

Memorandum



Date: January 7, 2013
To: Deputy Mayors & Senior Advisor
From: Carlos A. Gimenez
Mayor

Subject: New Committee Structure & Assignments

On January 2, 2013, Chairwoman Rebeca Sosa established a new committee structure, which will be effective as of February 1, 2013. Based on this new committee structure, the Deputy Mayors/Senior Advisor assignments will be as follows:

- Cultural Affairs and Recreation Committee – Senior Advisor Lisa Martinez
- Economic Development & PortMiami Committee – Deputy Mayor Jack Osterholt
- Finance Committee – Deputy Mayor Edward Marquez
- Health and Social Services Committee – Deputy Mayor Russell Benford
- Infrastructure & Capital Improvements Committee – Deputy Mayor Alina Hudak
- Land Use & Development Committee – Deputy Mayor Jack Osterholt
- Public Safety and Animal Services Committee – Deputy Mayor Genaro “Chip” Iglesias
- Transportation and Aviation Committee – Deputy Mayor Alina Hudak

Attached is a copy of Chairwoman Sosa’s committee structure memo with Board member assignments and committee schedule.

If you have any questions, please contact Inson Kim, Director of Policy and Legislative Affairs.

c: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners
Honorable Harvey Ruvin, Clerk of the Court
Robert A. Cuevas, County Attorney
Senior Staff
Charles Anderson, Commission Auditor
Eugene Love, Agenda Coordinator



MEMORANDUM

Rebeca Sosa

Chairwoman

BOARD OF COUNTY COMMISSIONERS

To: Honorable Vice Chair Lynda Bell and
Members, Board of County Commissioners

Date: January 2, 2013

From: Rebeca Sosa, Chairwoman

Re: Committee Structure and
Member Assignments

I would like to take this opportunity to thank my colleagues for selecting me to be the Chairwoman of the Board of County Commissioners for the 2013-2014 term. I am truly honored in the trust you have placed in me and pledge to uphold our tradition of being a professional and ethical board. Moreover, I offer you my gratitude for providing me with the opportunity to meet with each of you individually; this was invaluable in gaining a better understanding of your strengths and areas of interest.

After consultation with the Mayor and the County Attorney's Office, the attached committee plan was developed. In order to assist the County Attorney's Office and the Office of Agenda Coordination during this transition, the existing committee structure set forth by Chairman Martinez will remain in place through January 31, 2013 to allow both offices ample time to prepare. Therefore, the new committee structure and member assignments will take effect on February 1, 2013.

In determining the structure and composition of these committees, I approached the task by taking into consideration the input I received from each of you, as well as my goal of creating a more balanced workload for all committees. To this end, all Commissioners will have the opportunity to either Chair and/or Vice-Chair a committee, with an average of four to five Commissioners serving per committee. Furthermore, as previously discussed, one of my primary goals as Chairwoman will be to conduct County business in the timeliest manner possible, ensuring we respect the members of the public who attend our meetings by starting on time. I am requesting your support on this issue, as I strongly feel it will go far in elevating the community's perception of our Board.

I am eager to unite forces with you for the betterment of your respective districts and the County as a whole, and I am humbled and grateful for the opportunity to serve as Chairwoman of this Board.

Attachment

cc: Honorable Carlos A. Gimenez, Mayor
Honorable Harvey Ruvin, Clerk of the Court
Robert A. Cuevas, County Attorney
Charles Anderson, Commission Auditor
Eugene Love, Agenda Coordinator

Committee Structure and Assignment

In keeping with the Rules of Procedure set forth by the Board of County Commissioners and the Miami-Dade County Charter, it is my distinct honor to present the committee structure and its respective assignments. When creating these committees, it was my intention to provide a forum where County business can be conducted in a manner that is, first and foremost, respectful of the residents of Miami-Dade County while maintaining our high standard of professional and ethical conduct.

Due to the volume of items generated by the County, I have determined that eight standing committees would be more appropriate to handle the current workload. The committees are as follows:

- Cultural Affairs and Recreation Committee (CRC)
- Economic Development & PortMiami Committee (EDPC)
- Finance Committee (FC)
- Health and Social Services Committee (HSSC)
- Infrastructure & Capital Improvements Committee (ICIC)
- Land Use & Development Committee (LUDC)
- Public Safety and Animal Services Committee (PSASC)
- Transportation and Aviation Committee (TAC)

Agendas, Pull List and Start Time

Agendas for committee and commission meetings will be prepared in accordance with our Rules of Procedure. A proposed agenda item will not be assigned or placed on a commission or committee agenda unless it is approved as to form and legal sufficiency by the County Attorney's Office.

As provided in Rule 4.01(f), items that have been forwarded to the full Board during a given committee week will not be placed on the next commission agenda. They will, however, be placed on the next available commission agenda.

Items requested to be waived from committee review shall first be assigned to committee by the Chairwoman of the Board of County Commissioners. Following committee assignment, the item will be submitted to the Chair of the assigned committee for request of waiver of committee review. If such waiver is granted by the committee Chair, the waiver shall then be submitted to the Chairwoman of the Board of County Commissioners for concurrence and placement on an appropriate Board of County Commissioners' agenda.

