

**Aviation**

<b><u>EXECUTIVE</u></b>	
<ul style="list-style-type: none"> <li>Establishes departmental policy; directs overall management; provides long-term vision and logistics; and implements legislative policy and directives</li> </ul>	
<u>FY 08-09</u> 35	<u>FY 09-10</u> 36
<p style="text-align: center;"><b><u>FINANCE AND STRATEGY</u></b></p> <ul style="list-style-type: none"> <li>Manages accounting and financial services</li> </ul>	<p style="text-align: center;"><b><u>SECURITY AND COMMUNICATIONS</u></b></p> <ul style="list-style-type: none"> <li>Provides investigative police and uniform services; issues security access IDs</li> </ul>
<u>FY 08-09</u> 75	<u>FY 09-10</u> 69
<p style="text-align: center;"><b><u>ADMINISTRATION</u></b></p> <ul style="list-style-type: none"> <li>Manages the Department's support service functions to funded procurement, human resources, and information technology functions</li> </ul>	<p style="text-align: center;"><b><u>FACILITIES MANAGEMENT</u></b></p> <ul style="list-style-type: none"> <li>Manages existing facilities, including operational readiness, testing, commissions acceptance and turnover of all new facilities</li> </ul>
<u>FY 08-09</u> 133	<u>FY 09-10</u> 127
<p style="text-align: center;"><b><u>OPERATIONS</u></b></p> <ul style="list-style-type: none"> <li>Manages airfield, terminal, and landside areas of MIA and the GAA</li> </ul>	<p style="text-align: center;"><b><u>BUSINESS RETENTION AND DEVELOPMENT</u></b></p> <ul style="list-style-type: none"> <li>Develops, administers, and monitors lease agreements and plans; and recommends future business and economic development</li> </ul>
<u>FY 08-09</u> 396	<u>FY 09-10</u> 119
<p style="text-align: center;"><b><u>AVIATION PLANNING, LAND-USE AND GRANTS</u></b></p> <ul style="list-style-type: none"> <li>Conducts land use/zoning analyses and administers the grant seeking/administration process</li> </ul>	<p style="text-align: center;"><b><u>FACILITIES DEVELOPMENT</u></b></p> <ul style="list-style-type: none"> <li>Manages the design, bid, award, and construction of the Capital Improvement Program (CIP)</li> </ul>
<u>FY 08-09</u> 11	<u>FY 09-10</u> 0
	<u>FY 08-09</u> 45
	<u>FY 09-10</u> 39
	<u>FY 08-09</u> 38
	<u>FY 09-10</u> 47

**Community Action Agency**

**OFFICE OF THE DIRECTOR**

- Formulates policies and provides overall direction and coordination of departmental functions; provides staff support to the Community Action Agency Board; performs all personnel functions

FY 08-09      FY 09-10  
 13                      12

**FISCAL MANAGEMENT**

- Administers fiscal and budgetary operations, including purchasing, reporting, accounts payable/receivable, and grant monitoring; provides technical assistance in preparation of grants

FY 08-09      FY 09-10  
 7                      7

**HEAD START/EARLY HEAD START**

- Provides a comprehensive child development program for children (newborn to five years of age) from low-income families

FY 08-09      FY 09-10  
 473                      57

**SELF HELP DIVISION**

- Provides services through the CSBG to assist low-income families and communities toward self-sufficiency, including family and community development, Low-Income Home Energy Assistance Program (LIHEAP), information referral, computer training, teen parent assistance, emergency assistance, youth intervention, job training and placement, and the Fathers Program; and provides staff support to 21 Community Advisory Committees (CAC)

FY 08-09      FY 09-10  
 116                      53

**GREATER MIAMI SERVICE CORPS**

- Administers and operates the National Urban Corps for Greater Miami that involves young adults (ages 18-23) in the physical and social needs of their community through volunteerism and community service, while providing them with structured meaningful work experience and comprehensive educational opportunities

FY 08-09      FY 09-10  
 16                      16

**ENERGY PROGRAMS**

- Provides services and administration of the Energy Program to include Single Family Rehab Program, Weatherization LIHEAP, Solar Program, and OCED Funded Home Repair Programs

FY 08-09      FY 09-10  
 20                      33

**EMERGENCY MANAGEMENT**

- Provides overall leadership, management, and coordination of the Department; manages the County's emergency operations; plans, coordinates and implements disaster preparedness and response programs

