


Memorandum



Date: July 1, 2019

To: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

From: Carlos Gimenez
Mayor 

Subject: Mayoral Appointment – Deputy Mayor

I hereby appoint Ms. Jennifer Moon as Deputy Mayor under my administration. As you know, Deputy Mayor Alina T. Hudak is retiring on July 31, 2019 after 35 years of exceptional county service. Ms. Moon will oversee Ms. Hudak's current portfolio, consisting of the Animal Services Department, Elections Department, Department of Transportation and Public Works and Solid Waste Management Department, while continuing to serve as the Director of the Office of Management and Budget.

Ms. Moon has an extensive and distinguished 25-year career with Miami-Dade County and has knowledgeably served as the Budget Director for more than 15 years. As Budget Director, she is well versed in government policies and departmental operations and management. Ms. Moon has continuously been a leading policy and operations advisor to the Administration.

Ms. Hudak and Ms. Moon have worked closely together for 27 years when Ms. Hudak became Ms. Moon's mentor through the University of Miami. I am confident that Ms. Moon will continue to lead the Office of Management and Budget successfully and her new role as Deputy Mayor will be a smooth transition. A copy of her resume is attached for your review.

Please join me in congratulating Ms. Moon on her appointment, as well as thanking Ms. Hudak for her leadership and dedication to Miami-Dade County.

Attachment

- c: Honorable Harvey Ruvlin, Clerk, Circuit and County Courts
- Honorable Bertila Soto, Chief Judge, Eleventh Judicial Circuit
- Honorable Katherine Fernandez-Rundle, State Attorney
- Honorable Carlos Martinez, Public Defender
- Honorable Pedro J. Garcia, Property Appraiser
- Abigail Price-Williams, County Attorney
- Geri Bonzon-Keenan, First Assistant County Attorney
- Office of the Mayor Senior Staff
- Mary T. Cagle, Inspector General
- Jose Arrojo, Executive Director, Commission on Ethics and Public Trust
- Department Directors
- Yinka Majekodunmi, Commission Auditor

Jennifer Moon

Jennifer Moon is one of South Florida's most accomplished and respected leaders in public-sector budget and strategy. For more than two decades, she has been a leading policy and operations advisor to mayors and county managers while overseeing development of one of the nation's largest and most complex local-government budgets. She has implemented results-oriented and resilience-aligned government systems that are locally admired and nationally replicated. A demonstrated leader and communicator, she has a clear record of transparency, communication and expertise that have earned the trust and respect of elected officials, professional colleagues and civic leaders.

Experience

BUDGET DIRECTOR

MIAMI-DADE COUNTY, Miami, Fla. – 2004 to Present

Oversees development and implementation of Miami-Dade County's strategic plan, including year-long development and monitoring of nearly \$8 billion budget for a diverse government of more than 27,000 employees. Produces a global model for results-oriented and resilience-aligned governing: the budget and other management tools – including departmental business plans and multi-year capital plans – are direct reflections of the strategic plan and resilience tenets, earning the Government Financial Officers Association Distinguished Budget recognition for fifteen consecutive years. As the executive directly responsible for its oversight, works closely with elected leaders to allocate resources based on long-term vision and monitor both fiscal and operational progress on both a traditional balanced scorecard and newly developed resilience scorecard. Has managed more than \$2 billion in budget gaps associated with declining tax base and millage reductions while preserving an approximately \$50 million emergency contingency fund and increasing reserves as a percentage of budget to the best-practice levels of 5 to 7 percent and nearly doubling the County's general fund balance. Coordinates with Finance Department in issuance of hundreds of millions of dollars per year in new debt via a wide range of financial instruments. Supervises the management of more than \$50 million in grants, as well as the administration of nearly \$100 million of tax increment funds in 14 community redevelopment agencies. Lead the implementation of the new Enterprise Resource Planning application budget module, completed on-time and on-budget. Provides leadership to Resilience Initiatives throughout the County, negotiating long-term agreements with public utilities and serving on various panels and in partnership with stakeholders throughout the region.

SPECIAL ASSISTANT TO THE COUNTY MANAGER

MIAMI-DADE COUNTY, Miami, Fla. – 2008 to 2011 (Concurrent Appointment)

Senior advisor for all strategic and operational policies, including development of implementation plans, return-on-investment projections and contingency plans for new initiatives. Provided executive supervision of numerous critical administrative departments, including Finance, Human Resources, Capital Improvements and Grants Administration.

