

AGENDA
COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
TUESDAY, MAY 14, 2019 - 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. Administrative Report Memo
- 2. Save the Date:
October 16-18, 2019 - Florida Redevelopment Association Annual Conference

4. PRESENTATIONS

5. CONSENT AGENDA

- 1. Minutes:
Approve Minutes of the April 9, 2019 CRA Board Meeting
- 2. Travel Requests: None

3. RESOLUTION NO. 2019-CRA-008

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY (“CRA”) OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF FUNDS FOR PROFESSIONAL LEGAL SERVICES FROM SAUL EWING ARNSTEIN & LEHR LLP FOR FISCAL YEAR 2018-2019 ENDING SEPTEMBER 30, 2019, WHICH MAY EXCEED AN ANNUAL SINGLE VENDOR TOTAL AMOUNT OF TWENTY FIVE THOUSAND DOLLARS (\$25,000.00); AUTHORIZING SUCH SERVICES TO BE MADE WITHIN THE APPROVED BUDGET APPROPRIATIONS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

4. RESOLUTION NO. 2019-CRA-009

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY (“CRA”) OF THE CITY OF DANIA BEACH, FLORIDA, ADOPTING A TRAVEL POLICY; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

6. PROPOSALS AND BIDS

7. DISCUSSION AND POSSIBLE ACTION

1. Super Bowl - Board Member James
2. Decorative intersections - Board Member James
3. Housing Forum update - Board Member Harris
4. Pride Event options - CRA Executive Director Williams
5. Parking garage mural update - Director Williams

8. BOARD MEMBER COMMENTS

9. INFORMATION ITEMS

10. ADJOURNMENT

To: Chair, Vice Chair and Board of Commissioners
From: Rickelle Williams, Executive Director
Date: May 14, 2019
Re: **Administrative Report**

Background

1. Legislative Update

CS/House Bill 9, a limited version of previous proposals, passed the Florida Senate and House last week. Here is the link to the text of the bill: <https://www.flsenate.gov/Session/Bill/2019/9/BillText/e1/PDF>. This Bill increases accountability and transparency requirements for all Florida CRAs, without unduly limiting operations or planning. Such measures include:

- Required ethics training for Board members
- Requirement to use the same purchasing/procurement processes as the municipality (the Dania Beach CRA already meets this requirement)
- CRA's Annual Report to include performance data such as:
 - Total number of projects started and completed and the estimated cost for each project;
 - Total expenditures from the redevelopment trust fund;
 - Original assessed real property values within the community redevelopment agency's area of authority as of the day the agency was created;
 - Total assessed real property values of property within the boundaries of the community redevelopment agency as of January 1 of the reporting year;
 - Total amount expended for affordable housing for low- income and middle-income residents; and
 - A summary indicating to what extent, if any, the community redevelopment agency has achieved the goals set out in its community redevelopment plan.
- Requirement to submit budget and subsequent budget amendments to the county within 10 days of adoption

2. Broward Redevelopment Program (BRP) Interlocal Agreement/Trion Project

The CRA applied for a BRP grant for public improvements supporting the Trion 286-unit mixed-use development slated for the corner of East Dania Beach Boulevard and Federal Highway. On March 5, 2019, the CRA was awarded the grant in the amount of one million dollars (\$1,000,000.00). In order to begin receiving funds, the CRA must enter into an Interlocal Agreement with Broward County. Broward County has sent a draft agreement and requires execution of the agreement and permit documents within one

year of the grant award. Merrimac Ventures, developer of the Trion, has indicated that there are some revisions being made to the construction documents related to the interior layout. These revisions do not change the site plan or any of the public improvements being funded by the grant. However, the change to the construction drawings delays the permit and thus hinders the CRA from executing the Interlocal Agreement with Broward County. Merrimac Ventures projects to submit and receive permits by Fall 2019. The CRA will then execute the Interlocal Agreement with the County and receive funds incrementally based on project milestones.

3. Broward County Loan to Grant Conversion – City Center Parking Garage

The Broward County Redevelopment Capital Program (RCP) was established by County Resolution No. 2004-76. In 2004, through the RCP program, the CRA and City entered into an Interlocal Agreement with Broward County to borrow funds for eligible projects in the Redevelopment Area. The CRA borrowed **\$5,338,899** for the purpose of developing the municipal parking garage as a major infrastructure improvement in the City Center to lay the foundation to attract future development (such as the hotels that followed, particularly Hotel Morrison and Tru Hilton, that lease garage parking spaces in order to meet development/code requirements).

The RCP loan can be converted to a forgivable grant based on conditions requiring the CRA to demonstrate a net increase in the tax base of the original Redevelopment Area. If the conditions are met the loan will be forgiven using a predetermined scheduled loan-to-grant conversion. If the conditions are not met, the loan will then be payable to the Broward County over a fifteen-year period commencing on payment dates established in the agreement and noted in the chart below, with interest at the Municipal Market data (MMD) “A” revenue bond rate in effect at the time repayment begins.

Purpose	Amount	First Payment Date	Status
1. Parcel 109 (Land)	\$2,334,200	3/31/2018	Forgiven
2. Parking Garage	\$2,590,909	9/30/2019	Pending
3. Security System	\$ 140,000	9/30/2019	Forgiven
4. Gate Arm System	\$ 273,000	8/31/2022	Forgiven
Total	\$5,338,899		

On February 1, 2017, the CRA requested full loan-to-grant conversions of three (3) RCP loans based on over \$75 million in investment in the original Redevelopment Area including the Casino at Dania Beach, the Place at Dania Beach and the Holiday Inn. On March 9, 2018, the CRA received a letter from Broward County approving three (3) loan-to-grant conversions in the amount of **\$2,842,008**. This includes a surplus credit of \$94,018 that will be applied to the loan-to-grant conversion of the remaining balance of **\$2,590,909**.

On May 9, 2019, CRA staff held a preliminary meeting with Broward County to submit documents for the final loan-to-grant conversion for the remaining loan balance of \$2,590,909 based on approximately \$88 million in investment in the original Redevelopment Area for projects including the Holocaust Center, Hotel Morrison, Wyndham Gardens, Comfort Suites, Dania Pace Condo and 3 Sons Brewery. The final loan-to-grant conversion submittal to Broward County is pending.

4. West Dania Beach Railway Approach Project SW 1st Avenue to West of SW 4th Avenue

Within the CRA's adopted Fiscal Year 2018-2019 Budget, the CRA Board approved funding for a capital project called the West Dania Beach Boulevard Railway Approach Project. The purpose of the roadway improvement project is to increase public safety for pedestrians, cyclists and motorists traversing the train tracks, particularly those with physical limitations and other restrictions, such as those requiring wheelchairs, walkers and strollers. The project improvements include increasing sight distances, installation of new sidewalks and landscaping. The CRA has engaged Carnahan Proctor and Cross, Inc. under a continuing services agreement based on Resolution No. 2016-CRA-012. This firm is providing transportation planning and engineering services to develop engineering plans for the project.

Carnahan Proctor Cross has completed 80% plans including extensive coordination with the Florida East Cost (FEC) railway representative, Xorail Co., as it relates to the design and implementation of improvements involving the railroad crossing right-of-way. Modifications to the plans were completed to add bike lanes and extend the sidewalk over the railroad crossing. After requesting potential cost and required process among the City of Dania Beach and FEC, Carnahan Proctor Cross obtained a preliminary opinion of probable cost for various options. These options are currently being evaluated by CRA staff and the City Engineer.

5. City Center Redevelopment RFP – Public Private Partnership for new City Hall/Mixed-use Development

Proposals for the City Center RFP are scheduled to be due on May 30, 2019. The non-mandatory pre-bid meeting is scheduled for May 16, 2019. As a reminder, this solicitation remains under the cone of silence. All inquiries related to the project should be directed to the CRA Secretary, Thomas Schneider, for subsequent communication with the authorized contact at Colliers International South Florida.

6. Rebranding Initiative

Signage: There are five (5) categories of signage remaining to be ordered, permitted, fabricated and/or installed. The categories include:

- (1) Miscellaneous City Hall parking/interior signs (not yet installed);
- (2) Park monuments signs (permit application pending, fabrication in progress);
- (3) Neighborhood signs (permit application pending, fabrication in progress);
- (4) Exterior facility wall signs (not yet ordered); and
- (5) Six Entranceway signs – not including airport sign (not yet ordered, pending mid-year budget request).

It is projected that categories 1 to 4 will be installed by the close of the current fiscal year. A timeline for category 5 will be determined if and when approved through the City of Dania Beach mid-year budget (more below).

Entranceway Signs for Mid-Year Budget Request: On April 19, 2019, the CRA submitted a mid-year budget request package in the amount of \$103,734.00 related to a capital expense for six (6) entranceway signs to City of Dania Beach staff. The initial rebranding funding did not incorporate entranceway signage. Rather, the entranceway signs would later be budgeted by the City of Dania Beach, as clarified by the Community Development Director at the July 24, 2018 CRA Board meeting and during subsequent discussions with the former and current City Manager and the Finance Director. In 2018, a bid and contract for signage production and replacement was completed with two firms being awarded. Don Bell Signs is one of those contracted firms. This vendor specializes in entranceway signs. The attached quote reflects a design previously discussed by the CRA Board. (Quote and Rendering Attached).

Public Relations: Stakeholder surveys to be completed during May and June. Quest Corporation of America is continually seeking earned (non-paid) media and public relations opportunities similar to the positive coverage for the beach nourishment project. Critical media push will surround the completion of the airport entranceway sign and launching the initiative to the business community. Quest Corporation of America is actively promoting all City and CRA events that will assist with enhancing our brand position.

Marketing/Advertising: In coordination with Mad4Marketing, a media plan has been completed and will include various mediums and advertising outlets such as the Sun Sentinel, City and Shore magazine, Travel Host, Gold Coast Ft. Lauderdale, the South Florida Business Journal, local road billboard and bus ads. The Travel Host ad will run during June and July, reaching 18,000 rooms at 115 hotels and 96 condos. Mad4Marketing has also begun to embed rebranding-related posts on City of Dania Beach social media platforms (Facebook and Instagram), resulting in increased engagement. They have also worked to identify and address problem areas in terms of search engine optimization (SEO) and online user experience.

7. Housing Development

The first draft of construction plans were submitted to the City's Community Redevelopment Department for a dry-run building permit review in December 2018. After receiving comments from all disciplines (building, mechanical, electrical, plumbing, landscaping, and zoning), the CRA revised the plans to address all pending comments. In April 2019, the construction plans were submitted to and approved by Broward County for a required Development and Environmental review. The plans will be re-submitted back to the City's Community Development Department by the developer for final permit approval. The ceremonial

Groundbreaking event will take place on May 25, 2019 with construction beginning in the first week of June 2019.

8. Beautification Grants (Residential)

Under the *At Home Dania Beach* residential revitalization program, the CRA is providing residential beautification grants (painting and/or landscaping) to low-to-moderate income households. There are two elements to this aspect of the program.

- The first element is *Preserve the Block*. Approximately twelve property owners of existing homes adjacent to properties where the CRA will develop new homes will have the opportunity to receive painting and/or landscaping provided through the CRA's partnership with Rebuilding Together Broward County. On May 25, 2019 during the Groundbreaking and Beautification Grant kick-off event, six (6) homes will be painted and/or landscaped on the same block where four (4) new homes will be built as part of a comprehensive redevelopment strategy to reduce slum and blight.
- The second element is the general Beautification Grant, open to applicants living in the Redevelopment area who meet the eligibility criteria. Approximately thirty-three (33) property owners/households will have an opportunity to receive this grant. To date, eleven (11) property owners or households have expressed interest. Of those eleven (11), eight (8) reside within the Redevelopment Area. In addition, the CRA has asked the Code Enforcement division for recommendations for properties needing this type of improvement. All interested applicants have been contacted by CRA staff. After the grant kick-off, Rebuilding Together Broward County will engage and evaluate these applicants to potentially move forward in the process. (Map Attached)

9. Commercial Property Improvement Grants – The application period for the Commercial Property Improvement Grant officially closed at the end of January 2019. Associates MD Medical Group was awarded a Commercial Property Improvement Grant at the September 11, 2018 CRA Board meeting. The grantee applied for building permits on March 15, 2019. The permits have not yet been issued due to pending comments. CRA staff is following up with the grantee.

10. Art of Community Grant

In June 2018, the CRA was awarded the Art of Community grant in the amount of \$32,000 from the Community Foundation of Broward. The funds were granted for the Honor the Legacy Project to create seven (7) small-scale artistic installations as the initial foundation of a downtown walking tour. The grant called for the community to participate by sharing their stories of their favorite moments, memories, places, people and activities in Dania Beach. The CRA hosted three events to collect stories at City Hall, C.W. Thomas Park and Frost Park. The artist, Gary Moore, is finalizing the artwork in preparation for fabrication, permitting and installation.

11. PATCH Mobile Market

With funding through the United States Department of Agriculture's Farmers Market Promotion Program, the PATCH has launched a mobile market. This allows the CRA to generate revenue from the sale of produce at various locations in Broward County including Sailboat Bend, Northwest Gardens at the Housing Authority of the City of Fort Lauderdale, Roosevelt and Dover Parks in the Broward Municipal Services District (BMSD). The upcoming PATCH 3rd Saturday event is focused on fitness. (Flyer attached).

12. Bike-sharing - CRA staff will bring an agenda item forward related to the request to expand bike-sharing services in the Redevelopment Area. CRA staff is researching the feasibility, logistics, timeline and potential fiscal impact of facilitating and/or procuring these services.

13. Holiday Lighting – CRA staff will bring an agenda item forward related to the request to expand holiday lighting in the Redevelopment Area. CRA staff is researching the feasibility, logistics, timeline and potential fiscal impact of facilitating and/or procuring these services.

14. Events:

- **Dania After Dark/Art in the Hall** – Saturday, May 11, 2019 and Saturday, June 8, 2019 from 5:00 PM to 10:00 PM
- **PATCH 2nd Saturday's: Bee Keeping /Composting Workshop** – Saturday, May 11, 2019 and Saturday, June 8, 2019 at 9:00 AM
- **PATCH 3rd Saturday's: Earth Day Event** – Saturday, May 18, 2019 from 9:00 AM to 1:00 PM
- **Affordable Housing Groundbreaking Event and Beautification Grant Kick-off** – Saturday, May 25, 2019 from 10:00 AM to 11:30 AM
- **Florida Redevelopment Association Annual Conference** – October 16-18, 2019 in Tampa, FL



ADVERTISING DISPLAY SYSTEM PURCHASE AGREEMENT

"Customer": Rickelle Williams Project: City Monuments
City of Dania Beach
100 W. Dania Beach Boulevard
Dania Beach, FL

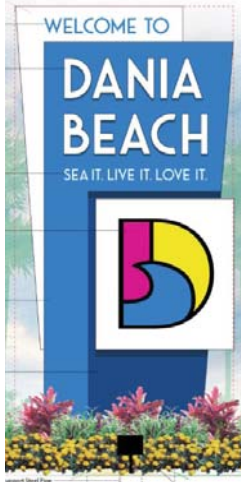
License: Florida ES#0000146

Prepared by: Izzie

Date: 04-18-2019

Contract: 1800594R3

Don Bell Signs, LLC, (the "Company") Will Supply Labor, Materials & Necessary Equipment to Perform the Following for the "Customer":



Contract with Full Sided Decorations on 2nd Side

Per Drawing 1800594R3

Remove and Discard Existing Signage,

Permits and engineering and taxes are included

Signs will be illuminated via Solar Lighting

Location 1 - East Dania Beach Blvd. will receive

Qty one (1) Double faced Sign (Second side will have copy "Come Again soon",
Dania Beach, Sea it. Live it. Love It, Recessed feature,
Logo and Double solar illumination) **\$21,993.00**

Location 2 - East Dania Beach Blvd. will receive Qty one (1) Single faced Sign **\$14,937.00**

Location 3 - NW Intersection at Sheridan will receive Qty one (1) Single faced Sign **\$14,937.00**

Location 4 - Griffin Rd and Anglers will receive Qty one (1) Single faced Sign **\$14,937.00**

Location 5 - SW Intersection of SW 46th Ct & SW 30th Ave.
will receive Qty one (1) Single faced Sign **\$14,937.00**

Location 6 - Eastbound Griffin RD East of SW 34th Terrace **\$21,993.00**
Qty one (1) Double faced Sign (Second side will have copy "Come Again soon",
Dania Beach, Sea it. Live it. Love It, Recessed feature,
Logo and Double solar illumination)

SALES PRICE: \$ \$103,734.00

(One of the following boxes must be checked)

- ☒ The project attaches to and becomes a part of Real Property and is not subject to Florida Sales Tax.
☐ The project is considered Tangible Personal Property and Florida Sales Tax is included in the Sales Price.

Customers outside of Florida are responsible for the payment of applicable sales tax in their appropriate state.

Terms: Down Payment \$

Contract

; Balance due upon completion. **Down Payment is non-refundable**



365 Oak Place
Port Orange, FL 32127
800-824-0080
Fx: 386-763-4762

ADVERTISING DISPLAY SYSTEM PURCHASE AGREEMENT

"Customer":

Rickelle Williams
City of Dania Beach
100 W. Dania Beach Boulevard
Dania Beach, FL

Project:

City Monuments

License: Florida ES#0000146

Prepared by: Izzie

Date: 04-18-2019

Contract: 1800594R3

Don Bell Signs, LLC, (the "Company") Will Supply Labor, Materials & Necessary Equipment to Perform the Following for the "Customer":

This proposal does not include changeable copy letters (unless specified above) or de-energizing of overhead power lines where applicable. Additional foundation costs incurred as a result of abnormal soil conditions; rock, caliche, water intrusion and/or underground obstructions including utilities will be billed additional to the amount of this contract. Should the permit issuing entity revoke or rescind the permit for any reason beyond our control, and the aforementioned display has been built and their action or the action of the CUSTOMER prevents completion of the installation, the CUSTOMER is still obligated to the terms of this contract. **IT IS EXPRESSLY AGREED AND UNDERSTOOD THAT PRIMARY ELECTRIC SERVICE, PHONE LINES, COMMUNICATION LINES AND HOOK UPS ARE THE CUSTOMER'S RESPONSIBILITY. THE CONTRACT BALANCE OF PAYMENT BECOMES DUE AND PAYABLE UPON INSTALLATION OF THE SIGN DISPLAY.** (In the event, however, that electrical and/or phone service is not in place at the time of display installation, a ten(10%) percent retainage may be held by Customer until such service is installed. In no event may such retainage holdback exceed forty five (45) days from date of display installation). **IF THIS CONTRACT INCLUDES AN ELECTRONIC MESSAGE CENTER OR TIME AND TEMPERATURE DISPLAY, CUSTOMER AGREES TO INSTALL, AT CUSTOMER'S EXPENSE, PRIMARY ELECTRICAL SURGE SUPPRESSION AND DISPLAY GROUNDING DEVICES SPECIFIED BY THE COMPANY.**

The Company warrants this display to be free of defects in material and/or workmanship for a period of One (1) year from the installation date. **THERE ARE NO WARRANTIES MADE BY THE COMPANY EXCEPT AS EXPRESSLY SET FORTH HEREIN. WARRANTIES OF MERCHANTABILITY & FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED.** All work will be completed in a workmanlike manner. All agreements are contingent upon strikes, accidents or delays beyond the control of the Company. Our workers are fully covered by workman's compensation insurance.

This Agreement shall be construed and interpreted under and according to the laws of the State of Florida. The parties to this Agreement consent to the exclusive jurisdiction and venue of the courts of the State of Florida in the County of Volusia in connection with any and all claims arising out of this Agreement. In the event that there is any litigation concerning this Agreement, the prevailing party in such litigation shall be entitled to recover its attorney's fees, costs, and expenses incurred in connection with the litigation at trial court, appellate court or bankruptcy court.

