

## **MEMORANDUM**

Agenda Item No. 11(A)(12)

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

**DATE:** May 6, 2025

**FROM:** Geri Bonzon-Keenan  
County Attorney

**SUBJECT:** Resolution waiving, by a two-thirds vote of the membership of the Board of County Commissioners, the resident-elect requirement of section 2-11.38 of the Code and reappointing Shellie Ransom-Jackson to the Construction Trades Qualifying Board (CTQB) Division A for a three-year term

Resolution No. R-448-25

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The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Oliver G. Gilbert, III.

  
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Geri Bonzon-Keenan  
County Attorney

GBK/ks



**MEMORANDUM**  
(Revised)

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

**DATE:** May 6, 2025

**FROM:**   
Gen Bonzon-Keenan  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(12)

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)(12)  
5-6-25

RESOLUTION NO. \_\_\_\_\_ R-448-25

RESOLUTION WAIVING, BY A TWO-THIRDS VOTE OF THE MEMBERSHIP OF THE BOARD OF COUNTY COMMISSIONERS, THE RESIDENT-ELECTOR REQUIREMENT OF SECTION 2-11.38 OF THE CODE OF MIAMI-DADE COUNTY AND REAPPOINTING SHELLIE RANSOM-JACKSON TO THE CONSTRUCTION TRADES QUALIFYING BOARD (CTQB) DIVISION A FOR A THREE-YEAR TERM

**WHEREAS**, Miami-Dade County’s Construction Trades Qualifying Board (CTQB), which is comprised of a Division A and a Division B, reviews and approves contractor and tradesman applications and conducts disciplinary proceedings to resolve complaints; and

**WHEREAS**, section 10-20 of the Code of Miami-Dade County, Florida (the “Code”) provides that the membership of Division A shall consist of three general contractors, two engineering contractors, one architect, two roofing contractors, one registered engineer, one swimming pool contractor, two Building Specialty Contractors, and two members from the general public; and

**WHEREAS**, under the Code, CTQB members “shall be appointed for a term of three years, or until their successors are appointed and qualified”; and

**WHEREAS**, Shellie Ransom-Jackson, whose resume is attached here, has been a valued member of the CTQB’s Division A since March 1, 2021, holding one of the seats for members from the general public; and

**WHEREAS**, notwithstanding her residency in Broward County, Shellie Ransom-Jackson would continue to be an asset to the CTQB; and

**WHEREAS**, section 2-11.38 of the Code provides that “[a]ll members of County boards shall be permanent residents and electors of Miami-Dade County unless the Board of County Commissioners, by a two-thirds vote of its membership, waives this requirement”; and

**WHEREAS**, this Board therefore desires to waive the resident-electors requirement of section 2-11.38 to allow this Board to reappoint Shellie Ransom-Jackson to the CTQB Division A for a three-year term,

**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, hereby waives the resident-electors requirement of section 2-11.38 of the Code and reappoints Shellie Ransom-Jackson to the Construction Trades Qualifying Board (CTQB) Division A for a three-year term to hold one of the seats for members from the general public.

The Prime Sponsor of the foregoing resolution is Commissioner Oliver G. Gilbert, III. It was offered by Commissioner **Eileen Higgins**, 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	<b>aye</b>		
Kionne L. McGhee, Vice Chairman	<b>aye</b>		
Marleine Bastien	<b>aye</b>	Juan Carlos Bermudez	<b>aye</b>
Sen. René García	<b>aye</b>	Oliver G. Gilbert, III	<b>aye</b>
Roberto J. Gonzalez	<b>aye</b>	Keon Hardemon	<b>aye</b>
Danielle Cohen Higgins	<b>aye</b>	Eileen Higgins	<b>aye</b>
Raquel A. Regalado	<b>aye</b>	Micky Steinberg	<b>aye</b>
District 6 - Vacant			

The Chairperson thereupon declared this resolution duly passed and adopted this 6<sup>th</sup> day of May, 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.

A handwritten signature in black ink, appearing to read "CJW".

Christopher J. Wahl

# SHELLIE RANSOM-JACKSON

Davie, FL 33328 | 305-525-1052  
Shellie.ransom@gmail.com

## Summary

Outstanding Manager with 15+ years of track record of providing expert direction in all aspects of construction. Expertise in equipment operation, construction management, reading and interpreting blueprints and heavy labor. Excellent knowledge of operation and safety protocols for diverse industry equipment. Respectful and respected professional with exceptional knowledge of developing strategic plan for excellence service delivery.

## Core Competencies

- Building Code Compliance
- Building Process Analysis
- Strategic Planning
- Building Construction Practices
- Project Management
- Project Leadership
- Client Relationship Management
- Building Department Management
- Contract Negotiation
- Budget/Cost Management
- Financial Analysis
- Recruitment & Retention

## Accomplishments

- Responsible for the sale and development of over 55 acres of city-owned properties.
- Successfully handled project with an overall budget of \$14,000,000 at Seminole Tribe of Florida and \$15,000,000 at City of Miami Gardens.
- Developed and implemented policies and procedures to assure success in implementing the work of architectural and engineering consultants and contractors engaged in the design, construction, renovation and repair of a variety of complex county-owned buildings and related facilities.
- Developed scopes of work and designed/built construction, established and reviewed construction schedules, procured contracts for services, and monitored budget.
- Managed the renovation and remodeling of interdepartmental work valued between \$50,000 and \$1,000,000.

