

MEMORANDUM

Substitute No. 2
Agenda Item No. 5(A)

TO: Honorable Chairman Jose “Pepe” Diaz
and Members, Board of County Commissioners

DATE: April 20, 2021

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Ordinance relating to certain offices that report to the Board of County Commissioners; amending provisions of chapter 2 of the Code; providing that the Chairperson of the Board shall have responsibility for fiscal review and managerial and operational oversight of such offices; revising and establishing manner of selection and removal of directors of certain such offices; requiring such offices to respond to inquiries by the Chairperson; transferring the Military Affairs Board from under the purview of the County Mayor to the Chairperson; eliminating certain responsibilities of County Mayor with respect to such offices; transferring certain responsibilities of County Mayor with respect to such offices to the Chairperson; eliminating certain obsolete references to County Manager in various provisions of the Code relating to such offices; creating articles CLXV and CLXVI of chapter 2 of the Code; codifying provisions relating to certain offices that report to the Board; making conforming and technical changes; amending section 2-1 of the Code; revising duties of the Chairperson in the Board’s Rules of Procedure; approving and adopting Fiscal Year 2020-21 mid-year supplemental budget adjustments and amendments

Ordinance No. 21-34

This substitute item no. 2 differs from the original in that it:

1. Includes additional language in Section 1 of the ordinance, which provides that the Chairperson’s fiscal review and operational oversight of the Office of the Commission Auditor shall be done in accordance with generally accepted government auditing standards to ensure that there is sufficient independence by the Office of the Commission Auditor and that no interference or influence external to the office adversely affects the independence and objectivity of the Commission Auditor.
2. Eliminates changes to the method of removal for the Commission Auditor and reverts to having the Commission Auditor removeable by a vote of at least two-thirds of the entire Commission.
3. Under the prior version of this ordinance, the executive directors of the Offices of Intergovernmental Affairs, the Jay Malina International Trade Consortium of Miami-Dade County, Policy and Budgetary Affairs, Community Advocacy, Agenda Coordination, Protocol, BCC Media, Support Staff Services, and the Military Affairs Board could be removed by the Chairperson or the Board by a two-thirds vote of Board Members present. The substitute now provides that those executive directors can be removed with or without cause by a two-thirds vote of the full membership of the Board then in office. Alternatively, the Chairperson of the Board shall have the authority, on behalf of the Board, to counsel those executive directors and, if applicable, impose appropriate disciplinary action up to and including dismissal after consultation with the County’s Human Resources Department and the County Attorney’s Office.
4. Under the prior version of this ordinance, the executive directors of the Offices of Intergovernmental Affairs, the Jay Malina International Trade Consortium of Miami-Dade County, Policy and Budgetary Affairs, Community Advocacy, Agenda Coordination, Protocol, BCC Media, Support Staff Services, and

the Military Affairs Board would be selected by the Chairperson from the slate provided by the Screening Committee. The substitute now provides that the Chairperson's selection of an executive director shall be subject to ratification by a majority of the Board members present at the next regularly scheduled Board meeting.

5. Makes a non-substantive change in Section 2 of the ordinance in the wording of Section 2-1503(h) for purposes of making the language clearer.
6. Clarifies that (1) the Chairperson shall be the official spokesperson on behalf of the County Commission—not the County itself—for federal and state legislative issues that have been adopted by resolution and/or included in the legislative packages approved by the Board and (2) the County Mayor is not precluded from speaking and lobbying on behalf of the County in support of the federal or state legislative issues that have been adopted by Board resolution and/or included in the federal and state legislative packages approved by the Board.
7. Clarifies in Section 4 of the ordinance that the Office of Policy and Budgetary Affairs may (1) provide fiscal review and oversight over offices under the direction of the Board, not including the district offices of individual Board members, upon request of the Chair, and (2) provide fiscal review over the district office of an individual Board member upon request of the individual Board member.
8. Makes a non-substantive change in Section 5 of the ordinance in the wording of Section 2-2105 for purposes of making the language consistent with similar language in other sections of the ordinance.
9. Adds, in Section 7 of the ordinance, the Dr. Antonio Jorge Social and Economic Development Council for Miami-Dade County among the advisory boards receiving administrative support from the Office of Community Advocacy.
10. Includes additional language in Section 20 of the ordinance that clarifies that any conforming amendments to the Miami-Dade County Pay Plan - FY 2020-21 necessary to reflect the changes set forth herein are hereby approved, adopted, and ratified, and the County Mayor or County Mayor's designee is hereby directed to make such conforming amendments to the Miami-Dade County Pay Plan - FY 2020-21.
11. Corrects a scrivener's error in Section 22 of the ordinance relating to which sections of the ordinance would be excluded from the Code. The substitute now correctly states that Sections 19, 20, and 23 would be excluded from the Code.
12. Includes additional language in Section 23 of the ordinance that clarifies that the provisions of this ordinance relating to the hiring and selection of directors of the Offices of Commission Auditor, Intergovernmental Affairs, the Jay Malina International Trade Consortium of Miami-Dade County, Policy and Budgetary Affairs, Community Advocacy, Agenda Coordination, Protocol, BCC Media, Support Staff Services, and the Military Affairs Board are prospective in nature and shall not operate or apply retroactively to the individuals who currently hold those positions or perform such functions.

Rule 5.06(i) of the Board's Rules of Procedure provides that differences between an original item and a substitute item should be uniquely identified in the substitute by double underlining and double strike-through, or where such approach would not clearly show the difference or are not practical, by providing footnotes or comments on the item. Based on Rule 5.06(i), the preceding comprehensive description of the differences between the original item and substitute is provided in lieu of double underlining and double strike through.

The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Chairman Jose "Pepe" Diaz.



Geri Bonzon-Keenan
County Attorney

GBK/smm

Memorandum



Date: April 20, 2021

To: Honorable Chairman Jose 'Pepe' Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Subject: Fiscal Impact Statement for Ordinance Relating to Offices that Report to the BCC

The implementation of this ordinance will not have a fiscal impact to Miami-Dade County. The proposed ordinance restructures reporting relationships for the various divisions that report to the Board of County Commissioners (BCC) and transfers the Military Affairs Board and support staff from the Community Action and Human Services Department (CAHSD) to the BCC (one position, \$129,000). The ordinance reflects the adjustment to the budgeted Countywide General Fund subsidy, transferring the support for the Military Affairs Board from CAHSD to BCC.

A handwritten signature in black ink that appears to read "Edward Marquez".

Edward Marquez
Chief Financial Officer

FIS02121 210574

Memorandum



Date: April 20, 2021

To: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor

A handwritten signature in blue ink, reading "Daniella Levine Cava".

Subject: Social Equity Statement for Ordinance Relating to Offices that Report to the BCC

The proposed ordinance does not have a demonstrable social equity benefit or burden.

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Edward Marquez
Chief Financial Officer



MEMORANDUM

(Revised)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: April 20, 2021

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Substitute No. 2
Agenda Item No. 5(A)

Please note any items checked.

