


Memorandum



Date: August 4, 2011

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

From: Carlos A. Gimenez, Mayor 

Subject: Mayoral Appointment
Director – Animal Services Department

CLERK OF THE BOARD
2011 AUG 25 AM 10:09
CLERK, CIRCUIT & COUNTY
MIAMI-DADE COUNTY, FLA.
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Pursuant to the authority vested in me under the provisions of Section 2.02 D of the Miami-Dade County Home Rule Charter, I hereby appoint Alex Munoz to the position of Director, Animal Services Department.

Dr. Sara Pizano has recently resigned as Director from the Department. Since 2005, when Dr. Pizano was appointed Director, the number of animals saved has increased from 6,000 to 14,000. Her exhaustive efforts have transformed the Animal Services Department into an award-winning organization. The Department received the Outstanding Agency Award and Team Achievement Awards from the Florida Animal Control Association. In 2010, in large part due to Dr. Pizano's leadership and collaborative efforts with other animal welfare groups, the American Society for the Prevention of Cruelty to Animals named Miami-Dade their tenth Partner Community in the country.

Mr. Munoz is well qualified to continue the good work that Dr. Pizano has begun. As a veteran County administrator since 1992, he has served as Director of a large department, provided leadership to a number of large-scale special projects, and understands the details of a major operation. As Assistant County Manager over the Animal Services Department, he gained the special knowledge and experience that helped successfully transition them into a stand-alone department. Most recently, he served in the role of Deputy Director of the Park and Recreation Department with more than 1,000 employees and 12,400 acres of public park space. His responsibilities included management of the department's capital improvements program, development and planning sections, natural areas management, and facilities management; with direct oversight of over 200 employees and \$300 million of programmed capital projects.

Mr. Munoz's resume is attached for your review.

c: Honorable Harvey Ruvlin, Clerk of the Courts
Robert A. Cuevas, Jr., County Attorney
Office of the Mayor, Senior Staff
Department Directors

Alex Munoz

EXPERIENCE

Deputy Director, Planning & Development, Miami-Dade Park and Recreation – March 2011 – August 2011

Deputy Director for department with \$105 million budget and over 1,000 employees. Responsible for capital development, asset management and property management of metropolitan park system comprised of over 12,000 acres of parks and preserves and over 400 facilities. Directly responsible for implementation of department's planning and capital functions, oversaw natural areas management and department-wide facility maintenance. Represented department director at meetings with elected officials, constituents, partner agencies, community groups and other departments. Assisted with development of budget, management of personnel issues, procurement management and media. Divisional duties included \$24 million operational budget, \$300 million capital budget and 229 positions.

Assistant County Manager, Miami-Dade County- July 2003 – March 2011

Responsible for two major operational portfolios: 1) land use, development and permitting; and 2) recreation, tourism and culture activities. Each of these strategic areas included management of multiple departments and direct supervision of department directors. Departmental duties for land use, development and permitting included: Planning and Zoning, Building and Neighborhood Compliance, Department of Environmental Resources Management, Consumer Services, Agricultural Manager, Animal Services and Development Coordination. Recreation, tourism and culture departments included: Miami-Dade Park and Recreation, Cultural Affairs, Miami-Dade Public Library System, and Vizcaya Museum and Gardens. Duties also incorporated oversight of museums and institutions receiving County support, serving as lead for various County-partner organizations such as: Miami-Dade Public Schools, Greater Miami Convention and Visitors Bureau, the Adrienne Arsht Performing Arts Center, Agricultural Practices Board, Development Impact Committee, United Way and the Miami-Dade Sports Commission.

Other departmental assignments and duties during my tenure included: Department of Procurement Management, Building Code Compliance, Team Metro, Elections Department, Property Appraisal, Small Business Development, Community Relations Board, Office of Film and Entertainment, Historic Preservation, Incorporation and Annexation, Transit, Public Works, and the Metropolitan Planning Organization.

Combined scope of departmental budgets and personnel approximately:

- \$524 million operational budgets
- \$1.2 billion capital budgets
- 3,150 personnel

Other Highlights

- Led migration of departments in my portfolio to County's first-ever performance-based management system. This effort resulted in development of goals and measures by departmental strategic areas to allow for the tracking and evaluation of services and resources.
- Developed complex departmental policy and addressed operational matters.
- During tenure successfully lead management, operational, and process improvement initiatives in areas such as elections, procurement, capital programs, customer service and restructuring of operational departments.

