

NOTE: A request form is available from the Deputy Town Clerk or on the Town's website; please fill it in and return it no later than the "Public Comment" section of the meeting if you would like to address the Town Council. When you speak, you must come to the podium in the front and clearly state your name and address for the record. Please mute or turn off your cell phone or electronic devices at the start of the meeting. Thank you.

**TOWN OF BAY HARBOR ISLANDS
MORRIS N. BROAD COMMUNITY CENTER
1175 95TH STREET
BAY HARBOR ISLANDS, FL 33154**

REGULAR COUNCIL MEETING

REVISED

AGENDA

March 5, 2025
7:00 PM

STATEMENT OF DECORUM

All comments must be addressed to the Council as a body and not to individuals. Any person making a racial or slanderous remark or who becomes boisterous while addressing the Town Council, staff, etc. shall be barred from the audience by the presiding officer. No profanity, shouting, heckling, verbal outbursts, or disruptive behavior in support of or opposition to a speaker or his/her remarks is permitted. Please mute or turn off your cell phone or other electronic devices at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chambers shall do so quietly.

SPECIAL NOTICE

A Regular Meeting of the Town Council of the Town of Bay Harbor Islands will take place in-person and virtually through the Zoom platform, on Wednesday, March 5, 2025, at 7:00 p.m.

"In an effort to provide greater public access and comment on pending matters, the Town of Bay Harbor Islands is providing a Zoom link to enable members of the public to comment on pending items on the Town Council agenda. Zoom access is provided under the same terms and conditions as in-person access, including length of time and decorum. Anyone desiring to be heard may utilize the Zoom link. However, members of the public must understand that the provision of Zoom access for comments is a courtesy, not a vested right, and that access is provided subject to the availability and functionality of the Town's equipment. There is no guarantee that internet service will be reliable or that the Town's equipment will function as intended. In the event that the Zoom access is unavailable or interrupted for any reason, the Town Council meeting will still proceed forward, and will not be stopped or rescheduled in any regard. Those wishing to be absolutely certain that their comments are heard by the Town Council should present themselves in person at the Council meeting and seek recognition, or alternatively, should submit their comments in advance of the meeting in writing to the Town Clerk, and ask that they be read into the record, subject to the above terms and conditions, such as length and decorum. The validity of any actions taken by the Town Council will in no way be affected by the use or functionality of Zoom access for comments."

Zoom Meeting Link: <https://us06web.zoom.us/j/88245509105>

Meeting ID: 882 4550 9105

To request to speak during Public Comment, please utilize the "raise your hand" Zoom feature on your electronic device. You will be recognized at the direction of the Zoom Meeting Host.

In addition, any member of the public who does not wish, or is unable to participate through the Zoom video conferencing platform, but would still like to participate can do so by listening to the meeting as it happens by dialing the Toll-free numbers below:

US Toll Free Numbers: 877 853 5247 or 888 788 0099
For higher quality, dial a number based on your current location):
US: 1 305 224 1968 or 1 646 558 8656 or 1 301 715 8592

Meeting ID: 882 4550 9105
Participant ID: Press the # key.

To request to speak: Dial *9 on your telephone device to activate the "Raise your Hand" feature on the Zoom platform.

Members of the Public can also submit their request to speak and/or comments via email to the Office of the Town Clerk at yhamilton@bayharborislands-fl.gov prior to 4:00 p.m. on the day of the meeting.

CALL TO ORDER: At approximately 7:00 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

SPECIAL PRESENTATION:

REQUESTS FOR WITHDRAWALS, DEFERMENTS AND FUTURE AGENDA ITEMS:

TOWN MANAGER'S REPORT:

COUNCIL REPORTS:

PUBLIC COMMENT

There is a three (3) minute time limit for each speaker during public comment and a two (2) minute time limit for each speaker during all other agenda items. Your cooperation is appreciated in observing the three (3) minute rule. If you have a matter you would like to discuss which requires more than three (3) minutes, please arrange a meeting with the Town Manager or appropriate administrative official. A request form is available from staff or on the Town's website; please fill it in and return it to the Deputy Town Clerk no later than the conclusion of "Public Comment" section of the meeting, if you would like to address the Town Council. Please come forward to the podium, give your name and address, and the name and address of the organization you are representing, if any.

COMMITTEE REPORTS:

CONSENT AGENDA: *(Consent agenda items are those which are routine, do not require discussion or explanation prior to Town Council action, or have already been discussed and/or explained and do not require further discussion or explanation. Items can be removed from the consent agenda by the request of an individual Council member for independent consideration provided such request is made prior to the vote on the consent agenda.)*

1. **Consideration and Approval** of the 2025/2026 Budget Preparation Calendar. Enclosed is the proposed schedule provided by the Town Manager.
2. **Consideration and Approval** of a Resolution for the Eighth Extension of the Lease Agreement between Sunshine Gasoline Distributors, Inc. and the Town of Bay Harbor Islands to June 30, 2025, for operation of a motor fuel service station and convenience store at 1501 Broad Causeway, Bay Harbor Islands, Florida. Enclosed are the draft Resolution and the Lease Extension agreement.

A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, PROVIDING FOR THE APPROVAL OF THE EIGHTH LEASE EXTENSION AGREEMENT BETWEEN THE TOWN OF BAY HARBOR ISLANDS AND SUNSHINE GASOLINE DISTRIBUTORS, INC., A FLORIDA CORPORATION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

3. **Consideration and Approval** of a resolution accepting a proposal from CHA Consulting, Inc, under the CCNA-Engineering Consulting Services Contract, to Design the Kayak Park and Prepare Construction Bid Documents for public advertisement. Enclosed are the Staff Memo, revised proposal, and draft resolution. **Sponsored by Council Member Stephanie Bruder.**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, APPROVING A PROPOSAL FROM CHA CONSULTING, INC. UNDER THE CCNA-ENGINEERING CONSULTING SERVICES CONTINUING CONTRACT, TO PREPARE DESIGNS AND CONSTRUCTION DOCUMENTS FOR THE KAYAK PARK; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR EXPENDITURE OF FUNDS; AND SETTING AN EFFECTIVE DATE.

STAFF RECOMMENDATION: Approve

POLL VOTE

ORDINANCES ON SECOND READING:

4. **Consideration and Approval** of an ordinance on Second Reading amending Chapter 19, Article 1 of the Town Code for Speed Detection Systems in School Zones. Enclosed are the Staff Memo and proposed ordinance. Sponsored by Council Member Stephanie Bruder and **Council Member Eric Rappaport.**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES RELATED TO THE USE OF SPEED DETECTION SYSTEMS TO ENFORCE SPEED LIMITS; AMENDING CHAPTER 19, ARTICLE 1, RETITLING FROM RESERVED TO SECTION 19-1 "SPEED DETECTION SYSTEMS OF SCHOOL ZONES"; SECTION 19-2 DEFINITIONS; SECTION 19-3 AUTHORIZATION OF SPEED DETECTION SYSEM, SECTION 19-4 "PUBLIC HEARING AND APPROVAL"; SECTION 19-5 "DETERMINATION OF HEIGHTENED SAFETY RISK"; 19-6 "PUBLIC AWARENESS"; SECTION 19-7 "SPEED DETECTION SYSTEM REQUIREMENTS"; SECTION 19-8 "ENFORCEMENT OF SPEED LIMITS";

SECTION 19-9 “ APPEALS”; SECTION 19-10 “SPEED DETECTION SYSTEMS REPORTING REQUIREMENTS”; ESTABLISHING PROCEDURES FOR IMPLEMENTATION; PROVIDING FOR PUBLIC NOTICE AND AWARENESS CAMPAIGNS; PROVIDING FOR PENALTIES AND THE DISTRIBUTION OF FINES; PROVIDING FOR REPORTING REQUIREMENTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF RECOMMENDATION: Council's Discretion

POLL VOTE

5. **Consideration and Approval** of an ordinance on Second Reading amending Section 5-5.2 of the Town Code regarding notification to certain neighbors for seismic monitoring during construction of multifamily residential, commercial, and other non-residential construction sites. Enclosed is the proposed ordinance. Sponsored by Council Member Robert Yaffe.

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, AMENDING THE TOWN’S CODE OF ORDINANCES RELATED TO BUILDING AND CONSTRUCTION ACTIVITIES; AMENDING ARTICLE 1 OF CHAPTER 5 ENTITLED BUILDINGS AND CONSTRUCTION BY REVISING SECTION 5-5.2 PERTAINING TO NOTICE TO CERTAIN PROPERTY OWNERS REGARDING SEISMIC MONITORING DURING CONSTRUCTION OF MULTI-FAMILY RESIDENTIAL, COMMERCIAL, AND OTHER NON-RESIDENTIAL CONSTRUCTION SITES IN THE TOWN; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF RECOMMENDATION: Council's Discretion

POLL VOTE

ORDINANCES ON FIRST READING:

DEFERRED ITEMS:

6. Consideration and Approval of a resolution appointing members to the Design Review Board. Enclosed are the Staff Memo, applications for appointment and draft resolution. Sponsored by Council Member Eric Rappaport

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, APPOINTING SEVEN (7) MEMBERS TO THE DESIGN REVIEW BOARD; PROVIDING FOR INCORPORATION OF RECITALS; AND SETTING AN EFFECTIVE DATE.

STAFF RECOMMENDATION: Council's Discretion

POLL VOTE

7. **Consideration** and **Approval** of a resolution appointing members to the Parks & Recreation Committee. Enclosed are the Staff Memo, applications for membership to the committee and the draft appointment resolution. Sponsored by Council Member Eric Rappaport

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, APPOINTING FIVE (5) MEMBERS AND TWO (2) ALTERNATES TO THE PARKS & RECREATION COMMITTEE; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING AN EFFECTIVE DATE.

STAFF RECOMMENDATION: Council's Discretion

POLL VOTE

TOWN MANAGER ITEMS: *(Town business items requiring Council approval)*

DISCUSSION ITEMS:

8. **Discussion** and **Possible** action regarding a request from the 8th Grade Committee of the Ruth K. Broad PTA for a donation of \$4,500 towards the 2025 graduation. Enclosed are the request and the town's Request Funding Form. Sponsored by Council Member Molly Diallo.
9. **Discussion** and **Possible** action regarding the hiring of a Park Ranger. Enclosed is the Staff Memo. Sponsored by Council Member Stephanie Bruder.
10. **Discussion** and **Possible** action regarding the Town Manager hiring process. Sponsored by Council Member Teri D'Amico.
11. **Discussion** and **Possible** action regarding installation of astroturf at the 98th Street Park at a cost not to exceed \$100,000. Sponsored by Council Member Stephanie Bruder and Council Member Molly Diallo.

ADJOURNMENT: Approximately 11:00 p.m.

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.

AGENDA ITEM REPORT
March 5, 2025

ITEM NUMBER: 1.

ITEM: Consideration and Approval of the 2025/2026 Budget Preparation Calendar. Enclosed is the proposed schedule provided by the Town Manager.

DESCRIPTION:

The Town Manager and Finance Department hereby present the proposed dates for the Fiscal Year 2025/2026 Budget Preparation Calendar.

RECOMMENDED ACTION:

FINANCIAL ANALYSIS:

There is no fiscal impact. This is just a Budget Preparation Calendar.

BUDGET IMPACT:

Submitted By: Sandra Siefken, Finance Director

ATTACHMENTS

1. Tentative Budget Calendar FY2025-2026
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TOWN OF BAY HARBOR ISLANDS, FL
2025-2026 Annual Budget
Budget Preparation Calendar

March 03, 2025	First Departmental Budget KICK-OFF Meeting to start Department budget requests
April 15, 2025	Departmental Overview (Department Mission Statements, Budget Messages, Description of Services & Activities, and Department Goals) to be completed in Cleargov
April 22, 2025	Performance Measures to be completed in Cleargov
April 30, 2025	Capital Expenditures-Projects to be completed in Cleargov
May 1, 2025	Operating Expenditures-Departmental Budget Request for FY 2025-2026 to be completed in Cleargov
May 5 - 9	One-on-one meetings between the Town Manager's Office, Department Heads, and Finance to review Departmental Budget requests
May 19 thru June 6	Town Manager and Finance Finalize Proposed FY 2025-2026 Budget Changes
June 1, 2025	Property Appraiser estimated assessment of the value of all property no later than June 1 of each year (CH200.065(7) F.S.). Property Appraiser delivers the estimated 2024 assessment of roll values
June 18, 2025	Town Council Budget Workshop on the Proposed FY 2025-2026 Budget to Review General Fund Budget and Ad Valorem Millage Rate (TENTATIVE)
July 1, 2025	Miami-Dade Property Appraiser Certified Taxable Value



TOWN OF BAY HARBOR ISLANDS, FL
2025-2026 Annual Budget
Budget Preparation Calendar

July 23, 2024	Town Council Special Meeting-Budget Presentation and Discussion. Adoption of the Tentative Millage Rates and Dates for Two (2) Public Hearings in September (TENTATIVE)
No Later than August 4	The Town notifies the Property Appraiser of the Proposed Millage Rate; Rolled-back Rate; and the Date, Time, and Meeting Place of the Tentative Budget Hearing
September 10, 2025	<i>School Board of Miami-Dade County Final Public Hearing on FY 2025-2026 Budget</i>
September 4, 2025	<i>County Commission holds first public hearing on County FY 2025-2026 Budget</i>
September 11, 2025	Hold First Public Hearing on FY 2025-2026 Tentative Budget and Tentative Millage Rates (TENTATIVE)
September 18, 2025	<i>County Commission Holds Second Public Hearing on FY 2025-2026 County Budget</i>
September 25, 2025	Hold Second Public Hearing to adopt FY 2025-2026 Final Budget and Final Millage Rates (TENTATIVE)
October 1, 2025	Implement the FY 2025-2026 Budget

AGENDA ITEM REPORT
March 5, 2025

ITEM NUMBER: 2.

ITEM: Consideration and Approval of a Resolution for the Eighth Extension of the Lease Agreement between Sunshine Gasoline Distributors, Inc. and the Town of Bay Harbor Islands to June 30, 2025, for operation of a motor fuel service station and convenience store at 1501 Broad Causeway, Bay Harbor Islands, Florida. Enclosed are the draft Resolution and the Lease Extension agreement.

DESCRIPTION:

On December 4, 2024, the Town Council approved the Seventh Extension of the Lease Agreement with Sunshine Gasoline Distributors, Inc. that is set to expire on March 31, 2025. This request is for an eighth extension of 90 days to March 31, 2025, while working on a long-term extension of the lease.

RECOMMENDED ACTION:

FINANCIAL ANALYSIS:

GL Line Item Number: 401.9990.362000.000
Total Amount Budgeted: Revenue \$28,202.55
Encumbered Amount: N/A
Balance Remaining: N/A

Approximately \$9,400 is collected monthly.

BUDGET IMPACT:

Submitted By: Yvonne Hamilton, Town Clerk

ATTACHMENTS

1.	Resolution approving 8th Lease Extension Agreement -Sunshine Gasoline Distributors
2.	Eight Lease Extension Agreement - Sunshine Gasoline Distributors

RESOLUTION NO. _____

A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, PROVIDING FOR THE APPROVAL OF THE EIGHTH LEASE EXTENSION AGREEMENT BETWEEN THE TOWN OF BAY HARBOR ISLANDS AND SUNSHINE GASOLINE DISTRIBUTORS, INC., A FLORIDA CORPORATION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Bay Harbor Islands (“Town”) and Sunshine Gasoline Distributors, Inc., a Florida corporation (“Lessee”) entered into a Lease Extension Agreement on or about December 4, 2024; and

WHEREAS, the Lease is set to expire on March 31, 2025; and

WHEREAS, the Town and Lessee desire to extend the term of the Lease by three months through June 30, 2025, while actively working on a long-term extension of the Lease; and

WHEREAS, the Town Council hereby finds the Eighth Lease Extension Agreement between the Town and Lessee, attached hereto as Exhibit A, and made a part of this Resolution, to be in the best interest of the Town and Lessee.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS:

Section 1. The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2. The Town hereby approves and adopts the Eighth Lease Extension Agreement between the Town and the Lessee attached hereto as Exhibit A.

Section 3. If any provision, section, phrase, or word of this Resolution is declared invalid or unenforceable by a court of competent jurisdiction, the remaining provisions, sections, phrases or words of this Resolution shall remain in full force and effect.

Section 4. The Town Manager is hereby authorized to do all things necessary to carry out the aims of the Resolution.

Section 5. This Resolution shall become effective immediately upon its adoption.

PASSED and ADOPTED this 5th day of March 2025.

JOSHUA D. FULLER, MAYOR

ATTEST:

YVONNE P. HAMILTON, TOWN CLERK

APPROVED AS TO FORM:

**GREENSPOON MARDER LLP
TOWN ATTORNEYS
BY: Joseph S. Geller, Esq.**

EXHIBIT A

EIGHTH LEASE EXTENSION AGREEMENT

THIS EIGHTH LEASE EXTENSION AGREEMENT (the "Agreement") made this _____, **SUNSHINE GASOLINE DISTRIBUTORS, INC., a Florida corporation**, whose business address is 1650 NW 87th Avenue, Miami, Florida 33172 (the "Lessee") and the **TOWN OF BAY HARBOR ISLANDS, a Florida municipal corporation** (the "Lessee"). This Agreement shall be effective on the day this Agreement is signed by both Lessor and Lessee.

WITNESSETH

WHEREAS, by that certain Amended and Restated Lease dated on or about August 1, 2008, as amended and/or modified (the "Lease"), Lessor demised and leased unto Lessee a parcel of land situated in the Town of Bay Harbor Islands, County of Miami-Dade, State of Florida more particularly described as: **1501 Broad Causeway, Bay Harbor Islands, Florida 33154 operating as a motor fuel service station and convenience store** (the "Premises"); and

WHEREAS, the Lessor and Lessee entered into that certain Eighth Lease Extension Agreement on or about December 4, 2024; and

WHEREAS, the Lease is set to expire on March 31, 2025; and

WHEREAS, Lessor and Lessee desire to extend the term of the Lease while actively working on a long-term extension of the Lease; and

NOW THEREFORE, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, and the mutual covenants and promises herein contained, it is hereby agreed that:

1. The Lease term is hereby extended through and including June 30, 2025.
2. This Agreement solely extends the term of the Lease as stated above. All of the terms and conditions of the Lease, as amended and/or modified, are hereby ratified and confirmed by the parties hereto and the same is declared to be a present, valid and subsisting lease covering the premises herein described.
3. Lessor and Lessee further acknowledge that they were each given an opportunity to seek counsel in connection with the negotiation and execution of this Agreement and have either sought the advice of counsel or voluntarily chosen not to seek the advice of counsel.

[EXECUTIONS AND ACKNOWLEDGMENTS ON THE FOLLOWING PAGES]

Lessor's Initials: _____

Lessee's Initials: _____

IN WITNESS WHEREOF, the parties hereto have duly signed or caused these presents to be signed the day and year first above written.

LESSEE

SUNSHINE GASOLINE DISTRIBUTORS,
INC., a Florida corporation

LESSOR

TOWN OF BAY HARBOR ISLANDS

Name: _____
Title: _____
Date: _____

Name: _____
Title: _____
Date: _____

ATTEST

Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:
GREENSPOON MARDER LLP
Town Attorneys

Joseph S. Geller

REVISED

AGENDA ITEM REPORT

March 5, 2025

ITEM NUMBER: 3.

ITEM: Consideration and Approval of a resolution accepting a proposal from CHA Consulting, Inc, under the CCNA-Engineering Consulting Services Contract, to Design the Kayak Park and Prepare Construction Bid Documents for public advertisement. Enclosed are the Staff Memo, revised proposal, and draft resolution. Sponsored by Council Member Stephanie Bruder.

DESCRIPTION:

RECOMMENDATION

Approve the amount of \$154,773.00 in favor of CHA Consulting Inc. to perform designs of a Kayak Park at 9600 West Bay Harbor Drive, and to prepare construction documents to facilitate public advertisement.

BACKGROUND / ANALYSIS

The property at 9600 West Bay Harbor Drive was deeded to the Town when the developers of the 1177 Kane Concourse project negotiated to obtain permanent use of a section of the north alleyway. The new property has been earmarked for a Kayak Park. In preparation for the Kayak Park the town recently completed a new 75-foot seawall on the western boundary.

Of the five Engineering Continuing Services consultants the Town appointed CHA Consulting, Inc. (CHA) to perform a design of the park, and to prepare construction drawings and technical specifications to enable the project to be advertised publicly. A rough sketch was provided to CHA and on December 16, 2024, they submitted a proposal for a design fee in the amount of \$400,769.00.

This amount exceeded expectations, and it was determined that CHA did not understand the scope of the project. A meeting was subsequently held with CHA on 12/20/2024 to clarify the project scope and a revised amount was submitted on January 10th, 2025, in the amount of \$154,773.00.

EXECUTE

The final scope for the project consists of lockable units for about 20-30 kayaks, a shade structure, similar to what the town currently uses at 95th Street Park and the Tot Lot, a floating dock, two-way access to allow simultaneous ingress and egress into the park, and new landscaping.

A shade structure will allow a more cost-effective design option than a gazebo. A gazebo requires specific structural designs which will incur additional design fees.

Other design features that were discussed and discarded included parking inside the park and a cul-de-sac to allow vehicles to drop off and turnaround inside the park.

RECOMMENDED ACTION:

FINANCIAL ANALYSIS:

GL Line-Item Number: 302.5310.400063.000

Total Revised Budget: \$200,000

Encumbered Amount: \$0

Balance Remaining: \$200,000

BUDGET IMPACT:

Submitted By: Randy Daniel, Town Engineer
Council Member Stephanie Bruder

ATTACHMENTS

1.	Staff Memo - BHI 229 KAYAK PARK
2.	Resolution - Kayak Park- CHA Consulting, Inc.
3.	REVISED PROPOSAL 01-23-25



TOWN OF BAY HARBOR ISLANDS MEMORANDUM

TO: Mayor and Town Council Members

THRU: Lindsley Noel, MAcc - Interim Town Manager

FROM: Randy L. Daniel, P.E., PMP, CFM - Town Engineer

CC: Joseph S. Geller, Esq., Town Attorney
Yvonne P. Hamilton, CMC, Town Clerk

DATE: March 5, 2025

SUBJECT: BHI 229 Kayak Park – Design and Preparation of Construction Documents for Bidding

RECOMMENDATION

Approve the amount of \$154,773.00 in favor of CHA Consulting Inc. to perform designs of a Kayak Park at 9600 West Bay Harbor Drive, and to prepare construction documents to facilitate public advertisement.

BACKGROUND / ANALYSIS

The property at 9600 West Bay Harbor Drive was deeded to the Town when the developers of the 1177 Kane Concourse project negotiated to obtain permanent use of a section of the north alleyway. The new property has been earmarked for a Kayak Park. In preparation for the Kayak Park the town recently completed a new 75-foot seawall on the western boundary.

Of the five Engineering Continuing Services consultants the Town appointed CHA Consulting, Inc. (CHA) to perform a design of the park, and to prepare construction drawings and technical specifications to enable the project to be advertised publicly. A rough sketch was

provided to CHA and on December 16, 2024, they submitted a proposal for a design fee in the amount of \$400,769.00.

This amount exceeded expectations, and it was determined that CHA did not understand the scope of the project. A meeting was subsequently held with CHA on 12/20/2024 to clarify the project scope and a revised amount was submitted on January 10th, 2025, in the amount of \$154,773.00.

EXECUTE

The final scope for the project consists of lockable units for about 20-30 kayaks, a shade structure, similar to what the town currently uses at 95th Street Park and the Tot Lot, a floating dock, two-way access to allow simultaneous ingress and egress into the park, and new landscaping.

A shade structure will allow a more cost-effective design option than a gazebo. A gazebo requires specific structural designs which will incur additional design fees.

Other design features that were discussed and discarded included parking inside the park and a cul-de-sac to allow vehicles to drop off and turnaround inside the park.

FINANCIAL ANALYSIS

GL Line-Item Number: 302.5310.400063.000

Total Revised Budget: \$200,000

Encumbered Amount: \$0

Balance Remaining: \$200,000

ATTACHMENTS

Proposal from CHA Consulting Inc.

Staff Memo



TOWN OF BAY HARBOR ISLANDS MEMORANDUM

TO:	Mayor and Town Council Members
THRU:	Lindsley Noel, MAcc - Interim Town Manager
FROM:	Randy L. Daniel, P.E., PMP, CFM - Town Engineer
CC:	Joseph S. Geller, Esq., Town Attorney Yvonne P. Hamilton, CMC, Town Clerk
DATE:	March 5, 2025
SUBJECT:	BHI 229 Kayak Park – Design and Preparation of Construction Documents for Bidding

RECOMMENDATION

Approve the amount of \$154,773.00 in favor of CHA Consulting Inc. to perform designs of a Kayak Park at 9600 West Bay Harbor Drive, and to prepare construction documents to facilitate public advertisement.

BACKGROUND / ANALYSIS

The property at 9600 West Bay Harbor Drive was deeded to the Town when the developers of the 1177 Kane Concourse project negotiated to obtain permanent use of a section of the north alleyway. The new property has been earmarked for a Kayak Park. In preparation for the Kayak Park the town recently completed a new 75-foot seawall on the western boundary.

Of the five Engineering Continuing Services consultants the Town appointed CHA Consulting, Inc. (CHA) to perform a design of the park, and to prepare construction drawings and technical specifications to enable the project to be advertised publicly. A rough sketch was

provided to CHA and on December 16, 2024, they submitted a proposal for a design fee in the amount of \$400,769.00.

This amount exceeded expectations, and it was determined that CHA did not understand the scope of the project. A meeting was subsequently held with CHA on 12/20/2024 to clarify the project scope and a revised amount was submitted on January 10th, 2025, in the amount of \$154,773.00.

EXECUTE

The final scope for the project consists of lockable units for about 20-30 kayaks, a shade structure, similar to what the town currently uses at 95th Street Park and the Tot Lot, a floating dock, two-way access to allow simultaneous ingress and egress into the park, and new landscaping.

A shade structure will allow a more cost-effective design option than a gazebo. A gazebo requires specific structural designs which will incur additional design fees.

Other design features that were discussed and discarded included parking inside the park and a cul-de-sac to allow vehicles to drop off and turnaround inside the park.

FINANCIAL ANALYSIS

GL Line-Item Number: 302.5310.400063.000

Total Revised Budget: \$200,000

Encumbered Amount: \$0

Balance Remaining: \$200,000

ATTACHMENTS

Proposal from CHA Consulting Inc.

Staff Memo

Draft Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, APPROVING A PROPOSAL FROM CHA CONSULTING, INC. UNDER THE CCNA-ENGINEERING CONSULTING SERVICES CONTINUING CONTRACT, TO PREPARE DESIGNS AND CONSTRUCTION DOCUMENTS FOR THE KAYAK PARK; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR EXPENDITURE OF FUNDS; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the property at 9600 West Bay Harbor Drive was deeded to the Town and the decision was made to use this property for a Kayak Park; and

WHEREAS, the Town has an active continuing services agreement with CHA Consulting, Inc. for Engineering Consulting Services (CHA); and

WHEREAS, the Town solicited a proposal from CHA to design the Kayak Park; and

WHEREAS, CHA submitted a proposal in the amount of \$154,773.00 for the design of the Kayak Park and preparation of the associated construction plans.

WHEREAS, the Town Council hereby finds it to be advantageous and in the best interest of the Town to approve this proposal.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2. Authorization of the Town Council. The Town Council hereby approves the proposal in the amount of \$154,773.00 from CHA Consulting Inc., under the CCNA-Engineering Consulting Services contract, for the design of the Kayak Park and preparation of the associated construction plans.

Section 3. Effective Date. The Town Manager is hereby authorized to do all things necessary to carry out the aims of this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED by the Town of Bay Harbor Islands this 5th day of March 2025.

By: _____
Joshua D. Fuller, Mayor

ATTEST:

Yvonne P. Hamilton, Town Clerk

APPROVED AS TO FORM:

Greenspoon Marder, LLP
Town Attorneys
By: Joseph S. Geller, Esq.



CONSULTANT WORK ORDER PROPOSAL

Date: January 10, 2025

Dear Mr. Daniel:

CHA Consulting, Inc. proposes to provide the services identified below for the project entitled “**Engineering Consultant Continuing Services Contract**”, pursuant to its Professional Service Agreement with the Town of Bay Harbor Island (RFQ No. 5-1005-23-0-2023/FVR), dated November 27, 2023.

I. GENERAL

The Consultant is to provide design engineering services for a kayak launch at Bay Harbor Waterway – 9600 West Bay Harbor Drive including, but not limited to, drainage improvements, landscaping, hardscape, sidewalks, a gazebo with open air showers, a kayak storage locker, ADA compliant ramps, curb and/or gutter, pavement markings and striping, roadway signage, street furniture, site lighting, construction permits, utilities coordination, cost estimates, design development, field investigations and observations, as-built documentation, post design services, preparation of bid and construction documents.

The Consultant is to perform surveying, geotechnical investigations and testing, site civil, architecture, lighting, and related services necessary for the design and preparation of construction documents for the Project in accordance with Public Works Department requirements.

Project does not include Construction Engineering and Inspection.

All maps, plans and designs are to be prepared with English values in accordance with the FDOT Design Manual (FDM) latest edition, Town of Bay Harbor Island Public Works Phase Review Submittal and Plans Preparation Requirements, and CADD Production Criteria Handbook. The Consultant is to provide a CD containing all CADD project files to the Town at the conclusion of the project.

II. SCOPE OF WORK

Work Activity 3: Project General Tasks

Task No. 3.1 – Public Involvement

Public involvement efforts will be performed by the Town of Bay Harbor.

Task No. 3.2 – Specification Package Preparation

Prepare and provide a specifications package prepared in accordance with the Town of Miami requirements. Includes technical specifications (if not included in the latest edition of the FDOT Standard Specifications for Road and Bridge Construction), supplemental conditions (including any deviation from the front-end documents), Bid Form, and review and necessary revisions to drawings as applicable to this project.

Task No. 3.3 – Prime Consultant Contract Maintenance and Project Management Meetings

This task includes only the Prime Consultant Project Manager’s time for travel and attendance at phase reviews, miscellaneous review meetings, resolution of conflicts between existing conditions and design



drawings, progress reviews, progress meetings and preparation of meeting minutes, and other coordination activities.

Work Activity 4: Roadway Analysis

The CONSULTANT shall analyze and document Roadway Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

Task No. 4.10, 4.11 – Master Design File Setup & Maintenance, Model Management Plan & Horizontal /Vertical Master Design Files

Design the geometrics all applicable design standards, including the most appropriate with proper consideration given aesthetics, pedestrian and bicycle concerns, ADA requirements, access management, preliminary documents provided by the Town and scope of work.

Task No. 4.13 – Utility Data Collection & Analysis

Incorporate obtained Utility information into the master design file.

Task No. 4.14 – Roadway Quantities

Prepare the Summary of Quantities as per latest FDOT Standards and various summary of quantity sheets. This includes all efforts required to develop the backup calculations supporting documentation.

Task No. 4.15– Cost Estimate

Provide Engineer's Opinion of Probable Construction Cost Estimate at two stages. The first, (60%) at the preliminary stage, and the last (100%) in the final stage of the project.

Task No. 4.18 – Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications, and other services furnished by the CONSULTANT under this contract.

Task No. 4.19– Supervision

Includes all efforts required to supervise all roadway technical design activities.

Task No. 4.20 – Technical Meetings

Meet with the relevant agencies having jurisdiction (e.g. Town of Bay Harbor Island, Miami Dade County, Florida Department of Transportation, as examples), to investigate options for site design, right-of-way information especially with non-dedicated public right-of-way, and overall traffic control.

Task No. 4.21 – Field Reviews

Includes all trips required to obtain necessary data for all site civil elements of the project.

Task No. 2.12 – Coordination

Includes all efforts for the coordination with all disciplines of the project to produce a final set of construction documents.



Work Activity 5.1: Roadway Plans

Prepare Roadway, Traffic Control, Utility Adjustment Sheets, plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction:

- **Cover Sheet**
- **Key Sheet**
- **Signature Sheet**
- **Typical Section Details**
- **General Notes**
- **Plan & Profile (Scale: 1" = 20')**
- **Grading and Drainage Plans (Scale: 1" = 20')**
- **Construction Details (Roadway & Drainage)**
- **Stormwater Pollution Prevention Plans**
- **Utility Adjustment Sheet (Scale: 1" = 20')**
- **Soil Survey Sheets**
- **Utility Verification Sheet (SUE Data)**
- **Existing Survey**

Work Activity 6a: Drainage Analysis

Analyze and document Drainage Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

Task No. 6a.12 – Design of Storm Water Management Facilities

Design and Plan production swales and retention ponds, and determine all existing drainage structures, pipes, slab covered trenches, and outfall to be cleaned, or replaced if necessary, and quantify in bid line item.

Coordinate fully with the appropriate permitting agencies and the Town's staff. All activities and submittals should be coordinated through the Town's Project Manager.

Does not include the design of any new outfall structures, or modification of existing outfall structures.

Task No. 6a.20 – Other Drainage Task

Development of drainage map calculations, and water quality treatment and runoff calculations

Task No. 6a.21– Drainage Design Documentation Report

Compile drainage design documentation into report format. Include documentation for all the drainage design tasks and associated meetings and decisions. This report will provide documentation of the existing drainage and permit conditions within the project area, identification of the drainage and/or permit requirements, analysis of alternative solutions (based on level of improvement and cost), and recommendations of a preferred alternative to be evaluated further to alleviate or eliminate the drainage problem.

Task No. 6a.22 – Drainage Quantities

Prepare the quantities for drainage elements. This includes all efforts required to develop the backup calculations supporting documentation.



Task No. 6a.25– Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications, and other services furnished by the CONSULTANT under this contract.

Task No. 6a.26– Supervision

Includes all efforts required to supervise all drainage technical design activities.

Task No. 6a.28 – Field Reviews

Includes all trips required to obtain necessary data for all site civil elements of the project.

Task No. 6a.29 – Drainage Coordination

Coordinate with relevant agencies and all disciplines during design process. Provide the necessary coordination with the geotechnical sub-consultant to complete drainage analysis and report. The Consultant shall verify with Miami-Dade County DERM the contaminated areas where infiltration trenches or other drainage improvements are not permitted without environmental remediation.

Work Activity 7: Utilities

The CONSULTANT shall identify utility facilities and secure agreements, utility work schedules, and plans from the Utility Agency Owners (UAO) ensuring no conflicts exist between utility facilities and the Town's construction project. The CONSULTANT shall certify all utility negotiations have been completed with arrangements made for utility work to be undertaken.

Task No. 7.2 – Identify Existing Utility Agency Owners (UAO)s

Identify all utilities within the property and along the Right of Way; check with the Town Public Works for Permits, Sunshine State One Call, Subsurface Utility Engineering (SUE) (commonly known as Soft Digs) Report, Design Location Survey, and Existing Plans; and conduct field visits to observe existing utilities.

Task No. 7.3– Make Utility Contacts

Send plans and letters to each utility company, requesting their proposed system betterments and markups the plans.

Task No. 7.7 – Collect and Review Plans and Data from UAO(s)

Analyze and include relevant data in construction documents as necessary.

Task No. 7.10 – Review Utility Markups and Work Schedules and Processing of Schedules and Agreements

Review utility marked up plans individually as they are received for content and coordinate review with the designer.

Task No. 7.11 – Utility Coordination / Follow up

This includes follow-up, interpreting plans, and assisting and the completion of the UAO(s) work schedule and agreements. Includes phone calls, face-to-face meetings, etc., to motivate and ensure the UAO(s) complete and return the required documents in accordance with the project schedule. Ensure the resolution of all known conflicts. This task can be applied to all phases of the project. Prepare at each submittal phase an updated utility coordination matrix.



Task No. 7.16 – Certification / Close-out

This includes hours for transmitting utility files to the UAO(s) and preparation of the Utility Certification Letter. The CONSULTANT shall certify to the appropriate Town’s representative the following:

All utility negotiations (Full execution of each agreement, approved Utility Work Schedules, technical special provisions written, etc.) have been completed with arrangements made for utility work to be undertaken and completed as required for proper coordination with the physical construction schedule.

OR

An on-site inspection was made, and no utility work will be involved.

OR

Plans were sent to the Utility Companies/Agencies and no utility work is required.

Task No. 7.17 – Other Utilities

This includes hours for coordination and processing of permit for the installation of Water and Sewer lines Connection with MDWSD

Work Activity 8: Environmental Permits and Environmental Clearance

Task No. 8.1 – Preliminary Project Research

Includes obtaining all current permit documentation for work within the property.

Task No. 8.12 – Other Environmental Permits

Includes coordination with permit application submittals to SFWMD, FDEP and Miami-Dade County

Refer to Appendix “B-1” for detailed sea grasses survey scope provided by our sub-consultant McFarland Johnson.

Work Activity 9 & 18: Structures

Task No. 9.11 – Field Reviews

Includes all trips required to obtain necessary data for all structural related elements of the project.

Task No. 9.12 – Technical Meetings

Meet with the relevant agencies having jurisdiction on structural components.

Task No. 18.31 – Special Structures- Other Structures

Provide Structural support for Architecture team for Gazebo, kayak storage, and floating dock based on existing pre-approved plans or pre-fabricated elements to be adapted to this site. Also Includes miscellaneous foundations.

Task No. 18.35 – Ancillary Structures Report

Provide design reports for Gazebo, kayak storage, and floating dock. Also Includes miscellaneous foundations



Work Activity 19: Signing and Pavement Marking Analysis

Analyze and document Signing and Pavement Markings Tasks in accordance with all applicable manuals (latest editions), guidelines, standards, handbooks, procedures and current design memorandums as required by the MUTCD, Town of Bay Harbor Islands, Miami-Dade County and Florida Department of Transportation (FDOT).

Task No. 19.3 – Reference and Master Design File

The CONSULTANT shall prepare the Signing & Marking Design file to include all necessary design elements and all associated reference files.

Task No. 19.7– Quantities

Prepare the quantities for signing and pavement markings. This includes all efforts required to develop the backup calculations supporting documentation.

Task No. 19.11 – Field Reviews

Includes all trips required to obtain necessary data for all SPM elements of the project.

Task No. 19.12 – Technical Meetings

Meet with the relevant agencies having jurisdiction on SPM components.

Task No. 19.16 – Coordination

Includes all efforts for the coordination with all disciplines of the project to produce a final set of construction documents.

Work Activity 20: Signing and Pavement Markings Plans

Prepare Signing and Pavement Markings plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction:

- ***Pavement Marking & Signage General Notes***
- ***Pavement Marking & Signage Plans***
- ***Pavement Marking & Signage Quantities***

Work Activity 21: Signalization Analysis

Analyze and document Signalization Tasks in accordance with all applicable manuals (latest editions), guidelines, standards, handbooks, procedures and current design memorandums as required by the MUTCD, Town of Bay Harbor Islands, Miami-Dade County and Florida Department of Transportation (FDOT).

Task No. 21.13 – Other Signalization Analysis

The CONSULTANT shall review proposed new loop replacement for the SB approach, and the proposed a new pull box for the proposed loops.

Task No. 21.14 – Field Reviews

Includes all trips required to obtain necessary data for all Signalization elements of the project.



Task No. 21.19 – Coordination

Includes all efforts for the coordination with all disciplines of the project to produce a final set of construction documents.

Work Activity 22: Signalization Plans

Prepare Signalization plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction:

- **Signalization General Notes**
- **Signalization Plans**

Work Activity 23: Lighting Analysis

The CONSULTANT shall analyze and document Lighting Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

Task No. 23.2 - Lighting Design Analysis Report

The CONSULTANT shall prepare a Preliminary Lighting Design Analysis Report. The report shall be submitted under a separate cover prior to the Initial Engineering plans submittal. The report shall provide photometric calculations and analyses for each typical section of the mainline, including schedule of the pole location and light pole luminaries' selection (conventional LED and solar LED type). Each lighting calculation shall be properly identified as to the area that it covers.

Task No. 23.3 - Voltage Drop Calculations

The CONSULTANT shall submit voltage drop calculations showing the equation or equations used along with the number of luminaries per circuit, the length of each circuit, the size conductor or conductors used and their ohm resistance values. The voltage drop incurred on each circuit (total volts and percentage of drop) shall be calculated, and all work necessary to calculate the voltage drop values for each circuit should be presented in such a manner as to be duplicated by the Contractor.

Load analysis calculations shall be submitted for each branch circuit breaker and main breaker.

Task No. 23.5- Reference and Master Design Files

The CONSULTANT shall prepare the Lighting Design file to be used as support information for the Lighting Analysis Report and for Lighting Plans.

Task No. 23.8- Quantities

Prepare the quantities for lighting. This includes all efforts required to develop the backup calculations supporting documentation.

Task No. 23.12- Field Reviews

The CONSULTANT shall collect information from the maintaining agencies and conduct a field review. The review should include but is not limited to the following:

- Existing Lighting Equipment
- Load Center, Capabilities and Condition/Age
- Condition of Lighting Structure(s)

Task No. 23.13 – Technical Meetings



Meet with the relevant agencies having jurisdiction on lighting components.

Task No. 23.14– Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications and other services furnished by the CONSULTANT under this contract.

Task No. 23.16– Supervision

Includes all efforts required to supervise all lighting technical design activities.

Task No. 23.17 – Coordination

Includes all efforts for the coordination with all disciplines of the project to produce a final set of plans

Work Activity 24: Lighting Plans

Prepare Lighting plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction:

- ***Lighting General Notes / Pay Item Notes***
- ***Lighting Pole Data, Legend & Criteria***
- ***Lighting Service Point Details***
- ***Lighting Plan Sheets (Showing existing poles to be removed and proposed poles)***
- ***Lighting Special Details for conventional light poles and foundations***

Work Activity 25: Landscape Architecture Analysis & Plans

No Landscape Architecture is included in this proposal

Work Activity 27.a: Topographic Survey & Mapping

Refer to Appendix “B-2” for detailed Topographic Survey and Mapping scope provided by our sub-consultant Longitude Surveyors, LLC (Longitude).

Work Activity 27.b: Subsurface Utility Engineering (SUE) – Optional Service

CONSULTANT will utilize client provided records from utility companies.

Gathered materials will be used as an aid in the identification of the number, identity, size and material of utilities located in the field, and will not be used as a substitute for actual geophysical location unless the system cannot be verified electronically using industry standard techniques for this level of investigation.

CONSULTANT will conduct a thorough electronic search of the site for the buried utility systems shown on records acquired. It will also conduct an electronic grid sweep of the site to search for utilities that do not appear on available records and attempt to determine type. This investigation will be accomplished using active and passive type utility detection gear that detects induced or naturally occurring energy fields present on conductive utilities. This investigation is not a ground penetrating radar sweep, nor will ground penetrating radar be used, unless specifically requested.

The targeting of subsurface utilities, although highly reliable, is expressly understood to represent an approximate location of the target facility as marked on the ground surface. The accuracy of this targeting is



subject to certain factors beyond our control such as limitations of available technology and field conditions that may include, but are not limited to, depth of utility, electrical conductivity of utility, site conditions and access. Where nonconductive or non-locatable utilities are present, we will attempt to use all available information to place targeting in the field for those systems and generate notes for each such utility.

Refer to Appendix “B-3” for detailed Topographic Survey and Mapping scope provided by our sub-consultant Longitude Surveyors, LLC (Longitude).

Work Activity 31: Architecture Analysis & Plans

The CONSULTANT shall analyze and document Architecture Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

Task No. 31.13 – Restroom Elevations

The CONSULTANT shall prepare a Restroom Elevations and provide water service from the Gazebo to the property line. Consultant will also develop water service for irrigation.

Work Activity 35: Geotechnical

Refer to Appendix “B-4” for detailed Geotechnical scope provided by our sub-consultant Geosol, Inc.

Work Activity 36: Post Design Services

Includes pre-bid meeting, assistance during bid process, preparation of bid tabulation, and shop drawing review, preconstruction meeting, and responses to Request for Information (RFI); Respond to questions related to technical interpretation of drawings, specifications and requested changes of work by Contractor and the Town. Respond and resolve conflicts between engineering drawings and existing conditions if any. Attend the substantial completion walk-thru, the final walk-thru, and certify project completion. Other specific services not mentioned (e.g. Construction Engineering Observation) will be negotiated as necessary as a contract amendment.

III. SUBCONSULTANTS

The below listed Sub-Consultants will assist in the performance of the Work.

Sub-Consultant Name	Specialty or Expertise
McFarland Johnson	Environmental
Longitude Surveyors, LLC	Survey & SUE
Geosol, Inc.	Geotechnical Engineering



IV. SCHEDULE OF WORK – TIME OF PERFORMANCE

Consultant shall submit the Deliverables and perform the Work as depicted in the tables below

SCHEDULE OF DELIVERABLES				
Task or Activity ID #	Task Name and/or Activity Description	Duration (weeks)	Projected Start Date	Projected Finish Date*
1	Preliminary Investigations, Field Reviews, Technical Meetings	2	NTP	NTP + 2 weeks
2	Topographical Survey	2	NTP	NTP + 2 weeks
3	Geotechnical Testing	6	NTP	NTP + 6 weeks
6	30% Roadway, Drainage, Signing and Pavement Markings, Lighting and Landscaping Analysis, Agency Coordination, Technical Meetings.	3	NTP + 6 weeks	NTP + 9 weeks
	Town Review of 30% plans	2	NTP + 9 weeks	NTP + 11 weeks
7	Environmental Agency Coordination (30-day coordination with USFWS, SFWMD, DRER, and City if needed)	4	NTP + 11 weeks	NTP + 15 weeks
9	60% Roadway, Drainage, Signing and Pavement Markings, Lighting and Landscaping Analysis, Agency Coordination, Technical Meetings	4	NTP + 15 weeks	NTP + 19 weeks
	Town Review of 60% plans	2	NTP + 19 weeks	NTP + 21 weeks
10	Subsurface Utility Engineering (SUE) (Optional Service)	4	NTP + 21 weeks	NTP + 25 weeks
11	In-water Permitting	12	NTP + 21 weeks	NTP + 33 weeks
12	Out-of-Water-Permitting	8	NTP + 21 weeks	NTP + 29 weeks
14	90% Roadway, Drainage, Signing and Pavement Markings, Lighting and Landscaping Analysis, Agency Coordination, Technical Meetings	4	NTP + 29 weeks	NTP + 33 weeks
	Town Review of 90% plans	2	NTP + 33 weeks	NTP + 35 weeks
15	100% Roadway-Drainage, Signing and Pavements Markings, Lighting and Landscaping Plans	4	NTP + 35 weeks	NTP + 39 weeks
	Town Review of 100% plans	2	NTP + 39 weeks	NTP + 41 weeks
16	Post Design Services by CHA	TBD		During Construction

- An updated schedule, indicating actual delivery dates, based on the listed durations, will be provided to the Town upon receipt of NTP. An updated schedule will be provided at each phase submittal

V. COMPENSATION

Consultant shall perform the Work detailed in this Proposal for a Total **Lump Sum** fee **Once Hundred and Thirty Four Thousand, Seven Hundred and Seventy Three Dollars (\$134,773.00)** and a Limited Amount fee of **Twenty Thousand Dollars (\$20,000.00)**. The Town shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount. Said fee includes an allowance for Reimbursable Expenses required in connection with the Work, which shall not exceed \$0.00. Said



Reimbursable Expenses shall be used in accordance with the Agreement Provisions and shall conform to the limitations of Florida Statutes § 112.061.

SUMMARY OF COMPENSATION		
Major Task Name and/or Activity Description	Fee Amount	Fee Basis
Professional Engineering Services (including Landscape)		
Schematic Design (Typical Section and Pavement Design)	\$ 15,759.75	Lump Sum
Construction Documents (60% Submittal)	\$ 47,279.25	Lump Sum
Construction Documents (90% Submittal)	\$ 26,266.25	Lump Sum
Dry-Run Permitting	\$ 5,253.25	Lump Sum
Final Construction Documents	\$ 5,253.25	Lump Sum
Bidding and Award Contract Documents (100% Submittal)	\$ 5,253.25	Lump Sum
Post Design Services	\$ -	To Negotiated at end of project
Subtotal Professional Fees	\$ 105,065.00	Lump Sum
McFarland/ Sea Grass Survey	\$ 10,088.00	Lump Sum
Longitude/ Survey	\$ 8,350.00	Lump Sum
Geosol/ Geotechnical	\$ 11,270.00	Lump Sum
Subtotal (Lump Sum)	\$ 134,773.00	
Subsurface Utility Engineering (SUE) (Optional Service)	\$ 5,000.00	Limiting Amount
Contingency Amount	\$ 15,000.00	Limiting Amount
Total	\$ 154,773.00	

*Note: Compensation should match the Task, Activities, and/or Deliverables identified.



VI. ALLOWANCE FOR ADDITIONAL SERVICES

The Town may establish an allowance for additional services requested by the Town and for unforeseen circumstances, which shall be utilized at the sole discretion of the Town. \$15,000.00 has already been included as a contingency, however the Town shall advise if that amount should be modified.

VII. DATA PROVIDED BY TOWN

The Town shall provide the CONSULTANT if available:

- Town of Bay Harbor Islands Storm Atlas Maps
- Town of Bay Harbor Islands Underground Maps
- Town of Bay Harbor Islands Municipal Maps
- Resident complaints within project area
- NPDES complaints within project area
- Special details of architecture styles/ charrettes and landscaping preferences as utilized by the Town.

VIII. PROJECT MANAGER

CONSULTANT'S Project Manager for this Work Order assignment will be **Alejandro A. Leon, P.E.**

Submitted by:

Alejandro A. Leon, P.E.
CHA Consulting, Inc

Reviewed and approval in concept
recommended by:

Randy Daniel
Town Engineer
Bay Harbor Islands



CHA Consulting, Inc
10305 N.W. 41st Street, Suite 115
Miami, Florida 33178
Phone: (305) 592-7283
Fax: (305) 593-1594

EXHIBIT A
FEE PROPOSAL
PRIME CONSULTANT

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Bay Harbor Waterway – 9600 West Bay Harbor Drive and Kayak Launch
 County: Miami Dade
 FPN: BHI-229
 FAP No.: N/A

Consultant Name: CHA Consulting, Inc
 Consultant No.: TBD
 Date: 1/13/2025
 Estimator: Alejandro Leon

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Principal Engineer	Project Manager	Senior Engineer	Project Engineer (PE)	Staff Engineer (EI)	Senior Designer	Draft Person	CADD Operator	Senior Inspector	Inspector	Intern	Clerical	SH By	Salary Cost By	Average Rate Per
		\$260.00	\$220.00	\$220.00	\$200.00	\$135.00	\$115.00	\$105.00	\$105.00	\$125.00	\$100.00	\$65.00	\$75.00	Activity	Activity	Task
3. Project Common and Project General Tasks	95	10	38	19	14	10	0	0	0	0	0	0	4	95	\$19,590	\$206.21
4. Roadway Analysis	42	1	3	0	8	8	8	4	4	0	0	4	2	42	\$5,770	\$137.38
5. Roadway Plans	30	0	2	2	2	6	6	6	5	0	0	1	0	30	\$4,000	\$133.33
6a. Drainage Analysis	87	1	4	0	17	17	17	9	9	0	0	9	4	87	\$11,565	\$132.93
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6c. Selective C&G	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
7. Utilities	82	1	4	4	4	16	21	12	12	0	0	4	4	82	\$10,475	\$127.74
8. Environmental Permits, and Env. Clearances	26	1	1	1	1	5	7	4	4	0	0	1	1	26	\$3,360	
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	24	0	1	1	2	5	5	5	4	0	0	1	0	24	\$3,100	\$129.17
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
18. Structures - Miscellaneous	190	0	10	10	19	38	38	38	28	0	0	9	0	190	\$25,215	\$132.71
19. Signing & Pavement Marking Analysis	23	0	1	1	1	5	5	5	5	0	0	0	0	23	\$2,940	\$127.83
20. Signing & Pavement Marking Plans	6	1	1	0	0	1	1	1	1	0	0	0	0	6	\$940	\$156.67
21. Signalization Analysis	10	0	1	0	2	2	2	1	1	0	0	1	0	10	\$1,395	\$139.50
22. Signalization Plans	8	0	0	0	2	2	2	1	1	0	0	0	0	8	\$1,110	\$138.75
23. Lighting Analysis	68	0	3	3	7	14	14	14	10	0	0	3	0	68	\$8,935	\$131.40
24. Lighting Plans	31	0	2	2	3	6	6	6	5	0	0	1	0	31	\$4,200	\$135.48
25. Landscape Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
26. Landscape Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
27. Survey (Field & Office Support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
30. Terrestrial Mobile LiDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
31. Architecture Development	18	0	1	1	2	4	4	4	2	0	0	0	0	18	\$2,470	\$137.22
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	
Total Staff Hours	740	15	72	44	84	139	136	110	91	0	0	34	15	740		
Total Staff Cost		\$3,900.00	\$15,840.00	\$9,680.00	\$16,800.00	\$18,765.00	\$15,640.00	\$11,550.00	\$9,555.00	\$0.00	\$0.00	\$2,210.00	\$1,125.00		\$105,065.00	\$141.98

Check = \$105,065.00

Survey Field Days by Subconsultant
 4 - Person Crew:

- Notes:
 1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.
 2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

SALARY RELATED COSTS:			\$105,065.00
OVERHEAD:		0%	\$0.00
OPERATING MARGIN:		0%	\$0.00
FCCM (Facilities Capital Cost Money):		0.00%	\$0.00
EXPENSES:		0.00%	\$0.00
Survey (Field - if by Prime)	0	4-person crew days @	\$ - / day
SUBTOTAL ESTIMATED FEE:			\$105,065.00
Subconsultant:	McFarland Johnson		\$10,088.00
Subconsultant:	GSLA Design		
Subconsultant:	Longitude Surveyor		\$8,350.00
Subconsultant:	V3 Architecture Group		
Subconsultant:	Geosol		\$11,270.00
SUBTOTAL ESTIMATED FEE:			\$134,773.00
Optional Services/ SUE			\$5,000.00
Optional Services/ Bat Survey			
Optional Services/ Contingency			\$15,000.00
Optional Services Total			\$20,000.00
GRAND TOTAL ESTIMATED FEE:			\$154,773.00

Project Activity 3: General Tasks

Estimator: Alejandro Leon	Bay Harbor Waterway – 9600 West Bay Harbor Drive and Kayak Launch BHI-229
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Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	Alejandro Leon	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.1	Public Involvement					Public Involvement To be led by the Town
3.1.1	Community Awareness Plan	LS	1	0	0	To be performed if necessary by the Town
3.1.2	Notifications	LS	1	0	0	To be performed if necessary by the Town
3.1.3	Preparing Mailing Lists	LS	1	0	0	To be performed if necessary by the Town
3.1.4	Median Modification Letters	LS	1	0	0	To be performed if necessary by the Town
3.1.5	Driveway Modification Letters	LS	1	0	0	To be performed if necessary by the Town
3.1.6	Newsletters	LS	1	0	0	To be performed if necessary by the Town
3.1.7	Renderings and Fly Throughs	LS	1	0	0	To be performed if necessary by the Town
3.1.8	PowerPoint Presentation	LS	1	0	0	To be performed if necessary by the Town
3.1.9	Public Meeting Preparations	LS	1	0	0	To be performed if necessary by the Town
3.1.10	Public Meeting Attendance/Followup	LS	1	0	0	To be performed if necessary by the Town
3.1.11	Other Agency Meetings	LS	1	0	0	To be performed if necessary by the Town
3.1.12	Web Site	LS	1	0	0	To be performed if necessary by the Town
3.1 Public Involvement Subtotal					0	
3.2	Specifications & Estimates					
3.2.1	Specifications Package Preparation	LS	1	16	16	
3.3.1	Contract Maintenance and Project Documentation	LS	1	72	72	Assume 18 months (8 month for design, 10 month for construction) 10 hour for set up and 18 month @ 4 hours)
3.3.2	Prime Consultant Project Manager Meetings	LS	1	7	7	See listing below

Project Activity 3: General Tasks

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3. Project Common and Project General Tasks Total					95	
3.6 - List of Project Manager Meetings						
		Units	No of Units	Hours/ Unit	Total Hours	Comments
	Roadway Analysis	EA	0	0	0	
	Drainage	EA	0	0	0	
	Selective C&G	EA	0	0	0	
	Utilities	EA	1	1	1	
	Environmental	EA	1	1	1	
	Structures	EA	1	0	0	
	Signing & Pavement Marking	EA	0	0	0	
	Signalization	EA	0	0	0	
	Lighting	EA	1	0	0	
	Landscape Architecture	EA	1	0	0	
	Survey	EA	0	0	0	
	Photogrammetry	EA	0	0	0	
	ROW & Mapping	EA	0	0	0	
	Terrestrial Mobile LIDAR	EA	0	0	0	
	Architecture	EA	1	1	1	
	Noise Barriers	EA	0	0	0	
	ITS Analysis	EA	0	0	0	
	Geotechnical	EA	0	0	0	
	Progress Meetings	EA	9	0	0	one every 2 months
	Phase Reviews	EA	0	0	0	30, 60, 90, and 100%
	Field Reviews	EA	1	4	4	
Total Project Manager Meetings			16		7	Total PM Meeting Hours carries to Task 3.6 above

Notes:

1. If the hours per meeting vary in length (hours) enter the average in the hour/unit column.
2. Do not double count agency meetings between permitting agencies.
3. Project manager meetings are calculated in each discipline sheet and brought forward to Column D.

