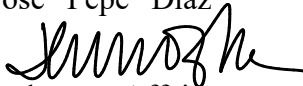




Board of County Commissioners
Office of Policy and Budgetary Affairs

Memorandum

To: Honorable Chairman José “Pepe” Diaz
From: Jennifer Moon, Chief 
Office of Policy and Budgetary Affairs
Date: April 1, 2021
Subject: Office of Policy and Budgetary Affairs Annual Workplan – 2021

Attached for the BCC’s review and consideration is the 2021 workplan for the Office of Policy and Budgetary Affairs. The workplan 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 workplan incorporates the input and feedback received by the Chairman from the Chairpersons of the various committees at the January meeting of the Chairman’s Council of Policy. This workplan will evolve as additional duties and projects are requested at future BCC meetings.

I look forward to implementing the goals outlined in the annual workplan and appreciate the BCC’s support in fulfilling the mission of the Office of Policy and Budgetary Affairs.

- c: Honorable Oliver G. Gilbert, III, Vice-Chairman
and Members, Board of County Commissioners
Honorable Mayor Daniella Levine Cava
Honorable Harvey Ruvín, Clerk of the Courts
Geri Bonzon-Keenan, County Attorney
Gerald Sanchez, First Assistant County Attorney
Jess McCarty, Executive Assistant County Attorney
Yinka Majekodunmi, Commission Auditor
Melissa Adames, Director, Clerk of the Board
Eugene Love, Agenda Coordinator



Office of Policy and Budgetary Affairs

ANNUAL WORKPLAN

Board of County Commissioners

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Joe A. Martinez, District 11

José “Pepe” Díaz, District 12

Sen. René Garcia, District 13

Office of Policy and Budgetary Affairs

Jennifer Moon, Chief

Barbara Galvez, Deputy Chief of Budget Affairs

José A. Espinoza, Deputy Chief of Policy and Legislative Affairs

Erika Luciani, Operations Coordinator

On December 15, 2020, Ordinance No. 20-128 was adopted creating the Office of Policy and Budgetary Affairs (OPBA) under the Board of County Commissioners (BCC). OPBA was inspired by a goal to establish a resource within the BCC to analyze, research and develop legislation, study the Mayor's proposed budget and 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. Sound budgetary practices, ones that balance the needs of the community in an affordable and conscious manner, are reliant on effective legislative decisions made by this BCC. OPBA serves as a resource for all County Commissioners and your staffs as you develop policy to deal with the issues this County faces. Issues such as climate change, economic viability, transportation and public safety are not simply budget or legislative decisions but rather comprehensive issues that require collaborations, led by this BCC.

Budget Support

Beginning in March, staff of OPBA will meet with each Commissioner to thoroughly review revenues and expenditures, as well as provide any information requested regarding County services and allocations. Once the Proposed Budget is submitted to the BCC in July, OPBA will conduct a comprehensive review. This review will ensure that the priorities and policies adopted by the BCC are included in the Proposed Budget. Through a series of meetings held in compliance with the Florida Sunshine Law, OPBA will work with the BCC to answer questions, provide research and assist the BCC with ensuring that any desired amendments are accomplished in a responsible manner by providing options to offset the requested change in the budget.

As part of the ongoing efforts associated with the County budget, OPBA will also provide administrative support to the thirteen County Commissioners by assisting with office budgets, discretionary community-based organization funding and other district-specific accounts and coordinating this information with the Administration.

Management Support

There are administrative functions performed on behalf of the BCC that, at times, require immediate attention. Over the course of the year, OPBA, along with the Office of the Chair, will work with the BCC Office of Support Staff Services to ensure that administrative functions such as personnel, payroll, procurement and general matters are addressed in a timely and efficient manner. Addressing these matters will ensure that Commissioners and their staffs can remain focused on the issues facing their constituents. To ensure continuity, OPBA will also facilitate and support the transitions of newly elected Commissioners and Chairpersons. While this support will vary by Commissioner and Chairperson, OPBA will coordinate these efforts to ensure a smooth transition. Standard operating procedures will be documented for everyone's reference and to facilitate future changes.

This year, OPBA will also facilitate the update and management of the Directives Database so that the tool will be useful to both the BCC and the Mayor. Preliminary meetings with OPBA, the County Attorney, the Office of the Mayor, the Commission Auditor and the Clerk of the Board have already been held. A process has been outlined and the Information Technology Department continuing its development work to finalize and implement the Directives Database.

Policy Support

OPBA will provide accurate and timely research on policy decisions facing this BCC. When required, the meetings involving OPBA and Commissioners or their staffs will occur in compliance with the Florida Sunshine Law. As requested or required by the BCC, OPBA will collaborate with the Mayor and the Commission Auditor to provide the short- and long-term financial impact of proposed legislation. These collaborations will ensure that the information is available to Commissioners and staff prior to the discussion of a particular item.

OPBA will continue to facilitate comprehensive agenda briefings the day following the release of the preliminary agenda to give Commission staff more time to analyze agenda items and brief the Commissioners. Another focus of OPBA will be to research topics and issues relevant to local government generally and issues specific to Miami-Dade County to provide background information in preparation for upcoming matters.