FY 08-09  
24

FY 09-10  
19

**FINANCE**

**OFFICE OF THE DIRECTOR**

- Formulates and directs overall financial policy of the County

FY 08-09                      FY 09-10  
7    7

**CONTROLLER**

- Satisfies legal and mandated requirements; process vendor payments and payroll; maintains County's general ledger system; and provides financial reporting

FY 08-09                      FY 09-10  
128    114

**CASH MANAGEMENT**

- Invests surplus funds in compliance with Florida Statutes, local ordinances, and investment policy

FY 08-09                      FY 09-10  
8    8

**BOND ADMINISTRATION**

- Manages the County's debt financing

FY 08-09                      FY 09-10  
7    9

**TAX COLLECTOR**

- Administers state laws, local ordinances, and policies pertaining to the collection and distribution of current and delinquent County and municipal ad valorem taxes, non-ad valorem assessments, improvement liens, local business tax receipts, waste fees, excise utility taxes, convention and tourist development taxes, and license fees (auto, boat, hunting, and fishing)

FY 08-09                      FY 09-10  
191    185

## Fire Rescue

### OFFICE OF THE FIRE CHIEF

- Provides leadership and direction, establishes long-term vision for the fire rescue services, formulates departmental policy, provides planning, research, accreditation and quality management for department

FY 08-09  
37

FY 09-10  
16

### BUDGET/PLANNING/GRANTS/FACILITIES

- Oversees capital project development, manages fiscal operations including capital and grants management, directs strategic and organizational planning projects administers off-duty services, responsible for facilities maintenance and construction

FY 08-09  
75

FY 09-10  
72

### ADMINISTRATION

- Directs human resources activities, maintains medical records, functions as liaison with elected officials and County administrative offices, oversees policy and procedures development, maintains departmental records, public affairs, management information and computer systems, develops recruitment programs, and procurement management

FY 08-09  
104

FY 09-10  
89

### TECHNICAL/SUPPORT SERVICES

- Provides state and federally mandated minimum standard, career development, and advanced firefighting training, and new program development, provides fire prevention and public education programs, directs fire prevention and building and alarm inspections, warehouse and supply, motor pool, and research and development activities, responsible for maintenance and repair of departmental heavy equipment fleet, dispatches emergency and non-emergency calls for service and coordinates radio frequency allocations

FY 08-09  
347

FY 09-10  
373

### SUPPRESSION AND RESCUE

- Provides fire suppression services, ground and air rescue transport, and medical services to the public, performs specialized protection services such as hazardous materials, water rescue, marine firefighting, and technical rescue training (TRT), performs building inspections, safety surveys, and firefighting and rescue demonstrations, oversees Airport and Seaport fire and rescue services and employee training activities, provides Fire Department personnel and equipment support for special events, maintains Antivenin Bank and administers the Anti-venom program, oversees ocean rescue services, provides advanced emergency medical services training, certification maintenance, and hospital liaison services

FY 08-09  
2,023

FY 09-10  
2,032

**GIC**

**DIRECTOR**

- Oversees the management of the Department and provides overall administration to departmental operations

<u>FY 08-09</u> 3	<u>FY 09-10</u> 3
----------------------	----------------------

**ENABLING BUSINESS SOLUTIONS**

- Provides administration, quality assurance, business intelligence, citizen relationship management, and eGov application development support

<u>FY 08-09</u> 25	<u>FY 09-10</u> 26
-----------------------	-----------------------

**CUSTOMER SERVICE**

- Provides the public with centralized telephone access (311) and five ServiceDirect locations for in-person customer service and citizen engagement activities

<u>FY 08-09</u> 161	<u>FY 09-10</u> 138
------------------------	------------------------

**MARKETING AND PUBLIC EDUCATION**

- Provides elected officials and departments with multi-media marketing and public education services

<u>FY 08-09</u> 47	<u>FY 09-10</u> 45
-----------------------	-----------------------

**Human Services**

**OFFICE OF THE DIRECTOR**

- Formulates policies and provides overall direction and coordination of departmental functions

<u>FY 08-09</u> 7	<u>FY 09-10</u> 7
----------------------	----------------------

**ADMINISTRATION**

- Provides administrative support including personnel services, contract and financial management, and procurement; develops and maintains information systems; coordinates Board of County Commissioners agenda items and all leases for DHS facilities

