

## MEMORANDUM

Agenda Item 15(C)1

To: Honorable Chairman Joe A. Martinez, and  
Members, Board of County Commissioners

Date: October 18, 2011

From: Harvey Ruvin, Clerk  
Circuit and County Courts

Subject: Appointment of  
Jordan Leonard and  
Eduardo Muhina to the  
Board of Rules and Appeals

Christopher Agrippa, Division Chief  
Clerk of the Board Division

It is recommended that the Board consider the appointments of Messrs. Jordan Leonard and Eduardo Muhina to the Board of Rules and Appeals as representatives nominated by the Miami-Dade County League of Cities.

Section 8-4 of the Code of Miami-Dade County provides that membership on the Board of Rules and Appeals include two (2) persons nominated by the Miami-Dade County League of Cities and approved by the Board of County Commissioners.

Attached for your review is a copy of the appointment letter from Miami-Dade League of Cities President, Juan Carlos Bermudez, and copies of the resumes of Mr. Leonard and Mr. Muhina.

CA/sm  
Attachment



**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

September 6, 2011

**Mr. Michael Goolsby**  
Miami-Dade County Board of Rules and Appeals  
140 W. Flagler St. Ste. 1603  
Miami, FL 33130

Dear Mr. Goolsby:

I am pleased to inform you that I have appointed Jordan Leonard, Councilman of the Town of Bay Harbor Islands and Eduardo Muñia, Mayor of the City of West Miami to represent the League on the Miami-Dade County Board of Rules and Appeals.

Councilman Leonard's contact information is:


Town Hall, Town of Bay Harbor Islands  
9665 Bay Harbor Terrace  
Bay Harbor Island, FL 33154  
Cellular: (305) 206-8497  
jwleonard@bayharborislands.com

Mayor Muñia's contact information is:

City Hall, City of West Miami  
901 SW 62<sup>nd</sup> Avenue  
West Miami, FL 33144  
Cellular: (786) 288-9822  
cwmemunina@bellsouth.net

If you have any questions, need additional information or have any problems contacting Councilman Leonard and/or please do not hesitate to call me.

Sincerely,

  
**Juan Carlos Bermudez**  
President, MDCLC  
Mayor, City of Doral

c.c. The Honorable Jordan Leonard, Councilman, Town of Bay Harbor Islands  
The Honorable Eduardo Muñia, Mayor, City of West Miami

Immediate Past President

Hon. Michael Blynn  
Councilman, North Miami

Past Presidents

Hon. Shirley Gibson  
Mayor, Miami Gardens  
Hon. Richard Steinberg  
State Representative, District 106

Hon. Manuel Maroño  
Mayor, City of Sweetwater

Hon. Eduardo Gonzalez  
State Representative, District 102

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

Hon. Paul Vogel  
Commissioner, City of North Bay Village

General Counsel  
Howard B. Lenard, Esq.

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Mayor, Doral  
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Hon. Luis Gonzalez  
Councilman, City of Hialeah  
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Commissioner, Miami Beach  
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Hon. Joseph Conadino  
Councilman, Pinecrest  
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T.B.A.  
Suffide  
Hon. Prisca Barreto  
Commissioner, Sweetwater  
Hon. Richard Block  
Councilman, Virginia Gardens  
Hon. Eduardo Muñia  
Mayor, West Miami

CLERK OF THE BOARD  
2011 SEP 22 PM 12:55  
SERRA, CIRCUIT & COUNTY CLERK  
MIAMI-DADE COUNTY, FLA.  
#1

**Jordan Leonard**

**EDUCATION**

Bachelors of Science Degree  
Florida State University  
Majors: Political Science & History (Double)  
Graduated: April 30, 1999

Associate in Arts Certificate  
Florida State University  
Obtained: May 1, 1998

Miami Beach Senior High School  
Graduated: June 16, 1995

**LICENSES/BUSINESS/OFFICE SKILLS**

General Securities (Series 7), Managed Futures (Series 31), Uniformed Combined State Law (Series 66) & Florida Life Including Variable Annuity & Health (215)

Type 40 WPM. Computer literate in Macintosh & Microsoft Windows; AppleWorks, Microsoft Outlook, Word, Works for Windows, Excel, PowerPoint, Corel WordPerfect & Suite, Adobe Acrobat & Photoshop, Quick Books, Fund EZ, etc.

