

**AUTHORIZING RESOLUTION**  
**(Engagement of Shalinthia Miles-Smith Company)**

A regular meeting of the City of Peekskill Industrial Development Agency was convened on February 22, 2022, at 7:00 p.m. via Zoom.

On motion duly made and seconded, the following resolution was placed before the members of the City of Peekskill Industrial Development Agency:

**RESOLUTION OF THE CITY OF PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING THE ENGAGEMENT OF SHALINTHIA MILES-SMITH COMPANY**

WHEREAS, by Title 1 of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 671 of the Laws of 1974 of the State of New York, as amended (hereinafter collectively called the "Act"), the **CITY OF PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY** (hereinafter called "Agency") was created with the authority and power to own, lease and sell property for the purpose of, among other things, acquiring, constructing and equipping industrial, manufacturing and commercial facilities as authorized by the Act; and

WHEREAS, upon PIDA Executive Director review of the responses received by the City of Peekskill solicitations for economic development planners, and project administrative service providers, the Agency desires to engage Shalinthia Miles-Smith, d/b/a Shalinthia Miles-Smith Company (Miles-Smith to provide PIDA administrative and project support services for the benefit of the Agency.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE CITY OF PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:

Section 1. The Agency hereby authorizes the Executive Director to negotiate and execute a contract for services with Miles-Smith, such contract to be reviewed and approved as to form by counsel to the Agency. The Agency hereby authorizes the appropriation and expenditure of up to \$35,000.00 toward the personnel services for the contract plus related authorized expenses as set forth in the Contract...

Section 2. The members, officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Agency with all of the terms, covenants and provisions of the documents executed for and on behalf of the Agency.

Section 3. These Resolutions shall take effect immediately upon adoption.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<u><i>Yea</i></u>	<u><i>Nea</i></u>	<u><i>Absent</i></u>	<u><i>Abstain</i></u>
Alan Kravitz	[ X ]	[ ]	[ ]	[ ]
David Mauricio	[ X ]	[ ]	[ ]	[ ]
Deborah Post	[ X ]	[ ]	[ ]	[ ]
Janice Thompson	[ X ]	[ ]	[ ]	[ ]
Juliene Bell-Smith	[ X ]	[ ]	[ ]	[ ]
Drew Claxton	[ X ]	[ ]	[ ]	[ ]

The Resolutions were thereupon duly adopted.

STATE OF NEW YORK )  
COUNTY OF WESTCHESTER ) ss:

I, Alan Kravitz the undersigned Secretary of the City of Peekskill Industrial Development Agency, DO HEREBY CERTIFY:

That I have compared the foregoing extract of the minutes of the meeting of the Peekskill Industrial Development Agency (the “Agency”) including the resolution contained therein, held on February 22, 2022, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Agency and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Agency had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with Article 7.

I FURTHER CERTIFY that there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Agency this 22nd day of February, 2022.

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Alan Kravitz, Secretary

[SEAL]

**PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN**  
**CITY OF PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY**  
**AND**  
**SHALINTHIA MILES-SMITH COMPANY**

This Agreement is made and entered into this \_\_\_ day of February, 2022 by and between the **City of Peekskill Industrial Development Agency**, a public benefit corporation of the State of New York whose address is 840 Main Street, Peekskill, New York 10566 (herein, the "Client") and Shalinthia Miles-Smith COMPANY (herein, "Miles-Smith", the "Contractor" or the "Consultant"), an individual having an address of 106 West 117 Street, New York, New York 10026.

**WITNESSETH:**

WHEREAS, the Client, for its own benefit and that of the City of Peekskill, New York (the "City"), desires to engage Consultant to provide certain Agency administrative and project staff services (collectively, the "Scope of Services", all as more particularly defined and set forth in **Exhibit A**, hereto; and

WHEREAS, the Consultant wishes to provide the Scope of Services to the Client and for the benefit of the City of Peekskill.

