
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY – SECTION NUMBER: 02.11.01.00

SUBJECT: Individual Commissioner Requests for the Internal Performance Auditor

EFFECTIVE DATE: September 17, 2003

SUPERSEDES: New

Purpose:

The purpose of this policy is to clarify the procedure when individual Commissioners make requests of the Internal Performance Auditor for research and/or special projects.

Policy:

It is the policy of the Board of County Commissioners that the Internal Performance Auditor shall provide information and research resources to individual Commissioners upon their request; provided, however that when an individual Commissioner's request is expected to exceed four hours of the Internal Performance Auditor and/or County staff, the request will be referred to the Board for review and approval at a subsequent Board meeting on the consent agenda.

Regardless of the time associated with the request, the Internal Performance Auditor shall provide all Commissioners with copies of the final report, memo, or other record responsive to the individual Commissioner's request, and also place the item on the consent agenda.

Responsibility:

The Internal Performance Auditor may exercise her professional judgment in determining which such requests will be referred to the Board.

Approved By: Board of County Commissioners
Approval Date: September 17, 2003

Attachments:
(Resolution No. R03-193)

Resolution No. R03-193

A Resolution of the Board of County Commissioners of Hillsborough County, Florida, Adopting a Board Policy Regarding Individual Commissioner Requests for Internal Performance Auditor Services.

Upon motion by Commissioner Norman, seconded by Commissioner Storms, the following Resolution was adopted by a vote of 5 to 2 , with Commissioner(s) Frank and Castor voting "No." Commissioner(s) _____ being absent.

WHEREAS, the Internal Performance Auditor shall advise the Board, assist the Board in conducting continuing studies of the operation of County programs and services, and serve as a budget analyst for the Board; and

WHEREAS, as directed by Board Resolution, the Internal Performance auditor shall conduct performance audits, and budget services; and

WHEREAS, the Board desires to adopt a Policy regarding Individual Commissioner Requests for Internal Performance Auditor Services;

NOW, THEREFORE, BE IT RESOLVED by the Hillsborough County Board of County Commissioners:

A. The Board adopts the following Policy:

- i. Purpose: The purpose of this policy is to clarify the procedure when individual Commissioners make requests of the Internal Performance Auditor for research and/or special projects.
- ii. Policy: It is the policy of the Board of County Commissioners that the Internal Performance Auditor shall provide information and research resources to individual Commissioners upon their request; provided, however that when an individual Commissioner's request is expected to exceed four hours of the Internal Performance Auditor and/or County staff, the request will be referred to the Board for review and approval at a subsequent Board meeting on the consent agenda.

Regardless of the time associated with the request, the Internal Performance Auditor shall provide all Commissioners with copies of the final report, memo, or other record responsive to the individual Commissioner's request, and also place the item on the consent agenda.

- iii. Responsibility: The Internal Performance Auditor may exercise her professional judgment in determining which such requests will be referred to the Board.

PASSED AND ADOPTED this 17th day of September, 2003.

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

I, Richard Ake, Clerk of the Circuit Court and Ex Officio Clerk of the Board of County Commissioners of Hillsborough County, Florida, do hereby certify that the above and foregoing is a true and correct copy of a resolution adopted by the Board at its meeting of September 17, 2003, as the same appears of record in Minute Book 328, of the Public Records of Hillsborough County Florida.

WITNESS my hand and official seal this 8th day of October 2003.

RICHARD AKE,
CLERK OF CIRCUIT COURT

By: Julene W. Gregory
Deputy Clerk



APPROVED BY COUNTY ATTORNEY
AS TO FORM AND LEGAL SUFFICIENCY

By: Charles J. [Signature]
Assistant County Attorney