

MEMORANDUM

Agenda Item No. 11(A)(10)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: February 4, 2025

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution appointing
Sandy Lila as commissioner
of the N.W. 79th Street
Corridor Community
Redevelopment Agency; and
waiving Resolution No. R-
636-14 directing the
Commission Auditor to
complete background
research on applicants being
considered to serve on
County boards and trusts that
require nominations or
appointments by this Board

Resolution No. R-140-25

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Marleine Bastien.


Geri Bonzon-Keenan
County Attorney

GBK/ks



MEMORANDUM

(Revised)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: February 4, 2025

FROM: 
Glen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 11(A)(10)

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 present ____, 2/3 membership ____, 3/5's ____, unanimous ____, majority plus one ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3) (h) or (4)(c) ____, CDMP 9 vote requirement per 2-116.1(4)(c) (2) ____) 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)(10)
2-4-25

RESOLUTION NO. R-140-25

RESOLUTION APPOINTING SANDY LILA AS
COMMISSIONER OF THE N.W. 79TH STREET CORRIDOR
COMMUNITY REDEVELOPMENT AGENCY; AND WAIVING
RESOLUTION NO. R-636-14 DIRECTING THE COMMISSION
AUDITOR TO COMPLETE BACKGROUND RESEARCH ON
APPLICANTS BEING CONSIDERED TO SERVE ON COUNTY
BOARDS AND TRUSTS THAT REQUIRE NOMINATIONS OR
APPOINTMENTS BY THIS BOARD

WHEREAS, this Board adopted Ordinance No. 11-55, as codified in Article CXXXIX, section 2-2092, *et seq.* of the Code of Miami-Dade County, Florida (the “Code”) appointing the initial board of commissioners of the N.W. 79th Street Corridor Community Redevelopment Agency (“Agency”) pursuant to section 163.356, Florida Statutes; and

WHEREAS, pursuant to section 163.356(2), Florida Statutes, and section 2-2094(a) of the Code, the Agency’s board “shall consist of not fewer than five or more than nine commissioners”; and

WHEREAS, the Agency’s chair and another commissioner have indicated that they may be relocating outside of Miami-Dade County, and therefore two vacancies will need to be filled in order for the Agency to conduct its business; and

WHEREAS, this Board, as a “governing body,” as that term is defined in section 163.340(3), Florida Statutes, is required pursuant to section 162.356 (2), Florida Statutes and section 2-2099(c), to make appointments of the Agency’s commissioners; and

WHEREAS, this Board desires to appoint Sandy Lila, whose resume is attached hereto as Exhibit “A” and incorporated herein by reference, to serve as commissioner of the Agency; and

WHEREAS, upon reviewing the resume of Sandy Lila, this Board believes that she meets and exceeds the qualifications necessary to be a commissioner of the Agency; and

WHEREAS, this Board wishes to waive Resolution No. R-636-14 that directs the Commission Auditor to complete background research on applicants being considered to serve on County boards and trusts that require nominations or appointments by this Board in order to ensure that the Agency can continue to conduct its business without delay,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. The foregoing recitals are incorporated in this resolution and are approved.

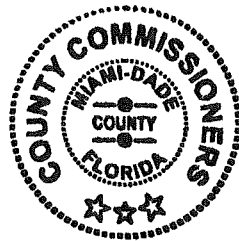
Section 2. This Board appoints Sandy Lila to serve as commissioner of the N.W. 79th Street Corridor Community Redevelopment Agency. In accordance with section 163.356(2), Florida Statutes, and section 2-2094(a) of the Code, Sandy Lila shall serve a term of four years. Further, in accordance with section 163.356(3)(a), Florida Statutes, a certificate of the appointment shall be filed with the Clerk of the Court and Comptroller, and such certificate shall be conclusive evidence of the due and proper appointment of Sandy Lila.

Section 3. This Board waives Resolution No. R-636-14 directing the Commission Auditor to complete background research on applicants being considered to serve on County boards and trusts that require nominations or appointments by this Board.