NOW THEREFORE, in consideration of the above-mentioned premises and of the mutual covenants contained herein, the parties hereto agree as follows:

**I. SCOPE OF SERVICES**

The purpose of this Agreement is to set forth the terms upon which Miles-Smith will provide the Client with the Scope of Services it has requested, which is generally described as **Exhibit A** attached hereto. Miles-Smith agrees to perform such services as are requested by the Client and to provide such services, under the supervision of the Executive Director. **Exhibit A** attached hereto describes the services to be offered to the Client by Miles-Smith. Monthly reports of activities will be provided by Miles-Smith.

The Consultant shall commence work on the Scope of Services upon the date of execution of this Contract, and shall undertake and complete the work tasks assigned in close coordination with the Executive Director of the Client to assure that the desired progress is being made on each assignment in accordance with the terms of this Contract, as more fully described in the Timetable set forth within **Exhibit A**, attached hereto. The Consultant shall complete all of the work under this Contract in a prompt and satisfactory manner and within a time frame as required by the nature of the task. The Contract may be extended only by mutual written agreement and budget adjustments as appropriate.

The time of completion of the Scope of Services may be extended by an agreement signed by both parties. During the course of work stipulated in this Contract, the Consultant shall provide the

required work product and attend meetings with the Client and/or City, its subcommittees or any other parties as requested from time to time. No other consultants or sub-consultants will be utilized without the express consent of the Client.

Reports and Evaluation: Miles-Smith shall submit reports of work undertaken with its monthly invoices. A summary Report and self - evaluation of work performed will be submitted in the ninth (9th) month of the contract year.

## **II. DURATION, TERMINATION**

Miles-Smith agrees to commence work for the Client effective as of the date hereof, and shall continue providing the Scope of Services for a period of one (1) during which time Miles- Smith will provide an average of twenty (20) hours per week not to exceed 1,000 hours as set forth within **Exhibit A**, attached hereto. The parties hereto may mutually elect to extend this Agreement upon exchange of written acknowledgement by the parties. Either party may, at any time, terminate this Agreement with or without cause by sending written notice to the other party, in which event this Agreement shall be terminated effective ten (10) days after receipt of such notice.

If this Contract is terminated by the Client as provided herein, the Client shall pay the Consultant for the services actually performed by the Consultant. However, there is no obligation on the part of the Client to pay for work performed by the Consultant that does not meet the requirements of this Agreement. In the event that the Consultant abandons this Agreement or causes it to be terminated, Consultant is liable to the Client for any and all loss pertaining to this termination. Any work completed or services provided prior to the date of termination shall, at the option of the Client, become the property of the Client. The Client is only responsible for payment for work completed or services provided prior to the effective date of termination.

## **III. COMPENSATION**

The Client shall compensate Miles-Smith for performance of services received hereunder in the maximum total fee amount (the "Base Fee") of Thirty-Five Dollars Per Hour (\$35/hour) for a maximum of 1,000 hours until the anniversary date payable by monthly invoices describing the items of work authorized to be performed, such invoices to be paid within Thirty (30) days. Miles-Smith compensation is for labor only and expenses reimbursement for travel and other expenses as may be authorized will be paid. As an independent contractor, Miles-Smith will be responsible for all taxes and other benefits of the employees of Miles-Smith and nothing contained herein shall be interpreted as creating a relationship of, employee, partnership, or agency between the Client and Miles-Smith. Payment by the Client for services rendered under this Agreement evidences the Client's acceptance of such services in accordance with the terms of this Agreement. Miles-Smith shall be exclusively responsible for all employee insurance, benefits, costs and other liabilities associated with the employment of Miles-Smith staff and personnel. Miles-Smith will ensure that none of Miles-Smith's employees will hold, himself or herself out as, or claim to be, an officer or employee of the Client or City by reason of this Agreement, and that unless otherwise agreed in writing by the Client, no employee of Miles-Smith will make any claim, demand or application for any right or privilege applicable to an officer or employee of the Client or City, including, but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement system membership or credit.

