

NOTE: A three-minute maximum time limit will be imposed on all comments from the public, regardless of the subject matter. A request form is available from the Deputy Town Clerk; fill it in and return it to her prior to the start of the meeting. When you speak, you must come to the podium in the front and clearly state your name and address for the record. Please turn off or mute your cell phone or pager at the start of the meeting.

**TOWN OF BAY HARBOR ISLANDS
ORGANIZATIONAL MEETING
FINAL AGENDA**

April 11, 2016

CALL TO ORDER: 7:00 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PRESENTATIONS:

1. Distribution of the Annual Salaries for 2016-2017.
2. Acceptance of the Certification of Elections presented by the Town Clerk and Canvassing Board Members. Enclosed is a copy of the certification of the elections results.
3. Administration of oath of office to the newly elected Council Members. The oath of office will be administered by Town Clerk, Marlene M. Siegel.
4. Selection of a Mayor by the Town Council.
5. Selection of a Vice Mayor by the Town Council.
6. Administration of oaths of office to the Mayor and Vice Mayor. These oaths will be administered by Town Clerk, Marlene M. Siegel.
7. **Consideration and Approval** of a Resolution re-appointing the Town Clerk and Deputy Town Clerk. The resolution reflect the current appointments of Marlene M. Siegel and Alba L. Chang. Enclosed find a copy of the proposed resolution.
8. **Consideration and Approval** of a Resolution re-appointing the Town Attorney and Assistant Town Attorneys. The Resolution reflects the current appointment of Crag B. Sherman as Town Attorney, with Drew B. Sherman and Frank Simone as Assistant Town Attorneys. Enclosed is a copy of the proposed resolution.
9. **Appointments and re-appointments** to the Planning & Zoning Board for the term 2016-2018. Enclosed find a list of the current Board Members request to be re-appointed and three (3) new request for appointment. One of the current members of the Board, Mr. Roberto Gambach, has declined to serve another term.

ADJOURNMENT: Approximately 7:10 p.m.

Pursuant to Florida Statutes 286.0105, the Town hereby advises the public that should any person decide to appeal any decision of the Town Council with respect to any matter to be considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



CERTIFICATION OF ELECTION RESULTS

Town Council

Jordan W. Leonard
Mayor

Stephanie Bruder
Vice Mayor

Joshua D. Fuller
Council Member

Doris Marano
Council Member

Kelly Reid
Council Member

Isaac Salver
Council Member

Robert Yaffe
Council Member

Town Officials

Ronald J. Wasson
Town Manager

Marlene M. Siegel
Town Clerk

Craig B. Sherman
Town Attorney

DATE: April 6, 2016

TO: MAYOR AND TOWN COUNCIL

FROM: MARLENE M. SIEGEL, TOWN CLERK/SUPERVISOR OF
ELECTIONS AND CANVASSING BOARD REPRESENTATIVE

SUBJECT: General Election - April 5, 2016

At the closing of the polls, the votes cast in the above election were counted and tabulated with the following results:

Number of registered voters:	2,726
Number of ballots cast:	492
(including 237 absentee ballots)	
Percent of turnout:	18.05%
Joshua D. Fuller	343
Paul Ruthfield	90
Elizabeth Tricoche	308

In accordance with the provisions of the Town Charter Section 2.04 and Florida Statutes, the above tabulation indicates Joshua D. Fuller & Elizabeth Tricoche were elected to a four year term. Enclosed is a copy of the summary report submitted by Miami-Dade County Elections Department.

Respectfully submitted,

Marlene M. Siegel
Town Clerk/BHI Supervisor of Elections
Canvassing Board Representative

idi

MAYOR JOSEPH J. GARDNER GOVERNMENT CENTER

SUMMARY REPT-GROUP DETAIL

OFFICIAL GENERAL ELECTION
BAY HARBOR ISLANDS, FL
APRIL 5, 2016

UNOFFICIAL RESULTS

RUN DATE:04/05/16 07:13 PM

REPORT-EL45A

PAGE 001

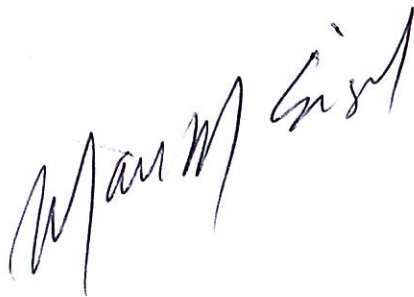
	TOTAL VOTES	%	ED OSS	ED IVO	ABSENTEE	PROV
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PRECINCTS COUNTED (OF 2)	2	100.00				
REGISTERED VOTERS - TOTAL	2,726					
BALLOTS CAST - TOTAL	492		227	0	265	0
VOTER TURNOUT - TOTAL		18.05				

COUNCIL MEMBER

Vote for 2

Joshua David Fuller	343	46.29	167	0	176	0
Candidate Withdrew (Doris Marano)	0		0	0	0	0
Paul Ruthfield	90	12.15	51	0	39	0
Elizabeth Tricoche	308	41.57	159	0	149	0
Total	741		377	0	364	0
Over Votes	4		0	0	4	0
Under Votes	239		77	0	162	0



AGENDA ITEM REPORT

April 11, 2016

ITEM NUMBER: 7.

ITEM: Consideration and Approval of a Resolution re-appointing the Town Clerk and Deputy Town Clerk. The resolution reflect the current appointments of Marlene M. Siegel and Alba L. Chang. Enclosed find a copy of the proposed resolution.

DESCRIPTION:

RECOMMENDED ACTION:

Approval.

FINANCIAL ANALYSIS:

BUDGET IMPACT:

Submitted By: Alba Chang, Deputy Town Clerk

ATTACHMENTS

1.	Resolution of Town Clerk/ Deputy	reso- appointing town clerk -deputy.pdf
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RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF BAY HARBOR ISLANDS, FLORIDA,
APPOINTING A TOWN CLERK AND A DEPUTY
TOWN CLERK.**

WHEREAS, it is incumbent upon the Town Council to appoint a Town Clerk and a Deputy Town Clerk; and

WHEREAS, appropriations for these officials has been provided for in the Operating Budget; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bay Harbor Islands:

Section 1. That the following be appointed as Town Clerk:

MARLENE M. SIEGEL

Section 2. That the following be appointed as Deputy Town Clerk:

ALBA L. CHANG

PASSED and ADOPTED this 11th day of April 2016.

MAYOR

ATTEST:

TOWN MANAGER

AGENDA ITEM REPORT

April 11, 2016

ITEM NUMBER: 8.

ITEM: Consideration and Approval of a Resolution re-appointing the Town Attorney and Assistant Town Attorneys. The Resolution reflects the current appointment of Crag B. Sherman as Town Attorney, with Drew B. Sherman and Frank Simone as Assistant Town Attorneys. Enclosed is a copy of the proposed resolution.

DESCRIPTION:

RECOMMENDED ACTION:

Approval.

