

**CITY OF MIRAMAR  
PROPOSED CITY COMMISSION AGENDA ITEM**

**Meeting Date:** May 20, 2020

**Presenter's Name and Title:** Denise A. Gibbs, CMC, City Clerk

**Prepared By:** Denise A. Gibbs

**Temp. Reso. Number:** R7128

**Item Description:** Temp. Reso. #R7128 APPROVING APPOINTMENTS TO VARIOUS CITY BOARDS. (City Clerk Denise A. Gibbs)

Consent ☐ Resolution ☒ Ordinance ☐ Quasi-Judicial ☐ Public Hearing ☐

**Instructions for the Office of the City Clerk:**

**Public Notice** – As required by the Sec. \_\_\_\_ of the City Code and/or Sec. \_\_\_\_, Florida Statutes, public notice for this item was provided as follows: on \_\_\_\_\_ in a \_\_\_\_\_ ad in the \_\_\_\_\_; by the posting the property on \_\_\_\_\_ and/or by sending mailed notice to property owners within \_\_\_\_ feet of the property on \_\_\_\_\_ (fill in all that apply)

Special Voting Requirement – As required by Sec. \_\_\_\_\_, of the City Code and/or Sec. \_\_\_\_\_, Florida Statutes, approval of this item requires a \_\_\_\_\_ (unanimous, 4/5ths etc.) vote by the City Commission.

**Fiscal Impact:** Yes ☐ No ☒

**REMARKS:** No fiscal impact

**Content:**

- Agenda Item Memo from the Interim City Manager to City Commission
- Resolution TR7128
- Attachment(s)
  1. Advisory Boards Vacancies List
  2. Advisory Boards Applications



**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

**TO:** Mayor, Vice Mayor, & City Commissioners

**FROM:** Vernon E. Hargray, City Manager

**BY:** Denise A. Gibbs, City Clerk, CMC

**DATE:** May 14, 2020

**RE:** Temp. Reso. No. 7128, approving appointments and providing for replacements to various City boards

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**RECOMMENDATION:** The City Manager recommends approval of Temp. Reso. No. 7128, approving appointments and providing for replacements to various City boards.

**ISSUE:** City Commission approval is required to appoint members and replacement members to the Blasting Citizen Advisory Committee, Civil Service Board, Education Advisory Board, and Historic Miramar Advisory Board to provide for replacements.

**BACKGROUND:** The City Commission makes appointments to fill vacancies and provide replacements to various City boards, allowing the Boards to carry out their respective advisory functions.

Temp. Reso. No. 7128  
4/20/20  
5/13/20

**CITY OF MIRAMAR  
MIRAMAR, FLORIDA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY  
OF MIRAMAR, FLORIDA, APPROVING APPOINTMENTS  
TO VARIOUS CITY BOARDS; AND PROVIDING FOR AN  
EFFECTIVE DATE.**

**WHEREAS**, pursuant to ordinances and resolutions, the City Commission of the City of Miramar has created various advisory boards, including the Blasting Citizen Advisory Committee, Civil Service Board, Education Advisory Board, and Historic Miramar Advisory Board; and

**WHEREAS**, the City Commission desires to make appointments to these Boards in order to fill vacancies, or to provide for replacements, so that the Boards can carry out the advisory functions for which they were created.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA AS FOLLOWS:**

**Section 1:** That the foregoing “**WHEREAS**” clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

**Section 2:** That appointments to the referenced City Advisory Boards are made as follows:

Reso. No. \_\_\_\_\_

Temp. Reso. No. 7128  
4/20/20  
5/13/20

**BLASTING CITIZEN ADVISORY COMMITTEE:**

Miramar Business Owner (*At-Large*) (1)

\_\_\_\_\_

**CIVIL SERVICE ADVISORY BOARD:**

(*City Manager appointment*) (1)

\_\_\_\_\_

**EDUCATION ADVISORY BOARD:**

Everglades Innovation Zone (*At-Large*) (1)

\_\_\_\_\_

**HISTORIC MIRAMAR ADVISORY BOARD:**

Commissioner Barnes (1)

\_\_\_\_\_

Vice Mayor Chambers (1)

\_\_\_\_\_

Commissioner Colbourne (1)

\_\_\_\_\_

Commissioner Davis (1)

\_\_\_\_\_

Mayor Messam (1)

\_\_\_\_\_

Non-Historic Miramar Resident (*At-Large*) (1)

\_\_\_\_\_

Historic Miramar Business Owner (*At-Large*)(1)

\_\_\_\_\_

Temp. Reso. No. 7128  
4/20/20  
5/13/20

**Section 3:** That the appropriate City officials are authorized to do all things necessary or expedient in order to carry out the aims of this Resolution.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor, Wayne M. Messam

\_\_\_\_\_  
Vice Mayor, Maxwell B. Chambers

ATTEST:

\_\_\_\_\_  
City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved  
this RESOLUTION as to form:

\_\_\_\_\_  
City Attorney,  
Austin Pamies Norris Weeks Powell, PLLC

**Requested by Administration**

Commissioner Winston F. Barnes  
Vice Mayor Maxwell B. Chambers  
Commissioner Yvette Colbourne  
Commissioner Alexandra P. Davis  
Mayor Wayne M. Messam

**Voted**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reso. No. \_\_\_\_\_

**LIST OF APPLICANTS****ATTACHMENT 1**

<b>Advisory Board</b>	<b>Applicants</b>
<b>BLASTING CITIZEN ADVISORY COMMITTEE:</b> At-Large (1) (Miramar Business)	(No application on file)
<b>CIVIL SERVICES ADVISORY BOARD:</b> City Manager (1)	James Hepburn
<b>EDUCATION ADVISORY BOARD:</b> Miramar High School Innovation Zone: At-Large (1)	Wilbur Harbin Karen-Vanessa Wright
<b>HISTORIC MIRAMAR ADVISORY BOARD:</b>  Commissioner Barnes (1) Vice Mayor Chambers (1) Commissioner Colbourne (1) Commissioner Davis (1) Mayor Messam (1) Non-Historic Miramar Resident: At-Large (1) Historic Miramar Business Owner: At-Large (1)	<b>Historic Miramar Resident: (5)</b>  Tywonia Gonzalez James R Hepburn Norma Martin Wilber Perez Myrlande Petion Ali Sylvestre Richard Taylor Rudy Shango Theophin  <b>Miramar Resident who does not live with-in Historic Miramar: (1)</b>  Ralph Tait Tanya Tarantino Zachary Thames  <b>Historic Miramar Business: (1)</b> Wilber Perez Mary Raynor

