



# Board of County Commissioners

Miami-Dade County - Florida

Dennis C. Moss  
Chairman

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## New Committee Structure and Committee Assignments

### Background

Included below is the new committee structure and assignments for 2009. As the new chair, I expect committees to operate in a different manner than in the past. In the past committees have been more of an agenda manager rather than the driving force behind the agendas development and priorities.

In other words, committees have been locked into focusing on the day to day resolutions and ordinances that make up the bulk of the agenda, with lesser attention being placed on major countywide policy issues and goals. In most cases, we wait for these issues to be brought to our attention rather than us taking more of a leadership role in shaping the policies, goals and directions of the county and ensuring that there is accountability.

The new committee chairs and members will be expected to adjust the priorities of the committees and focus on important county-wide issues that fall under their jurisdiction, as well as addressing the other important items that currently dominate committee agendas.

As a part of setting up the new committee structure and assignments, I took into consideration the recommendations made at the committee of the whole meeting on December 8, 2008 and written input obtained from various members. In making the various assignments, I have tried to accommodate as many requests as I could, while bearing in mind that I want committees in place that will get the Commission and the people's business done.

There will be seven (7) Standing Committees, with six (6) members per committee. The days and times of the committees have not changed, even though the names and areas of jurisdiction have been slightly revised.

### **I. Office of the Chair**

The Chairman shall serve as the Presiding Officer of the Board of County Commissioners and will exercise all powers and duties provided in the Rules of Procedure. The Chairman in consultation with the County Attorney and the County Manager or designee, shall be responsible for assigning legislative items to the appropriate committee(s).

In respect to agenda waivers, the Chairman will adhere to a policy of not approving waivers, with exception to an item which is an emergency or of a critical nature to our county.

It is important to emphasize the importance of public hearings taking place at the committee level. This would allow for the appropriate discussions to take place within the committee structure and for concerns to be addressed prior to the regular commission meeting.

The Chairman will schedule Sunshine meetings as needed with committee chairs, to review committee priorities, issues, and any pending or upcoming matters that might be of importance.

**II. Committee Structure**

**A. Number of Standing Committees**

There will be seven (7) standing committees as follows:

1. Airport and Seaport Committee
2. Budget, Planning and Sustainability Committee
3. Government Operations Committee
4. Health, Public Safety and Intergovernmental Committee
5. Housing and Community Development Committee
6. Recreation, Culture and Tourism Committee
7. Transit, Infrastructure and Roads Committee

**III. Scheduling of Committee Meetings**

Committees will be scheduled monthly, during the week between regular Commission meetings. Committee meetings will be scheduled from Monday through Thursday during that week. In order to accommodate the new committee structure the following is the schedule to follow.

	Monday	Tuesday	Wednesday	Thursday
9:30 AM		Government Operations Committee	Housing and Community Development Committee	Airport and Seaport Committee
2:00 PM	Recreation, Culture and Tourism Committee	Budget, Planning and Sustainability Committee	Transit, Infrastructure and Roads Committee	Health, Public Safety and Intergovernmental Committee

**IV. Committee Rules of Procedure**

The Committees shall be governed by the Board of County Commission, Rules of Procedure. The Committees may take the following actions on items referred to the Committee under *Rule 4.01 (h)*:

1. Recommend favorably;
2. Recommend favorably with committee amendment (s);
3. Forward without recommendation, upon the unanimous vote of the members of the committee who are present;
4. Receive a report;

5. Lay the matter on the table resulting in the matter not being placed on a agenda of the Commission; or
6. Defer or take no action on an item for a maximum of two consecutive committee meetings. Deferral of or failure to act on a matter beyond two consecutive committee meetings shall cause the matter to be laid on the table, as set forth in the preceding subparagraph five (5).

**V. Preparation of Committee Agendas**

Committee agendas will be prepared in accordance with our Rules of Procedure. Rule 4.01 (f) states that the placement of items on committee agendas will be done by the Commission Chairperson in consultation with the County Attorney and the County Manager or his designee.

**VI. Committee Agenda three (3) day rule**

Rule 4.01 (n) provides that a copy of each agenda item shall be furnished to the members of each committee no later than three (3) working days before a vote may be called on the item. Proposed committee agenda items not delivered in accordance with the 3-day rule (except for substitutes and alternates) which are sponsored by a Commissioner shall not be placed on the committee agenda unless placed on the agenda at the request of the committee chair.