- ☐ "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
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☒ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Substitute No. 2
Agenda Item No. 5(A)
4-20-21

ORDINANCE NO. 21-34

ORDINANCE RELATING TO CERTAIN OFFICES THAT REPORT TO THE BOARD OF COUNTY COMMISSIONERS; AMENDING PROVISIONS OF CHAPTER 2 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA; PROVIDING THAT THE CHAIRPERSON OF THE BOARD SHALL HAVE RESPONSIBILITY FOR FISCAL REVIEW AND MANAGERIAL AND OPERATIONAL OVERSIGHT OF SUCH OFFICES; REVISING AND ESTABLISHING MANNER OF SELECTION AND REMOVAL OF DIRECTORS OF CERTAIN SUCH OFFICES; REQUIRING SUCH OFFICES TO RESPOND TO INQUIRIES BY THE CHAIRPERSON; TRANSFERRING THE MILITARY AFFAIRS BOARD FROM UNDER THE PURVIEW OF THE COUNTY MAYOR TO THE CHAIRPERSON; ELIMINATING CERTAIN RESPONSIBILITIES OF COUNTY MAYOR WITH RESPECT TO SUCH OFFICES; TRANSFERRING CERTAIN RESPONSIBILITIES OF COUNTY MAYOR WITH RESPECT TO SUCH OFFICES TO THE CHAIRPERSON; ELIMINATING CERTAIN OBSOLETE REFERENCES TO COUNTY MANAGER IN VARIOUS PROVISIONS OF THE CODE RELATING TO SUCH OFFICES; CREATING ARTICLES CLXV AND CLXVI OF CHAPTER 2 OF THE CODE; CODIFYING PROVISIONS RELATING TO CERTAIN OFFICES THAT REPORT TO THE BOARD; MAKING CONFORMING AND TECHNICAL CHANGES; AMENDING SECTION 2-1 OF THE CODE; REVISING DUTIES OF THE CHAIRPERSON IN THE BOARD'S RULES OF PROCEDURE; APPROVING AND ADOPTING FISCAL YEAR 2020-21 MID-YEAR SUPPLEMENTAL BUDGET ADJUSTMENTS AND AMENDMENTS; PROVIDING SEVERABILITY, INCLUSION IN AND EXCLUSION FROM THE CODE, AND AN EFFECTIVE DATE

WHEREAS, the Board of County Commissioners is the governing and ultimate policymaking body for Miami-Dade County; and

WHEREAS, the following offices have been established to report to the Board and assist the Board with its policymaking responsibilities: Commission Auditor, Intergovernmental Affairs, the Jay Malina International Trade Consortium of Miami-Dade County, Policy and Budgetary Affairs, Community Advocacy, Agenda Coordination, Protocol, BCC Media, and Support Staff Services; and

WHEREAS, an assessment has been conducted of the functionality of each of these offices and certain limitations have been observed; and

WHEREAS, currently the Chairperson of the County Commission cannot hold these offices accountable without Board action; and

WHEREAS, in order to promote efficiency and accountability, this Board wishes to designate the Chairperson of the Board, on behalf of the Board, with the responsibility of providing managerial and operational oversight of the day-to-day operations of these offices to better ensure that the policy direction of the Board is effectively carried out; and

WHEREAS, this proposed ordinance does not interfere with the authority of the directors of these offices to appoint, employ, supervise, and remove such assistants, employees, and personnel as the directors deem necessary for the efficient administration of these offices; and

WHEREAS, this proposed ordinance does not interfere with the Board's assignment of tasks to these offices, as these offices would continue to report to the full Board; and

WHEREAS, many of the provisions of the Code of Miami-Dade County, Florida ("County Code") governing these offices were enacted at different times and, therefore, provide for different methods for the appointment and removal of directors as well as different organizational structures; and

WHEREAS, many of the Code provisions governing these offices were also enacted under a different system of local government under which a County Manager, selected by the Board and responsible for the management of the County government, could provide oversight over these offices; and

WHEREAS, this Board further wishes to (1) establish a uniform process for the appointment and removal of the directors of these offices to ensure consistency and (2) eliminate references to the County Manager and certain responsibilities of the County Mayor with respect to these offices to properly reflect that these offices are under the purview of the Board and ensure that these offices receive direction from the Board; and

WHEREAS, this Board wishes to transfer the Military Affairs Board to the Board of County Commissioners as an office that is under the purview of the Board,

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:

Section 1. Article XLVII of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:¹

**ART. XLVII.
COMMISSION AUDITOR**

Sec. 2-471 Created and Established.

There is hereby created the Office of the Commission Auditor. The organization and administration of the Office of Commission Auditor shall be sufficiently independent to assure that no interference or influence external to the office shall adversely affect the independence and objectivity of the Commission Auditor. The Office of the Commission Auditor shall be provided a discrete budget and staffing allowance. The Commission Auditor shall head the Office of the Commission Auditor and shall have the power to

¹ Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

appoint, employ, and remove such assistants, employees and personnel as deemed necessary for the efficient and effective administration of the affairs of the office. The Commission Auditor shall report solely to and receive direction from the Board of County Commissioners ("Commission"). >>Notwithstanding that the Commission Auditor shall report directly to the Commission, the Chairperson of the Commission shall be responsible, on behalf of the Commission, for having fiscal review and operational oversight of the Office of the Commission Auditor, including, but not limited to, the authority to establish general workplace policies for the office, conduct performance evaluations of the Commission Auditor, and monitor the administration of the affairs of the office. Such review and oversight by the Chairperson shall be done in accordance with generally accepted government auditing standards to ensure that there is sufficient independence by the Office of the Commission Auditor and that no interference or influence external to the office adversely affects the independence and objectivity of the Commission Auditor. In addition, the Chairperson shall monitor and work closely with the Commission Auditor to ensure that the policy direction of the Commission as set forth in the work plan is carried out.<< The Commission shall determine the appropriate salary and benefits package for the Commission Auditor.

Sec. 2-472 Appointment.

The Commission Auditor shall be appointed by a majority vote of the entire Commission utilizing the selection process described in Section 2-473.

Sec. 2-473 Auditor selection process.

The selection process shall be open and competitive and shall include, at a minimum, the following:

1. Establishment of an Ad Hoc Auditor Screening Committee ("Auditor Screening Committee"), appointed by the Chairperson of the Commission and responsible for the screening and preliminary interviewing of candidates. The Auditor Screening Committee shall be composed of five members of the Board of County Commissioners appointed by the Chairperson of the Commission.
2. The Miami-Dade County Human Resources Department, or successor department shall advertise the availability of the position of Commission Auditor and shall provide the Auditor Screening Committee with a list of qualified candidates.

3. The Auditor Screening Committee shall screen, interview and evaluate applicants for the position of Commission Auditor, and propose a slate of the top three candidates for the Commission's consideration. The Auditor Screening Committee shall be staffed by the Human Resources Department, or successor department.
4. The Commission shall interview and select the Commission Auditor from the slate presented by the Auditor Screening Committee.

* * *

Sec. 2-475 Term of Office.

The Commission Auditor may be removed from office by a vote of at least two-thirds of the entire Commission. The Commission Auditor shall maintain an active Certified Public Accountant license while serving in this position.

* * *

Sec. 2-478 Work program.

1. At the beginning of each fiscal year, the Commission Auditor shall submit a one-year work program to the Commission for approval.
2. The Commission may by majority vote of members present move to amend the approved annual work program to meet circumstances as they may arise. However, the Commission shall not direct the Commission Auditor to terminate an audit in progress except upon a two-thirds vote of members present.
3. The Commission Auditor shall respond to oral requests for assistance from individual members of the Commission if the response requires a relatively minor effort that can be accomplished without disruption to the approved work program.
4. If the Commission Auditor determines that there is serious concern regarding fraud, abuse or illegality, the Commission Auditor shall refer the matter to the Office of the Inspector General.

5. A final draft of each audit report shall be forwarded to the audited County agency, department or entity and the chief executive officer or department director for review and comment regarding the contents of the audit before it is released. The agency, department or entity shall respond in writing and specify agreement with the audit findings and recommendations or reasons for disagreement with findings and/or recommendations, plans for implementing solutions to issues identified in the report and a timetable to complete such activities. The response must be forwarded to the Commission Auditor within 30 days. The Commission Auditor shall consider the response and, at a minimum, include the response in the report. If no response is received, the Commission Auditor shall note that fact in the transmittal letter and release the audit report.
- >>6. The Commission Auditor shall respond to inquiries by the Chairperson of the Commission as to the status and progress of tasks under the approved work program as well as all directives and mandates requested by the Commission.<<

Section 2. Article CII of chapter 2 of the Code of Miami-Dade County, Florida, is

hereby amended to read as follows:

ART. CII.
JAY MALINA INTERNATIONAL TRADE
CONSORTIUM OF MIAMI-DADE COUNTY

* * *

Sec. 2-1503 Organization and staff support.