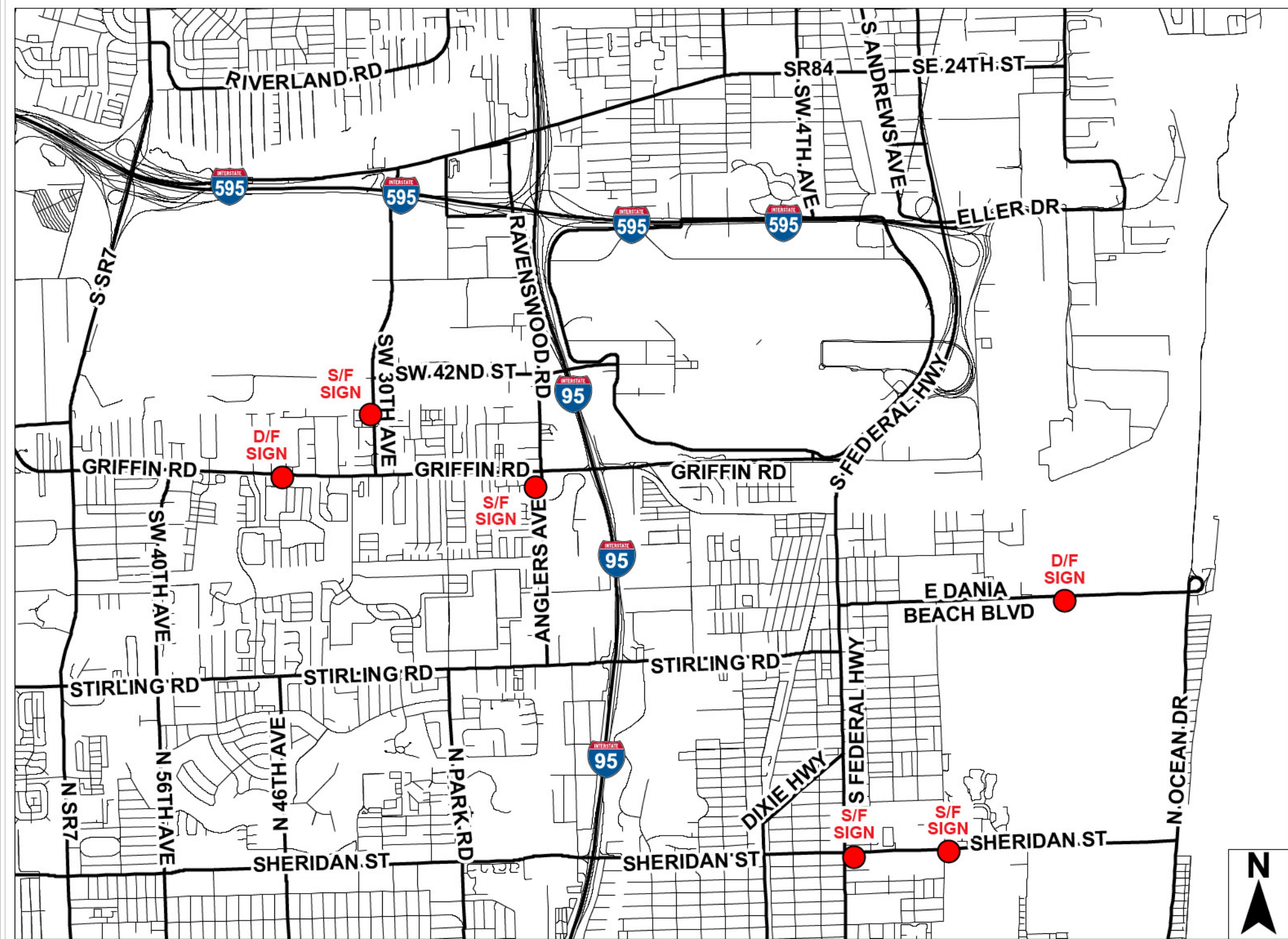
This Agreement, along with any exhibits, appendices, addendums, schedules, and amendments hereto, encompasses the entire agreement of the Parties, and supersedes all previous understandings and agreements between the Parties, whether oral or written. The Parties hereby acknowledge and represent, by affixing their hands and seals hereto, that said Parties have not relied on any representation, assertion, guarantee, warranty, collateral contract or other assurance, except those set out in the Agreement, made by or on behalf of any other party or any other person or entity whatsoever, prior to the execution of this Agreement. The Parties hereby waive all rights and remedies, at law or in equity, arising or which may arise as the result of a party's reliance on such representation, assertion, guarantee, warranty, collateral contract or other assurance, provided that nothing herein contained shall be construed as a restriction or limitation of said party's right to remedies associated with the gross negligence, willful misconduct of fraud or any person or party taking place prior to, or contemporaneously with, the execution of this Agreement.

In the event the sign display cannot be installed due to any delay for causes beyond the control of COMPANY or is not installed due to CUSTOMER'S request, the Contract Balance shall become immediately due and payable, less the cost for installation. CUSTOMER will be responsible for storage charges in the amount of 1/2 of 1 percent of the purchase price per month until installed. In the event of any default or failure of performance hereunder by COMPANY, including but not limited to a breach of this agreement or the direct, active negligence or other wrongful act or omission of COMPANY generating a cause of action in favor of CUSTOMER, COMPANY's liability shall be limited to the total amount of the payments actually made by CUSTOMER to COMPANY hereunder as of the time of the accrual of such cause of action. In no event shall COMPANY have any liability or legal responsibility to CUSTOMER or to any third person, whether for damage to person or property, business or economic damages, damages to products, goods or any other thing or legal or property right or interest, in excess of such amounts actually paid by CUSTOMER to COMPANY hereunder as of the time such cause of action accrues. CUSTOMER hereby indemnifies COMPANY, holds COMPANY harmless, and shall defend at its own expense and thereafter satisfy and discharge from its own funds and resources, any and all such claims against the COMPANY arising of, from or through its actions or inactions or the products, services or materials taken, delivered or installed by the COMPANY, its agents or its independent contractors pursuant to this contract, whether made by or on behalf of itself, its employees, agents, privies, successors or assigns, or any third person, for all time and anywhere in the world.

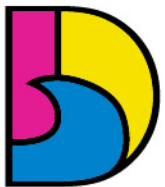
Customer Signature _____	Accepted by _____
_____ Date	_____ Date
Customer Name/Title _____	DBS Officer _____
_____ Please Print	_____ Please Print

A Notice to Proceed from the CUSTOMER will bind the terms and conditions of this contract

City of Dania Beach



Sign Location Map



DANIA BEACH
SEA IT. LIVE IT. LOVE IT.

DESIGN #: **1800594 R5**

DATE: 12.12.18

DRAWN BY: M. De Bolt

Revisions / Date / Initials

R1 (12.17.18) MD

R2 (1.29.19) MD

R3 (3.21.19) SS

R4 (4.22.19) MD

R5 (5.8.19) MD

ACCOUNT #115459 ☐ 120 Volt
☐ 277 Volt

SHEET 1

CITY OF Dania Beach

STREET 100 West Dania Beach Blvd.

CITY Dania Beach STATE FL

SALES REP. Izzie Enwall

SCALE As Noted

FILE NAME

PROGRAM Adobe Illustrator CS10

DATE

PRIMARY ELECTRIC BY OTHERS.

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365 OAK PLACE
PORT ORANGE, FL 32127
386-788-8084
800-824-0080

Note: This design pending engineering.

Scope of Work (Removals)

Don Bell Signs to Remove & Discard:
(6) existing gateway signs, as shown.

Notes:

Landscaping by others.



1
East Dania Beach Blvd. Eastbound before bridge
Cut off at grade.



2
Northeast of intersection at Sheridan St. & S.E. 5th Ave.
Remove foundation.



3
Northwest of intersection at Sheridan St.
& US 1
Cut off at grade.



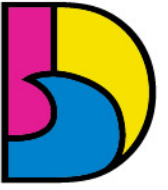
4
Southwest of intersection at Griffin Rd. & Anglers Ave.
Remove foundation.



5
Southwest of intersection of SW 46th Ct. &
SW 30th Ave.



6
Eastbound Griffin Rd. East of
SW 34th Terrace
Cut off at grade.



DANIA BEACH
SEA IT. LIVE IT. LOVE IT.

DESIGN #: **1800594 R5**

DATE: 12.12.18

DRAWN BY: M. De Bolt

Revisions / Date / Initials

R1 (12.17.18) MD

R2 (1.29.19) MD

R3 (3.21.19) SS

R4 (4.22.19) MD

R5 (5.8.19) MD

ACCOUNT #115459 ☐ 120 Volt
☐ 277 Volt

SHEET 2

CITY OF DANIA BEACH

STREET 100 West Dania Beach Blvd.
CITY Dania Beach STATE FL
SALES REP. Izzie Enwall
SCALE As Noted
FILE NAME
PROGRAM Adobe Illustrator CS10
FONTS USED
CUSTOMER APPROVAL DATE

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365 OAK PLACE
PORT ORANGE, FL 32127
386-788-8084
800-824-0080

Scope of Work

Don Bell Signs to fabricate & install:
(4) S/F non-illuminated gateway R4 signs, as shown.

Notes:

All hardware to be non-corrosive.

Each sign to have solar powered external lighting & solar energy collection system consisting of:

- 100 watt solar panel array
- Solar panel array mounting rack
- Pole (mast)
- Concrete footer
- 12 volt AGM battery, 105 Amp Hrs
- Battery box with charge controller
- 20 ft. connecting cord
- 20 watt LED flood light

Field survey required to plan solar system location, orientation & setup.

Landscaping by others.



2.26.19 CHGED GREY TO WHITE

Copy
Const: .250" FCO aluminum
Paint: PMS Medium Blue, sat. fin.
Attach: stud-mounted flush onto cabinet face

Copy
3/4" FCO sign foam, painted & stud-mounted flush onto cabinet face

Trim
Const: Aluminum sheet & tube
Finish: Smooth
Paint: White, sat. fin.

Copy
.250" FCO aluminum, painted & stud-mounted flush onto cabinet face

Logo
3/4" FCO sign foam, painted w/ digital print on vinyl 1st surface, stud-mounted flush onto cabinet face

Logo Cabinet
Const: Aluminum sheet & tube
Finish: Smooth
Paint: White, sat. fin.

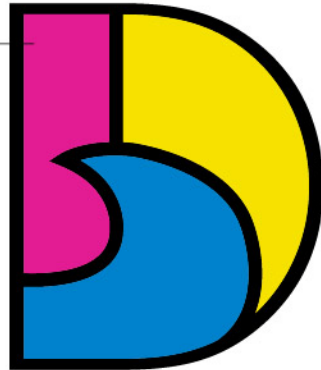
Cabinets
Const: Aluminum sheet & tube
Finish: Texcoat med. sand
Paint: PMS Medium Blue, sat. fin.

R1 Reveal
Recessed 2"
Paint: PMS 294C Blue, sat. fin.

WELCOME TO

DANIA
BEACH

SEA IT. LIVE IT. LOVE IT.



End View

End View

Landscaping by Others

Main Support Steel Pipe
Concrete Caisson Footer

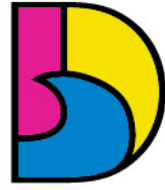
Solar powered ground lighting (by DBS)

Elevation of S/F Pylon Sign
Scale: 3/4" = 1'-0"

(4) Required
50 Sq. Ft.

R2 - Changed color to gray

R2 - Option 2 deleted
R3 - Option 3 Deleted



DANIA BEACH
SEA IT. LIVE IT. LOVE IT.

DESIGN #: 1800594 R5

DATE: 12.12.18

DRAWN BY: M. De Bolt

Revisions / Date / Initials

R1 (12.17.18) MD

R2 (1.29.19) MD

R3 (3.21.19) SS

R4 (4.22.19) MD

R5 (5.8.19) MD



ACCOUNT #115459

120 Volt

277 Volt

SHEET 3

CITY OF Dania Beach

STREET 100 West Dania Beach Blvd.

CITY Dania Beach STATE FL

SALES REP. Izzie Enwall

SCALE As Noted

FILE NAME

PROGRAM Adobe Illustrator CS10

FOONTS USED

CUSTOMER APPROVAL DATE

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365 OAK PLACE
PORT ORANGE, FL 32127
386-788-8084
800-824-0080



Label Required

Note: This design pending engineering.

Font(s): Saveur Sans

Scope of Work

Don Bell Signs to fabricate & install:
(2) D/F non-illuminated gateway signs,
as shown.

Notes:

All hardware to be non-corrosive.

Each sign to have solar powered
external lighting & solar energy collec-
tion system consisting of:

100 watt solar panel array
Solar panel array mounting rack
Pole (mast)
Concrete footer

12 volt AGM battery, 105 Amp Hrs
Battery box with charge controller
20 ft. connecting cord
20 watt LED flood light

Field survey required to plan solar
system location, orientation & setup.

Landscaping by others.

SEE OPPOSITE SIDE LAYOUTS
ON NEXT SHEET

2.26.19 CHGED GREY
TO WHITE

Copy

Const: .250" FCO aluminum
Paint: PMS Medium Blue, sat. fin.
Attach: stud-mounted flush onto
cabinet face

Copy

3/4" FCO sign foam, painted
& stud-mounted flush onto
cabinet face

Trim

Const: Aluminum sheet & tube
Finish: Smooth
Paint: White, sat. fin.

Copy

.250" FCO aluminum, painted
& stud-mounted flush onto
cabinet face

Logo

3/4" FCO sign foam, painted
w/ digital print on vinyl 1st surface,
stud-mounted flush onto
cabinet face

Logo Cabinet

Const: Aluminum sheet & tube
Finish: Smooth
Paint: White, sat. fin.

Cabinets

Const: Aluminum sheet & tube
Finish: Texcoat med. sand
Paint: PMS Medium Blue, sat. fin.

R1

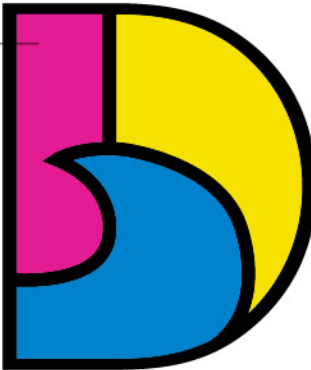
Reveals

Recessed 2"
Paint: PMS 294C Blue, sat. fin.

WELCOME TO

DANIA
BEACH

SEA IT. LIVE IT. LOVE IT.



End View

View

Landscaping by Others

Main Support Steel Pipe
Concrete Caisson Footer

Solar powered ground lighting (by DBS)

Elevation of D/F Pylon Sign

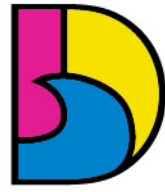
Scale: 3/4" = 1'-0"

(2) Required

50 Sq. Ft.

Font(s): Saver Sans

Note: This design pending engineering.



DANIA BEACH
SEA IT. LIVE IT. LOVE IT.

DESIGN #: 1800594 R5

DATE: 12.12.18

DRAWN BY: M. De Bolt

Revisions / Date / Initials

R1 (12.17.18) MD

R2 (1.29.19) MD

R3 (3.21.19) SS

R4 (4.22.19) MD

R5 (5.8.19) MD



120 Volt

277 Volt

SHEET 4

City of Dania Beach

100 West Dania Beach Blvd.

Dania Beach FL

Izzie Enwall

As Noted

Adobe Illustrator CS10

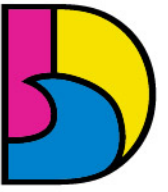
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above named owner.



365 OAK PLACE
PORT ORANGE, FL 32127
386-788-8084
800-824-0080



BACK Elevation of D/F Pylon Sign
Scale: 3/4" = 1'-0"



DANIA BEACH
SEA IT. LIVE IT. LOVE IT.

DESIGN #: **1800594 R5**

DATE: 12.12.18

DRAWN BY: M. De Bolt

Revisions / Date / Initials

R1 (12.17.18) MD

R2 (1.29.19) MD

R3 (3.21.19) SS

R4 (4.22.19) MD

R5 (5.8.19) MD



☐ 120 Volt

☐ 277 Volt

SHEET 5

ACCOUNT
City of Dania Beach

STREET
100 West Dania Beach Blvd.

CITY
Dania Beach

STATE
FL

SALES REP.
Izzie Enwall

SCALE
As Noted

FILE NAME

PROGRAM
Adobe Illustrator CS10

FONTS USED

CUSTOMER APPROVAL

DATE

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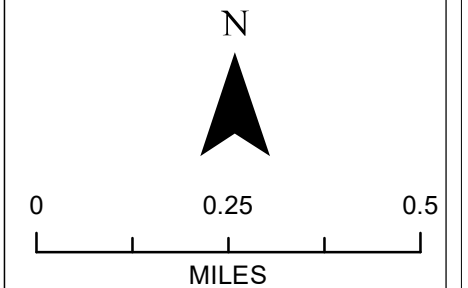
365 OAK PLACE
PORT ORANGE, FL 32127
386-788-8084
800-824-0080

Note: This design pending engineering.

DANIA BEACH CRA BEAUTIFICATION GRANT APPLICANTS MAP

LEGEND

-  APPLICANTS
-  MAJOR ROADS
-  LOCAL STREETS
-  CITY LIMITS
-  CRA BOUNDARY
- CRA NEIGHBORHOODS**
-  CITY CENTER
-  COLLEGE GARDENS
-  DANIA BEACH HEIGHTS
-  EAST FEDERAL SUB AREA
-  MARINE SUB AREA
-  SUN GARDEN ISLES
-  WEST BRYAN ROAD



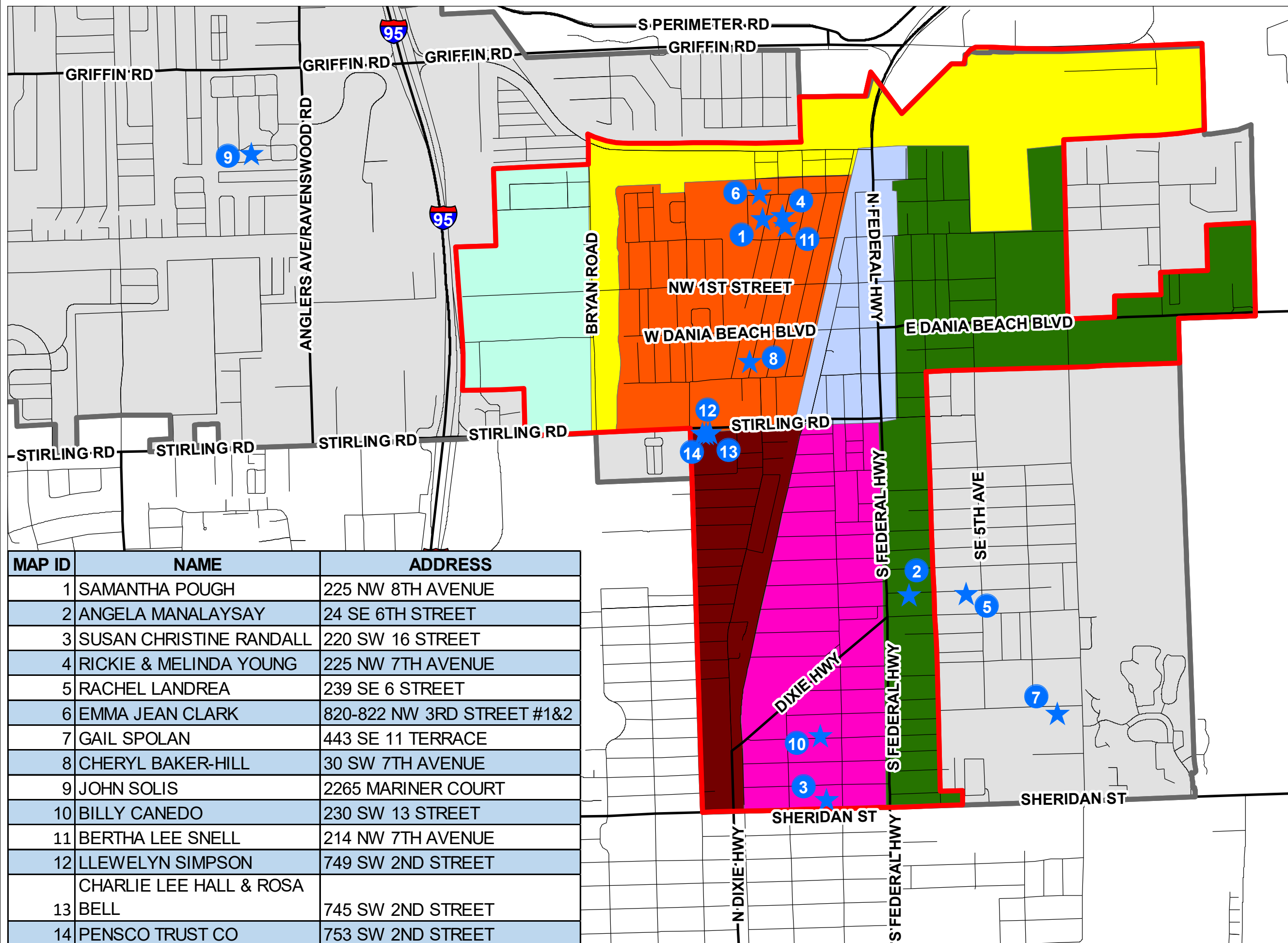
1 INCH = 0.25 MILES

NOTE: FOR PLANNING
PURPOSES ONLY.
SOURCES: FDOT,
BROWARD COUNTY GIS,
AND CITY OF DANIA BEACH

CITY OF DANIA BEACH CRA
100 W. DANIA BEACH BLVD.
DANIA BEACH, FL 33004
954-924-6801
WWW.DANIABEACHCRA.ORG



MAP PRINTED ON APRIL 4, 2019



DOCUMENT PATH: I:\DSRADLEY\GIS\BEAUTIFICATION_GRANT_APPLICANTS_MAP_442019.MXD



DANIA BEACH
PATCH

— People's Access To Community Horticulture —

★ ★ ★ DANIA BEACH'S ★ ★ ★

• FARM & MARKET •

1201 WEST DANIA BEACH BOULEVARD

PATCH FITNESS DAY

★ SATURDAY | MAY 18 ★

Join us for **National Physical Fitness and Nutrition month!** Bouncehouse, Garden Tours, Games on the Green, Educational Workshops & 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!