**VII. Placement of Committee items on Commission Agenda**

Items that are heard by committees during a given committee week will not be placed on the next Commission agenda, since the deadline for printing that agenda will usually fall on the Tuesday of committee week. Accordingly, items approved by committees will be placed on the next available Commission agenda as provided in Rule 4.01 (f).

**VIII. Committee Staffing**

**Office of the Commission Auditor and Legislative Analyst**

The Office of the Commission Auditor and Legislative Analyst will provide staff support and analysis for each committee. They will provide an independent analysis and audit of all policy items referred to the committees and the Board.

**Office of the Mayor, County Attorney, and Clerk of the Board**

Each committee shall be staffed by the Mayor's designee, as well as any additional staff that might be required to operate the committee in an effective manner. The Office of the Clerk of the Board and the County Attorney's Office shall have staff present at each committee meeting. The Clerk's Office will take and prepare the minutes, as well as maintain records for all the meetings.

**IX. Subcommittees**

Subcommittee meetings shall be governed by the Board of County Commissioners Rules of Procedure. The State Intergovernmental Affairs Subcommittee will have specific oversight over all aspects of the State legislative agenda. This committee will report to the Health, Public Safety and Intergovernmental Committee. The Chair of the subcommittee will schedule the meetings in consultation with the Chair of the Health, Public Safety and Intergovernmental Committee.

**X. Committee Assignments**

**Airport and Seaport Committee**

*Responsibilities:*

The Airport and Seaport Committee will oversee all Airports and Seaport related activities.

*Jurisdiction:*

Aviation Department

- Homestead General Aviation Airport
- Kendall-Taimiami Executive Airport
- Miami International Airport
- Opa-locka Airport

*Seaport*

Coordinate/Liaise with: Miami Intermodal Center

**Members:**

Commissioner Dorrin D. Rolle	Chair
Vice Chairman Jose "Pepe" Diaz	Vice Chair
Commissioner Bruno A. Barreiro	
Commissioner Carlos A. Gimenez	
Commissioner Natacha Seijas	
Commissioner Rebeca Sosa	

## **XI. Budget, Planning and Sustainability**

### *Responsibilities:*

The Budget, Planning and Sustainability Committee will oversee the County's financial affairs, planning functions and sustainability efforts, including smart growth and the proper utilization of our natural resources.

### *Jurisdiction:*

- Agricultural Manager
- Audit and Management Services
- Department of Business Development
- Department of Environmental Resource Management (DERM)
- Department of Planning and Zoning
- Department of Procurement Management
- Economic Policy
- Finance Department
- Office of the Commission Auditor
- Office of Strategic Business Management (OSBM)
- Office of Sustainability
- Property Appraiser

### *Coordinate/Liaise with:*

Climate Change Advisory Task Force  
Development Impact Committee  
Incorporation and Annexation  
Miami-Dade County Public Schools  
Office of Community Image  
South Florida Regional Planning Council

### **Members:**

Commissioner Katy Sorenson	Chair
Commissioner Joe A. Martinez	Vice Chair
Commissioner Audrey A. Edmonson	
Commissioner Carlos A. Gimenez	
Commissioner Sally A. Heyman	
Commissioner Barbara J. Jordan	

## **XII. Government Operations Committee**

### *Responsibilities:*

The Governmental Operations Committee will oversee delivery of basic services to County residents.

### *Jurisdiction:*

- Building Department
- Building Code Compliance Office
- Consumer Services
- Elections Department
- Enterprise Technology Services
- Fair Employment Practices
- General Services Administration
- Government Information Center
- Human Resources
- Office of ADA Coordination
- Office of Neighborhood Compliance
- Solid Waste Management
- Water and Sewer Department

### *Coordinate/Liaise with:*

South Florida Water Management District

### **Members:**

Commissioner Carlos A. Gimenez    Chair  
Commissioner Natacha Seijas    Vice Chair  
Vice Chairman Jose "Pepe" Diaz  
Commissioner Audrey A. Edmonson  
Commissioner Joe A. Martinez  
Commissioner Rebeca Sosa

### **XIII. Health, Public Safety and Intergovernmental Committee**

#### *Responsibilities:*

The Health, Public Safety and Intergovernmental Committee will oversee matters concerning the health, protection and safety of residents and visitors of Miami-Dade County, in addition to our intergovernmental efforts on a local, state and federal level.

