

AGENDA
COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
TUESDAY, FEBRUARY 13, 2018 - 5:30 PM

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE WITH REGARD TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

LOBBYIST REGISTRATION IS REQUIRED. PRIOR TO ENGAGING IN ANY LOBBYING ACTIVITIES, WHETHER OR NOT COMPENSATION IS PAID OR RECEIVED IN CONNECTION WITH THOSE ACTIVITIES, EACH LOBBYIST SHALL FILE WITH THE CITY CLERK AN ANNUAL REGISTRATION STATEMENT AND PAY AN ANNUAL ONE HUNDRED DOLLARS (\$100.00) REGISTRATION FEE FOR EACH PRINCIPAL OR EMPLOYER. REGISTRATION FORMS ARE AVAILABLE ON THE CITY WEBSITE: WWW.DANIABEACHFL.GOV. (ORDINANCE #2012-019)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY CLERK'S OFFICE, 100 W. DANIA BEACH BOULEVARD, DANIA BEACH, FL 33004, (954) 924-6800 EXTENSION 3624, AT LEAST 48 HOURS PRIOR TO THE MEETING.

IN CONSIDERATION OF OTHERS, WE ASK THAT YOU:

- A. PLEASE TURN CELL PHONES OFF, OR PLACE ON VIBRATE. IF YOU MUST MAKE A CALL, PLEASE STEP OUT INTO THE ATRIUM, IN ORDER NOT TO INTERRUPT THE MEETING.
 - B. IF YOU MUST SPEAK TO SOMEONE IN THE AUDIENCE, PLEASE SPEAK SOFTLY OR GO OUT INTO THE ATRIUM, IN ORDER NOT TO INTERRUPT THE MEETING.
-

1. CALL TO ORDER/ROLL CALL

2. CITIZEN COMMENTS

Addressing the Commission: Comments by Dania Beach citizens, or other interested parties that are not part of the regular agenda, may be made during each Commission meeting during the period set aside for "citizen comments." A thirty (30) minute "citizen comments" period shall be designated on the agenda for citizens and interested persons to speak on matters not scheduled on that day's agenda. Each speaker shall be limited to 3 minutes for his or her comments. Persons desiring to speak during the citizen comment period shall inform the City Clerk prior to the beginning of the meeting of their intention to speak. If more than 10 speakers express a desire to speak, the Commission shall determine, on a meeting by meeting basis, whether to (a) extend the time allotted for citizen comments to accommodate all speakers, or (b) whether to limit the number of speakers or amount of time per speaker. A speaker's time shall not be transferable to another speaker.

3. ADMINISTRATIVE REPORTS

- 1. 2018 Arts and Seafood Celebration Update
- 2. Upcoming Events

4. PRESENTATIONS

5. CONSENT AGENDA

- 1. Minutes:
Approve Minutes of the January 9, 2018 CRA Board Meeting

2. Travel Requests:

Request from Rickelle Williams, CRA Executive Director, to attend the Florida Redevelopment Academy in Orlando, Florida on March 15-17, 2018 (Estimated cost \$495.00)

Request from Dan Murphy, Economic Development Manager, to attend the 2018 ICSC Florida Conference in Orlando, Florida on August 27-29, 2018 (Estimated cost \$1,058.40)

3. RESOLUTION NO. 2018-CRA-004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY (“CRA”) OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CRA OFFICIALS TO EXECUTE AN AGREEMENT WITHOUT COMPETITIVE BIDDING WITH SAUL EWING ARNSTEIN & LEHR LLP, TO PROVIDE LEGAL SERVICES AS SPECIAL COUNSEL TO THE CRA; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

4. RESOLUTION NO. 2018-CRA-005

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY (“CRA”), OF THE CITY OF DANIA BEACH FLORIDA, AUTHORIZING THE PROPER CRA OFFICIALS TO EXECUTE PERSONAL SERVICES AGREEMENTS FOR A ONE YEAR PERIOD WITHOUT COMPETITIVE BIDDING FOR A FARMERS MARKET MANAGER AND FARMERS MARKET PROMOTIONS COORDINATOR IN RELATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE (“USDA”) AGRICULTURAL MARKETING SERVICES (“AMS”) GRANT AWARD FOR THE FARMERS MARKET PROMOTION PROGRAM (“FMPP”) IN AN AMOUNT NOT TO EXCEED FORTY TWO THOUSAND ONE HUNDRED SIXTY SEVEN DOLLARS (\$42,167.00) AND TEN THOUSAND SEVEN HUNDRED SIXTY FIVE DOLLARS (\$10,765.00) RESPECTIVELY; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

6. PROPOSALS AND BIDS

7. DISCUSSION AND POSSIBLE ACTION

1. Request for Information Items to be added to the Dania Beach CRA Board Meeting Agenda
2. Rebranding Workshop Date

8. BOARD MEMBER COMMENTS

9. ADJOURNMENT

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Staff Report

Continued from:

Requested Action (Identify appropriate Action or Motion)		
2018 Arts and Seafood Celebration Update		

Purchasing Requests ONLY		
Dept:	Acct #:	Amt:
Fund:		

Fiscal Impact/Cost Summary

Exhibits Attached
Memo from CRA Executive Director

Memorandum

To: Chair, Vice Chair and Board of Commissioners
From: Rickelle Williams, Executive Director
Date: February 13, 2018
Re: **2018 Arts and Seafood Celebration Update**

The CRA is currently working on preparations for the 6th Annual Dania Beach Arts and Seafood Celebration to be held May 19-20, 2018 at Frost Park. The following is an update on the event:

Sponsorship to Date

We are appealing to all to assist us with sponsorship. Our current sponsorship commitment list is as follows:

- Calvin, Giordano & Associates: \$2,500.00
- Bath Fitter: \$1,500.00
- Jonathan Lorber-Keyes Realty: \$ 500.00
- James Brady: \$ 500.00
- Attorney that Rides: \$1,000.00
- Florida Power and Light: \$2,000.00
- Casino @ Dania Beach: \$5,000.00
- Paradise Exteriors: \$ 750.00
- RentHollywood.com: \$1,000.00
- The Hotel Morrison: In-kind sponsor & Hospitality Partner
- 3 Sons Brewing: In-kind sponsor
- Braha Realty: In-kind sponsor

Total: \$14,750.00

We are seeking returning sponsors and new corporate sponsorships from Publix, Memorial Health System, ASA College and Kimco among others. Agreement for a sponsorship consultant is being negotiated.

Art

We have opened online applications for artists and crafters to register. To boost our revenue base, we have increased the cost of booths from the previous year. Artists are being charged the following fees:

Jury Fee	\$15	Double Street Booth	\$500
Street Booth single	\$250	Double Park Booth	\$550
Park Booth single	\$275	An additional fee for a corner booth	\$50

Food and Beverage Concessions & Chef Showcase

Our food and beverage concessionaire is 3 Sons Brewing, LLC. They will also be sponsoring the Chef Showcase and providing chefs for the cooking demonstrations.

Performance Artists & Youth Art Competition

Our art consultant's team will once again create murals at the event which may be displayed in selected public spaces after the event. We have reached out to local schools to participate in the youth art competition.

Sand Art

Sand artists will also be hired to build a sand sculpture throughout the weekend. The theme will be revealed over the two days. As usual this will be the centerpiece of the event and will provide great visuals for our ongoing social media campaign throughout the event.

Entertainment

The Casino is not providing a national band this year. Instead they have pledged \$5,000 in cash sponsorship. We plan to have a tribute band closing out the event Rock Concert Style on Saturday.

Music committed so far is as follows:

Saturday: Jimi Ruccolo (Blues), Kedash (R&B), Classic Rock Therapy (Classic Rock), Jaded Aerosmith Tribute Band (Rock)

Sunday: Whippin Post (Classic Rock), Catabella (Latin), Deep Fried Funk (R&B/Pop)

All bands have great followings and will bring their support crowd out to the event.

DJ is Royce Ivey.

Master of Ceremonies, Kisha Payen, will present entertaining activities for public participation in between sets.

Parking

As part of their sponsorship, the Casino has offered 600 parking spaces at no charge. We are exploring additional parking opportunities at Winn-Dixie and we will continue to work with Braha Dania to have parking for some vendors at the Okan University parking lot. The Church of the Resurrection usually runs a private parking service and charges patrons.

Restroom Location

As a cost-saving strategy, the public will be using restrooms in the Recreation Center and portable restrooms are also being provided in various locations throughout the park. Restrooms are not going to be located in close to proximity to the Food Vendors.

Volunteers

We are currently recruiting volunteers. Standing Ovations will be responsible for coordinating all volunteers.

Permit Request

The Special Events Permit request will be sent to the City Commission in early March.

Promotion

The following is a summary and schedule of promotional opportunities, and ad buys so far. We will also be doing live interviews and an extensive accelerated Social Media outreach in the days leading up to the event.

Print Advertisements:

- Travel Host
- Sun Sentinel
- New Times
- Tidbits
- Cahoots
- Dania Press
- Hola Latinos
- Sharp Saver
- The Riverside Times

Comcast TV Commercials will begin airing on various cable channels from April 23, 2018 through May 20, 2018.

Cox Media radio commercials will begin airing on May 14, 2018 and end May 20, 2018.

Dedicated Facebook campaign and event page with boosted posts are planned.

Eventbrite page with 829 attendees already signed up.

Print Collateral:

- Rack cards
- Posters



100 W. Dania Beach Blvd.
Dania Beach, Florida 33004

tel (954) 924-6801
fax (954) 921-2604
www.DaniaBeachCRA.org

- Banners & signage
- Event program guide

Free online calendar listings are already posted.

Numerous press releases sent to local media contacts leading up to the event.

THURS
FEB 15
2018

TOURISM FORUM

FROM:
6-7:30PM

LOCATED:
CITY HALL
ATRIUM

RSVP TO:
kpayen@daniabeachfl.gov

DANIA BEACH: OUR TOURISM FUTURE

Join the CRA for the first Merchant Meeting of 2018! Take part in an insightful discussion of the tourism sector's growing importance to local businesses.

- What are the potential impacts of new hotel room capacity?
- What is the visitor profile and how can we link the beach, casino, museums and Dania Pointe to our existing tourism network?
- How can you prepare or transition your business to be a part of this industry?
- How to integrate marketing with Visit Florida and Greater Fort Lauderdale Convention and Visitor's Bureau initiatives and the city's own tourism branding and infrastructure?
- What's missing and what are the hidden gems?

A panel of tourism experts will engage Dania Beach merchants in interactive discussions!

 100 West Dania Beach Blvd

 954.924.6801

 DaniaBeachCRA.org



1201 WEST DANIA BEACH BLVD

**OPEN EVERY
SATURDAY** FROM **9AM
1PM**

EBT/SNAP
RECEIVE 50% OFF
FLORIDA-GROWN PRODUCE

→ FREE SPECIAL EVENT ←

EVERY 3RD SATURDAY OF THE MONTH FEATURING CHILDREN'S ACTIVITIES
EDUCATIONAL ACTIVITIES • CRAFTS • UNIQUE VENDORS AND MORE!

WEEKLY PATCH HOURS
MON-FRI | 7AM-10AM | **CASH ONLY**

FARM WORKSHOP
EVERY 2ND SATURDAY OF THE MONTH

FEB 17 Heart Health Event

JUN 16 Volunteer Appreciation Day

OCT 20 Fall Pumpkin PATCH

MAR 17 National Nutrition Month Celebration

JUL 21 Splash Splash at the PATCH

NOV 17 Harvest Festival

APR 21 Earth Day Festival

AUG 18 Back to School Bash

DEC 15 Holiday Craft Bazaar

MAY 19 National Physical Fitness and
Sports Month Celebration

SEP 15 Honoring Veterans

STAYED TUNED FOR MORE ACTIVITIES AND DETAILS

facebook.com/PATCHGarden | ThePatchGarden.com | 954.924.6801





DANIA BEACH
COMMUNITY REDEVELOPMENT AGENCY



DANIA BEACH CRA INVITES YOU TO

NEIGHBORHOOD *Ambassador*

MORRISON HOTEL

FEBRUARY 22 FROM 6-8 PM

Come Meet, Mix & Make a Difference!

