MINUTES OF MEETING
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
TUESDAY, MARCH 9, 2021 – 5:30 P.M.

1. Call to Order/Roll Call

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

Present:

Chair:	Tamara James
Vice-Chair:	Marco A. Salvino, Sr.
Board Members:	Joyce L. Davis
	Lori Lewellen
	Lauren Odman
Executive Director:	K. Michael Chen
City Attorney:	Thomas Ansbro
CRA Secretary:	Thomas Schneider

2. Citizen Comments

There were no comments at this meeting.

3. Administrative Reports

3.1 Administrative Report

Director Chen reviewed the information included in the agenda packet, which consisted of the CRA Annual Report, and the final CRA Mission and Vision Statements and Statement of Values resulting from the CRA Board workshop held on February 25th. With approval of the Board, he would like to move forward with utilizing these statements.

Vice-Chair Salvino noted the direction of how we are getting there is what he is looking for.

Director Chen responded as soon as the Commission has completed their strategic plan, he would like to undertake amendment of the CRA Plan.

Vice-Chair Salvino recommended we return the smaller, unsaleable lots to the CRA to put the money into the CRA; he has someone who is willing to fill these lots with playground equipment.

A brief discussion ensued regarding the lots.

Board Member Lewellen motioned to adopt the Mission Statement, Vision Statement and Statement of Values; seconded by Board Member Odman. The motion carried on the following 5-0 Roll Call vote:

Board Member Davis	**Yes**	**Vice-Chair Salvino**	**Yes**
Board Member Lewellen	**Yes**	**Chair James**	**Yes**
Board Member Odman	**Yes**		

Director Chen continued with the Administrative Report, and addressed the Residential COVID-19 Assistance Program. He noted the Miami Dade Housing Foundation is still interested in administering the program and reviewed their fees. Projections were run and the average grant would be $1,755; with the fee, each grant would be valued at $2,000. We would be able to reach 12% of the below-poverty households with our program. Managing the use of the funds would include developing a list of allowed expenses and we would require receipts for qualified expenses equal to or greater than the prior month's funding.

Vice-Chair Salvino noted certain documentation needed to be produced in case the recipients are receiving funding elsewhere.

Director Chen said a program would be drafted based upon the input of the Board. Some of this may be difficult for us to verify; we can identify those pieces that can be identified and include this in the documentation required to be provided.

Board Member Lewellen noted her biggest concern is accountability of the funds; people can provide a receipt for anything. She noted she asked about utilities at the last meeting.

Frank DiPaolo, Director of Finance, addressed his meeting with Director Chen. The program is aiming to provide help to those in need. Unfortunately, it is hard to have accountability when giving money to someone. The program began as a rental assistance program; this is a shift from that and the accountability is lacking to an extent. We do have a growing delinquency with utilities; the balance has grown to $260,000 plus and this will have to be addressed. He reviewed the other sources of money coming for COVID-19 and said he prefers to hold on to the City and CRA money.

Board Member Odman recalled a payment plan already in place for hardships with utilities.

Finance Director DiPaolo explained the City's payment plan prior to COVID.

Board Member Odman said it sounds like we have option to get back on track.

Board Member Lewellen asked if we have a provision in place for individuals unable to pay their water bills and questioned where we would get the money if people are simply unable to pay.

Finance Director DiPaolo noted the money would have to come from an assistance program or reserves; it cannot come from the utility funds.

City Attorney Ansbro noted a CRA Plan amendment would be needed.

Board Member Davis confirmed the program would allow 125 awards, which would be 11.6% of the population. She asked how we are prioritizing the neediest people since we are unable to help all in need in the City.

Director Chen said this would have to be conducted on a first come, first served basis. A waiting list could be established and any surplus funds would be used for those people.

Chair James noted we have to understand that the percentage who qualify may even be greater.

Director Chen said the demographics he ran were citywide. Based on the percentage of families below the poverty level who live in the CRA, we would be able to reach 25% of them.

