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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(L)(1)(A)
01-25-07

RESOLUTION NO. R-44-07

RESOLUTION REPEALING RESOLUTION NO. R-407-98 AND RESCINDING ADMINISTRATIVE ORDERS 3-25: SURCHARGE FEE ON MUNICIPALITIES AND QUASI-GOVERNMENTAL ENTITIES UTILIZING JOINT PURCHASE PROVISIONS FOR THE PURPOSE OF PROCURING GOODS AND SERVICES; 4-66: CHARGES FOR USE OF COOPERATIVE EXTENSION AUDITORIUM; 5-3: CENTRAL DUPLICATING SERVICES; 5-4: FORMS CONTROL; AND 10-6: DELAY IMPLEMENTATION OF WINDLOAD TESTING AND IMPACT TEST FOR WINDBORNE DEBRIS FOR STORM SHUTTERS

WHEREAS, on April 21, 1998, the Board of County Commissioners (the "Board") of Miami-Dade County, Florida (the "County") adopted Resolution No. R-407-98 establishing Administrative Order 3-25: Surcharge Fee on Municipalities and Quasi-Governmental Entities Utilizing Joint Purchase Provisions for the Purpose of Procuring Goods and Services; and

WHEREAS, on April 6, 1982, the Board approved the establishment of Administrative Order 4-66: Charges for Use of Cooperative Extension Auditorium; and

WHEREAS, on March 15, 1965, the Board approved the establishment of Administrative Order 5-3: Central Duplicating Services; and

WHEREAS, on March 15, 1965, the Board approved the establishment of Administrative Order 5-4: Forms Control; and

WHEREAS, on April 21, 1994, the Board approved the establishment of Administrative Order 10-6: Delay Implementation of Windload Testing and Impact Test for Windborne Debris for Storm Shutters; and

MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners

DATE: January 25, 2007

FROM: Murray A. Greenberg, County Attorney

SUBJECT: Agenda Item No. 8(L)(1)(A)

Please note any items checked.

_____	**"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**
_____	**6 weeks required between first reading and public hearing**
_____	**4 weeks notification to municipal officials required prior to public hearing**
_____	**Decreases revenues or increases expenditures without balancing budget**
_____	**Budget required**
_____	**Statement of fiscal impact required**
_____	**Bid waiver requiring County Manager's written recommendation**
_____	**Ordinance creating a new board requires detailed County Manager's report for public hearing**
_____	**Housekeeping item (no policy decision required)**
_____	**No committee review**

WHEREAS, the aforementioned Administrative Orders no longer reflect the administrative policies, procedures or organizational responsibilities of the County, as outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, as follows:

Section 1. Resolution No. R-407-98, adopted by the Board on April 21, 1998, is hereby repealed.

Section 2. Administrative Orders 3-25, 4-66, 5-3, 5-4, and 10-6 are hereby rescinded.

The foregoing resolution was offered by Commissioner Sally A. Heyman, who moved its adoption. The motion was seconded by Commissioner Dennis C. Moss and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman	aye		
Barbara J. Jordan, Vice-Chairwoman	aye		
Jose "Pepe" Diaz	aye	Audrey M. Edmonson	aye
Carlos A. Gimenez	aye	Sally A. Heyman	aye
Joe A. Martinez	aye	Dennis C. Moss	aye
Dorrin D. Rolle	aye	Natacha Seijas	absent
Katy Sorenson	aye	Rebeca Sosa	aye
Sen. Javier D. Souto	absent		

The Chairperson thereupon declared the resolution duly passed and adopted this 25th day of January, 2007. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

By: KAY SULLIVAN
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Hugo Benitez

Memorandum

MIAMI-DADE COUNTY

Date: January 25, 2007

To: Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners

From: George M. Burgess, County Manager

Agenda Item No. 8(L)(1)(A)

Subject: Rescission of Obsolete Administrative Orders

RECOMMENDATION

It is recommended that the Board approve the attached resolution rescinding a series of outdated Administrative Orders and repealing Resolution No. R-407-98, which established Administrative Order 3-25. Administrative Orders 4-66, 5-3, 5-4 and 10-6 were created prior to 1997, when Administrative Orders were not created by Resolution. These Administrative Orders, further described below, are outdated and considered obsolete.

BACKGROUND

The County Manager is authorized to create administrative orders (AOs) to establish operating methods and administrative policies and procedures, establish departmental fees, and/or delineate organizational responsibilities for identified purposes. It is important that AOs reflect current and accurate information to the greatest extent possible to be useful to staff.

The Office of Strategic Business Management (OSBM) is responsible for reviewing all AOs prior to submittal to my office and maintaining the AO automated system on the County's intranet site (http://intra.miamidade.gov). In October 2005, OSBM coordinated a comprehensive review and update of administrative orders. Department Directors were requested to review AOs under their purview, identify those that needed revision or rescission and bring forth those modifications. OSBM compiled the responses of the following list of AOs that, in the determination of the respective responsible departments, are obsolete and should be rescinded. Modifications of existing AOs will continue to be presented to the Board upon preparation by the responsible department.

The respective AOs, along with the year of AO adoption, responsible department and reason for rescission, are as follows:

- **AO 3-25: Surcharge Fee on Municipalities and Quasi-Governmental Entities Utilizing Joint Purchase Provisions for the Purpose of Procuring Goods and Services, 1998** (Department of Procurement Management). The User Access Program, which was approved by the Board through Budget Ordinance 03-192 became effective October 1, 2003 and replaced the Surcharge Fee Program.

- **AO 4-66: Charges for Use of Cooperative Extension Auditorium, 1982** (Consumer Services Department). This AO was enacted to allow charges for the use of the auditorium located at the Cooperative Extension Building by outside organizations. Fees are no longer charged for the use of the auditorium since Cooperative Extension, previously a separate department but now a division of the Consumer Services Department, is the primary user of the auditorium. The auditorium, recently renamed the Seymour Goldweber Auditorium, is used for programs,

functions and events related to agriculture. Occasionally, meeting space is provided to other governmental agencies as a community service.

- **AO 5-3: Central Duplicating Services, 1965** (General Services Administration). This AO was enacted to centralize printing and duplicating services and establishes procedures for requesting services. These functions, previously performed by the Finance Department, are now GSA's responsibility. GSA maintains up-to-date policies and procedures in the Miami-Dade County Procedures Manual (Procedure No. 256) that regulate the printing of numerous types of creative designs, including duplicating services.

- **AO 5-4: Forms Control, 1965** (General Services Administration). This AO establishes a centralized forms control program. The responsibilities and procedures outlined in this AO are obsolete. GSA, not the Finance Department, is responsible for and currently maintains up-to-date policies and procedures in the Miami-Dade County Procedures Manual (Procedure No. 256) that regulate the printing of numerous types of creative designs, including forms.

- **AO 10-6: Delay Implementation of Windload Testing and Impact Test for Windborne Debris for Storm Shutters, 1994** (Building Code Compliance Office). The tests outlined in this AO were incorporated into the 1994 South Florida Building Code, which was repealed and replaced by the statewide Florida Building Code in 2001.

Susanne M. Torriente
Assistant County Manager/Chief of Staff

cmo02807