

FINAL



AGENDA
NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY
SPECIAL BOARD MEETING

TUESDAY, NOVEMBER 1, 2005
~~TUESDAY, OCTOBER 25, 2005~~
5:30 P.M.

NORTH MIAMI CITY HALL – COUNCIL CHAMBERS
776 N.E. 125th STREET, SECOND FLOOR

CALL TO ORDER

- A. Flag Salute
- B. Roll Call

APPROVAL OF MINUTES

- C. Regular Meeting Tuesday, October 11, 2005

ITEMS FOR REVIEW AND/OR ACTION

1. Resolution Approving Lease Agreement: 645 NE 127 ST, North Miami, FL 33161
2. Resolution Adopting Amended FY 05/06 Budget
3. Discussion of Interlocal Cooperation Agreement between City and Agency
4. Resolution Appointing CRA Executive Director as Primary CRA Representative
5. Discussion of Urban Planner Position
6. Resolution Adopting the CRA Board Bylaws
7. Resolution Adopting the CRA Advisory Committee Rules and Guidelines
8. Discussion of Public Liability Insurance
9. Director's Report

ADJOURNMENT

RESOLUTION NO. _____

A RESOLUTION OF THE CHAIRMAN AND BOARDMEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY, APPROVING THE LEASE AND OPTION TO PURCHASE AGREEMENT BETWEEN ADELINE COTARD AND THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY RELATING THE LEASE OF PROPERTY AT 645 N.E. 127TH STREET, NORTH MIAMI, FLORIDA FOR OFFICE PURPOSES; AUTHORIZING THE AGENCY ATTORNEY TO REVISE THE LEASE AND OPTION TO PURCHASE AGREEMENT CONSISTENT WITH PROPOSED CHANGES IN THE STAFF REPORT AS APPROVED BY THE CHAIRMAN AND BOARDMEMBERS; AUTHORIZING THE CHAIRMAN AND EXECUTIVE DIRECTOR TO EXECUTE THE LEASE AND OPTION TO PURCHASE AGREEMENT; AUTHORIZING THE EXECUTIVE DIRECTOR OF THE AGENCY TO EXECUTE ALL DOCUMENTS AND TAKE ALL ACTION NECESSARY TO IMPLEMENT THE TERMS AND CONDITIONS OF THE LEASE AND OPTION TO PURCHASE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Adeline Cotard (“Landlord”) is the owner of fee simple title to certain real property located at 645 N.E. 127th Street, North Miami, Florida 33161, as more particularly described as the premises in the Lease and Option to Purchase Agreement attached hereto as Exhibit “A” (the “Lease Agreement”); and

WHEREAS, the North Miami Community Redevelopment Agency (the “Agency”) desires to lease the premises from the Landlord for office purposes pursuant to the terms and conditions of the Lease Agreement; and

WHEREAS, the Landlord and Agency staff have negotiated certain revisions to the terms and provisions of the Lease Agreement as reflected in the Staff Report of the Assistant Director to the Executive Director dated October 15, 2005 (the “Staff Report”); and

WHEREAS, the Chairman and Boardmembers of the Agency have previously considered the revisions to the terms and provisions of the Lease Agreement as reflected in the Staff Report.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARDMEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. The Lease Agreement as attached hereto as Exhibit “A” is hereby approved.

Section 3. The Agency Attorney is hereby authorized to revise the Lease Agreement consistent with the revisions to the terms and provisions thereof as reflected in the Staff Report as such revisions may have been approved by the Chairman and Boardmembers herewith, together with such other nonmaterial revisions as may be acceptable to the Executive Director and approved as to form and legality by the Agency Attorney.

Section 4. The Chairman and Executive Director of the Agency are hereby authorized to execute the Lease Agreement as such may be amended pursuant to this Resolution.

Section 5. The Executive Director of the Agency is hereby authorized to execute all documents and take all action necessary to implement the terms and conditions of the Lease Agreement.

Section 5. This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the North Miami Community Redevelopment Agency, this _____ day _____, 2005.

ATTEST:

NORTH MIAMI COMMUNITY
REDEVELOPMENT AGENCY

FRANK WOLLAND, CITY CLERK

KEVIN A. BURNS, CHAIR

APPROVED AS TO FORM:

GRAY ROBINSON, P.A.
CRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Chair Kevin A. Burns	_____ (Yes)	_____ (No)
Boardmember Michael R. Blynn	_____ (Yes)	_____ (No)
Boardmember Jacques A. Despinosse	_____ (Yes)	_____ (No)
Boardmember Scott Galvin	_____ (Yes)	_____ (No)
Boardmember Marie Erlande Steril	_____ (Yes)	_____ (No)



FY 2005/2006 AMENDED BUDGET

Background

The Miami-Dade County Board of Commissioners ("BCC") established the 3,300-acre North Miami Community Redevelopment Agency ("NMCRA" and "AGENCY") on 7 June 2005. The BCC approved the Agency's Phase I Redevelopment Plan ("PLAN") and established a community redevelopment trust fund. Subsequently, the NMCRA Board of Commissioners ("BOARD") met on several occasions, including a public workshop, to coordinate, review, and ultimately adopted the FY 05/06 budget.

