

MINUTES OF VIRTUAL REGULAR MEETING  
DANIA BEACH CITY COMMISSION  
TUESDAY, MARCH 9, 2021 – 7:00 P.M.

1. Call to Order/Roll Call

Mayor James called the meeting to order at 7:03 p.m.

Present:

|                |                        |
|----------------|------------------------|
| Mayor:         | Tamara James           |
| Vice-Mayor:    | Marco A. Salvino, Sr.  |
| Commissioners: | Joyce L. Davis         |
|                | Lori Lewellen          |
|                | Lauren Odman           |
| City Manager:  | Ana M. Garcia, ICMA-CM |
| City Attorney: | Thomas Ansbrosio       |
| City Clerk:    | Thomas Schneider       |

2. Moment of Silence and Pledge of Allegiance

Mayor James called for a moment of silence followed by the Pledge of Allegiance to the United States Flag.

3. Presentations and Special Event Approvals

3.1 Introduction of School Board Member Sarah Leonardi

Ms. Leonardi introduced herself and noted she is a teacher and School Board Member from District 3, which includes the portion of Dania Beach north of Stirling Road.

3.2 Presentation on City website improvements by Frank DiPaolo, Director of Finance

Finance Director DiPaolo gave an update on planned improvements to the website. We would go out for an RFQ for website re-design, hosting, and ongoing maintenance services. We are recommending putting this website project in the 2021-22 budget along with the necessary funding. He explained separate from the website overhaul, the Commission has also expressed the need for a web portal where the public can get information on the current initiatives in the City. We have contracted with our online budget book provider to purchase their projects and transparency portal, which will have a map with pins where users can click the map to see information on each specific project and even inquire to obtain updates. This software will be ready on June 1 and we can then begin entering our information. He anticipated this will be ready for public use around August 1<sup>st</sup>.

#### 4. Proclamations

##### 3.1 World Teen Mental Awareness Day - Mayor James

Members of the Youth Advisory Council member read the proclamation for World Teen Mental Awareness Day.

##### 3.2 Women's History Month - Mayor James

Mayor James read the proclamation for Women's History Month.

##### 3.3 COVID-19 Memorial Day - Mayor James

Mayor James read the proclamation for COVID-19 Memorial Day.

#### 5. Citizen Comments

Sarah Levtoy, 5960 SW 37 Terrace, expressed her gratitude to the Commission and staff for the drainage improvement project on SW 37<sup>th</sup> Terrace.

#### 6. Public Safety Reports

Captain Daniel Marks, BSO Chief of Police, thanked everyone for attending the ribbon cutting at the new Dania Pointe police substation. He reported on recent criminal activity and traffic enforcement in the City, as well as homeless outreach. He also reported on upcoming training, the beach patrol, and a drug take-back event on Saturday, April 3<sup>rd</sup>.

Captain Sergio Pellecer, BSO District Fire Chief, congratulated Chief Marks and City staff for the opening of the new police substation at Dania Pointe. He gave an update on departmental training over the past year and provided call data for Stations 1 and 17.

#### 7. Consent Agenda

##### 7.1 Minutes:

Approve Minutes of February 23, 2021 Virtual Workshop - City Hall West Wing

Approve Minutes of February 23, 2021 Virtual City Commission Meeting

##### 7.2 Travel Requests: None

#### **Resolutions**

##### 7.3 RESOLUTION #2021-028

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF FUNDS BY THE PUBLIC SERVICES DEPARTMENT FOR ENGINEERING SERVICES TO BE PURCHASED FROM CHEN MOORE AND ASSOCIATES FOR DESIGN, BIDDING ASSISTANCE AND CONSTRUCTION MANAGEMENT IN THE AMOUNT OF ONE HUNDRED TWENTY FOUR THOUSAND SEVEN HUNDRED FORTY DOLLARS (\$124,740.00) FOR THE SOUTHWEST 37TH TERRACE DRAINAGE IMPROVEMENT PROJECT; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. *(Public Services)*

#### 7.4 RESOLUTION #2021-029

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF FUNDS FOR MONTHLY SERVER MONITORING AND SUPPORT SERVICES INCLUDING ADDITIONAL CONTRACTED SUPPORT FROM LAN INFOTECH FOR FISCAL YEAR 2020-21, THAT EXCEED AN ANNUAL VENDOR TOTAL AMOUNT OF TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00); PROCEEDING WITHOUT COMPETITIVE BIDDING AND AUTHORIZING SUCH PURCHASES THAT ARE TO BE MADE WITHIN THE FINANCE DEPARTMENT INFORMATION SYSTEMS DIVISION APPROVED ANNUAL BUDGET APPROPRIATIONS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. *(Finance/IT)*

#### 7.5 RESOLUTION #2021-030

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A DEVELOPMENT AND CONTRIBUTION AGREEMENT (“AGREEMENT”) ATTACHED AS EXHIBIT A, AND MADE A PART OF AND INCORPORATED INTO THIS RESOLUTION BY THIS REFERENCE, AND ANY ADDITIONAL DOCUMENTS PERTAINING TO THE AGREEMENT; TO TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THE TERMS AND CONDITIONS OF THE AGREEMENT, WITH DANIA AIRPORT HOTELS, LLC FOR THE DEVELOPMENT OF THE TRU HOTEL; AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE THE AGREEMENT; REIMBURSING DEVELOPER \$92,687.60 FOR THE COST OF CONSTRUCTING THE NE 1ST STREET WATER LINE, WHICH REIMBURSEMENT AMOUNT INCLUDES THE REIMBURSEMENT OF \$39,118.00 IN WATER IMPACT AND CONNECTION FEES; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. *(City Attorney)*

#### 7.6 RESOLUTION #2021-031

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF FUNDS BY THE PUBLIC SERVICES DEPARTMENT FOR A DRAINAGE PIPE REPLACEMENT AND ROADWAY REPAIR SERVICES PROJECT, TO BE PERFORMED BY MAGGOLC, INC., TO BE MADE WITHIN THE PUBLIC SERVICES DEPARTMENT’S APPROVED ANNUAL BUDGET APPROPRIATIONS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. *(Public Services)*

**Vice-Mayor Salvino motioned to adopt the Consent Agenda; seconded by Commissioner Lewellen. The motion carried unanimously.**

#### 8. Bids and Requests for Proposals

There were no proposals on this agenda.

