

# Memorandum



**Date:** December 6, 2013

**To:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Special Leave Pool for Typhoon Haiyan Relief in the Philippines

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At its meeting of November 19, 2013, the Board of County Commissioners (Board) adopted Resolution R-956-13, which authorized employees to contribute the value of accrued annual or holiday leave to provide donations to the County's Emergency Disaster Relief Fund for the victims of Typhoon Haiyan in the Philippines.

The attached form is being made available for employees to authorize annual or holiday leave contributions. Leave donations will be coordinated between departments and the Human Resources Department. Once the transactions are processed, the employee's appropriate leave balance will be reduced by the number of hours donated. These leave donations are irrevocable, and County employees will be advised that no changes requesting to rescind leave donations will be accepted. The County will donate up to \$100,000 to this worthy cause. There will be a report sent to each department showing which employees donated.

Should you have any questions please contact Arleene Cuellar, Director, Human Resources Department at (305) 375-1589.

#### Attachment

- c: R.A. Cuevas, Jr., County Attorney  
Office of the Mayor Senior Staff  
Department Directors  
Charles Anderson, Commission Auditor  
Departmental Personnel Representatives



LEAVE DONATION AUTORIZATION FORM
TYPHOON HAIYAN

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

BACKGROUND

The Philippines were severely impacted by the ravages of Typhoon Haiyan. On November 19, 2013, the Board of County Commissioners adopted Resolution R-956-13, which authorizes annual or holiday leave contributions from County employees to assist the victims of Typhoon Haiyan. The cumulative maximum donation is \$100,000. Once the cap is reached, no more donations will be accepted.

AUTHORIZATION

I am authorizing the deduction of the following hours of annual or holiday leave to contribute to the Typhoon Haiyan Relief efforts.

Table with 2 columns: Annual Hours, Holiday Hours

I understand that these leave donations are irrevocable once processed.

Employee's Signature

Date

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IMPORTANT NOTICE FOR DPRs

Donated time shall be recorded in accordance with the time reporting procedures (ePARs or PARs). This form should NOT be forwarded to the Human Resources - Payroll and Information Management Division (PIM) and may be maintained with your departmental payroll records.

## MEMORANDUM

Agenda Item No. 14(A)(3)

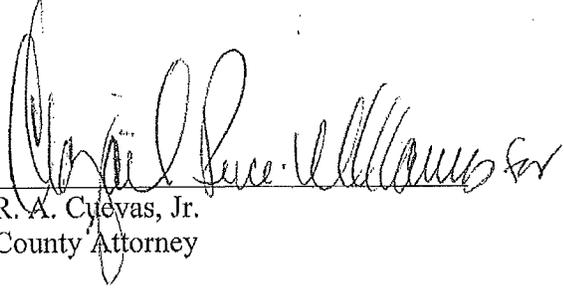
**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** November 19, 2013

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Resolution authorizing and directing the County Mayor to immediately allow County employees to contribute holiday and annual leave time to the County's Emergency Disaster Relief Fund, established by Resolution R-1071-05, for the purpose of donating the value of that leave time to Typhoon Haiyan relief efforts  
Resolution No. R-956-13

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Chairwoman Rebeca Sosa.



R. A. Cuevas, Jr.  
County Attorney

RAC/smm



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** November 19, 2013

**FROM:**   
R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 14(A) (3)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 14(A)(3)  
11-19-13

RESOLUTION NO. R-956-13

RESOLUTION AUTHORIZING AND DIRECTING THE COUNTY MAYOR OR MAYOR'S DESIGNEE TO IMMEDIATELY ALLOW COUNTY EMPLOYEES TO CONTRIBUTE HOLIDAY AND ANNUAL LEAVE TIME TO THE COUNTY'S EMERGENCY DISASTER RELIEF FUND, ESTABLISHED BY RESOLUTION R-1071-05, FOR THE PURPOSE OF DONATING THE VALUE OF THAT LEAVE TIME TO TYPHOON HAIYAN RELIEF EFFORTS; AUTHORIZING AND DIRECTING THE COUNTY MAYOR OR MAYOR'S DESIGNEE TO DONATE ALL SUCH FUNDS TO THE RED CROSS'S HAIYAN RECOVERY FUND

