



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

M E M O R A N D U M

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

FROM: Charles Anderson
Commission Auditor

A handwritten signature in cursive script, appearing to read "Charles Anderson", is written over the printed name.

DATE: April 21, 2015

SUBJECT: Supplement to Board Directives

In addition to the Board Directives Quarterly Report ending March 31, 2015, attached is *Supplemental Information* reflecting actions taken up to April 15, 2015.

Attachment

Office of the Commission Auditor

Board of County Commissioners
Directives Report
(Supplement)

This is supplemental information to the quarterly report ending March 31, 2015 showing an additional seven (7) board directives that were completed up to April 15, 2015.

The directives database is maintained by the Clerk of the Board and updated by the responsible department. As part of our review process, the Office of the Commission Auditor verifies the accuracy of status details associated with directives and refers to designated assignees for appropriate action(s), if necessary.

Assigned to	Completed
BENFORD, Russell	2
MARQUEZ, Ed	1
OSTERHOLT, Jack	4
TOTAL	7

AGENDA INFO	BODY	REQUESTER	PRIME	ASSIGNED TO	DUE DATE	STATUS
8A3 140735 US COST AWARD	BCC 5/6/2014	Moss		Jack Osterholt	5/10/2015	Complete – Closed 4/10/15 The firm providing professional cost estimating services to the Miami-Dade Aviation Department is continuously monitored and evaluated for accuracy. The construction industry standard for accuracy is plus or minus ten (10) percent of construction bids. Using project-by-data, the firm's track record is well within this range. A detailed email response regarding this directive was sent to Commissioner Moss' office (S. Wilson) on April 10, 2015. Therefore, this directive is closed.

INSTRUCTIONS REQUESTED THAT THE MAYOR APPRISE HIM AS TO WHETHER THE COUNTY EVALUATED THE PROFICIENCY OF INDIVIDUALS PROVIDING PROJECT COST ESTIMATES IN TERMS OF THE ACCURACY OF PROJECTED COSTS DUE TO THE IMPORTANCE OF ACCURACY FOR BUDGETARY PURPOSES

1G1 141838 SPECIAL ITEM INQUIRE INTO REVENUE ACCT AT MIA	TAC 9/2/2014	Moss		Jack Osterholt	5/15/2015	Complete – Closed 4/10/15 MDAD met with the all the respective parties in this inquiry and a memorandum addressed to Commissioner Moss regarding revenues, management contract accountability and transparency at MIA was distributed on April 10, 2015 with copy to the Board of County Commissioners. The memorandum is attached hereto. Therefore, this directive is closed.
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INSTRUCTIONS CHAIRMAN MOSS REQUESTED THAT THE INSPECTOR GENERAL MARY CAGLE, COMMISSION AUDITOR CHALES ANDERSON, DIRECTOR FOR THE DEPARTMENT OF AUDIT AND MANAGEMENT SERVICES CATHY JACKSON, DEPUTY DIRECTOR FOR AVIATION DEPARTMENT KEN PYATT AND CHIEF FINANCIAL OFFICER FOR AVIATION DEPARTMENT ANNE SYRCLE LEE MEET AND CONTINUE DISCUSSIONS REGARDING THE ISSUE OF UNDER-REPORTED REVENUES AT MIAMI INTERNATIONAL AIRPORT (MIA). IN ADDITION, HE ASKED THE PANEL TO SUBMIT SUGGESTIONS REGARDING LEGISLATIVE ACTION OR POLICY CHANGES THAT COULD BE IMPLEMENTED OR ENACTED TO PROMOTE AND ENCOURAGE GREATER TRANSPARENCY AND ACCOUNTABILITY FOR "MANAGEMENT AGREEMENT" CONTRACTS AND ACCURATE REVENUE REPORTING AT MIA.

AGENDA INFO	BODY	REQUESTER	PRIME	ASSIGNED TO	DUE DATE	STATUS
(NON-AGENDA) 142276 NON AGENDA REPORT ITEM FOR THE OCTOBER 15, 2014 TAC MEETING	TAC 10/15/2014	Moss		Russell Benford	3/26/2014	Complete – Closed 3/31/15 In progress - department has been notified and will follow up. 10/20/14; Staff had a telephone conference with Commissioner Moss on October 22, 2014 about the County's preparedness planning for Ebola. Commissioner Moss received an overview of the County's health emergencies plan and agency roles and responsibilities. Commissioner Moss asked to be updated, as necessary. LC

INSTRUCTIONS CHAIRMAN MOSS ASKED DEPUTY MAYOR ALINA HUDAK TO PROVIDE FREQUENT UPDATES REGARDING THE DEVELOPMENT OF THE COUNTY'S PREPAREDNESS PLAN ON HOW TO DEAL WITH THE EBOLA VIRUS.