4. Roadway Analysis Staff Hours

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	Alejandro Leon	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	
What is the overall project complexity? (See Roadway Guidelines)			Below						Provide documentation when negotiated hours differ from the calculated hours.
4.1	Typical Section Package	Cover	0		0	0	0	0	No Typical Section
		Typical	0	2-Lane FS & Ramps	0	0	0	0	
		Typical	0	2-Lane C & Multi-Lane FS	0	0	0	0	
		Typical	0	LA w/ Barrier & Multi-Lane C	0	0	0	0	
4.2	Pavement Type Selection Report	Report	0	Simple	0	0	0	0	
4.3	Pavement Design Package	Report & Assembly	0	Below	0	0	0	0	Use COM/ County Standard
		Pavt Designs	0	Travel/Aux. Lanes	0	0	0	0	
		Pavt Designs	0	Other Roads & Shoulders	0	0	0	0	
4.4	Cross Slope Analysis (lanes and shoulders)	X-Slope Assessment	0.00	Undivided Roadway	0	0	0	0	
		X-Slope Assessment	0.00	Divided Roadway	0	0	0	0	
		Concepts for Corrections	0		0	0	0	0	
4.5	Safety Analysis	HSM Assessment	0		0	0	0	0	
		Crash Analysis	0		0	0	0	0	
4.6	Design Analysis	Monitor Exist. Structures	0	Below	0	0	0	0	
		Access Management	0.00	Below	0	0	0	0	
4.7	Operational Analysis	Roundabout	0	1x1 Roundabout	0	0	0	0	
		Roundabout	0	1x2 Roundabout	0	0	0	0	
		Roundabout	0	2x2 Roundabout	0	0	0	0	
4.8	Design Reports	RRR	0	Simple	0	0	0	0	
		Other Reports			0	0	0	0	
4.9	Design Variations and Exceptions	Variation Memo	0		0	0	0	0	
		Formal Variation	0		0	0	0	0	
		Design Exception	0		0	0	0	0	
4.10	Master Design File Setup & Maintenance, Model Management Plan	LS	1	Below	20	0	10	10	General File Set up
	Horizontal /Vertical Master Design Files	Mainline	0.10	Below	12	0	12	12	Length of Dock and Length of walkway, sidewalk connection, drop of area
		Side Road & Ramps	0.00	Below	0	0	0	0	
		Frontage Road	0.00	Below	0	0	0	0	

4.11	3D Modeling Development	Mainline	0.00	Below	0	0	0	0	
		Side Road & Ramps	0.00	Below	0	0	0	0	
		Frontage Road	0.00	Below	0	0	0	0	
		AMG Files	0	Below	0	0	0	0	
4.12	TTCP Analysis	LS	0	Below	0	0	0	0	To be done by the Contractor
	TTCP Master Design Files	Length (Phase-Miles)	0.00	Below	0	0	0	0	To be done by the Contractor
		Pedestrian	0		0	0	0	0	To be done by the Contractor
	TTCP 3D Modeling (Isolated Locations)	Locations	0		0	0	0	0	
4.13	Utility Data Collection & Analysis	LS	1	Below	2	0	2	2	Add utilities to plan
4.14	Roadway Quantities for EQ Report	Length (Miles)	0.10	Below	1	0	1	1	
		Interchanges Rest Areas	0		0	0	0	0	
		Validation	0	Below	0	0	0	0	
	TTCP Quantities for EQ Report	Major Phases	0	Simple	0	0	0	0	
4.15	Cost Estimate	Engineer Estimate	1	Below	8	0	4	4	
		LRE Updates	0	Below	0	0	0	0	
4.16	Technical or Modified Special Provisions	TSPs & MSPs	0		0	0	0	0	
4.17	Other Roadway Tasks	Other Analysis			0	0	0	0	
Roadway Analysis Technical Subtotal					43	0	29	29	
4.18	Quality Assurance/Quality Control	LS	1	5%	3	0	2	2	
4.19	Supervision	LS	1	5%	3	0	2	2	
4.20	Roadway Meetings (listed below)	Meetings	1		2	0	2	2	
		Travel Time			0	0	5	5	
4.21	Field Reviews (listed below)	LS			0	0	0	0	
Roadway Analysis Non-Technical Subtotal					8	0	11	11	
4.22	Coordination	LS	1	3%	2	0	2	2	
4. Roadway Analysis Total					53	0	42	42	

Carries to Summary Tab

Technical Meetings	# Meetings Designer	Travel Time (Hours)	# Meetings PM	Documentation
Typical Section	0	0	0	Not needed
Pavement Design	0	0	0	
Access Management / Driveways	0	0	0	
15% Line and Grade	0	0	0	
RRR / ECAR Resolution	0	0	0	
Local Governments (cities, counties, MPO)	0	0	1	
Work Zone Traffic Control	0	0	0	
30/60/90/100% Comment Review Meetings	0	0	1	
Utility Coordination	1	0	1	
Other Meetings	0	0	1	
Subtotal Technical Meetings	1	0	4	
Progress Meetings (if required by FDOT)	0	0		
Phase Review Meetings	0	0		
Total Roadway Meetings	1	0		

Field Reviews	# of Staff	Site Time (per staff)	Travel Time (per staff)	Total Hours
Field Review #1	0	0	0	0
Field Review #2	0	0	0	0
Field Review #3	0	0	0	0
Field Review #4	0	0	0	0
Plans-in-hand Field Review	0	0	0	0
Total Field Review Hours				0

5. Roadway Plans Staff Hours

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	Alejandro Leon	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	
What is the overall project complexity? (See Roadway Guidelines)				Low					Provide documentation when negotiated hours differ from the calculated hours.
5.1	Key Sheet		1		4	0	4	4	
	Signature Sheet		1		2	0	2	2	
5.2	Typical Section Sheets	Typical Sections w/ CADD	0		0	0	0	0	
		Typical Sections w/o CADD	0		0	0	0	0	
		Partial Sections	1		3	0	3	3	Feathering and Curb pad detail
5.3	Cross Slope Correction Details	Pavement Segments	0		0	0	0	0	
5.4	General Notes/Pay Item Notes		1	Simple	6	0	6	6	
5.5	Project Layout/Model Management		0		0	0	0	0	
5.6	Plan View (Plan Sheets)	Length (Miles)	0.10	Low	2	0	2	2	
		Interchange	0		0	0	0	0	
		Roundabout	1		8	0	4	4	Landing Area
5.7	Profile View (Plan/Profile Sheets)	Length (Miles)	0.00	Flush Shoulder	0	0	0	0	
		Length (Miles)	0.00	Curbed	0	0	0	0	
5.8	Special Profiles	Driveway Curb Return	0		0	0	0	0	
		Intersection RR Xing	0		0	0	0	0	
5.9	Sidewalk Profiles	Length (Miles)	0.00	Simple	0	0	0	0	
5.10	Interchange Layout Sheet	Interchange	0	Standard 2 Levels	0	0	0	0	
			0	Complex 3+ Levels	0	0	0	0	
5.11	Details	Ramp Terminal	0		0	0	0	0	
		Intersection Layout	0		0	0	0	0	
		Special	0		0	0	0	0	
5.12	Soil Survey Sheets		1		2	0	1	1	
5.13	Cross Sections	Alignments	0		0	0	0	0	
5.14	Temporary Traffic Control Plan	TTC Notes	0		0	0	0	0	To be done by the contractor
		Length (Miles)	0.00	Low	0	0	0	0	To be done by the contractor
		Critical Cross Sections	0		0	0	0	0	To be done by the contractor

		TTC Details	0		0	0	0	0	To be done by the contractor
5.15	Utility Adjustment Sheets	Length (Miles)	0.00		0	0	0	0	
5.16	Project Control Sheets		0		0	0	0	0	
5.17	Utility Verification Data (SUE)		1		4	0	4	4	
Roadway Plans Technical Hours Subtotal					31	0	26	26	
5.18	Quality Assurance/Quality Control	%	1	5%	2	0	2	2	
5.19	Supervision	%	1	5%	2	0	2	2	
Roadway Plans Total					35	0	30	30	

Carries to Summary Tab

6a. Drainage Analysis Staff Hours

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	Angela Baron-Ruiz	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation Provide documentation when negotiated hours differ from the calculated hours.
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	
6a.1	Base Clearance Analysis	Locations	0		0	0	0	0	
		Report	0		0	0	0	0	
6a.2	Hydroplaning Analysis	LS	0		0	0	0	0	
6a.3	Existing Permit Analysis	LS	0		0	0	0	0	
6a.4	Utility Conflict Matrix (for drainage structures)	LS	0		0	0	0	0	
6a.5	Noise Barrier Drainage Analysis	Wall Length (Miles)	0.00		0	0	0	0	
6a.6	Temporary Drainage Analysis	LS	0		0	0	0	0	
6a.7	Pond Siting Analysis and Report	Basins	0		0	0	0	0	
		Report	0		0	0	0	0	
6a.8	Analysis of Pipe Video Inspection Report	LS	0		0	0	0	0	
6a.9	Bridge Hydraulic Report (Canal Crossing or Ped Bridge)	Canal Xing or Ped Bridge	0		0	0	0	0	
	Bridge Hydraulic Report (Main Bridge, Non-Tidal)	w/o Relief Bridges	0		0	0	0	0	
		With Relief Bridges	0		0	0	0	0	
		No-Rise	0		0	0	0	0	
	Bridge Hydraulic Report (Main Bridge, Tidal)	w/o Relief Bridges	0		0	0	0	0	
		With Relief Bridges	0		0	0	0	0	
		No-Rise	0		0	0	0	0	
Wave Modeling	Wave Modeling	0		0	0	0	0		
6a.10	Design of Minor Cross Drains	Cross Drains	0	Simple	0	0	0	0	
			0	Standard	0	0	0	0	
			0	Complex	0	0	0	0	
	Design of Major Cross Drains	Cross Drains	0	Simple	0	0	0	0	
			0	Standard	0	0	0	0	
6a.11	Design of Ditches and Side Drains	Ditches (Miles)	0.00	Simple	0	0	0	0	
			0.00	Standard	0	0	0	0	
			0.00	Complex	0	0	0	0	
		Side Drains	0		0	0	0	0	

6a.12	Design of Stormwater Management Facility	Ponds	1	Simple	50	0	24	24	
			0	Standard	0	0	0	0	
			0	Complex	0	0	0	0	
		Cells	0		0	0	0	0	
6a.13	Design of Floodplain Compensation	Basins	0		0	0	0	0	
6a.14	Design of Storm Drains	Drainage Structures	0	Simple	0	0	0	0	
		Non-Standard Structures	0		0	0	0	0	
6a.15	Optional Culvert Material	Drainage Pipes	0		0	0	0	0	
6a.16	Design of Trench Drains	Each	0		0	0	0	0	
6a.17	Design of French Drain Systems	Cell	0	Simple	0	0	0	0	
	Evaluation of Existing French Drain Systems	Cell	0		0	0	0	0	
6a.18	Design of Drainage Wells	Wells	0		0	0	0	0	
6a.19	Stormwater Runoff Control Concept	Length (Miles)	0.00		0	0	0	0	
6a.20	Other Drainage Tasks	LS			20	0	20	20	Water quality treatment and runoff attenuation calculations/ SWPPP
6a.21	Drainage Design Documentation Report	Report	1	Standard	40	0	24	24	Preparation of Drainage Report
		Exhibits	0		0	0	0	0	
6a.22	Drainage Quantities for EQ Report	LS	1	Simple	20	0	0	0	
6a.23	Cost Estimate	Engineer Estimate	1	Standard	5	0	0	0	
		LRE Updates	0		0	0	0	0	
6a.24	Technical or Modified Special Provisions	TSPs & MSPs	0		0	0	0	0	
Drainage Analysis Technical Subtotal					135	0	68	68	
6a.25	Quality Assurance/Quality Control	LS	1	5%	7	0	4	4	
6a.26	Supervision	LS	1	5%	7	0	4	4	
6a.27	Drainage Meetings (listed below)	Meetings	1		2	0	0	0	
		Travel Time			1	0	0	0	
6a.28	Field Reviews (listed below)	LS			0	0	8	8	1 field review x 2 engineers x 4 hrs including travel time
Drainage Analysis Non-Technical Subtotal					17	0	16	16	
6a.29	Coordination	%	1	3%	5	0	3	3	
Drainage Analysis Total					157	0	87	87	

Carries to Summary Tab

Technical Meetings	# Meetings Designer	Travel Time (Hours)	# Meetings PM	Documentation
Base Clearance Water Elevation	0	0	0	
Pond Siting	0	0	0	
Agency	0	0	0	
Local Governments (cities, counties)	1	1	0	
FDOT Drainage	0	0	0	
Utility Coordination	0	0	0	
Other Meetings	0	0	0	
Subtotal Technical Meetings	1	1	0	
Progress Meetings (if required by FDOT)	0	0		
Phase Review Meetings	0	0		
Total Drainage Meetings	1	1		

Field Reviews	# of Staff	Site Time (per staff)	Travel Time (per staff)	Total Hours
Field Review #1	0	0	0	0
Field Review #2	0	0	0	0
Field Review #3	0	0	0	0
Field Review #4	0	0	0	0
Plans-in-hand Field Review	0	0	0	0
Total Field Review Hours				0

Project Activity 7: Utilities

Estimator: Alejandro Leon

Bay Harbor Waterway – 9600 West Bay Harbor Drive and Kayak Launch
BHI-229

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	Lisette Guon/ Julian Gomez	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
7.1	Utility Kickoff Meeting	LS	1	0	0	
7.2	Identify Existing Utility Agency Owner(s)	LS	1	4	4	Includes research time, identifying utilities in the corridor, and 811 sunshine tickets. Creating project utility contact and tracking matrix
7.3	Make Utility Contacts	LS	1	6	6	9 utilities have been identified: First Contact - 9 utilities x 1 hr; Second Contact - 4 utilities (assuming has facilities within corridor) x 1 hr
7.4	Exception Processing	LS	1	0	0	
7.5	Preliminary Utility Meeting	LS	1	0	0	Meeting is listed below
7.6	Individual/Field Meetings	LS	1	0	0	
7.7	Collect and Review Plans and Data from UAO(s)	LS	9	0.5	5	Estimated 9 utilities will have facilities within the corridor and provide as-built information x 1 hrs
7.8	Subordination of Easements Coordination	LS	1	0	0	
7.9	Utility Design Meeting	LS	1	0	0	
7.10	Review Utility Markups & Work Schedules, and Processing of Schedules & Agreements	LS	6	0.5	3	Estimated 6 utilities will have facilities within the corridor and provide markups and schedules x 2 hrs
7.11	Utility Coordination/Followup	LS	6	1	6	6 utility owners will need to follow up x 2 hrs
7.12	Utility Constructability Review	LS	6	0	0	
7.13	Additional Utility Services	LS	1	0	0	
7.14	Processing Utility Work by Highway Contractor (UWHC)	LS	1	0	0	
7.15	Contract Plans to UAO(s)	LS	1	0	0	
7.16	Certification/Close-Out	LS	6	1	3	Estimated 6 utilities will provide UWS x .5 hrs
7.17	Other Utilities	LS	1	55	55	Coordination and process of permit for the installation of Water and Sewer lines Connection with MDWSD

Project Activity 7: Utilities

7. Utilities Total				82			
Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Kickoff (see 7.1)	EA	0	0	0			0
Preliminary Meeting (see 7.5)	EA	0	0	0			0
Individual UAO Meetings (see 7.6)	EA	0	0	0			0
Field Meetings (see 7.6)	EA	1	4	4			0
Design Meeting (see 7.9)	EA	0	0	0			0
Other Meetings (<i>this is automatically added into Utilities Total (cell F27)</i>)	EA	0	0	0			0
Total Meetings				4	Total Project Manager Meetings (carries to Tab 3)		0

Carries to Tab 3

Project Activity 8: Environmental Permits

Estimator: Alejandro Leon

Bay Harbor Waterway – 9600 West Bay Harbor Drive and Kayak Launch
999999-1-32-01

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA CONSULTING, INC	ANGELA M. BARON-RUIZ	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
Environmental Permits and Environmental Clearances						
8.1	Preliminary Project Research	LS	1	4	4	
Permits						
8.2	Field Work					
8.2.1	Pond Site Alternatives	per pond site	0	0	0	
8.2.2	Establish Wetland Jurisdictional Lines and Assessments	LS	1	0	0	
8.2.3	Species Surveys	LS	1	0	0	
8.3	Agency Verification of Wetland Data	LS	1	0	0	
8.4	Complete And Submit All Required Permit Applications					
8.4.1	Complete and Submit All Required Wetland Permit Applications	LS	1	0	0	
8.4.2	Complete and Submit All Required Species Permit Applications	LS	1	0	0	
8.5	Coordinate and Review Dredge and Fill Sketches	LS	1	0	0	
8.6	Prepare USCG Permit Application	LS	1	0	0	
8.7	Prepare Water Management District or Local Water Control District Right of Way Occupancy Permit Application	LS	1	0	0	
8.8	Prepare Coastal Construction Control Line (CCCL) Permit Application	LS	1	0	0	
8.9	Prepare USACE Section 408 Application to Alter a Civil Works Project	LS	1	0	0	
8.10	Compensatory Mitigation Plan	LS	1	0	0	

Project Activity 8: Environmental Permits

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
8.11	Mitigation Coordination and Meetings	LS	1	0	0	
8.12	Other Environmental Permits	LS	1	16	16	Coordination with and permit application submittals to SFWMD,FDEP and Miami-Dade County
Environmental Clearances/Reevaluations						
8.13	Technical support to Department for Environmental Clearances and Reevaluations (use when consultant provides technical support only)					
8.13.1	NEPA or SEIR Reevaluation	LS	1	0	0	
8.13.2	Archaeological and Historical Resources	LS	1	0	0	
8.13.3	Wetland Impact Analysis	LS	1	0	0	
8.13.4	Essential Fish Habitat Impact Analysis	LS	1	0	0	
8.13.5	Protected Speices and Habitat Impact Analysis	LS	1	0	0	
8.14	Preparation of Environmental Clearances and Reevaluations (use when consultant prepares all documents associated with reevaluation)					
8.14.1	NEPA or SEIR Reevaluation	LS	1	0	0	
8.14.2	Archaeological and Historical Resources	LS	1	0	0	
8.14.3	Wetland Impact Analysis	LS	1	0	0	
8.14.4	Essential Fish Habitat Impact Analysis	LS	1	0	0	
8.14.5	Protected Species and Habitat Impact Analysis	LS	1	0	0	
8.15	Contamination Impact Analysis	LS	1	0	0	
8.16	Asbestos Survey	LS	1	0	0	
Environmental Permits and Environmental Clearances/Reevaluations Technical Subtotal					20	
8.17	Technical Meetings	LS	1	3	3	Meetings are listed below
8.18	Quality Assurance/Quality Control	LS	%	5%	1	
8.19	Supervision	LS	%	5%	1	
Environmental Permits and Environmental Clearances Nontechnical Subtotal					5	
8.20	Coordination	LS	%	3%	1	

Project Activity 8: Environmental Permits

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
8. Environmental Permits and Environmental Clearances Total					26	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
WMD	EA	1	1	1			0
NMFS	EA	0	0	0			0
USACE	EA	0	0	0			0
USCG	EA	0	0	0			0
USFWS	EA	0	0	0			0
FFWCC	EA	0	0	0			0
FDOT	EA	0	0	0			0
Other Meetings	EA	2	1	2	Miami-Dade County and FDEP		0
Subtotal Technical Meetings				3	Subtotal Project Manager Meetings		0
Progress Meetings (if required by FDOT)	EA	0	0	0	<i>PM attendance at Progress Meetings is manually entered on General Task 3</i>		--
Phase Review Meetings	EA	0	0	0	<i>PM attendance at Phase Review Meetings is manually entered on General Task 3</i>		--
Total Meetings				3	Total Project Manager Meetings (carries to Tab 3)		0

Carries to 8.17

Carries to Tab 3

Project Activity 9: Structures Summary and Miscellaneous Tasks and Drawings

Estimator: Alejandro Leon

Bay Harbor Waterway – 9600 West Bay Harbor Drive and Kayak Launch

BHI-229

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	Adrian Alfonso	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	Design and Production Staffhours				Comments				
			No. of Units	Hours per Unit	No. of Sheets	Total					
General Drawings											
9.1	Key Sheet and Index of Drawings	Sheet	0	0	0	0					
9.2	Project Layout	Sheet	0	0	0	0					
9.3	General Notes and Bid Item Notes	Sheet	0	0	0	0					
9.4	Miscellaneous Common Details	Sheet	0	0	0	0					
9.5	Incorporate Report of Core Borings	Sheet	0	0	0	0					
9.6	Standard Plans- Bridges	LS	1	0		0					
9.7	Existing Bridge Plans	LS	1	0		0					
9.8	Structures Quantities for EQ Report	Bridges	0	Calculated Hours 0		0					
		Walls	0								
		Box Culverts	0								
9.9	Cost Estimate	LS	1	0		0					
9.10	Technical Special Provisions and Modified Special Provisions	LS	1	0		0					
Structures - Summary and Miscellaneous Tasks and Drawings					0	0					
Task No.	Task	Total	Task 10	Task 11	Task 12	Task 13	Task 14	Task 15	Task 16	Task 17	Task 18
10-16	Bridge 1	0	0	0	0	0	0	0	0		
10-16	Bridge 2	0									
10-16	Bridge 3	0									

Project Activity 9: Structures Summary and Miscellaneous Tasks and Drawings

10-16	Bridge 4	0									
10-16	Bridge 5	0									
10-16	Bridge 6	0									
10-16	Bridge 7	0									
10-16	Bridge 8	0									
10-16	Bridge 9	0									
10-16	Bridge 10	0									
17	Retaining Walls	0								0	
18	Miscellaneous Structures	190									190
Structures Technical Subtotal		190	0	0	0	0	0	0	0	0	190
Task No.	Task	Units	No. of Units	Hours per Unit	Total	Comments					
9.11	Field Reviews	LS	1	4	4	1 visits with 2 engineers at 2 hours each					
9.12	Technical Meetings	LS	1	2	2	Meetings are listed below					
9.13	Quality Assurance/Quality Control	LS	%	2%	4						
9.14	Independent Peer Review	LS	1	0	0						
9.15	Supervision	LS	%	2%	4						
Structures Nontechnical Subtotal					14						
9.16	Coordination	LS	1	10	10						
9. Structures - Summary and Miscellaneous Tasks and Drawings					24						

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
BDR Coordination/Review	EA	0	0	0			0
90/100% Comment Review	EA	1	2	2			0
Aesthetics Coordination	EA	0	0	0			0
Regulatory Agency	EA	0	0	0			0
Local Governments (cities, counties)	EA	0	0	0			0

Project Activity 9: Structures Summary and Miscellaneous Tasks and Drawings

Utility Companies	EA	0	0	0						0
Other Meetings	EA	0	0	0						0
Subtotal Technical Meetings				2						0
Progress Meetings (if required by FDOT)	EA	0	0	0	<i>PM attendance at Progress Meetings is manually entered on General Task 3</i>					--
Phase Review Meetings	EA	0	0	0	<i>PM attendance at Phase Review Meetings is manually entered on General Task 3</i>					--
Total Meetings				2	Total Project Manager Meetings (carries to Tab 3)					0

Carries to 9.12

Carries to Tab 3

Project Activity 18: Miscellaneous Structures

Estimator: Alejandro Leon

Bay Harbor Waterway – 9600 West Bay Harbor Drive and Kayak Launch

BHI-229

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	Adrian Alfonso	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Unit	No. of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
Concrete Box Culvert							
18.1	Concrete Box Culverts	EA	0	0		0	
18.2	Concrete Box Culverts Extensions	EA Extension	0	0		0	
18.3	Concrete Box Culvert Data Table Plan Sheets	Sheet	0	0	0	0	
18.4	Concrete Box Culvert Special Details Plan Sheets	Sheet	0	0	0	0	
Strain Poles							
18.5	Steel Strain Poles	Initial Config	0	0		0	
		EA Add'l Config	0	0		0	
18.6	Concrete Strain Poles	Initial Config	0	0		0	
		EA Add'l Config	0	0		0	
18.7	Strain Pole Data Table Plan Sheets	Sheet	0	0	0	0	
18.8	Strain Pole Special Details Plan Sheets	Sheet	0	0	0	0	
Mast Arms							
18.9	Mast Arms	EA Design	0	0		0	
18.10	Mast Arms Data Table Plan Sheets	Sheet	0	0	0	0	
18.11	Mast Arm Special Details Plan Sheets	Sheet	0	0	0	0	
Overhead/Cantilever Sign Structures							
18.12	Cantilever Sign Structures	EA Design	0	0		0	
18.13	Overhead Span Sign Structures	EA Design	0	0		0	
18.14	Special (Long Span) Overhead Span Sign Structures	EA Design	0	0		0	
18.15	Monotube Overhead Sign Structure	EA Design	0	0		0	
18.16	Bridge Mounted Signs (Attached to Superstr.)	EA Design	0	0		0	
18.17	Overhead and Cantilever Sign Structures Data Table Plan Sheets	Sheet	0	0	0	0	
18.18	Overhead and Cantilever Sign Structures Special Details Plan Sheets	Sheet	0	0	0	0	
High Mast Lighting							
18.19	Non-Standard High Mast Lighting Structures	EA Design	0	0		0	
18.20	High Mast Lighting Special Details Plan Sheets	Sheet	0	0	0	0	
Noise Barrier Walls (Ground Mount)							
18.21	Horizontal Wall Geometry	EA Wall	0	0		0	
18.22	Vertical Wall Geometry	EA Wall	0	0		0	

Project Activity 18: Miscellaneous Structures

18.23	Summary of Quantities - Aesthetic Requirements	Sheet	0	0	0	0	
18.24	Control Drawings	Sheet	0	0	0	0	
18.25	Design of Noise Barrier Walls Covered by Standards	EA Design	0	0		0	
18.26	Design of Noise Barrier Walls Not Covered by Standards	EA Design	0	0		0	
18.27	Aesthetic Details	LS	1	0		0	
Special Structures							
18.28	Fender System	LS	1	0		0	
18.29	Fender System Access	LS	1	0		0	
18.30	Special Structures	LS	1	0		0	
18.31	Other Structures	LS	1	220		150	Provide Structural support for Architecture team for Gazebo, kayak storage, and floating dock based on existing pre-approved plans or pre-fabricated elements to be adapted to this site. Also Includes miscellaneous foundations.
Ancillary Structures Report							
18.32	Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles	EA structure	0	0	0	0	
18.33	Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles, (No As built or Design Plans)	EA structure	0	0	0	0	
18.34	Analytical Evaluation of Signal and Sign Structures, and High Mast Light Poles.	EA structure	0	0	0	0	
18.35	Ancillary Structures Report	LS	1	40		40	Design and Report of Shelter, kayak storage, and floating dock. Includes miscellaneous foundations.
18. Structures - Miscellaneous Total					0	190	

Project Activity 19: Signing and Pavement Marking Analysis

Estimator: Alejandro Leon

Bay Harbor Waterway – 9600 West Bay Harbor Drive and Kayak Launch
BHI-229

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	Alejandro Leon	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
19.1	Traffic Data Analysis	LS	1	0	0	
19.2	No Passing Zone Study	LS	1	0	0	
19.3	Signing and Pavement Marking Master Design File	LS	1	12	12	8 hours for setup .1 miles for parking area and standard site signage @ 40 hours per mile (way finding signage, decorative signage, and monumental signage not included)
19.4	Multi-Post Sign Support Calculations	EA	1	0	0	
19.5	Sign Panel Design Analysis	EA	1	0	0	
19.6	Sign Lighting/Electrical Calculations	EA	1	0	0	
19.7	S&PM Quantities for EQ Report	Length (Miles)	0.10	Calculated Hours	4	Calculate SPM quantities (No EQR Report)
		Complexity	Low Range			
		Interchanges Rest Areas	0			
19.8	Cost Estimate	LS	1	0	0	Included in Roadway Estimate
19.9	Technical Special Provisions and Modified Special Provisions	LS	1	0	0	
19.10	Other Signing and Pavement Marking	LS	1	0	0	
Signing and Pavement Marking Analysis Technical Subtotal					16	
19.11	Field Reviews	LS	1	1	1	1 person 1 hours, including travel time
19.12	Technical Meetings	LS	1	3	3	Meetings are listed below
19.13	Quality Assurance/Quality Control	LS	%	5%	1	
19.14	Independent Peer Review	LS	%	0%	0	
19.15	Supervision	LS	%	5%	1	
Signing and Pavement Marking Analysis Nontechnical Subtotal					6	
19.16	Coordination	LS	%	5%	1	

Project Activity 19: Signing and Pavement Marking Analysis

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
19. Signing and Pavement Marking Analysis Total					23	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Sign Panel Design	EA	0	0	0			0
Queue Length Analysis	EA	0	0	0			0
Local Governments (cities, counties)	EA	1	1	1			0
Other Meetings	EA	0	0	0			0
Subtotal Technical Meetings				1		Subtotal Project Manager Meetings	0
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	2	1	2	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
Total Meetings				3		Total Project Manager Meetings (carries to Tab 3)	0

Carries to 19.12

Carries to Tab 3

20. Signing and Pavement Marking Plans Staff Hours

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	Alejandro Leon	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.
20.1	Key Sheet		0		0	0	0	0	Included in Roadway
	Signature Sheet		0		0	0	0	0	Included in Roadway
20.2	General Notes/Pay Item Notes		1	Simple	6	0	2	2	
20.3	Project Layout		0		0	0	0	0	
20.4	Plan Sheet	Length (Miles)	0.10	Low	2	0	2	2	
		Sig Intersection Mid-Block Xing	0		0	0	0	0	
		Interchange Roundabout	0		0	0	0	0	
		Rest Area Toll Facility	0		0	0	0	0	
20.5	Special Details	Details	0	Simple	0	0	0	0	
			0	Standard	0	0	0	0	
			0	Complex	0	0	0	0	
20.6	Service Point Details	Service Point	0	Simple	0	0	0	0	
			0	Standard	0	0	0	0	
20.7	Guide Sign Data	Sign Panel	0		0	0	0	0	
20.8	Cross Sections (Sign Installations)	Multi-post signs	0		0	0	0	0	
		Overhead Sign Structures	0	Standard	0	0	0	0	
			0	Complex	0	0	0	0	
S&PM Plans Technical Hours Subtotal					8	0	4	4	
20.9	Quality Assurance/Quality Control	%	1	5%	1	0	1	1	
20.10	Supervision	%	1	5%	1	0	1	1	
S&PM Plans Total					10	0	6	6	

Project Activity 21: Signalization Analysis

Estimator: Alejandro Leon

Bay Harbor Waterway – 9600 West Bay Harbor Drive and Kayak Launch

BHI-229

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	Hector Vargas	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
21.1	Traffic Data Collection	LS	1	0	0	
21.2	Traffic Data Analysis	PI	0	0	0	
21.3	Signal Warrant Study	LS	1	0	0	
21.4	System Timings	LS	1	0	0	
21.5	Reference and Master Signalization Design File	PI	0	0	0	
21.6	Reference and Master Interconnect Communication Design File	LS	1	0	0	
21.7	Overhead Street Name Sign Design	EA	0	0	0	
21.8	Pole Elevation Analysis	LS	1	0	0	
21.9	Traffic Signal Operation Report	LS	1	0	0	
21.10	Signalization Quantities for EQ Report	Signalized Intersections	0	Calculated Hours 0	0	
21.11	Cost Estimate	LS	1	0	0	
21.12	Technical Special Provisions and Modified Special Provisions	LS	1	0	0	
21.13	Other Signalization Analysis	LS	1	8	8	Only include the proposed new loop replacement for the SB approach, and the proposed a new pull box for the proposed loops
Signalization Analysis Technical Subtotal					8	
21.14	Field Reviews	LS	1	2	2	1 person 2 hours, including travel time
21.15	Technical Meetings	LS	1	0	0	Meetings are listed below
21.16	Quality Assurance/Quality Control	LS	%	5%	0	
21.17	Independent Peer Review	LS	%	0%	0	
21.18	Supervision	LS	%	5%	0	

Project Activity 21: Signalization Analysis

Signalization Analysis Nontechnical Subtotal	2	
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Project Activity 21: Signalization Analysis

21.19	Coordination	LS	%	3%	0	
21. Signalization Analysis Total					10	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
FDOT Traffic Operations	EA	0	0	0			0
FDOT Traffic Design	EA	0	0	0			0
Power Company (service point coordination)	EA	0	0	0			0
Maintaining Agency (cities, counties)	EA	0	0	0			0
Railroads	EA	0	0	0			0
Other Meetings	EA	0	0	0			0
Subtotal Technical Meetings				0		Subtotal Project Manager Meetings	0
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	0	0	0	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
Total Meetings				0		Total Project Manager Meetings (carries to Tab 3)	0

Carries to 21.15

Carries to Tab 3

22. Signalization Plans Staff Hours

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	Hector Vargas	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	
What is the overall project complexity? (See Signalization Guidelines)				Low					Provide documentation when negotiated hours differ from the calculated hours.
22.1	Key Sheet		0		0	0	0	0	
	Signature Sheet		0		0	0	0	0	
22.2	General Notes/Pay Item Notes		1	Simple	6	0	4	4	
22.3	Signalization Plan Sheets	Signalized Intersections	1	Low	2	0	2	2	
22.4	Interconnect Plan Sheets	Length (Miles)	0.00	Low	0	0	0	0	
22.5	Traffic Monitoring Site	Sites (Loop Detect.)	0		0	0	0	0	
		Sites (Other Detect.)	0		0	0	0	0	
22.6	Guide Sign Data	Sign Panel	0		0	0	0	0	
22.7	Special Details	Details	0	Simple	0	0	0	0	
			0	Standard	0	0	0	0	
			0	Complex	0	0	0	0	
22.8	Service Point Details	Service Point	0	Simple	0	0	0	0	
			0	Standard	0	0	0	0	
22.9	Mast Arm / Monotube Data	Signal Arm	0	Single Mast Arm	0	0	0	0	
			0	Double Mast Arm	0	0	0	0	
22.10	Strain Pole Schedule	Span	0		0	0	0	0	
22.11	TTCP Signal	Intersections w/o ped signal	0	Low	0	0	0	0	
		Intersections with ped signal	0	Low	0	0	0	0	
22.12	Temporary Detection Sheet	Intersections	0		0	0	0	0	
Signalization Plans Technical Hours Subtotal					8	0	6	6	
20.13	Quality Assurance/Quality Control	%	1	5%	1	0	1	1	
20.14	Supervision	%	1	5%	1	0	1	1	
Signalization Plans Total					10	0	8	8	

Project Activity 23: Lighting Analysis

Estimator: Alejandro Leon

Bay Harbor Waterway – 9600 West Bay Harbor Drive and Kayak Launch

BHI-229

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	David Sigler	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
23.1	Lighting Justification Report	LS	1	0	0	
23.2	Lighting Design Analysis Report (LDAR)	LS	1	30	30	Provide an LDAR in accordance with the requirements: Introduction, Luminaire Cut Sheets, Photometric Analysis, Voltage Drop Calculations, Arc Flash Analysis. Also includes electrical connection to Irrigation Pumps
23.3	Voltage Drop Calculations	EA	5	2	6	5 circuits (1 Service Feeder + 4 Branch Circuits) x 2 hours = 10 hours
23.4	FDEP Coordination and Report	LS	1	0	0	
23.5	Reference and Master Design Files	LS	1	8	8	
23.6	Temporary Highway Lighting	LS	1	0	0	
23.7	Design Documentation	LS	1	0	0	
23.8	Lighting Quantities for EQ Report	Light Poles	8	Calculated Hours 20	8	Quantities only, no EQR Report
23.9	Cost Estimate	LS	1	0	0	Included in Roadway
23.10	Technical Special Provisions and Modified Special Provisions	LS	1	0	0	
23.11	Other Lighting Analysis	LS	1	0	0	
Lighting Analysis Technical Subtotal					52	
23.12	Field Reviews	LS	1	4	4	2 people x 2 hour x 1 field visits
23.13	Technical Meetings	LS	1	4	4	
23.14	Quality Assurance/Quality Control	LS	%	5%	3	
23.15	Independent Peer Review	LS	%	0%	0	
23.16	Supervision	LS	%	5%	3	
Lighting Analysis Nontechnical Subtotal					14	
23.17	Coordination	LS	%	3%	2	
23. Lighting Analysis Total					68	

Project Activity 23: Lighting Analysis

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
FDOT Lighting Design	EA	0	0	0			0
FDOT Traffic Design	EA	0	0	0			0
Power Company (service point coordination)	EA	2	1	2			0
Maintaining Agency (cities, counties)	EA	2	1	2			0
Airport authority	EA	0	0	0			0
FDEP Lighting (coast areas)	EA	0	0	0			0
Other Meetings	EA	0	0	0			0
Subtotal Technical Meetings				4	Subtotal Project Manager Meetings		0
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	0	0	0	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
Total Meetings				4	Total Project Manager Meetings (carries to Tab 3)		0

Carries to 23.13

Carries to Tab 3

24. Lighting Plans Staff Hours

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting, Inc	David Sigler	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.
24.1	Key Sheet		0		0	0	0	0	Included in Roadway
	Signature Sheet		0		0	0	0	0	Included in Roadway
24.2	General Notes/Pay Item Notes		1	Standard	9	0	4	4	
24.3	Pole Data, Legend and Criteria	Poles	8		7	0	7	7	
24.4	Project Layout		0		0	0	0	0	
24.5	Plan Sheets (Corridor Projects)	Length (Miles)	0.00		0	0	0	0	
	Plan Sheets (Isolated Locations)	Intersections or Mid-Blocks	1		4	0	4	4	
		Interchanges or Rest Areas	0		0	0	0	0	
24.6	Special Details	Details	0	Simple	0	0	0	0	
			1	Standard	8	0	4	4	Light Pole Details
			0	Complex	0	0	0	0	
24.7	Service Point Details	Service Point	0	Simple	0	0	0	0	
			1	Standard	12	0	8	8	Lighting Load Center Detail
			0	Complex	0	0	0	0	
24.8	Temporary Highway Lighting		0		0	0	0	0	
Lighting Plans Technical Hours Subtotal					40	0	27	27	
24.9	Quality Assurance/Quality Control	%	1	5%	2	0	2	2	
24.10	Supervision	%	1	5%	2	0	2	2	
Lighting Plans Total					44	0	31	31	

31. Architecture Development

Estimator: Alejandro Leon

Bay Harbor Waterway – 9600 West Bay Harbor Drive and Kayak Launch

BHI-229

Representing	Print Name	Signature / Date
Town of Bay Harbor Island		
CHA Consulting Inc.	Jose Duran	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
Architectural Plans								
31.1	Architectural Program Review/Verification		Text Pages	0	0	0	0	
31.2	Key Sheet and Index of Sheets		Sheet	0	0	0	0	
31.3	General Notes, Abbreviations, Symbols, and Legend		Sheet	0	0	0	0	
31.4	Life Safety Plans		Sheet	0	0	0	0	
31.5	Site Plans		Sheet	0	0	0	0	
31.6	Floor Plans (Small Scale)		Sheet	0	0	0	0	
31.7	Floor Plans (Large Scale)		Sheet	0	0	0	0	
31.8	Exterior Elevations		Sheet	0	0	0	0	
31.9	Roof Plans		Sheet	0	0	0	0	
31.10	Roof Details		Sheet	0	0	0	0	
31.11	Interior Elevations		Sheet	0	0	0	0	
31.12	Rest Room Plans (Enlarged)		Sheet	0	0	0	0	
31.13	Rest Room Elevations		Sheet	1	16	1	16	Includes Showers, water service and sewer service from gazebo to ROW line (Other architectural design to be
31.14	Building Sections		Sheet	0	0	0	0	
31.15	Stair Section, Enlarged Stair Plan and Details		Sheet	0	0	0	0	
31.16	Reflective Ceiling Plans		Sheet	0	0	0	0	
31.17	Room Finish Schedule or Finish Plan		Sheet	0	0	0	0	
31.18	Door and Window Schedule		Sheet	0	0	0	0	
31.19	Door Jamb Details and Window Details		Sheet	0	0	0	0	
31.20	Exterior Wall Sections		Sheet	0	0	0	0	
31.21	Interior Wall Sections		Sheet	0	0	0	0	
31.22	Overhead Door Details		Sheet	0	0	0	0	

31. Architecture Development

Task No.	Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
31.23	Curtain Wall Details		Sheet	0	0	0	0	
31.24	Fascia, Soffit and Parapet Details		Sheet	0	0	0	0	
31.25	Signage Details		Sheet	0	0	0	0	
31.26	Miscellaneous Details		Sheet	0	0	0	0	
31.27	Repetitive Sheets		Sheet	0	0	0	0	
31.28	Design Narrative Reports		LS	0	0		0	
31.29	Permitting		LS	0	0		0	
31.30	Other Pertinent Project Documentation		LS	0	0		0	
31.31	Cost Estimate		LS	0	0		0	
31.32	Technical Special Provisions and Modified Special Provisions Packages		LS	0	0		0	
Architectural Plans Technical Subtotal						1	16	
31.33	Field Reviews		LS	1	0		0	
31.34	Technical Meetings							See listing below
31.34.1	FDOT		EA	0	0		0	
31.34.2	Local Governments (cities)		EA	0	0		0	
31.34.3	Local Governments (counties)		EA	0	0		0	
31.34.4	Other Meetings		EA	0	0		0	
31.34.5	Progress Meetings		EA	0	0		0	
31.34.6	Phase Review Meetings		EA	0	0		0	
31.34.7	Subtotal Technical Meetings						0	
31.35	Quality Assurance/Quality Control		LS	%	5%		1	
31.36	Independent Peer Review		LS	%	0%		0	
31.37	Supervision		LS	%	5%		1	
Architectural Plans Total						1	18	
Structural Plans								
31.38	General Notes, Abbreviations, Symbols, and Legend		Sheet	0	0	0	0	
31.39	Foundation Plans (Small Scale)		Sheet	0	0	0	0	
31.40	Foundation Plans (Large Scale)		Sheet	0	0	0	0	
31.41	Slab Plans (Small Scale)		Sheet	0	0	0	0	

31. Architecture Development

Task No.	Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
31.42	Slab Plans (Large Scale)		Sheet	0	0	0	0	
31.43	Slab Placement Plans		Sheet	0	0	0	0	
31.44	Slab Placement Details		Sheet	0	0	0	0	
31.45	Foundation Sections		Sheet	0	0	0	0	
31.46	Foundation Details		Sheet	0	0	0	0	
31.47	Slab Sections		Sheet	0	0	0	0	
31.48	Slab Details		Sheet	0	0	0	0	
31.49	Roof Framing Plans (Small Scale)		Sheet	0	0	0	0	
31.50	Roof Framing Plans (Large Scale)		Sheet	0	0	0	0	
31.51	Roof Loading Plans and Details		Sheet	0	0	0	0	
31.52	Roof Sections		Sheet	0	0	0	0	
31.53	Roof Details		Sheet	0	0	0	0	
31.54	Bearing Wall Sections		Sheet	0	0	0	0	
31.55	Bearing Wall Details		Sheet	0	0	0	0	
31.56	Column Sections		Sheet	0	0	0	0	
31.57	Column Details		Sheet	0	0	0	0	
31.58	Miscellaneous Sections		Sheet	0	0	0	0	
31.59	Repetitive Sheets		Sheet	0	0	0	0	
31.60	Other Pertinent Project Documentation		LS	1	0		0	
31.61	Cost Estimate		LS	1	0		0	
31.62	Technical Special Provisions and Modified Special Provisions Packages		LS	1	0		0	
Structural Plans Technical Subtotal						0	0	
31.63	Field Reviews		LS	1	0		0	
31.64	Technical Meetings							See listing below
31.64.1	FDOT		EA	0	0		0	
31.64.2	Local Governments (cities)		EA	0	0		0	
31.64.3	Local Governments (counties)		EA	0	0		0	
31.64.4	Other Meetings		EA	0	0		0	

31. Architecture Development

Task No.	Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
31.64.5	Progress Meetings		EA	0	0		0	
31.64.6	Phase Review Meetings		EA	0	0		0	
31.64.7	Subtotal Technical Meetings						0	
31.65	Quality Assurance/Quality Control		LS	%	0%		0	
31.66	Independent Peer Review		LS	%	0%		0	
31.67	Supervision		LS	%	0%		0	
Structural Plans Total						0	0	
Mechanical Plans								
31.68	General Notes, Abbreviations, Symbols, Legend, and Code Issues		Sheet	0	0	0	0	
31.69	Plans (Small Scale)		Sheet	0	0	0	0	
31.70	Plans (Large Scale)		Sheet	0	0	0	0	
31.71	Details		Sheet	0	0	0	0	
31.72	Sections		Sheet	0	0	0	0	
31.73	Piping Schematics		Sheet	0	0	0	0	
31.74	Control Plans		Sheet	0	0	0	0	
31.75	Schedules		Sheet	0	0	0	0	
31.76	HVAC Calculations		Sheet	0	0	0	0	
31.77	Life Cycle Cost Analysis		Sheet	0	0	0	0	
31.78	Repetitive Sheets		LS	1	0		0	
31.79	Other Pertinent Project Documentation		LS	1	0		0	
31.80	Cost Estimate		LS	1	0		0	
31.81	Technical Special Provisions and Modified Special Provisions Packages		LS	1	0		0	
Mechanical Plans Technical Subtotal						0	0	
31.82	Field Reviews		LS	1	0		0	
31.83	Technical Meetings							See listing below
31.83.1	FDOT		EA	0	0		0	
31.83.2	Local Governments (cities)		EA	0	0		0	
31.83.3	Local Governments (counties)		EA	0	0		0	
31.83.4	Other Meetings		EA	0	0		0	

31. Architecture Development

Task No.	Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
31.83.5	Progress Meetings		EA	0	0		0	
31.83.6	Phase Review Meetings		EA	0	0		0	
31.83.7	Subtotal Technical Meetings						0	
31.84	Quality Assurance/Quality Control		LS	%	0%		0	
31.85	Independent Peer Review		LS	%	0%		0	
31.86	Supervision		LS	%	0%		0	
Mechanical Plans Total						0	0	
Plumbing Plans								
31.87	General Notes, Abbreviations, Symbols, Legend, and Code Issues		Sheet	0	0	0	0	
31.88	Plans (Small Scale)		Sheet	0	0	0	0	
31.89	Plans (Large Scale)		Sheet	0	0	0	0	
31.90	Isometrics (Large Scale)		Sheet	0	0	0	0	
31.91	Riser Diagrams		Sheet	0	0	0	0	
31.92	Details		Sheet	0	0	0	0	
31.93	Repetitive Sheets		Sheet	0	0	0	0	
31.94	Other Pertinent Project Documentation		LS	1	0		0	
31.95	Cost Estimate		LS	1	0		0	
31.96	Technical Special Provisions and Modified Special Provisions Packages		LS	1	0		0	
Plumbing Plans Technical Subtotal						0	0	
31.97	Field Reviews		LS	1	0		0	
31.98	Technical Meetings							See listing below
31.98.1	FDOT		EA	0	0		0	
31.98.2	Local Governments (cities)		EA	0	0		0	
31.98.3	Local Governments (counties)		EA	0	0		0	
31.98.4	Other Meetings		EA	0	0		0	
31.98.5	Progress Meetings		EA	0	0		0	
31.98.6	Phase Review Meetings		EA	0	0		0	
31.98.7	Subtotal Technical Meetings						0	
31.99	Quality Assurance/Quality Control		LS	%	0%		0	

31. Architecture Development

Task No.	Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
31.100	Independent Peer Review		LS	%	0%		0	
31.101	Supervision		LS	%	0%		0	
Plumbing Plans Total						0	0	
Fire Protection Plans								
31.102	General Notes, Abbreviations, Symbols, Legend, and Code Issues		Sheet	0	0	0	0	
31.103	Fire Protection Plan		Sheet	0	0	0	0	
31.104	Riser Diagram, Details, and Partial Plans		Sheet	0	0	0	0	
31.105	Hydraulic Calculation		Sheet	0	0	0	0	
31.106	Repetitive Sheets		Sheet	0	0	0	0	
31.107	Other Pertinent Project Documentation		LS	1	0		0	
31.108	Cost Estimate		LS	1	0		0	
31.109	Technical Special Provisions and Modified Special Provisions Packages		LS	1	0		0	
Fire Protection Plans Technical Subtotal						0	0	
31.110	Field Reviews		LS	1	0		0	
31.111	Technical Meetings							See listing below
31.111.1	FDOT		EA	0	0		0	
31.111.2	Local Governments (cities)		EA	0	0		0	
31.111.3	Local Governments (counties)		EA	0	0		0	
31.111.4	Other Meetings		EA	0	0		0	
31.111.5	Progress Meetings		EA	0	0		0	
31.111.6	Phase Review Meetings		EA	0	0		0	
31.111.7	Subtotal Technical Meetings						0	
31.112	Quality Assurance/Quality Control		LS	%	0%		0	
31.113	Independent Peer Review		LS	%	0%		0	
31.114	Supervision		LS	%	0%		0	
Fire Protection Plans Total						0	0	
Electrical Plans								
31.115	General Notes, Abbreviations, Symbols, Legend, and Code Issues		Sheet	0	0	0	0	
31.116	Electrical Site Plan		Sheet	0	0	0	0	
31.117	Lighting Plans		Sheet	0	0	0	0	

31. Architecture Development

Task No.	Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
31.118	Lighting Fixtures Schedules		Sheet	0	0	0	0	
31.119	Lighting Fixtures Details		Sheet	0	0	0	0	
31.120	Lightning Protection Plans		Sheet	0	0	0	0	
31.121	Lightning Protection Details		Sheet	0	0	0	0	
31.122	Power Plans		Sheet	0	0	0	0	
31.123	Power Distribution Riser Diagrams		Sheet	0	0	0	0	
31.124	Panel Board Schedules		Sheet	0	0	0	0	
31.125	Data Plans		Sheet	0	0	0	0	
31.126	Data Details		Sheet	0	0	0	0	
31.127	Communication Plans		Sheet	0	0	0	0	
31.128	Communication Details		Sheet	0	0	0	0	
31.129	Security Alarm System Plans		Sheet	0	0	0	0	
31.130	Miscellaneous Details		Sheet	0	0	0	0	
31.131	Repetitive Sheets		LS	1	0		0	
31.132	Energy Analysis		LS	1	0		0	
31.133	Other Pertinent Project Documentation		LS	1	0		0	
31.134	Cost Estimate		LS	1	0		0	
31.135	Technical Special Provisions and Modified Special Provisions Packages		LS	1	0		0	
Electrical Plans Technical Subtotal						0	0	
31.136	Field Reviews		LS	1	0		0	
31.137	Technical Meetings							See listing below
31.137.1	FDOT		EA	0	0		0	
31.137.2	Local Governments (cities)		EA	0	0		0	
31.137.3	Local Governments (counties)		EA	0	0		0	
31.137.4	Other Meetings		EA	0	0		0	
31.137.5	Progress Meetings		EA	0	0		0	
31.137.6	Phase Review Meetings		EA	0	0		0	
31.137.7	Subtotal Technical Meetings						0	

31. Architecture Development

Task No.	Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
31.138	Quality Assurance/Quality Control		LS	%	0%		0	
31.139	Independent Peer Review		LS	%	0%		0	
31.140	Supervision		LS	%	0%		0	
Electrical Plans Total						0	0	
Architecture Development Subtotal						1	18	
31.141	GBRS Certification		LS	1	0		0	
31.141.1	GBRS Coordination Meetings		LS	1	0		0	
31.141.2	GBRS Commissioning		LS	1	0		0	
31.141.3	GBRS Green Credit		LS	1	0		0	
31.142	Coordination		LS	%	0%		0	
31.143	Building Information Modeling (BIM)		Project	--	--	--	--	Using AutoCad Revit or a similar program for the production of construction documents does not cost the Client/Owner any additional design fee. However, the proportion of the fee is more front loaded because of the design process. The creation of the 3D model is part of the design and must be converted into 2D to print the construction documents. The additional use of the Virtual 3D model can provide additional advantages and services, but at an additional cost. Another very useful feature is the user's ability to visualize the spaces in 3D early on as part of the approval process.
31. Architecture Development Total						1	18	

Total Technical Meetings (sum of meetings above)									Comments	PM Attendance at Meeting Required?	Number
Meeting	Hours						Total Meetings	Total Hours			
	Architectural Plans	Structural Plans	Mechanical Plans	Plumbing Plans	Fire Protection Plans	Electrical Plans					
FDOT	0	0	0	0	0	0	0	0			0
Local Governments (cities)	0	0	0	0	0	0	0	0			0
Local Governments (counties)	0	0	0	0	0	0	0	0			0
Other Meetings	0	0	0	0	0	0	0	0			0
Subtotal Technical Meetings							0	0			0
Progress Meetings (if required by FDOT)	0	0	0	0	0	0	0	0		**	--
Phase Review Meetings	0	0	0	0	0	0	0	0		**	--
Total All Meetings							0	0			0
										Total PM Meetings (carries to Tab 3)	

** Project Manager attendance at progress, phase and field review meetings are manually entered on General Task 3

Carries to Tab 3



CHA Consulting, Inc
10305 N.W. 41st Street, Suite 115
Miami, Florida 33178
Phone: (305) 592-7283
Fax: (305) 593-1594

EXHIBIT B
FEE PROPOSAL
SUB-CONSULTANTS



CHA Consulting, Inc
10305 N.W. 41st Street, Suite 115
Miami, Florida 33178
Phone: (305) 592-7283
Fax: (305) 593-1594

APPENDIX B-1
FEE PROPOSAL
ENVIRONMENTAL

December 13, 2024

MJ Opportunity # P0380-24

Mr. Alejandro Leon
Senior Manager II
CHA Consulting, Inc.
8935 NW 35 Lane, Suite 200
Doral, FL 33172
(305) 592-7283 Phone: (786) 257-3119 | E: aleon@chasolutions.com

RE: Bay Harbor Islands Park Project | Scope and Fee Proposal for Seagrass Survey and Bat Emergence Survey

Dear Mr. Leon:

McFarland-Johnson, Inc. (MJ or “the Consultant”) is pleased to submit our scope of services and fee proposal in response to your request, and to provide environmental support services to CHA Consulting Inc. (“the Client”), in connection to the above-referenced project proposed by the Town of Bay Harbor Islands (“the Owner”). Following is a description of the services included, assumptions and estimated cost for the services to be rendered. Please contact us to discuss any questions or comments you may have. Under the heading Scope of Services, you will find the extent of services MJ foresees are necessary and included in the proposal, to address your request for proposal.

