DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING
NOVEMBER 10, 2020 at 5:30 PM
VIRTUAL MEETING AND PUBLIC COMMENTS PROCEDURE

The Dania Beach Community Redevelopment Agency (CRA) will be conducting a "Virtual" CRA Board meeting utilizing communications media technology ("CMT"), in accordance with Emergency Ordinance No. 2020-017 and City Manager's Order Adopting Rules for Use of Communications Media Technology for Public Meetings During Health Emergency, related to conducting public meetings while under the public health emergency related to the spread of Novel Coronavirus Disease 2019 (COVID-19). City Hall building is closed to the public.

Please visit www.daniabeachfl.gov/virtualmeetings for detailed instructions on how to attend and participate in virtual CRA Board meetings. Public access to this virtual meeting can be accomplished as follows:

- Watch Meeting on the City's YouTube Channel at www.daniabeachfl.gov/2654/Watch-DaniaTV
- Watch Meeting on Comcast Cable Channel 78
- Join the Meeting virtually or by telephone using RingCentral Meetings

Any member of the public wishing to comment publicly on any matter including on specific agenda items can do so by one of the following options:

Before 2:00 p.m. on the day of a meeting, comments can be submitted into the record using the following link:

https://daniabeach.seamlessdocs.com/f/PublicSpeakingFormCRAMeeting *(all public comments submitted will be provided to the CRA Board prior to the meeting and will be attached to the minutes of this meeting and become part of the official record)*

Participating in a public meeting using the video conference platform:

- Virtual attendance: download and install RingCentral Meetings and join using the meeting ID; to be recognized during public comment, click "Raise my hand" in the software
- Telephone attendee: dial meeting phone number and enter meeting ID; to be recognized during public comment, dial *9 to raise your hand

For more information about this CRA Board meeting or submitting a public comment at the meeting, please contact:

Thomas Schneider, City Clerk
City of Dania Beach
100 W Dania Beach Boulevard
Dania Beach, FL 33004
954-924-6800 | tschneider@daniabeachfl.gov

NOTICE: This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Office of the City Clerk, 954-924-6800 ext. 3624, no later than two days prior to such proceeding. Anyone wishing to appeal any decision made by the Dania Beach City Commission with respect to any matter considered at such meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Agenda items may be viewed online at www.daniabeachfl.gov.

Instructions for Participating and Viewing
Dania Beach CRA Board Virtual Meeting
November 10, 2020 at 5:30 PM

Through the City's Website:

Please click the link below:
www.daniabeachfl.gov/2654/Watch-DaniaTV

Through Comcast Channel 78:

If you are a Comcast/Xfinity customer, please go to Channel 78 to view the meeting.

Before 2:00 p.m. on the day of the meeting, submit Public Comments by clicking this link:

https://daniabeach.seamlessdocs.com/f/PublicSpeakingFormCRAMeeting *(all public comments submitted will be provided to the CRA Board prior to the meeting and will be attached to the minutes of this meeting and become part of the official record)*

Options for Viewing and Participating in the Meeting Using RingCentral Meetings software

Visit https://www.ringcentral.com/apps/rc-meetings to download and install the software on your device

Use this meeting link to join as an attendee:
https://meetings.ringcentral.com/j/1486683744

Using your telephone – for higher quality, dial a number based on your current US location:

+1(773)2319226 (US North)
+1(312)2630281
+1(470)8692200 (US East)
+1(646)3573664
+1(346)9804201
+1(469)4450100 (US South)
+1(623)4049000 (US West)
+1(650)2424929
+1(720)9027700 (US Central)
+1(213)2505700

Enter the meeting ID: 148-668-3744

To raise hand and be acknowledged to speak:

1. Users who call in can dial *9 to raise their hand
2. If using the meeting software, to raise hand click or tap "Participants", then choose the option to raise hand.
3. Once you have been selected to speak, you may be prompted to unmute your device or this will be done for you.

AGENDA
COMMUNITY REDEVELOPMENT AGENCY
VIRTUAL REGULAR MEETING
TUESDAY, NOVEMBER 10, 2020 - 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 TWO HUNDRED FIFTY DOLLARS ($250.00) REGISTRATION FEE FOR EACH PRINCIPAL OR EMPLOYER. REGISTRATION FORMS ARE AVAILABLE ON THE CITY WEBSITE: WWW.DANIABEACHFL.GOV. (ORDINANCE #2012-019; AMENDED BY ORDINANCE #2019-019)

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.

DECORUM POLICY FOR MEETINGS OF THE BOARD OF DIRECTORS OF THE DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DANIA BEACH, FLORIDA:

INDIVIDUALS WHO WISH TO MAKE ANY "CITIZEN'S COMMENTS" UNDER THAT PORTION OF THE CRA BOARD AGENDA, OR WHO OTHERWISE WANT TO ADDRESS THE CRA BOARD, MUST FIRST BE REGISTERED WITH THE CRA SECRETARY (CLERK) (FORMS ARE AVAILABLE OUTSIDE OF THE CITY COMMISSION CHAMBER AND MUST BE GIVEN TO THE CLERK BEFORE THE MEETING). OTHERS WHO WANT TO ADDRESS THE CRA BOARD ON ANY MATTERS MUST FIRST BE RECOGNIZED BY THE CHAIR. ALL SUCH PERSONS MUST USE THE PODIUM IN THE COMMISSION CHAMBER. NO MORE THAN ONE PERSON AT A TIME MAY ADDRESS THE CRA BOARD FROM THE PODIUM. COMMENTS ARE ONLY TO BE MADE TO THE CRA BOARD AND ARE NOT TO BE DIRECTED TO THE AUDIENCE OR CRA STAFF.

NO INDIVIDUAL SHALL MAKE ANY SLANDEROUS OR UNDULY REPETITIVE REMARKS, OR ENGAGE IN ANY OTHER FORM OF BEHAVIOR THAT DISRUPTS OR IMPEDES THE ORDERLY CONDUCT OF THE MEETING, AS DETERMINED BY THE CHAIR. NO INDIVIDUAL MAY SPEAK DIRECTLY TO OR ADDRESS THE CHAIR, BOARD MEMBER OR CRA STAFF: COMMENTS ARE TO BE ONLY DIRECTED TO THE CRA BOARD AS A WHOLE. NO CLAPPING, APPLAUDING, HECKLING OR VERBAL OUTBURSTS IN SUPPORT OF OR OPPOSITION TO A SPEAKER OR HIS OR HER REMARKS SHALL BE PERMITTED. NO SIGNS OR PLACARDS SHALL BE PERMITTED IN THE COMMISSION CHAMBER.

IF ANY PERSON'S CONDUCT AS DETERMINED BY THE CHAIR IS FOUND TO BE DISRUPTIVE OR INTERFERES WITH THE ORDERLY CONDUCT OF THE MEETING, THE PERSON MAY BE ASKED BY THE CHAIR TO LEAVE THE COMMISSION CHAMBER; IF THE PERSON DOES NOT LEAVE AND THE CONDUCT PERSISTS, THE CITY POLICE DEPARTMENT WILL BE REQUESTED TO ESCORT THE INDIVIDUAL FROM THE COMMISSION CHAMBER.

ALL CELLULAR TELEPHONES ARE TO BE SILENCED DURING THE MEETING. ALL PERSONS EXITING THE COMMISSION CHAMBER SHALL DO SO QUIETLY. (RESOLUTION #2020-CRA-006)

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

4. PRESENTATIONS

5. CONSENT AGENDA

1. Minutes:
   Approve Minutes of September 14, 2020 CRA Board Virtual Meeting
   Approve Minutes of September 25, 2020 CRA Board Virtual Special Meeting - Executive Director Recruitment
   Approve Minutes of October 12, 2020 CRA Board Virtual Special Meeting - Executive Director Interviews
   Approve Minutes of October 13, 2020 CRA Board Virtual Meeting
   Approve Minutes of October 14, 2020 CRA Board Virtual Special Meeting - Executive Director Interviews
   Approve Minutes of October 17, 2020 CRA Board Virtual Special Meeting - Executive Director Selection

2. Travel Requests: None

6. PROPOSALS AND BIDS

7. DISCUSSION AND POSSIBLE ACTION

1. CRA Executive Director Employment Agreement

2. PATCH Rental Fee Waiver - Thanksgiving Food Drive/Giveaway sponsored by the Tamara James Foundation, Inc.

8. BOARD MEMBER COMMENTS

9. INFORMATION ITEMS

10. ADJOURNMENT

Memorandum

To: Chair, Vice Chair and Board of Directors

From: Kathleen Weekes, Interim Executive Director

Date: November 10, 2020

Re: Administrative Report

PROJECT UPDATES

1. **Soleste Cityline Project**

   Merrimac Ventures and the Estate Companies, developers of the Soleste Cityline (formerly know as the Trion), have registered Estate General Contractors as the contractor to build Soleste Cityline in Dania Beach at 4 North Federal Highway. The project is currently in the permitting stage and developers have been working with FPL, Comcast, FDOT and the City's permitting department to prepare for startup work. FPL has all the permits required for major relocation of lines, and that work should be completed by the end of this year. Estate General Contractors are also in the process of applying for a full master building permit and hopes to have it approved by the beginning of 2021. The developers have experienced some delays because of the ongoing pandemic but are optimistic that if they complete all the foundation permit requirements, groundbreaking will occur on the site by December 2020.

   Soleste Cityline will create forty (40) jobs and consist of an eight (8) story, 340 market-rate, residential unit building, including approximately 13,000 square feet of ground floor retail space, buried utilities, wide sidewalks, a public park with exercise equipment, a fountain and on-site parking. Public improvements including the public park, fountain and wide sidewalks which will be partially funded through the Broward Redevelopment Program grant and shall remain accessible to members of the public, in perpetuity, via a Declaration of Restrictive Covenant.

2. **Broward County Redevelopment Capital Program – Loan-to- Grant Conversion: Parking Garage**
   The CRA anticipates receiving results of the loan to grant conversion request from Broward County in early December 2020. The fully executed loan agreement for the remaining loan balance of $621,876 was hand-delivered to Broward County on May 19, 2020, and the CRA/City received the executed document by Broward County officials on June 30, 2020. The CRA is working on a request for a loan-to-grant conversion based on recently completed projects within the allowed CRA boundaries. This upcoming conversion will result in a reduction of the $621,876 loan balance.

3. **At Home Dania Beach – First-Time Homebuyer Program**
   One of the selected qualified buyers has withdrawn from purchasing a home. There were a number of qualified potential buyers who were on the waiting list and the CRA and its housing consultants are evaluating the waiting list to determine the most qualified buyer of those on the list. Currently, three (3) of the properties have been purchased and two (2) are finalizing approvals.

4. **Workforce Housing Project on J.A. Ely Boulevard**
   Architectural plans and geotechnical research have been completed for the workforce housing project. The next step is to submit documents to Broward County Environmental Protection and Growth Management Department for the required approvals.

5. **Economic Development Update**

As part of the CRA's business assistance and development outreach, the CRA has been posting information online on available Dania Beach properties, through a Dania Beach Commercial Real Estate segment. Additionally, in our efforts to assist businesses that have been affected by the COVID-19 pandemic, we continue to work on processing applications for the $1,000 Small Business Resiliency and Reimbursement Grant, and also providing marketing support. Through the Local Business Spotlight Campaign, businesses in the CRA are highlighted in order to promote and encourage traffic to their business. Businesses must be located in the CRA District, provide details about their business including photos, an address link to their website and social media links. Interested businesses may contact the CRA's Economic Development Manager for more information.

The CRA Board approved the Dania Beach CRA Small Business Resiliency Reimbursement Grant Program on July 28th 2020 as a means to provide relief from the impact of COVID-19. The purpose of the $1,000 grant is to help local businesses recover with resources to promote and practice the highest standards of health and safety for their operating environments

6. **Art of Community Grant**

The Dania Beach Honor the Legacy Art of Community grant project is more than halfway completed. Currently, modifications are being made to 7 of 8 markers with updates to names alongside grammatical corrections. Markers are at the permitting stage and updated designs will be sent for fabrication. All markers will be installed at the same time and markers will be numbered to facilitate a clear guide for eventual walking tours. The artist will incorporate a more generic numbering system for the sake of time but will still need to be aesthetically neutral. The eighth marker, a 100 foot mural is at 90% complete. The finished piece will include adding a polished finish and artists' sign-off. The projected timeline for full completion will be by the end of 2020.

7. **PATCH Update**

Due to COVID-19 and the need to operate safely, this year's PATCH Harvest festival will be promoted online. Buyers will be encouraged to order their produce online for pick up at the PATCH. Staff continues to reach out to current and potential buyers via email and social media to participate in online purchases. We are promoting our "Grow at Home" grow bags which come with seedlings and seed packs as a great holiday gift for a friend or family member to create a healthy backyard garden.

Staff is also working on the PATCH reset with cleaning and preparations for the fall planting season. We are resuming volunteer service on a very limited basis. For safety reasons, we have a two-person minimum for volunteers per day.

The PATCH market garden remains closed. Online orders and wholesale transactions continue. We are looking forward to re-opening in the future.

8. **Signage Update**

The CRA is working towards finalizing the City's rebranding signage installation. At this time, all funds have been encumbered or exhausted. If additional signage or additional adjustments are desired or required, funding will need to be identified.

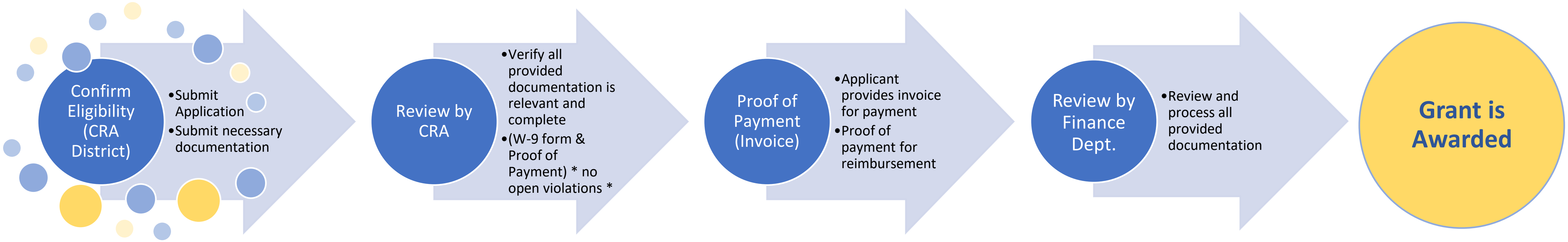
The following signs are at the permitting stage and will be installed after approval has been granted:
Quarterdeck, Dania Beach Marina, Fire Station Seal, C.W. Thomas logo, Frost Park logo, City Hall North,
City Hall East and City Hall South.

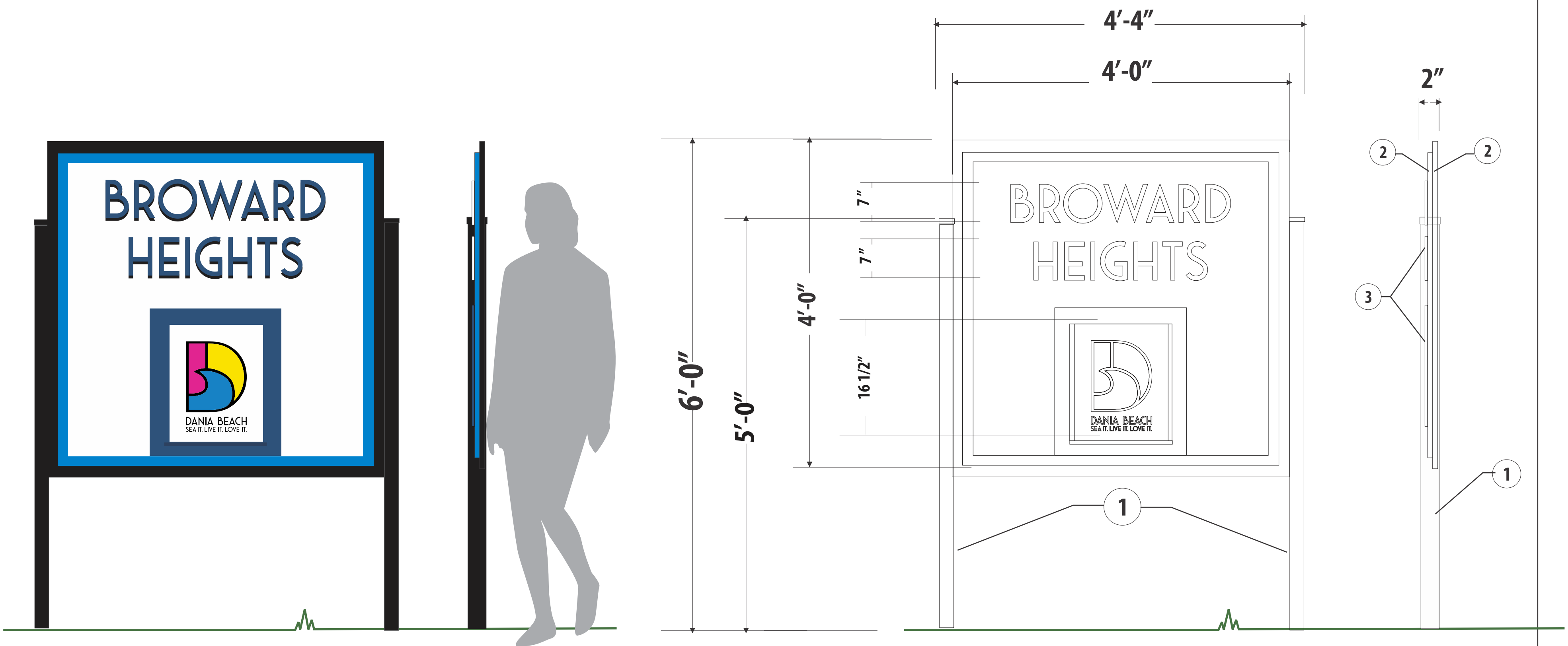
Signs to be installed

Broward Heights

There are two signs located at the entrance to the Broward Heights neighborhood at Griffin Road which are in the location identified for the rebranding Broward Heights neighborhood sign. These signs were not erected by the CRA or the City. A photo of the signs is attached to this report. The CRA needs to have a decision taken regarding a location for the actual neighborhood sign to be installed in Broward Heights.

