Memorandum

MIAMI-DADE COUNTY

Date: May 3, 2011

Agenda Item No. 1(F)8

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

From: George M. Burgess
County Manager

Subject: Sunset Review of County Boards for 2011 – Park and Recreation Citizens Advisory Committee (PRCAC)

In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2011 Sunset Review of County Boards Report for the Park and Recreation Citizens Advisory Committee (PRCAC). The Board approved the attached report at its meeting of January 19, 2011 and has recommended the continuation of its board.

Alex Muñoz
Assistant County Manager

cmo06311

Date: January 19, 2011

To: George M. Burgess
County Manager

From: Mike Pintado
Chairperson, Park and Recreation Citizens Advisory Committee (PRCAC)

Subject: 2011 Sunset Review of County Boards Report for the Park and Recreation Citizens Advisory Committee (PRCAC)

Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2011 Sunset Review of County Boards Report for the Park and Recreation Citizens Advisory Committee (PRCAC), for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report on January 19, 2011.

It is recommended that the BCC approve the continuation of the Park and Recreation Citizens Advisory Committee (PRCAC).

BACKGROUND

The Park and Recreation Citizens Advisory Committee (PRCAC) was created on June 9, 1994 under Ordinance 94-115 for the purpose of providing the Board of County Commissioners and the Park and Recreation Department with non-binding recommendations to assist the County in its ongoing efforts to improve and promote its park facilities and programs.

The Board should continue to function because it certainly serves the purpose for which it was created.

Mike Pintado
Board Chairperson

SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2011

I GENERAL INFORMATION

1. Name of Board reporting

   Park and Recreation Citizens Advisory Committee (PRCAC)

2. Indicate number of board members, terms of office, and number of vacancies:

   As of December 31, 2010, there were 10 Board members, whose terms of office run concurrently with those of the appointing Commissioners, and we had 16 vacancies.

3. Identify number of meetings and members attendance (Attach records reflecting activity from Jan. 1, 2009 through December 2010):

   Number of Meetings: **16 meetings**
   Number of Meetings with a Quorum: **7**
   Attendance Records: **See Attachment "A"**

4. What is the source of your funding:

   General Fund Budget of the Park and Recreation Department

5. Date of Board Creation: **June 9, 1994**

6. Attach a copy of the ordinance creating the Board (Please include all subsequent amendments).

   See Attachment "B"

7. Include the Board's Mission Statement or state its purposes:

   Attached please find the Board's Mission Statement. See Attachment "C"

8. Attach the Board's standard operating procedures, if any.

   N/A

9. Attach a copy of the Board's By-Laws, if any.

   N/A

10. Attach a copy of the Board minutes approving the Sunset Review Questionnaire, including a vote of the membership.

See Attachment "D"

II EVALUATION CRITERIA

1. Is the Board serving the purpose for which it was created? (Please provide detailed information) **Yes.**

   The Board (PRCAC) was created to provide the Board of County Commissioners and the Park and Recreation Department with recommendations to assist the County in its efforts to improve its park facilities and programs. PRCAC continues making non-binding recommendations to the Parks Department, to the BCC and advocating for the Parks Department at budget times.

2. Is the Board serving current community needs? (Please provide detailed information) **Yes.**

   The Parks Advisory members reach out to the community needs and bring valuable information to both the Parks Department and the BCC, since they are a liaison between the community, the Parks Department and the BCC.

3. What are the Board's major accomplishments?

   a. **Last 24 months. The Board achieved a quorum for 7 of the 16 meetings held. The Board members continued to be Parks' advocates at the budget hearings, asking for increased funding for programming at the parks. They voted on resolutions and supported grant applications.**

   b. **Since established. The Board has been, since its inception, an effective liaison between the Parks Department and the County Commissioners. As an Advisory Board, they give the Parks Department and the Commissioners their best advice on what the community expects and hopes for.**

4. Is there any other board, either public or private, which would better serve the function of this board? **No.**

5. Should the ordinance creating the Board be amended to better enable the Board to serve the purpose or which it was created? (Attach proposed changes, if answer is "Yes") **No.**

6. Should the Board's membership requirements be modified? **Yes.**

7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2009 and FY 2010)

   For FY 2009 the direct cost was $280.00 for office supplies and stamps. The indirect cost was $2,700.00 for administrative support. In FY 2010 the direct cost was $250.00 for supplies and postage and the indirect cost was $3,600.00 for administrative support.

8. Describe the Board's performance measure developed to determine its own effectiveness in achieving its stated goals.

   The Board periodically communicated with their Commissioner supporting the Parks Department in its efforts to obtain more funding to develop new programs and enhance existing ones for the youth, senior citizens and the community at large. In addition, the Board helps the Grant Section of the Department by supporting their applications to request grant monies for improvements to Park's sites.