FINANCIAL ANALYSIS:

BUDGET IMPACT:

Submitted By: Alba Chang, Deputy Town Clerk

ATTACHMENTS

1.	Resolution - Town Attorneys	Appointing town attorneys.pdf
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RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF BAY HARBOR ISLANDS APPOINTING A TOWN
ATTORNEY AND ASSISTANT TOWN ATTORNEYS.**

WHEREAS, it is incumbent upon the newly elected Town Council to appoint a Town Attorney and Assistant Town Attorneys; and

WHEREAS, an appropriation for these officials has been provided for in the Operating Budget; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bay Harbor Islands:

Section 1. That the following shall be appointed to serve the Town as Town Attorney to handle all legal details for the current appointive year for an annual retainer of \$ 43,200.00 plus \$ 275.00 per hour for matters in litigation:

CRAIG B. SHERMAN

Section 2. That the following be appointed as Assistant Town Attorneys to serve only in the absence of the Town Attorney under the supervision and direction of the Town Attorney as a single entity in accordance with the compensation established above.

FRANK C. SIMONE

DREW B. SHERMAN

PASSED and ADOPTED this 11th day of April 2016 .

MAYOR

ATTEST:

TOWN CLERK

AGENDA ITEM REPORT

April 11, 2016

ITEM NUMBER: 9.

ITEM: Appointments and re-appointments to the Planning & Zoning Board for the term 2016-2018. Enclosed find a list of the current Board Members request to be re-appointed and three (3) new request for appointment. One of the current members of the Board, Mr. Roberto Gambach, has declined to serve another term.

DESCRIPTION:

Section 5-23-.01 (b)

Appointment to the Planning and Zoning Board. Each town council member shall submit one or more persons as candidates for consideration by the town council for appointment to the planning and zoning board. In order for a candidate to be appointed to the planning and zoning board, the candidate must meet the membership requirement of subsection (a) and must be approved by at least five town council members.

Enclosed find a list of the current Board Members that are seeking re-appointment and three (3) new request for appointment.

RECOMMENDED ACTION:

Council Discretion

FINANCIAL ANALYSIS:

BUDGET IMPACT:

Submitted By: Alba Chang, Deputy Town Clerk

ATTACHMENTS

1.	PNZ re-appointments	PNZ re-appointments.pdf
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PLANNING & ZONING BOARD
2016 - 2018

CURRENT BOARD MEMBERS SEEKING RE-APPOINTMENT:

- * JED L. FRANKEL
- * JEROME GAVCOVICH
- * STEVEN HURWITZ
- * JAIME SCHAPIRO
- * OSCAR SKLAR
- * THOMAS TELESKO

NEW INTERESTED RESIDENTS:

- * TERI D'AMICO
- * ALAN BEBCHIK
- * NICOLE GOMEZ

Marlene M. Siegel
Town Clerk

Craig B. Sherman
Town Attorney

Print your name

Joe Frankel

☒ I would like to request reappointment to the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.

☐ I would like to give another individual the opportunity to serve on the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.

MAYOR JOSEPH J. GARDNER GOVERNMENT CENTER

9665 Bay Harbor Terrace • Bay Harbor Islands, FL 33154 • Tel: (305) 866-6241 • Fax: (305) 866-4863 • www.bayharborislands.org

JED L. FRANKEL, Esq.
Board Certified Specialist in Civil Trial Law by The Florida Bar
(954) 894-8000 x 301 (office)
(954) 684-3404 (cellular)
jfrankel@eisingerlaw.com
jedfrankel@yahoo.com

PRACTICE AREAS Complex Commercial Litigation; Real Estate Litigation; Corporate Litigation; Condominium and Homeowners Association Law; State and Local Administrative Law; Bar Admissions; Bench and jury trials in State (Florida) and Federal (Southern District of Florida) Courts. Appeals in Florida's First, Third, Fourth & Fifth District Courts of Appeal and Florida Supreme Court and the United States Circuit Court of Appeals for the Eleventh Circuit.

EXPERIENCE

EISINGER, BROWN, LEWIS, FRANKEL & CHAIET, P.A. Hollywood, FL
Member January, 2006 – present.

PHILLIPS, EISINGER & BROWN, P.A. Hollywood, FL
Member September, 2002 – December, 2005.
Associate September, 1997 – September, 2002.

LAW OFFICES JEROME H. SHEVIN, P.A. Miami, FL.
Associate September, 1993 – September, 1997.

VIRGIL HAWKINS CIVIL CLINIC Gainesville, FL.
Certified Legal Intern Fall, 1992.

LAW OFFICES WILLIAM P. CAGNEY, III, P.A. Miami, FL.
Summer Clerk Summer, 1992.

FLORIDA INSTITUTIONAL LEGAL SERVICES Gainesville, FL.
Volunteer legal researcher Summer, 1991.

PROFIT PROTECTION, INC. Miami, FL.
Writer / Editor / Researcher Summers, 1987-1990.

Researched, wrote, and edited educational/compliance materials published for the American Bankers Association.

EDUCATION

UNIVERSITY OF FLORIDA COLLEGE OF LAW Gainesville, FL.
Juris Doctor with Honors May, 1993.

- Dean's List, six semesters
- James B. Locke Scholarship recipient, 1990
- Council of Ten Teaching Fellow
- Certified Legal Intern
- Phi Gamma Delta Fraternity Chapter Advisor

EMORY UNIVERSITY Atlanta, GA.
Bachelor of Arts *summa cum laude* May, 1990.

- Dean's Scholarship recipient, 1986-1990
- Dean's List, seven semesters
- Phi Alpha Theta and Pi Sigma Alpha honor societies

- Phi Gamma Delta Fraternity, Member
- Men's Cross Country and Track Teams, Letter Recipient
- Honors Thesis in History

ADMISSIONS

The Florida Bar (admitted 1993)
 United States District Court for the Southern District of Florida (1994)
 United States Court of Appeals, Eleventh Circuit (1995)

ORGANIZATIONS AND HONORS

The Florida Bar, Member Trial Lawyers and Real Property Sections
 Board Certified in Civil Trial Law, The Florida Bar (2007-2017)
 "AV" (5.0) rated by Martindale-Hubbell
South Florida Legal Guide 2014 "Top Lawyers" Real Estate/Community Associations
South Florida Legal Guide 2013 "Top Lawyers" Real Estate/Community Associations
 2014 *Florida Super Lawyers*
 Dade County Bar Association, Member
 Volunteer, Justice Teaching Program (Florida Supreme Court)
 Board Member, B'nai B'rith Justice Unit 5207.
 Director and Counsel, Tennis4All Foundation, Inc.
 Director and Counsel, Miami Beach Basketball Club, Inc.
 Member, Community Association Institute – South Florida Chapter.
 Member, Aventura/Sunny Isles Beach Chamber of Commerce.
 Member, Bay Harbor Islands Charter and Ordinance Review Committee, 2005 – 07.
 Board Member, Beth Moshe Congregation, 1998 – 2009
 Board Member, Fraternity of Phi Gamma Delta FIU Graduate Ass'n, 1999 -present
 Member, Bay Harbor Development Association, 2002 - 04
 Member, Miami Beach Charter Review Board, 1994 - 96
 Board Member, Miami Beach Junior Chamber of Commerce, 1993 - 96
 Member, Miami Beach Mayor's Committee on Homelessness, 1994
 Assistant Disciplinary Counsel, Fraternity of Phi Gamma Delta, 1994 – present
 Board Member, Emory Alumni Association of South Florida
 Life Member, University of Florida National Alumni Association
 Member, Miami Beach Senior High School Alumni Association
 Miami Beach Taxpayers' Association, 1993-96
 Recipient, 11th Judicial Circuit, Put Something Back Pro Bono Award, 1994-95
 Recipient, 11th Judicial Circuit Certificate of Appreciation, 1998 (Jury Duty)

