

Print**Advisory Board & Committee Interest Form - Submission #25042****Date Submitted: 4/11/2024****Last Name***

Richter

First Name*

Kellie

District # You Live In.*

2

Home Address*

1826 Monroe Street

City*

Hollywood

State*

FL

Zip Code*

33020

Home Phone

7863750611

Cell Phone

7863750611

Email Address*

kellierichter@gmail.com

Owner or Renter *

owne

Number of years as city resident*

12

Are you registered to vote in Broward County?

*

Yes

**Education (highest degree / level)**

College

Occupation*

Warranty/QAQC - Customer Service Manager

Work Phone**Business Name***

Coastal Construction

Business Address

5959 Waterford District Dr

City

Miami

State

FL 33

Zip Code**Identify the board / committee(s) to which you request appointment (Please rank in order of preference)****Selection (1)***

Planning & Development Board

**Selection (2)***

Planning & Development Board

**Selection (3)***

Planning & Development Board

**Selection (4)***

Planning & Development Board



Affordable Housing Advisory Committee - Questions*

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? • Home Purchase Education, • Housing Market Employment, • Housing Market Stability, • Affordable Housing Construction, * Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? • Ownership Housing Affordability, • Rental Housing Affordability, • Housing Market Stability, • New Housing Construction, * Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

African American Advisory Council - Questions*

Please answer these five questions above. 1. What is the greatest challenge facing the African American Community in Hollywood? 2. How many hours per month can you dedicate to AAAC initiatives? 3. Which of the following disciplines are you most skilled? * Education, * Employment, * Economics, * Cultural Awareness, * Housing. 4. Which of the following disciplines are you most passionate? * Education, * Employment, * Economics, * Cultural Awareness, * Housing. 5. What (if any) life experience motivated you toward volunteerism?

Artwork Selection Committee - Questions*

Please answer these five questions above. 1. What are your primary interest in City Government and City Services? 2. Why do you want to join the Artwork Selection Committee? 3. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 4. Are you available to attend regular committee board meetings scheduled for the Second Monday each month at 5:30pm? 5. What is your one area of highest interest related to the Arts within the City of Hollywood?

Civil Service Board - Questions*

Please answer these five questions above. 1. Describe your involvement with establishing, reviewing and interpreting policies and procedures? 2. Describe your involvement in employment practices including interviewing, testing, hiring, selection and promotion, demotions, transfers, etc. 3. Describe your knowledge of Civil Service and its purpose. 4. Why do you want to serve on this Civil Service Board? 5. Are you a continuous resident of and continuous registered elector in the City of Hollywood?

Community Development Advisory Board - Questions*

Please answer these five questions above. 1. Do you reside in a low and moderate income (LMI) neighborhood in Hollywood per the most recent US Census data? A Hollywood LMI Map is located at www.hollywoodfl.org on the Community and Economic Development webpage. 2. What Community Development issues do you believe are the most important to Hollywood? 3. What is your definition of a healthy neighborhood? 4. What do you believe is the vision and primary work of the Community Development Advisory Board? 5. What do you believe uniquely qualifies you to serve on the Community Development Advisory Board?

Education Advisory Committee - Questions*

Please answer these five questions above. 1. What are the current challenges facing education? 2. What is your vision for education in Hollywood? 3. What do you see as the primary work of the Education Advisory Committee? 4. With only one meeting a month, the Committee is limited in what it can do. How does/should the Committee decide what's most important? 5. How can the Committee know if its mission and goals are being accomplished?

Employees' Retirement Plan - Questions*

Please answer these five questions above. 1. Are you familiar with the State's Sunshine Laws (Chapter 119 of the Florida Statutes)? 2. Are you available to attend in person regular monthly Board meeting (typically held the 4th Tuesday of each month)? 3. What knowledge, skills and/or abilities will you bring to the Employees' Retirement Plan? 4. What do you believe are the responsibilities of a trustee on a municipal retirement plan board? 5. Are you familiar with municipal defined benefit retirement plans and/or have previous experience serving on a municipal retirement plan board?

Firefighters' Pension Board - Questions*

Please answer these five questions above. 1. What knowledge, skills and abilities would you bring to the meetings? 2. What experience do you have with firefighter pensions? 3 What is your financial background? 4. How many years have you lived in Hollywood? 5 How familiar are you with local retirement systems?

General Obligation Bond Oversight Advisory Committee - Questions*

Please answer these four questions above. Why do you want to join the GO Bond Oversight Advisory Committee? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. 3. Which Bond interests you the most? Public Safety? Parks/Golf/Open Space or Neighborhoods & Resiliency? 4. What is your perspective on city quality of life, healthy neighborhoods, economic development & a strong tax base?

Historic Preservation Board - Questions*

Please answer these five questions above. 1. How have you prepared yourself to serve on the Historic Preservation Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. * Personal experiences, * Professional experiences. 3. What is your perspective on balancing growth of the City's tax base, within the Historic Districts, while maintaining neighborhood stabilization? 4. How would you balance historic architecture with modern architectural styles? 5. What do you like about the City's different Historic Districts?