Guests will tour the 143 room boutique hotel and lounge pool side at the event

FREE EVENT | REFRESHMENTS | RSVP: KPAYEN@DANIABEACHFL.GOV | 954.924.6801

28 SOUTH FEDERAL HIGHWAY | DANIA BEACH





JUMP START YOUR HEART

FEBRUARY 17 ♥ 9AM-1PM

.....

ACTIVITIES INCLUDE: "Healthy Heart" Jump Rope Contest ♥ Heart Healthy Food Demos ♥ Kids Activities ♥ Crafts ♥ Market Sales and Much More!!

.....

FREE!
EVENT!

EBT / SNAP
RECEIVE 50% OFF
FLORIDA-GROWN PRODUCE

SHOP LOCAL • EAT LOCAL

SHOP FRESH • NON-GMO • ORGANICALLY-GROWN PRODUCE AT UNBEATABLE PRICES!

.....

FOR WEEKLY UPDATES AND MORE INFO

ThePatchGarden.com | 954.924.6801
VISIT: Facebook.com/PatchGarden



B U I L D I N G

BROWARD

DANIA BEACH

FEBRUARY 28TH | 8:00AM - 10:00AM

THE HOTEL MORRISON

28 S. Federal Hwy, Dania Beach, FL 33004

*Join Us for All Things Dania Beach
Market Updates & Key Projects
Expedited Zoning Approval & Permitting
Panel Discussion on New Developments*

FREE TO MEMBERS & GUESTS | BREAKFAST INCLUDED



RAPB + GFLR



DETAILS AT **RAPBGFLRMERGE.COM**

MINUTES OF MEETING
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
TUESDAY, JANUARY 9, 2018 – 5:30 P.M.

1. Call to Order/Roll Call

Chairman James called the meeting to order at 5:30 p.m.

Present:

Chairman:	Tamara James
Vice-Chairman:	Bill Harris
Board Members:	Chickie Brandimarte
	Bobbie H. Grace
	Marco A. Salvino, Sr.
Executive Director:	Rickelle Williams
City Attorney:	Thomas Ansbro
CRA Secretary:	Louise Stilson

2. Citizen Comments

Linda Wilson, Friends of the Dania Beach Paul DeMaio Library, spoke of the value of art in the community. She encouraged the CRA to take over vacant properties and turn them into cultural centers.

Emmanuel George, 17 NE 2nd Avenue, also addressed possible uses for vacant property that will be addressed later on the agenda (Item #6.1).

Charlene Alvarez, Go Green Kids, Inc., 580 SE 13 Street, is interested in having a hub for art in the community.

Discussion ensued on vacant properties.

Craig Valentine, 321 E Sheridan Street, introduced himself as a new business (wrestling school) in the City. They will do a demonstration at the Arts and Seafood Celebration at no cost to the City.

Chairman James advanced Item #8, Administrative Reports

8. Administrative Reports

Director Williams introduced the new CRA Administrative Specialist Kha White Davis.

Director Williams provided an update on various administrative items, including the Broward Redevelopment Program Grant and the Broward County Loan to Grant conversion; further updates will hopefully follow in February.

Director Williams advised we have \$10,000 in sponsorships for the Arts and Seafood Celebration so far. She is negotiating with sponsorship professionals and working on the agreement with the concession company.

Director Williams addressed the Downtown Art Walk, the first of which will be held in March; PATCH replanting; the upcoming Merchant Meeting; the first Neighborhood Ambassador of the year, which will be at the Morrison Hotel; and the Building Broward event.

Director Williams noted the CRA Plan needs to be adopted by the City Commission (it was approved by the CRA Board in 2015).

Board Member Brandimarte would like music to be a part of the Art Walk.

Board Member Salvino addressed the Trion project and Loan to Grant.

Board Member Salvino will bring a proposal before the Commission to increase the size of the parking garage and to ask the County for more money.

Board Member Grace suggested we send a letter to all the County Commissioners that the Loan to Grant be approved. She agreed we will be needing more parking space.

3. Presentations

There were no presentations on this agenda.

4. Consent Agenda

- 4.1 Minutes:
Approve Minutes of the December 11, 2017 CRA Board Meeting
- 4.2 Travel Requests: None
- 4.3 RESOLUTION NO. 2018-CRA-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, AMENDING RESOLUTION NO. 2017-CRA-008 WHICH AUTHORIZED THE ACCEPTANCE OF A GRANT AWARD IN THE AMOUNT OF TWO HUNDRED FORTY EIGHT THOUSAND EIGHT HUNDRED SEVENTY ONE DOLLARS AND NINETY CENTS (\$248,871.90) FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE, AGRICULTURAL MARKETING SERVICES (USDA-AMS) FOR THE DANIA BEACH PATCH FARMERS MARKET PROMOTION PROGRAM; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

4.4 RESOLUTION NO. 2018-CRA-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH FLORIDA, AMENDING THE MONTH TO MONTH AGREEMENT WITH REDEVELOPMENT MANAGEMENT ASSOCIATES, LLC, TO PROVIDE EXISTING MARKETING AND CONSULTING SERVICES THROUGH JANUARY 2018 AND MARKETING AND CONSULTING SERVICES RELATED TO THE 2018 ARTS AND SEAFOOD CELEBRATION THROUGH JUNE 2018; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

4.5 RESOLUTION NO. 2018-CRA-003

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY ("CRA"), OF THE CITY OF DANIA BEACH FLORIDA, AUTHORIZING THE PROPER CRA OFFICIALS TO EXECUTE THE SECOND OF THREE OPTIONAL RENEWALS OF AN EXISTING AGREEMENT FOR A ONE (1) YEAR PERIOD WITH STANDING OVATIONS LLC, A FLORIDA LIMITED LIABILITY COMPANY RELATING TO CONSULTING AND PRODUCTION SERVICES IN CONNECTION WITH THE 2018 ARTS AND SEAFOOD CELEBRATION IN AN AMOUNT NOT TO EXCEED FORTY FIVE THOUSAND DOLLARS (\$45,000.00); PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

Board Member Grace motioned to approve the Consent Agenda; seconded by Board Member Salvino. The motion carried unanimously.

5. Proposals and Bids

There were no proposals on this agenda.

6. Discussion and Possible Action

6.1 Presentation on City-Owned Vacant Property

Director Williams provided a PowerPoint presentation on 22 vacant properties within the City, 20 of which are in the CRA district, which presentation is attached to and incorporated into these minutes.

Director Williams recommends that the CRA Board authorize a request by resolution to the City of Dania Beach to convey by deed, at minimum, the parcels of city-owned vacant land (#4, #5, #16, #18, #19, and #20) to the Dania Beach CRA for the purpose of using the property to achieve redevelopment goals as outlined and adopted in the CRA Plan.

Board Member Grace provided information on her involvement in development of properties that are now considered old; we should try to get ownership of these properties. Her dream and vision was that no section of Dania Beach would look the same. They were able to get halfway there. This is something she has always wanted; they tried in the 1990s for having less apartments and landlords. She is proud to be a member of the Dania Economic and

Development Corporation, and wants the process of the arts program for the properties outside of the CRA.

Board Member Salvino questioned the process of development if the City deeds the property to the CRA.

Director Williams responded she would apply for grants and talk to banks for opportunities. She noted Broward County offers funding for affordable housing. Funding would help determine who we could approach for the actual development.

Board Member Salvino is in favor of the six lots, but needs more information.

Chairman James questioned how long the lots have been vacant.

Director Williams said a year or 6-9 months.

Chairman James knows some of those lots have been vacant for years, and asked what other lots the CRA wants. She is not in favor of putting some in the NW section out to bid as they are in the heart of the area and we need activities for our communities. She is not opposed to putting some out to bid, which are the ones that are not in the CRA: #23, #13, #21, #8, #9, and #22. She is not opposed to single family housing; another year or two of these lots being vacant is fine, there is no rush to give these properties away. She is in favor of giving the CRA more than the six lots, but we need to talk about this first.

Board Member Brandimarte is willing to do the six lots requested, but not more right now.

Discussion ensued regarding City-owned property and the disposition process.

Director Williams suggested parcel #12 also be considered.

The consensus was that the CRA Board authorize a request by resolution to the City of Dania Beach to convey by deed, at minimum, the parcels of city-owned vacant land (#4, #5, #16, #18, #19, and #20) to the Dania Beach CRA for the purpose of using the property to achieve redevelopment goals as outlined and adopted in the CRA Plan.

9. Informational Items

This information was provided in the agenda packet

9.1 Summer Youth Employment Program (SYEP) – Career Source Broward

9.2 Arts & Economic Prosperity 5 Study (Broward County) – Americans for the Arts

7. Board Member Comments

Chairman James noted she does not want us to duplicate our branding efforts; she wants Director Williams to be responsible and take the lead.

Board Member Brandimarte wants Vice-Chairman Harris to be involved.

10. Adjournment

Chairman James adjourned the meeting at 6:54 p.m.

ATTEST:

COMMUNITY REDEVELOPMENT
AGENCY

LOUISE STILSON, CMC
CRA SECRETARY

TAMARA JAMES
CHAIRMAN – CRA

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Consent Agenda

Continued from:

Requested Action (Identify appropriate Action or Motion)

Request from Rickelle Williams, CRA Executive Director, to attend the Florida Redevelopment Academy in Orlando, Florida on March 15-17, 2018 (Estimated cost \$495.00)

Request from Dan Murphy, Economic Development Manager, to attend the 2018 ICSC Florida Conference in Orlando, Florida on August 27-29, 2018 (Estimated cost \$1,058.40)

Purchasing Requests ONLY

Dept:

Acct #:

Amt:

Fund:

Fiscal Impact/Cost Summary

Exhibits Attached

378-2018 2Travel Request Rickelle Williams travel to FRA doc, Travel Request, 377-2018 Travel Request Dan Murphy travel to ICSC doc, Travel Request

To: Chair, Vice Chair and Board of Commissioners

From: Rickelle Williams, Executive Director

Date: February 13, 2018

Re: Travel Request for Rickelle Williams to attend the Florida Redevelopment Association (FRA) Academy course on Budgeting, Funding and Reporting in Orlando, Florida.

Attached you will find a travel request for Rickelle Williams, CRA Executive Director to attend the Florida Redevelopment Association (FRA) Redevelopment Academy training course on Budgeting, Funding and Reporting on Friday, March 16, 2018 at the Florida League of Cities University Training Center in Orlando, FL.

The Redevelopment Academy is a designation program administered by FRA and is designed to promote a high level of knowledge and professionalism in the field of redevelopment. It also encourages development and maintenance of professional competence for practicing redevelopment administrators. The CRA Executive Director is a candidate for the FRA-Redevelopment Administrator designation which requires completion of five (5) training courses including Budgeting, Funding and Reporting.

The amount of the travel request is \$495.00 which covers the cost of registration for the course.

Recommendation:

It is recommended that the CRA Board approve the travel request for Rickelle Williams, CRA Executive Director.

CITY OF DANIA BEACH TRAVEL AUTHORIZATION

EMPLOYEE: Rickelle Williams
DEPARTMENT: CRA
LOCATION: Orlando, FL
TRIP/TRAINING DATE: March 15 - 17, 2018
PURPOSE: Attend Florida Redevelopment Academy Course

CHECK ONE
☐ Certification
☒ General Training
☐ License
☒ Other

Note any overnight or out of state travel events attended in the last 12 months:

N/A

ACCOUNT NO: 106-52-01-552-40-10

COST SUMMARY		
Expense	Description	Estimate
Registration	FRA	\$ 495.00
Lodging		\$ -
Parking		\$ -
Tolls		\$ -
Per Diem	M&IE	\$ -
TOTAL EXPENSES		\$ 495.00

TOTAL ESTIMATED TRAVEL COST **\$ 495.00**

I hereby certify that travel as shown above is to be incurred in connection with official business of the City of Dania Beach.		
Traveler (print)	Signature	Date
Rickelle Williams		
Department Director (print)	Signature	Date
Rickelle Williams		
Finance Director (print)	Signature	Date
Nicki Satterfield		1/31/18

TO BE COMPLETED BY FINANCE		
Preparer (print name)	Signature	Date
Tania Stevens	TAS	1/31/18

Stevens, Tania

From: Satterfield, Nicki
Sent: Monday, January 29, 2018 8:28 AM
To: Weekes, Kathleen
Cc: Segal, Adam; Williams, Rickelle; Stevens, Tania; Stilson, Louise; Payen, Kisha
Subject: RE: Travel Request for -2-13 -201 R. Williams.xlsx

Hi Kathleen,

I will have Tania review this morning. It is important to note the days of travel since she will be out of the area and it attending on behalf of the CRA.