REPORTED CASES

Bay Holdings v. 2000 Island Boulevard Condominium Ass'n., Inc., 895 So. 2d 1197
 (Fla. 3d DCA 2005).
Monsanto Co. v. Campuzano, 206 F. Supp. 2d 1276 (S.D. Fla. 2002)
Monsanto Co. v. Campuzano, 2002 WL 34382458 (S.D. Fla. 2002)
Resnick v. Uccello Immobilien GMBH, Inc., 227 F. 3d 1347 (11th Cir. 2000)
United States v. Macia, 157 F. Supp. 2d 1369 (S.D. Fla. 2001)
Lamothe v. Bal Harbour 101 Condominium Ass'n., Inc., 2007 WL 781909 (S.D. Fla. 2007)
Arteaga v. Department of Business and Professional Regulation, 54 So. 3d 599
 (Fla. 3d DCA 2011)
Kaine v. D.A. Mortgage, Inc., 998 So. 2d 616 (Fla. 3d DCA 2008)
Cantwell v. The Grand Condominium Association, Inc., 986 So. 2d 611 (Fla. 3d DCA 2008)
The Grand Condominium Association, Inc. v. Cohn, 970 So. 2d 365 (Fla. 3d DCA 2007)
Abraham & Associates, Inc. v. Surrey Holding Corp., 939 So. 2d 332 (Fla. 4th DCA 2006)
Carnero v. National Home Mortgage Corp., 941 So. 2d 395 (Fla. 3d DCA 2006)
United Grand Condominium Owners, Inc. v. The Grand Condominium, 929 So. 2d 24
 (Fla. 3d DCA 2006)
Davies v. Turner, 802 So. 2d 1195 (Fla. 1st DCA 2002)
Holmes v. Posler, 847 So. 2d 583 (Fla. 3d DCA 2003)

Kearns v. 8911 Normandy Beach, Inc., 814 So. 2d 516 (Fla. 3d DCA April 24, 2002)
Florida Tower Condominium, Inc. v. Mindes, 770 So. 2d 210 (Fla. 3d DCA 2000)
Quintana v. Miami Pizza, Inc. 731 So. 2d 824 (Fla. 3d DCA 1999)
BFI Waste Systems v. Waste Solutions, Inc., 727 So. 2d 414 (Fla. 5th DCA 1999)
Martino v. Metropolitan Dade Co., 655 So. 2d 151 (Fla. 3d DCA 1995)

ARBITRATIONS

Portsvie at the Waterways Condominium Association v. Lichtenstein
Rose v. Villages of King Creek Condominium Association
In re: Lincolnwood Towers (recall arbitration)
Decoplage Condominium Association v. Kreitman
Dostis v. Mar del Plata Condominium Association

PUBLICATIONS

"Operation of Condominiums" and "Regulation of Condominiums" chapters in *Florida Condominium Law 2005* published by Halfmoon, LLC.

ARTICLES

"Documents Should be Closely Reviewed to Avoid 'Clerical' Mistakes", *Daily Business Review*, February 17, 2012.
"Fourth DCA Opens Door to Get Fees for Litigating Fees," *Daily Business Review*, June 1, 2012.
"Courts Weigh Emotional Support Animals Against Homeowner Rules," *Daily Business Review*, July 24, 2012.
"Associations May Collect from Delinquent Homeowners," *Daily Business Review*, January 9, 2013.
"Condo Declarations Are Critical Should Conflict Arise," *Daily Business Review*, March 1, 2013.

PRESENTATIONS

Best Practices for HOA Debt Collection – HOAleader.com Webinar, March 14, 2013 & June 18, 2013
Strategies to Avoid Litigation – Gulfstream Chapter of the American Society of Home Inspectors, 2012
The New Americans With Disabilities Act – BOMA Miami-Dade Chapter, 2011
How to Survive the Foreclosure Crisis – UAI Seminar for Association Board Members, 2010
Collecting Delinquent Accounts – Continental Management Quarterly Update, 2010
Association Collections Update 2009 – CAI Community Association Forum, 2009
Condominiums/Homeowners Associations – Community Association Coalition Meeting, 2008
Real Estate Legal Issues - EWM Realtors Legal Seminar, 2005
Florida Condominium Law – Halfmoon Seminars, 2005
Real Estate Legal Issues – EWM Realtors Legal Seminar, 2004

PERSONAL

Honors Graduate, Miami Beach Senior High (1986)
Interests include photography, golf, Florida Gator sports and history



February 12, 2016

To: 2016-2018 Planning and Zoning Board Members

From: Marlene M. Siegel, Town Clerk

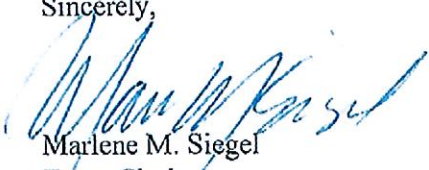
RE: PLANNING & ZONING BOARD - REAPPOINTMENTS 2016-2018

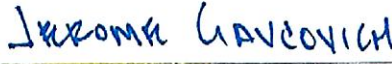
Time is drawing closer for the expiration of your two-year term and we will be advertising for the appointment/reappointment of the positions on the Bay Harbor Islands Planning and Zoning Board. We will need to hear from you whether you wish to request reappointment to the Board.

Please respond to this inquiry by filling out the bottom portion and returning it to my office by **Friday, March 4th, 2016**

Be assured that the Town Council appreciates your dedication and many hours of volunteer work for the good of the community.

Sincerely,


Marlene M. Siegel
Town Clerk



Print your name

- ☒ I would like to request reappointment to the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.
- ☐ I would like to give another individual the opportunity to serve on the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.

MAYOR JOSEPH J. GARDNER GOVERNMENT CENTER

JEROME N. GAVCOVICH, R.A.

1251 97 Street, Bay Harbor Islands, Florida 33154

Telephone: (305) 318-0670

PROFESSIONAL LICENSES

Architect, State of Florida, 1998

EDUCATION

UNIVERSITY OF MIAMI
SCHOOL OF BUSINESS ADMINISTRATION, Coral Gables, Florida
MASTER OF BUSINESS ADMINISTRATION, December 1989

UNIVERSITY OF MIAMI
SCHOOL OF ARCHITECTURE, Coral Gables, Florida
BACHELOR OF ARCHITECTURE, May 1988

EMPLOYMENT EXPERIENCE

1/2003 -- present

ARCHITECT / PRINCIPAL

JEROME GAVCOVICH, ARCHITECT, Bay Harbor Islands, Florida

- > Provide full scope of architectural services for multiple projects and project types, including hi-rise commercial, hi-rise multifamily residential, low-rise multi-family residential, single family residential, office tenant buildout, and residential tenant buildout
- > Architectural Consultant to the Firm of Kobi Karp Architecture & Interior Design for multiple projects and project types

6/1991 -- 6/2004

PROJECT ARCHITECT / PROJECTS COORDINATOR

RAUL A. SUAREZ-DEL CAMPO, ARCHITECT, Miami, Florida

RSC MANAGEMENT, INC., Miami, Florida

- > Coordinate and manage all levels of architectural and construction management projects, including institutional, commercial, and residential
- > Coordination of Interior Design and space planning efforts related to several of the architectural projects.
- > Performed field inspections and prepared reports of residential properties for Bank for construction loan requisitions and loan approval.
- > Aided in development of and implemented an approved disaster relief program/model for several national Church based organizations and federal and local agencies, for Hurricane Andrew in 1992, Great Flood of the Midwest in 1993, Northridge Earthquake in Los Angeles of 1994, Central Pennsylvania Floods of 1995, and Upper Midwest Floods (Red River) of 1997.