Director, Team Metro- December 2001 – July 2003

Served as director of the County's regional code enforcement and customer service department. This department was charged with the mission of community-based code enforcement with an emphasis on public education and remediation of issues as a method to achieve compliance. This department also served as the central intake for public relations, community information and referral services to ensure comprehensive customer service to constituents.

Duties included directing the work of management and personnel in both code enforcement field operations and professional support services. Oversaw regional offices, customer service call center and central support division including a budget of approximately \$9 million and 140 personnel.

Assistant to the County Manager, Miami-Dade County - March 1999 – December 2001

Provided support to the Assistant County Manager in managing multiple departmental responsibilities. Participated in creation of management strategies, policy and procedures and directed department management staff in implementation of Mayoral, County Commission and County Manager initiatives and policies. Developed and implemented legislation and organizational objectives. Represented County Manager and Assistant County Manager on committees and working groups. Provided staff support to boards and task forces. Represented the County Manager and Assistant County Manager on issues with elected officials, community groups, constituents, vendors, other agencies and jurisdictions.

Executive Director, Super Bowl XXXIII Host Committee - January 1998 – March 1999

Responsible for the management and operation of all Host Committee activities in preparation for Super Bowl XXXIII, which attracted an estimated 100,000 visitors to South Florida and provided an economic impact of over \$300 million. Duties included the supervision of all employees, recruiting and coordinating over 9,000 volunteers to support National Football League (NFL) and Host Committee activities, public safety coordination, development and implementation of a minority business program, staffing board of directors and 15 working committees, maintaining corporate and intergovernmental relations, leading private and public fundraising efforts to support Host Committee operations, events and activities.

Assistant Director, Finance, Transportation and Special Events, Super Bowl Host Committee - May 1997 – January 1998

Responsible for coordinating and planning all aspects of large special events, working with the NFL to develop transportation plan and fiscal operations for Host Committee to include accounting responsibilities, purchasing and detailed projections of revenues and expenditures to ensure successful delivery of multiple activities in a compressed timeframe.

Budget Analyst, Miami-Dade County Office of Management and Budget - February 1994 – May 1997

Responsible for preparation and analysis of various departmental budgets to ensure efficient allocation of resources and revenues for effective service delivery. Analyzed multi-million dollar operation and capital budgets. Participated in preparation of multi-billion dollar Proposed Operating and Capital Budget. Duties included making fiscal and operational recommendations regarding department

services, projections and program and reviewing financial reports. Forecasted and monitored revenues and expenditures. Evaluated program and legislative changes to assess fiscal impacts. Served as trainer for budget development program.

**Chief Financial Officer, Summit of the Americas, Host Committee -
August 1994 – February 1995**

While serving as a Budget Analyst, I was appointed by the County Manager to serve as Chief Financial Officer for the Summit of the Americas Host Committee. The role of the Host Committee was to prepare Miami for week-long visit of heads of state from the Western hemisphere, hosted by the President of the United States. Duties included management of all financial activities, purchasing, preparation and oversight of \$11 million budget. Supported fundraising efforts. Represented organization in planning sessions with local, state and federal agencies.

**Senior Planner, Metropolitan Planning Organization (MPO)-Miami-Dade County- July 1993 –
February 1994**

Served as liaison to MPO Board to address Board members' transportation planning issues. Analyzed and evaluated transportation planning legislation and assisted with studies supporting County's long-range transportation planning.

Management Trainee -Miami-Dade County -July 1992 – July 1993

Worked as a management trainee rotating through different departments gaining exposure to complex issues. Acquired training in management, operations and administration. A special assignment during this time included assisting public housing residents with Hurricane Andrew Recovery efforts.

EDUCATION

Masters of Science in Urban and Regional Planning May 1992, Florida State University
Bachelor of Arts with triple Major in International Affairs, Spanish and History May 1990

AFFILIATIONS/COMMUNITY

Boy Scouts of America, Troop 840 / Cub Scouts of America, Pack 840
2005 to Present

- Troop Committee, Merit Badge Counselor, Den Leader, Assistant Den Leader

United Way of Miami-Dade County
2004 to Present

- Leadership Circle

Kiwanis Club of Little Havana
Active Member 1993 to 2003