



# CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

**City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095**  
**P. O. Drawer 1300, Pompano Beach, FL 33061**  
**www.pompanobeachfl.gov**

Mr.  Mrs. \_\_\_ Ms. \_\_\_ Miss \_\_\_ **Name:** Robert N. Hartsell, Esq.  
 (Optional)

**Residence Information:**

Home Address: 2407 SE 14<sup>th</sup> Street  
 City/State/Zip: Pompano Beach  
 Home Phone: 954-232-4889 Cell Phone: 954-232-4889  
 Email: Robert@hartsellOzery.com Fax: None

**Business Information:**

Employer/Business Name: Hartsell-Ozery, P.A.  
 Current Position / Occupation: Managing Partner/ Attorney  
 Business Address: 61 NE 1<sup>st</sup> Street, Suite C  
 City/State/Zip: Pompano Beach, Florida, 33060  
 Business Phone: 954-778-1052 Fax: None Email: Robert@HartsellOzery.com

Are you a U.S. Citizen? Yes  No \_\_\_  
 Are you a resident of Pompano Beach? Yes  No \_\_\_ Reside in District: 1  2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Do you own real property in Pompano Beach? Yes  No \_\_\_  
 Are you a registered voter? Yes  No \_\_\_  
 Have you ever been convicted of a felony? Yes \_\_\_ No

Current or prior service on governmental boards and/or committees: Fla. Bar. Env. & Land Use Exec Council

**Please check the first box next to the Advisory Boards/Committees you would like to serve on:**

<input type="checkbox"/>	Affordable Housing	<input type="checkbox"/>	Education	<input type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Air Park	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input type="checkbox"/>	Architectural Appearance	<input type="checkbox"/>	Emergency Medical Services	<input type="checkbox"/>	*Police & Firefighter's Retirement System
<input type="checkbox"/>	Charter Amendment	<input type="checkbox"/>	*Employee's Board of Appeals	<input type="checkbox"/>	Pompano Beach Economic Development Council
<input type="checkbox"/>	Community Appearance	<input type="checkbox"/>	Employee's Health Insurance	<input type="checkbox"/>	Public Art Committee
<input type="checkbox"/>	*Community Development	<input type="checkbox"/>	*General Employee's Retirement System	<input type="checkbox"/>	Recycling & Solid Waste
<input type="checkbox"/>	CRA East	<input type="checkbox"/>	Golf Advisory Board	<input type="checkbox"/>	Sand & Spurs Riding Stables
<input type="checkbox"/>	CRA West	<input type="checkbox"/>	Hillsboro Inlet District	<input type="checkbox"/>	Marine
<input type="checkbox"/>	Cultural Arts	<input type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	Nuisance Abatement Board
<input type="checkbox"/>		<input type="checkbox"/>	*Housing Authority of Pompano Beach	<input type="checkbox"/>	*Unsafe Structures
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	*Zoning Board of Appeals

\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: University of South Florida – Political Science- BA 1990

Nova Southeastern, Shepard Broad Law Center- Juris Doctor- 2002 – Cum Laude

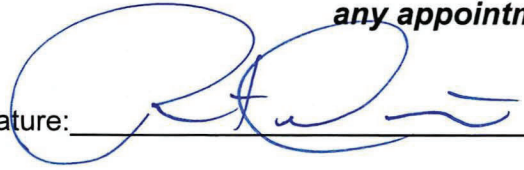
HOFSTRA UNIVERSITY LAW SCHOOL, INTERNATIONAL ENVIRONMENTAL LAW PROGRAM Summer Program- Faculté de Droit L'Univerisité de Nice, France (2002)

Experience: 20 years experience litigating land use and environmental matters, 8 years adjunct professor of law at Nova Southeastern University School of Law teaching land development and Environmental and land use clinical studies.

Past Positions: Served as an executive council member of the Florida Bar's Environmental and Land Use Section for nearly a decade.

Hobbies: Fishing, camping, and traveling.

***Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.***

Signature: 

Date: 5/1/2024

Initials of Clerk or Deputy: \_\_\_\_\_

Date received or confirmed: \_\_\_\_\_

Please check one:  New Application     Currently Serving on Board     Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.

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## **ROBERT NICHOLAS HARTSELL, ESQ.**

61 NE 1<sup>st</sup> Street, Suite C, Pompano Beach Fl. 33060 • 954.778.1052 • Robert@HartsellOzery.com

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### **INTRODUCTION:**

Robert N. Hartsell's primary practice areas are environmental, land use, zoning, and permitting. Robert is well known in these practice areas for his work on high-profile cutting-edge litigation and advocacy. He has successfully litigated a number of important and precedent-setting cases in Federal, State, Appellate and Administrative courts, including cases involving the National Environmental Policy Act, Clean Water Act, Endangered Species Act, Florida's Growth Management Act, and Florida's environmental laws.

In addition to his legal accomplishments, Mr. Hartsell also has 12-years of experience in environmental consulting and engineering. Robert provided consulting services to a host of government, private, and international entities on environmental permitting, site assessments, contamination assessments, remedial action, risk-based corrective action, quality assurance planning, underground storage tank administration, and government reimbursement programs. He brings this experience to his practice of law.

Robert frequently lectures on current trends in Florida environmental and land use law.

### **MEMBERSHIP:**

Admitted to: Florida Bar, 2003; United States District Court Florida Southern District, 2004; United States District Court Florida Middle District, 2003; United States Court of Appeals 11<sup>th</sup> Circuit, 2003.

### **EDUCATION:**

#### **NOVA SOUTHEASTERN UNIVERSITY, SHEPARD BROAD LAW CENTER**

*Juris Doctor 2002*

**GPA 3.23/4.0 cum laude**

#### **HOFSTRA UNIVERSITY LAW SCHOOL, INTERNATIONAL ENVIRONMENTAL LAW PROGRAM**

*Summer Program- Faculté de Droit L'Univerisité de Nice, France (2002)*

#### **UNIVERSITY OF SOUTH FLORIDA**

*Bachelor of Arts (1990)*

### **AWARDS AND HONORS:**

- Lawyers of Distinction 2020, 2021, 2022 – Excellence in Environmental Law;
- 2021 Red Howell Award;
- Awarded 2013 “Rising Star” by Super Lawyer in the practice of Environmental and Land Use Law;
- Florida Bar Public Interest Section of the Environmental and Land Use Section - Attorney of the Year 2010;
- Urban Environmental League – Orchid Award for Lawyers Who Make a Difference 2009;
- Florida Bar Public Interest Section of the Environmental and Land Use Section - Attorney of the Year 2007; and
- Florida Wildlife Federation Conservationist of the Year 2006.

