

# Memorandum



**Date:** September 28, 2011  
**To:** Department Directors  
**From:** Carlos A. Gimenez  
Mayor   
**Subject:** 2012 Sunset Review of County Boards

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All boards created by the Board of County Commissioners (BCC) through ordinance are subject to a sunset review process on a biennial schedule, as provided in Section 2-11.40 of the Code of Miami-Dade County (Attachment 1).

Attachment 2 is a list of the boards to be reviewed in 2012. Boards created pursuant to state or federal law, or are temporary with a term less than one year, are exempt from this process.

The 2012 Sunset Review of Miami-Dade County Boards package includes the following:

- Sunset Review of County Boards Package Checklist (Attachment 3)
- Recommendation memorandum from the Advisory Board Chairperson to the Mayor (Attachment 4)
- Transmittal memorandum from the Mayor to the BCC (Attachment 5)
- 2012 Sunset Review Questionnaire for Miami-Dade County Boards (Attachment 6) and related documents.

The Code requires sunset review reports be submitted to the BCC by March 15<sup>th</sup>. In order to meet Commission Committee agenda deadlines, departments providing staff support to advisory boards must submit sunset review reports by January 4, 2012 to the Office of Management and Budget. Departments should proceed to have advisory boards meet and approve their respective sunset review reports accordingly.

Once again, the deadline for sunset review report submission is January 4, 2012. Please submit your reports and questions to Marla Golberg, Office of Management and Budget, at (305) 375-4368.

## Attachments

- c: Honorable Harvey Ruvlin, Clerk, Circuit and County Courts  
Honorable Pedro Garcia, Property Appraiser  
Carlos Migoya, President and Chief Executive Officer, Jackson Health System  
Robert A. Cuevas, Jr., County Attorney  
Office of the Mayor Senior Staff  
Joseph Centorino, Executive Director, Commission on Ethics and Public Trust  
Charles Anderson, Commission Auditor  
Chris Agrippa, Division Chief, Clerk of the Board  
County Board Liaisons

**CODE  
Of  
MIAMI-DADE COUNTY, FLORIDA**

Codified through Ord. No. 06-115, enacted July 18, 2006. (Supplement No. 51)

**Chapter 2 ADMINISTRATION**

**ARTICLE IB. STANDARDS FOR CREATION AND REVIEW OF BOARDS  
GENERALLY**

**Sec. 2-11.40. "Sunset" review of boards.**

Commencing with calendar year 2001 the initial board program category shall be reviewed and every year thereafter in the following manner:

- (a) By February 1, 2001 and by February 1 each year thereafter, each board's chairperson shall submit a report, approved by the board, to the County Manager setting forth the following information concerning the board:
  - (1) Whether the board is serving the purpose for which it was created.
  - (2) Whether the board is serving current community needs.
  - (3) A list of the board's major accomplishments.
  - (4) Whether there is any other board, either public or private, which would better serve the function of the board.
  - (5) Whether the ordinance creating the board should be amended to better enable the board to serve the purpose for which it was created.
  - (6) Whether the board's membership requirements should be modified.
  - (7) The cost, both direct and indirect, of maintaining the board.
  - (8) Whether the County board is meeting performance measures developed to determine their effectiveness in achieving stated goals.
- (b) By March 15, 2001 and by March 15, each year thereafter, the County Manager shall deliver to the Board of County Commissioners the report submitted by the chairperson of each board, pursuant to subsection (a) of this section, together with the recommendation or comments that the County Manager submits.
- (c) By April 15, 2001 and by April 15 each year thereafter, the chairperson shall make an oral presentation to the Board of County Commissioners should it be the desire of the Board. Said presentation shall be based upon the report set forth in subsection (a) above. The Board of County Commissioners shall evaluate the chairperson's report, the County Manager's recommendations and any other information it deems relevant to determine whether the board shall continue in its present form.
- (d) The Board of County Commissioners shall determine whether to abolish, continue, consolidate or modify the board.
- (e) At the conclusion of this review process, affected County departments must follow up on the Board of County Commissioners' action and, if necessary, prepare the

Sec. 2-11.40. "Sunset" review of boards (cont.)

appropriate legislation to abolish, consolidate or modify a board if it is not continued in its present form.

- (f) Reserved.
- (g) The following board categories shall be reviewed in the following years and every other year thereafter:
  - (i) 2001: Policy Formulation, General Government, Internal Support, Culture and Recreation, and Physical Environment
  - (ii) 2002: Protection of People and Property, Transportation, and Health and Human Services
- (h) All existing and newly created boards shall be administratively placed in the appropriate program category under subsection (g) above.
- (i) Any proposed Miami-Dade County ordinance or resolution creating a board must be accompanied by a report from the County Manager's Office setting forth the following information concerning the board:
  - (1) Whether there is a need for the proposed board.
  - (2) Whether the purpose of the proposed board could be accomplished in any other manner.
  - (3) The cost both direct and indirect of creating and maintaining such a board.
  - (4) A clear statement of the mission, desired outcomes and strategies for accomplishing such outcomes, and performance measures to assess whether such outcomes are being achieved. Such outcomes specified shall be measurable, concrete and specific.
  - (5) A date when the ordinance creating the board shall be repealed, contingent upon the completion of a review by the County Manager and the Board of County Commissioners prior to said repeal date, to determine its effectiveness in achieving stated goals and to revise or modify program components for the full achievement of said goals. No board shall be created whose date for repeal is greater than five (5) years from the effective date of the enacting ordinance.
- (j) Any and all boards created pursuant to state or federal law shall be exempt from the requirements of Sec. 2-11.40.

