



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

M E M O R A N D U M

TO: Honorable Chairman Joe A. Martinez,
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: January 20, 2011

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 September 30, 2010, for approval by the Board of County Commissioners.

Attachment

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

for the period

July 1, 2010 – September 30, 2010

This report provides information for the reporting period of July 1, 2010 to September 30, 2010. During the reporting period, 89¹ board directives were given with 81% completed up to September 30th. For the remaining 19%, 13 directives are pending completion and only four (4) are past due. 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)	Pending (See Section C)
Robert Cuevas	10		-
Jennifer Glazer-Moon	7		-
Alina Hudak	19		-
Ethics Commission	-	1	-
Ysela Llorca	11		6
Alex Munoz	3		1*
Wendi Norris	4	2	1*
Matt Pinzur	5		-
Howard Piper	2	1	1
Joe Rasco	1		-
Suzie Torriente	4		2
Judi Zito	6		2
TOTAL	72	4	13

*Completed after cutoff date of September 30, 2010.

¹According to the Clerk's Database.

B. Past Due Directives

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)					
1F1 101152 LIGHT VEHICLE REDUCTIONS AND INTERNAL CONTROLS	GO 5/11/2010	Sosa	Wendi Norris	7/15/2010	Pending
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.
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
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.					

C. Pending Directives (Due after reporting period)

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

AGENDA INFO	BODY	REQUESTER	ASSIGNED TO	DUE DATE	STATUS
11A7 101369 RED LIGHT CAMERAS	BCC 7/8/2010	Barreiro	Ysela Llord	12/31/2010	Pending
INSTRUCTIONS COMMISSIONER BARREIRO ASKED THE COUNTY MANAGER TO WORK WITH REPRESENTATIVES FROM THE LEAGUE OF CITIES TO EXPLORE THE FEASIBILITY OF CONSOLIDATING ALL REVENUE COLLECTIONS SYSTEMS FOR PAYING TRAFFIC CITATIONS WITHIN THE COUNTY INTO ONE COUNTYWIDE SYSTEM; WITH THE COUNTY SERVING AS A CLEARINGHOUSE WHERE ALL TICKETS ARE PAID.					
11A7 101369 RED LIGHT CAMERAS	BCC 7/8/2010	Moss	Ysela Llord	12/16/2010	Pending
INSTRUCTIONS DIRECTING THE MAYOR OR DESIGNEE TO IMPLEMENT A RED LIGHT CAMERA PROGRAM IN MIAMI-DADE COUNTY(This directive was automatically generated on 07/09/2010 from Legistar)					
5C 101328 USE WASH FORCES TO INSTALL WATER MAINS	BCC 7/8/2010	Martinez	Sue Torriente	12/31/2010	Pending
INSTRUCTIONS COMMISSIONER MARTINEZ ASKED ASSISTANT COUNTY MANAGER HOWARD PIPER TO DEVELOP A POLICY AND A FUNDING MECHANISM FOR CONSIDERATION BY THE GOVERNMENT OPERATIONS COMMITTEE AND SUBSEQUENTLY BY THE COUNTY COMMISSION, FOR MITIGATING THE COST PER UNIT FOR ANY ADDITIONAL CONTAMINATION THAT EXCEEDED \$700,000.					
11A12 101679 PREPARE RPT ON POSTING WEBSITE VIDEO & AUDIO OF BOARD MTGS	BCC 9/10/2010	Moss	Judi Zito	1/18/2011	Pending
INSTRUCTIONS DIRECTING THE MAYOR OR MAYOR'S DESIGNEE TO PREPARE A REPORT ON THE MOST COST-EFFECTIVE MANNER TO POST ON MIAMI-DADE COUNTY'S WEBSITE VIDEO OR AUDIO RECORDINGS OF THE MEETINGS OF CERTAIN MIAMI-DADE COUNTY BOARDS(This directive was automatically generated on 09/13/2010 from Legistar)					
11A9 101671 PREPARE RPT STATUS OF EACH PROJECT IN PTP	BCC 9/10/2010	Moss	Ysela Llord	12/10/2010	Pending
INSTRUCTIONS DIRECTING THE COUNTY MAYOR OR MAYORS DESIGNEE TO PREPARE A REPORT REGARDING THE STATUS OF EACH OF THE PROJECTS INCLUDED IN THE ORIGINAL PEOPLE'S TRANSPORTATION PLAN(This directive was automatically generated on 09/10/2010 from Legistar)					