Travel policy does provide for mileage and per diem even if she has private accommodations. If she will not be submitting that is her choice but just want to ensure she is aware.

Please be sure to attach the conference information to the travel request.

Once Tania has confirmed the paperwork I can sign and return.

Thanks,

Nicki

Nicki Satterfield
Finance Director
City of Dania Beach
nsatterfield@daniabeachfl.gov
954-924-6800 Ext. 3609

From: Weekes, Kathleen
Sent: Friday, January 26, 2018 11:10 AM
To: Satterfield, Nicki
Cc: Segal, Adam; Williams, Rickelle; Stevens, Tania; Stilson, Louise; Payen, Kisha
Subject: Travel Request for -2-13 -201 R. Williams.xlsx
Importance: High

Good morning Nicki,

Rickelle is making arrangements to take a Florida Redevelopment Association Course in Orlando Florida and I have attached her travel request which is to be placed on the CRA Board Agenda for our February 13, 2018 meeting.

She has private accommodation and does not intend to not claim the additional travel expenses.

Let us know if this is OK to proceed.

Thanks very much,

Sincerely,

Stevens, Tania

From: Weekes, Kathleen
Sent: Monday, January 29, 2018 6:46 PM
To: Stevens, Tania
Cc: Williams, Rickelle; Payen, Kisha
Subject: RE: Travel Request for -2-13 -201 R. Williams.xlsm
Attachments: FRA 2018 Budget-Funding-and-Reporting-Module.pdf; FRA Redevelopment Academy Course Schedule.pdf

Hi Tania Rickelle will be travelling on March 15, 2018 and returning on March 17, 2018. I have attached the course outline and Academy details. She is taking the Budgeting, Funding and Reporting course.

She is not claiming mileage and per diem.

Let me know if you need anything else.

Sincerely,

Kathleen

Kathleen A. Weekes, M.A. FRA-RP
CRA Manager
City of Dania Beach
Community Redevelopment Agency
100 W. Dania Beach Boulevard
Dania Beach, FL 33004
www.DaniaBeachCRA.org
954-924-6801 ext. # 3739
kweekes@ci.dania-beach.fl.us



DANIA BEACH
COMMUNITY REDEVELOPMENT AGENCY

Like us on Facebook  Visit our Website <http://daniabeachcra.org/> 
<http://daniabeachartsandseafoodcelebration.com/#>



From: Stevens, Tania
Sent: Monday, January 29, 2018 8:51 AM
To: Weekes, Kathleen
Subject: RE: Travel Request for -2-13 -201 R. Williams.xlsm

Hi Kathleen,

Please provide the dates of travel as well as information about the course that Rickelle is attending so that I can prepare the travel authorization request.

Thank you,

Tania Stevens

Senior Accountant
City of Dania Beach
954-924-6800 Ext. 3671
954-922-5619 Fax
tstevens@daniabeachfl.gov

"Established in History, Preparing for Tomorrow"



From: Satterfield, Nicki
Sent: Monday, January 29, 2018 8:28 AM
To: Weekes, Kathleen <kweekes@daniabeachfl.gov>
Cc: Segal, Adam <asegal@daniabeachfl.gov>; Williams, Rickelle <rwilliams@daniabeachfl.gov>; Stevens, Tania <tstevens@daniabeachfl.gov>; Stilson, Louise <lstilson@daniabeachfl.gov>; Payen, Kisha <kpayen@daniabeachfl.gov>
Subject: RE: Travel Request for -2-13 -201 R. Williams.xlsm

Hi Kathleen,

I will have Tania review this morning. It is important to note the days of travel since she will be out of the area and it attending on behalf of the CRA.

Travel policy does provide for mileage and per diem even if she has private accommodations. If she will not be submitting that is her choice but just want to ensure she is aware.

Please be sure to attach the conference information to the travel request.

Once Tania has confirmed the paperwork I can sign and return.

Thanks,

Nicki

Nicki Satterfield
Finance Director
City of Dania Beach
nsatterfield@daniabeachfl.gov
954-924-6800 Ext. 3609

From: Weekes, Kathleen
Sent: Friday, January 26, 2018 11:10 AM
To: Satterfield, Nicki
Cc: Segal, Adam; Williams, Rickelle; Stevens, Tania; Stilson, Louise; Payen, Kisha

Subject: Travel Request for -2-13 -201 R. Williams.xlsm

Importance: High

Good morning Nicki,

Rickelle is making arrangements to take a Florida Redevelopment Association Course in Orlando Florida and I have attached her travel request which is to be placed on the CRA Board Agenda for our February 13, 2018 meeting.

She has private accommodation and does not intend to not claim the additional travel expenses.

Let us know if this is OK to proceed.

Thanks very much,

Sincerely,

Kathleen

Kathleen A. Weekes, M.A. FRA-RP
CRA Manager
City of Dania Beach
Community Redevelopment Agency
100 W. Dania Beach Boulevard
Dania Beach, FL 33004
www.DaniaBeachCRA.org
954-924-6801 ext. # 3739
kweekes@ci.dania-beach.fl.us



DANIA BEACH
COMMUNITY REDEVELOPMENT AGENCY

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<http://daniabeachartsandseafoodcelebration.com/#>



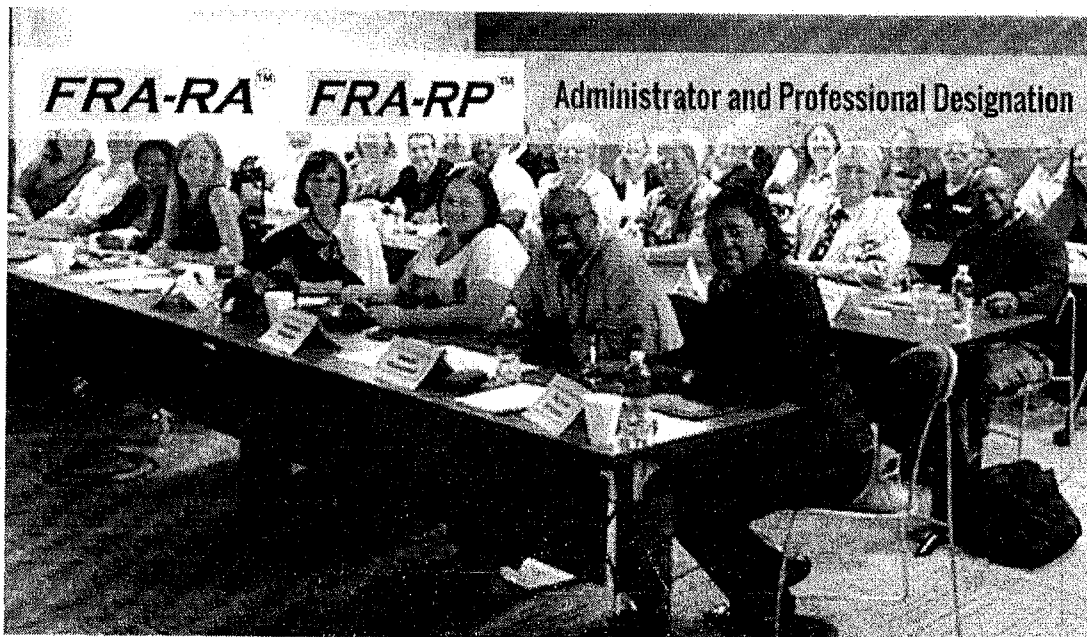
(850) 701-3608 / (800) 342-8112

ABOUT US ▾ ACADEMY AWARDS ▾ MEMBERSHIP ▾



RESOURCES ▾ ANNUAL CONFERENCE ▾ EVENTS

Redevelopment Academy



PLEASE NOTE:

- On-site registrations will not be accepted for any FRA Academy Course.
- The deadline for registration/registration/payment is 3 weeks prior to the date of each course.
- Course materials will be sent electronically to registrants following the registration deadline.
- If you are applying for designation please attach documentation required in the criteria at time of registration (see application).

Guidelines for Applicants

Courses

Schedule

<u>COURSE</u>	<u>REGISTRATION DEADLINE</u>	<u>DATE</u>	<u>LOCATION</u>
Budgeting, Funding & Reporting (BFR)	2/23/2018	3/16/2018	FLC Training Center, Orlando
Operations & Capacity Building (Op/Cap)	3/30/2018	4/20/2018	FLC Training Center, Orlando
Capital Project Management (CPM)	4/13/2018	5/4/2018	Lauderdale Lakes Library/Educational and Cultural Center
Creating & Using Redevelopment Incentives (RI)	4/27/2018	5/18/2018	FLC Training Center, Orlando
Housing as a Redevelopment Tool (HRT)	5/25/2018	6/22/2018	Lauderdale Lakes Library/Educational and Cultural Center
	10/1/2018	10/23/2018	

Redevelopment
101

Sanibel Harbor
Marriott Resort & Spa

*Courses are held from 9:00 a.m. to 5:00 p.m. Sign in begins at 8:30 a.m.
Beverages, continental breakfast and lunch are included in each course fee.

NOTE: On-site registrations are NOT available as course study materials are sent out electronically 2-3 weeks prior to each scheduled course. No application will be accepted after the deadline has passed. Application and paid registration must be received by the deadline for each course. If you would like further information, review the online academy application and online registration information (YOU WILL NEED A SEPARATE LOGIN FOR REGISTRATION) or contact Jan Piland at jpiland@flicities.com. If you have special dietary needs, please let Jan know.

General Description

The Academy is a unique educational program, designed to promote a prerequisite level of knowledge and professionalism in the field of community redevelopment. The courses are open to anyone interested in learning more about redevelopment practice in Florida. ANYONE who wants to take the course and provides the registration information and payment may register and take the courses. We offer online registration and payment for the courses. For more information, contact Jan Piland at jpiland@flicities.com or 850-701-3622.

If you do not want to take all the courses, you do not have to. And, you can take a course and not take the test (audit). To take the test you must take it during the same course. If you are interested in taking all the required courses to achieve a "designation" – there are two designations – "administrator" or "professional" for which you may apply. However, only FRA members in good standing are eligible for a designation. Five courses are required for graduation/designation. There are three core* courses: Redevelopment 101*; Budgeting, Funding and Reporting*, Operations and Capacity Building*. There are five elective courses: Creating and Using Redevelopment Incentives, Capital Project Management, Housing as a Redevelopment Tool, Capital Project Management and Planning Strategically for Redevelopment.

If you are a **NEW CANDIDATE** for a designation (FRA-RA (Redevelopment Administrator) or FRA-RP (Redevelopment Professional)), please complete and send

in all the requirement documents for your application first. If you would like to register and pay for a course (pending your acceptance as a candidate), you may submit the application and registration fee (\$495) all at once. **Please be sure to read all the information in the application to ascertain the appropriate fee to submit, sign the code form and submit the required documentation (see guidelines).**

AFTER APPLICATION, you will be notified about acceptance into the academy by email. If you have **already been accepted** into the Academy, and you want to register for a course, please use the online link to register and chose your payment option. Please note that there are 3 different fees (\$495 for Administrator designation (must be pre-qualified), \$495 for Professional designation or if you're a member in good standing just taking the course and \$595 for non-members. *Check the academy calendar for the locations and dates of the courses. Registration is available online only.*

AFTER REGISTERING for a course, you will be sent an email paid confirmation and later, another email with the link to the study materials (at least two weeks prior to the course) as well as directions and program times. Be sure to check your junk and spam emails, or to place us on your "email white list" in order to successfully receive this email. Computers may or may not be allowed for use during the course, depending on the instructor. Refreshments, lunch, snacks and parking are included in the price of each course. Each course is from 9:00 a.m. to 5:00 p.m., and a written test is usually given at 4:00 p.m. If you are auditing the course, you do not have to take the test. Pass/fail scores are emailed directly to the email provided on the registration forms. Taking the test only ("testing out") is an option, but all tests must be proctored during a test for that particular course, or another course. We apply for AICP credits for all the academy courses.