PARK & RECREATION CITIZENS ADVISORY COMMITTEE
2009

NAME	01/21	02/18	03/18	04/15	05/20	06/17	07/15	08/19	09/9	10/21	11/18	12/16	COMMENTS
Mario Apollon	A	A	P	A	P	P	A	No Mtg.	A	E	A	No Mtg.	
Conchy Bretos	P	P	P	E	P	P	P	No Mtg.	P	E	P	No Mtg.	
Willie Dykes	E	P	E	P	P	A	Resi gned	–	–	–	–	–	
Karen Evans	E	P	P	E	A	P	P	No Mtg.	E	A		No Mtg.	
Jon Gold	P	P	P	E	P	P	P	No Mtg.	P	P	P	No Mtg.	
Carol Hardemon	–	–	–	P	P	P	P	No Mtg.	P	P	P	No Mtg.	
Victor Hernandez	A	A	A	A	A	A	A	No Mtg.	A	A	-	No Mtg.	
Lynn Kislak	P	P	P	E	P	E	E	No Mtg.	P	P	P	No Mtg.	
Anthony Lopez	A	A	P	P	A	A	A	No Mtg.	P	A	P	No Mtg.	
Victor Monge	E	A	P	P	P	A	P	No Mtg.	P	E	E	No Mtg.	
Miguel Penton	A	A	A	A	A	A	A	No Mtg.	A	A	A	No Mtg.	
Mike Pintado	P	P	P	E	P	P	E	No Mtg.	E	P	E	No Mtg.	
Hipolito Rodriguez	A	Resi gned	–	–	–	–	–	–	–	–	–	–	
Raul Rodriguez	A	A	E	E	A	A	A	Resi gned	–	–	–	–	
Frankie Ruiz	A	A	A	A	A	A	A	No Mtg.	A	A	A	No Mtg.	
Wendell Stirrup	A	A	P	P	A	A	E	No Mtg.	P	A	A	No Mtg.	
Mark Stoutenberg	P	P	P	E	P	A	P	No Mtg.	P	E	P	No Mtg.	
Mark Trowbridge	P	P	E	P	P	E	P	No mtg.	P	P	E	No Mtg.	
	NQ	NQ	Q	NQ	Q	NQ	NQ		Q	NQ			

KEY: P=PRESENT – E=EXCUSED – A=ABSENT

QUORUM = 3

ATTENDANCE: Any board member shall be automatically removed if, in a given fiscal year, he/she is absent from two (2) consecutive meetings without an acceptable excuse; or if he/she is absent from three (3) of the board's meetings without an acceptable excuse. Acceptable excuse is defined as medical reasons, business reasons, or any other reason, which the Board, by two-thirds vote of the membership, deems appropriate.

PARK & RECREATION CITIZENS ADVISORY COMMITTEE
2010

NAME	01/20	02/	03/24	04/	05/19	06/	07/21	08/	09/15	10/	11/17	12/	COMMENTS
Mario Apollon	P	No Mtg	P	No Mtg	A	No Mtg	A	No Mtg	A	No Mtg	E	No Mtg	
Conchy Bretos	P	No Mtg	A	No Mtg	P	No Mtg	P	No Mtg	E	No Mtg	A	No Mtg	
Willie Dykes		No Mtg		No Mtg		No Mtg		No Mtg		No Mtg		No Mtg	Resigned 7/15/2009
Karen Evans	P	No Mtg	A	No Mtg	P	No Mtg	A	No Mtg	P	No Mtg	P	No Mtg	
Jon Gold	P	No Mtg	P	No Mtg	P	No Mtg	P	No Mtg	P	No Mtg	P	No Mtg	
Carol Hardemon	P	No Mtg	A	No Mtg	P	No Mtg	A	No Mtg	P	No Mtg	P	No Mtg	
Victor Hernandez	A	No Mtg	A	No Mtg		No Mtg		No Mtg		No Mtg		No Mtg	No longer in Committee as of 11/18/09
Lynn Kislak	P	No Mtg	P	No Mtg	P	No Mtg	A	No Mtg	P	No Mtg		No Mtg	Resigned 11/22/2010
Anthony Lopez	P	No Mtg	P	No Mtg	A	No Mtg	A	No Mtg	P	No Mtg	E	No Mtg	
Victor Monge	A	No Mtg	P	No Mtg	P	No Mtg	A	No Mtg	P	No Mtg	E	No Mtg	
Miguel Penton	A	No Mtg	A	No Mtg	A	No Mtg	A	No Mtg	A	No Mtg		No Mtg	
Mike Pintado	P	No Mtg	E	No Mtg	P	No Mtg	A	No Mtg	E	No Mtg	E	No Mtg	
Hipolito Rodriguez		No Mtg		No Mtg		No Mtg		No Mtg		No Mtg		No Mtg	Resigned 2/18/2009
Raul Rodriguez		No Mtg		No Mtg		No Mtg		No Mtg		No Mtg		No Mtg	Resigned 8/19/2009
Frankie Ruiz	A	No Mtg	A	No Mtg	A	No Mtg	A	No Mtg	A	No Mtg		No Mtg	No longer in Committee
Wendell Stirrup	A	No Mtg	A	No Mtg	A	No Mtg	A	No Mtg	A	No Mtg		No Mtg	Removed 11/22/2010
Mark Stoutenberg	P	No Mtg	P	No Mtg	P	No Mtg	A	No Mtg	P	No Mtg	P	No Mtg	
Mark Trowbridge	P	No Mtg	P	No Mtg	A	No Mtg	P	No Mtg	E	No Mtg	P	No Mtg	
	Q		Q		Q		NQ		Q		NQ		

