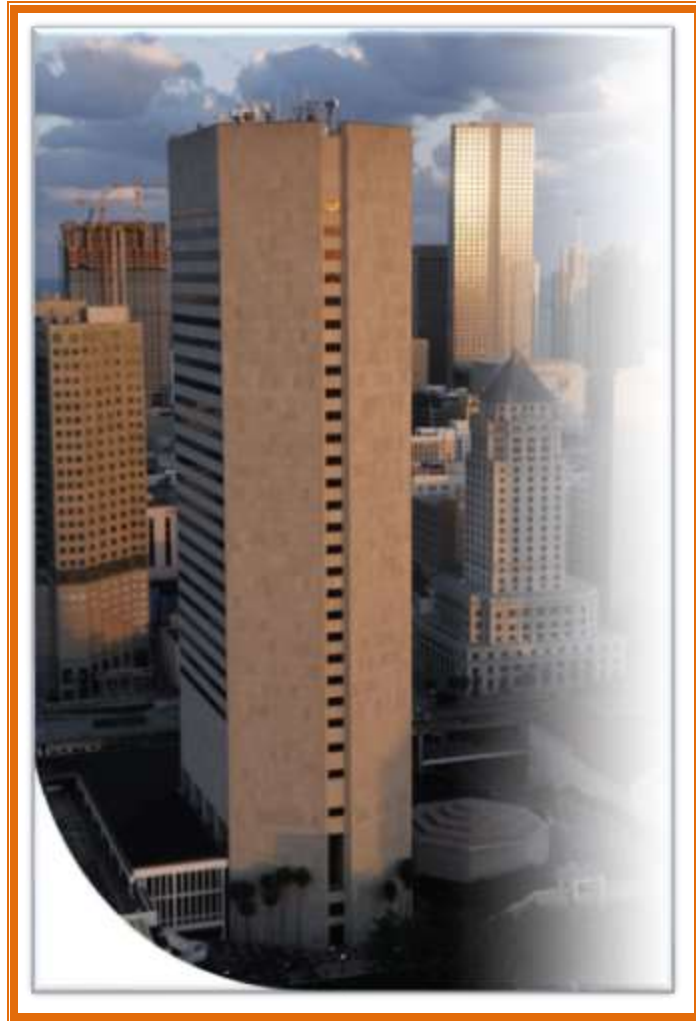


KNOW YOUR COUNTY GOVERNMENT

A COUNTY EMPLOYEE'S GUIDE TO MIAMI-DADE COUNTY GOVERNMENT



Presented by:

HUMAN RESOURCES DEPARTMENT
TRAINING & DEVELOPMENT UNIT



January 2019

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INTRODUCTION

What will I learn from this course?

- Prepares Miami-Dade County employees to be ambassadors for the County.
- Familiarizes employees with Miami-Dade County history.
- Provides information on what different County departments do.

This course provides the

- County Perspective
 - To provide and access County information in order for you to be more knowledgeable and responsive to residents' concerns.
- Employee Perspective
 - To broaden the employee's knowledge with regard to how we all provide value to the County and ourselves.

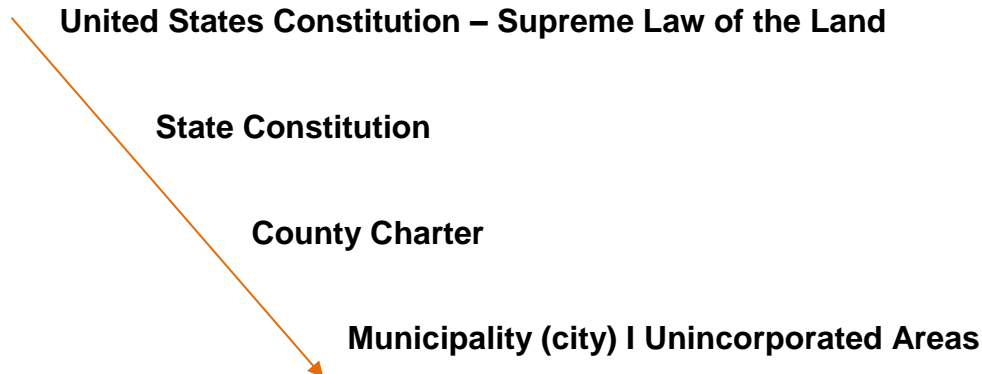
HISTORY OF MIAMI-DADE COUNTY GOVERNMENT

All the History That Fits On One Page

- 1845 Florida was admitted to the Union with fewer than 150 voters.
- 1875 US Government builds a house of refuge on Miami's beach to provide shelter for people who were shipwrecked since the area was so isolated and underdeveloped.
- 1896 Arrival of Henry Flagler's Florida East Coast Railroad & construction of the Royal Palm Hotel. Miami incorporated as a city with 343 voters.
- 1956 A statewide election amended the State of Florida's Constitution to grant Dade County voters the authority to create a Home Rule Charter.
- 1957 The Dade County electorate adopted the County Charter on May 21, 1957. The new charter formed the unique "metro" form of government, including a Board of County Commissioners with the power to levy taxes, create ordinances, commission districts, and municipalities.
- 1996 On March 12, 1996, County voters amended the charter to:
- Add an independent Commission on Ethics and the Public Trust to the Citizens' Bill of Rights.
 - Create an Executive Mayor position.
- 1997 On November 13, 1997, voters changed the name of "Dade County" to "Miami-Dade County" to acknowledge the international name recognition of Miami.
- 2007 On January 2007, voters created a Strong Mayor position.



MIAMI-DADE COUNTY GOVERNMENT STRUCTURE



Since the adoption of the metropolitan form of government in 1957, Miami-Dade County has had a modified two-tier (or level) system for governance.

Miami-Dade County (upper tier)

- Is a subdivision of the state government. Counties were first created by states to serve as state offices close to where people lived.
- Is defined as “Control of common affairs ... granted to and maintained by a central authority.”
- Forms the upper tier in our “two-tier” system of Government and provides area-wide functions.
- The County government provides major metropolitan services for all County residents – examples include traffic engineering, property assessment/tax collection, airport & seaport, water & sewer, and solid waste disposal.
- Provides city-type services, such as police protection, garbage & trash collection, planning and zoning enforcement, for residents of the unincorporated areas (areas outside the cities).

