



VILLAGE OF KEY BISCAINE

Village Council

Joe I. Rasco, Mayor
Oscar Sardinas, Vice Mayor
Michael F. Bracken
Franklin H. Caplan
Edward London
Nancy Stoner
Fernando A. Vazquez

REGULAR COUNCIL MEETING

TUESDAY, FEBRUARY 10, 2026
6:30 PM

1. CALL TO ORDER/ROLL CALL OF MEMBERS

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

PASTOR TONY GOUDIE
CROSSBRIDGE CHURCH-KEY BISCAINE

4. BRIEF COMMENTS BY COUNCIL

5. PUBLIC COMMENTS:

If you would like to speak during public comments, please fill out a blue request form available at the Council Chamber entrance and submit it to the Village Clerk prior to the start of the meeting. When your name is called, please come forward to the podium and state your name and address. (If applicable, please state if you are a hired consultant or Village employee and/or engaged in lobbying activities and/or representing an organization.) Unless otherwise provided by Council, members of the public will have three (3) minutes to speak.

6. AGENDA:

APPROVAL/DEFERRALS/ADDITIONS/DELETIONS/SUBSTITUTIONS/WITHDRAWALS

7. SPECIAL PRESENTATIONS:

7.A. RECOGNITION OF FIRE RESCUE PERSONNEL FOR EXEMPLARY LIFE SAVING EFFORTS (FIRE RESCUE CHIEF JOSEPH FERNANDEZ)

- 7.B. ADVISORY BOARD ANNUAL REPORT PRESENTATIONS (VILLAGE COUNCIL)
 -ART IN PUBLIC PLACES BOARD
 -VILLAGE ATHLETICS ADVISORY BOARD

8. CONSENT AGENDA:

(Consent agenda items are those which are routine, do not require discussion or explanation prior to Village Council action, or have already been discussed and/or explained and do not require further discussion or explanation. Items can be removed from the consent agenda by the request on an individual Councilmember for independent consideration provided such request is made during the approval/deferrals/additions/deletions/substitutions/withdrawals segment of the meeting, prior to the vote on the consent agenda.)

9. ORDINANCES: (NOT LATER THAN 7:30 P.M.)

9.A.

AN ORDINANCE OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, **AMENDING SECTION 25-31, "BUSINESS TAX SCHEDULE," OF CHAPTER 25 OF THE VILLAGE CODE OF ORDINANCES TO INCREASE THE BUSINESS TAX RECEIPT SCHEDULE RATES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.** (BUILDING, ZONING, AND PLANNING DIRECTOR JEREMY CALLEROS GAUGER AND CHIEF FINANCIAL OFFICER BENJAMIN NUSSBAUM)

FIRST READING

TAB 2

- 9.B. AN ORDINANCE OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, **AMENDING ORDINANCE NO. 2025-15 WHICH ADOPTED THE BUDGET FOR FISCAL YEAR 2025-2026 BY REVISING THE 2025-2026 FISCAL YEAR BUDGET; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.** (BUILDING, ZONING, AND PLANNING DIRECTOR JEREMY CALLEROS GAUGER AND CHIEF FINANCIAL OFFICER BENJAMIN NUSSBAUM)
 FIRST READING

TAB 3

- 9.C. A CAPITAL PROJECT AUTHORIZING ORDINANCE OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, **APPROVING CHANGE ORDERS FOR THE BUILDING, ZONING, AND PLANNING (BZP) OFFICE RENOVATION PROJECT RELATING TO THE BUILDING DEPARTMENT CUSTOMER SERVICES AREA IN AN AMOUNT NOT TO EXCEED \$68,813.97, FOR A TOTAL PROJECT COST NOT TO EXCEED \$516,930.46; AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS FOR THE PROJECT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.** (BUILDING,

10. RESOLUTIONS:

- 10.A. A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, **AUTHORIZING THE VILLAGE MANAGER TO ADVANCE THE VILLAGE-WIDE UTILITY FORTIFICATION PROGRAM FOR ZONES 2 THROUGH 8 TO UNDERGROUND ELECTRICAL AND TELECOMMUNICATION FACILITIES;** AND PROVIDING FOR AN EFFECTIVE DATE. (PUBLIC WORKS DIRECTOR CHRIS MIRANDA)

TAB 5

- 10.B. A CAPITAL PROJECT AUTHORIZING RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, **SELECTING ADVANCED ROOFING, INC. FOR THE KEY BISCAYNE COMMUNITY CENTER ROOF COATING SYSTEM IN AN AMOUNT NOT TO EXCEED \$123,300.00;** AND PROVIDING FOR AN EFFECTIVE DATE. (PUBLIC WORKS DIRECTOR CHRIS MIRANDA)

TAB 6

11. REPORTS AND RECOMMENDATIONS:

A. VILLAGE MANAGER: (NOT LATER THAN 8:00 P.M.)

MANAGER'S REPORT

TAB 7

1. REQUEST TO RECONSIDER ITEM 9E ADOPTED AT THE JANUARY 13, 2026 REGULAR COUNCIL MEETING (VILLAGE MANAGER)
2. UPDATE ON SOLID WASTE REQUEST FOR PROPOSALS (RFP) (CHIEF FINANCIAL OFFICER BENJAMIN NUSSBAUM)
3. 2026 VILLAGE LEGISLATIVE AGENDA UPDATE (VILLAGE MANAGER)
4. YEAR IN REVIEW (COMMUNICATIONS AND COMMUNITY OUTREACH MANAGER JESSICA DROUET)
5. CIP FY26 MONTHLY REPORT (CIP AND GRANTS MANAGER COLLEEN

DURFEE)

B. MAYOR AND COUNCILMEMBERS

1. VILLAGE ATHLETIC ADVISORY BOARD APPOINTMENT (MAYOR RASCO)

C. VILLAGE ATTORNEY

D. VILLAGE CLERK

12. OTHER BUSINESS/GENERAL DISCUSSION

13. SCHEDULE OF FUTURE MEETINGS/EVENTS:

SWALE WORKSHOP

WEDNESDAY, FEBRUARY 25, 2026, 6:00 P.M., COUNCIL CHAMBER

REGULAR COUNCIL MEETING

TUESDAY, MARCH 10, 2026, 6:30 P.M., COUNCIL CHAMBER

REGULAR COUNCIL MEETING

TUESDAY, APRIL 14, 2026, 6:30 P.M., COUNCIL CHAMBER

14. ADJOURNMENT

I. ANY PERSON WISHING TO ADDRESS THE VILLAGE COUNCIL ON AN ITEM ON THIS AGENDA IS ASKED TO REGISTER WITH THE VILLAGE CLERK PRIOR TO THAT ITEM BEING HEARD. PRIOR TO MAKING A STATEMENT, PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.

II. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS WHO ARE DISABLED AND WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE VILLAGE CLERK, 88 WEST MCINTYRE STREET, KEY BISCAIYNE, FLORIDA 33149, TELEPHONE NUMBER (305) 365-5506, NOT LATER THAN TWO BUSINESS DAYS PRIOR TO SUCH PROCEEDINGS.

III. IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE VILLAGE COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT A MEETING OR HEARING, THAT PERSON 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 TO BE BASED (F.S.286.0105).

IV. IN ACCORDANCE WITH VILLAGE CODE SECTION 2-161, ADOPTING SECTION 2-11.1(s) OF THE MIAMI-DADE COUNTY CODE, ANY PERSON ENGAGING IN LOBBYING ACTIVITIES, AS DEFINED THEREIN, MUST REGISTER AT THE VILLAGE CLERK'S

OFFICE BEFORE ADDRESSING THE COUNCIL ON THE ABOVE MATTERS OR
ENGAGING IN LOBBYING ACTIVITIES.

**THE ABOVE MEETINGS ARE HELD IN THE COUNCIL CHAMBER, 560 CRANDON
BOULEVARD AND ARE SUBJECT TO CHANGE. ZONING MEETINGS AND SPECIAL
COUNCIL MEETINGS WILL BE SCHEDULED ON AN AS NEEDED BASIS. PLEASE VISIT
www.keybiscayne.fl.gov TO VIEW THE MEETING SCHEDULE.**



VILLAGE OF KEY BISCAINE

STAFF MEMORANDUM

Village Council
Joe I. Rasco, Mayor
Oscar Sardiñas, Vice Mayor
Michael F. Bracken
Franklin H. Caplan
Edward London
Nancy Stoner
Fernando A. Vazquez

Village Manager
Steven C. Williamson

DATE: February 10, 2026
TO: Honorable Mayor and Councilmembers
FROM: Steven C. Williamson, Village Manager
RE: Recognition of Fire Rescue Personnel for Exemplary Life Saving Effort

COMMENDATION

This item seeks to formally recognize the actions of **Captain Dunfee, Lieutenant Campos, Lieutenant Perez, Driver Engineer Cosler, Driver Engineer Hotchkiss, Firefighter Costa, Firefighter Trujillo, and Firefighter Lima** for their exemplary performance during a critical incident on **April 16, 2025**.

Background:

At approximately **12:12 hours**, Fire Rescue personnel responded to a report of an individual exposed to an electric transmission line who had also fallen from a significant height. The crew received the call, responded immediately, and arrived on scene within **three (3) minutes**, where they encountered a critically injured worker.

Upon arrival, the crew promptly secured the scene to ensure safety, initiated a trauma alert, rapidly assessed and stabilized the patient, and began transport to the designated trauma center within **ten (10) minutes**. Subsequent medical evaluation revealed that the patient had sustained life-threatening internal injuries. The crew's rapid assessment, decisive actions, and timely transport were instrumental and unquestionably contributed to the patient's survival. While the patient's long-term prognosis remains unknown at this time, the actions of the responding personnel provided the individual with a critical and meaningful chance for survival.

In recognition of their professionalism, teamwork, and outstanding performance under high-risk conditions, Village staff respectfully submits this nomination for a **Letter of Commendation** for the above-named personnel.

Attachments

- A. Nomination for Letter of Commendation
- B. Official Unit Citation
- C. Photo of Fire Rescue Personnel with Injured Worker



VILLAGE OF KEY BISCAINE

January 28, 2026

Dear Chief Fernandez,

This letter is submitted to formally recognize the actions of **Captain Dunfee, Lieutenant Campos, Lieutenant Perez, Driver Engineer Cosler, Driver Engineer Hotchkiss, Firefighter Costa, Firefighter Trujillo, and Firefighter Lima** for their exemplary performance during a critical incident on **April 16, 2025**.

At approximately **12:12 hours**, the above-named personnel responded to a reported exposure to an electric transmission line with an associated fall from a significant height. The crew received the call, responded immediately, and arrived on scene within **three (3) minutes**, where they encountered a critically injured worker.

Upon arrival, the crew promptly secured the scene to ensure safety, initiated a trauma alert, rapidly assessed and stabilized the patient, and began transport to the designated trauma center within **ten (10) minutes**. Subsequent medical evaluation revealed the patient had sustained life-threatening internal injuries. The crew's rapid assessment, decisive actions, and timely transport were instrumental and unquestionably contributed to the patient's survival. At this time, the patient's long-term prognosis remains unknown; however, the actions of the crew unquestionably provided the patient with a fighting chance for survival.

In recognition of their professionalism, teamwork, and outstanding performance under high-risk conditions, I respectfully submit this nomination for a **Letter of Commendation** for the above-named personnel.

Respectfully submitted,

Daniel Feeney
Deputy Fire Chief
Key Biscayne Fire Rescue



VILLAGE OF KEY BISCAIYNE

Department of Fire Rescue

OFFICIAL UNIT CITATION

TO: KR1, KE2, C40 – B Shift

DATE: January 15, 2026

FROM: Captain Dunfee

SUBJECT: Unit Citation

SUMMARY: On December 16, 2025, the crews of KR1, KE2, and Car 40 responded to an emergent EMS incident involving electrocution and severe multi-system trauma.

CITATION: Upon arrival, crews encountered a patient in critical condition. Through rapid assessment, seamless clinical intervention, and disciplined teamwork, you and your crew stabilized the patient and provided the victim with a definitive chance of survival.

I particularly want to recognize your unit for your controlled urgency, which reduced scene time to less than 10 minutes. Your teamwork, seamless coordination between units, and immediate recognition of the need for a Level 1 Trauma Center were exemplary. Because of your actions, a patient is alive today.

Excellent work,


Captain Dunfee





VILLAGE OF KEY BISCAIYNE

MEMORANDUM

Village Council
Joe I. Rasco, Mayor
Oscar Sardiñas, Vice Mayor
Michael F. Bracken
Franklin H. Caplan
Edward London
Nancy Stoner
Fernando A. Vazquez

Village Manager
Steven C. Williamson

DATE: February 10, 2026
TO: Honorable Mayor and Councilmembers
THRU: Steven C. Williamson, Village Manager
FROM: Jeremy Calleros Gauger, Director – Building, Zoning, & Planning Department
RE: Local Business Tax Receipt Rate Adjustment

RECOMMENDATION

Recommend the Village Council approve to adjust Local Business Tax Receipt (LBTR) rates by 5% to enable the Village to provide the services and structure benefiting local businesses.

DISCUSSION

Purpose: To adjust LBTR rates from their low current rates so that fees may better cover the costs of administration and enforcement.

Background: A LBTR is similar to an Occupational License and is required by local and state law to conduct business within municipal limits. It is a tool used by Village staff to ensure compatibility between business uses and the zoning districts as well as compatibility between the business and building types.

Local Business Tax Receipts are an important aspect of overall code compliance. Tax receipts categorize businesses, which allows Code Compliance and Zoning staff to ensure that businesses operate in appropriate locations and premises. Tax receipts are used in conjunction with Certificates of Use which associate businesses to specific properties. Certificates of Use are in turn related to Certificates of Occupancy issued by the Building Department to ensure the use and building are compatible, (i.e., adequate egress at an educational facility or requiring grease traps in a restaurant). Tax receipts, certificates of use, and certificates of occupancy are interdependent in ensuring health, safety, and welfare of commercial operations.

Justification: The Village Administration proposes adjusting the fees an additional 5%, which is the maximum amount allowed by Village code. This increase is proposed to better cover costs of services, infrastructure, staffing, and the administrative costs of ensuring businesses comply with Village ordinances.



VILLAGE OF KEY BISCAINE

Key Biscayne rates were set via Ordinance 1992-13 in June of 1992. Per the Ordinance, rates may be increased by a maximum of 5% every two years. However, rates were not increased until 2023, (by 5%). Thus, the existing rates are significantly lower in Key Biscayne compared to other municipalities, as seen in Table 1 below.

Adjusting rates will appropriately transfer additional cost of regulating business from general funds (ad valorem taxes) to direct fees provided by the businesses. In 2024, the Village collected \$103,196 from Local Business Tax revenues while spending an estimated \$210,000 in ensuring code compliance in businesses.

Local Business Tax categories and rates are regulated at the state level through Florida Statute Chapter 205. The schedule of fees is in Chapter 25 of the Village Ordinances.

Increases in rates are regulated through section (c) of Chapter 25:

"Effective for and from the receipt period commencing on October 1, 2002, each Tax amount set forth above shall be increased by five percent. Further, pursuant to F.S. 205.0535(4), which allows biennial review, the Council may again review and revise the Tax rates in 2008 for the Receipt period commencing on October 1, 2008."

BUSINESS ACTIVITY	Current Rate	2026 Proposed	Comparable Municipality Avg.	Comparable v. Proposed
Professional License	\$39.37	\$41.33	\$ 123.03	(\$81.70)
Offices	\$28.87	\$30.31	\$ 97.50	(\$68.63)
	\$70.87	\$74.41	\$ 140.53	(\$69.66)
Home Based Business	\$39.37	\$41.33	\$ 123.03	(\$83.66)
Vacation Rentals	\$105.00	\$110.25	\$ 562.99	(\$457.99)
Schools, Education, Training	\$39.37	\$41.33	\$ 57.33	(\$117.96)
Retail	\$39.37	\$41.33	\$ 118.83	(\$79.46)

Table 1: A comparison between Village of Key Biscayne Rates and an average of comparable municipalities, (Pinecrest, Miami Shores, and North Bay Village)

RESOURCE IMPACT

Recurring Funding: This will increase revenue to cover business support and code compliance.

Personnel: N/A

Equipment: N/A

Facilities: N/A

Training: N/A



VILLAGE OF KEY BISCAINE

STRATEGIC CONNECTION (GOAL / FOCUS AREA)

Increasing Local Business Tax Receipt rates ensures businesses contribute fairly to maintaining village character, supporting safe and properly zoned commercial areas that remain attractive and well-maintained, while diversifying revenue sources to strengthen fiscal resilience and sustain a thriving, vibrant local marketplace aligned with community expectations.

- Goal: Thriving & Vibrant Community and Local Marketplace
 - Focus Area: Preserve and Shape Village Character
 - Action: Refine and enforce smart development regulations

Prepared by: Jeremy Calleros Gauger, Building, Zoning, and Planning Director

Reviewed by Mr. Chad Friedman from Weiss Serota Helfman Cole & Bierman as to form and legal sufficiency.

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AMENDING SECTION 25-31, “BUSINESS TAX SCHEDULE,” OF CHAPTER 25 OF THE VILLAGE CODE OF ORDINANCES TO INCREASE THE BUSINESS TAX RECEIPT SCHEDULE RATES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 205.042, Florida Statutes, the Village of Key Biscayne (the “Village”) is authorized to levy a local business tax for the privilege of engaging in or managing any business, profession, or occupation within its jurisdiction; and

WHEREAS, the Village currently levies a local business tax pursuant to Article II, “Local Business Tax Receipt,” of Chapter 25 of the Village Code of Ordinances (the “Code”); and

WHEREAS, Section 205.0535(4), Florida Statutes, and Section 25-31(c) of the Village Code, provides that municipalities may, every other year, increase or decrease by ordinance the rates of business taxes by up to five percent; and

WHEREAS, the Village desires to amend Section 25-31, “Business Tax Schedule,” of the Village Code to increase the business tax schedule rates by five percent in accordance with Section 205.0535(4), Florida Statutes, and Section 25-31(c) of the Village Code; and

WHEREAS, the Village Council finds that adoption of this Ordinance is in the best interest and welfare of the Village and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** That the above-stated recitals are true and correct and are incorporated herein by this reference.

Section 2. **Amending Section 25-31 of Chapter 25 of the Village Code.** That Section 25-31, “Business Tax Schedule,” of Chapter 25, “Taxation,” of the Code of Key Biscayne, Florida, is hereby amended to read as set forth in Exhibit “A” attached hereto and incorporated herein.

Section 3. **Severability.** That the provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4. **Codification.** That it is the intention of the Village Council and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Village’s Code of Ordinances, and that the sections of this Ordinance may be renumbered or relettered to accomplish such intentions, and that the word Ordinance shall be changed to Section or other appropriate word.

Section 5. **Conflicts.** That all ordinances or parts of ordinances, resolutions or parts of resolutions, in conflict herewith, are repealed to the extent of such conflict.

Section 6. **Effective Date.** That this Ordinance shall become effective immediately upon final adoption on second reading.

PASSED on first reading on the _____ day of _____, 2026.

PASSED AND ADOPTED on second reading on the _____ day of _____, 2026.

JOE I. RASCO
MAYOR

ATTEST:

JOCELYN B. KOCH
VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY:

WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.
VILLAGE ATTORNEY

EXHIBIT “A”

CHAPTER 25 – TAXATION

* * *

ARTICLE II. – LOCAL BUSINESS TAX RECEIPT

* * *

Section 25-31. - Business Tax schedule.

(a) Taxes for the following Businesses, occupations or professions are hereby levied and imposed as follows:

Business Type	Unit	Rate	
Advertising space renters	per space	\$3.93	<u>\$4.12</u>
Amusement, game or recreational device, (not otherwise licensed by some other law of this State)	per device	\$19.68	<u>\$20.66</u>
Cafes, restaurants and other eating establishments:	0—30 seats	\$39.37	<u>\$41.33</u>
	31—74 seats	\$78.75	<u>\$82.68</u>
	75—149 seats	\$118.12	<u>\$124.02</u>
	150+ seats	\$157.50	<u>\$165.37</u>
Drive-in restaurants where customers are served while seated in their cars.	in addition to seats	\$78.75	<u>\$82.68</u>
Contractors, subcontractors or journeymen (principals shall be deemed employees)	1—10 employees	\$23.62	<u>\$24.80</u>
	11—20 employees	\$47.25	<u>\$49.61</u>
	21-30 employees	\$70.87	<u>\$74.41</u>
	31-40 employees	\$94.50	<u>\$99.22</u>
	41—50 employees	\$118.12	<u>\$124.02</u>
	51—100 employees	\$295.31	<u>\$310.07</u>
	101—150 employees	\$442.94	<u>\$465.08</u>
	151—200 employees	\$590.62	<u>\$620.15</u>
	201 or more employees	\$615.19	<u>\$645.94</u>
Dancehalls or places where entertainment is provided for a charge		\$295.31	<u>\$310.07</u>
One night only		\$196.87	<u>\$206.71</u>

ORDINANCE NO. 2026-_____

Financial institutions, which shall include insurance companies, banks, bankers, trust companies, savings companies, building and loan associations, and savings and loan associations and other financial institutions which are regulated by State or federal law.		\$157.50	<u>\$165.37</u>
Hotels, motels and apartment hotels (for the purpose of determining the number of rooms, every room that can be leased or rented shall be included):	per room	\$1.94	<u>\$2.03</u>
	Minimum Tax	\$19.68	<u>\$20.66</u>
Intangible or tangible personal property (every Person engaged in the Business of trading, bartering, serving, buying, lending or selling intangible or tangible personal property, whether as owner, agent, broker or otherwise)		\$98.43	<u>\$103.35</u>
Liquefied petroleum gas, dealers and installers: Installation of equipment to be used with liquefied petroleum gas.		\$65.62	<u>\$68.9</u>
Dealer in liquefied petroleum gas, in appliances and equipment for use of such gas and in the installation of appliances and equipment.		\$164.06	<u>\$172.26</u>
Manufacturing and/or processing (principals shall be deemed employees):	1—10 employees	\$39.37	<u>\$41.33</u>
	11-20 employees	\$78.75	<u>\$82.68</u>
	21-30 employees	\$118.12	<u>\$124.02</u>
	31-40 employees	\$157.50	<u>\$165.37</u>
	41-50 employees	\$236.25	<u>\$248.06</u>
	51 or more employees	\$295.31	<u>\$310.07</u>
Professional License (every Person engaged in the practice of any profession who offers services for consideration, whether or not such endeavor is regulated by law)		\$39.37	<u>\$41.33</u>
Professional management		\$39.37	<u>\$41.33</u>
Retailer, retail stores (includes every Person or Business engaged in the Business of selling tangible personal property to consumers or to any Person for any purpose other than for resale).		\$39.37	<u>\$41.33</u>

ORDINANCE NO. 2026-_____

Schools, colleges or other educational or training institution for profit		\$39.37	<u>\$41.33</u>
Service Business (every Person engaged in Business as owner, agent or otherwise who performs some service in return for consideration; principals shall be deemed employees):	1—5 employees	\$28.87	<u>\$30.31</u>
	6—10 employees	\$70.87	<u>\$74.41</u>
	11-15 employees	\$105.00	<u>\$110.25</u>
	16-20 employees	\$147.00	<u>\$154.35</u>
	21 or more employees	\$196.87	<u>\$206.71</u>
Title insurance companies		\$98.43	<u>\$103.35</u>
Theaters	per theater	\$39.37	<u>\$41.33</u>
Vending machines:			
Merchandise or service vending machines	per machine	\$23.62	<u>\$24.8</u>
Merchandise vending machines at locations for which a Receipt has been obtained pursuant to this article:		\$7.87	<u>\$8.26</u>
Laundry equipment	per machine	\$1.94	<u>\$2.03</u>
Coin-operated radio, television, vibrating mattresses and similar devices installed in Businesses providing housing accommodations for the travelling public:		\$27.56	<u>\$28.93</u>
	per business		
	per operator	\$196.87	<u>\$206.71</u>
	additional per device	\$1.94	<u>\$2.03</u>
All vending machine operators:			

* * *



VILLAGE OF KEY BISCAINE

STAFF MEMORANDUM

Village Council
Joe I. Rasco, *Mayor*
Oscar Sardiñas, *Vice Mayor*
Michael F. Bracken
Franklin H. Caplan
Edward London
Nancy Stoner
Fernando A. Vazquez

Village Manager
Steven C. Williamson

DATE: February 10, 2026
TO: Honorable Mayor and Councilmembers
FROM: Steven C. Williamson, Village Manager
RE: FY 25-26 Budget Amendment #1 (1st Reading): Building Department Customer Service Area Renovation

RECOMMENDATION

Recommend Village Council amend the Fiscal Year 2025-2026 Budget by transferring \$98,637.24 from the Building Fund to the Capital Improvement Fund to complete the additional work on the Renovate Building Department Customer Service Areas Project.