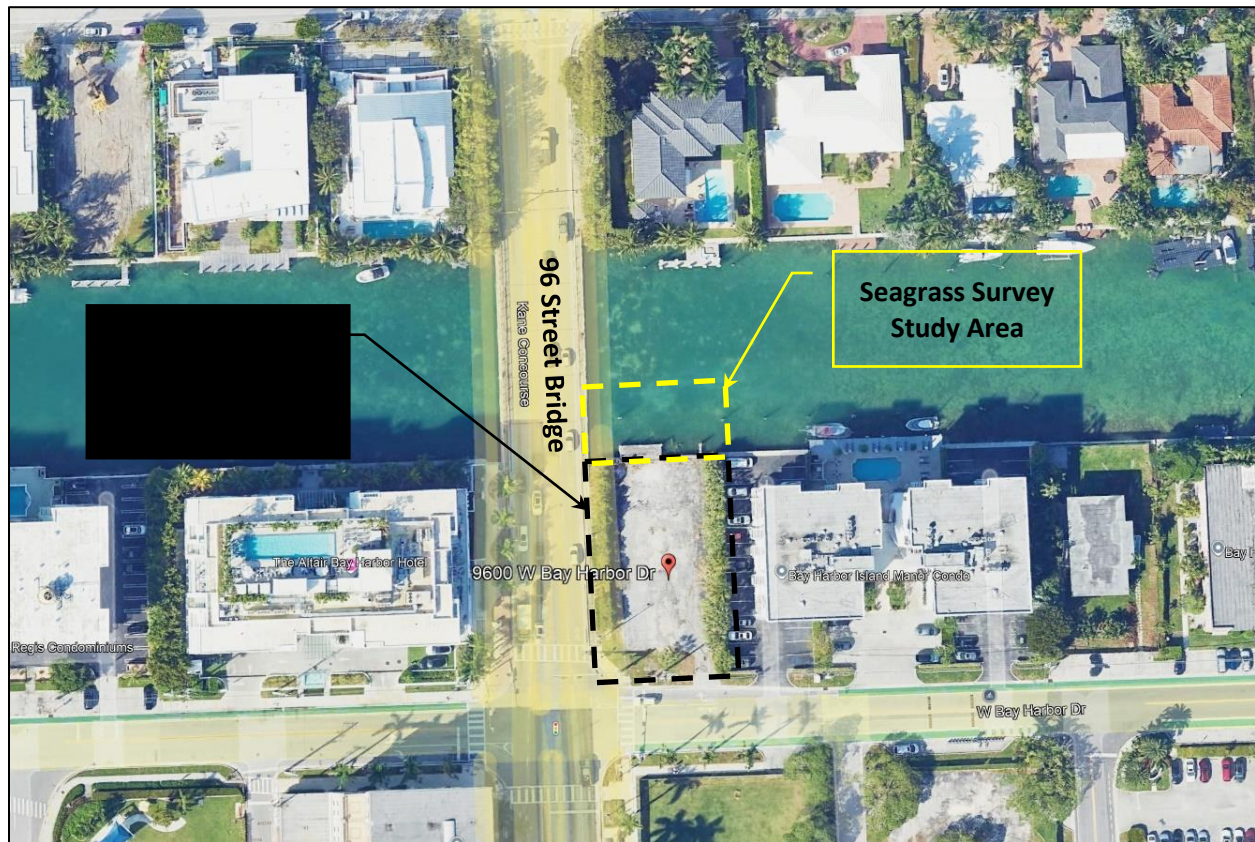
1.0 PROJECT UNDERSTANDING

The project consists of conducting a **Seagrass Survey** [REDACTED] for a property located at 9600 West Bay Harbor Drive, Bay Harbor, FL (“study area”) where a waterfront park is proposed. See **Figure 1** for project location and study area.

The purpose of the Seagrass survey is to identify, document, and report submerged aquatic vegetation (SAV), mangroves and corals within a 50 feet radius from the existing seawall shown in **Figure 1**. Expected deliverables for this work include Benthic Survey Report with field data in tabular format, seagrass, and photographic documentation.



Figure 1: Project Location – Study Areas



2.0 SCOPE OF SERVICES

Following is a description of the methodology to be implemented for each benthic survey.

2.1 SEAGRASS SURVEY

This underwater survey consists of a qualitative assessment to identify, document and report the presence of seagrasses and corals within study areas. A tiered approach would be used for the seagrass and resources survey. As applicable and described in the following sections, this tiered approach includes various steps such as data gathering, field coordination, field underwater survey via line intercept transects, and benthic report that summarizes the findings at the study area.

The following factors are being considered for the scope of work:

- **Florida Fish and Wildlife Conservation Commission (FWC) Recommended Survey Protocols for Estuarine and Marine Submerged Aquatic Vegetation (SAV) related to Permitting Applications¹**
 - Seagrass surveys must be conducted between the dates of April 1st and October 31st with the following exceptions:

¹ <https://myfwc.com/media/7254/seagrasssurveyprotocol.pdf>

- Seagrass surveys may be conducted *year-round* in southern Dade County (Virginia Key south) and Monroe County where seagrass growth is not significantly different during the winter as they are in most other areas of the state.
- Florida East Coast between Indian River County (Sebastian Inlet) and Dade County (Virginia Key) seagrass surveys should be conducted between the dates of April 1st and August 31st to accommodate the Johnson's Seagrass growing season and period of maximum abundance pursuant to the Johnson's Seagrass (*Halophila johnsonii*) Recovery Plan (JSRP).
- The optimal growing season for Johnson's seagrass is considered June through September (NOAA NMFS, 2010). If surveys are not performed during the optimal growing season, additional surveys may be needed depending upon the site and circumstances to accommodate federal permitting requirements.
 - Seagrass transects or sampling stations are recommended for survey protocol and are included in the scope.
- **Florida Department of Environmental Protection (FDEP) Guidance on Surveys for Potential Impacts to Submerged Aquatic Vegetation²**
 - Recommended SAV surveys can be performed *between April 1st and October 31st*.
- **U.S. Army Corps of Engineers (USACE) / NMFS SAV Survey Guidelines³**
 - Detailed SAV surveys can only be performed between *June 1st and September 30th* of each year.

Following is presented the field methodology to be implemented.

2.1.1 Data Review and Field Coordination

Field data, readily available for public access review, would be reviewed in preparation of the in-water field seagrass survey. Field coordination would follow with notification to the following agencies to be issued prior the underwater survey:

- FWC Marine Unit (Miami Field Office)
- Miami Dade Police Marine Unit

2.1.2 Field – Underwater Survey

The following tasks will be performed as part of the seagrass survey:

- Establish line transects / sampling points perpendicular to the existing seawall.
 - Maximum length of linear transect measured from seawall: 50 feet
 - Separation between transects: +/-15 feet

² <https://floridadep.gov/rcp/beaches-inlets-ports/documents/guidance-surveys-potential-impacts-submerged-aquatic-vegetation>

³ https://www.saj.usace.army.mil/Portals/44/docs/regulatory/sourcebook/permitting/processing_steps/process_seagrass_survey.pdf

- Perform scientific dive along transects for visual identification of seagrass communities and sea bottom composition.
 - Scientific diving utilizing SCUBA equipment would be performed along each linear transect.
 - It is assumed that the underwater survey can be completed within one (1) field day including one (1) diver and one (1) tender. Also, it is assumed that study areas can be accessed from the shore (seawall).
 - The transects would be established perpendicular to the seawall using measuring tape measurements. A certified SCUBA diver (with dive flag) will swim the transects documenting the presence / absence of seagrass species and approximate density (percent cover) using a 0.5-meter X 0.5-meter quadrant.
 - If detected along the transects, coral species would also be documented, including their length and width.
 - During the seagrass survey, fish and macroinvertebrates would be noted in the data forms, as detected.
- Photographic documentation.

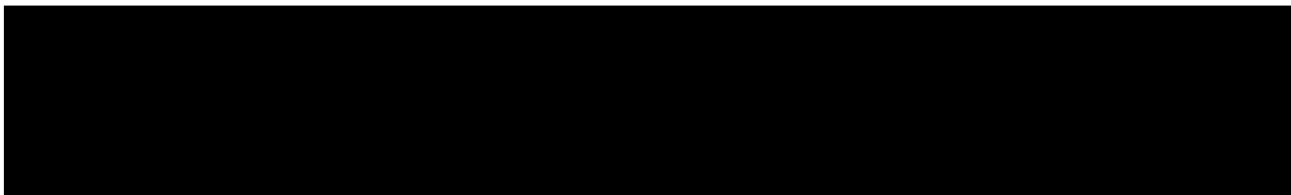
Underwater observations would be documented in field data forms, including substrate type and qualitative notes on the bed or patch (e.g., species composition and density). During the survey, seagrass beds within the study areas would be classified as follow:

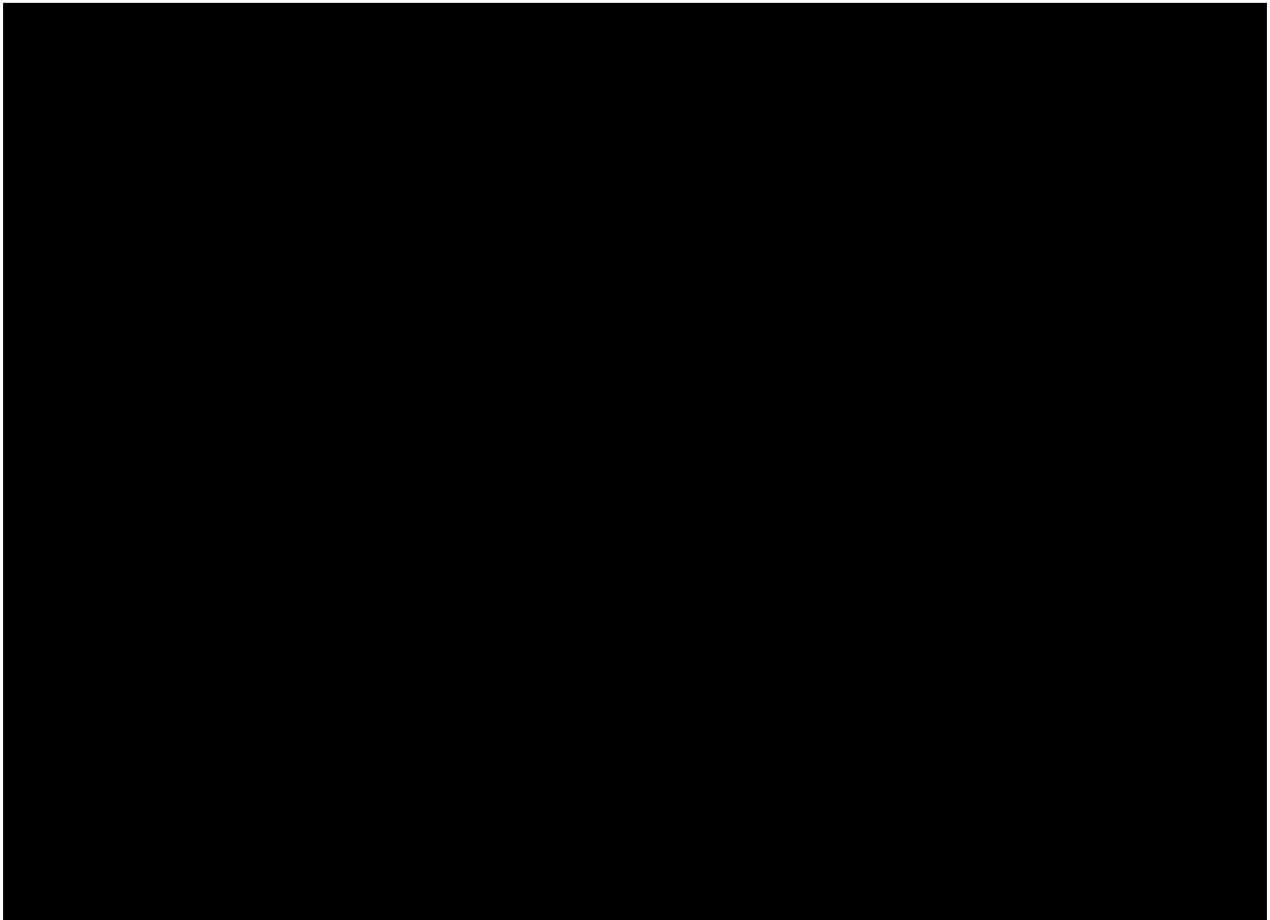
- Sparse = $0 \leq 15\%$ cover
- Low = $>15 \leq 40\%$ cover
- Medium = $>40 \leq 70\%$ cover
- High = $> 70\%$ cover

2.1.3 Benthic Survey Report

A single Resources Survey Report would be prepared describing the site conditions, sampling methodology, results, conclusions, and photographs. The Benthic Survey Report would include the following:

- Introduction
- Methodology
- General Site Description (Study Area)
- Findings
- Maps and Figures
 - Location Map over USGS Topographic Map or NOAA Navigational Charts
 - Resources Survey over Aerial Image, including transects and approximate extent of seagrass beds within the study areas
- Photographic Documentation





3.0 ASSUMPTIONS

- This proposal is based on the information available at this time.
- Scope of Services, as described in Section 2, compensation shall be on the basis of a lump sum fee. Any change and/or technical support, other than those presented in this proposal, may result in an increase of the cost included herein. Any additional surveys, study supplements or new studies, support and/or expenses that are not described in this proposal would not be performed without an agreement between the Client and the Consultant and authorized via Change Order by the Client.
- Comments from regulatory review agencies that could require additional fieldwork, additional survey effort or changes in methodology could be considered as an additional technical support not covered in this proposal.
- It is assumed that a single Notice-To-Proceed (NTP) will be issued by the Client.
- The Benthic Survey Report [REDACTED] to be submitted to the Client does not constitute a Biological Assessment or Essential Fish Habitat consultation under Endangered Species Act, Magnuson-Stevens Fishery Conservation and Management Act, nor permitting process.
- The Client would be responsible for a prompt review of documents submitted by the Consultant in relation to this Scope of Work. Our schedule would be subject to the NTP and date that Client complete required reviews.

- If the Client or the Owner is aware of any specialized knowledge or experience that is material to recognized environmental conditions in connection with a given location or area, it is their responsibility to bring it to the attention of the Consultant before the field survey to be performed.

4.0 COMPENSATION FOR SCOPE OF SERVICES

The Client shall reimburse the Consultant in the following manner:

Scope of Work	Lump Sum Fee
Seagrass Survey	\$8,271
Project Management, Coordination and Scheduling	\$1,817
Total	\$10,088

Consultant will bill the Client monthly, and invoices shall be paid by the Client. The timing of invoices payment shall not exceed the number of days to be established in the subconsultant agreement between the Consultant and the Client, so that the orderly and continuous progress of the retained services can be maintained.

Please remit payment to McFarland-Johnson, Inc., 49 Court Street, Suite 240, Binghamton, NY 13901.

The services to be rendered by the Consultant on this Project, together with specific understandings applicable for the project, are set forth in the above Basic Scope of Services and supersede all prior written or verbal understandings.

This proposal, the Basic Scope of Services consisting of six (6) pages, represent the entire understanding between Client and the Consultant with respect to this Project, and may only be modified in writing signed by both parties. Consultant would expect to start services promptly after receipt of Client's acceptance of this proposal and subconsultant agreement is executed between the Consultant and the Client. This offer will be open for acceptance until February 28, 2025, unless changed by the Consultant in writing.

We appreciate the opportunity to submit this scope of work and cost estimate and hope it meets with your approval. If there are any questions, please do not hesitate to contact David R. Rosa at 305-705-4871, drosa@mjinc.com or me.

Very truly yours,

McFARLAND-JOHNSON, INC.

Jeffrey R. Wood
Vice President

cc: Georgie Nugent, MJ
Christine Perron, MJ
David R. Rosa, MJ



CHA Consulting, Inc
10305 N.W. 41st Street, Suite 115
Miami, Florida 33178
Phone: (305) 592-7283
Fax: (305) 593-1594

APPENDIX B-2
FEE PROPOSAL
SURVEYOR



Monday, December 16, 2024

Mr. Alejandro Leon, PE*
Section Manager II
aleon@chasolutions.com



8935 Northwest 35 Lane, Suite 200
Doral, FL 33172
786.257.3119

RE: (Longitude Project No. 22129.2.01) Surveying and Mapping services for the property of 9600 West Bay Harbor Drive, Bay Harbor Islands, FL 33154.

Dear Mr. Leon,

According to your request regarding a fee estimate for Surveying, Mapping, and Subsurface Utility Engineering (SUE) services for the above-referenced project, LONGITUDE SURVEYORS, LLC (LS) is pleased to submit the following proposal for your consideration.

A. SCOPE OF WORK A – UPDATE SURVEY:

- LS will update and revise the previous survey under LS Project No. **22129.1.01** to verify if any improvements have been added, removed, and/or changed since the last field/site visit.
- LS will re-establish horizontal and vertical control within the limits of the survey if needed.
- Any additional improvements that need to be collected will be geo-referenced to the Florida State Plane Coordinate System based on the North American Datum of 1983/2011 (NAD83/11).
- Should any elevations need to be collected to update the survey, they will be referenced to the National Geodetic Vertical Datum of 1929 (NGVD29).
- Improvements within the survey limits in the attached Exhibit, including but not limited to pavement, edge of pavement lines, curb and gutters, sidewalks, fences, walls, steps, handrails, signs, utility poles, utility boxes, and any other significant aboveground improvements and utilities will be collected.
- LS will locate any trees and palms having a three (3) inch diameter or greater at breast height (DBH) or being twelve (12) feet in height or more significant to include the following for each: scientific name, common name, diameter at breast height (DBH), height of tree, and canopy. A Tree Table will be provided.
- LS will utilize our state-of-the-art Seafloor Hydrolite-DFX Echosounder Dual-Frequency System Sonar Scanner, or equivalent, to verify profile section elevations collected in the bathymetric survey portion of the previous survey.
- A Digital Terrain Model (DTM) of the resulting survey will be provided.

B. SCOPE OF WORK B – SUBCONSULTANT – ARBORIST REPORT:

- A sub-consultant will offer a certified Arborist Report to be provided for the following trees and palms to be collected.

C. SURVEY LIMITS:

The property of 9600 West Bay Harbor Drive, Bay Harbor Islands, FL 33154, with Miami-Dade County Folio Number 13-2227-001-0790, as per the previous survey performed under LS Project No. **22129.1.01**. Limits of the additional improvements to be collected as per the attached Exhibit.

D. DELIVERABLES:

LS will provide a digitally signed and sealed PDF and a Civil 3D CAD file of the resulting survey, which is an update of the previous survey performed under LS Project No. **22129.1.01**. Signed and sealed hard copies can be provided upon request.



E. TIME & COST:

The total professional fee to complete the **Scope of Work A** described herein shall be a lump sum of **\$5,550.00**. LS has an estimated twelve (12) business days from the date of the Notice to Proceed (NTP) to complete this task.

The total professional fee to complete the **Scope of Work B** described herein shall be a lump sum of **\$2,800.00**. LS estimates the sub-consultant would complete their task in four to six (4-6) business days from the date of the Notice to Proceed (NTP).

Notice to Proceed (NTP) is considered adequate twenty-four (24) hours after this proposal agreement has been executed and returned to the undersigned.

I agree that by signing below, "I APPROVE AND ACCEPT," this proposal is a legally binding contract.

By: _____
(Authorized Signature)

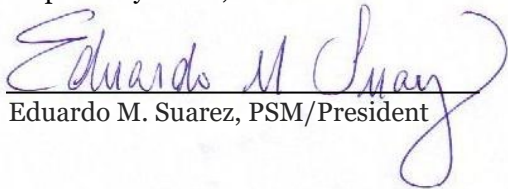
Date: _____

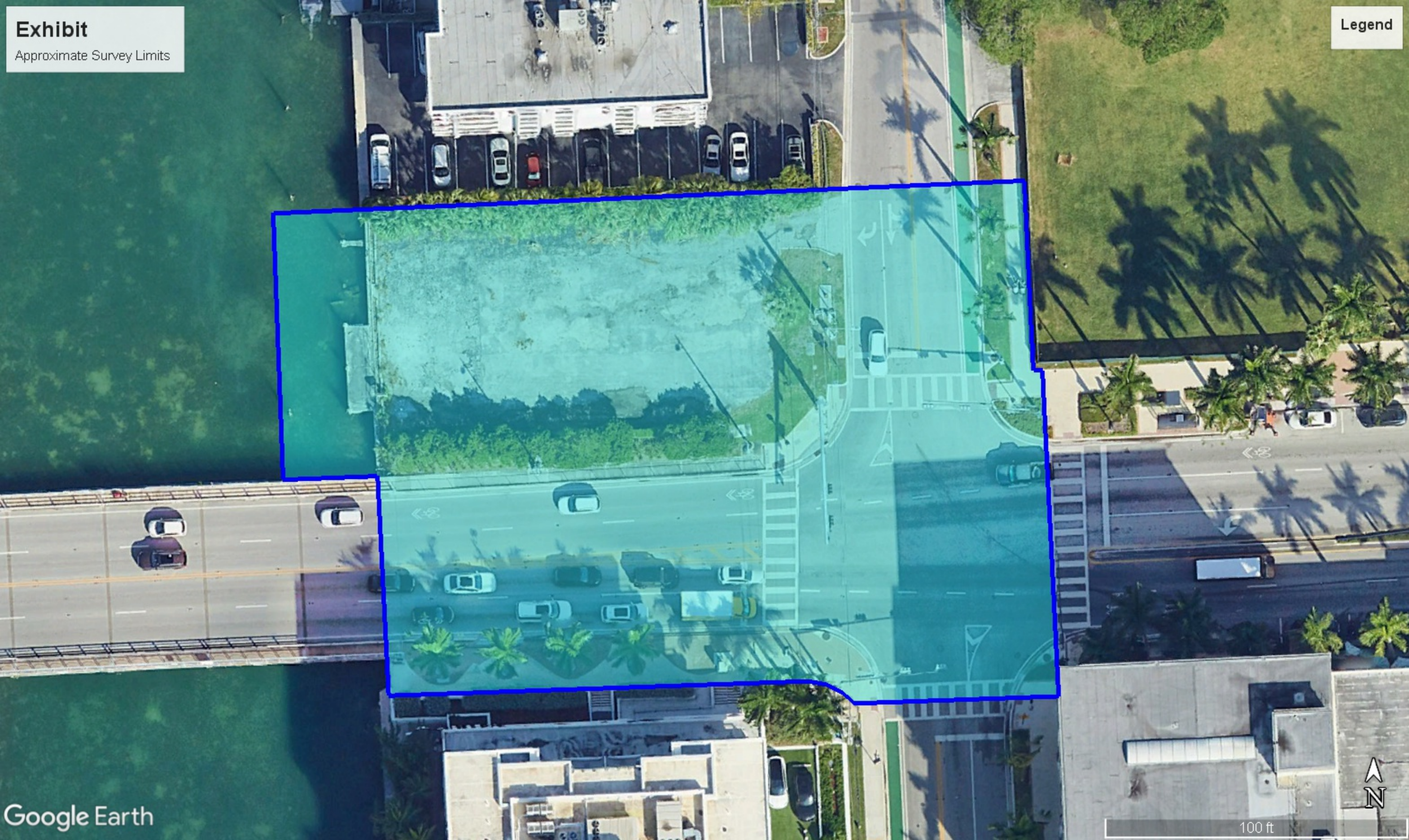
(Typed or printed name)

Title: _____

On behalf of the firm, I thank you for the opportunity to present this proposal. We look forward to utilizing our best professional efforts on your behalf on this very important project.

Respectfully Yours,


Eduardo M. Suarez, PSM/President





CHA Consulting, Inc
10305 N.W. 41st Street, Suite 115
Miami, Florida 33178
Phone: (305) 592-7283
Fax: (305) 593-1594

APPENDIX B-3
FEE PROPOSAL
SUBSURFACE UTILTY ENGINEERING (SUE)



Tuesday, November 05, 2024

Mr. Alejandro Leon, PE*
Section Manager II
aleon@chasolutions.com



8935 Northwest 35 Lane, Suite 200
Doral, FL 33172
786.257.3119

RE: (Longitude Project No. 22129.2.02) Surveying, Mapping, and Subsurface Utility Engineering (SUE) services for the ten (10) Soft-Dig locations within the property of 9600 West Bay Harbor Drive, Bay Harbor Islands, FL 33154.

Dear Mr. Leon,

According to your request regarding a fee estimate for Surveying, Mapping, and Subsurface Utility Engineering (SUE) services for the above-referenced project, LONGITUDE SURVEYORS, LLC (LS) is pleased to submit the following proposal for your consideration.

A. SCOPE OF WORK – SUBSURFACE UTILITY ENGINEERING (SUE) QUALITY LEVEL “A” SOFT DIGS:

- LS will perform subsurface exploration at ten (10) Soft-Dig/Verified Vertical Elevation and Horizontal Locations (VVH).
- LS will mark ten (10) Soft-Dig locations with white paint (white line) for the utilities.
- LS will coordinate dig ticket(s) with Sunshine 811 as needed.
- LS will use surface detection equipment such as an Electromagnetic Locator and Ground Penetrating Radar (GPR) and will perform Quality Level "B" SUE Designation services according to the American Society of Civil Engineers (ASCE) standards at ten (10) different locations.
- LS will provide Quality Level “A” SUE Soft-Dig services at ten (10) locations, which includes the horizontal position and elevation of the top of the utility. LS will attempt to provide the bottom of utility, size, type of material, and direction.
- LS will locate the Soft-Dig horizontal positions referenced to the Florida State Plane Coordinate System based on the North American Datum of 1983/2011 (NAD83/11) and ground elevations referenced to the National Geodetic Vertical Datum of 1929 (NGVD29).
- LS will prepare the Verified Vertical Elevation and Horizontal Location (VVH) report for each Soft-Dig.

B. SURVEY LIMITS:

The ten (10) Soft-Dig locations within the property of 9600 West Bay Harbor Drive, Bay Harbor Islands, FL 33154, with Miami-Dade County Folio Number 13-2227-001-0790, as per the attached Exhibit outlining the property limits. The approximate location of the soft digs is to be provided by the Client at the time of the Notice to Proceed.

C. DELIVERABLES:

Soft-dig locations will be designated by the number corresponding to the Vacuum Excavation Reports for each Soft-Dig, along with all pertinent information.

D. TIME & COST:

The total professional fee to complete the **Scope of Work** described herein shall be a lump sum of **\$500.00**/per hole for a total of **\$5,000.00**. LS has an estimated ten (10) business days from the date of the Notice to Proceed (NTP) to complete this task. Notice to Proceed (NTP) is considered adequate twenty-four (24) hours after this proposal agreement has been executed and returned to the undersigned.

Please Note: This fee includes Maintenance of Traffic (MOT), application, and/or permit fees associated with the services. LS is unable to predict accurately how long the permitting process will take. Estimated: one (1) Calendar Month.



I agree that by signing below, "I APPROVE AND ACCEPT," this proposal is a legally binding contract.

By: _____
(Authorized Signature)

Date: _____

(Typed or printed name)

Title: _____

On behalf of the firm, I thank you for the opportunity to present this proposal. We look forward to utilizing our best professional efforts on your behalf on this very important project.

Respectfully Yours,

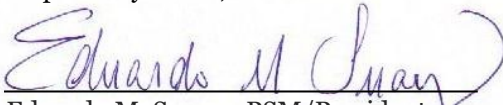

Eduardo M. Suarez, PSM/President

Exhibit
Approximate Property Limits

Legend





CHA Consulting, Inc
10305 N.W. 41st Street, Suite 115
Miami, Florida 33178
Phone: (305) 592-7283
Fax: (305) 593-1594

APPENDIX B-4
FEE PROPOSAL
GEOTECHNICAL

CHA
8935 NW 35th Lane, Suite 200
Doral, FL 33172

October 29, 2024

Attention: Mr. Alejandro Leon, PE – Section Manager II

Re: **Proposal for Geotechnical Services**
9600 West Bay Harbor Drive and Kayak Launch
Town of Bay Harbor Islands, Florida
GEOSOL Proposal No. P-224200

Dear Mr. Leon:

In accordance with your requests on October 25 and 29, 2024, Geosol, Inc. (GEOSOL) is pleased to submit this proposal pertaining to geotechnical services for the above-referenced project. Included herein is an estimate of the work effort and our anticipated approach, based on our understanding of the project.

PROJECT INFORMATION AND APPROACH

As we understand it, the Town of Bay Harbor Islands plans to provide improvements of a lot located at 9600 West Bay Harbor Drive in the Town of Bay Harbor Islands, Florida. As we understand it, the proposed improvements include a gazebo, enclosed kayak storage, showers and kayak cleaning area, a floating deck, a walking path, parking area, and drainage improvements. Based on your request, we understand that the services for this phase of the project will be consists of the performance of Standard Penetration Test (SPT) borings and borehole percolation testing for use in the design and construction of the above referenced improvements that are part of the project.

SCOPE OF SERVICES

After receiving authorization for our services, we will proceed with the execution of the field-testing program as well as geotechnical engineering evaluations. The field exploration testing program will generally consist of providing the following services:

Field Exploration Program

This section of the proposal provides general guidelines regarding the frequency and type of field testing.

1. Perform site reconnaissance, locate and coordinate for existing public utilities that may interfere with the drilling operations.
2. Perform one (1) Standard Penetration Test (SPT) boring to a depth of 40 feet below existing grades for the proposed gazebo,
3. Perform one (1) SPT boring to a depth of 40 feet below existing grades for the proposed enclosed kayak storage, showers, and kayak cleaning area,
4. Perform two (2) SPT boring to depths of 10 feet below existing grades for the proposed parking areas,



5795-A N.W.151st Street
Miami Lakes, FL 33014
Phone (305) 828-4367; Fax (305) 828-4235
E-mail: geosolusa@bellsouth.net

5. Perform borehole percolation tests at one (1) location for use in drainage evaluations and design at depths of 10, 15, and 20 feet. The testing will be performed in accordance with the South Florida Water Management District's Usual Open-Hole testing procedures.
6. Backfill the boreholes using cement grout.
7. Visually examine all recovered soil/rock samples from the SPT borings in the laboratory. Classify the soil samples in accordance with the American Association of State Highway and Transportation Officials (AASHTO) soil classification system.
8. Perform laboratory classification testing on select soil samples. Laboratory testing will include moisture content, percent passing the #200 sieve, grain-size analysis, organic content, and corrosion series testing (pH, resistivity, sulfates and chlorides).
9. Provide geotechnical engineering evaluations and recommendations for the proposed improvements as well as provide construction considerations.

Geotechnical Engineering Evaluations and Recommendations

The field data will be used in performing the geotechnical engineering evaluations and developing geotechnical engineering recommendations for the proposed improvements. The findings will be summarized in a geotechnical report.

1. A plan of the site showing the location of the test location.
2. A brief review of our test procedures and the results of the testing conducted.
3. Estimated subsurface profiles as necessary to illustrate subsurface conditions including standard penetration resistance test data and groundwater levels.
4. A review of surface features and site conditions that could affect construction and site preparation.
5. General evaluation of the site considering the proposed project and estimated subsurface conditions.
6. Recommendations for site preparation and construction of compacted fills or backfills.
7. Discussion of critical design or construction considerations based on the subsurface and groundwater conditions developed from the results of the geotechnical investigations.
8. Foundation recommendations for proposed structures.
9. Hydraulic conductivity (k) values based on the results of the borehole percolation testing
10. Any other information or recommendations the Geotechnical Engineer deems necessary based on the results obtained from the subsurface exploration program.
11. Results of laboratory testing.
12. Anticipation of groundwater levels and methods for handling it during construction.
13. Construction considerations.
14. Signed and sealed geotechnical-engineering reports.



SCHEDULE

Our work can begin within one (1) day upon your notice to proceed. The public utility clearance process typically takes up to five (5) to ten (10) working days to complete and will be performed simultaneously with the permit process. Given the scope described herein, we can complete the field study within about three (3) working days. The laboratory testing program will take an additional five (5) working days to complete. A geotechnical report can be prepared in about (5) to ten (10) days following the field and laboratory testing programs. Therefore, we can complete the geotechnical services in about five (5) to six (6) weeks after receiving notice to proceed. However, we will pledge all of our corporate resources to expedite the project completion if necessary.

FEES

Based on our general knowledge and an interpretation of your requirements, we are willing to complete the subsurface exploration, geotechnical engineering evaluation and report preparation for this project for a total sum of **\$11,270.00**. We have enclosed a detailed Fee Proposal for your review in Attachment 1. The unit rates included in this proposal are the established rates.

GEOSOL appreciates your consideration of our firm to undertake this project. If you have any questions, please do not hesitate to contact us.

Sincerely,



GEOSOL, INC.
Oracio Riccobono, P.E.
Senior Geotechnical Engineer
President

Attachments: 1) Fee Proposal

ACCEPTANCE SHEET OF GEOTECHNICAL SERVICES

AGREED TO THIS _____ DAY OF _____, 2024

BY: _____

PLEASE PRINT NAME: _____

TITLE: _____

FIRM: _____



ATTACHMENT 1

FEE PROPOSAL



Revised

AGENDA ITEM REPORT

March 5, 2025

ITEM NUMBER: 4.

ITEM: Consideration and Approval of an ordinance on Second Reading amending Chapter 19, Article 1 of the Town Code for Speed Detection Systems in School Zones. Enclosed are the Staff Memo and proposed ordinance. Sponsored by Council Member Stephanie Bruder and Council Member Eric Rappaport.

DESCRIPTION:

Staff recommends that the Town Council approves the attached Ordinance amending Chapter 18, Article 1, retitled reserved to Section 19-1 “Speed Detection Systems for Enforcement of School Zone Speed Limits.”, retitled reserved to Section 19-2 entitled “Definitions”; retitled reserved to Section 19-3 entitle Authorization of Speed Detection Systems,” retitled reserved Section 19-4 entitle “Public Hearing and Approval”, retitled reserved Section 19-5 “Determination of Heightened Safety Risk,” retitled reserved Section 19-6“Public Awareness,” retitled reserved Section 19-7 Speed Detection System Requirements”, retitled reserved Section 19-8 entitle “Enforcement of Speed Limits”, retitled reserved Section 19-9 entitle “Appeals”, and retitled reserved Section 19-10 entitle Speed Detection Systems Reporting Requirements “. These systems will help enforce the posted speed limits, thereby enhancing safety for students, parents, and pedestrians in these areas.

The Town of Bay Harbor Islands commissioned RedSpeed to conduct a one-day traffic study to assess speeding violations in school zones around Ruth K. Broad Bay Harbor K-8 Center. The purpose of this study was to gather data on traffic behavior and identify areas with heightened safety risks, particularly where speeding violations are prevalent.

The study revealed significant traffic violations, with more than 200 drivers exceeding the posted speed limit by over 10 mph in the top one school zone, specifically along Kane Concourse (96th Street) and West Bay Harbor Drive. These results indicate the need for additional measures to ensure compliance with school zone speed limits and improve overall traffic safety.

The traffic study provided the following data for violations exceeding 10 mph over the speed limit in each of the school zones:

Street	Number of Violators (Exceeding 10+ mph over speed limit)
Kane Concourse (96th Street)	680
West Bay Harbor Drive	118
Bay Harbor Terrace	12
93rd Street	3
95th Street	3
94th Street	0

The data indicates that Kane Concourse (96th Street) has the highest frequency of violations, with 680 incidents of speeding recorded. West Bay Harbor Drive follows with 118 violations. These two streets are in close proximity to Ruth K. Broad Bay Harbor K-8 Center, posing a heightened safety risk for students, parents, and pedestrians.

Given the severity of the violations on these streets, there is a clear need for enhanced enforcement. Speed detection systems are an effective tool for monitoring and enforcing speed limits in school zones. These systems will automatically capture violations, reducing the reliance on manual enforcement and improving the Town's ability to deter speeding in real-time.

If the Town Council approves this recommendation, staff will proceed with the following actions:

1. Installation of Speed Detection Systems:

- o 96th Street and West Bay Harbor Drive will be prioritized for the installation of speed detection systems based on the traffic study data.
- o Systems will be configured to operate during critical school zone times, including before and after school sessions and breakfast programs.

2. Public Awareness Campaign:

- o The Town will notify the public about the speed detection systems through a comprehensive campaign. This will include:

Signage installation in accordance with Florida Department of Transportation specifications.

Public notices in local newspapers and the Town website.

Distribution of flyers to schools and residents within 1 mile of the affected school zones.

A 30-day warning period where violators will only receive warnings, not penalties.

3. Enforcement and Penalties:

- o After the warning period, speed violations detected by the systems will result in a civil penalty of \$100, as specified in the ordinance.
- o Violations will be supported by photographic or video evidence, which can be reviewed by the vehicle owner online.

o Fines Collected:

\$20 will be allocated to the State General Revenue Fund;

\$60 will go to the Town of Bay Harbor Islands for public safety initiatives;

\$12 will be allocated to the Miami-Dade School District for school security initiatives, for student transportation, or to improve the safety of student walking conditions.

\$3 will be directed to the Department of Law Enforcement Criminal Justice standards and Training Trust Fund.

\$5 will be allocated to the School Crossing Guard Recruitment and Retention Program.

4. Vendor Agreement and System Maintenance:

- o The Town will enter into agreements with selected vendor(s) for the installation, operation, and maintenance of the speed detection systems. Vendor contracts will be reviewed by the Town Council as per the ordinance requirements.

5. Annual Reporting:

- o The Town will submit an annual report to the Florida Department of Highway Safety and Motor Vehicles, detailing the number of violations, contested cases, and safety improvements.

The traffic study clearly highlights the need for enhanced speed enforcement in the school zones surrounding Ruth K. Broad Bay Harbor K-8 Center. The installation of speed detection systems on Kane Concourse (96th Street) and West Bay Harbor Drive is a proactive measure to address the safety concerns raised by the study. By automating speed enforcement, the Town will ensure that speed limits are more consistently followed, reducing the risk of accidents and improving safety for children and other pedestrians.

Staff recommends that the Town Council approve the ordinance to implement speed detection systems, as well as the associated public awareness campaign, and the vendor agreements necessary to make these systems operational. This initiative will significantly improve public safety and ensure that school zones remain safe for students and the broader community.

PREVIOUS MEETING VOTE:

Mayor Joshua Fuller - Yes
Vice Mayor Isaac Salver - Absent
Council Member Stephanie Bruder - Yes
Council Member Teri D'Amico - Yes
Council Member Molly Diallo - Yes
Council Member Eric Rappaport - Yes
Council Member Robert Yaffe - Yes

RECOMMENDED ACTION:

Council's Discretion

FINANCIAL ANALYSIS:

GL Line-Item Number: None
Total Amount Budgeted: 0
Encumbered Amount: 0
Balance Remaining: 0

BUDGET IMPACT:

Submitted By: Yvonne Hamilton, Town Clerk
Council Member Stephanie Bruder
Council Member Eric Rappaport

ATTACHMENTS

1.	2nd Reading Staff Memo for Council Agenda Items Red light school zone
2.	Speed Detection Ordinance FINAL
3.	Unknown
4.	Unknown-1
5.	RedSpeed Solar Solution
6.	Bay Harbor Islands Booklet



**TOWN OF BAY HARBOR ISLANDS
BUILDING, PLANNING AND ZONING DEPARTMENT
MEMORANDUM**

TO:	Mayor and Town Council Members
THRU:	Lindsley Noel, Interim Town Manager Evelyn Herbello, Deputy Town Manager
CC:	Joseph S. Geller, Esq., Consultant Town Attorney Yvonne P. Hamilton, CMC, Town Clerk
FROM:	Lorrainia Belle Town Planner
DATE:	March 5, 2025
SUBJECT:	Town of Bay Harbor Islands – Amending the Town’s Code of ordinances Chapter 19; Article 1 for Speed Detection Systems in School Zones.

RECOMMENDATION

Staff recommends that the Town Council approves the attached Ordinance amending Chapter 19, Article 1, retitling reserved to Section 19-1 “Speed Detection Systems for Enforcement of School Zone Speed Limits.”, retitling reserved to Section 19-2 entitled “Definitions”; retitling reserved to Section 19-3 entitle “Authorization of Speed Detection Systems,” retitling reserved Section 19-4 entitle “Public Hearing and Approval”, retitling reserved Section 19-5 “Determination of Heightened Safety Risk,” retitling reserved Section 19-6 “Public Awareness,” retitling reserved Section 19-7 “Speed Detection System Requirements”, retitling reserved Section 19-8 entitle “Enforcement of Speed Limits”, retitling reserved Section 19-9 entitle “Appeals”, and retitling reserved Section 19-10 entitle “Speed Detection Systems Reporting Requirements“. These systems will help enforce the posted speed limits, thereby enhancing safety for students, parents, and pedestrians in these areas.

BACKGROUND

The Town of Bay Harbor Islands commissioned RedSpeed to conduct a one-day traffic study to assess speeding violations in school zones around Ruth K. Broad Bay Harbor K-8 Center. The purpose of this study was to gather data on traffic behavior and identify areas with Staff Report – Speed Detection Systems in School Zones Ordinance

heightened safety risks, particularly where speeding violations are prevalent. The study revealed significant traffic violations, with more than 200 drivers exceeding the posted speed limit by over 10 mph in the top one school zone, specifically along Kane Concourse (96th Street) and West Bay Harbor Drive. These results indicate the need for additional measures to ensure compliance with school zone speed limits and improve overall traffic safety.

ANALYSIS

The traffic study provided the following data for violations exceeding 10 mph over the speed limit in each of the school zones:

Street	Number of Violators (Exceeding 10+ mph over speed limit)
Kane Concourse (96th Street)	680
West Bay Harbor Drive	118
Bay Harbor Terrace	12
93rd Street	3
95th Street	3
94th Street	0

The data indicates that Kane Concourse (96th Street) has the highest frequency of violations, with 680 incidents of speeding recorded. West Bay Harbor Drive follows with 118 violations. These two streets are in close proximity to Ruth K. Broad Bay Harbor K-8 Center, posing a heightened safety risk for students, parents, and pedestrians.

Given the severity of the violations on these streets, there is a clear need for enhanced enforcement. Speed detection systems are an effective tool for monitoring and enforcing speed limits in school zones. These systems will automatically capture violations, reducing the reliance on manual enforcement and improving the Town's ability to deter speeding in real-time.

EXECUTE

If the Town Council approves this recommendation, staff will proceed with the following actions:

1. Installation of Speed Detection Systems:
 - 96th Street and West Bay Harbor Drive will be prioritized for the installation of speed detection systems based on the traffic study data.
 - Systems will be configured to operate during critical school zone times, including before and after school sessions and breakfast programs.
2. Public Awareness Campaign:
 - The Town will notify the public about the speed detection systems through a comprehensive campaign. This will include:
 - Signage installation in accordance with Florida Department of Transportation specifications.
 - Public notices in local newspapers and the Town website.
 - Distribution of flyers to schools and residents within 1 mile of the affected school zones.
 - A 30-day warning period where violators will only receive warnings, not penalties.
3. Enforcement and Penalties:

- After the warning period, speed violations detected by the systems will result in a civil penalty of \$100, as specified in the ordinance.
- Violations will be supported by photographic or video evidence, which can be reviewed by the vehicle owner online.
- Fines Collected:
 - \$20 will be allocated to the State General Revenue Fund;
 - \$60 will go to the Town of Bay Harbor Islands for public safety initiatives;
 - \$12 will be allocated to the Miami-Dade School District for school security initiatives, for student transportation, or to improve the safety of student walking conditions.
 - \$3 will be directed to the Department of Law Enforcement Criminal Justice Standards and Training Trust Fund;
 - \$5 will be allocated to the School Crossing Guard Recruitment and Retention Program.
- 4. Vendor Agreement and System Maintenance:
 - The Town will enter into agreements with selected vendor(s) for the installation, operation, and maintenance of the speed detection systems. Vendor contracts will be reviewed by the Town Council as per the ordinance requirements.
- 5. Annual Reporting:
 - The Town will submit an annual report to the Florida Department of Highway Safety and Motor Vehicles, detailing the number of violations, contested cases, and safety improvements.

CONCLUSION

The traffic study clearly highlights the need for enhanced speed enforcement in the school zones surrounding Ruth K. Broad Bay Harbor K-8 Center. The installation of speed detection systems on Kane Concourse (96th Street) and West Bay Harbor Drive is a proactive measure to address the safety concerns raised by the study. By automating speed enforcement, the Town will ensure that speed limits are more consistently followed, reducing the risk of accidents and improving safety for children and other pedestrians.

Staff recommends that the Town Council approve the ordinance for 2nd reading to implement speed detection systems, as well as the associated public awareness campaign, and the vendor agreements necessary to make these systems operational. This initiative will significantly improve public safety and ensure that school zones remain safe for students and the broader community.

FINANCIAL ANALYSIS

GL Line Item Number: N/A

Total Amount Budgeted: N/A

Encumbered Amount: N/A

Balance Remaining: N/A

ATTACHMENTS

1ST Ordinance
REDSPEED Traffic report.
Image of the location of the cameras

ORDINANCE NO. ___

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES RELATED TO THE USE OF SPEED DETECTION SYSTEMS TO ENFORCE SPEED LIMITS; AMENDING CHAPTER 19, ARTICLE I, RETITLING FROM RESERVED TO SECTION 19-1 "SPEED DETECTION SYSTEMS OF SCHOOL ZONES"; SECTION 19-2 DEFINITIONS; SECTION 19-3 AUTHORIZATION OF SPEED DETECTION SYSTEM, SECTION 19-4 "PUBLIC HEARING AND APPROVAL"; SECTION 19-5 "DETERMINATION OF HEIGHTENED SAFETY RISK"; 19-6 "PUBLIC AWARENESS"; SECTION 19-7 "SPEED DETECTION SYSTEM REQUIREMENTS"; SECTION 19-8 "ENFORCEMENT OF SPEED LIMITS"; SECTION 19-9" APPEALS"; SECTION 19-10 "SPEED DETECTION SYSTEMS REPORTING REQUIREMENTS"; ESTABLISHING PROCEDURES FOR IMPLEMENTATION; PROVIDING FOR PUBLIC NOTICE AND AWARENESS CAMPAIGNS; PROVIDING FOR PENALTIES AND THE DISTRIBUTION OF FINES; PROVIDING FOR REPORTING REQUIREMENTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Bay Harbor Islands desires to implement speed detection systems in school zones to enhance public safety, reduce speeding violations, and provide an additional enforcement mechanism in areas with heightened safety risks; and

WHEREAS, the Town of Bay Harbor Islands is committed to ensuring the health, safety, and welfare of its residents and visitors, particularly children in school zones, by promoting compliance with speed limits and reducing violations in those areas; and

WHEREAS, the Town Council has determined that the use of speed detection systems in school zones is necessary to address these safety risks; and

WHEREAS, the Town Council held duly advertised public hearings to consider the proposed modifications to the Town's Building and Construction Code.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA:

Section 1: The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2: That the Town of Bay Harbor Islands Code of Ordinances is hereby amended to modify Chapter 19 entitled "Traffic" by amending Article I entitled "In General", section 19-1

through 19-10 "Speed Detection System as more fully set forth in the attached Exhibit "A", and by reference are made a part hereof.

Section 3: That if any section, paragraph, sentence or word of this Ordinance or the application thereof to any person or circumstance is held invalid, that the invalidity shall not affect the other sections, paragraphs, sentences, words or application of this Ordinance.

Section 4: That it is the intention of the Town Council of the Town of Bay Harbor Islands, and it is therefore ordained, that the provisions of this Ordinance shall become and be made a part of the Town of Bay Harbor Islands' Code of Ordinances, that sections of this Ordinance may be re-numbered or re-lettered to accomplish such intentions, and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

Section 5: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Section 6: That this Ordinance shall be in full force and take effect immediately upon its passage and adoption.

PASSED on First Reading this 20th day of February 2025.

PASSED on Second Reading this 5th day of March 2025.

JOSHUA D. FULLER
MAYOR

ATTEST:

YVONNE P. HAMILTON, CMC
TOWN CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

GREENSPOON MARDER, LLP
TOWN ATTORNEYS
BY: JOSEPH S. GELLER, ESQ.

Exhibit "A"

Amendments to the Town of Bay Harbor Islands Code of Ordinances

Chapter 19 - TRAFFIC

ARTICLE I. – IN GENERAL-

Sec. 19-1. – Reserved. Speed Detection Systems for Enforcement of School Zone Speed Limits.

The purpose and intent of this ordinance is to enhance public safety by utilizing speed detection systems to enforce speed limits in designated school zones. The primary objective is to reduce the risk of traffic-related incidents and injuries, particularly in school zones, by ensuring that speed limits are adhered to by motorists. The ordinance mandates the installation and maintenance of speed detection systems in school zones to monitor and enforce the speed limits established in Section 316.1895 of the Florida Statutes. This approach directly targets school zones as a critical area for traffic safety, aiming to ensure safer roadways for students and the surrounding community.

Sec. 19-2. –Reserved. Definitions.

For the purposes of this ordinance, the following definitions apply:

1. Speed Detection System: A system that uses radar, LiDAR, or other electronic means to monitor and record the speed of motor vehicles operating within a specified area, particularly school zones.
2. School Zone: An area defined by the town as a school zone for the purposes of speed enforcement, where speed limits are reduced for the safety of children and pedestrians.
3. Traffic Infraction Enforcement Officer: A person authorized by the Town to issue traffic citations for violations under this ordinance. These officers may be designated staff within the local government or contracted personnel.
4. Violation: Any instance of exceeding the speed limit in a designated school zone as enforced by a speed detection system.

Sec. 19-3- Reserved. Authorization of Speed Detection Systems

- 1) The Town Council is hereby authorized to implement speed detection systems within the jurisdiction of the Town. These systems shall be installed and operated in accordance with the placement and installation specifications established by the Florida Department of Transportation, as amended, and will be used to enforce speed violations as outlined in Chapter 316, Florida Statutes. The Town shall install and maintain these systems within designated school zones to monitor and enforce the speed limits set forth in Section 316.1895 of the Florida Statutes. The systems must be capable of capturing both photographs and videos of vehicles exceeding the speed limit, including recording the speed at which each vehicle is traveling.
 - a) The systems will operate during the hours when the reduced speed limits for school

zones are in effect, specifically:

- i) Within 30 minutes before and after the start of a regularly scheduled breakfast program;
 - ii) Within 30 minutes before and after the start of a regularly scheduled school session;
 - iii) During the entirety of a regularly scheduled school session; and
 - iv) Within 30 minutes before and after the end of a regularly scheduled school session.
- b) The speed detection systems shall only issue violations for vehicles exceeding the speed limit by more than 10 miles per hour.
- 2) **Vendor Agreement(s).** The Town Council is authorized to enter into agreements with one (1) or more vendors for the placement, installation, operation, and maintenance of speed detection systems, in accordance with the provisions of Chapter 316 governing speed detection systems, and subject to any other applicable state laws. These agreements shall ensure that the services provided are consistent with the implementation and enforcement of this ordinance.
- a) All vendor(s) must provide the Town with written notice by December 31 of each year that such records have been destroyed in pursuant to F.S. § Section 316.1895.

Sec. 19-4- Reserved. Public Hearing and Approval.

- 1) Prior to the installation of any speed detection system, the Town Council shall hold a public hearing to consider traffic data and other evidence supporting the installation and operation of the system. The Town Council must determine that the school zone where the speed detection system is to be installed constitutes a heightened safety risk that warrants additional enforcement measures.
- 2) The Town Council must approve all contracts and contracts renewals during a public hearing. and may not be placed on a consent agenda.

Sec. 19-5- Reserved. Determination of Heightened Safety Risk

Speed detection systems are authorized for use at the following locations, based on the Town Council's findings after considering traffic data provided in the "School Zone Speed Report for the Town," prepared by RedSpeed, Florida, LLC After reviewing this data and any other relevant evidence presented at the public hearing held on [insert date], the Town Council hereby finds that the following school zones, where speed detection systems are to be placed or installed, present a heightened safety risk that warrants additional enforcement measures pursuant to F.S. § 316.008(9):

1. Ruth K. Broad K-8 Center, with speed detection systems to be installed at the following locations:
 - o Kane Concourse, between West Bay Harbor Drive and East Bay Harbor Drive
 - o West Bay Harbor Drive, between 93rd Street and 95th Street
 - o 95th Street
 - o 93rd Street

Sec. 19-6- Reserved. Public Awareness

- 1) The Town shall notify the public of the use of speed detection systems by posting signage in accordance with the specifications established by the Florida Department of Transportation (FDOT), including the time period during which the school zone speed limits will be enforced. The signage must meet the FDOT placement and installation requirements.
- 2) **Campaign Notice Requirements.** Before enforcement begins, the Town shall:
 - a) Publish notices in local newspapers and on the Town website;
 - b) Distribute flyers to schools and residents within 1 mile of affected zones;
 - c) Issue warnings only during the first 30 days of operation.

Sec. 19.-7 - Reserved-~~Speed Detection System Requirements.~~

- 1) System Compliance:
 - a) Speed detection systems used in the Town must comply with all applicable state laws and regulations, including those set forth in Florida Statutes, s. 316.1906.
 - b) The system must be capable of performing self-tests at least once every 30 days to ensure its accuracy.
 - c) An independent calibration test of the system must be conducted at least once every 12 months.
 - d) Documentation of the self-test and calibration results must be maintained and made available as required by law.
- 2) Data Retention: Photographs, videos, and any other evidence captured by the speed detection system will be retained for a period of 90 days following the final disposition of the related violation. After this period, the records must be destroyed in pursuant to F.S. § Section 316.1895.
- 3) Traffic Infraction Enforcement Officers. Pursuant to Section 316.1896 Florida Statutes, a traffic infraction enforcement officer under Section 316.640 Florida Statutes is authorized to issue a uniform traffic citation(s) for violations of Sections 316.1895 and 316.183, Florida Statutes, as authorized by 316.008(9) Florida Statutes.
 - a) Training Requirements. Traffic infraction enforcement officers shall complete training through Florida's Selective Traffic Enforcement Program (STEP) or equivalent

Sec. 19.8- Reserved. Enforcement of Speed Limits.

- 1) **Use of Speed Detection Systems.** The Town of Bay Harbor Islands shall install and maintain speed detection systems within designated school zones to monitor and enforce the speed limits established in Section 316.1895 of the Florida Statutes. These systems must be capable of capturing both photographs and videos of vehicles exceeding the speed limit, including recording the speed at which each vehicle is traveling. The speed detection systems will operate during the hours when the reduced speed limits in school

zones are in effect, ensuring continuous enforcement of speed limits during critical times for student safety.

- 2) **Issuance of Violations:** When a speed violation is detected, a notice of violation will be issued to the registered owner of the vehicle involved within 30 days by first class mail. This notice will include evidence such as photographs or videos of the violation, along with data detailing the speed at which the vehicle was traveling. Additionally, the notice will provide instructions for contesting the violation, including information on how to request a hearing to address the matter. The notice will include the following:
 - a) A photograph or other recorded image showing the license plate of the vehicle, along with the date, time, and location of the violation. The maximum speed at which the vehicle was traveling within the school zone and the posted speed limit in the school zone at the time of the violation.
 - b) The notice will inform the owner of their right to review the photograph or video captured by the speed detection system, as well as the evidence of the vehicle's speed. This evidence shall constitute a rebuttable presumption that the vehicle was used in violation of Section 316.1895 or Section 316.183 of the Florida Statutes.
 - c) The notice will specify the time, location, or website where the photograph, video, and speed evidence can be examined and observed by the vehicle owner.
 - d) Notwithstanding any other law, a person who receives a notice of violation under this section may request a hearing within 30 days of receiving the notice or may choose to pay the penalty specified in the notice.
- 3) **Penalty.** Violations detected by the speed detection system shall result in a civil penalty of \$100, as provided in Section 318.18(3)(d), Florida Statutes.
 - a) Any additional penalties for contested cases or late payments will be determined based on the requirements outlined in Florida Statutes, specifically s. 318.18(3)(d).
 - b) Points may not be imposed for a violation of unlawful speed as provided in s. 316.1895 or s. 316.183 when enforced by a traffic infraction enforcement officer pursuant to s. 316.1896. Additionally, a violation of these statutes when enforced by a traffic infraction enforcement officer may not be used for purposes of setting motor vehicle insurance rates.

