



Memorandum

Memorandum No: 25-089

TO: Honorable Mayor and Members of the Fort Lauderdale City Commission

FROM: Rickelle Williams, City Manager *RW*

DATE: June 9, 2025

SUBJECT: Personnel Updates – City Manager’s Office Administration

As noted in Memorandum 25-031, one of the most important responsibilities I have is to identify the necessary staff resources to ensure the efficient operation of our City. It is imperative that this approach is applied to the City Manager’s Office (CMO), as the foundation of the City’s administrative and professional leadership. After several weeks serving as your City Manager, I have taken time to observe and evaluate the organizational structure and personnel needs and opportunities. In the coming weeks I intend to announce reorganizational strategies and submit critical recommendations for City Commission consideration as part of the Fiscal Year 2026 budget process. However, there are a few new noteworthy personnel changes within the CMO that you should be aware of.

I am pleased to announce the appointment of **Tiffany K. Bain as Director (Administration and Strategic Initiatives)**, a newly developed role within the CMO. Effective today, June 9, 2025, Ms. Bain will join my Executive Team with primary responsibilities for the oversight of all administrative roles and resources of the CMO as well as leading and implementing strategic initiatives, overseeing the legislative process, delivering special projects, developing and implementing operating procedures, strategic planning efforts, and citywide coordination among departments. As the Director (Administration and Strategic Initiatives), Ms. Bain is tasked with advancing the daily operations and strategic objectives of the CMO and serving as a key liaison between the City Manager, the Mayor and City Commissioners, Charter Offices, City departments and the public. In addition to administrative leadership, Ms. Bain will collaborate with assistant city managers to ensure high-level, cross-departmental coordination, communication and responsiveness throughout the organization.

Ms. Bain is a skilled manager and administrator with over 10 years of public service experience, including many years dedicated to municipal government in the South Florida region. Her experience and competencies span personnel and program management, budget development and administration, executive support, government and public affairs, stakeholder engagement and strategic communications.

Ms. Bain recently served as a Program Manager with the Department of Homeland Security U.S. Citizenship and Immigration Services where she was responsible for approximately 40 supervisory and frontline legal administrative specialists. Ms. Bain began her tenure in local government at the City of Miami Gardens where she served concurrently as the Mayor's Executive Assistant and Legislative Aide. She later transitioned to the City of Miami Beach serving in various progressively responsible executive support and managerial capacities in the City Manager's Office and Public Works Department including, but not limited to, Administrative Support Manager and Senior Administrative Support Manager. Prior to her municipal roles, Ms. Bain worked in the non-profit and private sectors supporting advocacy efforts for underserved communities within the telecommunications and energy industries.

Ms. Bain earned a Bachelor of Science *summa cum laude* in public relations with a concentration in Spanish from Florida A & M University (FAMU) and a Master of Arts *summa cum laude* in political communication from American University in Washington, DC. She is a member of Alpha Kappa Alpha Sorority, Inc. and a life member of the FAMU National Alumni Association. In addition, Ms. Bain completed the Supervision in Government program at the Florida Atlantic University John Scott Dailey Florida Institute of Government. She also holds an International City/County Management Association (ICMA) Professional Certificate in Local Government Management Disaster Preparedness.

I also want to officially announce that following the retirement of Donna Varisco, **Gina Rizzuti-Smith has returned to the CMO as Executive Assistant to the City Manager** after serving as Assistant to the Director in the Transportation & Mobility Department. Ms. Rizzuti-Smith previously served in the CMO and is knowledgeable of the policies, procedures, and expectations of the position. Over the past several weeks she has provided support to the CMO, on a temporary basis, and has demonstrated the competencies, skills, and temperament needed for the Executive Assistant role. Her attention to detail, organizational prowess, and level of discernment and judgement are commendable. In this new but familiar role, Ms. Rizzuti-Smith will provide general assistance to the City Manager's Office.

Please join me in welcoming Ms. Bain to the City and Ms. Rizzuti-Smith back to the CMO. In the coming days, my office will be reaching out to schedule time for Ms. Bain to meet you and your team.

c: D'Wayne M. Spence, Interim City Attorney
David R. Solomon, City Clerk
Patrick Reilly, City Auditor
City Manager's Office
Department Directors