

**Miami-Dade County  
Office of Management and Budget**

**Forms of Government and Summary of Budget and Procurement Responsibilities in Selected Municipalities\*  
Based on the Governing Documents for the Respective Jurisdictions**

Subject Area	Miami-Dade County, Florida	Newark, New Jersey	Philadelphia, Pennsylvania	Washington, D.C.
<b>Jurisdiction Demographics</b>	Population <sup>1</sup> : 2,712,945  Employees <sup>2</sup> : 27,000	Population: 281,764  Employees: 3,400	Population: 1,567,872  Employees: 29,000	Population: 681,170  Employees: 36,000
<b>Governing Document</b>	<a href="#">The Home Rule Amendment and Charter</a>	<a href="#">Optional Municipal Charter Law (N.J.S.A. 40:69A-1 et seq.)</a> – Portions pertaining to “Mayor-Council Plan C.”	<a href="#">Philadelphia Home Rule Charter</a>	<a href="#">District of Columbia Home Rule Act</a>
<b>Structure of Government</b>	Mayor/Council  The Mayor is responsible for the management of all administrative departments	Mayor/Council  The Business Administrator directs the Department of Administration under the direction and supervision of the Mayor; the governing body of the municipality may provide, by ordinance, that the Business Administrator also shall, subject to the direction of the Mayor, supervise the administration of each of the departments established by ordinance	Mayor/Council  The Managing Director is appointed by the Mayor and supervises service departments	Mayor/Council  The City Administrator acts as the Chief Administrative Officer of the Mayor and serves at the Mayor’s pleasure
<b>Qualifications of Mayor and Administrator</b>	The Mayor must have resided within Miami-Dade County for at least three years	No required qualifications for the Mayor  The Business Administrator shall be chosen solely on the basis of his executive and administrative qualifications with special reference to his actual experience in, or his knowledge of, accepted practice in respect to the duties of his office. During his tenure of office he may reside outside the municipality only with the approval of the Council	The Mayor shall have been a resident of the City for at least three years preceding his election and shall be at least twenty-five years of age at the time of his election  The Managing Director shall have had such experience for at least five years as an executive either in public service or private industry	The Mayor shall be a qualified elector, should have resided and been domiciled in the District for one year immediately preceding the day of the election; has not been convicted of a felony while holding the office; and not be engaged in any employment and holds no public office or position for which he is compensated in an amount in excess of his actual expenses in connection therewith  No required qualifications for the City Administrator

\* This document is a summary of selected information pertaining to the topics listed. It is not a comprehensive list of all information contained in the respective governing documents. The jurisdictions reviewed were selected by the Charter Review Task Force.

1. 2016 Population: <http://www.census.gov/quickfacts>
2. Employee figures based on publically available budget documents

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<b>Procurement</b>	<p>The Mayor or designee shall execute contracts and other instruments</p> <p>Board of County Commissioners responsibilities include:</p> <ul style="list-style-type: none"> <li>Establish minimum amounts above which formal sealed bids are required, by ordinance; approve such contracts</li> <li>Waive competitive bidding by two thirds vote of the Commissioners present</li> <li>If the Mayor informs the Board of a conflict of interest, the Chairperson of the Board and not the Mayor may solicit, evaluate and award or recommend award of contracts</li> </ul> <p>As it relates to contracts, the Commission Auditor provides Commission with independent audit, management, revenue forecasting and fiscal analyses</p>	<p>The Mayor shall sign all contracts, bonds or other instruments requiring the consent of the municipality</p> <p>The Mayor shall negotiate contracts for the municipality, subject to Council approval</p> <p>The Business Administrator shall administer a centralized purchasing system</p>	<p>The Procurement Department's functions include:</p> <ul style="list-style-type: none"> <li>Purchase, store and distribute personal property</li> <li>Procure surety bonds and insurance</li> <li>Award utility service contracts</li> <li>Award all contracts to be paid for with funds appropriated from the City Treasury for which competitive bids are required</li> </ul> <p>The Procurement Department shall consult with and consider recommendations of the Council, the Mayor, the officer, department, board or commission of the City or other governmental agency, whose requirements it is procuring</p> <p>Contracts over one year require Council approval by ordinance</p> <p>Contracts for the rendering of services over a period of one year or less that involve an expenditure of more than \$100,000 for the purpose of providing legal representation and related services for indigent persons require Council approval, unless exempted by ordinance, except for certain organizations</p> <p>The Council may enact an ordinance that requires certain or all City contracts to include provisions requiring a contractor to submit an economic opportunity plan that addresses the participation of disadvantaged business enterprises and workforce diversity, and to demonstrate best and good faith efforts to comply with such plan</p> <p>The Council may enact an ordinance requiring minimum wages and/or benefits by contractors</p> <p>The Administrative Board consisting of the Mayor, Managing Director, and Finance Director shall determine from time to time:</p> <ul style="list-style-type: none"> <li>Whether and within or above what limits the Procurement Department shall procure insurance covering liability of the City and its officers and employees</li> <li>The number and type of automobiles and other vehicles to be purchased by the Procurement Department</li> <li>Above what limit proposals for the purchase of equipment, material or supplies must be submitted by the Procurement Department to the Director of Finance for approval</li> </ul>	<p>The Mayor must submit contracts over \$1 million to the Council for approval in accordance with criteria established by the Council. Contracts will be deemed approved if no member of the Council introduces a resolution approving or disapproving the contract within 10 days of submittal by the Mayor or the Council does not disapprove the contract within 45 days of submittal by the Mayor</p> <p>The Mayor must submit multi-year contracts to the Council for approval in accordance with criteria established by the Council. If no action is taken to approve the contract within 45 calendar days, the contract shall be deemed disapproved</p> <p>No contract involving expenditures out of an appropriation which is available for more than one year shall be made for a period of more than five years unless the Council, by a two-thirds vote of its members present and voting, authorizes the extension of such period for such contract pursuant to criteria established by act of the Council</p> <p>The Chief Financial Officer must certify all contracts as to availability of funds and prepares fiscal impact statements for contracts over \$1 million and multi-year contracts</p> <p>The Office of the Chief Financial Officer shall have a procurement office or division which shall operate independently of, and shall not be governed by, the Office of Contracting and Procurement</p>