DIRECTOR, ADMINISTRATIVE SERVICES

ELEVENTH JUDICIAL CIRCUIT OF FLORIDA, Miami, Fla. – 2002 to 2004

Supervised the procurement, budget and finance functions of the circuit, reporting directly to the court administrator as a member of the executive committee. Administered and enforced the execution of \$115 million budget. Assisted the court administrator in conducting budget reviews and presentation of the budget to the state and county; developed and implemented procedures for the control of receipts and expenditures and audit of financial activities. Directed continual research and evaluation of court programs and operations, including the development and application of performance-based methods of administration to improve efficiency. Involved in the implementation of legislative changes impacting the circuit, assisting in the creation of appropriate legislation and development of revised policies and procedures.

ASSISTANT TO THE COUNTY MANAGER

MIAMI-DADE COUNTY, Miami, Fla. – 1998 to 2002

COORDINATOR, MANAGEMENT TRAINEE PROGRAM

MIAMI-DADE COUNTY, Miami, Fla. – 1997 to 2002 (Concurrent Appointment)

BUDGET ANALYST

MIAMI-DADE COUNTY, Miami, Fla. – 1995 to 1998

Community and Professional Leadership

INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION

RECOGNIZED FOR SIGNIFICANT CONTRIBUTIONS AND ACHIEVEMENTS IN THE ADVANCEMENT OF LOCAL GOVERNMENT ADMINISTRATION, 2018

MAYOR'S PIONEER AWARD

IN THE COMPANY OF WOMEN, 2009

BOARD OF TRUSTEES

FAIRCHILD TROPICAL BOTANICAL GARDEN, December 2018 to Present

BOARD OF TRUSTEES

OUR KIDS OF MIAMI-DADE COUNTY/MONROE, INC., June 2018 to Present

INFORMATION TECHNOLOGY COMMITTEE CHAIR, FINANCE COMMITTEE CHAIR, EXECUTIVE COMMITTEE MEMBER, September 2018 to Present

CO-FOUNDER, MOONS & STARS INITIATIVE

PROVIDING SUPPORTIVE CONNECTIONS FOR FOSTER PARENTS AND CHILDREN IN THE FOSTER CARE SYSTEM

BOARD OF DIRECTORS, ADVISORY BOARD

THE EDUCATION FUND, 2010 to 2017

BOARD OF DIRECTORS

AMERICAN SOCIETY OF PUBLIC ADMINISTRATORS, South Florida Chapter, 1999 to 2000

MENTOR/GUEST LECTURER

UNIVERSITY OF MIAMI SCHOOL OF BUSINESS, 2000 to Present

FLORIDA INTERNATIONAL UNIVERSITY SCHOOL OF PUBLIC ADMINISTRATION, 2016 to Present

SPEAKER/PANEL MEMBER

PI ALPHA ALPHA, PUBLIC ADMINISTRATION HONOR SOCIETY, 2018

MIAMI-DADE COUNTY LEAGUE OF CITIES BEST PRACTICES CONFERENCE, 2011 to Present

ANNUAL ETHICAL GOVERNANCE DAY, 2012 to Present

GOOD GOVERNMENT INITIATIVE, 2013 to 2016

LEADERSHIP CIRCLE, TOQUEVILLE SOCIETY

YOUNG LEADER, WOMENS LEADERSHIP

UNITED WAY OF MIAMI-DADE COUNTY, 2001 to Present

MEMBER

PARENT SUBCOMMITTEE ON DISTRICT AND SCHOOL BUDGET PRIORITIES

FAMILY AND COMMUNITY INVOLVEMENT ADVISORY SUBCOMMITTEE

MIAMI-DADE PUBLIC SCHOOLS, 2013 to 2017

MEMBER

INTERNATIONAL CITY/COUNTY MANAGERS ASSOCIATION, 2006 to Present

MEMBER

FLORIDA CITY/COUNTY MANAGERS ASSOCIATION, 2008 to Present

MEMBER

AMERICAN SOCIETY OF PUBLIC ADMINISTRATORS, 1994 to Present

MEMBER

PHI BETA KAPPA, 1990 to Present

Education and Training

KENNEDY SCHOOL OF GOVERNMENT, HARVARD UNIVERSITY
Executive Leadership Program

FLORIDA INTERNATIONAL UNIVERSITY, Miami, FL – 2017
Chapmanville Leadership Program, Center for Leadership

FLORIDA INTERNATIONAL UNIVERSITY, Miami, FL – 1999
Certification in Excellence and Ethics in Management, Academy for Strategic Management

UNIVERSITY OF MIAMI, Coral Gables, FL – 1994
Masters of Business Administration in Political Science and Public Administration

FLORIDA STATE UNIVERSITY, Tallahassee, FL – 1992
Bachelor of Arts, Magna Cum Laude with Honors, Major: English, Minor: Psychology

Lean Six Sigma – Green Belt Certified

References

Exceptional professional and civic references available upon request.