Cities (lower tier)

- All counties in Florida have at least one incorporated city (municipality) within their borders.
- “Incorporated” means cities have legal status to transact government business much as a private corporation.
- Most cities provide their own police & fire protection, parks & recreation, and planning & zoning.

Municipalities

1. Aventura
2. Bal Harbour
3. Bay Harbor Islands
4. Biscayne Park
5. Coral Gables
6. Cutler Bay
7. Doral
8. El Portal
9. Florida City
10. Golden Beach
11. Hialeah
12. Hialeah Gardens
13. Homestead
14. Indian Creek
15. Key Biscayne
16. Medley
17. Miami
18. Miami Beach
19. Miami Gardens
20. Miami Lakes
21. Miami Shores
22. Miami Springs
23. North Bay Village

- 24. [North Miami](#)
- 25. [North Miami Beach](#)
- 26. [Opa-locka](#)
- 27. [Palmetto Bay](#)
- 28. [Pinecrest](#)
- 29. [South Miami](#)
- 30. [Sunny Isles Beach](#)
- 31. [Surfside](#)
- 32. [Sweetwater](#)
- 33. [Virginia Gardens](#)
- 34. [West Miami](#)

Unincorporated Areas

- Are the areas outside of cities - part of the County but not incorporated into a city.
- Residents have only one (1) level of government (as opposed to city residents) resulting in a “modified” two-tier system of government. They have no local-based decision making process (no city council) and depend on the County Commission and the Mayor for city-type governance.
- County provides city-type services, such as police protection, garbage & trash collection, planning and zoning enforcement.

MIAMI-DADE COUNTY OFFICIALS

County Mayor

The County Mayor:

- Is elected through a countywide vote and is not a member of the Commission.
- Has the power to veto actions of the Commission within ten days of their adoption.
- Appoints the Deputy Mayors.
- Has the power to remove Deputy Mayors.
- Is term limited to two consecutive four-year terms.
- Delivers each year a State of the County Report (address) (usually in January) and a budget address (usually in September).

Board of County Commissioners (BCC)

Miami-Dade County is structured into thirteen equally populated districts. One County Commissioner is elected from each of the thirteen districts to serve a four-year term. Voters choose only from among those candidates running in their districts.

Commissioners are chosen in non-partisan, single-district elections and serve four-year terms in staggered elections. The election of Commissioners from odd number districts was held in 2018. The next election of Commissioners from even number districts will be held in 2020. The BCC:

- Sets policies and establishes laws for the County through ordinances (rules) and resolutions (policies).
- Reviews and adopts comprehensive development plans for the County.
- Provides public transportation systems, regulates utilities, adopts and enforces building codes, and establishes zoning controls.
- Provides public health facilities, cultural facilities, and housing programs.
- Can levy and collect taxes, borrow and expend money, and issue bonds.
- Can take no action unless a majority of Commissioners currently serving in office is present. All meetings are open to the public.
- May override the Mayor's veto at the next regularly scheduled meeting by a two-thirds vote.

- The Board of County Commissioners appoints a Commissioner to serve as Chairperson of the 13-member Miami-Dade Board of County Commissioners.

County Attorney

The County Attorney is appointed by the Board of County Commissioners and heads the County Attorney's Office. The County Attorney serves as legal counsel to the Board of County Commissioners, Mayor, and all County departments, offices, and agencies.

County Clerk of Courts

The Clerk of Courts serves as:

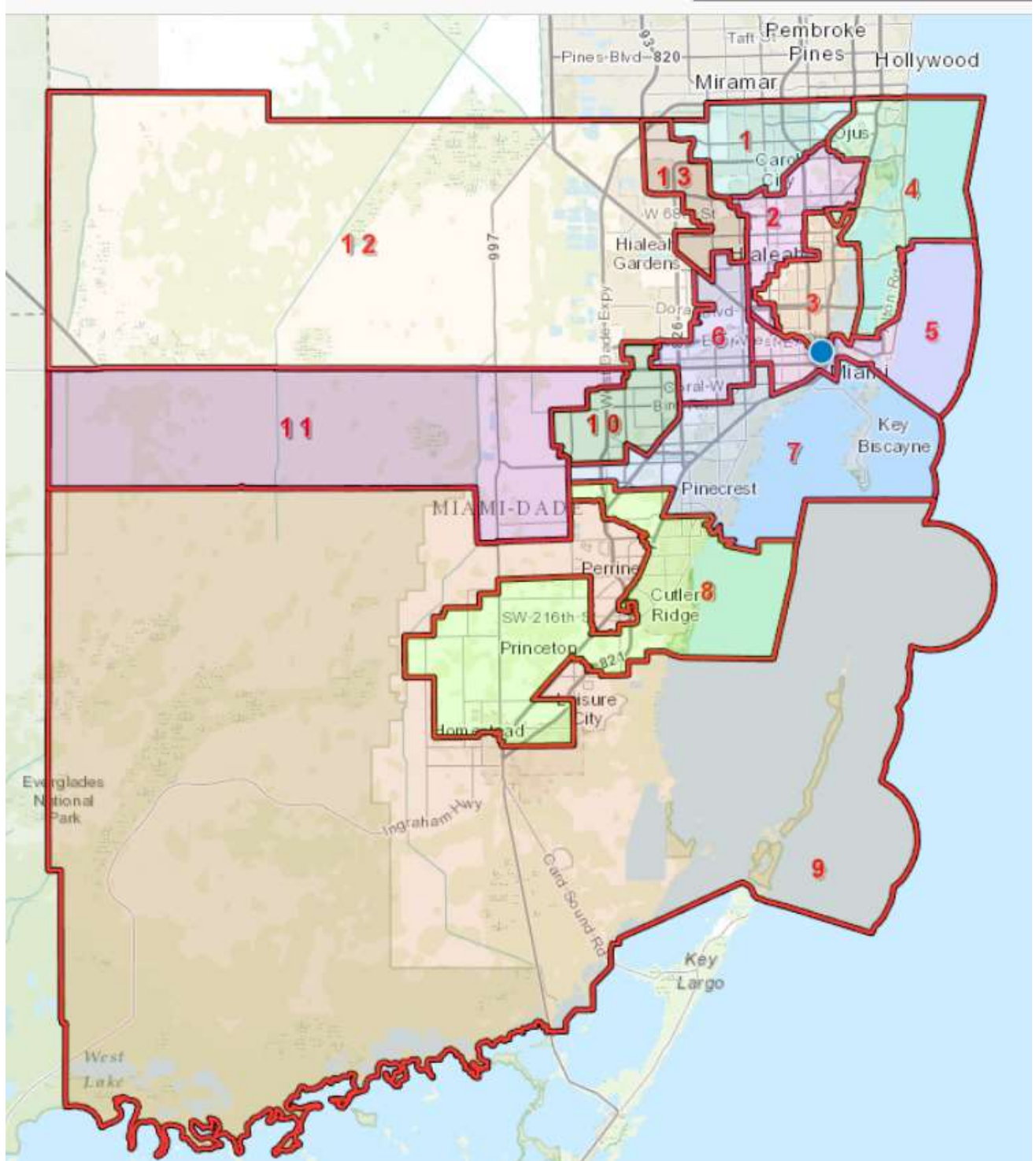
- Ex-Officio Clerk of the Board of County Commissioners
- County Recorder
- County Auditor
- Custodian of all County Funds
- Custodian of all records filed with the Court