# **ADVISORY BOARDS APPLICATIONS**

# **CIVIL SERVICE ADVISORY BOARD**





**MIRAMAR  
CIVIL SERVICE BOARD  
(City Charter Sec. 8.01)**

MEMBER DATA	OCCUPATION	APPOINTMENT	TERM	APPOINT. DATE	EXP. DATE
Tracey Woodrupp 14801 SW 27 <sup>th</sup> St. Miramar, FL 33027 Tel: 954-602-4834 <a href="mailto:tdwoodrupp@miramarfd.org">tdwoodrupp@miramarfd.org</a>	City Employee	General Employee Elected	At Will	07/17	04/21
Reuben Gonzalez 14801 SW 27 <sup>th</sup> St. Miramar, FL 33027 Tel: 954-602-4889 <a href="mailto:rgonzalez@miramarfd.org">rgonzalez@miramarfd.org</a>	City Employee	Fire Dept. Elected	At Will	07/17	04/21
Kimberly Hadley 11765 City Hall Promenade Miramar, FL 33025 Tel: 954-602-4183 <a href="mailto:khadley@miramarpd.org">khadley@miramarpd.org</a>	City Employee	Police Dept. Elected	At Will	07/17	04/21
Sandra Coracelin 16211 SW 18 Street Miramar, FL 33027 Tel: 954-348-9015 <a href="mailto:scoracelin@gmail.com">scoracelin@gmail.com</a>	Resident	Appointed by City Commission	At Will	05/18	04/22
Michael Matthews 2021 Renaissance Blvd, #105 Miramar, FL 33025 Tel : 954-260-6007 <a href="mailto:mjmatthews@miramarfl.gov">mjmatthews@miramarfl.gov</a>	Resident	Appointed by City Commission	At Will	05/18	04/22
Tonja G. Smith 15311 SW 47 Street Miramar, FL 33027 Tel: 305-726-1234 305-349-7144 <a href="mailto:Smithlaw37@aol.com">Smithlaw37@aol.com</a>	Resident	City Manager Appointed	At Will	05/17	04/21
Terriann McKenzie 3600 S. State Road 7 Miramar, FL 33023 Tel: 305-249-5911 <a href="mailto:terriannmckenzie@gmail.com">terriannmckenzie@gmail.com</a>	Resident	City Manager Appointed	At Will	05/16	04/20 Expired/ Leaving City

**Staff Liaison:**

Randy Cross, Director of Human Resources  
 Tele: (954) 602-3054  
 Fax: (954) 602-3525  
 Email: [rncross@miramarfl.gov](mailto:rncross@miramarfl.gov)

**Print****Advisory Board Application - Submission #6100****Date Submitted: 4/15/2020**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Mr.

**Name**

James Hepburn

**Primary Phone**

3057200425

**Secondary Phone****Email**

james.hepburn@me.com

**Address**

7550 Indigo St

**City**

Miramar

**State**

FL

**Zip Code**

33023

**City Resident**

- ☒ Yes  
☐ No

**Registered Voter**

- ☒ Yes  
☐ No

**Choice of Board or Committee****1st Choice**

Historic Miramar Advisory Board

**2nd Choice**

Civil Service Board

**3rd Choice**

Affordable Housing

**Qualification / Educational Background**

Bachelors Public Administration

Certificate in Professional Leadership

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

Tropical Homes at Historic Miramar, 2018-Present, Chairman

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.**Additional Documents**

James R Hepburn Resume. .docx

Upload any additional information.

## James Hepburn

7550 Indigo St, Miramar, FL 33023 • (305) 720-0425 • james.hepburn@me.com

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### PROFESSIONAL EXPERIENCE

- Results oriented public administration professional.
- Offering over fifteen years of governmental supply chain management experience.
- More than seven years of specific experience related to procurement and management.
- Highly skilled and disciplined leader with the ability to adapt to surroundings seamlessly, detail focused professional possessing sound judgment, problem solving and critical thinking skills, and high-motivated self-starter that thrive in a teamwork driven environment.
- Advanced IT knowledge and training.

### EDUCATION

Florida International University, Miami, FL

**Bachelor of Public Administration**

December 2016

Dean's List Award (2x)

Miami Dade College, Miami, FL

**Associate of Arts in Business Administration**

August 2008

### RELATED PROFESSIONAL EXPERIENCE

YRY Homes, Miramar, FL

**President (40 Hours)**

January 2020-Present

- Develop and implement procurement related functions such as forecasting, budgeting and supplier management.
- Oversee contract management activities to include the implementation of new purchasing procedures.
- Finds and researches prospective project purchasing costs, creates proposals and finalizes the purchase
- Responsible for conducting and controlling win-win negotiates of contract terms, purchase price, RFQ support, and change order control.
- Execute agreements for the delivery of services and commodities totaling \$2.1 million dollars.
- Provides technical sourcing and benchmarking consultation to stakeholders as a business advisor.
- Review potential or proposed acquisitions to ensure that they are a good fit for the company strategically and financially.

- Utilizes the City's ERP system (Munis) to schedule divisional work, create purchase orders, monitor and transfer within divisional budgets, pay invoices and create Purchase Orders.
- Oversees the exploration of alternative and innovative ways to accomplish the organizations business strategies by assessing the strengths and weaknesses of each division and determine what improvements can be implemented.
- Responds to requests for information and public records request.
- Conducts other administrative and technical related work.

**Broward County Purchasing Fort Lauderdale, FL**

**Purchasing Agent (40 Hours)**

**August 2017-September 2018**

- Prepared and analyzed competitive sealed bids, competitive sealed proposals, requests for quotations and requests for qualifications, and other solicitation documents to ensure that the process was competitive and non-restrictive.
- Prepares cost estimates, scope of work, scope of service and design projects that contain complex and technical specifications for contracts totaling over \$8 Million dollars.
- Recommended awards to most qualified vendors in accordance with Request for Quotes (RFQ), Request for Bids (RFB) and Request for Proposal (RFP).
- Reviewed and analyzed existing contracts prior to expiration to determine whether the contract should be renewed or re-solicited and prepares recommendations for renewals. Processes recommend contract renewals.
- Prepared recommendations for and amendments to contract statement of work and procedures.
- Prepared solicitations and recommendations of award for presentation to County Commission for award approval for solicitation above \$500,000 dollars.
- Prepared memoranda requesting special conditions for solicitations, makes recommendations for awards/rejection of solicitations, or responses to vendor issues or protest.
- Conducted presentations, outreach events, or pre-bid/proposal conferences.
- Reviewed, analyzed and determines the appropriate terms, conditions, pricing structure, specifications and forms for department solicitations.
- Negotiate with consultants and contractors regarding specifications, scope of work, prices, terms and conditions.
- Work with a variety of procurement systems (i.e. PeopleSoft, BidSync, Broward Author, Contract Central, etc.) for acquisition and procurement accountability.
- Responds to requests for information and public records request.
- Conduct administrative and technical related work.