8/1992 -- 11/1997

FINANCE MANAGER

NATIONAL FIRST FINANCIAL CORP., Miami Beach, Florida

- > Managed accounts and prepared reports of accounts for accounts receivable financing firm.

2/1990 – 5/1991

ARCHITECT IN TRAINING

SMITH & SMITH DESIGN CORP., North Miami, Florida

- Coordinate all aspects of residential architectural projects. Prepare complete sets of working drawings, including architectural, structural, and electrical plans.

5/1986 – 8/1988

5/1985 – 8/1985

JUNIOR DRAFTSMAN

ROBERT BLEEMER AND ASSOCIATES, INTERIOR DESIGNERS AND PLANNERS, Miami, Florida

- Coordinated projects through completion, including client and supplier relations, design development, working drawings, field inspections, and research.

3/1988 – 6/1988

DRAFTSMAN

TOMAS L. LOPEZ-GOTTARDI, ARCHITECT, Coral Gables, Florida

- Assisted in the preparation of working drawings and obtained building permits for the Ziff Residence in Miami, Florida

PROFESSIONAL ASSOCIATIONS / VOLUNTEER ACTIVITIES

10/2008 – *present*

**MEMBER OF PLANNING & ZONING BOARD
BAY HARBOR ISLANDS, FLORIDA**

6/2007 – 9/2008

**MEMBER OF DESIGN REVIEW COMMITTEE
BAY HARBOR ISLANDS, FLORIDA**



February 12, 2016

To: 2016-2018 Planning and Zoning Board Members

From: Marlene M. Siegel, Town Clerk

RE: PLANNING & ZONING BOARD - REAPPOINTMENTS 2016-2018

Time is drawing closer for the expiration of your two-year term and we will be advertising for the appointment/reappointment of the positions on the Bay Harbor Islands Planning and Zoning Board. We will need to hear from you whether you wish to request reappointment to the Board.

Please respond to this inquiry by filling out the bottom portion and returning it to my office by **Friday, March 4th, 2016**

Be assured that the Town Council appreciates your dedication and many hours of volunteer work for the good of the community.

Sincerely,

Marlene M. Siegel
Town Clerk

Steven Hukwitz

Print your name

- ☒ I would like to request reappointment to the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.
- ☐ I would like to give another individual the opportunity to serve on the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.

MAYOR JOSEPH J. GARDNER GOVERNMENT CENTER

Professional Qualifications

PROFILE

Currently utilizing professional experience and education in the public sector, business and commercial real estate fields to provide added value to, and seamless coordination with, the leasing, management and development team. Also responsible for business development and high level client relations.

EXPERIENCE

2001 - PRESENT

CONTINENTAL REAL ESTATE COMPANIES

Coral Gables, Florida

Position: Principal

- ♦ Hands-on marketing and leasing of various projects; exclusive landlord & tenant representation.
- ♦ Business Development:
 - Transacted over 250,000 SF of office deals annually since 2005
 - Costar Power Broker designate (2005-2013)

SELECTED LANDLORD CLIENTS

- ♦ Bank of America
- ♦ GE
- ♦ Greenstreet Partners
- ♦ Tilia Ventures
- ♦ The Miami Herald
- ♦ Viacom Realty (MTV/Nickelodean)
- ♦ LNR Property Corp
- ♦ General Growth Partners
- ♦ Bayview Financial
- ♦ Steelbridge/Apollo

Steven D. Hurwitz, MBA

Professional Qualifications

2000 - 2001

CODINA DEVELOPMENT CORPORATION

Coral Gables, Florida

Position: Project Manager

- ◆ Spearheaded all aspects of real estate development on projects assigned including due diligence, design, construction, leasing and budgeting.
- ◆ Reported directly to the President and Director of Development.
- ◆ Handled reporting to debt and equity partners such as JP Morgan, Prudential, St. Joe, Wachovia and Bank of America.
- ◆ Project management responsibilities for over \$60M of development/construction
- ◆ Completed projects include:
 - 355 Alhambra Plaza, a 255,000 SF Class "A" office tower, Coral Gables, Florida.
 - Westside Plaza III, a 105,000 SF Class "A" office building, Miami, Florida.

1995 - 2000

CITY OF MIAMI BEACH, MAYOR & COMMISSION OFFICE

Miami Beach, Florida

Position: Chief of Staff

- ◆ Manage all office operations including staffing, budgeting and protocol.
- ◆ Monitor performance and coordination of all administrative divisions.
- ◆ Represent the Mayor and Commission to the public, media, business community, dignitaries and public officials.

Professional Qualifications

EDUCATION

FLORIDA INTERNATIONAL UNIVERSITY

Miami, Florida

Master of Business Administration, 2000

UNIVERSITY OF WISCONSIN

Madison, Wisconsin

B.A. History, 1994

LICENSES

LICENSED FLORIDA REAL ESTATE BROKER

PROFESSIONAL ACTIVITIES/ORGANIZATIONS

- ♦ Greater Miami Jewish Federation
 - Board Member
 - Chairman, Facilities Committee
 - Miami Beach Jewish Community Center Construction Committee
- ♦ Urban Land Institute (ULI)
 - Vice Chairman
- ♦ Leadership Miami
 - Class of 1998 / 99
- ♦ Costar Power Broker 2005 – 2013



February 12, 2016

Town Council

Jordan W. Leonard
Mayor

Stephanie Bruder
Vice Mayor

Joshua D. Fuller
Council Member

Doris Marano
Council Member

Kelly Reid
Council Member

Isaac Salver
Council Member

Robert Yaffe
Council Member

Town Officials

Ronald J. Wasson
Town Manager

Marlene M. Siegel
Town Clerk

Craig B. Sherman
Town Attorney

To: 2016-2018 Planning and Zoning Board Members

From: Marlene M. Siegel, Town Clerk

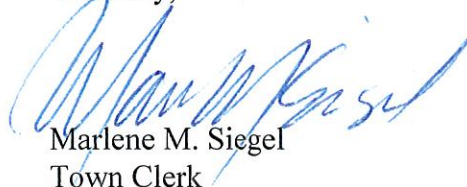
RE: PLANNING & ZONING BOARD - REAPPOINTMENTS 2016-2018

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Please respond to this inquiry by filling out the bottom portion and returning it to my office by **Friday, March 4th, 2016**

Be assured that the Town Council appreciates your dedication and many hours of volunteer work for the good of the community.

Sincerely,


Marlene M. Siegel
Town Clerk

JAIME SCHAPIRO

Print your name

- ☐ I would like to request reappointment to the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.
- ☒ I would like to give another individual the opportunity to serve on the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.

