




MEMORANDUM  
OFFICE OF THE MAYOR

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DATE: March 19, 2007

TO: Honorable Chairman Bruno A. Barreiro and Members,  
Board of County Commissioners

FROM:   
Carlos Alvarez, Mayor  
Miami-Dade County

SUBJECT: Appointment of Interim Tax Collector

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I am pleased to announce the appointment of Fernando Casamayor as Interim Tax Collector, as detailed in the attached memorandum from County Manager George M. Burgess.

Attachment

c: Honorable Harvey Ruvin, Clerk, Circuit and County Courts  
Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit  
Honorable Kathy Fernandez-Rundle, State Attorney  
Honorable Bennett Brummer, Public Defender  
Murray A. Greenberg, County Attorney  
George M. Burgess, County Manager  
Denis Morales, Chief of Staff, Mayor's Office  
Assistant County Managers  
Department Directors  
Marvin O'Quinn, President Public Health Trust  
Robert Meyers, Executive Director, Commission on Ethics and Public Trust  
Christopher Mazzella, Inspector General  
Charles Anderson, Commission Auditor

# Memorandum



**Date:** March 16, 2007

**To:** Honorable Carlos Alvarez  
Mayor

**From:** George M. Burgess  
County Manager

**Subject:** Appointment of Fernando Casamayor as Interim Tax Collector

I am recommending you appoint Mr. Fernando Casamayor as Interim Tax Collector in the Finance Department effective March 5, 2007. Mr. Casamayor will assume the responsibilities vacated by Mr. Ian Yorty, recently appointed Assistant County Manager. I also recommend a national recruitment be conducted in order to permanently fill the position.

Mr. Casamayor started his career with Miami-Dade County on May 9, 1988. He has served at the Clerk of Courts, Transit, and Office of Strategic Business Management, where he not only advanced his budget and management skills, but excelled in the field of customer service assisting the citizens of Miami-Dade County for more than 11 years. In 2003 he joined the Tax Collector Division. In June 2004 Mr. Casamayor became the Assistant Tax Collector overseeing the Property Tax, Tourist Tax and Tax Collector Administration and Accounting sections for the Finance Department, demonstrating his leadership abilities to manage the Tax Collector Division of Finance.

Fernando holds a Bachelors Degree in Professional Studies from Barry University. He is a Certified Florida Collector Assistant and has completed special trainings with the Florida Department of Revenue on Duties and Responsibilities of Florida Tax Collectors; the Collection of Licenses, Taxes and Fees; Strategic Management; and Collection and Distribution of Property Taxes.

I am confident Mr. Casamayor's knowledge and experience will continue to be invaluable assets to both the Finance Department and Miami-Dade County.

  
Approved – Carlos Alvarez

C: Denis Morales, Chief of Staff, Office of the Mayor  
Ian Yorty, Assistant County Manager  
Rachel Baum, Finance Director

**FERNANDO J. CASAMAYOR**

**HOME: (305) 388-1685      MOBILE: (786) 251-9721**  
**E-mail: at10@miamidade.gov**

**WORK HISTORY**

**2004 – Present                      ASSISTANT TAX COLLECTOR                      Miami-Dade County  
Finance Department**

- Manage and oversee the daily operations of the Ad Valorem, Business License Taxes, Convention and Tourist, Centralized Accounting, and Administration sections of the Tax Collector's Office.
- Manage and oversee the division's \$27 million annual operating and capital budgets and the collection and distribution of over \$4 billion tax collections per year.
- Oversee the planning, preparation and the development of the budget for the Tax Collector's Office and coordinated annual departmental operating and capital budget submissions.
- Oversee the coordination and preparation of divisional quarterly management and Active Strategy reports and business plans.
- Monitor and oversee all Tax Collector personnel, procurement, and fiscal operations.
- Manage projects including the Country's largest on-line tax certificate sale valued at over \$164 million per year, the consolidation of enforcement staff, centralized accounting and centralized payment processing operations, and various capital projects including large scale office renovations and acquisition and installation of computer and payment processing equipment.

