



AGENDA
COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
TUESDAY, NOVEMBER 18, 2025 - 6:00 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.

IN CONSIDERATION OF OTHERS, WE ASK THAT YOU:

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

**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. CITIZENS' COMMENTS

Addressing the Commission: A thirty (30) minute "Citizen Comments" period shall be designated on the agenda for citizens and interested persons to speak on matters whether or not scheduled on that day's agenda. Individuals wishing to speak on a matter not included on the "Public Hearing" section of the agenda, which matter pertains to an item before the City Commission which requires a decision of the City Commission, may do so by signing in and submitting a form to that effect with the City Clerk prior

to the meeting. Speakers at Public Hearings shall also submit such a form. Each speaker shall be limited to 3 minutes for his or her comments. If more than ten (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. Executive Director Administrative Report

4. PRESENTATIONS

1. RMA CRA Operational Analysis Presentation

5. CONSENT AGENDA

1. Minutes: October 14, 2025 CRA Board Meeting
2. Travel Requests: None
3. RESOLUTION NO. R-2025-CRA-_____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, PURSUANT TO THE REQUIREMENTS OF RESOLUTION 2020-CRA-013, WHICH PROVIDES THAT THE CRA BOARD IS TO APPROVE THE CREATION, MODIFICATION AND FUNDING OF NEW CRA POSITIONS TO AUTHORIZE THE MODIFICATION/CREATION OF CERTAIN CRA POSITIONS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

6. PROPOSALS AND BIDS: None

7. DISCUSSION AND POSSIBLE ACTION: None

8. INFORMATION ITEMS: None

9. BOARD MEMBER COMMENTS

10. ADJOURNMENT



City of Dania Beach Memorandum

DATE: 11/18/2025
TO: Chair and Board Members
FROM: Candido Sosa-Cruz, ICMA-CM, CRA Executive Director
SUBJECT: CRA Executive Director Administrative Report

1. CRA INITIATIVES

- Rebuilding Together Update

Home Beautification Program

- Total number of homes completed: 40
- Number of homes approved and in line for services: 0 (contract completed)
- Number of homes being vetted for qualification: 3+

Safe At Home Program

- Total number of homes completed: 26
- Total number of homes in-process (under const): 8+
- Number of homes approved and in line for services: 10+
- Number of homes being vetted for qualification: 10+

2. ECONOMIC DEVELOPMENT

- RMA Operational Analysis:

The CRA and City teams have held multiple meetings with the RMA team to exchange critical and detailed insights specific to the Community Redevelopment Area. These discussions have provided valuable context regarding the district's economic landscape, business climate, and redevelopment opportunities. Topics covered included local business activity, crime statistics, special events, and ongoing development initiatives. To further enhance the analysis, the CRA and City teams also coordinated and facilitated meetings between RMA and several prominent developers and key business owners in Dania Beach. These engagements ensured that local perspectives, challenges, and priorities were effectively incorporated into the study.

RMA has now completed its Operational Analysis Report, which presents a comprehensive

review of the City's economic conditions and redevelopment potential. The report includes a detailed redevelopment analysis, as well as strategic recommendations for revitalizing major corridors such as Federal Highway and Dania Beach Boulevard. RMA is now prepared to present its findings and recommendations to the CRA Board for formal review and discussion.

- 101 Dania Beach (101 SW 1st Street):

The CRA team attended the ribbon-cutting ceremony for 101 Dania Beach, a beautiful, modern mixed-use development situated in the heart of our downtown. This project represents a significant private investment in the community, contributing to local economic growth and the creation of new employment opportunities. In addition to attracting new residents and businesses to the downtown area, 101 Dania Beach has transformed a previously underutilized site into a vibrant, active space that enhances the overall livability and economic vitality of the district. The development is being completed in two phases. Phase I, which has been completed and celebrated with the ribbon-cutting ceremony, includes 278 residential units and 5 live/work units. Phase II, currently under construction, will add an additional 102 residential units, further contributing to the continued revitalization of the downtown area.