MAYOR JOSEPH J. GARDNER GOVERNMENT CENTER

Jaime Schapiro was born in Santiago, Chile where he graduated with an architectural degree from The University of Chile and later from Kyoto University in Japan. Over the years he worked in Chile, Peru and Israel before relocating with his wife in the United States. His firm, Schapiro Associates, was founded in 1975 in Miami and has received numerous regional and national awards for design excellence as well as being spotlighted and featured in various local, regional and national magazines and newspapers throughout its thirty five year history.

Among the honors for outstanding design, in 2006 Schapiro Associates ranked as one of "The Nation's Top Multi-Housing Architects in the United States" as well as one of the top 21 designers in the country by Multi-Housing News. Schapiro Associates was lauded with 2 National Association of Homebuilders (NAHB) Pillars of Industry Awards for The Setai Resort and Condominiums. The Setai also received an American Institute of Architects Merit Award of Excellence as well as seven prestigious awards from Florida's BEST. In addition, Schapiro associates received various Fame Awards, Aurora Awards for The Gallery at Bay Harbor, and Florida Concrete Association Award.

Jaime Schapiro is active in community associations, action groups, boards and city councils. He is a member of The American Institute of Architects, Royal Institute of British Architects, Royal Architectural Institute of Canada and The Chilean and Peruvian Institute of Architects. He has served in the Board of Directors of the Jewish Community Services, The Shul of Bal Harbour and currently serves on the Architectural Review Board of Bal Harbour.



February 12, 2016

To: 2016-2018 Planning and Zoning Board Members

From: Marlene M. Siegel, Town Clerk

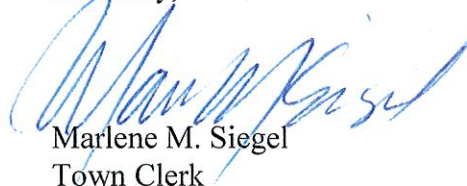
RE: PLANNING & ZONING BOARD - REAPPOINTMENTS 2016-2018

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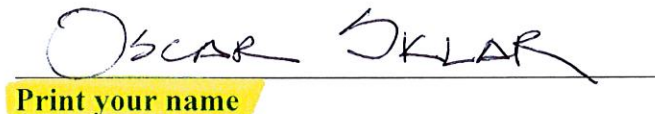
Please respond to this inquiry by filling out the bottom portion and returning it to my office by **Friday, March 4th, 2016**

Be assured that the Town Council appreciates your dedication and many hours of volunteer work for the good of the community.

Sincerely,



Marlene M. Siegel
Town Clerk



Print your name

- ☒ I would like to request reappointment to the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.
- ☐ I would like to give another individual the opportunity to serve on the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.

MAYOR JOSEPH J. GARDNER GOVERNMENT CENTER

Oscar Sklar, AIA
Architect, General Contractor, Real Estate Developer

Education: Pratt University
Brooklyn, NY
Bachelor of Architecture

Registration: Florida, New York, Washington, D.C.
N.C.A.R.B.

Professional Experience:

Sklarchitecture	2001 to Present
Gambach - Sklar Architects	1990 - 2000
Sklar Arkitekts, Inc.	1972 - 1990
William Dorsky & Associates	1970 - 1972
Isaac Sklar & Associates	1969 - 1970
Philip R. Braden & Associates	1967 - 1969
Morris Lapidus & Associates	1965 - 1967

Schools: A-1 Ethel Koger Beckham Elementary School
Kendale Lakes Elementary School Renovations
Royal Green Elementary School Renovations
South Dade Senior High School Renovations
Lehrman Day School Early Childhood Elementary School
Hebrew Academy Campus

Religious Institutions: Cuban Hebrew Congregation of Miami

Community Service: Member – Design & Review Committee – Bay Harbor, Fl.
Vice President, Bay Harbor Development Association
Board of Directors-Pasternak Montessori School- Miami Beach, Fl.
Member of the Boar of Directors, Downtown Miami Partnership
Member, Planning Board, Surfside, Florida
Board of Directors, Cuban Hebrew Congregation of Miami
Board of Education, Temple Emanu-El
Member, Board of Realtors, Miami Beach, Florida
Member, Convention Center Advisory Board, Miami Beach, Fl.
Member, American Institute of Architects, Government Affairs
Member, Greater Miami & The Beaches Hotel Association

Residential: Several Privates Residences

Furniture Showrooms: Casa Bella Showroom, Miami, Florida
Casa Bella Showroom, New York, New York

Single Family Residences: Over 100 Builder Spec Homes
Several Private Custom Homes, Bay Harbor, Bal Harbour,
Surfside, Keystone Point and South Beach, Florida.

**Apartment Buildings
And Condominiums:**

The Terraces, Miami Beach, Florida
Surfside Palms Condominium, Surfside, Florida
Ocean 91 Condominium, Surfside, Florida
Marbella Condominium, Surfside, Florida
Bella Venetia Towers, Miami Beach, Florida
Byron Bay Condominium, Miami Beach, Florida
Byron Park Condominium, Miami Beach, Florida
Abbott Gardens Condominium, Miami Beach, Florida
Bay Harbor 101 Apartments, Bay Harbor, Florida
Champlain Tower East Condominium, Surfside, Florida
Harding Court Condominium, Miami Beach, Florida
Byron 76 Condominium, Miami Beach, Florida
Ocean 73rd Lofts, Miami Beach, Florida

Townhouses:

Lagomar Townhouses, Dade County, Florida
Hollywood Townhouses, Hollywood, Florida
Kotler Townhouses, Bay Harbor, Florida
ECCO- Bay Harbor Islands, Florida

Banks:

Capital Bank	(Now Regions Bank) Downtown Miami, Florida Corporate Headquarters Interiors Fort Lauderdale, Florida Main Branch, North Bay Village, Florida Executive Office, North Bay Village, FL 41 st Street Branch, Miami Beach, Florida Kendall, Florida Oakland Park, Florida Adams Morgan Branch, Washington, D.C.
Union Federal Bank	(Now Miami Savings Bank) Downtown Miami, Main Offices Executive Offices, Miami, Florida S.W. 8 th Street, Miami, Florida Washington Avenue, Miami Beach, FL

Executive Offices:

Savitt Consultants, Bay Harbor, Florida
Dr. Rauch, Perodontics Offices, Bay Harbor, Florida
Dr. Velasco, Dermatologist Offices, Bay Harbor, Florida
Dr. Scheib, Dermatologist Offices, Bay Harbor, Florida
Dr. Eisner & Baumel, Neurologist Offices, Bay Harbor Fl.

Office Buildings:

Lincoln Center Mall, Miami Beach, Florida
Harbor Plaza, Bay Harbor, Florida
Mc Crory's - Retail Building
Carrion Building, Jewelry Center, Miami, Florida
Capital Plaza I & II - Kendall Dr. Kendall, Fl.
Capital Plaza - Oakland Park, Fl.
KC Property - Bay Harbor Islands, Fl.
1080-1090 Kane Concourse, Bay Harbor Islands, Fl.
Concourse Terrace I & II, Bay Harbor Islands, Fl.