**WHEREAS**, the Philippines was recently devastated by Typhoon Haiyan, one of the most powerful storms in recorded history; and

**WHEREAS**, the United Nations' Office for the Coordination of Humanitarian Affairs has reported that over 13 million people have been affected by Typhoon Haiyan, and the storm has already claimed approximately 4,200 lives and left thousands more injured or missing; and

**WHEREAS**, an international relief effort is currently underway to help provide food to an estimated 2.5 million people in need and to begin the process of rebuilding the Philippines; and

**WHEREAS**, many residents and employees of Miami-Dade County have family members and friends in the Philippines that have been affected by the storm; and

**WHEREAS**, many generous County employees have expressed a desire to aid in those relief efforts; and

**WHEREAS**, Miami-Dade County has previously adopted resolutions to assist other communities devastated by natural disasters including communities in Texas, Louisiana, and the Caribbean [Resolution numbers R-1031-07, R-972-08, R-1103-08, R-01-10, & R-977-12]; and

**WHEREAS**, to provide a mechanism for providing assistance to communities-in-need, the Board of County Commissioners adopted Resolution Number R-1071-05 for the purpose of establishing an Emergency Disaster Relief Fund so that County employees could contribute earned annual and holiday leave time and anyone could contribute money to benefit victims of natural disasters and to help rebuild communities affected by natural disasters; and

**WHEREAS**, generous County employees have taken advantage of the fund established by Resolution Number R-1071-05 and previously contributed their earned holiday and annual leave to the victims of Hurricane Katrina, the earthquake in Haiti in 2010, and Hurricane Sandy; and

**WHEREAS**, the Board of County Commissioners wishes to permit such contributions towards Typhoon Haiyan relief efforts,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board:

**Section 1.** Hereby authorizes and directs the County Mayor or Mayor's designee to immediately allow the donation by County employees of earned annual and holiday leave time to the County's Emergency Disaster Relief Fund, authorized by Resolution Number R-1071-05, for the purpose of donating the value of those annual and holiday leave hours up to a limit of \$100,000.

**Section 2.** Directs the County Mayor or Mayor's designee to publicize and make available forms for employees to complete that will authorize such earned annual and holiday leave contributions. The authorization forms distributed by the County Mayor or Mayor's designee shall include a statement that the Board of County Commissioners has approved contributions of annual and holiday leave time for the purpose of Typhoon Haiyan relief efforts.

**Section 3.** Authorizes and directs the County Mayor or Mayor's designee to donate all funds contributed to the County's Emergency Disaster Relief Fund for purposes of Typhoon Haiyan relief efforts to the Red Cross's Haiyan Recovery Fund on behalf of Miami-Dade County. The County Mayor or Mayor's designee shall give as much notice as possible, but in any event at least twenty-four (24) hours notice, to this Board of the Mayor's intention to present the funds to the Red Cross so that all interested members of this Board may attend the presentation.

The Prime Sponsor of the foregoing resolution is Chairwoman Rebeca Sosa. It was offered by Commissioner **Rebeca Sosa**, who moved its adoption. The motion was seconded by Commissioner **Sen Javier D. Souto** and upon being put to a vote, the vote was as follows:

	Rebeca Sosa, Chairwoman	aye	
	Lynda Bell, Vice Chair	aye	
Bruno A. Barreiro	aye	Esteban L. Bovo, Jr.	aye
Jose "Pepe" Diaz	aye	Audrey M. Edmonson	aye
Sally A. Heyman	aye	Barbara J. Jordan	aye
Jean Monestime	aye	Dennis C. Moss	aye
Sen. Javier D. Souto	aye	Xavier L. Suarez	absent
Juan C. Zapata	aye		

The Chairperson thereupon declared the resolution duly passed and adopted this 19<sup>th</sup> day of November, 2013. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK



**Christopher Agrippa**

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

MBV

Michael B. Valdes