On 17 October 2005, CRA staff and City of North Miami staff met with the Miami-Dade County Tax Increment Financing Committee ("TIFC"). Subsequently, CRA staff prepared an amended budget pursuant to the discussions at the TIFC meeting. This amended budget is being proposed for adoption at the 25 October 2005 NMCRA meeting. Discussion at the TIFC meeting indicated that the NMCRA would be added to its 27 October 2005 agenda.

The NMCRA shall only expend the County's portion of the tax increment from the Biscayne Landing portion of the redevelopment area. Biscayne Landing is mixed-used real-estate development project on 200 acres of land leased from the City of North Miami. The County's tax increment for the remainder of the redevelopment area, approximately 3,100 acres, shall be rebated to the County in its entirety at the end of the year. The 3,100-acre area that does not capture Biscayne Landing is generally referred to as the Western Portion of the CRA. The County's rebate is reflected in the budget as: \$785,800 revenue and \$785,800 operating expenditure.

The City of North Miami pledges all of the tax increment revenues to the Agency for the entire 3,300-acre redevelopment area.

The City of North Miami and Miami-Dade County agreed to contribute 95% of the increment identified to the trust fund.

The amended budget spreadsheet follows the descriptive text, at page 6.

Amended Budget Revenues

	<u>County</u>	<u>City</u>
Tax Increment Portions		\$1,461,825
Biscayne Landing	\$ 217,700	
Western Portion	\$ 785,800	



The total anticipated tax increment revenue (TIF): \$2,465,325

Total Revenue Calculation

TIF	\$2,465,325
City Advance	\$1,400,000 ¹
City CDBG	\$ 400,000
County Admin Fee Rebate	<u>\$ 11,787</u> ²
 Total Revenues	 \$4,277,112

Interest Income

Interest income shall be reported according to the County's guidelines and may be considered a rollover amount for FY 2006/2007.

Administrative Expenditures (\$834,730)

Administrative expense accounts for 19.6% of the total revenue, which less than the 20% mandated in the Interlocal Agreement.

Employee Salary and Fringe (\$448,400)

The Agency operates with dedicated staff. It does not co-mingle staff with the City of North Miami. The CRA does not have a pension system.

Existing and Proposed CRA Administrative Staff

Executive Director - Frank Schnidman
 Assistant Director - Patrick Brett
 Special Projects Manager - John O'Brien
 Administrative Assistant (Vacant)

Contractual Services (\$110,000)

The Agency relies on the following individuals, firms, and consultants for professional services.

Legal - Steven Zelkowitz (Gray Robinson, Attorneys at Law)
 Financial Advisor - Ed Marquez (First Southwest Company)

¹ The CRA will repay the City in two (2) annual and equal installments beginning in FY 2006/2007.

² County administrative fee return from of the Western Portion tax increment rebate.



Bond Counsel - Luis Reiter (Squire, Sanders & Dempsey, L.L.P.)
Advisor - Charles Adams (Adams Advisory Services, L.L.C.)

Other Administrative Expenses (\$280,587)

This portion of the budget reflects additional costs to establish and operate the offices and hire two part-time interns to perform various administrative tasks for the Agency. These costs include budgeted funds for such items as communication services, utilities, general operating supplies, banking costs, miscellaneous professional services, office repairs and maintenance, employee development and training, CRA business inventory, subscriptions and memberships, building and zoning code analysis, postage and delivery, and establishing a CRA business database.

The business database is interrelated with the implementation of an economic development program, which shall incorporate the business inventory and a building and zoning code analysis.

The worksheet for Other Administrative Expenses is on page 7.

Reimbursement of City Advances (\$0.00)

The NMCRA shall not reimburse the City for any advances during FY 05/06.³

Operational Expenditures (\$3,121,800)

Employee Salary and Fringe (\$96,000)

CRA Inspector (vacant)

The CRA Inspector shall provide professional services in a manner as to be prescribed in the home rehabilitation and economic development programs. Budgeted funds include monies necessary to equip and outfit the inspector position.

Special Events (\$40,000)

The CRA Board desires to expend monies for special programs and projects. The Board shall not expend any of these monies without a majority approval at a public meeting.

Economic Development Program (\$200,000)

These grant funds shall be used in conjunction with Project 20053000 to develop and implement a redevelopment-wide business retention, expansion, and assistance program.

³ The CRA will repay the City in two (2) annual and equal installments beginning in FY 2006/2007.



Projects (\$2,000,000)

Project 20051000 RUCK'S PARK (\$1,100,000)

An existing 6.2-acre City owned property is currently being considered for an affordable housing project. The site is irregular in shape. The **WILLING-SELLER** acquisition of additional properties on the northeast and northwest quadrants may enhance the overall project. The property that are currently being reviewed for a willing-seller acquisition, in folio number format: 06-2219-032-0010; 06-2219-032-0020; 06-2219-032-0030; 0622190810010 (condominium placeholder); 06-2219-081-0020; 06-2219-081-0030; 06-2219-081-0110; 06-2219-081-0100; 06-2219-081-0040; 06-2219-081-0050; 06-2219-081-0060; 06-2219-081-0070; 06-2219-081-0080; 06-2219-081-0090.

Portions of NE 4th Ave and NE 138th Street adjacent to the City owned property are vacated. These vacated streets increase the potential for a larger development at Ruck's Park. Therefore, all properties along NE 138th and NE 139th Streets, between NE 4th and NE 5th Avenues may also be included in the redevelopment project.