FROM **9^{AM}**
TIL 1^{PM}

FOR WEEKLY UPDATES + MORE INFO

ThePatchGarden.com | 954.924.6801

VISIT: Facebook.com/PatchGarden



THE BANGLOU
HOUSE



SAVE THE DATE FOR:



**2019 Annual Conference
October 16 - 18, 2019
Hilton Downtown Tampa, Florida**



Annual Conference Tampa
October 16-18, 2019
www.redevelopment.net



**COMCAST
BUSINESS** | BEYOND FAST

**BURKHARDT
CONSTRUCTION, INC.**

*City of
Tampa*
Florida

MINUTES OF MEETING
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
TUESDAY, APRIL 9, 2019 – 5:30 P.M.

1. Call to Order/Roll Call

Chair Lewellen called the meeting to order at 5:30 p.m.

Present:

Chair:	Lori Lewellen
Vice-Chair:	Lauren Odman
Board Members:	Chickie Brandimarte
	Bill Harris
	Tamara James
Executive Director:	Rickelle Williams
City Attorney:	Thomas Ansbro
CRA Secretary:	Thomas Schneider

2. Citizen Comments

There were no comments at this meeting.

3. Administrative Reports

3.1 Administrative Report

Director Williams reviewed the information included in the agenda packet regarding the City Center RFP updates, a future ground breaking event, beautification grants with Rebuilding Together of South Florida, the upcoming Dania after Dark, the PATCH and upcoming luncheons.

3.2 Post Event Report - 2019 Arts and Seafood Celebration

Director Williams thanked everyone who sponsored, participated, and volunteered, in making the event successful. She presented a short video of the celebration and reviewed the information included in the agenda packet.

Director Williams noted this year's event increased revenues by \$90,000.00, against expenses of \$144,000.00, leaving a remainder of \$54,000.00 in net operating cost.

Board Member James spoke about the chef showcase and thanked Director Williams for continuing the celebration. She suggested having a bounce house for the kids since we no longer have the fire trucks.

Board Member Brandimarte noted the sand castle was a huge success with the children. She questioned the attendance for both Saturday and Sunday events; the Dania Beach Casino broke all attendance records during the celebration.

4. Presentations

- 4.1 Housing Nexus Study & Affordable Housing Trust Fund - Mr. Robert Gray, Strategic Planning Group

Chair Lewellen noted Mr. Gray was unable to attend the meeting.

5. Consent Agenda

- 5.1 Minutes:
Approve Minutes of the March 12, 2019 CRA Board Meeting
- 5.2 Travel Requests:

Request from DeAndrae Spradley, Economic Development Manager, to attend the Florida Redevelopment Association (FRA) Certification Training - Housing as a Redevelopment Tool, in Orlando, Florida, on May 2-4, 2019 (Estimated cost \$959.89)

Request from DeAndrae Spradley, Economic Development Manager, to attend the Florida Redevelopment Association (FRA) Certification Training - Planning Strategically for Redevelopment, in Orlando, Florida, on May 30-June 1, 2019 (Estimated cost \$959.89)

5.3 RESOLUTION NO. 2019-CRA-006

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA APPROVING THE ANNUAL REPORT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

5.4 RESOLUTION NO. 2019-CRA-007

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 RETROACTIVELY EXECUTE AN ADDENDUM TO THE THIRD RENEWAL OF AN EXISTING AGREEMENT WITH STANDING OVATIONS LLC, A FLORIDA LIMITED LIABILITY COMPANY RELATING TO CONSULTING AND PRODUCTION SERVICES IN CONNECTION WITH THE 2019 ARTS AND SEAFOOD CELEBRATION; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

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

6. Proposals and Bids

There were no proposals on this agenda.

7. Discussion and Possible Action

7.1 Pride events - Vice-Chair Odman

Vice-Chair Odman noted in February she attended Fort Lauderdale Pride and was impressed with the sponsors. They provided interesting demographics, which showed this was a group that has a lot of money to spend. As a City, we have not done anything and we are invisible to the LGBTQ community. She suggested we enter into the foray, such as pageants or a film festival or LGBTQ artists, to honor our commitment to being inclusive.

Board Member Brandimarte agreed we do nothing and she is in favor of doing something other than a parade. She wants it to be something nice and elegant.

Board Member James suggested whatever we do, we should tie it into Dania After Dark.

Chair Lewellen said we do not really know what the temperature in the City is for something; perhaps we could do a survey. We could make the LGBTQ community aware; we could do something within the Fort Lauderdale Pride to introduce ourselves as a City. With all the development going on and all the events already, she is concerned about having another event in the City.

Board Member Brandimarte stressed she would not participate in the Commission doing a survey. The idea is about celebrating Pride; perhaps we could participate with another city.

Chair Lewellen clarified the kind of survey she has in mind to get a temperature of what people are interested in.

Vice-Chair Odman felt we could brainstorm a couple things.

Director Williams thought going to another city to be a part of theirs and tying in with Dania After Dark are good ideas. She described other possible ideas.

Vice-Chair Odman suggested reaching out to Beach Betty's Bar on Dania Beach Boulevard to see if they have any interest in participating.

Chair Lewellen noted the importance of sponsorship.

Board Member Harris mentioned collaborating with Paolo's Restaurant as well, for the cause.

Board Member Brandimarte said she wants to be involved in planning and attending.

Board Member Harris felt we should have a float in the Wilton Manors Halloween parade.

The Board consensus was to move forward with exploring participation in Pride events.

7.2 Bike sharing - Board Member James

Board Member James said she wanted to get a consensus of the Board on the type of bike sharing vendor we should select for a bike sharing program for the City. She displayed a map of possible key locations for bike rack placement. She noted rack and rackless options, and cost concerns for implementing the bike sharing.

Chair Lewellen agreed a bike rack is a better choice rather than a rackless option.

The Board consensus was to move forward with a rack program.

7.3 Holiday lighting and decorations - Board Member James

Board Member James asked the Board what direction they would like to go in with the holiday lighting and decorations. The decorations should be consistent and costs should be discussed.

Director Williams described the opportunities to expand our decorations. If we do Federal Highway and expand in future years, we are looking at two options: renting would be \$8,600.00 per year; purchasing the items would cost a lot more up front, but would be cheaper in the following years. Over three years, this would be \$24,000.00. Concerning additional lighting in the roundabout, renting would cost \$8,600.00 and purchasing for the first year would be \$15,000.00.

Vice-Chair Odman said regarding the scaling out of the decorations, she would want to start out with knowing that various areas will be included in the plans. She asked about the rental plan options.

Director Williams explained the rental does not check during the period the lights are up. With purchasing, there is a lot more customer service. We also have to make sure all of the religious holidays are covered.

Board Member Brandimarte said she would rather hire a company that tends to the areas that are in the plan we give them. When they do the job, the job is done. She does not want to own the decorations and lighting or commit to maintaining them.

Director Williams noted we could do that in the bid or proposal. She only sought preliminary information since Board Member James asked her to look into it.

Board Member Brandimarte spoke of banners for holidays that do not involve lights.

Chair Lewellen suggested we need to have the CRA work with the Parks and Recreation Department. She agreed an outside company would probably be best for the whole process, and it should be throughout the whole City not just on US-1. If you purchase something, you have to replace them over time, and she is not favorable to it.

Board Member James asked what the current process is regarding the lighting.

Director Williams said the CRA has been doing the holiday lighting and Parks and Recreation has been handling the Christmas tree lighting event. Last year, the CRA contributed \$5,000.00 and Parks and Recreation, which does the event planning, contributed \$2,500.00.

Board Member James asked that we stay with the same process and the CRA remain in charge of the lighting. She noted the consensus seems to be for renting and she wants the Board's thoughts on the tree lighting held at City Hall. She favors starting with US-1 as we already have the decorations for it. She requested a phase-in map, showing when we would add other parts of the City for decorating. She favored looking at different events and holidays to put the banners up with our brand.

Board Member Harris recommended seasonal banners on the street, maybe some flag banners for July 4th and fall banners for Thanksgiving, leading into Christmas.

Director Williams addressed the inventory for brackets on poles; 27 on Federal highway and seven on Stirling Road.

Board Member Brandimarte felt the banners would entice business owners to take interest in the holidays. She does not want the décor setup timeframe to be left up to a vendor; instead she wants to tell the company the dates we want so they know in advance.

Chair Lewellen stated the CRA should discuss this with Parks and Recreation and the City Manager as she does not want to see duplicative work.

Board Member Brandimarte said we should give this project to the CRA; she should not have to answer to the City Manager.

Chair Lewellen asked for communication between the departments so work is not duplicated nor money spent in two places.

Board Member Brandimarte asked City Attorney Ansbro if the Board has the right to make a decision on giving this project to the CRA.

City Attorney Ansbro answered yes.

Vice-Chair Odman favored the banners, remarking we have all outgrown the tree.

Director Williams offered clarification that she would discuss this with the City Manager and Parks and Recreation; the CRA would continue to do what they do, this would just be enhanced. Professional protocol coordinating with the appropriate staff will be followed.

Board Member James questioned if there was a consensus to start with US-1, Dania Beach Boulevard and parts of Griffin Road that we already have.

Vice-Chair Odman stated the goal would be to decorate the entire City.

The Board consensus was to move forward with the enhanced decorations on US-1, Dania Beach Boulevard, and Griffin Road up to I-95 with the direction given.

Director Williams asked for additional clarification on the matter, whether the existing décor not be put up, or just continue and amplify what is on Federal Highway and then expand to other areas. If the focus is currently on downtown, the CRA can facilitate; if it goes beyond the CRA area, she would have to get with the City Manager regarding how to address that. The CRA would modify current existing plans and add to them. They would not strip existing plans, but enhance the CRA district with holiday lighting and seasonal banners.

The Board consensus was that the additional décor would be phased in.

7.4 Affordable Housing Forum - Board Member Harris

Board Member Harris spoke of the Affordable Housing Forum that would be held in Dania Beach on May 9 or 16, 2019 from 9:30 a.m. or 10:00 a.m. to noon, likely at the Morrison Hotel. He announced potential attendees for the forum and best practices would be the focal topic for conversation.

Discussion ensued.

Board Member James felt this is a good idea, but the Board was unaware of the dates being discussed since January. She wants to be sure the dates are best for the entire Board.

Vice-Chair Odman questioned who is planning this forum.

Board Member Harris responded Josh Gaboton is planning this and we need input from the Board. He will contact Mr. Gaboton to do a brainstorm session with the Board.

Vice-Chair Odman noted she is free for either date.

Board Member Brandimarte questioned how many of the names listed would RSVP. She does not see this happening on those dates with the people on the list.

Chair Lewellen proposed we meet with Mr. Gaboton, maybe in a workshop.

Board Member James asked who is paying for the Morrison Hotel.

Board Member Harris said the hotel would do a sponsorship. We need to put this out there to get this going.

Director Williams noted she would circle back with Mr. Gaboton and identify a date to have him discuss this with the Board.

Board Member Brandimarte questioned why this took so long to be brought forward.

Director Williams said Mr. Gaboton did provide her a proposed date and she felt Board Member Harris should put this on the agenda for discussion for consensus and collaboration.

Board Member Harris added it is an idea-sharing forum.

Board Member Brandimarte requested when the CRA gets wind of something like this that they let her know.

Director Williams said initially, invitations were on a local level; once Mr. Gaboton got involved, potential invitees extended to State and Federal levels. After becoming aware of Mr. Gaboton's intent, the suggestion was made to bring this forward to the Board.

Board Member Harris noted he will speak to Mr. Gaboton and share the information with Director Williams, who will share it with the Board Members.

8. Board Member Comments

Board Member Harris noted he received an invitation from the Mayor of Wilton Manors for the Board to participate in the June 15th Pride Parade in Wilton Manors.

9. Information Items

There were no items on this agenda.

10. Adjournment

Chair Lewellen adjourned the meeting at 6:48 p.m.

ATTEST:

COMMUNITY REDEVELOPMENT
AGENCY

THOMAS SCHNEIDER, CMC
CRA SECRETARY

LORI LEWELLEN
CHAIR – CRA

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 EXPENDITURE OF FUNDS FOR PROFESSIONAL LEGAL SERVICES FROM SAUL EWING ARNSTEIN & LEHR LLP FOR FISCAL YEAR 2018-2019 ENDING SEPTEMBER 30, 2019, WHICH MAY EXCEED AN ANNUAL SINGLE VENDOR TOTAL AMOUNT OF TWENTY FIVE THOUSAND DOLLARS (\$25,000.00); AUTHORIZING SUCH SERVICES TO BE MADE WITHIN THE APPROVED BUDGET APPROPRIATIONS

Purchasing Requests ONLY

Dept:

Acct #:

Amt:

Fund:

Fiscal Impact/Cost Summary

Exhibits Attached

Memo - Saul Ewing Arnstein & Lehr Special Counsel 2018-2019, R-2019-CRA- Saul Ewing Arnstein and Lehr Special Counsel to exceed 25k, Exhibit A - Engagement Letter Saul Ewing Arnstein Lehr as Special Counsel

To: Chair, Vice Chair and Board of Commissioners

From: Rickelle Williams, Executive Director

Date: May 14, 2019

Re: Request to authorize expenditures with Saul Ewing Arnstein & Lehr LLP above \$25,000.00 for Legal Services

Background

The CRA Board retained Saul Ewing Arnstein & Lehr LLP as Special Counsel on February 13, 2018 for Fiscal Year 2017-2018 with the adoption of Resolution 2018-CRA-004. The CRA Board again engaged with Saul Ewing Arnstein & Lehr LLP on September 11, 2018 for Fiscal Year 2018-2019 with the adoption of Resolution 2018-CRA-014.

Current Situation

Saul Ewing Arnstein & Lehr LLP has provided professional legal services in a satisfactory manner with particular emphasis on land use and real estate. With the level of legal planning and preparation required for the CRA's authorized At Home Dania Beach residential revitalization program and City Center Redevelopment project, CRA staff finds that professional legal services above \$25,000.00 will be needed to address current and future demand for legal services during the remainder of Fiscal Year 2018-2019. These services are in addition to those services provided by the CRA Attorney.

The CRA Executive Director is only authorized to purchase services for the CRA in amounts in excess of \$25,000.00, the established monetary threshold without competitive bidding and without advertisement, if she is authorized to do so in advance by a resolution adopted by the CRA Board.

Fiscal Impact

Funds are available and have been appropriated in the adopted Fiscal Year 2018-2019 CRA Budget.

Recommendation

It is recommended that the CRA Board authorize expenditures with Saul Ewing Arnstein & Lehr LLP above \$25,000.00 for legal services for Fiscal Year 2018-2019.

RESOLUTION NO. 2019-CRA-008

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY (“CRA”) OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF FUNDS FOR PROFESSIONAL LEGAL SERVICES FROM SAUL EWING ARNSTEIN & LEHR LLP FOR FISCAL YEAR 2018-2019 ENDING SEPTEMBER 30, 2019, WHICH MAY EXCEED AN ANNUAL SINGLE VENDOR TOTAL AMOUNT OF TWENTY FIVE THOUSAND DOLLARS (\$25,000.00); AUTHORIZING SUCH SERVICES TO BE MADE WITHIN THE APPROVED BUDGET APPROPRIATIONS; 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 CRA Board retained the Firm as Special Counsel on September 11, 2018 for Fiscal Year 2018-2019 and on February 2, 2018 for Fiscal Year 2017-2018; and

WHEREAS, the Firm has provided these services in a satisfactory manner at the rates set forth in the attached engagement letter, a copy of which letter is attached as Exhibit “A”, and made a part of and incorporated into this Resolution by this reference; and

WHEREAS, in Chapter 2, Article 1, Section 2-10 of the Dania Beach Code of Ordinances, upon which the CRA relies in part, “Monetary thresholds for certain purchases and payment disbursement authorizations”, subsection (a), sets the monetary threshold at Twenty Five Thousand Dollars (\$25,000.00) for a vendor for each fiscal year; and

WHEREAS, the CRA Executive Director is authorized to purchase supplies, services, equipment and materials for the CRA in amounts in excess of the established monetary threshold without competitive bidding and without advertisement for bids if she is authorized to do so in advance by a resolution adopted by the CRA Board; and

WHEREAS, the CRA will purchase professional legal services from the Firm during the fiscal year, which services may exceed the annual Twenty Five Thousand Dollars (\$25,000.00) threshold for a single vendor and, therefore, CRA Board approval is required; and

WHEREAS, the CRA is seeking approval to exceed Twenty Five Thousand Dollars (\$25,000.00) for any necessary future services for Fiscal Year 2018-2019 provided funding is available and appropriated in the current budget year and made in accordance with the Purchasing Policy;

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 Board authorizes professional legal services by Saul Ewing Arnstein & Lehr LLP exceeding the annual purchase threshold amount of Twenty Five Thousand Dollars (\$25,000.00) for a single vendor for the 2018-2019 Fiscal Year.

Section 3. That all purchases shall be subject to and made within the approved budget appropriations and in accordance with the Purchasing Policy.

Section 4. That all resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

Section 5. That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED on May 14, 2019.

ATTEST:

THOMAS SCHNEIDER, CMC
CRA CLERK

LORI LEWELLEN
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

August 28, 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 2018/2019 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

August 28, 2018

Page 2

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 \$350.00. 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,

SAUL EWING ARNSTEIN & LEHR^{LLP}

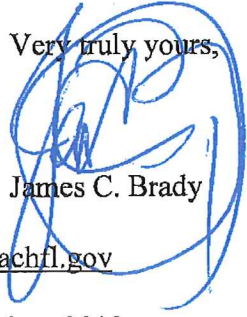
Ms. Rickelle Williams, Executive Director

August 28, 2018

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however, that the Client's prospective consent to conflicting representations contained in this 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 September, 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: Resolution

Continued from:

Requested Action (Identify appropriate Action or Motion)

ADOPT RESOLUTION ADOPTING A TRAVEL POLICY

Purchasing Requests ONLY

Dept:	Acct #:	Amt:
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Fund:

Fiscal Impact/Cost Summary

Exhibits Attached

Memo - CRA Travel Policy, R-2019-CRA- CRA Travel Policy, Exhibit A - CRA Travel Policy
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To: Chair, Vice Chair and Board of Commissioners
From: Rickelle Williams, Executive Director
Date: May 14, 2019
Re: **Request to authorize CRA Travel Policy**

Background

The CRA currently utilizes the City of Dania Beach Travel Policy. At the February 12, 2019 and the March 12, 2019 CRA Board meetings, the CRA Board discussed the potential for a CRA Travel Policy. At the April 19, 2019 City Commission workshop, CRA Board members determined, by consensus, that a CRA Travel Policy should be developed and mirror the City of Dania Beach Travel Policy.

