



**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: May 17, 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 March 31, 2011, for approval by the Board of County Commissioners.

Attachment

Office of the Commission Auditor

Board of County Commissioners

Directives Quarterly Report

for the period

January 1, 2011 – March 31, 2011

This report provides information for the reporting period of January 1, 2011 to March 31, 2011. During the reporting period, 95¹ board directives were given with 84% completed. Please note that three (3) directives from previous quarters are past due. A detailed table is below:

A. Status Report

Also 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 (On or before due date) | Completed (after reporting period) (See Section B) | Pending (Section C) | Past Due (Section D) | Non- Status (Section E) |
|----------------------|---|---|------------------------|-------------------------|-------------------------------|
| Robert Cuevas | 12 | 2 | 1 | - | |
| Eelyn De Vito | 1 | | - | - | |
| Ethics Commission | - | | - | 1 | |
| Pedro Garcia | - | | 1 | - | |
| Jennifer Glazer-Moon | 2 | 1 | 1 | - | 1 |
| Alina Hudak | 9 | | 1 | - | |
| Inspector General | - | | - | 1 | |
| Ysela Llort | 21 | 2 | 1 | - | |
| Alex Munoz | 6 | | - | - | |
| Wendi Norris | 4 | 2 | 1 | - | |
| Tony Ojeda | 2 | | - | - | |
| Matt Pinzur | 1 | | - | - | |
| Howard Piper | 9 | | 2 | 1 | |
| Joe Rasco | - | 2 | - | - | |
| Suzie Torriente | 2 | | 1 | - | |
| Judi Zito | 2 | | 2 | - | |
| TOTAL | 71 | 9 | 11 | 3 | 1 |

¹According to the Clerk's Database.

B. Nine (9) Completed (after reporting period)

Please note that the reporting period for this report is for the quarter ended March 31, 2011; however, the cutoff date was extended to include actions taken through April 30, 2011.

| AGENDA INFO | BODY | REQUESTER | ASSIGNED TO | DUE DATE | STATUS |
|---|-------------------|-----------|--------------|----------|--|
| 7A 102582 RESPONSIBLE WAGES IN COUNTY CONSTRUCTION CONTRACTS | BCC 11/16/2010 | Seijas | Wendi Norris | 6/1/2011 | Complete This directive is connected to # 102582 (Item 7A). SBD will be able to respond; however, the FIU Responsible Wages Study is not scheduled to begin until next spring. |

INSTRUCTIONS COMMISSIONER SEIJAS ASKED THE COUNTY MANAGER TO ENSURE THAT NO PRIVATELY FUNDED CONSTRUCTION PROJECTS PROCEEDED UNTIL THE FLORIDA INTERNATIONAL UNIVERSITY SURVEY WAS COMPLETED AND THIS PROPOSED ORDINANCE CAME BACK BEFORE THE COUNTY COMMISSION.

| | | | | | |
|---|-------------------|--------|-------------|----------|--|
| 7A 102582 RESPONSIBLE WAGES IN COUNTY CONSTRUCTION CONTRACTS | BCC 11/16/2010 | Seijas | Ysela Llort | 6/1/2011 | Complete This directive is connected to # 102582 (Item 7A). SBD will be able to respond; however, the FIU Responsible Wages Study is not scheduled to begin until next spring. |
|---|-------------------|--------|-------------|----------|--|

INSTRUCTIONS COMMISSIONER SEIJAS ASKED THE COUNTY MANAGER TO ENSURE THAT NO PRIVATELY FUNDED CONSTRUCTION PROJECTS PROCEEDED UNTIL THE FLORIDA INTERNATIONAL UNIVERSITY SURVEY WAS COMPLETED AND THIS PROPOSED ORDINANCE CAME BACK BEFORE THE COUNTY COMMISSION.

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|-----------------------------|------------------|----------|--------------------------|-----------|---|
| 110382 CRA PRESENTATIONS | IMF 2/22/2011 | Edmonson | Jennifer Glazer- Moon | 4/14/2011 | Complete A memo dated 4/15/11 entitled "Demographic Information for Community Redevelopment Agencies" was sent to Comm. Edmonson. |
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INSTRUCTIONS Commissioner Edmonson asked Executive Director George Fernandez, Office of Strategic Business Management, (OSBM) to submit a report with a breakdown of the ethnicity and average incomes of residents in community redevelopment areas.

