

MEMORANDUM

Agenda Item No. 11(A)(18)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: February 7, 2023

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution establishing the
process for payment and
monitoring of allocations from
Commissioner District Office
Funds and Community-Based
Organization (CBO)
Discretionary Reserve Funds;
amending the workplans for the
Commission Auditor and Office
of Policy and Budgetary Analysis
to reflect such procedures

Resolution No. R-96-23

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor
Chairman Oliver G. Gilbert, III.



Geri Bonzon-Keenan
County Attorney

GBK/jp



MEMORANDUM

(Revised)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: February 7, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 11(A)(18)

Please note any items checked.

- ☐ "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
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☒ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 11(A)(18)
2-7-23

RESOLUTION NO. _____ R-96-23

RESOLUTION ESTABLISHING THE PROCESS FOR
PAYMENT AND MONITORING OF ALLOCATIONS FROM
COMMISSIONER DISTRICT OFFICE FUNDS AND
COMMUNITY-BASED ORGANIZATION (CBO)
DISCRETIONARY RESERVE FUNDS; AMENDING THE
WORKPLANS FOR THE COMMISSION AUDITOR AND
OFFICE OF POLICY AND BUDGETARY ANALYSIS TO
REFLECT SUCH PROCEDURES

WHEREAS, Miami-Dade Commissioners have the ability to disburse monies from, among other sources, their Office Fund and their Community-Based Organization (CBO) Discretionary Reserve Fund (collectively “allocations”) for various public purposes within their districts; and

WHEREAS, this Board desires that such funds be disbursed efficiently in order for the community to receive the benefit of these allocations as swiftly as possible; and

WHEREAS, the Office of Policy and Budgetary Analysis (“OPBA”) provides budget, management, and policy support to this Board; and

WHEREAS, as part of OPBA’s workplan, OPBA assists County Commissioners with office budgets, discretionary community-based organization funding and other district-specific accounts and coordinating this information with the administration; and

WHEREAS, OPBA currently processes applications for amounts less than \$25,000.00, and the Office of Management and Budget processes the applications for amounts above \$25,000.00; and

WHEREAS, it would be more efficient for OPBA to also process the applications for allocations in amounts above \$25,000.00; and

WHEREAS, processing the allocations consists of OPBA receiving applications that Commissioners have accepted from potential recipient organizations, verifying the legal identity of the potential recipient organization, reviewing the potential recipient organization's W9, coordinating certification of the application by the Clerk of the Board after the allocation has been approved by this Board, and submitting a pay request to the Finance Department so that recipient organizations may be paid; and

WHEREAS, this Board would like to ensure that allocations disbursed are used for the intended purpose approved by this Board; and

WHEREAS, the Commission Auditor is charged with making periodic reports to this Board to determine whether departments, agencies and entities of the County have complied with the fiscal and legislative policies of the Commission; and

WHEREAS, it would be appropriate for the Commission Auditor to monitor the disbursement of allocations to ensure that such funds are used appropriately and comply with the fiscal and legislative policies of this Board,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board:

Section 1. Directs the Office of Policy and Budgetary Affairs to process the applications for allocations from Commissioner District Office Funds and CBO Discretionary Reserve Funds in conjunction with the County Mayor or County Mayor's designee. Payments for all such allocations shall continue to be made by the County Mayor or County Mayor's designee in coordination with the Office of Policy and Budgetary Affairs.

Section 2. Directs the Office of Policy and Budgetary Affairs to include in all applications for allocations from Commissioner District Office Funds and CBO Discretionary Reserve Funds, at a minimum, language that the recipient organization shall make available to the Commission Auditor all requested records and documentation related to the allocation for inspection and copying. Recipient organizations shall agree at the time of submitting an application to the County that the Commission Auditor may conduct audits to ensure that the recipient organization has used funds appropriately and has complied with the fiscal and legislative policies of this Board.

Section 3. Establishes as County policy that written contracts shall not be required for Office Fund and CBO Discretionary Reserve Fund allocations under \$150,000.00.

Section 4. Limits allocations from Office Fund and CBO Discretionary Reserve Fund to \$150,000.00 per organization, per application.

Section 5. Directs the Commission Auditor to monitor the disbursement of Office Fund and CBO Discretionary Reserve Funds to ensure that such funds are used appropriately and comply with the fiscal and legislative policies of this Board. Any workplans for the Commission Auditor or the Office of Policy and Budgetary Affairs shall be deemed amended to reflect this process.

The Prime Sponsor of the foregoing resolution is Chairman Oliver G. Gilbert, III. It was offered by Commissioner **Oliver G. Gilbert, III** , who moved its adoption The motion was seconded by Commissioner **Raquel A. Regalado** and upon being put to a vote, the vote was as follows:

Oliver G. Gilbert, III, Chairman	aye		
Anthony Rodríguez, Vice Chairman	aye		
Marleine Bastien	aye	Juan Carlos Bermudez	aye
Kevin Marino Cabrera	nay	Sen. René García	nay
Roberto J. Gonzalez	aye	Keon Hardemon	aye
Danielle Cohen Higgins	nay	Eileen Higgins	nay
Kionne L. McGhee	aye	Raquel A. Regalado	aye
Micky Steinberg	nay		

The Chairperson thereupon declared this resolution duly passed and adopted this 7th day of February, 2023. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



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

LUIS G. MONTALDO, CLERK AD INTERIM

By: Basia Pruna
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

mjs

Melanie J. Spencer