## **IV. MISCELLANEOUS PROVISIONS**

**4.1 Confidentiality of Reports.** Miles-Smith shall keep confidential all reports, information and data given to, prepared or assembled by Miles-Smith pursuant to Miles-Smith's performance hereunder and Client designates in writing as confidential. Such information shall not be made available to any person, firm, corporation or entity without first obtaining the prior written consent of Client unless otherwise mandated by applicable law.

**4.2 Equal Opportunity.** Miles-Smith shall comply with all provisions of Title VI of the Civil Rights Act of 1964 and of the rules, regulations and relevant order of the Secretary of Labor regarding discrimination. In the event a party is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state, or local law, this Agreement may be cancelled, terminated or suspended in whole or in part by the Client, and that party may be declared ineligible for further Client contracts.

**4.3 Conflicts of Interest.** No board member, officer or employee of Client or its designees or agents, and no other public official who exercises any functions or responsibilities with respect to any requested technical assistance, shall be permitted to financially benefit from this Agreement or have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with this Agreement.

**4.4 Notices.** All notices shall be sent by certified mail, hand-delivery or overnight mail and in all events with a written acknowledgment of receipt to the address set forth at the beginning of this Agreement.

**4.5 Responsibility for Claims-Mutual Indemnification.** Client agrees to indemnify and save harmless Miles-Smith, their agents, officials, and employees from any liability, damage, expense, cause of action, suit, claim, judgment or expenses (including attorneys' fees) arising from injury to person, including death or personal property or otherwise, caused by or resulting from the activities of the Client in furtherance of the work described herein. Miles-Smith agrees that such indemnity shall not apply to an action, claims or damages arising as a result of Miles-Smith bad faith, willful misconduct or gross negligence. Miles-Smith agrees to indemnify and save harmless Client and the City of Peekskill, their agents officials and employees from any liability, damage, expense, cause of action suit, claim, judgment or expenses (including attorney's fees arising from injury to person, including death or personal property or otherwise, caused by or resulting from the activities in furtherance of the work described here in. Client agrees that such indemnity shall not apply to any actions, claims or damages arising as a result of Client's bad faith, willful misconduct or gross negligence.

**4.6 Release of News Information:** No news release, including photographs public announcements or confirmation of same, or any part of the subject matter of this Agreement or any phase of any program hereunder shall be made without prior written approval of the Client.

**4.7 Compliance with Laws.** Miles-Smith agrees to comply with all applicable federal, state and local laws in the conduct of the work hereunder. This Agreement shall be construed, interpreted and the rights of the parties determined, in accordance with the laws of the State of New York.

**4.8 Assignment.** Neither this Agreement nor any rights, duties or obligations described herein may be assigned by either party without the prior expressed written consent of the other party.

**4.9 Severability.** A determination that any part of this Agreement is invalid shall not invalidate or impair the force of the remainder of this Agreement.

**4.10 Acknowledgement.** The Client expressly acknowledges that all opinions and advice (written or oral) given by Miles-Smith to the Client in connection with Miles-Smith's engagement are intended solely for the benefit and use of the Client and City. It is understood by the Client that Miles-Smith make no guarantees concerning the recommendations that result from the proposed assignment. To protect the client and other clients, and to ensure that the research results of Miles-Smith's work will continue to be accepted as objective and impartial, it is understood that Miles-Smith's fee for the undertaking of this project is in no way dependent upon the specific conclusions reached.

**4.11 Disclaimer.** The Client is a sophisticated business enterprise and has retained Miles-Smith for the purposes set forth in this Agreement and the parties acknowledge and agree that their respective rights and obligations are contractual in nature. Each party disclaims an intention to impose fiduciary agency rights or obligations on the other by virtue of the engagement hereunder.