- (a) *Organization.* Members of the ITC shall elect one of its members as Secretary and Treasurer, and such other officers as the ITC may determine to be necessary. The Chairperson of the ITC and elected officers of the ITC shall constitute the Executive Committee, and shall serve for a two-year term. The Executive Committee shall act on behalf of the ITC when the ITC is not meeting but its decisions are subject to ratification by the full ITC at a later date. The Executive Committee shall be responsible for implementing ITC policies, certifying incoming and outgoing missions, and, with regard to such missions, recommending to the Board for the Board's approval the retention of any consultants, the disbursement of funds, and all necessary contracts. The Executive Committee shall provide all ITC members with an advanced copy of the agenda of the

Executive Committee meetings. There shall be a Sister Cities Committee to the ITC and such other committees as the Chairperson of the ITC determines are appropriate. The Chairperson of the ITC shall appoint the members of the Sister Cities Committee and such other committees of the >>ITC<< [[Board]] that the Chairperson of the ITC establishes.

* * *

- (e) *Executive Director Selection and Appointment Process.* The >>Chairperson of the<< Board[[, ~~by a majority vote of the full Board membership,~~]] shall appoint the ITC executive director>>.<< who shall be selected in accordance with the following process. The selection process shall be open and competitive and shall include, at a minimum, the following:
- (1) Establishment of an Ad Hoc Executive Director Screening Committee ("Screening Committee") appointed by the Chairperson of the Board and responsible for the screening and preliminary interviewing of candidates, which shall be comprised of five members of the Board appointed by the Chairperson of the Board.
 - (2) The County Human Resources Department, or its successor department, shall advertise the availability of the position of the ITC executive director and shall provide the Screening Committee with a list of qualified candidates.
 - (3) The Screening Committee shall screen, interview and evaluate applicants for the position of ITC executive director and propose a slate of the top three candidates for the >>Chairperson of the<< Board's consideration. The Screening Committee shall be staffed by the Human Resources Department, or successor department.
 - (4) The >>Chairperson of the<< Board shall interview and select the ITC executive director from the slate presented by the Screening Committee>>, subject to ratification by a majority vote of the Board members present at the next regularly scheduled Board meeting after the selection.<<
- (f) *Executive Director and Employees.* The ITC executive director shall report to both the Board and to the ITC, have the authority to administer the ITC's activities, and have the authority to hire and terminate employees of the ITC. >>Notwithstanding that the ITC executive director shall report to the Board and to the ITC, the Chairperson of the Board shall be responsible, on

behalf of the Board and the ITC, for having fiscal review and managerial and operational oversight of the ITC, including, but not limited to, the authority to establish workplace policies for the ITC, conduct performance evaluations of the ITC executive director, and monitor the administration of the affairs of the ITC. The ITC executive director shall respond to inquiries by the Chairperson of the Board as to the status and progress of tasks undertaken by the ITC as well as all directives and mandates requested by the Board and the ITC.<< ~~[[The ITC shall have the power to remove the ITC executive director, subject to ratification by the Board, or the Board may, by majority vote of the full Board membership, remove the ITC executive director.]]~~ The ITC executive director and the employees of the ITC shall be exempt County employees. The ITC executive director is authorized to certify trade missions with regard to the use of the ITC logo. >>The ITC executive director may be removed with or without cause by a two-thirds vote of the full membership of the Board then in office. However, the Chairperson of the Board shall have the authority, on behalf of the Board, to counsel the ITC executive director and, if applicable, impose appropriate disciplinary action up to and including dismissal after consultation with the County's Human Resources Department and the County Attorney's Office.<<

- (g) *Staff support.* The County Attorney shall serve as attorney for the ITC and the County Mayor shall provide audit, budget and financial assistance and support to the ITC. >>The County Mayor shall promptly respond to requests from the ITC to provide information and to review proposed initiatives for fiscal and operational impact on departments.<< ~~[[The ITC executive director, on behalf of the ITC, may increase the number of its employees with prior Board approval.]]~~
- (h) ~~[[The]]~~ >>Although the Chairperson of the<< Board shall provide ~~[[to the ITC]]~~ fiscal review and oversight >>to the ITC, the Board shall provide<< ~~[[as well as]]~~ programmatic focus and direction.
- (i) The ITC shall present an annual report, including a current statement of all accounts, to the Board.
- (j) The ITC shall not establish any bank accounts without express approval of the Board.
- (k) Subject to the County budget process and the availability of funds, the County will include in its annual budget appropriate funds for the ITC.

Section 3. Article CXVIII of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. CXVIII.
OFFICE OF INTERGOVERNMENTAL AFFAIRS**

* * *

Sec. 2-1782 Budget and Director.

The Board shall provide the Office of Intergovernmental Affairs with a budget and staffing allowance. There shall be a Director, who shall head the Office of Intergovernmental Affairs and shall have the power to appoint, employ, and remove such assistants, employees and personnel as deemed necessary for the efficient and effective administration of the affairs of the Office. An appropriate salary and benefits package for the Director shall be recommended by the Director of the Employee Relations Department and subject to approval by ~~[[the Mayor or designee and]]~~ the Chair~~[[or designee. The approval or disapproval by the Chair or designee shall prevail in the event both the Mayor or designee and the Chair or designee do not approve or disapprove the recommendation]]~~. If the recommendation is not so approved, then the Director of the Employee Relations Department shall provide a new recommendation subject to >>the<< approval process set forth above.

>>The Director may be removed with or without cause by a two-thirds vote of the full membership of the Board then in office. However, the Chair shall have the authority, on behalf of the Board, to counsel the Director and, if applicable, impose appropriate disciplinary action up to and including dismissal after consultation with the County's Human Resources Department and the County Attorney's Office.<<

* * *

Sec. 2-1784 Director Selection Process.

~~[[1. The Chair and the Board shall solicit and receive applications for the position of Office Director. The Board shall be provided with the names and background materials of all qualified candidates. By ballot determination, the full Board shall identify recommended candidates to interview (preferably no less than the top three (3)).~~

2. ~~The Mayor or a designee appointed by the Mayor may interview applicants and provide written recommendations to the Board or, in the alternative the Mayor may join the Board at such time as the Board interviews the recommended candidates.~~
3. ~~The Board shall appoint the Director by a majority vote of the entire Board.]]~~

>>The Chair shall appoint the Director, who shall be selected in accordance with the following process. The selection process shall be open and competitive and shall include, at a minimum, the following:

1. Establishment of an Ad Hoc Director Screening Committee ("Screening Committee") responsible for the screening and preliminary interviewing of candidates. The Screening Committee shall be comprised of five members of the Board appointed by the Chair.
2. The County Human Resources Department, or its successor department, shall advertise the availability of the position of the Director and shall provide the Screening Committee with a list of qualified candidates.
3. The Screening Committee shall screen, interview and evaluate applicants for the position of Director and propose a slate of the top three candidates for the Chair's consideration. The Screening Committee shall be staffed by the Human Resources Department, or successor department.
4. The Chair shall interview and select the Director from the slate presented by the Screening Committee, subject to ratification by a majority vote of the Board members present at the next regularly scheduled Board meeting after the selection.<<

* * *

Sec. 2-1786 [[Term of Office.]] >>Reserved.<<

~~[[The Director shall serve at the pleasure of the Board and may be removed from office with or without cause by a vote of two-thirds of the entire Board.]]~~

Sec. 2-1787 Functions.

The Office of the Intergovernmental Affairs shall perform the following functions within the scope of authority set forth in Section 2-1788 below:

1. Coordinate the County's intergovernmental relations at the federal, state, and local levels.
2. Manage the County's federal and state governmental representation and consulting services contracts and report issues relating to conflicts of interest as they pertain to contract lobbyists.
3. Prepare annual federal and state legislative packages pursuant to Section 2-1789 below.
4. Report to the Board on a timely basis and otherwise comply with the reporting requirements set forth in Section 2-1790 below.
5. Coordinate meetings and facilitate relationships between the Board and the Miami-Dade County state and federal legislative delegations no less than once each quarter pursuant to Resolution No. 1060-93.
6. On a continuing basis, advise the Board, Mayor, ~~[[County Manager,]]~~ and County Departments of the filing, progress and amendment of bills, appropriations, and legislative reports and projects that may affect the County.
7. Raise, discuss and recommend any legislative action that may benefit the County given the current legislative trends and dynamics, including actions related to both substantive legislation and appropriations.

Sec. 2-1788 Scope of Authority.