February 12, 2016

To: 2016-2018 Planning and Zoning Board Members

From: Marlene M. Siegel, Town Clerk

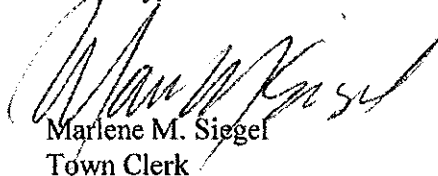
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Sincerely,


Marlene M. Siegel
Town Clerk

Town Council

Jordan W. Leonard
Mayor

Stephanie Bruder
Vice Mayor

Joshua D. Fuller
Council Member

Doris Marano
Council Member

Kelly Reid
Council Member

Isaac Salver
Council Member

Robert Yaffe
Council Member

Town Officials

Ronald J. Wasson
Town Manager

Marlene M. Siegel
Town Clerk

Craig B. Sherman
Town Attorney

Thomas Telesco

Print your name

- ☒ I would like to request reappointment to the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.
- ☐ I would like to give another individual the opportunity to serve on the Bay Harbor Islands Planning and Zoning Board for the term 2016-2018.

MAYOR JOSEPH J. GARDNER GOVERNMENT CENTER



TELESCO
ASSOCIATES, INC.

Architecture &
Interior Design
for the Hospitality
Industry

NY License 031794
FL. Lic. # AA-0002884

Miami (Main) Office
1111 Kane Concourse
Suite 301
Bay Harbor Islands
Florida, 33154

Tel 305.866.1014
Fax 305.866.3317

New York Office
224 5th Avenue, 4th Floor
New York, NY 20001
Tel 212 777 2052

Western NY Office
190 Deerpark Blvd
Tonawanda, NY 14217
Tel 716 884 6100

E-mail
[tom@restaurant-
design.com](mailto:tom@restaurant-design.com)

Website
[www.restaurant-
design.com](http://www.restaurant-design.com)

Resume

Thomas J. Telesco AIA

October 1971 – March, 1973

Buffalo Children's Hospital
Buffalo, N.Y.

Position: Senior Drug Counselor

March 1973 – March 1975

R & R Building & Fence Company
Buffalo, N.Y.

Position: Owner

March 1975 – August 1977

Jack Daniels
Restaurant with Live Music Bar
Buffalo, N.Y.

Position: Owner

January 1978 - June 1980

Moneysworth Construction
San Diego CA

Position: Drafter & Estimator

July 1980 – December 1992

T.J. Telesco Associates
Buffalo, N.Y.
Design/Builder / General Contractor
Position: Owner

March 1993 – Present

General Contractor
Bay Harbor Islands, FL
FL License # RB 29003267
and Dade County license 01B-000243 for Building + Roofing + Swimming Pools

and

Registered NYS Architect & Florida Architectural Firm Owner November 1996 – Present

Telesco Associates Inc.

Bay Harbor Islands, FL.

NY License 031794, FL Corp License AA-0002884

All current Licenses attached

**NEW REQUESTS
TO BE APPOINTED
TO THE
PLANNING & ZONING
BOARD
2016 - 2018**

Marlene Siegel

From: Teri D'amico - D'amico Design Associates <teri@dadausa.com>
Sent: Wednesday, February 17, 2016 1:24 AM
To: Marlene Siegel
Subject: Application for Planning and Zoning board

Marlene, I would like to apply for the open position on the P&Z board. Please submit my credentials below. Thank you. Teri

Dear Bay Harbor Island Commissioners-

I have been a resident of Bay Harbor Island for over 23 years and I would like to be considered for the open position on the town's Planning and Zoning Board.

I have three design related degrees in Architectural Studies, Interior Design and Art & Design Education. I am a Florida registered Interior Design, as well as NCIDQ certified. I have been working for NYC, Miami and International, award winning Architects for over 29 years. I was an Adjunct Professor at FIU School of Architecture, where I taught Construction Drawings in AutoCAD, Hospitality Design and course on and with renown Miami architect, Morris Lapidus. I received the key from the City of Miami Beach for my outstanding work on the city's architectural Design Review Board.

I am principle and owner of an award winning design firm specializing in South Florida and Caribbean Luxury resorts. I have provided project management for condos and hotels that have exceeded 60 million dollars. Many of our projects are continuously on Travel & Leisure, Conde Naste Traveler, NY Times Travel, Robb Report, Fodors, (just to name a few) Top Hotel lists and featured on CBS Morning News, Luxury Hotelier Magazine and Architectural Digest.

<http://www.petitstvincent.com/press-news/press/2011.html>

In 2007, Journalist Nina Korman and I volunteered to surveyed and identified the significant buildings of the Mid-Century period in Bay Harbor Islands. We researched the building dates and architects, which lead to a non-profit organization publishing a book written by both of us. My research gave me the unique opportunity to interview Shepard Broad, founder of the BHI, on his concepts and theory on how he developed the island.

<http://www.docfoc.com/bay-harbor-islands-mimo-architecture-of-a-mid-century-town>

In 2012 I was hired by the Town of Lauderdale by the Sea, LBTS, to write their Architectural guidelines and create the city official paint color chart. LBTS is also a small waterfront town that has a similar architectural style.

http://www.lauderdalebythesea-fl.gov/webfilemag/DAX_lbtsADS2015.html#p=1

I was also a professional consulted for the City of Miami Beach Planning Department's architectural guideline for their Mid-Century architecture and website.

<http://www.mimoonthebeach.com/index.html>

In 2001, I curated a traveling architectural photography exhibition and was editor of the first publication on Miami Mid-century architecture, Beyond the box.

<http://mimoonthebeach.com/beyondthebox/intro.html> and a contributor to MiMo Revealed,

<http://www.amazon.com/MiMo-Revealed-Eric-P-Nash/dp/0811842045>

<http://miamimodern.net/what-is-mimo/>

Please consider my educational, professional, my volunteer work and expertise in Bay Harbor Island architecture. I have applied for the Planning and Zoning Board position since its inception, since that time only one woman has been appointed to a Planning & Zoning Board. I feel that more woman, as well as residents of the East Island on the town's board would benefit the town and should be represented in the development decision making of the East Island.

Thank you for your time and consideration.

Teri D'Amico,
9101 East Bay Harbor Drive- 206
Bay Harbor Islands, FL 33154

Phone: 305-527-5455

Email: teri@dadausa.com

Marlene Siegel

From: Alan Bebchik <abebchik@gmail.com>
Sent: Friday, April 01, 2016 2:47 PM
To: Marlene Siegel
Subject: Re: Interest in volunteering for Town Committees
Attachments: Alan Bebchik Resume 2-2-2016.pdf

Hi Marlene,

This email is to express my interest for the Parks and Recreation Board Membership and the Planning and Zoning Board Membership.

Attached is a copy of my resume.

Thank you,

Alan

On Thu, Mar 31, 2016 at 1:21 PM, Marlene Siegel <msiegel@bayharborislands.net> wrote:

Mr. Bebchik, thank you for your interest in volunteer on a committee. Most of the committees meet once a month, except for Planning and Zoning. The committees meet to discuss issues within their area of interest of issues that are sent to them from the Town Council. The committees then come up with recommendations that are sent to the Council for action. The committees themselves are advisory in nature.

The Planning and Zoning Board is very different, they are not an advisory committee, they actually review and approve projects based on aesthetics and how they fit into the community. They meet more regularly, usually twice a month on the first Tuesday and third Tuesday of the month.