The **GRADUATION** ceremony is held at the FRA Annual Conference, and each graduate receives an official certificate designating him or her. After that, the graduate can start using the credentials of FRA-RA or FRA-RP after their name.

Free Recorded Webinar on the Academy

[Redevelopment Academy Webinar](#)

BUDGETING, FUNDING AND REPORTING

1. Glossary of Terms
2. Budgeting
 - A. Budgeting Theory and Principles
 1. Budget as public policy – follow the money
 2. Public purpose, public interest, public trust
 3. Range of services
 4. Level of services
 5. Tracking spending in relation to the budget
 6. CRA budget adoption process
 7. CRA budget amendment process
 - B. Other concepts
 1. Capital improvement programs and budgets
 2. Allocations and appropriations
 3. Vouchers and purchase orders
 4. Increment and budgeting
 5. Line item budgeting
 6. Program based budgeting
 7. Truth in Millage Act (TRIM)
 8. Building consensus between Agency Board and city/county governing body
 9. Cash management
 10. Repaying initial debt to creating entity
 11. Difference between financial accounting and programmatic recordkeeping
 - C. Revenues
 1. Ad Valorem
 2. Contributions and donations
 3. Fees
 4. Increment Revenue Financing
 5. Assessments
 6. Intergovernmental transfers
 7. Investment income
 8. Local option taxes
 9. Grants
 - D. Best Practices
 1. Community Policing and Code Enforcement
 2. Capital expenditures
 3. Administrative expenses
 4. General government – cost Allocation and City Services
 5. Streets, sidewalks, lighting, drainage, etc.
 6. Parks and Recreation
 7. Water lines, sewer lines, other utilities
 8. Incentives and grants

9. Property acquisition and relocation (Uniform Act)
 10. Demolition
 11. Promotion, marketing, and events
 12. Planning
- E. Questionable Expenses
 1. Maintenance and Repairs
 2. Fire and rescue
 3. Direct funding of events
 4. Substitution of CRA funding for prior City/County funding
 5. Funding non-profits or others to undertake activities not in the CR Plan
- F. Increment Revenue Budgeting
 1. Trust Fund accounting __
 2. CRA revenue projections
- G. Finance
 1. Cash management
 2. Debt management
 3. Debt instruments
 4. Bonding
 - a. Revenue bonds
 - b. Revenue anticipation notes
 5. Private placement (owner financing)
3. Increment Revenue Financing
 - A. Pre-conditions for Increment Revenue
 - B. Charter County Issues
 - C. Multi-district issues
 - D. Budget relationship between city/county and Agency
 - E. Save Our Homes Act
 - F. Portability of Tax Exemptions
4. Grants and outside resources
 - A. Community Development Block Grant
 - B. Front Porch Florida
 - C. Enterprise Zones
 - D. HOME, SHIP, NSP, and other housing programs
 - E. Not for profit foundations
 - F. Public/private partnerships
5. Cost Sharing
 - A. Redevelopment Plan authorization
 - B. Developing a Cost Allocation Plan
 - C. Project cost sharing with city/county
6. Developer extractions

- A. Impact fees
 - B. Provision of infrastructure – parking, streets, etc.
 - C. Payment in Lieu of Taxes (PILOT)
7. Public/private partnerships
- A. Using private side resources – land, labor, capital, management
 - B. Contacting with the private sector
 - C. Contract administration
 - D. Equity Investments
 - E. Equity position for CRA
8. Basics of CRA record management
- A. File must “speak” for itself to posterity
 - B. Record retention, storage, inventory, and disposal guidelines
 - C. Overview of Florida public records law
 - D. Public access provisions
 - E. Coming digital availability requirements
 - F. Disaster preparedness
9. Reporting Requirements
- A. State level reporting – Special District and Audit
 - B. CRA must ensure that audit documentation is properly stated
 - C. County and other increment revenue reporting
 - D. Value of disseminating financial information to others

To: Chair, Vice Chair and Board of Commissioners

From: Rickelle Williams, Executive Director

Date: February 13, 2018

Re: Travel Request for Dan Murphy to attend the International Council of Shopping Centers (ICSC) Conference in Orlando, FL.

Attached you will find a travel request for Dan Murphy, CRA Economic Development Manager to represent the City of Dania Beach at the International Council of Shopping Centers (ICSC) Conference in Orlando, Florida from August 26, 2018 to August 28, 2018. The Conference and exhibition will be held at the Orange County Convention Center and hosts a number of retail industry professionals including site selectors, capital market financiers, retailers, and real estate developers among others. As in past years, the Dania Beach CRA represents the City of Dania Beach at this event and will take full advantage of the opportunity to promote our city to top retail professionals and decision makers at the conference.

This request is being submitted early to enable the CRA to secure hotel accommodation at the conference rate. We have been advised that there is heavy demand for rooms because of simultaneous major events being held in the area. If the request is approved, the hotel room will be reserved by the Finance Department. Payment will be made upon arrival and registration at the hotel.

The amount of the travel request is \$1,058.40.

Recommendation:

It is recommended that the CRA Board approve the travel request for Dan Murphy, CRA Economic Development Manager.

CITY OF DANIA BEACH TRAVEL AUTHORIZATION

EMPLOYEE: Dan Murphy
DEPARTMENT: CRA
LOCATION: Orlando, FL
TRIP/TRAINING DATE: August 26-28, 2018
PURPOSE: Attend 2018 ICSC Florida Conference

CHECK ONE
☐ Certification
☒ General Training
☐ License
☒ Other

Note any overnight or out of state travel events attended in the last 12 months:

2018 2017 ICSC Florida Conference, Orlando, FL Aug 27-29, 2017 2018

ACCOUNT NO: 106-52-01-552-40-10

COST SUMMARY		
Expense	Description	Estimate
Registration	ISCS Florida Conference	\$ 350.00
Lodging (2 nights @ \$141.00)	Rosen Centre	\$ 282.00
Parking (2 nights @ \$10.00)	Estimate	\$ 20.00
Tolls	Estimate	\$ 30.00
Per Diem	M&IE	\$ 147.50
TOTAL EXPENSES		\$ 829.50

MILEAGE DETAIL - PERSONAL VEHICLE (attach MapQuest or Google Maps mileage calculation)		
Departure/Destination	Standard Mileage Calculation	
Dania Beach City Hall, Dania Beach, FL	Cost per Mile	Round Trip Mileage
Rosen Centre, Orlando, FL	0.545	420.0
TOTAL MILEAGE CALCULATION		\$ 228.90

TOTAL ESTIMATED TRAVEL COST **\$ 1,058.40**

I hereby certify that travel as shown above is to be incurred in connection with official business of the City of Dania Beach.

Traveler (print)	Signature	Date
Dan Murphy		
Department Director (print)	Signature	Date
Rickelle Williams		
Finance Director (print)	Signature	Date
Nicki Satterfield		1/31/18

TO BE COMPLETED BY FINANCE		
Preparer (print name)	Signature	Date
Tania Stevens	TAS	1/31/18



Florida Conference & Deal Making

Orange County Convention Center | Orlando, FL
August 26 – 28, 2018 | #ICSC

REGISTRATION FORM

How to Register

Fax: +1 732 694 1800
Online: www.icsc.org/2018FL
Mail: ICSC
P.O. Box 419822
Boston, MA 02241-9822

Registration Fees

	Advance	On-Site
Member*	\$350	\$450
Non-Member	\$700	\$900
Public Official Member	\$95	\$125
Retailer Member**	\$0	N/A
Student Member***	\$50	N/A

*Must be an ICSC member or affiliate member—visit www.icsc.org/ membership or call +1 646 728 3800 to join.

**Advance registration is required—there is no on-site complimentary registration. Third-party retail representatives are not eligible.

***On-site student registration is not available—advance registration is required.

Deadline

Advance registrations must be received by **July 27, 2018**.

Continuing Education Credit

ICSC—Certified professionals earn 1.0 credit (A3) towards certification renewal.

Hotel Reservations

A block of rooms has been reserved at:

Hilton Orlando
6001 Destination Parkway
Orlando FL, 32819
Rate: \$185
Cut-Off Date: August 6, 2018

Hyatt Regency Orlando
9801 International Drive
Orlando FL, 32819
Rate: \$194

Cut-Off Date: August 10, 2018

Rosen Centre
9840 International Drive
Orlando, FL 32819
Rate: \$141
Cut-Off Date: August 11, 2018

To make a reservation, visit www.icsc.org/2018FL. For assistance, call +1 877 541 9876, or internationally at +1 312 527 7300.

Cancellations

All cancellations are subject to a **\$25** cancellation fee. No refunds will be given for cancellations received after **July 27, 2018**.

Special Needs

Anyone desiring an auxiliary aid for this meeting should notify **Catherine O'Hare** at cohare@icsc.org no later than **July 13, 2018**.

Terms, Conditions and Rules

This Registration Form is subject to ICSC Terms, Conditions and Rules for Event Registrants available at www.icsc.org/event-terms-and-conditions, which are hereby incorporated by reference.

Please Check One: ☐ Member ☐ Non-Member ☐ Public Official Member
☐ Student Member ☐ Retailer Member (online registration only)

Name _____		Title _____
Company _____		
Address _____		
City _____	State/Province _____	Zip/Postal Code _____
Telephone _____	Fax _____	
Email _____	Your Membership I.D. # _____	(2018FL)
REQUIRED FOR NON-U.S. APPLICANTS: _____		
Date of Birth _____		Country of Citizenship _____

☐ Please check here if any of the above information has recently changed.

Method of Payment (No cash accepted in advance or on site.)

☐ Check made payable to ICSC enclosed for \$ _____ ☐ MasterCard ☐ Visa ☐ AMEX ☐ Discover \$ _____

Name (as it appears on credit card) _____	Signature _____
Credit Card Number (include all digits) _____	Expiration Date (month/year) _____

City of Dania Beach
Travel Per Diem Calculator

Traveler Name: Dan Murphy

Description of Trip: Attend 2018 ICSC Florida Conference

Daily per diem rate enter FY 17 Per Diem Rate here): \$ 59.00

Destination: Orlando, FL

First Date of Travel 26-Aug-18

Last Date of Travel 28-Aug-18

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Travel Sunday
Date							26-Aug-18
Breakfast 15%							
Lunch 35%							
Dinner 50%							
Total Daily total =							\$ 44.25

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date	27-Aug-18	28-Aug-18					
Breakfast 15%	\$ 8.85						
Lunch 35%	\$ 20.65						
Dinner 50%	\$ 29.50						
Total Daily total =	\$ 59.00	\$ 44.25					

Pro-rating Per Diem for Travel Date of Departure/Return: \$ 44.25

Total Per Diem Due to Traveler \$ 147.50

Meal Exclusions		
Date	Meal Provided	Amount
N/A		
N/A		



U.S. General Services Administration

FY 2018 Per Diem Rates for Orlando, Florida

(October 2017 - September 2018).

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

October 2017 - September 2018 The following rates apply for **Orlando, Florida**. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017			2018										M&IE
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	(5)	
Orlando	Orange	\$129	\$129	\$129	\$129	\$129	\$129	\$121	\$121	\$121	\$121	\$129	\$129	\$59	

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.



U.S. General Services Administration

Meals and Incidental Expenses (M&IE) Breakdown

Choose one of the headings below to get meals and incidental expense rates (M&IE) for federal travelers.