**WORK EXPERIENCE**

**Vice-President (Present)**  
**Pediatric Therapy Center, Inc.**

Currently co-own and work in a family owned business that provides therapy services for children in the Miami-Dade region.

**Executive Director (2010-2011)**  
**Homestead Community Redevelopment Agency (CRA)**

Worked for the City's Community Redevelopment Agency (CRA) as their Executive Director. Oversaw an \$8 million budget and multiple staff, reporting to the Board of Director's of the CRA, which is also the City Council, through the City Manager and is also overseen by the Miami-Dade County Board of County Commissioners. The CRA is charged with removing slum and blight while improving the overall quality of life in the zone through affordable housing, economic development initiatives, infrastructure improvements and an increased presence of law enforcement and code compliance. Currently working on the first amendment to the CRA Plan since inception, creating a procedure for disposing of CRA owned properties and increasing development within the zone.

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**Jordan W. Leonard****WORK EXPERIENCE (CONTINUED)****Miami Affiliate (2010)  
Social Compact, Inc.**

Worked for the Washington, D.C. non-profit whose goal is to strengthen neighborhoods by stimulating both public and private market investments in underserved communities in order to create safe and healthy neighborhoods in which to live and do business. Current projects include the Neighborhood Market DrillDown, which is an assets based market analysis which combines numerous data sets in order to build community economic indicators tailored to urban markets and the Grocery Gap Analysis, which examines residents' access to full-service grocery stores.

**Assistant to the City Manager (2009-2010)  
City of Opa-locka, Florida**

Served as the second in charge for the City and reported directly to the Interim City Manager. Primary responsibilities include many of the day-to-day activities and most special projects. Major activities assigned include implementing the red-light camera system, Code-red emergency warning system, changing the rate structure for the water and wastewater utility system (Decreased an average homeowners bill by almost 50% without reducing overall revenue.), supervising a comprehensive \$10.7 million infrastructure improvement program, balancing the 2009-2010 FY Budget (Started with a \$1.7 million deficit, the budget was properly budgeted and included no layoffs or salary cuts and increased the hiring of sworn law enforcement officers by 25%), supervised procurement, took an active participation in all grant applications (The City received a record amount of grants, both by number and amounts awarded.) and spearheaded a successful challenge to the U.S. Census count and Florida BEBR number for the City, drafted many important documents including a multi-year solid waste contract, negotiated on behalf of the City on numerous occasions and assisted in supervising almost 200 full-time employees on a 24/7 basis.

**Financial Advisor (2007-2009)  
Banc of America Investment Services, Inc.**

Worked as a Financial Advisor and as part of a team of advisors and banking client managers. Offered a wide range of financial services and was responsible for millions in assets under management, maintaining and growing relationships with clients and company employees.

**Financial Advisor (2006-2007)  
Morgan Stanley & Co.**

Recruited into the Reach for Excellence Program in 2006. Worked with a Senior Advisor in attracting new clients by offering educational seminars at the University of Miami by redesigning and organizing the marketing brochure and registering individuals. As a Financial Advisor, was responsible for maintaining and building relationships with current clients, whose assets and liabilities exceeded several million dollars. Completed training and was approved to offer alternative investments. Also worked with clients who had structured debts and purchased securities on margin.

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**Jordan W. Leonard****WORK EXPERIENCE (CONTINUED)****Village Clerk (2005-2006)**  
**Village of El Portal, Florida**

Responsibilities include opening & processing all incoming Village mail, issuing occupational licenses & alarm permits, making bank deposits, maintaining public records & processing public records requests, setting the agendas, creating minutes and attending an average of seven monthly meetings. The Clerk is also responsible for the bi-weekly payroll, monthly retirement and human resources for all Village employees. Other duties partially performed by the Clerk include answering the phone, processing requests for building inspections, processing fines & fees from the public and other duties as needed.

**President (2002-2008)**  
**The Leonard Group, Inc.**

Formed a company that specializes in political campaigning and advertising. Services include advising on strategy, creation and production of mail pieces, television, and research. Clients include individuals running for municipal and state offices as well as political parties.

