CITY OF MIAMI BEACH TRANSPARANCY, RELIABILITY, AND ACCOUNTABILITY COMMITTEE (TRAC)

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CITY ATTORNEY'S OFFICE
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TRAC Meeting Minutes
Thursday, May 22, 2008

In attendance:
Committee Members: Commissioner Deede Weithorn, Frank Del Vecchio, Sam Rabin, Steve Chaneles, Mike Burke, Robert Henry

City: Mayor Matti H. Bower, Robert Parcher, AC Weinstein, Allison Williams, Katie Yanke, Anne Swanson, Raul Aguila

Public: Robert Meyers, Sylvia Batista, Richard McKinnon, Harry Cherry, Ben Torter

Commissioner Weithorn introduced guests Robert Meyers, Executive Director of the Miami Dade Commission on Ethics and Public Trust, and Silvia Batista, the Investigator assigned to Miami Beach in his office.

Meeting was called to order at 5:18pm

Sam Rabin made a motion to approve the minutes of the May 6, 2008 meeting, Frank Del Vecchio seconded the motion, approved by the committee.

Discussion: Commissioner Weithorn proposed a partnership with the Miami Dade County Commission on Ethics and Public Trust. The city would promote the Commission's hotline and residents/business complaints can be called into the county, hopefully encouraging people to call who wouldn't normally call the city for fear of retaliation.

Motion: Sam Rabin made a motion to utilize this tool on an interim once the following information is brought before the committee: a written report on the internal procedures of the Ethics Commission; the committee reviews how the hotline will be promoted in the city; a written plan developed on the routing of complaints back to the city. This motion was not approved by the committee. Steve Chaneles made second motion to table this discussion to a later meeting once the committee has the information that Sam Rabin requested in his earlier motion. Sam Rabin seconded this motion. Approved by the committee.

Discussion:
The TRAC members began a discussion on the priorities of the committee. Sam Rabin suggested looking at the departments by budget and internal audit reports. Commissioner Weithorn thought that perhaps risk assessment might be a better analytical tool for finding break downs in the departmental systems. Frank Del Vecchio suggested four priorities:

1. Building Department/Capital Improvement Projects
2. Parking Department
3. Procurement (Online access)
4. Incidentals (grants/fees/etc.)

General recommendations of the committee included looking at written department manuals with policies and procedures, ensuring that check lists exist that both the city and petitioner have access to which details necessary procedures; analysis of objective versus subjective criteria, departmental structures, zero based budgeting, risk analysis, looking at best practices in other city, and web access to information.

Meeting Adjourned at 7:15pm
Next Meeting to be held June 5, 2008 at 5pm in the City Manager's Large Conference Room