

MINUTES OF MEETING
CITY OF DANIA BEACH
COMMUNITY REDEVELOPMENT AGENCY
TUESDAY, JANUARY 10, 2012 – 6:00 P.M.

1. Call to Order/Roll Call

Chairman Flury called the meeting to order at 6:00 p.m.

Present:

| | |
|-------------------------|---|
| Chairman: | Patricia A. Flury |
| Vice-Chairman: | Bobbie H. Grace |
| Board Members: | Anne Castro Walter Duke C. K. "Mac" McElyea |
| CRA Executive Director: | Jeremy Earle |
| City Attorney: | Thomas Ansbro |
| CRA Secretary: | Miriam Nasser |

2. CRA Updates

2.1 CRA End of Year Report

Director Earle thanked the Board for their support during 2011. He explained some of the issues still being addressed. Director Earle commented that all the trees on the US1 project have been installed with the exception of six Crape Myrtles and added that bid proposals for Phase 2 of the project should be received in February. Director Earle remarked that 2012 will be another successful year for the City.

Chairman Flury asked Director Earle if he was anticipating any delays in the current projects.

Director Earle noted there are some field changes that need to be addressed in addition to the approval from Broward County. He indicated that a new timetable will be provided to the Board.

Chairman Flury commented that we seem to get far behind our project completion dates. She stated that if the contractor gives us a timetable nothing should change.

Ana Zeinieh, Economic Development Director, advised that over the next few months we will see approximately 100 new jobs coming to our City, hence generating employment opportunities for our residents. She noted that Cruise.com should be relocating to Dania Beach some time in January. Ms. Zeinieh further indicated that Aarons Furniture and Eco Stone Group are also planning to bring their businesses to Dania Beach.

3. Presentations

There were no presentations on this agenda.

4. Consent Agenda

- 4.1 Minutes:
Approve minutes of December 7, 2011 CRA Board meeting
Approve minutes of December 13, 2011 Special CRA Board meeting
- 4.2 Travel Requests: None
- 4.3 Approve the Merchant Assistance Program for The Beauty Factory, in an amount not to exceed \$15,000.00
- 4.4 Approve Façade and Exterior Grant Program for Grampa's Restaurant & Bakery, in an amount not to exceed \$20,000.00
- 4.5 Approve Revised CRA Façade and Exterior Grant Program Checklist
- 4.6 Approve CRA Façade Improvement Program Lien Documents
- 4.7 Creation of Arts Council – Approve Contract with Elizabeth Wentworth, Wentworth Creative Management, Inc. in the amount of \$18,500.00
- 4.8 Approve CRA Budget Amendment (*Revised*)

Chairman Flury asked if we have received any negative comments on the Façade Program.

Ana Zeinieh, Economic Development Director, responded in the negative. She added that she has seven pending applications and she contacted the interested parties advising them there will be a lien placed on their property and requesting their feedback regarding the process.

Chairman Flury hopes we can work something out with Millennium Fire because that is a very important location.

Ms. Zeinieh advised that Millennium Fire is on board; however, they want to make sure that the lien will not prevent them from receiving the loan.

Board Member Castro motioned to approve the Consent Agenda, with revised Item #4.8 Budget Amendment; seconded by Vice-Chairman Grace. The motion carried on the following 5-0 Roll Call vote:

| Board Member Castro | Yes | Vice-Chairman Grace | Yes |
|----------------------------|------------|----------------------------|------------|
|----------------------------|------------|----------------------------|------------|

Board Member Duke **Yes**
Board Member McElyea **Yes**

Chairman Flury **Yes**

Board Member Castro commended staff for moving forward with the Arts Council. She noted this will be a very important part of our future considering we have a lot of local artists in our City.

Board Member Duke would also like to see the cultivation of local music incorporated into the arts in the City.

5. Proposals and Bids

There were no proposals on this agenda.

