Memorandum

MIAMI-DADE COUNTY

Date:	April 13, 2011
To:	Honorable Chairman Joe A. Martinez and Members, Board of County Commissioners
From:	George M. Burgess County Manager
Subject:	Creation of Implementing Order 3-55 Relating to Miami-Dade County's Green Business Certification Program Ordinance

EDSS
Agenda Item No. 3(F)

Recommendation
It is recommended that the Board of County Commissioners (Board) approve the attached resolution creating Implementing Order (IO) 3-55 relating to the County's Green Business Certification (GBC) Program. The proposed IO provides uniform procedures for businesses seeking, on a voluntary basis, to become certified as a green business by Miami-Dade County.

Scope
This IO will assist businesses countywide in developing and adopting efficiencies and environmental practices to reduced operational costs while protecting natural resources.

Fiscal Impact
The costs associated with the GBC program, such as developing and maintaining a database, administrating the program, and performing on-site verification will be implemented leveraging existing departmental and grant resources; specifically, the collaborative efforts of the Department of Environmental Resources Management (DERM), Office of Sustainability (OOS), and Office of Economic Development and International Trade. A GBC program coordinator may be required in the future as the program matures and more businesses participate. This program is a free service. There is no cost to businesses who wish to participate in this voluntary program and achieve certification.

Track Record/Monitor
This program will be managed by OOS.

Background
The GBC program has been developed to help local enterprises maximize their social, environmental and financial performance. The voluntary program aims to help businesses become more resource-efficient with energy and water use, raw materials and waste production. The program offers local businesses an opportunity to examine their current business practices and implement green initiatives that would save money and increase their marketability while contributing to the protection of our natural resources.

Last year, OOS developed checklists and guidelines, available at green.miamidade.gov, to allow businesses to conduct a self-audit of their operations to determine if they are already operating under green policies or need to make improvements to achieve a green certification. Based on their scores, businesses can choose to apply for the GBC or use the information to implement recommended green practices. This IO sets the procedure for businesses that voluntarily choose to apply for the certification.

Assistant County Manager

cmo04511

MEMORANDUM

(Revised)

TO: Honorable Chairman Joe A. Martinez and Members, Board of County Commissioners

DATE:

FROM: R. A. Cuevas, Jr. County Attorney

SUBJECT: Agenda Item No.

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**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

_____ **No committee review**

_____ **Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous _____) 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.

RESOLUTION NO: _____

RESOLUTION APPROVING IMPLEMENTING ORDER 3-55 FOR THE DEVELOPMENT OF A GREEN BUSINESS CERTIFICATION PROGRAM

WHEREAS, this Board desires to accomplish the purpose outlined in the accompanying memorandum, which is incorporated herein and made a part thereof,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS FO MIAMI-DADE COUNTY, FLORIDA, that this Board hereby approves Implementing Order 3-55: Miami-Dade County Green Business Certification Program.

The foregoing resolution as offered by Commissioner ,

who moved its adoption. The motion was seconded by Commissioner

and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman
Audrey M. Edmonson, Vice Chairwoman

Bruno A. Barreiro	Lynda Bell
Jose "Pepe" Diaz	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Jean Monestime	Dennis C. Moss
Rebeca Sosa	Sen. Javier D. Souto

The Chairperson thereupon declared the resolution duly passed and adopted this 3rd day of May, 2011. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

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

HARVEY RUVIN, CLERK

By:_____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Robert A. Duvall

I.O. No.: 3-55
Ordered:
Effective:

MIAMI-DADE COUNTY
IMPLEMENTING ORDER

Green Business Certification Program

AUTHORITY:
Sections 1.01 and 2.02(A) of the Miami-Dade County Home Rule Amendment and Charter.

POLICY:
It is the policy of Miami-Dade County that a voluntary Green Business Certification (GBC) Program be established and implemented.

STANDARDS:
The GBC program standards are detailed in the application checklists for each participating industry. An industry checklist includes a list of regulatory compliance requirements in an industry sector as well as possible pollution prevention and resource conservation measures a business can take to reduce their resource consumption. A business applying for certification must first be in compliance with all applicable regulatory requirements for its particular industry. The primary mechanism for determining compliance is the verification process.

