



MEMORANDUM  
OFFICE OF THE MAYOR

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DATE: January 30, 2007

TO: George Burgess  
County Manager

FROM:   
Carlos Alvarez, Mayor  
Miami-Dade County

SUBJECT: Personnel Matters

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Please ensure that department directors advise you of pending promotions or new hires in the executive/senior management level prior to any appointments being made. I would like for you and I to review these actions along with supporting documentation before any final actions are taken.

c: Denis Morales, Chief of Staff  
Department Directors