AGENDA INFO	BODY	REQUESTER	ASSIGNED TO	DUE DATE	STATUS
11A3 101670 EST CHECK REGISTER OF COUNTY EXPENDITURES	BCC 9/21/2010	Moss	Howard Piper	12/30/2010	Pending Deadline is for implementation report - actual implementation is due March 30, 2011. -MIPinz

INSTRUCTIONS DIRECTING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO ESTABLISH A CHECK REGISTER OF COUNTY EXPENDITURES THAT CAN BE ACCESSED VIA THE COUNTY WEBSITE; AND REQUIRING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO ENSURE THAT ALL DATA ADDED TO THE WEBSITE REMAINS ACCESSIBLE TO THE PUBLIC FOR A CERTAIN TIME(This directive was automatically generated on 09/22/2010 from Legistar)

11A5 101720 GOB PROJECT 106 RE: WEST PERRINE PARK	BCC 9/21/2010	Moss	Ysela Llord	11/30/2010	Pending
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INSTRUCTIONS DIRECTING COUNTY MAYOR OR MAYOR'S DESIGNEE TO LIST BUILDING BETTER COMMUNITIES GENERAL OBLIGATION BOND PROGRAM PROJECT NO. 106 – "WEST PERRINE PARK" IN SERIES RESOLUTION AS ELIGIBLE FOR FUNDING IN NEXT SERIES OF BUILDING BETTER COMMUNITIES GENERAL OBLIGATION BONDS AND TO FUND \$4.5 MILLION FROM SUCH BOND PROCEEDS IN ORDER TO TIMELY DEVELOP AND CONSTRUCT THE WEST PERRINE FAMILY AQUATIC CENTER; REQUIRING BOARD APPROVAL FOR ANY ADJUSTMENTS TO SUCH FUNDING, INCLUDING CASH FLOW REVISIONS; ADDING WEST PERRINE PARK TO LIST OF ECONOMIC STIMULUS PROJECTS PURSUANT TO COUNTY'S ECONOMIC STIMULUS PLAN(This directive was automatically generated on 09/21/2010 from Legistar)

11A7 101642 TESTING PROGRAMS FOR PRIVATE DRINKING WELLS	BCC 9/21/2010	Moss	Judi Zito	1/31/2011	Pending
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INSTRUCTIONS DIRECTING THE COUNTY MAYOR OR MAYOR'S DESIGNEE TO CREATE AND IMPLEMENT IN COOPERATION WITH THE COUNTY HEALTH DEPARTMENT A PROGRAM TO EDUCATE RESIDENTS WHO HAVE OR USE PRIVATE DRINKING WATER WELLS OF THE AVAILABLE TESTING PROGRAMS AND NEED FOR TESTING OF WELL WATER USED FOR DRINKING WATER(This directive was automatically generated on 09/21/2010 from Legistar)

11A7 101642 TESTING PROGRAMS FOR PRIVATE DRINKING WELLS	BCC 9/21/2010	Moss	Sue Torriente	1/31/2011	Pending
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INSTRUCTIONS DIRECTING THE COUNTY MAYOR OR MAYOR'S DESIGNEE TO CREATE AND IMPLEMENT IN COOPERATION WITH THE COUNTY HEALTH DEPARTMENT A PROGRAM TO EDUCATE RESIDENTS WHO HAVE OR USE PRIVATE DRINKING WATER WELLS OF THE AVAILABLE TESTING PROGRAMS AND NEED FOR TESTING OF WELL WATER USED FOR DRINKING WATER(This directive was automatically generated on 09/21/2010 from Legistar)

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AGENDA INFO	BODY	REQUESTER	ASSIGNED TO	DUE DATE	STATUS
3M 102172 NON-COMPETITIVE BID CONTRACTS	BPSC 9/14/2010	Gimenez	Wendi Norris	11/1/2010	Complete Prior to leasing privately owned space, staff determines if there is a County-owned space that can accommodate the operation. Lease terms are designed to coincide with the requesting department's need for the space. Additionally, unless there are improvements that require amortization, staff insures that cancellation clauses without a penalty are included in order to provide the County with maximum flexibility.