Furthermore, in keeping with my goal to achieve an orderly and efficient agenda process, if the Chair of a committee is unable to review and approve the preliminary committee agenda in compliance with the established deadlines, the Chairwoman of the Board of County Commissioners will review and approve the agenda in his or her stead. Removing items from a committee agenda is subject to approval by the Chairwoman of the Board of County Commissioners.

Honorable Vice-Chair Lynda Bell
and Members, Board of County Commissioners

Commissioners are requested to provide the Office of the Chairwoman with a list of items they wish to insert on the Pull List, as well as requests for co-sponsorship of legislation, by 3:30 pm on the day before the commission meeting. Your assistance with this request is greatly appreciated.

Many have voiced concerns about the need for committee and commission meetings to start at the scheduled time. As a first step towards this goal and in an effort to expedite meetings, I have decided that committee meetings will commence a half hour earlier than in the past. This will allow the Chair of the committee to commence special presentations at an earlier time. I instituted this policy in the Economic Development and Social Services Committee last year to great success. In other words, the flow of the committee meetings should be as follows: special presentations at 9:00 am and 1:30 pm with the balance of the agenda taking place at 9:30 am and 2:00 pm.

Immediately upon the conclusion of the special presentations and upon achieving quorum, the Chair, or in the absence of the Chair, the Vice Chair shall commence the meeting, provided the Chair is afforded the courtesy of fifteen minutes to arrive after special presentations are concluded. In the absence of both the Chair and the Vice Chair, I urge the remaining members, upon achieving quorum, to select a member amongst themselves to officiate the meeting until the Chair or Vice Chair arrive, pursuant to Rule 4.01(g).

Standing Committee Presentation/Employee Recognition Schedule

<u>Committee</u>	<u>Day</u>	<u>Time</u>
Cultural Affairs and Recreation	Monday	9:00 am
Health and Social Services	Monday	1:30 pm
Finance	Tuesday	9:00 am
Infrastructure and Capital Improvements	Tuesday	1:30 pm
Public Safety and Animal Services	Wednesday	9:00 am
Transportation and Aviation	Wednesday	1:30 pm
Land Use and Development	Thursday	9:00 am
Economic Development and PortMiami	Thursday	1:30 pm

Honorable Vice-Chair Lynda Bell
and Members, Board of County Commissioners

CULTURAL AFFAIRS & RECREATION COMMITTEE – Monday 9:30 am

The Cultural Affairs and Recreation Committee will oversee all matters pertaining to parks, libraries, museums and cultural facilities.

Jurisdiction: Cultural Affairs Department
Department of Regulatory and Economic Resources
-Historic Preservation
Miami-Dade Public Library System
Museums and Cultural Facilities
Parks, Recreation and Open Spaces Department

Liaise with: Adrienne Arsht Center for the Performing Arts
American Airlines Arena
Community Image Advisory Board
Marlins Ballpark
Miami Art Museum
Miami Children's Museum
Miami International Agriculture, Horse and Cattle Show
Miami Science Museum
Miami-Dade County Youth Fair & Exposition
South Miami-Dade Cultural Arts Center
Vizcaya Museum and Gardens/Vizcaya Trust
Zoo Miami

Members: Commissioner Javier D. Souto Chair
Commissioner Barbara J. Jordan Vice Chair
Commissioner Jean Monestime
Commissioner Xavier L. Suarez

Honorable Vice-Chair Lynda Bell
and Members, Board of County Commissioners

ECONOMIC DEVELOPMENT & PORT MIAMI COMMITTEE - Thursday 2:00 pm

The Economic Development and Port Miami Committee will oversee all matters pertaining to the Seaport and dedicate itself to supporting job creation and advancing the economic growth of Miami-Dade County.

Jurisdiction: Community Information and Outreach
Elections Department
Film and Entertainment
Information Technology Department
International Trade Consortium
Office of Intergovernmental Affairs
Port Miami
Sustainability, Planning and Economic Enhancement Department

Liaise with: Beacon Council
Chambers of Commerce
Community Reinvestment Authority
Consumer Affairs
Florida League of Cities
Greater Miami Convention & Visitors Bureau
Miami-Dade County Legislative Delegation
Miami-Dade County League of Cities
Miami-Dade Economic Advocacy Trust
Miami-Dade Sports Commission
Miami Downtown Development Authority
Small Businesses
South Florida Regional Planning Council
Tourist Development Council
World Trade Center Miami

Members: Commissioner Lynda Bell Chair
Commissioner Javier D. Souto Vice Chair
Commissioner Jose "Pepe" Diaz
Commissioner Barbara J. Jordan
Commissioner Juan C. Zapata

Honorable Vice-Chair Lynda Bell
and Members, Board of County Commissioners

FINANCE COMMITTEE - Tuesday 9:30 am

The Finance Committee will oversee the proper administration of County departments' financial affairs.