\$400,000.00 is the estimated cost to clear and seed the City property, including the demolition of existing structures. \$700,000.00 may be expended for willing-seller properties that serve the public interest. Any unexpended monies shall be used for site development costs and/or an affordable housing qualification program.

Project 20052000 RESIDENTIAL REHABILITATION PROGRAM (\$800,000)

This pilot project will be designed to rehabilitate existing homes and multi-family buildings. The project's goal is to design, develop, and implement a uniformed residential loan program that will be used throughout the redevelopment. The pilot project shall target, at a minimum, 20 homes or multi-family units with a projected cap of \$40,000 per unit.

Project 20053000 GET TO NoMi (\$100,000)

The existing North Miami Downtown area requires significant improvements. This initial funding is to provide public area enhancement and beautification. Additionally, the funds will be used to enhance and improve existing structures and to jump-start a downtown economic development program.

County Administrative Fee

This section explains the County fee structure as applied to the NMCRA. The NMCRA is a single community redevelopment agency. Typically, the County's 1.5% administrative fee is



applied to all County tax increment revenues. Since the NMCRA rebates the Western Portion of the County's tax increment, the County refunds the 1.5% administrative fee for the rebated portion.

Transfer Out to Others (COUNTY) (\$785,800)

The NMCRA is obligated under an Interlocal Cooperation Agreement to rebate the County the portion of the tax increment generated in the Western Portion of the CRA. The Western Portion is typically referred to as the part of the CRA that does not include Biscayne Landing.



Table 1

North Miami Community Redevelopment Agency						
Community Redevelopment Agency						
FY 2005 - 2006 Proposed Budget (round all dollars to nearest \$100)						
(FY 05-06 begins October 1, 2005)			20-Oct-06			
	FY 03-04 Budget <u>Adopted</u>	FY 03-04 Actual	FY 04-05 Budget <u>Adopted</u>	FY 04-05 Projection	FY 05-06 Budget Proposed	
Revenues						
City Tax Increment Revenue						1,461,825
County Tax Increment Revenue						1,003,500
Carryover from prior year						-
All other revenues (CITY ADVANCE)						1,400,000
Transfers in from others (CDBG)						400,000
County Admin Fee Rebate (SPECIAL)						11,787
Interest earnings						
Revenue Total	-	-	-	-	-	4,277,112
Expenditures						
Administrative Expenditures:						
Employee salary and fringe						448,400
Contractual services						110,000
Insurance						3,500
Audits and studies						2,500
Printing and publishing						10,000
Marketing						10,000
Advertising and notices						4,000
Travel						-
Rent/lease costs						45,500
Office equipment and furniture						18,000
Other Admin. Exps (List 1)						187,800
(A) Subtotal Admin Expenses, %	-	-	-	-	-	839,700
County Administrative Charge at 1.5%						15,053
(B) Subtot Adm Exp & County Charge	-	-	-	-	-	854,753
Operating Expenditures:						
Employee salary and fringe						96,000
Contractual services						
Insurance						
Audits and studies						
Printing and publishing						
Marketing						
Special events						40,000
Legal services/court costs						25,000
Land/building acquisitions						
Infrastructure improvements						
Building construction & improves						-
Debt service payments						
Redevelopment grants given out						300,000
Redevelopment loans issued out						800,000
Transfers out to others (COUNTY)						785,800
Other Oper. Expenses (attach list)						1,100,000
(C) Subtotal Oper. Expenses	-	-	-	-	-	3,146,800
(D) Reserve/Contingency	-	-	-	-	-	275,560
Expenditure Total (A+B+C+D)	-	-	-	-	-	4,277,112
Cash Position (Rev-Exp)		-		-		
Redevelopment Projects List						
						FY 05-06 Proposed
						Expenditures
Projects:						
Project name;include begin/end dates						Ruck's Park
Project name;include begin/end dates						Res. Rehab
Project name;include begin/end dates						Get to NoMi
Project name;include begin/end dates						
Additional projects - attach list						
Total project dollars here:	-	-	-	-	-	2,000,000



Table 2 - List 1 from Table 1.

TOTAL	\$187,800
Communication Services	\$6,000
Utilities	\$3,000
General Operating Supplies	\$2,000
Banking Costs	\$1,000
Miscellaneous Professional Services	\$23,800
Office Repair and Maintenance	\$50,000
Employee Development & Training	\$10,000
Business Inventory	\$35,000
Subscriptions and Memberships	\$20,000
Building and Zoning Code Analysis	\$35,000
Postage and Delivery	\$2,000

RESOLUTION NO. _____

A RESOLUTION OF THE CHAIRMAN AND BOARDMEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY, APPROVING THE FISCAL YEAR 2005-2006 AMENDED BUDGET; AUTHORIZING THE EXECUTIVE DIRECTOR OF THE AGENCY TO TRANSMIT THE FISCAL YEAR 2005-2006 AMENDED BUDGET TO THE CITY OF NORTH MIAMI AND MIAMI-DADE COUNTY; AUTHORIZING THE EXECUTIVE DIRECTOR OF THE AGENCY TO TAKE ALL ACTION NECESSARY TO COMPLETE THE APPROVAL PROCESS FOR THE FISCAL YEAR 2005-2006 AMENDED BUDGET WITH THE CITY OF NORTH MIAMI AND MIAMI-DADE COUNTY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Interlocal Cooperation Agreement between the North Miami Community Redevelopment Agency (the “Agency”), the City of North Miami (the “City”) and Miami-Dade County (the “County”) requires, among other things, the Agency to annually adopt and transmit a budget and annual report to the County for review and approval by the Board of County Commissioners (the “Board”); and