**Miami Dade Water and Sewer Miami, FL**

**Utility Supply Specialist 2/Purchasing Agent (40 Hours)**

**June 2012-August 2017**

- Assist with the supervision and training of warehouse and other subordinate staff from a Lead Worker capacity

- Coordinated requisitioning of new and restocking supplies for maintenance, administrative and automotive sections.
- Coordinated disposal of obsolete materials.
- Conducted other related administrative and technical work as required.

United States Army

**Unit Supply Specialist**

August 2000–November 2003

- Supervised and trained subordinate supply staff in the requisitioning, warehousing and distributing of items up to \$1 million in value.
- Prepared Turn-In forms for assets that needed to be removed from the units Control Register.
- Maintained copy of the unit's Document Control Register, which contained all unit assets.
- Managed housing units assigned to the company and other office facilities.
- Assigned newly attached personnel to designated housing units.
- Conducted quarterly inventory on sensitive assets (such as unit housing keys, office keys, weapons, ammunition, etc.).
- Conducted annual inventory on assets assigned to the Document Control Register (such as vehicles, computers, etc.).
- Maintained Governmental Purchase Card file of credit card documentation, charge card receipts, delivery tickets and monthly billing statements, ensuring that the item/service is authorized for credit card purchase.
- Other Materials Management functions such as maintaining Material Safety Data Sheet file.
- Conducted other research, administrative and technical work as required.

### **LANGUAGES**

English

### **COMPUTER SKILLS**

Advanced in Microsoft Office, Word, Power Point, Excel, etc

### **TECHNICAL SKILLS**

Professional Leadership Certificate

Leadership, Team-Building and Coaching Skills for managers and Supervisors

Contract Administration Certificate

Bare Bone Basics of Public Procurement Certificate

Spectacular Specification Certificate

### **PROFESSIONAL ASSOCIATIONS**

National Institute of Governmental Purchasing

American Society for Public Administration

New Leaders Council

# **EDUCATION ADVISORY BOARD**



**MIRAMAR  
EDUCATION ADVISORY BOARD  
(City Code Sec. 2-79)**

<b>MEMBER DATA</b>	<b>ZONE</b>	<b>TERM</b>	<b>APPOINT. DATE</b>	<b>EXP. DATE</b>
Louis Kushner 5601 Winston Park Blvd N #207 Coconut Creek, FL 33073 (P) 954-756-2862 <a href="mailto:Louis.kushner@yahoo.com">Louis.kushner@yahoo.com</a>	<b>Miramar HS</b> Innovation Zone	At Will	01/15/20 Reso. #20-53	At Will
Kerri-Ann Nesbeth 2431 Dunhill Avenue Miramar, FL 33025 (P) 954-243-6704 <a href="mailto:Knesbet1@gmail.com">Knesbet1@gmail.com</a>	<b>Miramar HS</b> Innovation Zone	At Will	01/17/18 Reso. #18-55	At Will
Italia Thurston 2450 SW 103 Way Miramar, FL 33025 (P) 954-534-1641 <a href="mailto:isthurston@miramarpd.org">isthurston@miramarpd.org</a>	<b>Miramar HS</b> Innovation Zone	At Will	01/17/18 Reso. #18-55	At Will
Teneshia Taylor 5271 SW 159 Avenue Miramar, FL 33027 (P) 954-629-6883 (S) 954-963-0084 <a href="mailto:ttaylor@taj-realty.com">ttaylor@taj-realty.com</a>	<b>Everglades HS</b> Innovation Zone	At Will	06/01/16 Reso. #16-128	At Will
Joan McLean 3421 Garden Lane Miramar, FL 33023 (P) 954-628-6499 (S) 954-602-4314 <a href="mailto:jpmclean@miramarpd.org">jpmclean@miramarpd.org</a>	<b>Everglades HS</b> Innovation Zone	At Will	01/16/19 Reso. #19-57	At Will
Chinwe Mba 10538 SW 24 Street Miramar, FL 33025 (P) 954-253-5919 (S) 954-443-9503 <a href="mailto:Mbafamily22@yahoo.com">Mbafamily22@yahoo.com</a>	<b>Everglades HS</b> Innovation Zone	At Will	01/16/19 Reso. #19-57	At Will <b>Resigned</b>
Thierry Teodoro Miguel Florival-Victor 8471 SW 5th Street, Apt #105 Pembroke Pines, FL 33025 (P) 646-431-8365 <a href="mailto:browardsocialnetwork@gmail.com">browardsocialnetwork@gmail.com</a>	Private/Charter School	At Will	06/01/16 Reso. #16-128	At Will
Nari Tomlinson 3572 SW 68 Way Miramar, FL 33023 (P) 954-559-7364 <a href="mailto:Naritomlinson68@yahoo.com">Naritomlinson68@yahoo.com</a>	College / University	At Will	01/15/20 Reso. #20-53	At Will
Dr. Macmillan Innocent 13691 SW 49th Court Miramar, FL 33027 (P) 954-559-2977 <a href="mailto:macinasent@yahoo.com">macinasent@yahoo.com</a>	Business Community	At Will	03/05/14 Reso. #14-88	At Will

**Staff Liaison:**

**Katrina Davenport, Community Services Director**  
**Tele: (954) 889-2702**  
**Fax: (954) 602-3503**  
**Email: [kldavenport@miramarfl.gov](mailto:kldavenport@miramarfl.gov)**

**Broward County Public Schools Representative:**

**Angel M. Gomez, Governmental Affairs**  
**600 SE 3rd Avenue, 10th Floor, Fort Lauderdale,**  
**FL 33301**  
**Office: 754-321-2608 Fax: 754-321-2701**  
**Cell : 954-254-1258**  
**Email : [mr.gomez@browardschools.com](mailto:mr.gomez@browardschools.com)**



**Print****Advisory Board Application - Submission #5952****Date Submitted: 3/20/2020**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Mr.

**Name**

Wilbur Harbin

**Primary Phone**

954-494-0648

**Secondary Phone**

954-443-3808

**Email**

wharbin24@gmail.com

**Address**

2713 Dolphin Dr

**City**

Miramar

**State**

FL

**Zip Code**

33025

**City Resident**

- ☒ Yes  
☐ No

**Registered Voter**

- ☒ Yes  
☐ No

**Choice of Board or Committee****1st Choice**

Parks and Recreation (The only vacancy)

**2nd Choice**

Education

**3rd Choice**

Blasting

**Qualification / Educational Background**

Recently retired Battalion Chief Miami-Dade Fire Rescue. Retired February 2019. Master of Professional Studies in Management. Wife and 2-teenagers.