DISCUSSION

Purpose: To authorize transfer of \$98,637.24 from the Building Fund to the Capital Improvements Fund to complete work on the Building Department to improve customer service experience during the permitting plans review process.

Background: On June 10, 2025, Council approved a resolution selecting Millennium Builders for the Building Department office renovation project in an amount not to exceed \$448,116.49. The approved contract included renovations primarily to the Building Department and minimally to Public Works offices, as well as the retrofit of an existing telecommunications room to accommodate the associated computer servers and network equipment.

As the project has progressed, the contractor and Village staff have found additional scope of work which was not part of the original contract. Millenium Builders identified work which needed to be completed to accomplish the overall project and also discovered items during demolition which required adjustments to the project. There have also been minor changes driven by Building staff to improve the project which has added cost. The largest changes and costs are due to Building and IT staff recommending improvements to the new server room and wiring infrastructure.

Justification:

Server Room and IT Infrastructure Upgrade

Additional costs outside the original scope are primarily related to the relocation and modernization of the computer servers. During construction, IT staff identified that while hardware upgrades were included in the renovation, the existing network wiring would create a performance bottleneck. As a result, staff recommended replacement of all network wiring. This work is being completed under a

continuing services contract with Tapia Luis M Service Corporation for \$49,600. This cost is an estimate and this work will replace some work which is currently contracted by Millenium Builders. The Village will be getting a credit from Millenium Builders for the new wiring in the newly built portion of the project and the Village will recover this cost.

The new server rooms required card access and security system integration, which were not included in the original scope. Broadcast Systems manages all card-access systems in the building through a sole-source contract with, with estimated costs of \$23,426.28. Security access is a sole-source contract since overall integration of each component is critical for system performance.

IT staff also recommended the application of specialty anti-static floor coating and additional fire systems in the server space, at a cost of \$16,935, to protect computer equipment which is included in change order #2 with Millenium Builders.

The total cost of additional work related to server rooms and network improvements is \$89,961.28.

Office Renovation Scope Adjustments

During demolition and installation of carpets and lighting, inaccuracies in the original material quantities required contractors to re-order certain items and adjust quantities. In particular, the contractor needed to change components in the light fixtures to match voltage. In addition, the original scope of work did not include the labor required to disassemble and reassemble existing furniture to install new carpeting and lighting. These furniture and paint-related costs total to \$26,634.92 per change order #1 with Millenium Builders. Additional demolition work in the floor of the customer lobby area totals \$6,525.00 per change order #4.

Office Design Modifications

BZP staff made a minor design modification to add storage space within the office space to improve cleaning and maintenance operations. Currently, mechanical and electrical rooms are also used for storage. The additional storage space as well as air conditioning components omitted from design drawings are captured in change order #3 for \$18,719.05.

Millenium Builders Contract

If not for significant changes to the server room and IT infrastructure, changes would be within the allotted contingency fee approved by Council. However, the current total of change orders is \$68,813.97, which exceeds the contingency by \$16,930.46. The modification to the Millenium Builders contract will require approval by separate resolution by Council which will accompany the second reading of this ordinance.

Architect Fees

In the transition to the new fiscal year, the purchase order for the architect of the renovations, Peacock Architects, was not rolled forward into this current fiscal year 2026. To ensure they are paid for their project support, a new purchase order for the remainder of their fee was created in the amount of \$9,623.50

Summary of Project Cost Increases

Available Funds	\$500,943.00
Original Scope Cost	(\$448,116.49)
Remaining Balance	\$52,826.51
Additional Expenses	
Server Room & IT Infrastructure Upgrade	\$89,961.28
<i>Replace Network Wiring</i>	<i>\$49,600.00</i>
<i>Server Room Card Access</i>	<i>\$23,426.28</i>
<i>Anti-Static Flooring</i>	<i>\$16,935.00</i>
Office Renovation Scope Adjustments	\$33,159.92
Design Modifications	\$18,719.05
Architect PO	\$9,623.50
Total Additional Expenses	(\$151,463.75)
Total Project Budget Deficit	(\$98,637.24)

FUNDING SOURCES

- *Building Fund transfer to CIP Fund GL Code: 301-24-524-63071*
- *Amount: \$98,637.24*

STRATEGIC CONNECTION (GOAL / FOCUS AREA)

Improved building department customer service areas and server facilities support all aspects of Village governance while Building office improvements will improve services to create a Thriving and Vibrant Community and Local Marketplace.

ATTACHMENT(S)

Attachment A - Change orders 1-4 from Millenium Builders.

Prepared by: Jeremy Calleros Gauger, Building, Zoning, and Planning Director

Reviewed by Mr. Chad Friedman from Weiss Serota Helfman Cole & Bierman as to form and legal sufficiency.

ORDINANCE NO. 2026-_____

**AN ORDINANCE OF THE VILLAGE OF KEY BISCAYNE,
FLORIDA, AMENDING ORDINANCE NO. 2025-15 WHICH
ADOPTED THE BUDGET FOR FISCAL YEAR 2025-2026 BY
REVISING THE 2025-2026 FISCAL YEAR BUDGET;
PROVIDING FOR IMPLEMENTATION; AND PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, in accordance with Section 200.065, Florida Statutes, on September 29, 2025, the Village Council of the Village of Key Biscayne (the “Village”) adopted Ordinance No. 2025-15 approving the Fiscal Year 2025-2026 Budget; and

WHEREAS, upon the periodic review and analysis of current budgetary commitments and obligations, and based upon the projected needs and requirements of the Village and upon the recommendations of the Village Manager, adjust, amend and implement the Fiscal Year 2025-2026 Budget to transfer \$92,825.59 from the Building Fund to the Capital Improvements Fund for the Building Department Customer Service Area Renovation Project; and

WHEREAS, the Village Council finds that adoption of this Ordinance is in the best interest and welfare of the Village and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:¹

Section 1. **Recitals.** That the above-stated recitals are true and correct and are incorporated herein by this reference.

Section 2. **Amending Ordinance No. 2025-15.** That the Village Council hereby authorizes the amendment of Ordinance No. 2025-15, which Ordinance adopted a budget for the 2025-2026 fiscal year, by revising the 2025-2026 Budget to transfer \$92,825.59 from the Building

¹ Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with **highlighted** ~~double strikethrough~~ and double underline.

Fund to the Capital Improvements Fund for the Building Department Customer Service Area Renovation Project.

Section 3. **Implementation.** That the Village Manager is hereby authorized to take any and all action necessary to implement the purpose of this Ordinance.

Section 4. **Effective Date.** That this Ordinance shall become effective immediately upon final adoption on second reading.

PASSED on first reading on the _____ day of _____, 2026.

PASSED AND ADOPTED on second reading on the _____ day of _____, 2026.

JOE I. RASCO
MAYOR

ATTEST:

JOCELYN B. KOCH
VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY:

WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.
VILLAGE ATTORNEY



Change Order 1

Date: September 17th, 2025

Project: Bzp Office Renovation Project

Client: Village Of Key Biscayne, Florida

Original contract date: July 2025

Original contract amount: \$448,116.49

ITEMIZED BREAKDOWN OF WORK FOR CHANGE ORDER #01

ITEM	DESCRIPTION	AMOUNT
1	Disassembling and reassembling furniture inside private offices. (Phase 1 and 4).	\$ 2,800.00
2	Disassembling and reassembling all the cubicles in the cubicles area. (Phase 2).	\$ 3, 920.00
3	Removing existing shelves in second floor telephone room and reinstalling it inside the new cleaning supplies closets.	\$ 1,250.00
4	Labor for painting all the private offices and the cubicles area and hallways.	\$ 12,898.36
5	Wall preparation (patching the holes, removing and reinstalling pictures, artwork and boards).	\$ 1,800.00
6	Paint (ProMar200 Zero VOC – finish TBD)	\$ 3,316.15
7	Supplies for the paint work.	\$ 650.41
Total		\$26,634 .92

Contractor: Alon Oami
Company name: Millennium Builders llc

16499 NE 19th Ave, Suite # 101
North Miami Beach, FL 33162.
954.707.1916
info@1000pros.com
www.1000pros.com



DATE: November, 4th

Millennium Builders LLC
16499 NE 19th Ave.
Suite 101
North Miami Beach, FL 33162
CGC1525077

954-707-1916
954-444-4701
info@1000pros.com

Change Order # 2

Project: BZP Office Renovation Project
Client: Village Of Key Biscayne, Florida
Attn: Mariana Dominguez
88 W McIntyre St. Key Biscayne, FL, 33149

Original contract date: Jul-25
Original contract amount: \$448,116.49
Change order#1: \$26,634.92
New Contract Amount: \$474,751.41

ITEMIZED BREAKDOWN OF WORK FOR CHANGE ORDER #02

Description	Amount
Concrete and Epoxy Floor- IT Flooring	
Etch floor surface Clean up and prep for paint Paint floor with standard floor paint Apply unites static sealer 3 coats Multiple trips are required as all activities require time to cure before the next step can take place	\$3,900.00
Fire Sprinkler Renovation	
Design & submit plans to Local Authority Having Jurisdiction for Fire Sprinkler renovations for the unit above. Cutback & Relocate (5) existing Fire Sprinkler Heads with all related pipe & fittings and concealed Fire Sprinkler Heads throughout the space. Install (1) new Fire Sprinkler Head with all related pipe & fittings to obtain proper coverage. Cap off (2) Fire Sprinkler Heads as needed in IT room. Drain down system to conduct renovations. Re-energize upon completion of work above. Perform rough & final inspection with Local Authority Having Jurisdiction for work above. EXCLUSIONS: Painting, Patching, Electrical Wiring, Permit Fees, Expediting Fees, Office Permit Administration Fees, Additional Work, Fire Watch, Shutdown Fees. Paint floor with standard floor paint Apply unites static sealer 3 coats Multiple trips required as all activities require time to cure before the next step can take place	\$13,735.00
SUBTOTAL	\$17,635.00
Discount: Cap off (2) Fire Sprinkler Heads as needed in IT room.	-700.00
GRAND TOTAL	\$16,935.00

Thank you for your business.
The Millennium Team



Change Order 03

Date: December, 1st, 2025

Project:

BZP Office Renovation Project

Client

Village of Key Biscayne, Flor

Original Contract Date:

Jul-25

Original Contract Amount:

\$ 448,116.49

ITEMIZED BREAKDOWN OF WORK FOR CHANGE ORDER# 03

ITEM	DESCRIPTION	AMOUNT
1	Building 276.50 Sqf of new interior partitions on the south side of cubicle 147 and meeting room 148 to create new (cleaning supplies) closets.	\$ 6,400.00
2	Two standard size (30" x 80") new Louvre doors for the new (cleaning supplies) closets.	\$ 2,600.00
3	4 New 24" X 24" AC vent to be installed.	\$ 2,250.00
4	3 New AC Linear vent to be installed.	\$ 2,750.00
5	3 New AC Linear return to be installed.	\$ 2,000.00
6	3 New 24" X 24" AC return to be installed.	\$ 750.00
7	Labor for remove and reinstall the 1st carpet we ordered and installed in one office (50% of one office and 50% of the second office) of phase 1.	\$ 800.00
8	Installing a dedicated power line for fire suppression system.	\$ 750.00
9	Installing (labor) dimmer switches inside offices and programmable switch in common areas (18 total)	\$ 950.00
10	Furnishing dimmer switches inside offices and programmable switch in common areas (18 total)	\$ 1,219.05
	SubTotal	\$ 20,469.05
	Credit for rerouting cable from telephone room floor 1 to IT Room Floor 2	\$ (1,750.00)
	Total	\$ 18,719.05

Thank you for your business.

The Millennium Team

Millennium Builders LLC
16499 NE 19th Ave.
Suite 101
North Miami Beach,
FL 33162
CGC1525077

954-707-1916
954-444-4701



Change Order 04

Date: January 5th, 2026

Project:

BZP Office Renovation Project

Client

Village of Key Biscayne, Florida

Original Contract Date:

Jul-25

Original Contract Amount:

\$

448,116.49

ITEMIZED BREAKDOWN OF WORK FOR CHANGE ORDER# 04

ITEM	DESCRIPTION	AMOUNT
1	Remove Ceramic tile & Baseboard along with thin set down to the concrete substrate. Haul away all debris in trash container Patch floor to have carpet ready	\$ 5,850.00
2	Repair drywall wall to prepare for new baseboard	\$ 475.00
3	Dumpster dry run – dumpster was blocked by equipment of owner's vendor	\$ 200.00
Total		\$6,525.00

Thank you for your business.

The Millennium Team



VILLAGE OF KEY BISCAINE

STAFF MEMORANDUM

Village Council
Joe I. Rasco, *Mayor*
Oscar Sardiñas, *Vice Mayor*
Michael F. Bracken
Franklin H. Caplan
Edward London
Nancy Stoner
Fernando A. Vazquez

Village Manager
Steven C. Williamson

DATE: February 10, 2026
TO: Honorable Mayor and Councilmembers
FROM: Steven C. Williamson, *Village Manager*
RE: Capital Project Authorizing Ordinance (1st Reading):
Building Department Customer Service Area Renovation

RECOMMENDATION

Recommend Village Council authorize a Capital Project Authorizing Ordinance for the Building Department Customer Service Area Renovation Project in an amount not to exceed \$516,930.46.

DISCUSSION

Purpose: To authorize additional funds for additional scope identified as necessary to complete the renovations, in an amount not to exceed \$68,813.97 to improve customer service experience during the permitting plans review process.

Background: On June 10, 2025, Council approved a resolution selecting Millennium Builders for the Building Department office renovation project in an amount not to exceed \$448,116.49. The approved contract included renovations primarily to the Building Department and minimally to Public Works offices, as well as the retrofit of an existing telecommunications room to accommodate the associated computer servers and network equipment.

As the project has progressed, the contractor and Village staff have found additional scope of work which was not part of the original contract. Millenium Builders identified work which needed to be completed to accomplish the overall project and also discovered items during demolition which required adjustments to the project. There have also been minor changes driven by Building staff to improve the project which has added cost. The largest changes and costs are due to Building and IT staff recommending improvements to the new server room and wiring infrastructure.

Justification:

Office Renovation Scope Adjustments

During demolition and installation of carpets and lighting, inaccuracies in the original material quantities required contractors to re-order certain items and adjust quantities. In particular, the contractor needed to change components in the light fixtures to match voltage. In addition, the original scope of work did not include the labor required to disassemble and reassemble existing furniture to install new carpeting and lighting. These furniture and paint-related costs total to \$26,634.92 per change order #1 with

Millenium Builders. Additional demolition work in the floor of the customer lobby area totals \$6,525.00 per change order #4.

IT Infrastructure Upgrade

IT staff recommended the application of specialty anti-static floor coating and additional fire systems in the server space, at a cost of \$16,935, to protect computer equipment which is included in change order #2 with Millenium Builders.

Office Design Modifications

BZP staff made a minor design modification to add storage space within the office space to improve cleaning and maintenance operations. Currently, mechanical and electrical rooms are also used for storage. The additional storage space as well as air conditioning components omitted from design drawings are captured in change order #3 for \$18,719.05.

Millenium Builders Contract

If not for significant changes to the server room and IT infrastructure, changes would be within the allotted contingency fee approved by Council. However, the current total of change orders is \$68,813.97, which exceeds the contingency by \$16,930.46. The modification to the Millenium Builders contract will require approval by separate resolution by Council which will accompany the second reading of this ordinance.

FUNDING SOURCES

- ***CIP Fund GL Code:*** 301-24-524-63071
- ***Amount:*** \$68,813.97

STRATEGIC CONNECTION (GOAL / FOCUS AREA)

Improved building department customer service areas and server facilities support all aspects of Village governance while Building office improvements will improve services to create a Thriving and Vibrant Community and Local Marketplace.

ATTACHMENT(S)

Attachment A - Change orders 1-4 from Millenium Builders.

Prepared by: Jeremy Calleros Gauger, Building, Zoning, and Planning Director

Reviewed by Mr. Chad Friedman from Weiss Serota Helfman Cole & Bierman as to form and legal sufficiency.

ORDINANCE NO. 2026-_____

A CAPITAL PROJECT AUTHORIZING ORDINANCE OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, APPROVING CHANGE ORDERS FOR THE BUILDING, ZONING, AND PLANNING (BZP) OFFICE RENOVATION PROJECT RELATING TO THE BUILDING DEPARTMENT CUSTOMER SERVICES AREA IN AN AMOUNT NOT TO EXCEED \$68,813.97, FOR A TOTAL PROJECT COST NOT TO EXCEED \$516,930.46; AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS FOR THE PROJECT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on June 10, 2025, the Village of Key Biscayne Council adopted Capital Project Authorizing Resolution No. 2025-20 selecting Millennium Builders LLC (the “Contractor”) for the Building, Zoning, and Planning Office Renovation Project (the “Project”) and authorizing the Village Manager to negotiate and execute an agreement in an amount not to exceed \$448,116.49; and

WHEREAS, as the Project progressed, additional scope was identified as necessary to complete the renovations to current operational standards and to ensure the most efficient and reliable use of Village resources for the Building Department customer service area; and

WHEREAS, the Contractor has submitted Change Order No. 1 in the amount of \$26,634.92, Change Order No. 2 in the amount of \$16,935.00, Change Order No. 3 in the amount of \$18,719.05, and Change Order No. 4 in the amount of \$6,525.00, attached hereto as composite Exhibit “A” (the “Change Orders”), for a total change order amount of \$68,813.97; and

WHEREAS, as a result of the Change Orders, the total cost of the Project now exceeds \$500,000; and

WHEREAS, pursuant to the Village Charter and Resolution 2025-20, any change order that causes the total cost of the Project to exceed \$500,000 must be approved by Capital Project Authorizing Ordinance of the Village Council; and

WHEREAS, the Village Council desires to approve the Change Orders in an amount not to exceed \$68,813.97 and authorize the expenditure of funds for the Project, for a total project cost not to exceed \$516,930.46; and

WHEREAS, the Village Council finds that adoption of this Capital Project Authorizing Ordinance is in the best interest and welfare of the Village and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS: ¹

Section 1. **Recitals.** That the above-stated recitals are true and correct and are incorporated herein by this reference.

Section 2. **Approval.** The Village Council hereby approves the Change Orders for a total change order amount not to exceed \$68,813.97, attached hereto as composite Exhibit “A”.

Section 3. **Authorization.** That the Village Council hereby authorizes the Village Manager to execute the Change Orders, in substantially the form attached as composite Exhibit “A,” subject to the Village Attorney’s approval as to form, content, and legal sufficiency. The Village Manager is further authorized to expend funds for the Project in an amount not to exceed \$516,930.46.

Section 4. **Implementation.** That the Village Manager is hereby authorized to take any and all action necessary to implement the purpose of this Ordinance.

¹ Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with **highlighted** ~~double strikethrough~~ and double underline.

Section 5. **Effective Date.** That this Ordinance shall become effective immediately upon final adoption on second reading.

PASSED on first reading on the _____ day of _____, 2026.

PASSED AND ADOPTED on second reading on the _____ day of _____, 2026.

JOE I. RASCO
MAYOR

ATTEST:

JOCELYN B. KOCH
VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY:

WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.
VILLAGE ATTORNEY



EXHIBIT A

Attachment A

Change Order 1

Date: September 17th, 2025

Project: Bzp Office Renovation Project

Client: Village Of Key Biscayne, Florida

Original contract date: July 2025

Original contract amount: \$448,116.49

ITEMIZED BREAKDOWN OF WORK FOR CHANGE ORDER #01

ITEM	DESCRIPTION	AMOUNT
1	Disassembling and reassembling furniture inside private offices. (Phase 1 and 4).	\$ 2,800.00
2	Disassembling and reassembling all the cubicles in the cubicles area. (Phase 2).	\$ 3, 920.00
3	Removing existing shelves in second floor telephone room and reinstalling it inside the new cleaning supplies closets.	\$ 1,250.00
4	Labor for painting all the private offices and the cubicles area and hallways.	\$ 12,898.36
5	Wall preparation (patching the holes, removing and reinstalling pictures, artwork and boards).	\$ 1,800.00
6	Paint (ProMar200 Zero VOC – finish TBD)	\$ 3,316.15
7	Supplies for the paint work.	\$ 650.41
Total		\$26,634 .92

Contractor: Alon Oami
Company name: Millennium Builders llc

16499 NE 19th Ave, Suite # 101
North Miami Beach, FL 33162.
954.707.1916
info@1000pros.com
www.1000pros.com



DATE: November, 4th

Millennium Builders LLC
16499 NE 19th Ave.
Suite 101
North Miami Beach, FL 33162
CGC1525077

954-707-1916
954-444-4701
info@1000pros.com

Change Order # 2

Project: BZP Office Renovation Project
Client: Village Of Key Biscayne, Florida
Attn: Mariana Dominguez
88 W McIntyre St. Key Biscayne, FL, 33149

Original contract date: Jul-25
Original contract amount: \$448,116.49
Change order#1: \$26,634.92
New Contract Amount: \$474,751.41

ITEMIZED BREAKDOWN OF WORK FOR CHANGE ORDER #02

Description	Amount
Concrete and Epoxy Floor- IT Flooring	
Etch floor surface Clean up and prep for paint Paint floor with standard floor paint Apply unites static sealer 3 coats Multiple trips are required as all activities require time to cure before the next step can take place	\$3,900.00
Fire Sprinkler Renovation	
Design & submit plans to Local Authority Having Jurisdiction for Fire Sprinkler renovations for the unit above. Cutback & Relocate (5) existing Fire Sprinkler Heads with all related pipe & fittings and concealed Fire Sprinkler Heads throughout the space. Install (1) new Fire Sprinkler Head with all related pipe & fittings to obtain proper coverage. Cap off (2) Fire Sprinkler Heads as needed in IT room. Drain down system to conduct renovations. Re-energize upon completion of work above. Perform rough & final inspection with Local Authority Having Jurisdiction for work above. EXCLUSIONS: Painting, Patching, Electrical Wiring, Permit Fees, Expediting Fees, Office Permit Administration Fees, Additional Work, Fire Watch, Shutdown Fees. Paint floor with standard floor paint Apply unites static sealer 3 coats Multiple trips required as all activities require time to cure before the next step can take place	\$13,735.00
SUBTOTAL	\$17,635.00
Discount: Cap off (2) Fire Sprinkler Heads as needed in IT room.	-700.00
GRAND TOTAL	\$16,935.00

Thank you for your business.
The Millennium Team



Change Order 03

Date: December, 1st, 2025

Project:

BZP Office Renovation Project

Client

Village of Key Biscayne, Flor

Original Contract Date:

Jul-25

Original Contract Amount:

\$ 448,116.49

ITEMIZED BREAKDOWN OF WORK FOR CHANGE ORDER# 03

ITEM	DESCRIPTION	AMOUNT
1	Building 276.50 Sqf of new interior partitions on the south side of cubicle 147 and meeting room 148 to create new (cleaning supplies) closets.	\$ 6,400.00
2	Two standard size (30" x 80") new Louvre doors for the new (cleaning supplies) closets.	\$ 2,600.00
3	4 New 24" X 24" AC vent to be installed.	\$ 2,250.00
4	3 New AC Linear vent to be installed.	\$ 2,750.00
5	3 New AC Linear return to be installed.	\$ 2,000.00
6	3 New 24" X 24" AC return to be installed.	\$ 750.00
7	Labor for remove and reinstall the 1st carpet we ordered and installed in one office (50% of one office and 50% of the second office) of phase 1.	\$ 800.00
8	Installing a dedicated power line for fire suppression system.	\$ 750.00
9	Installing (labor) dimmer switches inside offices and programmable switch in common areas (18 total)	\$ 950.00
10	Furnishing dimmer switches inside offices and programmable switch in common areas (18 total)	\$ 1,219.05
	SubTotal	\$ 20,469.05
	Credit for rerouting cable from telephone room floor 1 to IT Room Floor 2	\$ (1,750.00)
	Total	\$ 18,719.05

Thank you for your business.