I have attached the mission statements for the Environmental Committee and the Parks and Recreation. The Business District has not met yet, it was something new we were trying to start. I've also enclosed the PnZ Manual so you can have an idea of their role.

If you are considering the Planning and Zoning Board, I would need to hear from you by Monday at the latest. An email letting me know that you are specifically interested on the Board membership and your resume would need to be submitted. If you don't have a resume, you can just state your qualifications on the letter.

The appointments for the board and the committees are for two years, unless you are appointed to fill a vacancy.

If you have any other questions, feel free to reach out to me by email or telephone.

Again, thank you for your interest.

Marlene M. Siegel

Town Clerk/Director of Code Compliance

Town of Bay Harbor Islands

9665 Bay Harbor Terrace

Bay Harbor Islands, FL 33154

Tel: [305-866-6241](tel:305-866-6241)

Fax: [305-866-4863](tel:305-866-4863)

msiegel@bayharborislands.net

www.bayharborislands.org

From: Alan Bechik [mailto:abechik@gmail.com]

Sent: Thursday, March 31, 2016 11:47 AM

To: Marlene Siegel

Subject: Interest in volunteering for Town Committees

Hi Marlene,

I hope all is well. My name is Alan Bechik, I live at 1331 98 st, married to Fabiana Cohen. We have met in the past.

I would like to learn more information about the following committees:

- Environmental Impact
- Parks and Recreation
- Business District
- Planning & Zoning Board

I would like to get a better sense of what is the expected time commitment to volunteer in a committee (how many times a week they meet and at what times), the type of activities that a volunteer oversees, what is expected from the role, etc.

Would love to give back to the town and get involved.

Thank you,

Alan

Alan Bebchik
1331 98 St | Miami, FL 33154
(305) 318-9016 | abebchik@ChicagoBooth.edu

EDUCATION

THE UNIVERSITY OF CHICAGO BOOTH SCHOOL OF BUSINESS

Master of Business Administration

Chicago, IL
Sep 2013 – Aug 2015

- Concentrations in Finance, Entrepreneurship and Strategic Management
- Dean's Honor List
- LAUNCH Mentor, Class Ambassador, Real Estate Club, Poker Club

NORTHWESTERN UNIVERSITY

Master of Science in Project Management

Evanston, IL
Sep 2011 – Jun 2012

- GPA 3.70
- Teaching Assistant for Professor Richard Tilghman Construction Management class
- Social Chair for the Master of Science in Project Management program

UNIVERSITY OF FLORIDA

Bachelor of Science in Civil Engineering

Gainesville, FL
Aug 2005 – Dec 2009

- Cum Laude, GPA 3.51
- National Honor Society of Civil Engineers, Society of Hispanic Professional Engineers
- University of Florida Rugby team member

EXPERIENCE

CAPGEMINI

Service Delivery Manager (Acting)

Chicago, IL
Mar 2014 – Present

- Collaborate with the CIO of a major transportation company to support business users through ERP application management; guided team to evaluate and identify opportunities to reduce IT costs by 7%
- Supervise off-shore consulting team to ensure efficient delivery of key performance targets while maintaining contribution margins of over 40%
- Manage ongoing relationship with current clients to ensure client satisfaction with services rendered
- Pitch outsourcing solutions to potential clients and technical decision makers; establish planning guidelines and created governance model; won approval for \$3.5 MM follow-on engagement
- Capgemini top performer in years 2013 and 2014, and awarded excellence performance incentive in year 2014

Senior Application Analyst

Jul 2012 – Mar 2014

- Re-engineered on-boarding process for all of business unit accounts, increasing internal staffing turnaround by 20%
- Coordinated human capital management transition for a leading energy company
- Interacted with clients in a distributed service model and worked daily with team members in India, England and Guatemala
- Co-founded HOLA—first Hispanic employee resource group at Capgemini—and was appointed as national lead
- Completed nine week international training program focused on developing technical and functional consulting skills
- Conducted campus recruiting events, student presentations, and interviews at Northwestern University; resulted in hiring 50 campus hires for our Chicago office
- Mentored new Capgemini employees to help them transition into the company
- Certified in Lean Six Sigma Green Belt; used statistical tools to improve key performance indicators by 10%

BEDECO

Project Manager

Miami, FL
Jan 2010 – Aug 2011

- Managed construction of residential and commercial building projects valued at \$5 MM
- Supervised workers, handled all on-site operations, and ensured in-budget completion of projects
- Estimated project costs, schedules and devised project proposals directly with the General Contractor
- Negotiated with sub-contractors to reduce 10-20% in project costs by value engineering and process optimization

ADDITIONAL

- Native Spanish; fluent Hebrew; conversational Portuguese
- Represented state of Florida in the Collegiate All-Stars Rugby team, including interstate and international matches
- Led Water for People volunteer team on projects in Guatemala; used mobile technology to document, evaluate, and report sanitary conditions in rural Quiche for the World Water Corps
- Managed a 5-member team and coordinated weekly activities for 70 high school students in a Miami community center

Marlene Siegel

From: Nicole Gomez <nvg827@gmail.com>
Sent: Thursday, March 31, 2016 4:13 PM
To: Marlene Siegel
Subject: Applicant for the Planning & Zoning Board
Attachments: Nicole Gomez Resume_GA.pdf

Good afternoon,

I would like to be considered for the Planning and Zoning Board. Attached hereto, please find my resume.
Thank you!

Nicole Gomez
(786) 431-7722

Nicole Gomez

10350 West Bay Harbor Drive, Unit 2P • Bay Harbor Islands, Florida 33154 • Telephone: (786) 431-7722 • ngomez827@yahoo.com

GOVERNMENT AFFAIRS PROFESSIONAL

Florida Bar Certified Paralegal and Government Relations professional with 10+ years of political and organizational experience. Ability to provide executive-level administrative support by utilizing a specific skill set to assist attorneys and elected officials. Advanced knowledge in preparing, drafting and executing a wide range of legal documents with the ability to conduct extensive analysis to support the day-to-day process involving sensitive issues. Possess exceptional written & verbal communication skills in both English and Spanish and an active listener with strong interpersonal communication and multi-cultural skills due to extensive travel and exposure throughout Europe and Latin America.

EDUCATION & QUALIFICATIONS

NOVA SOUTHEASTERN UNIVERSITY, Davie, Florida

OCTOBER 2014 - PRESENT

- Master's in Public Administration Arts, State and Local Government

UNIVERSITY OF CENTRAL FLORIDA, Orlando, Florida

DECEMBER 2012

- Bachelors of Arts (B.A.): in Political Science, Pre-Law Track
- Phi Alpha Delta Pre-Law

CERTIFICATIONS

- Florida Registered Paralegal (2011)
- State of Florida Notary Public (2004 - 2016)

