



**MEMORANDUM  
OFFICE OF THE MAYOR**

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**DATE:** October 25, 2011

**TO:** Department Directors

**FROM:** Carlos A. Gimenez, Mayor  
Miami-Dade County

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez".

**SUBJECT:** 2012 State of the County Report

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In preparation for my 2012 State of the County Report, I am asking each County department to submit highlights of its most significant achievements for the calendar year 2011.

You should use the following headings that reflect the County's strategic plan:

- Neighborhood and Unincorporated Area Municipal Services
- Public Safety
- Transportation
- Recreation and Culture
- Health and Human Services
- Economic Development
- General Government (Enabling Strategies)

The material needs to be submitted in narrative form as brief bullet points. The information will be incorporated into the State of the County Report. As required by County Charter, this report will be issued prior to January 31, 2012.

Please designate someone from your staff to work with Mayor's Aide Gaby Lopez, (305) 375-5227, in compiling this information, which is due on Thursday, December 1, 2011. The information should be submitted via e-mail to [gaby@miamidade.gov](mailto:gaby@miamidade.gov).

c: Office of the Mayor Senior Staff