to Commissioner Gimenez' question regarding the \$7.3 million Future Financing listed in this report under Capital Budget Summary, and how the \$12 million sunshine state loan was paid. She noted that loan was paid out of the General Fund.

Commissioner Gimenez asked the Chief Information Officer of ETSD to provide him with a report indicating how much of General Funds were used to pay the debt service on the Sunshine State loan and what the future debt service would be.

Regarding the proposed \$8 million for infrastructure improvements, Mr. Petisco noted this would be used to improve the radio programs in Miami-Dade County and to complete the infrastructure reinforcement of three (3) radio towers.

Commissioner Gimenez expressed concern with this budget, specifically with regard to the reduction in staff, and the costs for contractual professional services and consultants.

Chairwoman Seijas asked the Chief Information Officer of ETSD to provide the Committee with a report indicating the number of firms involved in the Cyber Security Program, how many bodies were involved, what they were contracted for and the total costs, by September 1.

4) GOVERNMENTAL INFORMATION CENTER

Ms. Judi Zito, Director, Governmental Information Center (GIC), provided an overview of GIC's accomplishments for the current fiscal year and proposed plans. She noted the most significant accomplishment was the integration of the Transit call center with the 311 Answer Center

Governmental Operations and Environment Committee

FINAL OFFICIAL

Meeting Minutes

Monday, July 30, 2007

in February 2007 that included 37 positions in total now operating under the GIC. She further noted the GIC made plans to implement a reverse 311 calling system this summer that would allow the 311 Answer Center the ability to make automated return calls to residents, notifying them of problems resolved or Public Work projects under way, and would reduce the current cost of providing this service using post cards.

In response to Chairwoman Seijas' question whether the 311 recording was tri-lingual, Ms. Zito noted the 311 recording was currently in the English and Spanish languages only.

Chairwoman Seijas asked whether 311 calls were reflected in caller ID. She noted she received a phone call from a telemarketing company whose number started with 1-311, and was concern that this type of number might confuse residents. She noted she could provide the remaining of that telemarketing company's phone number to staff later.

Ms. Becky Jo Glummer, 311 System Director, noted she contacted the Public Utility Commission in Tallahassee regarding this issue, but had not received a response yet. She noted the 311 Answer Center was tracing calls every week for phone numbers that began with the number 311.

Following Chairwoman Seijas' questions, Ms. Zito continued her overview of the departmental budget. She noted a major upgrade was completed on the 311 system's equipment and software, as well as the miamidade.gov web portal. Ms. Zito further noted the countywide Secret Shopper program was implemented this year to provide Department directors with recommendation on how to improve customer service. She further noted a compensation review was undertaken at the time the Transit call center consolidated with the 311 Answer Center, in order to establish a single classification and same pay rate for all call taker positions. Additionally, she noted 311 began transitioning from MDTV to the web portal to do more short segment on-line programming.

In terms of the proposed budget, Ms. Zito noted the department would be implementing a call recording system that records 311 calls for quality assurance purposes; and would implement a management campaign that would enable it to

provide personalized push e-mails to residents, and do more of its own marketing. She noted some services from the communications department would be consolidated with the GIC, which would eliminate seven administrative/marketing management positions and some marketing costs.

In response to Chairwoman Seijas' question concerning a huge increase in the funding amount coming from UMSA, as reflected on page 25 of this report, Ms. Aimee Martinez, GIC, noted that number represented the two departments as consolidated, including the entire communications budget. She noted only \$253,000 of the UMSA funding was for the GIC.

Commissioner Gimenez questioned the UMSA ratio in GIC's budget compared to ETS and Public Works' budgets and questioned whether the GIC would provide more services to UMSA and fewer services countywide.

Ms. Zito responded to questions by commissioners regarding GIC's ability to manage the communication functions with a reduction in staff, and questions regarding the status of the Media Relations Function. Ms. Zito noted the media functions that supported the Mayor/Manager's Office or the Board of County Commissioners (BCC) had not changed.

Chairwoman Seijas asked the Government Information Center Director to provide the Committee with a detailed report by September 1, clarifying why GIC still provides direct media relations services to the Manager, when that office merged with the Mayor.

In response to Chairwoman Seijas' question as to whether the Community Periodical Program criteria would change as a result of reduced funding, Assistant County Manager Susanne Torriente noted a resolution addressing this issue was forthcoming as well as an ordinance sponsored by Commissioner Souto. She noted any proposed legislation that was implemented would have to be consistent with the budget.