The CRA is working with the City to facilitate monument signs removals and relocation, and a full review of monument sign lights that are not working.


Confirm Eligibility (CRA District)
•Submit Application
•Submit necessary documentation
Review by CRA
•Verify all provided documentation is relevant and complete
•(W-9 form & Proof of Payment) * no open violations *
Proof of Payment (Invoice)
•Applicant provides invoice for payment
•Proof of payment for reimbursement
Review by Finance Dept.
•Review and process all provided documentation
Grant is Awarded



1 2" SQUARE TUBES

2 1/4" ALUMINUM BOARDS

3 1/8" ALUMINUM LETTERS & LOGO

IMPORTANT: BEFORE SIGNING THIS LAYOUT, PLEASE MAKE SURE TO CHECK ALL DETAILS OF THE DESIGN BEFORE APPROVAL. MAKE SURE TO REVIEW SPELLING, SIZES, MATERIALS AND COLORS ALONG WITH ALL OTHER DETAILS. DO NOT SIGN APPROVING THIS LAYOUT UNLESS YOU HAVE REVISED IT. YOUR SIGN WILL BE BUILT ACCORDING TO THE SPECIFICATIONS ON THIS LAYOUT. IF CHANGES ARE MADE AFTER YOUR APPROVAL, YOU WILL BE INCURRING EXTRA CHARGES THAT COULD POSSIBLY DOUBLE YOUR ORIGINAL PRICE.. YOUR APPROVAL IS CRUCIAL TO MEETING YOUR TURN AROUND NEEDS. THE SOONER YOU PROVIDE AN APPROVAL THE SOONER WE CAN COMPLETE YOUR JOB. IF YOU HAVE ANY QUESTIONS, FEEL FREE TO ADDRESS THEM AT THIS TIME. UNDERSTAND THAT THIS IS ONLY A PLAN AND THAT THE ACTUAL APPEARANCE OF THE SIGN MIGHT HAVE A DIFFERENT OUTCOME, EVEN THOUGH ALL SPECS WILL BE CONSISTENT WITH THIS SIGNED LAYOUT.

DESIGN APPROVED BY:

PROPOSAL OF MONUMENTS FOR NEIGHBORHOODS @ 48" x 48" x 2"
(2) LEVEL OF 1/4" ALUMINUM BOARDS WELDED TO 2" ALUMINUM POSTS
WITH 1/8" ALUMINUM LETTERS OVER PAINTED WHITE SEMIGLOSS
NON LIT - SINGLE FACE
QTY: 2

Designed by:
Advanced multi-sign
UL UNDERWRITERS LABORATORIES, INC. LISTED
(305) 805-3636
www.advancedmultisign.com
Electrical Contractor License ES-12000622
Work Compensation#76 WEG NQ8710
Insurance Policy# 01798534-2

DATE: 4/22/19
DESIGN EXCLUSIVE FOR: BROWARD HEIGHTS

FRONTAGE AREA:
SIGN AREA: 26 SQFT
SCALE: N/A
FILE: 20447 - NEIGHBORHOOD SIGNS

Property Id: 504229120400 **Please see map disclaimer

September 4, 2020

1:600
0 25 50 100 ft
0 5 10 20 m

Broward Heights neighborhood sign - existing sign location that needs new sign

Flight Date : Between Dec 15, 2019 and Jan 26, 2020 Broward County Property Appraiser

PROPOSAL OF MONUMENTS FOR NEIGHBORHOODS @ 48" x 48" x 2"
(2) LEVEL OF 1/4" ALUMINUM BOARDS WELDED TO 2" ALUMINUM POSTS
WITH 1/8" ALUMINUM LETTERS OVER PAINTED WHITE SEMIGLOSS
NON LIT - SINGLE FACE
QTY: 1

Designed by:

Advanced multi-sign

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DATE: 4/22/19
DESIGN EXCLUSIVE FOR: BROWARD HEIGHTS

FRONTAGE AREA:
SIGN AREA: 26 SQFT
SCALE: N/A
FILE: 20447 - NEIGHBORHOOD SIGNS

Property Id: 504229120400 **Please see map disclaimer

September 4, 2020

Broward Heights neighborhood sign location #2 (potential)

1:600
0 25 50 100 ft
0 5 10 20 m

Flight Date : Between Dec 15, 2019 and Jan 26, 2020 Broward County Property Appraiser

PROPOSAL OF MONUMENTS FOR NEIGHBORHOODS @ 48" x 48"x 2" (2) LEVEL OF 1/4" ALUMINUM BOARDS WELDED TO 2" ALUMINUM POSTS WITH 1/8" ALUMINUM LETTERS OVER PAINTED WHITE SEMIGLOSS NON LIT - SINGLE FACE QTY: 1	Designed by: Advanced multi-sign UL UNDERWRITERS LABORATORIES, INC. LISTED (305) 805-3636 www.advancedmultisign.com Electrical Contractor License ES-12000622 Work Compensation#76 WEG NQ8710 Insurance Policy# 01798534-2	DATE: 4/22/19 DESIGN EXCLUSIVE FOR: BROWARD HEIGHTS FRONTAGE AREA: SIGN AREA: 26 SQFT SCALE: N/A FILE: 20447 - NEIGHBORHOOD SIGNS

PROPOSAL OF MONUMENTS FOR NEIGHBORHOODS @ 48" x 48"x 2"
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QTY: 1

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DATE: 4/22/19
DESIGN EXCLUSIVE FOR: BROWARD HEIGHTS

FRONTAGE AREA:
SIGN AREA: 26 SQFT
SCALE: N/A
FILE: 20447 - NEIGHBORHOOD SIGNS


BROWARD HEIGHTS
THE CITY OF
DANIA BEACH
A CRIME WATCH NEIGHBORHOOD
SPEED LIMIT
25
NO THRU TRUCKS
DRIVE LIKE YOUR KIDS LIVE HERE

DANIA BEACH PATCH

People's Access To Community Horticulture

★ ★ ★ DANIA BEACH'S ★ ★ ★

FARM & MARKET

1201 WEST DANIA BEACH BLVD

HARVEST ONLINE

PLACE YOUR ORDER FOR FRESH & LOCAL HOLIDAY GROCERIES

- Pick-up days Tuesday and Friday from 10am to 11am
- Orders for pick-up on Tuesday must be received by Sunday at 11pm
- Orders for pick-up on Friday must be received by Wednesday at 11pm

Thanksgiving Pick-up Schedule

Saturday | Nov 21 - 9am to 11am

Tuesday | Nov 24 - 9am to 11am

Wednesday | Nov 25 - 9am to 11am

STEP 1 Email your order to *events@thepatchgarden.com*

STEP 2 You will receive an order confirmation and invoice

STEP 3 Pay the invoice with your card online or call for more options

STEP 4 Pick-up will be scheduled

STEP 5 Remain in your car. Order will be placed in your trunk

For questions: email events@thepatchgarden.com or call: 954-922-0220

DANIA BEACH
COMMUNITY REDEVELOPMENT AGENCY

MINUTES OF VIRTUAL MEETING
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
MONDAY, SEPTEMBER 14, 2020 – 5:30 P.M.

1. Call to Order/Roll Call

Chair Lewellen called the meeting to order at 5:31 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

Luis Rimoli, 902 Natures Cove Road, spoke of the petition that he submitted via email and that was provided earlier to the Commission against using City taxpayer funds of $250,000 for only those who live in the CRA District. A copy of the petition is attached to and incorporated into these minutes. He felt the three Commissioners, who by consensus approved this use of funds at the Commission budget workshop, should be asked why they feel the money should be used only in the CRA.

Linda Wilson, Friends of the Dania Beach Library, noted she submitted a form to speak on item 7.1.

3. Administrative Reports

3.1 Administrative Report

Director Williams reviewed the information included in the agenda packet. She asked that the Board choose a date for a special meeting to set a date to interview the applicants shortlisted for the Executive Director position. She suggested utilizing the Welcome Home event time slot reserved for Friday, September 25th.

Discussion ensued regarding a date for the special meeting.

Board Member James suggested Vice-Chair Odman continue to work with the CRA Director and select the candidate pool for the Board for the September 25th meeting.

Chair Lewellen felt there should not be a rush to select the new Executive Director.

Discussion continued. The CRA Director will send out tentative dates for the special meeting, including September 25th.

Director Williams continued reviewing the information included in the agenda packet.

4. Presentations

There were no presentations at this meeting.

5. Consent Agenda

Items Added to Consent Agenda: #5.5
Items Removed from Consent Agenda: #5.3, #5.5

5.1 Minutes: None

5.2 Travel Requests: None

5.4 RESOLUTION #2020-CRA-013

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE CRA BOARD TO DELEGATE THEIR AUTHORITY TO THE EXECUTIVE DIRECTOR FOR PERSONNEL MATTERS AND PERSONNEL DECISIONS FOR CRA EMPLOYEES, EXCEPTING THOSE RELATED TO CREATION AND FUNDING OF NEW CRA POSITIONS AND THOSE RELATED TO THE EXECUTIVE DIRECTOR POSITION, RETROACTIVE TO FEBRUARY 9, 2009; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

Vice-Chair Odman motioned to approve the Consent Agenda, with the addition of Item #5.5 and the exception of Item #5.3 and #5.5; seconded by Board Member James. The motion carried unanimously.

5.3 RESOLUTION #2020-CRA-012

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, ADOPTING THE FINAL ESTIMATES OF REVENUE AND EXPENDITURES FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2020, AND ENDING ON SEPTEMBER 30, 2021; APPROPRIATING FUNDS AS MAY BE NEEDED OR DEEMED NECESSARY TO DEFRAY EXPENDITURES AND LIABILITIES OF THE CRA FOR THE FISCAL YEAR; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Ansbro read the title of Resolution #2020-CRA-012.

Board Member James addressed the concern voiced by Mr. Rimoli, and described what a CRA is and how it works and the CRA in Dania Beach. She sat with Finance Director DiPaolo to identify programing costs to reduce in order to provide for citywide residential rental assistance. This included taking away the PAL program at $30,000, $19,000 for the Vintage Motorcycle Show, reducing the $100,000 for holiday lights by $25,000, having the Commission administrative assistant position start at mid-year, and taking $20,000 away from Commission Contingency for a mirrored residential program for the entire City.

Vice-Chair Odman noted she is thinking similarly to Board Member James; this is one Dania Beach. She understands what the agitation was, but to her, residents in the CRA were the most in need. She agreed there should be a mirrored program for the City; the pandemic is going to continue and we need a long-term program.

Board Member Harris commented the additional $250,000 rental assistance program is a direct result of COVID; people are out of work all over the City because of COVID. It should be shared equally in the City, not just in the CRA. We should start with a citywide program first.

Board Member Brandimarte reminded the Board that the homeless issue existed long before COVID. She referred to the petition and noted 190 people is nothing compared to what she brought before the Commission regarding a cell tower in Meadowbrook. Petitions mean nothing to her, and because this petition was under Public Comments, it does not have to be addressed.

Chair Lewellen addressed previous comments made and the $500,000 allocation set aside for the Commission to use as it sees fit. She spoke of the County program which did not designate only one district or neighborhood; it was for the entire city. She noted two separate programs could invite abuse. The Board is also the Commission and we have to represent the entire City.

Frank DiPaolo, Director of Finance, noted any changes made to the City budget would need to be done at the City Commission meeting.

Chair Lewellen suggested the $250,000 be put back in the City budget and having a citywide program first.

Board Member James noted the numbers for the five items she wants to move the money from are not that difficult to discern. All CRA monies come from reserves. She suggests mirroring the CRA program citywide, and understands no decisions can be made or the budget amended at this meeting. We all were elected to serve as the CRA Board; we can also serve the City. This is not additional money being taken out of the reserves; it was already allocated. She is in favor of creating a mirrored program for the City.

Finance Director DiPaolo addressed Board Member James' comments regarding the FEMA grant.

Chair Lewellen noted these are taxpayer dollars being used; it is a one-time expense, we hope. Right now, it is money that would be taken from the reserves; the CRA budget is out of the General Fund. At the last meeting, she favored doing a rental assistance program citywide.

Vice-Chair Odman felt it makes perfect sense to provide an assistance program to the residents; she would like to talk more about it at the Commission meeting.

Board Member James motioned to adopt Resolution #2020-CRA-012; seconded by Vice-Chair Odman. The motion carried on the following 3-2 Roll Call vote:

Board Member Brandimarte	**Yes**	**Vice-Chair Odman**	**Yes**
Board Member Harris	**No**	**Chair Lewellen**	**No.**
Board Member James	**Yes**		

<u>Addendum</u>

5.5 RESOLUTION #2020-CRA-014 ***Amended***

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING AND IDENTIFYING A USE RESTRICTION FOR THE FIVE HUNDRED THOUSAND DOLLAR ($500,000.00) FUNDING ALLOCATION FOR LAND ACQUISITION AND EXPENDITURES IN FURTHERANCE OF A TRANSFORMATIVE HOUSING PROJECT; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. (Board Member Brandimarte)

City Attorney Ansbro read the title of Resolution #2020-CRA-014.

Chair Lewellen questioned the 4/5th vote required to remove the use restriction. This restriction would tie the hands of the incoming Executive Director and the CRA Board.

Director Williams explained in this situation, it would be the CRA Board making the decision.

Chair Lewellen felt it is odd that it takes three votes to approve this restriction, yet takes four votes to overrule it.

Board Member Brandimarte commented the restriction brings security.

Director Williams asked City Attorney Ansbro if a unanimous vote was required to set the requirement of a unanimous vote to overturn the restrictive covenant for the Smith Store property.

City Attorney Ansbro stated the item was sponsored by Commissioner Grace at the time and he did not recall.

Chair Lewellen noted this would tie the hands of the CRA Board.

Board Member James motioned to adopt Resolution #2020-CRA-014; seconded by Board Member Brandimarte. The motion failed on the following 2-3 Roll Call vote:

Board Member Brandimarte	**Yes**	**Vice-Chair Odman**	**No**
Board Member Harris	**No**	**Chair Lewellen**	**No**
Board Member James	**Yes**		

Board Member James motioned to adopt Resolution #2020-CRA-014, as amended with the stipulation that a majority vote is required to overturn the use restriction; seconded by Vice-Mayor Odman. The motion carried on the following 3-2 Roll Call vote:

Board Member Brandimarte	**No**	**Vice-Chair Odman**	**Yes**
Board Member Harris	**No**	**Chair Lewellen**	**Yes**
Board Member James	**Yes**		

6. Proposals and Bids

There were no proposals on this agenda.

7. Discussion and Possible Action

7.1 Art of Community Grant - artistic markers

Chair Lewellen asked if this could be continued to the next meeting due to it being time for the Commission meeting.

Director Williams said Community Foundation of Broward has not set a deadline, but she would like to proceed with this item.

Frank DiPaolo, Director of Finance, reminded everyone of the City Commission budget hearing being publicly noticed to start promptly at 7:00 p.m., per Florida Statue.

Chair Lewellen said if there is no deadline, this item could be brought up at the next meeting.

Board Member James motioned to continue this item until after tonight's City Commission meeting; seconded by Vice-Chair Odman. The motion carried on the following 3-2 Roll Call vote:

Board Member Brandimarte	**Yes**	**Vice-Chair Odman**	**Yes**
Board Member Harris	**No**	**Chair Lewellen**	**No**
Board Member James	**Yes**		

Chair Lewellen recessed the meeting at 7:03 p.m. and reconvened the meeting at 9:02 p.m. with all present as before.

Director Williams said this is being brought back from the last meeting due to a request about the location of the additional markers. She reviewed the information included in the agenda packet. She wants to move forward with this project; hopefully, it will be completed in the fall.

Linda Wilson, Friends of the Dania Beach Library, noted it has been about three years since the original grant application was initiated. They solicited artists who had done this sort of work in the past, and had several meetings with them and the County. Broward County was very interested in us pursuing this as we are the oldest city in Broward County. She reviewed the process that was undertaken with this project and the background research. They hope it will lead to a self-led walking tour of the legacy markers. She would like this project to be accomplished as soon as possible.

