

THERESA THERILUS



February 27, 2020

Babette Friedman
City of North Miami
776 NE 125th Street
North Miami, FL 33161

Dear Ms. Friedman:

RE: CITY OF NORTH MIAMI MANAGER

Please consider this letter as my expression of interest in the position of City Manager for the City of North Miami. I currently serve as Interim Director of Procurement for the County of Santa Clara in San Jose, CA, the Silicon Valley area. I am a graduate of Harvard Law School (JD) and the University of Miami (BBA in Economics) and am a native of South Florida. My educational background coupled with my extensive experience in government administration make me the ideal candidate to lead the City of North Miami in achieving future growth.

In my current role, I lead the County's purchasing and contracting functions and am responsible for the County's \$2 billion in annual contract spend in goods and services to support the needs of 1.9 million residents. In my previous role as an executive for Miami-Dade County Internal Services Department, I directly managed a \$160 million operating budget for the facilities, design and construction, real estate and risk management divisions in a department with a \$600 million overall budget and over 900 County employees. In addition, I separately oversaw the Countywide multi-year \$330 million capital budget.

My past experience also includes overseeing the two major Miami-Dade economic engines, Aviation and Seaport departments, as well as the Water and Sewer Department as a senior executive team member in the Mayor's office and serving as legal advisor to the Regulatory and Economic Resources department regarding development, planning and zoning, environmental resources, consumer protection, and transit mobility.

My ability to lead, and develop partnerships with a variety of internal and external stakeholders at the local, state, and federal level as well as within our vibrant South Florida community will allow me to be successful in the City Manager role. I understand economic growth and development, and am known as a consensus builder and polished administrator. I am skilled at assessing risks and opportunities, and identifying workable solutions to improve the array of services required for a diverse, fast growing community such as the City of North Miami.

Please be assured of my significant interest, commitment, and passion for the opportunity to improve the quality of life for the residents of North Miami. I am confident that my leadership will be of great benefit to the City. I look forward to the opportunity to meet with the Council and to serve as North Miami's next City Manager. Your consideration is appreciated.

Sincerely,


Theresa Therilus

THERESA G. THERILUS



EXECUTIVE LEADER & PUBLIC ADMINISTRATOR

Results-oriented executive leader with extensive experience and progressive responsibility in public administration. Effective communicator with attention to accuracy. Demonstrated excellence in resolving complex and controversial issues with creative solutions. Collaborative approach to problem solving. Recognized as an outstanding team builder and people leader. Strong knowledge of government policies pertaining to budgeting, planning, economic development, and personnel management. Proven ability to develop capital budgets and manage capital projects.

EDUCATION

Harvard Law School, Cambridge, MA

Juris Doctorate- Florida Bar License

American Bar Association National Criminal Trial Advocacy National Champion

American Trial Lawyers Association Civil Trial Advocacy Championship Team

Executive Editor, Harvard Blackletter Law Journal

University of Miami, Coral Gables, FL

Bachelor of Business Administration with honors

Major: Economics and Legal Studies

PROFESSIONAL EXPERIENCE

County of Santa Clara, San Jose, CA

November 2019-Present

Procurement Department

Interim Director of Procurement

Plans, directs and coordinates the activities involved in the purchase of goods and services for County departments in excess of \$2 billion, centralized storage and issuance of commonly used items, and centralized redistribution and disposal of surplus equipment, materials and recyclable salvage materials; Develops departmental budget and service levels; Responsible for development and administration of policies and procedures for the procurement of supplies, materials, equipment and services; provides proactive purchasing services to client operations in reaching cost effective solutions to purchasing challenges and opportunities.

Deputy Director of Procurement

Plan, organize and manage the activities and approximate 100 member staff of the centralized purchasing functions of the County in excess of \$2 billion spend; provide executive management oversight of the procurement functions for medical, IT, facilities, institutional, and decentralized units; Develops and implements procedures for use in competitive bid and negotiated procurements; Reviews and approves contracts and/or agreements for service of significant cost and scope; Collaborate with County department heads or their representatives in the development of short-term and long-range planning in order to anticipate/satisfy organizational purchasing needs.