- 2025 Annual Florida Redevelopment Association (FRA) Conference:

Executive Director Sosa-Cruz attended the week-long Florida Redevelopment Association (FRA) Conference to remain informed about the latest trends, tools, and best practices in community and economic redevelopment. The conference convened professionals from across the state to exchange innovative strategies aimed at neighborhood revitalization, the strengthening of public-private partnerships, and the promotion of sustainable economic growth. Participation provided valuable opportunities for networking with industry leaders, learning from successful redevelopment case studies, and gaining insight into funding mechanisms and legislative developments that can further support the city's ongoing redevelopment efforts.

- Florida International Trade and Cultural Expo (FITCE):

Director Chen attended the 2-day FITCE conference hosted by Broward County. FITCE welcomes local and international companies to the Greater Fort Lauderdale for a unique opportunity to engage high-level government leaders, international trade experts, and delegations from around the world. There are panel presentations covering business opportunities with Broward's international trade partners and foreign investors, and Broward's market and business advantages. This year's special session main themes were Artificial Intelligence (AI) and Global Procurement.

3. PATCH

- PATCH General Operation / Performance
 - Number of monthly visitors: 191
 - New walk-in visitors: 15
 - Number of monthly volunteers: 70
 - Program Visitors: CW Thomas (3 weeks) - 75, Open House - 11, Workshop -10

- Weight of crop harvest: 165 pounds (mostly jackfruit)
- Individuals/institutions to whom unsold produce was donated: 10 pounds of jackfruit was donated to the Humane Society

- Past month activities/events

- Open House/Plant sale on Oct 11
- Workshop: Start Your Fall Garden on Oct 25
- Farmers Market held every Sat

- Upcoming events

- Tour & Taste on Nov 8
- Thanksgiving Market - Pumpkin crafts on Nov 15
- Workshop: Gardening For Small Spaces on Nov 22
- Farmers Market every Sat
- PATCH Closed on Nov 29

- PATCH News/info

- New raised beds for the Community Garden Plots: 12 garden plots in the past, 19 garden plots now – 9 plots available to rent
- EQIP USDA Program: Tech program and grants for sustainability - Blue Skies, a USDA contractor for the EQIP program, is coming to the PATCH on Nov 22.



City of Dania Beach Memorandum

DATE: 11/18/2025

TO: Chair and Board Members

FROM: Candido Sosda- Cruz, ICMA- CM, CRA Executive Director

SUBJECT: RMA CRA Operational Analysis Presentation

Request:

x

Background:

x

Budgetary Impact

Recommendation

x



DANIA BEACH
COMMUNITY REDEVELOPMENT AGENCY

DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING MINUTES
MONDAY, OCTOBER 14, 2025 – 6:00 P.M.

1. Call to Order/Roll Call

Chair Davis called the meeting to order at 6:00 p.m.

Present:

Chair:	Joyce L. Davis
Vice-Chair:	Marco A. Salvino, Sr.
Board Members:	Lori Lewellen Luis Rimoli A. J. Ryan, IC
Executive Director:	Candido Sosa-Cruz
City Attorney:	Eve Boutsis
CRA Secretary:	Elora Riera, MMC

2. Citizen Comments

None.

3. Administrative Reports

3.1 Administrative Report

Executive Director Chen presented his administrative report that was provided to the Board in their packets. He touched on the following topics:

- Façade Grant Program
- Rebuilding Together Update
- Home Beautification Program
- Safe at Home Program
- Visit Lauderdale: Port Everglades Cruise Terminal Tour
- Six Pillars Broward 2045
- The PATCH
- CW Thomas Rising Stars program started September 24th
- Dan Marino Foundation sends a group of 10 to 15 adult volunteers every 2nd and 4th Tuesday of the month
- Open house October 11th

- Farmers Market every Saturday
- Fall garden workshop October 25th

Executive Director Sosa-Cruz mentioned that RMA will be presenting at the November meeting. He touched on the FRA conference taking place in West Palm Beach. He commented that 101 Dania Beach Apartments will be having their grand opening. The city is also having conversations with 101 Dania regarding a potential parking agreement with the LA Fitness.

4. Presentations

None.

5. Consent Agenda

5.1 Minutes:

- September 15, 2025 CRA Board Meeting Minutes

5.2 Travel Requests: None.

Commissioner Lewellen made a motion to approve the consent agenda. The motion was seconded by Vice Chair Salvino which carried unanimously on voice vote.