**Policy Analyst (2002-2005)**  
**Miami-Dade County Task Force on Urban Economic Revitalization**

Responsible for monitoring and analyzing legislation at the federal, state, and county levels. Prepares & supervises the creation of all reports that pertain to the Targeted Urban Areas (TUA's). Examples include a Community Profile Report using 2000 Census Data and a Procurement Report of Black owned Businesses within the County. Responsibilities also include updating the department's Strategic Plan, involvement with the County's Economic Element of the Comprehensive Development Master Plan (CDMP) and serving as a County representative to the Social & Economic Development Council (SEDC).

**Legislative Assistant (2000-2001)**  
**Florida House of Representatives**

Managed district and capitol offices for a State Representative. Bill drafting, research and tracking which included my members' bills plus other bills of interest. Liaison between the State Representative and other government departments, constituents, lobbyists, and the media. Wrote most correspondence including press releases, analysis sheets on bills and issues used for speeches. Completed constituent casework that cut red tape and solved problems between the people and government. Attended local community and municipal meetings and events as well as distant functions. In many cases, represented the State Representative and attended an average of three events a week not during session and an average of 4 to 6 events daily during the 60-day regular session. Traveled to and from Tallahassee on official state business for regular and special sessions. Managed several office expense accounts, coordinated and supervised several interns and made travel arrangements. Answered phones, faxes, messages, emails, and regular mail that averaged hundreds a day during session. Was also responsible for the State Representative's scheduling.

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**Jordan W. Leonard****HONORS**

Certificate of Appreciation from the Miami-Dade County Mayor & County Commission  
 For working on the successful People's Transportation Plan half-pennytax (2002)  
 Awarded by the Miami-Dade County Mental Health Association  
 For securing a \$30,000 donation to "A Woman's Place;" a facility for homeless  
 and mentally ill women in Miami (2001)  
 Dean's List at Florida State University (1999)  
 Inducted into two honor societies at Florida State University (1999)  
 Paper Presented: Human Rights in Cuba: An Examination of the Machado and Batista  
 Periods (1925-1958) at the Florida Regional Phi Alpha Theta Conference held at  
 the University of Florida (1999)  
 Silver Knight Honorable Mention in Business (1995)  
 (Sponsored by The Miami Herald)

**ASSOCIATIONS**

Bay Harbor Islands Town Councilman; Appointed in 2008 & Re-Elected in 2009 & 2010  
 Miami-Dade League of Cities; Board of Directors (2010-Present)  
 County Budget Committee (2009-Present); Legislative Committee (2009-  
 Present); Utilities Committee Co-Chairman (2010-Present)  
 Bay Harbor Islands Litigation Committee; Vice Chairman (2008-Present)  
 Bay Harbor Islands Charter & Ordinance Review Committee; Chairman (2005-Present)  
 Coral Sea Towers Cooperative Board (2003-2006 & 2009-2010); President (2005),  
 Capital Improvements Committee Chair (2003-2004); Assistant Treasurer (2009)  
 Bay Harbor Islands Citizens Coalition; President (2007); Board of Directors (2003-2008)  
 Democratic Executive Committee; Elected Miami-Dade County's 7<sup>th</sup> Pct (2000-Present)  
 Committee for Quality Education in Miami Beach; Vice-Chair and Member (2000)  
 City board; Chosen by the entire Miami Beach City Commission

**CHARACTER REFERENCES WILL BE PROVIDED UPON REQUEST**

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**EDUARDO H MUHIÑA**

6317 SW 10 Street · West Miami, FL 33144 · emuhina@reddesigngroup.net · (305) 392-0024

**EDUCATION: Bachelor of Architecture**  
 -University of Houston, Texas - 1985  
**Associate Degree in Architecture**  
 -Miami-Dade Community College, Florida - 1979

**LICENSE: Florida Register Architect and NCARB**

**PROFESSIONAL EXPERIENCE**

Nov 2003      Red Design Group L.L.C.  
 Present        6317 SW 10 Street  
                   West Miami Fl 33144

**President** - Mr. Muhiña's career in architecture encompasses professional partnering with the private and public sector on all phases of a project. His experience includes programming, project design, and preparation of construction documents, construction administration, interior design, planning, quality control, and surveying facilities for code compliance. His project management experience includes projects for the Miami International Airport, Tamiami Airport, Opa Locka Airport, the school districts in Dade and Broward counties, new facilities design and construction at local universities and the unique expertise of multi-million dollar condominium and hotel renovations and additions.