<u>FY 08-09</u> 27	<u>FY 09-10</u> 26
-----------------------	-----------------------

**CHILD DEVELOPMENT SERVICES**

- Administers child care services including school readiness, inclusion and voluntary pre-kindergarten, at family day care/child care centers throughout Miami-Dade County; provides community outreach services to children from infancy to 13 years of age and their families

<u>FY 08-09</u> 196	<u>FY 09-10</u> 189
------------------------	------------------------

**REHABILITATIVE SERVICES**

- Administers comprehensive substance abuse treatment system for adult substance abusers in Miami-Dade County; services include prevention, central intake, and residential/outpatient services; provides specialized services for the Eleventh Judicial Circuit including assessment, evaluation, referral, diversion, and in-jail treatment services; provides outreach services to homeless individuals and families

<u>FY 08-09</u> 118	<u>FY 09-10</u> 103
------------------------	------------------------

**ELDERLY, DISABILITY, AND VETERAN SERVICES**

- Administers programs focusing on the development and care of individuals including a continuum of services for the elderly, veterans, and program for the disabled (DSAIL)

<u>FY 08-09</u> 221	<u>FY 09-10</u> 0
------------------------	----------------------

**TARGETED SERVICES**

- Administers and coordinates clinical intervention services to families in distress including shelter services for victims of domestic violence and treatment for batterers; administers vocational, employment, and support services for refugees, farm workers, migrants, youth, and families; and provides psychosocial assessments for children in Head Start

<u>FY 08-09</u> 140	<u>FY 09-10</u> 91
------------------------	-----------------------

**Inspector General**

**INSPECTOR GENERAL**

- Provides oversight to Miami-Dade County operations by investigating, inspecting, auditing, and reviewing County programs, projects, and contracts to detect and prevent fraud, mismanagement, waste, and abuse; provides all professional functions in the office's efforts to investigate, audit, and inspect including publicly reporting findings; initiates civil, administrative, and criminal legal processes or makes referrals where necessary; communicates the office's accomplishments through report distribution, website communications, and public awareness

FY 08-09  
38

FY 09-10  
38

# Miami-Dade Police

## OFFICE OF THE DIRECTOR/ADMINISTRATION

- Provides management direction and administration to departmental operations, provides legal counsel, disseminates information to the media and the public; provides psychological services for employees; and is responsible for budget, finance, procurement, personnel, grants, legislative coordination, and planning

FY 08-09  
188

FY 09-10  
179

### SUPPORT SERVICES

- Provides communications; provides investigative support in the processing, safekeeping, and preservation of evidence; manages the crime laboratory, central records, and property and evidence bureaus; conducts crime scene investigations; responsible for information systems, fleet, and facilities management; coordinates training activities; conducts false alarm investigations; and is responsible for Headquarters security

FY 08-09  
934

FY 09-10  
938

### POLICE SERVICES

- Provides uniformed patrol services, responds to calls, investigates offenses, apprehends offenders, provides decentralized general investigative services, and engages in special enforcement for prevention of criminal activities; conducts environmental and illegal dumping investigations; and manages contracted police services with municipalities

FY 08-09  
1,780

FY 09-10  
1,785

### DEPARTMENTAL SERVICES

- Provides sheriff and specialized services; processes and secures criminal warrants; provides court security and serves writs; manages the school crossing guards program; provides specialized police functions including aviation, motorcycle, and marine; provides crowd control, hostage negotiation, canine response, bomb disposal, and critical incident response

FY 08-09  
618

FY 09-10  
610

### INVESTIGATIVE SERVICES

- Provides centralized specialized criminal investigation of robberies, homicides, sexual, domestic, and economic crimes; collects and disseminates criminal intelligence; is responsible for professional compliance and investigates complaints about departmental employees; conducts strategic and specialized investigations; conducts public corruption investigations; and is responsible for homeland security

FY 08-09  
813

FY 09-10  
831

88



**PLANNING AND ZONING**

**OFFICE OF THE DIRECTOR**

- Provides overall direction to departmental operations and is responsible for preparing and implementing the Comprehensive Development Master Plan (CDMP) and zoning laws of Miami-Dade County, coordinates historic preservation activities and countywide healthcare planning, and manages the preparation, legal review, and certification of documents related to planning and zoning

