



***CITY OF MIAMI SPRINGS, FLORIDA***

**Mayor Xavier M. Garcia**

**Vice Mayor Billy Bain  
Councilman George V. Lob**

**Councilman Michael Windrem  
Councilman Jaime A. Petralanda**

**Decorum: "Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the City Council, shall be barred from further audience before the City Council by the Mayor, unless permission to continue or again address the City Council is granted by the majority vote of the City Council members present. In accordance with the foregoing, the City Council has determined that racial or ethnic slurs, personal attacks and comments unrelated to City matters or issues constitute prohibited comments from the podium".**

**AGENDA  
SPECIAL MEETING**

**Wednesday, January 8, 2014 - 6:00 p.m.  
Council Chambers - City Hall  
201 Westward Drive - Miami Springs**

- 1. Call to Order/Roll Call**
- 2. Invocation: Councilman Petralanda**  
**Salute to the Flag: Audience Participation**
- 3. Interview of Candidates for the Position of City Clerk**
  - A) Erika Gonzalez-Santamaria**
  - B) Suzanne Hitaffer**
  - C) Yamileth Pereyra**
  - D) Billy Y. Urquia**
- 4. Discussion and Selection of City Clerk**

5. Adjourn

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If any person decides to appeal any decision of this Board with respect to any matter considered, s/he will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made (F. S. 286.0105), all of which the City does not provide.

\*\*\*\*\*  
In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the City Clerk, 201 Westward Drive, Miami Springs, Florida 33166. Telephone: (305) 805-5006, no later than (7) days prior to the proceeding.

\*\*\*\*\*  
Pursuant to Sec. 2-11.1 (S) of the Miami-Dade County Code and Miami Springs Code of Ordinances Chapter 33 - §33-20, all persons, firms or corporations employed or retained by a principal who seeks to encourage the passage, defeat, or modifications of (1) ordinance, resolution, action or decision of the City Council; (2) any action, decision, recommendation of any City Board or Committee; or (3) any action, decision or recommendation of City personnel during the time period of the entire decision-making process on such action, decision or recommendation which will be heard or reviewed by the City Council, or a City Board or Committee shall register with the City before engaging in any lobbying activities on forms prepared for this purpose and shall state under oath his or her name, business address, the name and business address of each person or entity which has employed said registrant to lobby, and the specific issue on which he or she has been employed to lobby. A copy of the lobbyist registration form is available from the Office of the City Clerk.

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**ADDENDUM  
SPECIAL MEETING**

**Wednesday, January 8, 2014 – 6:00 p.m.  
Council Chambers – City Hall  
201 Westward Drive – Miami Springs**

- 2A) Request from Miami-Dade County League of Cities to Designate Two Elected Officials to Serve as a Director and Alternate Director to the League for a Period of One Year, Commencing February, 2014

**Erika Gonzalez-Santamaria, CMC**  
14393 SW 38<sup>th</sup> Street, Miami, Florida 33175  
(305) 796-6561 • egsantamaria@hotmail.com

### **OVERVIEW**

Approximately twelve years of local government experience with over seven years of executive management experience and proficiency in the following areas:

Budget Development	Public Records	Human Resources
Procedures/Policy Development	Customer Service	Publications
Contract Negotiation/Preparation	Public Relations/PIO	Agenda & Minutes Preparation
Website Development	Supervisor of Elections	Project Management
Records Management	Risk Management	Acting Administrator

### **EDUCATION/PROFESSIONAL ACADEMIC ACHIEVEMENTS**

- Master Municipal Clerk, Second Level, International Institute of Municipals Clerks, 2011
- Certified Municipal Clerk, International Institute of Municipal Clerks, 2006
- M.P.A., Masters in Public Administration, Almost Completed, Florida International University, 2008
- B.A. in Business Administration, Florida International University, Miami, Florida, 2004
- A.A. in Political Science, Miami Dade Community College, Miami, Florida, 2001
- High School Diploma with Honors, St. John's College High School, Washington, DC, 1996

### **WORK EXPERIENCE**

#### **TOWN OF SOUTHWEST RANCHES**

May 2011 – Present

Town Clerk (*Population 7,400*)