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

Broward County Democratic Black Caucus (2019-Present), Ft Lauderdale/Broward NAACP (2019-Present), Miramar Democratic Club (2019-Present), Progressive Firefighters Association 1990-2019 and Metro-Dade Local 1403 Firefighter's Union 1990-Present.

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

Choose File No file chosen

Upload any additional information.

**Print****Advisory Board Application - Submission #5865****Date Submitted: 3/6/2020**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Mrs.

**Name**

Karen-Vanessa Wright

**Primary Phone**

813 956-3964

**Secondary Phone****Email**

kvbrown24@yahoo.com

**Address**

6116 SW 22 Court

**City**

Miramar

**State**

FL

**Zip Code**

33023

**City Resident**

- ☒ Yes  
☐ No

**Registered Voter**

- ☒ Yes  
☐ No

**Choice of Board or Committee****1st Choice**

Economic development

**2nd Choice**

Education

**3rd Choice**

Affordable Housing

**Qualification / Educational Background**

I am a concerned citizen interested in getting involved in the decision making for my community. I am an educator who has taught at the elementary, middle, and high school level for over 23 years. I have a master's degree in Science Education.

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

I have resided in Miramar for the last five years. I am currently not affiliated with any civic organizations. This would be a positive step towards getting involved in my community.

List the organization name, years of service (i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

**Choose File** No file chosen

Upload any additional information.

# **HISTORIC MIRAMAR ADVISORY BOARD**



**MIRAMAR  
HISTORIC MIRAMAR ADVISORY  
(City Code Sec. 2-90)**

<b>MEMBER DATA</b>	<b>ELECTED OFFICIAL</b>	<b>TERM</b>	<b>APPOINT. DATE</b>	<b>EXP. DATE</b>
Tywonja Gonzalez 7001 SW 27 Street Miramar, FL 33023 (P) 954-240-4230 <a href="mailto:tgonzalez202@gmail.com">tgonzalez202@gmail.com</a>	Winston F. Barnes	1 Year	05/01/19 Reso. #19-114	04/20 <b>Expired</b>
James R. Hepburn 7550 Indigo Street Miramar, FL 33023 (P) 305-720-0425 <a href="mailto:james.historicmiramarboard@gmail.com">james.historicmiramarboard@gmail.com</a>	Maxwell B. Chambers	1 Year	05/01/19 Reso. #19-114	04/20 <b>Expired</b>
Mervis Watson 3211 SW 66th Way Miramar, FL 33023 (P) 954-394-1348 <a href="mailto:Merviswatson1968@gmail.com">Merviswatson1968@gmail.com</a>	Yvette Colbourne	1 Year	10/02/19 Reso. #20-02	04/20 <b>Expired</b>
Tamieka Atkinson 2120 SW 67 Lane Miramar, FL 33023 (P) 205-575-8264 <a href="mailto:Tatki003@fiu.edu">Tatki003@fiu.edu</a>	Alexandra P. Davis	1 Year	07/10/19 Reso. #19-151	04/20 <b>Expired</b>
Norma D. Martin 7200 Grandview Blvd. Miramar, FL 33023 (P) 954-296-2017 (S) 954-963-0752 <a href="mailto:ndoreen21@bellsouth.net">ndoreen21@bellsouth.net</a>	Wayne M. Messam	1 Year	05/01/19 Reso. #19-114	04/20 <b>Expired</b>
Ismael Guzman Jr. 9530 Atlantic Street Miramar, FL 33025 (P) 786-202-0065 <a href="mailto:ismoguzman@gmail.com">ismoguzman@gmail.com</a>	Miramar Resident (Not in Historic Miramar) (At-Large)	1 Year	05/01/19 Reso. #19-114	04/20 <b>Expired</b>
Mary Nortmann Raynor 5025 S.W. 35 Terrace Fort Lauderdale, FL 33312 (P) 954-270-2770 <a href="mailto:Mary9856@bellsouth.net">Mary9856@bellsouth.net</a>	Historic Miramar Business Owner (At-Large)	1 Year	05/01/19 Reso. #19-114	04/20 <b>Expired</b>

**Staff Liaison:**

Eric Silva, Community Development Director  
Tel: (954) 602-3274  
Fax: (954) 602-3776  
Email: [esilva@miramarfl.gov](mailto:esilva@miramarfl.gov)

# **Historic Miramar Resident: (5)**

**Print****Advisory Board Application - Submission #6342****Date Submitted: 5/12/2020**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Mrs.

**Name**

Tywonita. Gonzalez

**Primary Phone**

954-240-4230

**Secondary Phone****Email**

tgonzalez202@gmail.com

**Address**

7001 SW 27th Street

**City**

Miramar

**State**

FL

**Zip Code**

33023

**City Resident**☒ Yes☐ No**Registered Voter**☒ Yes☐ No



**Choice of Board or Committee****1st Choice**

Historic Miramar

**2nd Choice****3rd Choice****Qualification / Educational Background**

I am currently serve on the historic board and go to many city functions

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

CRISIS TEAM 5 YEARS

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

Choose File No file chosen

Upload any additional information.

Print

## Advisory Board Application - Submission #6100

Date Submitted: 4/15/2020

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

Salutation

Mr.

Name

James Hepburn

Primary Phone

3057200425

Secondary Phone

Email

james.hepburn@me.com

Address

7550 Indigo St

City

Miramar

State

FL

Zip Code

33023

City Resident

☒ Yes

☐ No

Registered Voter

☒ Yes

☐ No

Choice of Board or Committee

1st Choice

Historic Miramar Advisory Board

2nd Choice

Civil Service Board

3rd Choice

Affordable Housing

Qualification / Educational Background

Bachelors Public Administration

Certificate in Professional Leadership

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

Community / Civic Organization You Are Affiliated With

Tropical Homes at Historic Miramar, 2018-Present, Chairman

List the organization name, years of service (i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

Acknowledgement

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

Additional Documents

James R Hepburn Resume. .docx

Upload any additional information.

## James Hepburn

7550 Indigo St, Miramar, FL 33023 • (305) 720-0425 • james.hepburn@me.com

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### PROFESSIONAL EXPERIENCE

- Results oriented public administration professional.
- Offering over fifteen years of governmental supply chain management experience.
- More than seven years of specific experience related to procurement and management.
- Highly skilled and disciplined leader with the ability to adapt to surroundings seamlessly, detail focused professional possessing sound judgment, problem solving and critical thinking skills, and high-motivated self-starter that thrive in a teamwork driven environment.
- Advanced IT knowledge and training.

