



## CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

**City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095**  
**P. O. Drawer 1300, Pompano Beach, FL 33061**  
**www.pompanobeachfl.gov**

Mr. \_\_\_ Mrs.  Ms. \_\_\_ Miss \_\_\_ Name: Melissa Shiff  
 (Optional)

**Residence Information:**

Home Address: 2725 NE 23<sup>rd</sup> Court  
 City/State/Zip: Pompano Beach, FL 33062  
 Home Phone: \_\_\_\_\_ Cell Phone: 954-347-2504  
 Email: melissashiff@hotmail.com Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: Shiff Construction & Development  
 Current Position / Occupation: Vice President / Treasurer  
 Business Address: 180 SW 6<sup>th</sup> Street  
 City/State/Zip: Pompano Beach, FL 33060  
 Business Phone: 954-524-2575 Fax: \_\_\_\_\_ Email: melissashiff@hotmail.com

Are you a U.S. Citizen? Yes  No \_\_\_  
 Are you a resident of Pompano Beach? Yes  No \_\_\_ Reside in District: (1) 2\_\_ 3\_\_ 4\_\_ 5\_\_  
 Do you own real property in Pompano Beach? Yes  No \_\_\_ Business in District 3  
 Are you a registered voter? Yes  No \_\_\_  
 Have you ever been convicted of a felony? Yes \_\_\_ No

Current or prior service on governmental boards and/or committees: \_\_\_\_\_

**Please check the first box next to the Advisory Boards/Committees you would like to serve on:**

<input type="checkbox"/>	Affordable Housing	<input type="checkbox"/>	Education	<input type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Air Park	<input type="checkbox"/>		<input type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input type="checkbox"/>	Architectural Appearance	<input type="checkbox"/>	Emergency Medical Services	<input type="checkbox"/>	*Police & Firefighter's Retirement System
<input type="checkbox"/>	Charter Amendment	<input type="checkbox"/>	*Employee's Board of Appeals	<input checked="" type="checkbox"/>	Pompano Beach Economic Development Council
<input type="checkbox"/>	Community Appearance	<input type="checkbox"/>	Employee's Health Insurance	<input type="checkbox"/>	Public Art Committee
<input type="checkbox"/>	*Community Development	<input type="checkbox"/>	*General Employee's Retirement System	<input type="checkbox"/>	Recycling & Solid Waste
<input type="checkbox"/>	CRA East	<input type="checkbox"/>	Golf Advisory Board	<input type="checkbox"/>	Sand & Spurs Riding Stables
<input type="checkbox"/>	CRA West	<input type="checkbox"/>	Hillsboro Inlet District	<input type="checkbox"/>	Marine
<input type="checkbox"/>	Cultural Arts	<input type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	Nuisance Abatement Board
<input type="checkbox"/>		<input type="checkbox"/>	*Housing Authority of Pompano Beach	<input type="checkbox"/>	*Unsafe Structures
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	*Zoning Board of Appeals

\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: M.S. Education K-6 (ESOL) NOVA  
B.S. Communications / Minor Journalism - FSU

Experience: Classroom teacher / Learning Specialist (Reading)  
TV Reporter, TV Producer

Past Positions: Broward County Status of Women  
Advisory Board  
HANDY board member (nonprofit for at-risk/foster students) serve as a mentor

Hobbies: baking, cooking, pilates, pickleball,  
most important - spending time w/ family  
organizing family photos, reading

**Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.**

Signature: [Handwritten Signature]

Date: March 2, 2023

Initials of Clerk or Deputy: [Handwritten Initials]

Date received or confirmed: March 2, 2023

Please check one:  New Application     Currently Serving on Board     Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.

2023 MAR -2- PM 3:24  
OFFICE OF THE CITY CLERK  
CITY OF POMEROY BEACH

# MELISSA SHIFF

2725 NE 23<sup>rd</sup> Court, Pompano Beach, FL · 954-347-2504  
[melissashiff@hotmail.com](mailto:melissashiff@hotmail.com) · [melissa@shiff.com](mailto:melissa@shiff.com)

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## EXPERIENCE

### PRESENT

#### **VICE PRESIDENT**, SHIFF CONSTRUCTION AND DEVELOPMENT

Represent and promote Shiff Construction services through marketing and client relationships. Establish strong community connections that go beyond building structures and provide lasting improvements for our neighbors by contributing to local organizations.

### AUGUST 2008 – MAY 2019

#### **CLASSROOM TEACHER/LEARNING SPECIALIST**, PINE CREST SCHOOL

Responsible for lesson plans, curriculum objectives, conduct/evaluate assessments, and collect data to help with student achievement and school's yearly benchmark goals. Collaborate, research and present best practices for school wide professional development. Trained in Orton-Gillingham reading program and Columbia's Reading and Writing Workshops. Lead workshops on learning differences including dyslexia and visual/audio processing.

### JANUARY 2007- AUGUST 2008

#### **PARENTING PLACE TEACHER**, NOVA SOUTHEASTERN UNIVERSITY FAMILY CENTER

Guided parent and child sessions as well as transition to preschool classes. Facilitated S.T.E.P. (Systematic Training for Effective Parenting) to preschool parents.

### APRIL 1999- FEBRUARY 2001

#### **REPORTER**, WPBF, ABC-AFFILIATE, WEST PALM BEACH

Produce and assist with editing programming for on air news reports.

### JANUARY 1994- MARCH 1999

#### **REPORTER AND PRODUCER**, WPLG, ABC-AFFILIATE, MIAMI-BROWARD

Produce programming for on air news reports. Responsible for writing copy for morning, noon, and/or 6pm and 11pm newscasts.

## EDUCATION

### MAY 2009

#### **M.S. EDUCATION K-6 (ESOL)**, NOVA SOUTHEASTERN UNIVERSITY

### MAY 1992

#### **B.S. COMMUNICATIONS/MINOR JOURNALISM**, FLORIDA STATE UNIVERSITY

### DECEMBER 1990

#### **A.A. MASS COMMUNICATIONS**, BROWARD COLLEGE