KEY: P=PRESENT – E=EXCUSED – A=ABSENT

QUORUM = 4

ATTENDANCE: Any board member shall be automatically removed if, in a given fiscal year, he/she is absent from two (2) consecutive meetings without an acceptable excuse; or if he/she is absent from three (3) of the board's meetings without an acceptable excuse. Acceptable excuse is defined as medical reasons, business reasons, or any other reason, which the Board, by two-thirds vote of the membership, deems appropriate.

ATTACHMENT B

MEMORANDUM

Agenda Item No. 7(M)

(Public Hearing 6-7-94)

To: Hon. Chairperson and Members
Board of County Commissioners

Date: April 19, 1994

Subject: Ordinance relating to the Creation of Parks and Recreation Citizens Advisory Committee

From: Robert A. Ginsburg
County Attorney

94-115

The accompanying ordinance was prepared and placed on the agenda at the request of Commissioner Bruce Kaplan.

Robert A. Ginsburg
County Attorney

RAG/ydl

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cc: Reynolds

Agenda Item No. 7(M)
6-7-94

ORDINANCE NO. 94-115

ORDINANCE AMENDING THE CODE OF METROPOLITAN DADE COUNTY, FLORIDA, CREATING THE PARKS AND RECREATION CITIZENS ADVISORY COMMITTEE; PROVIDING SEVERABILITY, INCLUSION IN THE CODE AND AN EFFECTIVE DATE

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF DADE COUNTY, FLORIDA:

Section 1. There is hereby created a Parks and Recreation Citizens Advisory Committee as follows:

The Parks and Recreation Citizens Advisory Committee (hereinafter referred to as PRCAC) is hereby established for the purpose of providing the Board of County Commissioners and the Parks and Recreation Department with non-binding recommendations to assist the County in its ongoing efforts to improve and promote its park facilities and programs.

(a) Composition and Qualifications of Members: The PRCAC shall be composed of twenty-seven (27) members, twenty-six (26) of whom shall be appointed by the Board of County Commissioners. One member shall be the chairperson of the Parks, Recreation and Arts Committee of the Board of County Commissioners. Members of the PRCAC shall be residents of Dade County who posses outstanding reputations for civic pride, interest, integrity, responsibility and business or professional ability. Appointments by the Board of County Commissioners shall be made on the basis of experience or interest in the fields of recreation, natural resources conservation and land use planning.

(b) Method of Appointment and Terms of Membership: Each County Commissioner shall appoint two (2) members of the committee. The term of each of the twenty-six (26) appointed members shall run concurrently with the term of office of the County Commissioner who appointed each such committee member. The term of the Chairperson of the Parks, Recreation and Arts Committee shall be continuous as long as he or she serves as committee chairperson. The members of the PRCAC shall elect a chairperson and such other officers as may be deemed necessary or desirable, who shall serve at the will of the PRCAC. Appointed members shall serve without compensation but shall be reimbursed for necessary expenses incurred in the performance of their official duties, in accordance with County policy, upon approval of the County Manager. A majority vote of a quorum shall be necessary to take any action. Fourteen (14) members shall constitute a quorum. The PRCAC shall conduct its meetings in accordance with Mason's rules of order. The Director of the Parks and Recreation Department shall serve as executive secretary to the PRCAC.

(c) Authority and Limitation of Powers of PRCAC: The PRCAC shall have the authority to make non-binding recommendations of the Board of County Commissioners. The PRCAC shall provide an annual report, either oral or written, to the Board of County Commissioners embodying its recommendations. The PRCAC shall also have the authority to make non-binding recommendations to the Parks and Recreation Department regarding any matter relating to the PRCAC. The PRCAC shall have no power or authority to commit Metropolitan Dade County to any policies, to incur any financial obligations or to create any liability on the part of the County. The actions and recommendations of the PRCAC are advisory only and shall not be binding upon the County unless adopted by the Board of County Commissioners.