6. Proposals and Bids

None.

7. Discussion and Possible Action

None.

8. Information Items

None.

9. Board Member Comments

Board member Lewellen deferred her comments to the Commission meeting.

Board member Rimoli had no comments.

Board member Ryan had no comments.

Vice Chair Salvino thanked Director Chen for his report and Executive Director Sosa-Cruz for his updates.

Chair Davis echoed the Vice Mayor's comments and is happy to see the city participating with the six pillars program.

10. Adjournment

Chair Davis adjourned the meeting at 6:15 p.m.

ATTEST:

COMMUNITY REDEVELOPMENT
AGENCY

ELORA RIERA, MMC
CRA SECRETARY

JOYCE L. DAVIS
CHAIR – CRA

DRAFT



City of Dania Beach Memorandum

DATE: 11/18/2025

TO: Chair and Board Members

FROM: Candido Sosa-Cruz, ICMA - CM CRA Executive Director

SUBJECT: Request to Change CRA Position Titles

Request:

The CRA Executive Director is requesting approval to update two position titles within the Community Redevelopment Agency (CRA):

- From Economic Development Manager to Redevelopment Real Estate Manager
- From Executive Assistant CRA to Administrative Assistant CRA

These title changes are intended to better reflect the responsibilities and skill sets required for each role and to support the CRA's ongoing efforts to enhance operational efficiency, attract qualified professionals, and advance redevelopment objectives.

Background:

The CRA continues to evolve into a dynamic and responsive organization dedicated to meeting the diverse needs of residents, businesses, and stakeholders. In order to maximize the Agency's value, efficiency, and long-term impact, strategic adjustments to staffing titles and responsibilities are necessary to better align with current economic and redevelopment conditions.

One proposed position adjustment involves changing the title from Economic Development Manager to Redevelopment Real Estate Manager. This modification more accurately reflects the scope and expertise required to advance the CRA's redevelopment initiatives. The revised position title will enable the Agency to attract highly qualified professionals with specialized skills in commercial real estate, redevelopment planning, and business attraction. These capabilities are essential to revitalizing the City's major corridors, redeveloping underutilized or aging properties, and collaborating with City departments to address zoning and land use priorities. This strategic realignment supports the CRA's long-term vision of sustaining investment in the community, modernizing public infrastructure, and enhancing stormwater and drainage systems to support future growth.

Additionally, we propose changing the title from Executive Assistant CRA to Administrative Assistant. This adjustment broadens the role to provide greater flexibility and organizational support across multiple functions of the Agency. The revised position will encompass responsibilities beyond direct executive support, including grant administration and monitoring,

invoice and budget processing, business follow-up, project coordination, and general administrative duties. This change will allow the position to more effectively support the CRA's expanding operations and improve overall administrative efficiency.

These proposed title and functional updates reflect the CRA's ongoing commitment to organizational improvement, operational transparency, and the effective delivery of redevelopment initiatives that benefit the entire community.

Budgetary Impact

There is no additional budgetary impact associated with this request. Both positions are currently included and funded in the FY 2026 CRA Budget. The proposed changes involve only updates to the titles and duties of each position. Any potential salary adjustments resulting from the revised classifications will be covered by current-year budget savings realized from unfilled positions within the CRA. No increase in overall staffing levels or budget appropriations is required.

Recommendation

The CRA Administration recommends approval of the Resolution and adoption of the requested title changes for the two CRA positions:

- Economic Development Manager → Redevelopment Real Estate Manager
- Executive Assistant CRA → Administrative Assistant CRA

These changes will better align the positions with their updated responsibilities and support the CRA's ongoing operational and redevelopment objectives.