## ACTIVITIES:

- Guest Lecturer – University of Miami School of Law – Land Use as Human Rights 2024;
- Respondent Speaker – “Preemption Puzzles: Firearms, Fracking, Foreigners, Fuels and Farming” Nelson Symposium, University of Florida Levin College of Law – 2013;
- Featured Speaker – “The Ever Changing Landscape of Land Use” Florida Bar Environmental and Land Use Section CLE “Hot Topics in Environmental and Land Use Law” 2008, 2009;
- Panel Moderator “He Who Makes the Rules, Rules” – Everglades Coalition Conference 2007;
- Guest Lecturer – NSU Environmental and Land Use Clinic 2007-2008 - Administrative Procedure;
- Registered Lobbyist – Palm Beach County -2008 – Current;
- Board of Directors - Everglades Coalition, Inc. – 2005-2007;
- Board of Directors – Everglades Law Center, Inc. – 2015-Current;
- Executive Council – Florida Bar Environmental and Land Use Law Section – 2011-Current; and
- Of Counsel (Palm Beach County) for 1000 Friends of Florida, Inc. October 2014- Current.

## PUBLICATIONS:

- *Old McDonald Still Has a Farm: Agricultural Property Rights After the Veto of S.B. 1712*, Fla. Bar. J. **March, 2005**, Volume 79, No. 3 (co-author with Richard Grosso, Esq.).

## LEGAL EXPERIENCE:

**Robert N. Hartsell, P.A.**  
**President**

2011 - Current  
**Pompano Beach, Fla.**

- Litigated numerous environmental and land use cases throughout Florida against Federal, State and local agencies.
- Represented numerous clients regarding rezonings and comprehensive plan amendments.
- Represented numerous clients in variances, easements, re-plattings, and land development issues.
- Represented numerous clients in Army Corps of Engineers’ Section 404 of the Clean Water Act, Endangered Species Act, Rivers and Harbours Act permitting issues.
- Represented a nationally recognized wind investment group in permitting the first commercial scale wind farm in the Everglades Agricultural Area.
- Represented a public interest group and individual neighbors in opposition to a Florida Department of Environmental Protection deep well injection permit.
- Represented several public interest groups in a Florida Department of Environmental Protection settlement agreement for a contaminated industrial site.
- Successfully obtained 1000’s documents unlawfully withheld under the Florida Public Records Act and the Federal Freedom of Information Act.
- Represented numerous waterfront and beach front clients in re-nourishment and restoration matters.
- Represented numerous public interest groups in opposition to rock mining permits before county, state and federal agencies and in circuit, appellate and Federal courts.
- Represented public interest clients in efforts to advocate for sustainable comprehensive plan language through the EAR process in Miami-Dade and Palm Beach Counties.

**Nova Southeastern University – Shepard Broad Law Center**  
**Adjunct Professor of Law**

2008 - 2016  
**Ft. Lauderdale, Florida**

- Florida Land Development Workshop – Fall 2008 - 2016
- Environmental and Land Use Law Clinic. – Spring 2009 - 2016

**Everglades Law Center, Inc.**  
**Trial Counsel**

2005 - 2011  
**Ft. Lauderdale, Florida**

- Represented numerous public interest groups in opposition to rock mining permits before state and federal agencies and in circuit, appellate and Federal courts.
- Successfully litigated several suits against westward urban development in Palm Beach County and Miami-Dade County.
- Achieved a \$ 400,000.00 study on the Indian River Lagoon as a result of NEPA litigation on coastal armoring.
- Effectively litigated against a SFWMD permitted destruction of 5-acres of mangrove forest in Pine Island Sound.
- Litigated three suits simultaneously which assisted in halting of approval of the Glades Coal Fired Power Plant.
- Participated in mediation and negotiations in the Palm Beach County Sector Plan.
- Halted a Development of Regional Impact in the South Dade watershed through NEPA and ESA litigation.
- Supervised litigation and strategy with staff counsel and certified legal interns.
- Currently litigating and consulting on numerous cutting edge environmental and land use case throughout Florida.

**Panza, Maurer and Maynard, P.A.**  
**Associate Attorney**

2003 - 2005  
**Ft. Lauderdale, Florida**

- Successfully litigated a \$20 million reduction in attorney fee award in high profile PMATF class action litigation.
- Participated in complex civil litigation involving environmental, construction, law enforcement and healthcare issues.
- Prepared and administered application documents for disclaiming Florida sovereignty-submerged land.
- Authored legal analysis for administrative law matters including CERP and enterprise contracting.
- Performed all facets of litigation including pleadings, discovery, depositions, hearings, trials, and appeals.
- Managed complex case loads and participated in client development.



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Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Miss \_\_\_ **Name:** Virginia G. Doubek (Gigi Doubek)  
 (Optional)

**Residence Information:**

Home Address: Ocean Place @ Silver Beach - 3236 NE 5th St. #701  
 City/State/Zip: Pompano Beach, Florida 33062  
 Home Phone: \_\_\_\_\_ Cell Phone: 312.882.9090  
 Email: gigidoubek@gmail.com Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: Audacy  
 Current Position / Occupation: Marketing & Events  
 Business Address: 8300 NE 2nd Avenue, Suite 200  
 City/State/Zip: Miami, Florida 33138  
 Business Phone: 312.882.9090 Fax: \_\_\_\_\_ Email: gigi.doubek@audacy.com

Are you a U.S. Citizen? Yes  No   
 Are you a resident of Pompano Beach? Yes  No  Reside in District: 1  2  3  4  5   
 Do you own real property in Pompano Beach? Yes  No   
 Are you a registered voter? Yes  No   
 Have you ever been convicted of a felony? Yes  No

Current or prior service on governmental boards and/or committees: HOA - Treasurer for Ocean Place

**Please check the first box next to the Advisory Boards/Committees you would like to serve on:**

<input type="checkbox"/>	Affordable Housing	<input type="checkbox"/>	Education	<input type="checkbox"/>	Parks and Recreation
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<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	*Zoning Board of Appeals

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In addition a Resume may be attached **Resume Attached**

Education: Saint Mary's College, Notre Dame, IN - BA 1982

\_\_\_\_\_

Experience: Currently a Board Member on Ocean Place at Silver Beach HOA-Treasurer. Working on securing

estimates for our building in preparation for 2025 Building Inspection by Certified Engineer-Replace Flat Roof on 8th  
Floor, east carport flat roof, Replace Main HVAC for the Building, Concrete Restoration Exterior/Balcony/Waterproofing.

in 2023, Completed Replacement of Main Roof (Metal) , Replacement of Cast Iron Fire Pipes/Drainage, Security & Fire  
Past Positions:

Completed complete renovation of my PH condominium on the 7th Floor & Re-Roof/Waterproofing of Private Rooftop  
& inclusive of East/West Balconies. Replaced Floors, Windows, Doors, Appliances, HVAC, Water Heaters, Walls,  
Bathrooms . Worked with Steven G Interiors. All work was permitted and closed by the City of Pompano Beach.

Past Positions: Professional Career in Leadership roles.