- The primary source of information for businesses applying for certification is the County's website. The green business website includes applications and resource guides detailing how businesses can achieve sustainable performance improvements. Currently there are no fees to apply for this voluntary certification.

- Application: The GBC application includes the appropriate industry-specific checklist with space for the applicant to indicate which items have been undertaken. In the "self-audit" application format the applicant is required to indicate that it complies with all regulatory, licensing requirements and laws associated with its particular line of business, as well as the required measures.

- Verification: Completeness and accuracy of the application checklist will be reviewed to determine if the applicant has met the minimum requirements for certification. Applicants meeting the established requirements will be scheduled for an on-site verification visit. The site visit will be conducted by a County inspector. This step will also provide an opportunity to provide additional information to the applicant on best management practices.

- Recognition: Businesses that are issued a green certification will receive a recognition certificate and a "Sustainable Business" decal to post at their place of business. Information regarding the business's status as a green certified business will be added to their Local Business Tax document. The green business website will provide a list of certified businesses and a GIS map with their location. The list will be developed and updated regularly.

- Tracking and Reporting: Application review and verification processes will be accomplished through the County's Customer Service Request (CSR) system. The applicant's information will be entered into the system by creating a CSR which will track the application from opening to closing and provide reports.

- Recertification: Businesses shall be recertified every three years and recertification will require the same process listed under verification. Certified business that file recertification applications before the expiration of their existing certification will be considered to remain certified until the County completes its review of the recertification application.

- Revocation: Certification can be revoked if an agency inspector finds a willful or significant violation during a routine inspection before the recertification time period.

DEPARTMENT RESPONSIBILITY:
This policy will be implemented by the Office of Sustainability (OOS) and the Office of Economic Development and International Trade (OEDIT) in collaboration with several County departments. The Department of Environmental Resource Management (DERM), Small Business Development (SBD), Tax Collector, Finance Department, Enterprise Technology Services Department (ETSD), Government Information Center (GIC), and the Beacon Council are responsible for implementing the following requirements or instruction:

Office of Sustainability
OOS will be responsible for establishing and implementing the GBC Program, and for gathering and disseminating information related to the County's sustainable business initiatives. Specifically, OOS will be responsible for ensuring that the following functions are performed by the identified departments and County partner, either as a direct or indirect task:

- Development and updates to the green business website. Production of all necessary documents for program implementation including all marketing and educational materials.
- Initiate the applicant database and track the certification process through the CSR completion. Set timeline and deadlines for information verification and final inspection for certification.
- Report program progress annually.

Office of Economic Development and International Trade
The Office of Economic Development and International Trade will provide assistance and support to the OOS on application review, reporting, promotion and other tasks as needed.

Department of Environmental Resources Management
The Department of Environmental Resources Management will assist in the review of the applications and will conduct the verification site visits.

Small Business Development
The Department of Small Business Development will promote the green business certification to businesses currently certified and to businesses applying for certification.

Enterprise Technology Services
The Enterprise Technology Services Department will develop and support the CSR process and the GIS information. This includes developing the CSR and establishing the processes for tracking and reporting.

Tax Collector, Finance Department
The Finance Department, Local Business Tax Division, will assist in the promotion of the program on their website and all other communication material as appropriate. Information on the GBC program will be added to the business' Local Business Tax document, and renewal information will be communicated through this process.

Government Information Center
The Government Information Center (GIC) will be responsible for maintaining the GBC website with content provided by OOS. This includes the application checklist and resource guide. The website will also provide information on other programs that businesses could benefit from. The website will also include the list of certified businesses and a GIS locator map.

The Beacon Council
The Beacon Council is the County's official economic development partner. OOS and OEDIT will identify outreach and marketing opportunities for collaboration in the implementation of the GBC program.

This Implementing Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

County Manager

Approved by the County Attorney as
to form and legal sufficiency _____