

Memorandum



Date: June 21, 2012
To: Department Directors
From: Carlos A. Gimenez
Mayor
Subject: SunPass Accounts

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over the printed name in the "From:" field.

In an effort to streamline our administrative functions, and in accordance with Resolution R-1394-99 (SunPass Transponders) and subsequent reports issued on electronic toll collections, all departments with assigned fleet vehicles must be equipped with a SunPass transponder. The transponder should be associated to a County-issued purchasing card (P-Card). Departments needing a P-Card for the associated toll charges must contact Dania Diaz, Assistant Controller in the Finance Department, at 305-375-5111. Vehicles borrowed from the Internal Services Department, Fleet Management pool have been equipped with a SunPass transponder. Tolls for these vehicles will be charged to the departments accordingly.

Separately, some County departments have accumulated unpaid tolls, violations and associated fees with vehicles that do not have SunPass transponders. The County is working with the Florida Department of Transportation and the Miami-Dade Expressway Authority to resolve all outstanding tolls and fees. Once resolved and paid, these costs will be allocated pro-rata amongst the respective departments. Should you have any questions on unpaid tolls, violations, or fees with vehicles in your fleet, please feel contact Terrence Thompson, Internal Services Department, at 305-592-3752.

Your immediate attention to this matter is greatly appreciated.

- c: Office of the Mayor Senior Staff
- Lester Sola, Director, Internal Management Department
- Graciela Cespedes, Finance Department
- Dania Diaz, Assistant Controller, Finance Department
- Terrence Thompson, Fixed Assets Manager, Internal Services Department