

# Memorandum



**Date:** October 25, 2013  
**To:** Department Directors  
**From:** Carlos A. Gimenez  
Mayor  
**Subject:** Miami-Dade County Procedures Manual Update

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is fluid and cursive, written over the printed name in the "From:" field.

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

Please review all procedures under your department's purview. For your reference, attached is the current 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](mailto: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 6, 2013.**

I appreciate your continued assistance in maintaining this valuable resource. If you have any questions or need clarification, please contact Marla Golberg at 305-375-4368.

## Attachment

c: Honorable Harvey Ruvin, Clerk, Circuit and County Courts  
Honorable Carlos Lopez-Cantera, Property Appraiser  
Robert A. Cuevas, Jr., County Attorney  
Office of the Mayor Senior Staff  
Joseph Centorino, Executive Director, Commission on Ethics and Public Trust  
Patra Liu, Interim Inspector General  
Charles Anderson, Commission Auditor

mayor00514

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