The Millennium Team

Millennium Builders LLC
16499 NE 19th Ave.
Suite 101
North Miami Beach,
FL 33162
CGC1525077

954-707-1916
954-444-4701



Change Order 04

Date: January 5th, 2026

Project:

BZP Office Renovation Project

Client

Village of Key Biscayne, Florida

Original Contract Date:

Jul-25

Original Contract Amount:

\$ 448,116.49

ITEMIZED BREAKDOWN OF WORK FOR CHANGE ORDER# 04

ITEM	DESCRIPTION	AMOUNT
1	Remove Ceramic tile & Baseboard along with thin set down to the concrete substrate. Haul away all debris in trash container Patch floor to have carpet ready	\$ 5,850.00
2	Repair drywall wall to prepare for new baseboard	\$ 475.00
3	Dumpster dry run – dumpster was blocked by equipment of owner's vendor	\$ 200.00
Total		\$6,525.00

Thank you for your business.

The Millennium Team



VILLAGE OF KEY BISCAINE

STAFF MEMORANDUM

Village Council
Joe I. Rasco, *Mayor*
Oscar Sardiñas, *Vice Mayor*
Michael F. Bracken
Franklin H. Caplan
Edward London
Nancy Stoner
Fernando A. Vazquez

Village Manager
Steven C. Williamson

DATE: February 10, 2026
TO: Honorable Mayor and Councilmembers
FROM: Steven C. Williamson, Village Manager
RE: Village-Wide Utility Undergrounding Program

RECOMMENDATION

Recommend the Village Council approve to advance the village-wide electrical and telecommunication undergrounding program primarily funded by the Village's Resilient Infrastructure General Obligation Bond for a cost approximately between \$66M to \$81M.

DISCUSSION

Program Purpose: To reduce routine and storm related outages and protect critical infrastructure, the Village will underground its electrical and telecommunications utilities. As a lowlying community highly vulnerable to storm surge, flooding, and high winds, undergrounding utilities improves reliability, enhances public safety, and strengthens longterm community resilience.

Background: The Village's evaluation of undergrounding spans a decade. In 2016, WGI completed the first Utility Undergrounding Feasibility Study, establishing the initial engineering, cost, and benefits framework for converting overhead utilities to underground systems. This was followed by the 2018 Utility Undergrounding Master Plan prepared by KimleyHorn, which introduced the Village's zone structure, sequencing approach, construction considerations, and comparative cost estimates.

In January 2024, FPL completed the preliminary undergrounding design for Zone 1, and the Village integrated that design into broader planning efforts in February 2024. In September 2025, FPL initiated the preliminary design for Zone 8, completing it in December 2025, making Zone 8 the Village's most construction ready opportunity. Zones 2–7, which contain the majority of the Village's overhead lines, have not yet started design

Throughout this period, staff evaluated undergrounding alternatives—including full undergrounding and hybrid hardening—considering reliability, maintenance and repair characteristics, poststorm restoration performance, community aesthetics, long term cost implications, and construction complexity. At a Council Workshop on January 22, a program update presented key performance findings: underground laterals perform 50% better day today and 5–14 times better during storms. These findings confirm that undergrounding offers meaningful operational and storm season benefits for the Village.

Justification: Undergrounding the Village’s electrical and telecommunications utilities is justified based on a holistic evaluation of reliability, cost, aesthetics, equipment modernization, repair access, community safety, and storm performance. As a low-lying community vulnerable to storm surge, flooding, and high winds, the village experiences both routine and storm related outages that disrupt households, businesses, and critical public services. Undergrounding substantially improves reliability by protecting utility lines from wind, debris, and salt exposure, while also replacing aging overhead infrastructure with modern, durable, and storm-resistant underground equipment. Simply, installing new underground systems will result in a more robust, hardened, and secure utility network.

Undergrounding utilities enhances long-term system reliability by reducing storm-related damage, lowering vegetation-management needs, and decreasing the frequency of equipment replacement. These improvements result in fewer routine repairs, meaning less intrusion into neighborhoods and fewer power interruptions for residents. Removing overhead poles and wires also improves community aesthetics and supports mobility, streetscape enhancements, and future canopy growth. Although underground repairs may require specialized access, the overall failure rate of underground systems is substantially lower, leading to fewer emergencies and faster restoration following severe weather.

Implementation Plan: The Village will implement the undergrounding initiative as a three project, phased program funded mainly through the Village Resilient Infrastructure General Obligation Bond (GOB). This funding structure provides the administrative and financial framework necessary for disciplined program management, construction oversight, and coordinated multiyear delivery collaborating with FPL, AT&T, Comcast, and other telecom companies present in the Village.

Project 1 (Zone 8) is the recommended first project. Staff will complete the final design, permitting, procurement, and utility coordination needed to initiate construction. Zone 8, as a relatively smaller project, will function as the program’s operational pilot, enabling the Village to refine program wide construction sequencing, inspection and quality control procedures, safety protocols, utility cutover methods, and resident communications standards. Daily field coordination, schedule tracking, and oversight of contractor performance will guide consistent implementation throughout the program.

Project 2 (Zone 1) is the most advanced section but should be delayed until the Council selects a preferred stormwater approach for the zone. Staff recommend keeping final design and construction on hold until that decision is made. Coordinating conduit placement, trenching, and roadway restoration with future drainage improvements will prevent rework, reduce costs, and avoid conflicts between infrastructure systems. During this pause, staff will continue coordinating with FPL, AT&T, and Comcast to ensure Zone 1 remains ready for seamless design integration once the stormwater strategy is finalized.

Project 3, consisting of Zones 2, 3, 4, 5, 6, and 7, will form the largest component of the program. These zones will advance together in design but will be phased to align with GOB funding availability, contractor and utility capacity, and community disruption management. Accelerated design will include subsurface utility investigations, conflict resolution, capacity, and load review, permitting pathways, and detailed coordination with all three utilities. Program management will work to bring the multiple zones to “construction ready” status in a staggered

sequence, ensuring continuous progress and efficient deployment of construction teams and inspection resources.

Throughout all three projects, the Village will implement a comprehensive community engagement, communications, and education campaign that provides clear updates, project visuals, construction schedules, traffic, and service impacts, and accessible two-way communication channels. This structured approach ensures transparency, responsiveness, and consistent resident trust as the program moves forward.

The Village intends to fund the program primarily through the Resilient Infrastructure General Obligation Bond, issued in tranches, and supported by a thirty-year repayment structure. Current planning-level cost estimates total approximately \$66M to \$81M for Zones 8, 1, and 2–7 combined.

RESOURCE IMPACT

Recurring Funding: Program and construction management

Personnel: Significant staff effort

Equipment: Not applicable

Facilities: Staging areas to be coordinated

Training: Not applicable

FUNDING SOURCES

- **GL Code:** TBD
- **Budget Line-Item:** To be funded primarily through the General Obligation Bond
- **Amount:** Approximately \$66M to \$81M
- **Maintenance & Repair:** Not applicable

STRATEGIC CONNECTION

Undergrounding electric and telecommunications utilities strengthens reliability, enhances community resilience, protects critical infrastructure, and elevates the Village's visual character, advancing our strategy for safe, resilient, and high-quality public infrastructure.

- **Goal:** Resilient and Sustainable Environment and Infrastructure
- **Focus Area:** Enhance Power Reliability
- **Action:** Underground Electrical & Telecommunications Utilities

ATTACHMENT(S)

- Attachment A: Utility Fortification Program Update, Undergrounding Power & Telecom Line in Key Biscayne, January 22, 2026
- Attachment B: Electrical Equipment Renderings

Prepared by: Chris Miranda, Public Works Director

Reviewed by Mr. Chad Friedman from Weiss Serota Helfman Cole & Bierman as to form and legal sufficiency.

RESOLUTION NO. 2026- _____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ADVANCE THE VILLAGE-WIDE UTILITY FORTIFICATION PROGRAM FOR ZONES 2 THROUGH 8 TO UNDERGROUND ELECTRICAL AND TELECOMMUNICATION FACILITIES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Village of Key Biscayne (the “Village”) residents have raised concerns regarding the aesthetics and reliability of overhead utility lines, including electrical and telecommunication facilities, during routine and major weather events affecting the Village; and

WHEREAS, in order to address these concerns, the Village has discussed and explored the possibility of pursuing a Utility Fortification Program (the “Program”); and

WHEREAS, as part of the Program, the Village and the Florida Power and Light Company (“FPL”) have explored various overhead utility line undergrounding approaches, taking into account such factors such as reliability, maintenance and repair characteristics, storm restoration performance, community aesthetics, long-term cost implications, and construction complexity; and

WHEREAS, the Village and FPL have completed the preliminary undergrounding design for Zone 8 (“Project 1”) and for Zone 1 (“Project 2”) of the Program; and

WHEREAS, Zones 2 through 7 are the largest components of the Program, but the Village and FPL have not yet commenced preliminary design for such zones (“Project 3”); and

WHEREAS, the Village Manager recommends authorizing the advancement of the Program for Projects 1 and 3 and pausing further action on Project 2 until such time as the Village Council selects a preferred stormwater infrastructure approach for Zone 1; and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE

VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. **Authorization.** That the Village Council hereby authorizes the Village Manager to advance the implementation of the Program for Projects 1 and 3 and directs the Village Manager to pause further action on Project 2 until such time as the Village Council selects a preferred stormwater infrastructure approach for Zone 1.

Section 3. **Effective Date.** That this Resolution shall be effective immediately upon adoption.

PASSED and ADOPTED this _____ day of _____, 2026.

JOE I. RASCO, MAYOR

ATTEST:

JOCELYN B. KOCH
VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.
VILLAGE ATTORNEY



Utility Fortification Program Update

Undergrounding Power & Telecom Lines in Key Biscayne
January 22, 2026

Purpose & Vision



- Utility Fortification Program Awareness
- Project Status
 - Zone 8
 - Zone 1
 - Village Wide
- Next Steps

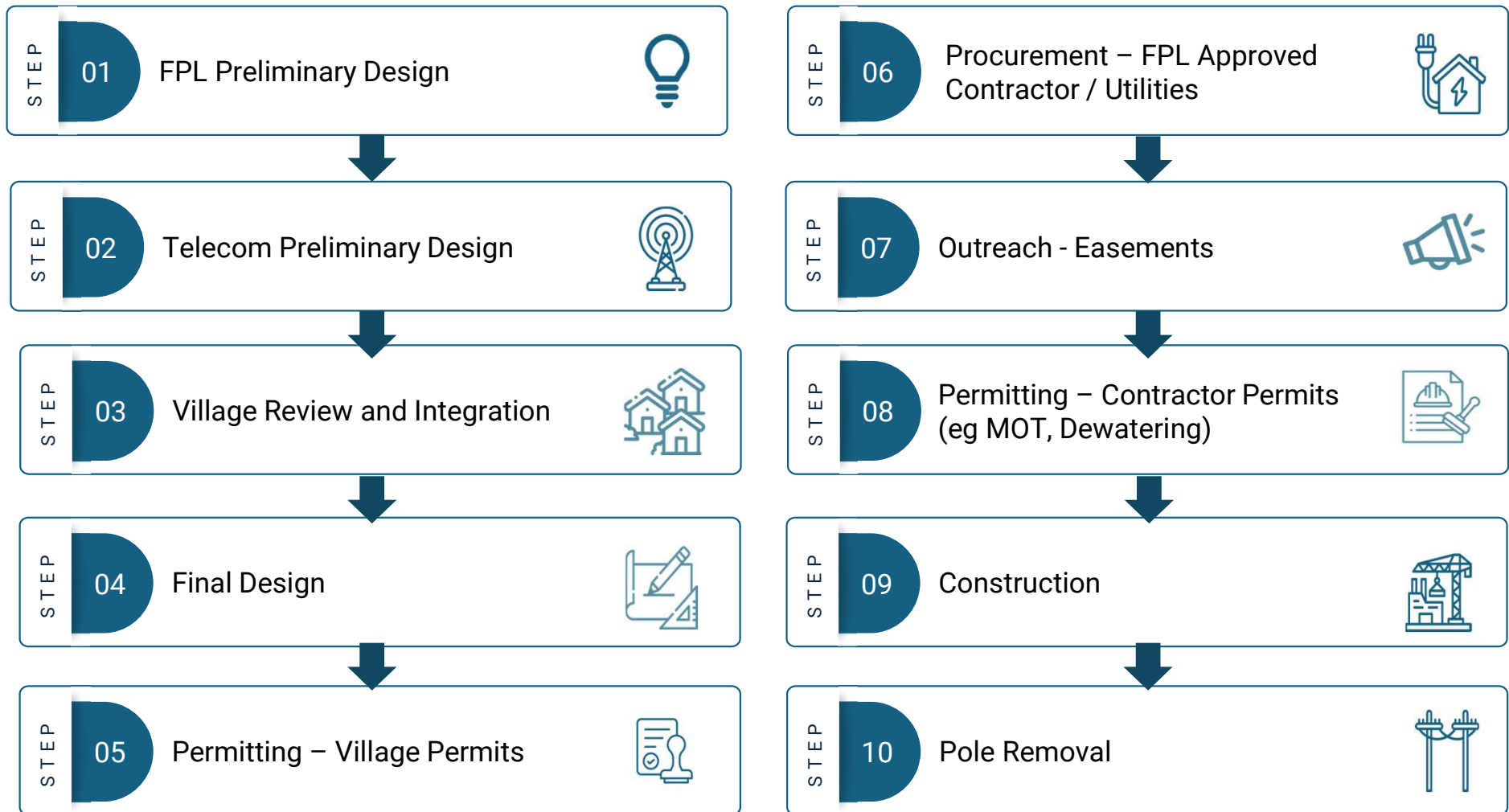
Utility Fortification Program History



August 2016	August 2018	January 2024	February 2024	September 2025	December 2025
WGI prepares Underground Utilities Feasibility Study	Kimley Horn Utility Undergrounding Masterplan Complete	FPL completes undergrounding design for Zone 1	Village integrates undergrounding design for Zone 1	FPL begins design for Zone 8	FPL completes undergrounding design for Zone 8



Utility Fortification Process







Overview of Undergrounding Program Village Wide



Zone 8: FPL Preliminary Design Complete – Telecom design pending

Zone 1: Full Undergrounding Design 95% complete

Village-Wide (Zones 2-7): Not started

-  Area with underground utilities
-  Area with overhead utilities
-  Existing overhead feeders
-  Area with Undergrounding Design Underway

Undergrounding Considerations



Improved Reliability:

- **Underground Laterals:**

- 50% better on a day-to-day basis
- 5 to 14 times better than overhead laterals during the 2024 storm season

- **Hardened Feeder Lines:**

- 40% better on a day-to-day basis
- 59% better than non-hardened feeders during the 2024 storm season

Post Storm Restoration

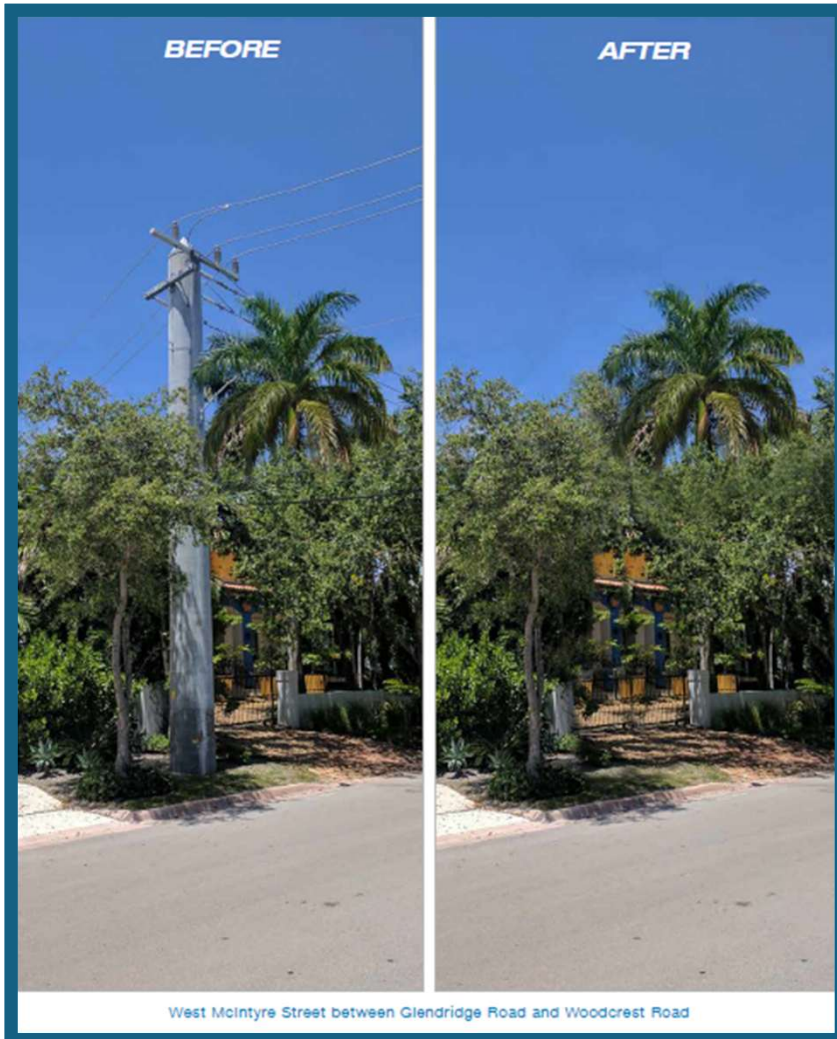
- Wind Mitigation
- Storm Surge Vulnerabilities

Aesthetics

- Pole Removal
- Above Ground Equipment



Electrical Equipment



Hardened Pole



Telecommunications Equipment



Handholes & Pedestals



FPL & Comcast Box



Telecom Pedestal



Telecom Switch



Vault Box

Large Telecom Box

Undergrounding Connection



Zone 8 Undergrounding

Purpose: Undergrounding of power and telecom for increased resilience and reliability in Zone 8

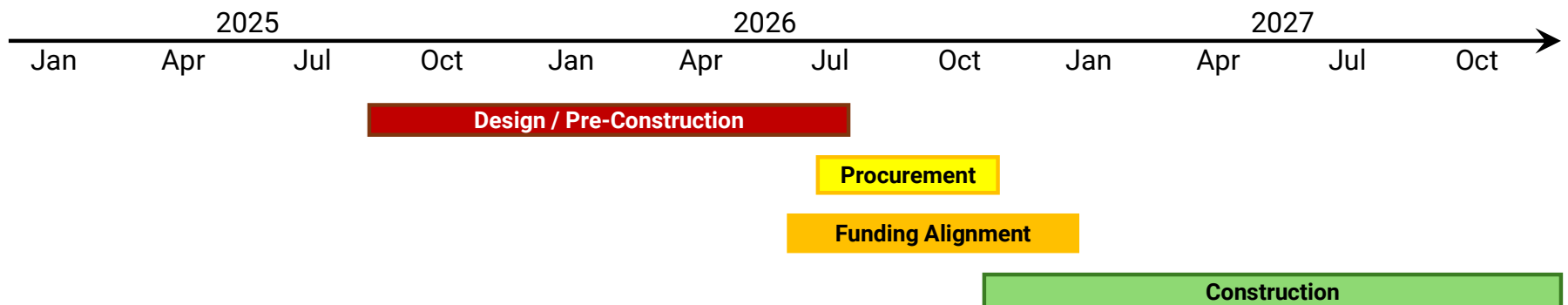
Tasks: Complete design with Telecom companies. Confirm easement availability. Go out to procurement with FPL approved contractor.

Benefit: Increased efficiency and reliability for residents, minimal to no conflict with Zone 8 stormwater pump design

Status: Preliminary design completed by FPL, In coordination with telecom companies

Funding: Est Cost: \$5-\$6 Mil - GOB Bond

- Pre-Construction: \$200k
- FPL: \$2 - \$2.3 Mil
- Telecom: \$2.5 - \$3 Mil
- Construction Management: \$300k - \$500k



Zone 1 Undergrounding

Purpose: Undergrounding of power and telecom for increased resilience and reliability in extended Zone 1

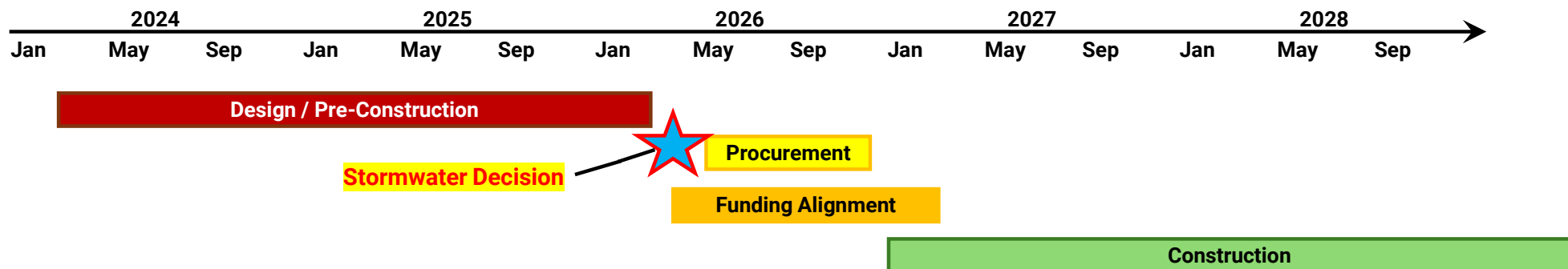
Tasks: Receive and integrate Comcast design. Determine procurement strategy. Determine conflicts for future Stormwater project.

Benefit: Design nearly complete. Multiple feeder lines in Zone. Can be coordinated with stormwater

Status: 95% design completed

Funding: Est Cost: \$16-\$20 Mil - GOB Bond

- Pre-Construction: \$750K
- FPL: \$5.5 - \$7 Mil
- Telecom: \$8.5 - \$10.5 Mil
- Construction Management: \$1.25 - \$1.75 Mil



Village Wide Undergrounding



Purpose: Undergrounding of power and telecom for increased resilience and reliability for all Village.

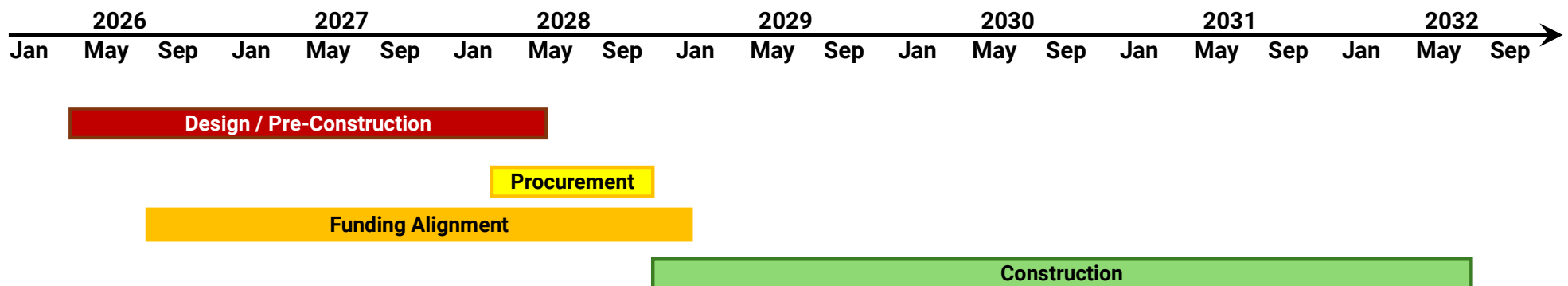
Tasks: Determine Feeder Hardening vs Undergrounding. Prioritize zones and begin design. Coordinate for future stormwater conflicts and integration.

