



# MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC # **169-2012**

**LETTER TO COMMISSION**

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Kathie G. Brooks, City Manager

DATE: July 9, 2012

SUBJECT: Interim Changes in Organizational Responsibilities

The purpose of this Letter to the Commission (LTC) is to inform the Mayor and City Commissioners of the changes being implemented due to a number of vacancies which have created supervisory gaps that must be addressed in order to continue serving the needs of our organization and community. These changes will become effective Monday, July 9, 2012.

There are currently two (2) Assistant City Manager vacancies, one attributed to Duncan Ballantyne who is out on Family Medical Leave (FML) and the second Assistant City Manager position, which becomes vacant with the resignation of Hilda Fernandez. During this transitional period, I have appointed Max Sklar, who currently is the City's Tourism and Cultural Development (TCD) Director, to serve as Acting Assistant City Manager. In the interim, Max will continue to assume the responsibilities and duties of the TCD Director; however, during this transitional period, I will be assessing the current organizational structure of TCD to determine how best to assign the responsibilities of the department to ensure that our residents, businesses and visitors continue to receive the highest levels of services.

To help address the needs of the Assistant City Manager vacancies, I have also asked Patricia Walker, Chief Financial Officer, to assume oversight of the Parking Department. As mentioned in my interview, as I transition into the role of Interim City Manager, I intend to backfill my position of the Director of the Office of Budget and Performance Improvement (OBPI). However, until such time as my position is filled, Ms. Walker will also assume additional responsibilities in assisting me with the immediate budgetary issues as we continue to prepare for the FY2012/2013 budget.

The Code Compliance Division will report directly to, Stephen Scott, Building Department Director. The oversight of the Fleet Management Division will fall under the Public Works Department, directly reporting to Jay Fink, Public Works Assistant Director.

In addition, I have assigned Carla Gomez, Labor Relations Specialist, to serve as the Special Projects Coordinator in the City Manager's Office. Her responsibilities and duties shall include but are not limited to: serving as the liaison between the Administration and the Mayor and City Commission to ensure timely coordination and consistent dissemination of all information requests made by the Office of the Mayor and City Commission; researching and preparing the Administration's responses to various issues such as, inquiries from residents and community groups; and responsibility of various special projects as I assign as needed. Carla will also continue to provide assistance to the Labor Relations Division of the Human Resources Department as we begin to prepare for the collective bargaining process with the City's five (5) labor unions.

Due to the demanding workload of OBPI during the City's budget preparations for FY12/13, Jennifer White, who has been serving as my administrative support as OBPI Director, will physically move to OBPI to provide much needed administrative support during the budget process over the next several months. As a result, for the time being, Pauline Walters, Executive Office Associate II, will continue to provide administrative support to the City Manager's Office and will be responsible for scheduling my appointments and providing direct administrative support to me.

The following provides the interim organizational reporting structure:

Kathie G. Brooks, Interim City Manager

- City Manager's Office
- Office of Budget Performance and Improvement (OBPI)
- Police Department
- Fire Department
- Human Resources Department
- City Clerk's Office
  
- Jorge Gomez, Assistant City Manager (ACM)
  - Building Department (including Code Compliance Division)
  - Planning Department
  - Public Works (including Fleet Management Division)
  - Capital Improvement Projects (CIP)
  
- Max Sklar, Assistant City Manager (ACM)
  - Tourism and Cultural Development (Department Director Duties still assigned to Max)
  - Parks and Recreation Department
  - Office of Real Estate, Housing and Community Development
  - Community Outreach
  - Office of Communications
  
- Patricia Walker, Chief Financial Officer (CFO)
  - Finance Department
  - Procurement Division
  - Informational Technology
  - Parking Department

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CITY CLERK'S OFFICE

As I begin my tenure as your interim City Manager, it is my priority to pursue a seamless transition to ensure that all of our employees are responsive, efficient and continuously providing excellent services to our residents and our entire community. I will keep you informed as the need for additional organizational changes arise.

Should you have any questions or need any additional information, please feel free to contact me.

KGB/cg