1. The Office of Intergovernmental Affairs shall not initiate any funding request or legislation (including both bills and amendments) at the federal or state level that has not been approved by the Board in the federal or state legislative package, respectively, or by resolution. Notwithstanding, nothing contained herein shall limit the Office from responding to any issues that may arise over the course of the legislative process that affects revenues and cost shifts to the County or that affects the local home rule authority of the County. See Resolution No. 232-01.

2. In the event it is not feasible to convene the Board to provide direction on a pending legislative issue, the Director shall consult with ~~[[the Mayor or designee and]]~~ the Chair or designee, with input from the ~~[[County Manager and]]~~ County Attorney, to provide direction on urgent legislative issues until such time as the Board meets and provides policy direction. The County >>Mayor<< ~~[[Manager]]~~ shall provide recommendations as to department budgetary and operational impacts to the ~~[[Mayor and]]~~ Chair or >>his or her designee<< ~~[[their designees]]~~ in such circumstances. ~~[[The policy direction of the Chair or designee will prevail in the event of a conflict between the Mayor and the Chair or their designees.]]~~

Sec. 2-1789 Federal and State Legislative Packages.

1. The Office of Intergovernmental Affairs shall prepare federal and state legislative packages for the Board's consideration and approval. The Office shall prepare such packages in a timely manner based on legislative requests submitted by the Mayor, members of the Board, ~~[[the County Manager,]]~~ and County departments and instrumentalities.

* * *

Sec. 2-1791 Relationship to Mayor, Board, ~~[[County Manager]]~~ and County Attorney.

1. The ~~[[Mayor]]~~ >>Chair<< shall be the official spokesperson on behalf of the County >>Commission<< for federal and state legislative issues that have been adopted by resolution and/or included in the legislative packages approved by the Board. The Mayor shall submit all legislative requests to the Office of Intergovernmental Affairs for inclusion in the federal and state legislative packages pursuant to the timetable set forth in Section 2-1789 and shall respond to requests for information and direction from the Office on a timely basis.
2. The Board shall provide policy direction to the Office of Intergovernmental Affairs on legislative issues. Members of the Board shall submit all legislative requests for inclusion in the federal and state legislative packages pursuant to the timetable set forth in Section 2-1789 and shall respond to requests for information and direction from the Office on a timely basis. No member of the Board >>nor the Mayor<< shall be precluded from speaking and lobbying on behalf of the County in support of the federal or state legislative issues that have been adopted by Board resolution and/or included in the federal and state

legislative packages approved by the Board. ~~[[The Chair or a member of the Board designated by the Chair shall serve as liaison to the County Manager on behalf of the Board in monitoring the Office.]]~~

3. Notwithstanding that the Office shall report directly to the Board, >>the Chair shall be responsible, on behalf of the Board, for having fiscal review and managerial and operational oversight of the Office, including, but not limited to, the authority to establish workplace policies for the Office, conduct performance evaluations of the Director, and monitor the administration of the affairs of the Office. The Director shall respond to inquiries by the Chair as to the status and progress of tasks undertaken by the Office as well as all directives and mandates requested by the Board. In addition, the Chair<< ~~[[the County Manager]]~~ shall monitor and work closely with the Director of Intergovernmental Affairs to ensure that the policy direction of the Board is carried out. The County >>Mayor<< ~~[[Manager's Office and all County departments]]~~ shall respond to annual federal and state legislative requests to the Office pursuant to the timetable set forth in Section 2-1789. The County >>Mayor<< ~~[[Manager]]~~ and all County departments shall promptly respond to requests from the Office for information and review >>of proposed legislation or initiatives<< for fiscal and operational impact on departments.
4. The County Attorney's Office shall provide legal support to the Office.

Section 4. Article CLXIV of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. CLXIV.
OFFICE OF POLICY AND BUDGETARY AFFAIRS**

* * *

Sec. 2-2418 Budget and Director.

The Board shall provide the Office of Policy and Budgetary Affairs with a budget and staffing allowance. There shall be a director, who shall head the Office of Policy and Budgetary Affairs and shall have the power to appoint, employ, and remove such assistants, employees and personnel as deemed necessary for the efficient and effective administration of the affairs of the office.

The director shall report to and receive direction from the Board and the Chairperson of the County Commission ("Chair"). On an annual basis, the director shall submit a one-year work program to the Board for approval. The Chair shall determine the appropriate salary and benefits package for the director and shall perform all duties as set forth in the Code.

>>The Chair shall be responsible, on behalf of the Board, for having fiscal review and managerial and operational oversight of the Office of Policy and Budgetary Affairs, including, but not limited to, the authority to establish workplace policies for the office, conduct performance evaluations of the director, and monitor the administration of the affairs of the office. The director of the Office of Policy and Budgetary Affairs shall respond to inquiries by the Chair as to the status and progress of tasks under the approved work plan as well as all directives and mandates requested by the Board.<<

Sec. 2-2419 Appointment of a Director.

~~[[The initial director of the Office of Policy and Budgetary Affairs shall be appointed by the Chair. Any future director shall be appointed by a majority vote of the full membership of the Board then in office.]]~~ >>The Chair shall appoint the director of the Office of Policy and Budgetary Affairs, who shall be selected in accordance with the following process. The selection process shall be open and competitive and shall include, at a minimum, the following:

1. Establishment of an Ad Hoc Director Screening Committee ("Screening Committee") responsible for the screening and preliminary interviewing of candidates. The Screening Committee shall be comprised of five members of the Board appointed by the Chair.
2. The County Human Resources Department, or its successor department, shall advertise the availability of the position of the director and shall provide the Screening Committee with a list of qualified candidates.
3. The Screening Committee shall screen, interview and evaluate applicants for the position of director and propose a slate of the top three candidates for the Chair's consideration. The Screening Committee shall be staffed by the Human Resources Department, or successor department.

4. The Chair shall interview and select the director from the slate presented by the Screening Committee, subject to ratification by a majority vote of the Board members present at the next regularly scheduled Board meeting after the selection.<<

* * *

Sec. 2-2421 Term of Office.

The director ~~[[shall serve at the pleasure of the Board and]]~~ may be removed from office >>with or without cause<< by a vote of two-thirds of the full membership of the Board then in office. >>However, the Chair shall have the authority, on behalf of the Board, to counsel the director and, if applicable, impose appropriate disciplinary action up to and including dismissal after consultation with the County's Human Resources Department and the County Attorney's Office.<<

Sec. 2-2422 Functions.

The Office of Policy and Budgetary Affairs shall perform the following functions:

1. Provide budget, management, and policy support to the Board.
2. Liaise with the Office of the Mayor, the County Attorney, and the Commission Auditor.
3. Provide objective and critical analysis of the budgetary impact of proposed legislation.
4. Conduct research and policy analysis to facilitate development of legislation.
5. Report to the Board on a timely basis relating to policy and budgetary matters.
- >>6. Upon request of the Chair, provide fiscal review and oversight of any of the offices that are under the direction of the Board, which shall not include the district offices of individual Board members, and, upon request of a Board member, provide fiscal review of that Board member's district office.<<

Section 5. Article CXL of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. CXL.
MILITARY AFFAIRS BOARD**

Sec. 2-2101 Creation of Military Affairs Board.

There is hereby created and established pursuant to the Miami-Dade County Home Rule Charter, as amended, the Miami-Dade County Military Affairs Board ~~[[hereinafter the "Board"]]~~.

Sec. 2-2102 Powers and Duties of >>Military Affairs<< Board.

The >>Military Affairs<< Board shall have the following powers and duties:

* * *

- (o) Expend funds for the purposes provided in this article. The Military Affairs Board shall only be authorized to expend funds deposited in the Military Affairs Trust Fund. The Mayor or his or her designee shall, on a monthly basis, provide the Military Affairs Board >>and the Office of the Chairperson of the County Commission<< with an accounting of available funds. All expenditures of the Military Affairs Board shall be subject to a county audit.

* * *

Sec. 2-2103 Governing Board.