Sec. 19.9- Reserved. Appeals

- 1) A violator who has been served with a notice shall elect either to:
 - a) Pay the civil penalty in the manner and within the time indicated on the notice; or
 - b) A request for a hearing will be before the special magistrate to appeal the decision of the Law Enforcement Officer which resulted in the issuance of the fine.
- 2) Any violator who receives a notice of violation may request a hearing to contest the ticket. Requests must be made within 30 days, as the date will be stated in the notice. Upon receipt of a hearing request, the clerk to the special magistrate shall schedule the hearing and notify the petitioner by mail.
- 3) The hearing will be conducted in accordance with the procedures established by Section 316.0083(5). During the hearing, the petitioner may present evidence to challenge the violation, including questioning the validity of the speed detection system. All testimony provided at the hearing will be given under oath and recorded. The local hearing officer

will review the evidence presented and determine whether the violation occurred. The officer has the authority to uphold, dismiss, or adjust the penalty for the violation based on the findings.

- 4) The special magistrate will issue a final administrative order including the determination and if the notice of violation is upheld, must require the violator to pay the penalty and hearing fee not to exceed hundred (100) dollars.
 - a) The final administrative order must be mailed to the violator by first-class mail.

Sec. 19.10- Reserved. Speed Detection Systems Reporting Requirements.

1. The Town, with the assistance of the Town's vendor(s), shall submit an annual report to the Florida Department of Highway Safety and Motor Vehicles, detailing the results of the speed detection system program, including the number of violations issued, contested, upheld, dismissed, and paid.
2. The report shall also include information on the location of each speed detection system, the times of enforcement, and the public safety objectives achieved.
3. Comply with the reporting requirements set forth in Section 316.0776 and 316.1896, Florida Statutes, as they may be amended.

Sec. 19-11-19.19- Reserved.



Biotech Cosmetic Surgery and Medical Spa

Witels Orthopedic & Sports Medicine Center

Pediatric Platinum Care

Fred Astaire Dance Studios - Miami Beach

ADA Bay Harbor

Dr. Kraus Laser Med Spa

Kane Concourse

Kane Concourse

ATM (Regions Bank)

Emilio's Trattoria Italian

Minute Capital

Reforming Pilates Bay Harbor Islands

Smile Creators by Dr. Ripa

Mint Esthetics

Regions Bank

Vacazon

LAHH Salon

Master Cuts Barber Shop

Mercy's Alteration Designs

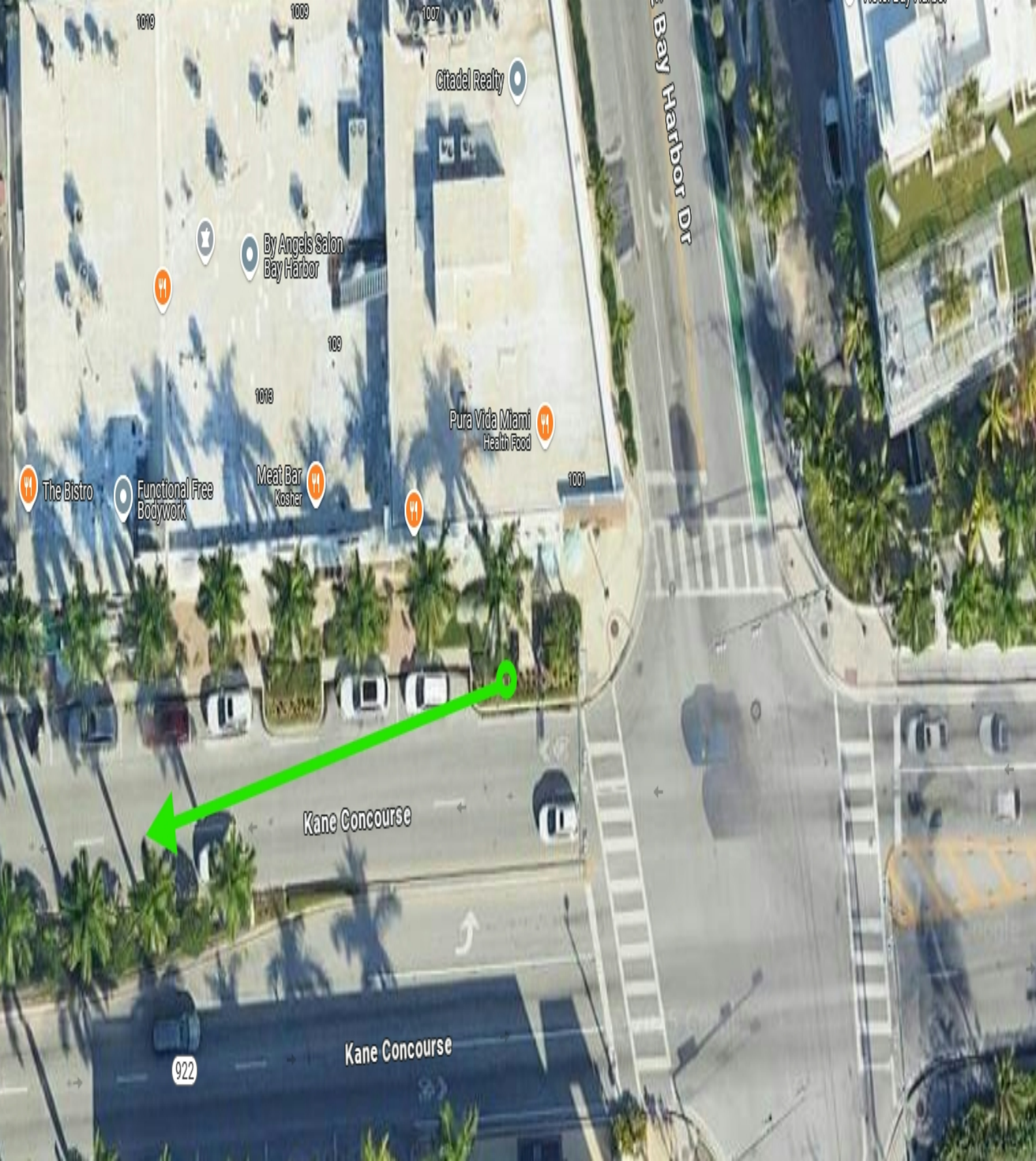
Burt Ct

Burt Ct

Burt Ct

Bay Harbor Terrace

Church By t



Citadel Realty

By Angels Salon
Bay Harbor

Pura Vida Miami
Health Food

Meat Bar
Kosher

Functional Free
Bodywork

The Bistro

Kane Concourse

Kane Concourse

Bay Harbor Dr

922

1019

1009

1007

1009

1019

1001

REDSPEED INTRODUCES GROUNDBREAKING SOLAR-POWERED SPEED CAMERA TECHNOLOGY

KEY BENEFITS

- + Flexible location**
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- + Low maintenance**
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RedSpeed is proud to be the first photo enforcement company in Florida to introduce solar-powered camera technology, paving the way toward a greener more sustainable future of the photo enforcement industry.

CONTACT

GREG PARKS

913 575 2912

GREG.PARKS@REDSPEED.COM

RedSpeed





School Zone Speed Study

Conducted by RedSpeed for Town of Bay Harbor Islands
September 24th, 2024



During a One-day traffic study conducted by RedSpeed for Town of Bay Harbor Islands, it was found that more than 200 drivers exceeded the posted speed limit by over 10 mph in each of the top *one* (1) school zone listed below.

Schools Studied	Street	Violators 10+ over
RUTH K. BROAD BAY HARBOR K-8 CENTER	96 St	680
RUTH K. BROAD BAY HARBOR K-8 CENTER	W. Bay Harbor Dr	118
RUTH K. BROAD BAY HARBOR K-8 CENTER	Bay Harbor Terrace	12
RUTH K. BROAD BAY HARBOR K-8 CENTER	93 St	3
RUTH K. BROAD BAY HARBOR K-8 CENTER	95 St	3
RUTH K. BROAD BAY HARBOR K-8 CENTER	94 St	0

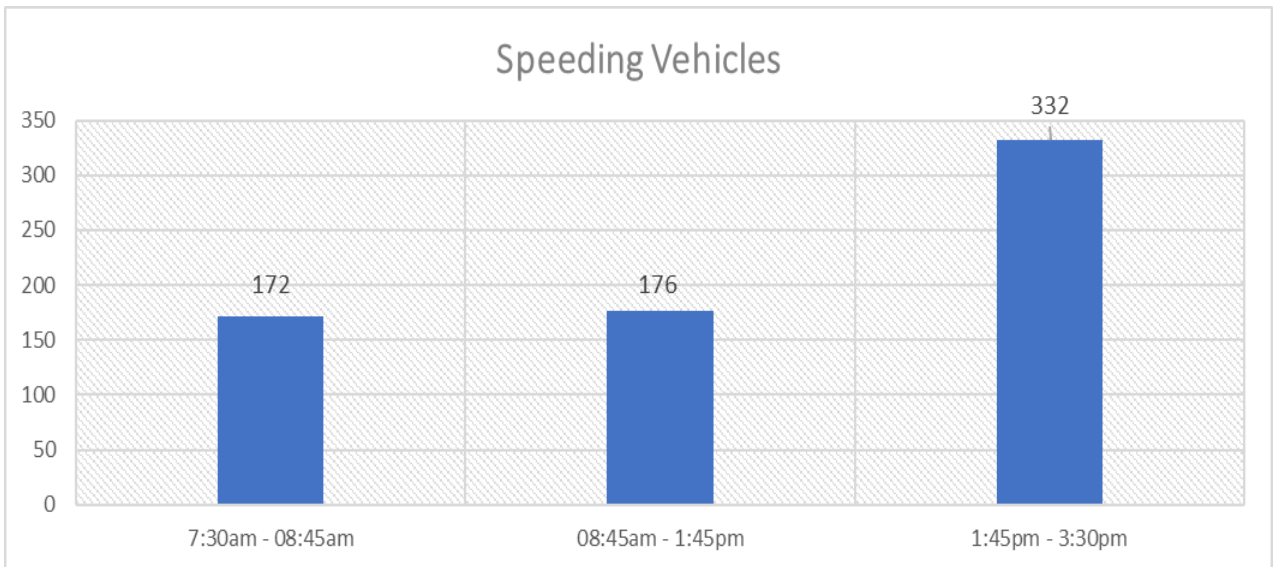
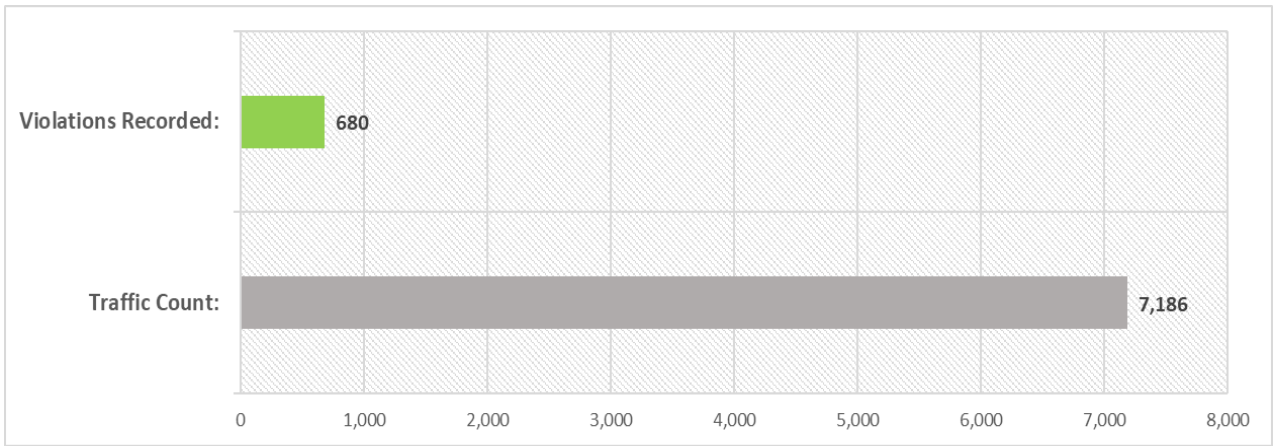
Florida Schools Speed Study

Ruth K. Broad Bay Harbor K-8 Center, Bay Harbor Islands

STUDY LOCATION: 96 ST	
SCHOOL ZONE SPEED LIMIT (During Enforced Hrs):	15 MPH
SPEED LIMIT (During Normal Hrs):	25 MPH
VIOLATION TRIGGER SPEED:	26 MPH and 36 MPH (Respectively)
SCHOOL ZONE HOURS OF OPERATION:	7:30 AM – 8:45 AM / 1:45 PM – 3:30 PM
STUDY DATE & TIME:	09-24-2024, 6:00 AM – 6:00 PM
TRAFFIC STUDY VEHICLE COUNT:	7,186
WEATHER CONDITIONS:	FAIR, NO RAIN
# OF LANES:	ONE LANE IN EACH DIRECTION (Both Lanes)
DIRECTION:	WESTBOUND – EASTBOUND
VIOLATIONS DETECTED:	680



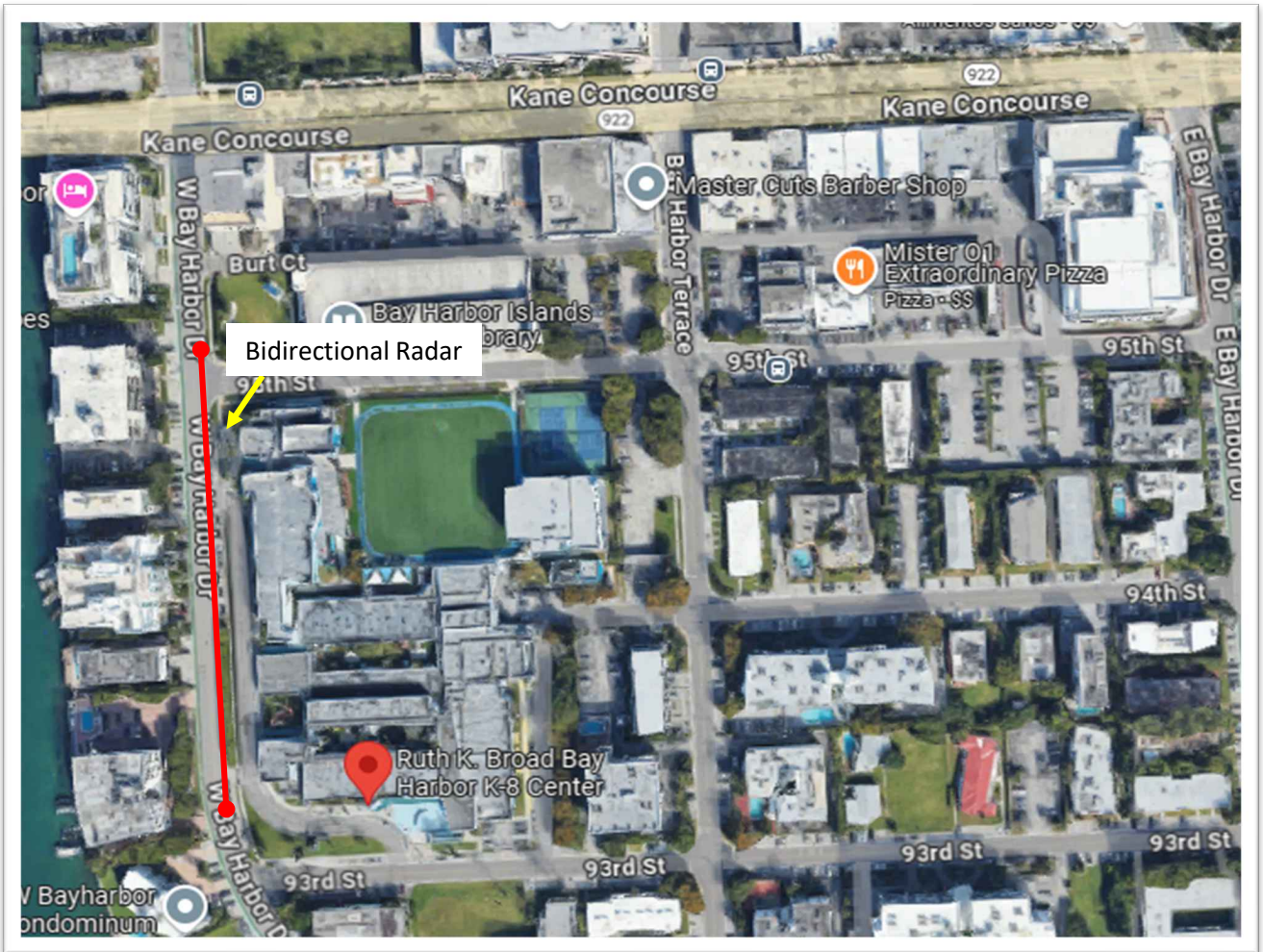
Ruth K. Broad Bay Harbor K-8 Center, Bay Harbor Islands



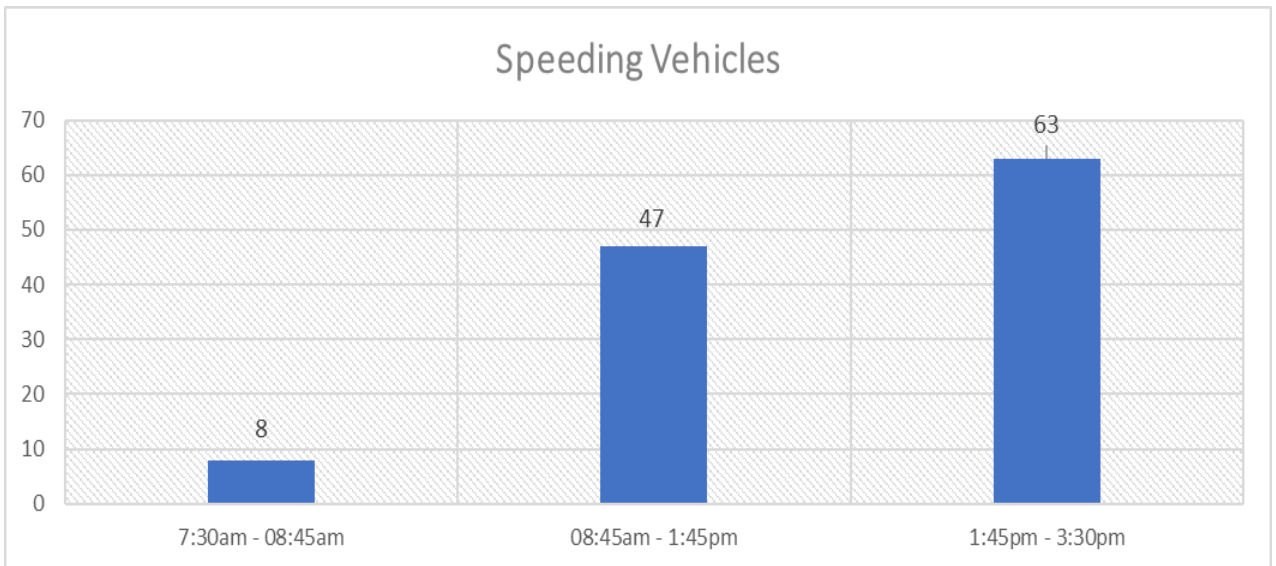
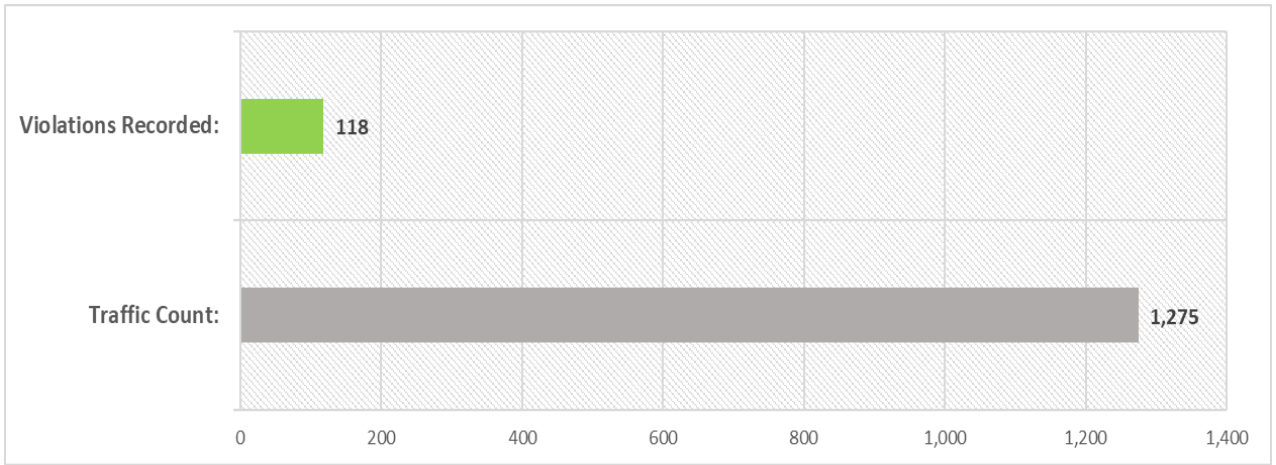
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26+ MPH	86	86	0	0	0	0	55	190	86	503
36+ MPH	0	2	39	36	40	34	25	1	0	177
Total	86	88	39	36	40	34	80	191	86	680

Ruth K. Broad Bay Harbor K-8 Center, Bay Harbor Islands

STUDY LOCATION: W. BAY HARBOR DR	
SCHOOL ZONE SPEED LIMIT (During Enforced Hrs):	15 MPH
SPEED LIMIT (During Normal Hrs):	25 MPH
VIOLATION TRIGGER SPEED:	26 MPH and 36 MPH (Respectively)
SCHOOL ZONE HOURS OF OPERATION:	7:30 AM – 8:45 AM / 1:45 PM – 3:30 PM
STUDY DATE & TIME:	09-24-2024, 6:00 AM – 6:00 PM
TRAFFIC STUDY VEHICLE COUNT:	1,275
WEATHER CONDITIONS:	FAIR, NO RAIN
# OF LANES:	ONE LANE IN EACH DIRECTION (Both Lanes)
DIRECTION:	NORTHBOUND – SOUTHBOUND
VIOLATIONS DETECTED:	118



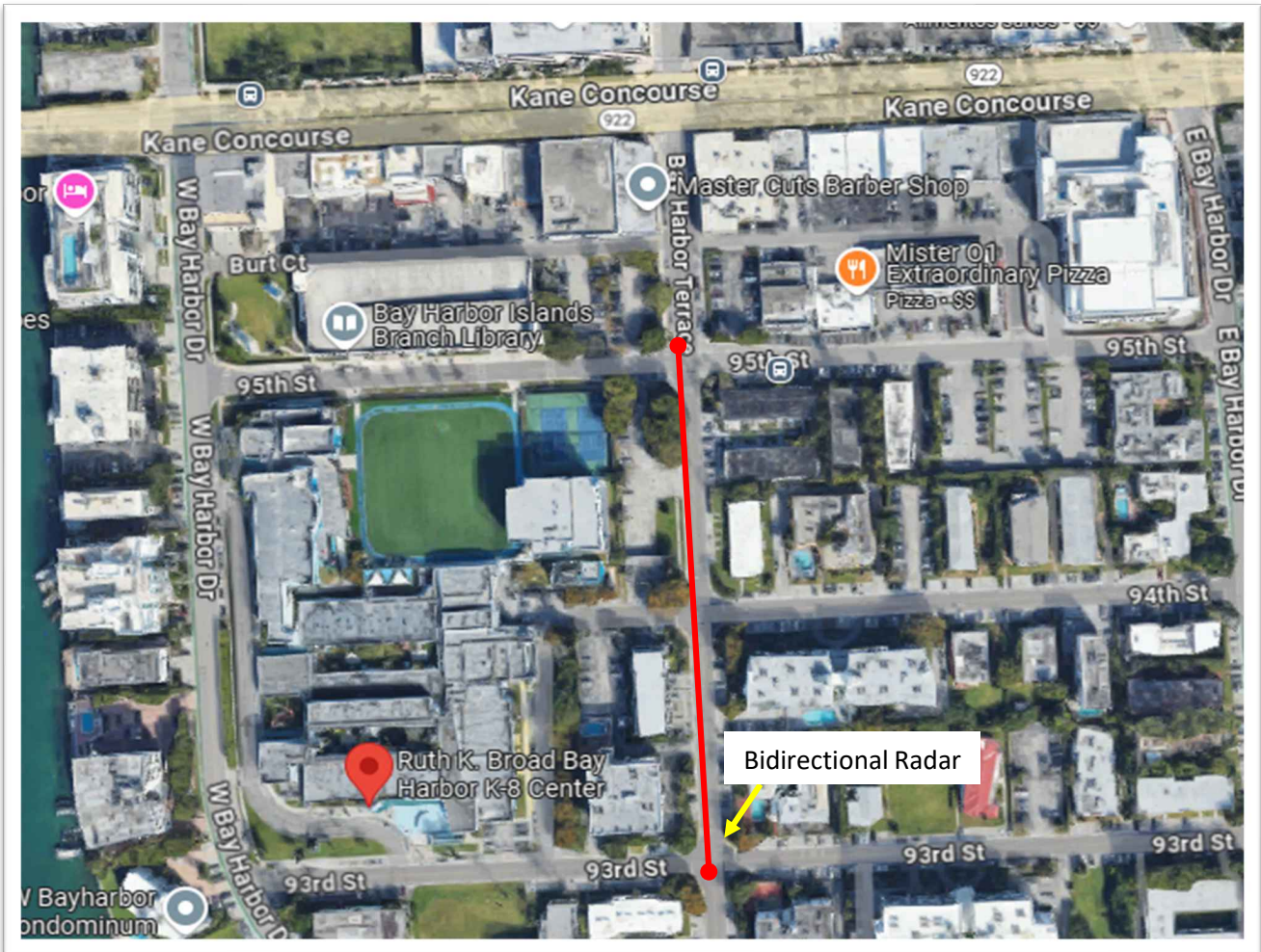
Ruth K. Broad Bay Harbor K-8 Center, Bay Harbor Islands



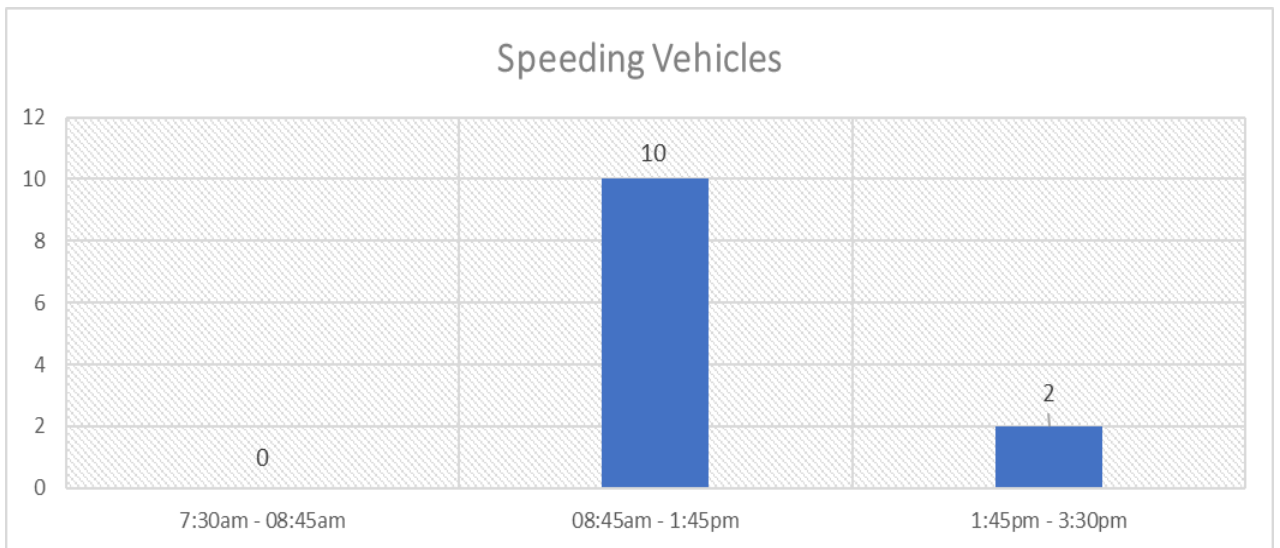
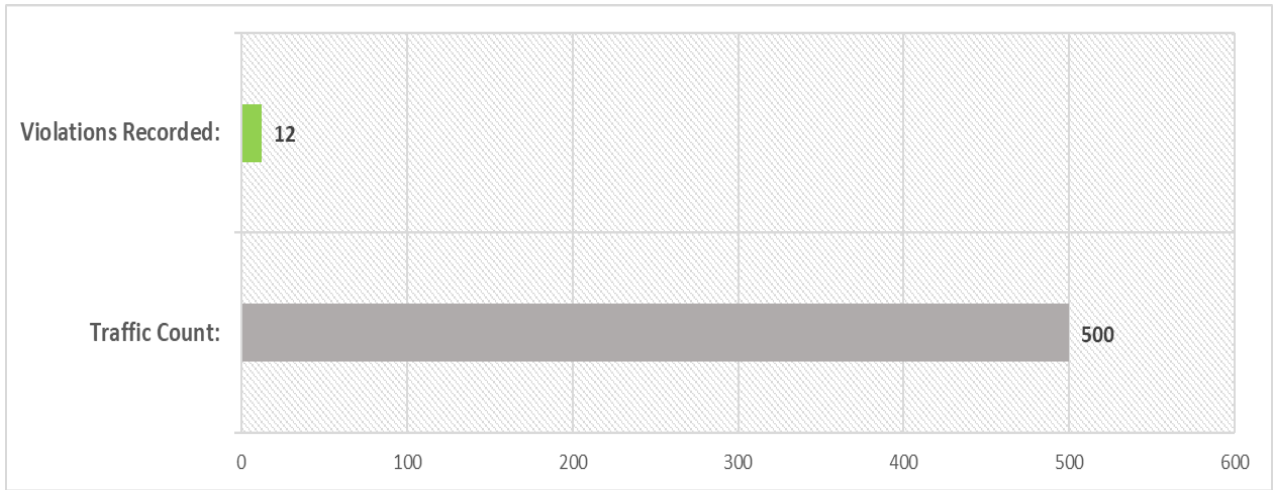
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26+ MPH	1	7	0	0	0	0	12	37	14	71
36+ MPH	0	1	11	9	6	13	7	0	0	47
Total	1	8	11	9	6	13	19	37	14	118

Ruth K. Broad Bay Harbor K-8 Center, Bay Harbor Islands

STUDY LOCATION: BAY HARBOR TERRACE	
SCHOOL ZONE SPEED LIMIT (During Enforced Hrs):	15 MPH
SPEED LIMIT (During Normal Hrs):	25 MPH
VIOLATION TRIGGER SPEED:	26 MPH and 36 MPH (Respectively)
SCHOOL ZONE HOURS OF OPERATION:	7:30 AM – 8:45 AM / 1:45 PM – 3:30 PM
STUDY DATE & TIME:	09-24-2024, 6:00 AM – 6:00 PM
TRAFFIC STUDY VEHICLE COUNT:	500
WEATHER CONDITIONS:	FAIR, NO RAIN
# OF LANES:	ONE LANE IN EACH DIRECTION (Both Lanes)
DIRECTION:	NORTHBOUND – SOUTHBOUND
VIOLATIONS DETECTED:	12



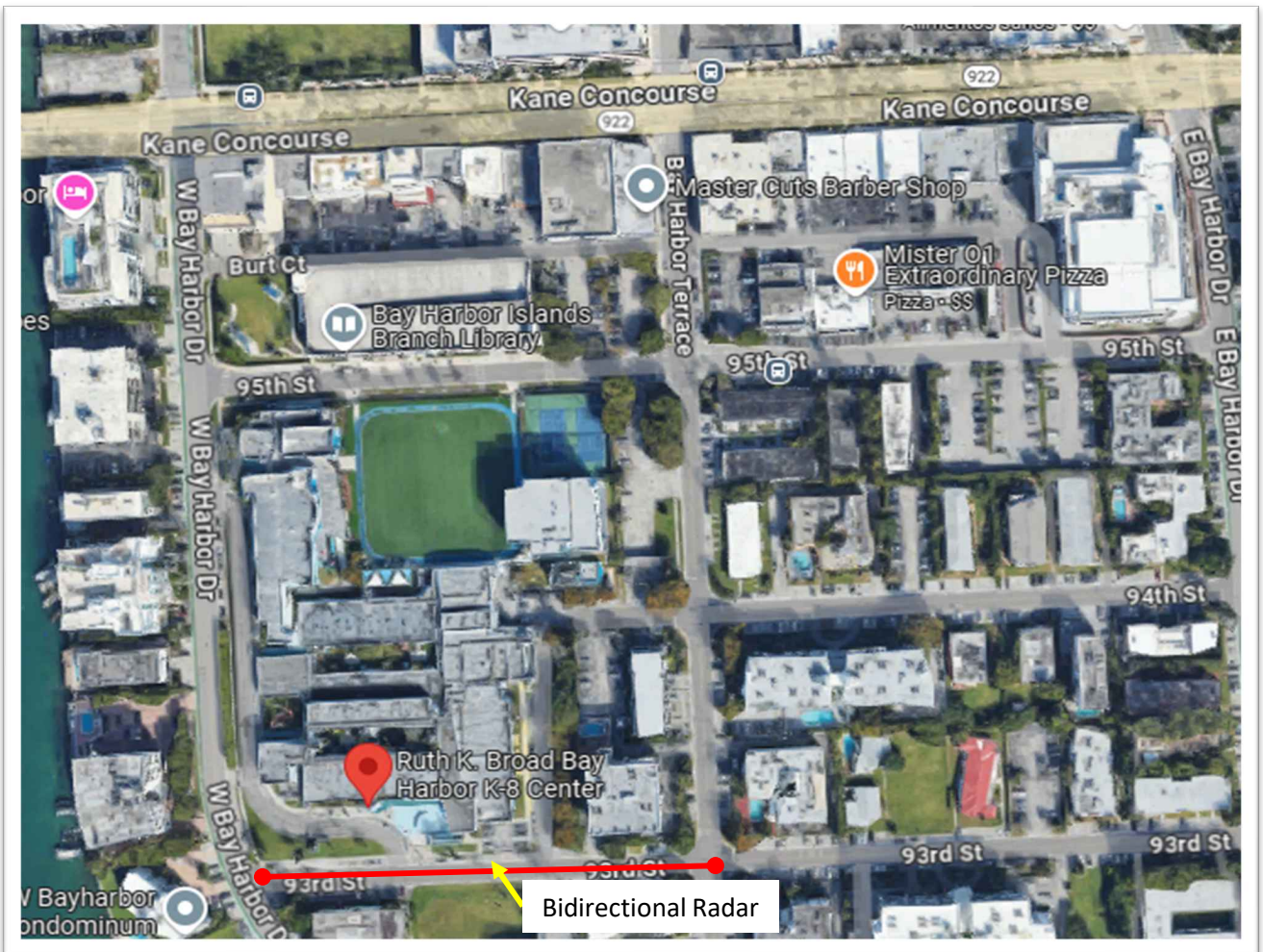
Ruth K. Broad Bay Harbor K-8 Center, Bay Harbor Islands



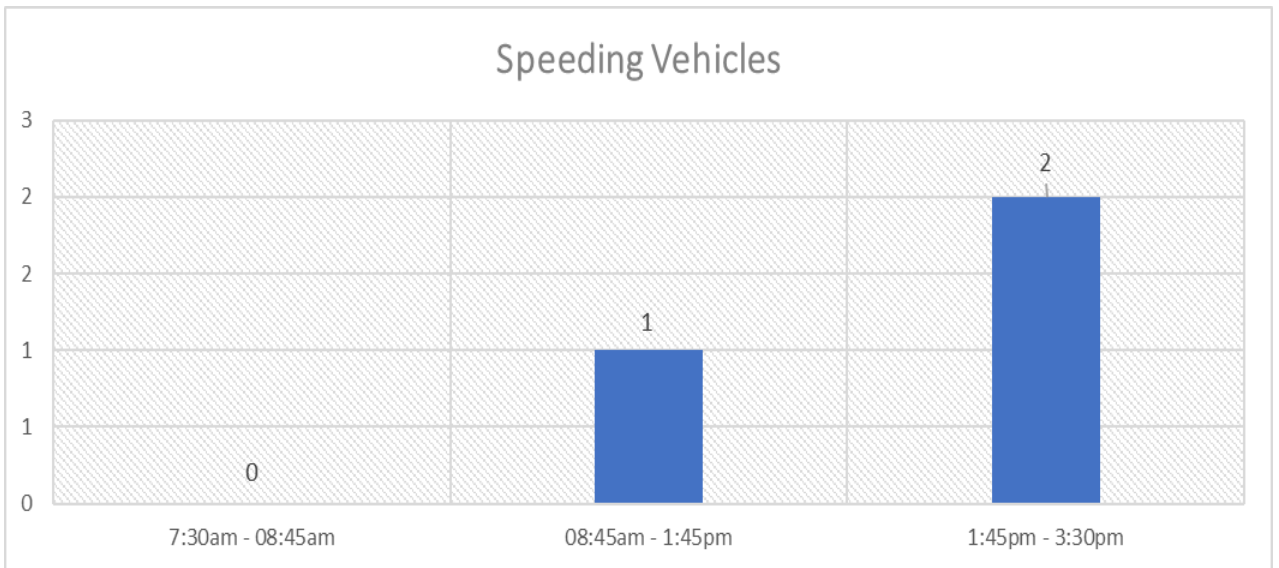
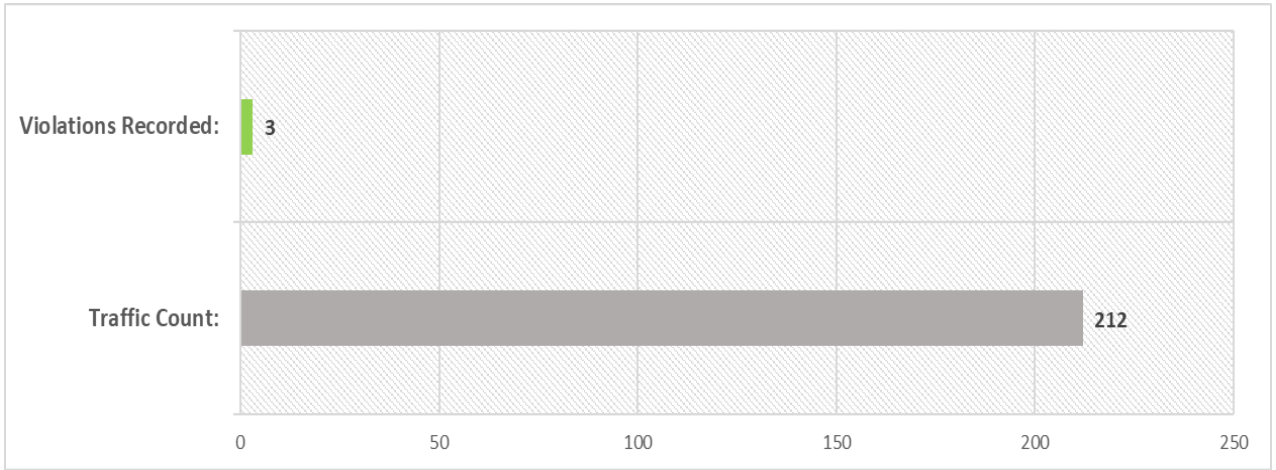
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26+ MPH	0	0	0	0	0	0	0	2	0	2
36+ MPH	0	2	4	2	0	1	1	0	0	10
Total	0	2	4	2	0	1	1	2	0	12

Ruth K. Broad Bay Harbor K-8 Center, Bay Harbor Islands

STUDY LOCATION: 93 ST	
SCHOOL ZONE SPEED LIMIT (During Enforced Hrs):	15 MPH
SPEED LIMIT (During Normal Hrs):	25 MPH
VIOLATION TRIGGER SPEED:	26 MPH and 36 MPH (Respectively)
SCHOOL ZONE HOURS OF OPERATION:	7:30 AM – 8:45 AM / 1:45 PM – 3:30 PM
STUDY DATE & TIME:	09-24-2024, 6:00 AM – 6:00 PM
TRAFFIC STUDY VEHICLE COUNT:	212
WEATHER CONDITIONS:	FAIR, NO RAIN
# OF LANES:	ONE LANE IN EACH DIRECTION (Both Lanes)
DIRECTION:	WESTBOUND – EASTBOUND
VIOLATIONS DETECTED:	3



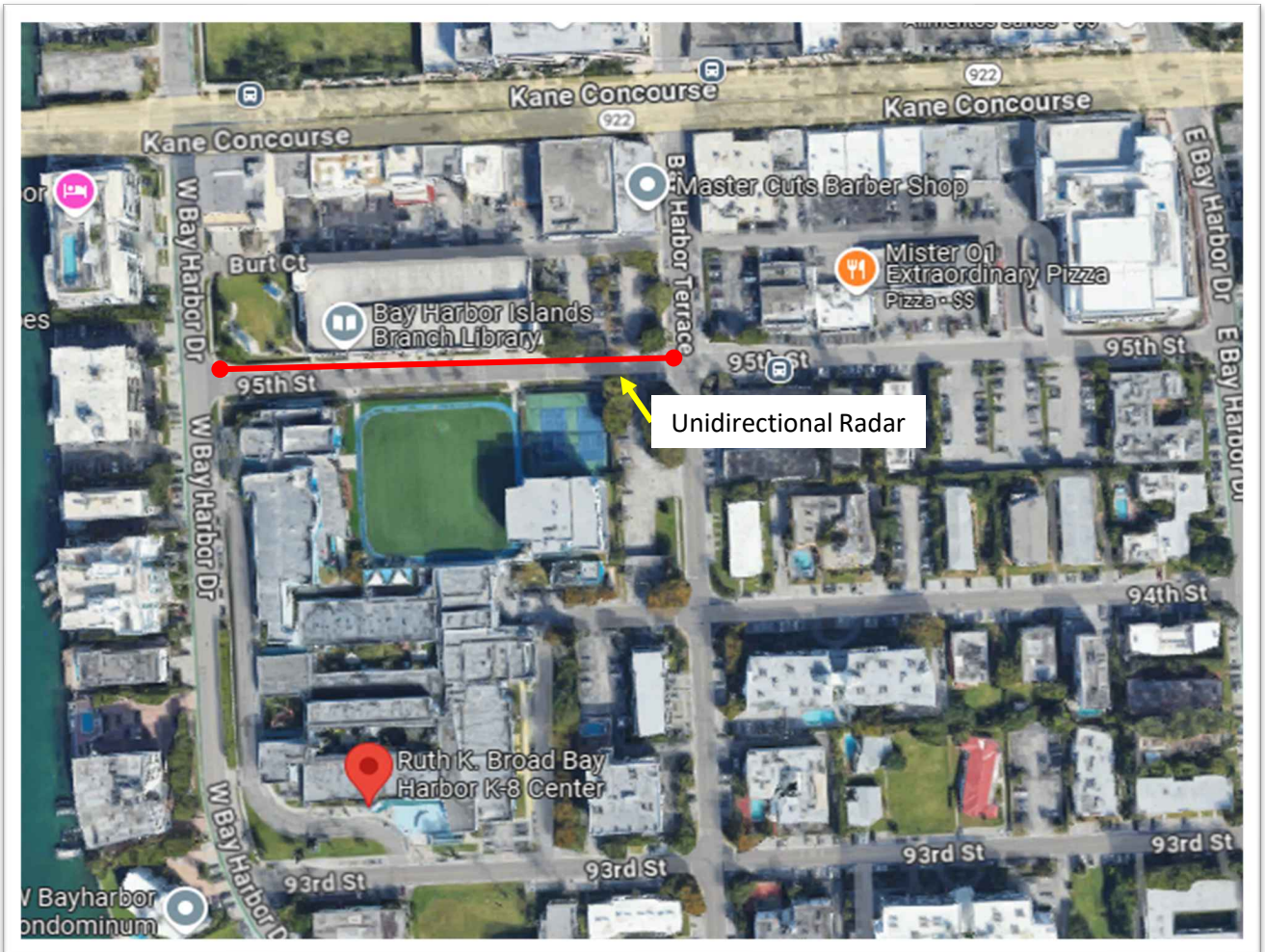
Ruth K. Broad Bay Harbor K-8 Center, Bay Harbor Islands



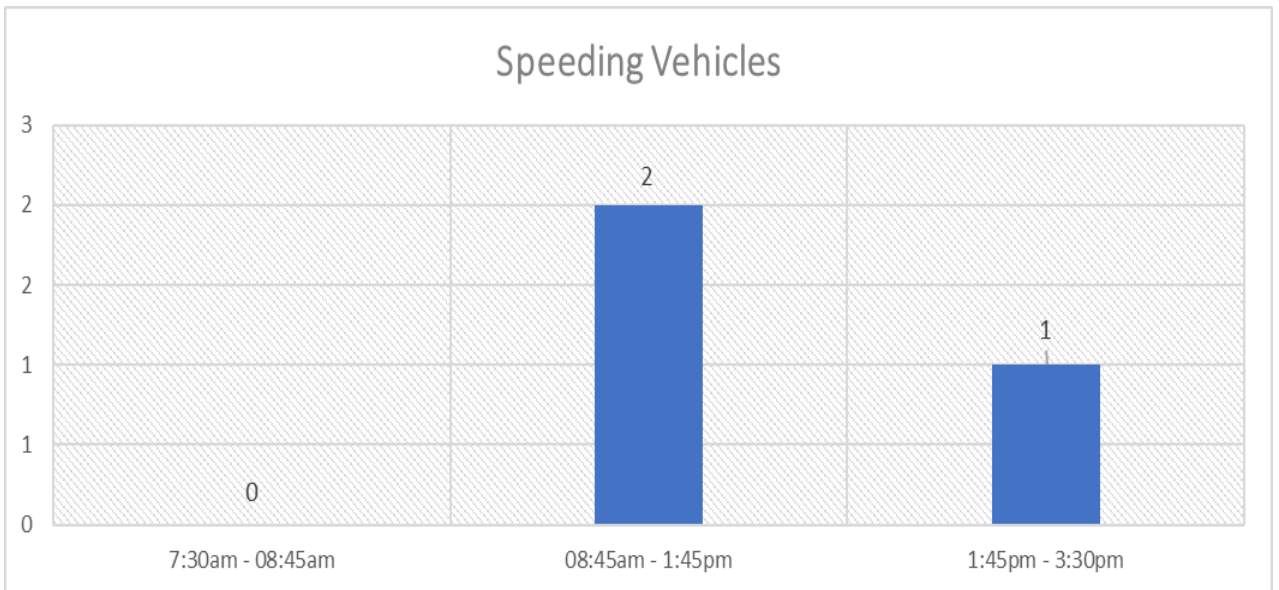
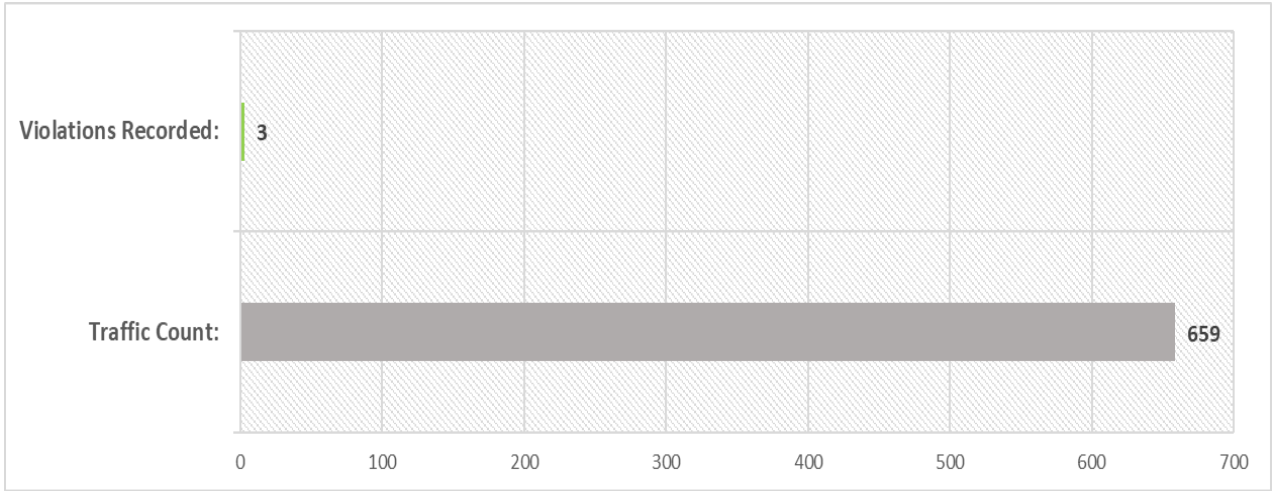
	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	Total
26+ MPH	0	0	0	0	0	0	0	2	0	2
36+ MPH	0	0	0	1	0	0	0	0	0	1
Total	0	0	0	1	0	0	0	2	0	3

Ruth K. Broad Bay Harbor K-8 Center, Bay Harbor Islands

STUDY LOCATION: 95 ST	
SCHOOL ZONE SPEED LIMIT (During Enforced Hrs):	15 MPH
SPEED LIMIT (During Normal Hrs):	25 MPH
VIOLATION TRIGGER SPEED:	26 MPH and 36 MPH (Respectively)
SCHOOL ZONE HOURS OF OPERATION:	7:30 AM – 8:45 AM / 1:45 PM – 3:30 PM
STUDY DATE & TIME:	09-24-2024, 6:00 AM – 6:00 PM
TRAFFIC STUDY VEHICLE COUNT:	659
WEATHER CONDITIONS:	FAIR, NO RAIN
# OF LANES:	ONE LANE IN ONE DIRECTION
DIRECTION:	EASTBOUND
VIOLATIONS DETECTED:	3



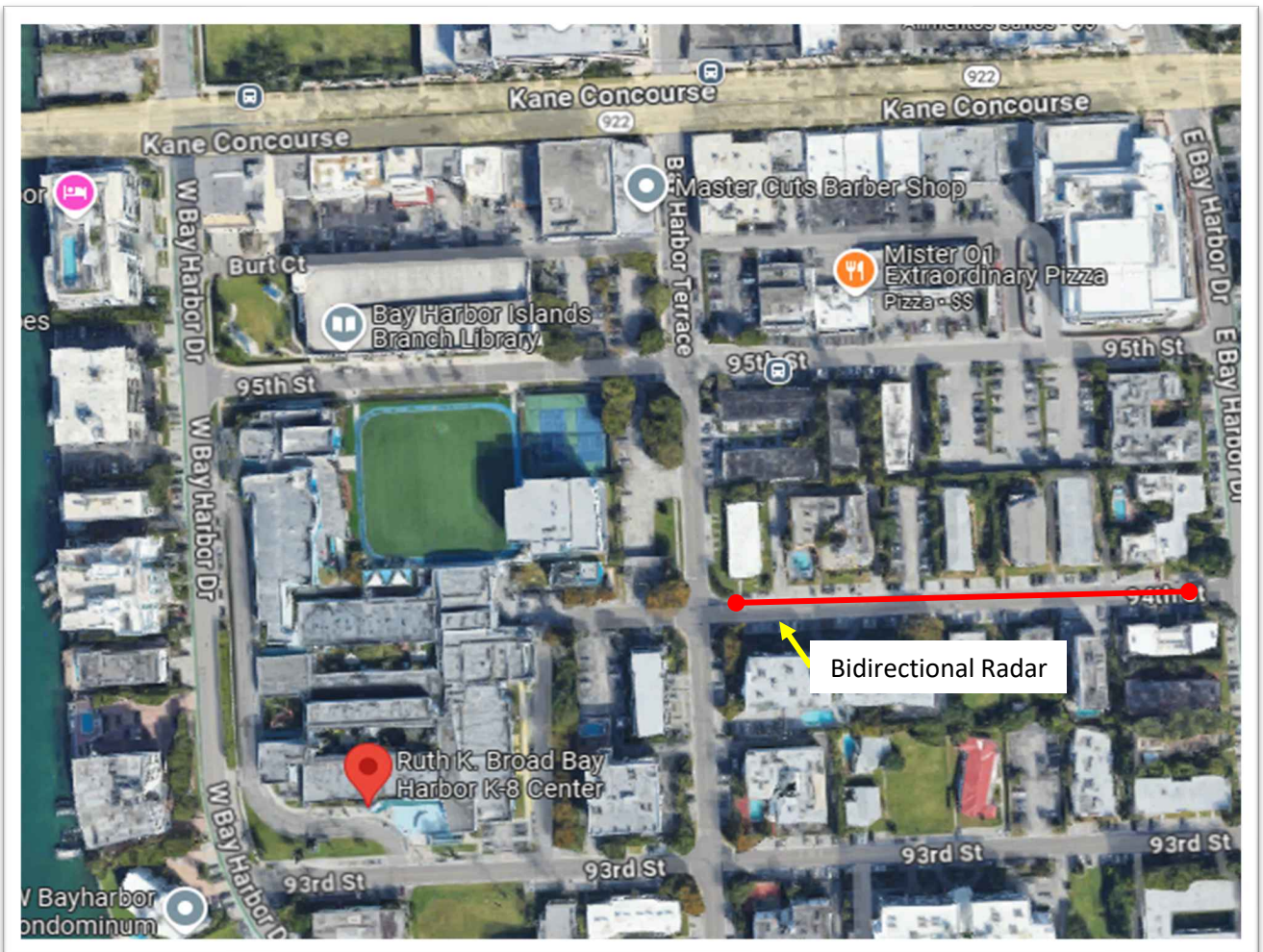
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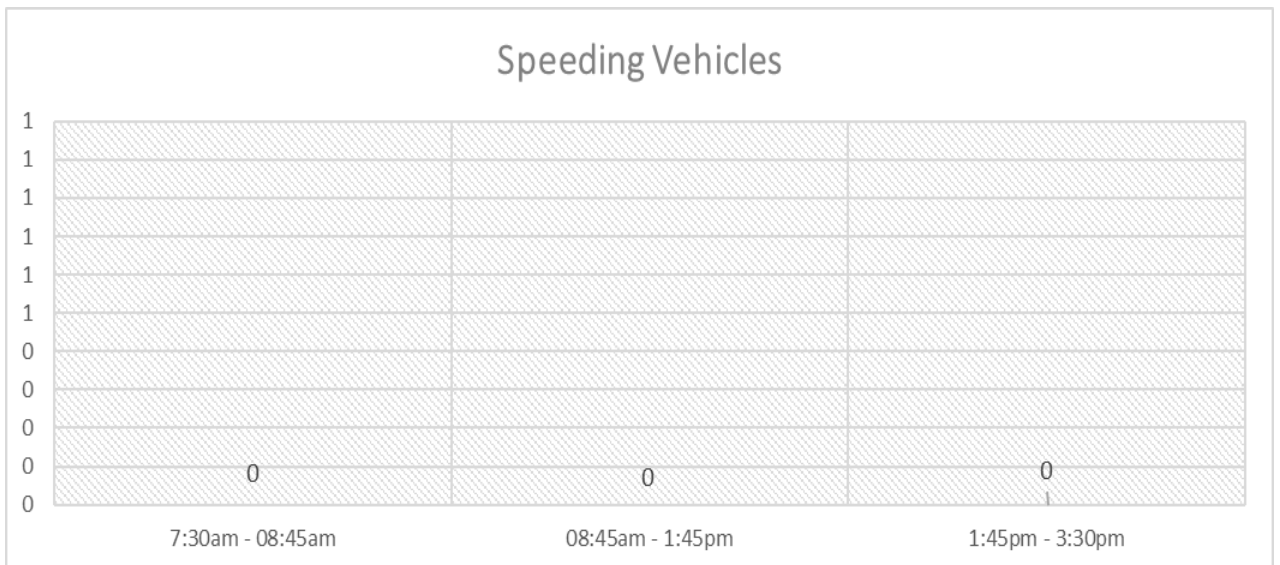
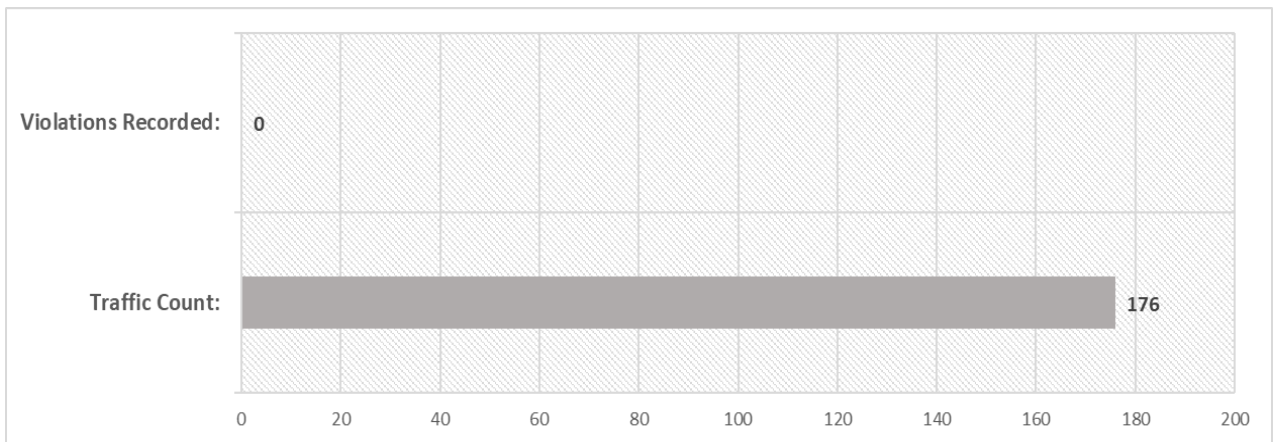
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26+ MPH	0	0	0	0	0	0	0	0	1	1
36+ MPH	0	0	0	0	0	1	1	0	0	2
Total	0	0	0	0	0	1	1	0	1	3

Ruth K. Broad Bay Harbor K-8 Center, Bay Harbor Islands

STUDY LOCATION: 94 ST	
SCHOOL ZONE SPEED LIMIT (During Enforced Hrs):	15 MPH
SPEED LIMIT (During Normal Hrs):	25 MPH
VIOLATION TRIGGER SPEED:	26 MPH and 36 MPH (Respectively)
SCHOOL ZONE HOURS OF OPERATION:	7:30 AM – 8:45 AM / 1:45 PM – 3:30 PM
STUDY DATE & TIME:	09-24-2024, 6:00 AM – 6:00 PM
TRAFFIC STUDY VEHICLE COUNT:	176
WEATHER CONDITIONS:	FAIR, NO RAIN
# OF LANES:	ONE LANE IN EACH DIRECTION (Both Lanes)
DIRECTION:	WESTBOUND – EASTBOUND
VIOLATIONS DETECTED:	0



Ruth K. Broad Bay Harbor K-8 Center, Bay Harbor Islands



	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	Total
26+ MPH	0	0	0	0	0	0	0	0	0	0
36+ MPH	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

AGENDA ITEM REPORT

March 5, 2025

ITEM NUMBER: 5.