[Find total M&IE for travel in the continental U.S.](#)

[Find M&IE breakdown by meal for travel in the continental U.S.](#)

M&IE Breakdown

M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$51	\$11	\$12	\$23	\$5	\$38.25
\$54	\$12	\$13	\$24	\$5	\$40.50
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$15	\$16	\$28	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50

1. This table lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.
2. The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.
3. This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

[Find M&IE breakdown by meal for foreign and outside the continental U.S. \(OCONUS\) travel](#)

The shortcut to this page is www.gsa.gov/mie.

For all travel policy questions, email travelpolicy@gsa.gov.

RATE THIS PAGE

YOUR TRIP:



Total Route: 6 hr 27 min - 420 miles $\times .545 = \$228.90$

Est. Fuel cost: \$32.20 - IRS Reimbursement: ~~\$224.93~~



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100 W Dania Beach Blvd, Dania, FL 33004-3643



1. Start out going west on W Dania Beach Blvd toward NW 3rd Ave.

Then 0.03 miles



2. Turn left onto SW 3rd Ave.

Then 0.25 miles



3. Turn right onto Stirling Rd/FL-848.

Then 0.91 miles



4. Merge onto I-95 N toward W Palm Bch.

Then 64.37 miles



5. Merge onto FL-706 W/W Indiantown Rd via EXIT 87B toward Okeechobee.

Then 0.87 miles



6. Merge onto FL-91 N/Florida's Tpk N toward Orlando (Portions toll).

Then 138.96 miles



7. Take the US-17/US-92/US-441/FL-528 exit, EXIT 254, toward Orange Blossom Tr.

Then 0.50 miles



8. Merge onto US-92 W/US-17 S/US-441 S/S Orange Blossom Trl via the ramp on the left.

Then 0.73 miles



9. Turn right onto Consulate Dr.

Then 0.56 miles



10. Merge onto FL-528 W/Martin Anderson Beachline Expy/Beachline Expy via the ramp on the left.

Then 2.99 miles



11. Take the International Dr exit, EXIT 1.

Then 0.40 miles



12. Keep right to take the ramp toward Sea World/Wet n Wild.

Then 0.04 miles

 **13. Merge onto International Dr.**

Then 0.53 miles

 **14. Make a U-turn onto International Dr.**

Then 0.22 miles



15. 9840 INTERNATIONAL DRIVE.



Rosen Centre Hotel

This leg: 3 hr 14 min - 211.36 miles



1. Start out going east on International Dr toward Hawaiian Ct.

Then 0.59 miles

 **2. Merge onto FL-528 E/Martin Anderson Beachline Expy/Beachline Expy via the ramp on the left.**

Then 1.98 miles

 **3. Take the John Young Pkwy exit, EXIT 3A, toward County Hwy-423 S.**

Then 0.38 miles

 **4. Merge onto S John Young Pkwy/FL-423.**

Then 3.21 miles

 **5. Merge onto FL-417 N/Central Florida Greeneway N via the ramp on the left toward Int'l Airport (Portions toll).**

Then 1.95 miles

 **6. Merge onto FL-91 S/Florida's Tpke S via EXIT 12 toward Miami (Portions toll).**

Then 134.47 miles

 **7. Take the FL-706 exit, EXIT 116, toward Jupiter.**

Then 0.52 miles

 **8. Turn left onto W Indiantown Rd/FL-706.**

Then 0.14 miles

 **9. Merge onto I-95 S toward W Palm Beach.**

Then 64.12 miles

 **10. Take the FL-848/Stirling Rd exit, EXIT 22.**

Then 0.39 miles

 **11. Keep left to take the ramp toward Dania Beach.**

Then 0.02 miles

↩ 12. Turn left onto FL-848/Stirling Rd.

Then 1.01 miles

↩ 13. Turn slight left onto SW 3rd Ave.

Then 0.27 miles

➡ 14. Turn right onto W Dania Beach Blvd.

Then 0.03 miles



15. 100 W DANIA BEACH BLVD is on the left.



100 W Dania Beach Blvd, Dania, FL 33004-3643

This leg: 3 hr 12 min - 209.07 miles



Book a hotel tonight and
save with some great deals!
(1-877-577-5766)



Car trouble mid-trip?
MapQuest Roadside
Assistance is here:
(1-888-461-3625)



Standard Mileage Rates for 2018 Up from Rates for 2017

IR-2017-204, Dec. 14, 2017

WASHINGTON — The Internal Revenue Service today issued the 2018 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2018, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54.5 cents for every mile of business travel driven, up 1 cent from the rate for 2017.
- 18 cents per mile driven for medical or moving purposes, up 1 cent from the rate for 2017.
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate and the medical and moving expense rates each increased 1 cent per mile from the rates for 2017. The charitable rate is set by statute and remains unchanged.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other requirements are described in Rev. Proc. 2010-51.

Notice 2018-03, posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Page Last Reviewed or Updated: 14-Dec-2017

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Consent Agenda

Continued from:

Requested Action (Identify appropriate Action or Motion)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY (“CRA”) OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CRA OFFICIALS TO EXECUTE AN AGREEMENT WITHOUT COMPETITIVE BIDDING WITH SAUL EWING ARNSTEIN & LEHR LLP, TO PROVIDE LEGAL SERVICES AS SPECIAL COUNSEL TO THE CRA.

Purchasing Requests ONLY

Dept:

Acct #:

Amt:

Fund:

Fiscal Impact/Cost Summary

Exhibits Attached

Legal Counsel Memo, Resolution 2018 to approve Special Counsel to the CRA, SAUL Engagement Letter



100 W. Dania Beach Blvd.
Dania Beach, Florida 33004

tel (954) 924-6801
fax (954) 921-2604
www.DaniaBeachCRA.org

To: Chair, Vice Chair and Board of Commissioners
From: Rickelle Williams, Executive Director
Date: February 13, 2018
Re: Request to engage Saul Ewing Arnstein & Lehr LLP for Representation

The Dania Beach Community Redevelopment Agency (“CRA”) utilizes the services of Special Legal Counsel to provide advice related to the responsibilities and powers of the CRA under Chapter 163, Florida Statutes. The CRA seeks to engage Saul Ewing Arnstein & Lehr LLP to represent the CRA for this purpose.

Recommendation:

Approval to engage Saul Ewing Arnstein & Lehr LLP for representation.

RESOLUTION NO. 2018-CRA-004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY (“CRA”) OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CRA OFFICIALS TO EXECUTE AN AGREEMENT WITHOUT COMPETITIVE BIDDING WITH SAUL EWING ARNSTEIN & LEHR LLP, TO PROVIDE LEGAL SERVICES AS SPECIAL COUNSEL TO THE CRA; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Saul Ewing Arnstein & Lehr LLP (the “Firm”) provides specialized professional legal services as Special Counsel to government agencies; and

WHEREAS, the Community Redevelopment Agency of the City of Dania Beach deems it in its best interest to retain the Firm as Special Counsel to the CRA; and

WHEREAS, the Firm proposes to provide these services at the rates set forth in the attached proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DANIA BEACH, FLORIDA:

Section 1. That the foregoing “Whereas” clauses are ratified and confirmed to be true and correct, and they are made a part of and are incorporated into this Resolution by reference.

Section 2. That the CRA authorizes an agreement to be executed with the Firm by the proper CRA officials, a copy of which Agreement is attached as Exhibit “A”, and made a part of and incorporated into this Resolution by this reference for such services provided, however that no agreement will be effective until it has been executed by all parties.

Section 3. That the CRA is authorized to encumber up to Ten Thousand Dollars (\$10,000.00) to pay for these services, as needed, in Fiscal Year 2017-2018.

Section 4. That the Executive Director and CRA Attorney are authorized to make minor revisions to the Agreement relating to services as are deemed necessary and proper for the best interests of the CRA.

Section 5. That funding for legal services is planned and is in the Community Redevelopment Agency Trust Fund Fiscal Year 2017-2018, CRA Legal Services General Account Number 106-52-01-552-31-20.

Section 6. That all resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

Section 7. That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED on February 13, 2018.

ATTEST:

LOUISE STILSON, CMC
BOARD SECRETARY

TAMARA JAMES
BOARD CHAIRPERSON

APPROVED AS TO FORM AND CORRECTNESS:

THOMAS J. ANSBRO
CRA ATTORNEY

SAUL EWING
ARNSTEIN
& LEHR ^{LLP}

James C. Brady

Phone: 954.713.7618

james.brady@saul.com

www.saul.com

February 5, 2018

VIA E-MAIL and VIA REGULAR MAIL

Rickelle Williams, Executive Director
Dania Beach Community Redevelopment Agency
100 W. Dania Beach Boulevard
Dania Beach, FL 33004-3843
rwilliams@daniabeachfl.gov

Re: Representation of Dania Beach Community Redevelopment Agency

Dear Ms. Williams:

SAUL EWING ARNSTEIN & LEHR ENGAGEMENT LETTER

Thank you for giving Saul Ewing Arnstein & Lehr LLP (the "Firm" or "SEA&L") the opportunity to represent Dania Beach Community Redevelopment Agency (the "Client" or "you"). The Rules of Professional Conduct, which govern the activities of lawyers, and the Firm's internal guidelines, recommend that we establish the terms of the engagement at the outset of our work. The purpose of this letter is to comply with those recommendations and to set forth the terms under which we will provide legal services to the Client.

Scope Of Services: The Firm will provide the following services to the Client (the "Engagement"):

General advice regarding client's responsibilities and powers under
Chapter 163, Florida Statutes.

Our sole client in this Engagement is the entity identified as the Client in the first paragraph of this letter. Our agreement to represent the Client is not an agreement to represent any affiliates or related individuals or any officers, directors, partners, members, shareholders, employees, independent contractors or agents of the Client, unless we have specifically agreed to do so elsewhere in this letter or by separate written agreement.

200 E. Las Olas Blvd. ♦ Suite 1000 ♦ Fort Lauderdale, FL 33301
Phone: (954) 713-7600 ♦ Fax: (954) 713-7700

DELAWARE FLORIDA ILLINOIS MARYLAND MASSACHUSETTS NEW JERSEY NEW YORK PENNSYLVANIA WASHINGTON, DC

A DELAWARE LIMITED LIABILITY PARTNERSHIP

SAUL EWING ARNSTEIN & LEHR^{LLP}

Ms. Rickelle Williams, Executive Director

February 5, 2018

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Standard Terms Of Engagement: Enclosed for your review is a copy of our Standard Terms Of Engagement, which describes in greater detail the basis upon which we provide services to our clients. This letter and the Standard Terms Of Engagement together comprise the terms of the Engagement. To the extent that the terms of this letter and those of the Standard Terms Of Engagement are inconsistent, the terms of this letter will control. I ask that you review both carefully and contact me if you have any questions about them or our relationship.

Applicability To Future Engagements: The terms and conditions of our representation contained in this letter and in the accompanying copy of our Standard Terms Of Engagement shall also apply to any future engagement, unless we send a separate engagement letter for such future engagement which may include different terms and updated Standard Terms Of Engagement. With respect to any such future engagement, the Firm will conduct a conflicts check, if appropriate.

Fees & Costs: Our fees will be determined by multiplying the time expended by our attorneys and legal assistants by applicable hourly rate of \$200.00. Although staffing may change depending on what happens, the lawyers we anticipate working on the Engagement are James C. Brady and Keith L. Williams. In addition to legal fees, Client will also be responsible for any costs incurred or disbursements made in connection with the Engagement. Please see the accompanying Standard Terms Of Engagement for more detail.

Bills: Invoices for services will be sent to the attention of Rickelle Williams in the form of a monthly invoice. Payment is expected net 30 days. This will confirm that Client consents to our deferring or ceasing work on Client's behalf and to our withdrawal as counsel on this or any other matter in which we represent Client if payment is not received within 60 days of the invoice date or if Client's conduct causes us to conclude that we should withdraw as counsel under any circumstance permitted or required by the Rules of Professional Conduct.

Conflicts of Interest: We have commenced a check for possible conflicts of interest and have not discovered any matters which we believe would raise a conflict of interest. If you are aware of any facts which may give rise to a conflict of interest, please contact us immediately.