WHEREAS, the Interlocal Cooperation Agreement also requires that the annual budget for the Agency be adopted by the Agency and the City prior to review and approval by the Board; and

WHEREAS, pursuant to Resolution R-9-2005-5, the Agency approved the Fiscal Year 2005-2006 Budget and transmitted the Fiscal Year 2005-2006 Budget to the to the City and the County for review and approval; and

WHEREAS, by Resolution, the Mayor and City Council approved the Fiscal Year 2005-2006 Budget; and

WHEREAS, at a meeting of the County’s Tax Increment Review Committee (“TIFC”) on October 17, 2005, the TIFC requested certain amendments to the Fiscal Year 2005-2006 Budget prior to its review and approval by the Board; and

WHEREAS, the amended Fiscal Year 2005-2006 Budget for the Agency is attached hereto as Exhibit “A” (the “Fiscal Year 2005-2006 Amended Budget”).

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARDMEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. The Fiscal Year 2005-2006 Amended Budget for the Agency attached hereto as Exhibit "A" is hereby approved and adopted.

Section 3. The Executive Director of the Agency is hereby authorized to transmit the Fiscal Year 2005-2006 Amended Budget to the City and the County for review and approval thereby.

Section 4. The Executive Director of the Agency is hereby authorized to take all action necessary to complete the approval process for the Fiscal Year 2005-2006 Amended Budget with the City and the County including the preparation and submittal of the annual report and independent audit as required by the 2005 Interlocal Cooperation Agreement.

Section 5. This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the North Miami Community Redevelopment Agency, this _____ day _____, 2005.

ATTEST:

NORTH MIAMI COMMUNITY
REDEVELOPMENT AGENCY

FRANK WOLLAND, CITY CLERK

KEVIN A. BURNS, CHAIR

APPROVED AS TO FORM:

GRAY ROBINSON, P.A.
CRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Chair Kevin A. Burns	_____ (Yes)	_____ (No)
Boardmember Michael R. Blynn	_____ (Yes)	_____ (No)
Boardmember Jacques A. Despinosse	_____ (Yes)	_____ (No)
Boardmember Scott Galvin	_____ (Yes)	_____ (No)
Boardmember Marie Erlande Steril	_____ (Yes)	_____ (No)

RESOLUTION NO. _____

A RESOLUTION OF THE CHAIRMAN AND BOARDMEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY, RECOGNIZING THE CONSULTING DIRECTOR OF THE AGENCY AS THE PRIMARY REPRESENTATIVE OF THE AGENCY FOR COORDINATION OF ALL INTERGOVERNMENTAL ACTIONS WITH THE CITY OF NORTH MIAMI, MIAMI-DADE COUNTY AND ALL OTHER GOVERNMENTAL AGENCIES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Resolution No. R-8-2005-3, the North Miami Community Redevelopment Agency (the “Agency”) and Frank Schnidman (“Consulting Director”) entered into that certain Agreement for Professional Consultant Services dated as of August 1, 2005 (the “Agreement”); and

WHEREAS, the Agreement provides, among other things, that the Agency engaged the Consulting Director as the initial interim executive director whose scope of services includes coordinating all intergovernmental actions with the City of North Miami (the “City”), Miami-Dade County (the “County”) and all other governmental agencies.

WHEREAS, the Agency desires to recognize the Consulting Director as its primary representative for coordination of all intergovernmental actions with the City, the County and all other governmental agencies.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARDMEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. The Consulting Director, as the initial interim executive director, is hereby recognized as the Agency’s primary representative for coordination of all intergovernmental actions with the City, the County and all other governmental agencies.

Section 3. This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the North Miami Community Redevelopment Agency, this _____ day _____, 2005.

ATTEST:

NORTH MIAMI COMMUNITY
REDEVELOPMENT AGENCY

FRANK WOLLAND, CITY CLERK

KEVIN A. BURNS, CHAIR

APPROVED AS TO FORM:

GRAY ROBINSON, P.A.
CRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Chair Kevin A. Burns	_____ (Yes)	_____ (No)
Boardmember Michael R. Blynn	_____ (Yes)	_____ (No)
Boardmember Jacques A. Despinosse	_____ (Yes)	_____ (No)
Boardmember Scott Galvin	_____ (Yes)	_____ (No)
Boardmember Marie Erlande Steril	_____ (Yes)	_____ (No)

MEMORANDUM

DATE: October 18, 2005

TO: CRA Board of Commissioners

VIA: Frank Schnidman, CRA Executive Director

FROM: Chuck Adams, Managing Member
Adams Advisory Services, LLC

RE: October 25, 2005 Meeting - North Miami CRA
Uniform Advisory Committee Rules and Regulations

At your meeting of October 11, 2005, we reviewed draft Uniform Advisory Committee Rules and Regulations for the North Miami CRA. Two significant topics were discussed for which additional language has been provided. Also, I have again reinforced my verbal clarification to you that these rules are intended as the minimum standard for all advisory committees that the CRA Board may create by adding "uniform" to the title and in other references to the document.