Benefit: Updated equipment and increased efficiency and reliability for all residents

Status: Not Started

Funding: Est Cost: \$45-\$55 Mil - GOB Bond

- Pre-Construction: \$2 Mil
- FPL: \$16 - \$20 Mil
- Telecom: \$24 - \$29 Mil
- Construction Management: \$3 - \$4 Mil



Utility Fortification Program Estimated Cost



Project	Status	Start	Duration	Budget
Zone 8	Preliminary Design	Sep 2025	18 – 24 months	\$5 - \$6 Mil
Zone 1	Final Design*	Jan 2024	4-5 years	\$16 - \$20 Mil
Village Wide	Decision Phase	TBD	5-7 years	\$45 - \$55 Mil

*Zone 1 Undergrounding design coordinated for Integrated Stormwater Project



Funding Strategy:

- General Obligation Bond to be used for all costs
- Bond is opened in tranches depending on projects selected
- Repayment terms for bond is 30 years
- Bond to be issued to public market
- Approximate current interest rate market – 4% - 5%

Recommendations



- Move forward with design and construction on Zone 8 fully undergrounded
- Move forward with Village Wide Undergrounding
- Hold on Zone 1 Undergrounding until stormwater decision
- Fund Undergrounding Fortification using GOB

Electrical Equipment Renderings

Elevated Pad Mounted Transformer



Pad mounted transformer



Directional Drilling





VILLAGE OF KEY BISCAINE

STAFF MEMORANDUM

Village Council
Joe I. Rasco, Mayor
Oscar Sardiñas, Vice Mayor
Michael F. Bracken
Franklin H. Caplan
Edward London
Nancy Stoner
Fernando A. Vazquez

Village Manager
Steven C. Williamson

DATE: February 10th 2026
TO: Honorable Mayor and Councilmembers
FROM: Steven C. Williamson, Village Manager
RE: Key Biscayne Community Center Flat Roof Coating System

RECOMMENDATION

Recommend the Village Council authorize the Village Manager to execute the agreement to Advanced Roofing, Inc. in the amount of \$123,300.00 for the installation of a Soprema silicone roof coating system at the Key Biscayne Community Center and authorize the Village Manager to execute the agreement.

DISCUSSION

Purpose: The purpose of this item is to extend the service life of the existing roof system at the Key Biscayne Community Center by implementing a restorative flat roof silicone coating system, thereby preventing further water intrusion, reducing maintenance needs, and deferring the need for a full roof replacement in a cost-effective manner.

Background: The existing roof system at the Community Center has experienced age-related deterioration and moisture intrusion. To extend the service life of the roof and prevent further water infiltration, staff solicited a proposal for a restorative coating system. Advanced Roofing, Inc. submitted a proposal (dated October 22-23, 2025) for the installation of a Soprema silicone roof coating system over the existing structurally sloped roof deck. The scope includes permitting and engineering; moisture testing; surface preparation; installation of Alsan Bleed Blocker and Alsan Sil coatings; detailing of penetrations, curbs, flashing, and drains; installation of mineral-granule walkway coatings in designated traffic areas; final cleaning; inspections; and closeout documentation. The project includes a ten (10)-year manufacturer's warranty and a two (2)-year workmanship warranty.

Justification: Approval of this item is strongly justified as it represents a cost-effective, low-risk, and strategically sound approach to extending the service life of the Key Biscayne Community Center roof while maintaining accountability and continuity. This project was not issued as an open bid by the Village; instead, the Village is utilizing a previously competitively bid contract awarded by Broward Community College to Advanced Roofing, Inc., which allows the Village to piggyback on established pricing and procurement due diligence. In addition, Advanced Roofing has previously performed roof repairs at the Community Center and provided warranties on that work, resulting in an established working history and familiarity with the existing roof system. Maintaining a single contractor ensures continuity, simplifies warranty administration, and provides a clear single point of accountability for

performance and long-term roof integrity. This approach reduces risk, improves quality control, and protects the Village's investment while deferring the significantly higher cost of a full roof replacement.

Implementation / Integration Plan: Upon Village Council approval, the Village Manager will execute the agreement, and staff will coordinate with the contractor to obtain all required permits and schedule the work to minimize impacts to Community Center operations. The project will be managed and inspected by Village staff to ensure compliance with approved plans, manufacturer specifications, and warranty requirements. Upon completion, all closeout documentation and warranties will be received and integrated into the Village's facilities maintenance and asset management records for ongoing monitoring and lifecycle planning.

FISCAL IMPACT / FUNDING SOURCE

Approval will extend the roof's service life, reduce ongoing water intrusion risks, help avoid more costly structural and interior repairs, and provide a long-term, warranted solution. Based on roof condition, contractor qualifications, and warranty coverage, staff recommend approval.

RESOURCE IMPACT

- **Recurring Funding:** Not applicable
- **Personnel:** No new personnel required
- **Equipment:** Not applicable
- **Facilities:** Not applicable

FUNDING SOURCES

- **GL Code:** 301-73-573-63030
- **Budget Line-Item:** Community Center Roof Replacement
- **Amount:** \$123,300.00
- **Funding Source:** Capital Improvements Program

STRATEGIC CONNECTION (GOAL / FOCUS AREA)

This proposal supports the Village's goal of enhancing public spaces by protecting the Key Biscayne Community Center, a vital hub for community programs, through a cost-effective roof restoration that prevents further water intrusion. Extending the service life of the roof helps ensure the facility remains safe, functional, and available for community use while aligning with ongoing facility assessments. The project also advances effective and efficient government services by proactively managing Village assets through the Capital Improvements Program and an asset management-based approach to maintenance and rehabilitation.

- **Goal:** Engaging and Active Community Programs and Public Spaces
 - **Focus Area:** Enhance Public Spaces
 - **Action:** Conduct Community Center facility and programming assessment
- **Goal:** Effective and Efficient Government Services
 - **Action:** Administer Capital Improvements Program to manage Village Assets
 - **Action:** Implement asset management-based operations, maintenance, repair and rehab program

ATTACHMENTS:

Attachment A: Advance Roofing Proposal

Attachment B: Broward College Contract Pricing

Reviewed by Mr. Chad Friedman from Weiss Serota Helfman Cole & Bierman as to form and legal sufficiency.

RESOLUTION NO. 2026-_____

**A CAPITAL PROJECT AUTHORIZING RESOLUTION OF
THE VILLAGE COUNCIL OF THE VILLAGE OF KEY
BISCAYNE, FLORIDA, SELECTING ADVANCED
ROOFING, INC. FOR THE KEY BISCAYNE COMMUNITY
CENTER ROOF COATING SYSTEM IN AN AMOUNT NOT
TO EXCEED \$123,300.00; AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the Village of Key Biscayne (the “Village”) desires to install a roof coating system for the Community Center building (the “Project”); and

WHEREAS, the type of services contemplated by the Village have been competitively bid by the District Board of Trustees of Broward College, a political subdivision of the State of Florida, which issued RFP-2025-164-OA (the “RFP”) for Roofing Services (the “Services”) and competitively awarded a contract to Advanced Roofing, Inc. (the “Contractor”) pursuant to the ITB (the “Broward College Contract”); and

WHEREAS, based on the pricing of the Broward College Contract, the Contractor has provided a proposal, attached hereto as Exhibit “A” (the “Proposal”), to perform the Services for the Project in the amount of \$123,300.00; and

WHEREAS, the Village may, pursuant to Section 2-86 of the Village Code of Ordinances (the “Code”), enter into bids or contracts entered into by another governmental authority, provided that the governmental authority has gone through a competitive bidding procedure leading to the award of the bid or contract in question; and

WHEREAS, in accordance with Section 2-86 of the Code, the Village Council desires to select the Contractor for the Project and authorize the Village Manager to negotiate and enter into an agreement with the Contractor in an amount not to exceed \$123,300.00, consistent with the Proposal attached hereto as Exhibit “A”; and

WHEREAS, the Village Council finds that this Capital Project Authorizing Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. **Selection.** That the Village Council hereby selects the Contractor to perform the Services for the Project.

Section 3. **Authorization.** That the Village Council hereby authorizes the Village Manager to negotiate and execute an agreement with the Contractor in an amount not to exceed \$123,300.00, consistent with the Proposal attached hereto as Exhibit “A,” subject to the approval of the Village Attorney as to form, content, and legal sufficiency.

Section 4. **Effective Date.** That this Resolution shall be effective immediately upon adoption.

PASSED and ADOPTED this _____ day of _____, 2026.

JOE I. RASCO, MAYOR

ATTEST:

JOCELYN B. KOCH
VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.
VILLAGE ATTORNEY



Florida's Premiere Commercial Roofing Contractor
Committed to Quality

To:

Village of Key Biscayne
88 W McIntyre St Suite 250
Attn: Carlos Sanchez

Job Name:

Community Center Roof Coating

Address:

Village of Key Biscayne 88 W McIntyre St

Date:

January 26th 2026

We are pleased to submit the following proposal for your consideration on the above referenced premises as follows. We agree to provide all labor, material, tools, equipment and proper insurance with excess liability of twenty five (25) million dollars.

SCOPE OF WORK

This proposal is pursuant to Broward College contract RFP-2025-164-OA

Furnish and Install Silicone Maintenance Coating as per below line items:

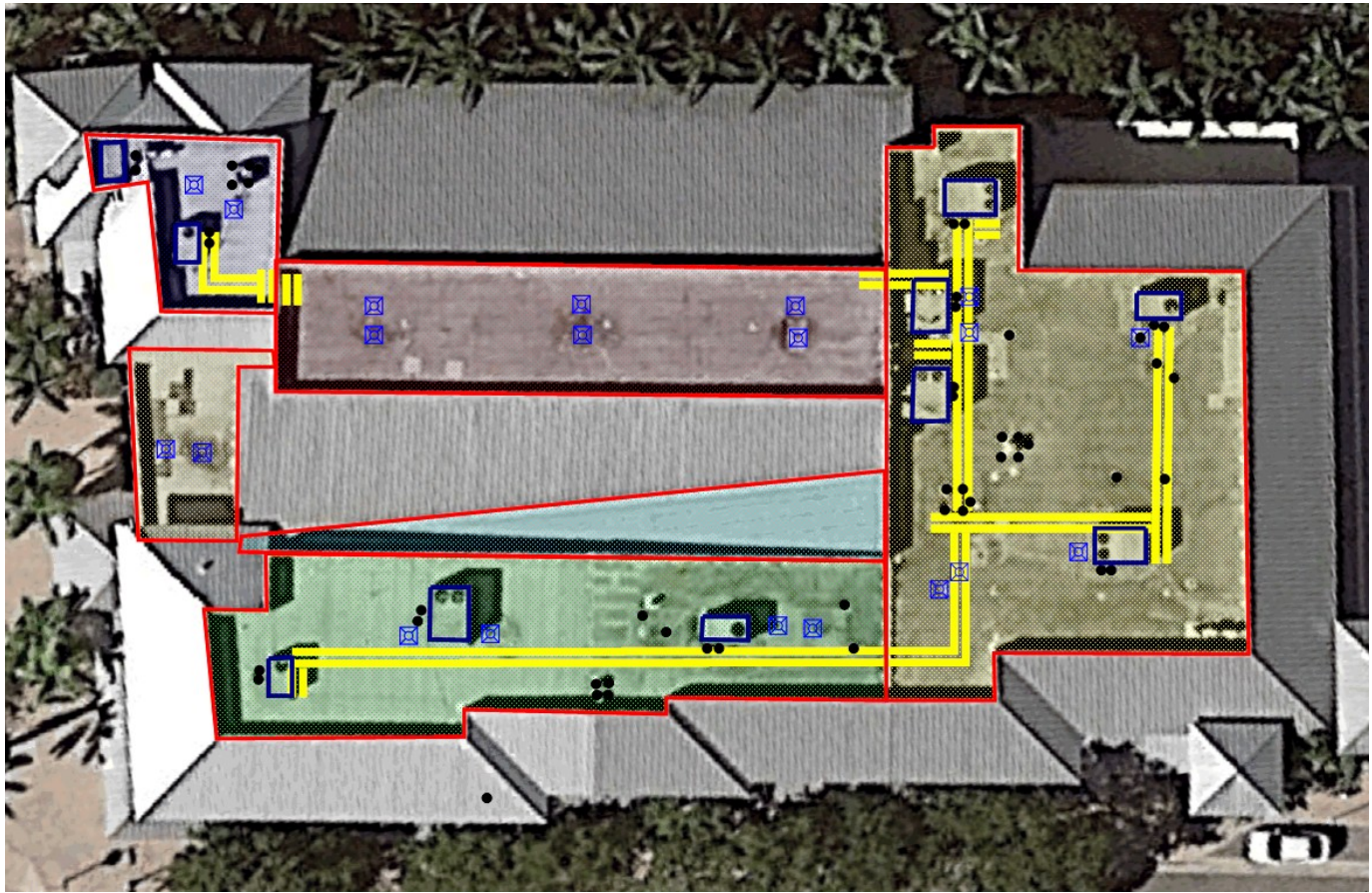
LINE ITEMS

	Rate	Qty	Sub-Total
Roofing Foreman/Supervisor (Hr)	\$ 78.00	345	\$ 26,910.00
Roofing Laborer (Hr)	\$ 64.00	380	\$ 24,320.00
Roofer Apprentice (Hr)	\$ 60.00	380	\$ 22,800.00
Soprema Silicone Walkway Coating 5 Gal	\$ 495.00	4	\$ 1,980.00
Soprema Bleed Blocker 5 Gal	\$ 200.00	50	\$ 10,000.00
Soprema Silicone 402 Coating 5 Gal Pail	\$ 300.00	100	\$ 30,000.00
Silica Sand for Walkway 5 Gal	\$ 32.00	9	\$ 288.00
Urethane caulk - 9 oz tube	\$ 7.75	93	\$ 720.75
Advanced Roofing Inc Boom Truck Daily	\$1,000.00	2	\$ 2,000.00
Sub Total Labor			\$ 74,030.00
Sub Total Materials			\$ 44,988.00
Mark up on materials (9.5%)			\$ 4,273.93
Total			\$ 123,300.00

Note: hours include additional surface preparation due to job site specific conditions, additional work for job site specific details, set up, safety, crane, engineering, testing, permits & insurance.

QUOTATION

FOR THE SUM OF:.....\$ 123,300.00



Legend	Pitch	Description	SF	LF	EA
		Soprema Silicone Coating - 10 year Spec	5,655.23	350.67	10.00
		Soprema Silicone Coating - 10 year Spec	1,197.04	262.32	4.00
		Soprema Silicone Coating - 10 year Spec	2,767.67	277.39	4.00
		Soprema Silicone Coating - 10 year Spec	3,699.28	322.96	10.00
		Soprema Silicone Coating - 10 year Spec	865.95	135.33	6.00
		Soprema Silicone Coating - 10 year Spec	713.27	123.91	7.00
		48" Base Wall Coating	0.00	1,472.56	40.00
		18" Base Curb Coating	0.00	285.78	40.00
		Roof Penetrations	0.00	0.00	50.00
		Roof Drain	0.00	0.00	20.00
		General Conditions - Labor & Misc	0.00	0.00	1.00
		General Conditions - Engineering and Testing	0.00	0.00	1.00
		General Conditions - Equipment	0.00	0.00	1.00
		Walkway	0.00	353.61	14.00



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5. TERMINATION FOR DEFAULT.

A “material breach” of this Contract is defined as any substantial, unexcused non-performance by failing to perform an act that is an important part of the transaction or performing an act inconsistent with the terms and conditions of the Contract. If the Vendor materially fails to fulfill its obligations under this Contract, the College will provide written notice of the deficiency by forwarding a Cure Notice citing the specific nature of the material breach. The Vendor shall have thirty (30) days to cure the breach. If the Vendor fails to cure the breach within the thirty (30) day period, the College may immediately terminate this Contract, in addition to exercising whatever legal and/or equitable remedies it chooses regarding Vendor’s breach of contract.

6. TERMINATION FOR CONVENIENCE.

The College may terminate this Contract with or without cause at any time for convenience upon thirty (30) calendar days’ prior written notice to the Vendor. In the event of termination for convenience, the College shall compensate the Vendor for all authorized and accepted deliverables and/or services completed through the date of termination in accordance with the Statement of Work, which is attached hereto and incorporated herein as Exhibit “A.” The College shall be relieved of any and all future obligations hereunder, including but not limited to lost profits and consequential damages, under this Contract. The College may withhold all payments to the Vendor for such work until such time as the College determines the exact amount due to the Vendor.

7. AUDIT.

The Vendor shall maintain all records, books and documents pertinent to the performance of this Contract in accordance with generally accepted accounting principles consistently applied. The College shall have inspection and audit rights to such records for a period of 3 years from final payment under this Contract. Records relating to any legal disputes arising from performance under this Contract shall be made available until final disposition of the legal dispute. If the audit reveals that Vendor owes the College any funds, Vendor shall pay for the audit and return all funds to the College immediately.

8. NONDISCRIMINATION.

The Vendor hereby assures that no person shall be excluded on the grounds of race, color, religion, national origin, disability, age gender, marital status, sexual orientation or any other basis prohibited by law from participation in, denied the benefits of, or otherwise be subjected to discrimination in any activity hereunder. The Vendor shall take all measures necessary to effectuate these assurances.

9. STATE OF FLORIDA PUBLIC ENTITY CONTRACTING PROHIBITIONS.

The Vendor represents, warrants and covenants that it is not currently and, throughout the term of this Contract, shall not be ineligible for the award of this Contract under Sections 287.133, 287.134 and 287.135, Florida Statutes. The Vendor understands and accepts that this Contract maybe void, voidable or subject to immediate termination by the College if the representation, warranty and covenant set forth above is violated. The College, in the event of such termination, shall not incur any liability to the Vendor for any work or materials furnished.

10. PUBLIC RECORDS/REQUEST FOR CONTRACTOR RECORDS.

The Vendor shall allow public access to all project documents and materials in accordance with the provisions of Chapter 119, Florida Statutes. Should the Vendor assert any exemptions to the requirements of Chapter 119 and related statutes, the burden of establishing such exemption, by way of injunctive or other relief as provided by law, shall be upon the Vendor and Vendor shall bear all costs and fees related to the same.

If the Vendor meets the definition of “contractor” under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, the Vendor must comply with public records laws, and shall:

- (a) Keep and maintain public records required by the College to perform the service.
- (b) Upon request from the College, provide the College with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Vendor does not transfer the records to the College.
- (d) Upon completion of the Contract, transfer, at no cost, to the College all public records in possession of the Vendor or keep and maintain public records required by the College to perform the service. If the Vendor transfers all public records to the College upon completion of the Contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the College, upon request from the College’s custodian of public records, in a format that is compatible with the information technology systems of the College
- (e) IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COLLEGE AT (954) 201-7639, LEGALSERVICES@BROWARD.EDU, OR 111 EAST LAS OLAS BOULEVARD, #523, FORT LAUDERDALE, FL 33301.

IN ADDITION, THE VENDOR ACKNOWLEDGES THAT THE COLLEGE CANNOT AND WILL NOT PROVIDE LEGAL ADVICE OR BUSINESS ADVICE TO THE VENDOR WITH RESPECT TO ITS OBLIGATIONS PURSUANT TO THIS SECTION RELATED TO PUBLIC RECORDS. THE VENDOR FURTHER ACKNOWLEDGES THAT IT WILL NOT RELY ON THE COLLEGE OR ITS COUNSEL TO PROVIDE SUCH BUSINESS OR LEGAL ADVICE, AND THAT THE VENDOR IS HEREBY ADVISED TO SEEK BUSINESS/LEGAL ADVICE WITH REGARD TO PUBLIC RECORDS MATTERS ADDRESSED BY THIS CONTRACT. THE VENDOR ACKNOWLEDGES THAT ITS FAILURE TO

COMPLY WITH FLORIDA LAW AND THIS CONTRACT WITH RESPECT TO PUBLIC RECORDS SHALL CONSTITUTE A MATERIAL BREACH OF THIS CONTRACT AND GROUNDS FOR TERMINATION PURSUANT TO PARAGRAPH 5.

11. NO WAIVER OF SOVEREIGN IMMUNITY.

Nothing contained herein shall be construed or interpreted as: (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida or the United States; (2) the consent of the State of Florida or their respective officers, employees, servants, agents, agencies, or public bodies corporate to be sued; or (3) a waiver of sovereign immunity of the State of Florida beyond the waiver under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Contract and shall be fully binding until such time as any proceeding brought on account of this Contract is barred by any applicable statute of limitations.

12. COLLEGE'S TAX EXEMPTION.

The Vendor shall not utilize the College's tax exemption certificate number issued pursuant to Sales and Use Tax Law, Chapter 212, Florida Statutes, when purchasing materials used to fulfill its contractual obligations with the College. The Vendor shall be responsible and liable for the payment of all applicable FICA/Social Security and other taxes resulting from this Contract.

13. ASSIGNMENT/GUARANTOR.

The Vendor shall not assign, delegate or otherwise transfer its rights and obligations as set forth in this Contract without the prior written consent of the College. Any attempted assignment in violation of this provision shall be null and void. The Vendor shall not pledge the College's credit or make the College a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. Pledging the College's credit shall also be construed to include the use of "factoring agents" or the practice of selling business accounts receivables to a third party at a discount for the purpose of obtaining funding which is also expressly prohibited.

14. FORCE MAJEURE.

Notwithstanding any provisions of this Contract to the contrary, the Parties shall not be held liable for any failure or delay in the performance of this Contract that arises from fires, floods, strikes, embargoes, acts of the public enemy, unusually severe weather, outbreak of war, restraint of government, riots, civil commotion, declared public health emergency restrictions, force majeure, act of God, or for any other cause of the same character which is unavoidable through the exercise of due care and beyond the control of the Parties. Failure to perform shall be excused during the continuance of such circumstances, but this Contract shall otherwise remain in effect.

15. AMENDMENTS.

This Contract may be amended only when reduced to writing and signed by both Parties.

16. ENTIRE AGREEMENT.

This Contract states the entire understanding and agreement between the Parties and no course or prior dealing, usage of the trade or extrinsic or parol evidence shall be relevant to supplement, vary or explain any term used with respect to this Contract. The acceptance or acquiescence of any course of performance rendered under this Contract shall not be construed as a waiver nor shall it be relevant to define or vary any term stated herein. This Contract shall inure to the benefit of and shall be binding upon the Parties, their respective assigns and successors in interest.

17. APPLICABLE LAW/VENUE.

The laws of the State of Florida shall govern all aspects of the Contract. In the event it is necessary for either Party to initiate legal action regarding the Contract, venue for all claims shall be in Broward County, Florida.

18. VENDOR NOT TO LIMIT WARRANTY.

The Vendor shall not limit or exclude any express or implied warranties and any attempt to do so shall render this Contract void, at the option of the College. The Vendor warrants that the services comply with the deliverables in the Statement of Work, and are expressly fit for their particular purpose, and are in accordance with industry standards.

19. TERMS/PROVISIONS.

Should any term or provision of this Contract be held, to any extent, invalid or unenforceable, as against any person, entity or circumstance during the term hereof, by force of any statute, law, or ruling of any forum of competent jurisdiction, such invalidity shall not affect any other term or provision of this Contract, and the Contract shall remain operable, enforceable and in full force and effect to the extent permitted by law.