Property Appraiser

The Property Appraiser is an elected official of the State of Florida charged with determining the value of all property within the county for tax purposes, with maintaining certain records connected therewith, with granting exemptions, and with satisfying all related statutory requirements.



Carlos A. Gimenez, Mayor	Harvey Ruvin, Clerk of Courts
Pedro J. Garcia, Property Appraiser	Barbara J. Jordan, District 1
Jean Monestime, District 2	Audrey M. Edmonson, Chairwoman, District 3
Sally A. Heyman, District 4	Eileen Higgins, District 5
Rebeca Sosa, Vice Chairwoman, District 6	Xavier L. Suarez, District 7
Daniella Levine Cava, District 8	Dennis C. Moss, District 9
Sen. Javier D. Souto, District 10	Joe A. Martinez, District 11
Jose "Pepe" Diaz, District 12	Esteban L. Bovo, Jr., District 13



STRATEGIC PLAN

The strategic plan is like a “game plan” for the County. The Mission Statement, Guiding Principles and Strategic Themes are the cornerstones of that game plan, describing who we are, where we want to go, and the manner in which we will strive for our goals. A Strategic Plan helps County employees work toward a common vision so that their efforts result in value to the public.

The strategic plan was developed with community and department participation. As County departments develop their business plans and budgets, they align them with our strategic plan, truly reflecting “The People’s Vision: The County’s Mission.”

What is a Mission Statement?

It serves to identify overall purpose of organization, identify customer/stakeholders, helps identify customer and stakeholder needs, expectations, and requirements, and leads to the development of performance measures.

Miami-Dade County's Mission Statement

"Delivering excellent public services that address our community's needs and enhance our quality of life."

- ***Delivering*** – we must get results
- ***Excellent public services*** – performance excellence – we must be the best – good is not enough
- ***To address our community's needs*** – we are here to help and assist – individuals, communities in the county, towns, cities, etc. – we need to make sure no one is left behind
- ***And enhance our quality of life*** – making our community a great place to live (recreation and culture programs) - our natural environment and urban form, etc.

What are Guiding Principles?

They guide decision-making at all levels of organization, express common values embraced by organization, are powerful instruments for changing organizational culture, express basic beliefs about conditions under which people work best, steer leaders to establishing the structures and systems to make the vision a reality, and address weaknesses and decision-related behaviors.

Miami-Dade County's Guiding Principles

- Customer-focused and Customer-driven
- Honest, Ethical and Fair to All
- Accountable and Responsive to the Public
- Diverse and Sensitive
- Efficient and Effective
- Committed to Development of Leadership in Public Service
- Innovative
- Valuing and Respectful of Each Other
- Action-oriented

What do these Guiding Principles really mean to me?

I provide friendly, efficient service to my customers every day.

I treat everyone equally without giving anyone more or less special privileges or consideration than others.

I am patient when a customer has difficulty understanding me.

I try to understand each customer's unique situation and respond to their concerns in that context.

I get results for my customers in a timely manner.

I try to learn as much as I can in employee training.

I try to be an example to others I supervise and to my co-workers.

I go the extra mile to help a customer, even if my solution means coming up with new ways to solve problems.

Even if I disagree with a customer or I cannot do what the customer wants, I respect the customer's perspective.

I treat all my co-workers in a manner in which I would like to be treated.

I know that it is important that I get results.

What are Strategic Themes?

They are priority areas for the County that cut across all of the individual strategic areas of service delivery. Strategic Themes will guide the development of goals in the Strategic Area Master Plans.

Miami-Dade County's Strategic Themes

- Ensure Miami-Dade County operates in a fiscally responsible and stable manner.
- Improve the quality of life for all County residents.
- Protect the safety and quality of Miami-Dade County's neighborhoods.
- Continuously improve the performance and capabilities of County operations by maximizing technology, fostering innovation, and increasing access to and information regarding services.
- Promote responsible and comprehensive policy development through effective planning for land use, transportation, and growth management.
- Promote a healthy economy through business development, further economic diversification based on key industries, and by addressing economic disparities in our community.
- Develop and maintain an effective transportation system.
- Protect and preserve our unique environment.
- Promote cooperation and coordination among all government services.

For information about Miami-Dade County's Strategic Plan, please contact:

