



**BOARD OF COUNTY COMMISSIONERS
OFFICE OF THE COMMISSION AUDITOR**

M E M O R A N D U M

TO: Honorable Dennis C. Moss, Chairman
and Members, Board of County Commissioners

FROM: Charles Anderson
Commission Auditor

A handwritten signature in black ink, appearing to read "Charles Anderson", is written over the printed name and title.

DATE: November 4, 2010

SUBJECT: Approval of Quarterly Report - Board Directives

Per Resolution R-256-10, adopted by the Board on March 2, 2010, the Office of the Commission Auditor is submitting the following Board Directives Quarterly Report for the period ended June 30, 2010, for approval by the Board of County Commissioners.

Attachment

**Office of the Commission Auditor
Board Directives Quarterly Report
for the period**

March 2, 2010 – June 30-2010

On March 2, 2010, the Board of County Commissioners (BCC)) adopted Resolution R-256-10 directing the Commission Auditor to utilize the directives database maintained by the Clerk of the Board to track and follow up on directives and requests contained therein.

The Office of the Commission Auditor (OCA) met with staff from Enterprise Technology Services and together developed a detailed tracking system that automatically generates weekly reminder notices to the "Assigned to Person" for directives with five (5) days to due date and all past due directives within thirty (30) days. An example of the computer-generated reminder is below:

Pursuant to Resolution 256-10, the Office of the Commission Auditor (OCA) hereby advises that the Board of County Commissioners has requested your action on the directive(s) below.

If you have complied with this directive, please disregard this e-mail, and provide the OCA with a copy of any relevant documents; and ensure that the directive database is updated to reflect the status of this directive.

If you have any questions or concerns, please contact the OCA at (305) 375-2524 or ocaddt@miamidade.gov

Number of directives for _____

DIRECTIVE DATE:

AGENDA ITEM #:

DIRECTIVE:

DUE DATE: Past Due by ___ day(s)

REQUESTOR: Commissioner _____

LEGISTAR FILE #:

This report provides information for the reporting period of March 2, 2010 to June 30, 2010. The OCA is pleased to report that, to date, during the reporting period, 180¹ board directives were given with 94% completed up to June 30th. For the remaining 6% - only eleven (11) directives are pending completion, of which two (2) are past due and nine (9) are due after this reporting period. A detailed table is below:

A. Status Report

Please note that some of the pending directives listed below, may have been completed but the status has not been changed by the corresponding department(s). Departments are reminded in the weekly notices to update their directive database status to avoid recurring reminders on each subsequent Monday, and also to reflect the true status.

Assigned To.	# Completed	# Past Due (See Section B)
Anderson, Charles	3	1
Cuevas, Robert	14	1
	17	2

Assigned to	# Completed	# Pending (See Section C)
Curry, Cynthia	1	-
Ethics Commission	-	1
Glazer-Moon, Jennifer	3	-
Hudak, Alina	45	-
Jackson, Cathy	1	-
Llort, Ysela	35	1
Munoz, Alex	15	3
Norris, Wendi	5	2
Pinzur, Matt	4	-
Piper, Howard	19	1
Rasco, Joe	3	-
Taylor-Wooten, Irene	15	1
Zito, Judi	6	-
TOTAL	152	9

¹According to the Clerk's Database.

B. Past Due Directives

AGENDA INFO	BODY	REQUESTER	ASSIGNED TO	DUE DATE	STATUS
3L 100842 PURCHASE OF GOODS AND SERVICES VALUED	BPSC 4/13/2010	Gimenez	Robert Cuevas	5/13/2010	Pending

INSTRUCTIONS COMMISSIONER GIMENEZ ASKED ASSISTANT COUNTY ATTORNEY SYBBLIS TO PREPARE A RESOLUTION DIRECTING THE COMMISSION AUDITOR TO ADVISE THE COUNTY COMMISSION WHEN THE COUNTY ADMINISTRATION DOES NOT COMPLY WITH THEIR POLICIES AND DIRECTIVES.

ACTION:

This directive is still pending. Awaiting directions from Commissioner's staff.

1F1 101152 LIGHT VEHICLE REDUCTIONS AND INTERNAL CONTROLS	GO 5/11/2010	Sosa	Charles Anderson	5/31/2010	Pending
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INSTRUCTIONS COMMISSIONER SOSA ASKED THE COMMISSION AUDITOR TO PROVIDE A FOLLOW-UP REPORT REFLECTING HOW MANY COURT SPECIALISTS HAD BEEN ISSUED A TAKE-HOME VEHICLE AND IF THAT EXPENSE WAS SUPPORTED BY THE GENERAL FUND.

