

Memorandum



Date: October 4, 2011
To: Department Directors
From: Carlos A. Gimenez
Mayor 
Subject: Miami-Dade County Procedures Manual Update

Our Miami-Dade County Procedures Manual is updated annually to reflect procedural and administrative changes.

Please review all procedures under your department's purview. As we continue streamlining our organization, it is important that we maintain this valuable resource by ensuring procedures accurately represent current operations. For your reference, attached is the Table of Contents organized by functional area and the entire Procedures Manual can be accessed at <http://intra.miamidade.gov/procedures/>. Revisions to existing procedures, along with new procedures and deletions, should be e-mailed to Marla Golberg, Office of Management and Budget, at marlag@miamidade.gov. Revisions should include two files, one showing additions underscored and deletions marked through and the other as a finalized version. Submissions should be electronic and are due **no later than Friday, December 2, 2011.**

If you have any questions or need clarification, please contact Marla at 305-375-4368.

Attachment

c: Honorable Harvey Ruvin, Clerk, Circuit and County Courts
Honorable Pedro Garcia, Property Appraiser
Robert A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Joseph Centorino, Executive Director, Commission on Ethics and Public Trust
Charles Anderson, Commission Auditor
Christopher Mazzella, Inspector General

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