**2003 – 2004                      SPECIAL PROJECTS ADMINISTRATOR I                      Miami-Dade County  
Finance Department**

- Plan and prepare budget for Tax Collector's Office and coordinate annual departmental operating and capital budget submissions.
- Coordinate and prepare departmental quarterly management reports and business plans.
- Monitor and oversee Tax Collector personnel, procurement, and fiscal operations.
- Prepare agenda items for Board of County Commissioners review.
- Act as liaison between Finance Department and the Office of Strategic Business Management, Procurement Department, Enterprise Technology Services Department, and various other County departments and taxing authorities.

**2002 – 2003                      BUDGET ANALYST 3**  
**2000 – 2002                      BUDGET ANALYST 2                      Miami-Dade County  
Office of Management and Budget**

- Analyzed and monitored complex operating and capital budgets from initial submission and development to year-end close out for several departments.
- Assisted in the planning and programming of capital projects and worked with department directors and other departmental budget and administrative employees throughout the year in the preparation, analysis, monitoring and reporting on departmental operating and capital budgets.
- Evaluated, projected and forecasted departmental budgetary and financial activity including analysis of variances related to budgeted levels for departments assigned.
- Conducted complex financial analysis, policy research and statistical work on budgetary, financial and management policy issues.
- Acted as budget liaison between operating departments and the County Manager's Office.
- Developed policy recommendations regarding County funding part-time and seasonal staffing services and activities for Community Action Agency, Park and Recreation and Finance Departments

**1999 – 2000**

**MDTA MANAGEMENT INTERN**

**Miami-Dade Transit Agency  
Office of Fair Employment and Labor Practices**

- Performed professional administrative duties associated with the various operational and support service departments within the Miami-Dade Transit Agency. These duties included: budget preparation, human resource management, labor relations, discipline, policy development, contract administration, special project administration, investigations, procurement, and grant administration.
- Rotated through the offices of MDTA Management Services, Bus Operations and Maintenance, Rail Operations, Office of Fair Employment and Labor Practices, Transit Planning, Marketing and Communications, Human Resources, Safety and Security, and the MDTA Director's Office.
- Attended upper level management meetings and functions as needed.

**1995 - 1999**

**TRANSIT CUSTOMER REPRESENTATIVE**

**Miami-Dade Transit Agency  
Marketing and Communications Division**

- Planned and prepared divisional annual \$2.1 million budget.
- Prepared statistical monthly reports, computer presentations, and databases for MDTA management.
- Acted as Division Manager while Manager was away from the office.
- Assisted in the development and maintenance of a Transit Training program for children, elderly and handicapped citizens and the general public.
- Represented Passenger Services Office at STS Rider Advisory Group Monthly Meetings.
- Acted as a liaison between MDTA and community activists, public organizations and the public.

**1993-1995**

**CRIMINAL COURTROOM CLERK 2**

**Miami-Dade County  
Clerk of Courts**

- Daily review of judicial calendar and prepared official court records for judicial review.
- Prepared documentation of official court proceedings, future court dates, oral and written motions, defendants' requests, and agency reports.
- Served as liaison with State Attorney's Office, Public Defender's Office and other agencies.
- Collected, marked and kept detailed and organized record of all trial evidence.

**1990-1993 COURT RECORDS SPECIALIST II**

**1988-1990 COURT RECORDS SPECIALIST I**

**Miami-Dade County  
Clerk of Courts**

- Handled report calendars and prepared correspondence to State Attorney's Office.
- Conducted legal research on traffic infraction violations and criminal traffic violations.
- Verified data entered by other clerks and corrected errors.
- Assisted the public in procedural matters regarding traffic laws on a daily basis.

## **EDUCATION AND TRAINING**

Bachelor's Degree in Professional Studies - Public Administration, Barry University  
Associate of Arts Degree, Miami-Dade Community College  
Certified Florida Collectors Assistant  
Miami-Dade Supervisory Certification

## **TECHNICAL SKILLS**

Proficient in FAMIS financial software, ABDS/BPREP budgeting software, Active Strategies performance measurement software, Windows 98/2000/XP and NT, Power Point, MS Word, Excel, Access, Front Page, Quicken, Outlook, and the Internet.