- (a) *Composition and appointment.* The Military Affairs Board shall consist of twenty (20) voting members appointed as follows:
- (1) Each member of the Board of County Commissioners shall designate one (1) member who shall be approved by the County Commission; and
 - (2) The Chairperson of the County Commission shall appoint one (1) member of the County Commission who shall be the Military Liaison of the County Commission; and
 - (3) The Mayor of Miami-Dade County shall appoint one (1) member ~~[[of the Board]]~~; and

- (4) The Chamber South shall appoint one (1) member; and
- (5) The Greater Homestead/Florida City Chamber of Commerce shall appoint one (1) member; and
- (6) The Miami-Dade Defense Alliance shall appoint one (1) member; and
- (7) The Greater Miami Chamber of Commerce shall appoint one (1) member; and
- (8) The Red Cross shall appoint one (1) member.

* * *

- (b) *Qualifications.* Each member of the >>Military Affairs Board<< [[~~Commission~~]] shall (i) be a United States citizen, a duly qualified elector of Miami-Dade County and (ii) shall comply with the requirements of Section 2-11.38 of the Code of Miami-Dade County. Additionally, each member shall be a person who has previously served or is currently serving in the Armed Forces, or has an interest in military affairs. Before taking any official action, each voting member shall take the prescribed oath of office.
- (c) *Term.* Members of the >>Military Affairs<< Board shall serve terms of three (3) years each.
- (d) *Vacancies.* Each person or entity shall appoint a new representative within one month when its appointee resigns or is removed.
- (e) *Applicability of Conflict of Interest and Code of Ethics Ordinance.* The Miami-Dade County Conflict of Interest and Code of Ethics Ordinance (the "Conflict of Interest Ordinance"), Section 2-11.1 of the Code of Miami-Dade County, Florida, shall be applicable to the members of the >>Military Affairs<< Board. It is declared to be the intent of the >>County<< Commission, as expressed in this subsection, to provide that the Conflict of Interest Ordinance shall not operate to preclude individuals from serving as >>Military Affairs<< Board members on the basis of interests relating to Miami-Dade County when such interests do not conflict with the >>Military Affairs<< Board.

(f) *Organization and Procedure.* The Chairperson of the >>Military Affairs<< Board shall be the Military Liaison of the County Commission selected by the Chairperson of the County Commission. The >>Military Affairs<< Board shall elect one (1) of its members as vice-chairperson and such other officers as the >>Military Affairs<< Board may determine to be necessary. The >>Military Affairs<< Board shall create by-laws and shall hold regular meetings in accordance with those by-laws. The >>Military Affairs<< Board may hold such other meetings as it deems necessary. A majority of the members of the >>Military Affairs<< Board shall constitute a quorum. All meetings of the >>Military Affairs<< Board shall be public and the >>Military Affairs<< Board shall maintain written minutes of all proceedings that shall be promptly prepared and recorded. Copies of all minutes and resolutions of the >>Military Affairs<< Board shall be forwarded to the Clerk of the Board of County Commissioners no later than thirty (30) days subsequent to any meeting of the >>Military Affairs<< Board.

Sec. 2-2104 Financial Support for the >>Military Affairs<< Board.

Subject to Miami-Dade County's budgetary process and the availability of funds, the Mayor shall include in >>~~the~~<< ~~[[die]]~~ County's annual budget, administrative costs and additional funds for the implementation of the >>Military Affairs<< Board's powers and duties. There is hereby created the Military Affairs Trust Fund for the public purposes provided for in this Ordinance. The Finance Director is hereby authorized and directed to establish the Military Affairs Trust Fund and disburse monies in accordance with the provisions of this Ordinance.

Sec. 2-2105 Staff Support and Counsel.

~~[[Upon receiving a recommendation from the Board, the]]~~ >>The Chairperson of the County Commission<< ~~[[Mayor]]~~ may hire an individual to serve as ~~[[its]]~~>>the Military Affairs Board's<< Executive Director. >>The Executive Director shall be selected in accordance with the following process. The selection process shall be open and competitive and shall include, at a minimum, the following:

1. Establishment of an Ad Hoc Executive Director Screening Committee ("Screening Committee") responsible for the screening and preliminary interviewing of candidates. The Screening Committee shall be comprised of five members of the County Commission appointed by the Chairperson of the County Commission.
2. The County Human Resources Department, or its successor department, shall advertise the availability of the position of the Executive Director and shall provide the Screening Committee with a list of qualified candidates.
3. The Screening Committee shall screen, interview and evaluate applicants for the position of Executive Director and propose a slate of the top three candidates for the Chairperson of the County Commission's consideration. The Screening Committee shall be staffed by the Human Resources Department, or successor department.
4. The Chairperson of the County Commission shall interview and select the Executive Director from the slate presented by the Screening Committee, subject to ratification by a majority vote of the County Commission members present at the next regularly scheduled County Commission meeting after the selection<<.

The Executive Director shall provide the >>Military Affairs<< Board with adequate support services to enable the >>Military Affairs<< Board to perform its powers and duties. The Executive Director may be removed >>with or without cause by a vote of two-thirds of the full membership of the Board then in office. However, the Chair shall have the authority, on behalf of the Board, to counsel the director and, if applicable, impose appropriate disciplinary action up to and including dismissal after consultation with the County's Human Resources Department and the County Attorney's Office<< ~~[[by the Mayor]]~~. The >>Office of the Chairperson of the County Commission<< ~~[[Mayor]]~~ shall provide the >>Military Affairs<< Board with any additional staff necessary for the >>Military Affairs<< Board to perform its powers and duties>>, as determined by the Chairperson of the County Commission<<. The >>Military Affairs<< Board shall utilize the County Attorney's Office for legal services. The Clerk of the Board of County Commissioners shall take and keep the minutes of the Military Affairs Board.

>>The Military Affairs Board shall report to the County Commission. Notwithstanding that the Military Affairs Board shall report to the County Commission, the Chairperson of the County Commission shall be responsible, on behalf of the County

Commission, for having fiscal review and managerial and operational oversight of the Military Affairs Board, including, but not limited to, the authority to establish workplace policies for the Military Affairs Board, conduct performance evaluations of the Executive Director, and monitor the administration of the affairs of the Military Affairs Board. The Executive Director shall respond to inquiries by the Chairperson of the County Commission as to the status and progress of tasks undertaken by the Military Affairs Board as well as all directives and mandates requested by the County Commission.<<

Section 6. Article CLXV of chapter 2 of the Code of Miami-Dade County, Florida, is hereby created to read as follows:

>>**ART. CLXV.**
OFFICES OF AGENDA COORDINATION, PROTOCOL,
MEDIA, AND SUPPORT STAFF SERVICES

Sec. 2-2424 Offices and Functions.

The following offices shall provide support to the Board of County Commissioners:

- (a) Office of Agenda Coordination;
- (b) Office of Protocol;
- (c) Office of Board of County Commissioners Media; and
- (d) Office of Support Staff Services.

The functions of each office shall be listed in the table of organization for the Board of County Commissioners adopted as part of the County's annual budget.

Sec. 2-2425 Directors.

Each office shall be headed by a director, who shall be appointed by the Chairperson of the County Commission in accordance with the following process. The selection process shall be open and competitive and shall include, at a minimum, the following:

1. Establishment of an Ad Hoc Director Screening Committee ("Screening Committee") responsible for the screening and preliminary interviewing of candidates. The Screening Committee shall be comprised of five members of the County Commission appointed by the Chairperson of the County Commission.
2. The County Human Resources Department, or its successor department, shall advertise the availability of the position of the director and shall provide the Screening Committee with a list of qualified candidates.
3. The Screening Committee shall screen, interview and evaluate applicants for the position of director and propose a slate of the top three candidates for the Chairperson of the County Commission's consideration. The Screening Committee shall be staffed by the Human Resources Department, or successor department.
4. The Chairperson of the County Commission shall interview and select the director from the slate presented by the Screening Committee, subject to ratification by a majority vote of the County Commission members present at the next regularly scheduled County Commission meeting after the selection.

The director of each office shall have the power to appoint, employ, remove, and supervise such assistants, employees, and personnel as deemed necessary to provide appropriate support to such offices. The director of each office may be removed at any time with or without cause by a two-thirds vote of the full membership of the County Commission then in office. However, the Chairperson of the County Commission shall have the authority, on behalf of the County Commission, to counsel the director of each office and, if applicable, impose appropriate disciplinary action up to and including dismissal after consultation with the County's Human Resources Department and the County Attorney's Office.