Accompanying this memorandum as **Exhibit A** is the proposed Resolution adopting the Uniform Advisory Committee Rules. The significant changes to the draft document that you identified are summarized as follows.

- Page 2, Article 1(b), Ineligibility. We have added the requirement that initial appointment to a CRA Advisory Committee is provisional until completion of a criminal background check to be performed at no cost to the appointee by the North Miami Police Department.

As a matter of information, any cost for this service would be reimbursed by the CRA. The application form that Committee members are required to complete contains questions that law enforcement personnel will need to perform that background check. The draft application form is attached as **Exhibit B**.

- Page 3, Article 1(k), Qualifications. We have added the provision that a family member of a CRA Commissioner is not prohibited from appointment to a CRA Advisory Committee. We have also provided that members of the CRA staff are not prohibited from accepting appointment to any other governmental committee or board other than a CRA Advisory Committee. We have clarified that if a member of the CRA staff is appointed to a CRA Advisory Committee that it would be as a non-voting ex-officio member unless that CRA Board directed otherwise in the authorizing resolution for the Committee.

The above summarizes the significant changes made to the proposed Uniform Advisory Committee Rules and Regulations. Other minor changes correcting typographical errors, grammar, and consistency in word usage have also been made. The CRA General Counsel has reviewed the proposed Uniform Advisory Committee Rules and Regulations for legal sufficiency and conformed the document to resolution format.

CAA
Enclosure: a/s/a

RESOLUTION NO. _____

A RESOLUTION OF THE CHAIRMAN AND BOARDMEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY ESTABLISHING UNIFORM ADVISORY COMMITTEE RULES AND REGULATIONS SETTING FORTH MINIMUM STANDARDS AND OPERATING RULES FOR ALL ADVISORY COMMITTEES OF THE AGENCY BOARD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article 6 of the By-Laws of the North Miami Community Redevelopment Agency (the “CRA”) adopted on October 25, 2005, provides for the creation by the governing body of the North Miami Community Redevelopment Agency (the “CRA Board”) of advisory committees to assist and advise the CRA Board in various aspects regarding implementation of the adopted CRA Plan; and

WHEREAS, it is the desire of the CRA Board that all advisory committees, subcommittees or boards (collectively, the “Advisory Committee”) created by the CRA Board shall operate in minimum accord with uniform rules and regulations unless specifically provided for otherwise in the authorizing resolution creating the Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARDMEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY:

Section 1. That all rules and regulations of any Advisory Committee established by the CRA, to be effective, must be approved by resolution of the CRA Board. Unless specifically exempted, altered, modified, or supplemented by the Committee authorizing resolution, all Advisory Committees established by the CRA Board shall operate in accordance with the Uniform Advisory Committee Rules and Regulations established herewith and set forth below:

Article 1. Members, Attendance, and Conduct.

- (a) **Application.** All persons seeking appointment to an Advisory Committee shall file an application form available at either the office of the CRA Secretary or CRA Executive Director that shall describe or list the person’s background, qualifications and interest in serving on an Advisory Committee of the CRA. The completed and signed application must be on file in the office of the CRA Secretary prior to the appointed person attending the first meeting of the Advisory Committee to which appointment has been made by the CRA Board. A copy of the completed

and signed application of persons appointed by the CRA Board to an Advisory Committee shall be provided to the CRA Executive Director.

- (b) Ineligibility. No person who has been convicted of a felony or of any crime involving dishonesty, false dealings or statements may be knowingly appointed to or continue to serve on any Advisory Committee of the CRA. Any Committee member so convicted or found to have been convicted while serving as a Committee member shall be deemed automatically terminated from the Advisory Committee without notice. The initial appointment of a member to an Advisory Committee shall be provisional until satisfactory completion of a criminal background check to be performed at no cost to the appointee by the North Miami Police Department.
- (c) Public Official. Persons serving on any Advisory Committee of the CRA accept appointment as a Florida “public official” and shall conduct themselves, as applicable, in accordance with the Florida Code of Ethics for Public Officials and Employees (Chapter 112, Part III, F.S.). Such members shall file annually on the date determined by the CRA Secretary, the applicable Disclosure on Financial Interest Form with the Florida Commission on Ethics.
- (d) Disclosure for CRA Public Officials. In accordance with the Florida Community Redevelopment Law (Section 163.367(2), F.S.), any member of a CRA Advisory Committee who on date of appointment owns or controls, or owned or controlled within the preceding two (2) years, any interest, direct or indirect, in any property which he or she knows is included or planned to be included in a community redevelopment area, he or she shall immediately disclose this fact in the manner provided in Chapter 112, Part III, F.S. Any such disclosure required to be made shall be made by the Committee member prior to taking any official action on the matter as it may be discussed by the Committee.
- (e) Compensation. Committee members shall serve without compensation. However, when approved in advance by the CRA Board, or by the CRA Executive Director when provided for in the annual adopted CRA budget, Committee members shall be entitled to reimbursement for their actual and necessary expenses incurred in the discharge of their duties for the CRA. Requests for reimbursement shall be subject to the requirements of applicable law.
- (f) Removal. Committee members shall serve at the pleasure of the CRA Board and may be removed from the Advisory Committee at any time with or without cause by the affirmative vote of three Commissioners. Any Committee member who may become a candidate for any public

elected office shall automatically forfeit his appointed office on the Advisory Committee of the CRA.