- Prepare agendas, manage records, draft ordinances, resolutions, proclamations and agreements;
- Attend all Council meetings and workshops, and keep minutes of all municipal proceedings;
- Essential in changing certain polices and mandates in the personnel manual, public records policy, and emergency management policy;
- Serve as the Supervisor of Elections for all special and regular municipal elections;
- Provide professional advice to the Town Administrator, Department Heads, and Department Staff;
- Supervise four staff members, Deputy Town Clerk, Receptionist, Records Clerk, and Volunteer;
- Serve as Acting Administrator in the event of the Town Administrator's absence;
- Implemented a formal and structured records retention and disposal program;
- Publish legal advertisements in accordance with Florida Statutes;
- Maintain the Town's Code of Ordinances, and coordinate supplements as appropriate;
- Process, advertise, file, and record all bids for municipal services;
- Attest to all official documents and agreements, and acts as the keeper of the Town Seal;
- Direct and supervise the administration of the Clerk's department;
- Prepared and maintain a records inventory
- Prepared and maintain a Disaster Response Plan for Records Management

#### **TOWN OF CUTLER BAY, CUTLER BAY, FLORIDA**

July 2010 – November 2010

Consultant for the Town Clerk's Office/Mayor and Town Council

- Prepared Town for Municipal Elections in November and possible run-off
- Assisted in the transition of the newly appointed Town Clerk into office
- Assisted in the daily tasks of the Clerk's Office until new Town Clerk appointment
- Served as a guide and resource for all department heads and Council Members in daily Town Clerk functions

**TOWN OF CUTLER BAY, CUTLER BAY, FLORIDA**

June 2006 – July 2010

Town Clerk (*Population: 42,000*)

- Prepared the annual departmental budget-Maintained Budget for Department-Experience with the overall budgeting process and through the internal auditing phase
- Designed and Published the Towns first and current Official Website
- Developed a Records Management policy and program which included all departments participation-Records Management: Indexing, storing, and disposition of all Town documents
- Agenda and Minutes Preparation for the Town Council, Zoning Board, Workshops, and Other Meetings
- Prepared Legal Advertising for Ordinances, Development Applications, RFPs/RFQs, Personnel, etc.
- Developed a public records policy-Processed all Public Records Requests – Maintained logs of records requests
- Prepared proclamations, correspondence and other tasks as assigned by the Town Council
- Initiated, developed, and maintained the Local Business Tax Receipts, False Alarm Program, and Lien Searches
- Published Monthly Residents' Newsletter-Annual Town Directory-Internal Clerk's Newsletter
- Maintained Residents' and Business Contacts' Databases
- Created and published a New Residents' Welcome Packet
- Prepared and/or Assisted in the Creation of all Resolutions, Ordinances and Agreements
- Negotiated Contracts for Various Products and Services
- Prepared Necessary Documents for Codification of the Town's Code of Ordinances
- Provided Research for Special Projects for Town Council and Town Manager's Consideration
- Records Management Liaison Officer (RMLO), Financial Disclosure Coordinator and Supervisor of Elections for Municipal Elections

**VILLAGE OF PINECREST, PINECREST, FLORIDA**

Assistant Village Clerk (*Population: 19,000*)

September 2002 – June 2006

- Agenda and Minutes Preparation for the Planning Board, and Village Council in the absence of the Clerk
- Records Management: Retention and Destruction
- Maintained an Agreement, Ordinances and Resolutions Database
- Assisted in the Budget Preparation Process
- Assisted with accounts receivables for Stormwater Utility billing and payments
- Conducted all Lien Searches for the Village
- Elections Support as needed
- Developed/Oversaw the Internship program in conjunction with Florida International University

**VILLAGE OF PINECREST, PINECREST, FLORIDA**

Receptionist for Town Administration

April 2001 – September 2002

- Answer telephones and direct all incoming calls to the appropriate personnel.
- Respond to inquiries and direct citizens and customers to proper Village departments.
- Provide general support and assistance to office staff.
- Receive and transmit messages for staff with promptness and accuracy.
- Track the number of incoming calls.
- Assist the general public and employees, both in person and on the telephone, provide general information regarding Village policies and procedures.
- Perform a variety of general clerical work; type letters, memorandums, forms, statements, and data entry, as necessary.
- Maintain a variety of records and files.
- Ability to get along with others and work effectively with the public and fellow workers.
- Perform any other duties as assigned by the Village Manager or his/her designee.