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## PROFESSIONAL EXPERIENCE

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### **BENCHMARK CONSTRUCTION CONSULTING AND MANAGEMENT, LLC.**

**President/ Owner**, 2011-present

- Specializes in Federal, State, and Local development construction processes.
- Permit expediting Specialist.
- Construction regulation and techniques expert.
- Perform RFP documentation review, preparation, drafting and providing write-up and responses.
- Services provided for Local, State, and Federal construction development includes but is not limited to, pre-submittal plan review, zoning applications, code enforcement lien negotiation, and State licensure.
- Work closely with Architects, Contractors, Owners, and Governmental entities providing a conduit between the private and public sectors.
- Building code services to include all services and costs associated with managing licensed staff and municipal contracts.
- Building Official services including the execution of required State, County and Municipal documents.

### **CITY OF HALLANDALE BEACH**

**Building Official**, 2012-2017, 2021-2023

- Planned, supervised, and coordinated activities related to building plan review, inspections, and code enforcement.
- Developed and implemented initiatives to streamline the permitting process.
- Maintained and configured the permitting software for the Building Division.

# SHELLIE RANSOM-JACKSON

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- Trained staff on new code provisions and the use of the permit software program.
- Represented the City in meetings with governmental agencies, architects, engineers, contractors, property and business owners and the public.
- Managed a staff of 15 and \$4 million budget
- Reviewed, issued, processed, and approved building permits.
- Enforced and interpreted the Florida Building Code within the City. Designated as the City's Certified Floodplain Manager
- Directed, coached, developed, and evaluated staff

## **SEMINOLE TRIBE OF FLORIDA**

### **Director, Building Inspector Tribal Inspection, 2016-2017**

- Handled administration and delegation of a variety of functions such as permit application review, permit issuance, and field inspections; the evaluation and improvement of service delivery; assessment of individual and departmental performance.
- Drafted and ensured the maintenance and promulgation of rules, regulations and procedures to implement the Seminole Tribe of Florida Building Codes.
- Drafted and Interpreted complex regulations and provided technical information to interested parties such as compliance staff, internal departments, and the public.
- Analyzed and recommended policies and procedures to Tribal Council.
- Developed new and innovative methods of providing building code compliance.
- Provided final interpretation of building code requirements.
- Served on various Tribal Community Development Department's Selection Committees

## **CITY OF MIAMI GARDENS**

### **Director of Development Services and Code Compliance Department/Building Official, 2009-2016**

- Responsible for creating the vision, managing, coordinating and directing the City's major development efforts.
- Organized, integrated and administered the Department's operations and service delivery to ensure economic development initiatives and goals are incorporated into the overall program for the City.
- Reviewed building plans, site plans, construction documents, inspection reports, and development proposals for compliance with applicable codes and ordinances.
- Directed supervision of 45 administrative, technical, inspection, plan review, and administrative staff in the conduct of all activities related to building services, planning and zoning, engineering and code compliance in response to complaints of alleged violation of property maintenance, zoning and other codes relating to improvement of the health, welfare, and safety of the community.
- Drafted and Interpreted complex regulations and provided technical information to interested parties such as compliance staff, internal departments, and the public.
- Analyzed and recommended policies and procedures in accordance with the strategic plan and overall vision of the Legislative body.
- Monitored and made recommendations to the legislative agenda. Serve on the City's Capital Improvement Selection Committee.
- Established scopes of work, preliminary budget, and recommended participation levels for various complex construction related Requests for Proposal/Qualifications for the Procurement Department.
- Monitored Davis-Bacon wages and minority participation for various State/Federal-funded projects.

# SHELLIE RANSOM-JACKSON

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## MIAMI-DADE COUNTY GSA

### Renovation Services Section Manager, 2007-2009

- Managed a staff of 73 permanent and eighteen temporary staffs.
- Planned, supervised and directed diversified construction trades supervisors and their subordinates in the completion of renovation and construction projects for various County agencies.
- Inspected job sites to determine progress of projects under construction, reviewed and approved cost estimates, authorized requisitions for labor, materials and equipment, prepared project status reports, and developed recommendations and procedures for improvements in facilities maintenance and renovation operations.
- Performed advanced professional and administrative work with supervisory responsibility for the management of construction, renovation and repair projects for county-owned facilities.
- Responsible for effective work planning, assigning and reviewing the work of professional, construction and trade staff as well as contracted vendors to assure professional results through personal conferences and performance reporting.

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## EDUCATION & CREDENTIALS

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**Master of Public Administration**, Nova Southeastern University, Davie, FL, 2014

**Bachelor of Business Administration (with major in Project Management)**, AIU Online, Hoffman Estates, IL, 2007

**Associate of Science in Building Construction Technology**, Miami-Dade College, Miami Florida, 1997

Certified General Contractor CGC60553

Certified Building Code Administrator BU1570

Certified Plans Examiner PX2199

Certified Building Inspector BN4404

State of Florida Woman & Minority Business Certification

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## MEMBERSHIPS AND CERTIFICATIONS

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Past 2nd Vice President of Broward County Building Officials Association

Past President of South Florida Building Officials Association

Board Member of the National Association of Black Women in Construction

Advisory Board Member of the Salvation Army of Miami