Hobbies: Swimming, Biking, Kayaking, Paddleboarding, Pickleball, Neighborhood Walks with my two (2) dogs

Beamont (Cavalier/Poodle Mix) & Watson (Maltese, Cavalier/Poodle Mix) Gardening/Landscape on  
my building rooftop and property) Music Festivals, Concerts, Theatre, Miami Dolphins, Florida Panthers,  
Miami Heat, Chicago Cubs, Notre Dame Football, University of Miami Football & Basketball, & Traveling

***Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.***

Signature: Virginia G. Doubek (Gigi Doubek)  Digitally signed by Virginia G. Doubek (Gigi Doubek) Date: 2024.04.11 15:44:34 -04'00'

Date: \_\_\_\_\_

Initials of Clerk or Deputy: \_\_\_\_\_

Date received or confirmed: \_\_\_\_\_

Please check one:  **New Application**     **Currently Serving on Board**     **Updated Information**

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**Gigi Doubek**  
**Ocean One | 3236 NE 5<sup>th</sup> ST | Pompano Beach, FL 33062**  
**Email: gigidoubek@gmail.com | Mobile: 312.882.9090**

## Overview

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A committed, passionate brand marketer with proven success in creating innovative marketing strategies delivering results. Decades of experience in brand marketing and sales. Extensive agency leadership experience who is a team player and leads by example. Expert in collaborative marketing plans across multiple platforms. Strong networker, relationship builder, and problem solver.

## Professional Experience

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- Audacy Miami, FL | Sr. Account Marketing Manager** **Mar 2020-Present**
- Developing strategy, planning & execution of local, regional and national marketing campaigns.
  - Structuring brand integration through multi-platform inclusive of: traditional ads, event sponsorship, social, video, and Premium content across seven top ranked radio stations: All Sports, Mainstream, Classic Hits, Country, Alternative, Pop
  - Brand integration on audio streaming platform, with premium content on entertainment, news, sports and podcasts
  - Major league & college local teams: Miami Dolphins, Florida Panthers, Miami Heat University of Miami football and basketball
- Cumulus Chicago, IL | Sr. Marketing Manager** **Dec 2014-Nov 2019**
- Sold vertical radio brands, across four radio stations inclusive of: News, Heritage Rock, Alternative, Classic Hits
  - Generated over \$1M in new business on digital strategic programs inclusive of retail attribution of 100+ campaigns with consistent ROI delivery and Sports sponsorships: Chicago Bulls and Chicago White Sox
  - Generated additional new business \$1M+ new business revenue for live concerts & customized events
- Zenith Media, Chicago, IL | SVP, Local Activation** **2012- 2014**
- Championed integrated marketing planning processes throughout the organization for deliverables, campaign execution and ROI delivery for internal & external agency partners
  - Hired dedicated staff of 25 media specialists to create & execute media plans of over \$300MM annually throughout the Midwest Region in 15 states
  - Accounts included: Verizon, Caesars Entertainment, General Mills, H&M, JP Morgan Chase, Nestle, Sonic, Lexus and Toyota
- Zenith Media, Chicago, IL | VP, Client Service, Local Broadcast Account Director** **2001-2012**
- Hired and supervised 20 media strategists due to acquisition of Verizon in the Midwest Region in 15 states
  - Successfully managed all aspects of \$130MM budget with centralized advertising plans and initiatives including workflow and hiring procedures. Served as a day-to-day leader of a project based organizational structure.
  - Beat profit expectations while over-delivering client expectations in Local Broadcast, Print, OOH, Digital
- True North/Foote Cone and Belding, Chicago, IL | VP, Broadcast Account Manager** **1996-2000**
- 10-person team with accountability of \$40MM media investment for local broadcast on the Quaker Oats: including brands Gatorade, Snapple, Hot & Cold Cereals, Snacks. Customized Promotions + Event Activations
- Bayer Bess Vanderwarker, Chicago, IL | Broadcast Account Manager** **1992-1996**
- Managed Ameritech client facing and all media negotiations, local execution of broadcast schedules, sports sponsorships, and promotional merchandising in 50+ markets. Other accounts: Boston Market Restaurants and Illinois Lottery
- Campbell Mithun Esty, Chicago, IL | Sr. Media Buyer** **1984 – 1992**
- Negotiated Radio, TV, Cable, and Sports sponsorships in major markets such as Atlanta, Chicago, Columbus, Houston, Dallas for following clients: Kroger, Super X, Midway Airlines, Corona, Bob Evans Restaurants and Sausage

## Education

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**BA, Communication, Saint Mary's College, Notre Dame**





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**P. O. Drawer 1300, Pompano Beach, FL 33061**  
**www.pompanobeachfl.gov**

Mr.  Mrs.  Ms.  Miss  **Name:** Cody William Kiess  
 (Optional)

**Residence Information:**

Home Address: 463 NE 1st Street  
 City/State/Zip: Pompano Beach/Florida/33060  
 Home Phone: \_\_\_\_\_ Cell Phone: 754.269.6843  
 Email: cody.kiess@outlook.com Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: AECOM  
 Current Position / Occupation: Construction Manager, Team Leader  
 Business Address: 110 East Broward Blvd  
 City/State/Zip: Fort Lauderdale/Florida/33060  
 Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: cody.kiess@aecom.com

Are you a U.S. Citizen? Yes  No   
 Are you a resident of Pompano Beach? Yes  No  Reside in District: 1  2  3  4  5   
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Education: See Attached Resume  
\_\_\_\_\_  
\_\_\_\_\_

Experience: See Attached Resume  
\_\_\_\_\_  
\_\_\_\_\_

Past Positions: None  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hobbies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Signature: \_\_\_\_\_ Date: 12.10.22

Initials of Clerk or Deputy: \_\_\_\_\_ Date received or confirmed: \_\_\_\_\_

Please check one:  New Application  Currently Serving on Board  Updated Information

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## SKILLS

- Driven
- Self Motivated
- Project Management
- Ability to build lasting relationships with End User
- OSHA 30 Certified
- Microsoft Project
- Managing multiple projects nationwide
- Ability to understand End-User needs
- Leadership
- Design Build
- Communication Skills

## WORK EXPERIENCE

### Construction Manager, Team Leader (Project and Program Management)

#### AECOM Technical Services

05/2022 - Present

Fort Lauderdale, Florida

AECOM is *the world's trusted infrastructure consulting firm*, partnering with clients to solve the world's most complex challenges and build sustainable legacies for generations to come.

#### Achievements/Tasks

- Supervise/Manage Designers/Engineers, Pre-Construction Project Managers, Code & Building Officials, Procurement. On behalf of the School Board of Broward County (SBBC) on the S.M.A.R.T. Bond Program as the Program Manger-Owners Representation
- Supervise a Project Management Team consisting of Project Managers,Assistant Project Managers, Schedulers,Construction Coordinators
- Provide management of the design process from project definition through completion of per-construction, including scope validation through obtaining a letter of recommendation for Permit from the Districts Building Department.
- Develop design requirements for projects as assigned.
- Ensure that Project Managers adhere to proper record keeping and maintenance of project documentation and files in the District's PMIS system (e-Builder).
- Lead or assign project managers to lead regular project meetings with design professionals
- Work with project teams to develop project charters (pre-construction) on each project.Lead project managers in the scope validation for each project.
- Work with Sr. Scheduler and other appropriate stakeholders to develop and implement a project master schedule for each project, and require each designer and engineer, roofing consultant, permitting official to ensure an accurate schedule.
- Provide overall supervision and guidance of the pre-construction of the roofing projects, including schedule and design quality assurance.
- Ensure that the designers comply with contract requirements, while ensuring that the designers submittals are of a high quality and include all required documents. Works closely with the designers and engineers to ensure the project budget and schedule are maintained, develop phasing and logistic plan to minimizing disruptions to the school and provides the Owner with sound, quality designs with limited change orders. Responsible for the timely update of expenditures and forecasted costs of projects. Track costs and maintain the project budgets. Assists in resolving contractual and other Project related problems during pre- construction Establishes, approves, and manages organization to perform contractual services with assignments that ensure schedule control(s) for each Project. Meets all contractual obligations, satisfying SBBC requirements and expectations to ensure a quality Project is delivered. Work with the Building Dept to resolve issues. Provide/update monthly and any needed management reports. Conducts weekly meetings with project managers to address any and all pending issues.