Commissioner Gimenez asked the Government Information Center Director to provide a report listing all of the positions that were collapsed and where they went to. He also asked that this report include a chart logging the call volume per hour

of 311 calls to see whether normal service hours could be reduced from 6:00 am -10:00 pm to 8:00 am to 6:00 pm. He noted in light of the budget issues, the hours between 6:00 am to 10:00 pm were an extraordinary service.

Ms. Zito noted she could provide those numbers. She also noted the call volume between 6 a.m. and 8 a.m. had increased due to the merging of Transit with the 311 Answer center, and the increase in staffing.

Ms. Zito responded to a question by Commissioner Gimenez regarding the reduction in staff that equated to \$690,000. She noted some of the administrative positions were reduced because they duplicated the administrative functions that GIC already performed, and she felt comfortable with absorbing them in order to cut costs.

Commissioner Gimenez noted the call center was reduced by one service person, yet the Public Relations (PR) staff was increased. He commented that he would rather see more workers than PR. Commissioner Gimenez asked the Government Information Center Director to provide a report listing the number of positions by titles that were reduced and how many were vacant.

5) OFFICE OF ADA COORDINATION

Ms. Heidi Johnson-Wright, ADA Coordinator, Office of Americans with Disabilities Act (ADA) responded to Chairwoman Seijas' question regarding the reduction of one staff position. She noted that position was a Director designee that was brought in as a result of the Director retiring. In terms of staffing, she noted the Office of ADA recently lost two construction manager positions, which would impact ADA in reaching its goals.

Ms. Johnson-Wright responded to commissioners' questions regarding whether the Office of ADA would be able to replace the construction manager positions; whether the functions of those positions would fall under the Public Works Department, and how many departments had a separate arm for construction. Ms. Johnson-Wright noted it was hard to make a comparison, but work was needed at various service facilities for a number of ADA projects.

In response to Chairwoman Seijas' question regarding the proposed percentage in reduction of plans reviewed for ADA compliance within three working days, as reflected on page 30 of this report, Ms. Johnson-Wright noted that goal would need to be revised to reflect five working days since the staff member who primarily reviewed the plans would also need to perform the functions of a construction manager.

6) OFFICE OF CAPITAL IMPROVEMENTS

Assistant County Manager Susanne Torriente noted the three Division Chiefs of Office of Capital Improvements (OCI): Mr. Art Tillberg, Chief of Contractors, OCI; George Navarrete, Chief, Building Better Communities-Government Obligation Bond (BBC-GOB) Unit; and Luisa Millan Donovan, Director, Professional, Technical and Expert Division, were present to answer any questions concerning the OCI's proposed budget since the Department Director was unavailable.

Mr. Tillberg noted that OCI would lose a total of nine (9) positions- two (2) from the BBC-GOB unit, two (2) from the Architect and Engineer (A&E) unit and four (4) from the Capital Improvements unit; and that OCI would receive two (2) positions from the State Neighborhood Parks as a result of a consolidation with OCI.

Mr. Navarrete responded to questions by Chairwoman Seijas regarding whether the State Neighborhood Parks had finished the bonds projects, and whether the Business Loan Assistant Program was administered by the OCI.

Mr. Tillberg noted the Business Loan Assistant Program was a roadway improvement loan program where the OCI department makes every effort to minimize the impact of arterial roads that interrupt businesses, churches or schools. He noted this program included eligible loans with a \$35,000 cap. Mr. Tillberg noted that currently all five outstanding loans were in default.

In response to Chairwoman Seijas' question regarding whether the zero amount proposed for General Funds, as reflected on page 37 of this report, meant this department would receive no general fund support going forward, Mr. Tillberg noted the BBC-GOB unit would be funded out of

Governmental Operations and Environment Committee

FINAL OFFICIAL

Meeting Minutes

Monday, July 30, 2007

the GOB proceeds in the proposed budget; and the Architect and Engineers (A&E) and the Contracts and Standards Strategies would be funded out of the Capital Working Fund. He noted OCI would lose three (3) A&E analysts, three (3) capital improvement analysts, one (1) construction manager and about 40% of staffed employees, which would slow down the processing period for some items through the OCI office and some support that OCI provided the departments.

Chairwoman Seijas asked the Government Information Center Director to provide a report reflecting the timeframe and consequences of slower processes in the GIC Department as a result of reducing staff.

Mr. Navarrete responded to questions by Chairwoman Seijas regarding how the County could fulfill its timeframe commitments for GOB projects if positions from the Professional Services Division and the Contracts and Standards Division were eliminated; and why the department was willing to cut positions but spend \$150,000 on new promotional programs to highlight Board program activities and achievements. Mr. Navarrete noted the \$150,000 for outreach activities of the BBC-GOB program were for activities implemented by the departments.