Current Situation

A CRA Travel Policy has been developed in coordination with City of Dania Beach staff and allows for an \$8,000.00 allocation for each CRA Board member for travel-related expenditures.

Fiscal Impact

Funds are available and have been appropriated in the adopted Fiscal Year 2018-2019 CRA Budget.

Recommendation

It is recommended that the CRA Board authorize and adopt the CRA Travel Policy.

RESOLUTION NO. 2019-CRA-009

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, ADOPTING A TRAVEL POLICY; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at the February 12, 2019 and the March 12, 2019 CRA Board meetings, the CRA Board discussed the potential for a CRA Travel Policy; and

WHEREAS, at the April 19, 2019 City Commission workshop, CRA Board members determined, by consensus, that a CRA Travel Policy should be developed and mirror the City of Dania Beach Travel Policy; and

WHEREAS, a CRA Travel Policy has been developed in coordination with City staff and CRA staff recommends adoption of the CRA Travel Policy, a copy of which is attached as Exhibit "A", and incorporated into this Resolution by this reference;

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 CRA Board adopts the CRA Travel Policy applicable to CRA employees and board members, a copy of which is attached as Exhibit "A", and incorporated by this reference.

Section 2. That all resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

Section 3. That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED on May 14, 2019.

ATTEST:

THOMAS SCHNEIDER, CMC
CRA CLERK

LORI LEWELLEN
BOARD CHAIRPERSON

APPROVED AS TO FORM AND CORRECTNESS:

THOMAS J. ANSBRO
CRA ATTORNEY



CRA Travel Policy

2019

**Dania Beach Community Redevelopment Agency
100 W. Dania Beach Blvd
Dania Beach, FL 33004**

CRA Travel Policy	Policy Number: CRA-2019-001
Originating Department: CRA	Effective Date: 05-14-2019
Approved by: CRA Board	Page 1 of 18

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1 INTRODUCTION

1.1 OVERVIEW

- 1.1.1 The CRA Travel Policy has been formulated to protect the interest of the Dania Beach Community Redevelopment Agency by ensuring travel expenses are incurred in a valid, cost effective, time efficient, and consistent manner.
- 1.1.2 The attendance of employees at seminars and training programs is considered part of continual professional development. Attendance at such seminars and programs must be pre-approved by the CRA Executive Director and CRA Board, as applicable.
- 1.1.3 The CRA will pay all reasonable out-of-pocket expenses for lodging, travel costs, meals, etc. pursuant to this Policy. However, no such expenses will be reimbursed without receipts documenting actual payment of such expenses.
- 1.1.4 Authorized Travelers must adhere to all policies outlined herein, the Procurement Policy, the Procurement Card Policy, and the CRA's financial and operational policies. The misrepresentation or altering of claims for reimbursement may result in the filing of criminal complaint(s) as well as disciplinary action.
- 1.1.5 Authorized Travelers who are hourly and attend a conference are assumed to be working no more than eight (8) hours each day and will not be paid overtime for conference attendance.

2 CODE OF CONDUCT

- 2.1.1 The Code of Conduct for the Travel Policy is designed to provide the employee the philosophy and a set of guidelines to follow regarding travel for official CRA business.
- 2.1.2 **Travel:** Travel is reimbursed for official CRA business only. Each Traveler is expected to find the most cost effective and reasonable means of travel.
- 2.1.3 **Meals:** Meals are reimbursed only when traveling on official CRA business. Personal meals are not reimbursed.
- 2.1.4 **P-Card:** The employee may use their P-Card for approved travel-related expenses provided they are in compliance with the City of Dania Beach P-Card Policy.
- 2.1.5 **Travel Charge Disputes:** If a disagreement occurs with a hotel, transportation agency or restaurant, the Traveler should make every effort to reach a reasonable settlement to the dispute and inform their manager.
- 2.1.6 **Documentation:** All transactions when traveling on official CRA business must be properly documented for business purposes. Any altered or forged documentation is strictly prohibited.
- 2.1.7 **Purchase Restrictions:** The purchase of products, services or commodities not authorized in

the City of Dania Beach Procurement Manual or Travel Policy is strictly prohibited. The Traveler must verify with the CRA Executive Director or the Finance Department if there are any questions about whether a charge is valid according to policy.

- 2.1.8 **Purchase Limits:** All dollar value purchase limits will be adhered to under the Travel Policy and any splitting of transactions to avoid authorized limits is strictly prohibited.

3 AUTHORIZATION TO INCUR TRAVEL EXPENSES

3.1 CRA BOARD AUTHORITY

- 3.1.1 The CRA Board is authorized to approve travel by the CRA Executive Director outside of the tri-county area (including out-of-state travel).
- 3.1.2 The following types of travel must be authorized in advance by the CRA Board:
- a. Conferences (including workshops, training courses, seminars) outside of the tri-county area (Broward, Dade, and Palm Beach Counties)
 - b. Conventions (including workshops, training courses, seminars) outside of the tri-county area (Broward, Dade, and Palm Beach Counties)
 - c. Extended travel (including foreign travel)
- 3.1.3 CRA Board members are provided a discretionary annual travel allotment of Eight Thousand Dollars (\$8,000.00) per Member. CRA Board travel within this threshold will not require pre-approval. However, the CRA Board will continue to use the Travel Authorization Form process in order to maintain budgetary control and compliance.

3.2 FINANCE DIRECTOR AUTHORITY

- 3.2.1 Approval by the Finance Director is contingent upon fund availability and proper documentation and justification requirements being met, with final approval required by the CRA Executive Director.

3.3 CRA EXECUTIVE DIRECTOR AUTHORITY

- 3.3.1 The CRA Executive Director is responsible for ensuring that all requests requiring travel are official CRA business relating to the duties and responsibilities of the employee/traveler making the request. The CRA Executive Director has the authority to approve local business travel.

3.4 TRAVELER/EMPLOYEE

- 3.4.1 The participant traveling on behalf of the CRA for official business must read and acknowledge their understanding of the Travel Policy by signing the Acknowledgement Form. All policies and procedures must be followed, including the documentary evidence of the travel. An individual traveling on business for the CRA should neither lose money nor profit from the

reimbursement.

4 TRAVEL GUIDELINES FOR LOCAL BUSINESS TRAVEL

4.1 GENERAL

- 4.1.1 Travel that is within the tri-county area (Miami-Dade, Broward, and Palm Beach) is considered local business travel. ***Lunch allowance is only permitted if attending an official business function.***
- 4.1.2 Requests for reimbursement are to be made within 10 business days of the date the expense was incurred. If the reimbursement is \$75 or less, the employee may be reimbursed by petty cash if such funds are available and if appropriate documentation is submitted to the Finance Department's petty cash custodian.
- 4.1.3 For a one-day seminar at which lunch is not provided, upon proof or receipt, the CRA will reimburse up to \$20.00.
- 4.1.4 Reimbursement of meals for other purposes (i.e., meetings, training sessions, event sponsorship, etc.) must state the name of attendee(s), nature of CRA business being conducted, and must be pre-approved. The Traveler must submit a Local Business Travel Reimbursement form along with detailed itemized receipts in order to obtain reimbursement. No advances will be given for local business meals. The CRA will not reimburse costs for alcoholic beverages.
- 4.1.5 ***An employee receiving an expense allowance is NOT eligible for lunch or mileage reimbursement under Local Business Travel.***

4.2 REGISTRATION FEES

- 4.2.1 Registration fees are eligible expenses for local travel. The Traveler must submit a Local Business Travel Reimbursement form along with detailed itemized receipts in order to obtain reimbursement. These fees may be prepaid by check request or P-Card once proper pre-approval has been granted by the CRA Executive Director or CRA Board.
- 4.2.2 Professional organizations periodically hold workshops that charge a fee primarily for the purpose of paying the cost of a meal. These fees are not considered registration fees and are eligible for reimbursement or may be prepaid by check request, or P-Card.

4.3 LODGING ARRANGEMENTS

- 4.3.1 For travel within the tri-county area (Miami-Dade, Broward and Palm Beach counties), the CRA Board will be allowed reasonable costs for lodging, priced at a single-occupancy standard rate, or if appropriate, the preferred rate offered by conference sponsors.

- 4.3.2 Overnight stay for all other employees within the tri-county area must be approved in advance by the CRA Executive Director.

4.4 MILEAGE REIMBURSEMENT

- 4.4.1 Mileage reimbursement is an eligible expense for local business travel. For mileage reimbursements where the Traveler reports to a destination (or the airport) from home rather than their normal place of work (i.e. City Hall, Public Services, etc.), the Traveler shall only be entitled to reimbursement of incremental mileage calculated as the mileage from their home to the destination, less mileage from their home to their normal place of work.
- 4.4.2 If the Traveler travels from their normal place of work to a destination, the Traveler is entitled to reimbursement based on the actual mileage from their normal place of work to the destination.
- 4.4.3 If the Traveler travels on a weekend or holiday to a destination, the Traveler is entitled to reimbursement based on the actual mileage from their home to the destination.
- 4.4.4 MapQuest will be used to estimate miles driven. For mileage reimbursement, the Traveler must submit a Local Business Travel Reimbursement Request form.
- 4.4.5 ***An employee receiving a car allowance and/or expense allowance is NOT eligible for mileage reimbursement under Local Business Travel.***

5 TRAVEL GUIDELINES FOR EXTENDED BUSINESS TRAVEL

5.1 GENERAL

- 5.1.1 Extended business travel refers to travel that is not within the tri-county area (Miami-Dade, Broward, and Palm Beach) and where the Traveler is required to be away from the official headquarters overnight. An authorized individual traveling to attend a convention, conference, or meeting or to conduct official CRA business will be reimbursed for meals and incidentals, mileage, lodging, and other miscellaneous expenses.

5.2 REGISTRATION FEES

- 5.2.1 Registration fees for conferences and seminars require a copy of the completed registration form, including cost information and a copy of the portion of the brochure which shows the schedule of sessions offered and meals provided. If payment is originally done by credit card such documentation is to support the credit card statement or reimbursement form.

5.3 AIRFARE/COMMON CARRIER

- 5.3.1 **Reservations:** Airline tickets can be obtained by contacting the airline directly, using the airline Web site or by utilizing one of the many travel Web sites such as expedia.com, travelocity.com, cheaptickets.com, and orbitz.com. Airline tickets should be economy or coach class tickets. Anything other than economy or coach class will not be reimbursed unless an exception is

provided in writing from the CRA Executive Director.

- 5.3.2 **Upgraded Airline Tickets:** The CRA does not reimburse for the additional cost of an upgrade. Travelers preferring to secure upgraded accommodations should pay the difference between the non-refundable economy/coach rate and the upgraded rate. The cost of an upgraded ticket cannot be reimbursed unless justified in detail and approved by the CRA Executive Director. Tickets purchased with frequent Traveler program points are not reimbursable.
- 5.3.3 **Baggage:** Baggage is the responsibility of the Traveler and the transportation service provider. Therefore, it is not the responsibility of the CRA to replace or reimburse lost baggage. The Traveler may claim reimbursement for excess baggage fees due to the size or weight of an item being transported at the request of the CRA. The Traveler may also claim reimbursement for checked baggage that is considered reasonable and necessary for the business purpose and length of the trip.
- 5.3.4 **Changing or Canceling Airline Tickets:** Once a ticket has been purchased using CRA funds, it is the responsibility of the department/Traveler to check with the airline for its policy on changing travel dates or canceling the ticket. Any cost incurred to the CRA for changes to an airline ticket should be justified. If a trip is canceled, the Traveler is to return all unused airline tickets purchased by the CRA to the department with a memorandum explaining the cancellation of the trip. The Traveler should submit both the original and revised ticket itineraries and receipts with the travel reimbursement request.
- 5.3.5 **Receipts:** A copy of the airline ticket itinerary giving dates and times of arrival and departure as well as a receipt showing payment should be attached to the travel reimbursement request sent to the Finance Department.

5.4 LODGING ARRANGEMENTS

- 5.4.1 **Reservations:** Lodging reservations can be obtained by contacting the hotel directly, using the hotel Web site or by utilizing one of the many travel Web sites such as expedia.com, travelocity.com, cheaptickets.com, and orbitz.com. If attending a conference where a block of rooms is designated for attendees at a reduced rate, the CRA will pay or reimburse the Traveler the reduced rate. If the block room rate is unavailable, then the CRA will pay the standard room rate at the same hotel or comparable lodging.
- 5.4.2 **Upgrades:** The CRA does not reimburse for the additional cost of an upgrade. Travelers preferring to secure upgraded accommodations should pay the difference between the standard room rate and the upgraded rate. The cost of an upgraded rate cannot be reimbursed unless justified in detail and approved by the CRA Executive Director. If a Traveler's family member or friend accompanies them on travel, the Traveler is expected to pay the difference between the standard room rate and any upgraded rate.
- 5.4.3 **Check In/Check Out:** As a general rule, the day preceding the day in which a conference or seminar begins is considered a travel day. Lodging expense is eligible for the night preceding the conference/seminar. Also, if the return trip home can be made reasonably the same day the conference ends, reimbursement for an additional overnight stay will not be eligible.
- 5.4.4 **Cancellations:** If it is necessary to cancel a reservation, the Traveler must adhere to the

hotel's deadline. Any expense incurred due to a "no show" will not be reimbursed unless approved by the CRA Executive Director or designee.

- 5.4.5 **Receipts:** An itemized hotel receipt indicating the room rate is required for any overnight stay and should be attached to the travel reimbursement request sent to the Finance Department.

5.5 VEHICLE RENTAL

- 5.5.1 **Reservations:** Rental car reservations are set up by the Finance Department in conjunction with the State of Florida Enterprise/National contract. Once the reservation has been made, the employee will receive an email from Enterprise confirming the reservation details. On the day of travel, the employee will need to give their name, confirmation number, and present a valid driver's license when picking up the vehicle... they will **NOT** need a personal credit card in order to complete the transaction.
- 5.5.2 **Insurance:** All Enterprise/National reservations must include additional insurance coverage as rental cars are not covered under the City's current insurance coverage.
- 5.5.3 **Accidents:** If a Traveler is involved in a vehicle accident they should report it immediately to the rental company and to the City's Risk Management Department.
- 5.5.4 **Upgrades:** It is preferred that the Traveler use the most economical car available. All rental vehicle upgrades must be pre-approved. If a Traveler rents in excess of the most economical rate for a mid-size car, they will be responsible for paying the difference in the rate unless pre-approved in advance by the CRA Executive Director. An upgrade may be necessary and allowed only under the following circumstances: (1) the Traveler requires a larger car for medical reasons; (2) material transportation requirements for the business, which requires pre-authorization; (3) there are no vehicles available at the requested class and the upgrade is free; or (4) multiple Travelers are traveling together and require a larger vehicle, as determined by the traveling CRA Board member(s) or the CRA Executive Director.
- 5.5.5 **Rental Expense:** The Traveler is responsible for the costs of operating the vehicle and these will be reimbursed through the expense reporting process. Receipts should be obtained in accordance with this Policy to support the charges. The State Enterprise/National contract does not reimburse the traveler for gasoline purchases. It is recommended to return the vehicle with the same level of fuel with which it was received. Fuel reimbursement expense is limited to the use of the rental car for CRA business only. The CRA will reimburse the Traveler for daily rental charges, gasoline charges, toll charges, and parking charges.
- 5.5.6 **Authorized Drivers:** Only employees are covered under the City's business insurance plan for rental vehicles. The rental agreement must specify the drivers of the vehicle. Drivers other than a CRA employee must either be covered under their own insurance or purchase insurance from the rental agency. The minimum age for driving is 21 years.
- 5.5.7 **Rental Returns and Club Memberships:** When returning a rented vehicle, the Traveler should allow enough time to ensure that they can return the vehicle with a full tank of gas and return the vehicle to the originating city. The CRA does not reimburse Travelers for club membership fees offered by the rental company.

- 5.5.8 **Receipts:** An itemized receipt from the car rental company is required for any vehicle rental and should be attached to the travel reimbursement request sent to the Finance Department.

5.6 PUBLIC TRANSPORTATION

- 5.6.1 The CRA considers other modes of public transportation to include taxis, shuttle, and train. Each form of transportation is reimbursable for all necessary CRA business related trips. Each expense report must be accompanied with receipts, date, amount, and purpose.
- 5.6.2 **Taxi/Uber/Lyft:** Taxis, Uber and Lyft are acceptable modes of transportation to and from the airport and within metropolitan city areas. These items will only be reimbursed if the Traveler is not eligible for mileage reimbursement.
- 5.6.3 **Shuttle:** Shuttle services are an acceptable mode of transportation to and from the airport and when offered at a cost effective amount from hotels to the business destination.
- 5.6.4 **Limousine:** Limousine services are not considered an acceptable mode of transportation.
- 5.6.5 **Railway/Coach:** Train service is an acceptable mode of transportation to and from or between two cities where the cost is lower than the comparable airfare.

5.7 PERSONAL AUTOMOBILE USE

- 5.7.1 Where it is considered appropriate an employee may use their personal automobile for business travel. It is appropriate when it is less expensive than the other modes of transportation and it can save the Traveler time.
- 5.7.2 **Mileage Reimbursement:** For mileage reimbursements where the Traveler reports to a destination (or the airport) from home rather than their normal place of work (i.e. City Hall, Public Services, etc.), the Traveler shall only be entitled to reimbursement of incremental mileage calculated as the mileage from their home to the destination, less mileage from their home to their normal place of work.
- 5.7.3 If the Traveler travels from their normal place of work to a destination, the Traveler is entitled to reimbursement based on the actual mileage from their normal place of work to the destination.
- 5.7.4 If the Traveler travels on a weekend or holiday to a destination, the Traveler is entitled to reimbursement based on the actual mileage from their home to the destination.
- 5.7.5 MapQuest (www.mapquest.com) is used to determine mileage distance and the printed driving directions are required to be submitted with the Travel Authorization prior to travel. Mileage is calculated round trip from the City Hall site to the destination site.
- 5.7.6 **Reimbursement:** The Traveler will be reimbursed for the business use of their vehicle based on the federal IRS mileage rate. This per diem mileage rate covers normal “wear and tear” of the vehicle and gasoline. The standard business mileage rate as determined by the IRS Publication 463 (www.irs.gov) is used to calculate mileage reimbursement.

- 5.7.7 **Carpooling:** When two or more people are traveling to the same destination, every effort should be made to utilize one vehicle. Reimbursement will be made for one vehicle only, unless prior approval by the CRA Executive Director is obtained.
- 5.7.8 **Insurance:** Insurance coverage is the responsibility of the Traveler, as the CRA will not be responsible for costs incurred due to an accident. CRA Board members and CRA employees are covered for personal injury while traveling on official CRA business under workers compensation.

5.8 CITY-OWNED VEHICLES

- 5.8.1 When feasible, CRA vehicles shall be used. Use of CRA-owned vehicles outside City limits requires written justification from the traveling employee's Director or their designated representative. When CRA vehicles are used for extended business travel, charges for gasoline, lubricants, repairs, towing, etc., will be reimbursed, if supported by receipts. Other expenses incurred for parking, bridge, road, and tunnel tolls will be reimbursed in the same manner as for privately owned vehicles.

5.9 MEAL & INCIDENTAL EXPENSES (M&IE)

- 5.9.1 Meal expenses are subject to reimbursement to the Traveler who is traveling on official business for the CRA. The costs are reimbursed for reasonable costs which are outlined in the Per Diem Rate Table.
- 5.9.2 **Per Diem Rates:** Per IRS regulation, per diem rates are only allowed while an employee is traveling away from home on business. The CRA will use the current Meals & Incidental Expenses Rate (M&IE rate) according to the IRS guidelines at www.gsa.gov/perdiem. Per diems are allowed on a travel day, including a day preceding or following the conference/seminar. Partial day meal reimbursements will be based upon the appropriate per diem rate on days with partial meals that are included in registration costs (including continental breakfast and receptions). Receipts are not required when using the per diem allowance or the partial day reimbursement.
- 5.9.3 **Fees and Gratuities:** Fees, tips given to porters, baggage carriers, hotel staff, and staff on ships are provided in the per diem allowance, so Travelers will not be reimbursed separately for these items. The Travel Authorization shall include a copy of the appropriate expenses for the specific locale.
- 5.9.4 **Telephone Expenses:** Travelers will be reimbursed for business phone calls that are considered necessary, have a business purpose, and are documented on an itemized bill. Telephone usage with an air phone is prohibited except under emergency situations. All telephone usage should be documented on an expense report with an explanation for any unusual charges and is only applicable if the Traveler doesn't receive a stipend or allowance.
- 5.9.5 **Internet Access:** The CRA does not reimburse for wireless connections in locations designated as hot spots. However, the CRA does reimburse a Traveler who needs to gain internet access at their hotel to download email messages. The charges should be itemized on a hotel bill and be reasonable and customary. If Internet access is necessary during travel, the

following options are available prior to travel: (1) a CRA-provided air card or (2) preapproval obtained from Finance for payment at the time of booking the reservation.