Attachments: Resolution No. 2020-013 approved on September 14, 2020
Redevelopment Real Estate Manager Job Description
Administrative Assistant CRA

RESOLUTION NO. 2025-CRA-_____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ("CRA") OF THE CITY OF DANIA BEACH, FLORIDA, PURSUANT TO THE REQUIREMENTS OF RESOLUTION 2020-CRA-013, WHICH PROVIDES THAT THE CRA BOARD IS TO APPROVE THE CREATION, MODIFICATION AND FUNDING OF NEW CRA POSITIONS TO AUTHORIZE THE MODIFICATION/CREATION OF CERTAIN CRA POSITIONS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, since February 9, 2009, the executive director has exercised authority over all personnel matters and decisions for CRA employees not to include personnel matters and personnel decisions relating to the executive director position as well as creation and funding of new CRA positions, which shall be determined by the CRA Board; and

WHEREAS, pursuant to Resolution 2020-CRA-013, the CRA Board delegated authority over all personnel matters and personnel decisions for CRA employees to the executive director not to include personnel matters and personnel decisions relating to the executive director position as well as creation and funding of new CRA positions, which shall be determined by the CRA Board; and

WHEREAS, pursuant to the requirements of Resolution 2020-CRA-013, the CRA Board is to approve any and all new or modified positions and funding for CRA employees; and

WHEREAS, attached as Exhibit A to this Resolution, are the proposed modified positions for two CRA employees.

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

Section 1. That the above "WHEREAS" clauses are ratified and confirmed, and they are made a part of and incorporated into this Resolution by this reference.

Section 2. The CRA Board approves the modified CRA positions, as identified in Exhibit A, which exhibit is attached to and incorporated into the Resolution by this reference.

Section 3. That all resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

Section 4. That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED on _____, 2025.

Motion by _____, second by _____.

FINAL VOTE ON ADOPTION: Unanimous _____

Yes No

Board member Lori Lewellen _____

Board member Luis Rimoli _____

Board member Archibald J. Ryan IV _____

Vice Chair Marco Salvino _____

Chair Joyce L. Davis _____

ATTEST:

ELORA RIERA, MMC
CRA CLERK

JOYCE L. DAVIS
CRA BOARD CHAIR

APPROVED AS TO FORM AND CORRECTNESS:

EVE A. BOUTSIS
CRA ATTORNEY



Job Title:	Redevelopment Real Estate Manager
Department:	CRA
Union Eligible:	Not Eligible
Pay Grade:	118
FLSA Status:	Exempt
Reports to:	Executive Director
Supervisory duties:	Yes

JOB DESCRIPTION

Revised 11/03/2025

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation 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 written out in this job description.

DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY (CRA)

Dania Beach is the hub of the enormous, robust Southeast Florida economy, the 8th largest Metropolitan Statistical Area (MSA) in the U.S. Dania Beach advantages include a state and local tax-friendly environment, solid Infrastructure, high-speed Internet, low-cost utilities, and 43 Institutions of higher learning. We are served by three (3) International Airports and three (3) deep water Seaports - YOU HAVE A WIDER REACH OF THE GLOBE FROM DANIA BEACH.

CRA Mission Statement

“To provide the expertise and strategic investments needed to implement inclusive strategies that enhance financial security; expand opportunities for business; stimulate private investment; foster revitalization; and improve the quality of life for our diverse community.”

CRA Vision Statement

“To be a sustainable city of the future with expanded economic opportunities for our stakeholders.”

JOB SUMMARY

This is a high-level CRA leadership position. Under the direction of the Executive Director, the Redevelopment/Real Estate Manager develops and executes business attraction/retention strategies and marketing of the City/CRA as a desirable business destination. The selected candidate should be an outside of the box thinker, a visionary leader, and business professional. The incumbent’s success will be measured, in part, by the number of new businesses brought into and the number of businesses expanded in the CRA. Developing an effective working network of CRA businesses, residents, partner agencies, developers, and investors will also be a performance measure. The incumbent must have or quickly obtain functional knowledge of the CRA and City. The manager must exercise considerable initiative and independent judgement in performing work assignments.