## 9. Public Hearings and Site Plans

### 9.1 ORDINANCE #2021-013

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AMENDING CHAPTER 28, "LAND DEVELOPMENT CODE," OF THE CITY CODE OF ORDINANCES BY AMENDING PART 6 "DEVELOPMENT REVIEW PROCEDURES AND REQUIREMENTS," ARTICLE 675 "TEMPORARY USE AND SPECIAL EVENT PERMITS," SECTION 675-20 "TEMPORARY USES AUTHORIZED," AND SECTION 675-40 "STANDARDS AND PROCEDURES FOR APPROVAL OF TEMPORARY USE," TO MODIFY THE REGULATIONS FOR APPROVAL OF SPECIAL EVENT PERMITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. **(SECOND READING)** *(Community Development)*

City Attorney Ansbro read the title of Ordinance #2021-013.

Corinne Lajoie, Assistant Director of Community Development, gave a brief presentation on the text amendment for approval of special event permits.

Mayor James opened the Public Hearing. Seeing as there was no one to speak in favor or opposition, she closed the Public Hearing.

**Vice-Mayor Salvino motioned to adopt Ordinance #2021-013, on second reading; seconded by Commissioner Lewellen. The motion carried on the following 5-0 Roll Call vote:**

|                              |            |                           |            |
|------------------------------|------------|---------------------------|------------|
| <b>Commissioner Davis</b>    | <b>Yes</b> | <b>Vice-Mayor Salvino</b> | <b>Yes</b> |
| <b>Commissioner Lewellen</b> | <b>Yes</b> | <b>Mayor James</b>        | <b>Yes</b> |
| <b>Commissioner Odman</b>    | <b>Yes</b> |                           |            |

### 9.2 ORDINANCE #2021-014

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF CITY FUNDS EXCEEDING ONE MILLION DOLLARS (\$1,000,000.00) FOR MAN CON, INC. TO PROVIDE SERVICES RELATED TO CITY BID NO. 20-006 "SOUTHEAST 2ND AVENUE AND SOUTHEAST 7TH STREET WATER MAIN REPLACEMENT" PROJECT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; FURTHER PROVIDING FOR AN EFFECTIVE DATE. **(FIRST READING)** *(Public Services)*

City Attorney Ansbro read the title of Ordinance #2021-014.

Fernando Rodriguez, Director of Public Services, explained the project consists of replacing a 70-year-old water line with larger pipe and Commission authorization is required to expend more than \$1 million.

Mayor James opened the Public Hearing. Seeing as there was no one to speak in favor or opposition, she closed the Public Hearing.

**Commissioner Davis motioned to adopt Ordinance #2021-014, on first reading; seconded by Commissioner Lewellen. The motion carried unanimously.**



### 9.3 RESOLUTION #2021-032

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, APPROVING A VARIANCE (VA-100-20) TO SECTION 205-10(O) OF THE LAND DEVELOPMENT CODE ("CODE") TO PERMIT A BUILDING HEIGHT OF SIXTY-ONE POINT EIGHTY-THREE (61.83) FEET WHERE A MAXIMUM BUILDING HEIGHT OF THIRTY-FIVE (35) FEET IS PERMITTED IN THE IG ZONING DISTRICT; AND APPROVING A MODIFICATION TO THE PREVIOUSLY APPROVED SITE PLAN FOR THE CONSTRUCTION OF AN APPROXIMATELY 115,000 SQUARE FOOT INDUSTRIAL BUILDING IN THE I-G (INDUSTRIAL) ZONING DISTRICT (SP-039-20MOD), SUBMITTED BY U.S. CRANE AND RIGGING, LLC, ON BEHALF OF THE PROPERTY OWNER PAMELA KAY HAYES, AS TRUSTEE OF THE ROBERT L. ELMORE JULY 2010 REVOCABLE TRUST, FOR PROPERTY LOCATED AT 2980 W STATE ROAD 84, IN THE CITY OF DANIA BEACH, FLORIDA, AS LEGALLY DESCRIBED IN EXHIBIT "A"; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. *(Community Development)*

City Attorney Ansbro read the title of Resolution #2021-032 and noted staff is requesting the item be continued until the March 23<sup>rd</sup> meeting to ensure corrective notice is given.

Mayor James opened the Public Hearing. Seeing as there was no one to speak in favor or opposition, she closed the Public Hearing.