- 5.9.6 **Parking and Tolls:** Expenses incurred for airport parking, self-parking and tolls are reimbursable with receipt. Any airport parking will be reimbursed at the long-term parking rate. Reimbursements for bridge, road and tunnel tolls will be reimbursed, provided receipts substantiate such costs. If there is only valet parking at the hotel, **a document from the hotel stating only valet parking** must be included with the receipt.

5.10 NON-REIMBURSABLE EXPENSES

5.10.1 It is the express intention of the CRA that reimbursement will not be made for the following:

- a. Movies or other forms of entertainment (i.e., video rentals, happy hour)
- b. Alcoholic beverages
- c. Personal telephone calls
- d. Miscellaneous expenses of spouse, family or other persons
- e. Snacks, meals or drinks other than what is provided under the per diem
- f. Laundry or dry-cleaning expenses
- g. Lubricants, repairs, and towing expenses of privately-owned vehicles
- h. Parking and moving vehicle citations

5.11 TAX-EXEMPT STATUS

- 5.11.1 The City of Dania Beach, and the CRA as a fully-blended component unit, is a tax-exempt organization. When traveling in the State of Florida, travel expenses in the name of the CRA (paid with procurement card or Accounts Payable check) should not be assessed taxes. Travelers will need to request that taxes be removed from the bill. Most vendors will want a copy of the City's Certificate of Exemption.

6 TRAVEL AUTHORIZATION AND REIMBURSEMENT PROCEDURES

6.1 TRAVEL AUTHORIZATION

- 6.1.1 The Travel Authorization form serves as authorization for an individual to take normal working time off to travel on CRA related business. The travel authorization shall be accompanied by pertinent conference brochures, agendas, or schedules of meetings and state the nature of the trip, destination and dates of the beginning and end of official leave and estimates of the cost.
- 6.1.2 Prior to confirming travel arrangements, a travel authorization must be signed by the Traveler and the Finance Director, and then presented to the CRA Executive Director for authorization.
- 6.1.3 The Traveler must provide an estimate of travel expenses to the Finance Department at least two weeks prior to the date of travel. The Traveler must indicate the departure date, each day away, the return date, and the name of the city and state of destination.

6.2 TRAVEL MEMORANDUMS

6.2.1 A Travel Memorandum prepared by the Traveler's department head must be attached to any travel authorization and SHALL include the following:

- Reason for travel
- Dates of travel
- Travel destination
- Purpose of travel
- Estimated travel expenses (registration, lodging, transportation, mileage, etc.)
- Applicable account number

6.3 TRAVEL EXPENSE REIMBURSEMENT

6.3.1 Expenses for travel on official CRA business are reimbursed as part of a travel reimbursement request submitted by the Traveler to the Finance Department. After Finance approval, travel reimbursements are processed through the normal accounts payable payment schedule. If the Traveler is enrolled in the City's ACH payment program, they can receive their reimbursement via this payment method.

6.4 SUBMISSION OF ACTUAL REIMBURSABLE EXPENSES

6.4.1 An employee requesting a travel reimbursement must submit all accompanying receipts and supporting documentation to the Finance Department within ten (10) business days of the employee's return from travel.

6.4.2 Receipts must document the expenses and explain the business purposes (who, what, when, where, & why) for the expense(s). Lodging expenses must be itemized by day, and show all miscellaneous expenses. No such expenses will be reimbursed without detailed supporting receipts. Receipts are required for all travel expenses, except mileage. Only itemized/detailed receipts SHALL BE reimbursed. If a receipt does not state what was purchased, then that item SHALL NOT BE reimbursed. NO EXCEPTIONS.

6.4.3 All official travel must be requested and submitted on the Travel Authorization form. Only one Travel Authorization will be completed for an employee's specific travel package, with all required estimated costs recorded and all required approvals affixed. This report must be approved by the CRA Executive Director or designee. The required documentation is stated below:

- Original Travel Authorization with all signatures (retain until your return from travel, and then submit with expenses and receipts).
- Registration receipt and agenda
- Airfare receipt (if applicable)
- Rental car receipt (if applicable)
- Itemized lodging receipt showing balance due "-0-"
- Receipts for personal miscellaneous expenses (taxi, tolls, parking, gas)

6.4.4 All official travel is finalized by the submittal of the Travel Reimbursement Request with proof of actual expenses. The form and supporting documentation must be submitted to the Finance

Department for verification and approval. Once approved, the Finance Department will forward the travel reimbursement request packet to the Traveler for reimbursement processing.

TERMS AND DEFINITIONS

As used in this policy, the following terms shall mean:

Authorized Traveler (Traveler): A public official or employee, whether elected or not, who is authorized to incur travel expenses in the performance of his or her duties, including board and committee members performing services on behalf of the CRA.

City: City of Dania Beach, Florida.

Common Carrier: Train, bus, commercial airline operating scheduled flights, rental cars of an established rental car firm, taxi, or other approved forms of transportation.

CRA: Dania Beach Community Redevelopment Agency

Designee: A duly authorized and appointed representative of an employee who holds a superior position to the person appointed to represent him or her.

Extended Business Travel: Travel outside the tri-county area (Miami-Dade, Broward, and Palm Beach) and that may require overnight accommodations.

Incidental Expenses: Other reimbursable expenses related to official travel such as taxi fares, parking fees, tolls, communication expenses, tips, etc.

Local Business Travel: Travel within the tri-county area (Miami-Dade, Broward, and Palm Beach).

Meal Allowance: The amount authorized for each meal during the travel period.

Official Headquarters: For all travel on behalf of the CRA, the assigned work location of the Traveler shall be considered the official headquarters of the Traveler.

Per Diem: Daily allowance for expenses incurred while traveling on official CRA business.

Public Official: An individual, either elected or appointed, who in the performance of his or her official duties is vested by law with powers of government.

Routine Travel: Travel which is performed on a day-to-day basis within a specified geographical area as part of the Traveler's normal work assignment.

Tax Exempt: When referenced in this policy, "tax exempt" refers to the fact that the City has been granted an exemption to the payment of State of Florida Sales Tax by the Florida Department of Revenue.

Travel Day: A period of twenty-four (24) hours beginning at 12:01 A.M. and ending at 12:00 midnight.

Travel Expenses: The usual, ordinary and incidental expenditures necessarily incurred by the Traveler.

Travel Period: The period of time between the time of departure and the time of return.

7 FORMS REFERENCE

7.1.1 The following forms are included in Section 7 Exhibits:

- Travel Policy Acknowledge Form
- Local Business Travel Reimbursement Request
- Travel Authorization
- Travel Reimbursement Request

CRA TRAVEL POLICY**ACKNOWLEDGMENT FORM**

The Travel Policy describes important information about the CRA's travel program controls and processes required to manage the day-to-day travel needs of the CRA's employees and authorized Travelers. The policy is intended to inform Travelers about the formal policy guidelines, processes and responsibilities of the various participants. These policies ensure that travel is consistent with the CRA's fiscal and internal control goals.

Since the information, policies and procedures described in the manual are subject to change, I acknowledge that revisions to the Travel Policy may occur. All policy changes require the appropriate authorized approvals before they are implemented. I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that I have received the Travel Policy, and I understand that it is my responsibility to read and comply with the policies and the Code of Conduct contained in the manual and any revisions and updates made to it.

EMPLOYEE'S NAME (TYPED OR PRINTED)

EMPLOYEE'S SIGNATURE

DATE

LOCAL BUSINESS TRAVEL REIMBURSEMENT REQUEST

TRAVELER: _____
 DEPARTMENT: _____
 LOCATION: _____
 TRIP/TRAINING DATE: _____
 PURPOSE: _____

CHECK ONE

- ☐ Certification
☐ General Training
☐ License
☐ Other

ACCOUNT NO: 000-00-00-000-00-00

COST SUMMARY		
Expense	Description	Estimate
Registration Fee		\$ -
Meal(s)		\$ -
Parking		\$ -
Tolls		\$ -
TOTAL EXPENSES		\$ -

MILEAGE DETAIL - PERSONAL VEHICLE (attach MapQuest or Google Maps mileage calculation)		
		Standard Mileage Calculation
	Cost per Mile	Round Trip Mileage
	0.58	0.0
TOTAL MILEAGE CALCULATION		\$ -
TOTAL ESTIMATED COST OF TRAVEL		\$ -

I hereby certify that travel as shown above is to be incurred in connection with official business of the CRA

Traveler (print)	Signature	Date
CRA Executive Director (print)	Signature	Date
Finance Director (print)	Signature	Date

TRAVEL AUTHORIZATION

TRAVELER: _____
 DEPARTMENT: _____
 LOCATION: _____
 TRIP/TRAINING DATE: _____
 PURPOSE: _____

CHECK ONE

- ☐ Certification
☐ General Training
☐ License
☐ Other

ACCOUNT NO: 000-00-00-000-00-00

COST SUMMARY		
Expense	Description	Estimate
Registration Fee		\$ -
Lodging (nights @)		\$ -
Parking (nights @)		\$ -
Rental Car/Airfare		\$ -
Shuttle/Taxi/Uber/Lyft		\$ -
Gas for City/Rental Vehicle		\$ -
Tolls		\$ -
Per Diem (M&IE)		\$ -
TOTAL EXPENSES		\$ -

MILEAGE DETAIL - PERSONAL VEHICLE (attach MapQuest or Google Maps mileage calculation)			
Departure/Destination		Standard Mileage Calculation	
Departure Location		Cost per Mile	Round Trip Mileage
Destination Location		0.58	0.0
TOTAL MILEAGE CALCULATION			\$ -

TOTAL ESTIMATED TRAVEL COST **\$ -**

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

Traveler (print)	Signature	Date
CRA Executive Director (print)	Signature	Date
Finance Director (print)	Signature	Date

TRAVEL REIMBURSEMENT REQUEST

TRAVELER: _____
DEPARTMENT: _____
LOCATION: _____
TRIP/TRAINING DATES: _____
PURPOSE: _____
ACCOUNT NO. 000-00-00-000-00-00

TRAVEL EXPENSE DETAIL

EXPENSE	PAYEE	PAYMENT TYPE (Cash/Check/Credit)	TOTAL
Registration Fee			\$ -
Lodging (nights @)			\$ -
Parking (nights @)			\$ -
Rental Car/Airfare			\$ -
Shuttle/Taxi/Uber/Lyft			\$ -
Gas for City/Rental Vehicle			\$ -
Tolls			\$ -
Per Diem (M&IE)			\$ -
			\$ -

MILEAGE DETAIL - PERSONAL VEHICLE (attach MapQuest or Google Maps mileage calculation)

Departure/Destination		Standard Mileage Calculation	
Departure Location (City/State)		Cost per Mile	Round Trip Mileage
Destination Location (City/State)		0.58	0
		TOTAL	\$ -

TRAVEL EXPENSE SUMMARY

Total Travel Expenses	\$ -
Expenses Paid by City	\$ -
Expenses Paid by Traveler	\$ -
Amount Due Traveler	\$ -

TO BE COMPLETED BY FINANCE

Reconciler (print name)	Signature	Date
Approver (print name)	Signature	Date

To: Chair, Vice Chair and Board of Commissioners

From: Rickelle Williams, Executive Director

Date: May 14, 2019

Re: **Options for Dania Beach Pride events**

Background

The adopted 2015 CRA Plan authorizes the CRA to utilize an active marketing strategy to include events. At the April 9, 2019 CRA Board meeting, the CRA Board discussed the desire for and methods to incorporate Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and Ally/Advocate (LGBTQA) Pride events into the City of Dania Beach. The CRA Board decided that participation in the June 15th Wilton Manors Stonewall Pride Parade and Street Festival could serve as an initial way to demonstrate that the City of Dania Beach is welcoming to the LGBTQA community. The CRA Board agreed that the CRA Executive Director should recommend additional ways to incorporate Pride into events to foster a culture of inclusion and acceptance while attracting people to Dania Beach.

Current Situation

CRA staff has identified some ways to implement this goal and take steps in this direction. The proposed options are as follows:

1. Dania After Dark/Art in the Hall – October 12, 2019 (one day after National Coming Out Day)
The CRA can utilize existing *Dania After Dark* and *Art in the Hall* (organized by the Creative Arts Council Advisory Board) events to highlight Pride. Indoor and outdoor visual and performance artists from the LGBTQA community could be featured during a selected month. Having a specialty Pride cocktail tied to a charity, facilitating a discussion about personal experiences with coming out, and featuring a popular regional LGBTQA personality could enhance the event. (Estimated cost: \$1,500.00)
2. Christmas Tree Lighting - November 2019
The Tropical Wave Ensemble of the Gay Men's Chorus of South Florida is offering to perform three to four holiday songs, preferably during the annual Christmas Tree Lighting event, sponsored and organized by the City of Dania Beach Parks and Recreation department. If Parks and Recreation is amenable to this addition to the program, the CRA could contribute this portion of entertainment. (Estimated cost: \$200.00)
3. Fort Lauderdale Pride – February 20-23, 2020
The popularity of Fort Lauderdale Pride presents an opportunity for Dania Beach as the city is in close proximity to Fort Lauderdale. Fort Lauderdale Pride typically features several official and unofficial events

over a four-day period. Some of the official events are located in neighboring cities such as Hollywood and Wilton Manors. The CRA could partner with one or more entities to develop and co-sponsor an event in the City of Dania Beach to be incorporated as an official Fort Lauderdale Pride event. This option is similar to the CRA's annual sponsorship of the Dania Beach Vintage Motorcycle Show. (Estimated cost: \$5,000.00 to \$10,000.00 - TBD)

Fiscal Impact

The maximum potential fiscal impact is \$11,700.00 for all options. Funding for Pride events in the upcoming fiscal year must be budgeted and appropriated in the Fiscal Year 2019-2020 CRA Budget.

Recommendation

It is recommended that the CRA Board provide CRA staff with direction based on the proposal provided.

To: Chair, Vice Chair and Board of Commissioners
From: Rickelle Williams, Executive Director
Date: May 14, 2019
Re: **Garage Mural Art Update**

Background

At the March 12, 2019 CRA Board meeting, the CRA Board discussed the possibility of a mural on the eastern wall of the parking garage. The CRA Board discussed potential costs and ultimately agreed that the Creative Arts Council Advisory Board (CACAB) should be asked to investigate options and estimates without setting a predetermined budget. Board member James was authorized by the CRA Board to return to the CACAB with more specifics on the direction of the mural art project.

Based on the direction provided, the CACAB then developed a Call to Artists with a description as follows:

"The City of Dania Beach is looking for a Mural Artist or team to paint a 3D perspective Trompe L'oeil to cover the east wall of the Dania Beach Parking Garage. The wall will serve as a backdrop for several monthly community events held in the public square. It also has high visibility to local hotels and government buildings. The goal is to bring a one-of-a-kind art experience to the City Center that will draw spectators from far beyond the Dania Beach City Limits. The Mural artwork should be 'Instagrammable'. Deadline for all submittals is April 15, 2019."

The Call to Artists was posted on the Broward Arts Calendar/Broward County Cultural Division on March 29, 2019, with an original deadline of April 8, 2019 and an extended deadline of April 15, 2019. The Call to Artists was also advertised in the Dania Press and through social media.

Current Situation

The CACAB received twenty-three (23) submissions. The CACAB mural art subcommittee held a public meeting on April 24, 2019 to narrow down entries to the top nine (9) selections. The full CACAB held a special public meeting on May 7, 2019, to narrow down the top nine (9) selections to the top four (4) in order to present entries to the CRA Board for discussion and possible action. The top (4) four selections were:

Rank	Artist	Estimate	
1	Jacklyn Laflamme (12)	Not provided – seeking more information	
2	Jesse Thoreson (23/35)	Not provided – seeking more information	
3	Marcos Conde (22)	\$55,000.00 - 65,000.00	
4	Rey Lozano (8)	\$27,000.00	

Fiscal Impact

The fiscal impact is yet to be determined.

Recommendation

It is recommended that the CRA Board discuss the ranked proposals and provide direction to CRA staff.

Call to Artists – Garage Mural Project

#12

Artist Name *

Jacklyn Laflamme

Artist Phone Number *

(954) 297-4387

Artist Email *

jflamme40@gmail.com

Artist Address *



701 SW 5th Court
Hallandale, FL 33009
United States

Upload your cover letter here: *

[cover_letter_perez_salazar_laflamme.pdf](#)

255.65 KB · PDF

Upload your resume here: *

[resume_portfolio_perez_salazar_laflamme.pdf](#)

6.94 MB · PDF

Upload digital visual example #1 of artwork:

*

[dania_mural_1_perez_salazar_laflamme.jpg](#)

4.67 MB · JPG

Approximate cost of visual example #1 *

0

Upload digital visual example #2 of artwork:

[dania_mural_2_perez_salazar_laflamme.jpg](#)

4.18 MB · JPG

Approximate cost of visual example #2

0

Upload digital visual example #3 of artwork:

[dania_mural_3_perez_salazar_laflamme.jpg](#)

3.31 MB · JPG

Approximate cost of visual example #3

0

Budget outline: *

To the selection Committee:

We would welcome the opportunity to be considered for this project. We hope you will understand that at this point it is very difficult to estimate the budget, as we do not know all the facts regarding the project. For example permits, insurance requirements, etc. etc.

We would be happy to meet with you and prepare a detailed budget once we acquire all the correct information. This will insure that we can deliver a mural for the best cost possible.

Thank you for your time and consideration.

Sincerely,

Jacklyn Laflamme & Isabel Perez Salazar

Created
6 Apr 2019

6:01:17 PM

73.85.120.69

IP Address

April 6, 2019

Dania Beach Garage Mural Project
East Wall of Dania Beach City Parking Garage
49 park Ave East, Dania Beach, FL 33004

Jacklyn Laflamme
info@JacklynLaflamme.com
954-297-4387
Isabel Perez Salazar
IsabelPerezsalazar@gmail.com
954-825-3389

To the selection Committee:

Please accept our application for The Garage Mural Project. We are Jacklyn Laflamme and Isabel Perez Salazar and we are working as a team. We are full time professional visual artists and entrepreneurs, skilled in community engagement and public art projects with budgets ranging from \$2000 to \$35,000, including large and small scale collaborations. Having been awarded projects and grant funding, we both have the experience to create and execute large-scale works, site-responsive projects based on community input to beautify and expand the awareness of place.

Living fulltime in South Florida we have had the experience of working with the city of Fort Lauderdale, Pembroke Pines, Hollywood, Dania Beach, Pompano, Tamarac and Coral Springs to name a few. Our design process includes; research and dialogue to discover community identity, city landmarks, destinations and social history. We understand how to develop workshops including face to face outreach activities to inspire creative conversations. We have attended and hosted structured meetings to further educate ourselves and the community and we are skilled at presenting ideas.

As we are team players we listen... and with respect to the needs of the community and a complete understanding of the scope of the project we can respond with an artistic vision that is all inclusive according to the goals and specifications. We are award winning artists and we both have years of experience painting. We can integrate a mural onto an existing architectural element to establish a stronger identity and create a sense of place. We use the best quality paints and work with regard to all safety precautions.

Our concept for this project is to "Bring the Beach to the City". We thought it would be interesting and fun to create a Nostalgic Vintage Postcard with a contemporary twist. This concept will allow for the Trompe-L'oeil effect depicting Dania's beautiful beach scene including the pier. Adding the post card lettering "Greetings from Dania Beach" will not only make the design pop, it will allow us the space to paint within the letters. This is where we will incorporate all the different landmarks including historical references that are specific to the City.