Management & Budget

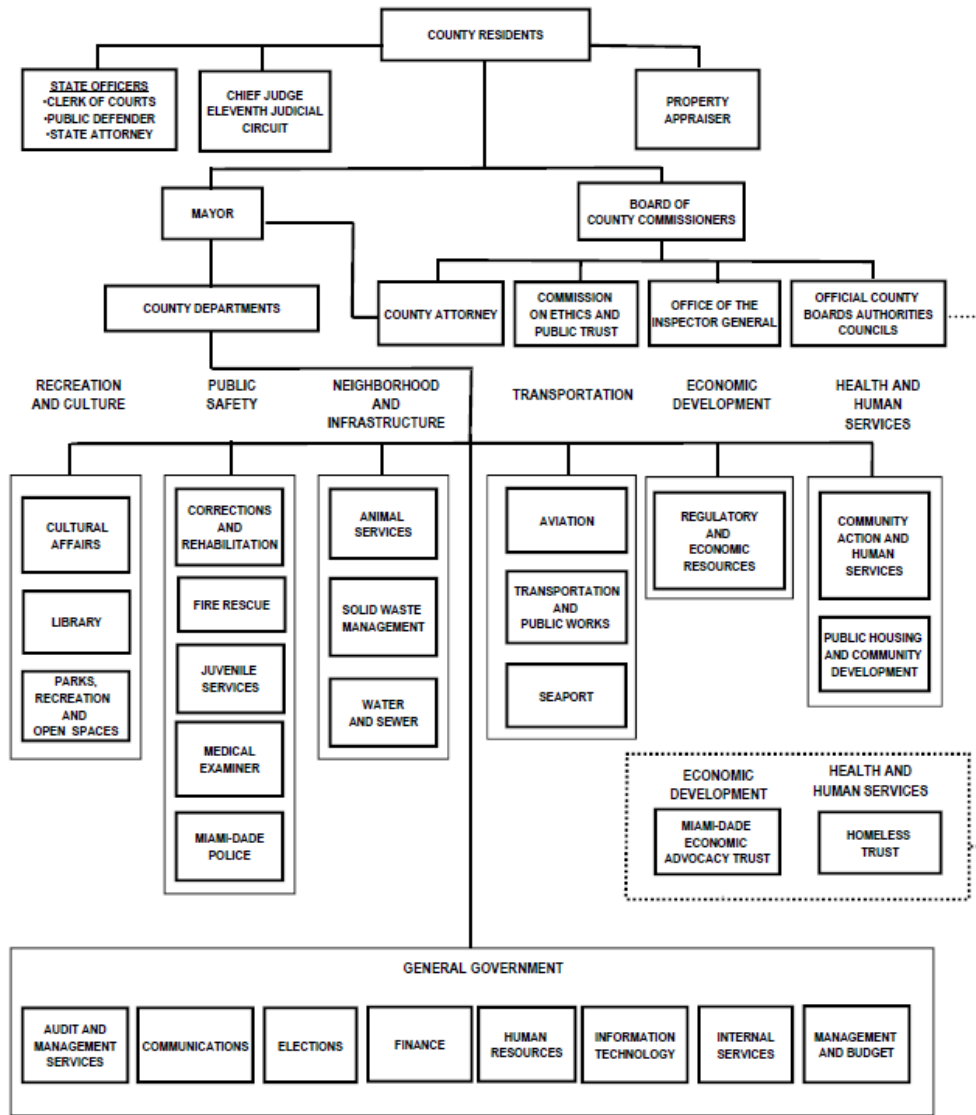
111 N.W. 1st Street, 22nd Floor

Miami, Florida 33128

E-mail: stratplan@miamidade.gov

Web Page: <http://www.miamidade.gov/stratplan/>

MIAMI-DADE COUNTY
TABLE OF ORGANIZATION
 by STRATEGIC AREA
 2018-19



MIAMI-DADE COUNTY FACTS

- Cruise ship capital of the world; 5,600,000+ passengers in 2017
- Second largest U.S. airport for international passengers.
- Financial Capital of Latin America and the Caribbean
- 42+ State licensed foreign bank agencies with \$13.2+ billion in deposits
- 684+ Commercial banks including their County branches
- 1,100+ Multinational corporations
- 100+ foreign consulate offices

Population: 2.7+ million (The total population of the 35 municipalities is over 1,300,000)

Location: Miami-Dade County encompasses more than 2,000 square miles (larger than the states of Rhode Island and Delaware) located along the southeast tip of the Florida Peninsula. One-third of Miami-Dade County is Located in Everglades National Park; bounded by Biscayne Bay and the Atlantic Ocean to the east, Everglades National Park to the west, the Florida Keys to the south, and Broward County to the north.

Miami-Dade County Budget: \$7.9 Billion

Registered drivers: 2,083,017+

Registered vehicles: 2,131,106+

Registered voters: 1,440,949

Registered boats: 66,700+

Gallons of water used daily: 300,000,000+

Acres of farmland: 85,093

Volumes in Public Library: 3.91+ million

WEB SITE PORTAL

Did you know that the following information is available on www.miamidade.gov or one of its direct links:

1. Find County job postings
2. Find an aerial picture of your house
3. Obtain a voter registration application
4. Buy stamps online
5. Check on the latest Elvis sightings
6. Find info on adopting a pet
7. Order recycling bins
8. Access other local government websites
9. Access federal government websites
10. Find information on Employee training programs
11. Find a portal for kids
12. Apply for a library card
13. Obtain flight information
14. Obtain transit information
15. Find info on the Strategic Plan
16. View your water bill
17. Pay a parking ticket
18. Locate a park
19. Purchase a Sunpass
20. Find info on the Idea Machine
21. Check traffic reports
22. View fire dispatch reports
23. Buy U.S. savings bonds
24. Access the Miami-Dade County Schools website
25. Get weather information

Woops! Item no. 5 on Elvis sightings cannot be found, however, there is a lot more information on Miami-Dade County's web site portal, www.miamidade.gov , so go check it out!

TRAINING & DEVELOPMENT

Training & Development is an internal, customer service-focused educational program serving the employees of Miami-Dade County. Its mission is to fully support and promote the goals and mission of Miami-Dade County government by providing comprehensive quality programs that will increase the skills and knowledge of Miami-Dade County employees to better serve the community at large. It serves as a major intellectual and creative resource to employees and customers by developing strategic partnerships with County departments, educational institutions, and governmental entities.

Key Benefits include:

- Customization of educational programs for specific departmental needs.
- Delivery of educational services to most County sites.
- Utilization of different types of distance learning modes.
- The coordination of external training for departments.
- Provides effective and efficient use of training dollars by eliminating duplication costs.

Take an opportunity to review the current curriculum listed on the following page.

Also, you can also receive information concerning:

- Tuition reimbursement for County employees
- Complete listing of Miami-Dade County job opportunities
- Comprehensive information that explains Miami-Dade Personnel Procedures and Policies

Human Resources Department
Training & Development Unit
111 NW First Street, Suite 2110
Miami, Florida 33128
(305) 375-2473
(305) 375-4138 (fax)
(305) 375-5645 (TTY)

<http://www.miamidade.gov/humanresources/training-development.asp>

TAKE CHARGE OF YOUR FUTURE TODAY!