**Commissioner Lewellen motioned to continue Resolution #2021-032 until the March 23, 2021 City Commission meeting at 7:00 p.m.; seconded by Vice-Mayor Salvino. The motion carried unanimously.**

### 9.4 RESOLUTION #2021-033

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, APPROVING A VARIANCE (VA-080-20) TO SECTION 205-10(D) OF THE LAND DEVELOPMENT CODE TO PERMIT A BUILDING HEIGHT OF SIXTY-FOUR AND ONE-HALF (64.5) FEET WHERE A MAXIMUM BUILDING HEIGHT OF THIRTY-FIVE (35) FEET IS PERMITTED IN THE IG ZONING DISTRICT; AND APPROVING THE SITE PLAN (SP-071-20) FOR THE CONSTRUCTION OF A 112,931 SQUARE FOOT INDUSTRIAL WAREHOUSE BUILDING IN THE I-G (INDUSTRIAL) ZONING DISTRICT, SUBMITTED BY DEENA GRAY, ESQ. FOR GREENSPOON MARDER LLP, ON BEHALF OF THE PROPERTY OWNER PAMELA E. HAYES, AS TRUSTEE UNDER TRUST DATED DECEMBER 24, 1991, FOR PROPERTY LOCATED AT 3035 SW 36 STREET, IN THE CITY OF DANIA BEACH, FLORIDA; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. *(Community Development)*

City Attorney Ansbro read the title of Resolution #2021-033 and noted staff is requesting the item be continued until the March 23<sup>rd</sup> meeting to ensure corrective notice is given.

Mayor James opened the Public Hearing. Seeing as there was no one to speak in favor or opposition, she closed the Public Hearing.

**Commissioner Lewellen motioned to continue Resolution #2021-033 until the March 23, 2021 City Commission meeting at 7:00 p.m.; seconded by Commissioner Davis. The motion carried unanimously.**

## 10. Discussion and Possible Action

## 10.1 City Ceremonial Items Policy concerning Proclamations - Mayor James

Mayor James noted she had a request for a proclamation from the store manager of Urban Outfitters that is opening in Dania Pointe on March 25<sup>th</sup>; however, the Ceremonial Items Policy does not allow for issuing a proclamation for commercial purposes such as opening of a new business, a new service, a new product or a new professional service. She asked the Commission whether they would support amending the policy to allow for giving a business a proclamation.

Commissioner Odman noted we did not have problems in the past with proclamations and questioned if other cities do this.

City Manager Garcia responded it is customary and would be marketing in a celebratory type of opportunity. In her former cities, they have done this. This would be a win/win situation.

Discussion ensued regarding the policy.

Vice-Mayor Salvino noted he supports this but is concerned with numerous established businesses being issued proclamations.

Commissioner Odman said we could make it so that the proclamation would have to be requested by the business.

Commissioner Lewellen noted this should be addressed on a case-by-case basis; she would not like to change the policy since it received a lot of discussion when it was adopted.

Mayor James felt there would not be many businesses requesting proclamations.

Commissioner Davis looks at it as a transparency issue so that all the Commission knows what is going on.

Discussion ensued.

The Commission consensus was to amend the Ceremonial Items Policy regarding proclamations to allow proclamations to be issued to businesses provided the businesses request them and the Commission would be informed of the request.

## 10.2 Development Assessment - Mayor James

Mayor James noted she would like to know if we could get some sort of agency to come out and assess our neighborhoods to see how much density each part of City can withstand regarding solid waste, water, and infrastructure. If such of an assessment could be done, it would help with decision making when approving projects.

Commissioner Lewellen felt we already do this process with each project.

City Manager Garcia noted that for every project that comes forward, commencing at every step of the way, it goes through various processes encompassing infrastructure as it pertains to density and height/weight. This process is already in place now.

Mayor James stated she knows that part is in place now, but there is nothing to gauge how much land is at capacity or what part of our land can withstand more development.

Vice-Mayor Salvino felt this would not work; he cannot see spending money on assessments.

City Manager Garcia added there are certain property rights for owners. She recommended sitting down with Community Development and looking at what we are doing and whether we can elevate our game.

Vice-Mayor Salvino mentioned relative to controlling development, previously there was a moratorium in place that prevented changing the ordinance on development restrictions.

Eve Boutsis, Assistant City Attorney, verified all projects have an expiration date of 18 months to complete work included in our current resolutions. She noted the governor's emergency order of any kind extends all approvals beyond the normal allotted time.

#### 10.3 Memorial Tree Program - Commissioner Lewellen

Commissioner Lewellen spoke of honoring someone who has passed and noted there are programs in many cities where they do memorial trees; donations to a fund are accepted and a tree is planted with a plaque in a passive park.

City Manager Garcia said she has done this with other cities. She explained the program would have a fund and would provide native species of trees. The program would be totally turnkey to include tree planting, memorial plaque, and no cost to the City. Adding beautification to passive parks and swales is tremendously beneficial to the City.

Commissioner Lewellen commented honoring someone with a tree is a nice thing to do to bring life from death.

Commissioner Odman felt it is a wonderful thing particularly for those who were unable to have a service due to COVID.

Mayor James said she supported the program, but thought we had a program where there were trees dedicated to those who worked for the City. She felt this is a great idea.

The Commission consensus was to move forward with the program.

#### 10.4 Schedule City Commission Summer Recess

The Commission consensus was to cancel the July 27, 2021 and August 10, 2021 City Commission meetings.

## 10.5 Volunteers and interns for the City Commission - Linda Gonzalez, Director of Human Resources

Human Resources Director Gonzalez gave a PowerPoint presentation which is attached to and incorporated into these minutes. She noted individual meetings with the Commission have occurred and HR is working on a policy. There would be two type of interns; through a university and on-the-job training (OJT) and they would be sponsored by the elected officials, IT, and PIO. Volunteers would be non-paid positions.

Jim Cherof, Labor Counsel, noted the Commission's input is requested on the questions presented.

Mayor James noted the universities do have a timeline to follow to select interns and provide them college credits for participating.

Human Resources Director Gonzalez re-reviewed the recommendations.