#### *Jurisdiction:*

- Animal Services Department
- Intergovernmental Affairs
- Juvenile Services Department
- Medical Examiner
- Miami-Dade Corrections and Rehabilitation Department
- Miami-Dade Fire Rescue Department
- Miami-Dade Police Department
- Office of Countywide Healthcare Planning
- Office of Emergency Management
- Public Health Trust

#### *Coordinate/Liaise with:*

Clerk of the Courts  
Commission on Ethics and Public Trust  
Community Relations Board  
Eleventh Judicial Court  
Florida Association of Counties  
Independent Review Panel  
Juvenile Justice Board  
League of Cities  
Miami Dade Delegation  
National Association of Counties  
Office of Inspector General  
Youth Crime Task Force

#### **Members:**

Commissioner Sally A. Heyman	Chair
Commissioner Rebeca Sosa	Vice Chair
Commissioner Bruno A. Barreiro	
Vice Chairman Jose "Pepe" Diaz	
Commissioner Dorrin D. Rolle	
Commissioner Javier D. Souto	

### **XIII. Housing and Community Development Committee**

*Responsibilities:*

The Housing and Community Development Committee will oversee the social, housing and community development opportunities for the residents of Miami-Dade County.

*Jurisdiction:*

- Community Action Agency
- Empowerment Trust
- Homeless Trust
- Housing Finance Authority
- Human Services
- Metro-Miami Action Plan
- Miami-Dade Housing Agency
- Office of Community and Economic Development (OCED)
- Office of Community Relations

*Coordinate/Liaise with:*

Alliance for Human Services  
Beacon Council  
Chambers of Commerce  
Children's Trust  
Community Affordable Housing Strategies Alliance (CAHSA)  
Community Redevelopment Areas  
Downtown Development Authority  
International Trade Consortium  
South Florida Workforce  
Urban Revitalization Task Force

**Members:**

Commissioner Audrey A. Edmonson	Chair
Commissioner Barbara J. Jordan	Vice Chair
Commissioner Joe A. Martinez	
Commissioner Dorrin D. Rolle	
Commissioner Katy Sorenson	
Commissioner Javier D. Souto	

## **XV. Recreation, Culture and Tourism Committee**

### *Responsibilities:*

The Recreation, Culture and Tourism Committee will oversee all matters concerning parks, culture and tourism related activities in our community.

### *Jurisdiction:*

- Art in Public Places
- Cultural Affairs Department
- Miami-Dade Parks and Recreation Department
- Miami-Dade Public Library System
- Museum and Cultural Facilities
- Office of Historic Preservation
- Safe Neighborhood Parks
- Vizcaya Museum and Gardens

### *Coordinate/Liaise with:*

Carnival Center for the Performing Arts  
Oversight of Museums at Bicentennial Park  
Greater Miami Convention and Visitors Bureau (GMCVB)  
Miami Art Museum  
Miami-Dade Sports Commission  
Museum of Science  
South Florida Historical Museum  
Super Bowl  
Tourist Development Council

### **Members:**

Commissioner Javier D. Souto	Chair
Commissioner Bruno A. Barreiro	Vice Chair
Commissioner Sally A. Heyman	
Commissioner Barbara J. Jordan	
Commissioner Katy Sorenson	
Commissioner Rebeca Sosa	

## **XVI. Transit, Infrastructure and Roads**

### *Responsibilities:*

The Transit, Infrastructure and Roads Committee will oversee the transportation systems from a local and regional perspective and our capital and infrastructure program.

### *Jurisdiction:*

- Miami-Dade Transit
- Office of Capital Improvements
- Public Works Department

### *Coordinate/Liaise with:*

Building Better Communities Bond Program's Citizen Advisory Committee  
Citizen's Independent Transportation Trust (CITT)  
Florida Department of Transportation (FDOT)  
Metropolitan Planning Organization (MPO)  
Miami-Dade Expressway Authority  
Miami River Commission  
Regional Transportation Organizations  
South Florida Regional Transportation Authority (SFRTA)

### **Members:**

Commissioner Barbara J. Jordan     Chair  
Commissioner Carlos A. Gimenez     Vice Chair  
Commissioner Audrey A. Edmonson  
Commissioner Dorrin D. Rolle  
Commissioner Natacha Seijas  
Commissioner Katy Sorenson

## **XVII. State Intergovernmental Affairs Subcommittee**

### *Responsibilities:*

The area of responsibility for the State Intergovernmental Affairs subcommittee is to have specific oversight over all aspects of the State legislative agenda.

### **Members:**

Commissioner Rebeca Sosa	Chair
Commissioner Katy Sorenson	Vice Chair
Commissioner Bruno A. Barreiro	
Commissioner Javier D. Souto	
Vice Chairman Jose "Pepe" Diaz	