### EDUCATION

Florida International University, Miami, FL

**Bachelor of Public Administration**

December 2016

Dean's List Award (2x)

Miami Dade College, Miami, FL

**Associate of Arts in Business Administration**

August 2008

### RELATED PROFESSIONAL EXPERIENCE

YRY Homes, Miramar, FL

**President (40 Hours)**

January 2020-Present

- Develop and implement procurement related functions such as forecasting, budgeting and supplier management.
- Oversee contract management activities to include the implementation of new purchasing procedures.
- Finds and researches prospective project purchasing costs, creates proposals and finalizes the purchase
- Responsible for conducting and controlling win-win negotiates of contract terms, purchase price, RFQ support, and change order control.
- Execute agreements for the delivery of services and commodities totaling \$2.1 million dollars.
- Provides technical sourcing and benchmarking consultation to stakeholders as a business advisor.
- Review potential or proposed acquisitions to ensure that they are a good fit for the company strategically and financially.

- Prepares cost estimates, scope of work, scope of service and design projects that contain complex and technical specifications of project proposals.
- Develops and manages relationships with national/regional suppliers and contractors.
- Reviews, analyzes and evaluates work methods and procedures of 5 professional level staff members.
- Develop key performance indicator reports for staffing and sourcing in order to achieve goals.
- Responsible for hiring personnel, including screening of resumes, conducting interviews, and selection of candidates.
- Attend trade shows and industry events for the acquisition of new materials, components, finished goods, and equipment from new national and international suppliers.

Public Works Hallandale Beach, FL

**Contract and Asset Manager (40 Hours)**

September 2018-January 2020

- Reviews, analyzes and evaluates the drafting and management processes of several annual service contracts totaling \$250,000.
- Facilitated city-wide enrollment into Miami Dade County's Universal Access Program, which provides the City with 2% savings per paid invoice annually.
- Prepares cost estimates, scope of work, scope of service and design projects that contain complex and technical specifications.
- Approves the award of the recommended lowest responsive, responsible bidders for RFQ's.
- Monitors work on departmental projects to ensure compliance with City, County and State standards.
- Evaluates contractor responses to solicitations for responsiveness, responsibility, and compliance with agreement requirements. Performs solicitation award processes and prepares purchase orders.
- Develops and implements contract administration, KPI metrics and reporting processes to facilitate review, evaluation and reporting on status/progress regarding city agreements.
- Make presentations before the City Commission.
- Prepare, upload and monitor agenda items for the department.
- Forecasts and administrates the annual budgets for the Warehouse, Cemetery, Clean City Services and Grounds Maintenance divisions totaling \$1.1 Million dollars.
- Approves expenditures and implements budgetary adjustments as necessary.
- Develops and directs the daily operations of the Contract Management, Warehouse, Cemetery, Beach Management and Clean City Services divisions.
- Reviews, analyzes and evaluates work methods and procedures of 20 staff members to include supervisory personnel.
- Develop key performance indicator reports for staffing and sourcing in order to achieve goals.
- Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

- Utilizes the City's ERP system (Munis) to schedule divisional work, create purchase orders, monitor and transfer within divisional budgets, pay invoices and create Purchase Orders.
- Oversees the exploration of alternative and innovative ways to accomplish the organizations business strategies by assessing the strengths and weaknesses of each division and determine what improvements can be implemented.
- Responds to requests for information and public records request.
- Conducts other administrative and technical related work.

Broward County Purchasing Fort Lauderdale, FL

**Purchasing Agent (40 Hours)**

August 2017-September 2018

- Prepared and analyzed competitive sealed bids, competitive sealed proposals, requests for quotations and requests for qualifications, and other solicitation documents to ensure that the process was competitive and non-restrictive.
- Prepares cost estimates, scope of work, scope of service and design projects that contain complex and technical specifications for contracts totaling over \$8 Million dollars.
- Recommended awards to most qualified vendors in accordance with Request for Quotes (RFQ), Request for Bids (RFB) and Request for Proposal (RFP).
- Reviewed and analyzed existing contracts prior to expiration to determine whether the contract should be renewed or re-solicited and prepares recommendations for renewals. Processes recommend contract renewals.
- Prepared recommendations for and amendments to contract statement of work and procedures.
- Prepared solicitations and recommendations of award for presentation to County Commission for award approval for solicitation above \$500,000 dollars.
- Prepared memoranda requesting special conditions for solicitations, makes recommendations for awards/rejection of solicitations, or responses to vendor issues or protest.
- Conducted presentations, outreach events, or pre-bid/proposal conferences.
- Reviewed, analyzed and determines the appropriate terms, conditions, pricing structure, specifications and forms for department solicitations.
- Negotiate with consultants and contractors regarding specifications, scope of work, prices, terms and conditions.
- Work with a variety of procurement systems (i.e. PeopleSoft, BidSync, Broward Author, Contract Central, etc.) for acquisition and procurement accountability.
- Responds to requests for information and public records request.
- Conduct administrative and technical related work.

Miami Dade Water and Sewer Miami, FL

**Utility Supply Specialist 2/Purchasing Agent (40 Hours)**

June 2012-August 2017

- Assist with the supervision and training of warehouse and other subordinate staff from a Lead Worker capacity

- Review and revise Request for Quotes (RFQ) for items; via technical specifications, requirements, and proposals, in excess of \$6 million in value under service contracts.
- Conduct large scale purchasing using methods, procedures, departmental policies, rules, and regulations under an assigned commodity grouping.
- Performs the Request for Quotes (RFQ) and Notice of Award (NOA) bidding and awarding procurement process for procuring various industrial materials.
- Initiates purchase orders and approves expenditures.
- Conduct pre-bid meetings with requesting department staff, supervisors and authorized contractors and vendors regarding technical specifications and requirements for construction, mechanical and technical projects.
- Establish and maintain effective working relationships with County procurement officials and direct vendors.
- Coordinates the delivery of job specific/mission sensitive items.
- Prepare procurement records, forms and statistical reports.
- Prepare and submits vendor non-performance reports relative to purchased supplies and services.
- Assist with the coordination and maintenance of purchasing records.
- Conduct market analysis and BAFO negotiation procedures with approved vendors.
- Work with a variety of procurement modules (i.e. PeopleSoft, ADPICS, GSA supply module, EAMS, etc.) maintaining inventory accountability.
- Conduct administrative and technical related work.

Miami Dade Aviation Miami, FL

**Storekeeper 1 (40 Hours)**

May 2010-April 2011

- Supervised a large-scale aviation warehouse which stocked, received and issued a variety of materials; such as construction supplies, welding, varying trades, etc.
- Supervised work directing a major function in a large-scale warehouse and subordinate staff in various functions of warehousing, supply, inventory and annual inventory for a county department, as well as trained the subordinate staff.
- Utilized various computerized inventory control systems (such as PeopleSoft, Mia Prod, ADPICS, GSA supply module, etc.) maintaining inventory records for accountability.
- Supervised annual fiscal inventory.
- Developed and Implemented Inventory/Supply methods and procedures, for effective inventory control.
- Attended meetings with department staff to coordinate production plans.
- Conducted purchasing, reconciling and forecasting of inventory.
- Coordinates the delivery of job specific/mission sensitive items.
- Supervised the maintenance of perpetual inventory records and procurement files.
- Communicated with vendors annotated on various contracts.

