Memorandum

MIAMI-DADE COUNTY

Date: September 27, 2012

To: Department Directors

From: Carlos A. Gimenez
Mayor

Subject: 2013 Sunset Review of County Boards

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 2013. Boards created pursuant to state or federal law, or are temporary with a term less than one year, are exempt from this process.

The 2013 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)
- 2013 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 15th. In order to meet Commission Committee agenda deadlines, departments providing staff support to advisory boards must submit sunset review reports by January 4, 2013 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, 2013. Please submit your reports and questions to Marla Golberg, Office of Management and Budget, at (305) 375-4368.

Attachments

c: Honorable Harvey Ruvin, 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

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)

COUNTY BOARDS BY PROGRAM CATEGORY
SUNSET REVIEW PROCESS
2013

Culture and Recreation
Art in Public Places Trust
Cultural Affairs Council
Historic Preservation Board
Kendale Lakes Landscape and Maintenance Special Taxing District Advisory Board
Miami-Dade Sports Commission
Miami-Dade Zoological Park and Gardens Oversight Board
Park and Recreation Citizens' Advisory Committee
Public Library Advisory Board
Tourist Development Council
Vizcaya Museum and Gardens Trust

General Government
Agricultural Practices Study Advisory Board
Biscayne Bay Shoreline Development Review Committee
Building Better Communities Citizen's Advisory Committee
Community Councils
International Trade Advisory Board
Performance and Efficiency Commission

Internal Support
Commission on Disability Issues
Compensation and Benefits Review Committee
Compensation and Benefits Review Committee Nominating Council
Living Wage Commission

Physical Environment
Community Image Advisory Board
Environmental Quality Control Board
Land Acquisition Selection Committee

Policy Formulation
Film and Entertainment Advisory Board

Sunset Review of County Boards for 2013
Package Checklist

_____ **Board**

_____ **Completed Sunset Review Questionnaire**

_____ **Mayor's Transmittal Memorandum**
(also email memo to Marla Golberg at marlag@miamidade.gov)

_____ **Memorandum from Board Chair to County Mayor**

_____ **Membership attendance for the previous 2 years** (2011 and 2012)

_____ **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 2013 – (Insert Board Name)

Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2013 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

_____
(Insert Name of Board Chairperson)
Board Chairperson

Attachment 5

Memorandum

MIAMI-DADE COUNTY

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 2013 – (Insert Board Name)

In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2013 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.

_____
(Insert Deputy Mayor's Name)
Deputy Mayor

SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2013

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, 2011** through **December 31, 2012**):
   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 2011 and FY 2012)

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