20. STATEMENT OF SERVICES.

The Vendor shall, to the satisfaction of the College, fully and timely perform all work items described in the Statement of Work. As part of the services to be provided by the Vendor under this Contract, the Vendor shall substantiate, in whatever form reasonably requested by the College, the methodology, lab analyses, scientific theories, data, reference materials and research notes to formulate its opinions. This requirement shall survive the expiration or termination of this Contract. The Parties agree that time is of the essence in the performance of each and every obligation hereunder. It is the Vendor's responsibility to advise its employees or hired workers of the nature of the project, as described in the Contract and the Statement of Work attached hereto. The Vendor shall determine the method, details and means of performing the services, within the parameters established by the Statement of Work. The College may provide additional guidance and instructions to the Vendor's employees or hired workers where necessary or appropriate as determined by the College. The Vendor agrees to abide by any and all additional guidance and instructions.

21. COMPENSATION/CONSIDERATION.

The total consideration for all work required by the College pursuant to the Contract shall not exceed the amount indicated in the Statement of Work. Should the Vendor incur any travel expenses, payment for such travel will be in accordance with Section 112.061, Florida Statutes. The Vendor shall supply the College with receipts and supporting documentation for all reimbursable travel expenses. The Vendor, by executing the Contract, certifies to truth-in-negotiation, specifically, that wage rates and other factual unit costs supporting the consideration are accurate, complete and current at the time of contracting. If the total consideration for this Contract is subject to multi-year funding allocations, funding for each applicable fiscal year of this Contract will be subject to College Board of Trustees budgetary appropriation. In the event the College does not approve funding for any subsequent fiscal year, this Contract shall terminate upon expenditure of the current funding, notwithstanding other provisions in this Contract to the contrary. The College will notify the Vendor of the termination in writing.

22. INSURANCE.

The insurance requirements in terms of types of insurance and the amount of insurance will vary depending on the Statement of Work. The College will determine the amounts and types of insurance required, if any, for the work performed. The Vendor shall procure and maintain, through the term of this Contract, insurance coverage required by the College, each with a limit of not less than the following:

A. Commercial General Liability

1. Each Occurrence \$ 1,000,000
 2. Personal & Advertising Injury \$ 1,000,000
 3. General Aggregate \$ 5,000,000
 4. Products-Completed Operations \$ 2,000,000
- Policy must contain contractual liability coverage.

B. Automobile Liability \$ 1,000,000

Coverage required for all owned, non-owned and hired vehicles used in connection with this Contract.

C. Worker's Compensation in accordance with Florida Statutory limits and Employer's Liability Insurance.

D. Professional Liability

1. Per Occurrence \$ 1,000,000
2. General Aggregate \$ 2,000,000

E. Cyber Liability \$ N/A

F. Pollution Liability

1. Per Occurrence \$ 1,000,000
2. General Aggregate \$ 2,000,000

Coverage may be provided through a stand-alone Pollution Liability policy or added to the Commercial General Liability policy through endorsement.

The coverage required shall extend to all employees and subcontractors of the Vendor. The Vendor must provide a Certificate of Insurance completed in full, indicating the producer, insured, carrier's name, and Best rating, policy numbers and effective and expiration dates of each type of coverage required. The Certificate of Insurance shall be signed by an authorized representative and shall identify the College as an additional insured as required. No work is authorized until such time as the College has received a Certificate of Insurance in compliance with the above requirements.

23. OWNERSHIP OF WORKS.

If the Contract involves the creation or development of works entitled to intellectual property protection, such works shall be considered works for hire and ownership shall vest in the College. For all other works created or developed by Vendor under this Contract for the benefit of College which are either not eligible to be works for hire or are not eligible for intellectual property protection, Vendor hereby grants to College a perpetual, non-transferable, exclusive right to use, reproduce, perform, display, distribute copies and make derivative works of such works, as applicable. For purposes hereof, works includes, but is not limited to, all documents, technical reports, research notes, scientific data, computer programs, including the source and object code. Any equipment purchased by the Vendor with College funding shall be returned and title transferred from the Vendor to the College upon expiration or termination of the Contract.

24. COMPLIANCE/LICENSES.

Vendor agrees abide by all applicable federal, state and local laws, ordinances and regulations and all College policies, specifically including without limitation the College's sexual harassment policies and those pertaining to the privacy and use of student records, health information, and other College data. Vendor shall have all applicable governmental permits, licenses, consents, and approvals necessary to perform its obligations under the Agreement. This obligation shall specifically include, but is not limited to, Vendor's compliance with applicable export control laws, including the International Traffic in Arms Regulations (ITAR), the Export Administration Regulations (EAR), and the Office of Foreign Assets Control Regulations (OFAC). To the extent Vendor has access to College information, including without limitation financial, business, strategic, health or student records, Vendor agrees to maintain the confidentiality of such information and shall not disclose, discuss, or divulge any such information other than as directly and expressly required to fulfill Vendor's obligations under the Contract or as other required by law. The College shall consider the employment by any vendor of unauthorized aliens a violation of section 274(a) of the Immigration and Naturalization Act.

25. INDEPENDENT CONTRACTOR.

The Vendor shall be considered an independent contractor and nothing in this Contract shall be interpreted to establish any relationship other than that of an independent contractor between the Parties and their respective employees, agents, subcontractors or assigns, during or after the term of the Contract. Both Parties are free to enter into contracts with other Parties for similar services. The College assumes no duty with regard to the supervision of the Vendor and the Vendor shall remain solely responsible for compliance with all safety requirements and for the safety of all persons and property at the site of performance under the Contract. In the event the Vendor is a sole proprietor, the Vendor is responsible for submitting legally required tax returns to the Federal Government.

26. DISPUTES.

In the event a dispute arises which the Vendor and the College cannot resolve between themselves, the Parties shall have the option to submit to nonbinding mediation. The mediator or mediators shall be impartial, shall be selected by the Parties and the cost of the mediation shall be borne equally by the Parties. The mediation process shall be confidential to the extent permitted by law. Mediation shall not occur unless both Parties agree in writing.

27. FEDERAL FUNDS.

If the College has entered into an agreement with the United States of America, or any Department thereof, and this Contract is entered into with Vendor to further the performance of the work required in such federal agreement, Vendor shall comply with the terms required to be in all such contracts.

28. PCI DSS.

If Vendor's Services involves the acceptance of funds on behalf of the College or involve credit card services, Vendor shall be responsible for the security of all cardholder data in its possession. Vendor represents and guarantees that for the life of the Contract and/or while Vendor has involvement with cardholder data, the software and services used for processing transactions shall be compliant with standards established by the Payment Card Industry Security Standards Council (<https://www.pcisecuritystandards.org/>). Vendor shall, upon written request, furnish proof of compliance with the Payment Card Industry Data Security Standard (PCI DSS) within 10 business days of the request. Vendor agrees to provide to the College a current and complete copy of their Attestation of Compliance (AOC). Further, Vendor agrees to provide to the College proof of a recent (no more than 3 months old) passing quarterly external vulnerability scan as performed by an Approved Scanning Vendor (ASV) by the Payment Card Industry Security Standards Council.

29. E-VERIFY.

If the Vendor meets the definition of "contractor" under Section 448.095, Florida Statutes, in addition to other contract requirements provided by law, the Vendor shall register with and use the E-Verify system operated by the United States Department of Homeland Security to verify the work authorization status of all its employees hired during the term of this Agreement. The Vendor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement. The Vendor must provide evidence of compliance to the College as required under Section 448.095, Florida Statutes. Failure to comply with this provision is a material breach of the Agreement, and the College may terminate the Agreement at its sole discretion without liability. The Vendor shall be liable for all costs incurred by the College resulting from the Vendor's noncompliance with the requirements of this section.

30. CHANGE IN PERSONNEL.

The College may at any time and at its sole discretion request that the Vendor replace any Vendor personnel provided by the Vendor to work on this Contract if the College believes that it is in the best interest of the College to do so. The College may, but will not be required to, provide a reason for requesting the replacement of personnel. Such change in personnel shall be made immediately upon the College's written request for a change of personnel. The Vendor shall place the above language in any contract that it has with subcontractors. The Vendor will enforce the replacement of subcontractor personnel upon a request by the College.

31. BACKGROUND CHECKS.

This clause applies to long term Vendors working on site, including, but not limited to, Janitorial Services, Food Services and Security. In addition, this clause applies to Vendors providing childcare services, on site or off site. Vendor shall conduct thorough background checks for all of the Vendor's employees or hired workers who will be working on any College site. The background checks shall consist of education verification, a national criminal check for state and federal felonies and misdemeanors, and a check on immigration status in accordance with paragraph 29 (E-VERIFY). After reviewing the results of the background check, the Vendor shall determine whether the Vendor's employee and/or hired worker meets the necessary criteria for the position sought to be filled by the College. The College will rely on the Vendor's assessment of its employees' or hired workers' suitability to be hired for the position(s) sought to be filled by the College, based on the background check conducted by the Vendor. Prior to allowing any employees or hired workers to work on-site at College facilities, the Vendor will provide written verification to the College that a complete background check, as described above, was conducted for any such employee or hired worker. The Vendor will place the above language in any contract that it has with its subcontractors and is responsible for enforcement of this provision.

Vendor who has long term onsite workers performing work at College facilities agrees to be bound by the College policies and standards of conduct listed in the "Contractor Policy Code Acknowledgement Form," which is attached hereto and incorporated herein as Exhibit "B."

32. ANNOUNCEMENTS AND PRESS STATEMENTS.

No party shall, except with prior written consent of the other party on each occasion, make any press or media announcements concerning the Agreement or use the name, logos, or trademarks of any other party, or any version, abbreviation, or representation of them, in any advertising or other form of publicity or fundraising without the written permission of the party whose name, logo, or trademark is sought for use. In the case of the College, permission must be granted by the Department of Public Relations and Communications' designee, and in the case of the other party, permission must be granted by its authorized representative.

33. EMPLOYMENT BENEFITS.

Vendor expressly understands and agrees that Vendor, its officers, agents, and employees, are not entitled to any employment benefits from the College.

34. STOP WORK ORDER.

The College may order that all or part of the work stop if circumstances dictate that this action is in the College's best interest. Such circumstances may include, but are not limited to, unexpected technical developments, direction given by the College's Board of Trustees, a condition of immediate danger to the College, the Vendor or the public, or the possibility of damage to equipment or property. This provision shall not shift responsibility for loss or damage, including but not limited to, lost profits or consequential damages sustained as a result of such delay, from the Vendor to the College. If this provision is invoked, the College shall notify the Vendor in writing to stop work as of a certain date and specify the reasons for the action, which shall not be arbitrary or capricious. The Vendor shall then be obligated to suspend all work efforts as of the effective date of the notice and until further

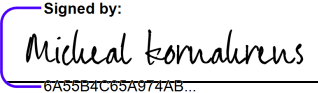

written direction from the College is received. If deemed appropriate by the College and in the event work is resumed, the College may amend this Contract to reflect any changes to the Statement of Work and/or the project schedule.

35. ADDITIONAL TERMS AND CONDITIONS.

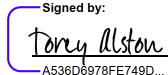
Parties shall initial here if there are any changes, deletions and/or additions to the terms and conditions and they are contained in Exhibit “C.”

College Vendor

FOR VENDOR USE ONLY

Vendor Name (type)	Advanced Roofing, Inc.	Tax ID No.	59-2360591
Authorized Representative	Michael Kornahrens	Title	Vice President
Address	1950 NW 22nd St. Fort Lauderdale, FL 33311	Telephone	954-522-6868
Signature of Vendor	<div>Signed by:  6A55B4C65A974AB...</div>	Date	1/9/2026
Attested By Name (type)	Faith Williams	Title	Witness
Signature of Attester		Date Signed	1/9/2026

FOR COLLEGE USE ONLY

College President Name	Torey Alston		
Signature	<div>Signed by:  A536D6978FE749D...</div>	Date	1/7/2026

APPROVED
By Kristina Raattama at 1:01 pm, Nov 24, 2025



Contract for Services

Statement of Work

Exhibit "A"

Vendor: Advanced Roofing, Inc.

This contract includes the terms and conditions and provisions of the solicitation Request for Proposals RFP-2025-164-OA – ROOFING SERVICES, with latest Amendments, and the Vendor's response/proposal dated September 18, 2025, with latest Amendments. In the event of any conflict and/or inconsistency between the contract documents, the order of precedence shall be as follows:

- 1) Contract for Services and Exhibits, with latest Amendments.
- 2) Amendments to the RFP document, if any, with the latest taking precedence and chronologically thereafter.
- 3) RFP document.
- 4) Amendments to the Vendor response/proposal, if any, with the latest taking precedence and chronologically thereafter.
- 5) Vendor response/proposal.

CONTRACT TERM. The contract commences on the contract commencement date and continuing for a period of three (3) years.

Contract Renewal(s). The term of the contract may, by mutual agreement between the College and the Vendor, upon final College approval, be renewed for three (3) additional one-year periods, and if needed, extended for 180 days beyond the expiration date of the final renewal period.

The College will, if considering renewal, request a letter of intent to renew from the Vendor prior to the end of the current contract period. The Vendor will be notified when the recommendation has been acted upon by the College.

ADDITIONAL PRODUCTS AND/OR SERVICES MAY BE ADDED OR DELETED. Although this Contract identifies specific products and/or services, it is hereby agreed and understood that products and/or services may be added to or deleted from this Contract at the option of the College upon 30 days written notice. During the contract term, if a need arises for a product and/or service not included in the resulting contract, the College may request a quote for a specific product and/or service. Additionally, the College reserves the right to purchase products and/or services throughout the term of this agreement from alternate contract sources when it is determined to be in the best interest of the College.

Additionally, the College may, upon mutual agreement with the Vendor, require, by written order, changes altering, adding to, or deducting from the contract specifications, provided that such changes are within the general scope of the contract.



PROBATION PERIOD. The first three months of the contract will be considered probationary. The probationary period may be extended for additional three-month periods if the College deems necessary. The College representative will notify the Vendor of any contract deficiencies verbally and in writing. The situation must be remedied within a time period relative to the gravity of the situation and the representative of the College shall be notified when corrections have been completed. If, in the opinion of the College, the deficiencies observed are not satisfactorily corrected within a reasonable amount of time, the College reserves the right to terminate the contract per the termination of contract provisions.

CONTRACT ADMINISTRATION. The responsibility and authority for the administration of this Contract shall be assigned to the Facilities Management Department, hereinafter referred to in this agreement as Contract Administrator. The Vendor will be required to appoint one or more primary account representatives to work with the College in the administration of this contract. In the event this representative does not meet the College's requirements, the Vendor agrees that it will assign a replacement immediately.

PRICING. All prices submitted under this contract shall be quoted F.O.B. destination, included delivery to any College site and shall be firm for the initial three (3) years of the contract. Furthermore, all prices shall include any and all other costs associated with the order. No increases or additional monies shall be owed or charged to the College during the course of the contract.

PRICE ADJUSTMENTS. Prices offered shall remain firm through each contract expiration date. If price adjustments are allowed, the Vendor may only request price adjustment at the time of invitation to renew contract, approximately sixty (60) days prior to contract expiration, or only during other approved periods. Requests for price adjustments shall be fully documented and shall not exceed the percentage of change in the applicable index, as determined by the College, established by the Bureau of Labor Statistics (www.bls.gov). In the event that the applicable index indicates a negative price trend, the College reserves the right to request a reduction in contract prices equal to the percentage of change. The College reserves the right to not grant price adjustments or to not renew any contract regardless of price considerations.

EQUITABLE ADJUSTMENT. The College may, in its sole and absolute discretion, after receipt of a written request therefor by the Vendor and any other documentation, data or information reasonably requested by the College including with respect to any material change in the allocation of rights, obligations, risks, and liability between the College and the Vendor and the financial, technical, construction, commercial, and economic viability of and consistency with the parties objectives and goals for the project, make an equitable adjustment in the Contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the Vendor's control, (2) the volatility affects the marketplace or industry, not just the particular Contract source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the Vendor that continued performance of the Contract would result in a substantial loss. The College shall, in its sole and absolute discretion, determine whether the aforementioned criteria have been met.



PURCHASE ORDERS. All purchase orders shall bear the contract number, shall be placed by the College directly with the Vendor, and shall be deemed to incorporate by reference the contract and solicitation terms and conditions. Purchase orders issued pursuant to this contract must be received by the Vendor in a timely manner. The Vendor is obliged to fill those orders in accordance with the contract's terms and conditions. Vendors are required to accept purchase orders specifying delivery schedules exceeding the contracted schedule even when such extended delivery will occur after expiration of the contract. The duration of purchase orders for recurring deliveries of commodities or performance of services shall not exceed the expiration of the contract by more than twelve months.

QUANTITIES. The quantities listed are estimated quantities to be ordered throughout the contract period for each item and are not a guaranteed. Actual quantities ordered throughout the contract period may be greater or lesser than the proposal estimates and shall be furnished at the fixed contract price. Purchases will be requested as needed throughout the contract period and as few as one each may be ordered at one time. The College reserves the right to increase or decrease the total quantities.

SCOPE OF WORK

1. OVERVIEW

Contractor shall provide all labor, materials, supplies, tools, equipment, etc. necessary or incidental for the proper completion of commercial roofing services in accordance with the College's scope of work, specifications, and unit price schedule issued with the solicitation, or as amended at college-wide locations as identified and described by the Facilities Department. The Contractor shall provide the services on an as-needed, when-needed, and project-by-project basis for both scheduled and emergency services based on the needs of the College, which will be described in subsequent Purchase Order(s) to be issued. The College's scope of work will be determined on a per project basis. If the parties cannot agree to the services/fees for the project, the College reserves the right to contract with another vendor for that project's services.

Contractor shall provide full turnkey professional design and construction services for roofing and building envelope waterproofing projects collegewide. These projects may include, but not limited to, the following:

- New Roof Installations
- Roof Replacements
- Roof Repairs
- Preventive Maintenance
- Corrective Maintenance

In addition to full professional design and construction services, projects may include, but are not limited to, the following:



- Site Analysis and Selection
- Roof Building Existing Conditions Documentation
- Roof Building Condition Surveys
- Safety and Security Assessments
- Florida Department of Education (FDOE) Documentation and Reporting
- Compliance with Broward College Design and Construction Standards, Broward College Building Official requirements, and the Florida Building Code

Services may be performed by in-house staff, subconsultants, or a combination thereof, to provide complete turnkey delivery of roofing projects. Deliverables may include, but are not limited to:

- Contractual drawings
- Shop drawings
- Material testing of existing roofs
- Engineering calculations
- Close out
 - Financials
 - Manuals (USB Drive)
 - As-Builds (USB Drive)

2. GENERAL REQUIREMENTS

Contractor must be competent in all matters of commercial roofing services, building envelope waterproofing, and related work. All work will be performed under the supervision of the Contractor's Project Manager. All work will be performed in a neat, timely, and professional manner.

As appropriate, the College may ask the Contractor to have a permanent on-site manager, depending on the size and complexity of the project. Contractor shall manage individual projects by providing a project schedule, approved by the College, per work order or per project.

Contractor must have immediate access to all equipment, tools, and personnel necessary to perform all functions of the repairs, maintenance, and installations the job may require. This includes but is not limited to bucket and aerial trucks, and interior lifts, to perform required work. Contractor must have the ability to perform related work on buildings ranging from one story up to twelve story structures.

All materials provided and work performed shall fully conform to all current applicable local, state, and Federal regulations and codes. All materials incorporated into the work shall be new, unless otherwise approved by authorized College personnel. Contractor shall follow the manufacturer's operating and maintenance instructions for all work performed. Contractor shall furnish at pre-commencement meeting satisfactory evidence as to the kind and quality materials and equipment.



Contractor shall make every effort to keep any interrupted normal operations to an absolute minimum and shall be coordinated with authorized College personnel.

3. CONTRACTOR REQUIREMENTS

- Be licensed/registered as required by the State of Florida.
- Work within budget constraints.
- Have ability in working effectively with diverse groups, including the ability to resolve programmatic conflicts.
- Meet with all engaged parties in the field to review the scope of work.
- Be familiar with current versions and amendments of State Requirements for Educational Facilities (SREF), Department of Education, Federal Emergency Management Agency (FEMA), and Florida Building Code requirements. Contractor will be required to follow FEMA regulations during Natural Disasters/Emergencies.
- Be familiar with, and have knowledge and understanding of, the College's Design and Construction Standards. These standards are available at the following link: https://www.broward.edu/about/community/facilities/_docs/design-and-construction-standards.pdf.
- Be familiar with Florida Statute 255.2575 Energy-Efficient and Sustainable Buildings.
- Provide full turnkey services to the College from operational offices located in Broward, Miami-Dade, or Palm Beach Counties, or another county if authorized/approved by the College.

4. LICENSE(S)

Contractor will be responsible for obtaining and paying for all necessary licenses and permits, and providing copies to College representative. Contractor will maintain all appropriate licenses and permits specified by Broward County and any appropriate agency of State of Florida, and shall provide copies of these licenses and/or permits to College upon request. Failure to maintain required licenses and permits shall be cause for termination.

Contractor must hold the following license that is valid and active:

- State of Florida Certified Roofing Contractor License issued by the State of Florida Construction Industry Licensing Board.

5. ESTIMATES

Contractor will provide written "Not to Exceed" estimates on all projects. This estimate will include the estimated number of hours, hourly rate, number and type of employees required, permitting, estimated material cost and completion date.



Estimates shall be itemized in accordance with items referenced in Exhibit A-1 Pricing. Any additional items required for installation/services not otherwise referenced shall be itemized separately on the estimate and shall be billed at Contractor's actual cost plus maximum of percentage mark-up provided in the contract. The Contractor must include a copy of the invoice showing materials purchased and Contractor's cost.

It will be the Contractor's responsibility to ensure they have all information to prepare accurate estimates.

6. MEASUREMENTS

Contractor is responsible for making an on-site measurement of the area to be serviced for all work assigned in order to determine exact requirements and provide a quote to the College based on the pricing submitted in the proposal. The Contractor shall be responsible for accuracy of field measurements. The Contractor shall investigate the location of the work and the conditions of the installation required. Any cost associated with this service shall be included in the pricing submitted for the proposal. At no time will the College pay for measurement, labor, or any other fees associated to providing a quote.

7. HOURLY RATE

Hourly labor rates categories are specified in Exhibit A-1 Pricing.

The hourly rate shall be all-inclusive and shall include full compensation for labor, tools, materials, supplies, ancillary items, equipment use, and any other cost to the Contractor to provide commercial roofing services including but not limited to maintenance, repair, and installation services in accordance with the requirements set forth in the solicitation. For labor in increments of less than ½ hour, established rate shall be prorated.

Unit prices must be inclusive of wages, overhead, profit, and general and administrative expenses.

Unit prices must be inclusive of response time, travel time from portal to portal, time for the preparation of estimates, supplying or acquiring materials, attending mandatory pre-job conferences, and the administration of the Agreement by the Contractor for the processing of submittals, shop drawings, permits, invoices or paperwork. There will be no separate charge to the College for any of these tasks. Unit prices billed must be for the hourly labor cost for actual work performed on job site only.

Note: Hourly rate will be calculated and start upon arrival and commencement of work at jobsite and terminate upon departure from jobsite. No hourly rate will be paid for travel time.



8. COST OF MATERIALS

To determine the cost of items that the Contractor may be required to provide for projects, Contractor must indicate the percentage of mark-up or discount over the manufacturer. The Contractor must submit with the invoice, copies of manufacturer's invoices to verify the percent on materials purchased for a College project. If the Contractor's cost on an item increases, the cost to the College would also increase, but the "percent of mark-up" shall not change. If, and when, this occurs the Contractor will be required to provide proof of the cost increase.

The College reserves the right to buy materials directly from suppliers for College projects.

9. BALANCE OF LINE

The "balance of line" shall include products and services that are not requested in the solicitation but are within the scope of products and services available from the Contractor. The College reserves the right to add these products and services to the awarded items. Additions shall be submitted as they occur. Deletions and discontinued items shall be reported by the Contractor as they occur. Refer to Exhibit A-1 Pricing for Maximum Percentage Markup on actual cost and Hourly Labor Rates which shall apply, as needed, to any Balance of Line items.