This huge nostalgic postcard will become a destination for locals and tourists alike. It will be a place to come and learn about the city and what it has to offer. It will provide the perfect backdrop for those amazing vacation photos, a place to be inspired and create memories. Folks will want to "Sea it. Live it. Love it." We have researched the history of Dania Beach and included different landmarks. Please note that we would be open and willing to work with the city to tweak the designs in anyway if we have missed any important details.

The project outlined in this application is a perfect fit for our colorful, imaginative, unique styles. It is "our type of project" a project that involves dialogue with cities and municipalities. We have read the call to artist and understand the "Terms and Conditions". We are confident and have the foundation to communicate effectively, from the initial planning stages to the fabrication and installation of the finished product within the allotted budget and time frame. We are available and prepared to enter into an agreement with the city of Dania Beach and we can obtain the required permits and insurance. In conclusion we both have the experience to compose the perfect mural. We can deliver a "Trompe L'oeil" design that will draw spectators from far beyond the Dania City limits.

Thank you for your time and consideration.

Sincerely,

The block contains two handwritten signatures. The first signature, on the left, is 'J. Laflamme' written in a stylized, cursive script. The second signature, on the right, is 'Isabel Perez Salazar' written in a similar cursive style. Both signatures are in black ink.

Jacklyn Laflamme & Isabel Perez Salazar

Isabel Perez Salazar

Jacklyn Laflamme

Resume

Bio/ Artist Statement

Portfolio

Isabel Perez Salazar

954-825-3389 isabelperezsalazar@gmail.com.com

Website: isabelperezsalazar.com



Bio

Isabel Perez Salazar was born in Caracas, Venezuela. She majored in Fine Arts at the Cristobal Rojas School of Visual Arts and received a scholarship in drawing I and II from the Federico Brandt Art Institute. Perez Salazar completed studies in stained glass, wood carving, molding, and photography. In her work, she uses many different mediums including oil, acrylic and mixed techniques. In her background she displays her works at RED DOT art fair in Miami, IKEA and she has exhibited widely, both nationally and internationally. On 2013 she won the Signature Artist Competition at the Coral Springs Festival of the Art. Among many of her achievements, she received first place in the sculpture competition at the Ateneo Del Hatillo in Venezuela; first place with Faber- Castell at the National Art Gallery in Caracas, Venezuela; Best in Show at the Broward Art Guild 59th Anniversary Exhibit; Best in Mixed Media in the Art Competition at the Glass Gallery in Pembroke Pines; and Best in Show in the Gator Glam Project with the Art and Culture Center of Hollywood. Additionally, in 2010 the Coral Springs Artist Guild awarded Salazar second place at the American Orchid Society Nature's Brilliance Exhibit; she received an Honorable mention in the Harvest of Color Exhibit at the Coral Springs Museum of Art; and she received Judge's recognitions from the Broward Art Guild for the Black and White Exhibit at Gallery 101 in Fort Lauderdale and Elements at Rossetti Fine Arts.

Isabel Perez is an Art Teacher at the Coral Springs Museum of Art and before moving to Florida she taught art classes for children and adults in Venezuela. Isabel volunteers with the Meet the Masters Art Program in Broward County's public schools, because as she proudly says "it's a grateful way to be part of and give back to our community".

Isabel Perez Salazar

Jacklyn Laflamme

We believe in Art and you!

www.isabelperezsalazar.com

isabelperezsalazar@gmail.com

www.JacklynLaflamme.com

info@JacklynLaflamme.com

Art Works



Project 50

Isabel Perez Salazar

Acrylic on canvas, Exhibition Coral Springs Museum of Art



Funky Flamingo

Mural, Fort Lauderdale

Jacklyn Laflamme



Bench Project

Pembroke Gardens, Pembroke Pines

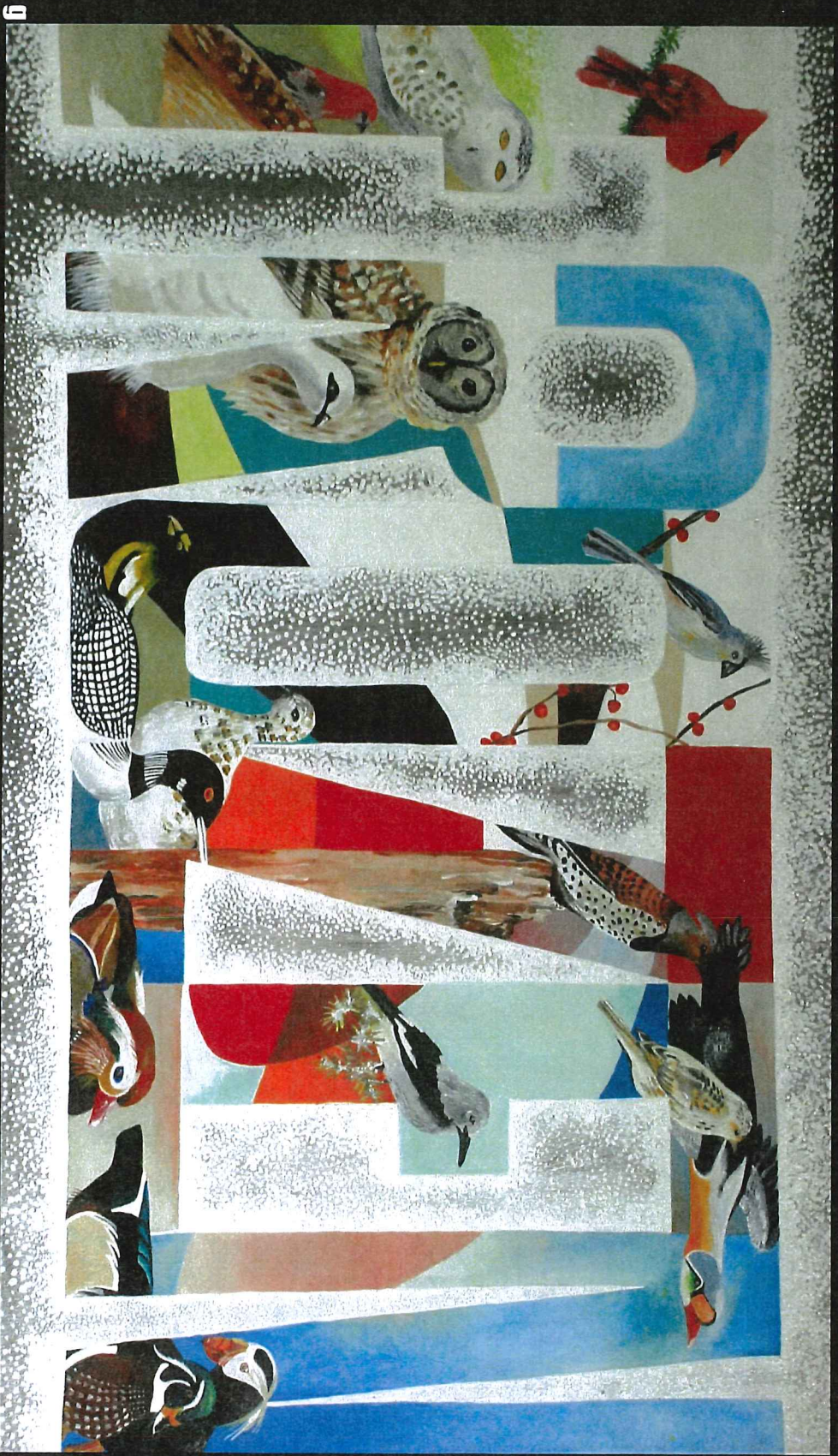
Jacklyn Laflamme



Holiday Mural

City Hall, Pembroke Pines

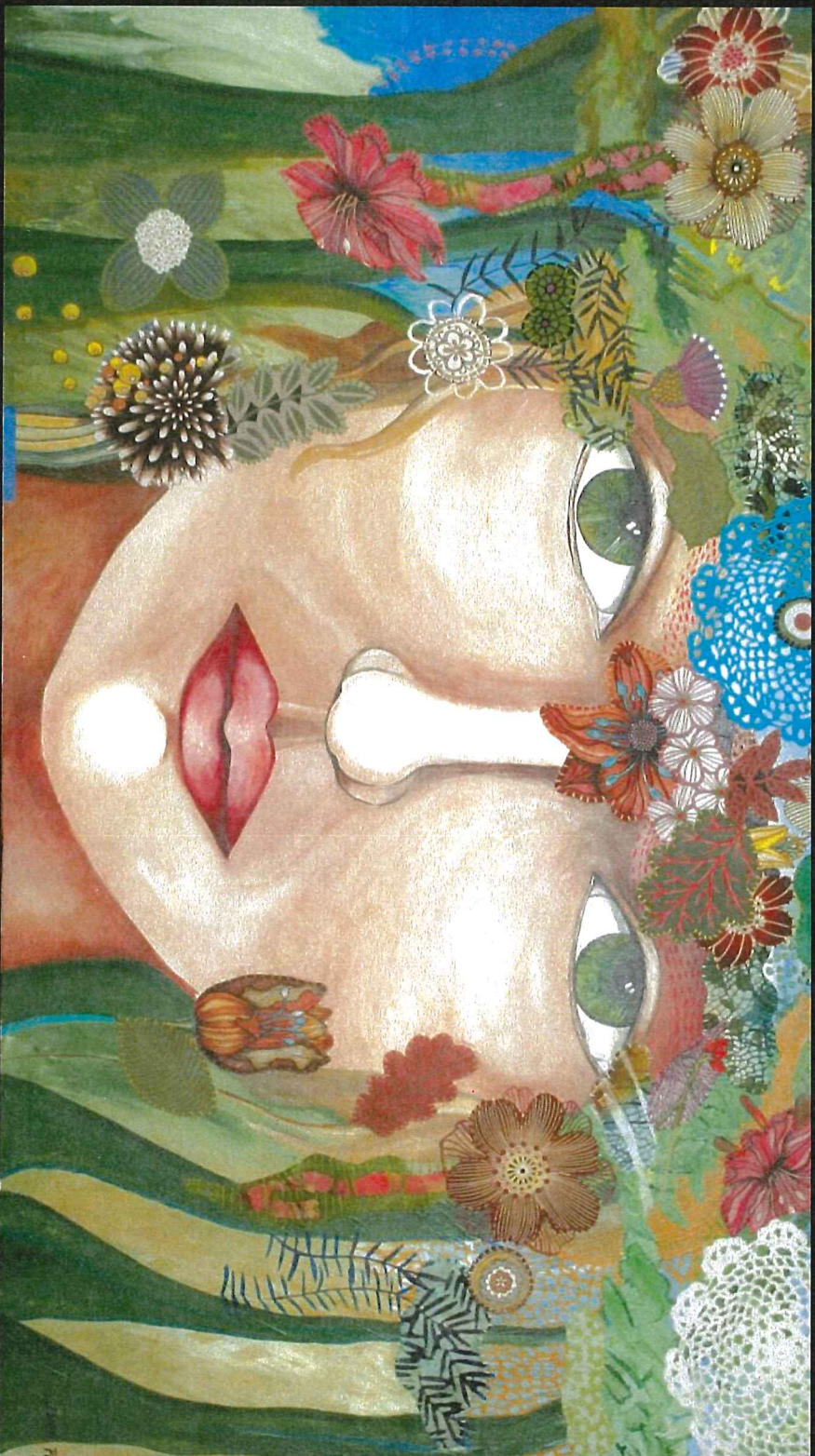
Jacklyn Laflamme



Frozen

Acrylic on canvas, Winter Exhibit Coral Springs Museum of Art

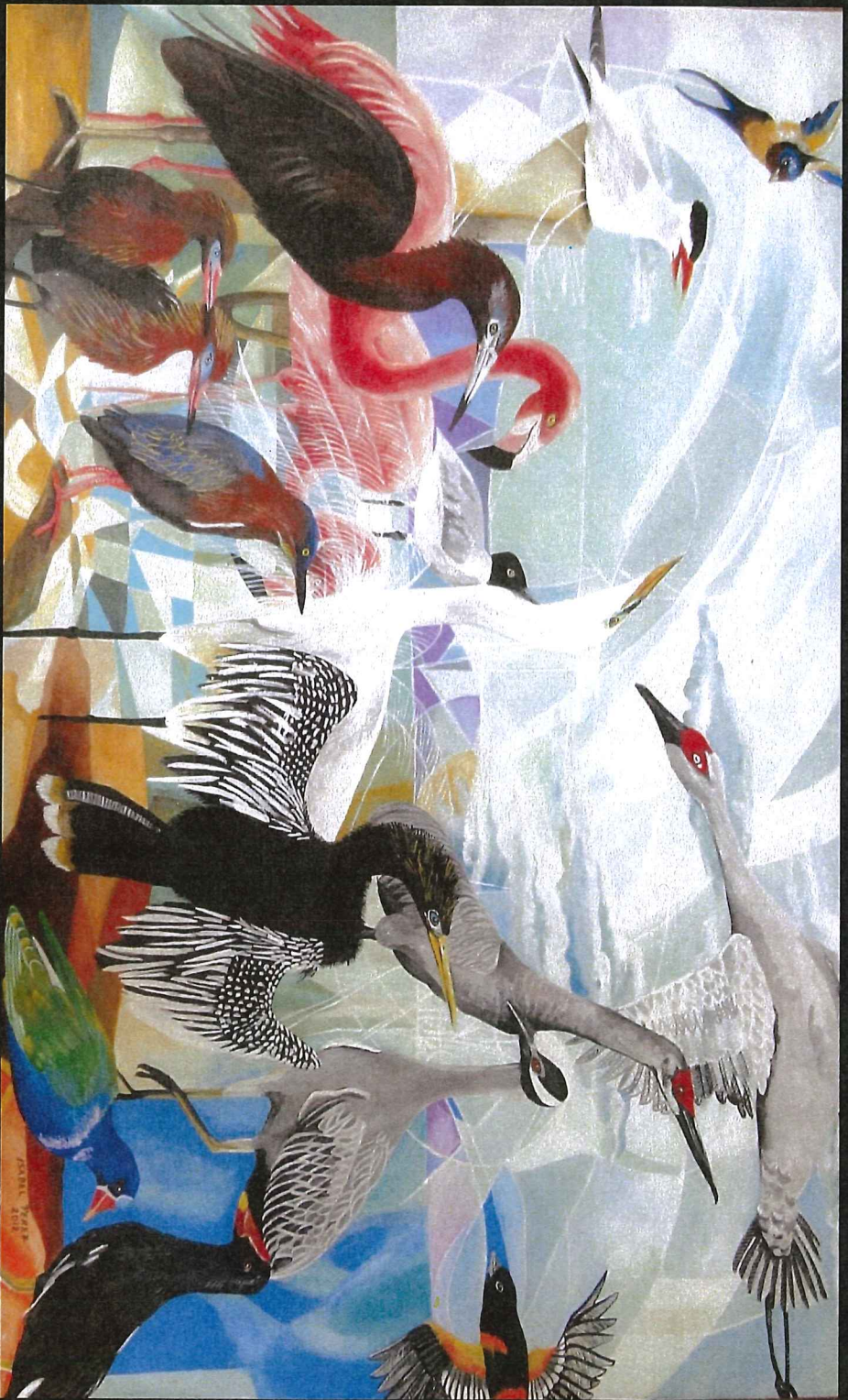
Isabel Perez Salazar



Green Eyes

Acrylic and fabric stitched on canvas, Private Collection

Isabel Perez Salazar



Florida Birds

Acrylic on canvas, Poster for the Coral Springs Festival of the Arts

Isabel Perez Salazar



Mainland Park

Mural, Tamarac Florida

Isabel Perez Salazar, Jacklyn Laflamme

Isabel Perez Salazar

954-825-3389 isabelperezsalazar@gmail.com.com
Website: isabelperezsalazar.com

Education

- 2015. INTERNATIONAL DESIGN & DECORATING PROFESSIONAL. QC Design School, Canada
- 2015. INTERNATIONAL STAGING & REDESIGN. QC Design School, Canada
- 2013. ARTIST AS ENTREPRENEUR. Broward Cultural Division, Fort Lauderdale, FL
- 1991-1994. FINE ARTS. Escuela de Artes Visuales Cristobal Rojas. Caracas, Venezuela.

Public Art

- 2018. MURAL MAINLAND PARK, Tammarac, FL
Program Director: Beth Ravitz & George Gadsdon. Budget: \$ 30,000
- 2018. UTILITY WRAPS BOX. Pompano Beach, FL
Public Art Manager: Laura Attko. Budget: \$200
- 2017. INTERNATIONAL PEACE SIGN RESTORATION. Peace Garden, Coral Springs FL
City of Coral Springs. Budget: \$150
- 2017. PROJECT 50. Coral Springs Museum of Art. Coral Springs, FL
Broward Cultural Division: Adriane Clarke. Budget: \$1760
- 2016. ARTIST ENCOUNTER IKEA. Sunrise, FL
Local Marketing Specialist: Chantal Nichtawitz
- 2016. SPEAKEASY EVENT DESIGN. Coral Springs, FL
Coral Springs Museum of Art: Gabrielle Grundy. Budget: \$1000
- 2013. CORAL SPRINGS FESTIVAL OF THE ARTS POSTER. Coral Springs Festival of the Arts, FL
Signature Artist Chair: Laurianne Macdonald. Budget \$500
- 2010. GATOR GLAM PROJECT. Art and Culture Center of Hollywood, FL
Executive Art Director: Joy Satterlee. Budget: \$1500

Art Contract

- 2017. HAND PAINTER FOR LOUIS VUITTON. Boca Raton and Aventura, FL
- 2017. HAND PAINTER FOR ALEPEL SHOES DESIGN. Miami, FL

Solo and Two Person Exhibitions

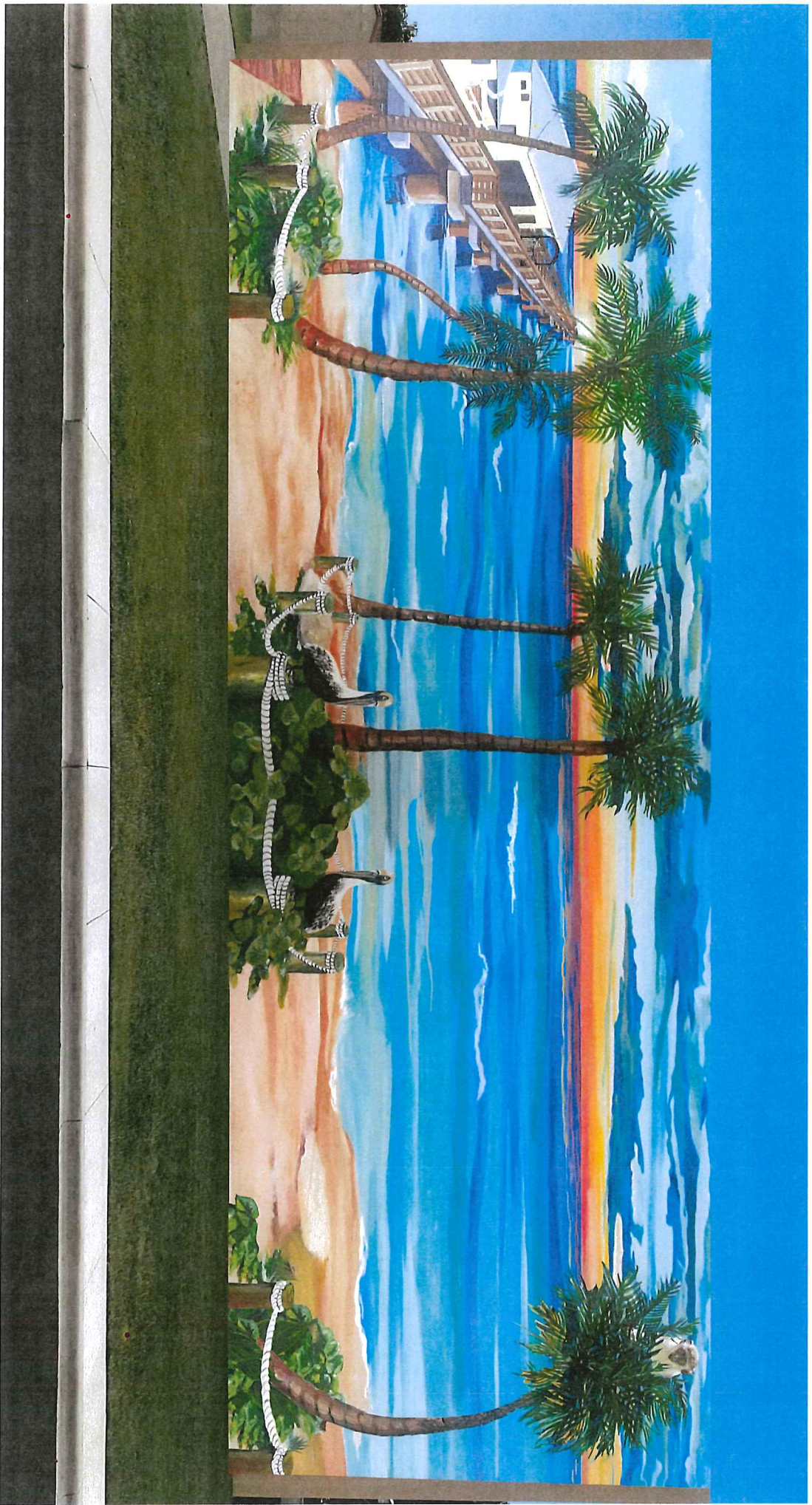
- 2017. PROJECT 50. Coral Springs Museum of Art, Kuhn Gallery. Coral Springs, FL
- 2016. SOLO. GALLERY 133. Art Serve. Fort Lauderdale, FL.
- 2015. ROUND TRIP RETROSPECTIVE. Artparts Gallery, Hollywood, FL
- 2013. MESSAGES IN MIXED MEDIA. Sunrise Civic Center
- 2013. SIGNATURE ARTIST. Coral Springs Festival Of The Arts. Coral Springs, FL
- 2011. BETWEEN TWO LANDS. Lee Wagener Gallery. International Airport Of Fort Lauderdale-Hollywood, FL
- 2007. PASAJES INTIMOS. ALIANZA FRANCESA. Caracas, Venezuela
- 2007. ESTE PAR ES PARTE DEL ARTE. Cuadra Creativa. Caracas, Venezuela
- 2003. FRAGMENTOS DEL PARAISO. Ateneo Del Hatillo, Venezuela
- 2001. GUERREROS Y MITOS. Sala Taurus Del Ateneo Del Hatillo, Venezuela
- 1996. INSTROSPECCIONES. Galeria La Cascada. Los Teques, Venezuela
- 1995. DIBUJOS Y PINTURAS. Caffe Clochette. Acarigua, Venezuela