Jurisdiction: Audit and Management Services Department
Finance Department
Internal Services Department
-Procurement and Management
Office of Management and Budget
-Grants Coordination
Tax Collector

Liaise with: Office of the Property Appraiser
Office of the Commission Auditor

Members:	Commissioner Esteban Bovo, Jr.	Chair
	Commissioner Juan C. Zapata	Vice Chair
	Commissioner Sally A. Heyman	
	Commissioner Barbara J. Jordan	
	Commissioner Dennis C. Moss	

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HEALTH & SOCIAL SERVICES COMMITTEE – Monday 2:00 pm

The Health and Social Services Committee will oversee all matters pertaining to the health, well-being, and public housing needs of the residents of Miami-Dade County.

Jurisdiction: Community Action and Human Services Department
Public Housing and Community Development

Liaise with: The Children's Trust
Community Action Agency Advisory Board
Countywide Healthcare Planning
Early Learning Coalition of Miami-Dade/Monroe
HeadStart
Homeless Trust
Housing Finance Authority of Miami-Dade County
Human Resources
Miami-Dade County Public Schools
Public Health Trust
United Way
United States Department of Veteran's Affairs

Members: Commissioner Audrey M. Edmonson Chair
Commissioner Jean Monestime Vice Chair
Commissioner Lynda Bell
Commissioner Jose "Pepe" Diaz
Commissioner Javier D. Souto

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and Members, Board of County Commissioners

INFRASTRUCTURE & CAPITAL IMPROVEMENTS COMMITTEE - Tuesday 2:00 pm

The Infrastructure and Capital Improvements Committee will oversee all matters pertaining to the delivery of basic services while simultaneously focusing on future projects that will improve the lives of the residents of Miami-Dade County.

Jurisdiction: Capital Improvements
General Obligation Bond
Public Works and Waste Management Department
Water and Sewer Department

Liaise with: Building Better Communities Bond Program Citizens Advisory Committee
Miami River Commission
South Florida Water Management District
U.S. Army Corps of Engineers

Members: Commissioner Juan C. Zapata Chair
Commissioner Sally A. Heyman Vice Chair
Commissioner Bruno A. Barreiro
Commissioner Dennis C. Moss
Commissioner Xavier L. Suarez

Honorable Vice-Chair Lynda Bell
and Members, Board of County Commissioners

LAND USE & DEVELOPMENT COMMITTEE - Thursday 9:30 am

The Land Use and Development Committee will oversee all matters that will ensure the responsible growth and management of Miami-Dade County's natural resources.

Jurisdiction: Agricultural Management
Department of Regulatory Affairs and Economic Resources
- Building & Neighborhood Compliance
- Environmental Resources & Management
- Office of Sustainability, Planning & Economic Enhancement
- Planning & Zoning
Office of Management & Budget
- Annexation & Incorporation

Liaise with: Adopt-a-Tree Community Forestry Project
Local Governments
Municipal Advisory Committees
Biscayne Gardens Municipal Advisory Committee
Fisher Island Municipal Advisory Committee
Fontainebleau Municipal Advisory Committee
North Central Dade Municipal Advisory Committee
Northeast Dade Municipal Advisory Committee

Members: Commissioner Jose "Pepe" Diaz Chair
Commissioner Xavier L. Suarez Vice Chair
Commissioner Lynda Bell
Commissioner Audrey M. Edmonson

Honorable Vice-Chair Lynda Bell
and Members, Board of County Commissioners

PUBLIC SAFETY & ANIMAL SERVICES COMMITTEE - Wednesday 9:30 am

The Public Safety and Animal Services Committee will ensure the safety and protection of all residents and visitors of Miami-Dade County, as well as overseeing the Department of Animal Services.

Jurisdiction: Animal Services
Corrections and Rehabilitation Department
Emergency Management
Juvenile Services Department
Medical Examiner
Miami-Dade Fire Rescue
Miami-Dade Police Department

Liaise with: Clerk of the Courts
Commission on Ethics and Public Trust
Community Relations Board
Criminal Justice Council
Juvenile Justice Board
Office of Inspector General
United States Court of Appeals for the Eleventh Circuit
Youth Crime Task Force

Members: Commissioner Sally A. Heyman Chair
Commissioner Esteban Bovo, Jr. Vice Chair
Commissioner Bruno A. Barreiro
Commissioner Audrey M. Edmonson

Honorable Vice-Chair Lynda Bell
and Members, Board of County Commissioners

TRANSPORTATION & AVIATION COMMITTEE - Wednesday 2:00 pm

The Transportation and Aviation Committee will oversee all matters pertaining to Miami International Airport, as well as ensuring the proper delivery of current and future public transportation services to the residents of Miami-Dade County.

Jurisdiction: Miami International Airport
Miami-Dade Transit Department

Liaise with: Citizens Independent Transportation Trust
Florida Department of Transportation
Metropolitan Planning Organization
Miami-Dade Expressway Authority
Regional Transportation Organizations
South Florida Regional Transportation Authority

Members: Commissioner Dennis C. Moss Chair
Commissioner Bruno A. Barreiro Vice Chair
Commissioner Esteban Bovo, Jr.
Commissioner Jean Monestime