6. Discussion and Possible Action

6.1 CRA Executive Director Contract

Board Member Castro motioned to approve the CRA Executive Director Contract; Chairman Flury passed the gavel and seconded the motion. The motion carried on the following 4-1 Roll Call vote:

| | | | |
|-----------------------------|------------|----------------------------|------------|
| Board Member Castro | Yes | Vice-Chairman Grace | Yes |
| Board Member Duke | Yes | Chairman Flury | Yes |
| Board Member McElyea | No | | |

Chairman Flury thanked Director Earle for his hard work and for putting together a great staff.

7. Adjournment

Chairman Flury adjourned the meeting at 6:16 p.m.

ATTEST:

COMMUNITY REDEVELOPMENT
AGENCY

Louise Stilson

LOUISE STILSON, CMC
CRA SECRETARY

Pat Flury

PATRICIA A. FLURY
CHAIRMAN – CRA

Approved: February 29, 2012

Minutes of Regular Meeting
Dania Beach Community Redevelopment Agency
Tuesday, January 10, 2012 – 6:00 p.m.





100 W. Dania Beach Blvd.
Dania Beach, Florida 33004

tel (954) 924-6801
fax (954) 921-2604
www.DaniaBeachCRA.org

Memo

To: CRA Board Members
From: Jeremy Earle, Executive Director
CC: Mark Bates, Finance Director
Date: 1/6/2012
Re: CRA Budget Amendment

Purpose

The purpose of this agenda item is the following: (1) amend the current CRA Budget to reflect what was approved by the CRA Commission on September 26, 2011 through adoption of the CRA Finance Plan; and (2) further amend said budget to reflect actual fund balance available for future CRA investment, fund services that were encumbered but not complete as of fiscal year end 2011, and fund redevelopment initiatives approved subsequent to adoption of the Finance Plan.

Background

The budget as adopted by the City Commission on September 26th, 2011, represents the adopted CRA Budget. This budget does not match the budget subsequently approved by the CRA Commission through approval of the Finance Plan on September 26, 2011. On a go forward basis, the CRA Commission will be asked to approve via resolution the Finance Plan as the CRA Annual Budget.

Budget Amendment

Attachment 1 represents the proposed budget amendments necessary to adjust the FY 2012 CRA Budget to the proper balances as follows:

- Adjustments to bring FY 2012 CRA Budget in line with approved Finance Plan:
 - Revenues \$29,636
 - Expenditures \$29,636
 - Please see Column B (*Attachment 1*) for a detailed list of amendments by account number.
- Additional adjustments aimed at amending the FY 2012 CRA Budget to reflect current CRA priorities:
 - Revenues \$894,141
 - Expenditures \$894,141



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- Please see Column D (*Attachment 1*) for a detailed list of amendments by account number. Specifically, the Finance Plan included a conservative estimate of fund balance totaling \$1,850,000. Actual available fund balance is currently estimated at \$2,211,426 (i.e. additional \$361,426 available for investment within the Finance Plan). The additional fund balance coupled with an additional contribution from the City (\$532,715) is being programmed into the plan as follows: (1) \$196,776 into Reserve for future appropriation by the CRA Commission; (2) \$114,650 to fund services that were encumbered but not complete as of fiscal year end 2011 (please see *Attachment 2*); and (3) \$582,715 for redevelopment initiatives within the College Gardens, Dania Beach Heights, and Sunny Garden Isles target areas.

As stated before, the purpose of this budget amendment is to allow the two budgets to be reconciled. This budget is also being amended to reflect the additional funds that have been transferred into the CRA from the City, for the Sun Garden Isles, Dania Beach Heights, and College Garden's projects.

The CRA Budget which was approved by you should be the budget that takes precedence over all others. In the future, the City Commission will only approve a specific amount to be transferred into the CRA without the full CRA budget being actually included in the City Commission budget. This means that we will never again have to go through this type of process to reconcile the two budgets. This is in line with the intent of Florida Statute 163, Part III.

Please let me know if you have any questions.