## WORK EXPERIENCE

### Project Manager Keith & Associates

11/2021 - 05/2022

Pompano Beach, FL

Keith provides engineering services. The Company offers civil, planning, surveying, mapping, subsurface utility engineering, landscape architecture, and construction management services.

#### Achievements/Tasks

- Assigned to School Board of Broward County SMART Bond Program as a sub consultant to AECOM.
- Monitor/control construction through administrative direction of on-site Superintendent to ensure project is built on schedule and within budget; investigate potentially serious situations and implement corrective measures
- Represent AECOM and SBBC in Project Meetings; assist in negotiations/strategy meetings
- Assisting with RFIs, reviewing submittals/shop drawings, and addressing construction field administration
- Communicate project status to AECOM staff to ensure project aligns with Program needs
- Participate in conflict resolution, including recommending corrective actions, including traveling to site throughout the district
- Field Review, oversight and evaluation of the progress and quality of activities
- Currently approximately \$121 Million under supervision
- Routinely review bid specifications, submittals, bulletins, change orders, schedules, and other documents
- Review change orders for entitlement and merit. If change order has merit and entitlement, present items to Change Order Review Panel



## PROJECTS HIGHLIGHTS

### Nova High School- GOB Project (11/2021 - Present)

- In Project Manager-Owner's Representative Capacity- Scope of Work includes Art Room Renovation and Equipment Building Envelope Improvements (Roof, Window, Ext Wall, etc.) Electrical Improvements Fire Alarm HVAC Improvements Media Center improvements Music Room Renovation Safety / Security Upgrade Single Point of Entry STEM Lab improvements
- Project Approximate Value- \$32million
- Delivery Method: Construction Manager at Risk

### Cypress Bay High School-New Addition (11/2021 - Present)

- In Project Manager-Owner's Representative Capacity- Scope of Work includes 62-classroom, three-story building, 82,163SF new construction of classroom addition
- Project Approximate Value- \$32million
- Delivery Method: Construction Manager at Risk

### Falcon Cove Middle School-New Addition (11/2021 - Present)

- In Project Manager-Owner's Representative Capacity- Scope of Work includes New Construction of 3-story Classroom Building, Bus Loop and Courtyard
- Project Approximate Value- \$23Million
- Delivery Method: Construction Manager at Risk

### Pembroke Lakes ES-GOB Project (11/2021 - Present)

- In Project Manager-Owner's Representative Capacity- Scope of Work includes Fire Alarm, HVAC and Media Center Improvements
- Project Approximate Value- \$2.6 Million

### Pembroke Lakes ES- Emergency Temp Roofing (11/2021 - Present)

- In Project Manager-Owner's Representative Capacity- Scope of Work includes Emergency Temporary Roofing to classroom building
- Project Approximate Value-\$2.2 Million

### Dillard 6-12-GOB Project (11/2021 - Present)

- In Project Manager-Owner's Representative Capacity- Scope of Work includes Building Envelope Improvements (Roof, Window, Ext Wall, etc.) Electrical Improvements Fire Sprinklers HVAC Improvements Safety / Security Upgrade Single Point of Entry
- Project Approximate Value-\$8.4Million

### Plantation MS-GOB Project (11/2021 - Present)

- In Project Manager-Owner's Representative Capacity- Scope of Work includes Building Envelope Improvements (Roof, Window, Ext Wall, etc.) Electrical Improvements Fire Sprinklers HVAC Improvements Media Center improvements
- Project Approximate Value-\$6.6 Million



## PROJECTS HIGHLIGHTS

### Hawkes Bluff ES-GOB Project (11/2021 - Present)

- In Project Manager-Owner's Representative Capacity- Scope of Work includes Building Envelope and HVAC improvements
- Project Approximate Value: 6.8 Million

### Fairway ES (11/2021 - Present)

- In Project Manager-Owner's Representative Capacity- Scope of Work Includes Building Envelope Improvements (Roof, Window, Ext Wall, etc.)Electrical Improvements Fire Alarm HVAC Improvements Media Center improvements Safety / Security Upgrade
- Project Approximate Value-\$7.5 Million



## CERTIFICATES-EDUCATION

### OSHA 30 Certification (01/2018 - Present)

*intended to provide workers with some safety responsibility a greater depth and variety of training. All outreach training is intended to cover an overview of the hazards a worker may encounter on a job site. Training emphasizes hazard identification, avoidance, control and prevention*

### St. Petersburg College- Emergency Administration and Management

*24 College Credit Certificate-Emergency Administration and Management (EAM) is a comprehensive certificate focused on policy, planning, and administration of emergency response teams. This certificate integrates the practical, technical, and communication aspects of emergency management. 4.0 GPA*

### Florida State University-Certificate -EMHS

*The certificate program includes courses on: Emergency management, both domestic and international EM policy development and planning Homeland security policy Terrorism, including international policy analysis Public health Public information Technology and disaster management 24 College Credits 4.0 GPA*



# CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095  
P. O. Drawer 1300, Pompano Beach, FL 33061  
www.mypompanobeach.org

Mr.  Mrs.  Ms.  Miss  Name: David Mingus  
(Optional)

**Residence Information:**

Home Address: 751 SE 6th Avenue  
City/State/Zip: Pompano Beach, FL 33060  
Home Phone: 954-782-6113 Cell Phone: 954-536-1413  
Email: dave@rcsgroup.us Fax: 954-526-7268

**Business Information:**

Employer/Business Name: Regional Construction Services  
Current Position / Occupation: Owner - State of Florida General Contractor # 048693  
Business Address: 1601 South Cypress Road  
City/State/Zip: Pompano Beach, FL 33060  
Business Phone: 954-526-6970 Fax: 954-526-7268 Email: dave@rcsgroup.us

Are you a U.S. Citizen? Yes  No   
Are you a resident of Pompano Beach? Yes  No  Reside in District: 1  2  3  4  5   
Do you own real property in Pompano Beach? Yes  No   
Are you a registered voter? Yes  No   
Have you ever been convicted of a felony? Yes  No

Current or prior service on governmental boards and/or committees: East CRA Advisory Board