The Prime Sponsor of the foregoing resolution is Commissioner Marleine Bastien. It was offered by Commissioner **Marleine Bastien**, who moved its adoption. The motion was seconded by Commissioner **Kionne L. McGhee** and upon being put to a vote, the vote was as follows:

Anthony Rodriguez, Chairman	aye		
Kionne L. McGhee, Vice Chairman	aye		
Marleine Bastien	aye	Juan Carlos Bermudez	aye
Kevin Marino Cabrera	aye	Sen. René García	nay
Oliver G. Gilbert, III	aye	Roberto J. Gonzalez	aye
Keon Hardemon	aye	Danielle Cohen Higgins	aye
Eileen Higgins	aye	Raquel A. Regalado	aye
Micky Steinberg	aye		

The Chairperson thereupon declared this resolution duly passed and adopted this 4th day of February, 2025. 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

JUAN FERNANDEZ-BARQUIN, CLERK

By: Basia Pruna
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Terrence A. Smith

Sandy Lila

Housing, Economic & Community Development Professional

Contact Information

P: (305) 546-9255

E-Mail: sandy@lila@gmail.com

Profile

Experienced professional with over a decade of expertise in community and economic development, specializing in contract management and the administration of multi-million-dollar federal grants. Proficient in strategic planning, policy development, budget management, and grant oversight. I bring a proven ability to drive organizational success and deliver impactful community initiatives.

Education

Florida International University

- Master of Public Administration, with a Certificate in Community Development
 - Study Abroad: South Korea and the Kingdom of Morocco
- Bachelor of Science, Construction Management
- Real Estate Law Professional Development Course

John Scott Dailey Florida Institute of Government Certification

- Fundamentals of Code Enforcement (Level I)

Association for the Improvement of American Infrastructure (AIAI)

- Public-Private Partnership (P3) Certification

Boss Construction School Certification

- Lead Safe EPA Renovator, Repair & Painting

Housing Certificates

The Florida Housing Finance Corporation Affordable Housing Catalyst Program and the Florida Housing Coalition Inc.

- The Income Qualification Process
- The Rehabilitation Construction Process

Experience

City of Miami Department of Housing & Community Development (HCD)

Contracts Manager

April 2024 – Present

- **Program Administration:** Oversee a \$4 million Senior Rental Assistance Program funded by the American Rescue Plan Act (ARPA) and general funds, leading a team to ensure program success and alignment with City strategic objectives.
- **Strategic Implementation:** Implement City programs in line with regulatory requirements, addressing community needs and ensuring achievement of established goals.
- **Financial Oversight:** Monitor financial data and manage deadlines for fund expenditure, proactively resolving issues with underperforming contracts to improve program outcomes.
- **Compliance Assurance:** Conduct thorough reviews and revisions of contracts to ensure full operational and contractual compliance, safeguarding City interests.
- **Staff Development:** Provide training on contract policies and procedures, enhancing staff performance and compliance with City and federal guidelines.

City of Miami Department of Real Estate & Asset Management (DREAM)

Lease Manager

July 2022 – April 2024

- **Lease Negotiation:** Managed negotiations and development projects for City-owned land leases and licenses, securing optimal terms and ensuring compliance with regulatory requirements.
- **Project Oversight:** Supervised construction-related property appraisals, commercial leases, and rent escalations for City-owned and leased properties.
- **Contract Management:** Abstracted complex lease agreements, maintained rent rolls, and enforced lease obligations to safeguard City assets.
- **Team Leadership:** Managed staff in contract development, procurement, and preparation, ensuring compliance with City, state, and federal regulations.

- Emergency Repair, Rehabilitation and Reconstruction
- Affordable Housing Funding Sources
- Successful Purchase Assistance Strategies

NeighborhoodWorks Center for Homeownership Education and Counseling

- Mortgage Math Made Simple for Homeownership Professionals

Key Skills

- Critical Thinking
- Project Management
- Budget Planning
- Problem Solving
- Customer Service
- Committed High Achiever
- Skilled Collaborator
- Rapid and Adaptive

Professional

Memberships/Boards/Honors

- Florida Association of Code Enforcement (F.A.C.E.)
- City of North Miami Charter Board Member
- City of North Miami Unsafe Structures Board Member
- Propelling Into Triumph Board Member
- Pi Alpha Alpha Honor Society
- Former Miami-Dade Millennial Task-Force Board Member
 - Board Secretary
 - Housing Solutions Committee Vice-Chair

FEMA Certificates

Emergency Management Institute

- Professional Development Series (PDS) Certificate
- IS- 5,100, 120, 200, 230, 235, 240, 241, 242, 244, 250, 300, 700, 701, 702, 703, 775, 800, 906, 915 & 02900

- **Reporting & Budgeting:** Prepared detailed management reports and supported the development of budgets for department projects.