- Coordinated requisitioning of new and restocking supplies for maintenance, administrative and automotive sections.
- Coordinated disposal of obsolete materials.
- Conducted other related administrative and technical work as required.

United States Army

**Unit Supply Specialist**

August 2000–November 2003

- Supervised and trained subordinate supply staff in the requisitioning, warehousing and distributing of items up to \$1 million in value.
- Prepared Turn-In forms for assets that needed to be removed from the units Control Register.
- Maintained copy of the unit's Document Control Register, which contained all unit assets.
- Managed housing units assigned to the company and other office facilities.
- Assigned newly attached personnel to designated housing units.
- Conducted quarterly inventory on sensitive assets (such as unit housing keys, office keys, weapons, ammunition, etc.).
- Conducted annual inventory on assets assigned to the Document Control Register (such as vehicles, computers, etc.).
- Maintained Governmental Purchase Card file of credit card documentation, charge card receipts, delivery tickets and monthly billing statements, ensuring that the item/service is authorized for credit card purchase.
- Other Materials Management functions such as maintaining Material Safety Data Sheet file.
- Conducted other research, administrative and technical work as required.

#### **LANGUAGES**

English

#### **COMPUTER SKILLS**

Advanced in Microsoft Office, Word, Power Point, Excel, etc

#### **TECHNICAL SKILLS**

Professional Leadership Certificate

Leadership, Team-Building and Coaching Skills for managers and Supervisors

Contract Administration Certificate

Bare Bone Basics of Public Procurement Certificate

Spectacular Specification Certificate

#### **PROFESSIONAL ASSOCIATIONS**

National Institute of Governmental Purchasing

American Society for Public Administration

New Leaders Council



### **COMMUNITY INVOLVEMENT**

Tropical Homes at Historic Miramar, Inc. - Chief Executive Officer  
Transition Hope - Corporate Secretary  
CMB Vision Unlimited - Volunteer

References available upon request

**Print****Advisory Board Application - Submission #6348****Date Submitted: 5/13/2020**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Mrs.

**Name**

Norma D. Martin

**Primary Phone**

954-296-2017

**Secondary Phone**

954-963-0752

**Email**

ndoreen21@bellsouth.net

**Address**

7200 Grandview Blvd

**City**

Miramar

**State**

FL

**Zip Code**

33023

**City Resident**☒ Yes☐ No**Registered Voter**☒ Yes☐ No

**Choice of Board or Committee****1st Choice**

Historic Miramar Advisory Board

**2nd Choice****3rd Choice****Qualification / Educational Background**

AA in Business; Served twice on the Historic Miramar Advisory Board.

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

Miramar Park Homeowners Group Past President 14 years  
Miramar Historic Advisory Board Member 2 years

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

Choose File No file chosen

Upload any additional information.

**Print****Advisory Board Application - Submission #5850****Date Submitted: 3/4/2020**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Mr.

**Name**

Wilber Perez

**Primary Phone**

(786)356-3923

**Secondary Phone****Email**

WilberPerez08@Gmail.Com

**Address**

2421 Gulfstream Drive

**City**

Miramar

**State**

FL

**Zip Code**

33023

**City Resident**☒ Yes☐ No**Registered Voter**☒ Yes☐ No

**Choice of Board or Committee****1st Choice**

Miramar Business Owner

*Historic Miramar***2nd Choice****3rd Choice****Qualification / Educational Background**

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

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☒ Acknowledgement is required for board position by checking box.**Additional Documents** No file chosen

Upload any additional information.

**Print****Advisory Board Application - Submission #4276****Date Submitted: 8/8/2019**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Ms.

**Name**

Myrlande Petion

**Primary Phone**

954 213-5603

**Secondary Phone**

954 589-1081

**Email**

myrlandeep@yahoo.com

**Address**

7618 Embassy BLVD

**City**

Miramar

**State**

FL

**Zip Code**

33023

**City Resident**☒ Yes☐ No**Registered Voter**☒ Yes☐ No

**Choice of Board or Committee****1st Choice**

Park and Recreation Advisory Board

**2nd Choice**

Teen Council Advisory Board

**3rd Choice**

Historic Miramar Advisory Board

**Qualification / Educational Background**

I earned a Bachelor degree in Public Safety Management at Miami Dade College. I worked for approximately 8 years in the Public Safety field. I completed 6 months internship in inmates' rehabilitation. I am an MPA student at Nova Southeastern University.

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

I am a volunteer member at St. Bartholomew Catholic School (2014 - present), member of the National Society of Leadership at Miami Dade College (2013 - present), President of Chris Foundation of Haiti INC (2014 - present).

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

Myrlande Petion Resume 2019.docx

Upload any additional information.

# MYRLANDE PETION

7618 Embassy BLVD, Miramar FL 33023 / C: (954) 213-5603 / [myrlandeep@yahoo.com](mailto:myrlandeep@yahoo.com)

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## EDUCATION

### **Master in Public Administration**

*Nova Southeastern University (NSU)*

Current Student  
Fort Lauderdale, FL

### **Bachelor in Public Safety Management**

*Miami Dade College*

April 2016  
Miami, FL

### **Associate of Arts in Criminal Justice**

*Miami Dade College*

May 2014  
Miami, FL

### **Bachelor in Arts (Law School)**

*University*

October 2001 *State*  
Haiti

## PROFESSIONAL EXPERIENCE

### **Law Enforcement Officer**

*Florida Highway Patrol*

October 2016 - October 2018  
Plantation, FL

- Directed traffic during emergency and congested situations
- Gathered preliminary information as a first responder to crimes scenes
- Wrote reports on arrest made, prepared cases for trial and testified in court
- Patrolled designated areas in patrol cars

Florida Atlantic University Police Department

Boca Raton, FL

- Patrolled the university premises and ensured the safety of students and staff
- Applied community policing and enforced Florida Statutes Laws
- Prepared reports and investigated cases on a daily basis

### **Security Officer**

*Miami Beach Convention Center*

July 2010 - October 2016  
Miami Beach, FL

- Patrolled the Facility
- Monitored Entrance, Exit, and Command Center
- Reported Incidents by using the 5W2H method
- Answered alarms & investigated disturbances

## PROFESSIONAL SUMMARY

- Efficient surveillance professional with approximately 8 years in public safety
- Ability to work under stress and to maintain confidentiality of information
- Ability to perform duties accurately and to act with urgency in emergency situation
- Ability to communicate, write and read effectively in **English, French and Creole**
- Knowledge of computer software: Microsoft Office, Microsoft Outlook, Microsoft Access, Google Spreadsheet, Microsoft PowerPoint

## LEADERSHIP EXPERIENCE

### **President**

*Chris Foundation of Haiti Inc.*

May 2014 - Present

- Helping needy kids in Haiti



**Member**

*The National Society of Leadership & Success*

September 2011 - Present

**COMMUNITY INVOLVEMENT****Volunteer**

*St Bartholomew Catholic Church & School*

September 2014 - Present

Miramar, FL

- Coordinated fun and educational programs and activities and built relationship with students through mentoring and providing support.