Advance Waiver: As you know, the Firm represents many companies and individuals. It is possible that during the course of the Engagement another client may have a dispute with or a matter adverse to the Client unrelated to the Engagement or any subsequent engagement for the Client. Such matters may include a real estate transaction or land use matter, a bankruptcy matter, a financing matter or business counseling or corporate matter, a patent or other intellectual property matter, a labor and employment matter or even an unrelated litigation matter, including litigation relating to an unrelated patent. This will confirm that the Client agrees that the Firm may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to the Engagement, even if the interests of such clients in those other matters are directly adverse to the Client. We agree, however, that the Client's prospective consent to conflicting representations contained in this

SAUL EWING ARNSTEIN & LEHR^{LLP}

Ms. Rickelle Williams, Executive Director

February 5, 2018

Page 3

paragraph will not apply in any instance where, as a result of our representation of the Client, we have obtained proprietary or other confidential information of a non-public nature that, if known to such other client, could be used in any such matter by such client to the Client's material disadvantage.

Very truly yours,

James C. Brady

JCB:jl

CC: Kathleen Weekes – kweekes@daniabeachfl.gov

Read and accepted this _____ day of February, 2018.

DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY

By: _____

Print Name: Rickelle Williams, Executive Director

STANDARD TERMS OF ENGAGEMENT FOR LEGAL SERVICES

**SAUL EWING
ARNSTEIN
& LEHR^{LLP}**

This statement contains the standard terms applicable to the engagement of Saul Ewing Arnstein & Lehr LLP as your lawyers. Unless expressly modified by the letter accompanying this statement, or in some other writing entered into by mutual agreement, these terms constitute our agreement with you. The terms "Client", "Engagement" and "Payor" should be interpreted as they may be defined in the letter accompanying this statement or, if not addressed therein, by their commonly accepted meanings. Please review this statement carefully and contact us promptly if you have any questions.

The Scope of Our Work

We will consult with you about your objectives and, when appropriate, the means of achieving them in accordance with applicable law and the ethical rules governing lawyers. We shall endeavor to keep you advised of the status of your matters to the extent necessary to enable you to make informed decisions. We will provide competent representation of your interests. Expressions on our part concerning the probable outcome of our representation will reflect our best professional judgment, but are not guarantees, as they are limited by our knowledge of the facts and are based on the state of the law at the time they are expressed.

Confidentiality

We obtain personal information from our meetings and conversations with you or from documents or other information that you provide to us as a result of those meetings and conversations. We may also obtain personal information from others who were asked to give it to us (for example, another attorney or an accountant whom you requested cooperate with us). In certain circumstances, we may also obtain information from public records or other persons. Saul Ewing Arnstein & Lehr's policy is to follow the Rules of Professional Conduct that apply to lawyers and law firms such as ours. Those Rules prevent us and those working for us from revealing information relating to our representation of you unless you consent after consultation, except for disclosures that are implicit in the representation or otherwise required by law (for example, a court order or subpoena requiring such disclosure), or as necessary to enforce or defend the rights of Saul Ewing Arnstein & Lehr relating to legal services we provide to a client.

Who Will Provide the Legal Services

Subject to the supervision of the principal attorney handling your matters, with whom you are familiar, your work, or parts of it, may be performed by other lawyers or legal assistants in the firm. Such use of others may be for the purpose of involving lawyers or legal assistants with particular knowledge in a given area or for the purpose of otherwise providing service in the most efficient manner and on a timely basis.

Client Responsibilities

You agree to pay our statements for services and expenses as provided in the letter accompanying this statement and set forth below. In addition, you agree to be candid and cooperative with us and to keep us informed with complete and accurate factual information, documents, and other communications relevant to the subject matter of our representation or otherwise reasonably requested by us. Because it is important that we be able to contact you at all times to consult with you regarding your representation, you agree to inform us, in writing, of any changes in the name, address, telephone number, contact person, e-mail address, state of incorporation, or other relevant changes regarding you or your business. Whenever we need your instructions or authorization in order to proceed with legal work on your behalf, we will contact you at the latest business address we have received from you. If you affiliate with, acquire, are acquired by, or merge with another company, you agree to provide us with

sufficient notice to permit us to withdraw as your lawyer if we determine that such affiliation, acquisition, or merger creates a conflict of interest between any of our clients and the other party to such affiliation, acquisition, or merger, or if we determine that it is not in the best interests of our firm to represent the new entity.

How Fees Will Be Set

We will keep accurate records of the time we devote to your work, including, without limitation, conferences with you, witnesses, consultants, court personnel and others, conferences among our legal personnel, factual investigation, legal research and analysis, responding to any request to provide information to your auditors or to other third parties, drafting of letters, pleadings, briefs, contracts, and other documents, travel time, waiting time in court and time in depositions and other discovery proceedings, negotiations and related matters. We record our time in units of tenths of an hour. Upon request, we will furnish the current hourly rates of the lawyers and legal assistants we expect will be working on your matters and an estimate of the amount of fees and costs likely to be incurred in connection with a particular matter. This is not, however, a maximum or fixed fee quotation unless specifically stated to be such. We will endeavor to keep you apprised periodically of the level of fees incurred, if you request. While it is not our usual policy to accept representations on a fixed fee basis, we may do so with respect to certain specifically defined services. In those circumstances, the fixed fee arrangements will be expressed in writing setting forth the amount of the fee and the scope of the services to be provided. We also undertake representations on a contingent fee basis, if appropriate. Any contingent fee arrangement will be expressed in writing stating the method by which the fee is to be determined, including, in litigation matters, the percentage or percentages that will accrue to us in the event of settlement, trial or appeal, and whether litigation or other expenses are to be deducted before or after the fee is calculated. Upon conclusion of a contingent fee matter, we will provide you with a written statement showing the remittance, if any, to you and the method of its determination.

Expenses

Generally, we may pay on your behalf a variety of expenses arising in connection with legal services, provided such expenses, individually and in the aggregate, are in a reasonable amount. These expenses will be billed to you, normally on a monthly basis. However, significant expenses will be referred directly to you for payment unless special arrangements are made. Some examples of expenses that may arise in connection with legal services are filing fees, deposition and transcript costs, witness fees, charges by outside experts and consultants, as well as other legal counsel, travel expenses, and express mail and courier services. All such costs, whether or not paid by us, are incurred by us as your agent, and you agree that these costs will be paid promptly on a regular basis. You also agree to pay promptly, on a regular basis, all expenses incurred by us internally, such as automated document production expenses, computerized legal research charges, staff overtime costs and reproduction costs. Certain of our items may be charged at our direct cost plus a reasonable allocation of overhead expenses directly associated with the items. For example, the volume of litigation discovery materials to be processed and reviewed has increased substantially in recent years, as have e-discovery costs. Saul Ewing Arnstein & Lehr has therefore contracted with an experienced e-discovery vendor to pay a flat fee per month for processing, hosting and storing electronic documents for cases falling within certain parameters (such as the amount of data, number of custodians, etc.). This arrangement permits us to offer Clients e-discovery services at below market prices. However, the flat-fee arrangement makes a dollar-for-dollar pass-through impossible to calculate. Thus, unless Client chooses to use another vendor, Saul Ewing Arnstein & Lehr will charge an amount based on usage, including a reasonable allocation for overhead. This will permit Client

to achieve a savings over typical e-discovery costs. If in connection with our engagement we are required to form a business entity or obtain certifications or copies of documents from state offices, we may obtain those services from ATA Corporate Services, LLC. ATA is wholly owned by Saul Ewing Arnstein & Lehr. ATA provides the same services available from competing commercial service providers at a competitive cost (generally lesser) to our clients. It is your choice as to which service provider we use. In the absence of any direction from you, we will most likely use ATA.

Billing

Detailed billing information will be provided upon request. We reserve the right to charge 1% per month interest on any bill outstanding more than 30 days. If a delinquency continues and you do not arrange payment terms satisfactory to us, we may pursue collection of your account. You agree to pay the costs of collecting any such delinquency, including court costs and reasonable attorneys' fees.

Estimates Of Fees And Costs

Although we may be able to give you an estimate of our fees for the Engagement, we are not able to predict them with precision. This is because the work necessary to complete the Engagement is subject to a variety of factors not fully under our control. In transactional matters, such factors may include the following: problems relating to satisfaction of closing requirements, such as title or survey issues; the extent of negotiations and of changes in the transaction documents; and the diligence of opposing counsel in completing those tasks for which it is responsible. In litigation matters, such factors may include the following: the extent and nature of discovery sought by the other parties involved; the number of, and extent of preparation required for, witnesses; the timing of any settlement discussions; the need to file motions on the Clients' behalf or to respond to those filed by another party; and, the discovery and trial schedule established by the court. Also, it is our experience that near or at the date scheduled for trial, cases are often postponed for significant periods of time due to conflicts in scheduling encountered by the court, thus necessitating additional costs to re-prepare for trial at a later date. Should we prevail at trial, an appeal may ensue, entailing additional fees and expenses, postponing the final resolution of the matter and perhaps even requiring a retrial of the matter. In addition, if the case is protracted or if the issues change, the legal personnel representing you may change, possibly resulting in additional time as new personnel acquaint themselves with the relevant facts and law. Thus, depending upon the circumstances of the Engagement, the assumptions underlying our estimate of fees may change over time.

Aspects Of Third Party Payor Engagements

Examples of a Third Party Payor engagement include those undertaken pursuant to a policy of insurance or because another company or person has agreed to pay the legal fees and costs on your behalf. In such a situation, the firm shall represent Client solely with regard to covered claims (that is, claims for which the insurer or other payor has agreed to advance fees and costs) and subject to any reservations of rights letter from the Payor. In the event that a dispute arises between the Client and the Payor regarding the Payor's obligations to the Client or any other matter, Saul Ewing Arnstein & Lehr LLP will not be able to represent the Client in that dispute, nor will we be able to represent the Payor in any such dispute with Client. If we become aware of a possible dispute regarding the Payor's obligations to Client, we will notify Client of that fact so that Client may seek separate counsel as to that matter. Client should understand we may be required to make regular reports to the Payor concerning the Engagement. Such reports may include information regularly developed in the course of the Engagement, unless for some reason you specifically instruct us not to forward some confidential information to the Payor. Such an instruction may, depending on the terms of the agreement between Client and Payor, affect the Payor's obligation to indemnify Client and/or to pay Client's legal fees and costs. We will consult and confer with you concerning all material developments in the engagement including, in litigation matters, any settlement opportunities. You should be aware that the Payor may have the contractual right to settle a litigation or other form of disputed matter. Should the Payor decide to avail itself of such a contractual right, we would inform you of that fact before taking any final action.

Aspects Of Multiple Client Engagements

In situations where we are asked to represent a number of Clients as a group, we recommend that each Client consult separate counsel to represent that Client's individual interests with respect to that Client's individual current or potential issues. We particularly urge you to consult separate counsel concerning any matter in which you perceive that your interests may conflict with the interests of the other Clients. We also expect and encourage you to consult with such individual counsel at any time and on any matter on which you wish to receive specific and individually tailored advice. We will provide information regarding the Engagement to such individual counsel, as part of our services to the group

of Clients. We also expect that any such counsel will assist in identifying conflicts that may arise in the course of our work and inform us appropriately, and we will advise such member of the group of Clients with respect to such conflicts. Our work in this Engagement is to represent all of the members of the group of Clients as a group collectively. Consequently, we will not promote or advocate the interests of any one or more of you individually. As mentioned in the accompanying letter, there may be issues related to the Engagement that would affect one or more of you differently due to your unique circumstances (of which Saul Ewing Arnstein & Lehr may or may not be aware); and, where conflicts or disparate interests arise, it may be necessary or appropriate for any of the Clients to engage separate counsel on an individual basis. While we will try to explain the significance and effect of the material issues to all Clients, we may not know facts specific to any one of you and therefore may not realize that such explanations might be warranted in particular circumstances. We will, however, endeavor to keep all Clients informed on a regular basis about our work for the entire group of Clients.