Section 2. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 3. It is the intention of the Board of County Commissioners, and is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Metropolitan Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

Section 4. This ordinance shall become effective ten (10) days after the date of enactment.

PASSED AND ADOPTED: JUN 09 1994

Approved by County Attorney as to form and legal sufficiency. RAG

Prepared by:

Park and Recreation Citizens Advisory Committee

Mission

The Park and Recreation Citizens Advisory Committee is established for the purpose of providing the Board of County Commissioners and the Park and Recreation Department with recommendations to assist the County in its ongoing efforts to improve and promote its park facilities and programs (Ordinance No. 94-115, P1, 6-9-94)

Goals

1. Review the progress of Capital Improvement and Programming Projects on a quarterly basis and provide input to the Park and Recreation Department and District Commissioner.

2. Evaluate, enhance, and support The Friends of Miami-Dade Parks programs.

3. Ensure through the annual budget process that adequate funding is provided to the department to maintain and improve family, recreation, programming, and cultural arts experiences.

4. To identify and promote new opportunities for partnerships with public and private entities that provide recreation, sports, and cultural arts programs for the youth of our community.

5. Strive for easily and safely accessible playing fields and facilities for youth programs through acquisition, adaptive use, and interlocal agreements.

6. Encourage the development of additional recreational cultural programs for senior citizens throughout the community.

Park and Recreation
Citizens Advisory Committee Meeting
Hickman Building
January 19, 2011
Summary Minutes

Committee Members Present: Conchy Bretos, Carol Hardemon, Jon Gold, Mark Stoutenberg, Mark A. Trowbridge, Mike Pintado, Victor Monge

Committee Members Absent: Mario Apollon, Karen Evans, Anthony Lopez

Parks and Recreation Staff Present: Jack Kardys, Parks and Recreation Director; Mary Abreu, Intergovernmental Affairs Coordinator

Visitor Present: Jamie Caulkins, from UM

The meeting was called to order by the Chairman, Mike Pintado at 4:40pm.

As seven members were present, a quorum was met. The Minutes of September 15th and November 19th were approved by Chairman Mike Pintado and seconded by Conchy Bretos.

The first item for discussion was the Parks Department's $1.6 million carryover from last year, which helped with this year's budget reductions. The Parks Department is in a savings plan right now.

Mary Abreu explained the 2011 Sunset Review Questionnaire. This package should be approved by the committee in a meeting, signed by the chairperson, and sent to the County Manager. The various attachments were summarized in the package, and Mary responded to questions by some of the members. Committee Chairman Mike Pintado stated that members go back to their Commissioners with recommendations. Jack Kardys, Director stated that he would be attending next meeting and will give his own ideas and recommendations for next year.

Committee Member Conchy Bretos commented that last year's project was that each member become the "eyes" of the Commissioner and the communities each represents, and to bring ideas to the meeting. She also suggested that it may be better that Commissioners appoint only one delegate to the Committee, given the scarcity of volunteers for the Committee and the numerous vacancies; Jon Gold agreed. Also, if approved, this change would require a change in Resolution. It will be discussed at the next meeting.

Chairman Mike Pintado made a motion to approve the Questionnaire with members accepting. He signed the Memorandum to the County Manager.

Mary Abreu asked members for their ideas for the New Year. Conchy Bretos asked if the information regarding the dog incident at Palmetto Park had been obtained. Mary mentioned that she had it already for Karen Evans.

Parks Director Jack Kardys then asked for status, ideas etc. There have been some good things happening in spite of reductions: after-school programs remain. $1.6 million was funded for recreation. However, the basic elements remain, even after losing 460 full-time staff. He also asked the Committee to stay in contact with Commissioners and the public, which is essential for this committee, as they are the liaison. A good advocacy plan would render benefits for the parks as well as having other areas represented, i.e. sports, stewardship, sensitivity to disabilities, arts. He expressed that expanding the vision with, for example, a representative of the Museum of Science, would give more opportunities to enlarge the Committee. He also mentioned partnerships with non-profit organizations.

It was suggested that the Committee members prepare a report and present it to the Board of Commissioners (BCC), when Budget time comes. Mr. Kardys offered his assistance to the Committee in setting up a program to follow goals and ways to achieve them. Such program can be adjusted as goals are achieved, and as needed.

Mark Trowbridge proposed to modernize the Committee. Mary requested each member to review the Committee Goals, and e-mail them back to her.

Mark Stoutenberg commented that the Committee needs to bring ideas, develop a plan to implement them, and achieve goals in a set time whenever possible. The committee needs to refocus and members need to attend the meetings.

Jack suggested assignments, tasks, and drafts so that Committee Members can get in touch via e-mail. Mike Pintado agreed.

Meeting was adjourned at 5:35pm.

Next meeting is scheduled on March 16, 2011.