Commissioner Davis said she loved the program so far; regarding OJT interns, the criteria seem to be ambiguous, and she wants to make sure there is a specific set of objectives suited to the specific job.

Commissioner Lewellen noted since this is a first-time program, perhaps we should start out with only doing the university interns and not OJT interns.

Mayor James said she would want both type of interns and volunteer programs at the same time.

Discussion ensued regarding the minimum age of interns and volunteers.

The Commission consensus was:

Intern – senior in high school

Volunteer – 13 years for group volunteers and 16 years for individual

Discussion ensued regarding the maximum number of interns or volunteers that may be assigned to any Commissioner.

The Commission consensus was:

Intern – 1

Volunteer – 1

Discussion ensued regarding the number of hours per week an OJT intern or volunteer may work.

The Commission consensus was:

OJT Intern – 10-20 hours per week

Volunteer – 10-15 hours per week

## 11. Commission Comments

### 11.1 Commissioner Davis

Commissioner Davis spoke of recent events she attended, including the Black History Month event hosted by the Broward Black Elected Officials, St. Ruth Missionary Baptist Church food distribution event, and the United Way 29<sup>th</sup> Day of Caring event. She thanked everyone for turning out on International Women's Day for the ribbon cutting at the Dania Pointe police substation.

### 11.2 Commissioner Lewellen

Commissioner Lewellen spoke of the ribbon cutting event at the Dania Pointe BSO substation. She noted that the MPO meetings are continually being cancelled. She gave an update of the BLC Task Force and distribution of COVID funding; they continue to work the Broward County Commissioners.

### 11.3 Commissioner Odman

Commissioner Odman spoke of emails she has received regarding the coyote siting situation and she asked the City Manager to investigate it.

City Manager Garcia noted staff reached out to the Florida Wildlife Commission regarding the coyote concern in our City. Consideration is being given to signage and social media; several residents have contacted the Wildlife Commission for solutions on the matter.

### 11.4 Vice-Mayor Salvino

Vice-Mayor Salvino said he is proud of our City and our police force.

### 11.5 Mayor James

Mayor James thanked everyone for their support and dialogue. She spoke of the food distributions taking place on Griffin Road every Wednesday from 12-7; it is a good feeling to help people and address their concerns.

## 12. Appointments

### 12.1 Airport Advisory Board – no appointments

### 12.2 Creative Arts Council Advisory Board – no appointments

### 12.3 Education Advisory Board

Commissioner Davis appointed Kenyatta McKie, Assistant Principal at Olsen Middle School, as an ad hoc non-voting member.

#### 12.4 General Employees Pension Board

The Commission appointed Luis Rimoli for a term expiring March 22, 2023.

#### 12.5 Green Advisory Board – no appointments

#### 12.6 Marine Advisory Board – no appointments

#### 12.7 Parks, Recreation and Community Affairs Advisory Board

Mayor James appointed: Simone Chait

**Commissioner Lewellen motioned to approve the appointments; seconded by Vice-Mayor Salvino. The motion carried unanimously.**

### 13. Administrative Reports

#### 13.1 City Manager

City Manager Garcia reported that FDOT is willing to sell us 1.4 acres that would allow us to move forward with the last piece of the Ocean Park plan; the purchase would only cost us \$325,000 for that much acreage. She would like the Commission's approval to move forward with a Letter of Intent with FDOT and come back to the Commission with an agreement so we could move forward with an RFP. She noted the grant is a FRDAP Grant received for the Tootie Adler project which is a separate project. She confirmed this is an FAU parcel that actually belongs to FDOT.

Mayor James asked if we would pay the appraised value.

City Manager Garcia responded she would never recommend paying anything beyond the appraised value.

Frank DiPaolo, Director of Finance, explained there is a lease on the property which impairs the value of the property and makes it affordable to the city.

Mayor James felt this is a tremendous investment and would allow us to move forward with the Park and Beach master plans.

Vice-Mayor Salvino felt this is a great opportunity and a big start to getting the grill going. He is happy to see the parking garage going forward.

Commissioner Davis asked if we could get this out to the public that we are able to move forward now; we need to make this a big deal.

The Commission consensus was to move forward with the Letter of Intent.

Mayor James suggested waiting until we have issued an RFP before announcing anything.

City Manager Garcia spoke of creating signage for the RFP and the FRDAP Grant on the park and continuing to get it out on social media and Code Red to keep residents informed. She thanked the Commission for the drainage project initiatives they have supported as well as allowing her to recruit the type of employees who are responsive on matters. She also spoke of the time and effort spent on the recent strategic plan session; we are one step closer to adopting the document.

City Manager Garcia confirmed both signs on Griffin Road and Dania Beach Boulevard have been completed and the team is working on a landscaping plan to follow up with both locations.

City Manager Garcia noted her recommendation was to not go to Tallahassee this year; we have a solid project in the works, and we are seeing that our lobbyist team has made some traction. She will be providing the Commission with virtual meeting information to participate in future discussions.

City Manager Garcia added City Hall was successfully opened on March 1<sup>st</sup> and thanked the Commission for their support.

City Manager Garcia thanked Chief Pellecer for doing the team photo at the ribbon cutting.

### 13.2 City Attorney

#### Funding of Settlement in Poplin Code Compliance case

City Attorney Ansbro reviewed the Code Compliance case that was settled and noted he is seeking a motion to take \$110,000 from Reserves to fund the settlement.

**Commissioner Odman motioned to approve \$110,000 to be taken from Reserves to fund the settlement in the Poplin Code Compliance case; seconded by Commissioner Lewellen. The motion carried unanimously.**

City Attorney Ansbro reported the court case against Jai Alai redevelopment was dismissed by a judge and they will be able to move forward with their redevelopment.

