

IMPLEMENTING ORDER NO:

TITLE: Board of County Commissioners Directives

ORDERED:

EFFECTIVE:

AUTHORITY:

Section 1.01, 1.08, 2.02 and 9.10 of the Miami-Dade County Home Rule Amendment and Charter.

POLICY:

On _____, the Board adopted Resolution R-XX-XX directing the implementation of a procedure to track and report on the status of directives made by members of the Board of County Commissioners at meetings of the full Board, Commission Committees and Commission subcommittees. These directives may be by motion, resolution or ordinance or may be a request of a Commissioner pursuant to Section 5.09(B) of the Miami-Dade County Home Rule Amendment and Charter.

PURPOSE:

To ensure compliance by the Administration with directives of the Board of County Commissioners through the implementation of a process of compiling, tracking and reporting on directives.

SCOPE:

This procedure will be implemented and administered by the Clerk of the Board, the Office of the Mayor and the Office of the Commission Auditor.

PROCEDURE:

A database or other form of application should be available for tracking the status of directives and requests made by the Board of County Commissioners. This database or application should allow for directives to be entered manually or automatically and should include the ability to link each directive or request from the Commission, Commission Committees, Commission subcommittees and individual commissioner(s) to the appropriate agenda item(s) and File Number. The database or application should allow for the Mayor or the Mayor's designee to assign each directive to the applicable executive responsible for its implementation. Information in this database or application must be reported on a web-based system accessible to County staff and the public through the County's web portal. The database or application must include a reporting function.

Following a meeting of the Board of County Commissioners, a Commission Committee or a subcommittee, the Clerk of the Board shall input directives into the Directives Database. Resolutions which have been adopted and include the following terms in the title will be automatically entered into the database or application:

- DIRECTING/DIRECTS (THE) COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE.
- All other directives and requests will be entered into the database or application manually by the Clerk. Inputs will be categorized as either "legislative" or "verbal" based on the manner in which the request was made. A legislative directive is one issued pursuant to Board resolution. A verbal directive is an oral request for information made at the Commission meeting or meeting of a Commission committee or subcommittee.

Directives for which a due date has not been specified will be assigned a due date of 30 days following the item's entry into the database or application.

Once directives have been inputted to the database or application, the Mayor or the Mayor's designee will assign the directives to the appropriate executive and/or department. The Mayor or Mayor's designee will categorize directives as either "recurring" (indicating an on-going or repeated obligation for a report or information) or "pending" (any other directive that has not been satisfied. Once a pending directive has been addressed, it will then be categorized as "closed." Compliance with the frequency of the recurring directives should be reflected in the database or application. Items that can no longer be addressed because conditions no longer allow for any reason will be categorized as "expired" after approval by the Board and an explanation will be included in the database.

The Commission Auditor will utilize the database or application to inquire and determine the status of directives and submit a quarterly report to the Commission indicating the status of directives. Recurring and pending directives will be reported separately.

This Implementing Order is hereby submitted to the Board of County Commissioners of Miami-Dade County