**Please check the first box next to the Advisory Boards/Committees you would like to serve on:**

<input checked="" type="checkbox"/>	Affordable Housing	Education	<input checked="" type="checkbox"/>	Parks and Recreation
	Air Park		<input checked="" type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input checked="" type="checkbox"/>	Architectural Appearance	Emergency Medical Services		*Police & Firefighter's Retirement System
	Charter Amendment	*Employee's Board of Appeals	<input checked="" type="checkbox"/>	Pompano Beach Economic Development Council
	Community Appearance	Employee's Health Insurance		Public Art Committee
<input checked="" type="checkbox"/>	*Community Development	*General Employee's Retirement System		Recycling & Solid Waste
				Sand & Spurs Riding Stables
<input checked="" type="checkbox"/>	CRA East	Golf Advisory Board		Marine
	CRA West	Historic Preservation	<input checked="" type="checkbox"/>	*Unsafe Structures
	Cultural Arts	*Housing Authority of Pompano Beach	<input checked="" type="checkbox"/>	*Zoning Board of Appeals
		Nuisance Abatement Board		<b>Local Complete Count (Census)</b>

\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: University of Colorado (Pueblo Campus) - Environmental Remediation Design (lead & asbestos)

Experience: \_\_\_\_\_

40 years of R/E development, project management, State of Florida Certified General Contractor (1989)

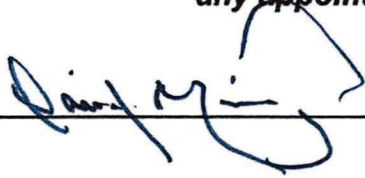
Past Positions: \_\_\_\_\_

East CRA Advisory Board

Hobbies: Outdoor activities - fly fishing & small game hunting

***Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.***

Signature: \_\_\_\_\_



Date: 3/20/24

Initials of Clerk or Deputy: \_\_\_\_\_

Date received or confirmed: \_\_\_\_\_

Please check one:  New Application  Currently Serving on Board  Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.

## DAVID MINGUS: OWNER-QUALIFIER FOR REGIONAL CONSTRUCTION SERVICES

Since 1979

### EXPERIENCE

- State of Florida Certified General Contractor # 048693
- International Code Council (ICC): International Building Code (IBC): N-11 'National Standard General Building Contactor "A"
- Concrete Quality and Field Practices: 2009 IBC and American Concrete Institute (ACI) 318 code. (ACI) 562 code: Standard requirements for evaluating existing concrete buildings and then the subsequent structural repair, including rehabilitation and strengthening of buildings.
- Colorado: Pikes Peak Regional Building Department: #20489 "Building A-1" Unlimited
- Colorado: Larimer County, Boulder, Ft. Collins, Estes Park " Building A-1" Unlimited
- State of California: Contractors State License Board 'B' General Building Contractor # 987322

### CERTIFICATIONS

- HUD: Consultant to Public Housing Agencies for LBP/Asbestos Identification of hazards, jobsite training and remediation techniques
- Lead Safe Renovator: HUD Renovate, Repair and Paint Certificate # 161172
- EPA Train the Trainer: Lead Safe Work Practices
- HUD: Lead Based Paint: Risk Assessment, Identification, Remediation Design, Monitoring and Clearance
- HUD Interim Guidelines: Lead Based Paint "Public and Indian Housing"
- Asbestos Inspector & Management Planner and Asbestos Contractor/Supervisor
- Transportation Safety Administration (TSA) Certified Security Badge & Escort Trainer – Los Angeles & San Jose International Airports

### PROJECTS

**Site Planning and Engineering:** Mixed-Use, PUD, Special Construction, Multi-Family and Purpose Built Structures

**FedEx Express, DHL & UPS:** National Vendor for Services, Gen. Contracting, Contract Admin/Project Management & Construction Management

**Commercial Construction:** Self performed, Demo to Certificate of Occupancy/Completion over - **300 national retail chain stores**

**Big Box Retail Centers:** Big Lots, Ross, Furniture & Outdoor Centers, Cygene Laboratories (DNA research), Child Care (12,000 sf), Doctors/Dentists and Plastic Surgery facilities. **Punch out & Turn Over:** Trump International 8 floors. **Technical Services:** underground infrastructure, power centers, directional boring and trenching. **Nationwide:** Over 300 different national chain store build-outs, re-theme, or open renovation representing 2,000,000 s.f. of construction since 1979

**New Construction:** Residential Communities, Resorts amenities, pools and spas, concrete forms, place and finish, underpinning of foundations, spread footing, and stem wall construction, slab on grade and drainage systems: Bahamas, Florida Keys, and Western United States

**Restoration:** Slab migration, epoxy injection, foundation waterproofing, rebar conversion coating, and column restoration

**Structures:** Paint failure identification, remediation design, rust, and oxidation remediation, and EPA containment

### CONSTRUCTION MANAGEMENT APPROACH

RCS project superintendents and key personnel, in conjunction with pre-qualified subcontractors, vendors, and service providers, are matched to the requirements of the construction process with management of jobsite conditions and the critical path.

- Confirm authorization to proceed via Owners Representative or Property Management firm procedures and protocol.
- Assign team leader (review Engineers' Report and Statement of Work) Permit expediting and Corrections.
- Preconstruction meeting: project requirements, traffic flow, materials, working hours/days, and specific requirements.
- Preconstruction determine jobsite requirements and quantity survey relating to specific site conditions.
- Proceed with any Permit and Code Compliance requirements.
- Material submittals and acceptance. Organization and management of delivery schedule. Chain of Custody control.
- Implement and document project progress (photos and daily reports).
- Maintain quality control and quality assurance implementing Special Inspections for client acceptance.
- Closeout: file and obtain Certificate of Completion by Building Official and Architect/Engineer of record.

### RELATIVE INFORMATION

- ICSC: DAVID MINGUS – REGIONAL CONSTRUCTION SERVICES – MEMBER # 1582652
- DUNS # 79110480, INDUSTRY 'NAICS' CODE: 236220, INDUSTRY GROUP: 5311
- National General Contractor 'Vendor' for: FedEx, DHL, UPS, Stanley Access Technologies, ASSA ABLOY, and ClipperCreek Electric Chargers
- EU Registered Architectural and Engineering firm: Registration #C 56385 St Julians, STJ1870, Malta
- Standard General Liability coverage with additional \$ 10,000,000 umbrella coverage with zero deductible.





## CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

**City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095**  
**P. O. Drawer 1300, Pompano Beach, FL 33061**  
**www.pompanobeachfl.gov**

Mr. \_\_\_ Mrs. \_\_\_  Ms. \_\_\_ Miss \_\_\_ **Name:** Kemarr L. Brown (Optional)

**Residence Information:**

Home Address: 1031 NW 33<sup>rd</sup> Court

City/State/Zip: Pompano Beach, FL 33064

Home Phone: (305)319-9830 Cell Phone: (305)319-9830

Email: innovate@onpointegov.com Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: PointTech Business Solutions, LLC dba Onpointe Government Solutions

Current Position / Occupation: Founder & Chief Visionary Officer

Business Address: 2436 N. Federal Hwy, Suite 364

City/State/Zip: Lighthouse Point, FL 33064

Business Phone (954) 880-4881 Fax: \_\_\_ Email: innovate@onpointegov.com

Are you a U.S. Citizen? Yes  No \_\_\_

Are you a resident of Pompano Beach? Yes  No \_\_\_ Reside in District: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4  5 \_\_\_

Do you own real property in Pompano Beach? Yes  No \_\_\_

Are you a registered voter? Yes  No \_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No

Current or prior service on governmental boards and/or committees: \_\_\_\_\_

**Please check the first box next to the Advisory Boards/Committees you would like to serve on:**

<input checked="" type="checkbox"/>	Affordable Housing		Education		Parks and Recreation
	Air Park			<input checked="" type="checkbox"/>	*Planning & Zoning/Local Planning Agency
	Architectural Appearance		Emergency Medical Services		*Police & Firefighter's Retirement System
<input checked="" type="checkbox"/>	Charter Amendment		*Employee's Board of Appeals	<input checked="" type="checkbox"/>	Pompano Beach Economic Development Council
	Community Appearance		Employee's Health Insurance		Public Art Committee
<input checked="" type="checkbox"/>	*Community Development		*General Employee's Retirement System		Recycling & Solid Waste
	CRA East		Golf Advisory Board		Sand & Spurs Riding Stables
	CRA West		Hillsboro Inlet District		Marine
	Cultural Arts		Historic Preservation		Nuisance Abatement Board
		<input checked="" type="checkbox"/>	*Housing Authority of Pompano Beach		*Unsafe Structures
					*Zoning Board of Appeals

**\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.**

In addition, a Resume may be attached

Education: University of Miami, Master of Art- International Administration  
St. Thomas University, Master of Law- Intercultural Human Rights Law  
St. Thomas University, Bachelor of Art-Political Science & Government

Experience: Entrepreneur (Real Estate, Government Consulting, and Residential & Commercial Cleaning Company)  
City of North Miami Beach, Assistant City Manager (Feb. 2022 to June 2023)  
City of Miami, Assistant Director of Planning (July 2019 to Feb. 2022)  
City of Miami, Chief of Staff/Enterprise Program Manager (June 2017 to July 2019)  
City of Miami, Business Analysis Manager (September 2015 to June 2017)

Past Positions: Intentionally left blank.

Hobbies: Playing Tennis, Reading, Real Estate, Watching TV.

***Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.***

Signature:  C E O

Date: 06/07/2023

Initials of Clerk or Deputy: \_\_\_\_\_

Date received or confirmed: \_\_\_\_\_

Please check one:  New Application  Currently Serving on Board  Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.



# KEMARR L. BROWN

Miami/Ft. Lauderdale, FL

305-319-9830

kemarrbrown@gmail.com

www.kemarrbrown.com

**CHARISMATIC, INNOVATIVE, RESULT DRIVEN PUBLIC ADMINISTRATOR WITH TECHNICAL EXPERTISE IN DEVELOPMENT SERVICES, ECONOMIC DEVELOPMENT, STRATEGIC ENTERPRISE LEVEL PROGRAM MANAGEMENT, COMMUNICATION & PROCESS REENGINEERING FOR STATE & LOCAL GOVERNMENT**

## CORE STRENGTHS + ATTRIBUTES

15+ years in State/City management experience including responsibilities in all phases of government operations and services. Extensive experience in implementing citywide strategic initiatives that requires consensus building and technology to deliver constituent services and improve city operations, budget development, community and economic development, land use and development services, sanitation, infrastructure and public utilities, organizational development, and social services. Demonstrated excellence in change management at all levels, purpose driven performance, team-building, and public relations. Assistant City Manager of 550+ employees and an annual operating and capital improvement budget of \$164+ million. Excellent presentation skills; speaker at local, and corporate partners national conferences.

**Highlights of Organization Competencies:** Strategic Business Planning and Execution, Portfolio & Program Management, Organizational Process Transformation, Capital and Operating Budget Planning, Labor Union Negotiations- AFSCME & IUPA, Public Utilities & Sanitation Integration, Transition, & Management, Contract Compliance, Business Process Modeling and Notation, Process Re-Engineering, CORE Methodology + Governance, Change Management, Development of Organization Road Map, Decision Making, Business and Data Analysis, Talent Training and Development, Vendor Management, Risk Management, Performance Metrics, State & County Legislative Policy, & Grants Management

## WORK EXPERIENCE

**CITY OF NORTH MIAMI BEACH**  
FEBRUARY 2022 - MAY 2023

### Assistant City Manager

Responsible for the day-to day city-wide operations for a full service city with a permanent population of approximately 46,000, 550+ employees, operating budget of \$164+ million, \$39+ million capital improvement budget, and \$68.7 million special revenue funds. Served as Chief Operating Officer. Responsible for coordination of policy development, planning and implementation of City goals and objectives; policies and procedures for providing City services; management and economic analysis of programs and services. Supervised the preparation and execution of the City's annual operating, capital and grant program budgets. Represented the City to business organizations, civic associations, developers, other governmental entities and the general public. Served as City Manager during absence of the City Manager.

- Direct management responsibilities for providing leadership and strategic direction to the departments of Building, Public Works, Community Development, Procurement, Information Technology, Communications, and Community Redevelopment Agency.
- Coordinated the preparation and execution of the City's annual operating, capital and grant program budgets which totaled approximately \$164 million. Negotiated land development contracts, land acquisition for parks, public facilities, housing and economic development projects for the City and Community Redevelopment Agency.
- Rebalanced and restructured the Sanitation Fund to eliminate \$6M deficit in five years.
- Manage the second-largest Water Utility in Miami-Dade County, servicing over 180,000 customers. Managed the procurement of the Norwood Water Treatment Plant \$34M dollar capital project, which entailed rehab of major components in the lime softening process, additional storage capacity, and needed electrical and instrumentation system improvements.
- Influenced an innovative problem solving culture through the use of technology. Resulted in the removal of manual punch cards for time and attendance tracking and implementation of Executime, a solution the City has tried to implement for 5+ years. To reduce the time for review and contract execution, DocuSign was implemented to streamline this process. Implemented enterprise citizen's services platform through the use of Energov, a project that was on hold for over eight years. To reduce the time customers needed to wait, we implemented Tyler Cashiering, a platform to facilitate online payment for city related services.
- Managed and orchestrated one successful building evacuations (Bayview 60) due to unsafe structural and electrical concerns. Partnered with Owner's Representative and the Miami-Dade County Homeless Trust to ensure residents had housing options if needed.
- Oversaw \$21+ million of ARPA projects
- Supervised the citywide emergency response for 2022 Hurricane season. Standardized citywide emergency response through the development and implementation of a COOP.
- Assisted in negotiation of the bargaining agreements between the City of North Miami Beach and the American Federation of State County and Municipal Employees, Local 3293, Bargaining Unit ("AFSCME"), and International Union of Police Associations ("IUPA").
- Worked with elected officials to adopt public policy (living wage, public utility water bill relief, property rights element, affordable housing legislation, active design standards, administrative site plan review process, fee structure updates, Right of

Way abandonments and maintenance, community/public benefits, Multi-modal Transportation Solutions)