*The National Catholic Risk Retention Group, Inc.*

September 2015 - Present

- Participating in monthly training “Protecting God’s Children for Adults”

**CAMPUS INVOLVEMENT*****Internship***

South Reception Center

January 2014 – July 2014

Doral, FL

- Working with inmates in the rehabilitation program

**REFERENCES**

Sgt. Vernon Slater, FHP, (754) 224-6662, [VernonSlater@flhsmv.gov](mailto:VernonSlater@flhsmv.gov)

Adrian Penerton, MBCC, (305) 748-7208, [abat0403@aol.com](mailto:abat0403@aol.com)

Rev. Yves Geffrard, (772) 971-9080, [ygeffrard@att.net](mailto:ygeffrard@att.net)

**Print****Advisory Board Application - Submission #4056****Date Submitted: 6/13/2019**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Mr.

**Name**

Ali Sylvestre

**Primary Phone**

954-290-0515

**Secondary Phone**

954-668-8318

**Email**

ali.sylvestre@yahoo.com

**Address**

2706 Alcazar Dr.

**City**

Miramar

**State**

FL

**Zip Code**

33023

**City Resident**

- ☒ Yes  
☐ No

**Registered Voter**

- ☒ Yes  
☐ No

**Choice of Board or Committee****1st Choice**

Historic Miramar Residents

**2nd Choice**

Parks & Recreation Advisory Board

**3rd Choice****Qualification / Educational Background**

Background I'm an eleven year resident of the City of Miramar. I have a Bachelors degree in Management Information Systems, and a Masters in Educational Leadership. My career experiences includes managing employees/ business operations.

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

Historic Miramar Advisory Board Member (2018-2019). Golden Key Honor Society (2017- Present). Certified Miami-Dade County Public Schools Substitute Teacher (2005-Present). Member of the South Florida Black Men Run Chapter (2015-Present).

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

Choose File No file chosen

Upload any additional information.

**Print****Advisory Board Application - Submission #4201****Date Submitted: 7/18/2019**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

-- Select One --

**Name**

Richard Taylor

**Primary Phone**

305-775-4064

**Secondary Phone**

305-775-4064

**Email**

rft2fl@hotmail.com

**Address**

3900 E Lake Terr

**City**

Miramar

**State**

FL

**Zip Code**

33023

**City Resident**☒ Yes☐ No**Registered Voter**☒ Yes☐ No

**Choice of Board or Committee****1st Choice**

Historic Miramar Advisory Board

**2nd Choice**

Teen Council Advisory Board

**3rd Choice**

Parks &amp; Recreation Advisory Board

**Qualification / Educational Background**

I am a resident of the historic neighborhoods for the past approximate 25 years with more than 22 years in my current home in Miramar Isles. I am actively involved in attending meetings for UNEM and MPHG. I regularly attend city commission meetings

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

UNEM

Miramar Park Homeowners Group

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

Choose File No file chosen

Upload any additional information.

Print

## Advisory Board Application - Submission #5862

Date Submitted: 3/6/2020

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

### Salutation

Mr.

### Name

Rudy Shango Theophin

### Primary Phone

561-672-4326

### Secondary Phone

### Email

RUDYTHEOPHIN89@GMAIL.COM

### Address

3592 S.W. 68TH WAY

### City

MIRAMAR

### State

FL

### Zip Code

33023

#### City Resident

☒ Yes

☐ No

#### Registered Voter

☒ Yes

☐ No

**Choice of Board or Committee****1st Choice**

Miramar Business Owner

**2nd Choice**

ECONOMIC DEVELOPMENT ADVISORY BOARD

**3rd Choice**

PLANNING & ZONING ADVISORY BOARD

**Qualification / Educational Background**

Business Management concentration in Management, I am a business Developer currently have my own firm and I work to facilitate workshop for aspiring entrepreneurs. I'm currently focusing on creating startup workshop to bring about 33 new SBA in Miramar.

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

I am a co-founder of community based organization that is designed with the objective of providing resources for underprivileged families to overcome economic inequality. I am the president of Circle of politics a civic engagement organization.

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

Choose File No file chosen

Upload any additional information.

**Miramar Resident who does  
not live with-in Historic  
Miramar: (1)**



[Print](#)**Advisory Board Application - Submission #5821****Date Submitted: 2/29/2020**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Mr.

**Name**

Ralph Tait

**Primary Phone**

9545922841

**Secondary Phone****Email**

Rtait@rtarchitectinc.com

**Address**

3035 SW 131st Avenue

**City**

Miramar

**State**

FL

**Zip Code**

33027

**City Resident**☒ Yes☐ No**Registered Voter**☒ Yes☐ No

**Choice of Board or Committee****1st Choice**

Historic Miramar board

**2nd Choice**

Planning and zoning board

**3rd Choice****Qualification / Educational Background**

I have over 20 years of experience designing various buildings in South Florida. Currently I am involved with Positano Townhomes located in East Miramar. Registered architect in The State of Florida.  
Business owner located in the City of Miramar

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

Choose File No file chosen

Upload any additional information.

**Print**

## **Advisory Board Application - Submission #4024**

**Date Submitted: 6/6/2019**

All applicants must **reside** in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Ms.

**Name**

Tanya Tarantino

**Primary Phone**

7862023589

**Secondary Phone**

**Email**

tarantino823@gmail.com

**Address**

17604 SW 19 St

**City**

Miramar

**State**

Florida

**Zip Code**

33029

**City Resident**

- ☒ Yes  
☐ No

**Registered Voter**

- ☒ Yes  
☐ No

**Choice of Board or Committee****1st Choice**

Historic Miramar Advisory

**2nd Choice**

Blasting - Silver Lakes

**3rd Choice**

Cultural Arts Park

**Qualification / Educational Background**

FIU - Business Management Degree / Business Owner - Manage all functions of the company. Proficient with retail and manufacturing operation. Manage Sales, Marketing, Accounting, Human Resources, and Production Line. Familiar with current building codes.

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

Florida Air National Guard - 2000-Current - Space Control Officer  
Silver Lakes Modification Committee - 2014 - Current - Chairman  
Silver Lakes - Crystal Sound Community - 2014 - 2016 - Association President

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

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☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

Choose File No file chosen

Upload any additional information.

