



CHAIRMAN ESTEBAN L. BOVO, JR.
MEMORANDUM

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TO: Honorable Audrey M. Edmonson, Vice Chairwoman, and Members, Board of County Commissioners DATE: January 12, 2017

FROM: Honorable Esteban L. Bovo, Jr., Chairman
Miami-Dade Board of County Commissioners RE: Agenda
Submission
Guidelines and
Operating
Procedures

In an effort to promote efficiency, consistency, and fairness in conducting the business of the Board of County Commissioners ("Commission" or "Board"), I am asking Board members and the administration to observe the following guidelines:

Committees

The backbone of the Board's legislative function is its committee system. I intend to support and respect the decisions of those I have entrusted to chair Commission committees. Once the County Attorney's Office has approved a legislative item for legal sufficiency, I will assign it to one of the committees. Consistent with the Board's Rules of Procedure, I will approve Commission committee agendas and submit them to committee chairs for review. It is my intent to consider agenda modification requests by committee chairs, unless the request presents a hardship to County operations. If the Chair of a committee is unable to review and approve a committee agenda in compliance with established deadlines, the Chair of the Board will review and approve the agenda in his or her stead. The addition or removal of items from a committee agenda is subject to approval by the Chair of the Board.

Agenda Submissions and Closure of Commission Agenda

The processing of Commission and departmental agenda items is governed by agenda submission deadlines. All Commission offices and department directors are encouraged to familiarize themselves and comply with these deadlines. Late departmental agenda items will not be processed by my office unless a written request is made by the Mayor or his designee. A

sample memorandum concerning the processing of late departmental agenda items is attached for use by departmental personnel. Late Commissioner-sponsored agenda items will be assigned on a case-by-case basis, and all efforts will be made to process urgent items. Unfortunately, my office will not be able to process some late submissions, and I ask for your patience and cooperation when submitting last minute legislative items to our office for processing.

It is my intention to close each Commission agenda at 1:30 pm on the day before a Commission meeting.

Reasonable Opportunity to Be Heard and Public Participation

Members of the public will be given an opportunity to speak on a public hearing item when the particular item is called at a Commission or committee meeting.

Regarding non-public hearing propositions, it is my intent to strictly abide by the terms of Rule 6.06 of the Board's Rules of Procedure which provides that members of the public be afforded a reasonable opportunity to be heard on certain propositions. Accordingly, a reasonable opportunity to be heard on non-public hearing propositions referred to committee shall be afforded to the public at committee and a reasonable opportunity to be heard on non-public hearing propositions before the Board shall be extended to the public at a Board meeting.

Pull list, Order of the Day and Co-Sponsorship Requests

Please submit all items electronically for inclusion on the official pull list no later than 4:30 pm on the day prior to the corresponding Board meeting. Pull list requests should be sent electronically to otcpull-list@miamidade.gov. Requests received after 4:30 pm will not be processed by our office for inclusion on the official pull list.

The Order of the Day will be established by my office, in consultation with the County Attorney, to promote efficiency and minimize the inconvenience imposed on citizens and other interested parties waiting to be heard. It is my intent to dispose of as many routine and non-controversial items at the outset of the meeting to permit debate on more complex and controversial items as early in the meeting as practicable or at a time certain to encourage public participation.

In order to be reflected on the final printed agenda, requests for co-sponsorships should be sent to caoagenda@miamidade.gov by 1:30 pm on the day prior to a scheduled Commission meeting.

Special Presentations

Special presentations shall occur between 8:30 am and 9:30 am prior to the commencement of Commission meetings and one half hour before committee meetings. Requests for special presentations will be evaluated by my office and will be assigned to either a Commission or Committee meeting. In any event, **no more than 5 Commissioner-sponsored presentations will be approved** for a single Commission meeting. Requests for special presentations from the

Mayor's Office in excess of five presentations sponsored by Commissioners will be evaluated for placement on a case-by-case basis. It is my intent to **call Commission meetings to order at 9:30 am**, provided that the requisite quorum is present. To ensure the timely commencement of meetings, please make all efforts to be present in the Commission chambers by 8:30 am on days when you have an approved special presentation on the agenda.

Aides Briefing

Commencing with the February 7, 2017 Board meeting, several changes to the customary aides briefing will be implemented. Presently, the aides briefings take place Friday mornings before regularly scheduled BCC meetings. The briefings will now take place on **Mondays at 1:30 pm (the day immediately preceding the corresponding BCC meeting)**. I have consulted with the Mayor's Office, and I have requested that departmental personnel responsible for agenda items attend briefings to explain the following: (1) items that involve the actual expenditure of County funds; and (2) Commissioner-sponsored items that individual Commission offices have requested to be briefed.

In an effort to make the briefings more productive and efficient, I am asking that each Commission office interested in having an item briefed at the aides briefing please submit a list of items to Ms. Gaby Lopez, in the Mayor's Office. Ms. Lopez has graciously agreed to compile and circulate a list of items to be briefed (without identifying the names of Commissioners making the request) prior to the briefing. To facilitate the timely preparation of the briefing list, I am respectfully requesting that Commission staff submit their list of legislative items to be briefed to the Mayor's Office before 9:00 am on the morning of the briefing. Requests should be sent to Ms. Lopez via email Gaby.Lopez@miamidade.gov.

Thank you for your anticipated support and cooperation.

cc: Honorable Carlos A. Gimenez, Mayor
Abigail Price-Williams, County Attorney
Geri Bonzon-Keenan, First Assistant County Attorney
Neil Singh, Interim Commission Auditor
Christopher Agrippa, Division Chief, Clerk of the Board
Eugene Love, Agenda Coordinator

Memorandum



Date: _____, 2017
To: Eugene Love, Agenda Coordinator
From: Department Director
Subject: Request to Process Late Departmental Agenda Item

I am requesting that _____ be placed on the agenda of the
(Describe Item)

(BCC or Committee Cycle)

Although this item has not met the noticed deadline and has been provided to the Agenda Coordination Office late, this item is time sensitive because _____. Therefore, please process the item notwithstanding that the 3 or 4-day rule is applicable to this item. I am aware that this item is subject to approval for placement on the agenda by the appropriate committee chairperson(s) as well as the BCC Chairperson, and review by the Office of the County Attorney. [I have notified the sponsor that the item is late (include if item requires a sponsor.)]

**Approved by Mayor or Mayor's Designee
Signature**

Print Name

Date

cc: Abigail Price-Williams, County Attorney
Geri Bonzon-Keenan, First Assistant County Attorney
CAOagenda@miamidadecounty.gov