ITEM: Consideration and Approval of an ordinance on Second Reading amending Section 5-5.2 of the Town Code regarding notification to certain neighbors for seismic monitoring during construction of multifamily residential, commercial, and other non-residential construction sites. Enclosed is the proposed ordinance. Sponsored by Council Member Robert Yaffe.

DESCRIPTION:

The town requires the developer or contractor to provide notice to property owners within 300 feet of a multi-family residential, commercial, and other non-residential construction sites in the town with an offer for seismic monitoring in order to address impacts from development and construction for the protection of the neighboring properties. Questions have arisen about the notice provisions of the ordinance. This amendment is intended to revamp the notice requirements, to make them more definite and to expedite notice for the benefit of all parties. New language is shown by underlining and deletion is shown by ~~strikethrough~~.

Sec. 5-5.2. – Construction Site Monitoring

The following shall be required for all multi-family residential, commercial, and other non-residential construction sites in the Town during all phases of construction, unless waived or not required by the town manager based on specific site conditions or terms of development. Single-family and two-family (duplex) residential developments are expressly exempt. These regulations are intended to address impacts from development and construction sites for the protection of neighboring properties.

(1) Protection of neighbors. Prior to demolition, support of excavation, investigation pits or dewatering operations, and new foundations and piling work, the owner or contractor shall notify each neighbor within 300 feet of the site in writing, and describe the following owner and contractor requirements and offers for monitoring. The notice shall provide that any neighbor may accept and approve any or all of the following offered protections by providing written consent to the owner or contractor no more than ~~seven~~ 15 business days from the date of receipt of the owner or contractor's notification.

Notification shall be by hand-delivery or email to a verified email address, with proof of delivery of whichever method is utilized. A copy shall also be sent by certified mail, postage prepaid, return receipt requested, or by recognized same day or overnight courier, with proof of delivery of whichever method is utilized. In addition, a copy shall also be sent, utilizing one of the methods set forth above, to the town building official and to the registered agent for any corporate or condominium association owner of the property. The designated period within which the owner is required to comply with such Notice to Owner shall begin as of the date Notice to Owner is received, as set forth above, and verified by the proof of delivery.

The Notice to Owner shall be addressed to the Owner shown on the Miami-Dade County assessment roll of the building.

If the applicable neighbor does not respond within ~~seven~~ 15 business days of receipt of the notice or elects not to accept the provisions stated below, then the neighbor will be responsible for

monitoring their own property:

a. Pre-construction Survey. Owner or contractor shall retain a licensed state registered structural engineer to perform a pre-construction survey of any consenting neighbor's building(s) within 300 feet of the site. The preconstruction survey shall include videography, photography, and narration to document the existing condition of the building and note apparent physical issues such as cracks, spalling, water intrusion, and deterioration. The licensed professional engineer shall use measuring devices such as dated scaled pencil marks or Avanguard monitors placed on cracks greater than the width of a credit card. A report of the inspection with a copy of the videography, photographs, and narration shall be provided to the neighbor prior to commencing construction. As a condition to issuance of a temporary or permanent certificate of occupancy, the owner or contractor shall retain the same or similar licensed state registered structural engineer to perform a post-construction survey of the neighbor's building upon completion of the structural shell construction or topping of the last horizontal slab at the site. The post-construction survey shall note any damage identified in the pre-construction survey and shall make a determination as to what extent such damage has worsened due to contractor's construction activities at the site, and any new or additional apparent damage to the neighbor's building due to construction activities at the site above and beyond what was documented in the pre-construction survey. Any additional damage shall be analyzed by the licensed state registered structural engineer to determine if it is the direct result of the adjacent construction at the site and not the result of a normal structure's wear and tear, lack of maintenance or ongoing construction related activities at the neighbor's building. The findings and determination of the post-construction survey shall be provided to the neighbor and the building official in a signed and sealed document prior to issuance of a temporary or permanent certificate of occupancy. Notwithstanding the findings and determination of the post construction survey, the building official shall be under no obligation to take any action and may issue a temporary or permanent certificate of occupancy upon confirmation of compliance with all applicable requirements of the Florida Building Code. Upon completion of the post construction inspection and survey, the contractor shall be afforded a reasonable time to perform any repairs deemed their responsibility within 180 days.

b. Seismic monitoring. Prior to demolition and continuing through any construction activity that involves driving piles, interlocked sheeting, grouting or any form of dynamic compaction, the owner or contractor shall have a third-party specialty monitoring firm install vibration-sensing equipment, such as seismic monitors, on any consenting neighbor's property within 300 feet of the construction site. The equipment shall be monitored electronically and forwarded to the consenting neighbor on a weekly basis. The seismic monitor(s) shall also be able to be monitored via the internet by the owner, contractor, consenting neighbor, or any property owner upon which a seismic monitor is placed. The monitoring equipment may not be removed prior to the topping of the last horizontal slab at the site.

c. Water table monitoring. Where the method of "support of excavation" construction does not result in the construction site being cut off and sealed into the rock from all abutting property, owner or contractor shall, prior to issuance of the first building permit, including a demolition permit, retain a third-party company to install monitoring wells such as piezometers on-site within one foot of any abutting neighbor's property. Monthly reports of the water table monitoring shall be provided to each neighbor.

d. Nothing in this subsection (f)(1) shall require supervisory action or enforcement by the town, and, notwithstanding this subsection (f)(1), the town may issue a temporary or permanent certificate of occupancy upon the building official's confirmation of compliance with all applicable requirements of the Florida Building Code.

(2) Contact information; complaints. Owner or contractor shall provide contact information to the town manager for the designated manager or supervisor on duty for construction operations on the site. Owner or contractor shall maintain an interactive website and provide a telephone contact number for 24-hour access during construction and provide a response within 24 hours of the posting of any complaint by a neighbor to the website. The website URL will be posted on the construction site fence by the owner or contractor so as to provide notice to town residents and the public. Owner or contractor shall provide weekly reports of complaints filed and their resolution to the town manager.

(3) Restoration of adjacent roadways. Owner and contractor shall restore all adjacent roadways damaged by construction to town and FDOT standards prior to issuance of a certificate of occupancy. Owner or contractor shall maintain adjacent rights-of-way in a clean, passable condition throughout all construction and shall immediately repair divots and potholes that appear thereon.

(4) Building permit expiration. In the event the owner or contractor obtains a building permit and the permit expires, the subject property shall comply with section 24-17 entitled "abandoned real or personal property" of this Code, including but not limited to, the posting of a bond to defray the cost the town may incur if required to secure and maintain the site, if necessary, and as may be required by the building official.

(5) Demolition plan; recycling. Upon application of a demolition permit, owner or contractor shall simultaneously submit a demolition plan to the town manager and town building official that meets all federal, state, and local requirements, including all requirements of this section, provides for a containment barrier to retain and mitigate dust debris on the site, and provides for as much recycling of the demolition material as possible (given possible hazardous / unsuitable material). Additionally, a debris removal schedule and the results of any environmental tests shall be provided to the neighbors and the town building official. Warning / danger signs shall be provided in conspicuous places on the construction fence.

(6) Permit requirements of other jurisdictions. The owner and contractor shall comply with all applicable conditions and permit requirements of the county's department regulatory and environmental resources, the county fire/rescue department, the water and sewer department, Florida Department of Environmental Protection (FDEP), the Florida Department of Transportation (FDOT) and all other applicable regulatory agencies, prior to and during construction of the project.

(7) Compliance. Any person violating the provisions of this section and/or receiving notice from the town's building official or town manager to comply with this section shall not fail or neglect to promptly comply. Failure to adhere to the requirements of this section may result in the suspension or revocation of the building permit, the suspension of work, fines or liens, and/or other enforcement actions pursuant to Chapter 5³/₄, Code Enforcement, of this Code.

RECOMMENDED ACTION:
Council's Discretion

FINANCIAL ANALYSIS:

There is no fiscal impact to prepare the ordinance.

BUDGET IMPACT:

Submitted By: Yvonne Hamilton, Town Clerk
Robert Yaffe, Council Member

ATTACHMENTS

1.	Ordinance - Construction Site Monitoring Notification
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ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES RELATED TO BUILDING AND CONSTRUCTION ACTIVITIES; AMENDING ARTICLE 1 OF CHAPTER 5 ENTITLED BUILDINGS AND CONSTRUCTION BY REVISING SECTION 5-5.2 PERTAINING TO NOTICE TO CERTAIN PROPERTY OWNERS REGARDING SEISMIC MONITORING DURING CONSTRUCTION OF MULTI-FAMILY RESIDENTIAL, COMMERCIAL, AND OTHER NON-RESIDENTIAL CONSTRUCTION SITES IN THE TOWN; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Bay Harbor Islands adopted the first Building and Construction Code for the community in 1961; and

WHEREAS, the Town Council periodically studies various land development trends and issues, and considers strategies and design guidelines to encourage the proper re-development of lands within the Town, and amends its Codes accordingly; and

WHEREAS, after studying of the existing Code provisions, the Town Council finds that a need exists to modify the existing Code provisions, and

WHEREAS, the Town Council held duly advertised public hearings to consider the proposed modifications to the Town's Building and Construction Code.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA:

Section 1: The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2: That the Town of Bay Harbor Islands Building and Construction Code is hereby amended to modify Section 5-5.2 entitled "Construction Site Monitoring", as more fully set forth in the attached Exhibit "A", and by reference are made a part hereof.

Section 3: That if any section, paragraph, sentence or word of this Ordinance or the application thereof to any person or circumstance is held invalid, that the invalidity shall not affect the other sections, paragraphs, sentences, words or application of this Ordinance.

Section 4: That it is the intention of the Town Council of the Town of Bay Harbor Islands, and it is therefore ordained, that the provisions of the Ordinance shall become and be made a part of the Town of Bay Harbor Islands' Code of Ordinances, that sections of this Ordinance may be re-numbered or re-lettered to accomplish such intentions, and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

Section 5: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Section 6: That this Ordinance shall be in full force and take effect immediately upon its passage and adoption.

PASSED on First Reading this 20th day of February, 2025.

PASSED on Second Reading this 5th day of March, 2025.

JOSHUA D. FULLER
MAYOR

ATTEST:

YVONNE P. HAMILTON, CMC
TOWN CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

GREENSPOON MARDER, LLP
TOWN ATTORNEYS
BY: JOSEPH S. GELLER ESQ.

Exhibit "A"

Amendments to the Town of Bay Harbor Islands Code of Ordinances

Chapter 5 – Buildings and Construction

ARTICLE I. – IN GENERAL

Sec. 5-5. - Construction site operations.

It is the purpose of this section to promote the public health, safety, and general welfare and to minimize public and private losses arising as a result of unauthorized access to construction sites, or from loose and unsecured materials at construction sites during emergency weather conditions, to minimize exposure and prohibit activities which may pose a danger to persons located off the construction site, from debris, materials or activities carried on at the construction site by enacting the following regulations.

(a) *Definitions.* The following words or phrases when used in this section shall have the meanings ascribed to them herein:

(1) *Construction site* includes all sites where new construction, renovations, or additions take place, other than just interior work that is not visible to the exterior of the premises, and any construction that shall include excavation or exposure of the interior of an existing structure. A construction site shall not include paving or repaving of a driveway, or other re-surfacing and/or minor interior renovations or construction that is not exposed to the elements.

(2) *Secure*, in reference to items, includes fastening down or removing all hazardous objects, including but not limited to, such as construction shacks, temporary toilets, roofing tile, building materials, trash, forms, insecure structures, and temporary electric service poles. The term "secure" as applied to construction site access, includes protecting the construction site, during the hours described herein in paragraph (i), by way of locked fence surrounding the perimeter of the site and/or the provision of a security.

(b) *Debris control.* A construction site shall be maintained in a neat and orderly manner. A trash enclosure, dumpster, or other container shall be maintained in the construction site at all times. Loose debris shall be placed within the enclosure. A cover shall be maintained over such debris containers during periods when no construction activity is taking place and at the end of each construction day.

(c) *Erosion and run-off control.* In compliance with the town's National Pollution Discharge Elimination System (NPDES) permit requirements, prior to beginning any clearing, grubbing, or construction activities, as part of the building permit process, the

contractor shall submit a plan (Erosion and Sediment Control Plan) detailing the location and handling of materials, soils and outlining the actions that will be taken to prohibit run-off of dirt, sand, fluids, vegetation or any other item into the town's stormwater system or onto adjacent property and waterways. Piles of soil, or any other methods approved by the town, shall provide for a containment area to reduce run-off.

(d) *Temporary bathroom facilities.* Temporary bathroom facilities shall be placed at a location that minimizes visibility from off-site. Any such facility shall be located behind a temporary construction fence, which shall completely screen the construction site on all sides. The bathroom facilities shall be maintained in sanitary condition and emptied on a regular basis. Failure to do so will constitute a violation of this section. No temporary bathroom facility may be kept on a construction site unless construction activities are actively occurring.

(e) *Vegetation maintenance.* Vegetation such as grass, shrubs, trees and groundcovers shall be maintained in such a fashion so that the construction site does not appear overgrown or unkempt. Within 30 days of demolition of an existing structure, the construction site must be sodded and properly maintained, until such time as a construction fence is erected and construction activity begins.

(f) *Temporary construction fence.* A temporary construction fence screening the construction site shall be erected and maintained in good order at all times. The temporary construction fence shall be erected and completely in place as a requirement for the issuance of a building permit and prior to the beginning of construction activities. The temporary construction fence shall be six feet chain link fence with a screening material attached to visually screen and minimize impact to neighboring properties which may be affected by construction site dust and debris. A fence permit is required to be issued for the temporary construction fence, and the fence installed, inspected, and the fence permit must be closed-out by the building department prior to the issuance of a building permit.

(1) A temporary construction fence will be required for all new construction and substantial renovations.

(2) Work being done within the unit is exempt from this requirement. However, if a temporary bathroom facility and/or a dumpster is to be located on-site, the temporary construction fence must be installed.

(3) Work on pools, pool installations or substantial renovations will require a temporary construction fence at all times to avoid health and safety hazards. Also pools undergoing renovations and new pools being installed must be emptied of accumulated water at all times.

(g) *Construction staging plan.* The owner, occupant or user of any construction site for a commercial and multifamily project, shall be required to present a plan to the town manager or his/her designee for approval prior to the issuance of a building permit by the building official. The plan shall include, but shall not be limited to, the following elements:

- (1) Parking provisions for construction workers.
- (2) General traffic and detours including specific routes to and from the construction site.
- (3) Delivery and location of cranes.
- (4) Delivery and storage of materials.
- (5) Use of state certified flaggers with state approval equipment and/or off-duty police officers. Off-duty police officers will be required for the following activities: a complete street closure for more than one hour, a concrete pour lasting more than six hours, when cranes are delivered and set-up and when they are being removed from the construction site, and any other activity as may be required by the town manager or his designee. Certified flaggers may be used for normal deliveries and short time single lane closures.
- (6) Construction fencing with visual/dust barrier.
- (7) Construction signs.
- (8) Temporary construction trailer approval required by the town manager in subsection [23-4\(7\)](#), provided:
 - a. The location of any trailer provides for safe and efficient completion of the project with minimal disruption to existing residents, businesses, parking or traffic flows, and to ensure that public services and facilities are available.
 - b. No more than one trailer is permitted per development site.
 - c. No trailer may exceed one-story/12 feet in height above grade.
 - d. No trailer may exceed 530 square feet in size.
 - e. The location of the trailer shall be approved by the town manager to minimize the impact on neighboring properties.

f. The trailer and all related temporary facilities shall be removed from the site prior to the issuance of a certificate of occupancy.

g. Construction trailers are permitted to be located on a neighboring staging area if proof is submitted that the property owner agrees to its proposed location.

(9) Temporary sales office approval is required at the discretion of the town council in subsection [23-4\(7\)](#), provided:

a. The location of any office provides for safe and efficient completion of the project with minimal disruption to existing residents, businesses, parking or traffic flows, and to ensure that public services and facilities are available.

b. No office may exceed one-story / 12 feet in height above grade.

c. The office and all related temporary facilities must be removed prior to the issuance of a certificate of occupancy.

(10) Use of meter parking spaces.

(11) Use of right-of-way.

(12) Provisions for pedestrian safety and pedestrian paths.

(13) Location of construction dumpsters and temporary bathroom facilities.

(14) Any other issues which may uniquely relate to a particular construction site.

Staging plans shall be required for single family, multi-family and commercial projects.

The construction staging plan shall be presented to the town in the form of site plans, location maps, critical path diagrams, and explanatory commentary. The building and zoning department will coordinate the review of the construction staging plan with the public works department, town engineer, police department, building official, town planner, code compliance department and town manager's office. No permit shall be issued on a construction project which requires a construction staging plan, until such plan has been approved by all the appropriate departments.

(h) *Job site maintenance.* The owner, occupant or user of a Construction Site shall complete job site maintenance, on a daily basis, prior to the conclusion of each day's work. Daily job site maintenance shall include the following:

(1) Sweeping of public roadways which are directly affected by construction site dust, debris or activities;

(2) Pick up and disposal of litter at or generated by the construction site;

(3) Washing down of any street signs or public facilities which are impacted by dust or debris from the construction site activity;

(4) Stacking of construction materials in a manner which assures that the materials and the material packaging shall not fall or be transported into any canals, drainage facilities or other water bodies in the vicinity of adjacent to the site;

(5) Watering of exposed loose earth at the site so as to minimize off-site transport of particulate matter.

(6) Compliance with additional job site maintenance components which are described in an applicable construction staging plan for the construction site.

(i) *Job site security.* The owner, occupant or user of a construction site shall secure the construction site from unauthorized access between the hours of 6:00 p.m. and 9:00 a.m. of the next day by the use of a locked fence and/or security, assuming construction activities are occurring during the day. In the event that a hurricane watch is issued by the United States Weather Bureau, the owner, occupant or user of a construction site shall comply with the requirements of section 8-16 of the Miami Dade County Code, by taking all steps necessary to secure the construction site, including removal or securing of hazardous or loose objects.

(j) *Parking.* Motor vehicles which are used by construction workers and others involved in the construction of the project at the site for the purpose of commuting to and from the construction site, shall not be parked off of the construction site except in the area or location which shall be first approved in writing by the town manager or his/her designee. Parking areas within the construction site are to be properly screened from the public and shall not be detrimental to the surrounding neighborhood. The town approval shall be based on assuring that: public street or right-of-way are not blocked; that adequate parking remains for existing residences and businesses; and that any impact to public parking resources is mitigated.

(k) *Public right-of-way.* Any construction vehicles or equipment involved in construction at a construction site which block a public roadway or right-of-way shall require a town right-of-way use permit and approval, with appropriate conditions, as issued by the town manager or his/her designee, 72 hours in advance of any such activities which impact a public right-of-way.

(l) *Netting.* All structures exceeding 30 feet in height shall provide a dust/debris netting barrier erected in such a way to completely surround the structure. Structures being erected on waterfront lots and exceeding 20 feet in height shall provide a dust/debris netting barrier on the portion of the structure facing the water. The type of netting material shall be identified in the construction staging plan and is subject to town approval.

(m) *Enforcement.* Failure to abide by the provisions of this section shall constitute a violation of the Town Code. Each day that a violation continues shall be deemed a separate violation. Any owner, occupant or user of a construction site who fails to correct a violation of this section, after being given notice by the town, shall have a fine imposed in the amount of \$250.00 for a first violation and \$500.00 for a subsequent or repeat violation. If the violation is corrected within the time prescribed in the notice, then the fine shall be waived unless the violation is irreparable or irreversible in nature.

Sec. 5-5.1. - Demolition of structures.

(a) No demolition may occur within the town without first obtaining a demolition permit from the town that has satisfied all requirements set forth herein. For all demolition within the town, the following items shall be completed and submitted to the building department prior to the issuance of a demolition permit (that is required prior to commencement of demolition activity):

(1) A site management plan that includes: a plan for the demolition of the structure(s); the location of utilities; location of temporary bathroom facilities; tree identification and disposition; site grading; pedestrian protection (if applicable - when sidewalks exist); adjoining property protection; dust control; runoff control, including but not limited to, a gravel bed at the entry to the site; fencing and screening; site security; and a demolition schedule.

(2) Proof of a notice of application for the demolition permit posted in a prominent location on the site for public inspection. Proof of written notice to the owners of adjoining buildings advising them that the demolition is to occur at least five (5) days prior to the start of demolition.

(3) Proof of rodent control at the site provided by a license professional company (photographic evidence of rodent traps or other method of controlling rodents might be required at the time of the application).

(4) Proof that the demolition site is enclosed on all sides with a temporary six-foot chain link fence with screening material. (A fence permit is also required to be issued, and the fence installed, inspected, and the fence permit must be closed-out by the building department prior to a demolition permit being issued.)

(5) Proof that single unit A/C systems have been evacuated to avoid Freon leaking into the atmosphere, (when applicable).

(6) Any additional documents that may be required by the building department including, but not limited to, a survey of the property, letter of disconnect from FPL, water and sewer capping, letter of disconnect from gas company (when applicable), approval of outside agencies (when applicable) such as the department of regulatory and economic resources (for asbestos, when applicable), department of health, department of environmental protection, etc.

(b) All demolition sites shall be dust controlled by hosing of debris with water.

(c) All demolition sites shall comply with the town's noise ordinance and hours of construction. No demolition activity is permitted on Saturdays, Sundays or legal holidays.

(d) All equipment used during demolition must be contained within the site, unless the town manager approves an alternative location within the town.

(e) The town manager may require other documentation or impose additional requirements for any other matters that may relate to a particular site.

Sec. 5-5.2. – Construction Site Monitoring

The following shall be required for all multi-family residential, commercial, and other non-residential construction sites in the Town during all phases of construction, unless waived or not required by the town manager based on specific site conditions or terms of development. Single-family and two-family (duplex) residential developments are expressly exempt. These regulations are intended to address impacts from development and construction sites for the protection of neighboring properties.

(1) *Protection of neighbors.* Prior to demolition, support of excavation, investigation pits or dewatering operations, and new foundations and piling work, the owner or contractor shall notify each neighbor within 300 feet of the site in writing, and describe the following owner and contractor requirements and offers for monitoring. The notice shall provide that any neighbor may accept and approve any or all of the following offered protections by providing written consent to the owner or contractor no more than ~~seven~~ 15 business days from the date of receipt of the owner or contractor's notification.

Notification shall be by hand-delivery or email to a verified email address, with proof of delivery of whichever method is utilized. A copy shall also be sent by certified mail, postage prepaid, return receipt requested, or by recognized same day or overnight courier, with proof of delivery of whichever method is utilized. In addition, a copy shall also be sent, utilizing one of the methods set forth above, to the town building official and to the registered agent for any corporate or condominium association owner of the property. The designated period within which the owner is required to comply with such Notice to Owner shall begin as of the date Notice to Owner is received, as set forth above, and verified by the proof of delivery.

The Notice to Owner shall be addressed to the Owner shown on the Miami-Dade County assessment roll of the building.

If the applicable neighbor does not respond within ~~seven~~ 15 business days of receipt of the notice or elects not to accept the provisions stated below, then the neighbor will be responsible for monitoring their own property:

a. *Pre-construction Survey.* Owner or contractor shall retain a licensed state registered structural engineer to perform a pre-construction survey of any consenting neighbor's building(s) within 300 feet of the site. The preconstruction survey shall include videography, photography, and narration to document the existing condition of the building and note apparent physical issues such as cracks, spalling, water intrusion, and deterioration. The licensed professional engineer shall use measuring devices such as dated scaled pencil marks or Avanguard monitors placed on cracks greater than the width of a credit card. A report of the inspection with a copy of the videography, photographs, and narration shall be provided to the neighbor prior to commencing construction. As a condition to issuance of a temporary or permanent certificate of occupancy, the owner or contractor shall retain the same or similar licensed state registered structural engineer to perform a post-construction survey of the neighbor's building upon completion of the structural shell construction or topping of the last horizontal slab at the site. The post-construction survey shall note any damage identified in the pre-construction survey and shall make a determination as to what extent such damage has worsened due to contractor's construction activities at the site, and any new or additional apparent damage to the neighbor's building due to construction activities at the site above and beyond what was documented in the pre-construction survey. Any additional damage shall be analyzed by the licensed state registered structural engineer to determine if it is the direct result of the adjacent construction at the site and not the result of a normal structure's wear and tear, lack of maintenance or ongoing construction related activities at the neighbor's building. The findings and determination of the post-construction survey shall be provided to the neighbor and the building official in a signed and

sealed document prior to issuance of a temporary or permanent certificate of occupancy. Notwithstanding the findings and determination of the post construction survey, the building official shall be under no obligation to take any action and may issue a temporary or permanent certificate of occupancy upon confirmation of compliance with all applicable requirements of the Florida Building Code. Upon completion of the post construction inspection and survey, the contractor shall be afforded a reasonable time to perform any repairs deemed their responsibility within 180 days.

b. *Seismic monitoring.* Prior to demolition and continuing through any construction activity that involves driving piles, interlocked sheeting, grouting or any form of dynamic compaction, the owner or contractor shall have a third-party specialty monitoring firm install vibration-sensing equipment, such as seismic monitors, on any consenting neighbor's property within 300 feet of the construction site. The equipment shall be monitored electronically and forwarded to the consenting neighbor on a weekly basis. The seismic monitor(s) shall also be able to be monitored via the internet by the owner, contractor, consenting neighbor, or any property owner upon which a seismic monitor is placed. The monitoring equipment may not be removed prior to the topping of the last horizontal slab at the site.

c. *Water table monitoring.* Where the method of "support of excavation" construction does not result in the construction site being cut off and sealed into the rock from all abutting property, owner or contractor shall, prior to issuance of the first building permit, including a demolition permit, retain a third-party company to install monitoring wells such as piezometers on-site within one foot of any abutting neighbor's property. Monthly reports of the water table monitoring shall be provided to each neighbor.

d. Nothing in this subsection (f)(1) shall require supervisory action or enforcement by the town, and, notwithstanding this subsection (f)(1), the town may issue a temporary or permanent certificate of occupancy upon the building official's confirmation of compliance with all applicable requirements of the Florida Building Code.

(2) *Contact information; complaints.* Owner or contractor shall provide contact information to the town manager for the designated manager or supervisor on duty for construction operations on the site. Owner or contractor shall maintain an interactive website and provide a telephone contact number for 24-hour access during construction and provide a response within 24 hours of the posting of any complaint by a neighbor to the website. The website URL will be posted on the construction site fence by the owner or contractor so as to provide notice to town residents and the public. Owner or contractor shall provide weekly reports of complaints filed and their resolution to the town manager.

(3) *Restoration of adjacent roadways.* Owner and contractor shall restore all adjacent roadways damaged by construction to town and FDOT standards prior to issuance of a certificate of occupancy. Owner or contractor shall maintain adjacent rights-of-way in a clean, passable condition throughout all construction and shall immediately repair divots and potholes that appear thereon.

(4) *Building permit expiration.* In the event the owner or contractor obtains a building permit and the permit expires, the subject property shall comply with section 24-17 entitled "abandoned real or personal property" of this Code, including but not limited to, the posting of a bond to defray the cost the town may incur if required to secure and maintain the site, if necessary, and as may be required by the building official.

(5) *Demolition plan; recycling.* Upon application of a demolition permit, owner or contractor shall simultaneously submit a demolition plan to the town manager and town building official that meets all federal, state, and local requirements, including all requirements of this section, provides for a containment barrier to retain and mitigate dust debris on the site, and provides for as much recycling of the demolition material as possible (given possible hazardous / unsuitable material). Additionally, a debris removal schedule and the results of any environmental tests shall be provided to the neighbors and the town building official. Warning / danger signs shall be provided in conspicuous places on the construction fence.

(6) *Permit requirements of other jurisdictions.* The owner and contractor shall comply with all applicable conditions and permit requirements of the county's department regulatory and environmental resources, the county fire/rescue department, the water and sewer department, Florida Department of Environmental Protection (FDEP), the Florida Department of Transportation (FDOT) and all other applicable regulatory agencies, prior to and during construction of the project.

(7) *Compliance.* Any person violating the provisions of this section and/or receiving notice from the town's building official or town manager to comply with this section shall not fail or neglect to promptly comply. Failure to adhere to the requirements of this section may result in the suspension or revocation of the building permit, the suspension of work, fines or liens, and/or other enforcement actions pursuant to Chapter 5^{3/4}, Code Enforcement, of this Code.

Revised

AGENDA ITEM REPORT

March 5, 2025

ITEM NUMBER: 6.

ITEM: Consideration and Approval of a resolution appointing members to the Design Review Board. Enclosed are the Staff Memo, applications for appointment and draft resolution. Sponsored by Council Member Eric Rappaport

DESCRIPTION:

The following residents have submitted applications for membership to the Design Review Board for the 2025-2027 Term, in accordance with Ordinance No. 1106.

Janet Adler, 10350 W Bay Harbor Drive, BS in Education, Real Estate Broker/Janet Adler Realty, Ltd

Alan Bechik, 1025 92nd Street, BA Civil Engineering, VP of Business Development

Kai Chen, 9940 W Bay Harbor Drive, BA of Architecture, Luxury Sales Associates/Real Estate

Jed Frankel, 1231 99th Street, Juris Doctor (previously Assistant General Counsel)/Co-Founder-Hills Funky Baker

Steven Hurwitz, 1211 102nd Street, MBA, BA History, Senior Managing Director/Real Estate Broker

Susan Kelly-Gilbert, 9341 E Bay Harbor Drive, BA Marketing/Business Administration/Retired-Evening Post Industries/ Florida Licensed Landscape Architect, Arborist, Publishing

Moshe Goldshtein, 9755 Broadview Terrace, **Real Estate Professional**

Simon Kouhana, 9800 W Bay Harbor Drive, Owner/Property Management Company

Frances Neuhut, 9920 W Broadview Drive, BS in Business Technology and Health Care Manager, Real Estate (Self Employed)

Alexander Rindner, 9841 E Broadview Drive, Master's in Real Estate, BA in Marketing and Management, Principal, Regal Communities/Real Estate Development/Construction

Elena Tushina, 1133 102nd Street, Professional degree, Public and Retail Design Bachelor of Applied Math and Computer Science

The Design Review Board was established to review and recommend plans and programs for the orderly growth and development of the Town.

On September 12, 2024, the Town Council adopted Ordinance No. 1106 revising the appointment and membership process to the Design Review Board.

The board vacancies were posted on the town’s website and published in newsletters. Individuals who applied prior to adoption of the new ordinance were invited to submit the required information.

The Design Review Board shall consist of seven (7) members who must meet at least one of the following criteria. They must be currently employed full-time in, or have been employed full-time in the past in:

- i. Florida licensed PE or professional experience in engineering;
- ii. Florida-licensed architect or professional experience in architecture;
- iii. Florida-licensed attorney with professional experience in land use and zoning law;
- iv. Certified planner (AICP) or professional experience in urban and regional planning;
- v. Florida-licensed general contractor or a construction management professional, construction project manager, construction superintendent or construction estimator;
- vi. Registered interior designer or professional experience in interior design;
- vii. Florida-licensed landscape architect, arborist or professional experience in horticulture;
- viii. Education and/or experience in sustainability and resiliency, which may include environmental science;
- ix. Florida- licensed broker or real estate;
- x. Other related profession.

All members must be residents of the Town for a minimum of one (1) year. Each member of the design review board shall serve for a two-year term on a staggered basis. Effective. As a one-time adjustment in 2025, three of the seven members appointed by the Town Council will be selected randomly through a lottery process to serve one-year terms. Following these 2025 appointments, all subsequent members will be appointed to serve two-year terms.

The mandatory Board/Committee Application for appointed individuals are included for your reference.

Each Town council member is permitted to submit one or more persons as candidates for consideration by the town council for appointments to the Design Review Board. Board Members shall be appointed by a majority vote of the council present at the meeting.

RECOMMENDED ACTION:
Council's Discretion

FINANCIAL ANALYSIS:
There is no fiscal impact.

BUDGET IMPACT:

Submitted By: Yvonne Hamilton, Town Clerk
Eric Rappaport, Council Member

ATTACHMENTS

1.	Staff Memo
2.	Resolution - Appointments to the Design Review Board
3.	1106 - Design Review Board Appointment
4.	Janet Adler
5.	Alan Bebchik
6.	Kai Chen
7.	Jed Frankel
8.	Susan Kelly-Gilbert
9.	Moshe Goldshtein
10.	Steven Hurwitz
11.	Simon Kouhana
12.	Frances Neuhut
13.	Alexander Rindner
14.	Elena Tushina
15.	Item #6 - Appointment to the Design Review Board



**TOWN OF BAY HARBOR ISLANDS
TOWN CLERK DEPARTMENT
MEMORANDUM**

Revised

TO: Mayor and Town Council Members

THRU: Lindsley Noel, Interim Town Manager
Evelyn Herbello, Deputy Town Manager

CC: Joseph S. Geller, Esq., Consultant Town Attorney

FROM: Yvonne P. Hamilton, CMC
Town Clerk

DATE: February 20, 2025

SUBJECT: Appointment of Members to the Design Review Board

RECOMMENDATION:

Staff recommends the Town Council consider appointments to the Design Review Board for the 2025-2027 Term in accordance with Ordinance No. 1106. Below are the names of individuals who have submitted their applications for consideration:

Janet Adler, 10350 W Bay Harbor Drive, BS in Education, Real Estate Broker/Janet Adler Realty, Ltd

Alan Bebachik, 1025 92nd Street, BA Civil Engineering, VP of Business Development

Kai Chen, 9940 W Bay Harbor Drive, BA of Architecture, Luxury Sales Associates/Real Estate

Jed Frankel, 1231 99th Street, Juris Doctor (previously Assistant General Counsel)/Co-Founder-Hills Funky Baker

Steven Hurwitz, 1211 102nd Street, MBA, BA History, Senior Managing Director/Real Estate Broker

Susan Kelly-Gilbert, 9341 E Bay Harbor Drive, BA Marketing/Business Administration/Retired-Evening Post Industries/ Florida Licensed Landscape Architect, Arborist, Publishing

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Alexander Rindner, 9841 E Broadview Drive, Master's in Real Estate, BA in Marketing and Management, Principal, Regal Communities/Real Estate Development/Construction

Elena Tushina, 1133 102nd Street, Professional degree, Public and Retail Design Bachelor of Applied Math and Computer Science

These applicants have submitted the required documents.

BACKGROUND:

The Design Review Board was established to review and recommend plans and programs for the orderly growth and development of the Town.

On September 12, 2024 the Town Council adopted Ordinance No. 1106 revising the appointment and membership process to the Design Review Board.

The board vacancies were posted on the town's website and published in newsletters. Individuals who applied prior to adoption of the new ordinance were invited to submit the required information.

ELIGIBILITY:

The Design Review Board shall consist of seven (7) members who must meet at least one of the following criteria. They must be currently employed full-time in, or have been employed full-time in the past in:

- i. Florida licensed PE or professional experience in engineer;
- ii. Florida-licensed architect or professional experience in architecture;
- iii. Florida-licensed attorney with professional experience in land use and zoning law;

- iv. Certified planner (AICP) or professional experience in urban and regional planning;
- v. Florida-licensed general contractor or a construction management professional, construction project manager, construction superintendent or construction estimator;
- vi. Registered interior designer or professional experience in interior design;
- vii. Florida-licensed landscape architect, arborist or professional experience in horticulture;
- viii. Education and/or experience in sustainability and resiliency, which may include environmental science;
- ix. Florida- licensed broker or real estate;
- x. Other related profession.

All members must be residents of the Town for a minimum of one (1) year. Each member of the design review board shall serve for a two-year term on a staggered basis. Effective. As a one-time adjustment in, three of the seven members appointed by the Town Council will be selected randomly through a lottery process to serve one-year terms. Following these 2025 appointments, all subsequent members will be appointed to serve two-year terms.

ANALYSIS:

The mandatory Board/Committee Application for appointed individuals are included for your reference.

Each Town council member is permitted to submit one or more persons as candidates for consideration by the town council for appointments to the Design Review Board. Board Members shall be appointed by a majority vote of the council present at the meeting.

ATTACHMENTS

Mandatory Board/Committee Application packets

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, APPOINTING SEVEN (7) MEMBERS TO THE DESIGN REVIEW BOARD; PROVIDING FOR INCORPORATION OF RECITALS; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the Town Council created a Design Review Board (formerly the Planning & Zoning Board) to review and recommend plans and programs for the orderly growth and development of the Town, in accordance with Section 2.11 of the Charter of the Town of Bay Harbor Islands; and

WHEREAS, pursuant to Section 5-23.01 of the Town Code, the Design Review Board shall be composed of seven (7) members appointed by the majority vote of the council present at the meeting; and who shall meet certain educational, technical, and professional experience criteria described therein; and

WHEREAS, the members of the Design Review Board shall be appointed for two-year terms on a staggered basis. One time in 2025, three of the seven members appointed by the town council will be selected randomly through a lottery process to serve one-year terms; and

WHEREAS, the Town Council of the Town of Bay Harbor Islands desires to appoint seven (7) members to the Design Review Board.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2. Appointment of Members. The Town Council hereby appoints the following members to the Design Review Board for a two-year term:

- (1) _____
- (2) _____
- (3) _____
- (4) _____

The below members shall serve a one-year term:

- (5) _____
- (6) _____
- (7) _____

Section 3. Effective Date. This Resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED this 5th day of March 2025.

By: _____
Joshua D. Fuller, Mayor

ATTEST:

Yvonne P. Hamilton, Town Clerk

APPROVED AS TO FORM:

Greenspoon Marder, LLP
Town Attorneys
By: Joseph S. Geller, Esq.

ORDINANCE NO. 1106

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, AMENDING SECTIONS 5-23.01 OF THE TOWN'S CODE OF ORDINANCES AS RELATED TO THE DESIGN REVIEW BOARD; AMENDING CHAPTER 5 ENTITLED BUILDING AND CONSTRUCTION; AMENDING ARTICLE II ENTITLED DESIGN REVIEW BOARD; SECTIONS 5-23.01 ENTITLED DESIGN REVIEW BOARD MEMBERSHIP; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Bay Harbor Islands originally adopted the Design Review Board on September 10, 2021, to review and evaluate applications as to whether the designs of the new development, redevelopment and/or improvements within the town is compatible with existing development; and

WHEREAS, the Town of Bay Harbor Islands desires to amend the Town Code to update the regulations concerning the appointment of Board members; and

WHEREAS, the Town Council periodically studies various land development trends and issues, and if felt to be appropriate amends the Town's Land Development Code regulations accordingly; and

NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS FLORIDA:

Section 1: The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2: That the Town of Bay Harbor Islands Building and Construction Code is hereby amended to modify Sections 5-23.-01 related to the planning, design and zoning board approval, as more fully set forth in the attached Exhibit "A", and by reference are made a part hereof.

Section 3: That if any section, paragraph, sentence or word of this Ordinance or the application thereof to any person or circumstance is held invalid, that the invalidity shall not affect the other sections, paragraphs, sentences, words or application of this Ordinance.

Section 4: That it is the intention of the Town Council of the Town of Bay Harbor Islands, and it is therefore ordained, that the provisions of the Ordinance shall become and be made a part of the Town of Bay Harbor Islands' Code of Ordinances, that sections of this Ordinance may be re-numbered or re-lettered to accomplish such intentions, and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

Section 5: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

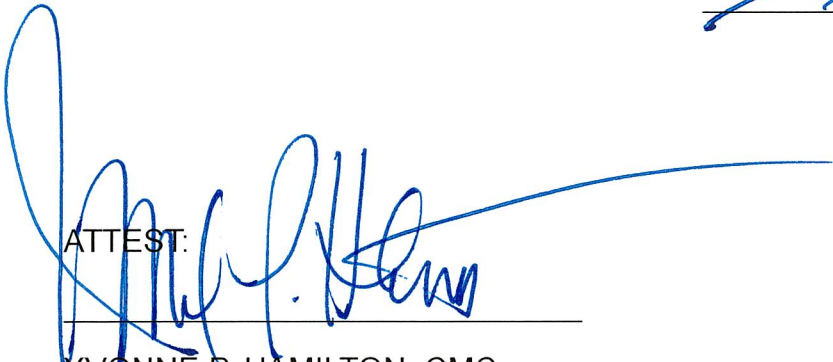
Section 6: That this Ordinance shall be in full force and take effect immediately upon its passage and adoption.

PASSED on First Reading this 14th day of August 2024.

PASSED on Second Reading this 12th day of September 2024.



JOSHUA D. FULLER
MAYOR



ATTEST:

YVONNE P. HAMILTON, CMC
TOWN CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



GREENSPOON MARDER, LLP
TOWN ATTORNEYS
BY: JOSEPH S. GELLER, ESQ.

EXHIBIT A

Sec. 5-23.01. - Design Review Board Membership.; ~~appointment; vacancies; terms; removal; meetings; officers; and quorum.~~

- a) *Members.* ~~Effective November 30th, 2021, the planning and zoning board which heretofore existed, shall be retitled as the design review board consisting of seven members. Up to five of the members shall be presently employed full time or were employed full time in the field of engineering, architecture, land use and zoning law, city planning, construction, or any other field which substantially relates to the planning and development of real estate. The Design Review Board, formerly known as the Planning and Zoning Board until its renaming on November 30, 2021, shall be composed of seven (7) members. To apply, the following requirements must be met:~~
- 1) ~~Seven (7) members must meet at least one of the following criteria. They must be currently employed full-time in, or have been employed full-time in the past in:~~
 - i. ~~Florida licensed PE or professional experience in engineer;~~
 - ii. ~~Florida-licensed architect or professional experience in architecture;~~
 - iii. ~~Florida-licensed attorney with professional experience in land use and zoning law;~~
 - iv. ~~Certified planner (AICP) or professional experience in urban and regional planning;~~
 - v. ~~Florida-licensed general contractor or a construction management professional, construction project manager, construction superintendent or construction estimator;~~
 - vi. ~~Registered interior designer or professional experience in interior design;~~
 - vii. ~~Florida-licensed landscape architect, arborist or professional experience in horticulture;~~
 - viii. ~~Education and/or experience in sustainability and resiliency, which may include environmental science;~~
 - ix. ~~Florida- licensed broker or real estate;~~
 - x. ~~Other related profession.~~
 - 2) ~~The professional two remaining All members shall must be residents of the town for a minimum of one (1) year. and they are not required to possess any professional license or professional designation.~~
 - 3) Each member of the design review board shall serve for a two-year term unless they resign, are no longer able to serve, or are otherwise removed as set forth in subsection (d).

- b) *Staggered board Term.* ~~The design review board shall be a staggered board. As such, as a one-time event in 2020, three of the seven appointed members appointed by the town council (who shall be selected randomly through a lottery type drawing") shall serve on the design review board for a one-year term. After the 2020 appointments, each member shall be appointed to serve on the design review board for two (2) year terms as set forth in subsection (a), above. Effective January 2025, all members of the Design Review Board must submit a new application to be considered for reappointment. The Design Review Board will operate on a staggered term basis. As a one-time adjustment in 2025, three of the seven members appointed by the Town Council will be selected randomly through a lottery process to serve one-year terms. Following these 2025 appointments, all subsequent members will be appointed to serve two-year terms as outlined in subsection (a) above.~~
- c) *Appointment to the Design Review Board.* Each Town council member shall submit one ~~or more~~ persons as candidates for consideration by the town council for appointment to the Design Review Board. All candidates are required to complete the Town's advisory board/committee application. Both new candidates and current members seeking reappointment must submit the necessary documentation. Along with the completed application, candidates must provide a cover letter, a resume, and evidence of their professional qualifications. If applicable, candidates must also include their license number. The members of the Design Review Board shall be appointed by resolution by the Town Council. All application documents must be emailed to the Town Clerk before any deadline.
- 1) The Town Council shall appoint seven (7) board members by the majority vote of the Council present at the meeting. In order for a candidate to be appointed to the design review board, the candidate must meet the membership requirement of subsection (a) and must be approved by at least four (4) town council members.
 - 2) The Town Council shall take into consideration a candidate's educational, technical, and professional experience. The candidate's profession, degrees, and training in engineering, architecture, planning, or other mobility safety matters shall be taken into consideration by the Town Council when appointing members.
- d) *Vacancies.* ~~Should a design review board member resign, lose the residency requirement of subsection (b), be removed pursuant to subsection (d), or otherwise~~

~~not be able to serve on the design review board for whatever reason, the member's vacancy shall be filled pursuant to subsection (b). In the event that a Design Review Board member resigns, fails to meet the residency requirement specified in subsection (b), is removed in accordance with subsection (e), or is otherwise unable to fulfill their duties, the Town Clerk shall issue a public notice to announce the vacancy. The Town Council shall then appoint a new member to fill the position by a majority vote of the Council members present at the meeting.~~

- e) ~~Removal of members.~~ The Town Council, upon vote of at least five (5) Council members, may remove any Design Review Board member, with or without cause, at any time. Any member who misses three (3) consecutive regularly scheduled design review board meetings or misses five (5) meetings in any 12-month period may be removed from the design review board. The Town Council may remove any member of the Design Review Board at any time, with or without cause, by a vote of at least five (5) Council members. A member may be removed if they miss three (3) consecutive regularly scheduled meetings or a total of five (5) meetings within any 12-month period.
- f) *Meetings.* One regularly scheduled Design Review Board meeting shall be scheduled monthly, in the evening on the first Tuesday of every month, or, if a different meeting date is deemed necessary, then the meeting can be rescheduled to a date to be selected by the board chair or the town manager, except that no regularly scheduled meetings shall be held in the months of July and December. If additional meeting(s) are desired, the chairperson, or ~~at least~~ a minimum of two (2) members of the board, or the mayor, or ~~at least~~ a minimum of two (2) Town Council members, may request a meeting, subject to availability and approval by a majority of the board members. The Town Clerk shall be responsible for publishing public notice of all Design Review Board meetings.
 - 1) No item may be discussed for longer than 45 minutes ~~absent a successful~~ without a motion to extend the time for discussion time, which shall be done only in increments not to exceed 15 minutes.
 - 2) Meetings of the Design Review Board shall conclude by 11:00 p.m., provided that any item which has begun to be heard by the board before 11:00 p.m. shall be allowed to proceed until there is a board vote on the item (subject to the 45 minutes limit established above). Any unfinished business shall be deferred to the next meeting.
 - 3) There will be a two (2) minute time limit for each speaker during public comments.
- g) *Officers.* One member shall be elected by the Design Review Board as chairperson. One member shall be elected by the Design Review Board as vice-chairperson. The

chairperson and vice-chairperson shall serve a term of one (1) year. A new election shall occur at the conclusion of the one (1) year term. In the event that the chairperson position becomes vacant within the one-year term, the vice-chairperson shall be appointed as chairperson for the duration of the prior chairperson's term and the Design Review Board shall elect a member to the vice-chairperson position for the duration of the prior vice-chairperson's term. The chairperson shall preside at overall Design and Review Board meetings. In the chairperson's absence, the vice-chairperson shall preside. ~~The chairperson Town Clerk shall submit any and all reports and recommendations of the Design Review Board to the Town Council, at the following month's Council meeting. The town shall provide a secretary for the design review board, and~~ The Town Clerk shall be the custodian of all records, books, and journals of the design review board.

- h) *Quorum.* Four (4) present members shall constitute a quorum.
- i) *Attendance.* Any members who miss three (3) consecutive regularly scheduled Design Review Board meetings or miss five (5) meetings in any twelve (12) month period may be removed from the design review board.
- j) [Rules, regulations.] The Town Council shall promulgate such rules and regulations as may be reasonably necessary to govern the operations of the design review board in the performance of its duties. Proper public meeting decorum shall occur, with respect for landowners, developers, board members, speakers and design professionals. In the absence of contrary rules approved by the town as to any matter, Robert's Rules of Order, Newly Revised, shall govern.

Over 31 years in the real estate industry, involving buying, selling, and leasing properties. Skills: Expertise in market analysis, property valuation, negotiation, and client relationship management. Achievements: Successful completion of numerous real estate transactions, including residential, and investment properties. Licensing: Holding a valid real estate broker license, with continuous education to stay updated on industry regulations and trends. Co-op and condominium Board Membership: Role: Serving on the board of a cooperative and condominium housing corporation, which involves making decisions about the management and maintenance of the property. Responsibilities: Participating in board meetings, reviewing financial statements, approving budgets, and addressing resident concerns. Governance: Ensuring compliance with bylaws, regulations, and legal requirements, and working collaboratively with other board members and property management. Community Engagement: Engaging with residents to understand their needs and improve the living environment within the co-op and condominium.

I (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Janet Adler

Digitally signed by Janet Adler
DN: cn=Janet Adler, o=Janet Adler Realty,
Ltd, ou, email=JAdler115@aol.com, c=US
Date: 2024.12.03 21:28:19 -05'00'

12/3/24

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: **Perfect**

Absent: **Perfect**

Years served: **15 + ye**

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

JANET ADLER
10350 W Bay Harbor Drive
Bay Harbor Islands, Fl. 33154
(212) 427 3809 – (917) 834 2246
Janet@Janetadlerrealty.com

WORK EXPERIENCE

REAL ESTATE BROKER

1995 - present

Janet Adler Real Estate

Janet Adler Real Estate was incorporated in 1995 to accommodate a developing referral business and has consistently had a combination of sales and rentals in the multi millions of dollars both in Manhattan, Brooklyn and Las Vegas, Nevada. Running the company has entailed networking, advertising, establishing pricing, negotiating, having board packages completed in a timely manner, directing open houses and closing the sale. Keeping abreast of the market via classes and literature has been an important function of the job. In 2023 I hired a Florida broker to represent the Company in State.

SALES ASSOCIATE – ASSOCIATE BROKER

1991 - 1995

Feathered Nest

During the first months at Feathered Nest I developed a sales manual for the company which was given to all of the employees. The following years I learned the buildings, rented a number of apartments, became an associate broker and started to emerge as a sales broker. .

DISTRICT MANAGER

1971 - 1990

ADLER BUSINESS MACHINES

I was the first female District Manager working for a National Company in America. I covered three States; part of New York, all of New Jersey and all of Connecticut. My responsibilities included representing the company to major corporations, assigning dealers to an area and setting their goals. I was also responsible for the training of their salespeople with our product line. I was fortunate to win a number of sales contests which afforded me the opportunity to travel to a number of different Countries. My territory had the largest sale in the history of the company; 7,000 typewriters to The Aetna Insurance Company. During the 21 years I was with Adler Business Machines the company was merged or sold three times. When it was sold to Olivetti the management decided to discontinue all outside sales personnel.

PERSONAL EXPERIENCE

I moved to Bay Harbor in 2012 for the second time. I first moved to Bay Harbor in 1957 and am pleased to see that the building I moved in to over 60 years ago still stands. In 2016 my partner and I started a Farmers Market in Bay Harbor. I have been on the Board of Island Pointe for four (4) terms. I joined Planning and Zoning just before the name was changed to Design and Review



TOWN OF BAY HARBOR ISLANDS
APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing
Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

Design Review Board [X] Parks & Recreation Committee [] Charter & Ordinance Committee [] Sustainability & Resiliency []
Application is for: [] New Appointment [X] Re-submission [] If you currently serve on a Board, please state which Board: Design Review [v]

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Alan Bebchik E-Mail: abebchik@gmail.com Residency Years: 11-15 years [v]

Residential Address 1025 92nd St Apt 806 Bay Harbor Islands, FL Zip Code: 33154

Telephone number: Cell number: 3053189016 Business number:

EDUCATION:

High School: Michael Krop Location: Gainesville, FL

College: University of Florida Location: Gainesville, FL

Year Completed: 1 Degree: Bachelors of Art Major: Civil Engineering

Other professional or technical training (Name of School, course name, etc.)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: Inforge

Address: 1950 S Ocean Dr, Hallandale

Title: VP of Business Developer Years of Service: 1

If you are applying for the Design Review Board, please check one of the following professions. Florida licensed PE or professional experience in en [v]

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

I am a civil engineer that started my career in the construction industry as a project manager with a graduate degree in Construction Project Management and a MBA.