## **MEMBERSHIPS**

- 2011 - present Broward County Municipal Clerks Association
- 2002 - present State of Florida Notary Public, Expires December 1, 2015
- 2002 - 2011 Miami-Dade County Municipal Clerks Association
- 2002 - present Florida Association of City Clerks
- 2002 - present International Institute of Municipal Clerks
- 2004 - present Florida International University Alumni Association (lifetime member)

## **MUNICIPAL VOLUNTEER POSITIONS**

- 2012 - 2013 FACC Summer Academy Committee Member
- 2012 - 2013 Mentoring Committee Member
- 2008 - 2009 FACC Awards/Scholarships Committee Member
- 2008 - 2009 FACC Summer Academy Moderator

## **SKILLS**

- Fluent in Spanish (Speak, Read, Write); Conversational Italian and Portuguese
- Mastery in Microsoft Office software (Word, Excel, PowerPoint, Outlook, etc.)
- Mastery in Records Management software (Laserfiche, Alchemy, Granicus, Legistar, etc.)
- Notary Public since 2002
- Certified Municipal Clerk since 2006

## REFERENCES

### PROFESSIONAL

**Town of Southwest Ranches**  
Honorable Mayor Jeff Nelson  
[inelson@southwestranches.org](mailto:inelson@southwestranches.org)  
(954) 434-0008

**Town of Southwest Ranches**  
Keith Poliakoff, J.D., Town Attorney  
[kpoliakoff@arnstein.com](mailto:kpoliakoff@arnstein.com)  
(954) 713-7644

**Town of Southwest Ranches**  
Andrew D. Berns, Town Administrator  
[aberns@southwestranches.org](mailto:aberns@southwestranches.org)  
(954) 434-0008

**Town of Cutler Bay**  
Honorable Mayor Edward MacDougall  
[emacdougall@cutlerbay-fl.gov](mailto:emacdougall@cutlerbay-fl.gov)  
(305) 234-4262

**Town of Cutler Bay**  
Honorable Councilmember Ernest Sochin  
[esochin@cutlerbay-fl.gov](mailto:esochin@cutlerbay-fl.gov)  
(305) 390-2191

**Town of Cutler Bay**  
Honorable Councilmember Peggy Bell  
[pbell@cutlerbay-fl.gov](mailto:pbell@cutlerbay-fl.gov)  
(305) 234-4262

**Village of Pinecrest**  
Guido Inguanzo, CMC, Village Clerk  
[g.inguanzo@pinecrest-fl.gov](mailto:g.inguanzo@pinecrest-fl.gov)  
(305) 234-2121

**Village of Pinecrest**  
Yocie Galiano, Village Manager  
[ygomez@pinecrest-fl.gov](mailto:ygomez@pinecrest-fl.gov)  
(305) 234-2121

### PERSONAL

Mayra Sauleda  
Village of Pinecrest  
Personnel Officer  
(305) 234-2121

Chad Friedman  
Weiss, Serota, Helfman, Pastoriza, Cole &  
Boniske  
Attorney  
(305) 962-6224

Stan Morris  
City of Sunny Isles Beach  
Assistant City Manager  
(954) 296-4752

Peter Brill  
Town of Southwest Ranches  
Assistant Financial Administrator  
(954) 410-5995

Yani Ramos  
Town of Cutler Bay  
Administrative Services Director  
(305) 219-3011

Gianina Caceres  
Capital Painting, Waterproofing, and  
Restoration  
Office Manager  
(305) 331-2276

# Suzanne S. Hitaffer

19711 N. W. 4<sup>th</sup> Street, Pembroke Pines, FL 33029  
954.443.1824 (Home) 305.336.3276 (Cell)

## Objectives

Utilize nineteen years of knowledge and experience from serving as Deputy City Clerk for the City of Miami Springs to successfully fill the position of City Clerk.