ACTION:

This directive is still pending. Follow-up report anticipated in September.

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C. Pending Directives (Due after reporting period)

Please note that the reporting period for this report is for the quarter ended June 30, 2010; however, the cutoff date was extended to include actions taken through September 20, 2010.

AGENDA INFO	BODY	REQUESTER	ASSIGNED TO	DUE DATE	STATUS
11A10 100456 COMPREHENSIVE DEBT MANAGEMENT POLICY	BCC 4/6/2010	Moss	Howard Piper	9/30/2010	Pending
INSTRUCTIONS DIRECTING COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO PREPARE FORMAL AND COMPREHENSIVE DEBT MANAGEMENT POLICY FOR CONSIDERATION AND APPROVAL BY THIS BOARD(This directive was automatically generated on 04/07/2010 from Legistar)					
11A12 100489 EXPANSION OF INDIAN HAMMOCKS PARK	BCC 5/4/2010	Moss	Alex Munoz	8/25/2010	Pending Parks is working to provide the study recommendations and is expected to provide the report to the RTC in September and subsequent BCC.

INSTRUCTIONS DIRECTING THE COUNTY MAYOR OR MAYOR'S DESIGNEE TO CONDUCT A FEASIBILITY STUDY ON DEVELOPMENT AND EXPANSION OF KENDALL INDIAN HAMMOCKS PARK AND REPORT TO THE BOARD WITH RESULTS WITHIN 90 DAYS(This directive was automatically generated on 05/05/2010 from Legistar)

ACTION:

This directive was satisfied. Report provided on 8/25/10.

1E1 101039 MIAMI INTERNATIONAL AGRICULTURE & CATTLE SHOW	BCC 5/4/2010	Souto	Alex Munoz	8/24/2010	Pending Parks is working on this directive and will provide the economic impact of the Equestrian Center information by August 15th, 2010.
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INSTRUCTIONS COMMISSIONER SOUTO ASKED MR. RUBEN ABELLA, MIAMI DADE HORSE COUNCIL, TO PROVIDE A COPY OF THE VIDEO DEPICTING THE SOUTH FLORIDA AUTISM CHARTER SCHOOL AND THE MIAMI INTERNATIONAL AGRICULTURE & CATTLE SHOW TO EACH COMMISSIONER. HE ALSO ASKED COUNTY MANAGER BURGESS TO DISPLAY VIDEO CLIPPINGS OF THE SHOW IN PUBLIC LIBRARIES, AND TO SUBMIT A REPORT ON THE ECONOMIC IMPACT OF THE EQUESTRIAN CENTER ON THIS COMMUNITY.

ACTION:

This directive was satisfied. Report provided on 9/20/10.

8A1A 092874 PSA BETWEEN MDC AND H.J. ROSS FOR UTILITIES MASTER PLAN	BCC 6/15/2010	Jordan	Irene Taylor- Wooten	7/15/2010	Pending Correct item referencing Weatherization Program is 801A.
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INSTRUCTIONS COMMISSIONER JORDAN ASKED THE COMMUNITY ACTION AGENCY DIRECTOR TO SUBMIT A WRITTEN, QUARTERLY REPORT ON THE STATUS OF THE WEATHERIZATION PROGRAM FOR CONSIDERATION BY THE COUNTY COMMISSION.

AGENDA INFO	BODY	REQUESTER	ASSIGNED TO	DUE DATE	STATUS
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1F1 101152 LIGHT VEHICLE REDUCTIONS AND INTERNAL CONTROLS	GO 5/11/2010	Sosa	Wendi Norris	7/15/2010	Pending
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INSTRUCTIONS COMMISSIONER SOSA ALSO ASKED THE GENERAL SERVICES ADMINISTRATION (GSA) DEPARTMENT DIRECTOR TO PROVIDE COMMITTEE MEMBERS WITH A COMPLETE COST ANALYSIS ON EVERY COUNTY TAKE-HOME VEHICLE ISSUED BY DEPARTMENT; DISTINGUISHING BETWEEN PUBLIC SAFETY AND ALL OTHER DEPARTMENTS; INCLUDING THE DEPARTMENT NAME, JUSTIFICATION, VEHICLE NUMBER, AND DATE ISSUED; AS WELL AS THE COST OF GAS, MAINTENANCE, AND INSURANCE COVERAGE FOR EACH VEHICLE. CHAIRMAN GIMENEZ ASKED THAT THIS REPORT INCLUDE THE NUMBER OF TAKE-HOME VEHICLES ISSUED IN 2007, BY CLASSIFICATION, EXCLUDING THE POLICE DEPARTMENT. HE ALSO ASKED THE GENERAL SERVICES ADMINISTRATION DEPARTMENT DIRECTOR FIND OUT WHETHER OR NOT AN ADMINISTRATIVE ORDER WAS IMPLEMENTED TO MONITOR GAS CONSUMPTION AND IF SO, WHETHER STAFF WAS COMPLYING WITH IT.

