Memorandum

MIAMI-DADE COUNTY

Date: November 27, 2012

To: Honorable Vice Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Orientation Process for New Board of County Commissioners

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This memorandum is to inform the Board of County Commissioners (Board) that the Administration has established an orientation process for newly-elected Commissioners. This brief report also serves as a response to the directive from Resolution R-590-12 to establish such a process.

Setting Up and Getting Started

As done in the past, staff from my office will assist any new Commissioner with the necessary paperwork and contacts to set up their downtown and district(s) offices and hire staff. Liliana Collazo, Assistant to Chief of Staff/Deputy Mayor Genaro "Chip" Iglesias, will liaise between the multiple County departments and the new Commissioner's office for the following:

- Hiring of staff and completion of all benefit package documents from the Internal Services Department;
- Setting up of computers and telecommunication services offered by the Information Technology Department;
- Moving, storage, and leasing of property services offered by the Internal Services Department; and
- Provision of any other type of assistance required by a Commissioner or their staff with respect to County services and their transition into County government.

Liliana Collazo can be reached at 305-375-5427.

Orientation of County Operations and Services

It requires a substantial time commitment to obtain a thorough understanding of the County's multi-billion dollar operating and capital budgets, the breadth of services that the County offers, the facilities and spaces managed by the County and the critical issues that the County must address.

To help orient a new Commissioner on these topics, our office will offer to set-up orientation briefings by portfolio, each coordinated by the respective Deputy Mayor/Senior Advisor and the department directors. These briefings can be arranged to fit the new Commissioner's schedule and interest level. For your reference, attached is a list of recommended briefing topics by portfolio and department. In addition, staff will prepare any additional information requested by the Commissioner for presentation at their briefing.

The Deputy Mayor/Senior Advisor for each portfolio is as follows:

- Chief of Staff/Deputy Mayor Genaro "Chip" Iglesias at 305-375-5427
- Deputy Mayor Russell Benford at 305-375-5141
- Deputy Mayor Alina Hudak at 305-375-2531
- Deputy Mayor/Finance Director Edward Marquez at 305-375-1451
- Deputy Mayor/Regulatory and Economic Resources Director Jack Osterholt at 305-375-5695
- Senior Advisor Lisa Martinez at 305-375-2911

On matters relating to issues and topics that do not fall under the purview of the Mayor, the new Commissioner can contact the following officers directly or we can assist with the coordination of meetings:

- Charles Anderson, Commission Auditor, at 305-375-5716
- Rick Beasley, Executive Director of the *South Florida Workforce*, at 305-594-7615
- Patricia Braynon, Executive Director of the *Housing Finance Authority*, at 305-594-2518
- Roxanne Cappello, Interim President/Chief Executive Office and Chief Financial Officer of *History Miami*, at 305-375-1492
- Joe Centorino, Executive Director of the *Commission on Ethics and Public Trust*, at 305-579-2594
- Thomas Collins, Director of the *Miami Art Museum*, at 305-375-1701
- John E. Dixon, Executive Director of the *Economic Advisory Trust*, at 305-375-5670
- Hilda M. Fernandez, Executive Director of the *Homeless Trust*, at 305-375-1490
- Honorable Pedro Garcia, Property Appraiser, at 305-375-4008
- Joel Hoffman, Executive Director of *Vizcaya Museum and Gardens*, at 305-860-8422
- Christopher Mazzella, Inspector General, at 305-375-1946
- Carlos Migoya, President and Chief Executive Officer of the *Public Health Trust*, at 305-585-6754
- Abigail Price-Williams, First Assistant County Attorney, at 305-375-5151 (Home Rule Charter, Code of County Ordinances, and preparation of Commission-sponsored legislation, etc.)
- Irma San Roman, Interim Director of the *Metropolitan Planning Organization*, at 305-375-4507
- Charles Scurr, Executive Director of the *Citizens' Independent Transportation Trust*, 305-375-1357
- Gillian Thomas, President and Chief Executive Officer of the *Miami Science Museum*, at 305-646-4200

If there are any questions or concerns, please feel free to contact Deputy Mayor Edward Marquez at 305-375-1451, or me directly.

Attachment

c: Robert A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Department Directors
Charles Anderson, Commission Auditor

Chief of Staff / Deputy Mayor Genaro "Chip" Iglesias

Community Information and Outreach

- 311 Answer Center / 311 Service Centers
- County Web Portal – miamidade.gov
- Miami-Dade Television – Video and Audio Production
- Graphics, Translation, Photography and Advertising Services
- eGovernment Solutions
- Digital and Social Media Messaging

Corrections and Rehabilitation

- Organizational Structure
- Jails / Facilities
- Civil Rights for Institutionalized Persons Act Investigation / Jail Management System

Fire Rescue

- Organizational Structure
- Service Area Overview
- Office of Emergency Management
- Fire Rescue Achievements

Medical Examiner

- Medicolegal Death Investigation (§ Chapter 406, Florida Statutes)
- Forensic Science and Graduate Medical Education

Police

- Organizational Structure
- Crime Statistics

Deputy Mayor Russell Benford

Community Action and Human Services

- Comprehensive Social Services
- Head Start Program and the Delegation (Policy Council and the Federal Review)
- Community Action Agency Board
- Voluntary Pre-Kindergarten and Child Development Services

Juvenile Services

- Civil Citation Program
- Youth Commission
- Anti-Gang Strategy
- Prevention
- Alternative to Secure Detention (GPS)
- Sexually Exploited Youth Safe Harbour Act Initiative