Human Resources Department

Training and Development - Products and Services

<http://www.miamidade.gov/humanresources/training-development.asp>

Supervisory Leadership Development Program (SLDP)

Developing Others	Problem Solving and Technical Credibility
Teamwork and Group Leadership	Decisiveness

Frontline Leadership Development Program (FLDP)

Customer Service	Problem Solving and Technical Credibility
Communication	Decisiveness

Professional Development Clinics (PDC)

Conflict Management Relations (CMR)	Creative Problem Solving Strategies (PROB)
Developing Performance Measures (DPM)	Lean Six Sigma Yellow-Belt (LSYB)
Documenting for Results (DOC)	Management/Professional Performance Appraisal (MPPA)
Employee Recognition (RECG)	Highly Effective Teams (HET)
Leadership (LEAD)	Making Meetings Work (MMW)
The Secret Behind Motivation & Delegation (MODE)	Managing Multi-Generational Employees (MGE)
Engaging Employees In Changing Times (EECT)	Marketing Your Department (MKT)
Managing Up (MUP)	Managing Across (MAS)

Communications Certificate Program (CCP)

Grammar Essentials	Writing for Government
Writing for Results	The Art of Public Speaking

Expanded Classes

Fair Employment Practices (FEP)	Proactive Performance Appraisal (PPA)
Progressive Discipline (DIS)	Supervisory Safety (SUS)
Business Writing Level I (BUS LI)	Business Writing Level II (BUS LII)
Conflict Resolution Skills (CRS)	Cultural Diversity (CUD)
Customer Service and Communication (CSC)	Mediating Workplace Disputes (MWD)
Violence in the Workplace (VIW)	Structured Interview & Selection Techniques (STI)
Dealing with Difficult People (DWDP)	Maintaining Work-Life Balance (MWLB)
Art of Oral Presentation (AOP)	Orientation to Personnel Procedures

e-Learning Classes

Customer Service & Communication (CSCN)	Interviewing Made Easy (IMEN)
Stress Management Skills (STMN)	Time Management Skills (TMSN)
Valuing Cultural Diversity (VCDN)	Violence in the Workplace (VIWN)
Resume Writing (RESN)	Management/Professional Performance Appraisal (MPPA)
Developing Performance Measures (DPM)	

Basic Classes

Grammar Writing (GRAMN)	Mind Mapping (MMPN)
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New Employee Orientation Program (NEO)

New Employee Orientation (NEO) - Class	Ethics (ETHN) – Online
Service Excellence (SE) – Online	Know Your County Government (KYCG) - Online
Secure IT- Online	

ADMINISTRATIVE ORDERS

POLICY: The Mayor has the power to issue and place into effect administrative orders, rules, and regulations. Administrative Orders establish operating methods and administrative policies and procedures; establish fees that departments charge to the public; and establish or revise the organizational structure of County departments. Generally, they should relate to more than the department, or govern contacts between departments, and should be of a relatively permanent nature. Department directors are encouraged to submit proposed administrative orders, which will improve management procedures. Administrative orders do not become effective until approved by the Board of County Commissioners.

A.O. Number	Effective Date	Title
1-1	1/21/1992	Administrative Orders
1-3	3/27/1992	Gifts to the County
2-1	12/1/1962	Items for Commission Action
2-2	12/1/1962	Request for Legal Opinion
2-3	3/1/1977	Facsimile Signature
2-4	12/3/1985	Tort Liability Claims Settlements
2-5	8/4/2000	Code Enforcement
2-6	12/5/1995	Disclosure of Interest Form (Zoning Application) Department of Planning, Development and Regulation
2-7	8/4/2000	Emergency Code Enforcement Remediation and Mitigation Fund
2-8	5/16/2008	Ethical Campaign Practices – Expedited Hearing Procedure
2-9	12/10/2004	Restitution for Ethics Violations
3-1	12/1/1962	Budget Amendments and Transactions
3-3	7/20/2001	Black Business Enterprise Program for the Purchase Goods and Services
3-5	12/1/1962	Memberships in Professional Organizations
3-6	12/19/1995	Petty Cash
3-7	5/6/1997	Disposition of Audit Reports

3-8	7/7/1981	Transportation Administration
3-9	4/19/1983	Write-Off Accounts Receivable Arising from User Charges
3-11	5/23/1989	Art in Public Places Program Implementation and Fund Transfer Procedure
3-13	7/29/1993	Revocation and Refusal to Renew Occupational Licenses of Entities Doing Business with Cuba in Violation of Federal Law
3-15	11/16/1993	Uniform Minimum Standards for County-Wide Application, Assessment, Monitoring and Management Evaluation and Performance Review of Community Based Organizations (CBOs), All Other Non-Profits, and Other Organizations Providing Community Services
3-17	7/20/2001	Hispanic Business Enterprise Program for the Purchase of Goods and Services
3-18	7/20/2001	Women Business Enterprise Program for the Purchase of Goods and Services
3-19	10/6/1994	Prompt Payment
3-20	7/2/1996	Independent Private Sector Inspector General (IPSIG) Services
3-21	6/15/2001	Bid Protest Procedures
3-22	8/3/2001	Community Small Business Enterprise (CSBE) Program for the Purchase of Construction Services
3-23	7/8/1997	Anti-discrimination in Contracting, Procurement, Bonding, and Financial Services Activities
3-24	8/4/2000	Responsible Wages and Benefits for County Construction Contracts
3-25	5/1/1998	Surcharge Fee on Municipalities and Quasi-Governmental Entities Utilizing Joint Purchase Provisions for the Purpose of Procuring Goods and Services
3-26	8/4/2000	Establishing the Threshold and Guidelines for Feasibility and Value Analysis/Engineering V/A/E Studies for Miami-Dade County Construction Projects
3-27	2/8/2002	Cone of Silence
3-28	2/12/1999	Classifying, Tracking, Monitoring, and Reporting All Change Orders on Miami-Dade County Construction Projects
3-29	6/2/2000	Prohibiting County Contracting with Individuals and Entities Who are in Arrears to the County
3-30	8/4/2000	Living Wages Requirement for County Service Contracts
3-31	2/4/2001	Taping Procedures for all Proceedings of Selection and Negotiation Committees