Best regards,

Jeremy Earle, ASLA, AICP

Executive Director

Dania Beach Community Redevelopment Agency

Dania Beach CRA (FY 2012 Budget Adjustment)

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | 2012 | | | | | |
|---------------------------------------|---|---|--|---|--------------------------------------|-------------------------------------|--------------------------------|
| | | A CRA Budget as approved by City Commission Policy | B Amendments to ensure Budget equals Finance Plan | C = A+B Finance Plan as approved by CRA Commission | D Budget cleanup Amendments | E = C+D Amended CRA Budget | F = B+D Total Amendments |
| FUND FINANCE (Summary of Year) | | | | | | | |
| REVENUES | | | | | | | |
| 106-0000-381-00-01 | Transfer from General Fund | \$ 768,971 | \$ - | \$ 768,971 | \$ 532,715 | \$ 1,301,686 | \$ 532,715 |
| 106-0000-381-00-01 | Transfer from General Fund (cost allocation plan) | 261,867 | - | 261,867 | - | 261,867 | - |
| 106-0000-384-00-00 | Debt Proceeds (est. County funding) | - | 700,000 | 700,000 | - | 700,000 | 700,000 |
| 106-0000-389-90-01 | Appropriated Fund Balance | 2,520,364 | (670,364) | 1,850,000 | 361,426 | 2,211,426 | (308,938) |
| TOTALS | | \$ 3,551,202 | \$ 29,636 | \$ 3,580,838 | \$ 894,141 | \$ 4,474,979 | \$ 923,777 |
| EXPENDITURES | | | | | | | |
| 106-5201-552-12-10 | Salaries and Wages | \$ 226,869 | \$ - | \$ 226,869 | \$ - | \$ 226,869 | \$ - |
| 106-5201-552-21-10 | FICA Taxes | 14,438 | - | 14,438 | - | 14,438 | - |
| 106-5201-552-21-20 | Medicare Taxes | 3,377 | - | 3,377 | - | 3,377 | - |
| 106-5201-552-22-10 | Pension (City) | 16,648 | - | 16,648 | - | 16,648 | - |
| 106-5201-552-23-10 | Life & Health Insurance | 48,491 | - | 48,491 | - | 48,491 | - |
| 106-5201-552-24-10 | Workers' Compensation | 648 | - | 648 | - | 648 | - |
| 106-5201-552-31-10 | Professional Services (General) | 300,000 | (250,000) | 50,000 | 114,650 | 164,650 | (135,350) |
| 106-5201-552-31-20 | Professional Services (Legal) | 100,000 | - | 100,000 | - | 100,000 | - |
| 106-5201-552-34-10 | Contractual Services | 24,000 | - | 24,000 | - | 24,000 | - |
| 106-5201-552-40-10 | Travel (Training & Per Diem) | 4,000 | - | 4,000 | - | 4,000 | - |
| 106-5201-552-41-10 | Telephone | 1,800 | - | 1,800 | - | 1,800 | - |
| 106-5201-552-42-10 | Postage | 5,000 | - | 5,000 | - | 5,000 | - |
| 106-5201-552-47-10 | Printing & Binding | 8,000 | - | 8,000 | - | 8,000 | - |
| 106-5201-552-49-20 | Legal & Display Advertise | 4,000 | - | 4,000 | - | 4,000 | - |
| 106-5201-552-51-10 | Office Supplies | 4,000 | - | 4,000 | - | 4,000 | - |
| 106-5201-552-52-20 | Miscellaneous Supplies | 1,000 | - | 1,000 | - | 1,000 | - |
| 106-5201-552-52-30 | Computer Software | 1,000 | - | 1,000 | - | 1,000 | - |
| 106-5201-552-54-10 | Books, Subscriptions | 700 | - | 700 | - | 700 | - |
| 106-5201-552-54-20 | Memberships | 5,000 | - | 5,000 | - | 5,000 | - |
| 106-5201-552-91-00 | Transfer to General Fund (cost allocation plan) | 261,867 | - | 261,867 | - | 261,867 | - |
| 106-5201-552-99-80 | Reserve | - | 50,000 | 50,000 | 196,776 | 246,776 | 246,776 |
| * CRA ADMIN | | \$ 1,030,838 | \$ (200,000) | \$ 830,838 | \$ 311,426 | \$ 1,142,264 | \$ 111,426 |
| CITY CENTER | | | | | | | |
| 106-5202-552-31-40 | Professional Services (General) | \$ 23,845 | \$ (23,845) | \$ - | \$ - | \$ - | \$ (23,845) |
| 106-5202-552-31-41 | Professional Services (Marketing/PR) | 24,446 | 35,554 | 60,000 | - | 60,000 | 35,554 |