Chair Lewellen noted she has questions. She spoke with several CAC members who do not recall discussing this project. When she looked at the renderings of the markers and from what she could see, she does not like the way they look. To her, they do not represent the City. Her other concern is that our Historical Society should be involved in what goes where and what should be depicted. It is supposed to be tied to the Women's Club, and she understands they were not consulted on this project; they should have input. She wants this looked at by the Historical Society and the Women's Club to see if they agree or if they would like to see something different.

Board Member Brandimarte said she never remembered this being discussed in the past; she asked who picked the names of those depicted on the markers.

Director Williams explained selection was made by the artist and community members that came to the event. There was a community component of this; we did not influence the artists. Regarding the look of the renderings, they are the artist using different materials to put together something that is not aluminum. These are cardboard cutouts to replace what the actual markers will look like. They will not be hanging, but will be affixed to a light pole. They wanted to utilize this option because the artists had done it before. It will not be a historical landmark tied to a specific place. The CAC discussed this and were invited to the community meetings. The project pre-dates the Historical Society being created, and Ms. Wilson is a member of the Historical Society.

Chair Lewellen felt the Women's Club should be included in the decision of what is historical. The mural going up is fine, but she does not see why we have to rush on this project.

Board Member Harris said something should be done in the sidewalk near the Women's Club, such as mosaic or tile or brick in the sidewalk as more people would see it. The mural is great, but as for the legacy walk, or walk of fame, we should do something that has never been done before.

Chair Lewellen felt this does not do justice; there has to be a better way to do it.

Vice-Chair Odman noted the problem is when it comes to anything artistic, if we come up with something new, someone else will dislike it. Perhaps it is not the greatest thing, but she does not know how we avoid that.

Chair Lewellen repeated she does not see the rush, and does not see the harm of including the Women's Club and Historical Society. There seems to be such a hurry to get it up and exclude people.

Board Member James said this has been in the works for several years and there has been opportunity to follow this project. Not everyone is going to agree on everything. She agreed with Board Member Harris regarding a walk of fame, but this project is two years in the making. She thanked the people involved up to this point; rather than experts in history, what is important is the community input.

Chair Lewellen emphasized she would like the Women's Club and Historical Society to have input.

Ms. Wilson further explained the grant money and the timeline of the project. The Historical Board is herself and Vice-Chair Odman due to COVID restrictions. There was ample time for people to have input into this project. We cannot go backward; maybe we can go forward and enhance the project. There are so many historic relevancies in Dania Beach; this is just a start. She does not know if delaying this would endanger any money already received.

Chair Lewellen asked that we hold off putting the markers up until after the election.

Board Member James said she will not take a picture in front of any markers.

Vice-Chair Odman asked if it would be problematic if we wait until after the election.

Director Williams responded it is the will of the Board. She does not know if there are election rules related to this project.

Vice-Chair Odman noted waiting 60 days avoids the fight.

Director Williams said the Board could approve going forward with the installation of the other markers and agree to install the marker in question last on the schedule.

City Attorney Ansbro confirmed the Board could approve this tonight with the specific marker indicated to be installed last.

Board Member James motioned to approve the project with the last marker bearing her name to be installed after November 3, 2020; seconded by Vice-Chair Odman. The motion carried on the following 4-1 Roll Call vote:

Board Member Brandimarte	**Yes**	**Vice-Chair Odman**	**Yes**
Board Member Harris	**Yes**	**Chair Lewellen**	**No**

Board Member James **Yes**

8. Board Member Comments

There were no comments at this meeting.

9. Information Items

There were no items on this agenda.

10. Adjournment

Chair Lewellen adjourned the meeting at 9:41 p.m.

ATTEST:	COMMUNITY REDEVELOPMENT AGENCY
______________________________	______________________________
THOMAS SCHNEIDER, CMC CRA SECRETARY	LORI LEWELLEN CHAIR – CRA

MINUTES OF VIRTUAL SPECIAL MEETING
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
FRIDAY, SEPTEMBER 25, 2020 – 4:00 P.M.

1. Call to Order/Roll Call

Chair Lewellen called the special meeting to order at 4:04 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. Executive Director Recruitment

Director Williams noted the Subcommittee met yesterday and finalized the list to 13 candidates. Also, a memo and PowerPoint were sent to the Board. The Board should discuss candidates today, and set a timeline and process.

Vice-Chair Odman said everyone on the Subcommittee contributed greatly. Her effort was to get the Board a well-rounded list of qualified candidates and she felt all of the names recommended met this. She summarized the PowerPoint presentation regarding the suggested process; one takes us to after Thanksgiving and the other takes us to the end of October.

Board Member James felt each of the Board Members should sit down with the Human Resources Director to discuss the interview procedure and the process rather than presenting the PowerPoint at this meeting.

Linda Gonzalez, Director of Human Resources, gave the PowerPoint presentation regarding the suggested process/steps to hire, which is attached to and incorporated into these minutes.

The Board Members then gave the top names each had chosen.

Board Member Brandimarte chose Glendon Hall, Kemuel Cox, Michael Chen, and Shane Corbin.

Commissioner Harris noted he did not have a list in mind as he was unable to thoroughly review all of the applications and he needs more time.

Discussion ensued regarding the expectation that the Board would be prepared for today's meeting.

Chair Lewellen suggested we should move on to get the other Board Members' choices.

Board Member James chose Roderick Wallace, Shane Corbin, Glendon Hall, Stephen (Kemuel) Cox, and Michael Chen.

Vice-Chair Odman chose Glendon Hall, Kemuel Cox and Shane Corbin.

Chair Lewellen selected Patrick Brett, Michael Chen, Shane Corbin, Kemuel Cox, Glendon Hall, Allison Justice, Ricardo Noguera and Samuel Blatt. She would like to get more information on all of them. She would like to have some sort of pre-screening questions; she is not comfortable eliminating people as this is a very important position, and she needs more information.

Board Member James wanted to vote on what the Board wanted to do. We appointed the liaison and they did their job. She is ready to get the process going and does not want to stall until after the election. We should consolidate this list to four and that would be her motion.

Chair Lewellen said she just wanted to make sure we hire the right person and they understand what the goals are of the CRA. Some of the people on the list do not have any executive director experience, but they have a lot of CRA experience. There are a mix of different people here. By looking at applications and resumes, more information is needed. She wants to be sure we are doing the right thing. She addressed the hiring of the City Manager. She cannot eliminate people without knowing more about them; this would not be best practice.

Vice-Chair Odman commented if we wait longer than a week or two, some will leave the pool. She suggested we all make our meetings with Human Resources Director Gonzalez this week and then divide this into a two-day interview process.

Board Member James requested that Roderick Wallace be removed from her list. She would like to motion to narrow the list down to four or five people.

Vice-Chair Odman said she understands what Board Member James is saying. She has to be consistent, and has always allowed additional time for Board Members, but we need to nail down a time because these applicants will drop out if not.

Chair Lewellen noted she had a couple of yes's and a couple of maybes. We should have more time to investigate. She would like to know what the applicants' top three accomplishments are; this is an important position and she does not want to just pick anybody.

Vice-Chair Odman said we will interview this list of people and look at the two dates to do it.

Chair Lewellen commented we have a really good pool of candidates who applied. We need to do our due diligence and be sure we have looked at everybody.

Vice-Mayor Odman wanted to pick two dates to divide the list up for interviews.

Human Resources Director Gonzalez said out of courtesy, we should give them a week's notice.

Discussion ensued regarding the first scheduled date for interviews to be held.

Board Member James wanted to know if we are going to add more people to these eight names.

Chair Lewellen said there are certain people who overlap.

Board Member James said we agreed to eight and to add more does not seem like a fair process to those Board Members who came prepared.

Chair Lewellen noted she does not want to tell Board Member Harris he cannot pick someone not already on the list. She asked if he would be willing to agree to the eight people chosen.

Board Member Harris said yes.

Further discussion ensued regarding the date. The Board agreed to Monday, October 12th at 9:30 a.m. for the first day of interviews and Wednesday, October 14th at 2:00 p.m. for the second day of interviews.

Board Member James said the Board should decide on someone on October 14th.

Chair Lewellen noted we should see what happens with the interviews.

Discussion ensued regarding a tentative third date, if needed, to select a new director. The Board agreed to Saturday, October 17 at 12:00 p.m.

4. Adjournment

Chair Lewellen adjourned the meeting at 5:22 p.m.

ATTEST:	COMMUNITY REDEVELOPMENT AGENCY
__________________________	__________________________
THOMAS SCHNEIDER, CMC CRA SECRETARY	LORI LEWELLEN CHAIR – CRA

MINUTES OF VIRTUAL SPECIAL MEETING
EXECUTIVE DIRECTOR INTERVIEWS
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
MONDAY, OCTOBER 12, 2020 – 9:30 A.M.

1. Call to Order/Roll Call

Chair Lewellen called the special meeting to order at 9:34 a.m.

Present:

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

2. Review of Interview Process

Linda Gonzalez, Director of Human Resources, reviewed the interview binders previously provided to the Board.

Board Member Brandimarte noted she is interested in only four of the candidates and would not be asking questions to those not on her list.

Discussion ensued regarding the process to be followed.

3. Interviews

Applicant Ricardo Noguera: Chair Lewellen read a statement and the Board Members proceeded to ask Mr. Noguera pre-prepared questions, to which he responded. Questions were asked in the following order: Vice-Chair Odman, Board Member Brandimarte, Vice-Chair Odman, Board Member Harris, Board Member James, Vice-Chair Odman, Chair Lewellen, Vice-Chair Odman, Board Member Harris, Board Member James, Vice-Chair Odman, Chair Lewellen, Vice-Chair Odman, Board Member Brandimarte, Board Member Harris, Board Member James, and Chair Lewellen. Vice-Chair Odman read a closing statement.

Chair Lewellen recessed the meeting at 10:57 a.m. She reconvened the meeting at 11:02 a.m. with all present as before.

Applicant Samuel Blatt: Chair Lewellen read a statement and the Board Members proceeded to ask Mr. Blatt pre-prepared questions, to which he responded. Questions were asked in the following order: Vice-Chair Odman, Board Member Brandimarte, Vice-Chair Odman, Board Member Harris, Board Member James, Vice-Chair Odman, Chair Lewellen, Vice-Chair Odman, Board Member Harris, Board Member James, Vice-Chair Odman, Chair Lewellen, Vice-Chair Odman, Board Member Brandimarte, Board Member Harris, Board Member James, and Chair Lewellen. Vice-Chair Odman read a closing statement.

Chair Lewellen recessed the meeting at 11:46 a.m. She reconvened the meeting at 11:50 a.m. with all present as before.

Applicant Kemuel (Stephen) Cox: Chair Lewellen read a statement and the Board Members proceeded to ask Mr. Cox pre-prepared questions, to which he responded. Questions were asked in the following order: Vice-Chair Odman, Board Member Brandimarte, Vice-Chair Odman, Board Member Harris, Board Member James, Vice-Chair Odman, Chair Lewellen, Vice-Chair Odman, Board Member Brandimarte, Board Member Harris, Board Member James, Vice-Chair Odman, Chair Lewellen, Vice-Chair Odman, Board Member Brandimarte, Board Member Harris, Board Member James, and Chair Lewellen. Vice-Chair Odman read a closing statement. Mr. Cox asked what the biggest challenge for the CRA is presently and all of the Board Members took turns responding.

Chair Lewellen recessed the meeting at 12:42 p.m. She reconvened the meeting at 2:00 p.m. with all present as before.

Applicant Michael Chen: Chair Lewellen read a statement and the Board Members proceeded to ask Mr. Chen pre-prepared questions, to which he responded. Questions were asked in the following order: Vice-Chair Odman, Board Member Brandimarte, Vice-Chair Odman, Board Member Harris, Board Member James, Vice-Chair Odman, Chair Lewellen, Vice-Chair Odman, Board Member Brandimarte, Board Member Harris, Board Member James, Vice-Chair Odman, Chair Lewellen, Vice-Chair Odman, Board Member Brandimarte, Board Member Harris, Board Member James, and Chair Lewellen. Vice-Chair Odman read a closing statement.

Chair Lewellen noted the last set of interviews would be held on Wednesday, October 14, 2020 at 2:00 p.m.

4. Adjournment

Chair Lewellen adjourned the meeting at 2:59 p.m.

ATTEST:	COMMUNITY REDEVELOPMENT AGENCY
______________________________	____________________________________
THOMAS SCHNEIDER, CMC CRA SECRETARY	LORI LEWELLEN CHAIR – CRA

MINUTES OF VIRTUAL MEETING
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
TUESDAY, OCTOBER 13, 2020 – 5:30 P.M.

1. Call to Order/Roll Call

Chair Lewellen called the meeting to order at 5:32 p.m.

Present:

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

2. Citizen Comments

Pastor Paul Wiggins, 215 NW 5th Avenue, noted he looks forward to meeting with the new Executive Director and CRA staff to discuss creating a business district within the CRA to bring restaurants and opportunities for professional hair salons and barbers.

3. Administrative Reports

3.1 Administrative Report

Interim Director Weekes introduced Muriel Bryan, the new Economic Development Manager, and Laura Maria Vienna, the new PATCH Market Coordinator. She reviewed the information included in the agenda packet, and addressed re-branding signage.

4. Presentations

There were no presentations on this agenda.

5. Consent Agenda

Items Removed from Consent Agenda: #5.5

5.1 Minutes:

Approve Minutes of August 21, 2020 CRA Board Virtual Special Meeting
Approve Minutes of August 25, 2020 CRA Board Virtual Meeting
Approve Minutes of September 24, 2020 CRA Board Subcommittee Virtual Meeting

5.2 Travel Requests: None

5.3 RESOLUTION NO. 2020-CRA-015

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CRA OFFICIALS TO EXECUTE AN AGREEMENT WITHOUT COMPETITIVE BIDDING WITH WEISS, SEROTA, HELFMAN, COLE & BIERMAN, P.L. TO PROVIDE LEGAL SERVICES AS SPECIAL COUNSEL TO THE CRA; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

5.4 RESOLUTION NO. 2020-CRA-016

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY ("CRA"), AUTHORIZING THE PROPER CRA OFFICIALS TO EXECUTE PERSONAL SERVICES AGREEMENTS FOR A ONE YEAR PERIOD WITHOUT COMPETITIVE BIDDING FOR A FARMERS MARKET MANAGER AND FARMERS MARKET PROMOTIONS COORDINATOR IN RELATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE ("USDA") AGRICULTURAL MARKETING SERVICES ("AMS") GRANT AWARD FOR THE FARMERS MARKET PROMOTION PROGRAM ("FMPP") IN AN AMOUNT NOT TO EXCEED FORTY TWO THOUSAND ONE HUNDRED SIXTY SEVEN DOLLARS ($42,167.00) AND TEN THOUSAND THREE HUNDRED THIRTY FIVE DOLLARS ($10,335.00) RESPECTIVELY; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

Vice-Chair Odman motioned to approve the Consent Agenda, with the exception of Item #5.5; seconded by Board Member James. The motion carried unanimously.

5.5 RESOLUTION NO. 2020-CRA-017 ***Amended***

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, RECOMMENDING AN AMENDMENT TO THE DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY'S REDEVELOPMENT PLAN TO PROVIDE GRANTS FOR RESIDENTIAL ASSISTANCE PROGRAMS INCLUDING BUT NOT LIMITED TO RENTAL, MORTGAGE AND UTILITY ASSISTANCE; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Ansbro read the title of Resolution #2020-CRA-017.

Chair Lewellen commented the Plan has to be amended in order to do the rental assistance program. She has concerns because there is going to be a review of the entire Plan at some point when the new CRA Director comes on board, and it makes her wonder if there were other programs that were done in the past that were not in the Plan. She has asked to review programs for the last six years to make sure what we are doing is not against the law.

City Attorney Ansbro noted they are reviewing resolutions and actions taken to make sure they are consistent with the Plan that exists; they are about halfway through the process.

Chair Lewellen also has concerns with mortgage assistance being included in the program. Banks are actually deferring payments until the end of the loan. She would rather not include this with the rental assistance program and felt mortgage relief should be removed.

Interim Director Weekes explained they wanted to included mortgage assistance in the amendment to the Plan because if it is needed in the future, we would not have to do another Plan amendment. We already have revitalization and rehabilitation as part of the CRA redevelopment program and thought it would be better to strengthen the language during the update.

Chair Lewellen said she understands how the rental assistance came into existence. She wants to make sure the Interim Director works with City staff to come up with the criteria so that everyone citywide has the same criteria; something should be put together so we can approve it. The County Plan is a very detailed plan; ours needs to be looked at.

Board Member James noted she spoke with outside counsel David Tolces of Weiss Serota. If it makes it easier to say this amendment is for rental assistance and not mortgage assistance, she is fine with that. She knew all along we would have to amend the Plan; it is all legal, ethical and moral, according to our legal team. She would support items being removed from the amendment.

Vice-Chair Odman questioned what would happen when there is unused money from the $250,000 allocation on the CRA side.

Frank DiPaolo, Director of Finance, said the funding is going into the CRA budget for that purpose. It would be up to the CRA Board and the City Commission to utilize those funds, whether they be redirected within the CRA or reallocated to the City.

Vice-Chair Odman noted she wanted to make sure that we were able to put a provision in place since she was concerned it was unusual; however, this is not a peculiar thing to do and it has been done in many other cities. It was explained to her that a disaster of this magnitude, COVID, was not anticipated and it is not unusual for the Plan to need to be amended. She agreed with Chair Lewellen that it is very necessary for the CRA and City work together on the program.