### 13.3 City Clerk - Reminders

Tuesday, March 23, 2021 - 7:00 p.m.  
Tuesday, April 13, 2021 - 5:30 p.m.

City Commission Meeting  
CRA Board Meeting

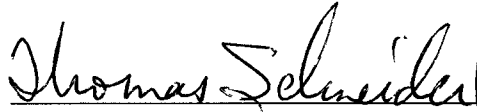
Tuesday, April 13, 2021 - 7:00 p.m.

City Commission Meeting

14. Adjournment

Mayor James adjourned the meeting at 9:37 p.m.

ATTEST:

  
THOMAS SCHNEIDER, CMC  
CITY CLERK

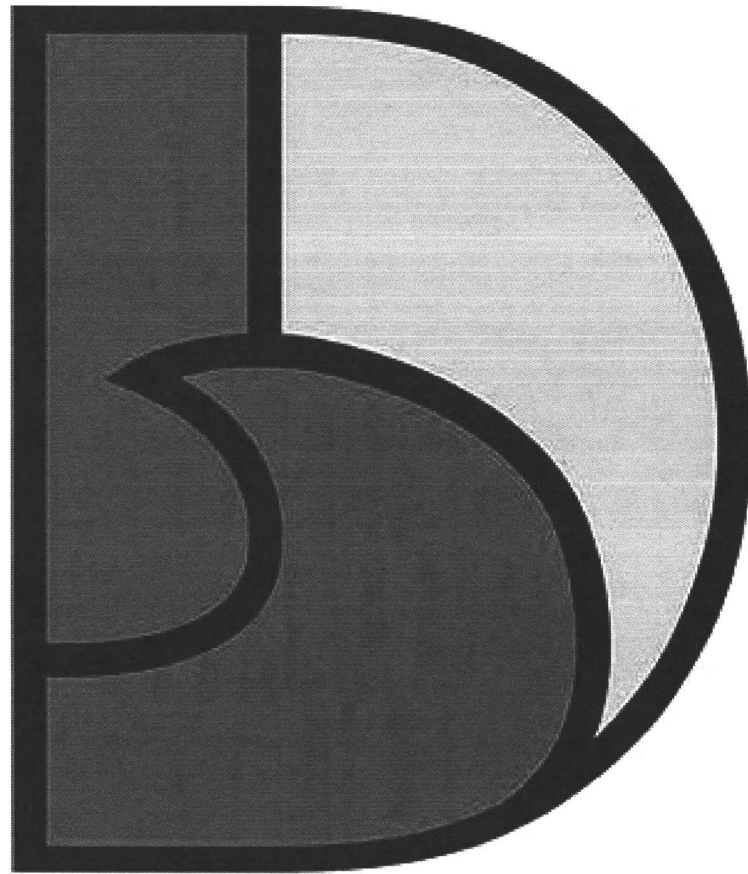


CITY OF DANIA BEACH

  
TAMARA JAMES  
MAYOR

Approved: March 23, 2021





**DANIA BEACH**  
SEA IT. LIVE IT. LOVE IT.

VOLUNTEERS  
and INTERNS

*for elected  
officials*

# Volunteers & Interns

## VOLUNTEERS

- ▶ Commit personal time and effort without compensation
- ▶ Learn about functions of local government with goal of providing community support
- ▶ May be assigned to an individual commission member and/or utilized as team for City events, i.e. a volunteer pool

## INTERNS

### Formal Internship – University Intern

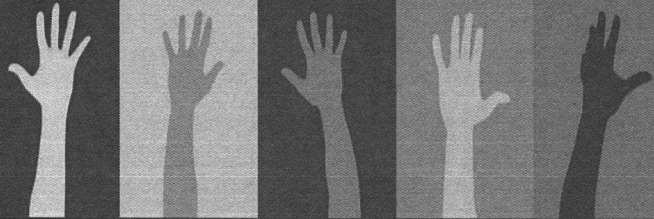
- ▶ Associated with a University where the City has developed a program with goals and objectives
- ▶ Candidate must be a University student

### Informal Internship – OJT Intern (On the job training)

- ▶ Candidate may or may not be associated with a University
- ▶ Informal intern may be on a vocational track and may or may not be attending college in the future
- ▶ Does not meet the legal definition of an intern
- ▶ Will be similar to on the job training, (OJT)







## Considerations

### Definitions:

*Member* =  
Commission  
Member

*Coordinator* =  
Human Resources

## INTERNSHIPS

A high-quality internship is a pre-professional learning experience which offers meaningful, practical work experience related to a student's field of study or career Interest and a chance to learn new skills

- ▶ \*\*Main benefit is geared toward the intern\*\*
- ▶ The mentor (Commission "Member") is responsible for the training, program requirements, documentation and reporting as outlined by the University and program coordinator (HR).

## VOLUNTEERS

We can consider individual volunteers assigned to a Member or a group of volunteers who are contacted to support City-wide events, (clean-up, food give-away, etc.)

# To Ensure Success



- ▶ Commission Members are responsible for interns/volunteers assigned to them.
- ▶ Sign-in, timekeeping, coordination of goals and objectives, (and if minors, with the parental approval), and must provide adequate training and support.
- ▶ Prior to HR/Coordinator assigning an intern or volunteer – Commission Member will attend orientation to review requirements, responsibilities, reporting documents.
- ▶ HR must regularly review the documents provided by Commission (weekly) to ensure that they are engaged in meeting intern learning objectives.
- ▶ Member will be given a checklist of items to review with each volunteer/intern to provide a sufficient orientation (documents are returned to HR for file). May attend quarterly HR on-boarding session (4-5 hours).