Conclusion of Representation; Retention and Disposition of Documents

Unless previously terminated, our representation of you will terminate upon our completion of currently outstanding assignment(s). At your request, your papers and property will be returned to you upon receipt of payment for outstanding fees and costs. Our own files pertaining to the matter will be retained by the firm. These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records; and internal lawyers' work product such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports, prepared by or for the internal use of lawyers. All such documents retained by the firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of the engagement.

Termination

You may terminate our representation at any time, with or without cause, by notifying us. If such termination occurs, your papers and property will be returned to you promptly after our receipt of payment for all fees and expenses. Our own files pertaining to the matter will be retained by us. Your termination will not affect your responsibility for payment of legal services rendered and expenses paid or incurred on your behalf before we receive your notice of termination and in connection with an orderly transition of the matter. The ethical rules governing lawyers list several types of conduct or circumstances that require or allow us to withdraw from representing you, including, for example, non-payment of fees or costs, misrepresentation or failure to disclose material facts, actions contrary to our advice, and conflict of interest with another client. We try to identify in advance and discuss any situations which may lead to our withdrawal. In any event, if withdrawal becomes necessary, we will give you reasonable notice of that fact. If we elect to withdraw, you agree to cooperate with us by executing any documents necessary to evidence the termination of our representation, in court or otherwise, and we will be entitled to be paid for all legal services rendered and expenses paid or incurred on your behalf before withdrawal and in connection with the orderly transition of the matter. If any claim or action is brought against us or any personnel of our firm and such claim arises from your negligence or misconduct, you agree to hold us harmless and indemnify us for all damages and expenses incurred.

Your Right to Arbitrate

If you have questions about the amount of our fee, please discuss them with your principal attorney contact or with the firm's managing partner. In the event of a fee dispute which is not resolved, you have the right to request arbitration under supervision of the state or local bar association for the jurisdictions in which we practice. However, we also have the right to pursue collection of your account in an appropriate court.

We suggest that you retain this statement and refer to it if you have questions.

**SAUL EWING
ARNSTEIN
& LEHR^{LLP}**

REV 081517

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Consent Agenda

Continued from:

Requested Action (Identify appropriate Action or Motion)

ADOPT RESOLUTION AUTHORIZING THE PROPER CRA OFFICIALS TO EXECUTE PERSONAL SERVICES AGREEMENTS FOR A ONE YEAR PERIOD WITHOUT COMPETITIVE BIDDING FOR A FARMERS MARKET MANAGER AND FARMERS MARKET PROMOTIONS COORDINATOR IN RELATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE ("USDA") AGRICULTURAL MARKETING SERVICES ("AMS") GRANT AWARD FOR THE FARMERS MARKET PROMOTION PROGRAM ("FMPP") IN AN AMOUNT NOT TO EXCEED FORTY TWO THOUSAND ONE HUNDRED SIXTY SEVEN DOLLARS (\$42,167.00) AND TEN THOUSAND SEVEN HUNDRED SIXTY FIVE DOLLARS (\$10,765.00) RESPECTIVELY.

Purchasing Requests ONLY

Dept:	Acct #:	Amt:
Fund:		

Fiscal Impact/Cost Summary

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Exhibits Attached

CRA Memo 2-13-18 USDA Grant - Personal Services Agreement (Fin Rev 02-02-18), R-2018-CRA- USDA Grant Personal Services Agreements

To: Chair, Vice Chair and Board of Commissioners
From: Rickelle Williams, Executive Director
Date: February 13, 2018
Re: **USDA Grant – Market Manager & Market Promotions Coordinator Personal Services Agreement**

Background

On November 14, 2017, the CRA Board adopted Resolution 2017-CRA-008 to accept a grant award in the amount of \$248,871.90 from the United States Department of Agriculture (USDA) Agricultural Marketing Services (AMS) for the Farmers Market Promotion Program (FMPP) at the PATCH.

The USDA has approved a budget for the grant award which includes personnel costs totaling \$157,503.00 for the life of the grant. The grant application outlined a Farmers Market Manager and Farmers Market Promotions Coordinator as necessary to accomplishing project activities related to the FMPP. The CRA has identified individuals on a non-competitive basis to provide these services as independent contractors.

Recommendation

The CRA recommends approval of personal services contracts for the Farmers Market Manager and Farmers Market Promotions Coordinator as part of the USDA grant award for the Farmers Market Promotion Program.

Attachments

Personal Services Contract and Scope of Work – Farmers Market Manager
Personal Services Contract and Scope of Work – Farmers Market Promotions Coordinator

RESOLUTION NO. 2018-CRA-005

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY ("CRA"), OF THE CITY OF DANIA BEACH FLORIDA, AUTHORIZING THE PROPER CRA OFFICIALS TO EXECUTE PERSONAL SERVICES AGREEMENTS FOR A ONE YEAR PERIOD WITHOUT COMPETITIVE BIDDING FOR A FARMERS MARKET MANAGER AND FARMERS MARKET PROMOTIONS COORDINATOR IN RELATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE ("USDA") AGRICULTURAL MARKETING SERVICES ("AMS") GRANT AWARD FOR THE FARMERS MARKET PROMOTION PROGRAM ("FMPP") IN AN AMOUNT NOT TO EXCEED FORTY TWO THOUSAND ONE HUNDRED SIXTY SEVEN DOLLARS (\$42,167.00) AND TEN THOUSAND SEVEN HUNDRED SIXTY FIVE DOLLARS (\$10,765.00) RESPECTIVELY; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on November 14, 2017, CRA officials adopted Resolution 2017-CRA-008 to accept a grant award in the amount of Two Hundred Forty Eight Thousand Eight Hundred Seventy One Dollars and Ninety Cents (\$248,871.90) from the United States Department of Agriculture (USDA) Agricultural Marketing Services (AMS) for the Farmers Market Promotion Program (FMPP) at the PATCH; and

WHEREAS, the USDA has approved a budget for the grant award which includes personnel costs totaling One Hundred Fifty Seven Thousand Five Hundred Three Dollars (\$157,503.00) for the life of the grant which ends October 2020; and

WHEREAS, the grant application outlined a Farmers Market Manager and Farmers Market Promotions Coordinator as necessary to accomplishing project activities related to the FMPP; and

WHEREAS, the personnel allocation for the Farmers Market Manager is budgeted at Three Thousand Five Hundred Thirteen Dollars and Eighty Eight Cents (\$3,513.88) per month and the personnel allocation for the Farmers Market Promotions Coordinator is budgeted at Eight Hundred Ninety Seven Dollars and Eight Cents (\$897.08) per month for the life of the grant; and

WHEREAS, the CRA Executive Director has identified individuals to provide these services subject to CRA Board approval; and

WHEREAS, the CRA Executive Director recommends that the CRA Board execute agreements with Jaime Castoro (Farmers Market Manager) and Nattaliah Earle (Farmers Market

Promotions Coordinator) for a one (1) year period beginning February 14, 2018 up to and through February 13, 2019, for the provision of services in connection with the USDA grant award for the Farmers Market Promotion Program; a copy of the Personal Services Agreements and Scope of Services for the Farmers Market Manager and Farmers Market Promotions Coordinator are attached as Exhibits “A” and “B” respectively, and made a part of and incorporated into this Resolution by this reference; and

WHEREAS, the agreements may be renewed annually for up to a maximum of two (2) additional one-year periods but not beyond October 2020, the end of the grant period, subject to CRA Board approval.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DANIA BEACH, FLORIDA:

Section 1. That the foregoing “Whereas” clauses are ratified and confirmed to be true and correct and they are made a part of and are incorporated into this Resolution by reference.

Section 2. That the CRA authorizes personal services agreements to be executed with Jaime Castoro and Nattaliah Earle by the proper CRA officials; a copy of the agreements and applicable Scope of Services are made a part of and incorporated into this Resolution by this reference and are attached as composite Exhibit “A” and “B”, provided, however, that no agreement will be effective unless and until it has been executed by all parties.

Section 3. That the CRA Executive Director and CRA Attorney are authorized to make minor revisions to such Agreement as are deemed necessary and proper for the best interest of the CRA.

Section 4. That the funding for services is planned and appropriated in the Fiscal Year 2017-2018 Community Garden PATCH USDA Grant Division 112-52-10-552-34-10.

Section 5. That all resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

Section 6. That this Resolution shall be in full force and take effect immediately upon passage and adoption.

PASSED AND ADOPTED on February 13, 2018.

ATTEST:

LOUISE STILSON, CMC
CRA CLERK

TAMARA JAMES
BOARD CHAIRPERSON

APPROVED AS TO FORM AND CORRECTNESS:

THOMAS J. ANSBRO
CRA ATTORNEY

Exhibit “A”

SUBCONTRACT AGREEMENT

Between

DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY (DBCRA)

and

PATCH Farmers Market Promotion Program

Farmers Market Manager:

Jaime Castoro
5340 NE 32nd Avenue
Fort Lauderdale, FL 33308

ARTICLE I. STATEMENT OF WORK/SERVICES TO BE RENDERED

SUBCONTRACTOR covenants and agrees to provide the services as an independent contractor required to ensure the successful completion of the PATCH Farmers Market Management and all items listed in the Scope of Work as outlined in the United States Department of Agricultural Marketing Services (USDA/AMS) Farmers Market Promotion Program (FMPP) as requested by DBCRA.

ARTICLE II. PERIOD OF PERFORMANCE

The period of performance with will be from February 14, 2018 to February 13, 2019.

ARTICLE III. PAYMENT FOR SERVICES

The CRA agrees to pay the Subcontractor an amount not to exceed three thousand, five hundred and thirteen dollars and eighty nine cents (\$3,513.88) per month for the period of performance and may be extended through the grant period ending October 1, 2020. Subcontractor will invoice the CRA twice per month for Market Management services provided.

ARTICLE IV. INVOICING

The signed invoice with, “Activity Tracking/Hours Form” and any receipts for required items purchased for demonstrations/meetings/travel shall be provided twice per month to Rickelle Williams, Executive Director, Dania Beach Community Redevelopment Agency, 100 West Dania Beach Boulevard, Dania Beach FL 33004. Payment shall be made by DBCRA in accordance with the submission and approval for payment of Invoice.

ARTICLE V. REPORTS AND DELIVERABLES

SUBCONTRACTOR shall provide monthly reports as a one page “Snapshot” along with “Activity Tracking/Hours Form” demonstrating completion of activities included in Attachment A: Scope of Work.

ARTICLE VI. RELATIONSHIP OF PARTIES

A. The parties agree that SUBCONTRACTOR is an independent service provider. The conduct and control of the services rendered by SUBCONTRACTOR will lie solely with SUBCONTRACTOR. SUBCONTRACTOR is not, under this Subcontract, an employee of DBCRA for any purpose, and SUBCONTRACTOR shall not be entitled to any of the benefits that DBCRA provides to its employees. SUBCONTRACTOR shall be liable and responsible to pay all local, state, and federal employment taxes, including, without limitation, withholding, social security, worker's compensation, and employment security as required by law.

B. Nothing in this Subcontract is not intended, nor shall be construed, to create a joint venture, partnership, or agency relationship.

ARTICLE VII. INDEMNIFICATION

If any person, firm, or corporation should sustain any damage, loss, death, or injury caused by the negligent or wrongful act or omission of any agent or employee of the SUBCONTRACTOR, or by SUBCONTRACTOR, while acting within the scope of employment, SUBCONTRACTOR agrees to indemnify and hold DBCRA, its officers and employees, harmless for any claims, suits, actions, judgments, liabilities, reasonable attorney fees, court costs and any other expenses whatsoever asserted against or incurred by any such party resulting from the negligence or wrongful act or omission of SUBCONTRACTOR and its agents or employees in the performance of this Subcontract. The provisions of this Article shall survive the expiration or earlier termination of this Subcontract. To the extent considered necessary by DBCRA and their attorney any sums due SUBCONTRACTOR under this Agreement may be retained by DBCRA until all of DBCRA's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by DBCRA.

ARTICLE VII. TERMINATION OF SUBCONTRACT

SUBCONTRACTOR and DBCRA shall at any time have the right to terminate this Subcontract by giving the other party thirty (30) days written notice of its intent to terminate. In the event this Subcontract is terminated, SUBCONTRACTOR shall be reimbursed for any expenses incurred and non-cancelable obligations encumbered prior to the termination date, and all reports and deliverables due shall be delivered to DBCRA prior to payment.