10. SITE INSPECTION

Prior to submitting its offer for any project, it is required that the Contractor visit the site of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials, and labor required. Contractor is also advised to examine carefully drawings and specifications and be thoroughly aware regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions.

When a potential project is defined, a quotation will be requested. Following the site inspection, quotations shall be submitted as directed and by the deadline specified. This quotation shall be based on the individual scope of work, proposal special conditions, proposal specifications, and all applicable regulations and codes, and submitted on forms required by the College, if any such forms.

11. MATERIALS

All parts and materials utilized by Contractor for projects under this contract shall be first grade products from a reputable manufacturer, shall be installed in compliance with the standards of good workmanship and shall be approved by the College prior to installation.



12. GENERAL LOCATION OF WORK

If property (public or private) is damaged while Contractor is performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the contractor in a manner acceptable to the College prior to the final acceptance of the work. Such property shall include but not be limited to: structures, parkways, sidewalks, curbs and gutters, driveways, walls, fences, water features, footings, underground utilities, sod, shrubs, and trees.

Contractor shall notify the requesting department in writing of the site having pre-existing damage to structures, parkways, sidewalks, curbs, roadways, swales, adjacent improvements, etc., before beginning work. Failure to do so shall obligate the Contractor to make repairs as stated above.

13. EMPLOYEES

Contractor shall be responsible for the appearance of all working personnel assigned to the project (clean and appropriately dressed at all times). Personnel must be able to supply proper identification at all times.

Contractor shall be responsible for working personnel's compliance with College Policies and Rules prohibiting smoking and consumption of alcohol and illegal drugs while on campus.

All employees of the Contractor shall be considered to be at all times the sole employees of the Contractor, under the Contractor's sole direction, and not an employee or agent of the College. Contractor shall supply competent and physically capable employees and the College may require the Contractor to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on work site is not in the best interest of the College.

Contractor shall assign an "On Duty" supervisor who shall be:

- on the worksite at all times, unless approved otherwise in writing by the College authorized representative;
- able to read, write, speak, and understand English;
- thoroughly knowledgeable of all plans, specifications, and other contract documents;
- have full authority to act for the Contractor;
- any work accomplished after 4:30 p.m. shall include a similar English-speaking team leader capable of carrying out assignments.

All personnel of the Contractor shall be clearly identified by uniform shirt or other prominent marking.



14. STORAGE OF MATERIALS

Contractor must provide for own storage of material and equipment, if needed. No on-site storage is permitted at the work area or other public areas.

15. PERMITS

Contractor shall obtain all required permits, licenses and certifications as may be required by Broward College, Federal, State and local laws, ordinances, rules and regulations, for the prior execution and completion of work under this contract.

All permitting is through Broward College's Building Code Official.

College pays permit fees, if any related to roofing and building envelope waterproofing services. All permits to be posted on job site.

Contractor shall arrange all inspections required by College Building Official and/or any governmental agency having jurisdiction over the work.

On completion of the work, furnish satisfactory evidence to the College that the work is acceptable to the regulatory authorities having jurisdiction.

16. PROTECTION AND SECURITY OF BUILDING AND PROPERTY

Contractor shall assume full responsibility and be held liable by the College for any and all damage or claim for damage, for injury to persons, property and equipment which might result from any services performed under this specification. The extent of this responsibility is not limited to only Broward College property but extends to any property including lease equipment on College locations.

Contractor shall be held liable by the College for damages caused by his employees to any equipment, apparatus or installed property in buildings in which work is performed under this specification. Work shall be carried on in such a manner that there will be no interruption of College business.

Contractor shall be responsible for all keys issued to them for the performance of their duties and will bear the cost of re-keying all areas required due to key loss. Re-keying will be done at the discretion of the College.

Contractor shall be solely responsible for pedestrian and vehicular safety and control within the work site and shall provide the necessary warning devices, barricades, and ground personnel needed to give safety, protection, and warning to persons and vehicular traffic within the area. All minimum safety standards required by Municipal, County, State and Federal ordinances and laws shall be strictly met by the Contractor.



Contractor shall make all necessary arrangements with the utility companies concerned for protection of their lines during the work period. Contractor shall exercise extreme caution to eliminate any possibility of damage to any utilities. Prior to commencing of any work at each site, Contractor shall locate and mark any existing gas lines, water lines, sprinkler heads, fire hydrants, sewers, septic tanks, drain fields, wells, drainage structures, telephone and power cables, buried markers and other utilities that may be endangered by or be a hazard to the miscellaneous repairs.

Contractor shall restore any damage to property to its original condition, at Contractor's expense, as acceptable to the College.

Contractor shall protect all existing and newly installed work, materials, equipment, improvements performed under this contract.

17. LEAD FREE MATERIALS

All materials supplied to the College must be 100% lead free. Contractor certifies that only materials or equipment that is 100% lead free will be supplied to the College.

18. SUSTAINABILITY FACTORS

The use of harmful chemicals should be minimized to reduce risks to health, safety, and the environment. The College shall promote and enforce the use of custodial chemicals & paints and coatings certified by Green Seal, Florida School Plant Management Association Environmentally Friendly Product or Low VOC List or on the State of Florida Climate Friendly Preferred Products List.

Environmental factors to be considered include, but are not limited to, the life cycle assessment of: pollutant releases, toxicity, especially the use of persistent, bio accumulative, and toxic (PBT) chemicals, fungicide, waste generation, greenhouse gas emissions, energy consumption, depletion of natural resources, impacts on biodiversity, giving preference to sustainable, reusable content, ecofriendly packaging and recycled materials over virgin materials, as well as to conserving water and energy.

Fiscal factors to be considered include, but are not limited to: product performance and quality, life-cycle cost assessment; lowest total cost, impact on staff time and labor, product vendors offering to take back the products they sell when they become obsolete.

19. WARRANTY

Contractor shall fully guarantee all items furnished hereunder against defect in material and/or workmanship for a period of one year from date of receipt by the College. Should any defect in materials or workmanship excepting ordinary wear and tear, appear during the warranty period, Contractor shall repair and replace same, at no cost to the College, immediately upon written notice from the College. In the event a dispute on requested



repairs between the College and the Contractor, the decision of the College shall be final and binding on both parties.

20. CLEANING UP

Contractor at all times shall keep the premises free from accumulation of waste materials and rubbish caused by their operations and from leaks and spillage from equipment. Upon completion of the work, Contractor shall remove all their waste materials and rubbish from and about the installation, as well as all their tools, equipment, machinery, and surplus materials, and shall clean all building surfaces and leave the work area clean.

21. DEBRIS, WASTE, AND CHEMICALS

Contractor shall be responsible for the prompt removal of all debris, which is a result of services. Contractor shall apply and dispose of all chemicals and waste in a manner that complies with all local, state and federal laws and regulations. Prior to acceptance of the work by the College, the Contractor shall remove from site all trash and debris and shall dispose of such materials at approved dump sites.

22. SUBCONTRACTING

Contractor may not subcontract any service, repair and preventative maintenance without the prior express written approval of the Facilities Contract Administrator or designee. If subcontractors are approved by the College, they must be in compliance with all licensing and certification requirements, as well as be in compliance with the security clearance established.

23. RESPONSE TIME

Due to the nature of the College's operational needs, Contractor understands and agrees that it may be necessary to perform certain service or repairs during non-normal work hours, including after 4:30 p.m., on weekends and on holidays. All work times shall be coordinated with the College.

Contractor shall provide a contact person to ensure twenty-four hours response. Contractor should submit and maintain a valid emergency list consisting of no less than three (3) local contact numbers for no less than three (3) company representatives to be submitted upon request.

24. PROTECTION OF EXISTING FACILITIES

Contractor shall take all necessary precautions during the period of the service to protect existing facilities from damage by workmen and shall repair or replace, at its; own expense, any damage to property caused by their employees or suppliers.



25. CONDITIONS FOR EMERGENCY / HURRICANE OR DISASTER (FORCE MAJEURE)

College facilities may include those that have received damaged from emergency/hurricane events. Contractor shall provide first-priority services to the College in the event of a hurricane, flood or other natural disaster. It is hereby made a part of this contract that before, during and after a public emergency, disaster, hurricane, flood or other force majeure that the College shall require a "first priority" basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public safety and health, as determined by the Vice President for Facilities Management or his/her authorized designee and/or Associate Vice President for Facilities Collegewide Maintenance. Contractor agrees to rent/sell/lease all goods and services to the College or other governmental entities, as opposed to a private citizen or corporation, on a first priority basis. The College expects to pay a fair and reasonable price for all products/services in the event of a disaster, emergency or hurricane. Awardee shall furnish a twenty-four (24) hour telephone number in the event of such an emergency.

Hurricane Response. A Contractor representative shall communicate via telephone, or report in person (if telephone service is down) as soon as possible after any severe weather activity, including tropical storms, or hurricanes in order to evaluate and delineate a plan to mitigate and repair any roof damages. The Command Center will be the conference room in Building 23, Central Campus, located at 3501 SW Davie Road, Davie, FL 33314. The alternate location is Building 42, North Campus, located at 1000 Coconut Creek Blvd, Coconut Creek, FL 33066.

(REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

RFP-2025-164-OA - ROOFING SERVICES**EXHIBIT A-1 PRICING**

Vendor: Advanced Roofing					
Item	Description	Labor Rate	Unit of Measure	Unit Price	Unit Price During Natural Disasters
1a	Roofing Foreman/Supervisor	Standard	Hourly	\$78.00	\$80.00
1b	Roofing Foreman/Supervisor	Overtime	Hourly	\$89.00	\$91.00
1c	Roofing Foreman/Supervisor	Weekends	Hourly	\$89.00	\$91.00
1d	Roofing Foreman/Supervisor	Holidays	Hourly	\$89.00	\$91.00
2a	Roofing Carpenter	Standard	Hourly	\$68.00	\$70.00
2b	Roofing Carpenter	Overtime	Hourly	\$78.00	\$80.00
2c	Roofing Carpenter	Weekends	Hourly	\$78.00	\$80.00
2d	Roofing Carpenter	Holidays	Hourly	\$78.00	\$80.00
3a	Roofing Laborer	Standard	Hourly	\$64.00	\$66.00
3b	Roofing Laborer	Overtime	Hourly	\$75.00	\$77.00
3c	Roofing Laborer	Weekends	Hourly	\$75.00	\$77.00
3d	Roofing Laborer	Holidays	Hourly	\$75.00	\$77.00
4a	Roofer Apprentice	Standard	Hourly	\$60.00	\$62.00
4b	Roofer Apprentice	Overtime	Hourly	\$71.00	\$73.00
4c	Roofer Apprentice	Weekends	Hourly	\$71.00	\$73.00
4d	Roofer Apprentice	Holidays	Hourly	\$71.00	\$73.00
5a	Metal Installer	Standard	Hourly	\$69.00	\$71.00
5b	Metal Installer	Overtime	Hourly	\$80.00	\$82.00
5c	Metal Installer	Weekends	Hourly	\$80.00	\$82.00
5d	Metal Installer	Holidays	Hourly	\$80.00	\$82.00
6a	Metal Installer Apprentice	Standard	Hourly	\$62.00	\$64.00
6b	Metal Installer Apprentice	Overtime	Hourly	\$70.00	\$72.00
6c	Metal Installer Apprentice	Weekends	Hourly	\$70.00	\$72.00
6d	Metal Installer Apprentice	Holidays	Hourly	\$70.00	\$72.00

RFP-2025-164-OA - ROOFING SERVICES
EXHIBIT A-1 PRICING

Vendor: Advanced Roofing					
Item	Description	Labor Rate	Unit of Measure	Unit Price	Unit Price During Natural Disasters
7a	General Laborer	Standard	Hourly	\$55.00	\$57.00
7b	General Laborer	Overtime	Hourly	\$62.00	\$64.00
7c	General Laborer	Weekends	Hourly	\$62.00	\$64.00
7d	General Laborer	Holidays	Hourly	\$62.00	\$64.00
8	Maximum mark-up on Contractor's actual cost for roofing parts, materials, supplies, etc. (shall not exceed 10%)		Percentage	9.50%	9.50%
9	Maximum mark-up on Contractor's actual cost for equipment rental (shall not exceed 10%)		Percentage	9.50%	9.50%
NOTES					
<p>1. Subcontracting/Specialty Contractors to be provided strictly on Cost Plus <u>Maximum</u> 10% Markup arrangement only.</p> <p>2. Labor hours are as follows:</p> <ul style="list-style-type: none">- Standard or Normal Hours - 7:30 a.m. to 4:30 p.m., Monday through Friday.- Overtime Hours - All hours other than standard or normal hours of 7:30 a.m. to 4:30 p.m., Monday through Friday.- Weekends - All hours on Saturdays and Sundays only.- Holidays - All hours on College observed holidays only.					



**Contractor Policy Code Acknowledgement
Exhibit "B"**

Name (Please Print): Advanced Roofing, Inc.

Contract/Work Order/Purchase Order (P.O.) # RFP-2025-164-OA – ROOFING SERVICES

Contractors, Vendors and Consultants (hereafter referred to collectively as "Contractor(s)") engaged to do business with Broward College ("College") using College equipment and/or working on College premises, property or facilities must comply with the rules and regulations of the College's Policies & Procedures.

As the Contractor's representative, without limitation thereto, I, Michael Kornahrens, Executive Vice President, (Contractor) acknowledge that I have received and reviewed the following:

- ✓ Sexual and Other Workplace Harassment Policy, No. 6Hx2-3.31.
- ✓ Sexual Harassment Procedure, Procedure Manual, No. A6Hx2-3.31.
- ✓ Discrimination, Harassment and Retaliation Policy, No. 6Hx2-3.34.
- ✓ Diversity and Inclusive Excellence Policy, No. 6Hx2-3.44.
- ✓ Workplace Violence Policy, No. 6Hx2-3.40.
- ✓ Drug Free Workplace Policy, No. 6Hx2-3.05.
- ✓ Alcohol on Campus Policy, No. 6Hx2-6.32.
- ✓ Tobacco-Free and Smoke-Free Environment Policy, No. 6Hx2-7.21.
- ✓ Traffic Rules on Campus, Policy No. 6Hx2-7.13
- ✓ Traffic Rules on Campus Procedure, Procedure Manual, No. A6Hx2-7.13

In the course of conducting business with the College, I understand that Contractors must be aware of and comply with the State of Florida Public Records Law (Chapter 119, Florida Statutes), the Government-in-the-Sunshine Law (Chapter 286.011, Florida Statutes) and the Code of Ethics (Chapter 112, Florida Statutes).

I am aware that Contractors are prohibited from soliciting or lobbying for additional work while engaged to do business with the College. I acknowledge that this behavior interferes with the efficient performance of my responsibilities under the terms of my contractual obligations with the College, and that it may provide me or my company with a competitive advantage. Both my employer and I understand that lobbying for additional work while under contract with the College may eliminate me and/or my company from award of future solicitations.

I recognize and understand that College IT resources, including but not limited to computers, telephones, radios, mobile phones and other communication systems and devices, are the property of the College, and should be used for the purposes of conducting bona fide College business only.

I recognize and understand that no remote access technology or device is to be attached to College IT resources or the information technology systems infrastructure to effect access without the express authorization of the IT Department Director or Information Technology Senior Advisor or their duly authorized delegates. Non-College equipment or other resources used by me to connect to College IT resources, systems or services will be subject to the same laws, rules and

regulations as College-owned IT resources.

I am aware that College IT resources are the property of the College, and as a result, I have no right to privacy or expectation of privacy when using and/or connecting to College IT resources. I am aware that the College may audit, access, and review all data and/or communications transmitted through or residing on College IT resources or any equipment or resources attached thereto, including e-mail and voicemail messages, at any time. I am aware that use of passwords or encryption does not restrict the College's right to access or disclose such communications, and that the College shall disclose the information to third parties as required by law.

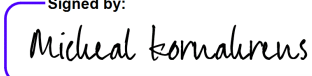
When authorized to do so, I accept all risks and responsibilities associated with using and/or connecting non-College resources or equipment to College IT resources. **In regard to such non-College resources or equipment, I agree to the following:**

- ✓ In the event of a security breach, I authorize the College to take immediate action to reduce the College's exposure.
- ✓ I further authorize the College to perform inspections as deemed necessary to ensure the safety and security of College data and/or IT resources, and to ensure that any software or other similar intellectual property is duly licensed for use.
- ✓ I understand the College will require virus-detection software in accordance with its own specifications, and I agree to comply.
- ✓ I indemnify and hold the College harmless from theft or damage incurred while on College properties or premises, subject to the terms of the Federal Tort Claims Act.

Information or work products or related derivative works developed by me specifically for the College, whether or not reduced to writing by me, constitute works made for hire to the extent permissible by law and will become the sole property of the College, including all intellectual property rights thereto. I acknowledge that the College claims sole ownership and rights to all such materials.

I am aware that the College's Policies and Procedures and any other College practices are subject to change or modification by the College, solely at its discretion, as deemed appropriate and necessary. I understand that no supervisor or other official of the College has the authority to enter into any agreement with Contractors, or to make any agreement contrary to the foregoing.

I acknowledge that I have read and understand the above, and I agree to accept the terms and conditions as a stipulation of my services or contractual obligations to the College. This Acknowledgement shall be considered an integral part of Contract/Work Order/P.O. # RFP-2025-164-OA – ROOFING SERVICES. Any violation of this Acknowledgement shall be considered a breach of the foregoing Contract/Work Order/P.O. as well as a violation of College policies. I am aware that if I violate these mandates, penalties may include disciplinary action up to and including immediate termination of my services and/or Contract/Work Order/P.O. with the College, and the College may pursue whatever other legal remedies are available to it pursuant to the terms of the Contract/Work Order/Purchase Order.

<u>Advanced Roofing, Inc.</u> Contractor Name (Print)		
<u>Michael Kornahrens, Executive Vice President</u> Authorized Representative (Print)	<div>Signed by:  <small>6A55B4C65A974AB...</small> Signature</div>	<u>1/9/2026</u> Date

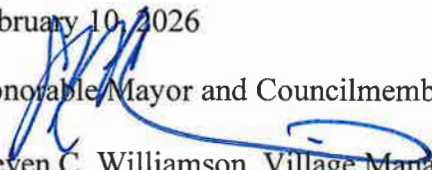


VILLAGE OF KEY BISCAINE

MEMORANDUM

Village Council
Joe L. Rasco, Mayor
Oscar Sardiñas, Vice Mayor
Michael F. Bracken
Franklin H. Caplan
Edward London
Nancy Stoner
Fernando A. Vazquez

Village Manager
Steven C. Williamson

DATE: February 10, 2026
TO: Honorable Mayor and Councilmembers
FROM:  Steven C. Williamson, Village Manager
RE: Manager's Report

1. REQUEST FOR A MOTION FOR RECONSIDERATION OF ITEM 9E ADOPTED AT THE JANUARY 13, 2026 REGULAR COUNCIL MEETING (Village Manager)

I am requesting a motion for reconsideration for the amendment added to Item 9.E., which requires a two-quote requirement for all purchases under \$6,000. This change creates unintended administrative burdens, slows routine operations, and offers little financial benefit, as staff already follows best-value purchasing practices. The intent of the original proposal, including raising the Village Manager's purchasing authority to \$60,000, was to simplify processes and modernize thresholds, with appropriate quote requirements applying at higher levels. I recommend rescinding the amendment for sub-\$6,000 purchases and managing these transactions through internal administrative policy to maintain efficiency while preserving strong cost controls.

(Exhibit A)

2. UPDATE ON SOLID WASTE REQUEST FOR PROPOSALS (RFP) (Chief Financial Officer Benjamin Nussbaum)

Staff is finalizing the Request for Proposals (RFP) for solid waste collection services. The RFP introduces two key changes from the current contract:

- **Contract Term:** The RFP proposes a longer contract term to improve pricing stability, support long-term financial planning, and encourage more competitive bids by allowing vendors to spread capital and startup costs over a longer period.
- **Collection Method:** The RFP transitions the Village to curbside collection, consistent with the most recent resident solid waste survey (attached), in which approximately 65% of respondents preferred curbside service. To ensure accessibility, the RFP also provides assisted or manual collection for residents with documented physical needs or disabilities.

(Exhibit B)



VILLAGE OF KEY BISCAIYNE

3. 2026 VILLAGE LEGISLATIVE AGENDA UPDATE (Village Manager)

Summary of Tallahassee Visit (January 20–22, 2026)

Mayor Rasco and Village Manager Williamson traveled to Tallahassee from January 20 to January 22 for meetings with state legislators, statewide municipal organizations, and key state agency leaders. The visit successfully advanced several major Village priorities related to coastal protection, stormwater resilience, and community services.

The Mayor and Manager met with its legislative partners, the Florida League of Cities, Resiliency Florida, the Florida Shore and Beach Preservation Association, and senior personnel from the Florida Department of Environmental Protection and the Florida Division of Emergency Management. Topics included beach management, stormwater infrastructure, state grant funding cycles, and long-term resilience planning.

We confirmed that the State Budget for Fiscal Year 2026–2027 will include \$1.12M in dedicated funding for Key Biscayne beach renourishment. The Village also received strong indications that it will receive a \$10M Resilient Florida grant for construction in Zone 1 of the Resilient Infrastructure and Adaptation Program (RIAP). All preparations are complete to open this year's \$20M portion of the \$60M Clean Water State Revolving Fund loan that will also support Zone 1 construction.

We learned from FDEM that the Benefit Cost Analysis for the Hazard Mitigation Grant Program application for the Garden District Stormwater Project has been approved. If awarded through Phase 2, this grant will fund 90% of the project cost of \$15M. However, the Village was advised that Hazard Mitigation Grant Program awards are undergoing heightened review at the highest levels of the US Department of Homeland Security.

All four Village FY26-27 appropriations requests have been taken up by Senator Alexis Calatayud. Representative Mike Redondo (House District 118) will carry the companion bills in the House for the Village this year.

We also discussed proposed statewide property tax reforms and expressed concerns about the potential impacts on Key Biscayne, which relies on property taxes for approximately 71% of its revenue. Any referendum that passes with significant reductions would affect Village operations, infrastructure investments, and quality-of-life services for residents.

The Village also emphasized the need to address zoning restrictions established in last year's Senate Bill 180. Senate Bill 840 appears positioned to serve as the corrective legislation. Staff will continue tracking this bill along with others related to the local business tax, stormwater regulation, beach management, and statewide water resource management.



VILLAGE OF KEY BISCAINE

Village FY26-27 State Appropriation Requests:

Garden District Flood Mitigation: This \$15M project enhances drainage, constructs a new stormwater pump station, and addresses chronic flooding. The Village requests \$750K from the State with a \$750K local match. These funds would serve as the local match for the project's FEMA HMGP grant request.

Seniors Programming: This \$265K initiative supports recreational, educational, and assistance programs for residents age 60 and older. The Village requests \$125K from the State and provides a \$140K local match to sustain essential senior services.

Offshore Barrier Reef Project: This \$1.25M project supports preliminary study and design for a submerged offshore reef to reduce beach erosion and strengthen long-term shoreline protection. The Village requests \$500K from the State and commits a \$750K match, of which \$412,500 was just approved through community project funding in the FY26 federal budget. The Village's residual match would be \$337,500.

Beach Access Pathway: This \$350K project constructs a required public access route (vicinity Commodore Club South and Island House) protecting dunes and endangered species habitat while restoring eligibility for the US Army Corps of Engineers funding for federal coastal protection programs. The Village requests \$175K from the State with a \$175K local match.

Village FY26 Federal Appropriations Request:

Zone 1 Flood Reduction and Water Quality Improvements Project: The Village of Key Biscayne has secured \$2M in federal funding to advance the Zone 1 Flood Reduction and Water Quality Improvements Project near the Key Biscayne K-8 Center School. This effort is part of a broader upgrade that expands drainage capacity, upgrades outfalls, and constructs a new pump station with stormwater treatment. These improvements will reduce chronic flooding around the school and nearby homes while improving water quality entering Biscayne Bay, accelerating work in one of the community's most flood-prone areas.