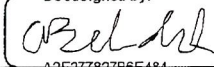
Enter any specific expertise and/ or abilities.

Have been serving in the Planning and Zonning since 2016 and currently serving as the vice chair

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

DocuSigned by:


2/11/2025

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

2024 - 9 Meetings

Present:

Absent: *1*

Years served: *2016*

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | <input type="checkbox"/> SEAT 7 | | | |

Alan Bebchik
1025 92nd St | Miami, FL 33154
(305) 318-9016 | abebchik@gmail.com

EDUCATION

THE UNIVERSITY OF CHICAGO BOOTH SCHOOL OF BUSINESS

Master of Business Administration

Chicago, IL
Sep 2013 – Aug 2015

NORTHWESTERN UNIVERSITY

Master of Science in Project Management

Evanston, IL
Sep 2011 – Jun 2012

UNIVERSITY OF FLORIDA

Bachelor of Science in Civil Engineering

Gainesville, FL
Aug 2005 – Dec 2009

EXPERIENCE

Inforge

Vice President of Business Development and Partnerships

Miami, FL
Feb 2024 – Present

- Lead Business Development, Partnerships and Marketing at Inforge, a Salesforce Consulting partner

NOWPORTS

Country Manager

Miami, FL
Oct 2022 – Sept 2023

- Launched the US market for Nowports, a logi-tech unicorn based in Mexico. Managing Sales, Operations, Marketing, Finance, Procurement, HR with full 7 digit P&L ownership. Manage a team with presence in the US, Mexico, Colombia and Chile
- Managed to deliver 97% of our sales quota in the first six months of operations contributing to 70% of our sales volume
- Delivered our operating model for the US market, being fully compliant with the Department of Transportation on all modalities of transportation (Ocean, Air and Ground)
- Over execution of our forecast in gross profit forecast by 28% and EBITDA by 25% by rightshoring our team for lean operations
- Awarded the key to the city by Mayor Levine Cava in partnership with the Beacon Council being a project company in Miami

THE ROUNDS

General Manager

Miami, FL
Mar 2022 – Oct 2022

- Launched the Miami market for The Rounds, overseeing Operations, Marketing, and Business Development with full P&L ownership. Manage an organization of over 40 FTE
- Responsible for innovation in our market, from expanding into new modalities of transportation, to being the first market to stand up reverse logistics of our operations
- Led our Lifecycle Marketing and Product teams, growing Average Order Value by 10% MOM by shipping new product features and coordinating weekly marketing campaigns for all of the company's members

GOOGLE

Launch Program Manager LATAM

Miami, FL
Jul 2021 – Mar 2022

- Responsible for launching all new and expansions Google Nest Hardware products across the LATAM region
- Coordinate new product launches end-to-end across 50 different cross-functional teams in 12 different countries
- Drive the strategy and growth for the region, navigate the organization in order to unblock problems and keep projects on schedule and on budget helping drive a portfolio of over \$50M in revenue

SPIN

General Manager

Miami, FL
Aug 2020 – Jul 2021

- Responsible for leading the Florida Operations across nine markets. Own the P&L and manage a team of over 100 FTE
- Responsible for launching four new markets from the ground up from forecasting, to RFP response, to launch coordination
- Grew revenue by 250% since joining the company by launching new markets and growing our presence in existing markets
- Manage our relationships with city officials and university partners throughout the state while representing the company with the press or any type of media coverage in our markets

UBER

General Manager

Miami, FL
Mar 2020 – Jul 2020

- Responsible for launching Uber Works marketplace for South Florida. Grew revenue 100% each week in first months
- Provide temporary workers to businesses with flexible on-demand job opportunities while maintaining our fill rates at over 98%
- Hired, onboarded, trained, and supervised a team of 10 FTEs - conducting weekly one-on-ones and coaching on progress

- Own and manage our P&L. Carve out strategic initiatives with the other Uber business lines while actively supporting and managing our sales funnel

AVINODE GROUP

Miami, FL

Business Operations & Strategy Manager

May 2018 – Mar 2020

- Responsible for setting up the PMO for Avinode Group's two largest business units and delivering a cross functional portfolio of projects throughout the project lifecycle – driving projects from discovery, design, build, adoption, review, and closing
- Increased revenue yield by 20% after launching a revenue operations team. Conducted extensive research to define our pricing and packaging structure using Max/Diff analysis, linear programming, and Van Westendorp analysis
- Launched Paynode, the world's first Fintech solution for the private aviation industry, by leveraging partnerships with global financial providers. Led the product and business development teams
- Established the charter and strategy definition of our Customer Success group working with the product, sales, support and marketing teams to grow our Customer Success capabilities. Projects included: NPS survey deployment, in-system product tours, in-system chat implementation, deploying a new on-demand webinar tool, and launching a customer online academy
- Defined Scedaero's commercial strategy, customer segmentation, and execution, reducing our lead cycle time by 2 months
- Transition the company from on-premise telephony system to a global cloud VoIP solution saving \$10,000 in annual costs

SONDER

Miami, FL

Operations Manager

Jul 2017 – May 2018

- Substantially Improved NPS by 50% in first three months by conducting in-depth data analysis and by training the team
- Created dashboards to monitor recurrent obstacles at check-in and to analyze properties that were underperforming. Reduced direct costs by 35% by renegotiating contracts with telecom and other vendors

CAPGEMINI

Chicago, IL

Project Manager

Jan 2017 – Jul 2017

- Lead the Project Management Office for a six-year, \$158 million engagement with a Fortune 500 cruise line
- Developed short-term strategic plan and managed cross-functional executive team through the "Managed in Place" phase, successfully transitioning 168 employees to Capgemini
- Capgemini top performer in years 2013, 2014, 2016, and awarded excellence performance incentive in year 2014

Service Delivery Manager (Acting)

Mar 2014 – Jan 2017

- Collaborated 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
- Supervised off-shore consulting team to ensure efficient delivery of KPIs while maintaining contribution margins

Senior Application Analyst

Jul 2012 – Mar 2014

- Re-engineered on-boarding process for all of business unit accounts, increasing internal staffing turnaround
- 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

BEDECO

Miami, FL

Project Manager

Jan 2010 – Aug 2011

- Managed construction of residential and commercial building projects valued at over \$10MM, completing projects on schedule and on budget by managing a team of cross-functional contractors

ADDITIONAL

- Native Spanish; fluent Hebrew; conversational Portuguese



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[X] Design Review Board [] Parks & Recreation Committee [] Charter & Ordinance Committee [] Sustainability & Resiliency

Application is for: [X] New Appointment [] Re-submission [] If you currently serve on a Board, please state which Board: Parks & Recrea

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: KAI K. CHEN E-Mail: kaichenmiami@gmail.com Residency Years: 2 years

Residential Address 9940 W BAY HARBOR DR UNIT 6ES Bay Harbor Islands, FL Zip Code: 33154

Telephone number: 305 307 4080 Cell number: 305 307 4080 Business number: 305 307 4080

EDUCATION:

High School: Great Neck South High Location: GREAT NECK, NY

College: Pratt Institute School of Architecture Location: BROOKLYN, NY

Year Completed: 1999 Degree: Bachelor of Architecture Major: Architecture

Other professional or technical training (Name of School, course name, etc.)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: Cosmore Real Estate Group

Address: 1200 Brickell Ave, Ste 1103

Title: Luxury Sales Associate Years of Service: 2022 - CURRENT

If you are applying for the Design Review Board, please check one of the following professions. Florida- licensed broker or real estate

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

20+ Years Senior Project Architect/Lead Designer - Hi-End Res

Enter any specific expertise and/or abilities.

Please refer to candidate Cover Letter and Resume

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

2/11/2025

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: **Perfect**

Absent: **Perfect**

Years served: **15 + ve**

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | <input type="checkbox"/> SEAT 7 | | | |

KAI CHEN

9940 W BAY HARBOR DR 6ES MIAMI, FL 33154
305-307-4080 • kaichenmiami@gmail.com

January 19, 2024

COVER LETTER

Dear Yvonne Hamilton,

Herewith this cover letter please find my resume.

I am writing to express my interest in the BHI Design Review Board position as a resident volunteer and ally to my community.

I am a former New York City boutique high-end residential architect with 20+ years of experience in designing and building luxury homes with a niche specialization in NYC condo gut renovations and all the politics that entails.

I bought a unit in Kai Condo on Bay Harbor Islands in mid July 2021 as a remote investment from NYC but quickly fell in love with BHI and Miami as a place where my soul feels good. I came to my better senses and decided to move from NY to Miami for a healthier and sunnier life after an arduous yet thrilling (at times) career in high-pressure, high-stakes architecture.

I am a year into my second act in a new career as real estate agent to parley my years of architectural knowledge to help people find their dream home. Recently, I've had to intensively research condo units and schedule many showings for a client interested in purchasing a home on BHI which has helped me gain insight to the character of our neighborhood in relation to what others want it to become; the hard part is balancing preservation amid imminent expansion.

It is with this idea and spirit that I volunteer my experience and ask if I can be of service to the current BHI Design Review Board of my beloved hamlet.

Please let me know if you would like to meet me in person or other board members; I'm a 5-minute walk away!

Thank you in advance for your time and consideration.

Very best,



Kai Chen
305-307-4080 Kaichenmiami@gmail.com

Enclosure: Kai Chen Resume 1-19-2023 (1 page)

KAI CHEN

9940 W BAY HARBOR DR 6ES MIAMI, FL 33154
305-307-4080 • kaichenmiami@gmail.com

PROFESSIONAL EXPERIENCE

Real Estate Agent | **Luxury Sales Associate**
Cosmore Real Estate Group 2023 to Current

- Establishing myself as a diligent agent who does the footwork and research in earnest advocacy for my clients and customers.
- Having fun using my architectural background to help people search and find their dream home or sturdy investment.

Self-Employed Day Trader | **Principal**
East-Ninth Investors LLC 2018 to 2023

- Learned the highs and lows of managing my own money.
- Delighted in travel.

Senior Project Architect | **Lead Designer** | **Mentor to Junior Staff**
Antonelli Architects, PLLC 2001 to 2018

- Designed and managed projects for the firm's high-profile clients from I-bank CEOs to actors.
- Seasoned at client presentation meetings and formed joyously candid relationships with them.
- Specialized in gaining expedited approvals for complex projects involving condo boards, management companies, and condo reviewing architects and engineers as well as NYC DOB permit filing.
- Filtered and actioned all facets of the project, from material to financial to aesthetic to political, while representing the client's interests.
- Designed and detailed every aspect of each project, from floor plan to toothbrush holder.
- Team built and mentored project staff for the duration of each project, typically lasting two years.
- Staunch advocate for clients' bespoke wishes for their dream home, including budget & move-in date.
- Skilled problem-solving in high-stakes design, on-site construction and high-pressure project politics.
- Interviewed and hired staff talent and developed summer internship program.
- Established strong professional relationships with a spectrum of vendors and sub-contractors.
- Sold and designed for each project; door, window, hardware, lighting, audio-video systems, security/telephone, packages as well as specialty finishes to boost the firm's profits per project.
- Tactful negotiator of construction contracts and vendor services.

Self- Education Travel | **Self**
Gap Year 1999 to 2001

- Traveled to experience the buildings, sites and ruins in their respective countries and cultures that inspired me during my studies of both historic and modern architecture.

EDUCATION

Bachelor of Architecture | **5 Year Undergraduate Degree**
Pratt Institute, New York 1993-1999 + Semester Abroad

Enter any specific expertise and/ or abilities.

Florida Bar Number 0988278

ACKNOWLEDGMENT (Check Below:)

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- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

/s Jed Frankel

11/19, 2024

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

2024 - 9 meetings

Present: *8*

Absent: *1*

Years served: *2014 - 2021*
2022 - 2024

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

JED FRANKEL
1231 99th Street
Bay Harbor, FL 33154
(954) 684-3404
jedfrankel@yahoo.com

EXPERIENCE

- **HILLS FUNKY BAKERY**
www.hillsfunkybakery.com
@hillsfunkybakery
Co-founder
March 2021-present
- **OFFICE OF THE GENERAL COUNSEL, 11th JUDICIAL CIRCUIT**
1351 NW 12th Street, Miami
Assistant General Counsel
November 2021-present
- **EISINGER, BROWN, LEWIS, FRANKEL & CHAIET, P.A.**
4000 Hollywood Boulevard, Suite 265-South, Hollywood, FL
Attorney
2006 – 2020
- **TOWN OF BAY HARBOR ISLANDS PLANNING AND ZONING BOARD**
Volunteer Board Member
2014-2020
- **TOWN OF BAY HARBOR ISLANDS CHARTER REVIEW COMMITTEE**
Volunteer Board Member
2005-2007

EDUCATION

- **UNIVERSITY OF FLORIDA COLLEGE OF LAW**
Juris Doctor *with honors*
Gainesville, FL
May 1993
- **EMORY UNIVERSITY**
Bachelor of Arts *summa cum laude*
Atlanta, GA
May 1990

Yvonne Hamilton

From: Jed Frankel <jedfrankel@yahoo.com>
Sent: Tuesday, November 19, 2024 7:00 PM
To: Cynthia Garcia; Yvonne Hamilton
Subject: Re: Board Application
Attachments: Application_Jed Frankel.pdf

Hello Yvonne and Cynthia.

Attached is my complete re-application for the Design Review Board. Please be aware that some of the fields, such as location under Education, on the pdf did not input correctly. I therefore included the information in the adjacent field.

Thank you and if you have any questions, please feel free to call me.

Best,

Jed Frankel
jedfrankel@yahoo.com
(954) 684-3404

On Thursday, November 14, 2024 at 05:07:35 PM EST, Cynthia Garcia <cgarcia@bayharborislands-fl.gov> wrote:

Good afternoon,

Please see attached Board application to apply.

Should you have any questions, please feel free to contact our office.

Thank you,

Cynthia Garcia-Lima, CMC

Deputy Town Clerk

Town of Bay Harbor Islands

1030 95th Street

Bay Harbor Islands, Florida 33154

305.866.6241 | Main

Email: cgarcia@bayharborislands-fl.gov

Website: www.bayharborislands-fl.gov



Please note: Florida has a very broad public records law. Most written communications to or from Town officials regarding Town business are public records available to the public and media upon request. Your email communications may therefore be subject to public disclosure.



TOWN OF BAY HARBOR ISLANDS

APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing

Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

Design Review Board [checked] Parks & Recreation Committee [] Charter & Ordinance Committee [] Sustainability & Resiliency []

Application is for: [checked] New Appointment [] Re-submission [] If you currently serve on a Board, please state which Board: Parks & Recrea

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Susan Kelly-Gilbert E-Mail: skellygilbert@gmail.com Residency Years: under 6 months
Residential Address: 9341 E. Bay Harbor Dr 5D Bay Harbor Islands, FL Zip Code: 33154
Telephone number: 305.865.1192 Cell number: 719.238.3031 Business number:

EDUCATION:

High School: Msgr. Pace H.S. Location: Opa-locka, FL
College: FIU Location: Miami, FL
Year Completed: 4 Degree: BA Major: Marketing / Business Adm

Other professional or technical training (Name of School, course name, etc.)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: Retired - Evening Post Industries
Address: 107 Journal Alley, Summerville, SC 29483
Title: Publisher Years of Service:

If you are applying for the Design Review Board, please check one of the following professions. Florida-licensed landscape architect, arborist or profess

Other profession: Publishing

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee: Involved in expansion projects for printing and distribution facilities

Enter any specific expertise and/ or abilities.

Involvement in expansion projects for printing and distribution facilities.
Excellent track record in sales and marketing, +30 years experience
in operational management, Leader in communication and media.

ACKNOWLEDGMENT (Check Below:)

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- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
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Board/Committee Members are required to file a financial disclosure statement each year.

Susan Kelly-Gilbert
Signature of Applicant

February 11, 2025
Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: Perfect

Absent: Perfect

Years served: 15 + ve

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

SUSAN KELLY-GILBERT

9341 East Bay Harbor Drive, 5D
Bay Harbor Islands, Florida 33154
719.238.3031(m)
skellygilbert@gmail.com

Career Summary and Objectives

Extensive sales and marketing leadership experience in defining and developing business opportunities in both traditional and new media environments. Seeking to align this experience with an organization looking toward the future in their daily efforts. Strong professional attributes:

- Entrepreneurial spirit and behavior
- Values partnerships and their relationship to success
- High energy and a sense of urgency
- Customer focused and market sensitive
- Respect for technology, data and its contribution to success
- Proven ability to drive revenue and market share

PROFESSIONAL EXPERIENCE

SUMMERVILLE COMMUNICATIONS – Summerville, SC
Evening Post Industries
Publisher

2019 to 2020

Oversaw 4 publications in Dorchester; Berkeley and Georgetown Counties. Responsibility for total operating budget with this group of publications. Lead a sales team of 12 account executives with responsibility for producing nearly \$4 million in revenue. Collectively, the largest revenue producing group in a group of four and the most profitable. Also, responsibility for 7 reporters and content in both print and digitally. Oversaw 7 newsletters. Produced 5 community events annually. Achievements included:

- Increasing event revenue 50%;
- Developing sales plans for newsletters and promotional content;
- Re-organizing our sales team to produce more field time with customers;
- Establishing proven sales techniques for customer needs analysis;
- Introducing and implementing a CRM;
- Key Performance Indicators established and standards of performance;
- Developing programs and incentives to drive sales

TIMES FREE PRESS – Chattanooga, TN
WEHCO Media
Sales Director

2017 to 2019

Lead a small group of sales reps to top performance over a nearly 3-year period. This included increased sales in events revenue; developing new revenue programs; key performance indicators established for award winning performance; re-organizing the work group to produce more sales time in the field and increased revenue. Established motivation and training programs to improve employee job satisfaction.

SUSAN KELLY-GILBERT

INDEPENDENT MAIL – Anderson, SC
Gannett
President and Publisher

2012 to 2016

As both the publisher and revenue leader, I have improved the expense profile and consistently bettered the organization's profitability. Leading an organization of 80 employees and \$12 million in total revenue, we have developed creative programs to sustain the organization's market share that has resulted in circulation revenue growth, lower distribution costs and new advertising programs. Took an organization from being in the red to the black in under 3 years. Efforts involved both revenue growth and cost control to achieve this result

E.W. Scripps Company – Knoxville, TN
Sr. Director of Sales and Product Support

2010 to 2012

Lead the strategic planning, support and execution associated with corporate partnerships (Yahoo!, Zillow, Monster), vendors and products focused on the key verticals of Automotive, Real Estate, Recruitment and Display at Scripps 13 newspaper properties. These efforts, with a staff of four Product Managers, included training and market support for sales, execution and fulfillment associated with revenue and market share growth in these business segments. Key involvement over the nearly 2 years included negotiation of the Monster contract; Zillow contract; launch of the new, upgraded Automotive and Real Estate portals; launch of P&D initiative; evaluation of digital product ordering and fulfillment; administration of The Scripps' Achievers Award program.

Media News Group – Denver, CO
Director of Multi-media Sales, Real Estate

2008 to 2010

Developed and lead the strategic and tactical cross-platform efforts in the Real Estate vertical for all 54 properties. Oversaw \$21,000,000 in revenue in print, on-line and emerging technological platforms. Active in line sales efforts and training. Responsible for all analysis of both planning and results from market and partner efforts; provided on-going market overviews property by property; developed sales tools and materials for the properties and customized programs market by market.

Accomplishments included:

- Improvement in the properties sales, resulting in a consistent top 4 revenue placement among all Consortium members;
- Supported and guided the California Newspaper Partners in developing 2010 strategies for all their properties;
- Rolled out the mobile platform and efforts in nearly a dozen properties that will result in over \$500,000 in new revenue in fiscal 2010/2011.

DIGITAL MEDIA COMMUNICATIONS, INC. – Denver, CO
VP of Sales, Mountain Region

2007 to 2008

Provider of on-line video products to newspapers and directory publishers. Grew the client list by 20% in 12 months. Worked with clients in the Western US and Canada that included McClatchy, Lee, CanWest, Belo, Media News Group and Hearst. New clients and market share growth came from: Freedom Communications, Inc., Journal Communications (Milwaukee Journal Sentinel), The Star Tribune Company and Landmark Communications' Dominion Enterprises.

SUSAN KELLY-GILBERT

THE COLORADO SPRINGS GAZETTE **Freedom Communications** VP of Sales and Marketing

2004 to 2007

Directed a staff of 96 sales associates and 16 marketing associates to support a \$60 million revenue operation. In the Marketing area, I established a high level of commitment to research data and its use to grow market share. This included: formal research efforts; a new media kit; introduction of presentation tools; and programs that identify new business opportunities within the market and focus sales/marketing support toward acquiring new clients.

Accomplishments included:

- Established a partnership with CareerBuilder, the first in Freedom Communications, which produced an incremental \$1.2 million in the first year;
- Directed the launch of Your Hub, a user generated community (zoned) publication and on-line channel that had 260,000 page views monthly within 90 days and was on plan (both the P&L and site metrics);
- Grew on-line revenue from 3% share of revenue to over 6% for a +280% increase in on-line revenue;
- Expanded a custom direct mail operation that doubled revenue in 1 year;
- Grew Local revenue approximately +10% in a two-year period;
- Grew market share by 2 percentage points in 2005;
- Reduced expenses by \$400,000 by bringing in-house the TMC product;
- Developing an employment TMC publication that brought in \$1,000,000 incremental revenue and took that business unit into the black its first year of operation;
- Established a formal training program for new hires and an on-boarding process to improve retention;
- Directed stronger sales efforts for niche and focus publications that helped grow market share;
- Introduced technology into the workplace that produced both cost savings and revenue, including Virtual Ad Taker, MSG-CP-ADs/MMS, Classified self-serve;
- Directed a sales effort that resulted in \$500,000 for the newspaper's new, redesigned TV Book;
- Assumed responsibility for supporting all Circulation marketing in 2005 including acquisition and retention efforts.

THE AUGUSTA CHRONICLE **Morris Communications** Director of Sales and Marketing

2002 to 2004

Directed a staff of 40 with revenue of \$30 million. The focus for success was in reorganizing the talent to grow local sales in print and on-line, maximizing opportunities with niche publications and KPIs.

Accomplishments included:

- On-line sales grew +50% year over year in 2004;
- Niche publications averaged 30% ahead of 2003;
- Local revenue increased 20% in the first year;
- Directed first market study in five years and co-chaired the 2004 Strategic Planning Group.

INFINET – Norfolk, VA **Gannett** Vice President Business Development

1999 to 2001

An internet access and service provider that helped newspapers on-line in the early development of their local digital products and services, I was responsible for building and developing a sales and marketing division with focus on non-owner publishing properties and brand awareness. Revenue from non-owner clients doubled in two-year period. Acquired top 10 media clients including Tribune Company (Chicago Tribune, LA Times), Cox Newspapers (Atlanta Journal Constitution), Chicago Sun Times and Freedom Communications.

SUSAN KELLY-GILBERT

Landmark Communications, Inc. – Norfolk, VA

1996 to 1999

THE FLAGSHIP

General Manager

Operating responsibility for the official Navy military newspaper in the region and the largest in the United States, with a \$1.6 million revenue base and an operating budget of \$1.3 million. Through the first half of 1999 outperformed operating budget by 67% and increased revenue by 18% over the prior year. Led a staff of two managers, commission only account executives, and four operational/production staff.

PORTFOLIO WEEKLY

Advertising Director

Responsible for display and classified advertising for Hampton Roads' leading weekly alternative publication. Annual revenue base of \$1.3 million. Managed a staff of six display account executives and three telemarketing representatives. Increased display revenue 27% and classified revenues by 53% in this time period. Increased advertiser mix and ad count by 50%. Implemented a team-based approach for sales and the creative support staff.

MIAMI HERALD PUBLISHING COMPANY – Miami, FL

1974 to 1987,

Knight Ridder

1988 to 1995

Assistant Display Director, Retail Advertising

Responsible for small-to-medium size accounts with revenue of \$30 million annually. Staff of four sales managers and 47 sales associates, including a commission-only sales staff. Focused on training, customer relationships and new business development. During this period, implemented commission-only sales staff that resulted in \$5 million in new business in 18-month period.

Other areas of responsibilities during my tenure at MHPC included: Regional Sales Manager, Broward County; Assistant Classified Manager, Inside and Outside sales; Major Accounts Manager, Financial, Shopping Centers, Amusements and Advertising Agencies; Executive Assistant, VP of Marketing and Advertising

EDUCATION: Business Administration, Marketing Major
Florida International University



TOWN OF BAY HARBOR ISLANDS
APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing
Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

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[x] Design Review Board [] Parks & Recreation Committee [] Charter & Ordinance Committee [] Sustainability & Resiliency

Application is [] New Appointment [] Re-submission [] If you currently serve on a Board, please state which Board: for:

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: MOSHE GOLDSHTEIN E-Mail: MOISH.GOLDSHTEIN@GM Residency Years: 6-10 years

Residential Address 9755 BROADVIEW TER BAY HARBOR ISL Bay Harbor Islands, FL Zip Code: 33154

Telephone number: Cell number: 323.633.8741 Business number:

EDUCATION:

High School: Location: Brooklyn, NY

College: United Lubavitch Yeshiva Location: Brooklyn, NY

Year Completed: 2009 Degree: N/A Major: Talmudic Study

Other professional or technical training (Name of School, course name, etc.)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: One Sothebys International

Address: 9588 Harding Ave

Title: Real Estate Professional Years of Service: 2009

If you are applying for the Design Review Board, please check one of the following professions. Other related profession

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

Enter any specific expertise and/ or abilities.

ACKNOWLEDGMENT (Check Below:)

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- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

DocuSigned by: **Board/Committee Members are required to file a financial disclosure statement each year.**
Moshe Goldstein
 553A71912C2C4E4...

2/17/2025

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present:

Absent:

Years served:

The Council member nominating the applicant:

- Mayor Joshua D. Fuller
- Vice Mayor Isaac Salver
- Council Member Stephanie Bruder
- Council Member Molly Diallo
- Council Member Teri D'Amico
- Council Member Eric Rappaport
- Council Member Robert H. Yaffe

Elected:

- SEAT 1
- SEAT 2 (1 YEAR)
- SEAT 3
- SEAT 4 (1 YEAR)
- SEAT 5
- SEAT 6 (1 YEAR)
- SEAT 7

Moshe Goldshtein

Realtor | One Sotheby's International Realty

Applicant for the Bay Harbor Islands Design and Review Board

With a strong passion for real estate and community development, I bring years of experience in the luxury real estate market as a dedicated Realtor with One Sotheby's International Realty. Specializing in high-end residential properties, I have developed a keen eye for architectural design, market trends, and the evolving landscape of South Florida real estate.

My expertise extends beyond transactions-I actively engage with developers, architects, and homeowners to ensure that properties not only meet market demands but also enhance the aesthetic and structural integrity of our communities. As a Bay Harbor Islands resident, I value thoughtful urban planning and believe in preserving the town's charm while embracing innovation in design.

Joining the Design and Review Board presents an opportunity for me to contribute my real estate knowledge, market insight, and commitment to responsible development. I look forward to the possibility of working collaboratively to maintain the high standards of design and planning that make Bay Harbor Islands such a unique and desirable place to live.



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[x] Design Review Board [] Parks & Recreation Committee [] Charter & Ordinance Committee [] Sustainability & Resiliency

Application is for: [] New Appointment [] Re-submission [] If you currently serve on a Board, please state which Board: Design Review Board

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Steven Hurwitz E-Mail: steven.hurwitz@jll.com Residency Years: 11-15 years

Residential Address 1211 102 Street Bay Harbor Islands, FL Zip Code: 33154

Telephone number: Cell number: 305 970 5577 Business number:

EDUCATION:

High School: North Miami Beach Sr. High Location: Madison, WI

College: University of Wisconsin - Madison Location: Madison, WI

Year Completed: 5 Degree: BA Major: History

Other professional or technical training (Name of School, course name, etc.) MBA, Florida International University

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: Jones Lang LaSalle

Address: 200 S. Biscayne Boulevard,

Title: Senior Managing Director Years of Service: 5

If you are applying for the Design Review Board, please check one of the following professions. Florida- licensed broker or real estate

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

I have served on the board as Chair for several years and also serve as the Chairperson of the Facilities Committee for the Greater Miami Jewish Federation. I've also served in the past on Urban Land Institute (ULI) Board.

Enter any specific expertise and/ or abilities.

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Steven Hurwitz

Signature of Applicant

11/22/24

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present:

7

Years served:

2012

2024 - 9 meetings

Absent:

2

The Council member nominating the applicant:

- Mayor Joshua D. Fuller
- Council Member Molly Diallo
- Council Member Eric Rappaport
- Vice Mayor Isaac Salver
- Council Member Teri D'Amico
- Council Member Robert H. Yaffe
- Council Member Stephanie Bruder

Elected:

- SEAT 1
- SEAT 2 (1 YEAR)
- SEAT 3
- SEAT 4 (1 YEAR)
- SEAT 5
- SEAT 6 (1 YEAR)
- SEAT 7



Steven Hurwitz

Senior Managing Director, Agency Lead South Florida (Jones Lang LaSalle)

As Senior Managing Director and South Florida Agency Lead of JLL, Steven Hurwitz specializes in landlord representation for institutional investors, private equity firms, and local family offices. Steven has represented clients such as Deutsche Bank, Zurich Insurance, KBS Realty Advisors, Monarch, Tourmaline, CP Partners, Northwood, East End Properties, and Ivy Realty. Prior to JLL, Steven lead the firm's office leasing practice at CREC, which was acquired by Colliers International. Steven handled both landlord and tenant representation and played a key role in new business development. Steven served as Chief of Staff for Miami Beach Mayor Neisen Kasdin from 1995-2000. Following his tenure in government Steven supervised development and construction projects at Codina Group for clients including Prudential and JP Morgan, and was responsible for nearly \$60 million in office development projects.

Education

Mr. Hurwitz received a BA from the University of Wisconsin (Madison, Wisconsin) and earned an MBA at Florida International University (Miami, Florida). He is a graduate of the Greater Miami Chamber of Commerce's Leadership Miami program. Steven is currently is a licensed Florida Real Estate Broker.

Affiliations

Member of the Urban Land Institute's Southeast Caribbean District Council
Board Member of the Greater Miami Jewish Federation
Chairman of the Town of Bay Harbor Islands Design Review Board

Awards

Recipient of the Sandra C. Goldstein Young Leadership Award from the Greater Miami Jewish Federation



TOWN OF BAY HARBOR ISLANDS
APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing
Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited
Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

- Design Review Board
Parks & Recreation Committee
Charter & Ordinance Committee
Sustainability & Resiliency

Application is for: New Appointment
Re-submission
If you currently serve on a Board, please state which Board: Parks & Recreation

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: SIMON KOUMANA
E-Mail: grandwelcome.hollywood.fl@gmail.com
Residency Years: under 6 months

Residential Address: 9500 W Bay Harbor Dr
Bay Harbor Islands, FL
Zip Code: 33154

Telephone number: 954 213 8145
Cell number:
Business number: 954 694 7138

EDUCATION:

High School: PHD DENTAL
Location: PACIS (FRANCE)

College:
Location:

Year Completed:
Degree:
Major:

Other professional or technical training (Name of School, course name, etc.)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: GRAND WELCOME HOLLYWOOD / Property Management Company

Address: 4000 Hollywood Blvd

Title: owner - manager
Years of Service: 2022

If you are applying for the Design Review Board, please check one of the following professions. Florida-licensed landscape architect, arborist or profess

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

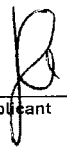
Enter any specific expertise and/or abilities.

I have already developed a building in Paris.

ACKNOWLEDGMENT (Check Below):

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
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- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.



Signature of Applicant

12 / 17 / 2024

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: Perfect

Absent: Perfect

Years served: 15 + ve

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

Simon KOUHANA

Married with LAURENCE

4 children

9800 W Bay Harbor dr / BAY HARBOR ISLANDS

Owner for 16 years

Education

Bachelor in law | 2001 | Lille university (France)

Phd in Dental surgery| 1993 | Strasbourg university (France)

Experience

Student residence manager | 2015-present

- Managing 40 apartments in student residencies
- Manage extra services for the students
- Direct repairing, collecting rents from the tenants, and is responsible for renovation
- Deliver excellent customer service: extra services to the tenants
- Follow-up call to ensure satisfaction

Dental clinic founder manager | Sante Care | 1996 - 2022

- Oversaw and launched, from construction
- Designed and layout the space: connections for electricity, AC, Internet, water

- Installed dental equipment. Direct day-to-day teams of 60 employees. Managing the clinic budget. Managing supplies.
- Successfully implemented 4 clinics in the business districts of Paris.
- Practice dental surgery specifically dental implant placements

Property manager | Grand Welcome Hollywood 2022 -present

- In charge of repairing, collect rents from the tenants, and is responsible for renovation
- MarketingFull management

Yvonne Hamilton

From: grand welcome <grandwelcome.hollywood.fl@gmail.com>
Sent: Tuesday, December 17, 2024 6:30 PM
To: Yvonne Hamilton
Cc: grand welcome
Subject: Re: APPLY AS A VOLUNTEER MEMBER OF THE DESIGN REVIEW BOARD
Attachments: Application.pdf; MY RESUME NEW .pdf

HELLO Ms HAMILTON

Hope you are well

Please I want to apply as a volunteer member of the Design Review Board

See attached the Application filled and my resume

Looking forward to meet you soon

Be well

Simon KOUHANA

On Mon, Nov 25, 2024 at 3:58 PM Yvonne Hamilton <yhamilton@bayharborislands-fl.gov> wrote:

Good afternoon:

Please submit the required application.

Thanks

Sincerely,

Yvonne P. Hamilton, CMC

Town Clerk

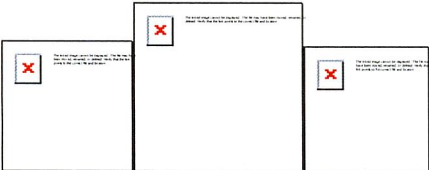
Town of Bay Harbor Islands

1030 95th Street

Bay Harbor Islands, FL 33154

Telephone (305) 866-6241, Extension 112

Email: yhamilton@bayharborislands-fl.gov



From: Grand welcome <managment.gw.hollywoodflorida@gmail.com>

Sent: Monday, November 25, 2024 3:56 PM

To: Yvonne Hamilton <yhamilton@bayharborislands-fl.gov>



TOWN OF BAY HARBOR ISLANDS
APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

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Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

Design Review Board Parks & Recreation Committee ^{2nd Choice} Charter & Ordinance Committee Sustainability & Resiliency

Application is ^{Re-}New Appointment Re-submission If you currently serve on a Board, please state which Board:

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Frances Neubut E-Mail: Drdenis16@aol.com Residency Years: under 6 months

Residential Address: 9920 West Broadview Drive Bay Harbor Islands, FL Zip Code: 33154

Telephone number: 305-865-8166 Cell number: _____ Business number: _____

EDUCATION:

High School: Patchogue High School Location: Patchogue, Long Island 11772

College: Ohio State University Location: 281 W. Lane Ave., Columbus, Ohio

Year Completed: 4 year degree Degree: (BS) Bachelor of science Major: Business Technology, and Health Care 43210

Other professional or technical training (Name of School, course name, etc.): _____

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/Previous Employer: Self employed

Address: 9920 West Broadview Drive

Title: Manager - Real Estate Years of Service: 11 years

If you are applying for the Design Review Board, please check one of the following professions. Florida-licensed landscape architect, arborist or profess

Other profession: Manager - Doctor's Office - 1060 Kane Concourse

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

Enter any specific expertise and/or abilities.

Previously on the Design & Review Committee
Previously on the Parks & Recreation Committee

Husband previously on the Charter & Ordinance Review Committee ... very knowledgeable of the Charter and the Ordinances for Bay Harbor Islands.

ACKNOWLEDGMENT (Check Below)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
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Board/Committee Members are required to file a financial disclosure statement each year.

Thomas Penkurt
Signature of Applicant

1-02-2025
Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: Perfect

Absent: Perfect

Years served: 15 + ve

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

From: Denis Neuhut drdenis1@yahoo.com
Subject: Mandatory Application for Appointment to the Design Review Board
Date: January 13, 2025 at 5:37 PM

To: yvonne Hamilton yhamilton@bayharborislands-fl.gov

Bcc: Josh Fuller jfuller@fullerlawyers.com, Isaac Salver isalver@bayharborislands-fl.gov, Robert Yaffe ryaffe@bayharborislands-fl.gov, Stephanie Bruder sbruder@bayharborislands-fl.gov, Molly Diallo mdiallo@bayharborislands-fl.gov, Teri Damico tdamico@bayharborislands-fl.gov, erappaport@bayharborislands-fl.gov



TOWN OF BAY HARBOR ISLANDS APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS



"REAPPOINTMENT" TO THE "DESIGN REVIEW BOARD."



Document_2025
-01-13_...42.pdf



Second Choice: "Charter & Ordinance Review Committee"

OTHER QUALIFICATIONS: Briefly describe any specific expertise and/or abilities that would pertain to your service on the DESIGN REVIEW BOARD:"

As a very young child my father, who was a Building Contractor would always on the week-ends take me on road trips of his Construction projects approved in Patchogue, Bellport, Shirley, West Hampton, and Riverhead. He would also teach me how to read these particular Development Site Plan approvals with following the Laws & Regulations when "improving" and "building" our "new" family home, and other residential, commercial factories, and shopping centers before they were completely built.

Then when I got married and moved to Florida, it was an awkward time for "Jews," and to join the "Bal Harbour Club? Therefore, we ended up buying a home at 9920 West Broadview Drive, and bought a building with my husband starting his own private "Gastroenterology" practice at 1060 Kane Concourse.

We were also very interested in becoming part of the Community, and had decided to become members of the (BHI) Citizens Coalition as well. This is where my husband became an "appointed" volunteer of the "Charter & Ordinance Review Committee," and I became an "appointed" volunteer and Secretary of the Design Review Committee.

Therefore, and at my age, I felt it was very important to "rejoin" the Design Review Committee" with being able with my extensive experience and knowledge from attending every single (1). Development Review Committee Meeting, (2). Town Council Meeting, and all of the other (3). Committee Meetings observing and saving records since 2005, I believe for the Committee and for the Town, I will be an asset in getting "new" young Town Citizens and Residents involved once more in our "Small Town."

Thank you,
A Concerned Citizen & Business Owner,
Frances Neuhut

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

MICHAEL MILLER PLANNING ASSOCIATES, INC.
Land Design Municipal Planning Services Transportation Planning

February 1, 2017

Town of Bay Harbor Islands
9665 Bay Harbor Terrace
Bay Harbor Islands, Florida 33154
Attn: Ronald J. Wasson – Town Manager

RE: Agreement for Professional Municipal Planning Services
Michael Miller Planning Associates, Inc. / Town of Bay Harbor Islands
Determination of Potential Conflict of Interest
Bay Harbor Islands Planning Services / Bal Harbour Village Planning Services
Bal Harbour Shops Site Plan Reviews / CBTS Issues
MMPA Project No. 01-0702-0500

Dear Ron:

The firm of Michael Miller Planning Associates, Inc. is one of the most highly regarded consultant municipal planning firms in the State of Florida, primarily in Southeast Florida. I have been in the Urban Planning profession since 1978 (39+ years) working for local governmental agencies and/or at a Fortune 500 Land Development firm (Westinghouse Communities) either as an employee or contract consultant. I am a Certified Planner (American Institute of Certified Planners – AICP) which is held by about 25% of all urban planners. The AICP has a strict set of ethical bylaws. One of the key items addressed is conflict of interest.

As you are aware our municipal planning firm provides services to numerous cities, as well as several counties (Broward County / others) and a few select private entities. This is not unlike many architectural firms, engineering firms, law firms, accounting firms, etc. I have been the consultant municipal planner for Bal Harbour Village since 1996 (21 years total / 16 years at MMPA). My firm has been the consultant municipal planner for Bay Harbor Islands since 2001 (16 years total). Our mutual Agreement for Professional Planning Services (all of our contracts have this clause) contains a "Conflict of Interest" clause (see page 7 attached). As you know, I am a fairly conservative, very ethical, highly qualified urban planner. I refuse to work for cities / private clients that we feel have questionable ethics. I have never in my career been accused of ever being unethical or getting into conflict of interest situations – until recently.

One of our primary duties for local governments is the review of land development applications. As such our tasks are mostly technical – comparing a development plan to the community's land development regulations (zoning / landscaping / platting / signs / etc.). A question has recently arisen about our reviews of a Bal Harbour Shops (BHS) expansion and several Church-By-The-Sea (CBTS) applications in both communities. Let me say right up front my firm had no knowledge or involvement with any of the land acquisitions or negotiations. The Town's Administration and elected officials knew (meetings) of the Ocean Cadillac site deal weeks before we found out. The CBTS site acquisition / demolition in Bal Harbour Village was a private transaction between the BHS and CBTS – we reviewed a demolition permit only.

7522 Wiles Road Suite B-203 Coral Springs, Florida 33067 Telephone: 954-757-9909

**Agreement for Professional Municipal Planning Services
Michael Miller Planning Associates, Inc. / Town of Bay Harbor Islands
Determination of Potential Conflict of Interest
Bay Harbor Islands Planning Services / Bal Harbour Village Planning Services
Bal Harbour Shops Site Plan Reviews / CBTS Issues
February 1st 2017
Page 2**

Bal Harbour Village monitored but was not involved in any of the Miami-Dade historic preservation discussions. My only involvement in Bal Harbour Village has been to participate as a staff team member in the BHS expansion site plans reviews. This also involves a FLUM amendment for the former CBTS site and a Special Exception for the CBTS temporary occupancy (5 years max.) at the BHS site pending acquisition / approvals / construction of a new facility. The Town of Bay Harbor Islands administrative staff and elected officials knew (meetings) of the Ocean Cadillac dealer site deal weeks before we even found out. Our role at the Town has been only to review / comment on the Site Development Plans for the CBTS site in compliance with Town Codes.

Another consulting firm prepared the Bal Harbour Village Comprehensive Plan in 1988 – their Complan has included text since 1988 on expected future growth and redevelopment that noted it was expected the BHS would eventually acquire the CBTS site and redevelopment it as part of the BHS. It was only about 3 years ago that the BHS began concerted efforts to gain approvals to enlarge the mall. As you may know the Bal Harbour Village Council denied their latest requests on October 31st, 2016. In November 2016 two new councilmembers were elected in Bal Harbour Village who supposedly support the BHS expansion. In January 2017 BHS submitted several revised land development applications (site plan / LDR amendments). The Town of Bay Harbor Islands Zoning Code has allowed religious establishments for many years in the B-1 Business District on the upper floors of buildings. All Zoning Code text related to religious establishments has been handled exclusively through the Town Attorney or special outside law firms (Stan Price) – we have never been consulted on this matter.

Over the last few years MMPA's only involvement in the BHS expansion and CBTS submissions in both Bal Harbour Village and the Town have been as technical site plan staff reviewers. Bal Harbour Village hired another Consultant Planner (previous Planning Director of Miami Beach that worked for current Village Manager Jorge Gonzalez) to oversee the project review and help their Village Manager negotiate a Developer's Agreement. MMPA only reviewed and commented on the Site Development Plans, proposed Land Development Code amendments, wrote technical staff reports, and made public presentations. There has been NO deal making by MMPA between the cities - the BHS owners / legal staff and CBTS representatives have led all governmental approvals. I believe if they were consulted MMPA has been viewed by them as an obstructionist for trying to enforce municipal codes and offering urban design / planning input.

In our opinion there has been NO "appearance" or any active conflict of interest in any of our work efforts. On several occasions both the Town Attorneys and the Town's Special Legal Counsel have opined they feel there has been NO conflict of interest by MMPA.

The purpose of this letter, in accordance with Section 10 of our mutual Agreement for Professional Planning Services entitled "Conflict of Interest", is to seek your written determination of whether our services to the Town have had any resemblance of a conflict of interest in our reviews of the aforementioned land development reviews. While we think not we do not want any more allegations as to our professional honor, loyalty and ethics.

Michael Miller Planning Associates, Inc.

**Agreement for Professional Municipal Planning Services
Michael Miller Planning Associates, Inc. / Town of Bay Harbor Islands
Determination of Potential Conflict of Interest
Bay Harbor Islands Planning Services / Bal Harbour Village Planning Services
Bal Harbour Shops Site Plan Reviews / CBTS Issues
February 1st 2017
Page 3**

As we move forward, as stated above the BHS has recently re-submitted revised plans for an expansion. If the Town expects to request MMPA to object to the BHS expansion or try to influence the design of the project, we feel we would have a conflict and would ask that the Town retain separate professionals for that task. I have tried to keep the Town staff informed as to our firm's on-going work efforts on the BHS expansion.

MMPA truly loves working for the Town and we would like to continue doing that for many years – we feel we are an integral part of the management team. Our work efforts over the years (solving the density issue / LDR rewrites / land development reviews / etc.) are now coming to light with the completion of new projects. We have heard nothing but compliments on the design, scale and appearance of the new multifamily developments. MMPA has arranged, through the TDR system, for the Town to receive millions of dollars in funds for Town related projects, as well as the Parking Trust, not to mention the increased assessed real estate values that result in higher real estate taxes to the Town.

Thank you for your attention to this matter. We would like a written response as soon as possible to settle this. If consultation with the Town Attorneys is necessary, we would welcome that as well. We are available for discussions or meetings.

Sincerely,

Michael J. Miller, AICP – President
Michael Miller Planning Associates, Inc.

Michael Miller Planning Associates, Inc.

- 8c. The TOWN agrees that its TOWN MANAGER and/or designated staff shall make available to the CONSULTANT any plans and other data available in the TOWN files pertaining to the work to be performed under this Agreement.

SECTION 9 OWNERSHIP OF DOCUMENTS

The TOWN shall become the owner of the Deliverable Products upon satisfaction of any and all indebtedness to the CONSULTANT of all studies, sketches, tracings, drawings, data, computations, details, design calculations and other documents and plans that are required for or result from the CONSULTANT's services under this Agreement. Copies of Instruments of Services, not otherwise restricted by limitations including but not limited to leases, copyrights, trade secrets, proprietary restrictions and prior agreements, may be obtained by the TOWN upon request and compensation in accordance with the terms and conditions of this Agreement. In the event the TOWN shall use such documents, data, sketches or tracings for a purpose other than that for which they were originally provided to the TOWN, the TOWN shall remove the name plate or any other identifying features, thereby indemnifying the CONSULTANT against all claims arising from such unintended use and provide notice to the CONSULTANT of such use.

*** SECTION 10 CONFLICT OF INTEREST**

CONSULTANT agrees not to accept employment during the time this Agreement (Contract) is in effect from any builder, land developer, utility company or others doing construction work within the corporate limits of the Town of Bay Harbor Islands which might be construed as a conflict of interest with CONSULTANT's work for TOWN. The TOWN MANAGER or their designee shall make the determination of what is deemed a conflict. The TOWN recognizes that CONSULTANT provides municipal planning services to a wide range of private and public clients, including Bay Harbour Village, an adjacent municipality. Should any conflict arise related to intergovernmental coordination, the Town of Bay Harbor Islands and CONSULTANT shall agree on the issue in writing or suspend services until the issue is resolved.

SECTION 11 PAYMENT FOR SERVICES

- 11a. The CONSULTANT shall submit to the TOWN monthly invoice(s) detailing all fees and expenses. Upon approval by the TOWN, the TOWN agrees to compensate the CONSULTANT for all services authorized and performed in accordance with approved Work Authorizations subject to the hourly or lump sum fee set out in each Work Authorization. TOWN shall make its best effort to pay CONSULTANT within 30 days of receipt of complete invoices.

Attention: MR. Meyers, Executive Director

SUNDAY, JUNE 17, 2007 | B

THE MIAMI HERALD |

Neighbors | MiamiHerald.com

MB

BAY HARBOR ISLANDS

Council OKs mixed-use development

■ The Town Council paved the way for a mixed-use development, but some residents expressed chagrin about traffic and overdevelopment.

BY CAROLINA ZAMORA
czamora@miamiherald.com

A developer's bid for a mixed-use building near Kane Concourse got the green light after the Bay Harbor Islands Town Council approved a zoning overlay at a contentious meeting Monday night.

The council unanimously agreed to alter the zoning on three lots in the 9500 block of West Bay Harbor Drive so the applicant, Monarch at Bay

Harbor, can build a seven-story building with 38 residential units. The project will also have 1,545 square feet for office use and 1,731 square feet for retail on the first floor facing Kane Concourse.

Two of the lots were zoned as residential, while the third was zoned a "gateway" property — which requires a public hearing and council approval.

Neighboring residents fearing an increase in density and traffic — and opposed to commercial use adjacent to residential buildings — decried the development.

"I feel like I am being trapped in a concrete canyon

like Miami Beach with all these condominiums going up," longtime resident Norm Smith said. "I've lived on this island for 40 years and I love it, but I don't like being surrounded by high-rise buildings."

"The east-to-west traffic across Kane Concourse is going to continue to get worse," resident John Corral said. "We have a school district there, and there are kids walking to and from school. Has anyone looked at the safety issue for these kids?"

Others complained of inadequate notice of Monday's public hearing.

Teri D'Amico, a former

member of the town's Design Review Board and the only one on the board to cast a dissenting vote against the development, also accused town officials of misleading the board into thinking the proposed project was up to code. She contended the project will not fit the scale or character of the islands.

"Excessive massing will not complement our town; it will look long and not broken up like it was supposed to look," D'Amico said.

"Why do you feel the pressure when the residents don't want it?" she asked. "You are making codes and changing things that we have not asked

you to do."

Town officials maintain that no one was misled and that the project will be fitting.

"This project was discussed — at length — in the Design Review Board," town clerk Marlene Marante said.

Representatives for the developer also argued that the town created the PUD — short for planned unit development — overlay to spur redevelopment and that the project does exactly that.

In order to meet the parking space requirement, the developer will also pay \$180,000 for nine spaces to be paid to the town's parking trust.



D

TOWN OF BAY HARBOR ISLANDS
APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

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Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

[x] Design Review Board [] Parks & Recreation Committee [] Charter & Ordinance Committee [] Sustainability & Resiliency

Application is for: [x] New Appointment [] Re-submission [] If you currently serve on a Board, please state which Board: Parks & Recrea

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Alexander Rindner E-Mail: arindner@gmail.com Residency Years: under 6 months

Residential Address 9841 E Broadview DR Bay Harbor Islands, FL Zip Code: 33154

Telephone number: 8457311501 Cell number: 8457311501 Business number: 8457311501

EDUCATION:

High School: Kushner High School Location: New york,, NY

College: Touro Location: New york,, NY

Year Completed: 8 Degree: MArketing Major: Business

Other professional or technical training (Name of School, course name, etc.) NYU, Masters in Real Estate

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: Regal Communities

Address: Ramsey, NJ

Title: Principal Years of Service: 8

If you are applying for the Design Review Board, please check one of the following professions. Other related profession

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

See attached cover letter and resume

Enter any specific expertise and/ or abilities.

Previous work experience in Construction and Development, as well as currently building a house in I

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

02/14/2025

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: **Perfect**

Absent: **Perfect**

Years served: **15 + ve**

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

Dear Bay Harbor Islands Council,

I am writing to express my strong interest in joining the Bay Harbor Islands Design Review Board. As a professional with extensive experience in real estate development and construction, I believe I can bring valuable insights and expertise to the board's important work.

Throughout my career, I have been involved in numerous development and construction projects, giving me a deep understanding of architectural design, construction processes, and regulatory compliance. Please see attached CV.

In addition to my professional qualifications, I have a personal connection to Bay Harbor Islands that fuels my passion for serving on this board. My wife grew up in this wonderful community, and we are currently in the process of building our own home here to raise our family. This experience has given me firsthand knowledge of the design review process from an applicant's perspective, providing me with a unique and valuable insight.

Having recently gone through the design review process ourselves, I am intimately familiar with the challenges and opportunities it presents. I believe this experience, combined with my professional background, will allow me to contribute meaningfully to the board's decision-making process and help ensure that new developments enhance the character and quality of life in Bay Harbor Islands.

I am deeply committed to preserving and enhancing the unique charm and aesthetic of Bay Harbor Islands while also embracing thoughtful, high-quality development. If selected to serve on the Design Review Board, I will work diligently to balance the needs of property owners with the broader interests of the community.

Thank you for considering my application. I would welcome the opportunity to discuss how I can contribute to the important work of the Bay Harbor Islands Design Review Board.

Sincerely,

Alexander Rindner

9841 E Broadview Dr,

Bay Harbor Islands, FL 33154

Alexander Rindner

Tel# (845)731-1501

Email: arindner@gmail.com

Education

New York University, Schack Institute of Real Estate, New York, NY September 2012 – May 2014

M.S. in Real Estate with a concentration in Management

Touro College, Brooklyn, NY September 2008 - June 2012

B.A. in Marketing and Management

Relevant Work Experience

Regal Communities, Miami Beach, FL January 2018- Present

- Own and Manage a portfolio of affordable Manufactured housing communities spanning 6 states 2700 units.

Avery Management, New York, NY June 2014- Present

- o Managing predevelopment phase for a hotel development
- Overseeing the redevelopment and of an office building in Downtown Brooklyn.
- o Predevelopment work for adding additional floors to the existing building

Enter any specific expertise and/ or abilities.

Besides key design and architectural knowledge, I studied practical ergonomics, psychology of design

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Elena Tushina

11/19/24

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: Perfect

Absent: Perfect

Years served: 15 + ve

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

Yvonne Hamilton

From: Elena Tushina <elenatushina@smartlinetrade.com>
Sent: Friday, February 21, 2025 10:27 AM
To: Yvonne Hamilton
Subject: Re: Appointments to the Design Review Board

Hello, Yvonne.

NCIQD is required only for special commercial design projects.

General Interior design practice, procurement, project management does not require any formal licensing or certification.

I have dozens of specific design professional certificates from IED College in Milan, Harvard and professional trainings in Switzerland, London, Italy.

Elena Tushina

SMARTLINE

Design&Procurement

www.smartlinetrade.com
www.smartline.design

USA +15618181862

[Prepare for Delivery](#)



Elena Tushina

5618181862

etushina@gmail.com

<https://www.linkedin.com/in/elena-tushina-5aa06851/Summary>

Passionate and results-oriented **Interior Design Director and CEO with 20+ years of experience** leading high-performing design teams. Proven track record of exceeding client expectations by delivering innovative, functional, and award-winning interior spaces across residential, commercial, and hospitality projects. Adept at project management, budget control, and fostering a collaborative and creative work environment. Awarded with Best Customer service excellence.

Experience.

- **Interior Design Director** | Business Owner at SMARTLINE DESIGN STUDIO | Miami, FL | 2009 - present
 - Over 50 high- end international commercial and residential projects executed.
 - Built the business from scratch to \$3M annual turnover
 - Built Supply chain with reduced costs by 30-40% compared to market average.
 - Built the teams of employees and contractors for each project
 - Built long-lasting relationships with customers
 - Managed Sales, Customer communication, Design Team, Purchasing, Logistics, Import, Delivery/Installations, Marketing, Interior Design Concept Development, Project Curation, Execution, Project Management, FF&E, Direct supply contracts with European manufacturers.
 - Organized personalized curated Design tours for Customers to Italy
 - Organized and managed corporate events
 - Examples of projects: Private tennis club, Ritz-Carlton Philadelphia, Porsche Tower penthouse, Officina Restaurant, Royal Caribbean cruise ship, Frauser yachts, Bombardier private jets, and many others.

