

# Memorandum



**Date:** April 16, 2007

**To:** Heidi Johnson-Wright  
Director, ADA Coordination

Supplement to  
Agenda Item No. 2(B)1

**From:** George M. Burgess  
County Manager

A handwritten signature in black ink, appearing to read "G. Burgess", written over the printed name of George M. Burgess.

April 24, 2007

**Subject:** Charge Memorandum – Office of ADA Coordination

---

As you begin your tenure as the Director of the Office of Americans with Disabilities Act (ADA) Coordination, it is important for you to continue the efforts of this challenging department. ADA Coordination is a key department that provides services to many of our County agencies such as construction plan review, disability awareness training and technical support on program policies.

To this end, it is my expectation that you will continue to focus on the achievement of the department's goals established for FY 06-07 in addition to the following priorities:

- Review FY 07-08 budget submission to fully understand resource allocation;
- Become familiar with the ADA Coordination Active Strategy scorecard and Mayor's Fitness Challenge to ensure their proper implementation;
- Review all polling places to ensure ADA compliance prior to the date of election;
- Review and become familiar with the ADA construction project at the South Dade Government Center to ensure the project is completed within the approved construction timeline and budget;
- Meet individually with all members of the Commission on Disability Issues
- Establish relationships with major operational and capital project departments such as Aviation, Seaport, General Services Administration, Parks and Recreation, Transit, Team Metro, and the Building Department to review ADA procedures;
- Prepare 90 and 180-day report on major issues.

Heidi, I am confident that you will effectively manage this Department and will continue to work successfully with our other County departments and the residents of this community. Best of luck in these endeavors and know that you have our full support.

c: Carlos Alvarez, Mayor  
Denis Morales, Chief of Staff, Mayor's Office  
Susanne M. Torriente, Chief of Staff/Assistant County Manager  
Roger M. Carlton, Assistant County Manager

