



Agenda Item No. 1(L)(1)  
April 2, 2024

## Office of Policy and Budgetary Affairs

### MEMORANDUM

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<b>TO:</b>	Honorable Chairman Oliver G. Gilbert III and Members, Board of County Commissioners	<b>DATE:</b>	February 13, 2024
<b>FROM:</b>	Jennifer Moon, Chief Office of Policy and Budgetary Affairs	<b>SUBJECT:</b>	2024 Office of Policy and Budgetary Affairs Annual Work Program

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Attached for review and approval by the Board of County Commissioners is the 2024 Work Program for the Office of Policy and Budgetary Affairs. The Work Program has been prepared pursuant to Section 2-2418 of the Code of Miami-Dade County and outlines the goals and objectives for this calendar year. The Work Program highlights the work completed by the Office of Policy and Budgetary Affairs in 2023 and will evolve as additional duties and projects are requested by the Board of County Commissioners.

My team and I look forward to implementing the goals outlined in our Work Program and appreciate your support in fulfilling the mission of the Office of Policy and Budgetary Affairs.

cc: Honorable Daniella Levine Cava, Mayor  
Honorable Juan Fernandez-Barquin, Clerk of the Courts and Comptroller  
Geri Bonzon-Keenan, County Attorney  
Gerald Sanchez, First Assistant County Attorney  
Jess McCarty, Executive Assistant County Attorney  
Yinka Majekodunmi, Commission Auditor  
Basia Pruna, Clerk of the Board  
Eugene Love, Agenda Coordinator



# 2024 Annual Work Plan

**Office of Policy and Budgetary Affairs  
Miami-Dade County, Board of County  
Commissioners**

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**Office of Policy and Budgetary Affairs**

**Jennifer Moon, Chief**

**Erika Luciani, Operations Coordinator**

**Florencia Sosa, Budget Analyst**



The Office of Policy and Budgetary Affairs (OPBA) was established ([Ordinance No. 20-128](#)) under the purview of the Chairperson and the members of the Board of County Commissioners (BCC) to analyze, research and develop legislation, study the Mayor's Proposed Budget, assist the BCC during consideration and approval of the budget and ensure that the BCC has all relevant information prior to making decisions as this County's governing and policymaking body. [Ordinance No. 21-34](#) clarified that the Chairman, on behalf of the BCC, has fiscal review and managerial and operational oversight of OPBA. This Ordinance also codified OPBA's role in providing fiscal review to individual district Commissioners and offices under the direction of the Board. OPBA is a resource for all County Commissioners and your staff as you develop and consider policies to provide for efficient and effective service delivery to our community.



AGENDA BRIEFINGS



POLICY RESEARCH



BUDGETARY INFORMATION

# 2023 ANNUAL REPORT

## ***Budget Support***

One of OPBA's primary objectives is providing on-going support to Commissioners and the various offices that report to the BCC regarding your operating budgets and other funds under your purview, as well as the County's overall budget. This work is done to ensure sound financial planning to achieve the BCC's priorities and to maximize the impact of the various sources of funding available for allocation by the BCC. Pursuant to [Ordinance No. 21-111](#), OPBA staff also provides a monthly accounting of the available funds in the South Dade Advisory Board Trust Fund to the South Dade Black History Center Advisory Board.

Beginning with the June 1 Preliminary Property Tax Roll, OPBA provided information regarding the estimated increases in property tax revenues that would be available to adjust the tax rates for residents. Prior to the public Budget Hearings, OPBA provided a more comprehensive review and analysis of the Mayor's FY 2023-24 Proposed Budget. This review provided the BCC with more detailed information regarding revenue increases for the upcoming fiscal year. This year, the focus was the budgetary impacts of future issues and actions of the BCC and the Administration, such as the anticipated changes once the Constitutional Offices come into existence and the near-term obligations represented in the People's Transportation Plan (PTP) Proforma for SMART Corridor development and Department of Transportation and Public Works (DTPW) operations. An assessment of the consequences of the proposed rates for Solid Waste services and the closure of the Resource Recovery Facility, as well as the effects of the approval of certain capital projects to be funded via future financing, were included. We also provided a five-year financial outlook and recommendations for the General Fund.

## ***Management Support***

As part of the second objective for OPBA, we continue to offer information regarding policies, practices and procedures, providing historical context as requested. OPBA compiled a document outlining operating procedures for the BCC in 2022 and we continue to update this document as needed to clarify and improve processes to ensure the work of the BCC is accomplished as efficiently as possible. In 2023, OPBA supported improvements to the travel request and reimbursement procedures and the tuition reimbursement program for BCC employees, as promulgated by Chairman Gilbert.

OPBA continues to coordinate the processing of allocations made by Commissioners to our local Community-based Organizations (CBOs). In February 2023, Chairman Gilbert sponsored and the BCC approved Resolution No. R-96-23 to expedite payments to CBOs. Utilizing the new process, OPBA processed more than 1,000 allocations which allowed Commissioners to distribute \$8.7 million to support services across Miami-Dade County. A database was also developed in 2023 to compile contact and payment information for CBOs receiving County funding.

## ***Policy Support***

To support our third objective of providing policy support to the BCC and your staff, OPBA continues to facilitate in-person agenda briefings for Commission staff prior to each BCC meeting. The briefings are publicly noticed, which offers not only an opportunity for Commission staff and the Administration to address any questions or concerns regarding items before the BCC, but also to allow an opportunity for Commission staff to discuss current or upcoming legislative proposals within the requirements of the Sunshine Law. Along with the regularly scheduled briefings, OPBA will also continue preparing and publishing notes for BCC agendas prior to each meeting; these notes are posted on OPBA's website at [OPBA Agenda Briefings](#).

## ***2024 Work Program***

In addition to continuing the work to provide budgetary, managerial and policy support, OPBA will remain engaged as the County prepares for the establishment of the Constitutional Offices in January 2025. At the direction of Chairman Gilbert, OPBA is facilitating discussions between the Administration and the Clerk of the Court and Comptroller to support an effort that will ultimately conclude with an action for BCC consideration. This process will be helpful as we develop standards and a roadmap for transition of the other offices. The advent of the Constitutional Officers provides a unique opportunity to examine general policies and procedures that have governed actions of the County generally and the BCC specifically up to now but will need to be reviewed and updated as the County organization undergoes these changes.

Looking ahead to 2024, OPBA remains poised to navigate the evolving landscape of County governance, particularly with the impending establishment of Constitutional Offices. As we continue to facilitate discussions and provide support for this significant transition, OPBA reaffirms its commitment to serving the best interests of Miami-Dade County.

As we embark on a new chapter, OPBA will reassess its priorities and objectives to ensure that we remain agile and responsive to the evolving needs of the County. Through continued collaboration with the BCC and the Administration, we are confident that OPBA will continue to be a driving force for positive change in Miami-Dade County.

In closing, I extend my heartfelt gratitude to the dedicated members of OPBA for their unwavering commitment and professionalism throughout the year. Together, we have achieved significant milestones and laid a strong foundation for continued success in the years to come.