Sec. 2-2426 Supervision and Support.

Each of these offices shall report to the County Commission. Notwithstanding that these offices shall report to the County Commission, the Chairperson of the County Commission shall be responsible, on behalf of the County Commission, for having fiscal review and managerial and operational oversight of these offices, including, but not limited to, the authority to establish workplace policies for these offices, conduct performance evaluations of the directors, and monitor the administration of the affairs of these

offices. Each office shall respond to inquiries by the Chairperson of the County Commission as to the status and progress of tasks undertaken by such office as well as all directives and mandates requested by the County Commission.<<

Section 7. Article CLXVI of chapter 2 of the Code of Miami-Dade County, Florida, is hereby created to read as follows:

>>**ART. CLXVI.**
OFFICE OF COMMUNITY ADVOCACY

Sec. 2-2427 Creation and Functions.

The Office of Community Advocacy is hereby established. The Office of Community Advocacy shall provide administrative support to those advisory boards established by the County Commission as set forth in this section and perform any other functions established by the County Commission. The following advisory boards shall receive administrative support from the Office of Community Advocacy:

- (a) Community Relations Board;
- (b) Miami-Dade County Interfaith Advisory Board;
- (c) Commission for Women;
- (d) Miami-Dade County Hispanic Affairs Advisory Board;
- (e) Miami-Dade County Black Affairs Advisory Board;
- (f) Miami-Dade County Domestic Violence Oversight Board;
- (g) Miami-Dade County Asian-American Advisory Board;
- (h) Elder Affairs Advisory Board;
- (i) Miami-Dade County Lesbian, Gay, Bisexual, Transgender, Queer ("LGBTQ") Advisory Board; and
- (j) the Dr. Antonio Jorge Social and Economic Development Council for Miami-Dade County.

Sec. 2-2428 Director.

The Office of Community Advocacy shall be headed by an executive director, who shall be appointed by the Chairperson of the County Commission in accordance with the following process. The selection process shall be open and competitive and shall include, at a minimum, the following:

1. Establishment of an Ad Hoc Executive Director Screening Committee ("Screening Committee") responsible for the screening and preliminary interviewing of candidates. The Screening Committee shall be comprised of five members of the County Commission appointed by the Chairperson of the County Commission.
2. The County Human Resources Department, or its successor department, shall advertise the availability of the position of the executive director and shall provide the Screening Committee with a list of qualified candidates.
3. The Screening Committee shall screen, interview and evaluate applicants for the position of executive director and propose a slate of the top three candidates for the Chairperson of the County Commission's consideration. The Screening Committee shall be staffed by the Human Resources Department, or successor department.
4. The Chairperson of the County Commission shall interview and select the executive director from the slate presented by the Screening Committee, subject to ratification by a majority vote of the County Commission members present at the next regularly scheduled County Commission meeting after the selection.

The executive director shall have the power to appoint, employ, remove, and supervise such assistants, employees, and personnel, including program directors for the advisory boards that the Office of Community Advocacy supports, as deemed necessary to provide appropriate support for the functions of the Office of Community Advocacy. The executive director may be removed at any time with or without cause by a two-thirds vote of the full membership of the County Commission then in office. However, the Chairperson of the County Commission shall have the authority, on behalf of the County Commission, to counsel the executive director and, if applicable, impose appropriate disciplinary action up to and including dismissal after consultation with the County's Human Resources Department and the County Attorney's Office.

Sec. 2-2429 Supervision and Support.

The Office of Community Advocacy shall report to the County Commission. Notwithstanding that the Office of Community Advocacy shall report to the County Commission, the Chairperson of the County Commission shall be responsible, on behalf of the County Commission, for having fiscal review and managerial and operational oversight of the Office of Community Advocacy, including, but not limited to, the authority to establish workplace policies for the office, conduct performance evaluations of the executive director, and monitor the administration of the affairs of the office. The Office of Community Advocacy shall respond to inquiries by the Chairperson of the County Commission as to the status and progress of tasks undertaken by the office as well as all directives and mandates requested by the County Commission.<<

Section 8. Article XXIII of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. XXIII.
COMMUNITY RELATIONS BOARD**

* * *

Sec. 2-207 Supervision and Support.

The Office of >>Community Advocacy, or its successor office,<< ~~[[the Chairperson of the County Commission]]~~ shall provide appropriate support for the Community Relations Board. ~~[[The Chairperson of the County Commission shall have the power to appoint, employ, remove and supervise such assistants, employees, and personnel as deemed necessary to provide appropriate support to the Community Relations Board, and such assistants, employees, and personnel, including an executive director, collectively herein referred to as the Office of Community Advocacy, shall serve at the will of the Chairperson of the County Commission.]]~~

* * *

Section 9. Article XXIVA of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. XXIVA.
MIAMI-DADE COUNTY
INTERFAITH ADVISORY BOARD**

* * *

Sec. 2-223 Organization.

* * *

(c) *Staff support.* ~~[[The Office of Community Advocacy, County Attorney, and the Clerk of the Board shall provide appropriate support to the IAB.]]~~

(i) The Office of Community Advocacy, ~~[[an office that is under and reports directly to the Board,]]~~ or its successor office, shall provide ~~[[adequate staff and]]~~ >>appropriate<< support ~~[[services]]~~ to the IAB. Such support ~~[[and services]]~~ shall enable the IAB to carry out its duties and responsibilities. Among such other duties and responsibilities, the Office of Community Advocacy shall:

- A. Maintain and keep the records of the IAB, including ensuring the IAB's roster is current;
- B. Prepare, in cooperation with the chairperson, the agenda for each meeting;
- C. Be responsible for the preparation of such reports, documents, resolutions, or correspondences as the IAB may direct;
- D. Take minutes and make such minutes available on the Miami-Dade County website; and
- E. Generally administer the business and affairs of the IAB, subject to budgetary limitations.

>>(ii) The County Attorney and the Clerk of the Board shall provide appropriate support to the IAB.<<

Section 10. Article XXX of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. XXX.
COMMISSION FOR WOMEN**

* * *

Sec. 2-265 Commission for Women.

The Miami-Dade County Commission for Women ("the Commission") is hereby created and established. The Commission shall consist of twenty-six (26) members. The Office of >>Community Advocacy, or its successor office,<< ~~[[the Chairperson of the County Commission]]~~ shall provide appropriate support for the Commission for Women. ~~[[The Chairperson of the County Commission shall have the power to appoint, employ, remove and supervise such assistants, employees, and personnel as deemed necessary to provide appropriate support to the Commission for Women, and such assistants, employees, and personnel, including an executive director, collectively herein referred to as the Office of Community Advocacy, shall serve at the will of the Chairperson of the County Commission.]]~~

Section 11. Article L of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. L.
MIAMI-DADE COUNTY
HISPANIC AFFAIRS ADVISORY BOARD**

* * *

Sec. 2-535 Supervision and Support.

The Office of >>Community Advocacy, or its successor office<< ~~[[the Chairperson of the County Commission]]~~, County Attorney and Clerk of the Board shall provide appropriate support for the Hispanic Affairs Advisory Board. ~~[[The Chairperson of the County Commission shall have the power to appoint, employ, remove and supervise such assistants, employees, and personnel as deemed necessary to provide appropriate support to the Hispanic Affairs Advisory Board, and such assistants, employees, and personnel, including an executive director, collectively herein referred to as the Office of Community Advocacy, shall serve at the will of the Chairperson of the County Commission.]]~~

Section 12. Article LXIII of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. LXIII.
MIAMI-DADE COUNTY
BLACK AFFAIRS ADVISORY BOARD**

* * *

Sec. 2-835 Supervision and Support.

The Office of >>Community Advocacy, or its successor office<< ~~[[the Chairperson of the County Commission]]~~, County Attorney and Clerk of the Board shall provide appropriate support for the Black Affairs Advisory Board. ~~[[The Chairperson of the County Commission shall have the power to appoint, employ, remove and supervise such assistants, employees, and personnel as deemed necessary to provide appropriate support to the Black Affairs Advisory Board, and such assistants, employees, and personnel, including an executive director, collectively herein referred to as the Office of Community Advocacy, shall serve at the will of the Chairperson of the County Commission.]]~~

Section 13. Article LXVI of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. LXVI.
MIAMI-DADE COUNTY
DOMESTIC VIOLENCE OVERSIGHT BOARD**

* * *

Sec. 2-894 Staff Support.