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|--|-----------------|---------|--------------|-----------|---|
| 3C 110168 LEASE AGREEMENT- ENTERPRISE TECHNOLOGY SERVICES DEPARTMENT | IMF 2/8/2011 | Gimenez | Wendi Norris | 3/18/2011 | Complete The GSA scheduled tour for the commissioner was cancelled. |
|--|-----------------|---------|--------------|-----------|---|

INSTRUCTIONS Commissioner Gimenez asked the General Services Administration Director to provide him with the projected cost for building out the space in the Lightspeed facility, including a financial plan and the number of lease agreements involved.

| AGENDA INFO | BODY | REQUESTER | ASSIGNED TO | DUE DATE | STATUS |
|--|------------------|-----------|---------------|-----------|---|
| 801A 101857 WASHINGTON DC CONSULTING SERVICES CONTRACTS | BCC 2/15/2011 | Heyman | Joe Rasco | 3/25/2011 | Complete Ongoing project. |
| INSTRUCTIONS COMMISSIONER HEYMAN ASKED THE OFFICE OF INTERGOVERNMENTAL AFFAIRS DIRECTOR TO ESTABLISH A SYSTEM TO MEASURE THE PERFORMANCE OF FIRMS/INDIVIDUALS LOBBYING ON BEHALF OF THE COUNTY AT THE FEDERAL LEVEL. | | | | | |
| 801A 101857 WASHINGTON DC CONSULTING SERVICES CONTRACTS | BCC 2/15/2011 | Seijas | Joe Rasco | 3/25/2011 | Complete Lobbying firms representing the County are not identified by party affiliations. |
| INSTRUCTIONS COMMISSIONER SEIJAS ASKED THE OFFICE OF INTERGOVERNMENTAL AFFAIRS DIRECTOR TO PROVIDE A BREAKDOWN OF LOBBYISTS' FIRMS REPRESENTING THE COUNTY, INCLUDING THE NUMBER OF REGISTERED DEMOCRATS, REPUBLICANS, AND INDEPENDENTS LOBBYING ON BEHALF OF THE COUNTY. | | | | | |
| 11A10 substitute 110588 SUN PASS - SUBSTITUTE | BCC 3/15/2011 | Diaz | Robert Cuevas | 4/5/2011 | Complete Martin Sybbilis communicated his findings with Maria Lievano and offered to meet with Comm. Diaz in person to address any concerns he may still have. |
| INSTRUCTIONS COMMISSIONER DIAZ ASKED THE COUNTY ATTORNEY TO RESEARCH AND INFORM THE BOARD OF COUNTY COMMISSIONERS OF WHETHER IT WAS LEGAL UNDER STATE LAW FOR CAR RENTAL AGENCIES TO MAKE A PROFIT ON A FINE. | | | | | |
| 11A10 substitute 110588 SUN PASS - SUBSTITUTE | BCC 3/15/2011 | Martinez | Robert Cuevas | 4/5/2011 | Complete David Murray drafted the Martinez/Moss request and is with their offices for review. |
| INSTRUCTIONS CHAIRMAN MARTINEZ ASKED THE COUNTY ATTORNEY TO PREPARE LEGISLATION UNDER COMMISSIONER MOSS' SPONSORSHIP AND HIS CO-SPONSORSHIP, AMENDING THE SIGNAGE ORDINANCE TO REQUIRE SIGNS BE POSTED AT THE MIAMI INTERMODAL CENTER (MIC) ADVISING VISITORS THAT CAR RENTAL AGENCIES CHARGE ADMINISTRATIVE FEES FOR PROCESSING TOLLS. HE ALSO ASKED THAT THIS LEGISLATION BE ENFORCED AS SOON AS POSSIBLE. | | | | | |
| 11A4 110242 CHANGE ORDER NO. 3 FOR MCC-7-05 W/MIKE GOMEZ CONSTRUCTION | BCC 3/3/2011 | Martinez | Ysela Llorc | 9/1/2011 | Complete The Change Order has been negotiated and signed by the company; the MDAD director will sign and the agreement will be filed with the Clerk of the Board. |
| INSTRUCTIONS DIRECTING THE COUNTY MAYOR TO NEGOTIATE CHANGE ORDER NO. 3 TO MISCELLANEOUS CONSTRUCTION CONTRACT NO. MCC 7-05 WITH MIKE GOMEZ CONSTRUCTION CONSULTING, INC., INCREASING THE CONTRACT IN AN AMOUNT NOT TO EXCEED \$10 MILLION DOLLARS AND EXTENDING THE CONTRACT TIME NO LATER THAN SEPTEMBER 30TH, 2011; AUTHORIZING THE COUNTY MAYOR OR MAYOR'S DESIGNEE TO EXECUTE SUCH CHANGE ORDER AND TO EXERCISE DELEGATED AUTHORITY DESCRIBED THEREIN, AND WAIVING FORMAL BID PROCEDURES AND PROVISIONS PURSUANT TO SECTION 2-8.1 MIAMI DADE COUNTY CODE AND SECTION 5.03(D) OF THE MIAMI-DADE HOME RULE CHARTER, AND SECTION 255.20 FLORIDA STATUTES(This directive was automatically generated on 03/03/2011 from Legistar) | | | | | |