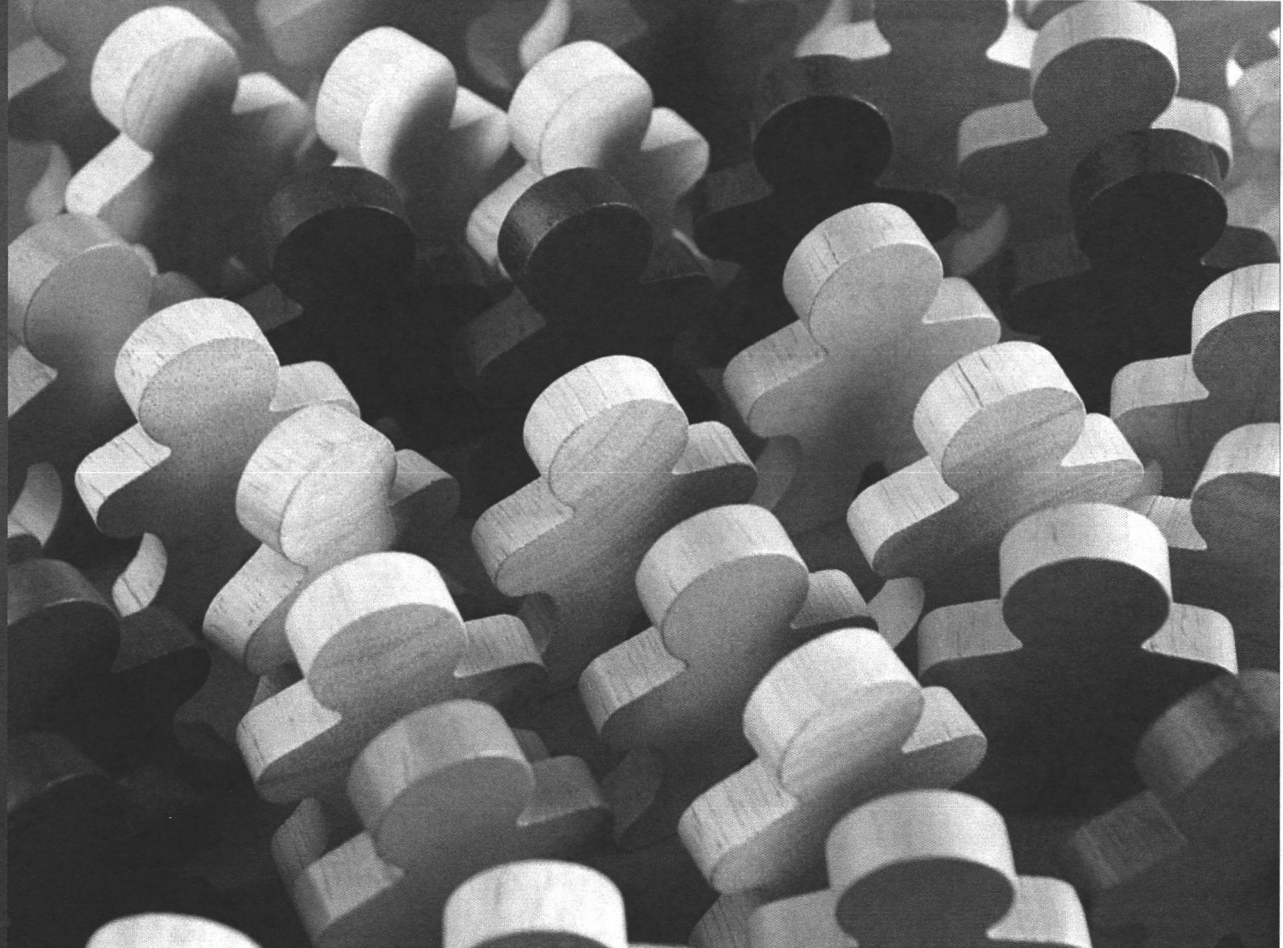


# Use of Resources

- Interns and Volunteers require use of City resources in terms of staff time to hire, conduct background checks, conduct orientation, weekly monitoring of required documents, follow-up with interns/volunteers.
- There are direct and indirect expense: Staff time, email address licenses, issuing ID cards, training, equipment, etc.
- There is no current budget for paid internships or any expenses associated with the programs.
- As these as both new programs that require a great deal of staff time and resources, it is suggested we consider the start of either of these programs on a limited basis with defined timeframes, and also consider COVID-19 safety precautions.
- Timeframes for volunteers should be established or if to be used for City events.



# VOLUNTEERS





## VOLUNTEER policy – key points

### LEGAL ASPECTS/COMPLIANCE:

- Volunteer may not replace duties performed by an employee; this may be a bargaining unit issue
- City may not accept volunteer services that result in layoff or reduction of hours for any City employee
- Relatives of City employees or members of City Commission are not eligible for volunteer assignments
- Volunteers may only provide services within the municipal boundaries of the City
- Volunteers may not perform tasks that will involve candidate or issue related election campaign activities or fund raising, either directly or indirectly.