Hollywood Centennial Celebration Committee*

Please answer these five questions above. 1. What is your primary interest in serving on the Committee? 2. What is your financial/accounting background? 3. What knowledge, skills and abilities would you bring to the meetings? 4. What other organizations and/or associations were you previously, and/or currently involved with? 5. Are you available to attend regular committee meetings? (dates to be determined by all members)

Hollywood Housing Authority - Questions*

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? * Property Management, * Affordable Housing Administration, * Housing Market Stability, * Affordable Housing Construction, * Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? * Property Management, * Rental Housing Affordability, * Housing Market Stability, * New Housing Construction, * Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

Marine Advisory Board - Questions*

Please answer these five questions above. 1. What is your involvement with the City of Hollywood's Waterways? 2. What will guide your decisions on this board? 3. Are you able to dedicate 2-3 hours a month to attend the meetings? Attendance is paramount to this Board being able to get things done. 4. Are you currently or have you been a boater, marine industry professional or involved in any other marine related industry? 5. What is your vision for the city of Hollywood's Waterway system?

Parks, Recreation & Cultural Arts Advisory Board - Questions*

Please answer these six questions above. 1. How many events have you attended in the past year at any of the parks and athletics facilities in the City? 2. How many City-sponsored special events have you attended for the past year? 3. Are you available to attend regular Board meetings? Regular meetings are on the 1st Thursday of the month for 8 months per calendar year. 4. What is your one area of highest interest related to the parks, recreation and cultural arts for the City? 5. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 6. How does parks, recreation and cultural arts contribute to quality of life?

Planning & Development Board - Questions*

- 1) I am available for review and attendance of meetings as scheduled on the City Website and would consider it a privilege to be part of such and important process in our City.
- 2) I have a short lifetime of experience in various stages of real estate and development as shown in my attached resume that I believe will benefit the city on future goals. I am have been through changes here in the City and would love to help.
- 3) I am all for smart sustainable development that offers proposed growth benefitting existing business.
- 4) 1818 Young Circle gives a great appearance to the downtown area and of course, the Guitar Building.
- 5) A city-wide plan looking at existing conditions and has goals and objectives to be implemented.

Please answer these five questions above. 1. How have you prepared yourself to serve on the Planning and Development Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. * Personal experiences, * Professional experiences. 3. What is your perspective on balancing growth of the City's tax base while maintaining neighborhood stabilization? 4. What recent developments within the City are most proud of? 5. What is a Comprehensive Plan?

Police Officer's Pension Board - Questions*

Please answer these five questions above. 1. What is a fiduciary? And what is your responsibility to the police pension plan as a fiduciary? 2. What is the Sunshine Law? 3. What is Asset Allocation & Diversification? 4. Explain the history of Chapter 99-1 and Chapter 185? 5. Define the role of the Actuary and the Auditor?

Sister Cities Advisory Committee - Questions*

1. Do you speak more than one language? If so, what languages do you speak? 2. Do you have experience in travel, cultural exchange, and/or fund-raising? Please describe. 3. Which Sister City focus areas are you most passionate about: a. Art and Culture; b. Business and Trade; c. Community Development; d. Youth and Education. 4. What (if any) life experience motivated you toward volunteerism? 5. Please describe why you are interested in serving on the Sister Cities Advisory Committee.

Sustainability Advisory Committee - Questions*

- Please answer these five questions above. 1. Why do you want to join the committee? 2. Have you attended any committee meetings? If so, how many? 3. What knowledge, skills, and abilities would you bring to the committee if appointed? 4. What other organizations, clubs, or associations are you involved in? 5. Are you available to attend regular committee and subcommittee meetings? Regular meetings are held monthly with subcommittee meetings held as needed. 6. What types of projects would you like to see the committee work on?

Young Circle ArtsPark Advisory Board - Questions*

Please answer these five questions above. 1. What are your primary interest in City Government and City Services? 2. How many ArtsPark events have you attended within the past year? 3. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 4. Are you available to attend regular committee board meetings scheduled for the Second Tuesday each month at 5:30 pm? 5. What is your one area of highest interest related to the ArtsPark at Young Circle?

Are you interested in serving on more than one board/committee?*

No

If so, how many?*

1

Applicant must attend at least one board/committee meeting prior to consideration of application for every board applied. Please list board/committee meetings you attended in the last year?*

P&D

Are you currently on a County or City Board?*

No

If yes, please describe

If you are applying for a board / committee, which has specific requirements / categories, please detail how your background and/or experience meets the required criteria.*

I am available for review and meetings as shown in the city schedule.

Please describe your professional and/or volunteer experience or background, which best qualifies you for selection to the board / committee.*

I have been in various stages of real estate since a young age and have been a volunteer on my local Civic Association.

Are you presently employed by the City of Hollywood?*

No

If so, in what capacity?*

not employed at COH

Attach Resume (only .doc and .pdf files)*

KellieRichter2024.pdf

KELLIE A. RICHTER

kellierichter105@gmail.com

(786) 375-0611

EXPERIENCE

Coastal Construction Miami, FL 2022–Present

Warranty Customer Service Manager

- Responsible for all warranty related coordination and reporting on finished products with 2300 units currently under warranty.
- Coordination of all construction turn-over documentation to owner/owner representative.
- Project team training helping to coordinate team obligations for document turn over.

