

CALEENA M. SHIRLEY

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Professional Summary

Urban Planner with over thirteen years of local government and community development experience. Effective decision maker and team builder possessing an innovative drive to advance the revitalization of neighborhoods, while preserving the cultural and historical integrity of those communities. Accomplished leader recognized for outstanding performance and effectively engaging community stakeholders.

Experience

<u>Consultant</u>	Catalyst Planning & Development	2017-current
<ul style="list-style-type: none"> ☞ Produce development strategies and site design for single family/multifamily housing projects; ☞ Advise on development, construction and zoning consents, permits, approvals and variances necessary for the Project; ☞ Identifying appropriate subsidy sources for each unique development including: local government funded programs, State Housing Initiatives Partnership (SHIP), Florida Housing Finance Corporation (FHFC) funding (i.e. low-income housing tax credit, PLP and RFA's) , Rural Development, HUD funded programs (CDBG, HOME, ESG & HOPWA), Federal Home Loan Bank Affordable Housing Program; ☞ Evaluate project financial feasibility; ☞ Mentoring and coaching provided to nonprofit clients to help build capacity and technical skills. ☞ Convene workshops on various topics related to affordable housing finance and policy. 		

Housing Operations Manager/

<u>Property Administrator</u>	City of Jacksonville, FL	2014-2015/2016-2017
<ul style="list-style-type: none"> ☞ Managed four-member staff overseeing multiple program areas including fair housing, environmental reviews, federal and local government compliance regulations, Foreclosure Property Registry and affordable housing surplus property development. ☞ Administered the City's residential surplus property program; managed 469 city owned properties and facilitated property donation or sale to qualified entities for the development of affordable housing. ☞ Served as Foreclosure Property Registry Program Administrator; responsible for managing registry related local governments contracts, development and implementation of community redevelopment strategies using registry funding and program revenue. ☞ Solidified \$1.5 million increase in annual Foreclosure Property Registry (FPR) program revenues through the establishment of FPR late fee and Magistrate enforcement process. ☞ Overseeing \$3.2 million FPR budget, implemented six community programs focused on stabilizing distressed communities impacted by blight, establishing new grass-roots neighborhood organizations and process for helping homeowners save their homes from pending foreclosure action. ☞ Managed vendor contracts, prepared program legislation for appropriation and established target areas for community revitalization initiatives using GIS data analysis. 		

Technical Advisor

Florida Housing Coalition

2015-2016

- ☞ **Provided local government and nonprofit organization training/technical assistance on topics such as income compliance, rehabilitation of single family and multifamily projects, program administration, funding tracking and reporting, fair housing and equal opportunity, design and implementation of housing initiatives, community planning, economic development and social service programs.**
- ☞ **Performed analysis of local government housing elements to incorporate strategic affordable housing programs such as inclusionary zoning, Community Land Trusts (CLT's), and incentive- based land development regulations.**
- ☞ **Conducted training modules related to planning for affordable housing needs, forming a community land trust, overcoming regulatory barriers to affordable housing and property redevelopment, state and federal funding sources - State Housing Initiatives Partnership (SHIP), HUD (i.e. HOME and Community Development Block Grant (CDBG), ESG and HOPWA).**
- ☞ **Analyzed local program data relative to state and federal affordable housing program regulations to provide recommendations for program optimization and ensure municipal compliance.**

Planner

City of Winter Park, FL

2005-2014

- ☞ **Evaluated development plans to formulate recommendations regarding their relevance to municipal code of ordinances, development standards and conformance with comprehensive plan.**
- ☞ **Presented planning proposals and recommendations to city council, advisory boards, and department task force groups.**
- ☞ **Assisted in the administration of the City's Housing Rehabilitation Program by coordinating meetings with contractors to provide estimates on rehabilitation work , defined scope of services for renovation contracts, as well as organized and conducted inspections with City inspectors and homeowners on all rehabilitation work performed.**
- ☞ **Performed and facilitated development of GIS mapping products and data analysis for Planning & Zoning Department, Building Department and Community Redevelopment Agency (CRA).**
- ☞ **Worked in concert with CRA Manager on the development and implementation of economic development programs targeted within the City's major commercial corridors and Central Business District (i.e. Micro Loan Program, Business Façade Matching Grant Program, Main Street Program study).**

Education

Bachelor of Arts, Environmental Studies & Civic Urbanism, Rollins College, Winter Park, FL

☞ **Cum Laude**

☞ **Rollins College Exemplary Community Service Award, 2014**

General Contractors License anticipated in August 2018

Sampling of Career Recognitions

- ☞ **City of Winter Park representative for the East Central Florida Regional Planning Council's Fair and Affordable Housing Task Force, 2014**
- ☞ **The Gardens at DePugh Nursing Home Board of Directors, 2012- 2015**
- ☞ **City of Winter Park 2011 Employee of the Year**
- ☞ **Hannibal Square Community Land Trust Board of Directors 2008-2013 (Chair 2012) – Project Manager – Single Family Housing Developments (Affordable/Workforce Housing): 10 new construction and 3 rehabilitation projects**