- Refunded a General Obligation Note, Series 2022, in the amount of \$9,190,000. The refinancing of this bond resulted in savings of \$1,379,164, or 15.32%, over the remaining life of the loan to the residents.
- Improved the CRS classification from an eight to a seven, which resulted in residents receiving a 15% discount on their FEMA insurance premiums.
- Revamped a dormant CRA, which the Florida Redevelopment Association awarded the 2022 Cultural Enhancement Award.
- Facilitated land and building acquisition to increase the City's portfolio with a vision of eliminating slum and blight from the community and constructing new Parks & Recreation facilities.
- Created and implemented the City Managers Monthly Report to provide transparent communication outlet on city operations.
- Led the City's employee evaluation process to allow employees to receive meaningful feedback regarding their performance while providing an opportunity for a formal process to receive step increases in pay.
- Oversaw a taskforce to address homelessness throughout the City through partnership with the Administration, Police Department, Public Works and sanitation vendors.
- Spearheaded The Children Trust (TCT) grant application and award process. Awarded \$2.5 million dollars for children programming in City ran facilities.

#### CITY OF MIAMI

JULY 2019 -  
FEBRUARY 2022

#### Assistant Director, Planning/Enterprise Program Manager

- Directly supervised department employees to ensure the accomplishment of established department goals and objectives.
- Managed annual department operating (\$5.9 million), capital (\$1.9 million), and special revenue (\$26 million) budget.
- Directed, planned and administered day to day operations and oversee the work of professional planners across general planning, land development, comprehensive planning, neighborhood planning, urban design, historic and environmental preservation, environmental resources as well as hearing boards.
- Mentored and provide guidance to planning staff on day to day activities of land regulations, policies and procedures.
- Developed and planned department goals and programs to ensure the most cost effective means of service delivery that enhance the quality of life and aligned with the City's strategic plan.
- Prepared, review, and socialize Miami 21 text amendments and City resolutions with Commissioners, City Administrators, special interest groups, and constituents.
- Designed and developed in coordination with the Department of Innovation & Technology (DoIT) a GIS Application to track permit activities across all phases of the development process.
- Designed and developed the department's first end to end online application to administer special permits and entitlements administered by the Planning and Zoning Departments.
- Managed day to day activities, business process and procedures of Miami 21, the city's award winning form-based zoning ordinance.
- Provided guidance to investors, brokers, developers, land use attorneys, architects, small business owners on applicable regulations for proposed development.
- Led a joint interdepartmental committee to resolve cross-departmental inefficiencies.
- Prepared annual efficiency and compliance report.
- Established community engagement program to inform and engage with residents and constituents on proposed city and private developments.

#### CITY OF MIAMI

JUNE 2017 - JULY 2019

#### Chief of Staff/Strategic Enterprise Program Manager

- City of Miami lead for all citywide transformation process changes and technology implementations.
- Enterprise Program Management Function Lead the development of strategy and execution plan for citywide business and technology changes.
- Managed city portfolios and provide recommendations to senior leadership of programs and projects that are ripe to initiate consider public interest, funding, resources and strategic alignment with organization priorities.
- Developed and implement a change management framework that improves stakeholder adoption. Manage projects using agile, waterfall or a hybrid methodology depending on the initiative.
- Established a governance process for department assets (templates, change requests etc.)
- Electronic Plans Review and Capital Construction Program Management (eBuilder) Lead program-change manager for City of Miami \$10 million enterprise implementation of Electronic Plans Review program.
- Re-engineered processes to streamline the City of Miami's development (building, planning and zoning, public works, fire) and public utilities.
- Presented and reported department and program activities to community leaders, industry practitioners, Mayor, and City Commissioners.
- Lead more than 100+ community meetings to ensure there was clear understanding of external/community stakeholders needs.
- Managed 7,140 lines of communication with more than 120 stakeholders.
- Lead Project Manager for a \$2 million remodeling capital construction project for the ePlan implementation.
- Lead technical project manager for the upgrade of the City's technology infrastructure (enterprise firewall, network, internet) to ensure the City's departments had the necessary throughput to manage expected volume and traffic.
- Conducted gap analysis in current processes to identify areas for process improvements.
- Authored 80 system enhancements for city applications that included iBuild, iPublic Works, ArcGIS, DocuSign, Point of Sale (POS), LaserFiche etc.)

- Engineered enterprise process to deploy digital certificates across the City of Miami using Federal Public Key Infrastructure (FPKI)
- Evaluated and establish policies and procedures for the City of Miami to assess the scope of implementation of an identity and access management system (IAMS) to be compliant with federal state regulations.
- Developed business process, data flow, system integration, customer journey maps and info-graphs using Microsoft Visio to represent processes, systems, and the customers interactions in the process.
- Created and implement future state processes for departments by facilitating joint application design sessions, with subject matter experts (SMEs).
- Conducted elicitation sessions to capture business, functional requirements.
- Developed and executed project communication plan that included more than 100 focus group, project status updates, community outreach, training sessions with impacted stakeholders,
- Created a one-stop shop process for customers who may need City of Miami and Miami-Dade County approvals for their permits by partnering with Miami-Dade County Department of Regulatory and Economic Resources.
- Created and influenced adoption of the user-centered design methodology.
- Oversaw and optimized the Electronic Plans Review platform, architect the integration points between three home- grown solutions and third party cloud solution.
- Oversaw vendor contract and implementation duties and responsibilities throughout project implementation phase.
- Participated in development of RFPs. Develop strong relationship with City employees at all levels to aid in the strengthening the value of enterprise projects approach.
- Developed, implement and execute change management plan for all projects within Enterprise Program Develop training program with curriculum delivered in-person, videos, or webinar.
- Facilitated round-table workshops for end user(s) to provide feedback on progress of implementation, implemented change etc. Communicate complex technical solutions, structures and interfaces to business leaders using layman (nontechnical) manner.
- Managed dependencies with business process, legacy systems (homegrown or third party) during implementation of change. Conduct user Experience Sessions with City of Miami staff and external customers.
- Conducted construction project data migration.
- Designed Project Request Creation, Contract Compliance, Request for Leave, Project Status Update, processes using eBuilder application.

**FIRST SERVICE REALTY**  
MARCH 2017 - PRESENT

#### **Real Estate Advisor**

Licensed Florida real estate sales associate and property management professional empowering home ownership and investments.