**4.12 Entire Agreement.** This Agreement contains the final agreement between the parties regarding the matters covered and supersedes any and all other agreement, either oral in writing, regarding the matters contained herein.

**4.13 Disclaimer.** The Client is a sophisticated business enterprise and has retained Miles-Smith the purposes set forth in this Agreement and the parties acknowledge and agree that their respective rights and obligations are contractual in nature. Each party disclaims an intention to impose fiduciary agency rights or obligations on the other by virtue of the engagement hereunder.

**4.14 Insurance Required.** At all times throughout the Term, the Client and Miles-Smith shall maintain or cause to be maintained insurance against such risks and for such amounts as are customarily insured against by businesses of like size and type paying, as the same become due and payable, all premiums in respect thereto, including, but not necessarily limited to:

(b) Miles-Smith shall maintain Workers' compensation insurance, disability benefits insurance and each other form of insurance which Miles-Smith is required by law to provide, covering loss resulting from injury, sickness, disability or death of employees of Miles-Smith who are located at or assigned to the Client and providing the Scope of Services.

(c) Miles-Smith shall maintain Insurance against loss or losses from liabilities imposed by law or assumed in any written contract (including the contractual liability assumed by Miles-Smith hereunder) and arising from personal injury and death or damage to the property of others caused by any accident or occurrence in connection with the provision of the Scope of Services, with limits of not less than \$1,000,000 per accident or occurrence on account of personal injury, including death resulting therefrom, and \$1,000,000 per accident or occurrence on account of damage to the property of others, excluding liability imposed upon Miles-Smith by any applicable workers' compensation law.

(d) Additional Provisions Respecting Insurance. The liability insurance required herein shall name the Miles-Smith, the Client and the City as a named insured and/or as an additional insured. All insurance shall be procured and maintained in financially sound and generally recognized responsible insurance companies selected by Miles-Smith and authorized to write such insurance in the State. Such insurance may be written with deductible amounts comparable to those on similar policies carried by other companies engaged in businesses similar in size, character and other respects to those in which Miles-Smith is engaged. All policies evidencing such insurance shall provide for (i) payment of the losses of Miles-Smith and the Client and/or City as their

respective interests may appear, and (ii) at least thirty (30) days' prior written notice of the cancellation thereof to Miles-Smith, the Client and City.

(e) Insurance Certificates. All such certificates of insurance of the insurers that such insurance is in force and effect, shall be deposited with Miles-Smith, the Client and City on or before the commencement of the term of this Agreement. Prior to expiration of the policy evidenced by said certificates, the parties shall provide each other with evidence that the policies have been renewed or replaced or is no longer required by this Agreement.

**4.15 Agreement to Provide Information.** Miles-Smith agrees, whenever requested by the Client, to provide and certify or cause to be provided and certified, without delay, such information concerning Miles-Smith, Miles-Smith's accounts and records, and Miles-Smith's employment records and statistics related thereto, as same relate to the Scope of Services and other topics necessary to enable the Client to make any report required by law or governmental regulation or as otherwise reasonably requested by the Client.

**4.16 Limited Recourse; Special Obligation.** (a) The obligations and agreements of the Client contained herein and any other instrument or document executed in connection herewith, and any other instrument or document supplemental thereto or hereto, shall be deemed the obligations and agreements of the Client, and not of any member, officer, agent (other than Miles-Smith) or employee of the Client in his individual capacity, and the members, officers, agents (other than Miles-Smith) and employees of the Client shall not be liable personally hereon or thereon or be subject to any personal liability or accountability based upon or in respect hereof or thereof or of any transaction contemplated hereby or thereby.

(b) The obligations and agreements of the Client contained hereby shall not constitute or give rise to an obligation of the State or of the City of Peekskill, New York, and neither the State nor City of Peekskill, New York, shall be liable hereon or thereon, and, further, such obligations and agreements shall not constitute or give rise to a general obligation of the Client, but rather shall constitute limited obligations of the Client, payable solely from the revenues of the Client appropriated therefor.