Chairwoman Seijas concurred with the comments of Commissioner Gimenez that good PR would result from good work produced by County staff and that \$150,000 could pay for some positions eliminated. She noted she could not support delaying GOB projects.

Mr. Tillberg responded to a question by Commissioner Edmonson regarding the reduction of staff by 40%, and the differences in the salaries budgeted versus the salaries proposed. He noted that staff had been funded out of the General Fund but would be funded out of the Working Capital fund.

Assistant County Manager Susanne Torriente noted staff would come back in September with a breakdown of the salaries to ensure the figures for Salaries were consistent with the reduction in staff.

Chairwoman Seijas asked the Government Information Center Director to provide an

adjusted budget reflecting the proper figures for Salary, by September 1.

7) PUBLIC WORKS DEPARTMENT

Chairwoman Seijas commended the Public Works Department on meeting its goals but suggested some adjustments needed to be made in the performance standards. Chairwoman Seijas asked the Public Works Department director to meet with her before September 1 to discuss adjusting some of the department's performance goals for more realistic measures. She questioned the meaning of the proposed 50% increase in interdepartmental transfer for FY2007-08, as reflected on page 32 of this report.

Ms. Esther Calas, Director, Public Works Department (PWD), noted the proposed increase reflected the integrating of the Department of Environment Resource Management (DERM) with the PWD and the transfer of 55 inspectors to PWD.

Ms. Calas responded to questions by Chairwoman Seijas regarding the 55% increase in revenues for Storm Water Utility Fees; the status of the Advanced Traffic Management System (ATMS) project to improve synchronization of traffic lights and traffic flow; and whether the ATMS was funded by the GOB program. Ms. Calas noted the ATMS was partially funded by the People's Transportation Plan (PTP) funds, some State funds and some road impact fees from roadways improved in capacity by this project.

In response to Chairwoman Seijas' questions regarding the reduction in traffic signal equipment and signs; and the number of solar signals installed, Ms. Calas noted funding was needed to provide office space for the additional staff members from the County Manager's Office who merged with the PWD for the Signals and Signs operations, including a trailer and some furniture. She noted only six solar signals were installed as part of a pilot project with the State, and were tested by the State but did not work well with a high traffic volume. She further noted a study was needed of the entire 67th Avenue corridor and one traffic signal needed to be removed because too many traffic signals were on this corridor.

Ms. Calas responded to questions by

Governmental Operations and Environment Committee

FINAL OFFICIAL

Meeting Minutes

Monday, July 30, 2007

Commissioner Gimenez regarding the decrease in General Fund and the increase in UMSA; whether the \$5 million increase in the FY2007-08 interdepartmental transfer was due to the 35 positions transferred into the department; and whether the 90 added positions included the 35 positions from DERM. Ms. Calas noted the funding from UMSA supported the Neighborhood Enhancement Action Teams (NEAT). She further noted the 35 positions from DERM plus the 55 inspectors (consultants that became permanent) that transferred in FY2006-07 equaled the 90 added positions.

Ms. Ines Beecher, Budget Coordinator, PWD, explained the \$5 million increase. She noted that staff was unaware the department would receive the DERM transfers until early in the fiscal year and did not have the opportunity to change the numbers in the adopted budget before it was printed. She noted staff would review the budget with the Office of Strategic Business Management to see whether a budget amendment was needed.

In response to Commissioner Gimenez' question regarding the Interagency Transfers, Ms. Beecher noted the number reflected as 8.859 was a typographical error that should read 3.859. She explained that PWD does not receive much in interagency transfers, which come from GSA, Transit and Water and Sewer Departments.

Commissioner Gimenez asked the Commissioner Auditor to review Public Works Department Budget for consistency regarding Other Operating Expenditures Summary, and provide him with a report within 1 week.

Commissioner Gimenez expressed concern with the reduction of five service positions in the Bridge and Road staff but an increase of two positions in the Administrative staff.

Ms. Calas noted she felt comfortable with reducing four positions from the Sidewalk crew because the NEAT teams were making much progress in this area, and many other funding sources were used for constructing and repairing sidewalks. She also noted the two administrative positions added were from the County Manager's Office that merged with the PWD to perform Community Image activities; and they worked closely with the PWD's staff.

Commissioner Gimenez questioned whether an increase in tolls on Rickenbacker Causeway would increase the residents' fee. He expressed concern that this issue would have an impact on District #7 residents and no one from the County Administration addressed it with him.

Chairwoman asked Public Works Department Director to provide a report before September 1, indicating whether residential fees for District #7 and #3 would be increased as a result of increased tolls on Rickenbacker Causeway.