ESSENTIAL JOB FUNCTIONS

- Contribute to the achievement of the Agency's Mission, Vision Statements, and CRA Plan goals/objectives. Develop benchmarks to monitor and evaluate program/project effectiveness, contract/grant compliance, and consultant/contractor performance.
- Work with investors/developers to secure investment, development of projects, and the attraction of businesses to the CRA. Follow-up on leads with interested parties.
- Determine which businesses/industries would be the best fit with Dania Beach and identify the site location factors most relevant to those businesses/industries.
- Serves as a liaison to governmental agencies, community leaders, civic organizations, project evaluation and resolution, supervising contractors and vendors, maintaining good public relations with residents, business owners and operators, merchants, property owners and business owners. Effectively coordinates CRA activities with outside agencies, property owners, businesses, consultants, and City department/divisions. Collaboratively support the programs/initiatives of City department/divisions.
- Assist with the development of collateral materials and presentations to support the expansion of existing businesses and the attraction of new/start-up businesses, investors, and skilled workforce. Develop business/resident resource content for the CRA website. Design/implement strategies to enhance our strengths and mitigate our weaknesses based on analytical research.
- Prepare/implement Requests for Proposals (RFP) for agency service vendors and the disposal, development, redevelopment, or adaptive reuse of CRA land or buildings.
- Develop/maintain a database of for-sale/for-lease commercial properties. Work with property owners to attract tenants and/or development projects to their properties.
- Manage the CRA's role on major development projects, including securing appraisals, surveys, and environmental studies; structuring financial strategies; and preparing closing documents for CRA projects/programs.
- Following the priorities and organizational personality established by the Executive Director assist the Executive Director and implement the programs and strategies of the adopted CRA Plan. As requested, provide recommendations reflecting responsible judgement to the Executive Director on CRA issues.
- Review and analyze complex economic/financial reports, leases/agreements, funding proposals, and contracts. Provide written analysis, evaluation, and recommendations. Make presentations to boards, the business community, and other groups regarding findings and recommendations.
- Identify private, public, and institutional funding sources. Determine eligibility requirements and lead the application process to secure funding for the CRA.
- Assist with identifying funding opportunities including grants, sponsorships, and donations. Prepare applications and documents required to secure those funds.
- Facilitate and represent the CRA at meetings with members of the business community and the public.

- Prepare, oversee, and review the work of subordinate staff, including outside professional consultants and contract service providers.
- Prepare agenda items for presentation to CRA Board and other groups.
- Plays a key role in the creation of the annual CRA budget and administers the adopted CRA budget. Authorizes the expenditures of agency funds as established by the adopted CRA budget.
- Perform related duties as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal, State and other resources for economic development and business assistance.
- Knowledge of regulations and procedures concerning economic development, and statistics and mathematics applicable to economic analysis.
- Knowledge of business attraction and retention programs.
- Knowledge of marketing and promotional practices and strategies, especially related to municipal and community promotions.
- Exercise sound independent judgment and demonstrate initiative and creativity, with minimal supervision.
- Ability to influence decisions and opinions.
- Ability to establish and maintain effective working relationships with the public, coworkers, city officials and members of diverse cultural backgrounds. Skills to effectively interact with others.
- Ability to work effectively in time-sensitive situations to meet deadlines; coordinate multiple projects and complex tasks concurrently.
- Knowledge of research and analytical techniques - ability to formulate conclusions and develop recommendations.
- Must be highly organized and efficient.
- Ability to use small office equipment, including computers, copy machines or multi-line telephone systems. High level of proficiency using Microsoft Office, particularly Outlook, Word, Excel, and PowerPoint. Ability to learn City/CRA software.
- Excellent verbal and written communication skills. Ability to communicate complex material clearly; to compose effective reports; and to prepare and make presentations.
- Compose, edit, and prepare correspondence including reports, statements, manuscripts, memorandums, and letters for internal and external audiences.
- Ability to serve with honesty and integrity in full accord with the letter and spirit of all City/CRA ethics and conflicts of interest policies. Highly ethical behavior is required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in real estate, finance, business administration, planning, urban development, or close equivalent. Relevant experience can substitute for education on a year-for-year basis.
- Five (5) years experience and proven success in economic development, business attraction/retention, re-development, community development, business assistance, real estate development, and/or public/private finance.
- Project management experience in community/economic development, real estate, business retention, or related field.
- Possess or be able to obtain a State of Florida driver's license, with an acceptable driving record, within 30 days of hire.

PREFERRED

- Seven (7) years experience and proven success in economic development, business attraction/retention, re-development, community development, business assistance, real estate development, and/or public/private finance.
- Experience in commercial real estate and/or project financing, especially in South Florida, is desirable.