(c) No order or decree of specific performance with respect to any of the obligations of the Client hereunder shall be sought or enforced against the Client unless (i) the party seeking such order or decree shall first have requested the Client in writing to take the action sought in such order or decree of specific performance, and ten (10) days shall have elapsed from the date of receipt of such request, and the Client shall have refused to comply with such request (or, if compliance therewith would reasonably be expected to take longer than ten (10) days, shall have failed to institute and diligently pursue action to cause compliance with such request) or failed to respond within such notice period, (ii) if the Client refuses to comply with such request and the Client's refusal to comply is based on its reasonable expectation that it will incur fees and expenses, the party seeking such order or decree shall have placed in an account with the Client an amount or undertaking sufficient to cover such reasonable fees and expenses, and (iii) if the Client refuses to comply with such request and the Client's refusal to comply is based on its reasonable expectation that it or any of its members, officers, agents (other than Miles-Smith) or employees shall be subject to potential liability, the party seeking such order or decree shall agree to indemnify and hold harmless the Client and its members, officers, agents (other than Miles-Smith) and employees against all liability expected to be incurred as a result of compliance with such request.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first written above.

**CITY OF PEEKSKILL INDUSTRIAL  
DEVELOPMENT AGENCY**

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By: Matthew D. Rudikoff, Executive Director

**SHALINTHIA MILES-SMITH COMPANY**

Shalinthia Miles- Smith, d/b/a  
**SHALINTHIA MILES-SMITH COMPANY**

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## **EXHIBIT A**

### **SCOPE OF WORK**

1. Meet with and interview key stakeholders as related to task assignments including:
  - \_) City and IDA staff, Board Members other consultants
  - \_) Persons wanting to expand or create new businesses, developers
  - \_) Business Improvement District (BID) representatives
  - \_) Peekskill Artists Alliance and area artists
  - \_) Hudson Valley Gateway Chamber of Commerce (HVGCC)
  - \_) Arts Industry and Media (AIM)
  - \_) Other Agencies, colleges, school districts
  - \_) Local realtors
  - \_) Westchester County Departments interaction including: Planning, Economic Development, Tourism, GIS departments staff
  - \_) Other local businesses
  - \_) Banks and Financial institutions
  - \_) Other local businesses and stakeholders.
2. Review as required existing reports and data about Peekskill including, but not limited to:
  - \_) Previous City downtown studies, waterfront studies, tourist studies, redevelopment studies, etc.
  - \_) Commercial and residential assessment data
  - \_) Demographic information
  - \_) Retail sales data
  - \_) Other existing plans and Project support material.
3. Review IDA files, records and project materials and PIDA, PLDC and PFDC documents and Authority Budget Office administrative requirements for record keeping and PIDA meetings participation and record keeping.
4. Work on assigned Projects as directed by the Executive Director and as related to PIDA Working Committee and other initiatives including but not limited to:
  - \_) Developable Property Data Base
  - \_) Destination Social Media Marketing / Marketing Branding and Wayfinding
  - \_) Lower South Street and 9-11 Corporate Drive DPW Feasibility Assessment Planning
  - \_) IDA website and IDA branding in coordination with DRI Project
  - \_) PIDA – ongoing administrative management
  - \_) Organize/Store hard files/PIDA records from PIDA Secretary's old office

- | IDA Board Retreat Planning
- | Future support work in connection with PIDA UTEP, By-Laws and Policies Board review.

## **Proposed Timeline and Work Plan**

The contract period is for 1 year from the date of initiation of work. Work will be performed on a schedule that is flexible as to the current work assignments and Board meeting Schedules for which administrative services will be required to prepare for and follow-up activities associated with Board Meetings.

During the contract period an average of 20 hours per week will be provided under the direction of the Executive Director up to a total of 1,000 hours for the contract period.

