

**Print**

**Charter Review Committee Interest Form - Submission #20519**

**Date Submitted: 2/1/2023**

**Last Name\***

Vargas

**First Name\***

Robert

**District # You Live In.\***

3

**Home Address\***

440 N RAINBOW DR

**City\***

HOLLYWOOD

**State\***

FL

**Zip Code\***

33021

**Home Phone**

2016740766

**Cell Phone**

201-674-0766

**Email Address\***

robertvargas201@gmail.com

**Owner or Renter \***

Owner

**Number of years as city resident\***

4

**Are you registered to vote in Broward County?**

\*

Yes



**Education (highest degree / level)**

MBA

**Occupation\***

VP of Finance

**Work Phone**

2016740766

**Business Name\***

TEDc

**Business Address**

5900 NW 7TH AVENUE

**City**

Miami

**State**

FL

**Zip Code**

33127

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**How many elections have you voted in and when was the last time you voted?\***

2 elections and last time I voted was on 12/15/202

**How many City Commission or board meetings have you attended in the last 2 years? Please list:\***

4 meetings - Affordable Housing and City Planning

**Why do you wish to serve as a member of the Charter Review Committee?\***

I would like to use my experience working with government agencies in Washington, DC, New York City and now in Miami-Dade to help the community of the City of Hollywood. As a resident, I have a vested interest in the well-being and growth of the city.

**If appointed, what specific contribution(s) will you bring to the Charter Review Committee?\***

I can bring my experience in development of mix-use projects previously in Washington DC, NYC and now in Miami. The projects have been created to address specific needs in the community such as building parks, centers, and housing using city resources.

**Have you had any previous experience with a Charter review process?\***

I have experience working with various government agencies, securing funding for development projects in Miami, Washington, DC and New York City. I also worked with various community boards to find and allocate funding for specific projects.

**Please describe your qualifications as an applicant including your professional and/or volunteer experience or background.\***

I bring my 20+ years of experience in development of projects previously in Washington DC, NYC and now in Miami. The projects have been created to address specific needs in the community such as building parks, centers, and housing using city resources.

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**Do you currently serve on any City or County boards or committees? Please list.\***

Affordable Housing Advisory Committee (AHAC) for the City of Hollywood  
Tacolcy Economic Development Corporation

**Have you ever served on any City or County advisory boards? Please list.\***

Affordable Housing Advisory Committee (AHAC) for the City of Hollywood

**List community / civic service involvement.\***

Affordable Housing Advisory Committee (AHAC) for the City of Hollywood  
Carmel Lakes Association - Miami  
Help USA - Washington, DC

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

RobertVargasResume2.docx

## Robert A Vargas, MBA

(305) 523-9316 ▪ Hollywood, FL ▪ [Robertvargas201@gmail.com](mailto:Robertvargas201@gmail.com)  
[LinkedIn.com/in/robert-vargas-96496610/](https://www.linkedin.com/in/robert-vargas-96496610/)

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Visionary leader with expertise in all facets of non-profit management, affordable real estate development, new opportunities for growth, fiscal management, and operational efficiency. Success guiding cross-functional teams. Commanding presenter and negotiator; able to forge strong relationships with partners and build consensus across multiple organizational levels. Technical proficiencies include MS Office Suite comprising of Excel, SharePoint, and MS Project, Yardi, QuickBooks. MIP (Sage) English and Spanish

### EXPERTISE

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Accounting Controls and Leadership	Affordable Housing / LIHTC Compliance
Financial Management	Budget Administration / Variance Analysis
Real Estate Development	Asset Management / Cash Flow Optimization
Cost Reduction and Restructuring	Process Redesign / Change Management
Contract Development and Negotiations	Investor / Funding Source Relations

#### Vice President of Finance - TEDC – Miami, FL - Present

- Represent the agency in contract negotiations including property, health, and insurance negotiations
- Responsible contract renewals with government agencies ensuring compliance with funding guidelines
- Supervise finance department, including cash management, financial reporting and investor reporting
- Create and manage departmental and consolidated annual budget
- Prepare reporting for Board of Directors
- Responsible for audits and preparing annual tax returns with CPA firm
- Manage internal and external financial reporting requirements including city, state, and federal agencies
- Advise Executive Director and the board on growth opportunities

#### Housing Development Director – Housing Up – Washington, DC

- Pipeline includes the following projects:
  - \$41m project, 92-units of affordable housing composed of twenty-four permanent supportive housing (PSH) units and 68 LIHTC units, completion in June 2022
  - \$270m project, 600-units mixed use retail commercial including 325 LIHTC units
  - \$119m project, 225-units joint venture compose of 2 Phases – Phase 1, 115 units market rate and Phase 2, 110 affordable units
- Prepare and present monthly project reports to the Finance Committee and members of the Board

