

SECTION I – COMMISSION AUDITOR’S WORK PLAN – FY 2008-09

Legislative Work Plan

1. Provide legislative research and policy analyses to support regular BCC, Committee, and Sub-committee meetings, as well as workshops or special meetings of the BCC.
2. Review each agenda to evaluate the reasonableness and completeness of the information presented, as well as to evaluate the merits and impacts of the proposed transactions and/or legislation.
3. Determine the extent to which legislative policies are being faithfully, efficiently and effectively implemented by the County Manager and County personnel and provide periodic reports to the BCC as needed.
4. Pursuant to BCC directive or Commissioner request, OCA will conduct research and provide reports which shall include (where appropriate): best practices and comparative analysis.
5. Conduct research and provide reports upon the request of the BCC or a Commissioner.
6. Prepare and conduct briefings related to legislative agendas upon the request of the BCC or a Commissioner.
7. Determine the extent to which proposed legislation is consistent with current policy and the proposed legislation’s implications relative to future policy.
8. Review and analyze proposed policy recommendations put forth by the BCC and the County Manager.
9. Provide BCC with memoranda containing independent assessment of pending legislation, issues and proposals coming before the BCC.
10. Transmit relevant and timely information to the BCC on appropriate topics of legislative interest, such as State and Federal regulations that affect Miami-Dade County and policies and practices in other jurisdictions.

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Other Projects and Requests for Assistance

Other Ongoing Commission Auditor Projects

- Participant in Investment Advisory Committee
- Participant in selection committees for external auditors
- Monitor PACT Finance Committee meetings
- Monitor progress of Miami-Dade County’s external audits

Miscellaneous Requests for Assistance

Respond to oral requests for assistance from individual members of the BCC provided the response requires a relatively minor effort that can be accomplished without disruption to the approved Work Plan.