

# **The Devon**

6881 Indian Creek Drive

## **OPERATIONS PLAN**

### **A. Number of Employees per Shift**

#### **Early AM shift (6am through 10:30am)**

1 housekeeping  
1 bar manager/front desk associate

#### **Late AM to Early Evening shift (10:30am through 7:30pm)**

2 housekeeping  
1 bar manager/front desk associate  
1 engineer

#### **Evening shift (7:30pm through Midnight)**

1 bar manager/front desk associate

#### **Overnight shift (Midnight through 6am)**

None (Engineer on call)

### **B. Employee Parking Plan / Transportation Demand Management (TDM) Plan**

1. As contemplated by Policy 5.5 of the Transportation Element of the City of Miami Beach 2025 Comprehensive Plan, the owner shall provide a bicycle parking area on the property to serve guests and employees.
2. The owner shall offer a program to hotel employees to either obtain monthly passes from Miami-Dade Transit to allow employees to travel to and from the property without the need for automobiles, or provide an option for monthly City of Miami Beach parking garage passes (at each employee's option).
3. The owner shall offer hotel employees who have been employed for at least ninety (90) days financial assistance of up to \$100 to cover the cost of purchasing a bicycle to travel to and from work.
4. The owner shall appoint one employee of the hotel to serve as the TDM (Transportation Demand Management) Program Administrator, whose duties will include encouraging and facilitating employees use of mass transit or bicycles for travel to work.

5. Bicycle Racks shall be provided on site for us by hotel guests and employees.

### **C. Hotel Guests Parking Plan**

1. No valet parking will be offered.
2. Guest shall be informed that there is no on-site parking through the hotel website and OTAs (online travel agencies). Guest shall be informed that parking is available only is City of Miami Beach parking facilities close to the property.
3. Guest shall be encouraged to use ride sharing transportation modes such as Uber or Lyft. As such, the hotel shall provide guests with an Uber Code to encourage and facilitate the use of these services for first time uses.
4. Guest shall be provided with promo codes for Citi Bike. Citi Bike currently has 2 stations within a block or two from the property. We will work with Citi Bike to create a future station at our block.

### **D. Pool Deck Bar**

1. The hours of the pool deck bar are proposed to be from 7am to 8pm, 7 days a week.
2. Food (limited fare – sandwiches, wraps, salads, etc.) and drink shall be served throughout the day.
3. Alcohol - Only beer and wine shall be served.
4. The pool deck bar will be open to hotel guests and their invitees.
5. The pool will be open from 7am to 10pm.

### **E. Laundry**

1. No laundry will be done on site. Laundry will be outsourced to an off-site vendor.

### **F. Delivery Schedule**

All deliveries shall occur through the designated on-street delivery area proposed along the rear of the property on 69<sup>th</sup> Street.

<u>Type of Delivery</u>	<u>Day of Week</u>	<u>Time of Day</u>
Laundry	7 days per week	6:30am to 8am
Waste/Trash pickup	3 days per week	Morning
Beverage	1 day per week	7:00am to 8am

Food Products

3 days per week

7:00am to 8am