3B 101323 LIMITED MOTOR VEHICLE PARKING LICENSE AGREEMENT	GO 6/8/2010	Gimenez	Wendi Norris	7/7/2010	Pending Comm. Gimenez - GSA Director Norris met with the Commissioner and provided the information requested. Comm. Diaz - Report is being prepared.
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INSTRUCTIONS CHAIRMAN GIMENEZ ASKED THE GENERAL SERVICES DEPARTMENT DIRECTOR, WENDY NORRIS, TO PROVIDE HIM WITH THE PLANS FOR THE NEW GARAGE TO BE CONSTRUCTED ON THE WEST PARKING LOT, SPECIFICALLY THE 45,000 SQUARE FEET PLAN PROPOSED FOR THE TAX COLLECTOR'S OFFICE. HE ALSO ASKED MS. NORRIS TO PROVIDE HIM WITH A BREAKDOWN ON THE NUMBER OF VEHICLES AND EMPLOYEES IN GSA'S INVENTORY, AND THE NUMBER OF EMPLOYEES HOUSED IN THE STEVEN P. CLARK CENTER IN THE LAST FOUR YEARS WITH A BREAKDOWN BY YEAR. COMMISSIONER DIAZ ASKED MS. NORRIS TO ALSO SUBMIT TO THIS COMMITTEE BEFORE ITS NEXT MEETING DATE, THE BUILDING PLANS AND A REPORT ON THE STATUS OF THE INTEGRATED COMMAND FACILITY, FORMERLY KNOWN AS THE LIGHTSPEED BUILDING, AND THE UNFINISHED WAREHOUSE ATTACHED TO IT, SPECIFICALLY WHO WAS HOUSED IN THAT COMPLEX.

1E4 100385 ORDINANCE AMENDING CONFLICT OF INTEREST AND CODE OF ETHICS	HPSI 6/10/2010	Sosa	Ethics Commission	7/15/2010	Pending Emailed to Robert on 6/22. -MIPinz
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INSTRUCTIONS COMMISSIONER SOSA ASKED THAT THE COMMISSION ON ETHICS AND PUBLIC TRUST EXECUTIVE DIRECTOR MEET WITH COMMISSIONER DIAZ AND ALL INTERESTED PARTIES TO DEFINE THE WORD "INDIRECTLY" AS IT APPLIES THROUGHOUT THIS PROPOSED ORDINANCE.

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AGENDA INFO	BODY	REQUESTER	ASSIGNED TO	DUE DATE	STATUS
2A 101433 GOB PROJECT NO. 38 TROPICAL PARK	RCTC 6/7/2010	Sosa	Alex Munoz	9/7/2010	Pending Parks provided an oral report to the RCTC on July 12th and informed the commissioner that a report would be provided in 60 days. An extension to this directive has been requested.

INSTRUCTIONS COMMISSIONER SOSA ASKED ASSISTANT COUNTY MANAGER MUNOZ TO IDENTIFY THE VACANT LOTS WITHIN THE LITTLE RIVER FARM NEIGHBORHOOD IN DISTRICT 2, AND TO ENSURE THAT APPROPRIATE STEPS WERE TAKEN TO ENSURE THAT A PARK WAS DEVELOPED IN THAT AREA.

ACTION:

This directive was satisfied. Report provided on 8/26/10.

7A 100929 DEPARTMENTAL BUDGET INFORMATION	TIRC 5/12/2010	Gimenez	Ysela Llor	11/1/2010	Pending Chimene Graham, MDT, advised via electronic correspondence on June 10 that on Monday, June 7, Director Kapoor had met with Commissioner Gimenez and advised him that the MPO is on the requested study, which will be available in October.
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INSTRUCTIONS COMMISSIONER GIMENEZ ASKED THE TRANSIT AGENCY DIRECTOR TO LOOK AT THE PERSONAL RAPID TRANSIT (PRT) SYSTEM AND THE POSSIBILITY OF USING THIS SYSTEM TO SOLVE SOME OF THE COUNTY'S RAPID TRANSIT PROBLEMS. HE ALSO ASKED THE DIRECTOR TO COME BACK TO THE BOARD WITH A REPORT EXPLAINING WHAT THE PRT IS, THE COST OF THE SYSTEM; AND WHETHER IT COULD BE LINKED TO MIAMI BEACH, THE CITY OF MIAMI, AND OTHER DENSER AREAS.