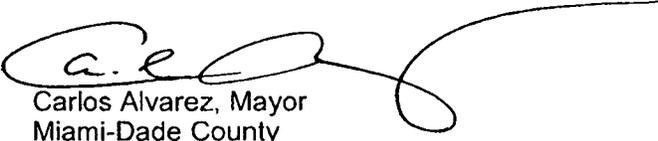


# Memorandum



**Date:** May 18, 2010  
**To:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

**Agenda Item No.**  
2(B)1

**From:**   
Carlos Alvarez, Mayor  
Miami-Dade County  
**Subject:** Appointment of the Agenda Coordinator

Pursuant to the authority vested in me under the provisions of Sections 2.02 C and D of the Miami Dade County Home Rule Charter, I am pleased to appoint Eugene Love as the Agenda Coordinator as detailed in the attached memorandum from the County Manager.

Mr. Love is a veteran County administrator with more than 18 years of experience, 12 of those years serving in Agenda Coordination. Mr. Love has been an integral part of implementing technical innovations that the Agenda Coordinator's Office has embraced to reduce administrative costs and streamlining the agenda process. Mr. Love holds a Master's of Public Affairs from Indiana University and a Bachelor's of Political Science from Purdue University.

Please join me in congratulating Mr. Eugene Love and wishing him success in his new position. Attached are his resume and charge memorandum from the County Manager.

## Attachments

- C: Honorable Carlos Martinez, Public Defender
- Honorable Joel Brown, Chief Judge, Eleventh Judicial Circuit
- Honorable Katherine Fernandez-Rundle, State Attorney
- Honorable Harvey Ruvlin, Clerk, Circuit and County Courts
- Dr. Eneida O. Roldan, MD, MPH, MBA, President and  
Chief Executive Officer, Jackson Health System
- Honorable Pedro Garcia, Property Appraiser
- Robert Cuevas, County Attorney
- George M. Burgess, County Manager
- County Executive Office Staff
- Robert Meyers, Executive Director, Commission on Ethics and Public Trust
- Christopher Mazzella, Inspector General
- Charles Anderson, Commission Auditor
- Department Directors

CLERK OF THE BOARD  
2010 MAY 15 PM 12:02  
CLERK, CIRCUIT & COUNTY COURTS  
DADE COUNTY, FLA.  
#1

# Memorandum



**Date:** May 5, 2010

**To:** Eugene Love  
Agenda Coordinator

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

**Subject:** FY 2009-10 Charge Memorandum - Agenda Coordinator

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Congratulations on your appointment to the position of Agenda Coordinator. As the Assistant Agenda Coordinator, you demonstrated strong leadership and provided innovative solutions to improve our agenda process. I encourage you to continue utilizing technology to enhance our agenda process.

As you begin your tenure as Agenda Coordinator, I would like for you to focus on the following key objectives:

- Examine the use of technology to continue improving processes associated with the management of this function;
- Monitor the Agenda Coordinator's budget, examining innovative ways to realize savings;
- Ensure the distribution of agenda kits in accordance with the 4-Day and 3-Day Rules;
- Continue developing the Legislative Information Center on the intranet as a tool to provide information to departments on how to develop and submit agenda items;
- Ensure the municipal notices are distributed in accordance with Commission rules;
- Continue training departments on how to prepare and submit agenda items; and
- Ensure that the Agenda Coordinator's staff is adequately and continuously trained in order to comply with the Board of County Commissioners Rules.

As Agenda Coordinator, I am confident that you will achieve much in the coming year, and I look forward to continuing to work with you.

C: Jennifer Glazer-Moon, Special Assistant/Director, Office of Strategic Business Management

## **EUGENE LOVE**

### **EXPERIENCE:**

#### **ASSISTANT AGENDA COORDINATOR**

##### **Miami-Dade County, Agenda Coordination**

April 2005 – Present

- Oversee the development and distribution of Board of County Commissioners (BCC) agendas.
- Responsible for planning strategies to increase the effectiveness and efficiency of the agenda process.
- Oversee the training of departments on the proper preparation and submission of agenda items.
- Responsible for preparing, reviewing and monitoring the office budget.
- Responsible for developing and monitoring the department's business plan.

#### **EXECUTIVE ASSISTANT TO THE DIRECTOR**

##### **Miami-Dade County, Public Works Department**

August 2004 - April 2005

- Assisted the Director with the daily administration of the department.
- Oversaw the preparation and submission of agenda items for inclusion on BCC agendas.
- Investigated constituent complaints and prepared correspondence for the Director.
- Managed the staff and assignments associated with the Department's public information function.

#### **ASSISTANT TO THE AGENDA COORDINATOR**

##### **Miami-Dade County, County Manager's Office**

April 1996 - August 2004

- Supervised a staff of eight employees in the development of the official agenda for BCC meetings.
- Developed strategies to increase the effectiveness and efficiency of the agenda process.
- Coordinated the placement of legislative matters on the BCC agenda, and administered the county's legislative database known as Legistar that maintains a history of every agenda item presented to the BCC.
- Prepared and administered the annual budget.
- Assisted with the implementation of several changes to the agenda process to facilitate a new committee system.
- Trained departments in how to prepare and process agenda items.

**EXPERIENCE:**  
Cont'd

**CONTRACTS OFFICER**

**Miami-Dade County, Office of Community & Economic Development (OCED)**  
September 1992 -April 1996

- Developed, administered and monitored federally and state funded contracts totaling in excess of \$50 million.
- Provided technical assistance to fifteen (15) community based organizations (CBOs) on the HOME Investment Partnership Program (HOME) and Community Development Block Grant (CDBG) regulations.
- Authored Dade County's HOME Annual Reports that reported to the United States Department of Housing and Urban Development (U.S. HUD) how Dade County utilized federal funds to address its affordable housing needs.
- Developed portions of the housing section of Dade County's Consolidated Plan.
- Assisted in the preparation of Requests for Proposals for housing projects totaling in excess of \$20 million.
- Delivered oral presentations to CBOs outlining the process required to be designated a Community Housing Development Organization.
- Participated in the planning and administration of Dade County's HOME Disaster Relief Single-family Rehabilitation Program that provided financial assistance to more than 100 low-income residents.

**MANAGEMENT TRAINEE**

**Miami-Dade County, County Manager's Office**  
July 1991 - September 1992

- Participated in an intensive, one-year rotational work experience in the field of public administration. Completed rotations in the Office of Community Development, the Office of Management & Budget, the Department of Solid Waste Management and the Metro-Dade Transit Agency.

**EDUCATION: MASTER OF PUBLIC AFFAIRS, May 1991**  
Indiana University, Major: Public Administration

**BACHELOR OF ARTS, May 1989**  
Purdue University, Major: Political Science and History

**REFERENCES:** Available upon request.