

# MEMORANDUM

Agenda Item No.11(A)(8)

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**TO:** Honorable Chairman Esteban L. Bovo, Jr.  
and Members, Board of County Commissioners

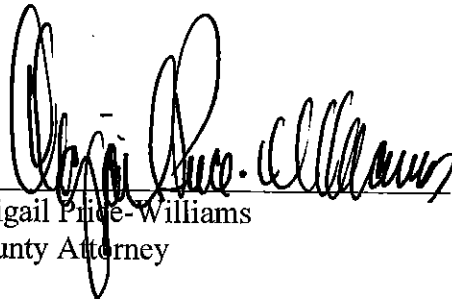
**DATE:** February 7, 2017

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Resolution waiving by a two-thirds vote of its membership, the residency requirements of section 2-11.38 and section 17-133 of the Code and the appointing of Shekeria Brown to the Affordable Housing Trust Fund Board of Trustees

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The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Xavier L. Suarez.



Abigail Price-Williams  
County Attorney

APW/smm



# MEMORANDUM

(Revised)

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and Members, Board of County Commissioners

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**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(8)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's , 3/5's , unanimous ) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A)(8)  
2-7-17

RESOLUTION NO. \_\_\_\_\_

RESOLUTION WAIVING BY A TWO-THIRDS VOTE OF ITS MEMBERSHIP, THE RESIDENCY REQUIREMENTS OF SECTION 2-11.38 AND SECTION 17-133 OF THE CODE OF MIAMI-DADE COUNTY AND APPOINTING SHEKERIA BROWN TO THE AFFORDABLE HOUSING TRUST FUND BOARD OF TRUSTEES

**WHEREAS**, section 17-133 of the Code of Miami-Dade County requires that one member of the Affordable Housing Trust Fund Board of Trustees be designated by the South Florida Community Development Coalition; and

**WHEREAS**, the South Florida Community Development Coalition has designated its executive director, Shekeria Brown, as its designee to the Affordable Housing Trust Fund Board of Trustees; and

**WHEREAS**, section 2-11.38 of the Miami-Dade County Code requires that all members of County boards be permanent residents of Miami-Dade County; and

**WHEREAS**, section 17-133 of the Miami-Dade County Code requires that all members of the Affordable Housing Trust Fund Board of Trustees be permanent residents and duly qualified electors of Miami-Dade County; and

**WHEREAS**, Shekeria Brown is a resident of Broward County; and

**WHEREAS**, Shekeria Brown maintains significant connection to the entire Miami-Dade County community; and

**WHEREAS**, Shekeria Brown's dedication and service to the South Florida Community Development Coalition has significantly contributed to this County; and

**WHEREAS**, pursuant to section 2-11.38 of the Miami-Dade County Code, the Board is authorized by a two-thirds vote of its membership to waive this residency requirement; and

**WHEREAS**, pursuant to section 17-133 of the Miami-Dade County Code the Board of County Commissioners is authorized by a two-thirds vote of its membership to waive this residency requirement; and

**WHEREAS**, this Board wishes to waive these residency requirements and allow the appointment of Shekeria Brown to the Affordable Housing Trust Fund Board of Trustees; and

**WHEREAS**, a copy of Shekeria Brown's resume is attached,

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board, by a two-thirds vote of its membership, waives the residency requirements set forth in section 2-11.38 and section 17-133 of the Code, and appoints Shekeria Brown to the Affordable Housing Trust Fund Board of Trustees.

The Prime Sponsor of the foregoing resolution is Commissioner Xavier L. Suarez. It was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Esteban L. Bovo, Jr., Chairman	
Audrey M. Edmonson, Vice Chairwoman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Sally A. Heyman
Barbara J. Jordan	Joe A. Martinez
Jean Monestime	Dennis C. Moss
Rebeca Sosa	Sen. Javier D. Souto
Xavier L. Suarez	

The Chairperson thereupon declared the resolution duly passed and adopted this 7<sup>th</sup> day of February, 2017. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Shannon D. Summerset-Williams

**Shekeria Brown, AICP**  
E-mail: [Shekeria.L.Brown@gmail.com](mailto:Shekeria.L.Brown@gmail.com)

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**PROFESSIONAL PROFILE**

- Results driven executive, grants administrator and consultant with over 16 years progressive experience designing, implementing and assessing housing, community and economic development programs and projects in South Florida (Miami-Dade, Broward and Palm-Beach counties).