The Office of Community Advocacy, ~~[[an office that is under and reports directly to the Board of County Commissioners,]]~~ or its successor office>>, << shall provide to the board ~~[[adequate staff and]]~~ >>appropriate<< support ~~[[services]]~~ to enable the board to carry out its duties and responsibilities. Among such other duties and responsibilities, the Office of Community Advocacy shall ensure the board's membership roster is current, shall take minutes of the board's meetings, and shall post such minutes online. ~~[[The Chairperson of the County Commission shall have the power to~~

~~appoint, employ, remove and supervise such staff as deemed necessary to provide appropriate staff and support to the board, including an executive director, who shall serve at the will of the Chairperson of the County Commission.]]~~

Section 14. Article LXXIX of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. LXXIX.
MIAMI-DADE COUNTY
ASIAN-AMERICAN ADVISORY BOARD**

* * *

Sec. 2-1090 Supervision and Support.

The Clerk of the Board of County Commissioners ("Clerk of the Board") shall maintain a current roster of the Asian-American Advisory Board's ("the board") members and maintain minutes of the board's meetings.

The Office of >>Community Advocacy, or its successor office,<< ~~[[the Chairperson of the County Commission,]]~~ County Attorney and Clerk of the Board shall provide appropriate support for the Asian-American Advisory Board. ~~[[The Chairperson of the County Commission shall have the power to appoint, employ, remove and supervise such assistants, employees, and personnel as deemed necessary to provide appropriate support to the Asian-American Advisory Board, and such assistants, employees, and personnel, including an executive director, collectively herein referred to as the Office of Community Advocacy, shall serve at the will of the Chairperson of the County Commission.]]~~

The Office of Community Advocacy's duties shall include working with the Clerk of the Board to ensure the board's membership roster is current and posting minutes from the board's meetings online. In addition, the executive director of the Office of Community Advocacy shall provide a report on the board every twelve months to the Board of County Commissioners.

Section 15. Article CLX of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. CLX.
ELDER AFFAIRS ADVISORY BOARD**

* * *

Sec. 2-2384 Supervision and Support.

The Clerk of the Board of County Commissioners (Clerk of the Board) shall retain the current roster of the board's members and minutes of the board's meetings that are provided to the Clerk of the Board.

~~The [[Office of the Chairperson of the Board of County Commissioners,]] County Attorney and Office of Community Advocacy>>, or its successor office,<< shall provide appropriate support for the board. [[The Chairperson of the Board of County Commissioners shall have the power to appoint, employ, remove and supervise such assistants, employees, and personnel as deemed necessary to provide appropriate support to the board, and such assistants, employees, and personnel. The executive director shall be the director of the Office of Community Advocacy or his or her designee. Any assistant, employee, personnel or executive director shall serve at the will of the Chairperson of the Board of County Commissioners.]]~~

The Office of Community Advocacy shall ensure the board's membership roster is current and take the minutes and post minutes from the board's meetings online. In addition, the executive director of the Office of Community Advocacy shall provide a report on the board every 12 months to the Board of County Commissioners.

Section 16. Article CLXII of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. CLXII.
MIAMI-DADE COUNTY LESBIAN, GAY, BISEXUAL,
TRANSGENDER, QUEER ("LGBTQ") ADVISORY BOARD**

* * *

Sec. 2-2403 Organization.

(a) *Bylaws, Rules, and Regulations.* The LGBTQ Advisory Board shall establish, adopt, and amend bylaws, rules, and regulations for its own governance.

(b) *Officers.* The LGBTQ Advisory Board shall elect a chairperson and a vice-chairperson from among its members, who shall serve at the will of the LGBTQ Advisory Board. The chairperson shall preside at all meetings. The vice-chairperson shall act as chairperson in the absence of the chairperson.

(c) *Staff Support.* The Office of Community Advocacy, ~~[[an office that is under and reports directly to the Board of County Commissioners,]]~~ or its successor office, shall provide to the LGBTQ Advisory Board ~~[[adequate staff and]]~~ >>appropriate<< support ~~[[services]]~~ to enable the board to carry out its duties and responsibilities. Among such other duties and responsibilities, the Office of Community Advocacy shall:

- (1) Maintain and keep the records of the LGBTQ Advisory Board, including ensuring the LGBTQ Advisory Board's roster is current;
- (2) Prepare, in cooperation with the chairperson, the agenda for each meeting;
- (3) Be responsible for the preparation of such reports, documents, resolutions, or correspondences as the LGBTQ Advisory Board may direct;
- (4) Take minutes and make such minutes available on the Miami-Dade County website; and
- (5) Generally administer the business and affairs of the LGBTQ Advisory Board, subject to budgetary limitations.

~~[[The Chairperson of the Board of County Commissioners shall have the power to appoint, employ, remove and supervise such staff as deemed necessary to provide appropriate staff and support to the LGBTQ Advisory Board, who shall serve at the will of the Chairperson of the Board of County Commissioners.]]~~

(d) *Quorum.* To transact any business or exercise any power vested in the LGBTQ Advisory Board, a quorum consisting of no less than eight voting members shall be present. The LGBTQ Advisory Board shall not transact business or exercise its powers unless a majority of the quorum in attendance agrees to the activity.

- (e) *Committees.* The LGBTQ Advisory Board may appoint committees to accomplish its tasks.

Section 17. Article CLXII of chapter 2 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

**ART. XCIX.
SOCIAL AND ECONOMIC DEVELOPMENT COUNCIL**

* * *

Sec. 2-1445 Staff Support.

- (a) The ~~[[Board of County Commissioners,]]~~ Office of Community Advocacy, >>or its successor office,<< shall provide ~~[[adequate]]~~ >>appropriate<< ~~[[staff]]~~ support ~~[[and access to the necessary resources]]~~ to enable the Council to carry out its duties, functions and responsibilities.

Section 18. Section 2-1 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

Sec. 2-1 Rules of Procedure of County Commission

* * *

Rule 2.01 Chairperson and Vice-Chairperson.

- (a) *Chairperson.*

* * *

- (2) *Duties of chairperson.* The chairperson shall:

- (a) Preside at all meetings of the commission and preserve strict order and decorum;
- (b) State every question coming before the commission and announce the decision of the commission on all matters coming before it;

- (c) Appoint the chairpersons, vice-chairpersons and members of all commission committees, including standing committees, ad hoc committees and subcommittees;
- (d) Convene committees of the whole;
- (e) Designate and supervise all persons who shall serve as employees of the entire county commission, >>in accordance with the County Code and<< as set forth in the pool budget ~~[[, including employees of the Office of Legislative Analysis]]~~;
- (f) Have responsibility for the administration of the pool budget of the board of county commissioners~~[[, in conjunction with the manager]]~~;
- (g) Issue subpoenas, subpoenas duces tecum, and other necessary process to compel the attendance of witnesses and the production of any books, letters, or other documentary evidence required by a committee, upon the request of the chairperson of any commission committee;
- (h) Schedule the meetings of all commission committees, in consultation with the committee chairperson and vice-chairperson, to provide each with an opportunity to meet without conflicting with the meetings of other committees;
- (i) Designate the arrangement and configuration of the county commission dais; ~~[[and]]~~
- (j) Have responsibility for administering the Miami-Dade County Goodwill Ambassadors Program under the Office of Community Advocacy ~~[[within the Office of the Chair,]]~~ with administrative support from the Mayor or the Mayor's designee~~[[:]]>>~~; and
- (k)<< ~~[[The chairperson shall serve]]~~>>Serve<< as an ex officio voting member of all commission committees but shall not count as a member of a committee for purposes of determining the existence of a quorum.