## Education

Miami Springs Senior High School - 1967 Graduate

Florida State University - Records Management Course - 1994

Florida Association of City Clerks Career Development Institute - 1995 -1997

- Attained Certified Municipal Clerk (CMC) certification through completion of the International Institute of Municipal Clerks approved program.

## Experience

- Village of Virginia Gardens - 6498 N. W. 38 Terrace, Virginia Gardens  
Assistant Village Clerk - 1987-1991
- City of Miami Springs - 11/1992 - 07/2013 - 201 Westward Drive, Miami Springs  
Finance Department - Administrative Assistant - 1992-1994  
City Clerk's Office - Deputy City Clerk - 1994 to Present:
  - Per Charter §8.02 (2), responsible for carrying out all duties of the City Clerk's Office during the absence of the City Clerk
  - Responsible for transcribing accurate minutes of all City Council meetings.
  - Provide notary services, information and referral services to the general public.
  - Assist in conducting City Elections, publishing legal notices and budget preparation.
  - Knowledge of State records management requirements.
  - Worked under the administration of four City Mayors and ten City Councils.

## Skills

- Proficient in Microsoft Word, Microsoft Excel, Optiview, and Adobe Acrobat.
- Ability to accurately record and maintain records, establish and maintain effective relationships with employees, supervisors, department heads, elected officials and the public.
- Trained in the City Council "paperless agenda" process, notary public services, public information requests and the municipal election process.
- Skilled in providing courteous service to the residents and the general public.

## Organizations

- Florida Association of City Clerks (FACC)
- International Institute of Municipal Clerks (IIMC)
- Miami-Dade County Municipal Clerk's Association (MDCMCA)

# Yamileth Pereyra

9761 NW 57 Terrace | Doral, FL 33178 | 786.525.8447 | Yamileth.pereyra@gmail.com

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## OBJECTIVE

To attain a position as City Clerk within the civil administration of the City of Miami Springs, to utilize my managerial skills by performing the required administrative duties efficiently to constituents and elected officials.

## EDUCATION

**Saint Thomas University, Opa-Locka, FL** December 2010  
*Bachelor of Arts in Political Science, GPA – 3.0*  
*Minor in Philosophy and Leadership Studies*

**Saint Thomas University, Opa-Locka, FL** December 2010  
*Certificate in Homeland Security and Terrorism Control, GPA – 3.0*

**Nova Southeastern University, Davie, FL** Expected date December 2013  
*Master's in Public Administration*  
*Master's in Education Leadership*

## INTERNSHIPS

**City of Doral, Doral, FL** June 2007  
*Intern, Office of City Clerk*

- Assisted with constituent request, special projects, and legislative research
- Responded to constituent request and other correspondence
- Provide data entry and various administrative tasks

**Pax Romana Global Leadership Program, New York, NY** May 2006- October 2006  
*Intern, United Nations Program*

- Participated in a five (5) month program, hosted by St. Thomas University Pax Romana Chapter, in order to attend meetings and briefings with diplomats and NGOs at the United Nations
- Experienced firsthand how the issues and mandates are handled, implemented, and effective within the international community

**Toys for Kids Miami, Doral, FL** Present  
*Events Coordinator, Management Office*

- Assists in maintaining events on schedule
- Assists in gathering information for future events and gathering funds for possible donations to shelters.
- Maintained all records and performed clerical duties.
- Answered phones and managed events outside of Miami Dade County.
- Participate in non-profit events for High school students within different quadrants of Miami Dade County in conjunction with services to assist young adults.
- Responsible for planning happy hours, networking events, and annual events to gather sponsors for our two Annual events.

## EMPLOYMENT EXPERIENCE

**Latin Builders Association, Doral, FL** Present  
*Member Services Supervisor, Management Office*

- Recruit and retain member companies to create new business opportunities within the association's membership. Coordinated with Director of Operations and Membership Committee to organize and implement membership drives and membership renewal initiatives.
- Consult with members to create a marketing strategy that will gain exposure for their organization among members as well as our community through networking events and PROYECTO Magazine, the official magazine of the Latin Builders Association®.
- Secured sponsorships from various members of the organization in support of monthly luncheons, the 2013 Fishing Challenge.