8) TEAM METRO

Mr. Sam Walthour, Team Metro Director, responded to questions by Chairwoman Seijas regarding the significant increase in resources from the Countywide General Fund to the UMMSA General Fund, as reflect on page 52 of this report, and her request for an explanation of the staff reduction, specifically concerning Code Enforcement and Outreach staff. Mr. Walthour noted that Team Metro was shifting back to the way it budgeted several years ago with an emphasis on providing services to UMMSA. He further noted that historically, Team Metro consisted of a larger staff of Code Compliance Officers versus Outreach staff, but once a number of Code Compliance Officers were reached to address the code complaints in a timely manner, the objective was to increase the Outreach staff. He noted the response time had decreased significantly.

Mr. Walthour responded to Chairwoman Seijas' questions regarding the cost of the Team Metro University (TMU), and the number of trainers involved. He noted he could not provide a fixed cost for TMU but it was part of the training effort, and every new Team Metro employee must go through TMU to learn about the Miami-Dade County Codes and all aspects of the Department. Mr. Walthour noted TMU currently consisted of two trainers and some Administrative Staff who taught several courses.

Mr. Walthour responded to questions by commissioners regarding the need for trainers since funding was not available and Team Metro was not hiring new staff; and what were trainers assigned to do when not training. Mr. Walthour noted a variety of training was provided to staff; that an assessment was done each year to

Governmental Operations and Environment Committee

FINAL OFFICIAL

Meeting Minutes

Monday, July 30, 2007

determine the level of training or retraining needed by staff and a training schedule was prepared as a result. Mr. Walthour also noted that trainers provide the administrative support for the Community Councils that fall under the jurisdiction of Team Metro.

Chairwoman Seijas asked the Team Metro Director to provide this committee with a report before September 1, indicating the number of current trainers used in the Team Metro University program, how many people they proposed to train, what subjects would be trained, how many times a year, and whether the purpose was to train new staff or to re-train the current staff.

Mr. Walthour responded to questions by Chairwoman Seijas regarding \$250,000 cost to move staff to new regional offices; why Team Metro had not centralized its offices and the status of Team Metro providing services to Community Councils. Mr. Walthour noted Team Metro wanted to have offices in the communities that residents could access easily. He further noted that Team Metro's staff had provided administrative support to the non-zoning community council meetings for the past six years but proposed to phase that out in the FY2007-08 budget and transfer those functions to the Planning and Zoning Department.

Commissioner Gimenez expressed concern with the reduction of nineteen (19) service workers in this year's budget and only one (1) reduction in Administrative staff.

Mr. Walthour noted the nineteen (19) reduced staff were some administrative-based positions in the central office and field staff positions, including one (1) trainer, one (1) sign coordinator, one (1) administrative office 3 and one (1) administrative officer 1.

Commissioner Gimenez asked the Team Metro Director to provide the Committee with a report by September 1, indicating Team Metro's Total Operating Expenditures and exactly which staff positions by title were eliminated.

Commissioner Gimenez questioned whether Team Metro would provide a greater level of service next year to UMSA than countywide. He noted funding should relate to whom services were

Governmental Operations and Environment Committee

FINAL OFFICIAL

Meeting Minutes

Monday, July 30, 2007

provided to and what was paid in by UMSA and countywide. He questioned the number of staff persons that worked in each Team Metro satellite office.

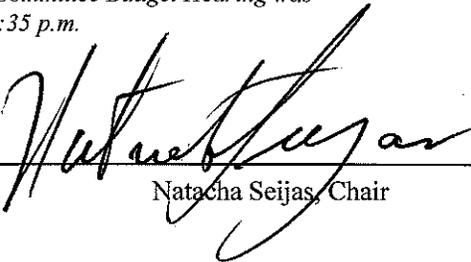
Mr. Walthour reiterated that Team Metro was shifting back to the way it funded UMSA in the past. He noted the larger satellite offices consisted of approximately twenty-five (25) positions and the smaller offices consisted of twelve (12) positions; and that Tamiami, West, South and Kendall Regional Offices were Team Metro's largest offices.

NON-AGENDA

Chairwoman Seijas expressed concern with the length of time it takes staff to make travel arrangements for County employees and with employees attending conventions with no purpose for attending. Chairwoman Seijas asked County Manager Susanne Torriente to explore ways to strengthen the process for employees traveling on county-business to ensure their purpose for attending, and to ensure travel arrangements were made well in advance so that it was more cost efficient.

3 ADJOURNMENT

Report: *There being no further business to come before this Board, the Governmental Operational and Environmental Committee Budget Hearing was adjourned at 12:35 p.m.*



Natacha Seijas, Chair