Public Housing and Community Development

- Community Development Block Grant Funding Process (including Commission District Funds)
- HOME, Surtax, and SHIP funding
- Section 8 Housing Choice Voucher Program
- Public Housing Program (including RPF794/RFP794-A)
- Infill Housing Program
- HOPE VI

Deputy Mayor Alina Hudak

Animal Services

- Saving Pets through Adoptions and Rescue / Re-homing Lost Pets
- Low-Cost Spay/Neuter Services / Low-Cost Rabies Vaccinations, Booster Shots and Microchip Implants
- Pet Licensing
- Enforcement of Animal/Pet Laws
- Protection of Community Safety and Health

Elections

- General, Primary, and Special Countywide and Municipal Elections
- Campaign Finance and Reporting Activities
- Political Action Committees and Committees of Continuous Existence
- Voter Data and Statistics / Voter Education
- Records Custodianship – Outside Employment and Financial Disclosures

Public Works and Waste Management

- History and Services Provided
- Low Waste Collection Complaint Rate
- Solid Waste Management Master Plan
- City of Miami and Remediation / Virginia Key Landfill
- Unmet Capital Needs for Rights-of-Way
- Infrastructure Projects / Landfill Cells / Remediation Work at Causeways

Transit

- Overview of Metrobus / Metrorail / Metromover / Special Transportation Services
- Contract Awards for New Metrorail Vehicles / Special Transportation Services / Bus Passenger Shelters / Test Track-Rail Yard Expansion
- New Bus Routes
- Federal Grants for Bus Replacement Program and Engine Systems Cooling Project
- Mobile Application for Android and iPhones

Water and Sewer

- History and Services Provided
- Water Source
- Operations and Plants
- Water Conservation
- Infrastructure Needs / EPA Consent Decree
- State Ocean Outfall Legislation

Deputy Mayor/Finance Director Edward Marquez

Audit and Management Services

- Role of Audit and Management Services

Finance

- Bond Issuances and Administration
- Collection and Distribution of Countywide Ad Valorem and Other taxes
- Vendor Payments and Countywide Payroll
- Cash Management and Portfolio Investments
- Issuance of Federal and State Required Annual Audits

Human Rights and Fair Employment Practices

- Commission on Human Rights
- Fair Employment

Information Technology

- Infrastructure and Security Applications
- Enterprise Systems and Applications
- Geographical Information Services
- Radio Communication Services

Internal Services

- Human Resources / Labor Management
- Procurement of Goods and Services, Architectural & Engineering, and Construction Contracts
- Facilities Management/County Property and Real Estate Management
- Fleet Management

Management and Budget

- Countywide Table of Organization
- Strategic Plan
- Operating and Capital Budget
- Incorporations and Annexations
- Community Redevelopment Areas

Deputy Mayor/Regulatory and Economic Resources Director Jack Osterholt

Aviation

- Increase Non-Aeronautical Revenues / Debt Service
- New Routes
- Airport City / Central Terminal Redevelopment
- Customs and Border Protection Staffing Requirements
- Completion of International to Domestic Baggage Handling System

Port Miami

- Key Infrastructure Projects: Port tunnel, On-Port Rail, Deep Dredge
- Implementation of 2035 Master Plan / First Phase Development of Southwest Corner
- Resolution of POMTOC Negotiations / Repositioning of 120 Acres.
- Reduction of Operating Expenses / Maximizing Revenues

Regulatory and Economic Resources

- Streamlining the Permitting Process / Improving the Process for Municipal Permit Reviews
- Regulatory Services Relating to Neighborhoods, Abandoned Properties and Unsafe Structures
- Community Planning / Zoning /Platting
- Countywide Groundwater Quality Protection
- FPL's Proposed Nuclear Power Plants at Turkey Point and associated issues
- Beach Renourishment Funding and Sand Sources
- Delegation of State Programs and Related Funding from the State
- Comprehensive Everglades Restoration and Tamiami Trail Bridge
- Comprehensive Planning - Comprehensive Development Master Plan / Planning Research
- Sustainability – GreenPrint, Regional Climate Action Plan
- Historic Preservation and Archaeological Resources
- Economic Development Trends and Analysis / International Trade
- Tax Incentive Programs / Enterprise Zone
- Local Business Registry / Exposition
- Film and Entertainment
- Small Business Development – Education / Certification / Contract Monitoring
- Consumer Protection – Consumer Education / Regulated Industries
- Agricultural Manager / Land Purchase Program
- Cooperative Extension Services

Senior Advisor Lisa Martinez

Cultural Affairs

- Competitive Cultural Grants Programs
- Art in Public Places
- County-Owned Performing Arts Facilities
- Cultural Capital Projects
- Arts Access and Participation Initiatives

Library

- Library Facilities and Maintenance
- Overview of Branch Libraries – Construction of Northeast Regional Library
- Library Books and On-line Resources
- Impact of Emerging Technologies on Library Services
- You Media Teen Center
- Outreach and Program Services

Parks, Recreation, and Open Spaces

- Overview of Regional and Local Parks
- Capital Projects Underway
- Programs Offered (After School / Spring, Summer and Fall Camps / Seniors / Disability Services)
- Open Space Master Plan
- Recreation Program/Plan and Recreation Service Provider Partnerships
- Challenges (Sustainability / Operating Staff Levels /Facilities Maintenance)