Interim Director Weekes said she has been working with the City Manager and checking with other cities to see what is possible and what is being done in Broward County.

Chair Lewellen wanted clarification if only the $250,000 through the City would be reimbursed by the County.

Finance Director DiPaolo explained he could not confirm as additional information is still being sought. If we went through the County to administer the program, we would have to use their guidelines for the CARES Act. If we can utilize the County, it is a possibility funding would not be approved. More conversations will be held with the County to try to understand the depth of funding reimbursement. Money is on the table and we really need to try to take advantage of it. If we do not utilize the County, either City or CRA staff would have to administer the program or contract it out.

Board Member Harris asked if we would have to hire an outside accounting firm to make sure there is no comingling of funds and the program is administrated correctly.

Finance Director DiPaolo responded the City could administer the program itself with its own staff; a program would have to be developed and duties distributed. It would make sense, however, to use a firm that has the ability to do something like this.

Board Member Harris asked if anyone knows how long the turnaround time is for all of the required documents for the CARES Act application.

Board Member James said she has been following this closely, and the first thing CRA staff did was to reach out to the County. The County said they were understaffed and would not be able to administer the program. She questioned when Finance Director DiPaolo reached out to the County.

Finance Director DiPaolo responded the Assistant City Manager spoke to the County this week.

Board Member James stated she was in favor of the County administering the program to relieve City staff; unfortunately, the County is understaffed and the City does need to set up guidelines.

Candido Sosa-Cruz, Assistant City Manager, said we are in communication with the County; we received an email that they would administer our CARES Act funding, but it has to be the same identical plan Broward County currently has in place. We are looking at whether they will administer the City funding.

Chair Lewellen questioned whether the County would administer both the CRA and the City's programs.

Assistant City Manager Sosa-Cruz responded the idea is for one agency to administer both programs; he will get a clear answer on that tomorrow.

Board Member Brandimarte said if it must be administered the same as the County, then our Plan cannot be amended.

Assistant City Manager Sosa-Cruz replied it is only for the rental assistance program.

Board Member Brandimarte said she cannot grasp that this is only for renters, and questioned what happens to the homeowners.

Chair Lewellen noted the money goes directly to the landlord to pay the rent, not to the renter.

Board Member James asked if the City has reached out to the Housing Office yet.

Assistant City Manager Sosa-Cruz said no; communication with the County has been through the Broward County City Managers Association.

Board Member James asked if it has to go through the Housing Office. She wanted to know what part the Housing Office has to do with the rental assistance program.

Chair Lewellen noted she has reached out to the Housing Authority. She understands that anyone receiving funding from a housing program, that the rent is being paid, and currently there are no evictions.

Board Member James said she is not talking about HUD, but about the Broward County Housing Office.

Board Member Harris noted he understands the big banks have been very understanding with mortgages.

Chair Lewellen said the amendment should be amended to remove mortgage assistance and a motion made for the unused money to return to the City and for the criteria guidelines.

Vice-Chair Odman suggested voting on separate motions.

Chair Lewellen suggested we start the process of CRA and City as far as criteria and wait on the amendment until everything is resolved, then bring it back.

Interim Director Weekes said the way we wrote the Plan, we worked on the elements of the Plan. We would still have to bring back to the Board the resolutions and documentation filled with the criteria. We could amend the Plan and not do mortgage or utilities; they were included in case there was a need in the future. She added this is also on the City Commission agenda tonight.

Board Member Harris said if it would work better through the County, we should do it, but people need help now and we need to expedite this. It would behoove us to do it through the County; reimbursement would be critical.

City Attorney Ansbro recommended, since we are not in a position to do mortgage or utility assistance, to amend the Plan amendment to remove that language and add the condition that unused monies would return to the City.

Board Member James said if we remove the language, we would have to come back to add it. She felt we should keep these two items in the Plan amendment, but not funded and no money allocated.

Chair Lewellen noted her concern is adjusting the Plan.

Board Member James reiterated she only wants to use the money for rental assistance, but keep the Plan amendment intact.

Board Member Harris said the issue is with the reimbursement and the funding; we should have one program citywide to expedite funding. Right now, rental assistance is key; we could start accepting applications next week. It is critical we move on this with the County.

Chair Lewellen suggested amending the Plan to just rental relief right now. If we need another program in the future, we can adjust the amendment and funding at that time. She does not know the ramifications of including it at this point. We can amend the Plan again if it is needed.

Board Member James noted she is okay with taking it out as long as the Board does not mind amending the Plan again, maybe twice in one year.

Vice Chair Odman motioned to adopt Resolution #2020-CRA-017, as amended to remove mortgage and utility assistance, and to add language that any funds remaining once the program is concluded, if they are derived from City funds, would be returned to the City; seconded by Board Member James. The motion carried on the following 5-0 Roll Call vote:

Board Member Brandimarte	**Yes**	**Vice-Chair Odman**	**Yes**
Board Member Harris	**Yes**	**Chair Lewellen**	**Yes**
Board Member James	**Yes**		

6. Proposals and Bids

There were no proposals on this agenda.

7. Discussion and Possible Action

There were no discussion items on this agenda.

8. Board Member Comments

Board Member Brandimarte welcomed the new members of the CRA staff.

Board Member James also welcomed the new members of the CRA staff.

Vice-Chair Odman felt the Plan amendment was a major move forward for the CRA.

Chair Lewellen welcomed the new CRA employees.

9. Information Items

There were no items on this agenda.

10. Adjournment

Chair Lewellen adjourned the meeting at 6:39 p.m.

ATTEST:	COMMUNITY REDEVELOPMENT AGENCY
______________________________	____________________________________
THOMAS SCHNEIDER, CMC CRA SECRETARY	LORI LEWELLEN CHAIR – CRA

MINUTES OF VIRTUAL SPECIAL MEETING
EXECUTIVE DIRECTOR INTERVIEWS
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
WEDNESDAY, OCTOBER 14, 2020 – 2:00 P.M.

1. Call to Order/Roll Call

Chair Lewellen called the special meeting to order at 2:08 p.m.

Present:

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

2. Interviews

Applicant Shane Corbin: Chair Lewellen read a statement and the Board Members proceeded to ask Mr. Corbin pre-prepared questions, to which he responded. Questions were asked in the following order: Vice-Chair Odman, Board Member Brandimarte, Vice-Chair Odman, Board Member Harris, Board Member James, Vice-Chair Odman, Chair Lewellen, Vice-Chair Odman, Board Member Brandimarte through Vice-Chair Odman, Board Member Harris, Board Member James, Vice-Chair Odman, Chair Lewellen, Commissioner Brandimarte, Commissioner Harris, Board Member James, and Chair Lewellen. Vice-Chair Odman read a closing statement.

Chair Lewellen recessed the meeting at 3:04 p.m. She reconvened the meeting at 3:08 p.m. with all present as before.

Applicant Glendon Hall: Chair Lewellen read a statement and the Board Members proceeded to ask Mr. Hall pre-prepared questions, to which he responded. Questions were asked in the following order: Vice-Chair Odman, Board Member Brandimarte, Vice-Chair Odman, Board Member Harris, Board Member James, Vice-Chair Odman, Mayor Lewellen, Vice-Chair Odman, Board Member Brandimarte through Vice-Chair Odman, Board Member Harris, Board Member James, Vice-Chair Odman, Mayor Lewellen, Vice-Chair Odman, Board Member Brandimarte, Board Member Harris, Board Member James, and Mayor Lewellen. Vice-Chair Odman read a closing statement.

Chair Lewellen recessed the meeting at 4:04 p.m. She reconvened the meeting at 4:09 p.m. with all present as before.

Applicant Patrick Brett: Chair Lewellen read a statement and the Board Members proceeded to ask Mr. Brett pre-prepared questions, to which he responded. Questions were asked in the following order: Vice-Chair Odman, Board Member Brandimarte, Board Member Harris, Board Member James, Vice-Mayor Odman, Mayor Lewellen, Vice-Chair Odman, Commissioner Brandimarte through Vice-Mayor Odman, Commissioner Harris, Vice-Chair Odman, Board Member James, Vice-Chair Odman, Chair Lewellen, Vice-Chair Odman, Board Member Brandimarte, Board Member Harris, Board Member James, and Chair Lewellen. Vice-Chair Odman read a closing statement.

Chair Lewellen noted she wanted to go through her notes; there were a couple applicants who jumped out to her and she would like to speak to them privately.

Linda Gonzalez, Director of Human Resources, confirmed it would be acceptable for each of the Board Members to reach out one-on-one with the applicants.

Vice-Chair Odman suggested the Board Members take the time to evaluate and speak with the applicants if they choose, and then meet again on Saturday, October 17^{th} to make a decision.

Board Member Harris said he took notes and would like to speak to the applicants.

Discussion ensued regarding the meeting on October 17, 2020 at 12:00 p.m.

3. Adjournment

Chair Lewellen adjourned the meeting at 5:10 p.m.

ATTEST:	COMMUNITY REDEVELOPMENT AGENCY
______________________________	______________________________
THOMAS SCHNEIDER, CMC CRA SECRETARY	LORI LEWELLEN CHAIR – CRA

MINUTES OF VIRTUAL SPECIAL MEETING
EXECUTIVE DIRECTOR SELECTION
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
SATURDAY, OCTOBER 17, 2020 – 12:00 P.M.

1. Call to Order/Roll Call

Chair Lewellen called the special meeting to order at 12:02 p.m.

Present:

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

2. Executive Director Selection

Chair Lewellen asked if anyone had any questions before the Board Members make their top selections.

A brief discussion ensued regarding the process.

Board Member Brandimarte selected Mr. Chen.

Board Member Harris selected Mr. Chen, Mr. Blatt and Mr. Hall.

Board Member James had no one to add to the list.

Vice-Chair Odman selected Mr. Blatt, Mr. Brett, and Mr. Chen.

Chair Lewellen selected Mr. Chen and Mr. Blatt.

Board Member James noted she would recommend eliminating Mr. Brett.

Vice-Chair Odman agreed to remove Mr. Brett.

Discussion ensued regarding Mr. Chen, Mr. Blatt and Mr. Hall.

Chair Lewellen felt Mr. Chen was eminently qualified and has TIF-less experience.

Board Member Harris said he would like Mr. Chen and Mr. Blatt to come into IT Parker to give a public presentation.

Vice-Chair Odman favored Mr. Chen; he lives, eats, and breathes CRA. Mr. Blatt was interesting and smart; he is very thoughtful. If Mr. Chen is offered the position and unavailable, she would want Mr. Blatt.

Board Member Brandimarte spoke in favor of Mr. Chen because of his experience and knowledge. He meets all of the qualifications.

Board Member James agreed; it is surprising to her that the Board is all on the same page. She does not want to prolong the process and Mr. Chen will not be around for long with all of his experience. She is excited and proud of the Board.

Chair Lewellen felt because everyone favors Mr. Chen, presentations are not necessary. She agreed Mr. Blatt should be selected as number two, because of his resourcefulness, if Mr. Chen was unavailable.

Linda Gonzalez, Director of Human Resources, noted Mr. Chen's minimum compensation request was $150,000, and benefits would have to be worked out as well. She addressed the pay range for this position; the Board would have the right to adjust the pay range. With someone coming in with this much experience, it would be acceptable to pay him at the maximum of the range.

Discussion ensued regarding the pay range.

All agreed with the compensation Mr. Chen requested.

Discussion ensued regarding benefits.

Chair Lewellen felt we should look at Department Director benefits and stay consistent with sick leave and vacation accrual.

Human Resources Director Gonzalez noted former Director Williams' contract was a fair contract and negotiations with Mr. Chen could start with those benefits.

Board Member James questioned a tier approach; we could start out like we did with former Director Williams and then in a year, re-evaluate the benefits.

Further discussion ensued.

Human Resources Director Gonzalez said it is reasonable to have an annual review, including performance increases.

City Attorney Ansbro noted he needs to know the severance period the Board has in mind.

The Board agreed to 12 weeks.

Chair Lewellen asked to see the contract before it is presented to Mr. Chen.

Human Resources Director Gonzalez confirmed an offer would be put out soon in order to not jeopardize the opportunity.

Board Member James motioned to select Michael Chen as the CRA Executive Director pending a background check; seconded by Vice-Chair Odman. The motion carried unanimously.

City Attorney Ansbro confirmed the contract would be presented at the November 10, 2020 CRA Board meeting, and would be modeled after former CRA Director William's contract; negotiations would follow. An offer to Mr. Chen would be made in the meantime.

3. Adjournment

Chair Lewellen adjourned the meeting at 12:31 p.m.

ATTEST:	COMMUNITY REDEVELOPMENT AGENCY
______________________________	______________________________
THOMAS SCHNEIDER, CMC CRA SECRETARY	LORI LEWELLEN CHAIR – CRA

CITY OF DANIA BEACH
CRA ATTORNEY'S OFFICE

MEMORANDUM

DATE: November 10, 2020

TO: Chair, Vice Chair and Board of Directors

FROM: Thomas J. Ansbro, CRA Attorney Thomas J. Ansbro Digitally signed by Thomas J. Ansbro DN: cn=Thomas J. Ansbro, o=City of Dania Beach, ou=Legal Department, email=tansbro@daniabeachfl.gov, c=US Date: 2020.11.02 11:11:04 -05'00'

SUBJECT: CRA Executive Director Agreement with Michael Chen

The Request
To approve the Agreement between the City and Michael Chen for the CRA Executive Director position.

Background
Mr. Chen has accepted the terms of the Agreement that was sent to him on October 30, 2020. As a summary, the following are the main points of the Agreement:

1. The term will be for two years, commencing on November 16, 2020.
2. The agreed upon salary is $150,000.00.
3. Twelve weeks of severance will be provided if the Executive Director is terminated without cause during the term of the Agreement.
4. Vacation and Sick Leave will accrue at the same rate as City Department Heads.
5. Personal Days will be five (5) days per year.

Budgetary Impact
The annual salary will be $150,000.00, plus benefits. The actual cost of employment will be calculated based on Mr. Chen's benefit elections and other factors.

Recommendation
It is recommended that the CRA Executive Board execute the Agreement.

TJA/la
cc: Ana M. Garcia, ICMA-CM, City Manager
Kathleen Weekes, Interim CRA Executive Director
Frank DiPaolo, Finance Director
Linda Gonzalez, HR/Risk Director

THIS IS AN EMPLOYMENT AGREEMENT (the “Agreement”) entered into on __________________, 2020, between THE BOARD OF COMMISSIONERS (the Board”) OF THE CITY OF DANIA BEACH, FLORIDA COMMUNITY REDEVELOPMENT AGENCY (“CRA”), and K. MICHAEL CHEN, an individual (the “Director”), jointly referred to as “the Parties”.

WHEREAS, the Board desires to employ the Director to serve as the CRA Executive Director pursuant to Section 163.356(3)(c), Florida Statutes; and

WHEREAS, the Director desires to accept such employment and represents that he has accurately represented his qualifications for the position of Executive Director; and

WHEREAS, the parties desire to set forth in writing in this Agreement the terms of employment of Director with the Board.

In consideration of the mutual covenants, terms and conditions contained in this Agreement, and other good and valuable consideration, the adequacy and receipt of which are acknowledged and agreed upon, the parties agree as follows:

<u>Section 1 - Duties of the Director</u>.

1.1 Director is employed by and shall report to the Board and shall perform the functions and duties specified in the job description (attached as Exhibit “A” and incorporated by this reference) and the services listed in Exhibit “B” (attached and incorporated by this reference) and such other functions and duties as otherwise prescribed by the Board from time to time.

1.2 The Director is not and shall not be considered an employee of the City. The Director shall not be covered by the City's Civil Service System and City rules and regulations and shall have no rights under them.

1.3 The Director shall not be entitled to engage in any other employment or professional engagements without prior written consent of the Board. Director shall disclose at the next regularly scheduled Board meeting his involvement in any business, charitable and corporate (for profit and not for profit) organizations.

1.4 Director shall comply with the provisions of the State of Florida Ethics Code and the Broward County Code of Ethics, as each is amended from time to time.

Section 2 – Term.

2.1. Director agrees to remain in the exclusive employ of Board from the date of hire, Monday, November 16, 2020 and upon complete execution of this Agreement for a period of two (2) years (the "Term" of employment), and Director agrees neither to accept other employment nor to become employed by any other employer until such termination date, unless the termination date is altered as provided below. The Parties agree that this Agreement may be renewed upon their mutual written agreement. Board and Director shall mutually communicate their respective intent to renew at least thirty (30) days prior to expiration of the term.

2.2. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Board to terminate the services of Director at any time, subject only to compliance with the provisions set forth in Section 3 of this Agreement. It is understood between the parties to this Agreement that Director shall be considered an "at will" employee, subject, however, to the terms of this Agreement.

2.3 Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Director to resign at any time from the position with the Board, subject only to compliance with the provisions set forth in Section 4 of this Agreement.

Section 3 – Termination.