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<b>Budget</b>	<p>Mayoral responsibilities include:</p> <ul style="list-style-type: none"> <li>• Show cost of each program and make public a budget summary setting forth cost of each program</li> <li>• Make public a quarterly report showing actual expenditures for the quarter against one quarter of the proposed expenditure as well as cumulative amounts for the year</li> <li>• Has veto authority over legislation. If a revenue item is vetoed, an expenditure item in the same or greater dollar amount must also be vetoed</li> <li>• Prepare and deliver a budget message in March</li> <li>• Propose an operating and capital budget between June 1 and July 15 for the ensuing fiscal year</li> <li>• Present proposed budget to the Board before adoption of tentative millage rates</li> </ul> <p>Board of County Commissioners responsibilities include:</p> <ul style="list-style-type: none"> <li>• Adopt millage rates</li> <li>• Hold hearings on and adopt a budget on or before dates required by state law</li> </ul> <p>Commission Auditor responsibilities include:</p> <ul style="list-style-type: none"> <li>• Provide Commission with independent budgetary analysis</li> </ul>	<p>The municipal budget shall be prepared by the Mayor with the assistance of the Business Administrator</p> <p>The Mayor shall require all department heads to submit requests for appropriations for the ensuing budget year, and to appear before the Mayor or the Business Administrator at public hearings, which shall be held during that month, on the various requests</p> <p>The Mayor shall submit to the Council his recommended budget</p> <p>The Council may reduce any item or items in the Mayor's budget by a vote of a majority of the Council, but an increase in any item or items therein shall become effective only upon an affirmative vote of two-thirds of the members of the Council</p>	<p>The Mayor submits an annual operating budget message and proposed annual operating budget ordinance to Council. The Council must approve the budget at least 30 days prior to start of new fiscal year</p> <p>The Mayor's estimates of receipts for the ensuing fiscal year and of surplus or deficit, if any, for the current fiscal year may not be altered by the Council</p> <p>The Mayor can disapprove or reduce any item or items of any ordinance making appropriations, except the items in the annual operating budget ordinance making appropriations to the Auditing Department for the compensation of auditors regularly employed by it, for the work of the Personnel Director and the Civil Service Commission, and for the work of the Board of Ethics</p> <p>The Council can override a Mayoral veto with two-thirds vote of all members</p> <p>Should the Council fail to make an adequate appropriation to the Auditing Department, the City Controller may petition any Court</p> <p>The annual operating budget ordinance may be amended after its passage to authorize the transfer of items but the aggregate of the appropriations made by it may not be increased and transfers of budget items may not be made during the last four months of any fiscal year, except upon the recommendation of the Mayor</p> <p>Not later than the passage of the annual operating budget ordinance, the Council shall ordain such revenue measures as will, in the opinion of the Mayor, yield sufficient revenue to balance the budget. For this purpose new sources of revenue or increased rates from existing sources of revenue not proposed by the Mayor shall be deemed to yield in the ensuing fiscal year such amounts as the Mayor shall determine. The annual operating budget ordinance shall not become effective and the City Controller shall not approve any order for any expenditure thereunder until the Council has balanced the budget</p> <p>The Council may, from time to time, require additional information to be submitted by the Director of Finance to the Council with the proposed budget including, but not limited to, information about the cost of performing specific functions, the effectiveness of such functions, and the costs versus benefits of proposed expenditures</p>	<p>The Chief Financial Officer prepares the budget under the direction and for the use of the Mayor. The Mayor submits a proposed budget at a time directed by the Council; and from time to time may prepare and submit to the Council proposed supplemental or deficiency budget recommendations</p> <p>The Council holds a public hearing and adopts a budget</p> <p>The federal portion of the budget shall be submitted by the Mayor to the President for transmission to Congress. The local portion of the budget shall be submitted by the Chairman of the Council to the Speaker of the House of Representatives</p> <p>In the case of a budget for a fiscal year which is a control year, the budget so adopted shall be submitted by the Mayor to the President for transmission by the President to the Congress</p> <p>The Mayor may veto any budget provision within 10 days (5 days in a control year); the Council can override the veto with a two-thirds vote of members present</p>