Offshore Barrier Reef Project: This \$1.25M project supports preliminary study and design for a submerged offshore reef to reduce beach erosion and strengthen long-term shoreline protection. The Village just received approval for FY26 federal community project funding of \$412,500, will continue its request for \$500,000 from the State, and will commit a \$337,500 match.

Village FY27 Federal Appropriations Request:

Garden District Flood Mitigation: This \$15M project addresses chronic flooding affecting roughly 5,000 residents in 1,500 multi-family units. The Village requests \$5M in federal funding to construct four pressurized drainage lines, a new stormwater pump station with backup power, and complete critical system connections. This investment improves public safety, protects homes and infrastructure, reduces emergency response costs, and strengthens long-term community resilience.



VILLAGE OF KEY BISCAINE

Offshore Barrier Reef Project: The \$1.25M Offshore Barrier Reef Project advances feasibility, preliminary design, and testing of a hybrid offshore reef system that reduces erosion, strengthens storm surge protection, restores marine habitat, and lowers long-term beach renourishment costs. The Village recently secured \$412,500 through Community Project Funding in the FY26 federal budget, and now seeks federal support in FY27 to complete the remaining \$337,500 local match

Key Biscayne USACE CSRM Feasibility Study: The Village requests \$1.1M in FY27 federal appropriations to fully fund the U.S. Army Corps of Engineers' remaining portion of the Coastal Storm Risk Management Feasibility Study. The total study cost is \$5.2M, with \$3M already allocated. The remaining \$1.1M non-federal share will be jointly covered by Miami-Dade County and the Village. Completing the study is essential to restore the project's full scope, maintain schedules, and meet WRDA 2028 authorization deadlines for our storm high-risk coastal community.

4. YEAR IN REVIEW (Communications and Community Outreach Manager Jessica Drouet)

Now in its third year, the Village's Year in Review booklet captures the progress, projects, and achievements of the past year; organized by goal and driven by community priorities. Created entirely in-house, and available at the State of the Village address, the Community Center, the Village Manager's Office lobby, and the Chamber of Commerce, it reflects the importance of documenting our work, celebrating accomplishments, and recognizing the collective effort that keeps Key Biscayne moving forward.

(Exhibit C)

5. CIP FY26 MONTHLY REPORT (CIP and Grants Manager Colleen Durfee)

(Exhibit D)

Steve Williamson

From: Steve Williamson
Sent: Wednesday, January 14, 2026 6:42 PM
Cc: Benjamin Nussbaum, CPA, CGMA, CPPT; Chad Friedman
Subject: Follow Up on Amendment to Manager and Informal Purchase Limits

Good Evening Mayor Rasco and Councilmembers,

I want to provide a brief follow-up regarding last night's amendment to our request to increase the Manager's purchasing authority and the informal purchasing limits. The amendment proposed by Council added a requirement for purchases under \$6,000 to include two quotes. After discussing the operational impacts with staff this morning, it appears this change has created unintended consequences that run counter to the original purpose of the proposed modification.

The intent behind the changes was to simplify our purchasing operations while adjusting thresholds to account for inflation, particularly by updating the Village Manager's purchasing authority to \$60,000. Requiring two quotes at that level is both reasonable and consistent with standard practice, with exceptions only for emergency or urgent needs or when a firm provides a unique capability. However, an inadvertent misunderstanding extended the two-quote requirement to all purchases, including those under the \$6,000 informal solicitation threshold.

This has had the opposite effect of what was intended:

- The new requirement increases accounting and reporting burdens on operational staff as well as on the finance and procurement team.
- For purchases below \$6,000, the two-quote requirement will slow daily operations, delay response times, and negatively affect customer service.
- The impact on cost control at this scale is minimal, as we already follow an established practice of seeking best-value purchasing, which considers cost, time to acquire, and product quality and suitability.
- Requiring multiple quotes for micro-purchases adds administrative effort without producing meaningful financial benefit.

Given these issues, I would like to bring back a request to rescind the amendment related to sub-\$6,000 purchases and instead implement an internal administrative policy directing staff to continue shopping for best value. This approach fulfills the original goal of simplifying operations while maintaining appropriate cost controls for purchases above \$6,000, where obtaining three quotes is our standard practice.

If Council agrees, I will prepare the necessary item for the next council agenda.

I appreciate your continued confidence in me, our finance and procurement team, and all operational staff as we work together to be responsible stewards of Village resources and consistently pursue best-value purchasing.

Sincerely, Steve



Steven C. Williamson

Village Manager

e: swilliamson@keybiscayne.fl.gov

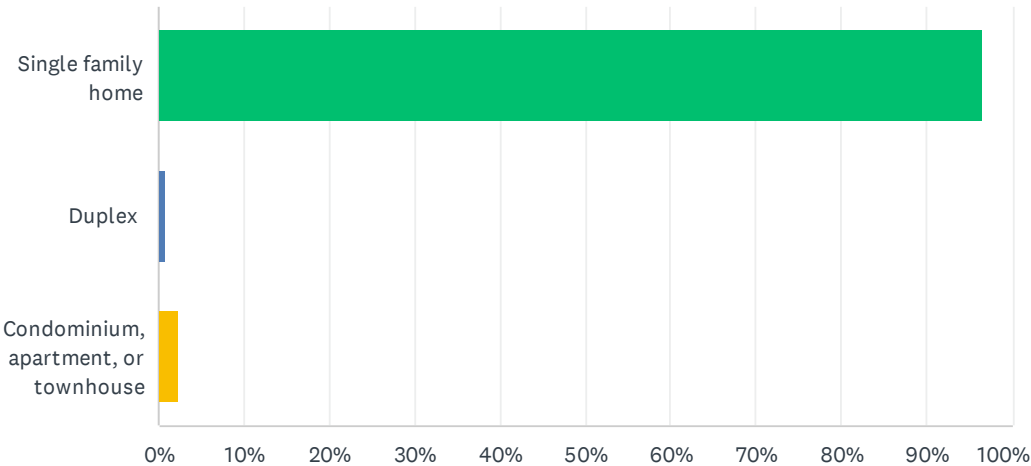
o: 305-365-5514



Village of Key Biscayne
88 W McIntyre St, Suite 210
Key Biscayne FL, 33149

Q1 What type of home do you live in?

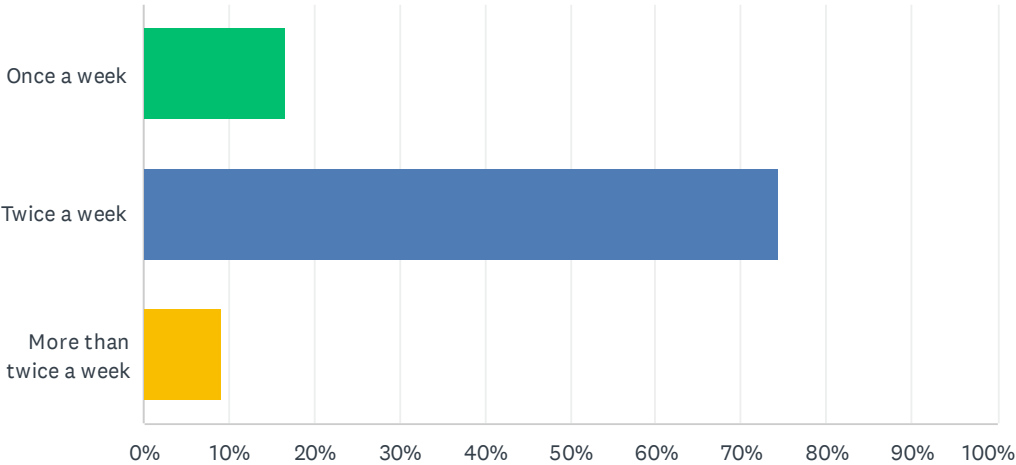
Answered: 210 Skipped: 0



ANSWER CHOICES	RESPONSES	
Single family home	96.67%	203
Duplex	0.95%	2
Condominium, apartment, or townhouse	2.38%	5
TOTAL		210

Q2 How often do you believe you should have your solid waste (regular garbage) collected?

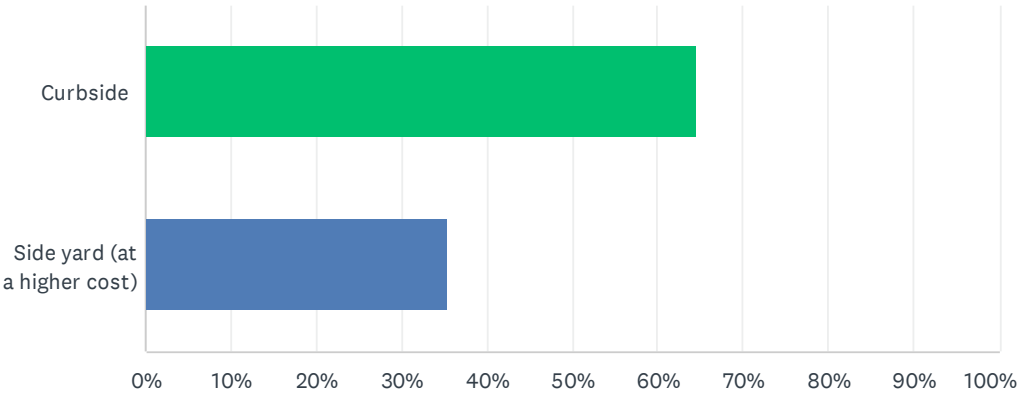
Answered: 187 Skipped: 23



ANSWER CHOICES	RESPONSES	
Once a week	16.58%	31
Twice a week	74.33%	139
More than twice a week	9.09%	17
TOTAL		187

Q3 Which of the following options would you prefer for your solid waste(garbage) and recycling collection service? Please note that per ADA compliance, residents with disabilities may be given special accommodations with regard to placement.

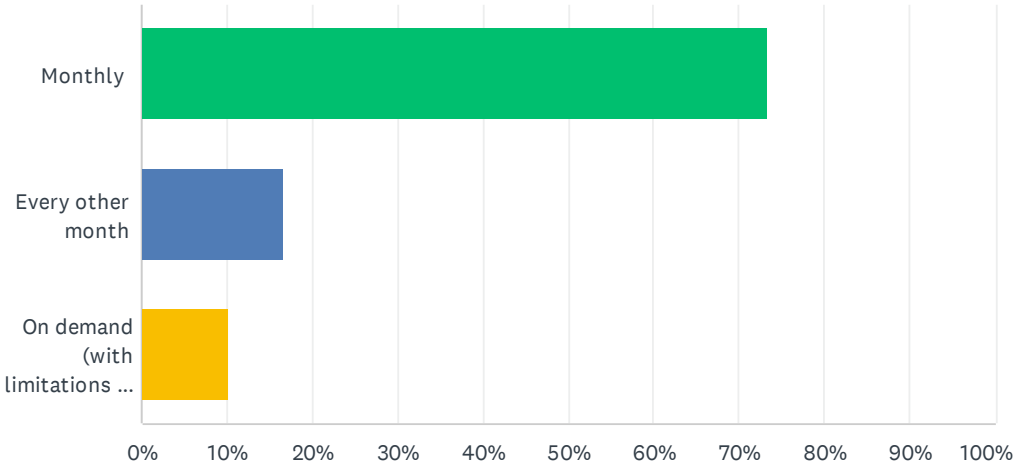
Answered: 187 Skipped: 23



ANSWER CHOICES		RESPONSES	
Curbside		64.71%	121
Side yard (at a higher cost)		35.29%	66
TOTAL			187

Q4 Do you prefer a regular bulk waste service or an on-demand bulk waste service?

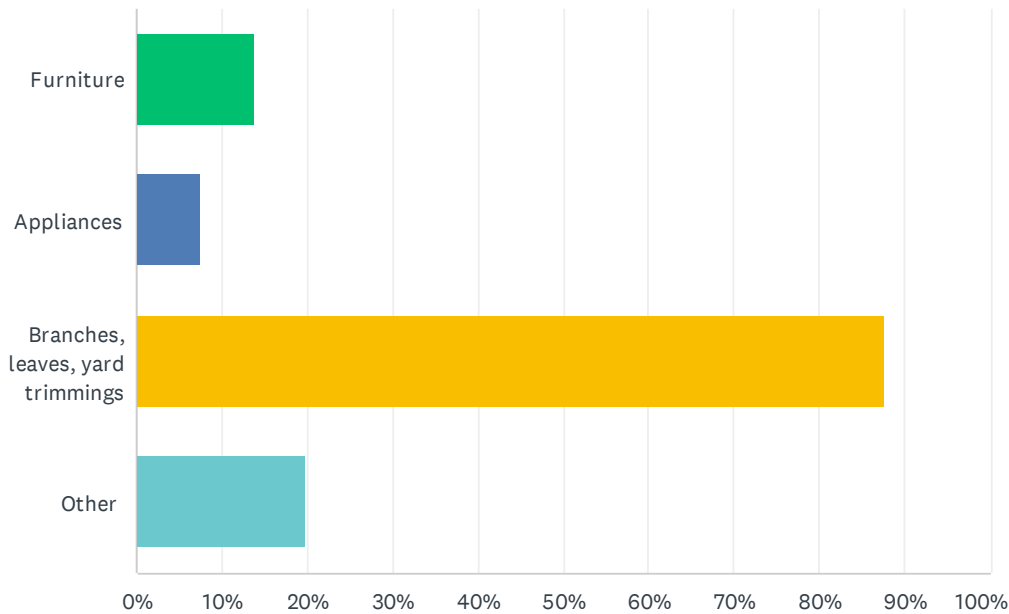
Answered: 187 Skipped: 23



ANSWER CHOICES	RESPONSES	
Monthly	73.26%	137
Every other month	16.58%	31
On demand (with limitations on frequency)	10.16%	19
TOTAL		187

Q5 What makes up the majority of your bulk waste collection?

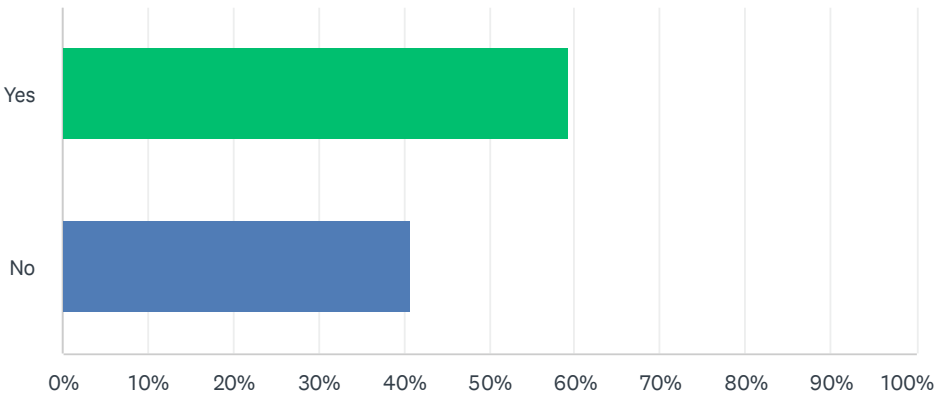
Answered: 187 Skipped: 23



ANSWER CHOICES	RESPONSES	
Furniture	13.90%	26
Appliances	7.49%	14
Branches, leaves, yard trimmings	87.70%	164
Other	19.79%	37
Total Respondents: 187		

Q6 With respect to yard trimmings, do you make use of the yard wasteservice that allows you to throw away yard trimmings with your weeklysolid waste?

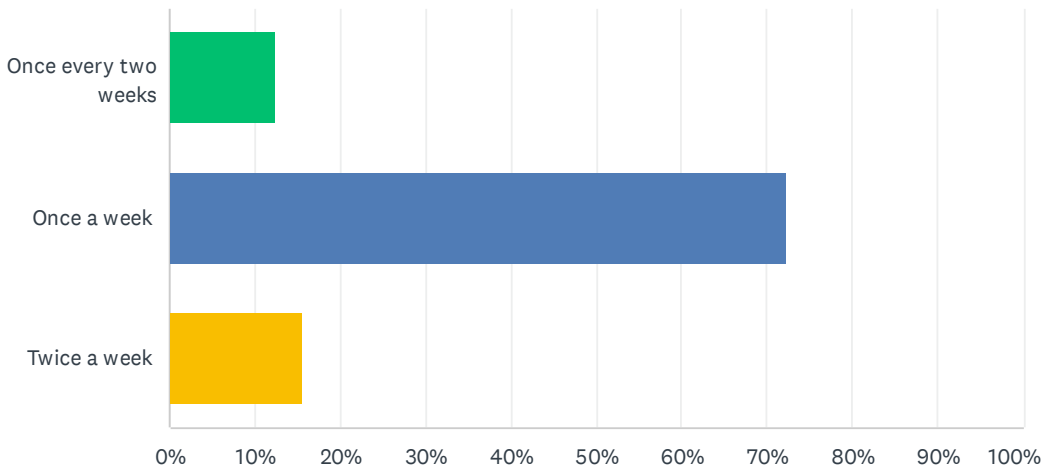
Answered: 187 Skipped: 23



ANSWER CHOICES	RESPONSES	
Yes	59.36%	111
No	40.64%	76
TOTAL		187

Q7 How often do you believe you should have your recycling collected?

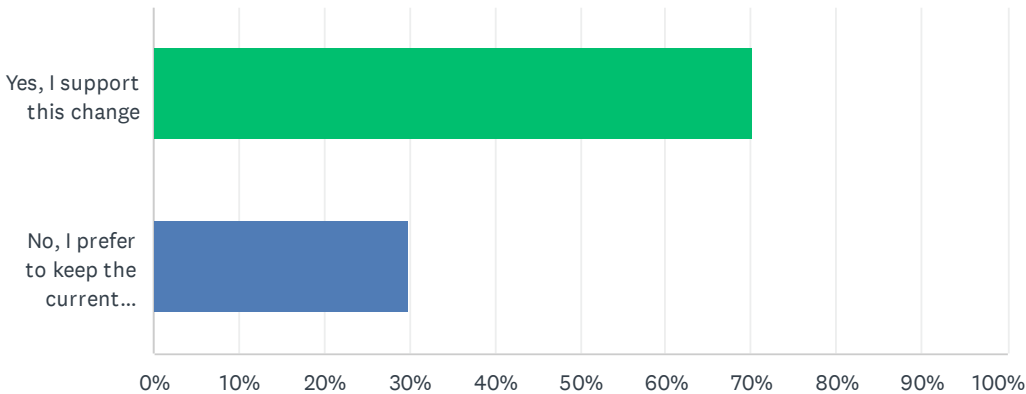
Answered: 187 Skipped: 23



ANSWER CHOICES		RESPONSES	
Once every two weeks		12.30%	23
Once a week		72.19%	135
Twice a week		15.51%	29
TOTAL			187

Q8 Would you support limiting recycling collection to aluminum, tin, cardboard, and plastic to improve overall recycling efficiency by reducing contamination in our recycling system?

Answered: 187 Skipped: 23



ANSWER CHOICES	RESPONSES	
Yes, I support this change	70.05%	131
No, I prefer to keep the current recycling program	29.95%	56
TOTAL		187

**Q9 Share any additional comments or feedback on solid waste collection.
If your comment is location-specific, please consider including your
address.**

Answered: 90 Skipped: 120

VILLAGE OF KEY BISCAYNE



2025 A YEAR
IN REVIEW

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VILLAGE OF KEY BISCAYNE

VISION

A safe, thriving and vibrant “Island Paradise” with a unique and enduring village ambiance and lifestyle.


MISSION

Providing a safe, quality community environment for all islanders through responsible government.

VALUES

- Residents First
- Teamwork Always
- Stewardship Matters
- Pursuing Excellence
- Empowered to Act





The Village of Key Biscayne is a close-knit island community that values its traditions while embracing innovation. Since incorporation in 1991, our local government has ensured resident voices are heard and built strong partnerships that support our needs, foster collaboration, and deliver results.

A small island with big ambitions - together, we rise to meet them.

MESSAGE FROM THE VILLAGE MAYOR

This year has been full of achievements and celebrations—from a new playground area and renovated field spaces to a new movie theater and more. We've made great strides in maintaining and repairing our Village facilities, ensuring that Key Biscayne continues to offer safe, vibrant, and high-quality spaces for our residents and visitors. The progress we've made has built real momentum, and we are moving forward with purpose and confidence.

We remain focused on our top priorities, including advancing resiliency projects to reduce flooding, improving our stormwater system, and burying our power lines.

Our work with partners across the county continues to bring forward-thinking solutions in traffic management, infrastructure planning, and collaborative initiatives that benefit the entire community.


At the same time, we are expanding recreational spaces and programming to engage our active residents, creating even more opportunities for connection, fun, and community growth.

As I enter my final year serving as your Mayor, I am deeply grateful for the opportunity to help shape a strong and lasting future for Key Biscayne.



"With such a dedicated staff, outstanding facilities, and a community that values family, faith, and friendship, there is no limit to what we can achieve together. By working hand in hand, we can continue to make Key Biscayne an even stronger, more vibrant, and welcoming place for everyone."

Joe I. Rasco



This upcoming year builds upon our commitment to invest wisely and serve proudly. We meet resident expectations while managing public resources with integrity and purpose.

We will continue to be budget- and tax-conscious while raising the bar on service.

That means enhancing programs, maintaining parks and facilities, and planning for a future that adapts to a rapidly changing world full of challenges and opportunities.

Together, we strive to exceed expectations and keep Key Biscayne the best place to call home.

MESSAGE FROM THE VILLAGE MANAGER

Now in my fifth year as your Village Manager, I want to express my sincere gratitude for the privilege of serving this thriving and vibrant community. Key Biscayne truly is an Island Paradise: distinct, unmatched, and defined by the close-knit spirit that makes it such a remarkable place to call home.

Guided by the values of Residents First, Teamwork, Stewardship, Excellence, and Empowerment, the Village staff and I dedicate ourselves to listening, responding, and working diligently to meet the needs and expectations of our community. I want to thank the Village Council for its leadership and our dedicated staff for their hard work and professionalism.

As we continue addressing critical stormwater and causeway infrastructure needs, we stay focused on maintaining our roadways, utilities, and facilities; enhancing our parks, athletic fields, beaches, and civic spaces; and delivering the high-quality services our residents rely on. Looking ahead, we are committed to preserving the character and quality of our Village while planning for a stronger, more thriving future.

Your engagement and participation are essential to ensuring that Key Biscayne remains a safe, vibrant, and exceptional community for all.



"I invite you to join us and be an active participant in our community. Enjoy your Village, be part of the solutions, and engage with us through volunteering and attending Council and community meetings. Sign up for Village Connect and the Village Information Network System messages, stay informed, and share your feedback with us. We are here to listen."

Steve Williamson

VILLAGE OF KEY BISCAYNE

12 new playground features and **8** new swings

5,720

Cubic yards of seaweed removed from the beach

2,842

Construction Site Inspections

116,412

Total passengers transported by 9 Freebees

2.8846

Lowest overlapping millage rate in all of Miami-Dade County

33%

Reduction in overall crime

15,631

Instagram followers for VillageofKeyBiscayne, KeyBiscayneCommunityCenter, KeyBiscayneFireRescue and KeyBiscaynePolice

1,100

Runners participated in 48th annual Key Biscayne Lighthouse Run

221

Civil Violation Notices

600

Pumpkins painted at Fall Festival

\$17M

Grant Funding Secured

510

Patients transported by the Key Biscayne Fire Rescue Department

2025: BY THE NUMBERS

134

Nighttime beach inspections

4,671

Village Resource Office and
School Resource Officer
Engagements

684

Beacon of Hope
camp & field trip
registrations

1,995

Calls for service
responded to by
Key Biscayne
Fire Rescue

6,426

Senior lunches
served

100%

Cleaning of the Village's 743 catch basins,
333 manholes, 14 outfalls and 41 pollution
control boxes to reduce flooding

41,705

Calls for service
responded to by
Key Biscayne Police
Department

370

Purchase Orders
Created adding
accountability and
efficiency

10,000

New plantings
in our medians
and parks

149

Trees planted as part
of Miami-Dade
County's Neat
Streets Miami
program

275

CPR certifications issued
through 59 CPR classes.