INSTRUCTIONS COMMISSIONER GIMENEZ ASKED OFFICE OF STRATEGIC BUSINESS MANAGEMENT DIRECTOR TO ENSURE THAT AN ANALYSIS OF THE COST OF RENTING VERSUS BUYING WAS CONDUCTED BEFORE ENTERING INTO FUTURE LEASE AGREEMENTS. HE ALSO ASKED THE DIRECTOR TO DEVELOP A POLICY REQUIRING ALL DEPARTMENT DIRECTORS ANTICIPATE THE LENGTH OF FUTURE LEASE AGREEMENTS AND THAT THE LEASE PERIOD FOR THESE AGREEMENTS BE NEGOTIATED BASED ON THOSE PROJECTIONS.

2A 102086 CREATE A PROGRAM FOR RED LIGHT CAMERAS	HPSI 9/16/2010	Heyman	Ysela Llort	12/25/2010	Pending Update: On 10/12/10, Commissioners Heyman and Souto agreed to defer the workshop until November to allow the Red Light Camera Report by the Manager to be finalized. OIA Director Joe Rasco also confirmed that the issue was referred to the Miami-Dade League of Cities for their consideration within this past month. Commissioner Barreiro was scheduled to speak to the League at their last meeting (1st week in October) but he had to cancel at the last moment. He will follow up if they take action on this issue.
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INSTRUCTIONS CHAIRWOMAN HEYMAN SUGGESTED THE WORKSHOP COMMISSIONER SOUTO REQUESTED, BE SCHEDULED IN OCTOBER AND ASKED THAT ALL PRINCIPALS INVOLVED BE INVITED TO MAKE PRESENTATIONS. CHAIRWOMAN HEYMAN ASKED THE OFFICE OF INTERGOVERNMENTAL AFFAIRS DIRECTOR TO ADVISE THE MIAMI-DADE COUNTY LEAGUE OF CITIES ABOUT THIS PROGRAM AND TO DETERMINE THE FUNDING AVAILABILITY FOR THIS PROGRAM.

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AGENDA INFO	BODY	REQUESTER	ASSIGNED TO	DUE DATE	STATUS
2A 102086 CREATE A PROGRAM FOR RED LIGHT CAMERAS	HPSI 9/16/2010	Souto	Ysela Llorc	12/25/2010	Pending Update: On 10/12/10, Commissioners Souto and Heyman agreed to defer the workshop until November to allow the Red Light Camera Report by the Manager to be finalized.

INSTRUCTIONS COMMISSIONER SOUTO ASKED ASSISTANT COUNTY MANAGER YSELA LLORT TO SCHEDULE A WORKSHOP TO DISCUSS THE RED LIGHT CAMERAS AND TO GET A DETAILED EXPLANATION OF ISSUES INVOLVING THE USE OF THESE CAMERAS.

1E3 102212 THE POSSIBLE CLOSURE OF THE MIAMI DADE AUDITORIUM	RCTC 9/13/2010	Souto	Alex Munoz	11/20/2010	Complete. An oral update was given at the Recreation, Culture & Tourism (RCT) Committee on 11/8/10.
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INSTRUCTIONS CHAIRMAN SOUTO SUGGESTED THE PARK AND RECREATION DEPARTMENT DIRECTOR SCHEDULE A WORKSHOP OR FORM A GROUP SUCH AS AN ADVISORY BOARD TO CONDUCT AN IN-DEPTH ANALYSIS OF THE ISSUES AND COME UP WITH ALTERNATIVES TO CLOSING THE MIAMI-DADE COUNTY AUDITORIUM ("AUDITORIUM"); AND TO IDENTIFY FUNDING FOR THE AUDITORIUM. CHAIRMAN SOUTO SUGGESTED THAT THE COUNTY FORM A COLLABORATIVE EFFORT WITH ALL OTHER INTERESTED PARTIES TO SAVE THE AUDITORIUM; THAT ASSISTANT COUNTY MANAGER ALEX MUNOZ WORK WITH COMMISSIONER GIMENEZ AND ANY OTHER COMMISSIONERS WISHING TO PARTICIPATE; THE PARK AND RECREATION DEPARTMENT DIRECTOR, THE CULTURAL AFFAIRS DEPARTMENT DIRECTOR, AND PEOPLE WHO USED THE AUDITORIUM TO COME UP WITH CREATIVE IDEAS TO SAVE THE AUDITORIUM.

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