City of Miami Department of Housing & Community Development (HCD)

Contract Compliance Analyst

May 2018 – July 2022

- **Program Management:** Administered contracts for Community Development Block Grant Program (CDBG) and Housing Opportunities for Persons with AIDS (HOPWA), ensuring adherence to HUD regulations.
- **Emergency Response:** Played a key role in the Emergency Rental Assistance Program (ERAP), providing emergency rental support to families and preventing displacement.
- **Compliance Monitoring:** Conducted compliance monitoring for the Micro-Enterprise program, ensuring all funds were utilized according to program guidelines.
- **Procurement Coordination:** Coordinated procurement processes, prepared reimbursement requests, and maintained communication with contractors and grantors to ensure timely program execution.
- **Record Management:** Managed record retention processes and submission of annual reports for construction-related housing projects.

Broward County Housing Finance and Community Redevelopment Division

Housing/Community Development Specialist

January 2017 – January 2018

- **Program Oversight:** Managed the HOME Investment Partnerships Program (HOME), overseeing contracts for 11 consortia cities, 7 tax-credit projects, and 6 non-profit construction projects, including CHDO and Tenant-Based Rental Assistance.
- **Contract Monitoring:** Monitored \$3 million in contracts for compliance with federal and local regulations, ensuring construction projects adhered to budgetary controls.
- **Regulatory Compliance:** Ensured compliance with federal regulations, including Lead-Based Paint, Davis-Bacon, and Section 3 requirements, across all managed projects.
- **Budget Management:** Managed the divisional budget and tracked reimbursement requests for over 80 multi-year funded contracts, ensuring timely payments and accurate fund allocations.
- **Grant Administration:** Researched and prepared grant applications for housing-related projects funded by the State of Florida Division of Emergency Management.

City of North Miami Parks & Recreation

Contract

May 2005 – January 2018

- **Program Coordination:** Coordinated the Youth Opportunity Board summer internship program, funded by HUD's CDBG, overseeing 15-20 interns annually.
- **Construction Support:** Provided oversight on construction projects, conducting payment audits and assisting with RFQ and RFP development for City projects.
- **Team Management:** Supervised a team of 5 in the development of procurement and project management processes.

- **Community Engagement:** Promoted City-sponsored events and programs through media outreach and community engagement.

City of North Lauderdale Community Development

Neighborhood Improvement Coordinator

July 2013 – January 2017

- **Housing Program Management:** Managed the City's affordable housing programs, overseeing federal, state, and local funds totaling \$1 million for various rehabilitation and construction projects.
- **Project Leadership:** Led contracts for unsafe structure demolition and supervised capital improvement projects to enhance community infrastructure.
- **Grant Administration:** Applied for and managed grants from HUD and the State of Florida Division of Emergency Management, ensuring timely and effective use of funds.
- **SOP Development:** Developed Standard Operating Procedures (SOPs) for the administration of grants and contracts, improving the efficiency of housing program operations.
- **Community Initiatives:** Managed the 12,000 sq. ft Community Garden and implemented public health initiatives such as Smoke-Free Multi-Unit Housing and "Young Lungs at Play."

City of North Miami Public Works

Intern to the Assistant Director

January 2011 – July 2013

- **Construction Administration:** Assisted in drafting bid specifications for construction projects and issued them to contractors, ensuring adherence to City procurement guidelines.
- **Compliance Monitoring:** Reviewed payment applications and construction plans to ensure all work met project specifications and compliance standards.
- **Project Documentation:** Conducted construction surveys, maintained detailed project records, and attended pre-bid meetings to support project development.

Alorica

Contract Specialist Lead

October 2006 – July 2013

- **Team Leadership:** Managed a team of 25 agents, conducting weekly one-on-one coaching sessions to improve performance and ensure alignment with organizational goals.
- **Vendor Communication:** Maintained effective communication with vendors and ensured the accuracy of records for auditing projects.
- **Account Management:** Handled tasks such as opening and closing accounts, processing contracts, and resolving escalated issues from customer service.
- **Billing Resolution:** Resolved advanced billing and account issues, responding to an average of 35 customer emails daily to maintain high satisfaction rates.
- **Fraud Prevention:** Identified and addressed fraudulent accounts, successfully converting 50 accounts monthly to legitimate status.
- **High-Volume Problem Solving:** Resolved an average of 350 inquiries per week, consistently meeting performance benchmarks for speed, accuracy, and volume.