~~[[The chairperson shall serve as an ex officio voting member of all commission committees but shall not count as a member of a committee for purposes of determining the existence of a quorum.]]~~

* * *

Section 19. In compliance with the provisions of section 1.02(A) of the Miami-Dade County Home Rule Charter and section 129.06, Florida Statutes, the supplemental budgets and table of organization, which are attached hereto as Exhibits A and B and made a part hereof, are hereby approved, adopted, and ratified. The budgeted revenues and expenditures provided in Exhibit A are hereby appropriated and the table of organization for the Board of County Commissioners is hereby amended as provided in Exhibit B.

Section 20. Ordinance Nos. 20-91, 20-93, and 20-96 are hereby amended as set forth herein and in the amended appropriation schedules which are attached hereto as Exhibit A. Such amendments to the County's Fiscal Year 2020-21 Adopted Budget are hereby approved, adopted, and ratified. Any conforming amendments to the Miami-Dade County Pay Plan - FY 2020-21 necessary to reflect the changes set forth herein are hereby approved, adopted, and ratified, and the County Mayor or County Mayor's designee is hereby directed to make such conforming amendments to the Miami-Dade County Pay Plan - FY 2020-21.

Section 21. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 22. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision but excluding sections 19, 20, and 23, shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

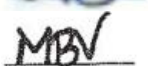
Section 23. It is the intention of the Board of County Commissioners, and it is hereby ordained, that the provisions of this ordinance relating to the hiring and selection of directors of the Offices of Commission Auditor, Intergovernmental Affairs, the Jay Malina International Trade Consortium of Miami-Dade County, Policy and Budgetary Affairs, Community Advocacy, Agenda Coordination, Protocol, BCC Media, Support Staff Services, and the Military Affairs Board are prospective in nature and shall not operate or apply retroactively to the individuals who currently hold those positions or perform such functions.

Section 24. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board. In the event all or any particular component of this ordinance is vetoed, the remaining components, if any, shall become effective ten (10) days after the date of enactment and the components vetoed shall become effective only upon override by this Board.

PASSED AND ADOPTED:

April 20, 2021

Approved by County Attorney as
to form and legal sufficiency:

Prepared by:

Michael B. Valdes

Prime Sponsor: Chairman Jose "Pepe" Diaz

COMMUNITY ACTION AND HUMAN SERVICES
(Fund SC 630)

Revenues

Transfer from Countywide General Fund (Fund GF 010, Subfund 010)	~~\$30,592,000~~	\$ 30,463,000
Federal Grants		103,572,000
State Grants		2,171,000
Other Revenues		2,045,000
Interagency Transfers		<u>3,993,000</u>
Total	~~\$142,373,000~~	<u>\$142,244,000</u>

Expenditures

Operating Expenditures	~~\$ 142,373,000~~	<u>\$ 142,244,000</u>
Total		<u>\$ 142,244,000</u>

COUNTYWIDE GENERAL FUND EXPENDITURES

		2020-21 Budget
Office of the Mayor		3,677,000
Board of County Commissioners (BCC)	~~19,499,000~~	<u>19,628,000</u>
County Attorney		16,480,000
Clerk of Court		6,217,000
Corrections and Rehabilitation		378,289,000
Judicial Administration		33,609,000
Juvenile Services		14,362,000
Legal Aid		3,200,000
Medical Examiner		13,798,000
Miami-Dade Fire Rescue		36,064,000
Miami-Dade Police		228,200,000
Non-departmental – Public Safety		8,904,000
Transportation and Public Works		235,107,000
Cultural Affairs		12,559,000
Parks, Recreation and Open Spaces		50,421,000
Non-departmental – Recreation and Culture		4,160,000
Animal Services		17,236,000
Solid Waste Management		10,992,000
Non-departmental – Neighborhood and Infrastructure		606,000
Community Action and Human Services	~~34,000,000~~	<u>33,871,000</u>
Public Housing and Community Development		300,000
Public Health Trust		222,563,000
Non-departmental – Health and Human Services		45,307,000
Miami-Dade Economic Advocacy Trust		1,185,000
Regulatory and Economic Resources		3,727,000
Non-departmental – Economic Development		85,225,000
Audit and Management Services		2,265,000
Commission on Ethics and Public Trust		2,404,000
Communications		9,179,000
Elections		32,096,000
Human Resources		7,081,000
Information Technology Department		1,712,000
Inspector General		862,000
Internal Services Department		1,712,000
Management and Budget		4,663,000
Property Appraisal		43,960,000
Non-departmental – General Government		84,601,000
Total		<u><u>\$ 1,722,732,000</u></u>

COUNTY COMMISSION

- Comprised of 13 single-member districts that reflect the diversity and unique demographics of one of the nation's largest metropolitan areas
- Establishes regulations, laws and fiscal policies
- Oversees essential public services, including planning and zoning and fiscal administration and ensures citizen participation and interaction at every level of local government
- Develops framework for promulgating legislative and policy priorities to ensure accountability, transparency and efficiency

FY 19-20
114

FY 20-21
112

OFFICE OF THE CHAIR

- Serves as chief presiding officer of the legislative and governing body of County government
- Establishes committee system, appoints members to all Commission committees and subcommittees and coordinates Commission and committee calendars
- Provides guidance/leadership to Commission committees on legislative issues of countywide significance
- Oversees the efficient and productive assignment and scheduling of legislation
- Oversees process for appointing members to advisory boards, authorities, trusts and committees
- Presides over all Board of County Commissioners meetings
- Oversees Commission Sergeants-at-Arms
- On behalf of the Commission, provides fiscal review and managerial and operational oversight of offices under the Commission's purview

FY 19-20
6

FY 20-21
5

OFFICE OF COMMISSION AUDITOR

- Provides independent budgetary, audit, revenue forecasting and fiscal and performance analysis of Board policies, County services and contracts
- Provides objective and critical analysis of proposed legislation for Board consideration
- Conducts research and policy analysis and assists in formulating and developing legislation

FY 19-20
23

FY 20-21
23

OFFICE OF COMMUNITY ADVOCACY

- Promotes the expansion and replication of Community Relations Board (CRB) initiatives at the municipal level
- Provides administrative support to the CRB, Asian Affairs Advisory Board, Black Affairs Advisory Board, Hispanic Affairs Advisory Board, the Commission for Women, Domestic Violence Oversight Board, Elder Affairs Advisory Board, Interfaith Advisory Board and the Lesbian, Gay, Bisexual, Transgender (LGBTQ) Advisory Board

FY 19-20
12

FY 20-21
15

OFFICE OF POLICY AND BUDGETARY AFFAIRS

- Professional staff responsible for budget, management, and policy support to the board
- Liaises with Mayor, County Attorney, and Commission Auditor
- Provides objective and critical analysis of impact to budget on proposed legislation
- Conducts research and policy analysis to facilitate development of legislation
- Ensures effective communications and adherence to County policies and procedures
- Provide fiscal review and oversight of requested Board offices

FY 19-20
0

FY 20-21
4

JAY MALINA INTERNATIONAL TRADE CONSORTIUM (ITC)

- Advocates, promotes and supports the development of Miami-Dade County as a premiere hemispheric platform for two-way trade
- Organizes incoming and outgoing trade missions
- Recommends trade policy
- Administers the Sister Cities Program

FY 19-20
7

FY 20-21
7

MILITARY AFFAIRS BOARD

- Provides Commission with recommendations regarding military affairs
- Promotes measures to enhance the quality of life of military personnel

FY 19-20
1

FY 20-21
1

BCC MEDIA

- Produces Commission e-newsletter
- Produces, coordinates, and schedules radio and TV programs and events
- Prepares media kits and informational materials
- Responds to public records requests for the BCC

FY 19-20
3

FY 20-21
3

AGENDA COORDINATION

- Prepares County Commission, committee, subcommittee and workshop agendas and coordinates meetings

FY 19-20
6

FY 20-21
6

OFFICE OF INTERGOVERNMENTAL AFFAIRS

- Coordinates the County's intergovernmental relations at the local, state and federal level

FY 19-20
6

FY 20-21
6

SUPPORT STAFF SERVICES

- Provides support staff to the Chairperson and BCC
- Coordinates with Sergeants-at-Arms to maintain decorum at meetings and security for Commissioners

FY 19-20
16

FY 20-21
16

PROTOCOL

- Coordinates Commission protocol, dignitary, Consular Corps and intergovernmental visits

FY 19-20
3

FY 20-21
3