## **Fees**

Miles-Smith will submit monthly invoices to the PIDA for hours worked, summarizing work performed to be billed at \$35 per hour plus permitted expense reimbursements including direct travel expenses, purchases of authorized software, memberships, conferences, cost of required insurances and other as may be authorized by the Executive Director. Miles-Smith will submit an Annual Report on activities performed, results, and required remaining follow through tasks.

MDR/PIDA  
2/15/2022.

# CITY OF PEEKSKILL IDA ADMINISTRATIVE CONSULTANT



Matthew Rudikoff, Executive Director  
CITY OF PEEKSKILL, NEW YORK

**CITY OF PEEKSKILL  
INDUSTRIAL DEVELOPMENT AGENCY**  
840 MAIN STREET  
PEEKSKILL, NY 10566

February 10, 2022

Matthew Rudikoff and all relevant parties concerning the role of performing administrative services to the Peekskill Industrial Development Agency (PIDA) as provided to me,

I am the founder of Shalinthia Miles-Smith Company and I would like to present our qualifications to fulfill the role of administrative consultant to PIDA under the direction of the Executive Director.

After thoroughly reviewing the qualifications for this role, I am confident that my skills and expertise are a great fit for this part-time position, which I would manage personally.

For your convenience, I am detailing a brief career overview which highlights some of the ways in which I can offer value to PIDA in this capacity.

I am a mid-career professional who launched my firm directly as a result of the pandemic. I have a vast array of administrative experience supporting c-suite executives in both the private and public sector.

As a NYS licensed real estate salesperson, my background covers many aspects of the real estate transaction spectrum—as a buyer, investor, seller and tenant. I am a Certified Buyers Representative and active member of IREM, NMHC and REBNY.

*(continued on next page)*



## REFERENCES

**ERIC SCHONDORF  
GENERAL COUNSEL**

American Securities LLC  
eschondorf@american-securities.com  
(212) 476-8000

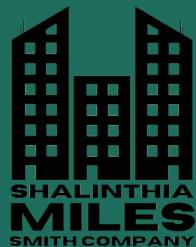
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**KAREN LEBEAU-MONTALVAN**

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# CITY OF PEEKSKILL IDA ADMINISTRATIVE CONSULTANT



Matthew Rudikoff, Executive Director

**CITY OF PEEKSKILL  
INDUSTRIAL DEVELOPMENT AGENCY**  
840 MAIN STREET  
PEEKSKILL, NY 10566



February 14, 2022

My passion for commercial development inspired me to pursue additional training to obtain a certificate in Construction Project Management.

My combination of sales skills from the residential arena along with construction project management training has equipped me to understand the intricacies of urban planning, zoning, sustainable development, real estate finance and cost estimating. As such, I am eager to work alongside PIDA and learn more about commercial development from the municipal perspective.

In addition, my administrative skills and law school training afford me with a solid understanding and practice of efficient document management protocols to support PIDA recordkeeping needs.

Other major areas of practical and educational know-how include database management, website design, digital marketing and brand development.

Lastly, I am able to commute to Peekskill as needed for the duration of the engagement.

Thank you in advance for the opportunity and privilege to support PIDA and be of service to the Peekskill community.