3-32	6/15/2001	Community Business Enterprise (CBE-A/E) Program for the Purchase of Professional Architectural, Landscape Architectural, Engineering, or Surveying and Mapping Services
3-34	6/29/2001	Formation and Performance of Selection Committees
3-35	7/19/2002	Purchasing Card Program
3-36	8/2/2002	Programming Partnerships
3-37	11/14/2003	Community Workforce Program
3-38	7/1/2005	Master Procurement Administrative Order
3-39	6/23/2003	Standard process for construction of Capital improvements, acquisition of professional services, construction contracting, change orders and reporting
3-41	4/29/2005	Small Business Enterprise (SBE) Program for the Purchase of Goods and Services
3-42	10/28/2005	Evaluation and Suspension of Contractors and Consultants
3-44	2/8/2007	Infill Housing Initiative
3-48	7/27/2008	Miami International Airport North Terminal Development Procurement
4-4	11/30/2001	Dante B. Fascell Port of Miami-Dade Tariff No. 010
4-15	12/15/1966	Racing Permit Fees
4-23	11/4/1980	Use of Data Processing Equipment and Products to Obtain Tax Roll Information
4-33	10/1/2000	Fee Schedule for Miami-Dade Police Department
4-34	3/1/1977	Permitting of Film and Video Tape Productions
4-41	10/1/2000	Schedule of Fees for Permits for Public Works Construction and Other Public Works Related Items
4-42	10/1/2001	Fee Schedule for the Department of Environmental Resource Management
4-43	7/23/1991	Animal Trades and Sales
4-44	7/10/1990	Trading of Plants and / or Landscape Materials or Supplies
4-46	5/21/1991	Schedule of Fees for Permits for the Movement of Oversize and /or Overweight Vehicles and Charges for Personnel and Equipment
4-48	7/1/1990	Fees Charged to the Public for Examining and Duplicating Records

4-49	11/7/1989	Fees to be Charged for Verifying Liens on Real Property
4-50	11/30/2001	Appointment, Licensing and Bond of Stevedores
4-51	10/1/1998	Animal Care & Control Fees
4-56	10/1/2001	Schedule of Fees and Tolls for the Venetian Causeway
4-57	7/17/1998	Rickenbacker Causeway Toll Fees
4-60	5/7/1991	Schedule of Fees for Permits for Public Works Construction (Explosives)
4-63A	4/5/2002	Building Department Fee Schedule
4-66	4/6/1982	Charges for Use of Cooperative Extension Auditorium
4-68	10/1/2001	Schedule of All Service Levels and Fees for the Miami-Dade County Department of Solid Waste Management
4-76	5/31/2002	Pollworkers, Troubleshooters, Verification Specialists and Elections Support Personnel
4-77	3/20/1984	Application Fee for Creation of Emergency Vehicle Zones
4-82	12/28/2001	Schedule of Fees for County Parking Facilities
4-83	2/23/2001	Rules, Regulations and Fee Schedule for Branch Auto Tag Agencies and Fees Paid by Agencies to the County
4-85	12/5/1995	Service Concurrency Fee Schedule, Standards, Evaluation Methods, Criteria, and Policies and Procedures
4-86	7/23/1991	Worthless Checks
4-87	10/1/2001	Fee Schedule for the Miami-Dade Dade County Stormwater Utility
4-88	2/9/1995	Medical Examiner Fees for Service
4-90	9/15/1992	Organization and Operating Procedures of the Metropolitan Dade County Stormwater Utility
4-91	7/12/1994	Administrative Order Outlining Procedures to Assess and Prioritize County's Needs, and Evaluate Community-Based Organizations Subject to Social and Human Services Committee Review
4-94	12/17/1999	Standards for Establishing the Nominating Process, Categories and Criteria for the County's Medal of Merit Award
4-97	11/7/1995	Fee Schedule for Overdue Library Materials, Meeting Rooms, and Library Equipment
4-98	12/5/1995	Schedule of Fees for Routine Medical Service Rendered to Incarcerated Inmates

4-100	10/1/2000	Policies and Procedures, Departmental Responsibilities and Fees and Fines for Parking Spaces for Persons Transporting Young Children and Strollers
4-101	10/1/2000	Schedule of Fees for TEAM METRO
4-104	10/1/1997	Schedule of Fees for Subscription to Receive BCC Regular and Special Meeting Agendas and Clerk's Summary of Minutes
4-107	3/18/2001	Fee Schedule for the Consumer Services Department
4-108	5/15/1998	Rules and Regulations for an Electronic Filing System for Limited Branch Offices
4-110	5/3/2002	Schedule of Rates, Fees and Charges for the Miami-Dade Water & Sewer Department
4-111	2/8/2002	Fee Schedule for Department of Planning and Zoning
4-112	10/1/2000	Fee Schedule for Building Code Compliance Office
4-113	9/19/1999	Fee Schedule for Miami-Dade County Corrections and Rehabilitation Department Daily Inmate Subsistence
4-114	10/1/1999	Schedule of Fees for the Platting of Property by the Public Works Department
4-115	10/15/1999	Governing the Building Permit Process
4-116	1/23/2000	Fee Schedule For Miami-Dade Corrections and Rehabilitation Department Monitored Release Program
4-117	1/23/2000	Fee Schedule for Miami-Dade Corrections and Rehabilitation Department Work Release Program
4-118	3/19/2000	Modified Administrative Building Moratorium
4-119	6/28/2002	Fee Schedule for the Miami-Dade Park and Recreation Department
4-120	3/8/2002	Building Permit Process Alternative
4-121	3/21/2003	Fee Schedule for Miami-Dade County Courts self help collecting courts and drive legal programs
4-122	n/a	Vizcaya Museum and Garden Fees
4-123	3/17/2006	Miami-Dade County Fire Prevention Fee Schedule
5-1	3/16/1982	Telecommunications Services
5-3	3/15/1965	Central Duplicating Services
5-4	3/15/1965	Forms Control

6-1	11/15/1998	Travel on County Business
6-2	3/15/1994	Assignment, Operation, Acquisition, Maintenance and Disposal of County Vehicles
6-3	5/7/1985	Use of Private Vehicles
6-5	7/16/1985	Attendance at Local Conferences
6-6	4/2/1991	Acquisition, Approval, Assignment, Installation, Maintenance and Billing of Cellular Phones
6-7	12/17/1999	Access To and Use of Internet Services and Electronic Mail (E-MAIL)
7-1	10/18/1983	Conflict of Interest
7-2	7/15/1980	Political Participation
7-3	6/2/1981	Disciplinary Action
7-4	7/25/1995	Tuition Refund Program
7-5	12/1/1962	Labor Organizations
7-6	3/1/1972	Personnel Policy on Equal Employment Opportunity
7-7	10/22/1964	Employees Having Knowledge of a Crime
7-8	3/21/1989	Employee Suggestion Program
7-9	10/1/1976	Overtime Policy
7-11	11/1/1994	Emergency Service Award Program
7-12	3/4/1986	Employee Patent Rights
7-13	6/15/1973	Employees Arrested on Charges Resulting from Performance on Job
7-14	1/26/1993	Safety and Loss Prevention
7-15	6/26/1998	Rates for Special Off-Duty Services
7-16	7/7/1981	Administration and Delegation of Authority to Discipline
7-17	9/7/1977	Reimbursement for Moving Expenses
7-18	5/1/1998	Grievance Procedure
7-19	11/7/1978	Performance Evaluation
7-20	11/5/1985	Disposal of Unclaimed Personal Property