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 hearing, mental acuity, speaking, standing, talking, and walking.

WORK ENVIRONMENT

Work is in a dynamic environment that requires sensitivity to changing goals, priorities, and needs. Collaboration with and cross-support of other CRA staff members is essential.

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.

FROM: DEPARTMENT OF HUMAN RESOURCES AND RISK MANAGEMENT

You have been given a copy of your job description and are aware that the duties listed as well as related duties as assigned by Supervisor are a condition of your employment and continuing employment with the City of Dania Beach.

Issuance Date: _____

To: _____ **(Employee)**

Delivered to Employee by (check one) and copied to Personnel File on _____,

- Handed to
- Emailed
- Sent by US mail

By: _____
(Human Resources Representative)



Job Title:	Administrative Assistant, CRA
Department:	CRA
Union Eligible:	Not Eligible
Pay Grade:	112
FLSA Status:	Non-Exempt
Report to:	Executive Director
Supervisory Duties:	None

JOB DESCRIPTION

Revised 11.6.25

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation 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 specified in the job description, but which may be incidental in performing their duties just as though they were specified in this job description.

JOB SUMMARY

Provides specialized executive and administrative services of more than average difficulty to the Executive Director and Redevelopment/Real Estate Manager, and CRA Board. Position is responsible for the performance of confidential and varied duties requiring exceptional verbal communication skills, and frequent contact with the Executive Director, Redevelopment/Real Estate Manager, CRA Board, City Clerk, and other department heads and residents. Work requires the application and knowledge of City/CRA policies and procedures. Independent action is exercised in the disposition of routine work matters, giving information, receiving inquiries and complaints, and other public contact work. Detailed instructions are received from supervisor when involving complex projects.

ESSENTIAL JOB FUNCTIONS

- Creates and generates complex correspondence, memos, agendas, purchase orders, reports, budgets, and related materials appropriate to department and administration.
- Manages the CRA's financial administration, including registering service providers, creating purchase orders, processing the payment of vendor invoices, and preparing financial statements/reports as needed.
- Maintains the CRA's budgets and filing systems to ensure efficient operations.
- Provides administrative support and coordination for CRA programs/projects and keeps the management properly informed.
- Participates in or manage the planning and execution of CRA events/programs, Attend CRA meetings, events, and workshops as needed. Work a flexible schedule as needed.
- Assures CRA's compliance with City Clerk document formats and agenda creation procedures; support CRA staff with the development and submission of CRA Board meeting and workshop agenda materials into the City Clerk document software.
- Processes various correspondence and forms that may be of a confidential or sensitive nature, and exercises discretion accordingly.
- Manages and maintains the CRA's Customer Relationship Management (CRM) software and database. Support/train CRA staff in the use of the software.

- Performs computer-related tasks requiring broad working knowledge of a wide variety of standard computer applications, e.g., word processors, spreadsheet programs, report presentation packages, calendar schedulers, electronic file maintenance.
- Functions as liaison between other departments, the public, and outside agencies, gathering and relaying information as needed. Facilitate effective collaborative relationships with city/CRA staff, partner agencies, business community, press/media, and the public. Maintain a working knowledge of CRA programs/activities and the CRA staff who are responsible for each.
- Prepares department payroll for review. Collect time sheets and enter employee absences into the payroll system bi-weekly. Route bi-weekly payroll report for Executive Director's approval.
- Receives and screen visitors and telephone calls to the Executive Director, Redevelopment Real Estate Manager, and CRA Board and either notify staff members or record/relay messages. Escort visitors to proper offices and announce them.
- Resolves customer requests, complaints, and problems or refer them appropriately.
- Routes CRA incentive applications to appropriate City departments for review and comment and follow through for responses.
- Facilitates and/or manage special projects as assigned.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CRA/City practices, procedures, and policies, or ability to learn CRA/City practices, procedures, and policies.
- Capacity for learning and developing a level of proficiency in the use of technical, proprietary CRA/City computer software programs.
- Skill in the use of office equipment, including copy machines or multi-line telephones.
- Skill in using computers for data entry, word processing, and accounting purposes.
- Agile and adaptable to changing conditions and priorities,
- Ability to supervise, organize, and communicate effectively.
- Ability to exercise good judgement to achieve desirable outcomes.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Associate's degree in Business Administration or related field.
- Three (3) years of experience in a highly responsible administrative position.
- Additional qualifying experience may be substituted on a year for year basis for the required college education.

