

[Print](#)**Advisory Board & Committee Interest Form - Submission #24985****Date Submitted: 4/7/2024****Last Name***

Rubio

First Name*

Marcela

District # You Live In.*

3

Home Address*

4801 Arthur Street

City*

Hollywood

State*

FL

Zip Code*

33021

Home Phone

305-333-0930

Cell Phone**Email Address***

rubiochela@gmail.com

Owner or Renter *

Owner

Number of years as city resident*

5

Are you registered to vote in Broward County? *

Yes

Education (highest degree / level)

Master's

Occupation*

Assistant Director

Work Phone

305.673.7260

Business Name*

City of Miami Beach

Business Address

1700 Convention Center Drive

City

Miami Beach

State

FL

Zip Code

33139

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

Affordable Housing Advisory Committee

**Selection (2)***

Hollywood Housing Authority

**Selection (3)***

Sister Cities Advisory Committee

**Selection (4)***

None



Affordable Housing Advisory Committee - Questions*

1. Much like its counterparts throughout South Florida, Hollywood is challenged by high insurance costs, rising construction costs, scarce project funding, and few incentives for developers to embark on restoring and improving historic properties.
2. I am currently employed with the City of Miami Beach Office of Housing and Community Services, which manages the City's First Time Homebuyer Program. Over 20 households have benefitted from the deferred loan program. I've collaborated with several housing counseling agencies to help applicants achieve their goal of owning their first home.
3. In my professional life, my focus is to increase accessibility for low-income persons to purchase their first home or to access affordable rents. I would like to provide input for this municipality, and learn more about the available resources, and best practices implemented by the City of Hollywood.
4. I've always had a heart for volunteerism, and I am fascinated by learning how municipalities operate and provide the highest quality of service for their constituents. I've volunteered with several projects and organizations, ranging from organic gardening to translating for non-profit housing programs, has enriched my understanding of the longstanding benefits of community volunteering.
5. Housing stability is crucial for a city's economic health because it affects several aspects. Stable housing enables workers to settle down, reducing turnover and absenteeism, leading to a more productive workforce. Stable housing markets tend to have steady or increasing property values, which can attract investment and contribute to overall economic stability. A stable housing market is attractive to businesses, leading to job creation and economic vitality.

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*

1. Much like its counterparts throughout South Florida, Hollywood is challenged by high insurance costs, rising construction costs, scarce project funding, and few incentives for developers to embark on restoring and improving historic properties.
2. I am currently employed with the City of Miami Beach Office of Housing and Community Services, which manages the City's affordable housing residential portfolio. I've collaborated with many vendors and stakeholders to maintain a healthy financial standing, and to ensure that the properties are in decent and safe conditions.
3. In my professional life, my focus is to increase accessibility for low-income persons to purchase their first home or to access affordable rents. I would like to provide input for this municipality, and learn more about the available resources, and best practices implemented by the City of Hollywood.
4. I've always had a heart for volunteerism, and I am fascinated by learning how municipalities operate and provide the highest quality of service for their constituents. I've volunteered with several projects and organizations, ranging from organic gardening to translating for non-profit housing programs, has enriched my understanding of the longstanding benefits of community volunteering.
5. Housing stability is crucial for a city's economic health because it affects several aspects. Stable housing enables workers to settle down, reducing turnover and absenteeism, leading to a more productive workforce. Stable housing markets tend to have steady or increasing property values, which can attract investment and contribute to overall economic stability. A stable housing market is attractive to businesses, leading to job creation and economic vitality.