**CITY OF MIAMI**  
SEPTEMBER 2015 -  
JUNE 2017

#### **Business Analyst Manager**

- Analyzed developed, and improved managerial policies, processes, practices, methods, and procedures; conducting organizational studies; identify business services that could benefit from digitization; recommend innovative solutions to address business and community needs; and forecasting the financial impact of future Information Technology system investments.
- Develop and enforce governance over critical business processes, standards and policies and procedures documentation referenced for the implementation of department/citywide software solution.
- Plan, organize, direct, and control programs and projects with Citywide implications; provide expert professional assistance to City management staff;
- Review and incorporate city code, administrative policies, procedures, and operations in processes and solutions; ensure that internal and externally imposed program requirements are met.
- Championed change management efforts for technology solution implementations.
- Reviewed and develop RFP, RFQs, Sole Source scope, evaluation criteria matrix
- Developed preliminary cost estimates for budget allocations.
- Managed teams in the identification of business requirements, functional design, process design (scenario design, flow mapping), prototyping, testing, training and defining support procedures.
- Performed business evaluations on innovative technologies for possible investment.
- Prepared, presented and communicated progressive project status reports related to programs and activities.
- Spearhead the assessment, procurement and implementation of an enterprise-wide initiative to improve the City's permitting process.
- Oversaw and ensured that integration efforts were performed to delivery improved services to constituents and businesses within the City,
- Developed online homeless service application for Miami Police Department in conjunction with IT Department to capture encounters and document services rendered.

**THE FRESH LINEN CLUB**  
MAY 2019 - PRESENT

#### **Founder & CEO**

The Fresh Linen Club is a residential, commercial cleaning and professional organization company that delivers convenience to busy professionals, families, and companies alike. Our goal is to connect customers with reliable and experienced cleaning professionals to deliver the best clean after every visit.

POINTTECH BUSINESS  
SOLUTIONS, INC DBA  
ONPOINTE  
GOVERNMENT  
SOLUTIONS  
NOVEMBER 2010 -  
PRESENT

#### Founder & Principal Consultant

Digital transformation and change management consulting firm that provides professional managed services to local and state government organizations and service business industries. Professional Managed services includes:

- Software Development & Integration Services
- User Interface (UI)/User Experience (UX)
- IT Managed Services (Implementation, Business Process Re-engineering & Documentation), Business Analysis, Data Analysis, Performance Management Services, Customer Journey Mapping, Program & Project Management, Training Services)

ALDRIDGE CONNORS,  
LLC  
2013 - 2014

#### Customer Relations & Mediation Manager

- Slashed -\$80,000 in firm cost by implementing an outlook shared calendar and alert system to eliminate missed mediation hearings.
- Established and maintained strong business relationship with 67 county court appointed ADR organizations to ensure law firm had the most updated communications in order to comply with judicial/court orders;
- Communicated and tracked department(s) progress made in meeting firm's KPI.
- Streamlined work process by implementing department standardized process and procedures;
- Developed business efficiencies by utilizing six sigma lean methods- to ensure timely deliverable per client's requirement(s);
- Created Mediation playbook that included client-specific compliance requirement;
- Served as special projects coordinator for portfolio scrubs and backlog;
- Automated reporting to reduce duplication remove waste from work production;
- Increased productivity and department business practices that resulted in being ranked the number one firm for compliance and metric deliverable for five consecutive months;
- Oversaw personnel for fee approval, new hire orientation, and circuit training;
- Prepared and published compliance and quality assurance audits monthly.

STATE OF FLORIDA  
2011 - 2012

#### Florida gubernatorial Fellow- Agency Redesign Consultant

- Supported senior staff with general project planning and professional development for agency wide re-structuring from 14 areas to 7 regions.
- Served as the direct liaison for State of Florida Agency for Persons with Disabilities to the State of Delaware, New Mexico, California, State of Ohio, Tennessee, and New York in conducting due diligence research for CRM technology.
- Supported the development and implementation of department goals and programs ensuring the most cost effective means of service delivery that enhance the quality of life and self-sufficiency of the most underserved- persons with disabilities (critical care).
- Developed uniformed policies and procedures for 7 regional offices including documentation product.
- Coordinated and spearheaded process mapping sessions with agency experts.
- Oversaw administrative functions and offered primary assistance to the Director of Performance and Business Accountability.
- Developed training curriculum (Identifying Victims of Human Trafficking) for service providers, waiver support coordinators within the Agency for Persons with Disabilities.
- Conducted strategic planning with state agencies central office for Human Trafficking Awareness Month.
- Identified gaps and worked with internal staffs to train the gaps to improve agency Quality Assurance for group home and nursing home facilities that houses minor children.
- Identified communication tools to assist in ensuring early detection of minors in threat of being trafficked institutionally.
- Assist in the development of measurable performance based outcomes.
- Analyzed quarterly data retrieved from Human Trafficking Department of Children & Families reporting hotline to determine claims.
- Coordinated outreach (in-person, radio, and TV) and message development to communicate the effect the issue of Human Trafficking has on Floridians to legislators.

#### EDUCATION AND CERTIFICATIONS

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**Masters of International Administration**, University of Miami, 2013

**Masters of Law in Intercultural Human Rights Law**, St. Thomas University School of Law, 2010

**Bachelor of Arts – Government & Political Science**, St. Thomas University, 2008

**Executive Project Management** – Florida Atlantic University

**Certified Scrum Master (CSM)**-KnowledgeHut Solutions, Pvt. Ltd

**Certified Business Analysis Professional (CBAP)** – Watermark Learning, an International Institute Business Analysis accredited institution, 2017

**PROFESSIONAL  
AFFILIATION &  
ACTIVITIES**

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International City/County Management Association (ICMA) Member  
National Forum for Black Public Administrators  
Florida League of Cities Member  
National League of Cities Member  
Project Management Institute (PMI)  
National Association of Realtors

**TECHNICAL SKILLS**

---

Program Management  
Project Management (Agile & Waterfall Methodology)  
Planning + Forecasting  
Communication & Collaboration  
UI/UX Design  
Customer Experience centered design approach  
Group/One-on-One Facilitator  
Strategy Development  
Team Management  
IT Business Process Analysis (Requirements Gathering & Business Process Documentation)

**SOFT SKILLS**

---

Leadership  
Avid Reader  
Business Relationship Development  
Adaptability  
Teamwork  
Collaboration  
Self Motivation  
Decision Making  
Time Management  
Creativity  
Conflict Resolution  
Communication

**SOFTWARE**

---

Project & Team Management: Slack, Asana, Trello, Office 365, (Word, Excel, PowerPoint, Publisher, Teams, One Drive, Skype Microsoft Projects etc.) DropBox, Google Docs.  
Business Process Mapping & Documentation: SharePoint, Microsoft Visio, JIRA, Confluence, iRise, PowerPoint, Microsoft Visual Studio Team Foundation Server (TFS), Photoshop, Indesign, Illustrator, Jotforms  
Graphics and Prototyping: iRise, Adobe Creative Cloud (Photoshop, Illustrator, InDesign, XD)  
Reporting & Data Analysis: Excel, Tableau, Google Analytics, Survey Monkey, Typeform, Power BI, Power Pivot  
Marketing & Meeting Tools: Zoom, MS Teams, Skype for Business, Youtube, Vimeo, Gotomeeting, Eventbrite, Mailchimp, Constant Contact, Adobe Spark

Enterprise Systems: Tyler Technology (EnerGov, Munis, Tyler Cashiering), ExecuTime, Granicus, OpenGov, Salesforce (BMC Remedyforce & Client Management), Oracle Financial/POS, ArcGIS, ProjectDox, Online Application Submission (OAS), Blue Beam, eBuilder, LaserFiche, iBuild, iPublic Works, EnerGov, MiamiBiz.