

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 Metropolitan Planning Organization (MPO)

Director: (name & telephone) Jose-Luis Mesa 305-375-4507

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? (A) “To plan for the provision of integrated and efficient transportation facilities and services in Miami-Dade County while ensuring the highest possible level of community participation in the transportation planning process.” (B) Building consensus to support the implementation of priority transportation projects.
2. How many employees are in your department? Describe the **span of control** in your department and how effective it is? (A) 16 filled positions. (B) Office of the Director, Program Administration Section and Transportation Planning Section. All staff reports to Director and Deputy Director. (C) The current span of control is divided into two departmental sections which facilitates daily interaction between section staff and supervisory personnel and has served very effectively.
3. Do you consider the responsibilities of your department to be “**core**” responsibilities of government to the public? Yes- They are mandated by federal and state law.
4. Are the *Policies and Procedures* in your department *documented*? (Select One) Yes No
Comments: Yes
5. Are the *Policies and Procedures* in your department *up-to-date*? (Select One) Yes No
Comments: Yes
6. Please describe the *key business processes* that occur in your department (i.e. what are the activities which are completed in your department?) Completion of legally required transportation plans and programs; completion of technical and specialized studies to support the metropolitan transportation program and conduct public participation process as mandated by Florida Statutes Title XXVI, Chapter 339.175 and Code of Federal Regulations Title 23, Volume 1 CITE: 23CFR450.308 guidelines.
7. 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?) Staff output (financial, technical and administrative) is reviewed and approved by Director and Deputy Director before it goes out of the office.
8. Please describe *the key performance measures* you obtain and utilize to monitor the effectiveness/efficiency of your business processes. –Positive federal and state certification of the

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Miami-Dade transportation planning process (program is funded by federal and state grants and local match); timely completion of required plans; adherence to approved program and office budgets.

9. Which department(s) do you currently communicate with? Does any of these department(s) in Miami-Dade County government have similar functions/responsibilities? (A) Miami Dade Transit, Miami-Dade Public Works; Miami Dade Planning and Zoning. In addition, substantial work occurs on an on-going basis with the Florida Department of Transportation, Miami-Dade Expressway Authority, South Florida Regional Planning Council, Federal Highway Administration, Federal Transit Administration, South Florida Regional Transportation Authority, Broward County MPO and Palm Beach MPO. (B) Each of the above mentioned entities have their own mission and these do not correspond to the mission of the Miami-Dade MPO.
- 10.
- a. Could they be consolidated into your department?- No
- b. Are there any areas that you would like the PEC to specifically review (i.e. areas of immediate control concern or inefficient process)? No
11. If you had the appropriate technology to improve efficiency, would you utilize it and how would it impact the County's operations today? - We have the appropriate technology

| Overall, how would you rate the following in your department? | <u>Poor</u> | | <u>Average</u> | | <u>Excellent</u> |
|---|-------------|---|----------------|---|------------------|
| The effectiveness of your internal controls 5 | 1 | 2 | 3 | 4 | 5 |
| The quality of your output 5 | 1 | 2 | 3 | 4 | 5 |
| The efficiency of your business processes 4 | 1 | 2 | 3 | 4 | 5 |

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.

See end of document.

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

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Thank you for your time.

See attached web site links/documents:

1. Miami-Dade MPO Table of Organization
http://www.miamidade.gov/mpo/docs/MPO_staff_orgchart_20090528.pdf
2. Miami-Dade MPO web site <http://www.miamidade.gov/mpo/>
3. Miami-Dade MPO Prospectus
http://www.miamidade.gov/mpo/docs/MPO_prospectus_200906.pdf
4. Functional Table of Organization (see attached pdf)

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MPO FUNCTIONAL TABLE of ORGANIZATION

Fiscal Years
2010 - 2011

Director's Office

This office is responsible for the overall direction in the preparation of highway, transit and other transportation planning studies and in the administration and coordination of the MPO program.

2009-2010
FTE = 4

2010-2011
FTE = 4

Administration – Board Support – Public Outreach

This branch is responsible for developing monthly agendas for the MPO Governing Board, Transportation Planning Council, and technical committees; administration of the annual Unified Planning Work Program for Transportation; and management of funds for federal, state and local programs. It evaluates impacts of legislative proposals on the transportation planning process. It facilitates public involvement at all levels of the MPO process through the Citizen's Transportation Advisory Committee, Transportation Disadvantaged Local Coordinating Board, Transportation Aesthetics Review Committee, Bicycle/Pedestrian Advisory Committee and the Freight Transportation Advisory Committee. It also maintains a Comprehensive Bicycle Plan to integrate bicycling as a formal transportation mode.

2009-2010
Full-Time = 7

2010-2011
Full-Time = 7

Transportation Planning – Program Development

This branch is responsible for technical work needed for the development of transportation proposals, plans and programs detailing new highway, transit and multimodal projects. It includes completion of planning studies, and the preparation of the county's 20-year Long Range Transportation Plan and the 5-year Transportation Improvement Program in cooperation with appropriate municipal, county and state agencies. Consultant management is also a major activity in this function. Research on new programs and projects and proposals for innovative services and strategies are developed in this unit as well.

2009-2010
Full-Time = 6*
Part-Time = 1**

2010-2011
Full-Time = 6*
Part-Time = 1**

*1 vacant position
** vacant

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