Regards,

Shalinthia Miles-Smith

**FOUNDER**

**SHALINTHIA MILES-SMITH COMPANY**

CERTIFIED MWBE

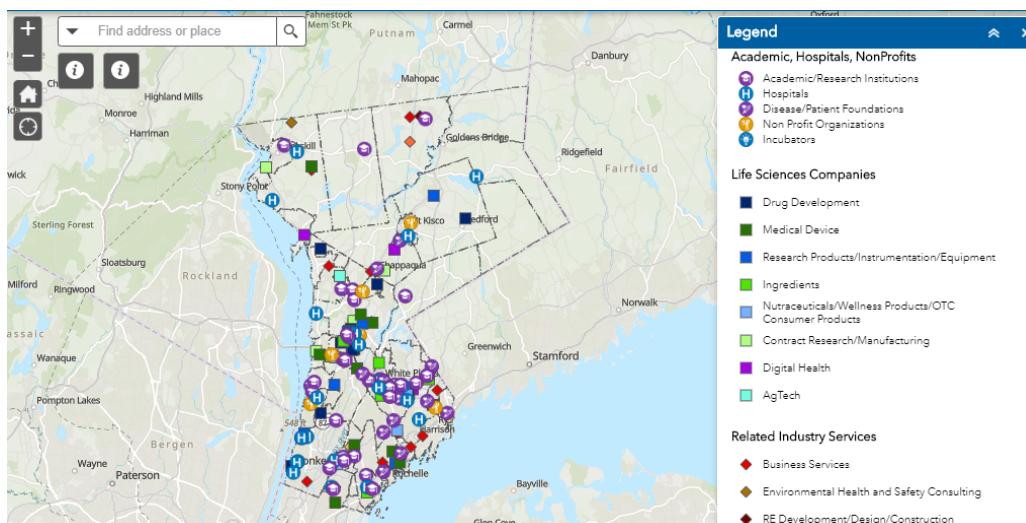
# CITY OF PEEKSKILL IDA ADMINISTRATIVE CONSULTANT



## PROJECT APPROACH (SCOPE OF WORK)

### DEVELOPABLE PROPERTY DATABASE

- Leverage ARCGIS technology to provide Peekskill mapping and analytics reports for commercial development
- Format and structure GIS maps and analytics as guided Executive Director and other key stakeholders
  - Create easily shareable data, maps, apps and geo-reference materials for public and private use



### DESTINATION SOCIAL MEDIA MARKETING, BRANDING & WAYFINDING

- Social media marketing (City of Peekskill Facebook page, strategic hashtagging)
- Draft IDA content calendar optimized for each social platform
  - Email marketing (SEO optimization, CRM)
  - Strengthen online engagement through existing partnerships and community members
  - Develop mobile-friendly cross-marketing and cross-promotional social campaigns geared towards marketing Peekskill as a premier business community and residential hotspot



# CITY OF PEEKSKILL IDA ADMINISTRATIVE CONSULTANT



## PROJECT APPROACH (SCOPE OF WORK, CONTINUED)

### IDA WEBSITE & BRANDING

- Consult with LDC/IDA/PFDC on informative landing page and/or potential website design/layout updates
- Offer suggestions on enhancing brand messaging and imagery for IDA/BID/AIM upon request



### PIDA ADMINISTRATIVE MANAGEMENT & DEVELOPMENT FINANCING APPLICATION ASSISTANCE

- Offer collaborative administrative support and document management services for IDA and affiliates
- Development financing application review
- Organize/Store hard files/PIDA records from PIDA Secretary's old office



### IDA BOARD RETREAT PLANNING

- Support and partner with IDA stakeholders to plan engaging and interactive virtual and/or hybrid board retreat



## SHALINTHIA MILES-SMITH

[shalinthiamiles@gmail.com](mailto:shalinthiamiles@gmail.com)  
(929) 501-2121

### PROJECT EXPERIENCE PROFILE

#### American Securities LLC

MAY 2008 THROUGH AUGUST 2011

Leading U.S. private equity firm managing  
~\$23B in assets

#### ASSISTANT TO GENERAL COUNSEL/PRIVATE FUNDS PARALEGAL

- Developed real-time system for managing trade requests and restrictions for firm members and employees of firm subsidiaries
- Established system to record political contributions by firm employees with General Counsel's approval
- Devised NDA recordkeeping system and integrated in with Salesforce to enhance deal tracking processes and protocols

#### Kingsbrook Jewish Medical Center

DECEMBER 2015 THROUGH MARCH 2017

Nationally recognized, full service teaching hospital in Central Brooklyn

#### ASSISTANT TO CHIEF EXECUTIVE OFFICER

- Drafted minutes for Board meetings
- Coordinated monthly department head meetings
- Managed multidisciplinary revenue cycle meeting with leaders throughout the Hospital to capture lost revenue
- Served as firm Project Manager for transformation of facility space into retail pharmacy with Cardinal Health
- Managed online contracts database

#### SHALINTHIA MILES-SMITH

#### PROJECT MANAGEMENT PROFESSIONAL (PMP)

is a US Navy military spouse, licensed notary public and founder of Shalinthia Miles-Smith Company.