# VOLUNTEER Policy – key points

## OVERVIEW:

- Recruit, train, mentor, track and recognize individuals to maximize the learning experience
- Ensure activities are conducted in a safe environment

## VOLUNTEER COORDINATOR:

- HR Department will perform this function
- Recruits, ensures requirements are met
- Maintains records
- Acts as liaison between volunteer and Member of the City Commission (Member)
- Monitors and reviews paperwork from Member weekly to ensure program compliance and answer questions that may arise from the volunteer (or intern)

## PROGRAM GUIDELINES

- Can vary depending on needs of volunteer and Member

KEY POINTS

KEY POINTS

KEY POINTS



# VOLUNTEER Policy – key points

## **MEMBER (Commission) RESPONSIBILITIES:**

- Will submit a program outline to HR, prior to volunteer being assigned
- The program outline will contain (at a minimum), the following:
  - The types of activities and work the volunteer will perform
  - The days and hours of assignments
  - Where the activities will occur
  - Whether the volunteer will interact with members of City staff or members of the Community
  - How the Member will document and supervise the volunteer's activities
  - How volunteer performance will be measured

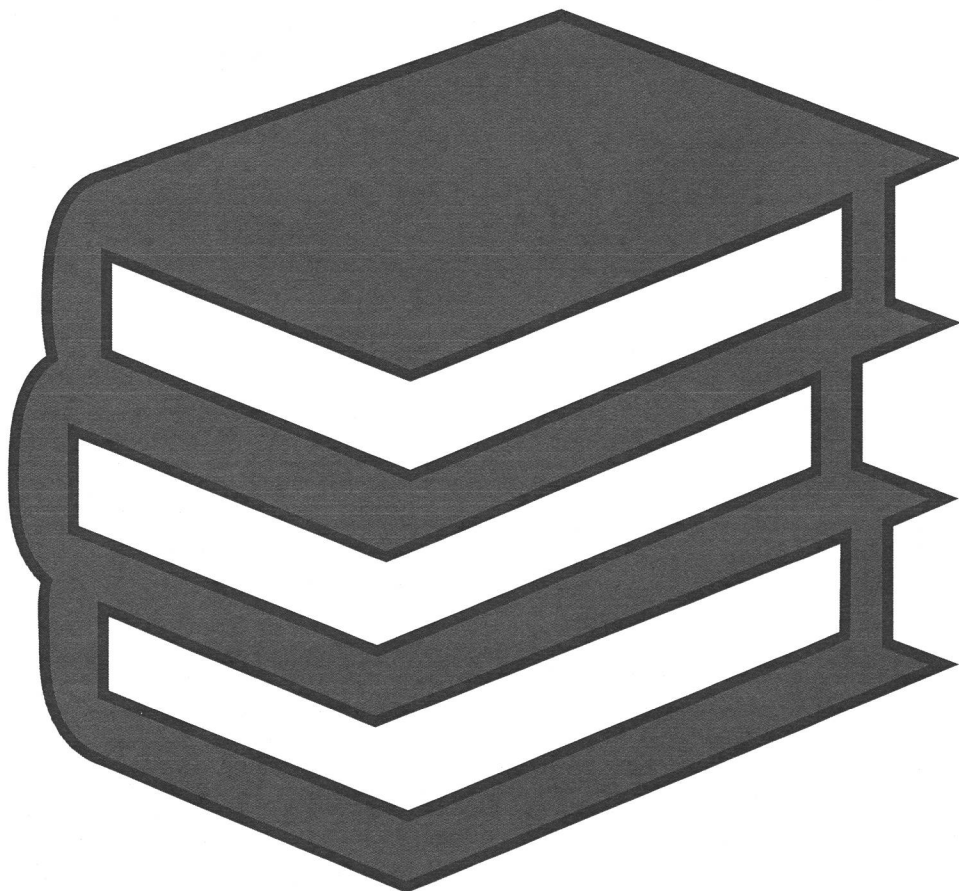
# Volunteer expectations



- Volunteers must not be impaired due to alcohol or drugs.
- All City parks and facilities are smoke-free.
- Respectful treatment of patrons and City staff.
- Dress codes may apply to certain volunteer positions.
- Volunteers must notify The Coordinator immediately if encountering an unsafe situation.
- Volunteers must comply with all health and safety policies of the City, including but limited to Covid-19 policies. Violation will result in immediate dismissal from the volunteer program.
- Volunteers shall not accept any form of compensation for their volunteering, including gifts or discounts.

**SEE ENTIRE POLICY FOR FURTHER DETAILS**





# INTERNSHIPS



# INTERN policy – key points

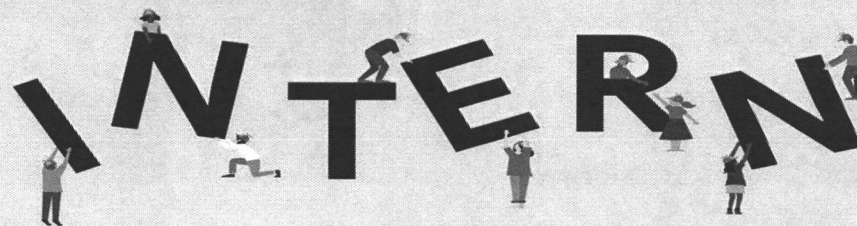
## TWO TYPES OF INTERNS:

### 1. University Interns

- A student enrolled or accepted for enrollment at a post-secondary institution trade or vocational school, who is seeking course credit for interning with a municipality and is engaged in the school internship program

### 2. On the Job (OJT) Interns

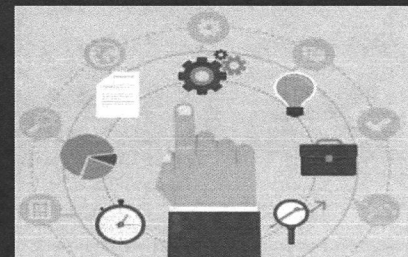
- Individuals who are not associated with a formal University Internship Program and may or may not be seeking college credits, but who wish to learn the nature of local government operations and functions and/or further their job experience