FY 08-09                      FY 09-10  
 3    3

**ZONING**

- Ensures all commercial, office, residential, industrial and agricultural development approvals conform to all the land use regulations in accordance with Chapter 33 of the Code of Miami-Dade County

FY 08-09                      FY 09-10  
 56    36

**PLANNING**

- Manages the preparation, update, and interpretation of the CDMP; prepares population projections, economic, demographic, and growth alternatives for Miami-Dade County and conducts collaborative long- and short-range planning programs

FY 08-09                      FY 09-10  
 63    50

**ADMINISTRATION**

- Provides information technology and geographic information services, personnel, accounting, budgeting, procurement, public information, safety, capital inventory, and related support functions

FY 08-09                      FY 09-10  
 24    31

**OFFICE OF HISTORIC PRESERVATION AND ARCHEOLOGICAL RESOURCES**

- Coordinates countywide historic preservation activities and carries out requirements of Miami-Dade County's Historic Preservation ordinance; designates historic and archeological sites; reviews proposed alterations, tax abatement, and other financial incentive applications for designated properties

FY 08-09                      FY 09-10  
 4    0

**LEGAL/AGENDA COORDINATION/COMMUNITY COUNCILS**

- Manages the preparation, legal review, and certification of documents related to planning, zoning and development, and legislative, and Development of Regional Impact (DRI) development orders; provides support to DIC Executive Council and the Community Zoning Appeals Board

FY 08-09                      FY 09-10  
 5    7

**ECONOMIC ANALYSIS AND POLICY**

- Coordinates and integrates Miami-Dade County's various economic development initiatives in pursuit of the County's strategic economic goals

FY 08-09                      FY 09-10  
 0    3

**OFFICE OF COUNTYWIDE HEALTHCARE PLANNING**

- Responsible for overall leadership of the County's health services research and plan development; represents the County on key health systems planning initiatives; guides the identification and adaptation of best practice models and develops new approaches to enhance county health systems, residents' health and access to care; develops legislation and regulations affecting health and facilitates community health system reform

FY 08-09                      FY 09-10  
 5    5

**Seaport**

**OFFICE OF THE DIRECTOR**

- Formulates departmental policies and procedures and provides overall direction and coordination for all divisions

FY 08-09  
6

FY 09-10  
5

**MARITIME SERVICES**

- Responsible for cargo and cruise ship operations and associated berthing and terminal management functions

FY 08-09  
173

FY 09-10  
169

**FINANCE**

- Responsible for all accounting activities, including cost accounting, reconciliation, accounts payable, financial statements, credit/collection, and billing

FY 08-09  
29

FY 09-10  
30

**SECURITY ENFORCEMENT**

- Responsible for the overall security planning and enforcement of the POM at the federal, state, and local levels; and operates POM badging and identification functions

FY 08-09  
135

FY 09-10  
142

**ENGINEERING & DEVELOPMENT**

- Develops and implements all capital related items required by POM and performs administrative functions to include procurement and management of technology systems

FY 08-09  
32

FY 09-10  
51

**DEPUTY PORT DIRECTOR**

- Responsible for day to day operations

FY 08-09  
35

FY 09-10  
11

**BUSINESS INITIATIVES**

- Responsible for Port trade development, advertising, and tariff development

FY 08-09  
0

FY 09-10  
9

# MDT

## OFFICE OF THE DIRECTOR

implements policy and establishes direction for all aspects of the organization

FY 08-09  
9

FY 09-10  
9

### CUSTOMER SERVICE

- Administers customer service functions for citizens that use public transportation services

FY 08-09  
63

FY 09-10  
56

### METROBUS

- Manages operations and maintenance for bus service

FY 08-09  
2,055

FY 09-10  
1,995

### METROMOVER

- Administers Metromover service throughout the Downtown perimeter

FY 08-09  
70

FY 09-10  
70

### METRORAIL

- Manages rail maintenance and operations along 22.2 mile corridor

FY 08-09  
432

FY 09-10  
427

### PARATRANSIT

- Provides administrative function for Special Transportation Services (STS)

FY 08-09  
32

FY 09-10  
31

### ENGINEERING

- Provides project management for capital improvement program and performs transportation system analysis

FY 08-09  
159

FY 09-10  
158

### OPERATIONAL SUPPORT

- Provides administrative and logistical support for departmental operations

FY 08-09  
481

FY 09-10  
455