- **Director of Sales and Project Management** | MMC Object | Moscow, Russia | 2004-2009
 - Built department of Hospitality and High-end residential project execution from scratch
 - Increased sales by 30%
 - Managed Sales, Customer communication, Design Team, Purchasing, Logistics, Import, Delivery/Installations, Marketing, Interior Design Concept Development, Project Curation, Execution, Project Management, FF&E, Direct supply contracts with European manufacturers. Local certification. Evaluation of Customer experience.
 - Organized curated Architectural and Design tours to Italy, Switzerland, France.
 - Examples of projects: Ritz-Carlton, Park Hyatt, Walt Disney, Audi-VW group, and many others.

- **Sales Associate - Design Consultant – Senior Designer** | ROOM design showroom | Moscow, Russia | 2002-2004
 - Sales of Design goods, Client Communication, drafting kitchens, closets, built-ins, project management, purchasing from Italian manufacturers
 - Generated \$1M of annual sales
 - Built long-lasting relationships with customers and vendors
 - Examples of projects: Billionaire Night Club, restaurants Galleria, Hediard, Bar7, Concert Hall, high-end residential and many others.

Skills

- **Technical Skills:** Power Point, AutoCAD, Adobe, Microsoft Office
- **Design Skills:** High aesthetical taste, top level knowledge in micro and macro trends, ergonomics, difference in public, retail, hospitality, corporate, residential, and private interior design concepts. Concept Development, Space planning, color theory, material selection, furniture specification.
- **Project Management Skills:** Budgeting, scheduling, project coordination, vendor management, logistics, import.
- **Leadership Skills:** Team building, mentoring, empowering, communication, conflict resolution, public speaking, NLP.
- **Soft Skills:** Client communication, time management, problem-solving, mindfulness, psychology of success, positivity, growth, building friends and family-like long-term relationships, perfectionism, high level of responsibility. Sophisticated traveler, visited 32 countries and multiple cities in each of them many times.

Education & Certifications

- **Bachelor of Applied Mathematics and Computer Science** | Tula State University | Tula, Russia
- **Interior Design Retail, Public, Commercial** | IED | Milan, Italy
- **Interior Design certificate** | Rhodoc University | London, UK
- **Kitchen planning certificate** | Valcucine | Pordenone, Italy
- **Kitchen planning certificate** | Valcucine | Pordenone, Italy
- **Ergonomics of Office, Home, Public spaces** | VITRA | BASEL, Switzerland
- **Corporate Office planning certificate** | USM | Bern, Switzerland
- **Expert of Appliances certificates** | Gaggenau, Miele | Moscow, Russia
- **Leadership** | Academy of Leadership | Moscow, Russia
- **Business on Heels** | Leadership Academy | Moscow, Russia
- **Psychology of Success** | Institute of Neuropsychology | St. Petersburg, Russia
- **NLP** | Coaching Academy | Miami, USA
- **Brain Programming** | Dr. Joe Dispenza | Cancun, Mexico
- **Attending main international trade shows every year** | I Saloni Milan, Focus, Decorex, 100% Design (London), Maison&Objet (Paris), Koln Messe (Koln), ICFF (New York), High Point (North Carolina), CSI (Miami)

Portfolio

www.smartline.design

www.smartlinetrade.com

Please complete the attached application and return.

Thanks

Sincerely,

Yvonne P. Hamilton, CMC

Town Clerk

Town of Bay Harbor Islands

1030 95th Street

Bay Harbor Islands, FL 33154

Telephone (305) 866-6241, Extension 112

Email: yhamilton@bayharborislands-fl.gov

<image001.png><image002.jpg><image003.png>

From: Elena Tushina <elenatushina@smartlinetrade.com>

Sent: Tuesday, November 19, 2024 1:46 PM

To: Yvonne Hamilton <yhamilton@bayharborislands-fl.gov>

Subject: Application for the Design Review Board

You don't often get email from elenatushina@smartlinetrade.com. [Learn why this is important](#)

Hello, Ms. Hamilton.

I saw an Ad in the Town's newspaper about seeking Residents for the Design Review Board.

Please see my CV in attached.

Let me know if you need anything else.

Elena Tushina

<image004.png>

Italian furniture for Hospitality - Contract - Trade

www.smartlinetrade.com

www.smartline.design

+15618181862

[Prepare for Delivery](#)

<image005.png>

<Final Town of Bay Harbor Islands Board-Committee Application.pdf>



**TOWN OF BAY HARBOR ISLANDS
TOWN CLERK DEPARTMENT
MEMORANDUM**

Revised

TO: Mayor and Town Council Members

THRU: Lindsley Noel, Interim Town Manager
Evelyn Herbello, Deputy Town Manager

CC: Joseph S. Geller, Esq., Consultant Town Attorney

FROM: Yvonne P. Hamilton, CMC
Town Clerk

DATE: February 20, 2025

SUBJECT: Appointment of Members to the Design Review Board

RECOMMENDATION:

Staff recommends the Town Council consider appointments to the Design Review Board for the 2025-2027 Term in accordance with Ordinance No. 1106. Below are the names of individuals who have submitted their applications for consideration:

Janet Adler, 10350 W Bay Harbor Drive, BS in Education, Real Estate Broker/Janet Adler Realty, Ltd

Alan Bebachik, 1025 92nd Street, BA Civil Engineering, VP of Business Development

Kai Chen, 9940 W Bay Harbor Drive, BA of Architecture, Luxury Sales Associates/Real Estate

Jed Frankel, 1231 99th Street, Juris Doctor (previously Assistant General Counsel)/Co-Founder-Hills Funky Baker

Steven Hurwitz, 1211 102nd Street, MBA, BA History, Senior Managing Director/Real Estate Broker

Susan Kelly-Gilbert, 9341 E Bay Harbor Drive, BA Marketing/Business Administration/Retired-Evening Post Industries/ Florida Licensed Landscape Architect, Arborist, Publishing

Moshe Goldshtein, 9755 Broadview Terrace, **Real Estate Professional**

Simon Kouhana, 9800 W Bay Harbor Drive, Owner/Property Management Company

Frances Neuhut, 9920 W Broadview Drive, BS in Business Technology and Health Care Manager, Real Estate (Self Employed)

Alexander Rindner, 9841 E Broadview Drive, Master's in Real Estate, BA in Marketing and Management, Principal, Regal Communities/Real Estate Development/Construction

Elena Tushina, 1133 102nd Street, Professional degree, Public and Retail Design Bachelor of Applied Math and Computer Science

These applicants have submitted the required documents.

BACKGROUND:

The Design Review Board was established to review and recommend plans and programs for the orderly growth and development of the Town.

On September 12, 2024 the Town Council adopted Ordinance No. 1106 revising the appointment and membership process to the Design Review Board.

The board vacancies were posted on the town's website and published in newsletters. Individuals who applied prior to adoption of the new ordinance were invited to submit the required information.

ELIGIBILITY:

The Design Review Board shall consist of seven (7) members who must meet at least one of the following criteria. They must be currently employed full-time in, or have been employed full-time in the past in:

- i. Florida licensed PE or professional experience in engineer;
- ii. Florida-licensed architect or professional experience in architecture;
- iii. Florida-licensed attorney with professional experience in land use and zoning law;

- iv. Certified planner (AICP) or professional experience in urban and regional planning;
- v. Florida-licensed general contractor or a construction management professional, construction project manager, construction superintendent or construction estimator;
- vi. Registered interior designer or professional experience in interior design;
- vii. Florida-licensed landscape architect, arborist or professional experience in horticulture;
- viii. Education and/or experience in sustainability and resiliency, which may include environmental science;
- ix. Florida- licensed broker or real estate;
- x. Other related profession.

All members must be residents of the Town for a minimum of one (1) year. Each member of the design review board shall serve for a two-year term on a staggered basis. Effective. As a one-time adjustment in, three of the seven members appointed by the Town Council will be selected randomly through a lottery process to serve one-year terms. Following these 2025 appointments, all subsequent members will be appointed to serve two-year terms.

ANALYSIS:

The mandatory Board/Committee Application for appointed individuals are included for your reference.

Each Town council member is permitted to submit one or more persons as candidates for consideration by the town council for appointments to the Design Review Board. Board Members shall be appointed by a majority vote of the council present at the meeting.

ATTACHMENTS

Mandatory Board/Committee Application packets

AGENDA ITEM REPORT

March 5, 2025

ITEM NUMBER: 7.

ITEM: Consideration and Approval of a resolution appointing members to the Parks & Recreation Committee. Enclosed are the Staff Memo, applications for membership to the committee and the draft appointment resolution. Sponsored by Council Member Eric Rappaport

DESCRIPTION:

The following residents have submitted applications for membership to the Parks and Recreation Committee for the 2025-2027 Term, in accordance with Ordinance No. 1105:

Yanina Donzis, 1080 94th Street, BA Advertising, CIC-Diploma Film and Media Production

Susan Kelly-Gilbert, 9341 East Bay Harbor Drive-BA in Marketing

Amarilys M Gott Jaimes, 9341 East Bay Harbor Drive-Juris Doctor, Master in Economics

Christina Gunther-Telesco, 10180 West Bay Harbor Drive, BA Professional Studies/Human Resources/Psychology

Mariana Mitroga, 1025 92nd Street, Bachelor's in Business/Negotiation (Harvard School)

Alex Rangel, 10101 E Bay Harbor Drive, Master of Science in Marketing

Dave Sanchez, 1080 94th Street, College student majoring in cybersecurity

Kamm Trumble, 10300 W Bay Harbor Drive, BS in Marketing, Retired

Thomas von Hauswirth, 9200 Bay Harbor Terrace, BA in Political Science

Linda Zilber, 1231 95th Street

These applicants have submitted the required documents.

The Parks & Recreation Committee was created to advise the Town Council on issues relating to the planning and developing of parks and to plan for the provision of certain education, recreation, leisure and cultural development for the citizens of the Town of Bay Harbor Islands. Pursuant to Ordinance No. 1105, which regulates the Parks & Recreation Committee, the Town Council is to make appointments for the 2025-2027 Term.

The committee vacancies were posted on the town's website and published in newsletters. Individuals who applied prior to adoption of the new ordinance were invited to submit the required information.

To be eligible for appointment to the Parks & Recreation Committee, individuals must be residents of the Town for a minimum of six (6) months or shall demonstrate an ownership interest for a minimum of six (6) months in business located in the town for a minimum of six

(6) months. The committee shall consist of five (5) members and two (2) alternates who shall serve two-year terms.

The mandatory Board/Committee Application for appointed individuals are included for your reference. Appointment shall be made by a majority vote of the council present at the meeting.

RECOMMENDED ACTION:

Council's Discretion

FINANCIAL ANALYSIS:

There is no fiscal impact.

BUDGET IMPACT:

Submitted By: Yvonne Hamilton, Town Clerk
Eric Rappaport, Council Member

ATTACHMENTS

1.	March 5, 2025-Staff Memo for Council - Appointment of Members to the Parks & Recreation Committee
2.	Resolution - Appointments to the Parks Recreation Committee
3.	1105 - Parks and Recreation Committee
4.	Yanina Donzis
5.	Susan Kelly-Gilbert
6.	Amarilys M Gott Jaimes
7.	Christina Gunther-Telesco
8.	Mariana Mitroga
9.	Alexander Rangel
10.	Alexander Rindner
11.	Dave Sanchez
12.	Kamm Trumble
13.	Thomas von Hauswirth
14.	Linda Zilber



**TOWN OF BAY HARBOR ISLANDS
TOWN CLERK DEPARTMENT
MEMORANDUM**

TO:	Mayor and Town Council Members
THRU:	Lindsley Noel, Interim Town Manager Evelyn Herbello, Deputy Town Manager
CC:	Joseph S. Geller, Esq., Consultant Town Attorney
FROM:	Yvonne P. Hamilton, CMC Town Clerk
DATE:	February 20, 2025
SUBJECT:	Appointment of Members to the Parks & Recreation Committee

RECOMMENDATION:

Staff recommends the Town Council consider appointments to the Parks & Recreation Committee from among the following list of individuals:

Yanina Donzis, 1080 94th Street, BA Advertising, CIC-Diploma Film and Media Production

Susan Kelly-Gilbert, 9341 East Bay Harbor Drive-BA in Marketing

Amarilys M Gott Jaimes, 9341 East Bay Harbor Drive-Juris Doctor, Master in Economics

Christina Gunther-Telesco, 10180 West Bay Harbor Drive, BA Professional Studies/Human Resources/Psychologys

Mariana Mitroga, 1025 92nd Street, Bachelor's in Business/Negotiation (Harvard School)

Alex Rangel, 10101 E Bay Harbor Drive, Master of Science in Marketing
Dave Sanchez, 1080 94th Street, College student majoring in cybersecurity
Kamm Trumble, 10300 W Bay Harbor Drive, BS in Marketing, Retired
Thomas von Hauswirth, 9200 Bay Harbor Terrace, BA in Political Science
Linda Zilber, 1231 95th Street

These applicants have submitted the required documents.

BACKGROUND:

The Parks & Recreation Committee was created to advise the Town Council on issues relating to the planning and developing of parks and to plan for the provision of certain education, recreation, leisure and cultural development for the citizens of the Town of Bay Harbor Islands.

Pursuant to Ordinance No. 1105, which regulates the Parks & Recreation Committee, the Town Council is to make appointments for the 2025-2027 Term.

The committee vacancies were posted on the town’s website and published in newsletters. Individuals who applied prior to adoption of the new ordinance were invited to submit the required information.

ELIGIBILITY:

To be eligible for appointment to the Parks & Recreation Committee, individuals must be residents of the Town for a minimum of six (6) months or shall demonstrate an ownership interest for a minimum of six (6) months in business located in the town for a minimum of six (6) months.

The committee shall consist of five (5) members and two (2) alternates who shall serve two-year terms.

ANALYSIS:

The mandatory Board/Committee Application for appointed individuals are included for your reference. Appointment shall be made by a majority vote of the council present at the meeting.

ATTACHMENTS

Mandatory Board/Committee Application packet

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, APPOINTING FIVE (5) MEMBERS AND TWO (2) ALTERNATES TO THE PARKS & RECREATION COMMITTEE; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 2.11 of the Charter of the Town of Bay Harbor Islands authorizes the Town Council to establish any committee it deems necessary from time to time; and

WHEREAS, on September 12, 2024, the Town Council adopted Ordinance No. 1105 creating Section 15-2 of the Town Code entitled Parks & Recreation Committee to consist of five (5) members and two (2) alternates appointed for two-year terms by the Town Council; and

WHEREAS, consistent with Section 15-2(j) of the Town Code of Ordinances, the Town Manager shall designate a staff member to serve as a liaison to attend committee meetings and provide support; and

WHEREAS, the Code of Ordinances further provides that the duties of the committee shall be to advise the Town Council on issues relating to the planning and developing of parks, and planning for the provision of certain education, recreation, leisure and cultural development for the citizens of the Town of Bay Harbor Islands; and

WHEREAS, the Town Council of the Town of Bay Harbor Islands desires to appoint five (5) members and two (2) alternates to the Parks & Recreation Committee as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2. Appointment of Members. The Town Council hereby appoints the following members to the Parks & Recreation Committee:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

Section 3. Appointment of Alternate Members. The Town Council hereby appoints the following alternate members to the Parks & Recreation Committee:

- (1) _____

(2) _____

Section 4. Effective Date. This Resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED this 5th day of March 2025.

By: _____
Joshua D. Fuller, Mayor

ATTEST:

Yvonne P. Hamilton, Town Clerk

APPROVED AS TO FORM:

Greenspoon Marder, LLP
Town Attorneys
By: Joseph S. Geller, Esq.

ORDINANCE NO. 1105

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES RELATED TO THE REGULATION OF THE PARKS AND RECREATION COMMITTEE; AMENDING CHAPTER 15, ARTICLE I, RETITLING FROM RESERVED TO SECTION 15-2 "THE PARKS AND RECREATION COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Bay Harbor Islands is responsible for the public health, safety, and welfare of the citizens of the Town of Bay Harbor Islands and those coming to the Town; and

WHEREAS, the Town of Bay Harbor Islands originally adopted a Resolution for the Parks and Recreation Committee on August 14, 2017, in order to deal with issues relating to the planning and developing of parks and to plan for the provision of certain education, recreation, leisure and cultural development for the citizens of the Town of Bay Harbor Islands, the Town Council should create a committee to advise them on such matter; and

WHEREAS, section 316.2128, Florida Statutes, allows for local governments to regulate by ordinances the operation of micromobility and motorized scooters on streets, highways, sidewalks, and sidewalk areas within the local government's jurisdiction; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA:

Section 1: The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2: That Chapter 15 of the Town Code entitled Parks and Recreation is hereby retitled reserved to Section 15-2 "The Parks and Recreation Committee", and by reference are made a part hereof.

Section 3: That if any section, paragraph, sentence or word of this Ordinance or the application thereof to any person or circumstance is held invalid, that the invalidity shall not affect the other sections, paragraphs, sentences, words or application of this Ordinance.

Section 4: That it is the intention of the Town Council of the Town of Bay Harbor Islands, and it is therefore ordained, that the provisions of the Ordinance shall become and be made a part of the Town of Bay Harbor Islands' Code of Ordinances, that sections of this Ordinance may be re-numbered or re-lettered to accomplish such intentions, and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

Section 5: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

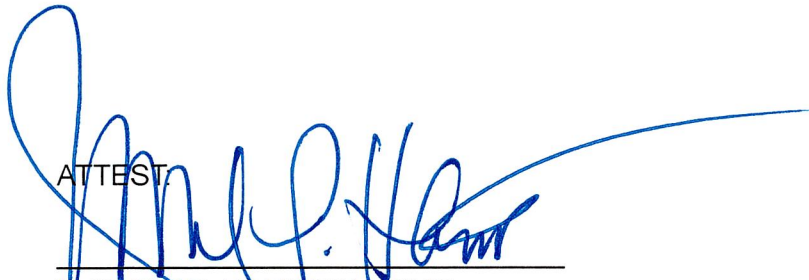
Section 6: That this Ordinance shall be in full force and take effect immediately upon its passage and adoption.

PASSED on First Reading this 14th day of August 2024.

PASSED on Second Reading this 12th day of September 2024.

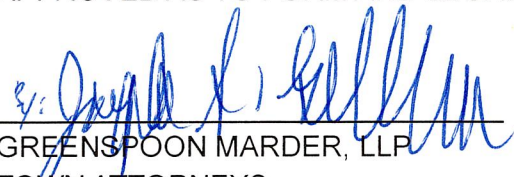


JOSHUA D. FULLER, MAYOR

ATTEST:


WONNE P. HAMILTON, CMC
TOWN CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



GREENSPOON MARDER, LLP
TOWN ATTORNEYS
BY: JOSEPH S. GELLER, ESQ.

EXHIBIT A

ARTICLE I. - IN GENERAL

Sec. 15-2. ~~Reserved~~ The Parks and Recreation Committee

The Parks and Recreation Committee is charged with advising the Town Council upon issues involving the development and renovation of parks and recreational facilities that provide the Town of Bay Harbor Islands residents with opportunities for education, recreation, leisure and cultural development. The Committee will accomplish this mission through long-range planning and policy formation based upon monitoring public need and usage of park and recreational facilities for recommendation to the Town Council.

- a) Members. The membership of the Parks and Recreation Committee shall be five (5) members, and two (2) additional members may be appointed by the Town Council to serve as alternates. Alternates may attend Committee Meetings in order to establish a quorum and, thereafter, participate in the discussion and vote on the matters presented. Alternates shall not vote or participate in discussion if a quorum is present without the alternate(s).
 1. All appointments shall be residents of the Town for a minimum of six (6) months or shall demonstrate an ownership interest for a minimum of six (6) months in a business located in the Town for a minimum of six (6) months.
- b) Terms. Members and alternates of the Parks and Precreation Committee shall be appointed to serve two-year terms. To be considered for reappointment, all members and alternates must reapply at the end of their term.
- c) Appointments. All candidates are required to complete the Town's advisory board/committee application. Both new candidates and current members seeking reappointment must submit the necessary documentation. Along with the completed application and evidence of their residency. The members and alternates of the Parks and Recreations shall be appointed by resolution by the Town Council. All documents must be emailed to the Town Clerk before the deadline. The Town Council shall appoint five (5) board members and two (2) alternate by the majority vote of the Council present at the meeting. In order for a candidate to be appointed to the Parks and Precreation Committee, the candidate must meet the membership requirement and must be approved by at least five (5) town council members. To act in an advisory capacity to the Town Council.
- d) Vacancies. The Town Clerk shall issue a public notice regarding any vacancies on the Parks and Precreation Committee. In the event that a Parks and Recreations Committee member resigns, fails to meet the residency requirement, is removed in

accordance with subsection (e), or is otherwise unable to fulfill their duties, the vacancy shall be filled by one (1) of the alternates to complete the remaining term. The Town Council shall appoint an alternate to serve as a member by a majority vote of the Council members present at the meeting.

- e) Removal of members. The Town Council, upon the vote of at least five (5) Council members, may remove any Parks and Precreation Committee member, with or without cause, at any time.
- f) Meetings. The Committee shall meet at least quarterly. The chairperson shall have the right to call meetings more often. The Town Clerk shall advise the Town Council if a Committee has not met at least once a quarter, at which time, the Town Council shall take a vote as to whether to dissolve the Committee.
 - 1. During the organizational meeting of the Committee each year, the membership shall elect a committee member to serve as Chairperson. The Committee may also elect a Secretary and a Vice Chairperson to preside in the absence of the Chairperson.
 - 2. No item may be discussed for longer than 45 minutes absent a successful without a motion to extend the time for discussion time, which shall be done only in increments not to exceed 15 minutes.
 - 3. Meetings of the Parks and Recreations Committee shall conclude by 10:00 p.m., provided that any item which has begun to be heard by the board before 10:00 p.m. shall be allowed to proceed until there is a board vote on the item (subject to the 45-minute limit established above). Any unfinished business shall be deferred to the next meeting.
 - 4. There is a two (2) minute time limit for each speaker during public comments.
- g) Notice of Meetings. The Town Clerk shall be responsible for providing public notice of all Parks and Recreation Committee meetings.
- h) Quorum. The presence of a majority of the Committee members shall constitute a quorum. If a quorum is not present, the meeting shall not take place and no discussions, presentations, or exchange amongst Committee members shall occur.
- i) Attendance. Committee members who are absent three (3) or more times during a twelve (12) month period shall be subject to removal by the Town Council. The Committee staff liaison shall notify the Town Clerk when a member is absent more than three (3) times in a twelve (12) month period. The Town Clerk shall notify the Town Council of such absence and the Council shall decide if replacement is necessary and a vacancy exists. Compensation. Committee members shall serve without compensation and shall not be reimbursed for travel, mileage, or per diem expenses.

- j) Staff Liaison. The Town Manager shall designate a staff member to serve as a liaison to the Committee. The liaison shall attend Committee meetings and provide staff support.
- k) Agenda. The staff liaison, in consultation with the chairperson, shall prepare an agenda for each Committee meeting. The agenda shall be submitted to the Town Clerk for posting as required by Resolution No. 1050 referenced above.
- l) Committee Reports. The Chairperson or his/her designee shall submit a written report to the Town Clerk, that shall set forth the Committee's recommendations to the Town Council. The contents of the report shall be approved by the Committee prior to the submission to the Town Clerk and the Committee's presentation of the report to the Town Council, through its representative, at a publicly held meeting.
- m) Rules of Procedures. The Committee may adopt its own order of business and rules of procedure governing its meetings, and adverse not inconsistent with the provisions set forth herein. Such rules and procedures shall be filed with the Town Clerk. The Committee shall comply with all requirements of Chapter 119 (Public Records) and 286 (Sunshine Law), of the Florida Statutes, together with the Town Code of Ordinances.

Enter any specific expertise and/ or abilities.

I can also bring valuable insights as a parent, which helps me understand the needs of both children.

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Yanina Donzis

12/19/2024

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: **Perfect**

Absent: **Perfect**

Years served: **1**

The Council member nominating the applicant:

- Mayor Joshua D. Fuller
- Vice Mayor Isaac Salver
- Council Member Stephanie Bruder
- Council Member Molly Diallo
- Council Member Teri D'Amico
- Council Member Eric Rappaport
- Council Member Robert H. Yaffe

Elected:

- SEAT 1
- SEAT 2 (1 YEAR)
- SEAT 3
- SEAT 4 (1 YEAR)
- SEAT 5
- SEAT 6 (1 YEAR)
- SEAT 7

P.

YANINA DONZIS

SR. ACCOUNT SUPERVISOR

✉ yaninadonzis@gmail.com

☎ 786-567-0467

📍 1080 94th st , unit 512,
BHI, FL 33154

SKILLS

- Teamwork
- Event Production
- Advertising
- Media production
- Creative Thinking
- Marketing Initiatives
- Communications Strategies
- Project Coordination & Strategic Planning

EDUCATION

CIC
Argentina • 12/2014

Film & TV Production, Cinematography

UCES
Argentina • 12/2006

Bachelor of Arts: Advertising

LANGUAGES

Spanish

Native or Bilingual

English

Professional Working

PROFESSIONAL SUMMARY

I have been leading projects in the advertising industry for over 15 years for top brands across various industries, both for ATL and BTL campaigns. This has allowed me to develop a comprehensive and cross-functional vision of communication, an understanding of timing, and efficient resource management. I build plans A and B because I believe the unexpected should be part of the journey, not a problem. I enjoy taking challenging projects and applying my most vital skills, which include organization and meeting deadlines, consistently delivering above-standard quality, and, most importantly, teamwork. I build strong teams with a shared purpose and enjoy leaving my mark on everything I do.

WORK HISTORY

Kepele & Mata - SR. ACCOUNT SUPERVISOR

01/2018 - Current

- I oversee daily project activities and ensure the timely delivery of high-quality work to clients. I also execute and support communication campaigns, working closely with cross-functional teams of over 15 members across different regions. Additionally, I keep abreast of industry trends impacting our clients and provide strategic recommendations to enhance their communication approach.
- Clients: Pepsico Foodservice Latam & Pepsi Brand US HBU - Nokia LATAM - AMC Networks

Fenix Entertainment Group & Plan Agency - FREELANCE PRODUCER & AUDIOVISUAL CONTENT

01/2015 - 12/2017

In this role, my professional experience has focused on planning, coordinating, and producing multimedia content, particularly video production.

My key responsibilities have included identifying client needs, overseeing script coordination, scouting locations, selecting production teams, participating in casting, and supervising editing and post-production processes for the final product.

Some of the projects I participated in:

- Batalla de Gallos Redbull (2016/2017) Production Team.
- Formula E (2016) Catering coordinator.
- Lollapalooza (2015) Vip visual coordinator.
- Generación deportiva (2015) Production coordinator.

BEE Agency - SR. PROJECT MANAGER

12/2014 - 12/2017

Coordination of creative and production teams for ATL campaigns. Implement visual merchandising for Personal Telecom (a mobile phone company in Argentina), covering the whole country and activations at the point of sale. Budget management, selection, and coordination of

suppliers.

Bullpix comunicaciones / Coral Social / UO Solutions - PROJECT MANAGER

02/2011 - 10/2015

I have successfully contributed to developing strategic marketing initiatives, including creating business plans and sales strategies, for Brand Buzz, a leading social media management platform. In addition, I have been involved in the execution of various digital projects, ranging from e-commerce platforms to fashion campaigns. I have been responsible for creating and producing audiovisual content for diverse brands. In my role, I have demonstrated the ability to effectively coordinate cross-functional teams, including creative and technology departments, to ensure timely and high-quality delivery of project requests.

Craverolanis - ACCOUNT EXECUTIVE

02/2008 - 05/2010

For Craverolanis, I have demonstrated a keen ability to develop brand strategies and communications initiatives that align with business objectives. This has involved the development and execution of 360 campaigns and ongoing client engagement through presentations, campaign coordination, budget management, and other key activities. Some notable projects that I have led include:

- Successful launch events and publicity campaigns for new beverages within the ATL portfolio of Coca-Cola Company, including Powerade and Aquarius By Cepita. In addition, I have been responsible for overseeing BTL activities for Coca-Cola and Coca Cola Zero and developing a brand convention for bottlers.
- Development and execution of point-of-purchase (POP) materials, as well as the execution of on-premise actions, for the full line of LVMH Chandon Wines & Spirits.
- Oversight and management of diverse activation campaigns, interactive development initiatives, and promotional activities, among others.

Ogilvy & Mather; Santander Río Bank - ACCOUNT EXECUTIVE

11/2006 - 09/2007

My focus here was the development of the Brand & communication strategy. Some of my primary responsibilities were to build and maintain strong relationships with assigned clients, serve as the primary point of contact for clients, address any concerns or issues that may arise, develop a deep understanding of client needs, business goals, and industry trends, and leverage this knowledge to identify new business opportunities. Develop and present client proposals, including budgets, timelines, and project scope. Work collaboratively with internal teams (such as creative, strategy, and production) to ensure the delivery of high-quality work that meets client objectives. Monitor project budgets, and ensure projects are delivered on time and on budget.

Account: Santander Río Bank

You don't often get email from yaninadonzis@gmail.com. [Learn why this is important](#)

Hi Cinthia,

I hope this email finds you well.

Can you please confirm if you received the email below with my resume and if anything else is pending from my side.

Best regards,

Yanina Donzis

El abr 23, 2024, a la(s) 13:09, Yanina Donzis <yaninadonzis@gmail.com> escribió:

Good afternoon Cynthia,
Hope this email finds you well.

My name is Yanina Donzis, and I was referred to you as I am interested in participating in the Parks and Recreation Committee.

I have been involved in the Neighbors of BHI chat and understand the importance of being part of the community if we want to improve our neighborhood. I have a 5-year-old child who attends Ruth K. Broad, and we enjoy living on the island.

I'm attaching my resume. If you need anything else please let me know.

Best regards,
Yanina Donzis



TOWN OF BAY HARBOR ISLANDS

APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing

Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

- Design Review Board (checked)
Parks & Recreation Committee (checked)
Charter & Ordinance Committee
Sustainability & Resiliency

Application is for: New Appointment (checked), Re-submission, If you currently serve on a Board, please state which Board:

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Susan Kelly-Gilbert, E-Mail: skellygilbert@gmail.com, Residency Years: under 6 months
Residential Address: 9341 E. Bay Harbor Dr 5D, Bay Harbor Islands, FL, Zip Code: 33154
Telephone number: 305.865.1192, Cell number: 719.238.3031, Business number:

EDUCATION:

High School: Msgr. Pace H.S., Location: Opa-locka, FL
College: FIU, Location: Miami, FL
Year Completed: 4, Degree: BA, Major: Marketing / Business Adm

Other professional or technical training (Name of School, course name, etc.)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: Retired - Evening Post Industries
Address: 107 Journal Alley, Summerville, SC 29483
Title: Publisher, Years of Service:

If you are applying for the Design Review Board, please check one of the following professions. Florida-licensed landscape architect, arborist or profess

Other profession: Publishing

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

Involved in expansion projects for printing and distribution facilities

Enter any specific expertise and/or abilities.

Involvement in expansion projects for printing and distribution facilities.
Excellent track record in sales and marketing, +30 years experience
in operational management, Leader in communication and media.

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Susan Kelly Gilbert
Signature of Applicant

February 11, 2025
Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present:

Absent: Perfect

Years served:

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Moly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

SUSAN KELLY-GILBERT

**9341 East Bay Harbor Drive, 5D
Bay Harbor Islands, Florida 33154
719.238.3031(m)
skellygilbert@gmail.com**

Career Summary and Objectives

Extensive sales and marketing leadership experience in defining and developing business opportunities in both traditional and new media environments. Seeking to align this experience with an organization looking toward the future in their daily efforts. Strong professional attributes:

- Entrepreneurial spirit and behavior
- Values partnerships and their relationship to success
- High energy and a sense of urgency
- Customer focused and market sensitive
- Respect for technology, data and its contribution to success
- Proven ability to drive revenue and market share

PROFESSIONAL EXPERIENCE

SUMMERVILLE COMMUNICATIONS – Summerville, SC 2019 to 2020
Evening Post Industries
Publisher

Oversaw 4 publications in Dorchester; Berkeley and Georgetown Counties. Responsibility for total operating budget with this group of publications. Lead a sales team of 12 account executives with responsibility for producing nearly \$4 million in revenue. Collectively, the largest revenue producing group in a group of four and the most profitable. Also, responsibility for 7 reporters and content in both print and digitally. Oversaw 7 newsletters. Produced 5 community events annually. Achievements included:

- Increasing event revenue 50%;
- Developing sales plans for newsletters and promotional content;
- Re-organizing our sales team to produce more field time with customers;
- Establishing proven sales techniques for customer needs analysis;
- Introducing and implementing a CRM;
- Key Performance Indicators established and standards of performance;
- Developing programs and incentives to drive sales

TIMES FREE PRESS – Chattanooga, TN 2017 to 2019
WEHCO Media
Sales Director

Lead a small group of sales reps to top performance over a nearly 3-year period. This included increased sales in events revenue; developing new revenue programs; key performance indicators established for award winning performance; re-organizing the work group to produce more sales time in the field and increased revenue. Established motivation and training programs to improve employee job satisfaction.

SUSAN KELLY-GILBERT

INDEPENDENT MAIL – Anderson, SC
Gannett
President and Publisher

2012 to 2016

As both the publisher and revenue leader, I have improved the expense profile and consistently bettered the organization's profitability. Leading an organization of 80 employees and \$12 million in total revenue, we have developed creative programs to sustain the organization's market share that has resulted in circulation revenue growth, lower distribution costs and new advertising programs. Took an organization from being in the red to the black in under 3 years. Efforts involved both revenue growth and cost control to achieve this result

E.W. Scripps Company – Knoxville, TN
Sr. Director of Sales and Product Support

2010 to 2012

Lead the strategic planning, support and execution associated with corporate partnerships (Yahoo!, Zillow, Monster), vendors and products focused on the key verticals of Automotive, Real Estate, Recruitment and Display at Scripps 13 newspaper properties. These efforts, with a staff of four Product Managers, included training and market support for sales, execution and fulfillment associated with revenue and market share growth in these business segments. Key involvement over the nearly 2 years included negotiation of the Monster contract; Zillow contract; launch of the new, upgraded Automotive and Real Estate portals; launch of P&D initiative; evaluation of digital product ordering and fulfillment; administration of The Scripps' Achievers Award program.

Media News Group – Denver, CO
Director of Multi-media Sales, Real Estate

2008 to 2010

Developed and lead the strategic and tactical cross-platform efforts in the Real Estate vertical for all 54 properties. Oversaw \$21,000,000 in revenue in print, on-line and emerging technological platforms. Active in line sales efforts and training. Responsible for all analysis of both planning and results from market and partner efforts; provided on-going market overviews property by property; developed sales tools and materials for the properties and customized programs market by market.

Accomplishments included:

- Improvement in the properties sales, resulting in a consistent top 4 revenue placement among all Consortium members;
- Supported and guided the California Newspaper Partners in developing 2010 strategies for all their properties;
- Rolled out the mobile platform and efforts in nearly a dozen properties that will result in over \$500,000 in new revenue in fiscal 2010/2011.

DIGITAL MEDIA COMMUNICATIONS, INC. – Denver, CO
VP of Sales, Mountain Region

2007 to 2008

Provider of on-line video products to newspapers and directory publishers. Grew the client list by 20% in 12 months. Worked with clients in the Western US and Canada that included McClatchy, Lee, CanWest, Belo, Media News Group and Hearst. New clients and market share growth came from: Freedom Communications, Inc., Journal Communications (Milwaukee Journal Sentinel), The Star Tribune Company and Landmark Communications' Dominion Enterprises.

SUSAN KELLY-GILBERT

THE COLORADO SPRINGS GAZETTE **Freedom Communications** VP of Sales and Marketing

2004 to 2007

Directed a staff of 96 sales associates and 16 marketing associates to support a \$60 million revenue operation. In the Marketing area, I established a high level of commitment to research data and its use to grow market share. This included: formal research efforts; a new media kit; introduction of presentation tools; and programs that identify new business opportunities within the market and focus sales/marketing support toward acquiring new clients.

Accomplishments included:

- Established a partnership with CareerBuilder, the first in Freedom Communications, which produced an incremental \$1.2 million in the first year;
- Directed the launch of Your Hub, a user generated community (zoned) publication and on-line channel that had 260,000 page views monthly within 90 days and was on plan (both the P&L and site metrics);
- Grew on-line revenue from 3% share of revenue to over 6% for a +280% increase in on-line revenue;
- Expanded a custom direct mail operation that doubled revenue in 1 year;
- Grew Local revenue approximately +10% in a two-year period;
- Grew market share by 2 percentage points in 2005;
- Reduced expenses by \$400,000 by bringing in-house the TMC product;
- Developing an employment TMC publication that brought in \$1,000,000 incremental revenue and took that business unit into the black its first year of operation;
- Established a formal training program for new hires and an on-boarding process to improve retention;
- Directed stronger sales efforts for niche and focus publications that helped grow market share;
- Introduced technology into the workplace that produced both cost savings and revenue, including Virtual Ad Taker, MSG-CP-ADs/MMS, Classified self-serve;
- Directed a sales effort that resulted in \$500,000 for the newspaper's new, redesigned TV Book;
- Assumed responsibility for supporting all Circulation marketing in 2005 including acquisition and retention efforts.

THE AUGUSTA CHRONICLE **Morris Communications** Director of Sales and Marketing

2002 to 2004

Directed a staff of 40 with revenue of \$30 million. The focus for success was in reorganizing the talent to grow local sales in print and on-line, maximizing opportunities with niche publications and KPIs.

Accomplishments included:

- On-line sales grew +50% year over year in 2004;
- Niche publications averaged 30% ahead of 2003;
- Local revenue increased 20% in the first year;
- Directed first market study in five years and co-chaired the 2004 Strategic Planning Group.

INFINET – Norfolk, VA **Gannett** Vice President Business Development

1999 to 2001

An internet access and service provider that helped newspapers on-line in the early development of their local digital products and services, I was responsible for building and developing a sales and marketing division with focus on non-owner publishing properties and brand awareness. Revenue from non-owner clients doubled in two-year period. Acquired top 10 media clients including Tribune Company (Chicago Tribune, LA Times), Cox Newspapers (Atlanta Journal Constitution), Chicago Sun Times and Freedom Communications.

SUSAN KELLY-GILBERT

Landmark Communications, Inc. – Norfolk, VA

1996 to 1999

THE FLAGSHIP

General Manager

Operating responsibility for the official Navy military newspaper in the region and the largest in the United States, with a \$1.6 million revenue base and an operating budget of \$1.3 million. Through the first half of 1999 outperformed operating budget by 67% and increased revenue by 18% over the prior year. Led a staff of two managers, commission only account executives, and four operational/production staff.

PORTFOLIO WEEKLY

Advertising Director

Responsible for display and classified advertising for Hampton Roads' leading weekly alternative publication. Annual revenue base of \$1.3 million. Managed a staff of six display account executives and three telemarketing representatives. Increased display revenue 27% and classified revenues by 53% in this time period. Increased advertiser mix and ad count by 50%. Implemented a team-based approach for sales and the creative support staff.

MIAMI HERALD PUBLISHING COMPANY – Miami, FL

1974 to 1987,

Knight Ridder

1988 to 1995

Assistant Display Director, Retail Advertising

Responsible for small-to-medium size accounts with revenue of \$30 million annually. Staff of four sales managers and 47 sales associates, including a commission-only sales staff. Focused on training, customer relationships and new business development. During this period, implemented commission-only sales staff that resulted in \$5 million in new business in 18-month period.

Other areas of responsibilities during my tenure at MHPC included: Regional Sales Manager, Broward County; Assistant Classified Manager, Inside and Outside sales; Major Accounts Manager, Financial, Shopping Centers, Amusements and Advertising Agencies; Executive Assistant, VP of Marketing and Advertising

EDUCATION: Business Administration, Marketing Major
Florida International University



TOWN OF BAY HARBOR ISLANDS
APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing
Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

Design Review Board [] Parks & Recreation Committee [x] Charter & Ordinance Committee [] Sustainability & Resiliency []

Application is for: [] New Appointment [] Re-submission [] If you currently serve on a Board, please state which Board:

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Amarily M Gott Jaimes E-Mail: amarilysgott@gmail.com Residency Years: 2 years

Residential Address 9341 E bay Harbor Dr Bay Harbor Islands, FL Zip Code: 33154

Telephone number: Cell number: 7864779733 Business number:

EDUCATION:

High School: UE Andres Bello Location: Venezuela

College: UCAB Location: Venezuela

Year Completed: 6 Degree: Juris Doctor Major:

Other professional or technical training (Name of School, course name, etc.) Master in Economics (Italy. IU Sophia). PHD co

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: Humana

Address:

Title: Sr. Compliance Profession Years of Service: 6

If you are applying for the Design Review Board, please check one of the following professions. Other related profession

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

Enter any specific expertise and/ or abilities.

Having been actively involved in our community through various initiatives, such as creating the Neig!

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
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- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Amarily's Gott Jaimes

01/31/2025

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: **Perfect**

Absent: **Perfect**

Years served: **15 + ve**

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

Amarilys Gott

Miami, FL. 33154 • amarilysgott@gmail.com • 786.477.9733 • www.linkedin.com/in/amarilysgott

Senior Compliance Professional and Legal Counsel

Result-driven Attorney and Compliance Professional with over 15 years of legal and operational leadership experience, showcasing a successful track record in interpreting legal and regulatory frameworks to ensure seamless compliance within commercial operations. Demonstrated expertise includes increasing compliant business alternatives, implementing effective risk mitigation strategies, and crafting clear compliance policies. Proficient in leading internal audits, addressing privacy breaches, and managing external audits with regulatory bodies. Adept at cultivating strategic relationships, contributing insights to senior leadership, and collaborating with IT for consistent privacy and security practices. Committed to optimizing compliance, fostering excellence, and guiding strategic planning. Recognized for commercial acumen, with a proven track record in driving business growth, simplifying complex issues, and ensuring global regulatory compliance. Acknowledged as a dedicated strategic partner for boards, business leaders, and C-Suite executives, noted for clear communication and adept risk mitigation. Multicultural and multilingual background fosters effective collaboration in diverse teams. Demonstrates passion for privacy, artificial intelligence, and a commitment to staying ahead in the evolving legal landscape.

CORE COMPETENCIES

- Legal Counseling
- Operational Compliance
- Contract Drafting and Review
- Litigation Management & Dispute Resolution
- Strategic Planning
- Leadership & Motivation
- Business & Risk Focused
- Regulatory Compliance
- Project Management
- Stakeholder Relations
- Training & Development
- Multilingual (Spanish, English, Italian, Portuguese)
- Government & Public Relations
- Communications & Public Speaking
- Risk assessment
- Commercial Contracts
- Diversity & Inclusion
- International Expansion
- Problem-Solving
- Organizational Planning

EDUCATION AND CERTIFICATIONS

- Andres Bello Catholic University, Caracas, Venezuela
Licensed Attorney. Juris Doctor.
- Simon Bolívar University, Caracas, Venezuela
Doctor of Philosophy in Political Science & International Relations (In Progress).
- Instituto Universitario Sophia, Florence, Italy
Master of Arts in Business Economics and Politics.
- Cornell University
Certificate program on Diversity & Inclusion.
- Cornell University
360 Project Management Certificate.
- MIT Sloan School of Management
Artificial Intelligence: Implications for Business Strategy (In Progress)
- Clarabridge University.
CX Dashboard Architect.
- Andres Bello Catholic University/George Washington University, Caracas, Venezuela/Washington D.C.
Graduate Certificate in Political Management and Governability.

PROFESSIONAL EXPERIENCE

Humana, Miami, FL (Remote)

2018-Present

Sr. Compliance Professional

- Interpreted legal and regulatory frameworks to ensure compliance with commercial operations, identifying strategies for achieving organizational goals.
- Successfully increased compliant business alternatives by 20%, resulting in significant positive financial impact.
- Assessed operational impacts of new legislative and regulatory guidance, implementing effective risk mitigation strategies.
- Developed, reviewed, and updated compliance policies, procedures, and communications to provide clear guidance to internal stakeholders.
- Established and maintained monitoring procedures, conducting internal audits to enhance compliance with industry guidelines and optimize operational efficiency.
- Addressed privacy breaches in collaboration with relevant departments, ensuring adherence to state and federal regulations.
- Led external audits with regulatory bodies, ensuring a smooth and seamless process in compliance evaluations.
- Ensured compliance with applicable laws and regulations by reviewing and optimizing scripts, job aids, and training materials for a nationwide team.
- Actively participated in business events, addressing compliance-related inquiries from a diverse team of leaders and agents.
- Evaluated performance of teams, identified areas for improvement, and implemented remediation plans to meet compliance standards.
- Cultivated strategic relationships with external vendors to enhance compliance and operational effectiveness.
- Contributed insights to senior leadership strategic planning meetings, guiding compliance and risk management strategies.
- Collaborated with IT to ensure consistent privacy and security practices, overseeing processes for updating the regulatory compliance department on potential impacts on organizational functions.

Gott & Associates Corporate Law Firm, Caracas, Venezuela.

2003-2017

Founder and Associate Lawyer

- Established and managed an international law firm specializing in cross-border transactions and multinational corporate affairs, fostering strategic alliances with leading global enterprises.
- Skillfully organized complex contractual agreements, tailoring them to meet diverse client needs and ensuring favorable terms with effective risk mitigation.
- Navigated dynamic legal landscapes adeptly, consistently implementing risk reduction measures and adjusting legal strategies to meet unique client requirements.
- Demonstrated a steadfast commitment to clear and effective communication with internal stakeholders and clients.
- Collaborated with governmental authorities and labor unions in negotiating collective agreements for client corporations, achieving excellent outcomes through adroit advocacy and diplomatic finesse.
- Distinguished by exceptional litigation prowess, representing clients in various legal fora, with success rates surpassing 90%.
- Utilized alternative dispute resolution methods such as mediation and arbitration, minimizing time and financial costs for consensus-driven resolutions.

Yvonne Hamilton

From: amariyls gott <amariylsgott@gmail.com>
Sent: Monday, June 3, 2024 5:17 PM
To: Cynthia Garcia; Yvonne Hamilton
Subject: Application for Parks and Recreation Committee Membership
Attachments: Resume Final.pdf

Some people who received this message don't often get email from amariylsgott@gmail.com. [Learn why this is important](#)

Dear Yvonne and Cynthia

I hope this email finds you well. I am writing to express my sincere interest in joining the Parks and Recreation Committee of our city council. Having been actively involved in our community through various initiatives, such as creating the Neighbors of BHI chat, presenting at city council meetings, and meeting with esteemed individuals like Mayor Joshua Fuller, Stephanie Bruner, and Council Member Eric Rappaport, I am eager to further contribute to the enhancement of our city's recreational spaces and amenities.

My involvement in the Neighbors of BHI chat has provided me with valuable insights into the needs and desires of our community members regarding parks and recreational facilities. Through engaging discussions and collaborative efforts, I have gained a deep appreciation for the importance of accessible and inclusive recreational opportunities for individuals of all ages and backgrounds.

Moreover, my experience presenting at city council meetings has equipped me with the necessary communication and advocacy skills to effectively articulate ideas, propose solutions, and engage with fellow community members and council members alike. I am committed to fostering constructive dialogue and working collaboratively to address any challenges and opportunities facing our parks and recreational areas.

I am particularly inspired by the recent developments in our city, including the election of Council Member Eric Rappaport, and I am enthusiastic about the prospect of contributing to the ongoing progress and development of our parks and recreation initiatives under his leadership.

Attached, please find my resume for your reference, which highlights my experience and qualifications. I am confident that my passion for community engagement, coupled with my dedication to promoting the well-being and enjoyment of our residents, makes me a strong candidate for the Parks and Recreation Committee.

Thank you for considering my application. I am eager to further discuss how I can contribute to the committee's objectives and support the

continued improvement of our city's parks and recreational facilities.

Warm regards,
Amarilys Gott
Phone: 786-4779733

--

Amarilys Gott
Attorney at Law.



TOWN OF BAY HARBOR ISLANDS
APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing
Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

Design Review Board [] Parks & Recreation Committee [x] Charter & Ordinance Committee [] Sustainability & Resiliency []

Application is for: [] New Appointment [] Re-submission [] If you currently serve on a Board, please state which Board:

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Christina Gunther-Telesco E-Mail: christinatelesco@gmail.com Residency Years: 20 years & more

Residential Address 10180 W bay harbor dr 3A Bay Harbor Islands, FL Zip Code: 33154

Telephone number: 7866639175 Cell number: Business number: 7866639175

EDUCATION:

High School: Holy Angels Academy Location: Miami Shores

College: Barry University Location: Miami Shores

Year Completed: 2025 Degree: BA Professional Studies Major: Human Resources / Psy

Other professional or technical training (Name of School, course name, etc.) Florida Real Estate License (Active)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: Simplex 3D

Address: Herzliya, Israel

Title: Sales Manager Years of Service: 2025

If you are applying for the Design Review Board, please check one of the following professions. Florida- licensed broker or real estate

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

Current resident of 25 years, The Telesco family has served this community, owned land (1111), we've owned homes and condos on both sides of our dual islands, This is my home and I want to make sure my son can ride his bike safely, which is NOT happening, I have worked with some of the Biggest

Enter any specific expertise and/ or abilities.

KEY SKILLS • Developing and maintaining strong relationships with VIP clients • Droving Brand Adv

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Christina Telesco-Gunther

02/13/25

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: _____

Absent: _____

Years served: _____

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

Christina (Telesco) Gunther

786-663-9175 | christinatelesco@gmail.com | [linkedin.com/in/chistina-gunther/](https://www.linkedin.com/in/chistina-gunther/)

BUSINESS DEVELOPMENT AND SALES PROFESSIONAL

Business Development | Account & Territory Management | Product Launch | Brand Ambassador | Market Penetration | Professional Presentations | Strategic Partnerships | Leadership | B2B/B2C | SaaS | Hospitality | Luxury Services | Real Estate | PropTech | IaaS | Construction | Salesforce

HIGHLIGHTS

- 15+ years in Business Development and Sales across Multiple Industries with High-Net-Worth Individuals
- Global Brands Ambassador, Launching Products, Introducing Services, and Creating Brand Experiences
- Ranked 4th in Nation in Year 1 and selected to represent Brand at conferences introducing Crexi Intelligence
- Created and maintained partnerships with Luxury Brand Vendors and Key Decision Makers throughout Miami
- Managed >150 International Flights and Full Itineraries for International Investors visiting MiamiWorld Center
- Managed 2–3-day Event Creation, Point of Contact, Liaison for CEO and Clients, Vendors, etc.
- Hospitality Professionals for custom design and cater of dinner party's corporate meetings
- SaaS and Protech Sales with a solid Track Record in boosting Revenue and exceeding Sales Goals
- Entered New Market and exceeding Ramp Goals 3 months simultaneously ~15 – 20 New Accounts monthly
- Broke into an impenetrable territory (Long Island & Queens) with Tier 1 Commercial Brokerages
- Lead collaborator between software developer and end-users to craft product/perform market research
- Business Travel Consultant for VP Clientele for Comprehensive Services (car, air, and hotel)
- Territorial expansion of 3 counties in SE Florida: Miami Dade County, Palm Beach Count and Broward County
- Grew client base 30 to 80 within 5 months through referrals, targeted marketing, and cold calling

KEY SKILLS

- Developing and maintaining strong relationships with VIP clients in assisting with lifestyle needs and requests
- Droving Brand Advocacy and Engagement by building and maintaining relationships with Key Stake Holders
- Building strong Client Relationships, breaking into New Markets, and Closing, through Strategic Tech Solutions
- Managing Complex Sales, making Compelling Presentations, leveraging Industry Insights to stay ahead of Competition
- Working with Marketing, Product, and Customer Success teams to create high Customer Satisfaction and Retention
- Conducting user/market research to shape product positioning, marketing, and identify key opportunities
- Business development and evaluating opportunities for partnerships and alignment
- Social media and targeted marketing/networking
- Territory Expansion through securing and optimizing new revenue streams and opportunities
- Providing creative solutions to clients with proven record of delivering revenue growth and cost savings
- Business Development through securing new business prospecting accounts
- Salesforce Outreach | Slack | Tableau | Outlook | Bamboo | DocuSign
- Microsoft Office Suite – Word, Excel, PowerPoint, Outlook,

EDUCATION

- Barry University | Bachelor of Science | Psychology | Minor Human Resource Management

EXPERIENCE

- [Account Executive | EV Passport | Miami, FL](#) 2024 – Present
- [Sr. Account Executive - Enterprise \(SaaS\) Sales | CREXI, | Miami, FL](#) 2021 – 2024
- [Director of Corporate Events & Travel | RCP Holdings/Commercial RE Development | FL](#) 2018 – 2021
- [Regional Account Manager, Southeast | Luxury Attaché | Miami, FL](#) 2015 – 2018
- [Business Development Manager IT | Asendo Resources Recruiting | Miami, FL](#) 2013 – 2015
- [Luxury Rentals Miami Beach | Sales Executive | Miami, FL](#) 2011 – 2013

Good morning:

There wasn't a formal board/committee application 18 months ago. You submitted a resume. The town council subsequently amended the regulations in September 2024. A mandatory application was implemented in the new requirements, along with submittal of proof of residency, resume and/or a cover letter, and evidence of professional licenses/certifications) for DRB Board Members.

Please provide proof of residency.

Thanks

Sincerely,

Yvonne P. Hamilton, CMC
Town Clerk
Town of Bay Harbor Islands
1030 95th Street
Bay Harbor Islands, FL 33154
Telephone (305) 866-6241, Extension 112
Email: yhamilton@bayharborislands-fl.gov



From: Christina Gunther <christinatelesco@gmail.com>
Sent: Thursday, February 20, 2025 9:18 PM
To: Yvonne Hamilton <yhamilton@bayharborislands-fl.gov>
Cc: Frieda Kahn <frieda@ftkadvisory.com>; yonhauswrith@gmail.com; Chuck Q <pismochuck@gmail.com>; Sasha Haman <ahaman1@hotmail.com>; Katelyn vanblargan <katelynvb@gmail.com>; Jay Pritchett <pritchett.jay@gmail.com>; annamochkarova@gmail.com; Moshe Greenwald <Moshe@bmygroup.com>; Linda Zilber <lindazilber@yahoo.com>; selanikiolaw@gmail.com; Aaron Gold <gold.aaron@gmail.com>
Subject: Re: Appointments to the Parks & Recreation and Design Review Board

Good Evening, Yvonne

[FINAL BOARD COMMITTEE APPLICATION](#)

Thank you for allowing me to reapply. I sent the first application about 18+ months ago, and I'm excited that we are finally here, making some big community decisions.

Something special I can bring to this role is, fun. Monthly events, dances, fundraisers, weekly babysitting services Fri & Sat nights for residents, and most of all, making the MOST of what we already have, and squeezing spaces around the Island for enjoyment. For instance, a few beautiful hammocks, benches along the seawall circling the Island 5-10, and a few small tables for tea or reading. Meditation Mounds, like a floating platform over the water I could provide a link if asked. These are LOW COST, BING IMPACT upgrades that people will Instagram if we make it cute enough and include the BHI logo.

and so on...

Respectfully,
Christina

On Thu, Feb 20, 2025 at 7:34 PM Christina Gunther <christinatelesco@gmail.com> wrote:

Respectfully,

Christina L. Gunther
Christinatelesco@gmail.com
Christina.telesco@yahoo.com
(786) 663-9175

On Thu, Feb 20, 2025 at 4:37 PM Yvonne Hamilton <yhamilton@bayharborislands-fl.gov> wrote:

Good afternoon:

The Town Council will be considering applications for appointment to the Parks & Recreation Committee and Design Review Board. You previously submitted your resume. If you are still interested in being considered, you must complete the attached mandatory board/committee application and provide any other required document as stated in the attachments. Please call me at (305) 588-1209 if you have any questions.

The deadline to submit this information is tomorrow by 5:00 p.m.