Her commitment to absolute discretion and attention to detail has afforded her with opportunities to work alongside some of the brightest minds in private equity, transactional law, sales and entrepreneurship.

Shalinthia is a GoDaddy Pro web designer and certified digital marketing specialist. Shalinthia also has advanced proficiency in SEO marketing as a Google Ads Campaigns expert and Facebook Ads specialist.

Shalinthia is a certified Google Project Manager and holds a certificate in Construction Project Management from Columbia University. She is a NYC certified MWBE and small business owner.

Shalinthia is a graduate of Adelphi University and attended the Benjamin N. Cardozo School of Law in Manhattan.

# REAL ESTATE CONSTRUCTION PROJECT MANAGEMENT



## BROWNSTONE TO CONDOMINIUM CONVERSION PROJECT SARATOGA AVENUE & MACDONOUGH STREET

### Brooklyn, New York

- Sales agent & project manager for conversion of owner & tenant-occupied 6-Unit townhouse in Bedford-Stuyvesant, Brooklyn
- Managing conversion of residential multifamily townhouse into condo
- Coordinating tasks between numerous stakeholders such as owner-occupants, tenant-occupants, architectural team and attorneys
- Serving as owner representative and key contact for weekly, monthly and milestone tracking
- Partnering with owner-occupants on strategic design, cost controls and sales marketing materials

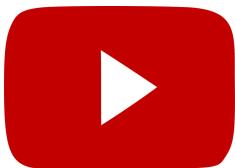
# REAL ESTATE DIGITAL MARKETING & BRANDING

## CUSTOM LOGO DESIGN



[www.montalvantriadproperties.com](http://www.montalvantriadproperties.com)  
Bringing Buyers and Sellers Together

## YOUTUBE CONTENT CURATION



## BOUTIQUE REAL ESTATE BROKERAGE LAUNCHES ONLINE PRESENCE

- Shift from "*random and sporadic*" posting to creating, "*value-driven*" digital content
- Focus on **one social media platform** for maximum penetration & impact to offer strategic content.
- Logo design to enhance digital brand recognition
- Digital engagement increased 47% on average

# APPROACH TO ADMINISTRATION

## DESIGNED WITH FLEXIBILITY

### EDUCATE

My administrative approach begins with a thorough assessment and understanding of the client's target objectives. The next step involves educating myself on the technical and interpersonal responsibilities of the each task.

### ITERATE AND COMMUNICATE

Oftentimes, projects require an iterative design in order to achieve the desired outcomes. As such, consistent and comprehensive communication is a vital component to success.

I mitigate operational risks through the use of technology that allows for real-time messaging and on-demand access to project-related resources. I also conduct weekly team huddles and target meetings to monitor performance and assess progress.

Upon request or at designated milestones, I host virtual or in-person meetups and AMA sessions between project partners and key stakeholders.



## PROJECT TRACKING PLATFORM

### ADMINISTRATION MANAGEMENT GOES MOBILE

I employ a project administration management tool managed by Zoho.

This platform is a secure portal-based project management tool optimized for desktop and mobile use. It offers unlimited resource access, and end-to-end collaboration between multiple stakeholders.

### PROPOSAL INCLUDES:

- Administrative support services (up to 20 hours per week)
- GIS Database development
- PIDA Records management
- Hybrid onsite and off-site support
- Digital & social media

**PROJECT COST: \$35,000/YR**