Memorandum

MIAMI-DADE COUNTY

Date: October 12, 2011

To: Honorable Joe A. Martinez, Chairman
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Mayoral Appointment
Director – Public Works and Waste Management

Pursuant to the authority vested in me under the provisions of Section 2.02-D of the Miami-Dade County Home Rule Charter, effective immediately I hereby appoint Ms. Kathy Woods-Richardson to the position of Director of Public Works and Waste Management.

Ms. Woods-Richardson is a longtime member of Miami-Dade County government and has been Director of the Department Solid Waste Management since 2004. As Director, Ms. Woods-Richardson oversees the largest government-owned and operated was collection and disposal system in the Southeastern U.S. with more than 1,000 employees, an annual operating budget of $400 million and serves more than 340,000 households. She served in the Solid Waste Department from 1990 to 2004 and held numerous management positions, including Assistant Director, Collections Operations. In 2004, she was appointed the Director of the Solid Waste Department at the City of Miami. Later that same year, Ms. Woods-Richardson returned to Miami-Dade County as Director.

The requirement that the Director of Public Works and Waste Management be a Professional Engineer shall be performed by Esther Calas, who shall be the County Engineer. Ms. Calas is a licensed Professional Engineer and will have primary responsibility for overseeing the functions of the Department related to such qualifications, and shall report directly to the Director of the Public Works and Waste Management Department.

Ms. Woods-Richardson's resume is attached for your review.

Attachments

c: Honorable Harvey Ruvin, Clerk of the Courts
R. A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Department Directors

RESUME

Kathleen Woods-Richardson

PROFESSIONAL SUMMARY: Nearly three decades of experience in public service, Kathleen Woods-Richardson oversees the largest government-owned and operated waste collection and disposal system in the southeastern United States. With more than 1,000 employees and an annual net operating budget of $400 million dollars, the Miami-Dade County Department of Solid Waste Management provides collection, disposal and recycling services to more than 340,000 households, operates two landfills, three transfer stations, 13 neighborhood trash and recycling centers and the most technologically advanced waste-to-energy facility in the world. Ms. Woods-Richardson has lead the department's efforts to automate its garbage and recycling collection services. Ms. Woods-Richardson is the first woman to lead the Department of Solid Waste Management

PROFESSIONAL EXPERIENCE

MIAMI-DADE COUNTY
DEPARTMENT OF SOLID WASTE MANAGEMENT

August 2004
To Present — Department Director

Responsible for provision of solid waste collection, enforcement, recycling, transfer, landfill closure and disposal services to the residents, business, and communities of Miami-Dade County, Florida. Provides overall technical management and direction for all garbage and trash collection operations, as well as commercial accounts, multi-family units, County agencies and municipalities under contract with the County. Responsible for the operation of neighborhood trash and recycling centers, 3 regional waste transfer stations, 4 landfills (three active and one closed), 2 collection operations facilities, and 2 home chemical collection centers. Other responsibilities include planning and directing all administrative matters, support services and customer services. Provides experience and knowledge to the Mayor, County Commissioners, County Manager, community and business leaders and other County department directors related to policy making and decisions. Ensure that waste disposal activities are in compliance with public health and environmental laws and regulations, as well as ensure the preparation of records and reports on disposal activities such as the quantities of waste handled and the disposal methods.

Coordinates the preparation of public information materials to keep the public abreast of changes in regulations and services. Attends meetings representing the County on matters concerning solid waste and recycling issues. Plans and directs, through executives and supervisors, a variety of departmental administrative and financial activities including personnel administration, safety compliance, procurement, agenda coordination, contract and lease administration, budget preparation and monitoring, grants and fiscal planning, computer operations and accounting functions. Meets with executive, supervisory and administrative employees to discuss and resolve budgetary issues, review projects and programs, establish or redirect priorities, review policies and procedures, and implement improvements in operations. Makes decisions regarding hiring, discipline and promotion of subordinates; exercises authority for department personnel actions consistent with the collective bargaining agreements, County personnel rules and all other applicable rules and regulations.

CITY OF MIAMI
SOLID WASTE DEPARTMENT

March 2004
To August 2004 — Department Director

Directed the operations of the City's Department of Solid Waste responsible for garbage collection, trash collection, recycling, street sweeping and composting. The City of Miami provides services to approximately 70,000 households. Garbage collection was performed twice a week, trash collection and recycling performed once a week. The amount of waste generated was approximately 184,000 tons per year. The disposal cost for this tonnage exceeded $11.1 million per year. In addition, the City of Miami swept approximately 250 miles per week of major thoroughfares and emptied all trash containers located throughout the City. The city processed all clean trash collected to make compost and mulch that was offered free of charge to City of Miami residents. Responsibilities included planning and directing all administrative matters, code enforcement, support services, customer services, and the Commercial Solid Waste Hauling Services franchise agreement.

MIAMI-DADE COUNTY
DEPARTMENT OF SOLID WASTE MANAGEMENT

November 1998
To February 2004 — Assistant Director, Collections Operations

January 1990
To October 1998 — Chief, Administrative Services & Contracts Division

May 1998
To June 1998 — Acting Chief, Garbage Collections Operations

May 1997
To October 1997 — Acting Assistant Director, Finance and Planning

MIAM DADE TRANSIT AGENCY

June 1989
To December 1989 — Project Manager, Private Enterprise Participation Program

January 1982
To August 1987 — Administrative Officer 2/Program Analyst 2/Contracts Specialist

MIAMI-DADE COMMUNITY COLLEGE - NORTH

April 1993
To June 1995 — Adjunct Professor, Extended Studies Division

EDUCATION:

Bachelor of Public Administration
Florida International University, North Miami Beach, Florida; 1986

Associate Arts Degree, Business Administration
Miami-Dade Community College, Miami, Florida; 1979

High School Diploma
McArthur High School, Florida; 1970

CERTIFICATIONS OBTAINED:

Certified Collection Technical Associate, as designated by the Solid Waste Association of North America

Certified Integrated Municipal Solid Waste Manager, as designated by the Solid Waste Association of North America

Certified Public Purchasing Officer