3.1 The Board may terminate the employment of Director without cause at any time, without any reason or reasons given.

3.2 In the event the Director is terminated without cause by the Board before the expiration of the term of employment as set forth in Paragraph 2.1 of this Agreement, and during such time the Director is willing and able to perform the duties under this Agreement, then the Director shall receive a lump sum severance payment equal to twelve (12) weeks of his salary (in accordance with the Board's normal payroll practices and procedure) and shall be compensated for all earned and accrued sick leave and vacation leave as of the date of termination to the same extent as such accruals are earned by Department Heads of the City of Dania Beach, Florida (the "City"). However, if termination without cause occurs within the last three months of the term, the severance payment shall not exceed the balance of time that remains before the term of employment otherwise expires.

3.3 Notwithstanding the provisions of Section 3.2, in the event Director is terminated for misconduct as defined in Section 443.036(29), Florida Statutes, the CRA shall have no obligation to pay the Director any severance pay or any earned and accrued sick leave, vacation leave or both. Misconduct also includes but is not limited to: (i) breach of any material term or condition of this Agreement; (ii) conviction of a felony; (iii) gross insubordination; or (iv) willful neglect of duty.

Section 4 – Resignation

In the event Director wishes to voluntarily resign from the position before expiration of the Term of employment, then Director shall provide the Board with at least one (1) month's written notice in advance, unless the parties otherwise agree in writing. Upon receipt of such notice, the Board may, at its sole discretion, advance (accelerate) the effective date of such termination of employment to any earlier date as may be determined by the Board ("Actual Date of Termination") in which case the Board shall pay Director those wages that Director would have earned if not for the acceleration of the Proposed Date of Termination which in any event shall not exceed a maximum of thirty (30) days of wages. Such payment shall be paid in a single lump sum payment or in accordance with the Board's normal payroll practices and procedure during the thirty (30) calendar day period immediately following the Actual Date of Termination. In the event of resignation in good standing by the Director under this Section, the Board shall pay Director all earned and accrued sick and vacation leave calculated at the rate of pay in effect upon the date of the resignation, provided the Director has given proper notice as stated above. Director understands and agrees that a resignation without notice will result in non-payment of all earned accruals by the Board.

Section 5 - Salary

5.1 The Director shall receive an annual salary of One Hundred Fifty Thousand Dollars ($150,000.00) payable in accordance with the same payment procedures that apply to Department Heads of the City.

5.2 If this Agreement is extended beyond the initial term, the Director may receive a performance evaluation from the Board and, if favorable, may be entitled to a merit-based salary increase in accordance with applicable City policies. Nothing in this Section shall limit the ability of the Board to evaluate the performance of the Director more frequently.

Section 6 - Hours of Work.

The Director is an exempt employee under the Fair Labor Standards Act and is required to work as many hours as are necessary to perform the duties of the position. However, the Director is expected to be ready, willing and able to work during the CRA's regular business hours, which are Monday through Friday, from 9:00 a.m. to 5:00 p.m. Director will be required to attend evening or weekend meetings in connection with CRA events and programs, and no additional compensation of any kind shall be paid to the Director for his participation in such events and programs or for other work or services performed outside of regular CRA business hours stated above.

Section 7 - Benefits.

As an employee of the Board, which operates under the same federal ID number as the City, Director will be eligible for health and pension benefits which will be made available to Director to the same extent as made available to City Department Heads. The Benefits Summary and Employee Benefits Handbook is attached as composite Exhibit "C" and is incorporated by this reference.

Section 8 - Professional Development.

Board agrees to pay the professional dues, memberships, subscriptions and travel expenses of Director for professional participation in meetings and conferences associated with Director's employment and professional development. Travel must be requested and approved by the Board in advance and must be consistent with the travel policies of the City.

Section 9 - General Expenses.

The Finance Director of the City or designee is authorized to disburse funds from the appropriate Board account in the amount of $500.00 per month, on the same date as monthly expense allowance funds are disbursed to City Department Heads, for use by the Director for personal expenses associated with employment under this Agreement.

Due to the highly responsible nature of the position, the Director is expected to answer CRA-related calls outside of normal business hours. Therefore, Director shall have the option of receiving a cell phone stipend, subject to the same provisions as City Department Heads, or a City-issued cell phone to be used solely for business purposes.

Section 10 - Paid Leave

10.1 Director shall accrue 4.62 hours of vacation per pay period and it is subject to the same accrual provisions as City Department Heads.

10.2 Director shall accrue eight (8) hours of sick leave per month and it is subject to the same accrual provisions as City Department Heads.

10.3 Director shall be entitled to "personal" days to be accrued as follows: forty (40) hours (five (5) days)) which will be afforded at the beginning of a calendar year, with one such day available upon the effective date of this Agreement, to be used before the end of this calendar year. Such days/hours must be used in the year in which they were afforded and they can neither be accrued nor converted to cash.

10.4 Director shall be entitled to paid holidays in accordance with the City policy applicable to full-time City employees.

Section 11 - Conflict of Interest Prohibition.

11.1 Director shall not, without the express prior written approval of the Board, individually, or as a partner, joint venturer, officer, shareholder or any other similar position of any kind or nature whatsoever, invest or participate in any business venture which conducts or intends to conduct business within the corporate limits of the City.

11.2 Except for purchase of a personal residence, Director shall not own or invest in any real property within the corporate limits of the City, without prior notification to and advance written approval by the Board, which approval may be withheld by the Board in its sole discretion.

Section 12 - Other Terms and Conditions of Employment.

12.1 The Board, in consultation with the Director, shall fix any such other terms and conditions of employment as the Board may determine from time to time, relating to the performance of Director, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, or any law.

12.2 The Board shall review the Director on or about the one-year anniversary of the official start date of his employment.

12.3 In order to enhance the ability of the CRA to create the type of redevelopment that it desires and to leverage resources that are currently available, the CRA shall, during the tenure of the Director, continue memberships in the Florida Redevelopment Association, Florida Community Development Association, Florida Economic Development Council, and the Florida Housing Coalition, each of which are subject to funding availability as determined by the Board in its sole discretion.

Section 13 - General Provisions.

13.1 This Agreement contains the complete understanding of the parties and supersedes any oral statements or representations made by the parties. This Agreement shall not be amended unless the same formality is observed as was used in the formation of this Agreement.

13.2 The rights and obligations granted in this Agreement are personal in nature and cannot be transferred or assigned by the Director.

13.3 This Agreement shall become effective upon complete execution by both parties.

13.4 If any provision or any portion of this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or unaffected portions of it shall not be affected and shall remain in full force and effect.

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

13.6 If mediation is unsuccessful, any such matter may be determined by litigation in a court of competent jurisdiction. For any legal action arising out of or pertaining to this Agreement, venue shall be in the Circuit Court for the Seventeenth Judicial Circuit in and for Broward County, Florida, or the federal District Court in the Southern District of the United States. Each party further agrees that venue of any action to enforce this Agreement shall be in Broward County, Florida. In any litigation, the parties agree to each waive any trial by jury of any and all issues. In the event of any litigation which arises out of, pertains to, or relates to this Agreement, or the breach of it, or the standard of performance required in it, each party shall bear its own attorney fees and costs.

13.7 Director and Board each had assistance of legal counsel or the opportunity and means to retain such assistance in connection with the preparation and review of the terms of this Agreement and none of the provisions of this Agreement shall be construed more strictly against one party or the other, since the parties mutually negotiated the terms of this Agreement and it was prepared in writing accordingly.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS OF THE FOREGOING, the parties have executed this Agreement effective on the date first appearing above.

DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY

ATTEST:

BY: ________________________________
Lori Lewellen, CRA Chairperson

BY: ________________________________
Thomas Schneider, CRA Clerk

APPROVED AS TO LEGAL FORM AND CORRECTNESS:

BY: ________________________________
Thomas J. Ansbro, CRA Attorney

Signed, sealed and delivered
in the presence of the following witnesses:

CRA EXECUTIVE DIRECTOR

____
PRINT NAME

____
Signature

____
PRINT NAME

____
Signature

____
Signature

K. Michael Chen
PRINT NAME

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, on _________________, 2020, by K. Michael Chen who is personally known to me or has produced _____________________ as identification and did (did not) take an oath.

____
Notary Public, State of Florida

My Commission Expires:

____
Printed Name of Notary

DANIA BEACH
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Job Title:	CRA Executive Director
Department:	CRA
Union Eligible:	Not Eligible
Pay Grade:	123
FLSA Status:	Exempt

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The incumbent manages the day-to-day operations, planning, budgeting, capital acquisitions, public relations, real estate negotiations, professional service contracts and capital planning for the Community Redevelopment (CRA) area. Advanced professional work focused on the revitalization and community enhancement within the CRA districts through redevelopment, capital improvement, and branding. The incumbent serves as a liaison to businesses and property owners with the overall goal of enhancing the physical and economic character of the districts. Negotiates contracts, develops incentives, recruits compatible development activity and supervises consultants and advisors. Handles day to day operations, oversees staff and manages annual budget.

ESSENTIAL JOB FUNCTIONS

- Prepares and manages CRA budgets; identifies and accesses funding sources; maintains relationships with funding sources and administers contractual agreements with other governmental agencies.
- Prepares and manages annual CRA budget and compliance monitoring with F.S. Chapter 163 Part III.
- Provides oversight and management of Federal/State Grant programs designed to assist with redevelopment goals within the districts.
- Develops potential incentive packages, provides market assessments/impacts, and monitors development trends.
- Assists with the development of capital projects included in the Community Redevelopment Plan; tracks the economic impact of those projects on redevelopment activities within the CRA.
- Makes public presentations to the CRA Board, City Commission and other public/private organizations regarding redevelopment, and CRA business, initiatives and focus.
- Serves as a Technical advisor to the Community Redevelopment Agency Board (City Commission) and advisory boards.
- Maintains relationships and partnerships with City staff and city initiated projects within the CRA.
- Promotes and disseminates information about CRA activities to stakeholders through media, print and social media; attends and conducts various meeting and presentations.
- Supervises clerical staff, consultants, and special projects.
- Acts as a community liaison pertaining to CRA initiated projects.

- Provides comprehensive knowledge of redevelopment programs and financing.
- Acts as an ombudsman for development projects within the CRA and participates in the development review process.
- Negotiates contracts, incentives, developer agreements, and projects.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of department practices and policies.
- Skill in the use small office equipment, including copy machines or multi-line telephone systems.
- Skill in using computers for word processing and accounting purposes.
- Ability to organize and communicate effectively.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's Degree; five (5) years of related work experience; or an equivalent combination of training, education, and experience.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Possession of a valid driver's license with overall good driving record required. If driver's license is out of state, must be able to obtain a Florida driver's license within six (6) months of hire date.

PHYSICAL DEMANDS

This work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects; work may also require fingering, hearing, mental acuity, speaking, standing, talking, and walking.

WORK ENVIRONMENT

Work requires decision making that could lead to major community or organizational consequences if this position fails to make the appropriate decision at the time.

The City of Dania Beach has the right to revise this position description at any time, and does not represent in any way a contract of employment.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

________________________________ __________________________
Employee Signature Date

________________________________ __________________________
Supervisor (or HR) Signature Date

EXHIBIT “B”

SERVICES

During the term of the Agreement, the Director shall perform the services listed below:

1. Develop and present to the Board for its adoption, working goals and objectives of the CRA.

2. Develop and present to the Board for its adoption, policies and procedures for the operation of the CRA. These policies may include but are not limited to: a review of the downtown façade improvement policy, a housing assistance policy, green development policies, capital improvement projects and inclusionary zoning.

3. Develop and present to the Board an operational budget for the CRA.

4. Develop with the help of the Board a five (5) year strategic implementation plan for the CRA.

5. Work closely with the City Manager and City staff to create non-monetary incentives that will encourage development within the City of Dania Beach.

6. Identify, meet, and confirm with commercial and housing developers and financiers on an ongoing basis in order to market opportunities available within the City and encourage the creation of new developments within the City.

7. Work with City planning staff to identify vacant parcels within the CRA which might be used for redevelopment purposes.

8. Meet with City staff in order to gain a thorough understanding of the City’s planning efforts to date.

9. Meet with community groups and businesses on an ongoing basis and solicit their input on matters of development and redevelopment within the CRA.

10. Identify grants, loans and other resources that will aid the CRA in its redevelopment and revitalization efforts.

11. Identify, develop and present to the Board for adoption any amendments to existing CRA redevelopment plans which will assist in the redevelopment efforts of the CRA.

DANIA BEACH
SEA IT. LIVE IT. LOVE IT.

2020-2021
EMPLOYEE BENEFIT HIGHLIGHTS

Table of Contents

This booklet is merely a summary of benefits. For a full description, refer to the plan document. Where conflict exists between this summary and the plan document, the plan document controls. The City of Dania Beach reserves the right to amend, modify or terminate the plan at any time. This booklet should not be construed as a guarantee of employment.

Contact Information

Human Resources	Linda Gonzalez HR / Risk Management Director	Phone: (954) 924-6819 Email: lgonzalez@daniabeachfl.gov
	Bendra Caseneuve, Human Resources Generalist	Phone: (954) 924-6819 Email: bcaseneuve@daniabeachfl.gov
	Shannel March Human Resources Generalist	Phone: (954) 924-6819 Email: smarch@daniabeachfl.gov
Online Benefit Enrollment	Bentek Support	(888) 5-Bentek (523-6835) www.mybentek.com/daniabeachfl
Medical Insurance	UnitedHealthcare	Customer Service: (800) 357-0978 www.myuhc.com
Prescription Drug Coverage & Mail-Order Program	Optum Rx Pharmacy	Customer Service: (800) 788-4863 www.myuhc.com
Health Savings Account	AmeriFlex	Customer Service: (888) 868-3539 www.myameriflex.com
Dental Insurance	Cigna	Customer Service: (800) 244-6224 www.cigna.com
Vision Insurance	NVA	Customer Service: (800) 672-7723 www.e-nva.com
Flexible Spending Accounts	AmeriFlex	Customer Service: (888) 868-3539 www.myameriflex.com
Basic Life and AD&D Insurance	Cigna	Customer Service: (800) 238-2125 www.cigna.com
Voluntary Life Insurance	Cigna	Customer Service: (800) 238-2125 www.cigna.com
Short Term Disability Insurance	The Maxon Companies	Customer Service: (800) 999-3309 www.maxonco.com
Employee Assistance Program	Managed Care Concepts	Customer Service: (800) 899-3926 www.theemployeeassistanceprogram.com
Supplemental Insurance	Aflac	Agent: Margaret Pearson Phone: (561) 881-1964 Email: margaret_pearson@us.aflac.com www.aflac.com
	Preferred Legal IdentityWorks℠	Customer Service: (888) 577-3476 www.preferredlegal.com Agent: Brian Samuels Email: info@preferredlegal.com
	Trustmark	Customer Service: (800) 918-8877 www.trustmarksolutions.com

DANIA BEACH
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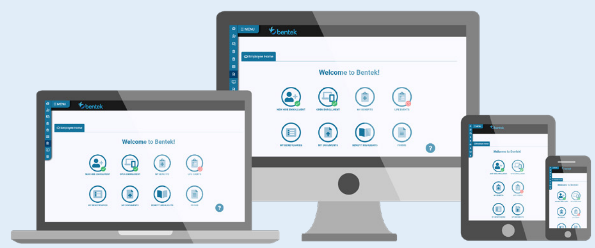
Introduction

The City of Dania Beach provides group insurance benefits to eligible employees. The Employee Benefit Highlights Booklet provides a general summary of the benefit options as a convenient reference. Please refer to the City's Personnel Policies and/or Certificates of Coverage for detailed descriptions of all available employee benefit programs and stipulations therein. If employee requires further explanation or needs assistance regarding claims processing, please refer to the customer service phone numbers under each benefit description heading or contact Human Resources.

Online Benefit Enrollment

The City of Dania Beach provides employees with an online benefits enrollment platform through Bentek's Employee Benefits Center (EBC). The EBC provides benefit-eligible employees the ability to select or change insurance benefits online during the annual Open Enrollment period, New Hire Orientation, or Qualifying Life Events.

Accessible 24 hours a day, throughout the year, employee may log in and review comprehensive information regarding benefit plans, and view and print an outline of benefit elections for employee and dependent(s). Employee also has access to important forms and carrier links, can report qualifying life events and review and make changes to Life insurance beneficiary designations.



To Access the Employee Benefits Center:

- ✓ Log on to **www.mybentek.com/daniabeachfl**
- ✓ Sign in using a previously created username and password or click "Create an Account" to set up a username and password.
- ✓ If employee has forgotten username and/or password, click on the link "Forgot Username/Password" and follow the instructions.
- ✓ Once logged on, navigate using the Launchpad to review current enrollment, learn about benefit options, and make any benefit changes or update beneficiary designations.

For technical issues directly related to using the EBC, please contact (888) 5-Bentek (523-6835) or email Bentek Support at support@mybentek.com Monday through Friday, during regular business hours 8:30am - 5:00pm.

To access Employee Benefits Center online, log on to:
www.mybentek.com/daniabeachfl

Please Note: *Link must be addressed exactly as written. Due to security reasons, the website cannot be accessed by Google or other search engines.*

Group Insurance Eligibility

OCTOBER 01

The City's group insurance plan year is October 1 through September 30.

Employee Eligibility

Employees are eligible to participate in the City's insurance plans if they are full-time employees working a minimum of 30 or more hours per week over the City's measurement period. An employee who works 30 or more hours per week may not necessarily be considered full-time and should contact Human Resources for clarification on employment status and benefit eligibility. Coverage will be effective the first day of the month following 30 days of employment. For example, if employee is hired on April 11, then the effective date of coverage will be June 1.