A&F Staffing	Plantation, FL	April 2017 to 2022
One At Home Broward	Miramar, FL	May 2017 to 2022
Affordable Rehab Services, Inc.	Coral Springs, FL	August 2016 to 2018

PTA-Home Health Setting

- Working as part of a team to help restore function and reduce pain by providing in-home hands-on physical therapy services to patients with a range of disabilities.
- Document patient progress and make observations on to offer recommendations for improvements.
- Design physical therapy programs based on the evaluation and patients level of function.
- Provide feedback and consult with the supervising Physical Therapist on patients changing needs.

Coastal Construction Surfside, FL 2014–2016

Field Office Administrator-The Surf Club

- Responsible for all field reporting including daily manpower reports, inspections and permitting.
- Enforced subcontractors daily reporting to coordinate resolution of issues with the General Superintendent.
- Handled all concrete breaks, stressing and encapsulation reports including coordination with the structural engineer and shell subcontractor; continually monitored repairs for any broken cables.
- Scheduled all Shell, MEP, window subcontractors and third party inspections required on a daily basis and recorded same in the logs and records in both original and digital files.
- Attended weekly staff, sub-contractor and MEP meetings to record minutes, draft memos and distribute same.
- Coordinated all subcontractor deliveries and placement, particularly use of crane and hoist time.

MB Development, LLC Surfside, FL 2012–2014

Contract Administrator/Office Manager-The Grand Beach Hotel Surfside

- Reported to the Project Manager and Assistant Project Managers on office operations and priority construction issues.
- Coordinated a wide variety of contracts and filing and notification of each contract's change orders.
- Used superior communication skills to act as liaison for neighboring properties and Project Manager with emphasis on resolving tenant complaints.
- Administrative duties included drafting correspondence, office inventory control, and scheduling meetings.

KELLIE A. RICHTER

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J&M Electrical Contractors, Inc.

Hallandale Beach, FL

2010–2012

Office Manager

- Coordinated bid dates with proposals by ensuring pricing was received by bid date deadline.
- Permit expediting for city regulated agency governing the electrical portion of contracts.
- Managed all Notice to Owner and Liens from issuance through distribution.
- Ensured that accounts payable and receivable were properly recorded.

WSG Development Company

Miami Beach, FL

2005–2009

Development Associate/Owners Representative

- Promoted to Owners Representative while still handling Assistant COO duties.
- Took on the added responsibilities of handling the sub-contractor coordination of work during the final phases of construction, Temporary Certificate of Occupancy, and Certificate of Occupancy.
- First responder in the field for trouble shooting between engineer, architect and general contractor for a Historic Hotel/Condo renovation combined with a newly constructed spa with related equipment install.
- Used superior client relation skills with individual and corporate tenant/buyers to resolve punch list issues for 210 units of hi-end decorator ready condos.
- Default liaison for unit owners with their private contractors with regard to build outs, particularly relating to building systems.
- Developers' Representative for Home Owners' Association concerns and coordination of the transfer of the property from Developer to Managing Agent.

Development Associate/Assistant to Chief Operating Officer

- Coordination of county, state and federal documentation to facilitate purchase, sales and finance of approximately \$525 million of property.
- Prosecute due diligence and report recommendations for purchases of land nationwide.
- Coordinate real property construction from obtaining permits to build out and leasing of space.
- Conduct monthly staff meetings covering review of all projects in the development stage.
- Designed and initiated a system for all leases and closing binders to allow for timely notices and easy access for all departments.

1997–1999 **SL Green Realty, LLC**

New York, NY

On Site - Property Manager

- Responsible for the day-to-day operations of a 1.2 million square foot property located in midtown Manhattan.
- Represented the building ownership during several tenant full floor renovations, including coordination of building systems, property engineers and general and sub-contractors when applicable.
- Generated 1.9 million dollars in revenues from tenant charges relating to construction. Supervision of major Capital Improvement Project consisting of upgrade of heating system (boiler), elevator upgrade, roofing system and main lobby renovation.
- Implemented and maintained the property operating budget.
- Responsible for renewing and/or rebidding all property service contracts.
- Cleared the property of 27 New York City Fire Department violations transferred with the property upon sale.
- Supervised sixteen engineers, custodians and security staff in their responsibilities.
- Approved equipment purchases and building supplies.
- Liaison between owners and real estate brokers and the prospective tenants

KELLIE A. RICHTER

kellierichter105@gmail.com

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EDUCATION

- ❑ Dale Carnegie Graduate 2024
- ❑ Keiser College -A.A.S. Degree 2001 -PTA
- ❑ Nassau Community College -A.A.S. Degree 1991
Major: Marketing and Advertising/BA
- ❑ Gold Coast Schools -Sales Associate – Licensed
- ❑ New York University 1997 - Blue Print Reading
- ❑ BOMA, RPA Program