# Yamileth Pereyra

9761 NW 57 Terrace | Doral, FL 33178 | 786.525.8447 | Yamileth.pereyra@gmail.com

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- Communicated with member companies and assisted them in increasing their ROI
- Update member benefits package by bringing more value to the membership investment
- Provide networking platforms for members to connect with new opportunities
- Coordinate and promote association's key annual events
- Secured yearlong advertising contracts for Proyecto magazine from selected members

City of Doral, Doral, FL

February 2013

Advisory Board Coordinator, City Clerk's Office

- Assists in maintaining official city documents and records and complying with the legal requirements of the records management program.
- Scheduling advisory board meetings;
- Preparation of advisory board meeting materials for distribution during the meetings;
- Advertising board meetings pursuant to Ch. 286 F.S., and established Office of the City Clerk procedures;
- Maintaining regular communication with advisory board members on board-related issues;
- Ensuring that Council-approved advisory board policies and procedures are adhered to by the boards;
- Coordinating the annual Advisory Board Workshop;
- Maintaining all managing all advisory board records

City of Doral, Doral, FL

August 2012- February 2013

Executive Assistant to the City Manager, City Manager's Office

- Assists in maintaining official city documents and records and complying with the legal requirements of the records management program.
- Assists in the preparation of the City Council electronic agenda packets and the provision of reasonable notice requirements of all town meetings.
- Proofreads council minutes for final approval prior to submission to the council.
- Assist in providing timely reports as required by law.

City of Doral, Doral, FL

July 2007– August 2012

Deputy Clerk/ Assistant to City Clerk, City Clerk's Office

- Performs advanced secretarial and administrative work as directed by the City Clerk.
- Answers calls for the Office of the City Clerk.
- Answers routine correspondence and composes letters for the Town Clerk's signature.
- Opens, sorts, and routes all correspondence to Town Clerk and Council.
- Assisted in situations requiring problem solving or completion of assignments.
- Attends all City Council meetings; and serves as assistant to the Town Clerk during the meeting.
- Assisted the City Clerk in the preparations for general and special elections.
- Assisted with the management of all Town Boards and Committees.
- Served as acting City Clerk in the absence of and upon designation by the City Clerk
- Provide highly professional customer service for constituents in our city.
- Named liaison to all Advisory Boards in the City of Doral.
- Responsible for logging Final Minutes, Resolutions, Ordinances, adopted by Council in our City's website.
- Responsible for developing plans, manage filing operations, and update computerized Inventory / tracking lists on daily basis.

## **KEY SKILLS**

- Thorough knowledge of the civil administration regulations, procedures and practices
- Highly skillful at sorting, organizing and managing documents/ data
- Ability to draft, study and interpret financial statements and records

# Yamileth Pereyra

9761 NW 57 Terrace | Doral, FL 33178 | 786.525.8447 | Yamileth.pereyra@gmail.com

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## HONORS AND ACTIVITIES

- Volunteer, Clinton Global Initiative University 2010
- Member, American Society 2009-2013
- Member, Students Advocating and Voicing the Environment: St. Thomas University
- Member, The Empire St. Thomas University: Political Science Honors Society
- Member, St. Thomas University Young Politicians
- Member, International Institute for Municipal Clerks (IIMC)
- Member, Florida Association of City Clerks (FACC)
- Notary Public for the State of Florida, (Seal expires on July 9<sup>th</sup>, 2015)
- Leadership Miami (Graduating Class of 2013)
- Certified Municipal Clerk Certification: Approximately one (1 Year left to complete)

## SKILLS

- Microsoft Vista & Windows XP, Word, Excel, PowerPoint, POS Systems, Granicus, Legistar, Laserfiche
- Languages: Bilingual in English and Spanish

**Billy Y. Urquia**  
15454 SW 41 Terrace  
Miami, FL 33185  
Phone: (305) 733-0070  
Email: [billyurquia@bellsouth.net](mailto:billyurquia@bellsouth.net)

## Profile

Well-qualified and results-oriented Certified Municipal Clerk with over eight years of successful experience in positions of increasing responsibility and duties. Strengths include strategic planning, project management, legislative construction, and problem resolution. Proven ability to improve organizational processes, identify deficiencies and potential opportunities, develop innovative and revenue generating solutions, and improving customer service offerings.