Separation of Employment

If employee separates employment from the City, insurance will continue through the end of the month in which the separation occurred. COBRA continuation of coverage may be available as applicable by law.

Dependent Eligibility

A dependent is defined as the legal spouse and/or dependent child(ren) of the participant or spouse. The term "child" includes any of the following:

- A natural child
- A stepchild
- A legally adopted child
- A newborn child (up to the age of 18 months) of a covered dependent (Florida)
- A child for whom legal guardianship has been awarded to the participant or the participant's spouse

Dependent Age Requirements

Medical Coverage: A dependent child may be covered through the end of calendar year in which the child turns age 26. An over-age dependent may continue to be covered on the medical plan to the end of the calendar year in which the child reaches age 30, if the dependent meets the following requirements:

- Unmarried with no dependents; and
- A Florida resident, or full-time or part-time student; and
- Otherwise uninsured; and
- Not entitled to Medicare benefits under Title XVIII of the Social Security Act, unless the child is disabled.

Dental and Vision Coverage: A dependent child may be covered through the end of the calendar year in which the child turns age 26.

Please see Taxable Dependents if covering eligible over-age dependents.

Disabled Dependents

Coverage for an unmarried dependent child may be continued beyond age 26 if:

- The dependent is physically or mentally disabled and incapable of self-sustaining employment (prior to age 26); and
- Primarily dependent upon the employee for support; and
- The dependent is otherwise eligible for coverage under the group medical plan; and
- The dependent has been continuously insured

Proof of disability will be required upon request. Please contact Human Resources if further clarification is required.

Taxable Dependents

Employee covering adult child(ren) under employee's medical insurance plan may continue to have the related coverage premiums payroll deducted on a pre-tax basis through the end of the calendar year in which dependent child reaches age 26. Beginning January 1 of the calendar year in which dependent child reaches age 27 through the end of the calendar year in which the dependent child reaches age 30, imputed income must be reported on the employee's W-2 for that entire tax year and will be subject to all applicable Federal, Social Security and Medicare taxes. Imputed income is the dollar value of insurance coverage attributable to covering each adult dependent child. Contact Human Resources for further details if covering an adult dependent child who will turn age 27 any time during the upcoming calendar year or for more information.

***Please Note:** There is no imputed income if adult dependent child is eligible to be claimed as a dependent for Federal income tax purposes on the employee's tax return.*

Qualifying Events and Section 125

Section 125 of the internal Revenue Code

Premiums for medical, dental, vision insurance, contributions to Flexible Spending Accounts (FSA), and/or certain supplemental policies are deducted through a Cafeteria Plan established under Section 125 of the Internal Revenue Code and are pre-taxed to the extent permitted. Under Section 125, changes to an employee's pre-tax benefits can be made ONLY during the Open Enrollment period unless the employee or qualified dependent(s) experience(s) a Qualifying Event and the request to make a change is made within 30 days of the Qualifying Event .

Under certain circumstances, employee may be allowed to make changes to benefit elections during the plan year, if the event affects the employee, spouse or dependent's coverage eligibility. An "eligible" Qualifying Event is determined by Section 125 of Internal Revenue Code. Any requested changes must be consistent with and due to the Qualifying Event.

Examples of Qualifying Events:

- Employee gets married or divorced
- Birth of a child
- Employee gains legal custody or adopts a child
- Employee's spouse and/or other dependent(s) die(s)
- Loss or gain of coverage due to employee, employee's spouse and/or dependent(s) termination or start of employment
- An increase or decrease in employee's work hours causes eligibility or ineligibility
- A covered dependent no longer meets eligibility criteria for coverage
- A child gains or loses coverage with other parent or legal guardian
- Change of coverage under an employer's plan
- Gain or loss of Medicare coverage
- Losing or becoming eligible for coverage under a State Medicaid or CHIP (including Florida Kid Care) program (60 day notification period)

IMPORTANT NOTES

If employee experiences a Qualifying Event, **Human Resources must be contacted within 30 days of the Qualifying Event** to make the appropriate changes to employee's coverage. Beyond 30 days, requests will be denied and employee may be responsible, both legally and financially, for any claim and/or expense incurred as a result of employee or dependent who continues to be enrolled but no longer meets eligibility requirements. If approved, changes may be effective the date of the Qualifying Event or the first of the month following the Qualifying Event. Newborns are effective on the date of birth. Cancellations will be processed at the end of the month. In the event of death, coverage terminates the day following the death. Employee may be required to furnish valid documentation supporting a change in status or "Qualifying Event."

Medical Insurance

The City offers medical insurance through UnitedHealthcare to benefit-eligible employees. The costs per pay period for coverage are listed in the premium table below and a brief summary of benefits is provided on the following page. For more detailed information about the medical plans, please refer to carrier's Summary of Benefits and Coverage (SBC) document or contact UnitedHealthcare's customer service.

Medical Insurance – UHC Choice Plus Traditional Plan 2

26 Payroll Deductions - Per Pay Period Cost

Tier of Coverage	Employee Cost
Employee Only	$64.42
Employee + 1	$127.02
Employee + Family	$194.92

Medical Insurance – UHC Choice Plus HDHP Plan 5

26 Payroll Deductions - Per Pay Period Cost

Tier of Coverage	Employee Cost
Employee Only	$55.66
Employee + 1	$109.75
Employee + Family	$168.42

Summary of Benefits and Coverage

A **Summary of Benefits & Coverage (SBC)** for the Medical Plan is provided as a supplement to this booklet being distributed to new hires and existing employees during the Open Enrollment period. The summary is an important item in understanding employee's benefit options. A free paper copy of the SBC document may be requested or is also available as follows:

From:	Human Resources
Address:	100 West Dania Beach Blvd. Dania Beach, FL 33004
Phone:	(954) 924-6800 Ext. 3608
Email:	lgonzalez@daniabeachfl.gov
Website URL:	www.mybentek.com/daniabeachfl

The SBC is only a summary of the plan's coverage. A copy of the plan document, policy, or certificate of coverage should be consulted to determine the governing contractual provisions of the coverage. A copy of the group certificate of coverage can be reviewed and obtained by contacting Human Resources or by logging into the employee intranet site.

If there are any questions about the plan offerings or coverage options, please contact Human Resources at (954) 924-6806.

Other Available Plan Resources

UnitedHealthcare offers all enrolled employees and dependents additional services and discounts through value added programs. For more details regarding other available plan resources, please contact UnitedHealthcare's customer service, or visit www.myuhc.com.

UnitedHealthcare | Customer Service: (800) 357-0978 | www.myuhc.com

Medical Plan Opt-Out Benefit

In an effort to ensure equitable contribution to the health care of every employee, the City offers an "opt-out" option to eligible employees who have waived participation in the City's medical plans and who can show evidence of medical insurance under another medical plan. If employee chooses to receive the "opt-out" benefit, they will receive $153.85 per pay period. This amount is considered taxable income and is included as part of the gross wages on the W-2 form.

Please Note: *If Employee chooses to opt-out of the group medical plan, employee remains eligible for all other group benefits.*

Virtual Visits

UnitedHealthcare provides access to Virtual Visits as part of the medical plan. A Virtual Visit is a convenient video consultation that provides immediate medical assistance for many conditions.

The benefit is provided to all enrolled members. Registration is required and should be completed ahead of time. This program allows members 24 hours a day, seven (7) days a week on-demand access to affordable medical care via phone and online video consultations when needing immediate care for non-emergency medical issues. Virtual Visits should be considered when employee's primary care doctor is unavailable, after-hours or on holidays for non-emergency needs. Many urgent care ailments can be treated with Virtual Visits, such as:

- ✓ Sore Throat
- ✓ Headache
- ✓ Stomachache
- ✓ Fever
- ✓ Cold And Flu
- ✓ Allergies
- ✓ Rash
- ✓ Acne
- ✓ UTIs And More

Virtual Visit doctors do not replace employee's primary care physician but may be a convenient alternative for urgent care and ER visits. For further information, please contact UnitedHealthcare.

UnitedHealthcare | (800) 357-0978 | www.uhc.com/virtualvisits

UHC Choice Plus Traditional Plan 2 At-A-Glance

Network	Choice Plus	
Calendar Year Deductible (CYD)	**In-Network**	**Out-of-Network***
Single	$250	$500
Family	$500	$1,000
Coinsurance		
Member Responsibility	10%	30%
Calendar Year Out-of-Pocket Limit		
Single	$2,500	$5,000
Family	$5,000	$10,000
What Applies to the Out-of-Pocket Limit?	Deductible, Coinsurance, and Copays (Includes Rx)	
Physician Services		
Primary Care Physician *(PCP)* Office Visit	$15 Copay	30% After CYD
Specialist Office Visit	$30 Copay	30% After CYD
Virtual Visits	$5 Copay	Not Covered
Non-Hospital Services; Freestanding Facility		
Clinical Lab *(Bloodwork)***	No Charge	30% After CYD
X-rays	No Charge	30% After CYD
Advanced Imaging *(MRI, PET, CT)*	$100 Copay	30% After CYD
Outpatient Surgery in Surgical Center	$100 Copay	30% After CYD
Physician Services at Surgical Center	10% After CYD	30% After CYD
Urgent Care *(Per Visit)*	$50 Copay	30% After CYD
Hospital Services		
Inpatient Hospital *(Per Admission)*	10% After CYD	30% After CYD
Outpatient Hospital *(Per Visit)*	$100 Copay	30% After CYD
Physician Services at Hospital	10% After CYD	30% After CYD
Emergency Room *(Per Visit; Waived if Admitted)*	$125 Copay	$125 Copay
Mental Health/Alcohol & Substance Abuse		
Inpatient Hospital Services *(Per Admission)*	10% After CYD	30% After CYD
Outpatient Services *(Per Visit)*	$15 Copay	30% After CYD
Outpatient Office Visit	$15 Copay	30% After CYD
Prescription Drugs *(Rx)*		
Tier 1	$10 Copay	
Tier 2	$35 Copay	
Tier 3	$60 Copay	
Mail Order Drug *(90 Day Supply)*	2.5x Retail Copay	Not Covered

Locate a Provider

To search for a participating provider, contact UnitedHealthcare's customer service or visit www.myuhc.com. When completing the necessary search criteria, select Choice Plus network.

Plan References

Out-of-Network Balance Billing: *For information regarding out-of-network balance billing that may be charged by out-of-network providers, please refer to the Summary of Benefits and Coverage (SBC) document.*

***LabCorp is the preferred lab for bloodwork through UnitedHealthcare. When using a lab other than LabCorp, please confirm they are contracted with UnitedHealthcare's Choice Plus network prior to receiving services.*

UHC Choice Plus HDHP Plan 5 At-A-Glance

Locate a Provider

To search for a participating provider, contact UnitedHealthcare's customer service or visit www.myuhc.com. When completing the necessary search criteria, select Choice Plus network.

Plan References

Out-of-Network Balance Billing: *For information regarding out-of-network balance billing that may be charged by out-of-network providers, please refer to the Summary of Benefits and Coverage (SBC) document.*

***LabCorp is the preferred lab for bloodwork through UnitedHealthcare. When using a lab other than LabCorp, please confirm they are contracted with UnitedHealthcare's Choice Plus network prior to receiving services.*

Network	Choice Plus	
Calendar Year Deductible (CYD)	**In-Network**	**Out-of-Network***
Single	$1,400	$2,500
Family	$2,800	$5,000
Coinsurance		
Member Responsibility	10%	30%
Calendar Year Out-of-Pocket Limit		
Single	$3,750	$7,500
Family	$7,500	$15,000
What Applies to the Out-of-Pocket Limit?	Deductible, Coinsurance, and Copays (Includes Rx)	
Physician Services		
Primary Care Physician *(PCP)* Office Visit	10% After CYD	30% After CYD
Specialist Office Visit	10% After CYD	30% After CYD
Virtual Visits	10% After CYD	Not Covered
Non-Hospital Services; Freestanding Facility		
Clinical Lab *(Bloodwork)***	10% After CYD	30% After CYD
X-rays	10% After CYD	30% After CYD
Advanced Imaging *(MRI, PET, CT)*	10% After CYD	30% After CYD
Outpatient Surgery in Surgical Center	10% After CYD	30% After CYD
Physician Services at Surgical Center	10% After CYD	30% After CYD
Urgent Care *(Per Visit)*	10% After CYD	30% After CYD
Hospital Services		
Inpatient Hospital *(Per Admission)*	10% After CYD	30% After CYD
Outpatient Hospital *(Per Visit)*	10% After CYD	30% After CYD
Physician Services at Hospital	10% After CYD	30% After CYD
Emergency Room *(Waived if Admitted)*	10% After CYD	10% After In-Network CYD
Mental Health/Alcohol & Substance Abuse		
Inpatient Hospital Services *(Prior Authorization Required)*	10% After CYD	30% After CYD
Outpatient Services *(Prior Authorization Required)*	10% After CYD	30% After CYD
Outpatient Office Visit	10% After CYD	30% After CYD
Prescription Drugs *(Rx)*		
Tier 1	$10 Copay After CYD	
Tier 2	$35 Copay After CYD	
Tier 3	$60 Copay After CYD	
Mail Order Drug *(90 Day Supply)*	2.5x Retail Copay After CYD	Not Covered

Health Savings Account

The UHC Choice Plus High Deductible Health Plan (HDHP) 5 complies with the Internal Revenue Service (IRS) requirements and qualifies enrollee to open a Health Savings Account (HSA). An HSA is an interest-bearing account where funds may be used to help pay employee and dependent(s) deductible, coinsurance and any qualified health care expenses not covered by the plan.

2020-2021 Plan Year Funding:

- **Employee Only: $700**
- **Employee + Family: $1,400**

Employee may opt to fund an HSA via pre-tax evenly dispersed payroll deductions or in a lump sum payroll deduction. Employee contributions to an HSA may also be made on an after-tax basis and taken as an above-the-line deduction on employee's tax return (making such contributions tax-free).

- **2020 IRS Contribution Limitations:**
  $3,550 (individual coverage) $7,100 (family coverage)
- **2021 IRS Contribution Limitations:**
  $3,600 (individual coverage) $7,200 (family coverage)

Guidelines regarding the HSAs are established by the IRS.

What to know about an HSA

- Employee owns the HSA funds from day one and decides how and when to spend the money.
- No use-it or lose-it rules; funds are in the account when needed, now or in the future. Participant cannot fund a traditional Health Care FSA, however, participant may fund a Limited Purpose FSA for dental and vision expenses only.
- HSA funds may earn interest.
- The HSA will be funded with employer contributions. If employee desires to fund the remaining IRS HSA Combined Contribution Limit balance, they may do so with pre-tax payroll deductions.
- HSA dollars may be used tax-free for all eligible health care expenses.
- HSA funds are portable from one employer to another. Accumulated funds can help employee plan for retirement.
- An account holder may write a check or withdraw funds with a Health Savings Account Debit Card.
- Some account service fees, determined by the bank, may apply.
- Account holder can access HSA statement at any time to track account balance and activity online at www.myameriflex.com.
- To be eligible to open an HSA, employee must be covered by a high deductible health plan. Employee may not be covered under another medical plan that is not a high deductible health plan including a plan the employee's spouse may have selected where he/she has family coverage. Please Note: Eligibility status to qualify for an HSA is specifically driven by employee and NOT dependents.
- HSA funds can be used for dependent(s) even if dependent is not enrolled in the employee's group insurance benefits as long as the dependent is a qualified tax dependent.
- Over-age dependent is not able to use HSA funds for qualified expenses, even if dependent is covered under the medical plan as Federal law does not recognize them as a qualified dependent.
- If employee is enrolled in Medicare, TRICARE or TRICARE for Life, employee is not eligible to contribute funds into an HSA. In addition, the IRS prohibits the City from contributing HSA funds into the account. If employee is not enrolled in Medicare, TRICARE or TRICARE for Life, then employee is eligible to enroll and contribute into the HSA up to the maximum contribution amounts.
- Active employee NOT on Medicare but with a spouse enrolled in Medicare: Any active employee who is covering a spouse that is enrolled in Medicare is eligible to enroll and contribute into the HSA up to the maximum contribution amounts. These funds can be utilized for the active employee and spouse expenses.
- Active employee ON Medicare and with a spouse NOT enrolled in Medicare: Any active employee who is enrolled in Medicare and covering a spouse may not contribute or receive HSA funding. Any remaining balance in the HSA can be utilized until there are no funds remaining.

**Please contact Human Resources for further information regarding funding variations towards employer HSA contributions.*

AmeriFlex | Customer Service: (888) 868-3539 | www.myameriflex.com

Dental Insurance

Cigna Total DPPO Plan

The City offers dental insurance through Cigna to benefit-eligible employees. The costs per pay period for coverage are listed in the premium table below and a brief summary of benefits is provided on the following page. For more detailed information about the dental plan, please refer to the carrier's summary plan document or contact Cigna's customer service.

Dental Insurance – Cigna Total DPPO Plan

26 Payroll Deductions - Per Pay Period Cost

Tier of Coverage	Employee Cost
Employee Only	$1.94
Employee + Family	$6.10

In-Network Benefits

The Total DPPO plan provides benefits for services received from in-network and out-of-network providers. It is also an open-access plan which allows for services to be received from any dental provider without having to select a Primary Dental Provider (PDP) or obtain a referral to a specialist. The network of participating dental providers the plan utilizes is the Total Cigna DPPO network. These participating dental providers have contractually agreed to accept Cigna's contracted fee or "allowed amount." This fee is the maximum amount a Cigna's dental provider can charge a member for a service. The member is responsible for a Calendar Year Deductible (CYD) and then coinsurance based on the plan's charge limitations.