803 142257 OCEAN OUTFALL AWARD RECOMMENDATION	BCC 10/21/2014	Jordan		Jack Osterholt	5/20/2015	Complete - Closed 4/10/15 A memorandum addressing in the Ocean Outfall award recommendation was distributed to the Board on April 10, 2015. The memo is attached hereto. Therefore, this directive is closed.
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INSTRUCTIONS COMMISSIONER JORDAN ASKED DEPUTY MAYOR JACK OSTERHOLT TO PROVIDE THE COUNTY COMMISSION WITH A BREAKDOWN OF THE EMPLOYEES LISTED IN ATTACHMENT C, HANDWRITTEN PAGES 140 THROUGH 143, INDICATING THE ETHNICITY OF THE LOCAL EMPLOYEES. SHE ALSO ASKED DEPUTY MAYOR OSTERHOLT TO PROVIDE HER WITH THE COUNTY MAYOR'S PLAN TO ENSURE THAT THE CHANGES IMPLEMENTED DURING THE COURSE OF THE AGREEMENT AND AS OUTLINED IN THIS PROPOSED RESOLUTION, INCLUDING THE PROJECTS, THE COORDINATION AND COLLABORATION CREATING A COHESIVE EFFECT, WOULD CONTINUE INTO THE FUTURE AS CHANGES OCCURRED WITHIN THE COUNTY'S ADMINISTRATION.

7A 142843 PUMP STATION IMPROVEMENT PROGRAM	ICAP 1/13/2015	Zapata		Jack Osterholt	5/15/2015	Complete – Closed 4/10/15 A memorandum addressing the Prioritization of Projects in the County's Pump Station Improvement Plan was distributed to Board of County Commissioners on April 10, 2015. The memo is attached hereto. Therefore, this directive is closed.
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INSTRUCTIONS CHAIRMAN ZAPATA REQUESTED THAT MS. MARIA MOLINA, PRESIDENT, NOVA CONSULTING, AND HER CONSULTING TEAM REVIEW EACH COUNTY COMMISSION DISTRICT TO IDENTIFY WHICH PUMP PRIORITY IN ORDER TO GIVE EACH COUNTY COMMISSIONER THE ABILITY TO PROMOTE THEIR COUNTY COMMISSION DISTRICT AND ATTRACT NEW BUSINESS VENTURE

AGENDA INFO	BODY	REQUESTER	PRIME	ASSIGNED TO	DUE DATE	STATUS
1D1 141899 INFORMATION FOR FIRST BUDGET HEARING - FY 2014-15	BCC 9/4/2014	Jordan		Russell Benford	4/6/2015	Complete – Closed 4/15/15 The requested organization plan, the revised Table of Organization, and the MOU with the Overall Tenant Advisory Council is attached.SG

INSTRUCTIONS COMMISSIONER JORDAN ASKED THE DIRECTOR OF PUBLIC HOUSING AND COMMUNITY DEVELOPMENT TO FORWARD HER A COPY OF THE DEPARTMENT'S NEW ORGANIZATION PLAN; SHE ALSO REQUESTED TO BE UPDATED WHETHER THE OVERALL TENANT ADVISORY COUNCIL (OTAC) STILL EXISTED AND HOW IT WOULD BE INTEGRATED INTO THE REORGANIZATION.

11A20 150090 PROCUREMENT REFRESH RFP SCOPES EVERY 2 YEARS	BCC 2/3/2015	Jordan		Ed Marquez	2/18/2015	Complete – Closed 4/1/15 03/31/15 MM- A review of the needs is conducted with major user departments. Procedures are being placed by procurement management to ensure reviews are expanded to all user departments. A description of the review and updates to the scope will be included in replacement contract recommendations to the Board. The Small Business Division of the Internal Services Department is provided a copy of a contract scope during its initial review process for solicitations.
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INSTRUCTIONS DIRECTING COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO CONDUCT A FULL REVIEW, PRIOR TO RE-PROCUREMENT OF REPLACEMENT CONTRACTS FOR GOODS OR SERVICES OF THE SCOPES OF SERVICES OR GOODS REQUESTED TO ENSURE SUCH CONTRACTS REFLECT THE CURRENT NEEDS OF THE COUNTY, TO INCLUDE INFORMATION IN RECOMMENDATIONS TO THE BOARD, AND TO CONSULT WITH THE SMALL BUSINESS DEVELOPMENT DIVISION REGARDING SOLICITATION AND CONTRACT LANGUAGE [SEE ORIGINAL ITEM UNDER FILE NO. 142778)