17,800

Square yards of
streets resurfaced

ELECTED & APPOINTED OFFICIALS



Joe I. Rasco, Mayor

Oscar Sardiñas, Vice Mayor

Michael Bracken, Councilmember

Franklin H. Caplan, Councilmember

Edward London, Councilmember

Nancy Stoner, Councilmember

Fernando A. Vazquez, Councilmember

Steve Williamson, Village Manager

Jocelyn Brewster Koch, Village Clerk

Weiss Serota Helfman Cole & Bierman, Village Attorneys



STRATEGIC GOALS

The Village of Key Biscayne is committed to “doing things right” by providing superb resident and business services to maintain a safe, vibrant, and thriving Island Paradise. Under the direction of the Village Manager, our team is guided by the strategic framework known as **STEARright**, which includes five core delivery-driven goals complemented by two supporting goals. These goals are designed to address both immediate needs and long-term priorities, aligning with the Village’s overall vision.



Safe & Secure Village



Thriving & Vibrant
Community & Local Marketplace



Engaging & Active Public Spaces
& Community Programs



Accessible, Connected & Mobile
Transportation Network



Resilient & Sustainable Infrastructure &
Environment

DOING THINGS RIGHT

The Village of Key Biscayne strives to excel at providing residents with exceptional service and meaningful experiences. This is achieved by ensuring the community receives first-class services and programs by providing:



Effective & Efficient
Government Services



Communicating & Collaborating
with Community & Partners



SAFE & SECURE VILLAGE



Key Biscayne is recognized as one of Florida's safest communities, supported by strong leadership, proactive policies, and highly responsive Police and Fire Rescue teams. First responders protect the Village by land and sea, while emergency management efforts prioritize preparedness, communication, and rapid response.

- Expanded traffic education, enforcement, and engineering to slow speeds and improve safety for residents, students, and visitors.
- Added a new rescue truck to the Fire Rescue fleet, expanding response capacity and reducing response times.
- Installed school zone speed cameras on Harbor Drive, increasing compliance and protecting students.
- Conducted joint air rescue training with Miami-Dade Fire Rescue, improving coordination and readiness.
- Implemented a new Oracle-based police records system, improving reporting accuracy and response efficiency.
- Appointed new Fire Chief and Deputy Chiefs and welcomed new Medical Directors, ensuring leadership continuity and medical oversight.
- Strengthened Village Hall security with upgraded access controls while maintaining public access.
- Developed a countywide Fire Food Truck Inspection website, streamlining inspections and strengthening safety compliance.
- Added new beach and Beach Park cameras, increasing visibility and deterring crime.
- Equipped first responders with grant-funded equipment, enhancing emergency preparedness.
- Trained more than 200 young women through VRO-led RAD programs, building confidence and real-world self-defense skills.
- Completed Fire Station facility upgrades, supporting firefighter wellness and operational readiness.
- Upgraded the Fire Station generator transfer switch, improving reliability during power outages.
- Reduced motor vehicle thefts by 42% and overall crime by 33%, demonstrating the impact of proactive prevention and enforcement.



THRIVING & VIBRANT COMMUNITY & LOCAL MARKETPLACE

A strong mix of residential charm, natural beauty, and a lively commercial sector fuels Key Biscayne's vibrant local economy. The Village supports businesses through efficient permitting, modernized building approvals, and responsive code compliance. Partnerships with schools, clubs, and community institutions strengthen local connections and support a dynamic, welcoming marketplace.

- Expanded the Village's tree canopy by planting 149 trees through the NEAT Streets Grant, increasing shade and long-term environmental benefits.
- Implemented a short-term rental enforcement system, protecting neighborhood quality of life and ensuring compliance.
- Issued 2,538 permits, completed 5,948 plan reviews, and conducted 8,869 inspections, supporting responsible development with strong oversight.
- Approved two site plans and seven variances, enabling thoughtful growth while preserving Village character.
- Adopted 10 ordinances, including a Comprehensive Plan amendment, guiding the Island's long-term future.
- Advanced stormwater infrastructure design at Harbor Park and Beach Park, protecting public assets and recreation.
- Issued 40 stop-work orders, enforcing safe and compliant construction practices.
- Continued regional coordination to improve safety, traffic flow, and conditions along the Rickenbacker Causeway.
- Strengthened internal expertise with 15 FABTO certifications, improving accuracy, consistency, and service delivery.
- Enhanced public spaces with the Chamber Theater installation, creating a new cultural gathering place.
- Renovated all Bedia Plazas through Arts in Public Places, elevating everyday community spaces.
- Issued 1,144 Business Tax Receipts, generating \$17,120 in revenue while supporting local businesses.
- Helped launch the community garden, fostering sustainability, community connection, and shared stewardship.
- Completed 661 flood and zoning plan reviews, ensuring development aligns with resilience goals.





ENGAGING & ACTIVE PUBLIC SPACES & COMMUNITY PROGRAMS

Beautiful beaches, parks, and recreational facilities make Key Biscayne an active and connected community. The Village maintains and renovates parks, while the Community Center offers athletic, cultural, and educational programs for all ages. Signature events and inclusive programming foster wellness, engagement, and a strong sense of community.



- Completed major recreational upgrades, including St. Agnes artificial turf and new basketball courts and scoreboard at Key Biscayne K-8 Center, expanding quality play spaces.
- Renovated the under-5 playground, creating a safer and more engaging environment.
- Established health and wellness partnerships with UM Miller School of Medicine, McKnight Brain Institute, and Mercy Hospital, strengthening senior services and regional connections.
- Refreshed Community Center spaces, including Island and Lighthouse Rooms, and installed new elevator flooring.
- Boosted program satisfaction through increased promotion and engagement.
- Strengthened youth athletics with the usage fee, reinvesting in fields and facilities.
- Increased promotion of athletics led to a 20% rise in baseball and flag football enrollment and sold-out volleyball and older basketball divisions, fostering healthy youth activity.
- Expanded adult recreation with indoor and outdoor soccer and fitness programs.
- Partnered with the City of Miami to explore additional playing fields on Virginia Key.
- Improved program sustainability by increasing revenue and reducing the Community Center subsidy.
- Revised membership and summer camp fees to maintain long-term stability.
- Upgraded the gymnasium with a new court divider curtain, increasing flexibility.
- Joined the AARP Age-Friendly Network, reinforcing the Village's commitment to residents of all ages.
- Restored the Village Green and Lake Park fountains to full operation, enhancing the beauty of our community.



ACCESSIBLE, CONNECTED & MOBILE TRANSPORTATION NETWORK

The Village is investing in safer, forward-thinking transportation through roadway upgrades, improved crosswalks, bike lanes, and flood-resilient infrastructure. Collaboration with City and County partners addresses Causeway congestion, while services like Freebee and ADA-compliant sidewalks enhance mobility and access across the island.

- Enhanced roadway and sidewalk landscaping, improving curb appeal and walkability.
- Developed golf cart cut-through concepts, improving local mobility and pedestrian safety.
- Advanced the Harbor Drive improvement project through coordinated planning and cost-sharing with Miami-Dade County.
- Coordinated with Miami-Dade County on Crandon Boulevard Complete Streets design, enhancing safety for pedestrians, cyclists, and drivers.
- Completed a Rickenbacker Causeway traffic analysis, providing data-driven guidance for safer travel.
- Promoted Miami-Dade's Better Bus Network, expanding sustainable transit options, including for MAST Academy students.
- Resurfaced Mariner Drive, Island Drive, and the Calusa Park entrance, improving access, safety, and usability.
- Secured a public easement for a new Ocean Lane Drive beach access path, improving connectivity to the shoreline and open spaces.
- Repaired Village-wide EV charging stations, supporting sustainable transportation.





RESILIENT & SUSTAINABLE INFRASTRUCTURE & ENVIRONMENT



Through the Elevating Our Island Paradise™ program, the Village is addressing flooding, sea level rise, and environmental resilience. Ongoing and future projects include stormwater upgrades, pump stations, beach renourishment, dune restoration, and undergrounding utilities. Partnerships and progressive policies ensure long-term protection of the island, its homes, and natural resources.

- Advanced Garden District drainage improvements across East End, Sunrise, Galen, and Ocean Lane Drives.
- Continued utility undergrounding in the Garden District, strengthening storm resilience.
- Expanded community engagement through educational videos and a dedicated resilience micro-site.
- Collaborated with Florida Power & Light to improve power reliability and plan Village-wide electrical hardening.
- Launched the Resilient Ranger Program, engaging students in sustainability and climate awareness.
- Cleaned 100% of catch basins and pipes and 25% of drainage wells, reducing flood risk.
- Reconstructed stormwater wells at Ocean Lane, East End, and East Heather Drives, improving system performance.
- Completed Zone 1 stormwater design, roadway upgrades, and utility undergrounding, advancing Elevating Our Island Paradise.
- Developed alternative resilient infrastructure designs, identifying cost-effective and constructible solutions.
- Partnered with Miami-Dade Water and Sewer to upgrade pump stations and install backup generators, ensuring reliability during power outages.



EFFECTIVE & EFFICIENT GOVERNMENT SERVICES

The Village delivers responsive, transparent, and customer-focused government services. Clear goals, performance tracking, strong fiscal management, and competitive procurement ensure accountability and efficiency. Accessible leadership, well-trained staff, and regional partnerships help provide high-quality services that meet residents' needs.

- Faster access to information for residents through streamlined agenda preparation and improved internal workflows supported by staff training and online management tools.
- Greater transparency and easier access to records with the launch of a public records portal.
- More consistent, high-quality service by completing 12 customer service training sessions across Village departments.
- Stronger community connection and engagement through events such as Bring Your Child to Work Day and the Electronic Recycling Drive.
- Improved protection of resident data and systems by securing a State of Florida cybersecurity grant and completing comprehensive staff training.
- More reliable and efficient public meetings through upgraded Council Chamber workstations and modernized IT systems, servers, and equipment.
- Faster and more accurate police response by equipping officers with new technology and tablets.
- Stronger employee support and retention through the launch of a new employee engagement survey.
- Clearer accountability and performance tracking with the development of an electronic performance management system for employee evaluations.
- Improved staff wellness and collaboration through six employee events focused on team connection.
- Better value and accountability for taxpayer dollars through transparent procurement, processing 361 purchase orders, 17 solicitations, and 175 contracts to secure competitive pricing.
- Safer streets and stronger traffic enforcement through expanded speed camera deployment and upgraded public safety technology.
- Greater financial transparency and confidence by earning the GFOA Certificate of Achievement for Excellence in Financial Reporting for the FY 2024 ACFR.





COMMUNICATING & COLLABORATING WITH COMMUNITY & PARTNERS

The Village prioritizes clear, timely communication and resident engagement through meetings, workshops, digital platforms, and emergency updates. The website, social media, and VKB 311 app keep residents informed and connected. Strong partnerships with government agencies, local organizations, and institutions support major initiatives and shared community goals.

- Easier access to services and information through the redesigned KeyBiscayne.FL.Gov website.
- More accurate school enrollment and compliance by re-establishing the MAST Academy address verification process.
- Better-informed residents year-round via 135 Village Connect newsletters and 735 social media posts.
- Improved beach safety and guidance with updated signage at all access points, including local laws and real-time water quality.
- A more vibrant, connected community by supporting 17 local organizations and hosting 100+ major events attended by thousands.
- Simplified service requests through a restructured VKB311 app for intuitive issue reporting.
- Greater public participation and transparency by holding 100+ public meetings, workshops, and advisory sessions.
- Expanded reach of Village programs with a 14% increase in Instagram followers across four accounts.
- Stronger educational collaboration through partnership with Miami-Dade Public Schools to support Key Biscayne K-8 Center students and families.
- Clearer communication and stronger community identity via the Strategic Communications Action Plan and updated brand guidelines.
- Stronger advocacy and tangible benefits for residents by advancing priorities, securing funding, and strengthening state and federal partnerships.





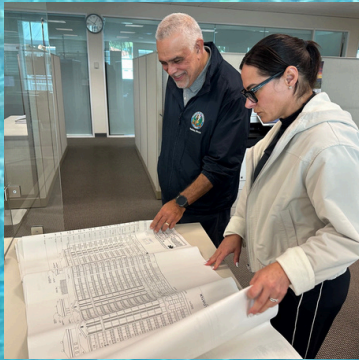
VILLAGE LEADERSHIP

The Village of Key Biscayne's leadership and stellar team are committed to providing residents and businesses with superior customer service in a courteous, professional, and timely manner, ensuring that government services are managed effectively and efficiently.



PICTURED LEFT TO RIGHT

- **Todd Hofferberth**, Parks Recreation and Open Spaces Director
- **Jessica Drouet**, Community Engagement and Communications Manager
- **Colleen Durfee**, Capital Improvement Program and Grants Manager
- **Juan Gutierrez**, Human Resources Director
- **Dr. Roland Samimy**, Chief Resilience and Sustainability Officer
- **Joe Fernandez**, Chief of Fire Rescue
- **Jennifer Rodero**, Chief of Staff
- **Steve Williamson**, Village Manager
- **Frank Sousa**, Chief of Police
- **Benjamin Nussbaum**, Finance Director
- **Daren Jairam**, Procurement Officer
- **Alex Gonzalez**, Information Systems Manager
- **Jocelyn Koch**, Village Clerk
- **Jeremy Calleros Gauger**, Building, Zoning, and Planning Director
- **Christopher Miranda**, Public Works Director



Our Village Team: Proud to Serve Island Paradise

Katherine Alexander	Andrew Cosler	Juan Gutierrez	Christopher Lozano	Israel Reyes
Yoniel Alfonso	Robert Costa	Lourdes Gutierrez	Morayma Madan	Jennifer Rodero
Michael Allen	Evaristo Crucet	Ariel Hernandez	Ricardo Marcial	Jose Rodriguez
Kristina Andreu	Terrence Davis	Barbaro Hernandez	Lisbelys Martinez	Miguel Rodriguez
Milagros Antela	Elizabeth Del Valle	Amado Herrera	Joel Mego	Andy Rosario
Alberto Araluce	Marcos Diaz	Angelica M. Herrera	Matteo Mereu	Matthew Rowley
Richard Arcia	Natanael Diaz	Miguel A Hincapie	Evelio Mesa	Roland Samimy
Belkis Armand	Mariana Dominguez Hardie	Todd Hofferberth	Alexia Metts	Carlos Sanchez
Patrick Avrilien	Thomas E Dunfee	Charles A. Hotchkiss	Christopher Miranda	Martin Santiago
Orlando Baldo	Colleen Durfee	Rafael Hueso	Jacqueline Morales	Natalie Santos
James Bates	Christian Escariz	Walker Izquierdo	Robert D Morrison	Alec Scavo
Keith Bean	Cesar Espinosa	Daren Jairam	Robert R. Munne	Jessica S. Drouet
Eduardo Blanco-Herrera	Daniel H. Feeney	Nyrva Jean	Saivy Nasser	Joshua M. Simon
Craig Blum	George Fernandez	Nicholas A. Johnson	Nirio Nieves	Flavio Solano
Erwin J. Brandt	Joseph Fernandez	Julie Kartrude	Benjamin Nussbaum	Francis Sousa
Jocelyn Brewster Koch	Michael J Fleming	Brian J. Kemmerer	Francisco Ocando	Gordon Spitler
Pamela Buchanan	Carlos Galeano	Tiffany Knepper	Gustavo Padron	Carlos Suarez
Shirley Cabrera	Liliana Galeano	Kathrin L. Labrada	Anais Paez	Aldo Trujillo
Gerardo Caldas	Joseph E. Garcell	Robert LaCourt	Vincent Palacios	Carlo Ugalde
Jeremy Calleros Gauger	Anthony Garcia	Pierre Lara	George E. Peon	Daniel Valdes
Robert A. Campos	Jessica Garcia	Lazaro Lima	Dayana Perez	Rene Velazco
Daniel M Canto	Olga Garcia	Daynara Llompart	Jose Perez	Albert Vigo
David Carreno	Liban Gomez Leon	Roxy Lohuis-Tejeda	Laura Perez	Fabio Williams-Kunnen
Ana Carroll	Alex Gonzalez	Henry L Lopez	Richard R. Perez	Steve Williamson
Fernando Carvajal	Dario Gonzalez	Rosa Madelin Lopez	David A. Plotkin	Natalie Winters
Jessica Cejas	Oscar Gonzalez	Christopher Lozano	Ricardo Reguera	Dunia Yera
Ana J. Colls	Rene Gonzalez	Morayma Madan	Adriana M. Restrepo	Jason Younes
Justin A. Connors	Natasha Griffin	Ricardo Marcial	Myriam Restrepo	Alfredo Zayas
				Alvaro Zayas



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EXHIBIT D



VKB FY26 Capital Improvement Program

2/4/2026

Project Status			
<div></div>	<div></div>	<div></div>	<div></div>
Complete	On Target	Issues	Problems

Total Active Projects
42

Not Started	Planning	Procurement	Design	Permitting	Construction	Complete
4	10	6	8	0	7	7

		SCHEDULE					ACCOUNTING					MILESTONES TIMELINE													
PRI	Project	Project Phase	ESD	ASD	ECD	ACD	Budget	Spent	Encumbered	Remaining	Percent Spent/ Encumbered	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26
1	Improve Streetlight Coverage	Planning		Jan-26	Mar-27		\$ 821,345		\$ (360,074)	\$ 461,271	44%														
1	Replace Cardiac Monitors (2)	Complete		Oct-25		Dec-25	\$ 115,722	\$ (115,133)		\$ 589	99%														
1	Replace Airpacks (22 units)	Not Started	TBD	TBD	TBD	TBD	\$ 207,685			\$ 207,685	0%														
1	Perform Stormwater Baseline Modeling	Complete		Oct-25	Jan-26		\$ 39,000	\$ (38,376)		\$ 624	98%														
1	Conduct USACE CSRM Back Bay and Beach Feasibility Study	Planning		Dec-23	Aug-28		\$ 237,500			\$ 237,500	0%														
2	Develop Zone 1 Alternative Analysis and Plan	Planning		Sep-25	Apr-26		\$ 250,000		\$ (240,810)	\$ 9,190	96%														
2	Construct Zone 1 - K8 School Central Stormwater Basin	Not Started	TBD	TBD	TBD	TBD	\$ 22,990,820			\$ 22,990,820	0%														
2	Replace Police Radios	Complete		Aug-25		Dec-25	\$ 278,000	\$ (278,000)		\$ -	100%														
2	Underground Utilities Zones 1	Design		Jan-24	Jan-28		\$ 12,800,000			\$ 12,800,000	0%														
2	Underground Utilities Zones 8	Design		Jan-26	Mar-27		\$ 3,000,000				0%														
2	Underground Utilities Zones 2-7	Design	Apr-26		Oct-28																				
2	Improve Garden District Drainage	Design		Oct-25	TBD		\$ 8,910,000	\$ (5,474)		\$ 8,904,526	0%														
2	Install Turf at St. Agnes Field	Complete		May-24		Dec-25	\$ 500,000	\$ (383,045)	\$ (349,693)	\$ (232,737)	147%														
2	Replace Fire Rescue Trucks 1 & 2	Procurement		Oct-24	Jun-26		\$ 1,200,000	\$ (430,577)	\$ (1,172,382)	\$ (402,959)	134%														
2	Install Pump Station Back Up Generators	Complete		Oct-23	Jan-26		\$ 380,552		\$ (366,721)	\$ 13,831	96%														
3	Contribute to "Shoreline" Design	Planning		Dec-25	Sep-26		\$ 950,000		\$ (950,000)	\$ -	100%														
3	Repave Village Roadways	Construction		Dec-24	Mar-26		\$ 1,320,000	\$ (415,274)	\$ (560,659)	\$ 344,067	74%														
3	Design Zone 1 - K8 School Central Stormwater Basin	Design		Aug-22	Mar-26		\$ 372,000		\$ (82,592)	\$ 289,408	22%														
3	Upgrade Community Center Sewer System to Gravity Flow	Design		Sep-25	Oct-26		\$ 285,000		\$ (44,140)	\$ 240,860	15%														
3	Replace Village Police Vehicles (6)	Complete		Oct-25		Jan-26	\$ 351,250	\$ (216,944)	\$ (130,028)	\$ 4,278	99%														
3	Improve Harbor Drive	Design		Nov-24	Oct-26		\$ 2,920,000		\$ (81,685)	\$ 2,838,315	3%														
3	Install Village Fiber Security Network and Cameras	Construction		Oct-25	Sep-26		\$ 160,000			\$ 160,000	0%														
3	Upgrade Community Center CCTV System	Construction		Oct-25	Apr-26		\$ 70,000			\$ 70,000	0%														
4	Replace Community Center Generator	Design		Aug-25	May-26		\$ 302,000		\$ (26,000)	\$ 276,000	9%														
4	Program Management & Village Construction Management	Planning	NA	NA	NA	NA	\$ 680,000	\$ (77,577)	\$ (516,714)	\$ 85,710	87%														
4	Renovate Council Chambers as Community Theater	Complete		Jun-24		Dec-25	\$ 51,000	\$ (7,828)	\$ (41,283)	\$ 1,889	96%														
4	Repair Community Center Roof and Structural Elements	Construction		Jul-25	Apr-26		\$ 645,000			\$ 645,000	0%														
4	Procure Fire Chief Vehicles (3)	Procurement		Jul-25	Jul-26		\$ 243,049	\$ (120,991)	\$ (63,191)	\$ 58,867	76%														
4	Renovate Building Department Customer Service Areas	Construction		Dec-23	Apr-26		\$ 500,943	\$ (159,990)	\$ (282,315)	\$ 58,638	88%														
4	Resurface Calusa Park Courts and Increase Pickleball Courts	Planning		Nov-25	Aug-26		\$ 225,000			\$ 225,000	0%														
5	Replace Fitness Equipment in Community Center Gym	Procurement		Oct-25	Feb-26		\$ 200,000		\$ (184,650)	\$ 15,350	92%														
5	Assess Community Center Facility and Programming	Procurement		Sep-25	Nov-26		\$ 165,000			\$ 165,000	0%														
5	Contribute to Virginia Key Athletic Fields Design	Planning		Nov-25	TBD		\$ 250,000			\$ 250,000	0%														
5	Improve Neighborhood Traffic Calming Devices	Construction		Nov-25	Mar-26		\$ 300,000	\$ (49,677)		\$ 250,323	17%														
5	Improve Golf Cart Cut Throughs	Planning		Jan-26	Sep-26		\$ -			\$ -	#DIV/0!														
5	Repair and Replace HVACs	Construction		Jul-25	Mar-26		\$ 250,000		\$ (237,900)	\$ 12,100	95%														
5	Study and Design Offshore Hybrid Reef	Not Started	TBD	TBD	TBD	TBD	\$ 1,100,000			\$ 1,100,000	0%														
5	Renovate Beach Park Pavilion and Boardwalk	Procurement		Sep-22	Nov-26		\$ 1,000,000			\$ 1,000,000	0%														
5	Rehab Civic Center/Monaco Fountain Plaza	Planning		Aug-25	Jan-28		\$ 400,000			\$ 400,000	0%														
6	Improve Intersection at Sonesta Drive and Crandon Blvd	Planning		Feb-26	Sep-27		\$ 540,000			\$ 540,000	0%														
6	Renovate Dog Park	Procurement		Nov-25	Apr-26		\$ 100,000			\$ 100,000	0%														
7	Connect Community Center Lighthouse Room to Fiber	Not Started	Mar-26		Oct-26		\$ 65,000			\$ 65,000	0%														
							\$ 64,354,521.00	\$ (2,298,885.11)	\$ (5,330,761.45)	\$ 53,724,874.44															