## Education

<b>Florida International University</b> <i>Masters of Science in Management of Information Systems</i>	<i>Miami, FL</i> August 2008
<b>Florida International University</b> <i>Bachelors of Business Administration</i>	<i>Miami, FL</i> April 2007

## Professional Experience

<b>City of Coral Gables</b> <i>Deputy City Clerk</i>	<i>Coral Gables, FL</i> Oct 2008 - Present
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- Provide professional input and support to the City Clerk with all functions of the City Clerk's Office, elections, administration, business process management, research, public information request, records management and passport services
- Manage the daily operations of the City Clerk's Office and serve as City Clerk in the Clerk's absence
- Assist in the supervision of all municipal and employee election processes, including logic and accuracy testing of the Voting System, witness the Clerk's canvassing of absentee ballots, preparing legal notices, preparing qualification documents, etc. Assist in qualification of candidates and drafting of correspondence pertaining to campaign finance reporting
- Attend Commission Meetings, record actions, prepare minutes, draft legislation as well as ensure quality checks of legislative records
- Maintain the Electronic Records Management System and provide related training and technical support to other City departments
- Prepare and process appeals to the City Commission from designated City Boards.
- Coordinate the nomination and appointment process for City boards; maintain database of board members.
- Prepare annual budgets for the City Clerk's Office
- Assist in the administration of financial disclosure as well as conflict of interest
- Provide public notice of all City meetings in accordance with Florida's Sunshine law.
- Implemented a Dashboard Intelligent Information System which allows for module access to projects, activities and functions occurring in the City Clerk's Office
- Implemented various marketing and strategic initiatives which led to an increase of over 600% in passport revenue

- Project Manager through the implementation of ILegislate a tool to streamline the meeting process creating a 100% paperless agenda
- Project Manager through the implementation of Simplifile, an e-recording solution which allows for City documents to be recorded with the County electronically

**City of Coral Gables**

*Business Applications Developer*

*Coral Gables, FL*

May 2006 – Oct 2008

- Formulate business architecture plans, cost estimates, and align project focus to strategic needs of the City Clerk's Office and the City.
- Work with departmental units to develop business and function requirements as well as with collaborative partners to develop technical requirements.
- Administer and provide business processes and support to critical business strategies by directing the development, implementation, training and maintenance of business application systems.
- Develop critical business strategies city-wide with available architectural infrastructure.
- Project Manager through the implementation of Trim Context 6 an Electronic Document and Records Management System.
- Project Manager through the implementation of Legistar, an integrated legislative management suite.

**City of Coral Gables**

*Communications Operator*

*Coral Gables, FL*

July 2003 – May 2006

- Receive and respond to emergency and routine calls, determine and initiate required action, dispatch appropriate law enforcement and/or fire rescue personnel using an OSSSI Computer Aided Dispatch and a display map with Advance Vehicle Locator. Performing record checks, writing and preparing reports, and maintaining computerized records for the City of Coral Gables, on a Records Management System.

**Professional Certifications**

Certified Municipal Clerk	2012
Notary Public, State of Florida	2008

**Software Applications**

Excellent understanding and handling of the following programs: SQL Server, Microsoft Visual Studio, AutoCad, Microsoft Office Suite, Crystal Reports, Trim Context, Legistar, Digital Court Reporter.