PREFERRED EDUCATION, EXPERIENCE

- Previous experience in a municipal or Community Redevelopment Agency (CRA) environment is preferred, providing a broad understanding of public administration systems.
- Florida Redevelopment Association (FRA) - FRA Academy designation of FRA-RA (Redevelopment Administrator) or FRA-RP (Redevelopment Professional).

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 require climbing, grasping, handling, hearing, mental acuity, speaking, talking, visual acuity, and walking.

WORK ENVIRONMENT

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.

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.

FROM: DEPARTMENT OF HUMAN RESOURCES AND RISK MANAGEMENT

You have been given a copy of your job description and are aware that the duties listed as well as related duties as assigned by Supervisor are a condition of your employment and continuing employment with the City of Dania Beach.

Issuance Date: _____

To: _____ **(Employee)**

Delivered to Employee by (check one) and copied to Personnel File on _____, 20____:

- Handed to
- Emailed
- Sent by US mail

By: _____

(Human Resources Representative)

RESOLUTION NO. 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.

WHEREAS, the Florida Legislature enacted the Community Redevelopment Act of 1969, which is presently codified as Part III of Chapter 163, Florida Statutes, as amended from time to time (the "Act"); and

WHEREAS, all powers arising through the Act are conferred by the Act upon counties with Home Rule Charters, such as Broward County, Florida, which in turn are authorized to delegate certain of their powers to a community redevelopment agency created pursuant to the Act; and

WHEREAS, pursuant to the adoption of Resolution No. 2002-275 by the Board of County Commissioners of Broward County, Florida (the “Board”), the Board delegated to the City Commission of the City of Dania Beach, Florida (the “Commission”) the authority to exercise the redevelopment powers conferred upon the Board within its Redevelopment Area in accordance with the Act, to enable the City Commission to declare the need for, create and delegate power to a community redevelopment agency (“CRA”) and to prepare and adopt a plan of redevelopment for final approval by the Board; and

WHEREAS, the City Commission accepted a delegation of powers from the Board, found a need for and created the CRA, granted the CRA the power to exercise those powers permitted by the Act which were delegated by the Board to the City and declared the Dania Beach City Commission to be the CRA Board with the adoption of City of Dania Beach Ordinance No. 2002-032; and

WHEREAS, pursuant the authority provided by the Act, an CRA may employ an executive director, technical experts, and such other agents and employees, permanent and temporary, as it requires, and determine their qualifications, duties, and compensation; and

WHEREAS, the CRA Board has employed an executive director since February 9, 2009; and

WHEREAS, since February 9, 2009, the executive director has exercised authority over all personnel matters and decisions for CRA employees not to include personnel matters and personnel decisions relating to the executive director position as well as creation and funding of new CRA positions, which shall be determined by the CRA Board; and

WHEREAS, retroactive to February 9, 2009, the CRA Board desires to delegate authority over all personnel matters and personnel decisions for CRA employees to the executive director not to include personnel matters and personnel decisions relating to the executive director position as well as creation and funding of new CRA positions, which shall be determined by the CRA Board; and

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


Section 1. That the above "WHEREAS" clauses are ratified and confirmed, and they are made a part of and incorporated into this Resolution by this reference.

Section 2. That retroactive to February 9, 2009, the CRA Board delegates authority over personnel matters and personnel decisions for CRA employees to the executive director not to include personnel matters and personnel decisions relating to the executive director position as well as creation and funding of new CRA positions, which shall be determined by the CRA Board.

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

PASSED AND ADOPTED on September 14, 2020.

ATTEST:


THOMAS SCHNEIDER, CMC
CRA SECRETARY


LORI LEWELLEN
CHAIR

APPROVED AS TO FORM AND CORRECTNESS:


THOMAS J. ANSBRO
CRA ATTORNEY