Thankyou

Sincerely,

Yvonne P. Hamilton, CMC
Town Clerk
Town of Bay Harbor Islands
1030 95th Street

P

Good morning Marina, and I am interested in participating in the Parks and Recreation committee. I have been actively involved in the community by creating the Neighbors of 300 Club, presenting at the city council meeting, and meeting with Vice Mayor Jahna Fuller, Stephanie Brewer, and the recently elected Council Eric Rappaport to find new ways to improve our community. Hope this email finds you well!

Attached, you will find my resume, and application package.
Please let me know if you need any additional information from my side in order to be considered a candidate for the upcoming election of the Parks and Recreation Committee.

Best Regards,
Happy Holidays!
Marina Mitroga



TOWN OF BAY HARBOR ISLANDS APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing
Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited
Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

- Design Review Board
- Parks & Recreation Committee
- Charter & Ordinance Committee
- Sustainability & Resiliency

Application is for: New Appointment Re-submission If you currently serve on a Board, please state which Board: [Redacted]

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: MARIANA MITROGA E-Mail: MITROGAMARIANA@GMAIL.COM Residency Years: 6-10 years
Residential Address: 1025 92nd Street APT 604 305 924 5426 Bay Harbor Islands, FL Zip Code: 33154
Telephone number: _____ Cell number: _____ Business number: _____

EDUCATION:

High School: NSM Location: ARGENTINA
College: UBA Location: ARGENTINA
Year Completed: 2008 Degree: BUSINESS Major: BACHELOR

Other professional or technical training (Name of School, course name, etc.): NEGOTIATION (HARVARD SCHOOL)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)
Current/ Previous Employer: DISCOVER FINANCIAL SERVICES
Address: 2500 LAKE COOK Rd, Riverwoods, IL
Title: SR. EXECUTIVE MANAGER Years of Service: 3

If you are applying for the Design Review Board, please check one of the following professions. Other related profession

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:
Expertise leading groups and projects.
Commitment to improve programs and activities

Enter any specific expertise and/or abilities.

I have Experience leading Working Groups, I manage extended teams and work on how to improve events and commercial relations I am an experienced consulting professional.

ACKNOWLEDGMENT (Check Below)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

[Handwritten Signature]

12-18-2024

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: Perfect

Absent: Perfect

Years served: 15 + ve

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | <input type="checkbox"/> SEAT 7 | | | |

Mariana Mitroga

mitrogamariana@gmail.com | [linkedin.com/in/marianamitroga](https://www.linkedin.com/in/marianamitroga) | (305) 924-5426 | Bay Harbor Islands, FL.

Senior Marketing leader with extensive experience and proven record of delivering business growth by planning and executing full range of marketing activities, product and business development. Fully bilingual in English and Spanish.

KEY AREAS OF EXPERTISE

Business Development - Relationship management - Product Development - Portfolio Management - Brand & Marketing Strategic Planning - Partnership Management - Merchant marketing - Customer loyalty platforms - Digital Marketing - UI/UX – Customer service

PROFESSIONAL EXPERIENCE

Discover Financial Services – Miami, FL

2021 to present

Sr. Executive Relationship Management

Develop and execute commercial and marketing strategies across Argentina, Chile, Paraguay, Uruguay, and Bolivia.

- Grow the acceptance business by launching 6+ new acquirers in the region.
- Lead cross-functional teams to launch new products and technologies (EMV, Protect Buy, E-wallets).
- Ensure compliance with regulatory requirements and ethical standards, including collaborating with onsite audits and partner reviews.
- Analyze regional and market trends to inform strategic decisions and enhance brand presence through local partnerships.
- Complete full migration of Cabal regional portfolio (debit, credit, commercial, and prepaid cards) to drive portfolio growth.
- Execute regional brand awareness campaigns to stimulate spending across South America's top destinations (Brazil, Argentina, Chile, Uruguay).

Novae - Miami, FL

2019 to 2021

VP Product Marketing

Responsible for the regional product & business strategy deployment across the Caribbeans & Latin America region.

- Aggressively drive business development strategy to identify growth and expand business with specific focus on new partners & new markets.
- Identify new potential partners and new payment solutions.
- Lead the local strategy and execution on business development initiatives.
- Identify opportunities to improve profitability driving premium economics.
- Provide thought leadership on competition and industry trends to support market strategy.
- Responsible for bank's partners onboarding, positioning the brand as the preferred digital loyalty solution.
- Responsible for planning, creating, and implementing the overall product marketing strategy.
- Execution of spending stimulation strategies, to maximize the revenue and customer engagement.

- Ensure the industry's leading UI/ UX for all partners, providing the latest trends in digital customer experience.
- Responsible for partners onboarding, providing an end-to-end digital marketing consultancy and support, including early engagement and spend stimulation campaigns (Life Cycle Management)
- Lead and communicate cross-functionally with engineering and other business units the latest technology features and new experiences.
- Full P&L ownership and management of profitability, budgets, ROIs, etc.

Business Development Director

Responsible for the VISA loyalty platform (My Rewards) deployment across Latin America & the Caribbean.

- Responsible for the implementation strategy for each of the LATAM and Caribbean Visa bank partners
- Create customer marketing assets for each market and bank partner.
- Represent Visa when introducing the customer loyalty platform to the LATAM partners in order to engage their customers.
- Create and communicate travel content to the customer portfolio – Life Cycle Management
- Support the innovation plan for the company from the marketing and business development perspective.
- Develop new talent at Novae within the marketing and Business development teams.

American Express - Miami, FL

2017 to 2018

External consultant, Membership Rewards US consumer cards

Responsible for the loyalty program Membership Rewards fulfillment & customer experience for the US portfolio.

- Support the process improvement efforts, developed new tools like email servicing to maximize every interaction with the Cardmember as well as the drive 2 web traffic.
- Worked with the audit process ensuring the best customer experience according with regulations and procedures set for Membership Rewards program.
- Managed partnership initiatives, both with vendors and partners, reviewing the fulfillment experience when a reward is processed.
- Supported the back-office's initiatives and improvements to ensure transparency in the way the program works.
- Third party vendors operation support: reporting, back office, and special handling

American Express - Miami, FL

2014 to 2017

Sr. Marketing Manager LAC

Responsible for leading the marketing strategy for a portfolio of Latin American customers and issuing partners.

- Led the marketing and product strategy for credit & charge cards as well as new to network products to drive desired business growth in Colombia, Venezuela, Dominican Republic & Puerto Rico
- Developed network sales material and product line strategy for new partners. Also responsible for assessing portfolio growth opportunities with existing partners while establishing strong relationships with banks' c level executives.
- Designed compelling network value proposition to engage customers and business partners, including local and regional benefits as well as valuable Card Member experiences at exclusive events. Most notably worked with the RFP with BOG airport (AMEX Airport spaces for travelers / customers).

- Responsible for the card acquisition strategy in all relevant channels, improvement of the sales force product knowledge, and ensure the appropriate incentives / efficiencies of each channel.
- Launched an innovative consultancy plan based on customer lifecycle and share of wallet. The project generated record-breaking incremental billings by doubling the customer spend and resulting in the most profitable campaign in the region.
- Led all above and below the line communications implemented by partner banks, in accordance with Amex global advertising policies and regulations.

American Express - Mexico, DF

2012 to 2014

Sr. Marketing Manager

Responsible for developing and executing marketing campaigns, product revitalizations and customer lifecycle programs.

Identify and implement “premiumization” best practices with new segmentation, sales techniques, channel diversification and targeted communications.

- Responsible for several loyalty campaigns such as proactive attrition, reverse companion, conversions, and early engagement.
- Developed a robust retention strategy for Puerto Rico that improved efficiencies pre, at, and post high value customer attrition. Saving rates moved from 75% to 98%.
- Planning & cost control. MIS & acquisition planning (Daily & monthly reports - annual planning - forecast & investments).
- Managed below-the-line Communications that supported the marketing initiatives described above.
- Led Puerto Rico US Migration Project, including customer strategy (activation and customer retention) in accordance with all US regulations (UDAP). Worked very close with US consumer regulators and policy teams.
- Managed business transformation initiatives for the market with successful implementations and results.

American Express - Argentina, AR

2003 to 2012

Acquisition and Retention Manager (2011 to 2012)

Responsible for defining and deploying the acquisition and retention strategy. Manage key leaderships actions to achieve business growth goals.

- Build communications and marketing efforts to increase acquisitions and billed business.
 - Manage innovation projects (digital acquisitions, compliance, and servicing improvements).
 - Interfaced constantly with operations especially for cross-sell and anti-attrition campaigns.
- Work close to other units like; risk / global branding / compliance / consumer legal / privacy / servicing and operations / concierge / membership rewards.
- Deliver strong results by duplicating the customer portfolio.

Acquisition Supervisor (2003 to 2011)

Responsible for implementing the acquisition strategy. Take the lead of the new customer processes under local regulations and acquisition management in partnership with issuing banks (Argentina).

Managed telemarketing vendors, face to face sales force and insource channels like cross selling, prospect unit and direct mail.

- Implemented the early engagement strategy.
- Responsible for the acquisition planning and cost control (A&P & Opex)
- Implemented the “Delivery Unit”. This project increased the card’s delivery rate from 45% to 80%.

- Launched Banco Privado de Inversiones a new key partner for the market. Developed sales channels, customer service training, communications materials, and training.
- Responsible for Commissions and Revenue Sharing Payments (Referral programs).

EDUCATION

- Bachelor's degree in administration, University of Buenos Aires (UBA) - Argentina, Buenos Aires
- Negotiation, Innovation & Leadership - University CEMA - Argentina, Buenos Aires
- Finance & Investment - University of Buenos Aires (UBA) - Argentina, Buenos Aires
- Introduction to Psychology - Yale University - United States
- Leadership - Harvard University - United States

Yvonne Hamilton

From: Mariana Mitroga <mitrogamariana@gmail.com>
Sent: Monday, December 30, 2024 10:14 AM
To: Yvonne Hamilton
Subject: Parks and Recreation Committee package
Attachments: Mariana Mitroga_ResumeV2024 (2).pdf

Good morning Yvonne,
Hope this email finds you well.

My name is Mariana Mitroga, and I am interested in participating in the Parks and Recreation committee. I have been actively involved in the community by creating the Neighbors of BHI chat, presenting at the city council meeting, and meeting with Vice Mayor Joshua Fuller, Stephanie Bruner, and the recently elected Council Eric Rappaport to find new ways to improve our community.

Attached, you will find my resume, and application package.

Please let me know if you need any additional information from my side in order to be considered a candidate for the upcoming election of the Parks and Recreation Committee.

Best Regards,

Happy Holidays!

Mariana Mitroga

Internal



P

TOWN OF BAY HARBOR ISLANDS
APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing
Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

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- Design Review Board, Parks & Recreation Committee, Charter & Ordinance Committee, Sustainability & Resiliency

Application is for: New Appointment, Re-submission, If you currently serve on a Board, please state which Board: Parks & Recrea

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Alexander Rangel, E-Mail: alex.rangel84@gmail.com, Residency Years: 4 years

Residential Address: 10101 E Bay Harbor Dr Apt 306, Bay Harbor Islands, FL, Zip Code: 33154

Telephone number, Cell number: 818-458-3594, Business number

EDUCATION:

High School: Calabasas High School, Location: Miami, FL

College: Florida International University, Location: Miami, FL

Year Completed: 2015, Degree: Master of Science, Major: Marketing

Other professional or technical training (Name of School, course name, etc.)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: Outform Group

Address: 82 NE 26th St, Miami, FL 33

Title: Vice President of Marketing, Years of Service: 2015

If you are applying for the Design Review Board, please check one of the following professions. Florida-licensed landscape architect, arborist or profess

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

Enter any specific expertise and/or abilities.

I believe I'm well-suited to contribute to the Bay Harbor Islands Parks and Recreation Committee. Ha

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Alex Rangel

Signature of Applicant

December 27, 2024

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: **Perfect**

Absent: **Perfect**

Years served: **15 + ye**

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Dialto | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

December 27, 2024

Dear Members of the Town Council,

I am writing to express my interest in serving on the Parks and Recreation Committee for the Town of Bay Harbor Islands. As a proud resident, I am deeply invested in the future of our town and its public spaces. I believe our parks, recreational facilities, and community programs play a crucial role in shaping the vibrant and welcoming character of Bay Harbor Islands. I am committed to helping ensure these resources are thoughtfully maintained and continue to grow in ways that enhance the quality of life for all residents.

Professionally, I serve as the Vice President of Marketing & Strategy for Outform, an international marketing agency. Over the course of my career, I have managed large-scale projects that require strategic planning, collaboration across diverse teams, and the ability to build consensus among stakeholders with different perspectives. I have also led efforts to create initiatives that drive meaningful engagement, which I believe aligns well with the goals of the Parks and Recreation Committee.

I look forward to the opportunity to contribute my skills and insights to support the committee's work and to help preserve the unique charm and vitality of our community. Thank you for considering my application, and I would welcome the chance to discuss my candidacy further.

Sincerely,
Alex Rangel

10101 E Bay Harbor Islands Unit 306
Bay Harbor Islands, FL 33154
818.458.3594



D

TOWN OF BAY HARBOR ISLANDS
APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing
Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

[x] Design Review Board [] Parks & Recreation Committee [] Charter & Ordinance Committee [] Sustainability & Resiliency

Application is for: [x] New Appointment [] Re-submission [] If you currently serve on a Board, please state which Board: Parks & Recrea

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Alexander Rindner E-Mail: arindner@gmail.com Residency Years: under 6 months

Residential Address 9841 E Broadview DR Bay Harbor Islands, FL Zip Code: 33154

Telephone number: 8457311501 Cell number: 8457311501 Business number: 8457311501

EDUCATION:

High School: Kushner High School Location: New york,, NY

College: Touro Location: New york,, NY

Year Completed: 8 Degree: MARKeting Major: Business

Other professional or technical training (Name of School, course name, etc.) NYU, Masters in Real Estate

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: Regal Communities

Address: Ramsey, NJ

Title: Principal Years of Service: 8

If you are applying for the Design Review Board, please check one of the following professions. Other related profession

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

See attached cover letter and resume

Enter any specific expertise and/ or abilities.

Previous work experience in Construction and Development, as well as currently building a house in I

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
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- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

02/14/2025

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: Perfect

Absent: Perfect

Years served: 15 + ve

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

Dear Bay Harbor Islands Council,

I am writing to express my strong interest in joining the Bay Harbor Islands Design Review Board. As a professional with extensive experience in real estate development and construction, I believe I can bring valuable insights and expertise to the board's important work.

Throughout my career, I have been involved in numerous development and construction projects, giving me a deep understanding of architectural design, construction processes, and regulatory compliance. Please see attached CV.

In addition to my professional qualifications, I have a personal connection to Bay Harbor Islands that fuels my passion for serving on this board. My wife grew up in this wonderful community, and we are currently in the process of building our own home here to raise our family. This experience has given me firsthand knowledge of the design review process from an applicant's perspective, providing me with a unique and valuable insight.

Having recently gone through the design review process ourselves, I am intimately familiar with the challenges and opportunities it presents. I believe this experience, combined with my professional background, will allow me to contribute meaningfully to the board's decision-making process and help ensure that new developments enhance the character and quality of life in Bay Harbor Islands.

I am deeply committed to preserving and enhancing the unique charm and aesthetic of Bay Harbor Islands while also embracing thoughtful, high-quality development. If selected to serve on the Design Review Board, I will work diligently to balance the needs of property owners with the broader interests of the community.

Thank you for considering my application. I would welcome the opportunity to discuss how I can contribute to the important work of the Bay Harbor Islands Design Review Board.

Sincerely,

Alexander Rindner

9841 E Broadview Dr,

Bay Harbor Islands, FL 33154

Alexander Rindner

Tel# (845)731-1501

Email: arindner@gmail.com

Education

New York University, Schack Institute of Real Estate, New York, NY September 2012 – May 2014

M.S. in Real Estate with a concentration in Management

Touro College, Brooklyn, NY September 2008 - June 2012

B.A. in Marketing and Management

Relevant Work Experience

Regal Communities, Miami Beach, FL January 2018- Present

- Own and Manage a portfolio of affordable Manufactured housing communities spanning 6 states 2700 units.

Avery Management, New York, NY June 2014- Present

- o Managing predevelopment phase for a hotel development
- Overseeing the redevelopment and of an office building in Downtown Brooklyn.
- o Predevelopment work for adding additional floors to the existing building

Enter any specific expertise and/ or abilities.

ACKNOWLEDGMENT (Check Below:)

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- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
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- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Rauer

January 10, 2025

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: **Perfect**

Absent: **Perfect**

Years served: **15 + ve**

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

Dave Sanchez

1080 94th St APT 303 Bay Harbor Islands FL 33154 | (786) 253 - 2878 | me@davesanchez.name

Profile

A student in Miami Dade College working towards a Cybersecurity Major with an interest in securing software, hardware, preventing data loss and damage at a workplace, as well as educating individuals on proper techniques to help keep themselves secure. Founder of SurfBalBay News with the goal to keep the residents in his community informed of all that is happening within their cities. And retains detailed knowledge of advanced networking and proper security policy applications.

Experience

FOUNDER OF SURFBALBAY NEWS | NOVEMBER 2022 - PRESENT

- Attend Weekly Meetings from the Municipalities of Bay Harbor Islands, Surfside, Bal Harbor.
- Each week usually containing 5 City Meetings per week 1-6 hours in length.
- Quick Chronicling Details of Meetings from Board, Committee Members, & Employees, including public reactions & public comments.
- Organization of Notes & Public Record Documents.
- Self-Maintenance of Website Server & Back-End.
- Proper Managing of Social Media Accounts.

SECRETARY | SHIP AND PACK CORP. | JANUARY 2023 – OCTOBER 2023

- Database Recording of Packages & Letter Mail for nearly 40 clients, who live locally, in South America, & in Europe.
- Management of Communications via E-Mail & Phone to the Business.
- Creating Invoices for Packages to be Sent Overseas to South America & Europe, via air & boat.
- Creating Packaging Tracking Numbers with their applied weight and size to shipping boxes.
- Selling & Secure Transporting of Luxury Merchandise & Electronic Equipment, via online storefronts such as eBay, OfferUp, & Facebook Marketplace directly to customers & businesses.
- Efficient Communication and Problem Management with UPS (United Parcel Services), FedEx Corporation, United States Postal Service (USPS), & other third-party shippers in status, quality assurance, and cost quoting of packages to receive and send.
- Accountant for financial transactions.

ALTER SERVER (ALTER BOY) | ST. JOSEPH'S CATHOLIC PARISH MIAMI BEACH | 2017 - 2019

- Alter Server for English & Spanish Mass on Sundays at 10:00 AM & 12:30 PM, respectively.
- Proper Religious Procedures for a Mass Procession.
- Delivering of Bread & Wine to the Priest before "Transubstantiation" by the Priest of the Mass.

Education

BACHELOR OF A CYBERSECURITY MAJOR: AUGUST 2022 – PRESENT | MIAMI-DADE COLLEGE

HIGH SCHOOL DIPLOMA | ALONZO AND TRACY MOURNING SENIOR HIGH

Skills and Abilities

Critical Thinking	Leadership	Time Management	Organization	Customer Service
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TOWN OF BAY HARBOR ISLANDS

APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing
Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

Design Review Board Parks & Recreation Committee Charter & Ordinance Committee Sustainability & Resiliency

Application is for: New Appointment Re-submission If you currently serve on a Board, please state which Board: **Parks & Recrea**

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: KAMM TRUMBIE E-Mail: trumbie.kamm3@gmail.com Residency Years: under 6 months

Residential Address: 10300 WEST BAY HARBOR DRIVE 10-C Bay Harbor Islands, FL Zip Code: 33154

Telephone number: _____ Cell number: 863 484 2961 Business number: _____

EDUCATION:

High School: _____ Location: _____

College: BARRY UNIVERSITY Location: MIA SHORES, FL

Year Completed: 4 Degree: BS-MKT Major: MARKETING 1976-1980

Other professional or technical training (Name of School, course name, etc.)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: RETIRED

Address: _____

Title: _____ Years of Service: _____

If you are applying for the **Design Review Board**, please check one of the following professions. Florida-licensed landscape architect, arborist or profess

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

Enter any specific expertise and/ or abilities.

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
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- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Kevin Fuller
Signature of Applicant

Dec 30, 2024
Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present: **Perfect**

Absent: **Perfect**

Years served: **15 + ve**

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

KAMM TRUMBLE
10300 WEST BAY HARBOR DRIVE
BAY HARBOR ISLANDS, FL 33154
(863) 484-2961

February 14, 2025

Dear Council Members:

May you please consider my continued service to the Town of Bay Harbor Islands with submission of the application and resume.

The opportunity started in 2013 as I volunteered on a couple of committees, focused mainly on the Parks & Recreation Committee.

What a better way to demonstrate care and concern for our town than to volunteer at the many events over the many years.

Thank you.

Kindly,


Kamm

KAMM TRUMBLE
10300 West Bay Harbor Drive, PH-10C
Bay Harbor Islands, FL 33154
863 - 484 - 2961

EMPLOYMENT *(not limited to)*

2012 – present	Personal Assistant Meryl Cohen Professor, University of Miami BHI, FL
2018 – present	Personal Assistant Marian Bach Psychiatrist BHI, FL
1994 – 2011	Personal Assistant Caroline Gaynor Shore Crest, FL
1988 – 1994	Administrative Assistant Video Jukebox Network (THE BOX) Miami, FL
1980 – 1988	Regional Manager <i>(promoted from within)</i> Medical Aid Training Schools (MATS) North Miami, FL

EDUCATION

1976 – 1980	Barry College <i>(1981 Barry University)</i> BS – Marketing Miami Shores, FL
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If you would like



TOWN OF BAY HARBOR ISLANDS
 APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

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 Town of Bay Harbor Islands
 1030 95th Street, Trailer 2
 Bay Harbor Islands, FL 33154
 (305)-866-6241

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- Design Review Board Parks & Recreation Committee Charter & Ordinance Committee Sustainability & Resiliency

Application is New Appointment Re-submission If you currently serve on a Board, please state which Board:
 for:

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Thomas von Hauswirth E-Mail: vonhauswirth@gmail.com Residency Years: 6-10 years

Residential Address 9200 Bay Harbor Terrace Bay Harbor Islands, FL Zip Code: 33154

Telephone number: Cell number: 310-403-9990 Business number:

EDUCATION:

High School: Location: Los Angeles, California

College: University of California Los Angeles Location: Los Angeles, California

Year Completed: 8 Degree: Bachelor of Arts Major: Political Science

Other professional or technical training (Name of School, course name, etc.)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: HB CLM Consulting, Inc

Address: 9200 Bay Harbor Terrace B₊

Title: Owner Years of Service: 8

If you are applying for the **Design Review Board**, please check one of the following professions. Other related profession

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

Volunteer for the Board of Supervisors of City and County of San Francisco; Worked on several U.S. Congressional campaigns as a senior campaign team member, Legislative Communication Assistant to the Office of President of California U

Enter any specific expertise and/ or abilities.

Over 20 years of both Local City Election and U.S.Congressional Campaigns. Active participant in local

ACKNOWLEDGMENT (Check Below:)

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- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.



Signature of Applicant

02/08/2025

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present:

Absent:

Years served:

The Council member nominating the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Joshua D. Fuller | <input type="checkbox"/> Vice Mayor Isaac Salver | <input type="checkbox"/> Council Member Stephanie Bruder |
| <input type="checkbox"/> Council Member Molly Diallo | <input type="checkbox"/> Council Member Teri D'Amico | |
| <input type="checkbox"/> Council Member Eric Rappaport | <input type="checkbox"/> Council Member Robert H. Yaffe | |

Elected:

- | | | | | |
|--|--|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> SEAT 1 | <input type="checkbox"/> SEAT 2 (1 YEAR) | <input type="checkbox"/> SEAT 3 | <input type="checkbox"/> SEAT 4 (1 YEAR) | <input type="checkbox"/> SEAT 5 |
| <input type="checkbox"/> SEAT 6 (1 YEAR) | | <input type="checkbox"/> SEAT 7 | | |

Dear Bay Harbor Islands Town Council,

I am writing to express my enthusiastic interest in serving on the Parks and Recreation Committee for Bay Harbor Islands. As a resident since 2014 and a dedicated advocate for community engagement, I am eager to bring my extensive experience and passion to support the committee's mission of enhancing park facilities, leisure programs, and environmental sustainability for our town's residents.

With over 20 years of civic involvement, I have cultivated a deep understanding of community building and public service.

My background includes volunteering for the Board of Supervisors in San Francisco, serving as a Legislative Communication Assistant for the Office of the President of California University Federal Governmental Affairs in Washington, D.C., and holding senior roles in U.S. Congressional campaigns. Additionally, I have been an active participant in local affairs through the Neighborhood Council of Los Angeles and as a member of the Lions Club Los Angeles chapter. My work on community organization steering committees has further strengthened my ability to collaborate with diverse stakeholders to achieve meaningful outcomes.

Professionally, I bring over 12 years of expertise in legal contracts management and compliance from roles at T-Mobile and Jones Lang LaSalle. This experience has equipped me with skills in organizational planning, regulatory adherence, and problem-solving—qualities essential for addressing the needs of our parks and recreational spaces. My academic background in Political Science from UCLA, combined with international exposure through research on conflict resolution in Geneva, Switzerland, provides a global perspective that I aim to leverage for our local community's benefit.

Bay Harbor Islands is uniquely positioned as a vibrant community that values its natural beauty, historical identity, and architectural heritage. I am committed to preserving these assets while promoting inclusive spaces that foster unity among residents. If selected to serve, I will work diligently with fellow committee members to ensure our parks remain symbols of pride and sustainability for future generations.

Thank you for considering my application. I look forward to the opportunity to contribute to the continued growth and vitality of Bay Harbor Islands.

Sincerely,

Thomas von Hauswirth

9200 Bay Harbor Terrace

Bay Harbor Islands, FL 33154

Thomas von Hauswirth

Miami Beach, FL | 310-403-9990
vonhauswirth@gmail.com | <https://www.linkedin.com/in/tvonh>

Professional Summary

Innovative legal operations and contracts management leader with over 12 years of experience in technology-driven environments. Proven track record of implementing strategic solutions that drive operational excellence, mitigate risks, and align with business objectives. Spearheaded the implementation of CLM systems, enhancing efficiency by 30% and reducing policy-related risks by 20%. Skilled in optimizing contract lifecycles, from template creation and risk assessment to approval workflows and data analytics. Experienced in integrating platforms like Salesforce, DocuSign, and Ariba to ensure seamless data flow and robust security. Demonstrated ability to build strong partnerships with global stakeholders, foster cross-functional collaboration, and streamline decision-making processes. Committed to continuous improvement in legal operations, compliance management, and contract management to support organizational growth.

In human resources, streamlined recruitment and onboarding processes, reducing documentation processing time by 25% while maintaining regulatory compliance. Proficient in HRIS systems, employee record management, and policy communication with a focus on data privacy and security. Experienced in conducting pre-screen interviews, managing applicant tracking systems, and optimizing talent acquisition for tech roles. Successful in benefits administration and supporting training initiatives. Built strong partnerships with global stakeholders, facilitating cross-functional collaboration across HR, legal, and business units. Provided comprehensive administrative support for HR operations, driving continuous improvement and supporting organizational growth in fast-paced, innovative environments.

Professional Experience

HB CLM Consulting, Miami Beach, FL
Contracts Management, Consultant - Owner | 10/2018 - Present

- Engineered CLM authoring clauses, sections, and contract templates to streamline contract creation, driving a 30% increase in efficiency.
- Devised advanced testing tools and tracking alerts, enhancing system efficiency and multi-system integrations, reducing errors by 25%.
- Delivered comprehensive expertise in diverse CLM tools, spearheading end-to-end implementation and optimization: conducted needs assessments, developed budget-aligned strategies, designed tiered functionality, led cross-functional workshops, executed training (20% adoption increase), implemented AI-driven features, managed change, and conducted post-implementation reviews; Resulted in 30% reduced contract cycle times, 25% cost savings, 40% decreased legal risks, and transformed contract management into a strategic asset driving operational efficiency and bottom-line growth.
- Spearheaded end-to-end CLM optimization, conducting needs assessments, developing budget-aligned strategies, and designing tiered functionality. Led workshops, executed training programs, and managed change, transforming contract management into a strategic asset driving operational efficiency and bottom-line growth.

T-Mobile, Inc. Headquarters, Bellevue, WA
Contracts Data Analyst - Contractor | 10/2022 – 03/2023

- Conducted comprehensive audit of 200+ Non-Disclosure Agreements from legacy merger, ensuring full compliance and mitigating potential legal risks. Monitored requests and deliverables, identifying new data sources to enhance management and improve tracking efficiency.
- Optimized data integrity for automated platform operations by implementing robust access protocols to critical sources, resulting in enhanced accuracy and elevated quality standards. Developed asset management procedures, providing comprehensive reports on contractual status, expirations, terminations, renewals, and amendments.
- Orchestrated integration of CLM platform with key systems (Ariba, Conga, ICertis, Salesforce), streamlining contract processes and boosting operational efficiency. Implemented automated workflows, reducing contract cycle times and enhancing cross-departmental collaboration.

Jones Lang LaSalle, Inc., Brooklyn, NY
Compliance Administrator | 06/2022 -05/2022

- Revolutionized vendor management by implementing Supplier Central software and optimizing processes with sourcing director, resulting in full COI compliance, reduced processing times, and mitigated risks through quarterly reviews.
- Engineered streamlined compliance and contract management workflows, aligning JLL policies with JPMorgan Chase requirements and administering HR compliance verifications. Developed organization-wide training programs, ensuring consistent regulatory adherence and enhancing audit efficiency.
- Spearheaded end-to-end optimization of compliance and contract management systems, conducting needs assessments and implementing risk mitigation strategies. Led cross-functional initiatives to align practices with business objectives, driving operational efficiency and reducing legal exposure.

500 Startups, Inc., San Francisco, CA
Contracts Administrator/ Legal Operations - Contractor | 01/2022 -05/2022

- Audited and refined Ironclad workflows, pinpointing and implementing requisite scope adjustments, culminating in significant enhancement in process efficiency. Engineered and constructed intricate workflows for fund management, portfolios, investment shares, financial statements, and contract procedures, substantially diminishing processing time.
- Spearheaded the development of cutting-edge workflows on the Ironclad platform, synergizing efforts with supply chain teams to align with strategic business objectives. Collaborated with IT to develop in-house program, significantly exceeding KPIs for user adoption and design efficiency benchmarks.
- Instructed over 100 global supply chain personnel on novel Ironclad processes, including workflow design, approval protocols, and data requisites, augmenting overall compliance. Monitored all contract endorsements and signatures were fully executed, resolving discrepancies with missing attachments.
- Successfully integrated new use cases into the Ironclad platform, expanding its functionality and application across the organization. Continuously optimized system performance and user experience, driving increased adoption rates and operational efficiencies throughout the contract management lifecycle

VeriFone, Inc., Miami Beach, FL
Legal Contracts / Operations Specialist - Contractor | 05/2021 – 01/2022

- Spearheaded global contract and e-signature platform operations, streamlining execution and slashing processing time by 20%.
- Implemented and deployed CLM system enhancements, revolutionizing contract management workflows and bolstering compliance measures.
- Orchestrated SPM processes, fostering collaboration with key stakeholders to catalyze ongoing operational improvements.

First Service Residential, Inc., Hollywood, FL
Contracts Administrator - Contractor | 03/2020 - 04/2020

- Conducted comprehensive risk analysis of contractual language in 50+ high-value real estate agreements, identifying potential liabilities and legal exposure.
- Provided strategic recommendations for redlining process, resulting in 25% reduction in negotiation time and enhanced protection of client interests.
- Crafted a detailed playbook and approval process, establishing stringent compliance protocols that reduced legal risks and bolstered the company's contractual standing.

Equifax, Inc., Alpharetta, GA

Contract Administrator - Contractor | 06/2019 - 08/2019

- Catalyzed CRM data integrity and contract analytics initiatives: conducted comprehensive contractual data audits, extracted critical revenue attributes, and elevated system accuracy, fueling data-driven strategic decisions and enhancing overall CRM effectiveness.
- Orchestrated streamlined contract submission and review processes, collaborating closely with legal operations to bolster organizational compliance.
- Implemented innovative quality control measures, including product code standardization for deliverables across multiple agreements. Significantly reduced contractual discrepancies and accelerated approval timelines while enabling precise tracking of revenue-generating deliverables as defined in contract terms and conditions.

Cox Media Group, Dunwoody, GA

The Peoples Solutions Contracts Analyst - Contractor | 09/2018 - 11/2019

- Led comprehensive employment agreement audits for Cox's Media, encompassing analytics review of news anchor contracts, non-competes, and legacy documents; collaborated with legal counsel to resolve missing contracts and allowance discrepancies, ensuring alignment with evolving company policies in preparation for potential major acquisition sale.
- Engineered a robust contract harmonization framework, mitigating legal risks and fostering consistency across diverse global jurisdictions.
- Orchestrated HR compliance protocols and spearheaded legal investigations, safeguarding the organization against potential liabilities. Implemented robust regulatory monitoring systems, ensuring proactive adherence to evolving labor laws and mitigating risks of non-compliance

Thales E-Security, Inc., Plantation, FL

Legal Contracts Administrator/ Legal Operations - Contractor | 11/2015 – 08/2017

- Pioneered and implemented comprehensive CLM and Legal Operations function: integrated Salesforce, SpringCM, and DocuSign. Leveraged SpringCM's secure cloud platform to streamline the entire contract process, utilizing advanced contract analysis, automated document assembly, and real-time dashboard analytics for improved visibility, risk mitigation, and business productivity.
- Orchestrated audits of 500+ agreements, implementing a quality assurance framework that significantly boosted compliance. Engineered an automated review process, reducing contract processing time and mitigating legal risks across project portfolios.
- Negotiated complex agreements (Non-Disclosure, Statement of Work, End-User), ensuring robust protection of company interests. Created and distributed comprehensive contract status reports to global stakeholders, facilitating timely execution and supporting quarterly earnings objectives.
- Transformed contract management into a strategic asset driving operational efficiency and bottom-line growth: significantly reduced contract cycle times, increased organizational efficiency and compliance, while improving vendor management and risk mitigation
- Implemented rigorous contract screening process to ensure compliance with international sanctions and trade restrictions. Developed comprehensive database of prohibited entities, reducing risk of violations by 95%. Conducted training sessions for global counterparts on new compliance requirements, achieving 100% completion rate.

The Setai Hotel, Miami Beach, FL

Human Resources Coordinator - Contractor | 02/2015 – 04/2015

- Spearheaded comprehensive HR transformation for potential sale and high-profile hotel acquisition: Overhauled and audited 600+ personnel files and employment contracts, ensuring 100% compliance and data accuracy; Implemented digital archiving, standardized templates, and automated tracking systems for real-time data access.
- Streamlined due diligence processes, enabling swift response to buyer inquiries and accelerating deal readiness. Resulted in significant reduction in audit time, enhanced data accuracy, and improved overall company valuation, facilitating seamless transition during acquisition.
- Managed diverse HR functions including HRIS updates, employee documentation, recruitment support, and internal communications. Streamlined processes for employment verifications, payroll adjustments, and departmental requisitions.

Time Warner, Santa Monica, CA

Human Resources Assistant - Contractor | 02/2007 – 08/2007

- Optimized HR processes: streamlined recruitment by conducting 50+ pre-screen interviews monthly, reducing time-to-hire by 15%; enhanced documentation workflows for onboarding, claims, and investigations, ensuring compliance and improving efficiency in handling sensitive employee matters.
- Orchestrated comprehensive internal communications strategy, including weekly e-blasts and monthly bulletins, to optimize information flow and ensure timely updates across the organization, boosting employee engagement and alignment with company objectives.
- Spearheaded HR audit and file reorganization: managed 300+ employee files, trained 4 temp staff, achieved 100% documentation compliance, and streamlined record-keeping processes.

Education

University of California Los Angeles, Los Angeles, CA

Bachelor of Arts - Political Science - 2012

Skills and Qualifications

Contracts Management: Seasoned professional with over a decade of expertise in overseeing contracts, implementing CLM systems, and navigating mergers and acquisitions. Proficient in managing diverse CLM platforms including SpringCM, Cobblestone, Apttus, Conga, IronClad, Icertis, and Ariba.

Human Resources Expertise: Demonstrated success in talent acquisition, onboarding processes, and maintaining regulatory compliance within HR operations. Skilled in HRIS systems, benefits administration, and fostering employee relations to optimize organizational effectiveness.

Software Proficiency: Advanced proficiency in integrating Salesforce for streamlined operations and conducting comprehensive training programs. Highly skilled in Microsoft Office Suite, enhancing document management and analysis capabilities.

Additional Skills: Renowned for organizational prowess, collaborative spirit, and adeptness in analytical problem-solving. Committed to upholding security protocols and promoting sustainable work practices.

Security Clearance: Previously held a security clearance during specified tenure, ensuring adherence to stringent confidentiality standards.



TOWN OF BAY HARBOR ISLANDS

APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing

Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

Design Review Board [] Parks & Recreation Committee [x] Charter & Ordinance Committee [] Sustainability & Resiliency []

Application is for: New Appointment [] Re-submission [x] If you currently serve on a Board, please state which Board: PARK & REC

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: Linda Zilber E-Mail: linda.zilber@yghor.com Residency Years: under 6 months
Residential Address: 1231-95TH Street Bay Harbor Islands, FL Zip Code: 33154
Telephone number: 305 866-1540 Cell number: 786 894 6667 Business number:

EDUCATION:

High School: Miami Beach High Location: MIAMI BEACH
College: U of Miami Location: MIAMI
Year Completed: Degree: Major:

Other professional or technical training (Name of School, course name, etc.)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer: LINMAR INTERIORS
Address: 1231-95 STREET BHI 50
Title: OWNER Years of Service:

If you are applying for the Design Review Board, please check one of the following professions. Florida-licensed landscape architect, arborist or profess

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

FORMER MAYOR

Enter any specific expertise and/or abilities.

worked with children at Bay Harbor School

ACKNOWLEDGMENT (Check Below:)



I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.



I understand that appointment to any of the positions indicated above is a voluntary service.



If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.



I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.



I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.



I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Linda Zeller

Signature of Applicant

8/21/25

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present:

Absent: Perfect

Years served:

The Council member nominating the applicant:



Mayor Joshua D. Fuller



Vice Mayor Isaac Salver



Council Member Stephanie Bruder



Council Member Molly Diallo



Council Member Teri D'Amico



Council Member Eric Rappaport



Council Member Robert H. Yaffe

Elected:



SEAT 1



SEAT 2 (1 YEAR)



SEAT 3



SEAT 4 (1 YEAR)



SEAT 5



SEAT 6 (1 YEAR)



SEAT 7

Yvonne Hamilton

From: Linda Zilber <lindazilber@yahoo.com>
Sent: Wednesday, February 26, 2025 12:03 PM
To: Yvonne Hamilton
Subject: Re: Appointment to Parks and Recreation Committee

CDVER LETTER

I have lived in BHI since I was 15. I know when parks were created and worked with children in the parks. I helped with the recreation for all to enjoy. I am a former Mayor that knows the laws of our town.

On Wednesday, February 26, 2025 at 11:35:02 AM EST, Yvonne Hamilton <yhamilton@bayharborislands-fl.gov> wrote:

Good afternoon former Mayor Zilber:

I received the two-page application. Would you be so kind as to send me a short cover letter.

Thank you

Sincerely,

Yvonne P. Hamilton, CMC

Town Clerk

Town of Bay Harbor Islands

1030 95th Street

Bay Harbor Islands, FL 33154

Telephone (305) 866-6241, Extension 112

Email: yhamilton@bayharborislands-fl.gov



AGENDA ITEM REPORT

March 5, 2025

ITEM NUMBER: 8.

ITEM: Discussion and Possible action regarding a request from the 8th Grade Committee of the Ruth K. Broad PTA for a donation of \$4,500 towards the 2025 graduation. Enclosed are the request and the town's Request Funding Form. Sponsored by Council Member Molly Diallo.

DESCRIPTION:

Staff recommends that the Town Council consider the request from Julie Milroy, 8th Grade Committee of the Ruth K Broad PTA, for a donation of \$4,500 towards the graduation events.

Bay Harbor Islands Resolution No. 981 authorizes the Town Council to make charitable donations to entities and causes which provide a direct impact and direct benefit to the Town of Bay Harbor Islands.

Ms. Milroy submitted the required Funding Request Form with a request for the Town to sponsor the 8th Grade graduation event with a \$4,500 donation. The total project cost is \$19,400.

Last year the Town donated \$3,600 of the proceeds from the 5K Run for this purpose. This year \$3,072 was collected.

An amount of \$3,500 was appropriated in the FY 2025 Budget for special sponsorship for various non-profit organizations.

RECOMMENDED ACTION:

FINANCIAL ANALYSIS:

GL Line Item Number: 001.5110.400049.000

Total Amount Budgeted: \$3,500

Encumbered Amount: 0

Balance Remaining: \$3,500

BUDGET IMPACT:

Submitted By: Yvonne Hamilton, Town Clerk
Molly Diallo, Council Member

ATTACHMENTS

1.	Staff Memo - Ruth K Broad Contribution-
2.	2025 Request to Town Of Bay Harbor Islands
3.	Funding Request Form



**TOWN OF BAY HARBOR ISLANDS
OFFICE OF THE TOWN CLERK
MEMORANDUM**

TO:	Mayor and Town Council Members
THRU:	Lindsley Noel, Interim Town Manager Evelyn Herbello, Deputy Town Manager
CC:	Joseph S. Geller, Esq., Greenspoon Marder LLC-Town Attorneys
FROM:	Yvonne P. Hamilton Town Clerk
DATE:	March 5, 2025
SUBJECT:	PTA Donation Request for Ruth K Broad 8 th Graduation

RECOMMENDATION

Staff recommends that the Town Council consider the request from Julie Milroy, 8th Grade Committee of the Ruth K Broad PTA, for a donation of \$4,500 towards the graduation events.

BACKGROUND / ANALYSIS

Bay Harbor Islands Resolution No. 981 authorizes the Town Council to make charitable donations to entities and causes which provide a direct impact and direct benefit to the Town of Bay Harbor Islands.

Ms. Milroy submitted the required Funding Request Form with a request for the Town to sponsor the 8th Grade graduation event with a \$4,500 donation. The total project cost is \$19,400.

Last year the Town donated \$3,600 of the proceeds from the 5K Run for this cause. This year \$3,072 was collected.

An amount of \$3,500 was budgeted in the FY 2025 Budget for Special Sponsorship for various non-profit organizations.

FINANCIAL ANALYSIS

FINANCIAL ANALYSIS

GL Line-Item Number: 001.5110.400049.000

Total Amount Budgeted: \$3,500

Encumbered Amount: 0

Balance Remaining: 0

ATTACHMENTS

Staff Memo

Draft Resolution

Funding Request/Funding Request Form



Dear City of Bay Harbor Islands,

The 8th Grade Committee of the Ruth K Broad PTA is planning graduation events for our 8th graders, residents of Bay Harbor Islands, Bal Harbor and Surfside.

Through donations and sponsorships, we are hoping to cover the costs related to all graduation events. Our students come from various economic backgrounds and we want to ensure the cost to participate is affordable so **ALL** 8th graders may attend.

The cost for our graduation celebrations is approximately \$225 per child. This covers the graduation party, the award ceremony, an 8th grade breakfast, and apparel (sweatshirts, t-shirts), among other things.

To help us raise enough money, would the Town of Bay Harbor Islands please consider a donation of \$4,500 for the Ruth K Broad Class of 2025?

I have included a detailed budget for the graduation event. We would welcome any contribution from the Town of Bay Harbor Islands.

All donors will be recognized. We thank you for your consideration and all of your support.

Sincerely,

Julie Milroy
8th Grade Committee Member & Proud Bobcat Parent
julieswine@gmail.com
786-942-3600



BUDGET

2024 Expenses (Last Year)

Balloon Garland + Marque numbers	\$1,400
Entertainment	
Led Robots	\$750
<u>Photobooth</u>	\$1,400
Dj	\$1,000
Seaview Hotel	\$8,600
Hoodies	\$3,500
Chicago T-shirts	\$2,000
Group picture (prints)	\$250
Send-off Breakfast	\$500
	\$19,400

**2025 GOAL:
estimated \$20,000**

To Raise enough money to support EACH student of the Class of 2025



TOWN OF BAY HARBOR ISLANDS FUNDING REQUEST FORM

<u>Name of Organization:</u> Ruth K Broad Bay Harbor K-8 Elementary PTA	<u>Amount Requested:</u> \$4,500
<u>Address:</u> 1155 93rd Street, Bay Harbor Islands, FL 33154	<u>Phone Number:</u> 305-865-7912
<u>Mission Statement:</u> The purpose of the Ruth K. Broad Bay Harbor PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.	
<u>Tax Status:</u> 501c3	<u>Employer ID Number:</u> 23-7102528

<u>Purpose of Request (Name of the project this request will fund):</u> Eight Grade Graduation Sponsorship
<u>Anticipated Project Start Date:</u> 4-15-2024 4-15-2025 <u>Completion Date:</u> 6-15-2024 6-5-2025
<u>Total Cost of the Project (a detailed budget must be attached):</u> \$49,040 \$19,400

Have other cities or private entities donated money to this project? Yes No

If yes, please list the cities/entities with the amount donated by each:

Will this request have a direct impact on the Town of Bay Harbor Islands? Yes No

If yes, explain how?

This impacts the graduating 8th graders and their families.

Will this be a recurring request (Is a future donation request likely)? Yes No

If yes, please explain why?

Julie Milroy

~~Alice Silverman~~, 8th Grade Committee Chair

Name and Title of Individual Filing Request (printed)

Signature

Date

~~3/10/2024~~ 1/16/25

Please note: All organizations that are awarded funding will be required to provide a follow-up report no later than two weeks after project completion.

AGENDA ITEM REPORT
March 5, 2025

ITEM NUMBER: 9.

ITEM: Discussion and Possible action regarding the hiring of a Park Ranger. Enclosed is the Staff Memo. Sponsored by Council Member Stephanie Bruder.

DESCRIPTION:

During the weekend of February 23, 2025, the artificial turf on the field at Ruth K. Broad K-8 and the basketball courts were damaged by children on motorized scooters. In addition, there have been reports of criminal mischief and other acts of violation. Due to the Interlocal Agreement we have with Ruth K. Broad K-8 Center, it is the obligation of the Town to maintain the field and have someone on staff to monitor when the Town uses it for different events. (See attached photos of damage).

The cost to replace the artificial turf is significant. It is the Town's opinion that a Park Ranger would be used to enforce the laws and obligations of the Town to the school.

The Park Ranger position will be supervised by the Police Department and the annual salary would range from \$38,000 to \$60,000. A budget amendment will be necessary to fund this position.

RECOMMENDED ACTION:

FINANCIAL ANALYSIS:

An amount of \$59,623.10 that was appropriated in the FY 2025 Budget for a custodial position could be utilized to cover the cost of the Park Ranger's position.

BUDGET IMPACT:

Submitted By: Yvonne Hamilton, Town Clerk
Stephanie Bruder, Council Member

ATTACHMENTS

1. Staff Memo Re Park Ranger Position



TOWN OF BAY HARBOR ISLANDS MEMORANDUM

TO:	Mayor and Town Council Members
THRU:	Lindsley Noel, Interim Town Manager
FROM:	Evelyn Herbello, Deputy Town Manager
CC:	Joseph S. Geller, Esq., Town Attorney Yvonne P. Hamilton, CMC, Town Clerk
DATE:	February 26, 2025
SUBJECT:	Park Ranger Position

BACKGROUND / ANALYSIS

During the weekend of February 23, 2025, the artificial turf on the field at Ruth K. Broad K-8 and the basketball courts were damaged by children on motorized scooters. In addition, there have been reports of criminal mischief, and other acts of violation. Due to the Interlocal Agreement we have with Ruth K. Broad K-8 Center it is the obligation of the Town to maintain the field and have someone on staff to monitor when the Town uses it for different events. (See attached photos of damage).

The cost to replace the artificial turf is significant. It is the Town's opinion that a Park Ranger would be used to enforce the laws and obligations of the Town to the school.

The Park Ranger position will be supervised by the Police Department and the annual salary would range from \$38,000 to \$60,000. A budget amendment will be necessary to fund this position.













AGENDA ITEM REPORT
March 5, 2025

ITEM NUMBER: 10.

ITEM: Discussion and Possible action regarding theTown Manager hiring process. Sponsored by Council Member Teri D'Amico.

DESCRIPTION:

At the February 20th Regular Council Meeting, it was the consensus of the Town Council for the Interim Town Manager to provide options for the new Town Manager hiring process.

RECOMMENDED ACTION:

FINANCIAL ANALYSIS:

There is no fiscal impact associated with discussion of this item.

BUDGET IMPACT:

Submitted By: Yvonne Hamilton, Town Clerk
Teri D'Amico, Council Member

ATTACHMENTS

None

Revised

AGENDA ITEM REPORT

March 5, 2025

ITEM NUMBER: 11.

ITEM: Discussion and Possible action regarding installation of astroturf at the 98th Street Park at a cost not to exceed \$100,000. Sponsored by Council Member Stephanie Bruder and Council Member Molly Diallo.

DESCRIPTION:

It is recommended that the Town Council consider a proposal from BrightView Landscape Services in the amount of \$65,274 for the removal of existing sod and installation of Dog Friendly Artificial turf at the 98th Street Dog Park.

The Dog Park on 98th Street was built around 15 years ago and at the time of construction St Augustine sod was installed. From inception, sod created maintenance issues as constant digging by dogs caused rapid deterioration of the surface. Foot traffic further exacerbated the problem, and the Town was caught in a cycle of replacing worn and dead sod with new and uneven repaired surfaces on an annual basis.

The proposal from Brightview is in the amount of \$65,274 and includes removal of the existing sod and soil substrate up to 24 inches below the surface. The removed soil will be replaced with rock and sand before the new dog friendly turf is laid down. Although BrightView is predominantly a landscaping firm they will engage the services of a specialist sub-contractor to install dog friendly artificial turf. The performance of the new surface is reliant on subsurface drainage and the sand and rock bed will drain water away from the surface.

Artificial turf was provided for the active park that is adjacent to the dog park on 98th Street, and this surface has performed well since installation.

RECOMMENDED ACTION:

Council's Discretion

FINANCIAL ANALYSIS:

GL Line-Item Number: 301.5720.400063.000/General Fund-Capital Projects Fund

Total Revised Budget: \$110,130.00

Encumbered Amount: \$13,514.45

Balance Remaining: \$96,615.55

BUDGET IMPACT:

Submitted By: Yvonne Hamilton, Town Clerk
Stephanie Bruder, Council Member
Molly Diallo, Council Member

ATTACHMENTS

1.	Staff Memo - 98th Street Dog Park Artificial Turf
2.	Item #11 - BrightView Proposal -Astroturf at 98 Street Dog Park



TOWN OF BAY HARBOR ISLANDS MEMORANDUM

TO: Mayor and Town Council Members

THRU: Lindsley Noel, MAcc - Interim Town Manager

FROM: Randy L. Daniel, P.E., PMP, CFM - Town Engineer

CC: Joseph S. Geller, Esq., Town Attorney
Yvonne P. Hamilton, CMC, Town Clerk
Randy Stokes, Director of Public Works

DATE: March 5, 2025

SUBJECT: 98th Street Dog Park – Installation of Dog Friendly Artificial Turf

RECOMMENDATION

It is recommended that the Town Council consider a proposal from BrightView Landscape Services in the amount of \$65,274 for the removal of existing sod and installation of Dog Friendly Artificial turf at the 98th Street Dog Park.

BACKGROUND / ANALYSIS

The Dog Park on 98th Street was built around 15 years ago and at the time of construction St Augustine sod was installed. From inception, sod created maintenance issues as constant digging by dogs caused rapid deterioration of the surface. Foot traffic further exacerbated the problem, and the Town was caught in a cycle of replacing worn and dead sod with new and uneven repaired surfaces on an annual basis.

EXECUTE

The proposal from Brightview is in the amount of \$65,274 and includes removal of the existing sod and soil substrate up to 24 inches below the surface. The removed soil will be replaced with rock and sand before the new dog friendly turf is laid down. Although BrightView is predominantly a landscaping firm they will engage the services of a specialist sub-contractor to install dog friendly artificial turf. The performance of the new surface is reliant on subsurface drainage and the sand and rock bed will drain water away from the surface.

Artificial turf was provided for the active park that is adjacent to the dog park on 98th Street, and this surface has performed well since installation.

FINANCIAL ANALYSIS

GL Line-Item Number: 301.5720.400063.000/Capital Projects Fund

Total Revised Budget: \$110,130.00

Encumbered Amount: \$ 0.00

Balance Remaining: \$ 110,130.00

ATTACHMENTS

Proposal from Brightview Landscaping Services

Staff Memo

Draft Resolution

Proposal for Extra Work at Bay Harbor Islands

Property Name	Bay Harbor Islands	Contact	RANDY STOKES
Property Address	9665 Bay Harbor Terrace Bay Harbor Islands, FL 33154	To	Bay Harbor Islands
		Billing Address	9665 Bay Harbor Terr Bay Harbor Islands, FL 33154
Project Name	98 STREET DOG PARK		
Project Description	INSTALL DOG FRIENDLY TURF.		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	DIG OUT PARK 24' INSTALL 57 DRAIN ROCK	\$25,974.00	\$25,974.00
1.00	EACH	INSTALLDOG FRIENDLY TURF	\$39,300.00	\$39,300.00

For internal use only

SO# 8616289
JOB# 353607140
Service Line 130

Total Price \$65,274.00

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
2711 S/W 36th St Dania Beach FL 33312 ph. (561) 848-1575 fax (561) 848-8104

TERMS & CONDITIONS

- 1. The Contractor shall recognize and perform in accordance with written terms written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
- 2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
- 3. License and Permits: Contractor shall maintain a Landscape Contractor's license if required by State or local law and will comply with all other license requirements of the City, State and Federal Governments as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
- 4. Taxes: Contractor agrees to pay all applicable taxes including sales or General Excise Tax (GET) where applicable.
- 5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
- 6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
- 7. Any illegal, trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
- 8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- 9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders and will become an extra charge over and above the estimate.
- 10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
- 11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
- 12. Termination: This Work Order may be terminated by the other party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- 13. Assignment: The Customer and the Contractor respectively, and themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
- 14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

In, Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as but not limited to concrete brick filled trunks, metal rods, etc. If requested, mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible for damage done to underground utilities such as but not limited to cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.

17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract:

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Customer:

PUBLIC WORKS DIRECTOR

Signature _____ Title _____

RANDY STOKES _____
Printed Name _____ Date _____

March 03, 2025

BrightView Landscape Services, Inc. "Contractor"

Account Manager

Signature _____ Title _____

Patrick Woolbert _____
Printed Name _____ Date _____

March 03, 2025

Job #: 353607140

SO #: 8616289

Proposed Price: \$65,274.00

Project Details

- **Project Location:** Bay Harbor Terrace - Dog Park
- **Square Footage:** 4,619 sq ft
- **Type of Turf:** Sunrise 25, certified pet turf
- **Pile Height:** 1 inch
- **Infill Type:** Zeofill

Scope of Work

- 1. Site Preparation:**
 - Removal of existing grass/ground cover if necessary
 - Grading and leveling of the area
- 2. Base Installation:**
 - Addition of Base (mix of P rock, paver sand and crushed concrete)
 - Compaction to provide a solid foundation
- 3. Turf Installation:**
 - Install Turf with nails and securing edges
 - Brush up the turf
 - Applied the infill
 - Brush up the turf again to spread the infill.
- 4. Clean-Up and Inspection:**

Additional Work

- Dig 2 feet down at the area (4,619 sq ft)
- Fill the bottom with 1.5 ft tall of 57 drain rock (4,619 sq ft)