RESOLUTION NO. 2011-14-1407

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, RATIFYING COUNCILWOMAN LISA C. DAVIS' APPOINTMENT OF SUSAN E. BURNS, TO THE CITY OF MIAMI GARDENS COMMISSION FOR WOMEN FOR A TERM OF THREE (3) YEARS; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City has established a Commission for Women ("Commission") to serve in an advisory capacity by making studies, reports and recommendations to the City Council and to the City Manager, in respect to all matters pertaining to the status of all women in Miami Gardens, and

WHEREAS, the Mayor and each member of the City Council is to appoint two members to the Commission for two (2) and three (3) year terms respectively, and

WHEREAS, Councilwoman Lisa C. Davis has appointed, Susan E. Burns to the Commission for a term of three (3) years, and

WHEREAS, it is appropriate for the City Council to ratify Councilwoman Lisa C. Davis' appointment,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AS FOLLOWS:

Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. APPOINTMENT: The City Council of the City of Miami Gardens hereby ratifies Councilwoman Lisa C. Davis' appointment of Susan E. Burns to the Commission for a term of three (3) years.

Section 3. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS AT ITS REGULAR MEETING HELD ON JANUARY 26, 2011.

SHIRLEY GIBSON, MAYOR

ATTEST:

RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, ESQ.
City Attorney

SPONSORED BY: COUNCILWOMAN LISA C. DAVIS

Moved by: Councilwoman Pritchett
Second by: Vice Mayor Campbell

VOTE: 7-0

Mayor Shirley Gibson	X (Yes)	____ (No)
Vice Mayor Aaron Campbell	X (Yes)	____ (No)
Councilwoman Lisa Davis	X (Yes)	____ (No)
Councilman Oliver Gilbert, III	X (Yes)	____ (No)
Councilwoman Sharon Pritchett	X (Yes)	____ (No)
Councilwoman Felicia Robinson	X (Yes)	____ (No)
Councilman Andre' Williams	X (Yes)	____ (No)

City of Miami Gardens
Agenda Cover Memo

Council Meeting Date:	*01/26/2011*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**	**Other**	
				x			
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**	**2nd Reading**	
		x	**Public Hearing:** *(Enter X in box)*		**Yes** / **No**	**Yes**	**No**
Funding Source:	*(Enter Fund & Dept)* Ex: General Fund-Police		**Advertising Requirement:** *(Enter X in box)*		**Yes**	**No**	
						x	
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid #:**		*(Enter #)*		
		x					
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:**		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*		
		x	**Enhance Organizational** ☐ **Bus. & Economic Dev** ☐ **Public Safety** ☐ **Quality of Education** ☐ **Qual. of Life & City Image** ☐ **Communcation** ☐		**n/a**		
Sponsor Name	Councilwoman Lisa C. Davis		**Department:**		*City Council*		

Short Title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, RATIFYING COUNCILWOMAN LISA C. DAVIS' APPOINTMENT OF SUSAN E. BURNS, TO THE CITY OF MIAMI GARDENS COMMISSION FOR WOMEN FOR A TERM OF THREE (3) YEARS; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Staff Summary:

In accordance with the establishment of the City of Miami Gardens Commission For Women Advisory Committee, Councilwoman Lisa C. Davis, hereby submits her appointee for membership in accordance with applicable ordinances. Effective upon ratification, the committee will recognize Susan E. Burns, as an appointee of Councilwoman Lisa C. Davis

This appointment is for a one year term.

Proposed Action:

That the City Council approves Councilwoman Davis' appointment of Susan E. Burns to the City of Miami Gardens Commission For Women Advisory Committee.

ITEM K-5) CONSENT AGENDA RESOLUTION
Councilwoman Davis's appointment to Commission for Women

1515 NW 167 Street, Building 5 Suite 200
Miami Gardens, Florida 33169

Attachment:

Committee Application

CITY OF MIAMI GARDENS BOARD/COMMITTEE APPLICATION

1515 NW 167th Street, Bldg. 5, Suite 200
Miami Gardens, FL 33169

Phone No. 305-622-8000
Fax No. 305-622-8001

1. Position sought: Commission for Women Advisory Committee

2. Name: Susan E. Burns
(Please print)

3. Home Address: 435 N.W. 202nd Terrace, Miami Gardens, FL 33169

4. Business Address: 435 N.W. 202nd Terrace, Miami Gardens, FL 33169

5. Employer (if self please state): SUVIDY, INC. (Self-employed)

   a. Job Title: Co-owner
   b. Nature of business: CCTV/Monitor Cameras

6. Home Phone No. 305-651-4942 Business Phone No. 305-651-4942
   Fax No. N/A

7. E-mail Address: s_eady@bellsouth.net

8. Education Background:

   a. High School
   Name of School South Miami Sr Dates of Attendance 1973 Graduate

   b. Vocational School
   Name of School N/A Dates of Attendance N/A

   c. College

   Name of College N/A Dates of attendance N/A

   Degree obtained if any N/A

Please provide a copy of your Resume or CV along with this Application.

9. Community Service (attach additional sheets if necessary):
   Andover Civic Association Board Member

10. Please state your qualifications for position sought (attach additional sheets if necessary):
   I am interested in issues that will benefit the women of the City of Miami Gardens.

SUSAN E. BURNS
435 N.W. 202nd Terrace
Miami Gardens, FL 33169
Tel: (305) 753-1641

EXPERIENCE:

Sept. 1994 – Dec. 2010: SUVIDY, INC.
19577 N.W. 2nd Avenue
Miami Gardens, FL 33169
Tel: (305) 622-9087

Title: Vice President, Co-owner

Duties:

- Responsible for all accounting procedures.
- Prepare U-Haul truck rental contracts.
- Prepare all repair invoices.
- Offer secretarial services (invoices, proposals, faxes) to small businesses in the area.
- Perform as receptionist for business.
- Prepare Monthly and Quarterly Reports for business.
- Prepare all Security Systems sales and installations invoices.

April 2010 – Aug. 2010: U.S. CENSUS
Miami-Dade Northeast Office
Miami, FL
1-866-681-2010

Title: Crew Leader Assistant/Enumerator

Duties:

- Assisted the Crew Leader to ensure work was completed according to procedures and on schedule.
- Met daily with enumerators to assign work and conduct quality control on their paperwork to ensure accuracy and completeness.
- Submitted completed and acceptable materials to Crew Leader on a regular basis.
- Observed enumerators in the field and provided on-the-spot assistance.
- Reviewed daily payroll forms for accuracy and completeness.
- Planned work by reviewing area to determine organization of neighborhoods and locate households for conducting interviews.
- Conducted interviews with residents in assigned areas by following stringent guidelines and confidentiality laws. Explained the purpose of the census interview, answered residents' questions, elicited information following a script, and recorded census data on forms.
- Maintained records of hours worked, units produced, miles driven, quality control results, and expenses incurred in the performance of duties.

May 1974- Dec. 1994: AEROCOM
3090 S.W. 37th Avenue
Miami, FL 33133

Title: Contracts Administrator

Duties:

- Responsible for all domestic and international Sales orders.
- Prepared all invoices and shipping documentation.
- Prepared all Letters of Credit documents.
- Performed receptionist and mail duties, when necessary.

SKILLS:

- Proficient in Microsoft Word and Excel.
- Ability to learn other required software.
- Strong written and oral communication skills.
- Notary Public of the State of Florida.

EDUCATION:

- South Miami High School, Graduated 1973