



## Legislation Details (With Text)

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**Title:** Transfer of Clerk Responsibilities from CRA Staff to the City Clerk's Office (B)  
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Date	Ver.	Action By	Action	Result
4/16/2018	1	Community Redevelopment Agency	Approved as Recommended	

### Transfer of Clerk Responsibilities from CRA Staff to the City Clerk's Office (B)

The CRA Board adopts Rules of Procedure by Resolution. The most recent Resolution 130093, adopted in 2013 which changes the responsibilities for the Clerk of the CRA Board to the CRA staff.

With the hiring of a new Charter Officer for the City Clerk's office CRA Staff began having discussions about transitioning its Clerk-related duties back to that Charter Office. CRA compensates for other services from the City annually to correlate with services provided.

These discussions culminated in the agreed transferring of all responsibilities from CRA Staff to the Clerk's Office as the Secretary of the CRA Board. The transferring of responsibilities shall include the following:

CRA assumes responsibilities for all CRA Board meetings up to and including; CRA agenda development and posting all meeting agendas and associated back-up to Legistar for review and approvals.

City Clerk's Office assumes responsibilities for all CRA Board management up to and including; finalizing preparation of CRA agendas in Legistar, preparing meeting minutes for CRA meetings and posting them to the appropriate websites, managing CRA Board meetings to include preparation of the dais and printing hard copies of the agenda for the general public. In addition, they will serve as the point of contact for all CRA public records requests; maintain records for the CRA; including a binder of all resolutions. In regards to its Advisory Boards, the Clerk's office will manage posting board vacancies on City websites in conjunction with CRA Staff's postings on CRA website and social media, manage the CRA Advisory Board application process (including internet applications) and correspondence for incoming and outgoing members.

The Rules of Procedure previously allowed the CRA Board to select its Chair and Chair Pro Tempore. The Community Redevelopment Act, Section 163.356(3) (c), Florida Statutes, requires the City Commission to designate the chair and chair pro tempore. The proposed resolution, if adopted, will reflect the statute.

Upon adoption of Resolution #170966 the duties of Clerk to the CRA Board will be transferred to the City

Clerk. The rules will reflect the statutory requirement that the City Commission selects the chair and chair pro tempore.

Services have been estimated through the end of Fiscal Year 2018 out of current funds. The Clerk's office will provide an accounting of hours worked each fiscal year to reconcile and the budget will be adjusted for the following fiscal year accordingly.

CRA Executive Director to the CRA Board: Adopt Resolution #170966.