Group Exhibitions

- 2018. ART FORT LAUDERDALE. THE ART FAIR ON THE WATER. Fort Lauderdale, FL
- 2017. MIAMI BIENNALE. Wynwood, Miami, FL
- 2017. CORAL SPRINGS FESTIVAL OF THE ARTS. Coral Springs Artist Guild. FL
- 2016. ART & SOUL 2016. Gallery One Tree Hilton Fort Lauderdale, FL
- 2015. CORAL SPRINGS ART GUILD LOBBY. Coral Springs Museum of art. FL
- 2015. DBA. Art serve. Fort Lauderdale, FL, USA
- 2014. LATINO ART FAIR. Latino Chamber of Commerce of Dane County, Wisconsin
- 2014. ART FLORIDA COMPETITION 2014. ART Serve, Sunrise, FL
- 2013. NORTH WEST REGIONAL LIBRARY SHOW. North West Regional Library, Coral Springs, FL
- 2013. 9th ART COMPETITION. Glass Gallery, City of Pembroke Pines, FL
- 2012. ART FLORIDA 2012. Art Serve, Sunrise, FL.
- 2012. 3rd ANNUAL NATURE AND WILDLIFE ART EXHIBITION. St. Augustine Art Association, FL
- 2012. SMALL WORKS. Broward Art Guild gallery, Fort Lauderdale, FL
- 2012. CORAL SPRINGS FESTIVAL OF THE ARTS. The walk. Coral Springs, FL
- 2011. 61st ANNIVERSARY BROWARD ART GUILD. Gallery 6. Fort Lauderdale, FL
- 2011. BE INSPIRED. The Museum of Art/Fort Lauderdale, FL
- 2011. ELEMENTS. Rossetti Fine Art Gallery. Pompano Beach, Florida, USA
- 2011. CITY OF FORT LAUDERDALE CENTENNIAL EXHIBITION. City Hall lobby Gallery, FL
- 2011. BLACK AND WHITE. Gallery 101, Fort Lauderdale, FL
- 2010. ART FLORIDA COMPETITION. Art serve, Fort Lauderdale, FL
- 2010. 6th ANNUAL COMPETITION. West Palm Beach State College, FL
- 2010. GLASS GALLERY SIX ANNUAL ART COMPETITION. Pembroke pines, FL
- 2009. SMALL FORMATS. Broward Art Guild, Art Expressions Gallery, FL
- 2009. THINK PINK. Urban Dwell. Wilton Manors, Florida, USA.
- 2009. GLASS GALLERY FIFTH ANNUAL ART COMPETITION. City of Pembroke Pines, FL
- 2009. 59th ANNIVERSARY BROWARD ART GUILD. Art expressions Gallery, Fort Lauderdale, FL
- 2009. 12 X 12. Art Serve. Fort Lauderdale, FL
- 2009. TRI-COUNTY. Art Serve. Fort Lauderdale, FL
- 2008. BOCA RATON MUSEUM OF ART ARTIST GUILD. Courtyard Building, Boca Raton, FL
- 2008. FLORIDA YOUTH ORQUESTRA VIOLIN PROJECT. Signature Grand, FL
- 2008. PHOTO STAMP CONTEST. United Postal Service, USA
- 2007. V SALON DE ARTE DYCVENSA. CELARG. Casa Remulo Gallegos. Caracas, Venezuela
- 2006. II SALON ARTE SACRO UNIVERSAL. Ateneo del Hatillo, Venezuela
- 2006. III BIENAL DE ESCULTURA. Galeria Trazos. Caracas, Venezuela
- 2005. SALON FABER CASTELL. Galeria de Arte Nacional. Caracas, Venezuela
- 2004. I SALON DE FOTOGRAFIA NESCAFE. Trasncho Cultural. Las Mercedes. Caracas, Venezuela
- 2003. SALON EXXON MOBILE. Galeria de Arte Nacional. Caracas, Venezuela
- 2003. SALON ARTE-CIENCIA. Hotel Hilton. Caracas, Venezuela
- 2003. IX COLECTIVA DE PAPEL. Galeria Blasini. La Campina, Venezuela
- 2002. I SALON DE LA TALLA DE AZABACHE. Museo de Ciudad Bolivar en la Casa Del Correo del Orinoco Ciudad Bolivar, Venezuela
- 2002. LA MUJER EN LAS ARTES PLASTICAS. Colegio de Medicos del Distrito Metropolitano de Caracas

Greetings From

DANIA BEACH FLORIDA

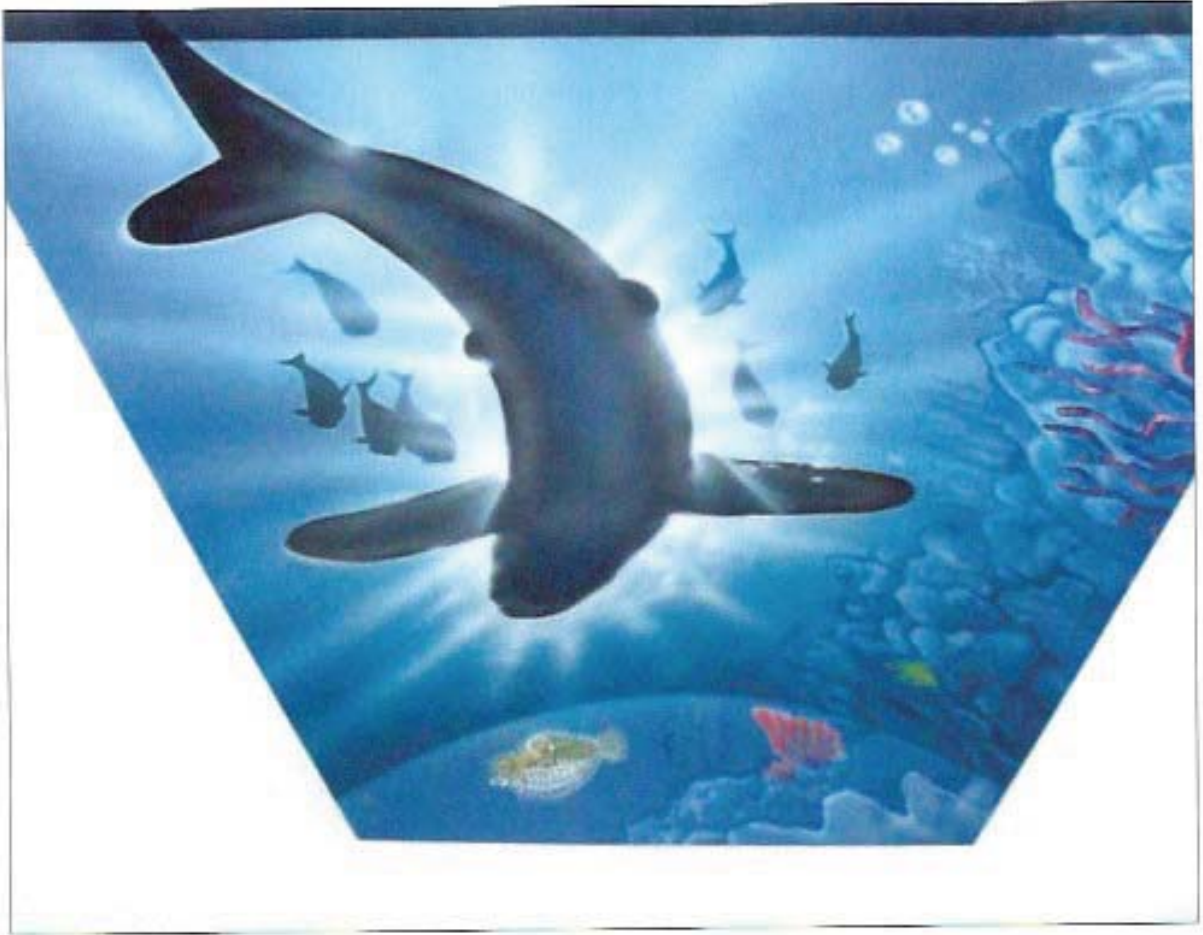


Greetings From



#35

Son of Thor Design



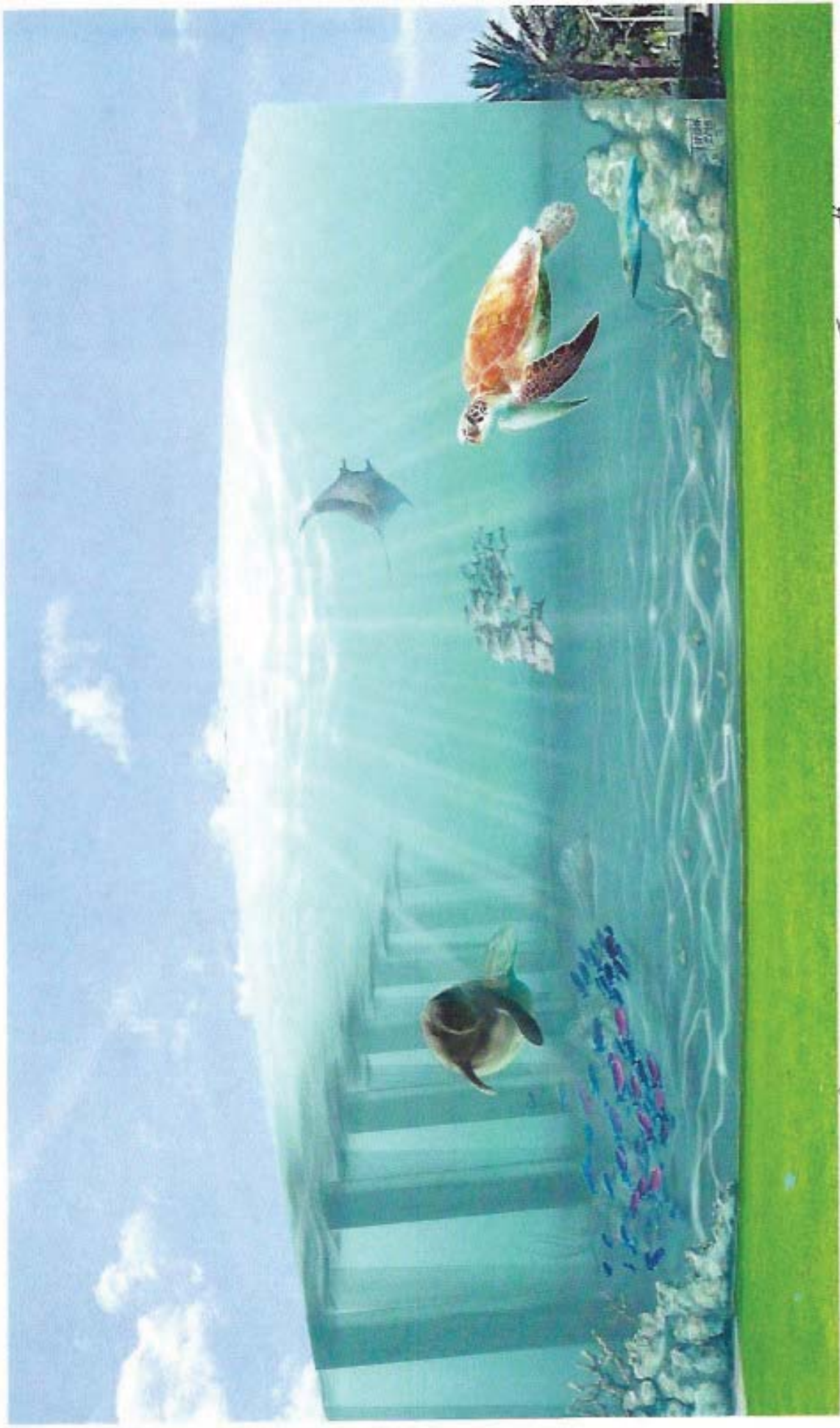
Dania Beach Mural Project

Prepared for: City of Dania Beach Creative Art Advisory Board and Dania Beach City Commission

Prepared by: Jesse Thoreson, Owner of Sexy Beast BodyPaint DBA, Son OF Thor Design

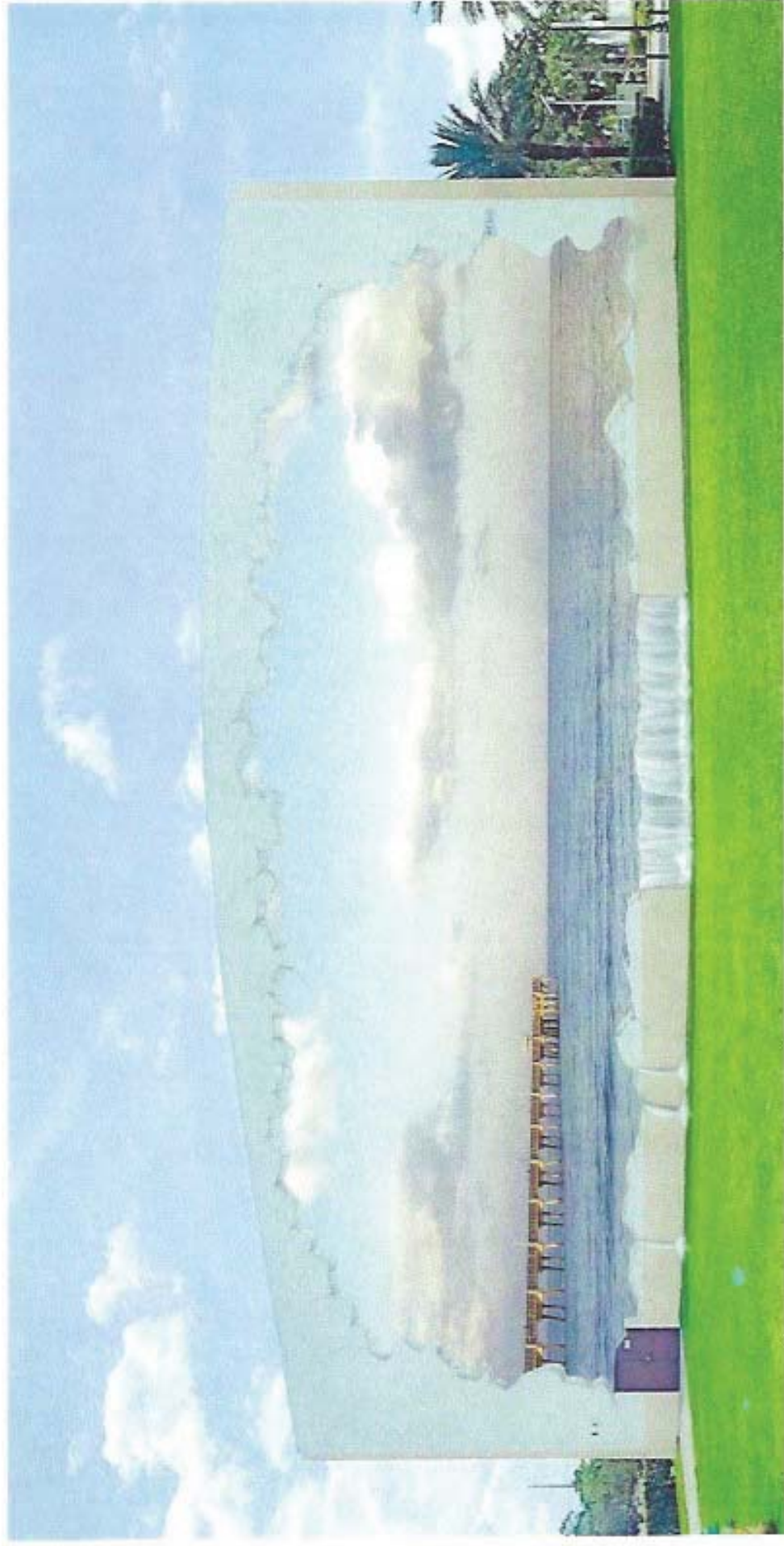
April 2, 2019

Proposal number: 01-02-19



DANIA BEACH MURAL PROJECT
PIERCE

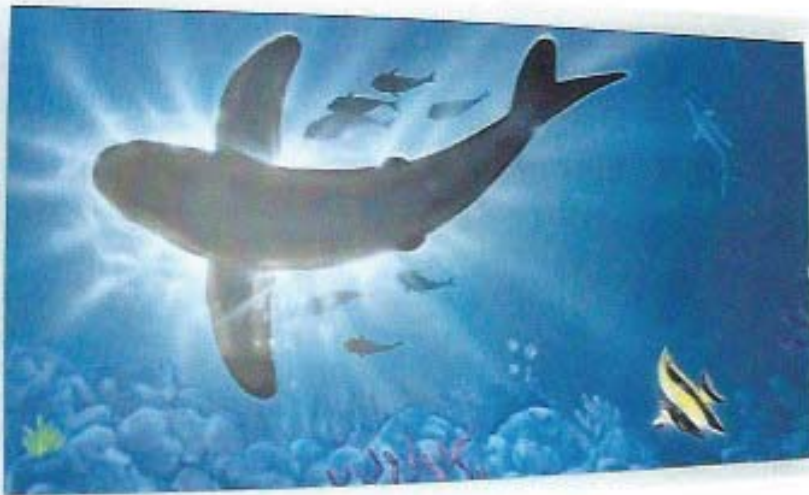
©2019 Jesse Harrison



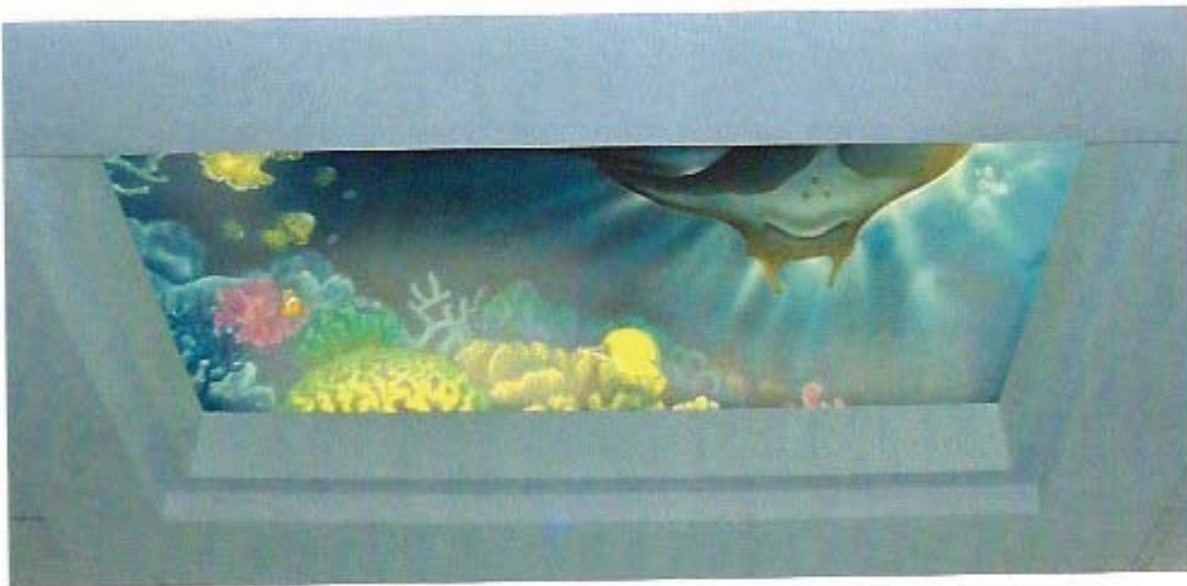
DAVIA BEACH MURAL PROJECT
'PIER I'