Board Member Lewellen noted her biggest concerns are whether the funds are being used properly and that we are going to have to take delinquent utility bills out of reserves. It is appropriate to take care of the utilities first and see how much money we have left thereafter.

Chair James felt the programs should be separate; this program should be determined before taking on the utilities issue. We could have a stipulation that water bills be paid to qualify for this program.

Finance Director DiPaolo said the utility system needs to be looked at for both the City and CRA; if there is funding available in the CRA, it should be used in the CRA area.

Chair James felt we could find money elsewhere in the budget for utilities as the CRA budget is tight and the resources are limited.

Vice-Chair Salvino said it feels like we are eliminating the rest of the City. The application could mirror a bank loan application and CRA staff could handle it. There is a way that we can create a proper application and the first thing recipients would have to pay is their water bill. There has to be accountability.

Director Chen noted he needs direction from the Board whether to proceed with the program and he would bring back a program based on their input.

Board Member Lewellen felt we would have to add to the CRA Plan amendment to accommodate this program. There is no reason we cannot include utilities status as criteria for qualification and repayment in order to have accountability.

Director Chen addressed the Board's accountability concerns and explained man-hours required and software access needed to administer the program. He reviewed the qualifications and criteria required in order to participate in the program and the information required in the application.

Vice-Chair Salvino suggested the Board Members send Director Chen their thoughts and input prior to the next CRA Board meeting.

The Board consensus was that the Board Members would submit their recommendations to Director Chen and he would bring back terms and conditions of the program.

Director Chen continued with the Administrative Report. He addressed the National Development Council (NDC) and the Memorandum of Understanding on the Consent Agenda, noting that approval of the MOU would allow the CRA and NDC to work collaboratively to plan and implement projects, programs, and services.

4. Presentations

There were no presentations on this agenda.

5. Consent Agenda

5.1 Minutes:
Approve Minutes of February 9, 2021 CRA Board Virtual Meeting
Approve Minutes of February 25, 2021 CRA Board Virtual Workshop - Update of Mission Statement

5.2 Travel Requests: None

5.3 RESOLUTION NO. 2021-CRA-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, ACCEPTING A GRANT AWARD IN THE AMOUNT OF EIGHTEEN THOUSAND FIVE HUNDRED DOLLARS ($18,500.00) FROM THE URBAN HEALTH PARTNERSHIP INC. TO PROVIDE TECHNICAL ASSISTANCE AND MARKET GARDEN EXPERTISE TO HELP EXPAND THE PATCH MOBILE MARKET PROGRAM EFFORTS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

5.4 RESOLUTION NO. 2021-CRA-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING EXECUTION OF A MEMORANDUM OF UNDERSTANDING ("MOU") BETWEEN THE CRA AND THE NATIONAL DEVELOPMENT COUNCIL (NDC) TO WORK COLLABORATIVELY TO PLAN AND IMPLEMENT PROJECTS, PROGRAMS, AND SERVICES TO MEET MUTUAL GOALS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

Board Member Lewellen motioned to approve the Consent Agenda; seconded by Vice-Chair Salvino. The motion carried unanimously.

6. Proposals and Bids

There were no proposals on this agenda.

7. Discussion and Possible Action

7.1 Residential COVID-19 Assistance Program

This item was discussed under Item 3.1.

8. Board Member Comments

Board Member Odman questioned the status of the 115th Anniversary pendants outside of City Hall. She asked for information to be provided at the next CRA Board meeting regarding bringing back Dania After Dark.

9. Information Items

There were no items on this agenda.

10. Adjournment

Chair James adjourned the meeting at 6:44 p.m.

ATTEST:

Thomas Schneider

THOMAS SCHNEIDER, CMC
CRA SECRETARY

COMMUNITY REDEVELOPMENT AGENCY

VC

TAMARA JAMES
CHAIR – CRA

Approved: April 13, 2021

DANIA BEACH
COMMUNITY REDEVELOPMENT AGENCY