- (g) Absenteeism, Automatic Resignation. Absence by any Committee member during the appointment year from three consecutive regular meetings or four non-consecutive regular meetings shall constitute an automatic resignation of such member.
- (h) Reinstatement. In order for a Committee member to be reinstated for extenuating circumstances, a recommendation from the Advisory Committee shall be made through consensus and forwarded in writing by the Chair to the CRA Board for consideration at the next available meeting when the item may be properly placed on an agenda.
- (i) Vacancies. The CRA Board shall timely fill any vacancy that may occur on the Advisory Committee. A Committee member appointed to fill a vacancy shall serve for the unexpired term of the member whose vacancy is filled.
- (j) Term. The term of office, including any term limitation to members serving on an Advisory Committee of the CRA, shall be specified in the authorizing resolution creating the Advisory Committee.
- (k) Qualifications. Qualifications of members serving on an Advisory Committee of the CRA, including but not limited to, occupation, residency, place of business, and ex-officio status, shall be specified in the authorizing resolution creating the Advisory Committee. Family members of a CRA Commissioner are not prohibited from serving on an Advisory Committee. Members of the staff of the CRA are prohibited from serving on an Advisory Committee of the CRA unless as a non-voting Ex-Officio member designated as such in the Committee authorizing resolution creating the committee or board. Members of the staff of the CRA are not prohibited from serving on any other appointed advisory committee or board of the City or Miami-Dade County or other governmental entity.

Article 2. Officers.

- (a) Annual Election. The Committee members shall select its own Chair and Vice-Chair annually, unless such officers are designated, by resolution, by the CRA Board. The election shall be scheduled at the first meeting proceeding the date of annual appointments of members of the first month of the Committee appointment year unless due to substantial vacancies remaining to be filled, the Committee, by consensus, sets the election for its next regular meeting at which time the election of officers shall be conducted.

- (b) Chair. The Chair shall act as the presiding officer at all meetings of the Committee and shall have no other powers; except, the Chair upon receipt of the affirmative recommendation of the Staff Liaison, may cancel any regular or special meeting due to lack of business or public disaster emergency. As the presiding officer, the Chair may exercise prerogative, when not contrary to the consensus of the Committee, in order to set or administer guidelines to ensure the orderly conduct of a public meeting at which orderly behavior on the part of the public attending is required. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than everyone present.
- (c) Vice-Chair. The Vice-Chair shall act as the presiding officer at all meetings of the Committee in the absence of the Chair or at the request of the Chair.
- (d) Chair Pro Tem. The Chair or Acting Chair may designate another member to preside as Chair Pro Tem during the absence of both the Chair and Vice-Chair, and for only the specific meeting or period during which one or the other duly elected officers are absent or unable to perform the duties of the office.

Article 3. Staff Liaison.

- (a) Staff Liaison. The CRA Executive Director or designee (referred to as “Staff Liaison”) shall attend all meetings of the Advisory Committee. The Staff Liaison shall assure that meetings of the Advisory Committee are organized for compliance with the Florida Sunshine Law (Section 286.011, F.S.) Such duties include: 1) securing a meeting place or places that are accessible to and open to the public at all times during which the meeting is conducted; 2) providing reasonable notice of such meetings as provided herein; and 3) arranging for the minutes of the meeting to be taken, approved, and properly retained for public inspection. The Staff Liaison may be consulted on matters of parliamentary procedure or rules of order, but the decision of the Chair shall be considered final in absence of a clear violation of established written policy, procedure or law.
- (b) Agenda, Committee Information. The Staff Liaison shall timely assure that each newly appointed Committee member shall be provided an information package setting forth the duties and responsibilities of the Advisory Committee and its members, a copy of policy, procedure, and descriptions of law applicable to the member in accepting appointment to the Advisory Committee, and specific documents (such as the adopted redevelopment plan, current budget, or annual report as determined by the Staff Liaison) to be essential background information for the newly appointed member to go forward in the faithful discharge of the new

member's duties and advisory responsibilities. The Staff Liaison shall be responsible for the distribution (whether by mail or delivery) of the meeting notice and agenda and relevant information pertaining to a meeting of the Advisory Committee.

Article 4. Meetings, Rules of Order.

- (a) Rules of Order. All meetings shall be conducted in accordance with the Uniform Advisory Committee Rules and Regulations, the authorizing resolution of the Committee, and applicable law. However, in the absence of any applicable procedure, then the most recent Edition of Robert's Rules of Order, Revised, shall apply.
- (b) Public Meeting. All meetings of any Advisory Committee of the CRA are public meetings open to the public at all times and subject to the Florida Sunshine Law (Section 286.011, F.S.).
- (c) Notice of Meetings. Reasonable notice of all Advisory Committee meetings shall be given to the public, appropriate City officials and the news media, minimally through the posting of the agenda of the meeting on the official bulletin boards accessible to the public and located at both the office of the CRA and City Hall. At least three (3) calendar days notice shall be provided for regular meetings, and at least two (2) calendar days notice shall be provided for special meetings. All Committee members shall receive similar notice and the agenda of the meeting no less frequently than herein provided.
- (d) Regular Meetings. Unless otherwise provided in the authorizing resolution creating the Advisory Committee, the Committee shall hold a regular meeting at least four times each fiscal year on a day and at a time and place to be designated from time to time by the Committee. Each Advisory Committee shall timely establish a regular annual meeting calendar setting forth the date, time and place where the Committee shall meet. The Staff Liaison shall assist the Advisory Committee in the preparation of the annual calendar, which shall minimally be posted on the official web site of the CRA and the official bulletin boards accessible to the public and located at both the office of the CRA and City Hall. Advisory Committees that schedule meetings as frequently or more than monthly may designate a period during which the Committee will recess to accommodate the vacation schedules of its members. The Committee may also designate an alternative regular meeting date for scheduled meetings that may fall on a holiday observed by the CRA Board or requested to be observed by the consensus of the Committee.
- (e) Special Meetings. The Chair upon the request of the Staff Liaison, or if determined through Committee consensus at the previous meeting may

