

Memorandum



Date: July 28, 2011

To: Honorable Joe A. Martinez, Chairman
and Members of the Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Table of Organization

As you know, I was sworn in as Mayor of Miami-Dade County a few short weeks ago. While much of my focus in that time has been on the FY 2011-12 budget, I have also set about the task of making staff decisions and restructuring the County Executive Office (CEO).

From the outset, I have made clear that Miami-Dade County employees must be willing to make shared sacrifices for the greater good of this organization and the people that it serves. My office is no exception. The Office of the Mayor will see its budget slashed by twenty percent and eleven positions are being eliminated. Reducing the size of County government and delivering services to our residents more efficiently are top priorities for me, and that means making difficult personnel decisions in all departments.

In regards to my office, the CEO was previously comprised of the Office of the Mayor and Office of the County Manager. In that format, all Assistant County Managers reported to the County Manager, who in turn reported directly to the Mayor. I have elected to reorganize the CEO in line with the authorities that the strong mayor format of government affords me.

To that end, and consistent with the County Charter, those functions previously carried out by the Office of the Manager will now be assumed by – and will fall under the purview of – the Office of the Mayor. Going forward, I will assume ultimate administrative authority of the County. In lieu of Assistant County Managers, I have elected to hire five Deputy Mayors, each of whom will oversee a portfolio of County departments and report directly to me. One of the five Deputy Mayors will also serve as Chief of Staff for the Office of the Mayor.

This reorganization has required significant personnel changes, and I have sought out highly qualified, experienced professionals with varied areas of expertise to help tackle the challenges that County government now faces. I will demand the best from my staff and they understand clearly that their overriding mission is to serve in the interests of our patrons, the residents of Miami-Dade County.

To date, I have filled four of the five Deputy Mayor positions and two other senior-level staff positions. Below, for your information, is a list of those individuals along with brief background information about each:

Alina Hudak, Deputy Mayor/County Manager, is a longtime public servant, having joined Miami-Dade County government in 1984. She has learned the organization from the ground up, holding a number of vital management posts along the way, including Director of the General Services Administration, Assistant County Manager and County Manager.

Genaro "Chip" Iglesias, Deputy Mayor/Chief of Staff, is currently Key Biscayne Village Manager. Previously, he served as my Chief of Staff when I was City of Miami Manager, as well as when I was a member of the County Commission. He was also Chief of Staff to former Commissioner Jimmy Morales. Prior to that, Mr. Iglesias was a member of the City of Miami Fire Department for twenty-four years, rising to the rank of Captain.

Ed Marquez, Deputy Mayor, is a former City of Miami Manager. Currently, he is Senior Vice President of First Southwest Company. Mr. Marquez also held the post of Chief Financial Officer of the Miami-Dade County Public School Board and held positions in the Miami-Dade County Finance Department including Director, Controller and Audit Manager.

Jack Osterholt, Deputy Mayor, is a longtime public servant, having served as the County Administrator for Broward County and Executive Director of the South Florida Regional Planning Council. Previously, he held the posts of Deputy State Budget Director and head of Policy and Planning for former Governor Bob Graham. Mr. Osterholt is currently President of Osterholt Consulting, Inc., a strategic planning and management firm.

Inson Kim, Director of Policy and Legislation, was my Senior Policy Analyst and Commission Aide when I represented District 7. Prior to joining my Commission office, she was an Advertising and Promotions Coordinator and Public Information Officer in the Miami-Dade Aviation Department.

Lisa M. Martinez, Senior Advisor, was most recently the Executive Director of the Miami-Dade County Public Schools Office of Human Resources and Director of the Office of Intergovernmental Affairs and Grant Administration. Previously, she was the Director of Policy and Legislation of the City of Miami's Office of the Mayor and Senior Advisor on Education Policy.

To be clear, this is not the final Table of Organization (TO) for my office. I am sending this memo to keep you apprised of the changes that are currently being implemented within my office and to assure you of the continuity of government as this transition takes place and the TO is finalized.

I look forward to working with you in the weeks and months ahead. My door will remain open, just as it has over the past few weeks, and I welcome your insights as we work together to tackle the challenges that Miami-Dade County currently faces.