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**AREAS OF EXPERTISE**

Housing and Community Development	Economic Development
Grant Administration	Management Consulting
Strategic Planning & Assessment	Research
Program/Project Management	Consensus Building

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**CERTIFICATIONS**

- American Institute of Certified Planners (AICP)
- Federal HOME program certified specialist - Regulations and Administration (HUD)

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**PROFESSIONAL HISTORY**

South Florida Community Development Coalition (SFDCDC)  
Miami, Florida

**Executive Director**

**July 2014 to Present**

- Chief executive officer for a nonprofit membership organization committed to expanding affordable housing and economic opportunity in Miami-Dade County.
- Implement the strategic vision established by SFDCDC's Board of Directors.
- Responsible for the organization's successful planning and operations, including leadership, resource and membership development, volunteer management, public policy advocacy, training and programming, administration, finances, personnel and public relations.
- Staff affordable housing and economic development policy committees with policy research support.
- Organize the membership to respond to new challenges and work with the Board to develop well-conceived solutions that meet the needs of the members and the community development field.
- Maintain and communicate knowledge of best practices in community development.

Community Redevelopment Associates of Florida, Inc.  
Pembroke Pines, Florida

**Community and Economic Development Manager**

**June 2003 to July 2014**

- Promoted to management team in June 2005 to manage grant programs, lead a cross-functional professional services team, oversee day-to-day operations and assist with business development.
- Managed various facets of federal and state grant program cycles including strategic planning, budgeting, financial analysis, and performance assessment.
- Collaborated with clients to develop new programs and initiatives to address community needs.
- Interpreted federal and state regulations and developed standard policies and procedures.
- Establish and monitored performance measures to increase efficiency and accountability in project delivery.
- Ensured compliance with cross-cutting federal regulations among the U.S. Department of Housing and Urban Development (HUD) including Office of Fair Housing and Equal Opportunity, Department of Labor (DOL), and Environmental Protection Agency (EPA)

- Facilitated workshops designed for elected officials, real estate professionals, lenders consortium, small businesses, residents, nonprofits and other civic leaders/organizations.
- Assisted local government staff to prepare procurement documents and commission agenda items.
- Provided technical assistance and training pertaining to regulations, program design and various federal and state databases and reporting systems.

#### **Notable Accomplishments**

- Successfully administered over \$100 million dollars in federal and state program funds from 2003 to 2014 for 10 municipalities in south Florida (Pembroke Pines, Miramar, Coral Springs, Plantation and others).
- Oversaw the purchase/rehabilitation of over 1,000 affordable housing units and developed new acquisition and rehabilitation programs as part of the federal Neighborhood Stabilization Program.
- Reorganized CRA's operational structure to double staff performance and deliverables.
- Instrumental to CRA's business development and the addition of multiple year client contracts to firm's portfolio.

FAU Center for Urban and Environmental Solutions (CUES)  
Ft. Lauderdale, Florida

#### **Research Associate (CUES)**

**July 2002 to June 2003**

- Coordinated efforts to develop a detailed inventory of community based organizations in South Florida.
- Researched innovative approaches to public participation for use by the South Florida Regional Resource Center (SFRRRC).
- Coordinated efforts of the SFRRRC to convene networks around regional issues.
- Prepared meeting material and developed quarterly reports.
- Formulated public policy reports regarding sustainable community development.

#### **Notable Accomplishments**

- Co-authored the Dania Beach Urban Infill and Redevelopment Area (UIRA) Plan which was adopted unanimously by the City Commission and 3 neighborhood civic associations.
- The UIRA served as the platform for future strategic investment in the area.

#### **Research Assistant (CUES)**

**June 2000 to July 2002**

- Gathered background data for neighborhood planning, historic preservation and transportation planning reports.
- Worked with developers and design teams to prepare a report on best practices in urban design.
- Compiled civic involvement, human capital, and educational data for Palm Beach, Broward, and Miami-Dade counties for a report on regional community indicators.
- Completed local site feasibility studies.
- Assisted with publication design and layout.

#### **Notable Accomplishments**

- Developed a public outreach campaign to accompany an evacuation and sheltering plan for Palm Beach County's Division of Emergency Management. Selected by Florida Chapter of American Planning Association to present the plan at the annual state conference as a student planner.

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## EDUCATION

**Florida Atlantic University, Fort Lauderdale, FL**  
Master of Urban and Regional Planning, (May 2002)  
Specialization: Community and Economic Development

**University of South Florida, Tampa FL**  
Bachelor of Arts, Mass Communication, Specialization: Public Relations, (August 1999)  
Bachelor of Arts, Interpersonal Speech Communication, (August 1999)

**Indiana University, Lilly Family School of Philanthropy, Indianapolis, IN**  
Fundraising for Small Nonprofits (October 2015)

**University of South Florida Institute of Government, Tampa FL**  
South Florida Community Real Estate and Development Certificate Program (May 2012)

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## Affiliations Professional & Civic

- JP Morgan Chase, Florida Community Advisory Board (South Florida), Current Member
- American Planning Association Gold Coast Section Board of Directors, Current Member
- National Alliance of Community and Economic Development Associations Board of Directors, Current Member
- American Institute of Certified Planners, Current Member
- Boys and Girls Club, Carver Ranches Unit Advisory Board, Current Member
- University of South Florida Alumni Association, Life Member
- Emerge Broward – A Program of Leadership Broward, Past Member and Executive Committee Co-Chair