call a special meeting of the Advisory Committee. Only the matter or matters of business for which a special meeting has been called will be discussed at the meeting. The absence of any Advisory Committee member from the special meeting will not be counted in keeping the member's regular meeting attendance record, but a quorum of the Advisory Committee must be present at all times in order to conduct business and take formal action at the special meeting.

- (f) Continuances. A matter of business scheduled for formal discussion at a meeting of the Advisory Committee may be tabled by majority vote of the Committee members present for continuance at a properly noticed regular or special meeting of the Committee as it shall determine. In the event that a matter must be rescheduled due to the absence of a quorum, then the matter shall automatically be placed on the next regular meeting of the Committee at which it may take action on the matter or determine a date certain for reconvening discussion on the matter.
- (g) Subcommittees. It is preferred that the duties of the Advisory Committee be performed by the members in their entirety at properly constituted meetings of the Committee. No limited purpose or standing subcommittee of any Advisory Committee shall be formed unless first approved by the CRA Board and under such terms and conditions and for such duration as it determines necessary.
- (h) Non-Official Meetings. No two or more Committee members of the same Advisory Committee shall meet, whether formal or casual, to discuss matters of the Advisory Committee or foreseeable matters which may come before the Advisory Committee. Such Committee members are not prohibited from meeting together socially, provided that matters which may come before the Advisory Committee are not discussed at such gatherings.
- (i) Quorum. A majority of the Committee members (less vacancies that may exist) shall constitute a quorum for the purpose of conducting the business of the Advisory Committee. At any meeting of the Advisory Committee where a quorum does not exist, the Chair, or in absence of a presiding officer, through consensus of the Committee members present may recess the meeting. No formal action of the Advisory Committee may be voted on once a quorum is not present.
- (j) Committee Actions. The formal action and official business of the Advisory Committee for which a vote is taken shall be recorded by motion. Informal actions on matters internal to the Advisory Committee or as provided for herein may be decided by consensus without the formality of a vote when recognized by the Chair and recorded in the minutes of the meeting to be the decision of the majority of Committee

members present. The decisions of any Advisory Committee of the CRA shall be advisory only to the CRA Board and the CRA Executive Director unless otherwise provided for in the authorizing resolution creating the Advisory Committee. Unless otherwise provided for in the purpose and duties of the authorizing resolution creating an Advisory Committee, it is not the general intent of the CRA Board to vest quasi-judicial powers with its Advisory Committee as that term is defined and interpreted by law.

- (k) Voting Record. All Committee members present at a properly constituted meeting must vote on motions of the Advisory Committee and may not abstain unless declaring a Voting Conflict of Interest as defined by Chapter 112, Part III, F.S. No polling of Committee members on matters to come before it shall occur, and no votes shall be taken by means of secret ballot. The voting record does not need to record the individual vote of each member, but the numerical count of the number of “nays” and “yeas” shall minimally be recorded in the minutes after conclusion of discussion on motion of the Committee.
- (l) Voting Conflict of Interest. A Committee member that declares to have a Voting Conflict of Interest as defined by Chapter 112, Part III, F.S., must advise the Chair prior to discussion on the item and must not participate in the discussion of the item. Such Committee member shall provide the recording secretary at the meeting, or no later than 15 days thereafter, a properly completed Voting Conflict of Interest Form to be affixed as an attachment to the minutes of the meeting. A Committee member having declared a voting conflict of interest may not speak on such item unless leaving the Committee dais and speaking from the podium or place designated for the general public.
- (m) Official Representation. No member of an Advisory Committee of the CRA shall appear at any other public meeting in his or her official capacity as a member of the Committee unless so appointed or designated by the consensus of the Advisory Committee, and only for appointments not contrary or inconsistent with the responsibility of Advisory Committees to convey its reports and recommendations for the consideration and action of the CRA Board.

Article 5. Minutes, Reports and Recommendations

- (a) Minutes. The minutes of the proceedings of the Committee shall be prepared and certified as to accuracy by the Committee’s recording secretary and, except for special circumstances, shall be made available for approval at the next regular meeting of the Committee. Corrections to the minutes of previously approved minutes shall be recorded in the minutes of the next meeting or in the minutes of the meeting at which time

an error or correction to previously approved minutes are noted and accepted by the Committee.