Please Note: *Total DPPO dental members have the option to utilize a dentist that participates in either Cigna's Advantage network or DPPO network. However, members that use the Cigna Advantage network will see additional cost savings from the added discount that is allowed for using an Advantage network provider. Members are responsible for verifying whether the treating dentist is an Advantage Dentist or a DPPO Dentist.*

Out-of-Network Benefits

Out-of-network benefits are used when member receives services by a non-participating Cigna Total DPPO provider. Cigna reimburses out-of-network services based on what it determines as the Maximum Reimbursable Charge (MRC). The MRC is defined as the most common charge for a particular dental procedure performed in a specific geographic area. If services are received from an out-of-network dentist, the member may be responsible for balance billing. Balance billing is the difference between the Cigna's MRC and the amount charged by the out-of-network dental provider. Balance billing is in addition to any applicable plan deductible or coinsurance responsibility.

Calendar Year Deductible

The Total DPPO plan requires a $50 individual or a $150 family deductible to be met for in-network or out-of-network services before most benefits will begin. The deductible is waived for preventive services and orthodontia.

Calendar Year Benefit Maximum

The maximum benefit (coinsurance) the Total DPPO plan will pay for each covered member is $2,000 for in-network and out-of-network services combined per calendar year. All services, including preventive services, accumulate towards the benefit maximum. Once the plan's benefit maximum is met, the member will be responsible for future charges until next calendar year.

Cigna | Customer Service: (800) 244-6224 | www.cigna.com

Cigna Total DPPO Plan At-A-Glance

Network	Total Cigna DPPO	
Calendar Year Deductible (CYD)	**In-Network**	**Out-of-Network***
Per Member	$50	
Per Family	$150	
Waived for Class I Services?	Yes	
Calendar Year Benefit Maximum		
Per Member	$2,000	
Class I Services: Diagnostic & Preventive Care		
Routine Oral Exam *(1 in 6 Months)*	Plan Pays: 100% Deductible Waived	Plan Pays: 100% Deductible Waived *(Subject to Balance Billing)*
Routine Cleanings *(1 in 6 Months)*		
Bitewing X-rays *(1 in 6 Months)*		
Complete X-rays *(1 Every 3 Calendar Years)*		
Class II Services: Basic Restorative Care		
Fillings	Plan Pays: 80% After CYD	Plan Pays: 80% After CYD *(Subject to Balance Billing)*
Simple Extractions		
Endodontics *(Root Canal Therapy)*		
Oral Surgery		
Periodontal Services		
Anesthetics		
Class III Services: Major Restorative Care		
Crowns	Plan Pays: 50% After CYD	Plan Pays: 50% After CYD *(Subject to Balance Billing)*
Bridges		
Dentures		
Class IV Services: Orthodontia		
Lifetime Maximum	$1,000	
Benefit *(Dependent Children Up To Age 19)*	Plan Pays: 50% Deductible Waived	Plan Pays: 50% Deductible Waived *(Subject to Balance Billing)*

Locate a Provider

To search for a participating provider, contact Cigna's customer service or visit www.cigna.com. When completing the necessary search criteria, select Total Cigna DPPO network.

Plan References

**Out-of-Network Balance Billing:* For information regarding out-of-network balance billing that may be charged by an out-of-network provider, please refer to the Out-of-Network Benefits section on the previous page.*

Important Notes

- *Each covered family member may receive up to one (1) routine cleaning every six (6) months.*
- *For any dental work expected to cost $200 or more, the plan will provide a "Pre-Determination of Benefits" upon the request of the dental provider. This will assist with determining approximate out-of-pocket costs should employee have the dental work performed.*
- *Waiting periods and age limitations may apply.*
- *Late entrant provisions may apply.*
- *Benefit frequency limitations may apply to certain services.*

Vision Insurance

NVA Vision Plan

The City offers vision insurance through National Vision Administrators (NVA) to benefit-eligible employees. The costs per pay period for coverage are listed in the premium table below and a brief summary of benefits is provided on the following page. For more detailed information about the vision plan, please refer to the carrier's summary plan document or contact NVA's customer service.

Vision Insurance – NVA Vision Plan

26 Payroll Deductions - Per Pay Period Cost

Tier of Coverage	Employee Cost
Employee Only	$0.38
Employee + Family	$0.91

In-Network Benefits

The vision plan offers employees and covered dependent(s) coverage for routine eye care, including eye exams, eyeglasses (lenses and frames) or contact lenses. To schedule an appointment, employee and covered dependent(s) may select any network provider who participates in the National Vision Administrators network. At the time of service, routine vision examinations and basic optical needs will be covered as shown on the plan's schedule of benefits. Cosmetic services and upgrades will be additional if chosen at the time of the appointment.

Out-of-Network Benefits

Employee and covered dependent(s) may choose to receive services from vision providers who do not participate in the National Vision Administrators network. When going out of network, the provider will require payment at the time of appointment. NVA will then reimburse based on the plan's out-of-network reimbursement schedule upon receipt of proof of services rendered.

Calendar Year Deductible

There is no calendar year deductible.

Calendar Year Out-of-Pocket Maximum

There is no out-of-pocket maximum. However, there are benefit reimbursement maximums for certain services.

NVA | Customer Service: (866) 665-8437 | www.e-nva.com

NVA Vision Plan At-A-Glance

Network	National Vision Administrators	
Services	**In-Network**	**Out-of-Network**
Eye Exam	$15 Copay	Up to $35 Reimbursement
Contact Lens Exam *(Fit & Follow-up)*	Standard Wear - $20 Copay Extended Wear - $30 Copay Specialty Wear - $50 Copay	
Frequency of Services		
Examination	12 Months	
Lenses	12 Months	
Frames	12 Months	
Contact Lenses	12 Months	
Lenses		
Single	No Charge After $15 Materials Copay	Up to $25 Reimbursement
Bifocal		Up to $40 Reimbursement
Trifocal		Up to $55 Reimbursement
Frames		
Allowance	Up to $100 Retail Allowance 20% Discount Off Balance	Up to $45 Reimbursement
Contact Lenses*		
Non-Elective *(Medically Necessary)*	No Charge	Up to $200 Reimbursement
Elective *(Fitting, Follow-up & Lenses)*	Up to $115 Retail Allowance	Up to $92 Reimbursement

Locate a Provider

To search for a participating provider, contact NVA's customer service or visit www.e-nva.com. When completing the necessary search criteria, select National Vision Administrators network.

Plan References

**Contact lenses are in lieu of spectacle lenses and a frame.*

Important Notes

The network provider copay will apply once, if frames and lenses are purchased at the same time.

Flexible Spending Accounts

The City offers Flexible Spending Accounts (FSA) administered through AmeriFlex. The FSA plan year is from January 1 to December 31.

If employee or family member(s) has predictable health care or work-related day care expenses, then employee may benefit from participating in an FSA. An FSA allows employee to set aside money from employee's paycheck for reimbursement of health care and day care expenses they regularly pay. The amount set aside is not taxed and is automatically deducted from employee's paycheck and deposited into the FSA. During the year, employee has access to this account for reimbursement of some expenses not covered by insurance. Participation in an FSA allows for substantial tax savings and an increase in spending power. Participating employee must re-elect the dollar amount to be deducted each plan year. There are three (3) types of FSAs:

- **Health Care FSA:** Available to eligible employee not enrolled in the UHC Choice Plus HDHP Plan 5 with an HSA. Covers medical, dental, and vision expenses that are not paid by insurance.
- **Limited Purpose FSA:** Available to eligible employee enrolled in the UHC Choice Plus HDHP Plan 5 with an HSA. A Limited Purpose Health Care FSA may be used for qualified dental and vision expenses. The Plan Year for the Limited Purpose FSA is from October 1 to September 30.
- **Dependent Care FSA:** Covers day care expenses for qualified dependents necessary for employee and legal spouse, if married, to work.

Health Care FSA

This account allows participant to set aside up to an annual maximum of $2,750. This money will not be taxable income to the participant and can be used to offset the cost of a wide variety of eligible medical expenses that generate out-of-pocket costs. Participating employee can also receive reimbursement for expenses related to dental and vision care (that are not classified as cosmetic).

Examples of common expenses that qualify for reimbursement are listed below.

Please Note: The entire Health Care FSA election is available for use on the first day coverage is effective.

Dependent Care FSA

This account allows participants to set aside up to an annual maximum of $5,000 if single or married and file a joint tax return ($2,500 if married and file a separate tax return) for work-related day care expenses. Qualified expenses include day care centers, preschool, and before/after school care for eligible children and dependent adults.

Please note that if family income is over $20,000, this reimbursement option will likely save participants more money than the dependent day care tax credit taken on a tax return. To qualify, dependents must be:

- A child under the age of 13, or
- A child, spouse or other dependent who is physically or mentally incapable of self-care and spends at least eight (8) hours a day in the participant's household.

Please Note: Unlike the Health Care FSA, reimbursement is only up to the amount that has been deducted from the participant's paycheck for the Dependent Care FSA.

A sample list of qualified expenses eligible for reimbursement include, but not limited to, the following:

- ✓ Prescription/Over-the-Counter Medications
- ✓ Menstrual Products
- ✓ Ambulance Service
- ✓ Chiropractic Care
- ✓ Dental and Orthodontic Fees*
- ✓ Diagnostic Tests/Health Screenings*
- ✓ Physician Fees and Office Visits
- ✓ Drug Addiction/Alcoholism Treatment
- ✓ Experimental Medical Treatment
- ✓ Corrective Eyeglasses and Contact Lenses*
- ✓ Hearing Aids and Exams
- ✓ Injections and Vaccinations
- ✓ LASIK Surgery*
- ✓ Mental Health Care
- ✓ Nursing Services
- ✓ Optometrist Fees*
- ✓ Sunscreen SPF 15 or Greater
- ✓ Wheelchairs

**These items are eligible expenses under the Limited Purpose FSA.*

Log on to http://www.irs.gov/publications/p502/index.html for additional details regarding qualified and non-qualified expenses.

Flexible Spending Accounts *(Continued)*

FSA Guidelines

- The Health Care FSA allows a grace period at the end of the plan year (January 1- March 15). The grace period allows additional time to incur claims and use any unused funds on eligible expenses after the plan year ends. Once the grace period ends, any unused funds still remaining in the account will be forfeited.
- The Dependent Care FSA allows a grace period at the end of the plan year (January 1 - March 15). The grace period allows additional time to incur claims and use any unused funds on eligible expenses after the plan year ends.
- Employee can enroll in an FSA only during the Open Enrollment period, a Qualifying Event, or New Hire Eligibility period.
- Money cannot be transferred between FSAs.
- Reimbursed expenses cannot be deducted for income tax purposes.
- Employee and dependent(s) cannot be reimbursed for services not received.
- Employee and dependent(s) cannot receive insurance benefits or any other compensation for expenses reimbursed through an FSA.
- Domestic Partners are not eligible as Federal law does not recognize them as a qualified dependent.

Filing a Claim

Claim Form

A completed claim form along with a copy of the receipt as proof of the expense can be submitted by mail or fax. The IRS requires FSA participants to maintain complete documentation, including copies of receipts for reimbursed expenses, for a minimum of one (1) year. Claim forms can be found on www.myameriflex.com or on Bentek.

Debit Card

FSA participant can receive an AmeriFlex debit card for payment of eligible expenses. With the card, most qualified services and products can be paid at the point of sale versus paying out-of-pocket and requesting reimbursement. The debit card is accepted at a number of medical providers and facilities, and most pharmacy retail outlets. AmeriFlex may request supporting documentation for expenses paid with a debit card. Failure to provide supporting documentation when requested, may result in suspension of the card and account until funds are substantiated or refunded back to the City. Please keep the issued card for use next year. Additional or replacement cards may be requested, however, a small fee may apply.

HERE'S HOW IT WORKS!

An employee earning $30,000 elects to place $1,000 into a Health Care FSA. The payroll deduction is $38.46 based on a 26 pay period schedule. As a result, health care expenses are paid with tax-free dollars, giving the employee a tax savings of $227.

	With a Health Care FSA	Without a Health Care FSA
Salary	$30,000	$30,000
FSA Contribution	- $1,000	- $0
Taxable Pay	$29,000	$30,000
Estimated Tax 22.65% = 15% + 7.65% FICA	- $6,568	- $6,795
After Tax Expenses	- $0	- $1,000
Spendable Income	$22,432	$22,205
Tax Savings	**$227**	

Please Note: *Be conservative when estimating health care and/or dependent care expenses. IRS regulations state any unused funds remaining in an FSA after a plan year ends and after all claims have been filed, cannot be returned or carried forward to the next plan year.* ***This rule is known as "use-it or lose-it."***

Claims Processing Address | AmeriFlex Claims Dept.
PO Box 269009, Plano, TX 75026
Fax: (888) 631-1038 | Email: claims@myameriflex.com

AmeriFlex | Customer Service: (888) 868-3539 | www.myameriflex.com

Employee Assistance Program

The City cares about the well-being of all employees on and off the job and provides, at no cost, a comprehensive Employee Assistance Program (EAP) through Managed Care Concepts. EAP offers employee and each family member access to licensed mental health professionals through a confidential program protected by State and Federal laws. EAP is available to help employee gain a better understanding of problems that affect them, locate the best professional help for a particular problem, and decide upon a plan of action. EAP counselors are professionally trained and certified in their fields and available 24 hours a day, seven (7) days a week.

What is an Employee Assistance Program (EAP)?

An Employee Assistance Program offers covered employees and family members free and convenient access to a range of confidential and professional services to help address a variety of problems that may negatively affect employee or family member's well-being. Coverage includes eight (8) face-to-face visits with a specialist, per person, per issue, per year, telephonic consultation, online material/tools and webinars. EAP offers counseling services on issues such as:

- ✓ Child Care Resources
- ✓ Legal Resources
- ✓ Grief and Bereavement
- ✓ Stress Management
- ✓ Depression and Anxiety
- ✓ Work Related Issues
- ✓ Adult & Elder Care Assistance
- ✓ Financial Resources
- ✓ Family and/or Marriage Issues
- ✓ Substance Abuse

Are Services Confidential?

Yes. Receipt of EAP services are completely confidential. If, however, participation in the EAP is the direct result of a Management Referral (a referral initiated by a supervisor), we will ask permission to communicate certain aspects of the employee's care (attendance at sessions, adherence to treatment plans, etc.) to the referring supervisor. The referring supervisor will not receive specific information regarding the referred employee's case. The supervisor will only receive reports on whether the referred employee is complying with the prescribed treatment plan.

Managed Care Concepts | Customer Service: (800) 899-3926
www.theemployeeassistanceprogram.com

Basic Life and AD&D Insurance

Basic Term Life Insurance

The City provides Basic Term Life insurance for all eligible employees at no cost through Cigna.

- Full-time employee with less than one (1) year of service will receive coverage in an amount equal to one (1) time the annual salary, up to a maximum of $50,000.
- Full-time employee with more than one (1) year of service will receive coverage in an amount equal to two (2) times the annual salary, up to a maximum of $50,000.

Accidental Death & Dismemberment Insurance

Also, at no cost to the employee, the City provides Accidental Death & Dismemberment (AD&D) insurance, which pays in addition to the Basic Term Life benefit when death occurs as a result of an accident. The AD&D benefit amount equals the Basic Term Life benefit, partial benefits may also be payable.

Age Reduction Schedule

Benefit amounts are subject to the following age reduction schedule:

› Reduces to 50% of the benefit amount at age 70

Always remember to keep beneficiary information updated. Beneficiary information may be updated at anytime through Bentek

Cigna | Customer Service: (800) 238-2125 | www.cigna.com

Voluntary Life Insurance

Voluntary Employee Life Insurance

Eligible employee may elect to purchase additional Life insurance on a voluntary basis through Cigna. This coverage may be purchased in addition to the Basic Term Life and AD&D coverage. Voluntary Life insurance offers coverage for employee, spouse and/or child(ren) at different benefit levels.

New Hires can purchase Voluntary Employee Life insurance without being subject to Medical Underwriting, also known as Evidence of Insurability (EOI), **up to the Guaranteed Issue amount of seven (7) times employee's annual salary or $150,000.**

- Units can be purchased in increments of $10,000 up to the maximum of seven (7) times annual salary or $200,000.
- Benefit amounts are subject to the following age reduction schedule:
  - Reduces to 50% of the benefit amount at age 70

Voluntary Spouse Life Insurance

New Hires can purchase Voluntary Spouse Life insurance without being subject to Medical Underwriting, also known as Evidence of Insurability (EOI), **up to the Guaranteed Issue amount of $30,000.**

- Employee must participate in Voluntary Employee Life plan for spouse to participate.
- Units can be purchased in increments of $5,000, not to exceed a maximum of $50,000 or 100% of the employee's Voluntary Life coverage amount.
- Benefit amounts are subject to the following age reduction schedule:
  - Reduces to 50% of the benefit amount at age 70

Voluntary Life Rate Table

Rate Per $1,000 of Benefit

Age Bracket *(Based On Employee Age)*	Voluntary Life Rate
≤ 29	$0.09
30-34	$0.10
35-39	$0.14
40-44	$0.21
45-49	$0.38
50-54	$0.58
55-59	$0.94
60-64	$1.07
65-69	$1.51
≥ 70	$3.52

Premium Calculation:

Elected Coverage ÷ $1,000 x Employee Rate (See Rate Table) x 12 Months ÷ 26 Annual Deductions = Per Pay Cycle Premium

Voluntary Dependent Child(ren) Life Insurance

- Employee must participate in Voluntary Employee Life plan for dependent child(ren) to participate.
- Coverage may be purchased for children birth to six (6) months in the amount of $500.
- Coverage may be purchased for children age six (6) months to the end of the calendar year the child reaches age 26 in the amount of $5,000.
- Cost for coverage is $0.17 per $1,000 of coverage per month for each eligible dependent child(ren) enrolled.

