

## Edward Pidermann

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**From:** Edward Pidermann  
**Sent:** Wednesday, April 24, 2019 4:04 PM  
**Cc:** All Town Staff; Javier Ruiz; Gonzalez, Jose  
**Subject:** Table of Organization  
**Attachments:** Organizational Chart.pdf

Mayor, Council & Town Staff:

As most of you may know, we have been conducting a review of the Table of Organization for the Town. Deputy Town Manager Tony Lopez & I have met several times, as well as received input from many of our senior staff members. We have developed a new Table of Organization (see below & attached). In our review of the organization, we tried to focus on functions, as it relates to reporting lines. We tried as much as possible to not focus on individuals or personalities.

Below are the key points regarding the more significant changes in our organizational structure.

1. We have established an organizational structure that is flatter, as compared to our previous structure.
2. For "span of control" reasons, we have divided our Departments/Offices by whether we felt they were "operational" or "administrative/financial".
3. Operational Departments & Offices will be reporting directly to the Deputy Town Manager (DTM) for day-to-day reporting.
4. Administrative/financial Departments & Offices will report to me.
5. This should **NOT** be construed to mean that operational Departments/Offices are any lower in the organization than Administrative/financial ones.
6. I have designated the **EXECUTIVE STAFF** to include the TM, DTM and Department Directors.
7. All information shall flow up or down through one of those Executive Staff members.
8. With the appointment of Tony Lopez as the DTM, we have created a new Director of Parks & Recreation Department.
9. I have appointed Mr. Daniel Angel as the new Director of the Parks & Recreation Department.
10. I have decided NOT to fill the position (Operations Business Manager) currently held by Danny Angel. Those functions shall be spread across other staff members in the Parks & Recreation Department.
11. We have moved Capital Improvements under the Public works Department.
12. We have moved the Facilities group under the Public Works Department and renamed it as the "General Services Administration" group.
13. The General Services Administration group shall continue their oversight over our facilities but I plan to also centralize oversight and management of our fleet (both light fleet & heavy fleet) under this General Services Administration group. I will work with the PW Director to make this transition in the coming weeks.
14. Ms. Ximena Suarez has been wearing 2 hats for quite some time. She will assume the exclusive role as the Special Projects Manager, under the Parks & Recreation Dept., overseeing the Special Taxing Districts, Emergency Management, as well as assisting the Director of Parks with some functions previously carried out by the Operations Business Manager.
15. At some point (not sure when yet), we will fill the position of Assistant to the Town Manager. This transition will most likely occur closer to Oct., 2019. In the meantime, Ximena will continue fulfilling both roles.
16. Planning (Ms. Susana Alonso) shall no longer report to the Building Dept.. She will report to the TM.

Below are the Staff members responsible for the following departments & offices:

### Departments

- Finance Department

Mr. Ismael Diaz

- Building Department
- Public Works Department
- Parks & Recreation Department
- Communications & Community Affairs
- Police Department

Mr. Eliezer Palacio  
 Mr. Carlos Acosta  
 Mr. Daniel Angel  
 Ms. Clarisell de Cardenas  
 Major Javier Ruiz

#### **Offices**

- Transportation Office
- Grants Office
- Planning Office
- Procurement Office
- Budget Office
- Human Resources Office
- Strategic Planning & Innovation Office

Ms. Michelle Gonzalez  
 Ms. Renee Wilson  
 Ms. Susana Alonso  
 TBD  
 Ms. Melissa Hernandez  
 Ms. Cynthia Alejo  
 Mr. German Cure

#### **Others**

- Town Attorney
- Deputy Town Attorney
- Town Clerk

Mr. Raul Gastesi  
 Mr. Lorenzo Cobiella  
 Ms. Gina Inguanzo

If you have any questions, please feel free to contact me or Tony.

