

Miami-Dade County Performance and Efficiency Commission

Miami-Dade County Department Director

2010 Self-Assessment Questionnaire

Purpose: As a management team member of Miami-Dade County government, it is your responsibility to design, adhere to and monitor the significant operating and financial controls of your organization. This self-assessment questionnaire has been designed to obtain input from you to assist the Performance and Efficiency Commission (“PEC”) to understand the key controls of your organization. Your input is important and appreciated.

Department : Office of Sustainability

Director: (name & telephone) Susanne M. Torriente

1. Please describe the key business objectives of your area (i.e. What is the mission of your area?), and what do you find most challenging as the director of this department?

The key business objectives and challenges are located in the Office of Sustainability (OOS) Business Plan FY 2010 and 2011 (pages 3-8) and is attached to this survey.

INTERNAL SUPPORT

2. How many employees are in your department? Describe the span of control in your department and how effective it is?

The total number of employees and table of organization are located in the FY 2010-11 Proposed Resource Allocation Plan and Multi-Year Capital Plan (Volume 2, pages 463) and is attached to this survey.

Additionally, the Director supervises one Assistant to the County Manager, and has departmental oversight responsibility for three departments (see County Executive Office TO)

3. Do you consider the responsibilities of your department to be “core” responsibilities of government to the public?
Yes.

4. Are the Policies and Procedures in your department documented? (Select One) Yes No Comments:

5. Are the Policies and Procedures in your department up-to-date? (Select One) Yes No Comments:

6. Please describe the key business processes that occur in your department (i.e. What are the activities which are completed in your department?)

The Department’s key business process are located in the Business Plan FY 2010 and 2011 (page 9) and the 2010-11 Proposed Resource Allocation Plan and Multi-Year Capital Plan (Volume 2, pages 463). Both are attached to this survey.

Also, specifically these are key OOS business processes: GreenPrint Planning process and implementation after approval, EECBG implementation, Sustainable Buildings Ordinance implementation, and Energy Master Plan planning process.

Please describe the key internal controls that you believe exist in your department (i.e. How do you control the major activities, output, etc., in your department?)

Key internal controls include FAMIS, CIIS, EECBG quarterly reporting, department EECBG project progress meetings and visits, performance measures associated with the Business Plan and the Resource Allocation Plan, and quarterly Strategic Area Meetings.

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7. Please describe the key performance measures you obtain and utilize to monitor the effectiveness/efficiency of your business processes.

These measures are described in the FY 2010-11 Proposed Resource Allocation Plan and Multi-Year Capital Plan (Volume 2, page 463) and is attached to this survey.

8. Which department(s) do you currently communicate with?

All

Do any of these department(s) in Miami-Dade County government have similar functions/responsibilities?

No.

a. Could they be consolidated into your department?

There are different models nationwide for sustainability offices. Typically, the more successful ones are the offices that have a direct link to the chief executive and have a high profile position within the organization.

b. Are there any areas that you would like the PEC to specifically review (i.e. areas of immediate control concern or inefficient process)?

None are requested

9. If you had the appropriate technology to improve efficiency, would you utilize it and how would it impact the County's operations today?

Yes, the department will use technology to improve efficiency. Currently, the department is assessing utility billing systems that would help the County more efficiently use energy as well as tools to track greenhouse gas emissions.

Table with 4 columns: Overall, how would you rate the following in your department?, Poor, Average, Excellent. Rows include: The effectiveness of your internal controls, The quality of your output, The efficiency of your business processes.

If there is any additional information you feel the PEC should have prior to our review, (such as organizational charts, policies, etc.), please attach to this questionnaire. Provided are a copy of the Department's FY 2010-2011 resource allocation and multi-year capital plan. Also provided is a copy of the Department's FY 2010-2011 Business Plan.

Please return this questionnaire and any attachments in pdf format and saved as your "department name" by Wednesday, October 13, 2010 to spalmer@miamidade.gov or deliver to:

Office of the Commission Auditor
Attn: S. Donna Palmer
SPCC Government Center
111 NW First St., Ste. 1030
Miami, FL 33128

Thank you for your time.