| 106-5202-552-31-42 | Redevelopment Initiatives | 172,747 | (172,747) | - | - | - | (172,747) |
| 106-5202-552-48-10 | Promotional Activities | 75,000 | - | 75,000 | - | 75,000 | - |
| 106-5202-552-63-10 | Improvements Other Than Bldg. (est. County funding) | - | 700,000 | 700,000 | - | 700,000 | 700,000 |
| 106-5202-552-63-41 | Streetscape Enhancements | 500,000 | (30,000) | 470,000 | - | 470,000 | (90,000) |
| 106-5202-552-63-42 | Landscaping Enhancements | 300,000 | (300,000) | - | - | - | (300,000) |
| * CITY CENTER | | \$ 1,096,038 | \$ 148,962 | \$ 1,245,000 | \$ - | \$ 1,245,000 | \$ 148,962 |
| COLLEGE GARDENS | | | | | | | |
| 106-5203-552-31-10 | Professional Services (General) | \$ 49,942 | \$ (49,942) | \$ - | \$ - | \$ - | \$ (49,942) |
| 106-5203-552-31-42 | Redevelopment Initiatives | 75,000 | (75,000) | - | - | - | (75,000) |
| 106-5203-552-63-10 | Improvements Other Than Bldg. | - | - | - | 40,000 | 40,000 | 40,000 |
| 106-5203-552-63-41 | Streetscape Enhancements | 106,750 | (106,750) | - | - | - | (106,750) |
| 106-5203-552-63-42 | Landscaping Enhancements | 41,500 | (41,500) | - | - | - | (41,500) |
| 106-5203-552-63-44 | Neighborhood Beautification | - | 260,000 | 260,000 | - | 260,000 | 260,000 |
| 106-5203-552-63-43 | Park Improvements | 40,000 | - | 40,000 | - | 40,000 | - |
| * COLLEGE GARDENS | | \$ 313,192 | \$ (13,192) | \$ 300,000 | \$ 40,000 | \$ 340,000 | \$ 28,808 |
| DANIA BEACH HEIGHTS | | | | | | | |
| 106-5204-552-63-42 | Landscaping Enhancements | \$ 50,000 | \$ (50,000) | \$ - | \$ - | \$ - | \$ (50,000) |
| 106-5204-552-63-44 | Neighborhood Beautification | 150,276 | 99,724 | 250,000 | 350,000 | 600,000 | 449,724 |
| * DANIA BEACH HEIGHTS | | \$ 200,276 | \$ 49,724 | \$ 250,000 | \$ 350,000 | \$ 600,000 | \$ 399,724 |
| EAST FEDERAL HIGHWAY | | | | | | | |
| 106-5205-552-31-42 | Redevelopment Initiatives | \$ 150,000 | \$ - | \$ 150,000 | \$ - | \$ 150,000 | \$ - |
| 106-5205-552-63-10 | Improvements Other Than Bldg. | 150,000 | - | 150,000 | - | 150,000 | - |
| * EAST FEDERAL HIGHWAY | | \$ 300,000 | \$ - | \$ 300,000 | \$ - | \$ 300,000 | \$ - |
| Marine | | | | | | | |
| 106-5206-552-31-10 | Professional Services (General) | \$ 50,000 | \$ (50,000) | \$ - | \$ - | \$ - | \$ (50,000) |
| * Marine | | \$ 50,000 | \$ (50,000) | \$ - | \$ - | \$ - | \$ (50,000) |
| SUNNY GARDEN ISLES | | | | | | | |
| 106-5207-552-63-42 | Landscaping Enhancements | \$ 50,000 | \$ (50,000) | \$ - | \$ - | \$ - | \$ (50,000) |
| 106-5207-552-63-41 | Streetscape Enhancements | - | 15,000 | 15,000 | - | 15,000 | 15,000 |
| 106-5207-552-63-43 | Park Improvements | - | 70,000 | 70,000 | - | 70,000 | 70,000 |
| 106-5207-552-63-44 | Neighborhood Beautification | 234,658 | 15,342 | 250,000 | 192,715 | 442,715 | 208,057 |
| * SUNNY GARDEN ISLES | | \$ 284,658 | \$ 50,342 | \$ 335,000 | \$ 192,715 | \$ 527,715 | \$ 243,057 |
| CRA Citywide | | | | | | | |
| 106-5208-552-31-10 | Professional Services (General) | \$ 152,916 | \$ 27,084 | \$ 180,000 | \$ - | \$ 180,000 | \$ 27,084 |
| 106-5208-552-31-42 | Redevelopment Initiatives | - | 140,000 | 140,000 | - | 140,000 | 140,000 |
| 106-5208-552-99-80 | Reserve | 123,284 | (123,284) | - | - | - | (123,284) |
| * CRA CITYWIDE | | \$ 276,200 | \$ 43,800 | \$ 320,000 | \$ - | \$ 320,000 | \$ 43,800 |
| TOTALS | | \$ 3,551,202 | \$ 29,636 | \$ 3,580,838 | \$ 894,141 | \$ 4,474,979 | \$ 923,777 |