Always remember to keep beneficiary information updated. Beneficiary information may be updated at anytime through Bentek.

Cigna | Customer Service: (800) 238-2125 | www.cigna.com

Short Term Disability

The City provides Short Term Disability (STD) insurance to all eligible employees through The Maxon Companies at no cost. The STD benefit pays employee a percentage of the weekly earnings if employee becomes disabled due to an illness or non-work related injury.

Short Term Disability

- Employees may select from three (3) options of coverage:
  - **Option 1:** This election offers a benefit of 50% of the employee's weekly earnings, subject to a maximum of $300 per week. Employee must disabled due to an illness for seven (7) days prior to benefits being payable (known as the elimination period); benefits pay immediately for a non-work related injury. The maximum benefit period is 25 weeks for illness and 26 weeks for a non-work related injury.
  - **Option 2:** This election offers a benefit of 50% of the employee's weekly earnings, subject to a maximum of $300 per week. Employee must be disabled due to illness or a non-work related injury for 30 days prior to benefits being payable (known as the elimination period). Payments will commence on the 31st day. The maximum benefit period is 52 weeks for illness and for a non-work related injury.
  - **Option 3:** This election offers a benefit of 60% of the employee's weekly earnings, subject to a maximum of $400 per week. Employee must be disabled due to illness or a non-work related injury for 90 days prior to benefits being payable (known as the elimination period). Payments will commence on the 91st day. The maximum benefit period is 52 weeks for illness and for a non-work related injury.
- Benefits may be reduced by other income.

If a covered employee incurs loss of earnings due to total disability as the result of a covered illness or non-work related injury, while covered hereunder, the employee shall be entitled to weekly income benefits. Benefits are payable only if the employee is not receiving any wages (including sick, vacation, etc.) from the City or any other employer.

The Maxon Companies (TPA)
Customer Service: (800) 999-3309 | www.maxonco.com

Supplemental Insurance

Aflac

Aflac offers a variety of voluntary supplemental insurance plans that may be purchased separately on a voluntary basis and premiums paid by payroll deduction. Aflac pays money directly to the employee, regardless of what other insurance plans the employee may have.

Available Aflac plans include:

- ✓ Critical Care and Recovery
- ✓ Hospital Advantage
- ✓ Cancer Care
- ✓ Short Term Disability

To learn more about these Aflac plans and/or schedule a personal appointment, contact Dania Beach's Aflac Agent, Margaret Pearson.

Aflac | Customer Service: (561) 881-1964 | www.aflac.com
Agent: Margaret Pearson | Phone: (561) 981-1964
Email: margaret_pearson@us.aflac.com

Trustmark

Trustmark offers a Permanent Life Insurance Plan that may be purchased separately on a voluntary basis for the employee, spouse, minor children and grandchildren with premiums paid by payroll deductions post tax. The Permanent Life Insurance Plan can be purchased as a supplement to the group term and optional term life insurance offered by the City. The voluntary whole life coverage is also portable, even when an employee changes jobs or retires, as long as the employee pays the necessary premium needed to continue the policy.

To learn more about the Trustmark Life Insurance plan or to schedule an appointment, contact the City's local Trustmark Agent, Arthur Hoffman.

Trustmark
Customer Service: (800) 918-8877 | www.trustmarksolutions.com
Agent: Arthur Hoffman | Phone: (954) 609-4924
Email: artiehoffman@bellsouth.net

Supplemental Insurance *(Continued)*

Preferred Legal Plan

The City offers employees the opportunity to participate in legal and/or identity theft plan(s) through Preferred Legal Plan. By enrolling in the legal plan, participant and family have direct access to a nationwide network of attorneys who will provide legal assistance for a variety of situations. The plan provides assistance, but is not limited to the following benefits:

- ✓ Divorce
- ✓ Bankruptcy
- ✓ Personal Injury
- ✓ Traffic Tickets
- ✓ Real Estate
- ✓ Wills
- ✓ Probate
- ✓ Immigration

IdentityWorks

The City employees have the opportunity to enroll in a voluntary identity theft protection/credit monitoring service through IdentityWorks℠, a part of Experian™.

By enrolling in this plan as an add-on benefit to the Preferred Legal Plan or as a stand alone benefit, a participant will have the following benefits:

- Early warning Surveillance Alert™ notifications via email or mobile text.
- Credit report monitoring checks for new credit cards, loans, inquiries, delinquent accounts and more on a member's credit report.
- Change of address monitoring checks for address changes at the account level that could indicate criminal activity.
- Lost wallet protection
- Monthly email notifications of "all clear" or other status.
- $1,000,000 Identity Theft Insurance with a $0 deductible may cover illegal electronic fund transfers, lost wages, legal fees and private investigator costs.
- Identity Theft Resolution Agents help resolve potential identity theft from start to finish.
- A complete personal Experian℠ credit report so members can check for inaccurate information that may be a sign of past identity theft.
- Additional resources so consumers can learn more about identity protection.

	Individual	Family
Preferred Legal Plan	$9.95	$9.95
Identity Works	$7.00	$14.00
Preferred Legal & Identity Works	$16.95	$23.95

Preferred Legal Plan | IdentityWorks℠, a part of Experian™
Customer Service: (888) 577-3476 | www.preferredlegal.com
Agent: Brian Samuels | Email: info@preferredlegal.com

Notes

Use this section to make notes regarding personal benefit plans or to keep track of important information such as doctors' names and addresses or prescription medications.

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Palm Beach Gardens, Florida 33410
Toll Free: (800) 244-3696 | Fax: (561) 626-6970
www.gehringgroup.com

FINAL
Last Modified: August 13, 2020 5:29 PM

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COMMUNITY REDEVELOPMENT AGENCY

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To: Chair, Vice Chair and Board of Commissioners

From: Kathleen Weekes, Interim Executive Director

Date: November 10, 2020

Re: PATCH Rental Fee Waiver - Thanksgiving Food Drive/Giveaway sponsored by the Tamara James Foundation, Inc.

Background

At the Dania Beach Community Redevelopment Agency (CRA) Board meeting on August 28, 2018, the CRA Board approved regulations and a rental fee schedule for the PATCH Pavilion.

As in previous years, the Tamara James Foundation has requested to partner with the PATCH to host its Annual Thanksgiving Food Drive/Giveaway at the PATCH Pavilion on Tuesday, November 24, 2020 from 5:00 PM until 8:00 PM. The Tamara James Foundation intends to distribute turkeys, and fresh produce and dry goods to members of the community. All food items will be provided by the Tamara James Foundation and its donors.
The Foundation will be adhering to all PATCH COVID-19 safety rules ensuring that there is proper social distancing, and all will be required to wear masks.

The Foundation has requested a waiver of the rental fee at the resident/non-profit rate of $55.00 per hour as well as waiver of the refundable security deposit and non-refundable cleaning fee of $300.00 and $50.00 respectively. This event does not require a special event permit from the City of Dania Beach City Commission.

Recommendation

Approve waiver of the rental fee, security deposit and cleaning fee for the Thanksgiving Food Drive/Giveaway sponsored by the Tamara James Foundation on Tuesday, November 24, 2020.

Attachments

Rental Rate Memo – August 28, 2018
Rental Application – Tamara James Foundation

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To: Chair, Vice Chair and Community Redevelopment Agency Board

From: Rickelle Williams, Executive Director

Date: August 28, 2018

Re: PATCH Pavilion Rental, Vendor and Professional Photography Rates

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Background

In 2012, the PATCH Urban Farm and Market was established to grow and provide access to fresh produce for area residents. Since then, the PATCH has grown to serve consumers beyond the immediate community. The PATCH currently operates Monday through Friday from 7:00 AM to 11:00 AM and on Saturday from 9:00 AM to 1:00 PM. Children's activities, market sales, educational workshops, crafts, and vendor sales occur at the PATCH every 3rd Saturday of the month. The PATCH Pavilion provides an open air shelter that houses the market and community events.

In an effort to increase revenues and improve accessibility and awareness to the PATCH, the CRA proposes to rent the PATCH Pavilion to individuals or organizations for a fee, similar to the City's policies and procedures for rental of public park facilities. The PATCH Pavilion could generate revenue from weddings, birthday parties, corporate meetings, family reunions, etc.

At the December 13, 2016 CRA Board meeting, the CRA Board was presented with a proposal to create a fee schedule and rental requirements for use of the PATCH Pavilion. At that time, the discussion surrounded cost to residents, inclement weather, alcohol consumption, and amenities. At that time, the CRA Board requested that this item be brought back for discussion. In addition, the CRA now proposes a vendor fee. As such, the following parameters and requirements are proposed:

Rental Rates

Monday through Thursday

- Resident/Non-Profit Rate - $55.00 per hour, minimum of 3 hours
- Non Resident Rates - $70.00 per hour, minimum of 3 hours
- $300.00 refundable security deposit
- $50.00 non-refundable cleaning fee
- 6% Florida Sales Tax will be applied to the total hourly rate

Friday through Sunday

- Resident/Non-Profit Rate - $75.00 per hour, minimum of 3 hours
- Non Resident Rates - $95.00 per hour, minimum of 3 hours
- $300.00 refundable security deposit
- $50.00 non-refundable cleaning fee

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- 6% Florida Sales Tax will be applied to the total hourly rate

Items included in Rental Rates

All rentals include the following:

- access to two (2) portable restrooms and one (1) ADA portable restroom;
- access to up to twenty (20) parking spaces;
- access to electricity and potable water; and
- one (1) staff member for the duration of the event.

Rentals Miscellaneous

- All rentals are subject to weather conditions. In the event of a hurricane or named tropical storm during the scheduled event, the CRA will issue a full refund to the applicant. No other refunds or reimbursements will be considered.
- To comply with the City's Noise Ordinance (Sec. 17-86), all outdoor music from the event must discontinue by 10:00 PM.
- A certificate of liability insurance is required for all events incorporating alcohol. For events that hire a bartender to mix and serve the alcohol, the bartender must provide the CRA a copy of their liability insurance. For events that will self-mix and serve alcohol, the applicant of the event will need to provide a copy of the liability insurance to the CRA. For all events, the use of alcohol must be first approved by the CRA.
- All events must operate outside of the normal operating hours of the PATCH.
- Tables and chairs are available for rent directly through third party rental companies subject to approval by the CRA.
- All bounce house rentals must be approved by the CRA.
- Civic associations are permitted to request use of the PATCH 2x per calendar year (max 3 hours each).
- Maximum occupancy 200 people.
- Events with more than 50 people (including staff) must have an approved alternate parking plan.
- Events with more than 150 people (including staff) must provide one (1) additional portable restroom and a security personnel approved by the CRA. Security will be provided by the applicant at their own expense.
- Evening events may be required to provide additional lighting and security at their own expense.
- Depending on the nature and/or time of the event, the CRA has the right to impose additional requirements to ensure the safety of attendees, residents and protection of the PATCH garden.
- CRA staff reserves the right to refuse any request for pavilion rentals that would conflict with other planned events in the area or that have potential to be disruptive to area residents.

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- All rentals would be approved administratively and would be supervised by PATCH staff.
- Events requiring a Special Event Permit must be applied for by the applicant and approved by the Dania Beach City Commission.
- A 50% rental deposit is due at time of contract with remaining balance due 60 days before rental date.
- There is a $300.00 refundable security deposit due 60 days before rental date.
- Rental rates are subject to the applicable 6% sales tax.
- Set up and clean up times are included in rental time period.
- No rentals will be permitted beyond 10:00 P.M.

Vendor Rates
Outside vendors are permitted to sell/display items at the PATCH based on the following:
- all vendors and items for sale must be approved by the CRA;
- all vendors must submit the required vendor and hold harmless agreements;
- all vendors are required to pay a vendor's fee of $25 per appearance;
- all vendors must operate during the normal operating hours of the PATCH and vendors must get approved by the CRA to operate beyond the normal operating hours;
- CRA reserves the right to prohibit the sale of any item; and
- CRA may waive the vendor fee local non-profits.

Visitor (Amateur) Photography
Visitors to the PATCH Pavilion are permitted to take photographs and shoot videos for personal use.
- Tripods are allowed as long as they are not interfering with paths or walkways.
- Personal photographs and videos are not to be used for commercial purposes.
- Use of lamps, reflector shades, or change of outfits, constitutes Professional Photography (see below).

Professional Photography
Portrait photography and photographers taking photos for commercial reproduction, sale, and non-educational purposes are subject to certain rules and restrictions.
- Cost for Professional photography and photoshoots are $50 for admission for one photographer and a party up to 4 people for 2 hours.
- Professional photography must be scheduled during PATCH operational hours.
- Reservations will be required.
- This charge is not incurred with event rentals at the PATCH Pavilion.

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Fiscal Impact

There is no fiscal impact incurred by renting out the PATCH Pavilion. This will provide an additional revenue source to support the PATCH and raise awareness through events.

Recommendation

Motion to approve PATCH Pavilion rental, vendor and professional photography rates and requirements

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PATCH Urban Farm and Market Rental Application

Applicant Information

Full Name: James Tamara E Date: 11/5/2020

Last *First* *M.I.*

Address: 255 NW Tamara James Ave

Street Address *Apartment/Unit #*

Dania Beach FL 33004

City *State* *ZIP Code*

Phone: 954-258-7552 Email tamara@tamarajames.us

Event date: 11/24/2020 Event start time: 5:00pm Event end time: 8:00pm

Type of event: Thanksgiving Food Drive Number of guests (maximum of 200 guests) 50

1. Are you a resident of the City of Dania Beach? YES ☑ NO ☐
2. Will you have a bounce house onsite during the event? YES ☐ NO ☑
3. Is the event for a civic association? YES ☐ NO ☑

   If yes, name of civic association?

   ____

4. Will you be renting tables and chairs for the event? YES ☐ NO ☑
5. Will alcohol be served during the event? YES ☐ NO ☑
6. Will there be any music during the event? YES ☐ NO ☑

Rental Rates

Monday through Thursday

- Resident/Non-Profit Rate - $55.00 per hour, minimum of 3 hours;
- Non Resident Rates - $70.00 per hour, minimum of 3 hours;
- $300.00 refundable security deposit;
- $50.00 non-refundable cleaning fee; and
- A 6% Florida Sales Tax will be applied to the total hourly rate.

Friday through Sunday

- Resident/Non-Profit Rate - $75.00 per hour, minimum of 3 hours;
- Non Resident Rates - $95.00 per hour, minimum of 3 hours;
- $300.00 refundable security deposit;
- $50.00 non-refundable cleaning fee; and
- A 6% Florida Sales Tax will be applied to the total hourly rate.

Rental Guidelines

All rentals include the following:

- access to two (2) portable restrooms and one (1) ADA portable restroom;
- access to electricity and potable water;
- access to up to twenty (20) parking spaces; and
- one (1) staff member for the duration of the event.

Set up and clean up times are included in rental time period.

All applicants will be required to sign a hold harmless agree with the CRA.

Applicant Checklist

Applicant to initial boxes in this section

1. All rentals are subject to weather conditions. In the event of a hurricane or named tropical storm during the scheduled event, the CRA will issue a full refund to the applicant. No other refunds or reimbursements will be considered. ✔
2. All outdoor music from the event must discontinue by 10:00 p.m. ✔
3. A certificate of liability insurance is required for all events incorporating alcohol. If you plan to hire a bartender, the bartender must provide a copy of their liability insurance. ✔
4. Events with more than 50 people (including staff) must have an approved alternate parking plan. ✔
5. Events with more than 150 people (including staff) must provide one (1) additional portable restroom and a security personnel approved by the CRA. Security will be provided by the applicant at their own expense. ✔
6. Evening events may be required to provide additional lighting and security at the applicant's own expense. ✔

7. Events requiring a Special Event Permit must be applied for by the applicant and approved by the Dania Beach City Commission.
8. A 50% rental deposit is due at time of contract with remaining balance due 60 days before rental date. ☑
9. No rentals will be permitted beyond 10:00 P.M. ☑

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

Signature: ______________________ Date: 11/5/2020

For City of Dania Beach Staff

This section is to completed only by the City of Dania Beach staff.

CRA Staff Use Only		**Finance Department / Cashier Use Only**		YES	NO
Number of hours:	________	Amount of 50% deposit:	________	☐	☐
Hourly rate:	________	Balance due:	________		
Sales tax (6%):	________		________		
Total fee:	________				
CRA staff member name:	________	Cashier name:	________		