C. Pending Directives (Due after reporting period)

| AGENDA INFO | BODY | REQUESTER | ASSIGNED TO | DUE DATE | STATUS |
|--|-----------------|-----------|--------------|-----------|--|
| 11A1 110051 PUBLIC INFORMATION CAMPAIGN ABOUT THE TRIM NOTICE | BCC 3/1/2011 | Martinez | Howard Piper | 6/10/2011 | Pending A meeting with GIC, Tax Collector, and the Property Appraiser's staff has been set for March 28, 2010. Staff will provide a report once an update is ready. |
| INSTRUCTIONS DIRECTING THE MAYOR OR DESIGNEE TO ASSIST THE PROPERTY APPRAISER IN DEVELOPING A PUBLIC INFORMATION CAMPAIGN TO BETTER INFORM COUNTY RESIDENTS ABOUT THE TRIM NOTICE(This directive was automatically generated on 03/01/2011 from Legistar) | | | | | |
| 11A1 110051 PUBLIC INFORMATION CAMPAIGN ABOUT THE TRIM NOTICE | BCC 3/1/2011 | Martinez | Judi Zito | 6/10/2011 | Pending A meeting with GIC, Tax Collector, and the Property Appraiser's staff has been set for March 28, 2010. Staff will provide a report once an update is ready. |
| INSTRUCTIONS DIRECTING THE MAYOR OR DESIGNEE TO ASSIST THE PROPERTY APPRAISER IN DEVELOPING A PUBLIC INFORMATION CAMPAIGN TO BETTER INFORM COUNTY RESIDENTS ABOUT THE TRIM NOTICE(This directive was automatically generated on 03/01/2011 from Legistar) | | | | | |
| 11A2 110052 BETTER FORMAT ON THE PROPERTY TAX BILL | BCC 3/1/2011 | Martinez | Howard Piper | 6/10/2011 | Pending A meeting with GIC, Tax Collector, and the Property Appraiser's staff has been set for March 28, 2010. Staff will provide a report once an update is ready. |
| INSTRUCTIONS DIRECTING THE MAYOR OR DESIGNEE IN CONSULTATION WITH THE TAX COLLECTOR TO DEVELOP A BETTER FORMAT FOR PROVIDING INFORMATION ON THE PROPERTY TAX BILL AND TO SEEK APPROVAL FOR SUCH FORMAT FROM THE FLORIDA DEPARTMENT OF REVENUE(This directive was automatically generated on 03/01/2011 from Legistar) | | | | | |
| 11A2 110052 BETTER FORMAT ON THE PROPERTY TAX BILL | BCC 3/1/2011 | Martinez | Judi Zito | 6/10/2011 | Pending A meeting with GIC, Tax Collector, and the Property Appraiser's staff has been set for March 28, 2010. Staff will provide a report once an update is ready. |
| INSTRUCTIONS DIRECTING THE MAYOR OR DESIGNEE IN CONSULTATION WITH THE TAX COLLECTOR TO DEVELOP A BETTER FORMAT FOR PROVIDING INFORMATION ON THE PROPERTY TAX BILL AND TO SEEK APPROVAL FOR SUCH FORMAT FROM THE FLORIDA DEPARTMENT OF REVENUE(This directive was automatically generated on 03/01/2011 from Legistar) | | | | | |
| 11A5 102883 PROVIDE REPORT ON TRACT MIAMI- DADE TRANSIT'S METROBUS | BCC 3/1/2011 | Martinez | Ysela Llort | 5/10/2011 | Pending A report addressing this request is being prepared. |
| INSTRUCTIONS DIRECTING THE MAYOR OR MAYOR'S DESIGNEE TO PROVIDE A REPORT ON THE BEST METHODOLOGY OF CREATING AN APPLICATION TO BE DOWNLOADED TO A HANDHELD DEVICE IN ORDER TO TRACK ARRIVAL AND DEPARTURE INFORMATION OF MIAMI-DADE TRANSIT'S METROBUS, METRORAIL AND METROMOVER VEHICLES IN REAL TIME IN ORDER TO INCREASE COMMUNICATION, EFFICIENCY, AND EASE OF RIDERSHIP | | | | | |

| AGENDA INFO | BODY | REQUESTER | ASSIGNED TO | DUE DATE | STATUS |
|--|------------------|-----------|------------------|----------|--|
| 11A10 substitute 110588 SUN PASS - SUBSTITUTE | BCC 3/15/2011 | Souto | Robert Cuevas | 4/5/2011 | Pending 4/20/11 – Martin Sybblis is currently working with Bernando Escobar on this item. |

INSTRUCTIONS COMMISSIONER SOUTO ASKED THE COUNTY ATTORNEY TO PREPARE LEGISLATION UNDER HIS SPONSORSHIP REQUIRING ANY MATTER THAT MIGHT NEGATIVELY IMPACT THE COUNTY'S TOURISM INDUSTRY TO BE SUBMITTED TO THE COUNTY COMMISSION FOR CONSIDERATION OR DISCUSSION.