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*

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. I can speak, write and read Spanish fluently. My knowledge of French is very basic.
2. I am passionate about researching travel destinations, and love to understand the local flare and traditions. I've hosted cultural exchange students that visited the City of Miami Beach from Germany several years ago, and I can proudly say we remain connected.
3. Due to my professional experience in Housing and Community Development, I am most interested in focusing on Community Development.
4. I've always had a heart for volunteerism, and I am fascinated by learning how municipalities operate and provide the highest quality of service for their constituents. I've volunteered with several projects and organizations, ranging from organic gardening to translating for non-profit housing programs, has enriched my understanding of the longstanding benefits of community volunteering.
5. I would love to explore deepening our connections to the current list of Sister Cities, especially how they relate to Hollywood's diverse immigrant population.

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?*

0

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 currently work in a municipality, which can fulfill the essential services requirement for the Affordable Housing Advisory Committee.

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

I've worked for the City of Miami Beach Office of Housing and Community Services since 2006, and my extensive experience in developing programs related to affordable housing can potentially benefit the City of Hollywood.

Are you presently employed by the City of Hollywood?*

No

If so, in what capacity?*

N/A

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

Marcela Rubio 2024 resume.docx



MMR

Marcela Maria Rubio, MPA

305-333-0930

marcela.rubio@miamibeachfl.gov

rubiochela@gmail.com

EDUCATION

MASTER'S DEGREE

AUGUST 2012

**FLORIDA INTERNATIONAL
UNIVERSITY**

Master's in Public
Administration

BACHELOR'S DEGREE

DECEMBER 2007

**FLORIDA INTERNATIONAL
UNIVERSITY**

English Literature

SKILLS

- State of Florida Licensed Notary
 - Fluent in Spanish and English- verbal, reading, writing
-

EXPERIENCE

City of Miami Beach Office of Housing and Community Services

August 2021- present

Assistant Director, Office of Housing and Community Services

- Oversee the City's Community Services division and programming
- Oversee the City's Homeless Outreach division
- Oversee the City's affordable housing residential portfolio
- Supervise the Children's Trust Grants (Family Pathways, Parent-Child Program and All-Stars)
- City liaison of the Affordable Housing Advisory Committee
- Supervises the annual application process for the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) Grant Program, and Human Services Programs
- Develop short- and long-range divisional goals and objectives
- Assists in the development, preparation, and administration of the Department budget
-

June 2017-August 2021

HOME/ SHIP Program Coordinator

- Draft legal agreements, City Commission Resolutions and Committee Memoranda
- Review case files for HOME Program grants, set up activities in Integrated Disbursement and Information System (IDIS)
- Oversee the City's affordable housing residential portfolio
- Supervise the annual application process for HOME Investment Partnerships (HOME) Program and provide recommendations for funding allocations
- City liaison of the Affordable Housing Advisory Committee
- Assist CDBG Projects Coordinator with data gathering for the Comprehensive Annual Performance Evaluation Report (CAPER)
- Review State Housing Initiatives Partnership (SHIP) Program Applications for first-time homebuyer and homeowner rehabilitation programs
- Solicits bids from contractors for homeowner rehabilitation process



RUBIOCHELA@GMAIL.COM



305-333-0930

- Ensures residential housing properties are in compliance with local business licenses
- Conduct annual monitoring for HOME and SHIP projects
- Submit SHIP annual reports to Florida Housing Finance Corporation

April 2015-June 2017

Tenant Services Coordinator

- Manage affordable housing waitlist and tenant selection plan
- Generate invoices for affordable housing tenants
- Fulfill work orders for affordable housing tenants
- Ensure vendors are compliant with City procurement guidelines
- Complete income recertification for tenants
- Review and issue program default letters
- Prepare Eviction packages for review by the Office of City Attorney
- Review and update Lease forms and Tenancy Manual accordingly

August 2006-May 2014

Elder Services Coordinator

- Manage Emergency Food and Shelter Program (EFSP) grant
- Manage CDBG rent assistance grant
- Coordinate tax preparation services with community providers
- Serve as liaison for Department of Children and Families ACCESS program
- Attend community meetings regarding elder affairs
- Conduct home visits to elderly in the community
- Collaborate with Fire Department to identify vulnerable populations in need of services