7-21	11/15/1998 Personnel Policy for Centralized Employment Services
7-23	11/20/1990 Reimbursement to County Employees for Loss of Personal Property
7-24	12/2/1986 Records Management Program
7-26	3/3/1987 Executive Service Award Program
7-27	5/5/1987 Alcohol and Drug Screening for Pre-Employment and County Provided Physical Examinations
7-28	11/17/1987 Sexual Harassment
7-29	12/15/1987 Alcohol and Drug Screening for County Employees Based Upon Reasonable Suspicion
7-30	4/20/2001 Employee Recognition - Employees of the Month or Year
7-31	12/4/1990 Name-Clearing Hearings
7-32	12/26/1997 Expenditure of Budgeted Aviation and Seaport Department Promotional Funds and Expenditure of Airport Revenue for Promotional Activities
7-33	12/20/1994 Rates for Special Off-Duty Fire Rescue Services
7-34	10/17/1997 Naming of a Public Road Right of Way in Honor of a County Employee Who Gives His or Her Life in the Line of Duty
7-35	7/23/1999 Personnel Policy for Contractual Employment Services
7-36	3/19/2000 Workplace Violence
7-37	4/21/2000 Unlawful Harassment
7-38	11/29/2002 Employees Whose Required License or Certification is suspended, revoked or expired
7-39	11/29/2002 Employees Arrested On Duty or Off-Duty
7-40	3/11/05 Community Mentoring Initiative
7-42	10/28/05 Ethics Awareness Programs
8-1	7/10/1990 Acquisition or Lease of Real Property From the Private Sector
8-2	2/4/1997 Use, Care, Control and Disposal of County Property
8-3	1/23/2000 Special Event Permits in Park and Recreation Department Facilities
8-4	5/5/1981 Sale or Lease of County Real Property
8-5	12/17/1999 Permission to Conduct Private Business on Public Property

8-6	4/7/1994	Smoke-Free Workplace
8-7	6/16/2000	Deering Estate at Cutler Fee Waivers and Fee Reductions
8-8	12/14/2007	Sustainable Building Programs
9-1	10/1/2001	Organization of County Departments
9-2	5/3/2002	Office of Community Relations
9-22	8/2/2002	Delegation of Powers to the Department of Corrections and Rehabilitation
10-2	11/2/1990	Parking Enforcements Rules and Regulations
10-3	5/17/2002	Building Product Approval Procedures
10-4	12/17/1999	Standards for Producing a Visitor Information Map for Distribution by Any Rental Car Companies in Dade County
10-5	9/7/1993	Interest Paid by the Miami-Dade Water and Sewer Authority Department on Customer Water and Sewer Deposits
10-6	4/21/1994	Delay Implementation of Windload Testing and Impact Test for Windborne Debris for Storm Shutters
10-7	10/8/1996	Appeal Procedures for General Hauler and Landscaper Permit Revocations and Denials
10-8	11/3/2001	Rules and Regulations of the Miami-Dade Water and Sewer Department
10-9	8/2/2002	Valuation of Unsafe Structures
10-10	5/2/2003	Duties and responsibilities of county departments for compliance with the Americans with Disabilities act (ADA)
10-11	7/18/2003	Privacy Standards
10-12	12/10/2004	Zoning Procedures for Advertisement of Issuance of Rockmining Certificate of Use and Rights to Appeal
11-1	1/19/1982	Energy Management Incentive Program and Energy Investment Fund
11-2	3/16/1982	Testing of Energy Saving Products
11-3	10/1/1985	Life Cycle Costing Procedures

FREQUENTLY CALLED NUMBERS

Airport Information	(305) 876-7000
Animal Care & Control	(305) 418-7162
Auto Tags.....	(305) 375-4977
Benefits	(305) 375-5633
Building Permits.....	(786) 315-2000
Code Enforcement/Graffiti 24 Hour Hotline.....	(305) 375-3461
Consumer Services.....	(786) 469-2333
County Store	(305) 556-8106
Courts	(305) 275-1155
Emergency Management/Disaster Response.....	(305) 468-5400
Fire Rescue Services.....	(786) 331-5000
Garbage/Trash Collection	(305) 514-6666
Communications – Answer Center.....	311
Homestead Exemption.....	(305) 374-4091
Illegal Dumping Prevention	(305) 514-6666
Inspector General’s Office	(305) 579-2593
Insurance	(305) 375-4288
Jail (Main)	(786) 263-7000
Library (Main).....	(305) 375-2665
Mosquito Control.....	(305) 592-1186
Parks Recreation, & Open Spaces Department (Main number)..	(305) 755-7800
Police Department	(305) 476-5423
Recycling	(305) 514-6666
Retirement	(305) 375-5633

“WHAT TO REMEMBER”

Generally, why did Miami-Dade County voters adopt the Home Rule Charter on May 21, 1957?

Power to govern themselves within the limits prescribed by state law. Until then, any services they wanted to perform required an act of the legislature.

Generally, why did voters on November 13, 1997, change the name of “Dade County” to “Miami-Dade County?”

To acknowledge the international name recognition of Miami

What is the purpose of the 17 rights in the Citizens’ Bill Of Rights?

To protect the governed, not the governing

The County Mayor and Board of County Commissioners . . .

Provide city-type governance and services (such as fire and law enforcement) for residents of the unincorporated areas

Who has the power to create ordinances, commission districts, and municipalities?

Board of County Commissioners

How many terms can the County Mayor serve in his/her position?

Two-consecutive term limit

How many tiers does our County system of government have?

Two

GLOSSARY OF TERMS

Advisory Board – Citizens appointed by one of 13 County Commissioners to serve in an advisory capacity on legislative issues under the jurisdiction of such committee. Board members are required by law to submit financial disclosures each year to the Clerk of the Board.

Ad Valorem Taxes – Taxes paid on the fair market value of land, buildings, business inventory, and equipment excluding allowable tax exemptions. The tax is commonly known as property taxes.