**Languages**

Speak, read, and write fluently English and Spanish

**References**

References available upon request



MIAMI-DADE COUNTY LEAGUE OF CITIES

226 East Flagler Street • Suite 200 • Miami, FL 33131  
Phone 305.416.4155 Fax 305.416.4157 www.mdclc.org

Richard Kuper, Esq.  
Executive Director

OFFICERS

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- Hon. Deede Weithorn  
Commissioner, Miami Beach
- First Vice President
- Hon. Cindy Lerner  
Mayor, Pinecrest
- Second Vice President
- Hon. Jon Burgess  
Councilman, Homestead
- Third Vice President
- Hon. Francis Suarez  
Commissioner, Miami
- Secretary
- Hon. Oliver Gilbert, III  
Mayor, Miami Gardens
- Treasurer
- Hon. Jordan W. Leonard  
Vice Mayor, Bay Harbor Islands

November 26, 2013

The Honorable Xavier Garcia  
Mayor, City of Miami Springs  
201 Westward Drive  
Miami Springs, FL 33166

Immediate Past President

- Hon. Luis Gonzalez  
Council Vice-President, City of Hialeah
- Past Presidents
- Hon. Eduardo Gonzalez  
State Representative, District 111
- Hon. Isaac Salver  
Councilman, Town of Bay Harbor Islands
- Hon. R. S. Shiver  
Commissioner, City of Florida City
- Hon. Wilfredo "Willy" Gort  
Commissioner, City of Miami

BOARD OF DIRECTORS

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Commissioner, Aventura
- Hon. Joni D. Blachar  
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Mayor, Bay Harbor Islands
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- Hon. Patricia Keon  
Commissioner, Coral Gables
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Mayor, Cutler Bay
- Hon. Luigi Boria  
Mayor, Doral
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- Hon. Yisot De La Cruz  
Mayor, Hialeah Gardens
- Hon. Elvis Maldonado  
Councilman, Homestead
- Hon. Bernard Klepach  
Mayor, Indian Creek
- Hon. Frank Caplan  
Mayor, Key Biscayne
- Hon. Roberto Martell  
Mayor, Medley
- Hon. Wilfredo "Willy" Gort  
Commissioner, Miami
- Hon. Lynda Bell  
Vice-Chairwoman, Miami-Dade County
- Hon. Dr. Wilbert "Tee" Holloway  
Board Member
- Miami-Dade County School Board  
T.B.A.
- Miami Beach
- Hon. Felicia Robinson  
Councilwoman, Miami Gardens
- Hon. Nelson Rodriguez  
Councilman, Miami Lakes
- Hon. Herta Holly  
Mayor, Miami Shores
- Hon. Xavier Garcia  
Mayor, Miami Springs
- Hon. Connie Leon-Kreps  
Mayor, North Bay Village
- Hon. Marie Steril  
Councilwoman, North Miami
- Hon. George Vallejo  
Mayor, North Miami Beach
- Hon. Myra Taylor  
Mayor, Opa-Locka
- Hon. Shelley Stanczyk  
Mayor, Palmetto Bay
- Hon. James McDonald  
Councilman, Pinecrest
- Hon. Walter Harris  
Commissioner, South Miami
- Hon. Norman Edelcup  
Mayor, Sunny Isles Beach
- Hon. Michelle Kligman  
Commissioner, Surfside
- Hon. Jose M. Diaz  
Mayor, Sweetwater
- Hon. Richard Block  
Councilman, Virginia Gardens
- Hon. Eduardo Mubia  
Mayor, West Miami

Dear Mayor Garcia:

Allow me this opportunity to first thank you for your continued participation in and support of the Miami-Dade County League of Cities (MDCLC). President Deede Weithorn, and myself are well aware that MDCLC's success is a direct result of the hard work and dedication of its members. For this reason, we need your cooperation in making appointments to the Board.

Each member municipality designates one of its elected officials to serve as a **Director** and one as an **alternate Director** of the League for a period of one year. The term commences at the date of the Annual Meeting in the month of February, and runs until the following February.

Allow this letter to serve as a kind reminder that you are required to designate a Director and an alternate to represent your municipality on the MDCLC's Board preferably before or by no later than Tuesday, December 17, 2013. Please send us a note to the League office naming your appointments.

Thank you for your continued cooperation and support.

Sincerely,

Richard Kuper, Esq.  
Executive Director

RK/mr

CITY OF MIAMI SPRINGS  
2013 DEC -2 P 1:10