FUND BALANCE (Revenue less Expenditures)**Notes:**

A FY 2012 CRA Budget as approved by the City Commission and augmented through carryforward of unspent project appropriations from FY 2011.

B Amendments necessary to ensure that the FY 2012 CRA Budget equals what the CRA Commission intended when it approved the CRA Finance Plan in September 2011.

C FY 2012 CRA Budget (i.e. Finance Plan) as approved by the CRA Commission in September 2011.

D Additional FY 2012 CRA Budget amendments aimed at adjusting appropriations to: (1) reflect the actual fund balance available for future CRA investment; (2) fund professional consultant work that was not complete as of fiscal year end 2011; (3) and fund redevelopment initiatives approved subsequent to adoption of the Finance Plan.

E Final FY 2012 CRA Budget (i.e. after all amendments).

F Represents the sum total of CRA Budget amendments.

Attachment 2

**BUDGET AMENDMENT
PO'S WHICH NEED TO BE "ROLLED OVER"**

| <u>PO #</u> | <u>Amount Remaining</u> |
|--|-------------------------|
| PO # 4 | |
| Kimley Horn & Associates | \$3,640 |
| PO # 10 | |
| Kimley Horn & Associates | \$9,425 |
| PO #16 | |
| Manuel Synalovski Associates | \$500 |
| PO #49 | |
| Witkin Hults Design Group | \$2,000 |
| PO #53 (additional design services) | |
| IBI Group | \$7,360 |
| PO #56 | |
| Curtis & Rogers Design Studio | \$8,250 |
| PO # 110 | |
| Witkin Hults Design Group | \$17,375 |
| PO #113 | |
| Boyette Strategic Advisors | \$12,500 |
| PO #73 (phase 1) | |
| Keith & Schnars | \$4,915 |
| PO # ____ ? (Phase 2, Dania Beach Heights) | |
| Keith & Schnars | \$6,064 |
| PO #116 (US—1 landscape architectural work, additional services) | |
| IBI Group | \$9,161.20 |
| PO # | |
| Conley Design (Paolo's) | \$7,983.00 |
| PO # | |
| Conley Design (Dania Rexall Pharmacy) | \$9,368.68 |
| PO # | |
| Conley Design (Dockers) | \$7,516.00 |
| PO # 26 | |

Attachment 2

MetroStrategies (Kim / Consulting) \$2,524.50

PO # 116
MetroStrategies (Marketing / Sharon) \$6,067.50

TOTAL \$114,649.88