©2019 Jesse Hoeson

SIMILAR PREVIOUS PROJECTS



SightTrust Eye Institute 1601
Sawgrass Corporate Pkwy
#430, Sunrise, FL 33323

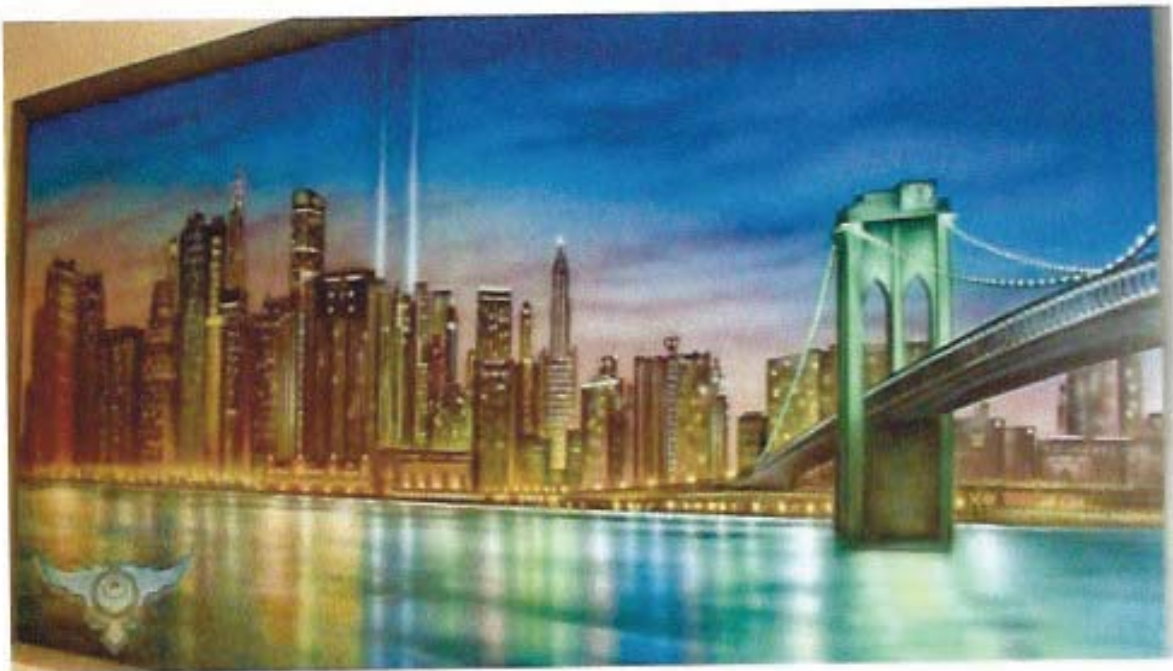




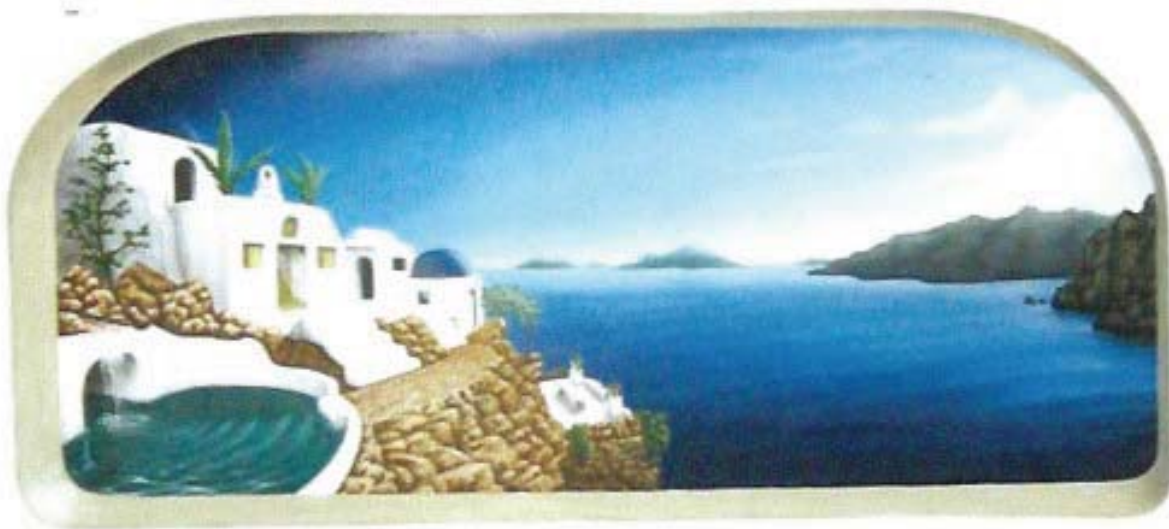
SAILFISH Canvas Painting for Private Collection



UNDER THE SEA GATE Metal Sculpture with Airbrush Paint. Private Collection



BROOKLYN BRIDGE. VIP Room at Tootsie's Cabaret



SANTORINI MURAL Private Client Collection

Call to Artists – Garage Mural Project

#22

Artist Name *

Marcos Conde

Artist Phone Number *

(954) 548-7485

Artist Email *

marcosconde29@gmail.com

Artist Address *

 13171 SW 4th Ct
Davie, FL 33325
United States

Upload your cover letter here: *



[daniabeach.pdf](#)

1.45 MB • PDF

Upload your resume here: *



[marcos_condecv1.pdf](#)

2.11 MB • PDF

Upload digital visual example #1 of artwork: *



[dania1.jpg](#)

5.08 MB • JPG

Approximate cost of visual example #1 *

65000

Upload digital visual example #2 of artwork:



[dania2.jpg](#)

5.23 MB • JPG

Approximate cost of visual example #2

55000

Upload digital visual example #3 of artwork:

Approximate cost of visual example #3

Budget outline: *

Estimate

Cost of Painting Materials ~\$5000-8000

(Spray Paint, Exterior Latex, Brushes, Covers, Paint materials)

Cost of Equipment Rental ~\$2000/per week

Approximate time to rent ~6-8 weeks

(local prices of Boom Lift rental)

Cost of Labor \$8 / sq ft

42x123 ft = 5166 ft

5,166 ft x \$8/sq ft = \$41,328

Created

15 Apr 2019

4:45:32 PM

PUBLIC

96.94.81.41

IP Address



MARCOS CONDE

www.marcosconde.net

marcosconde29@gmail.com

954-548-7485

Dania Beach Garage Mural Cover Letter

The initiative for the Dania Mural Garage is to create a colorful and vibrant mural that can add to the visitor's experience of the city. The concept is to create an optical illusory image that reflects the diversity of nature in the surrounding wild-life that is part of Dania Beach.

The garage mural is intended to be a 3d persepective mural that is meant to convert the surface into a design resembling an aquarium of ocean life.

It will be created with a colorful palette and the concept will be created to resemble an underwater illusion. The design will be created with a high degree of realism to acheive this concept using exterior professional painting mediums and techniques.

I have experience with multiple cities developing public art projects. Art Projects include the City of Lauderhill, The City of Pompano, The city of West Palm Beach, The City of Tamarac, & The City of Ft Lauderdale. I have created a live art mural for the City of Dania Beach that was located next to City Hall. I also recently participated in the art installation for the Dania Art & Seafood Celebration that included live art and creating sculptural pieces.

The public art projects have been a success and have included the mockups of the client, the documentation and agreements, the purchasing of materials, the rental and maintenance of equipment, insurance requirements, the management of a team and the final photography of the artwork. The fabrication of the artwork would be created with a mix of latex acrylic paint and spray paint and they will be used in conjunction to develop different effects throughout the mural. They would then be finished with sealants that are created to preserve the artwork.



MARCOS CONDE

13171 Sw 4th Ct Davie, FL 33325

marcosconde29@gmail.com 954-548-7485

CV

South Florida based artist that develops art and design for a diverse set of clients. My focus is in developing art projects that display the aspects of nature and the use of a vibrant appearance while still maintaining the clients' objective and message in the design.

Education

Broward College – 1000 Coconut Creek Blvd, Coconut Creek, FL 33066 2012 – 2014 / General Studies / Associates in Arts

Universidad de Ingenieria – Lima, Peru
2008 – 2009 / Graphic Design / Technical Degree

Professional Experience

Ford Motors / Jackson Dawson / Fort Worth Design District - Fort Worth, Texas
Exterior Mural
P: (313) 593-0690 E: rsallen@jacksondawson.com

The City of Dania Beach
Exterior Mural
E: alhuggins@myartnsoul.com

The City of West Palm Beach
Summer Series Public Art Playhouse Design
P: 561-822-1515 E: MPinak@wpb.org

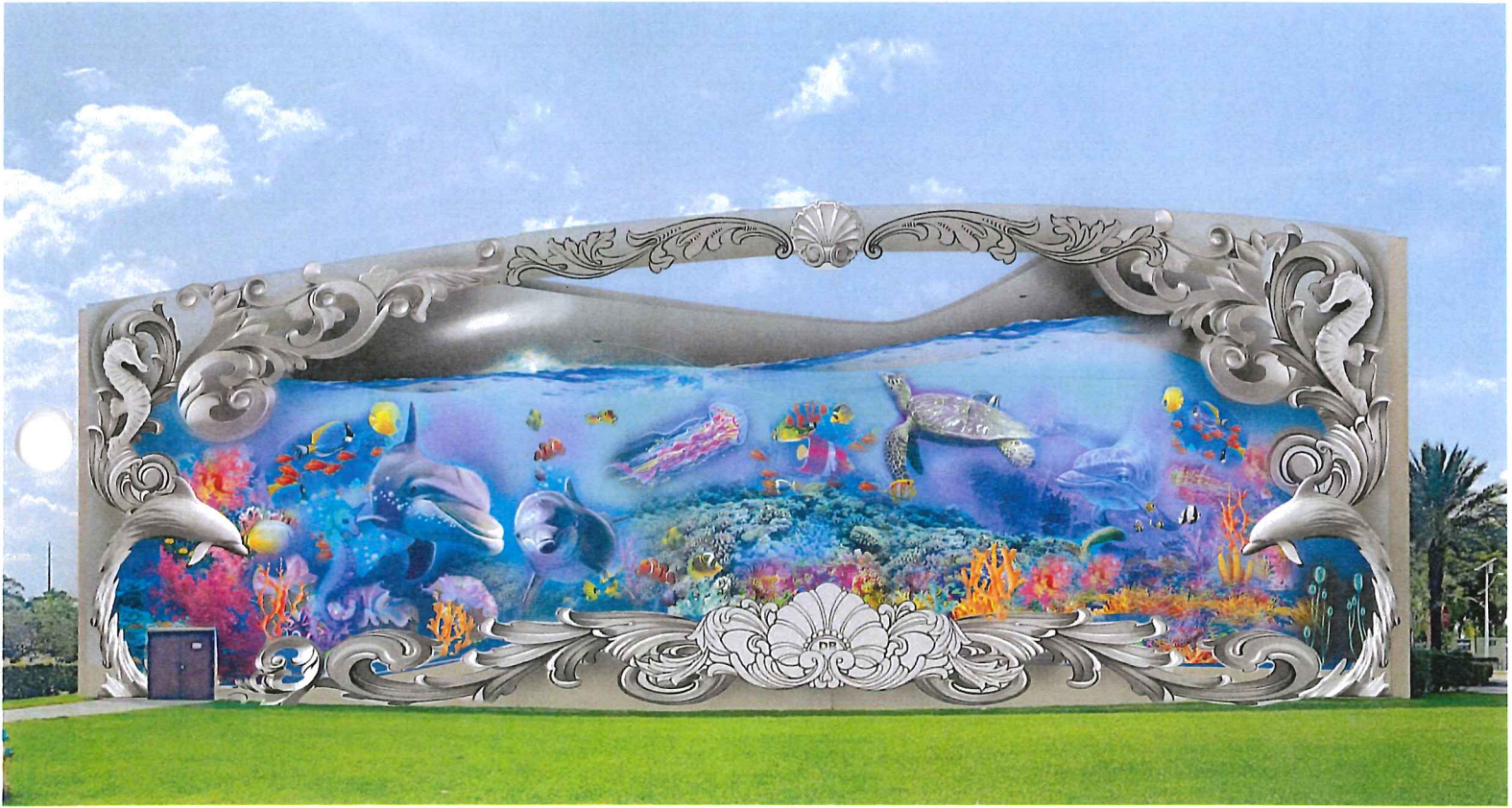
The City of Tamarac
Public Park Artistic Fence Design
P: 954-822-5425 E: george@georgegadsonstudios.com

The City of Pompano Beach
Painted Pompano Public Art Project
P: 954.786.4310 E: Laura.Atria@copbfl.com

The City of Fort Lauderdale / ArtServe - Fort Lauderdale, FL 33309
Exterior Mural
P: (954) 462-8190

Xtreme Action Park - 5300 Powerline Rd, Fort Lauderdale, FL 33309
Interior/ Exterior Murals & Painting
P: (305) 218 5763 E: David@primetimeamusements.com





Call to Artists – Garage Mural Project

#8

Artist Name *

Rey Lozano

Artist Phone Number *

(954) 646-2787

Artist Email *

reylozanoart@yahoo.com

Artist Address *

 Studio 18 1101 Poinciana Drive
Pembroke Pines, Florida 33025
United States

Upload your cover letter here: *



[reys_cover_letter.doc](#)

48.64 KB • DOC

Upload your resume here: *



[reys_resume.docx](#)

364.42 KB • DOCX

Upload digital visual example #1 of artwork: *



[trompe_lloeil_marine_life.jpg](#)

141.85 KB • JPG

Approximate cost of visual example #1 *

\$27,000.00

Upload digital visual example #2 of artwork:



[trompe_lloeil_tropical_beach.jpg](#)

177.41 KB • JPG

Approximate cost of visual example #2

\$27,000.00

Upload digital visual example #3 of artwork:

Approximate cost of visual example #3

Budget outline: *

Materials:

1. Paint (mural design paint)

Multiple colors

Gallons of Behr Primer & Paint exterior...\$1,469.00

2. Brushes and tools.....\$800.00

Labor:

1. Base color coverage/wall prep

2. Scrape to remove loose paint where needed

3. Fill all structure cracks and holes with elastomeric patch

4. Minor repairs on concrete as needed

5. Apply one coat of masonry conditioner as needed

6. Acrylux Sealer to all areas needed to be painted

7. Apply one coat of Sherwin Williams Paint Super Paint.....\$3,800.00

Equipment:

Straight Boom 60 FT 28 day rental.....\$2,140.00

(may increase in cost if rental needs to be extended)

Permits:

Pending and depending on city's requirements and approval of mural

April 1, 2019

To City of Dania Beach,

I have been an artist for over 40 years in many forms and in using many styles of medium. One of my greatest strengths has been in being a muralist and painting murals of both average and large-scale sizes. My business is comprised mainly of residential and commercial murals and related designs and forums.

My clients have been long-standing customers of mine that have included years of ongoing mural work and design artwork. The murals I design include wall murals, ceiling murals, themed murals, theme rooms, niche murals, trompe l'oeil designs, realistic and abstract murals, and both interior and exterior murals. The themes of my murals have been vast and extensive. Examples would be tropical, marine life, Grecian, Mediterranean, landscapes, trompe l'oeil, faux finishes, realistic, historical, fairytales, children & teen themes, baby nurseries, business and retail components, advertising and trademarks, and one of a kind designs for homes and businesses.

Recent large projects have been working closely with the City of Pembroke Pines over the past 10 years creating ongoing projects to beautify their Focal Point Senior Center and other city projects. The senior center is now comprised of multiple meeting rooms and banquet halls that are adorned with my wall and ceiling murals. As well, their outside courtyards are muraled throughout. Pembroke Pines has also commissioned me to paint the outside building wall across from their Water Management Offices that incorporates the design of the Everglades and its own natural water and eco-system.

I enjoy creating artwork in large scale and in mural format, especially when it incorporates the surrounding environment and is inspired by the Floridian flora and fauna, habitat, and culture. Please feel free to visit my website for additional photos of my murals and artwork, as it will give you a better idea of the types of artwork I have done in the past. As well, if you would like to request any referrals for my work, please let me know so I can furnish that information for you.

I am very excited about your Parking Garage Mural Project, and I am hoping to earn the opportunity to be a part of this amazing project to beautify your already beautiful city. I have been a long-time visitor of Dania for its beaches, retailers, and restaurants. I would love to represent that beauty in a mural for this particular project. I greatly look forward to hearing from you and to working with you in the future.

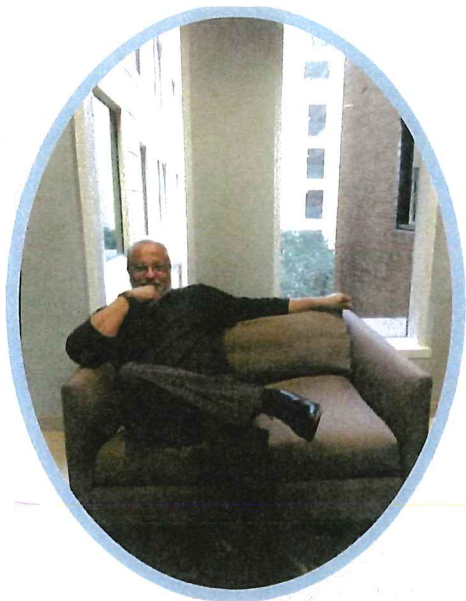
Sincerely,

Rey Lozano

Website: reylozanoart.com

Phone: (954)646-2787

Email: reylozanoart@yahoo.com



REY LOZANO

A r t i s t

PROFILE

Muralist
Artist
Mixed Media
Faux
Design

CONTACT

PHONE:
954-646-2787

WEBSITE:
reylozanoart.com

EMAIL:
reylozanoart@yahoo.com

EXPERIENCE AND TRAINING

- 40 years of experience
- Mural designs in all subject themes, scale, and design
- Trompe l'oeil
- Canvas art of mixed media, clay texture, and embellishment accents
- Artistic hand-painted furniture designs
- Realism and abstract painting
- Theme development through artwork
- Residential and commercial art design

VENUES AND PROJECTS

- Studio 18 artist
- Studio 18 monthly gallery showings
- Pembroke Pines Artfest
- Las Olas Art Festival
- City of Pembroke Pines Feature Showings
- Focal Point Senior Center Gallery Display of Canvases
- Online sales of canvas and furniture lines
- City of Pembroke Pines Focal Point Senior Center muraling project
- Mother of Our Redeemer Catholic Church Ceilings and Altar Mural Project
- Residential clientele
- Commercial clientele