(Ord. No. 80-136, § 8, 12-16-80; Ord. No. 95-93, § 1, 6-6-95; Ord. No. 98-113, § 1, 7-21-98; Ord. No. 01-20, § 1, 1-23-01)

**SUNSET REVIEW PROCESS  
COUNTY BOARDS  
2012**

Addiction Services Board  
Aircraft Noise Abatement Task Force for Miami International Airport  
Asian American Advisory Board  
Black Affairs Advisory Board  
Board of Rules and Appeals  
Commission for Women  
Commission on Human Rights  
Community Affordable Housing Strategic Alliance Task Force (CASHA)  
Community Based Organization (CBO)  
Community Relations Board  
Community Small Business Enterprise Advisory Board  
Construction Trades Qualifying Board – Division A  
Construction Trades Qualifying Board – Division B  
Dade-Miami Criminal Justice Council  
Dial-A-Life Program Advisory and Oversight Board  
Financial Recovery Board (JMH)  
Fire Prevention and Safety Appeals Board  
Hispanic Affairs Advisory Board  
Homeless Trust  
Miami-Dade Economic Advocacy Trust (MDEAT)  
Miami-Dade Housing Civil Rights Oversight Board  
MIA Neighborhood Relations Committee  
Nuisance Abatement Board  
Port of Miami Crane Management Inc. Committee  
Public Health Trust Nominating Council  
Small Business Advisory Board  
Social and Economic Development Council for Miami-Dade County  
Unsafe Structures Board  
Urban Economic Revitalization Task Force  
Youth Commission  
Youth Crime Task Force

**Sunset Review of County Boards for 2012  
Package Checklist**

**Board**

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- \_\_\_\_\_ **Completed Sunset Review Questionnaire**
  
- \_\_\_\_\_ **Mayor's Transmittal Memorandum**  
(also email memo to Marla Golberg at [marlag@miamidade.gov](mailto:marlag@miamidade.gov))
  
- \_\_\_\_\_ **Memorandum from Board Chair to County Mayor**
  
- \_\_\_\_\_ **Membership attendance for the previous 2 years (2010 and 2011)**
  
- \_\_\_\_\_ **Ordinance creating Board (and all subsequent amendments)**
  
- \_\_\_\_\_ **Mission/Purpose Statement in Sunset Review Questionnaire**
  
- \_\_\_\_\_ **Standard Operating Procedures (if any)**
  
- \_\_\_\_\_ **By-Laws (if any)**
  
- \_\_\_\_\_ **Minutes from Board meeting approving Sunset Review Questionnaire, including a vote of the membership**

**Date:** (Insert Date)  
**To:** Carlos A. Gimenez  
Mayor  
**From:** (Insert Name)  
Chairperson, (Insert Board Name)  
**Subject:** Sunset Review of County Boards for 2012 – (Insert Board Name)

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Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2012 Sunset Review of County Boards Report for the (insert Board Name) for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of (insert date).

It is recommended that the BCC approve the (select continuation, consolidation, modification, or abolishment) of the (insert Board Name).

### **BACKGROUND**

Provide the following information in the body of this section (in paragraph format):

1. When the Board was created
2. The purpose of the Board
3. Why the Board should continue to function and explain any other recommended action

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(Insert Name of Board Chairperson)  
Board Chairperson

# Memorandum



**Date:** (Leave Blank)

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

**From:** Carlos A. Gimenez  
Mayor

**Subject:** Sunset Review of County Boards for 2012 – (Insert Board Name)

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In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2012 Sunset Review of County Boards Report for the (insert Board Name). The Board approved the attached report at its meeting of (insert date) and has recommended the (select continuation, consolidation, modification, or abolishment) of its board.

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(Insert Deputy Mayor's Name)  
Deputy Mayor

**SUNSET REVIEW QUESTIONNAIRE  
MIAMI-DADE COUNTY BOARDS  
2012**

**I. GENERAL INFORMATION**

1. Name of Board reporting:  
\_\_\_\_\_  
\_\_\_\_\_
2. Indicate number of board members, terms of office, and number of vacancies:  
Number of Board Members: \_\_\_\_\_  
Terms of Office: \_\_\_\_\_  
Number of Vacancies: \_\_\_\_\_
3. Identify number of meetings and members' attendance (Attach records reflecting activity from **Jan. 1, 2010** through **December 31, 2011**):  
Number of Meetings: \_\_\_\_\_  
Number of Meetings with a Quorum: \_\_\_\_\_  
Attendance Records: See Attachment \_\_\_\_\_
4. What is the source of your funding?  
\_\_\_\_\_  
\_\_\_\_\_
5. Date of Board Creation: \_\_\_\_\_
6. Attach a copy of the ordinance creating the Board (Please include all subsequent amendments).  
See Attachment \_\_\_\_\_
7. Include the Board's Mission Statement or state its purpose:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Attach the Board's standard operating procedures, if any.  
\_\_\_\_\_
9. Attach a copy of the Board's By-Laws, if any.  
\_\_\_\_\_
10. Attach a copy of the Board minutes approving the Sunset Review Questionnaire, **including a vote of the membership**.  
See Attachment \_\_\_\_\_

**II. EVALUATION CRITERIA**

1. Is the Board serving the purpose for which it was created? (Please provide detailed information) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Is the Board serving current community needs? (Please provide detailed information)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What are the Board's major accomplishments?

a. Last 24 months \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Since established \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is there any other board, either public or private, which would better serve the function of this board?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created? (If "Yes", attach proposed changes)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2010 and FY 2011)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_