The distinction of being the president and architect of record for hospitality, multi use projects, higher educational, healthcare facilities, commercial and high-end residential projects is one of the many Mr. Muhiña brings to red design group. His involvement in the technical aspects of each project allows him to ensure the structural integrity of each building while maintaining the design intent.

June 1998      Eduardo H. Muhina Architect  
 Jan 2004       West Miami, Florida

**Principal in Charge** - Several Residential and Commercial Projects

Jan 2000       The Russell Partnership  
 Dec 2000       7428 SW 48 Street  
                   Miami Fl. 33155

**Architect/Project Manager** - Several School Board projects

MAY 1995       Pistorino & Alam Consulting Engineers, Inc.  
 MAY 1998       Miami, Florida

**Architect** - In charge of several condominiums surveying code compliance and remedial repairs to prepare bid documents for construction. During construction was on site reviewing work for compliance

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JAN 1994  
MAY 1995

Todd J. Jonas Architects  
Miami, Florida

**Project/Office Manager** - As project manager, have worked in several projects for Metro-Dade Aviation Department (Tamiami Airport). As Office Manager, have supervised all current projects, ranging from residential to institutional like DCPS

DEC. 1991  
JAN. 1994

Architect International  
Miami, Florida

**Project Manager** - As project manager have worked in several Projects for Metro Dade Division of Facility, Development, Housing Urban Department, Florida Department of Transportation and Florida International University. My involvement with these projects commenced with the Marketing Stage and continued thru Construction Administration

NOV. 1990  
DEC. 1991

Bryan Louis Perdomo Group  
CTG Architects  
Miami, Florida

**Project Architect/Field Representative** - Developed Design and Construction Drawings for several Citibank branches, Federal Express Facilities and Mast Academy High School. As an Architect's Representative in the field, have been involved in all related task to Construction Administration for Mast Academy

OCT. 1987  
OCT. 1990

M.C. Harry and Associates  
Miami, Florida

**Project Manager/Designer** - As project manager, have prepared man-hour projections, percentage of completion estimates for monthly billings, financial status budget reports and all other tasks associated with a project manager's position. As a designer have worked developing two additional multilevel parking garage structures at Miami International Airport, including supervision and production of drawings using AutoCAD. Also in charge of open end A/E contract with Florida International University and Project Manager for FIU Library Expansion

MAR. 1986  
OCT. 1987

Lemuel Ramos and Associates  
Miami, Florida

**Project Architect/Designer** - Project Architect/Designer for New F.I.U. College of Engineering. Worked with project Architect as Designer for a Health Center in Vero Beach, FL

SEPT. 1985  
JAN. 1986

3D/International  
Houston, Texas

**Project Architect** - Design development and construction documents for Office tower for the existing Harlingen State Bank, Harlingen Texas and developed Site drawings for new hospital at the V.A. Medical Center, Houston, Texas



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APRIL 1984 GRLA Architects  
SEPT. 1985 Houston, Texas

**Project Manager/Architect** - Completed Educational and Residential projects through all phases including Schematic Design, Design Development, Construction Documents, Interfacing with Engineering Consultants, Building Permits and Construction Supervision.

AUG. 1981 University of Houston,  
AUG. 1985 Houston, Texas

Full time student taking courses leading to the Professional Degree of Bachelor of Architecture

HONORS: National Dean's List  
Fourth Year Honor Studio

EXHIBITIONS: Personal Entries on:  
-Wide Houston Wide Exhibit - American Center - Paris, France - May 28 to July 7, 1984.  
-Honor Studio Project Exhibit - Furley Gallery - Houston, Texas - March 5 to June 27, 1984.  
-The Workings of Necessity - Lawndale Gallery - Houston, Texas - Feb. 23 to Mar. 15, 1985.