# Administration of the Program

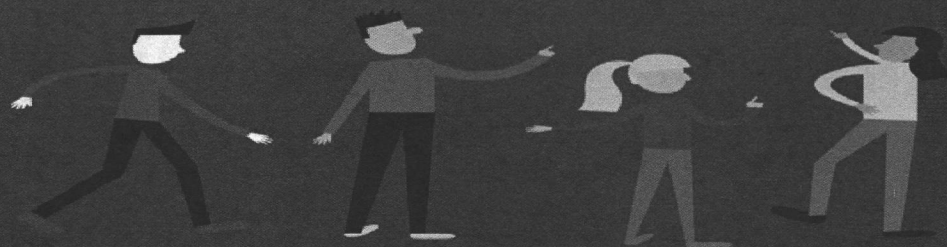
- Similar to the volunteer program, Human Resources will coordinate the internship process.
- Development of internship forms and applications.
- Process applications and conduct background investigations.
- Work with high schools, post-secondary institutions, trade schools or vocational schools to coordinate with those institutions criteria, rules and procedures for student internships.
- Coordinate with Members of the City Commission to assure proper placement of an intern.
- Develop and implement the use of record keeping forms to track the activities of an intern.
- Issue identification badges to interns.





# Administration of the Program

- Train Members of the City Commission on the proper over-sight of interns activities and record keeping responsibility.
- Prepare periodic reports to the City Manager and City Commission of the internship program.
- Coordinate with the City Attorney's Office regarding legal and risk implications of the internship program and recommend program adjustment as needed.
- Issue a certificate of completion to the intern which indicates the dates of commencement of the internship. No certificate will be issued to an intern who has been released from the internship program for failure to comply with program or conduct guidelines.
- Intern and Member to complete evaluations at end of program.



# OTHER INTERN PROVISIONS



The City must regularly review the duties performed by student interns to ensure that they are engaged in meeting their learning objectives.



All internship hours must be tracked and confirmed. Both the intern and the intern's supervisor must complete and sign a weekly hours worked tracking form and return the documentation to Coordinator,(HR).



If a Member is assigned a University Intern, in addition to any City required reporting documents, the Member must complete any University required documents and return all documentation timely to the Coordinator,(HR).



It is recommended that all interns provide a presentation at the end of the internship or at appropriate intervals to demonstrate how the learning objectives were met.



# Questions/discussion



1. What should be the minimum age of the volunteer?
2. Maximum number of volunteers that may be assigned to any commissioner?
3. Number of hours/week a volunteer may work? Should it depend on age?

1. What should be the minimum age of the intern\*?
2. Maximum number of interns that may be assigned to any commissioner\*?
3. Number of hours/week an intern may work? Should it depend on age\*?

An orientation/training class should be conducted for any Commission “Members” who wish to work with a volunteer or intern, to review program requirements, including documentation, etc.

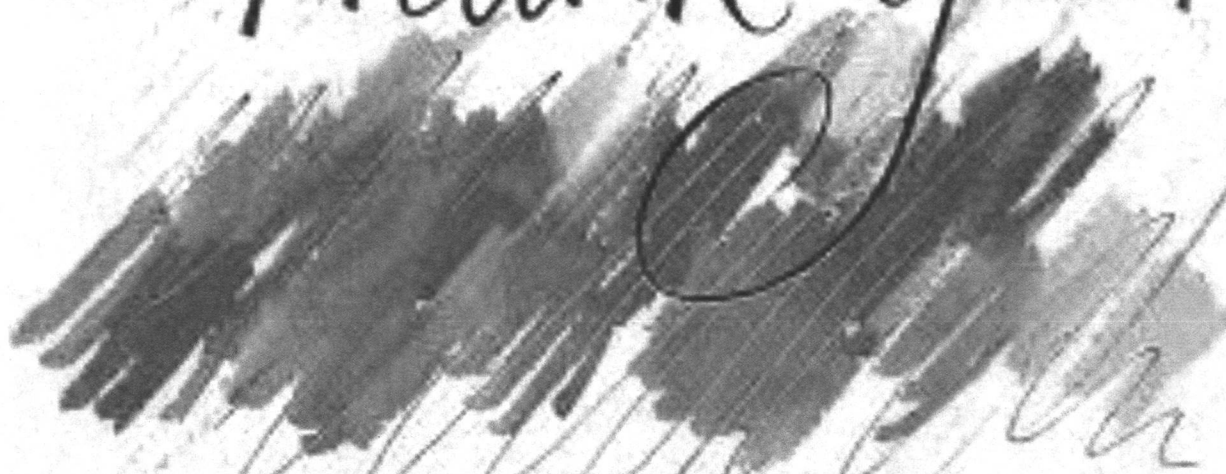
*\*Program requirements will differ for University interns, depending upon the specific University terms.*

# Recommendations:

- ▶ Human Resources to continue scheduled meetings with multiple universities to determine program requirements:
  - ▶ NSU 3/8/21
  - ▶ Barry University scheduled for 3/12/21
  - ▶ FIU/FAU being scheduled
  - ▶ Broward/ASA pending response
- ▶ HR to identify which Universities to work with.
- ▶ HR to identify which Department Heads/Elected Officials wish to participate in an internship program.
- ▶ HR to create job descriptions for each internship opportunity with each selected university.
- ▶ HR to create program and documents/forms to be created as need for volunteers, OJT interns and specific University interns.
- ▶ HR to determine with each Department Head/Elected official option for academic credit or experiential internships, depending on the university and needs of the City.
- ▶ Recommendation to start formalized intern and volunteer programs for the fall 2021. (August term)



Thank You!

  
C. V. M. C. M.