PROFESSIONAL EXPERIENCE

CITY OF NORTH MIAMI BEACH, North Miami Beach, FL

NOVEMBER 2014 - PRESENT

CHIEF OF STAFF TO MAYOR AND COUNCIL

- Maintain the Mayor and Council's day-to-day operations, budget, and legislative priorities and assist with constituency and intergovernmental relations.
- Facilitate communication with the City Manager, City Attorney, City Clerk, Department Directors, representatives of other governmental agencies and members of the community.
- Collaborate with all stakeholders to ensure effective implementation of major City of North Miami Beach initiatives.
- Resolve constituent issues by working diligently with all department directors.
- Provide leadership on matters of communication strategy, social media and messaging with the City's media consultant Brian Andrews.
- Coordinate and perform public and community relations activities such as preparation of news releases, referral to media inquiries, coordinating arrangements for recognition events.
- Serve as the Editor in Chief for the Award Winning *Cityline* newsletter.
- Drive the social media component for the City of North Miami Beach by promoting and marketing the city's signature events, groundbreakings and ribbon cuttings via Facebook and Twitter.
- Assist and attend City Council meetings as required and prepare correspondence resulting from Council action such as letters, resolutions and ordinances.
- Support and partner with the City Manager and other members of the Executive team and carry out the City's Strategic Plan.
- Anticipate the needs of the Mayor, City Council, City Manager and Department Directors and provides the appropriate support and guidance to ensure the team is operating efficiently and effectively.
- Work with legislative staff and city consultants to draft annual state funding requests, other correspondence related to State and Federal legislative affairs and policy.
- Travel to Tallahassee as necessary with the Mayor, Council and City Manager to meet with key legislators for annual state funding requests.

Nicole Gomez

10350 West Bay Harbor Drive, Unit 2P • Bay Harbor Islands, Florida 33154 • Telephone: (786) 431-7722 • ngomez827@yahoo.com

REPUBLICAN PARTY OF FLORIDA, Boca Raton, FL

APRIL 2014 – NOV. 2014

Deputy Director: Palm Beach, Martin and St. Lucie Counties Rick Scott for Florida Campaign

- Responsible for carrying out the day-to-day operations for the Governor's reelection campaign.
- Recruited and trained a team of over 200 grassroots volunteers.
- Implemented an aggressive volunteer recruitment and retention program that allowed the campaign to build an effective and reliable voter contact program.
- Developed grassroots political relationships with local community leaders.
- Interfaced with statewide and local campaigns to build a multifaceted GOTV program.
- Executed over 300,000 GOTV phone calls and engaged over 300,000 doors in the tri-county area.
- Consistently recognized in the top 10 offices statewide for GOTV metrics.
- Ensured reporting protocols were followed to provide up-to-date data and information to campaign leadership.

LAW OFFICE OF ISAAC BENMERGUI, P.A., Bay Harbor Islands, FL

JANUARY 2014 – APRIL 2014

Litigation Paralegal to Lauren Luck, Esq.

- Drafted Complaints, Answers, Motions, Stipulations, Dismissals and Extension of Time in Civil/Foreclosure matters including, but not limited to, notice to set, to continue, and of deposition.
- Filed any and all pleadings via Florida Courts E-Filing Portal and provide e-Courtesy copy to judges.
- Assisted attorney with landlord/tenant disputes by drafting eviction letter, summons, complaints with respective county, Default Final Judgment and Writ of Possessions.

THE CHILDREN'S COURTHOUSE, Miami, Florida

FEBRUARY 2007 – JUNE 2013

Judicial Assistant to Honorable Cindy S. Lederman

- Served as Administrative Judicial Assistant from 2007 – 2009 and ensured dependency division JA's were up-to-date with new court policies and procedures.
- Conducted research on collection of relatively complex & intricate legal issues.
- Drafted legal documents during demanding situations with minimal time limits.
- Reviewed confidential documents & sensitive case files for accuracy, ensuring the judge has valid copy of proper Motions and Level of Care Assessments (LOC) before scheduled hearings.
- Maintained professional competence during frequent interactions with judges, offices of the Clerk of Court, State Attorney, Public Defender, law clerks, state and local law enforcement, witnesses, bailiffs, criminal justice and social service professionals such as case managers, protective investigators & the general public.
- Notarized Termination of Parental Rights surrenders and accessed Driver and Vehicle Information Database (D.A.V.I.D) to locate proper parental identification as needed.
- Performed variety of vital administrative and managerial operations that enable smooth transactions.
- Organized & scheduled motions for special set hearings utilizing Extranet & Odyssey
- Received, reviewed, distributed & filed incoming mail and compose responses to routing correspondence.
- Analytically prepared & managed judge's judicial calendar to ensure optimal time management efficiency.
- Coordinated & planned conferences and committee meetings to discuss legal matters in confidence
- Communicated effectively with families in distress redirecting them to proper caring agencies.
- Prepared yearly financial disclosure forms, travel arrangements & travel reimbursement vouchers.

U.S. SENATOR MARCO RUBIO'S OFFICE, Doral, Florida

AUGUST 2012 – MAY 2013

Legislative Intern

- Assisted Director of Special Projects in monitoring legal developments in matters relating to foreign policy, particularly those of Cuba, Central America & Middle East.
- Collaborated with staff members, researched & drafted memoranda with regards to Human Rights Violation, Human Trafficking & acts against humanity around the globe.

Nicole Gomez

10350 West Bay Harbor Drive, Unit 2P • Bay Harbor Islands, Florida 33154 • Telephone: (786) 431-7722 • ngomez827@yahoo.com

LAW OFFICE OF WOODROW "MAC" MELVIN, JR., P.A., Miami, Florida

JULY 2005 – MAY 2006

Legal Secretary

- Prepared case pleadings involving Commercial Litigation on behalf of attorney
- Assisted attorney with private investigations & completed extensive legal research in Lexis Nexis
- Drafted correspondences, discovery requests/responses, settlements, motions, subpoenas & appellate briefs
- Reviewed case deadlines in Circuit Court, Third District Court of Appeals, & in Florida Supreme Court
- Prepared & maintained trial notebooks and documents for use in preceding hearings and trials
- Delivered confidential administrative and personal assistant duties such as scheduling appointments, depositions and mediations for clients & special appearances before judges
- Drafted letter compositions, completed high-volume filing & delivered exceptional client services

BANDER AND ASSOCIATES P.A., Miami, Florida

APRIL 2005 - JUNE 2005

Client Support

- Assisted paralegals with preparation of immigration documentation utilizing Law Logix system
- Increased operational productivity by streamlining client data through complete database organization
- Generated series of forms to Department of Citizenship & Immigration allowing clients to receive residency card or change of visa status

LAW OFFICES OF HOSS HERNANDEZ, P.A., Miami, Florida

JULY 2002 - MARCH 2005

Legal Assistant

- Drafted petitions, motions and complaints for matters relating to Family Law, Criminal & Civil Law
- Prepared traffic case motions, assessed case deadlines, hearing calendars & court docket reports in preparation for upcoming hearings and/or trials
- Incorporated and dissolved entities with the Florida Division of Corporations
- Assisted clients with preparation of interrogatories
- Performed comprehensive office duties such as setting appointments, depositions & mediations, answering of telephones, letter dictation and customer service

LANGUAGE SKILLS

Bilingual fluent proficiency with speaking, writing & proofreading skills in English & Spanish
Proficient comprehension & Working Knowledge of Portuguese

AREAS OF EXPERTISE

Internet Research Skills	Administrative Office Support	Travel, Meeting and Event
Document Transcription	Efficient Calendar Management	Arrangements

TECHNICAL EXPERTISE

Microsoft Office 2007-2016 & 365	Lexis Nexis & Westlaw	Double Time Program
PowerPoint, Excel, Outlook, Word, & Word Perfect	PACER	56 Words per Minute
Photoshop		