Attachment

c: Honorable Harvey Ruvin, Clerk, Circuit and County Courts
Honorable Joel Brown, Chief Judge, Eleventh Judicial Circuit
Honorable Katherine Fernandez-Rundle, State Attorney
Honorable Carlos Martinez, Public Defender
Honorable Pedro Garcia, Property Appraiser
Robert A. Cuevas, Jr., County Attorney
Carlos Migoya, President and CEO, Jackson Health System
Christopher Mazzella, Inspector General
Robert Meyers, Executive Director, Commission on Ethics and Public Trust
Charles Anderson, Commission Auditor
Office of the Mayor Staff
Department Directors

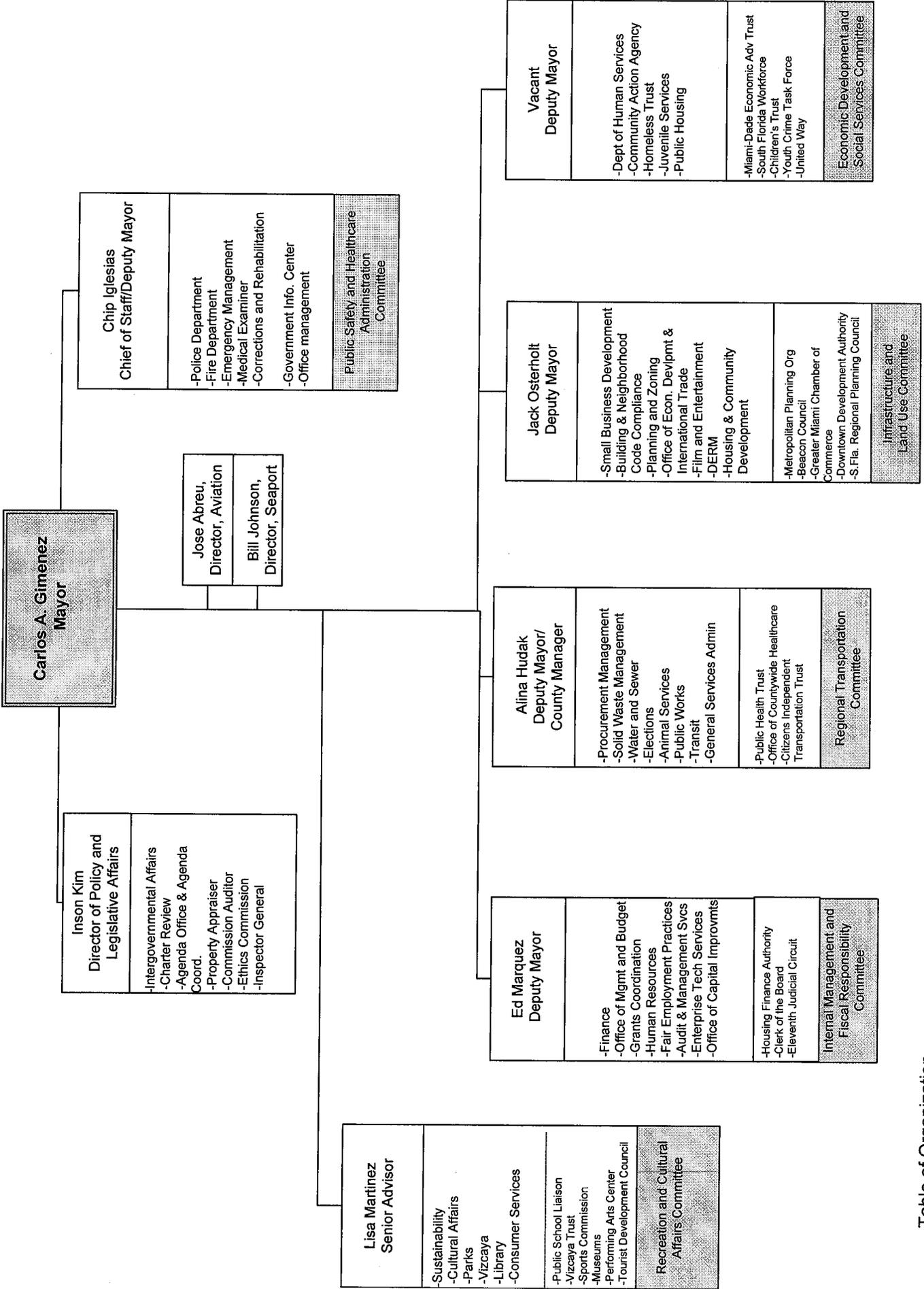


Table of Organization
Office of the Mayor
7/28/11