#### CFO / COO – Neighborhood Coalition for Shelter – New York City, NY

- Supervise accounting department, including billing, cash management, payables, and receivables
- Create and manage departmental and consolidated annual budget process
- Responsible for the management of 1200+ units, Human Resources, IT and facilities.
- Quarterly Reporting to the Finance Committee and Board of Directors
- Provide comprehensive analysis and reporting of agency and departmental budgets
- Responsible for all audits and preparing annual tax returns with CPA firm
- Manage internal and external financial reporting requirements including city, state, and federal agencies
- Advise Executive Director and the board on strategies to improve organization and new opportunities

#### Director of Housing and Finance, IHD / Catholic Charities

- Responsible for the organization's financial reporting combined with real estate project financial reports
- Responsible for underwriting review of new LIHTC construction projects
- Created internal asset management reports with watchlist for underperforming properties
- Monitored construction projects assuring milestones completion and receipt of developer fees
- Managed organization finances including capital expenditure of \$321m and \$72m in annual revenue

- Provided support in all aspects of LIHTC housing acquisition, rehabilitation, and development
- Analyzed partnership agreements and cash flow waterfalls
- Negotiated contracts and review legal documents for each project
- Reviewed internal controls and compliance procedures for the housing related entities

#### **Director of Asset Management, Volunteers of America – Greater NY (VOA\_GNY)**

- Monitored operations for a portfolio of over sixty owned, managed, and leased properties
- Prepared underwriting models and proposals for new construction projects, rehabilitation projects, and portfolio acquisitions for presentation to equity investors and city and state agencies
- Responsible for all commercial, residential, and LIHTC leases
- Analyzed financial reports using performance metrics for each property creating action plans
- Developed annual cash flow targets for each property working with management to meet goals
- Presented quarterly variance analysis to management for each property
- Developed asset management plan including inspections and site review
- Developed capital expenditure budget identified funding sources for each capital item
- Created and manage property watch-list identifying properties that are not performing as budgeted
- Prepared annual budgets for each property and monitor monthly performance in comparison to budget
- Monitored compliance, investors, financials, and asset conditions for management and external entities
- Analyzed quarterly cash flows for distribution to parent company
- Supervised accounting staff generating monthly and annual reporting for management and investors
- Responsible for the implementation of Yardi Voyager from MIP (Sage)
- Liaised with vendors, investors, external agencies, and board members
- Reviewed schedules for quarterly cash distributions and reporting packages for board presentation

#### **Real Estate Controller, L&M Developers/C&C Management**

- Managed a staff of fifteen including Property Accountants, A/R, A/P, Leasing, and Payroll
- Produced with Property Managers and Accounting Staff monthly, quarterly, and annual reporting for 100+ properties including 9,000 residential units throughout New York, New Jersey, and California
- Transitioned properties from construction phase to lease-up and stabilization
- Oversaw the annual budget, tracking expenditures with the Managers and Property Accountants
- Assessed monthly operating reports for each property and review variance analysis for distribution
- Identify areas of improvement and forecast future capital expenditures by meeting with PMs
- Improved monthly operating reports including graphs and trend analysis by property
- Created custom benchmark reports for properties by utilizing ratios identifying areas of weakness

#### **Director of Residential Development, Services for the Underserved (SUS)**

- Secured over \$250M in city loans, state grants, and funding to develop and manage 700+ units
- Restructured a \$20M program working with Local 1199 and recovered \$1.7M in aging receivables
- Created successful proposals for new homeless shelter programs, grants, and housing programs
- Developed business relationship with the Home Depot Foundation leading to a Board placement
- Underwrote over \$300M of residential projects, securing funding sources, developing financial models for LIHTC projects for city, state, and federal funding including OMH, HHAP, FHLB, DOHMH, HUD, & HPD
- Managed Property Managers overseeing Low Income Housing (LIHTC) compliance and operations
- Participated in advocacy committees on quality assurance, Human Resource, and strategic planning
- Developed proposals for federal, state and city housing opportunities
- Managed development activities from initial RFP to stabilization and property conversion
- Implemented new property management software in coordination with IT Department

#### **Education**

**Seton Hall University, South Orange, NJ, Master of Business Administration (MBA) Degree in Finance**

**Saint Peter's University, Jersey City, NJ, Bachelor of Science (BS) Degree in Accounting**

**Quadel Consulting, Washington, DC, (TaCCs®), Certified in LIHTC Compliance and Property Management**