ARTICLE IX. GOVERNING LAW, VENUE AND WAIVER OF JURY TRIAL

All claims, counterclaims, disputes and other matters in question between DBCRA and SUBCONTRACTOR arising out of, relating to or pertaining to this Agreement, or the breach of it, or the services of it, or the standard of performance required in it, shall be addressed by resort to non-binding mediation as authorized under the laws and rules of Florida; provided, however, that in the event of any dispute between the parties, the parties agree to first negotiate with each other for a resolution of the matter or matters in dispute and, upon failure of such negotiations to resolve the dispute, the parties shall resort to mediation.

If mediation is unsuccessful, any such matter may be determined by litigation in a court of competent jurisdiction for any legal action arising out of or pertaining to this Agreement shall be the Circuit Court for the Seventeenth Judicial Circuit in and for Broward County, Florida, or the

federal District Court in the Southern District of the United States. Each party further agrees that venue of any action to enforce this Agreement shall be in Broward County, Florida. In any litigation, the parties agree to each waive any trial by jury of any and all issues. In the event of any litigation which arises out of, pertains to, or relates to this Agreement, or the breach of it, or the standard of performance required in it, the prevailing party shall be entitled to recover reasonable attorney fees from the non-prevailing party.

In the event that a dispute, if any, arises between the DBCRA and the SUBCONTRACTOR relating to this Agreement, or its performance or compensation, the SUBCONTRACTOR agrees to continue to render service in full compliance with all terms and conditions of this Agreement as required by the DBCRA.

If DBCRA or SUBCONTRACTOR incurs any expense in enforcing the terms of this Agreement, whether suit is brought or not, each party shall bear its own costs and expenses including, but not limited to, court costs and reasonable attorney fees.

ARTICLE X. SEVERABILITY

If any provision of this Agreement or the application of it to any person or situation shall to any extent be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected, shall continue in full force and effect, and shall be enforced to the fullest extent permitted by law.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year shown below.

Subcontractor

DANIA BEACH COMMUNITY
REDEVELOPMENT AGENCY

Signed by: _____

Signed by: _____

Name: _____

Name: RICKELLE WILLIAMS

Title: _____

Title: Executive Director

Date: _____

Date: _____

Approved as to Form and Correctness

Thomas J. Ansbro, CRA Attorney

ATTACHMENT A SCOPE OF WORK

The “PATCH Farmers Market Promotion Program will include the following:

1. Conduct market location analysis for expanded hours, locations, and rotating pop-up/mobile market options of the existing PATCH farmers market;
2. Provide farmers market and promotions managers with additional training on best practices for market vibrancy;
3. Expand and develop new farmers markets;
4. Recruit beginning direct-to-consumer growers, develop new and strengthen existing ties between farmers and consumers;
5. Explore direct-to-institution local food sourcing;
6. Connect to and leverage resources with regional and state farmers markets and growing experts;
7. Utilize existing infrastructure and urban farms to promote agritourism;
8. Improve access to and consumption of locally grown produce, especially by those living in “food deserts”, while creating sustainable, profitable markets for Broward County’s urban farmers and regional growers.
9. Work with current Dania Beach employees to re-establish Policy and Procedure for day-to-day Farm Operations
10. Work with current Dania Beach employees to re-establish Policy and Procedure for Market Operations
11. Verify all employee and apprentice work hours and effectiveness
12. Data collection and Partner management to maximize the reach and potential use of Grant funding
13. Expand the Dania Beach Market Garden through connections with other area growers
14. Increase attendance through pointed marketing planning
15. Expanding the "pop-up" market concept to under-served communities in Dania Beach and Broward County
16. Expand CSA (Buyer's club) opportunities

Exhibit “B”

SUBCONTRACT AGREEMENT

Between

DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY (DBCRA)

and

PATCH Farmers Market Promotion Program

Farmers Market Promotions Coordinator:

Nattaliah Earle
330 NW 19th Terrace
Miami, FL 33136

ARTICLE I. STATEMENT OF WORK/SERVICES TO BE RENDERED

SUBCONTRACTOR covenants and agrees to provide the services as an independent contractor required to ensure the successful completion of the PATCH Farmers Market Promotion Services and all items listed in the Scope of Work as outlined in the United States Department of Agricultural Marketing Services (USDA/AMS) Farmers Market Promotion Program (FMPP) as requested by DBCRA.

ARTICLE II. PERIOD OF PERFORMANCE

The period of performance with will be from February 14, 2018 to February 13, 2019.

ARTICLE III. PAYMENT FOR SERVICES

The CRA agrees to pay the Subcontractor an amount not to exceed eight hundred and ninety seven dollars and eight cents (\$897.08) per month for the period of performance and may be extended through the grant period ending October 1, 2020. Subcontractor will invoice the CRA twice per month for Farmers Market Promotion services provided.

ARTICLE IV. INVOICING

The signed invoice with, “Activity Tracking/Hours Form” and any receipts for required items purchased for demonstrations/meetings/travel shall be provided twice per month to Rickelle Williams, Executive Director, Dania Beach Community Redevelopment Agency., 100 West Dania Beach Boulevard, Dania Beach FL 33004. Payment shall be made by DBCRA in accordance with the submission and approval for payment of Invoice.

ARTICLE V. REPORTS AND DELIVERABLES

SUBCONTRACTOR shall provide monthly reports as a one page “Snapshot” along with “Activity Tracking/Hours Form” demonstrating completion of activities included in Attachment A: Scope of Work.

ARTICLE VI. RELATIONSHIP OF PARTIES

A. The parties agree that SUBCONTRACTOR is an independent service provider. The conduct and control of the services rendered by SUBCONTRACTOR will lie solely with SUBCONTRACTOR. SUBCONTRACTOR is not, under this Subcontract, an employee of DBCRA for any purpose, and SUBCONTRACTOR shall not be entitled to any of the benefits that DBCRA provides to its employees. SUBCONTRACTOR shall be liable and responsible to pay all local, state, and federal employment taxes, including, without limitation, withholding, social security, worker's compensation, and employment security as required by law.

B. Nothing in this Subcontract is not intended, nor shall be construed, to create a joint venture, partnership, or agency relationship.

ARTICLE VII. INDEMNIFICATION

If any person, firm, or corporation should sustain any damage, loss, death, or injury caused by the negligent or wrongful act or omission of any agent or employee of the SUBCONTRACTOR, or by SUBCONTRACTOR, while acting within the scope of employment, SUBCONTRACTOR agrees to indemnify and hold DBCRA, its officers and employees, harmless for any claims, suits, actions, judgments, liabilities, reasonable attorney fees, court costs and any other expenses whatsoever asserted against or incurred by any such party resulting from the negligence or wrongful act or omission of SUBCONTRACTOR and its agents or employees in the performance of this Subcontract. The provisions of this Article shall survive the expiration or earlier termination of this Subcontract. To the extent considered necessary by DBCRA and their attorney any sums due SUBCONTRACTOR under this Agreement may be retained by DBCRA until all of DBCRA's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by DBCRA.

ARTICLE VII. TERMINATION OF SUBCONTRACT

SUBCONTRACTOR and DBCRA shall at any time have the right to terminate this Subcontract by giving the other party thirty (30) days written notice of its intent to terminate. In the event this Subcontract is terminated, SUBCONTRACTOR shall be reimbursed for any expenses incurred and non-cancelable obligations encumbered prior to the termination date, and all reports and deliverables due shall be delivered to DBCRA prior to payment.

ARTICLE IX. GOVERNING LAW, VENUE AND WAIVER OF JURY TRIAL

All claims, counterclaims, disputes and other matters in question between DBCRA and SUBCONTRACTOR arising out of, relating to or pertaining to this Agreement, or the breach of it, or the services of it, or the standard of performance required in it, shall be addressed by resort to non-binding mediation as authorized under the laws and rules of Florida; provided, however, that in the event of any dispute between the parties, the parties agree to first negotiate with each other for a resolution of the matter or matters in dispute and, upon failure of such negotiations to resolve the dispute, the parties shall resort to mediation.

If mediation is unsuccessful, any such matter may be determined by litigation in a court of competent jurisdiction for any legal action arising out of or pertaining to this Agreement shall be the Circuit Court for the Seventeenth Judicial Circuit in and for Broward County, Florida, or the

federal District Court in the Southern District of the United States. Each party further agrees that venue of any action to enforce this Agreement shall be in Broward County, Florida. In any litigation, the parties agree to each waive any trial by jury of any and all issues. In the event of any litigation which arises out of, pertains to, or relates to this Agreement, or the breach of it, or the standard of performance required in it, the prevailing party shall be entitled to recover reasonable attorney fees from the non-prevailing party.

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Subcontractor

DANIA BEACH COMMUNITY
REDEVELOPMENT AGENCY

Signed by: _____

Signed by: _____

Name: _____

Name: RICKELLE WILLIAMS

Title: _____

Title: Executive Director

Date: _____

Date: _____

Approved as to Form and Correctness

Thomas J. Ansbrosio, CRA Attorney

ATTACHMENT A

SCOPE OF WORK

The “PATCH Farmers Market Promotion Program will include the following:

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7. Utilize existing infrastructure and urban farms to promote agritourism;
8. Improve access to and consumption of locally grown produce, especially by those living in “food deserts”, while creating sustainable, profitable markets for Broward County’s urban farmers and regional growers.

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Discussion

Continued from:

Requested Action (Identify appropriate Action or Motion)		
Request for Information Items to be added to the Dania Beach CRA Board Meeting Agenda		

Purchasing Requests ONLY		
Dept:	Acct #:	Amt:
Fund:		

Fiscal Impact/Cost Summary

Exhibits Attached
Memo from CRA Executive Director

To: Chair, Vice Chair and Board of Commissioners
From: Rickelle Williams, Executive Director
Date: February 13, 2018
Re: **Request for Information Items to be added to the Dania Beach CRA Board Meeting Agenda**

Discussion and Possible Action

The CRA seeks the CRA Board's approval to add a new Agenda Item to the CRA Board Meeting Agenda. The proposed addition is for Information Items aimed at providing material which the CRA considers important for the CRA Board's review but which does not necessarily relate to any of the existing traditional items that comprise the current Board Meeting Agenda. The CRA wishes to ensure that the Board is fully apprised of information which the CRA may consider relevant.

The following is the existing lineup of Agenda Items for the CRA Board Regular Meetings:

1. CALL TO ORDER/ROLL CALL
2. CITIZEN COMMENTS
3. ADMINISTRATIVE REPORTS
4. PRESENTATION
5. CONSENT AGENDA
6. PROPOSALS AND BIDS
7. DISCUSSION AND POSSIBLE ACTION
8. BOARD MEMBER COMMENTS
9. ADJOURNMENT

With the addition of the "Information Items", the lineup of Agenda Items for the CRA Board Regular Meetings will be as follows:

1. CALL TO ORDER/ROLL CALL
2. CITIZEN COMMENTS
3. ADMINISTRATIVE REPORTS
4. PRESENTATION
5. CONSENT AGENDA
6. PROPOSALS AND BIDS
7. DISCUSSION AND POSSIBLE ACTION
8. BOARD MEMBER COMMENTS
9. INFORMATION ITEMS
10. ADJOURNMENT

Recommendation

This is provided for discussion and consensus purposes to add an item to be called "Information Items" to future CRA Board meeting Agendas.

To: Chair, Vice Chair and Board of Commissioners
From: Rickelle Williams, Executive Director
Date: February 13, 2018
Re: Rebranding Workshop Request

At the January 9, 2018 CRA Board meeting, the Board requested that the CRA Executive Director manage the existing rebranding initiative. In order to move forward with a strategic rebranding process, the CRA Executive Director is requesting a workshop to discuss the following:

- Final Concept Presentation and Selection
- Prioritization & Implementation
- Procurement
- Budget

Recommendation:

This item is for discussion to select a date to have a Rebranding Workshop.