Appropriations – Money set aside the Board of County Commissioners for a specific purpose.

BCC – Refers to the Board of County Commissioners.

Community Councils – Fifteen community boards created by the Board of County Commissioners to make certain zoning decisions and recommendations to the County Commission on local planning, services, and budgeting relating to their particular geographical areas. Each council has seven members, six are elected by the residents in their respective communities and one is appointed by the Board of County Commissioners. The Community Council is also known as the Community Zoning Appeals Board (CZAB).

Community Development Block Grant (CDBG) – A United States Housing and Urban Development funding program established to assist local governments in improving the quality of life in Targeted Urban Areas (TUA's), also known as low and moderate-income areas.

Comprehensive Development Master Plan (CDMP) – Refers to the County's land-use plan, which is required by state law. The County conducts Master Plan hearings twice a year in April and October for large-scale projects such as shopping centers as well as small-scale projects such as a supermarket. All changes to the CDMP must be approved by the State of Florida Community Affairs Department.

Convention Development Tax (CDT) – A three percent tax levied on hotel occupants countywide, except in Bal Harbour and Surfside, dedicated to the development and operation of local major exhibition halls, arenas, auditoriums, stadiums and convention-related facilities.

Efficiency and Competition Commission (ECC) - A commission established by Mayor Penelas in December 1997 charged with reviewing County operations to improve efficiencies. The Commission is composed of members of the Board of County Commissioners, private industry leaders, union representatives, and County staff.

Empowerment Zone – A federal initiative to create economic development and rebuild poverty-stricken communities. The program is designed to empower people and communities to create job opportunities. The Empowerment Zone of Miami-Dade County was approved in January 1999 and includes such as Allapattah/Civic Center, Florida City, Homestead, Liberty City, Little Havana, Melrose, Overtown, Wynwood, Miami International Airport, areas of the Central Business District, and the Seaport. Sites within the Zone that can be developed include Florida City, Homestead, Opa-Locka Airpark, and Northside/Poinciana Industrial Center (79th Street Corridor).

Federal Empowerment Zone – A geographic area designated the U.S. Secretary of Housing and Urban Development (urban areas) or by the U.S. Secretary of Agriculture (rural areas) as meeting criteria for selection and eligibility for tax incentives and credit, as well as special consideration for programs of federal assistance. (*See Miami-Dade Empowerment Trust, Inc.*)

Fire Rescue District Special Obligation Bond Program – A bond program approved by the citizens in 1994, to finance the construction of additional fire stations to meet the needs of a growing community.

Food and Beverage Tax – A one-percent (1%) tax levied on food and beverages at restaurants grossing in excess on \$400,000 annually and possessing a liquor license.

Impact Fee – A fee charged to developers on new construction to finance the cost of roads, parks, schools, fire and police facilities.

Local Option Gas Tax (LOGT) – A three cents per gallon tax paid by all Miami-Dade County gasoline consumers. This tax may only be used for transportation expenditures needed to meet the requirements of the county's Comprehensive Development Master Plan.

Majority Vote – Requires the vote of at least seven commissioners to pass a resolution or an ordinance.

Metropolitan Planning Organization (MPO) – Comprised of the 13 County Commissioners, the Mayor of Coral Gables or his/her designee, a representative from the City of Miami, North Miami, the chairman of the Miami-Dade Expressway Authority and the Florida Department of Transportation. The Board sets policy and designates funding for transportation projects in the County.

Miami-Dade Empowerment Trust, Inc. – A 19-member governing board established to address the County's economic development and revitalization needs. The federal Empowerment Zone is designated for the period of January 1, 1999 through December 31, 2009. (*See Federal Empowerment Zone*)

Millage Rate – One mill equals \$1.00 of tax for each \$1,000 of taxable property value. The millage rate is the total number of mills of tax assessed. The rate is set each year by the Board of County Commissioners.

Ordinance – A rule or regulation established by majority vote at the Board of County Commissioners. Ordinances must be published in a daily newspaper at least one week prior to a public hearing.

Proprietary Agency – Commonly referred to as “self-supporting,” these agencies pay for all or most of their operating costs from user fees. Examples are the Aviation Department, Seaport, Public Works & Waste Management, Transit, and the Water and Sewer Department.

Reasonable Accommodation – Reasonable accommodation is a key nondiscrimination requirement under the ADA. It includes modifications or adjustments to processes, positions, worksites, schedules, or equipment to assist an applicant in the hiring process or to allow an employee to perform the essential functions of a job. Human Resources oversees reasonable accommodation issues.

Resolution – Policies set forth by the Board of County Commissioners, which require only one reading prior to adoption. Departments, Commissioners, or the Mayor present such items.

Secondary Gas Tax – A tax levy of two cents on gasoline sold in the state which is returned to counties to aid in the construction, reconstruction, and maintenance of roadways. This tax is commonly known as the “Constitutional Gas Tax”.

Special Taxing District – A geographic area in which the citizens agree to tax themselves for a particular service and that service is provided and paid for exclusively by the residents of that area. Examples are: street lighting, landscaping, and guard gates.

Sunshine Law - Applies to the gathering of two or more members of the Board of County Commissioners or a Community Council to discuss an issue which may or will come before that board for action and includes discussions between a commissioner and an administrator or staff member who is acting as a liaison between board members. The law requires that: 1) all meetings must be publicized, 2) meetings must be open to the public, and 3) minutes must be taken.

Targeted Urban Areas (TUA) – Under-served and underdeveloped neighborhoods in Miami-Dade County. These areas have been historically populated by residents who are economically disadvantaged and represent portions of Opa-Locka, Florida City, Homestead, West Coconut Grove, South Miami, Richmond Heights, Perrine, Princeton, Goulds, Leisure City, Naranja, Little Haiti, Overtown, Model Cities, Brownsville, Liberty City, Carol City, West Little River, 27th Avenue Corridor, and 183rd Street Corridor.

Unincorporated Municipal Service Area (UMSA) – The areas of Miami-Dade County that do not fall within one of the 35 municipalities. With a population that exceeds 1.2 million residents, the unincorporated area would form the largest city in Florida and one of the largest in the nation.

Urban Development Boundary – Refers to a line of demarcation on the western fringes of the County where no further development will occur.

2020 Plan - This plan gets its name from the year 2020, which delineates the County's comprehensive transportation plan for public roads, bridges and highways for the next 20 years.