**Print****Advisory Board Application - Submission #3904****Date Submitted: 5/9/2019**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Mr.

**Name**

Zachary Thames

**Primary Phone**

954-740-3158

**Secondary Phone****Email**

zachary.s.thames@ey.com

**Address**

9690 Glacier Drive

**City**

Miramar

**State**

Florida

**Zip Code**

33025

**City Resident**☒ Yes☐ No**Registered Voter**☒ Yes☐ No

**Choice of Board or Committee****1st Choice**

Historic Miramar Advisory Board

**2nd Choice**

Teen Council Advisory Board

**3rd Choice****Qualification / Educational Background**

Zachary S. Thames, C.P.A. is an experienced staff in the audit department at Ernst and Young (EY) in Boca Raton, Florida. Obtained Bachelor's and Master's degree in Accounting from Florida International University.

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

Florida Institute of Certified Public Accountants (2017-Present), FIU Young Alumni Council (2017-2018), Tau Delta Chapter of Alpha Phi Alpha Treasurer (2014-2015)

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

Zachary\_S\_Thames\_2019.pdf

Upload any additional information.

# Zachary S. Thames, C.P.A.

9690 Glacier Drive  
Miramar, FL 33025

(954) 740-3158  
[Ztham001@fiu.edu](mailto:Ztham001@fiu.edu)

## EDUCATION

Florida International University (FIU)	Miami, FL
Master of Accounting – Assurance	GPA: 3.60
Graduation Date of Master's:	Dec 2016
Bachelor of Accounting/Minor in Communication Studies:	May 2015

## EXPERIENCE

**Ernst and Young (EY) – Boca Raton, FL**  
**Staff Accountant II** Sep 2017 – Present

- Analyze and examine year-to-year Financial Statement Fluctuations (i.e., Balance Sheet, Income Statement, Cash Flow) and Gross Margin Analytics for a Publicly-Traded Entity.
- Design and present valuation projections for multi-national corporation.
- Instruct and review Company Internal Audit and EY Staff workpapers.
- Organize and host extracurricular activities such as the launching of FIU NABA Chapter, the EY Florida Diversity Leadership Conference, and the Highschool Finance Capstone & Portfolio exhibition.

**Keefe McCullough & Co. CPAs – Fort Lauderdale, FL**  
**Staff Accountant** Jul 2015 – Dec 2016

- Prepared clear and concise work-papers efficiently using Microsoft Excel and PDFs to audit financial statements and 401(K)s producing employee profit realization (85%).
- Calculated, reconciled and verified year-end accounts such as \$15 million cash balances and \$1.7 million adjustment to net assets.
- Developed and led strategic interview process for 50+ job aspirants at recruiting fair.
- Conducted teamwork and communicated extracurricular activities such as 3-mile Alzheimer walks and mentoring team of 5<sup>th</sup> grade Sheriff Officers.

## LEADERSHIP EXPERIENCE

**FIU Young Alumni Council**  
**Marketing Committee** July 2017 – June 2018

- Supported and provided more than 75,000 FIU Young Alumni in the areas of career, networking, leadership and philanthropy opportunities through initiatives such as the “What Now? Life After College” workshop and Graduate Scholarship.

**Alpha Phi Alpha – Tau Delta Chapter, Miami, FL**  
**Financial Secretary** May 2014 – May 2015

- Advised and designed Chapter's internal control reporting of transactions; model validated total cash receipts and disbursements of approximately \$20,000 and \$15,000.
- Coordinated and monitored community initiatives; influenced 150+ FIU students to dress professional weekly and received praise from University President.

## AWARDS/RECOGNITION

**Florida Institute of Certified Public Accountants (FICPA)**

**Horizon Award** January 2019 Issue

- The Horizon award is nominated to CPA's under the age of 36 who are accelerating the accounting field through professional experience, leadership, entrepreneurship and professional credentials.

# **Historic Miramar Business:**

## **(1)**



**Advisory Board Application - Submission #5850**

**Date Submitted:** 3/4/2020

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

The City Code Section 2-53, requires that all adult candidates for Board Appointment must be registered voters. Please have a voter's registration card and if returning the application by mail, include a photocopy of your voter's registration card with the application.

Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Mr.

**Name**

Wilber Perez

**Primary Phone**

(786)356-3923

**Secondary Phone**

**Email**

WilberPerez08@Gmail.Com

**Address**

2421 Gulfstream Drive

**City**

Miramar

**State**

FL

**Zip Code**

33023

**City Resident**

- ☒ Yes  
☐ No

**Registered Voter**

- ☒ Yes  
☐ No

Choice of Board or Committee

1st Choice

Miramar Business Owner

*Historic Miramar*

2nd Choice

3rd Choice

Qualification / Educational Background

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

Community / Civic Organization You Are Affiliated With

List the organization name, years of service (i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

Acknowledgement

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☒ Acknowledgement is required for board position by checking box.

Additional Documents

Choose File No file chosen

Upload any additional information.

**Print****Advisory Board Application - Submission #6343****Date Submitted: 5/12/2020**

All applicants must reside in the City of Miramar, unless otherwise stated in the City Code, and may belong to only 1 Advisory Board at a time. Applications not submitted online must be typed or printed and completed in full. Additional information may be attached to the printed forms.

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Advisory Board applications will be kept on file for 1 year only. After its expiration, you will have to re-submit a new application.

**Salutation**

Mrs.

**Name**

mary raynor

**Primary Phone**

9542702770

**Secondary Phone**

9542702770

**Email**

mary9856@bellsouth.net

**Address**

5025 s w 35 terr

**City**

ft laud

**State**

fl

**Zip Code**

33312

**City Resident**☐ Yes☒ No**Registered Voter**☒ Yes☐ No

**Choice of Board or Committee****1st Choice**

historic advisory board

**2nd Choice****3rd Choice****Qualification / Educational Background**

I lived in the city for 60 years but still have a business in east Miramar I have been on the board for the last three years as business owner

Briefly describe your specific expertise and/or abilities relevant to your board choice(s) in place of these directions. Your input is limited to 255 characters.

**Community / Civic Organization You Are Affiliated With**

was president of united neighbors of east Miramar for over 20 years

List the organization name, years of service(i.e. 2001-2002), and offices held (i.e. Chair, Member), in place of these directions. Your input is limited to 255 characters.

**Acknowledgement**

I understand that in accordance with the Florida Sunshine Law, this information may be made public. If appointed, I agree to faithfully and fully perform the duties of my office and will comply with all laws and ordinances of the City, County, and State of Florida. Particularly those pertaining to the conduct of public officials and the financial disclosure requirements.

☒ Acknowledgement is required for board position by checking box.

**Additional Documents**

Choose File | No file chosen

Upload any additional information.