Miami Dade County, Miami, FL

March 2013- June 2018

Internal Services Department (formerly GSA)

Assistant Director, Capital Projects, Real Estate, Facilities and Maintenance, ADA Compliance

Senior executive responsible for management and supervision of four operational divisions with a staff complement of 300 employees and budgetary oversight for \$160 million and a multi-year capital budget of \$330 million; Responsible for management oversight of over 60 County facilities encompassing more than six million square feet of space to support operations and infrastructure; Manage County's ADA Division which oversees Countywide compliance with ADA; Implement policies and procedures as well

as prioritize capital and budget needs; Responsible for all leasing and asset management for Miami-Dade County; Significant experience in working with elected officials, management, and governmental agencies.

Office of the Mayor

Legal Advisor/Assistant to the Deputy Mayor

Senior executive team member responsible for management and supervision of department directors within Deputy Mayor's portfolio which included Aviation Department, Seaport, Water and Sewer Department and Department of Regulatory and Economic Resources; Served as the lead negotiator with companies bringing innovative technology to the for-hire vehicle industry (Uber and Lyft); Counseled and advised Deputy Mayor as to legislative matters related to all departments within purview; Served as the Mayor's office liaison to the Board of County Commissioners; Implemented all policies and procedures related to personnel, budget, and strategic policy initiatives for these departments.

Regulatory and Economic Resources Department

Legal Advisor

Advised department on legal matters relating to Department of Regulatory and Economic Resources divisions including economic development, environmental resource management, planning and zoning, for-hire transportation, and consumer protection; Reviewed contracts and drafted ordinances and policy memos relating to department operations and general matters; Drafted and proposed legislation involving a major reform to for-hire vehicle regulation in Miami-Dade County; Presented before the Board of County Commissioners and its committees; Drafted contracts and negotiated inter-local agreements between municipalities and the County related to departmental duties; Represented the department in administrative hearings.

Florida Attorney General's Office Ft. Lauderdale, FL

October 2011- March 2013

Assistant Attorney General, Consumer Protection and Economic Crimes Division

Civil investigation and prosecution of businesses who engage in unfair and deceptive trade practices related to financial and business practices including violations of FTC regulations; Role of lead trial counsel on cases involving internet and consumer privacy violations, cyber fraud, mortgage fraud, as well as deceptive and unfair trade practices; Directed evidentiary hearings and argued substantive motions; Drafted and issued subpoenas under Florida's Deceptive and Unfair Trade Practices Act; Supervised litigation staff in complex litigation matters; Drafted and negotiated settlement agreements and consent decrees; Role of first chair at trials seeking injunctive relief and for federal bankruptcy matters related to state civil enforcement cases; Successfully argued before the Florida 4th District Court of Appeals.

Therilus Law Firm, Coral Gables, FL

June 2006-October 2011

Principal Attorney, Commercial, Construction and Criminal Litigation and Sports law

Led complex business litigation, construction litigation and contract disputes in mediation, arbitration and through trial; Secured million dollar settlements arising from condominium association catastrophic property damage claims; Representation of subcontractors and general contractors in contract negotiations; Managed evidentiary hearings and substantive motions in civil proceedings; Negotiated in excess 50 million dollars in endorsement contracts; Managed all aspects of professional athlete and artist marketing and branding including appearances for charitable and corporate events; Represented professional athletes and artists in contract negotiations: Former Certified NFLPA Agent.

Tew Cardenas LLP, Miami, FL

August 2004- May 2006

Litigation Associate

Instrumental in dismissal of \$10 million payment bond claim against local public school district; Successfully defended shareholder derivative lawsuit leading to dismissal against client; First chair role in landlord/tenant trials on behalf of major commercial real estate developer; Represented condo associations, developers and suppliers in construction defect, payment bond and lien litigation; Represented clients in over 30 NASD arbitration claims.

RECOGNITIONS/AWARDS

- 2019 Fellow, National Institute of Government Purchasing Leadership Institute
- 2018 Haitian American Chamber of Commerce Top 20 under 40 Professionals (Government/Sports)
- 2017 Brickell Magazine's Top 20 Under 40 Professional
- 2016 National Association of Counties Achievement Award (Online Auction of Surplus Real Estate, Facilities Management Program and Utilities Billing Management program)
- 2014 Legal Analyst, CNBC "Power Money"

PROFESSIONAL AFFILIATIONS

Board Member, Cliff Avril Family Foundation
Governmental and Public Policy Advocacy Committee, Florida Bar
Harvard Serves Coordinator, Harvard Alumni Association