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|--|-----------------|---------|--------------|----------|---------|
| 2A 110051 PUBLIC INFORMATION CAMPAIGN ABOUT THE TRIM NOTICE | IMF 2/8/2011 | Gimenez | Pedro Garcia | 6/1/2011 | Pending |
|--|-----------------|---------|--------------|----------|---------|

INSTRUCTIONS Commissioner Gimenez asked the Property Appraiser to provide members of the County Commission with his best estimate of the property values for the coming year before June 1, 2011.

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|---|-----------------|--------|--------------|-----------|---|
| 1E4 110190 CBE-A/E PROGRAM FOR PURCHASE OF SERVICES | IMF 3/8/2011 | Jordan | Wendi Norris | 5/10/2011 | Pending SBD director explained to the Commissioner that it would take approximately 6 days to prepare the report. |
|---|-----------------|--------|--------------|-----------|---|

INSTRUCTIONS Commissioner Jordan asked the Small Business Development Department Director to provide her with a report listing all grants awarded under the Expedited Review Process used for the ESP pilot program versus those awarded under the Standard Review Process used for all other County contracts, broken down by gender and ethnicity, over the past two years for the duration of the pilot program.

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|---|------------------|------|--------------------------|-----------|---------|
| 11A17 102549 PERIODICAL PROGRAM FOR FISCAL YEAR 2010- 11 | BCC 11/4/2010 | Moss | Jennifer Glazer- Moon | 6/30/2011 | Pending |
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INSTRUCTIONS DIRECTING COUNTY MAYOR OR MAYOR'S DESIGNEE TO PREPARE AN APPROPRIATE BUDGET AMENDMENT TO THE FISCAL YEAR 2010-11 COUNTY BUDGET TO EFFECTUATE THE FOREGOING(This directive was automatically generated on 11/04/2010 from Legistar)

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|---|-------------------|------|-------------|----------|--|
| 7A 102582 RESPONSIBLE WAGES IN COUNTY CONSTRUCTION CONTRACTS | BCC 11/16/2010 | Bell | Alina Hudak | 6/1/2011 | Pending SBD will be able to respond; however, the FIU Responsible Wages Study is not scheduled to begin until next spring. Commissioner Bell has been advised. |
|---|-------------------|------|-------------|----------|--|

INSTRUCTIONS COMMISSIONER BELL ASKED THE COUNTY MANAGER TO PROVIDE THE COUNTY COMMISSION WITH A REPORT THAT QUANTIFIED THE RESULTS OF THE FLORIDA INTERNATIONAL UNIVERSITY SURVEY AND APPLIED THOSE RESULTS TO SPECIFIC COUNTY CAPITAL IMPROVEMENT PROJECTS.

D. Past Due Directives (from previous quarters)

| AGENDA INFO | BODY | REQUESTER | ASSIGNED TO | DUE DATE | STATUS |
|---|-------------------|-----------|----------------------|-----------|---|
| 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.

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|--|------------------|------|--------------|------------|---|
| 11A3 101670 EST CHECK REGISTER OF COUNTY EXPENDITURES | BCC 9/21/2010 | Moss | Howard Piper | 12/30/2010 | Pending 4/4 Final report and transmittal memo under review- MPinz. |
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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)

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|---|-----------------|----------|----------------------|-----------|---------|
| 1E2 110296 DISCUSSION ON METRORAIL CONTROL CENTER RFP - 725 | RTS 2/7/2011 | Barreiro | Inspector General | 2/23/2011 | Pending |
|---|-----------------|----------|----------------------|-----------|---------|

INSTRUCTIONS Chairman Barreiro asked the Inspector General to investigate the status of the Metrorail Control Center, RFP 725, where it is today and how it got to this point in the RFP process.

E. Non-Status

| AGENDA INFO | BODY | REQUESTER | ASSIGNED TO | DUE DATE | STATUS |
|---|-----------------|-----------|--------------------------|-----------|------------|
| 8E1B 110412 RESTRUCTURING SUNSHINE STATE COUNTY LOANS | BCC 3/1/2011 | Gimenez | Jennifer Glazer- Moon | 4/10/2011 | Non-status |

INSTRUCTIONS Commissioner Gimenez requested that the Finance Director prepare a comparison analysis report projecting the amount the County would be over budget as it related to the investment of bond funds in short-term variable interest rates versus long-term interest rates, and what should be expected in the near term.