- (b) Form. The minutes of the meeting shall be transcribed in summary with only formal motions to be stated verbatim. In the event that electronic recording equipment is used, the tape or recording shall be maintained at the office of the CRA in accordance with the Florida Public Record Law (Chapter 119, F.S.).
- (c) Filing, Other Records and Public Inspection. The original of such Committee approved minutes shall be kept in the offices of the Secretary to the CRA and shall be open to inspection at all times during normal business hours. A copy of all official records of the Advisory Committee shall be maintained in the office of the CRA and shall be open to inspection at all times during normal business hours. The official records of the Advisory Committee shall be maintained in minimum accord with the Florida Public Records Law (Chapter 119, F.S.).
- (d) Reports and Recommendations. Reports on the actions and recommendations of any Advisory Committee shall be conveyed to the CRA Boarder through the CRA Executive Director by timely forwarding the approved Committee minutes covered by a synopsis of the meeting. The synopsis shall provide the date of the meeting and a list of the significant motions made at the meeting, the numerical record of the vote, and the page range in the minutes in which the item is discussed and acted on. The synopsis and minutes shall typically be conveyed to the CRA Board within 30-working days of the meeting date. In the event that circumstances may prevent a delay, the CRA Executive Director may forward an interim report, along with a draft copy of the minutes and synopsis if available. Appropriate City officials, as determined by the CRA Board, shall also be provided a copy of the approved minutes of the Committee.

Section 2. Where a conflict may be found to exist between applicable law and the Uniform Advisory Committee Rules and Regulations, or the authorizing resolution of any specific Committee of the CRA, applicable law shall first prevail and thereafter the Committee authorizing resolution shall prevail.

Section 3. Effective Date. This resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED by a _____ vote of the Board of the North Miami Community Redevelopment Agency, this _____ day _____, 2005.

ATTEST:

NORTH MIAMI COMMUNITY
REDEVELOPMENT AGENCY

FRANK WOLLAND, CITY CLERK
CHAIR

KEVIN A. BURNS,

APPROVED AS TO FORM:

GRAY ROBINSON, P.A.
CRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Chair Kevin A. Burns
Boardmember Michael R. Blynn
Boardmember Jacques A. Despinosse
Boardmember Scott Galvin
Boardmember Marie Erlande Steril

_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)

**NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY (CRA)
ADVISORY COMMITTEE APPLICATION**

EXHIBIT B

D R A F T

Name: _____ **Date of Birth:** _____

Place of Birth: _____ **Driver's License No:** _____

Home Information:

Home Address: _____ Years/months at address? _____

City/State/Zip: _____

Home Phone: _____ Fax: _____ Email: _____

Business Information:

Employer/Business Name: _____

Current Position: _____ Years/months with company? _____

Business Address: _____

City/State/Zip: _____

Business Phone: _____ Fax: _____ Email: _____

- Where should we send your mail? Home _____ Business _____
- Are you a permanent resident of the State of Florida? Yes _____ No _____
- Are you a U.S. Citizen? Yes _____ No _____
- Have you ever been convicted of a felony or other crime involving dishonesty, false dealings or statement? Note: if you answer yes, you are not eligible for appointment. Yes _____ No _____

Current Occupation – Field/Industry or Type of Work: _____
How many years/months? _____

Education – List academic degrees/diploma/GED earned through completion of formal or vocational education and name of school(s): _____

List name and number of years of current or prior service on other governmental boards and committees: _____

If appointed, why do you wish to serve on a committee of the North Miami Community Redevelopment Agency (CRA)? _____

YOUR SIGNATURE BELOW IS YOUR CERTIFICATION AS TO THE TRUTH AND ACCURACY OF YOUR APPLICATION. ALL APPOINTMENTS ARE PROVISIONAL UNTIL COMPLETION OF A CRIMINAL BACKGROUND CHECK PERFORMED AT NO COST TO YOU BY THE NORTH MIAMI POLICE DEPARTMENT.

Signature: _____ Date: _____

[] Check box if additional information or a resume is attached.

Note: If you have any questions regarding this application, call _____. For additional information on the North Miami CRA, visit our website at: www.northmiamicra.org.

RESOLUTION NO. _____

A RESOLUTION OF THE CHAIRMAN AND BOARDMEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY ESTABLISHING UNIFORM ADVISORY COMMITTEE RULES AND REGULATIONS SETTING FORTH MINIMUM STANDARDS AND OPERATING RULES FOR ALL ADVISORY COMMITTEES OF THE AGENCY BOARD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article 6 of the By-Laws of the North Miami Community Redevelopment Agency (the “CRA”) adopted on October 25, 2005, provides for the creation by the governing body of the North Miami Community Redevelopment Agency (the “CRA Board”) of advisory committees to assist and advise the CRA Board in various aspects regarding implementation of the adopted CRA Plan; and

WHEREAS, it is the desire of the CRA Board that all advisory committees or boards (collectively, the “Advisory Committee”) created by the CRA Board shall operate in minimum accord with uniform rules and regulations unless specifically provided for otherwise in the authorizing resolution creating the Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARDMEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY:

Section 1. That all rules and regulations of any Advisory Committee established by the CRA, to be effective, must be approved by resolution of the CRA Board. Unless specifically exempted, altered, modified, or supplemented by the Committee authorizing resolution, all Advisory Committees established by the CRA Board shall operate in accordance with the Uniform Advisory Committee Rules and Regulations established herewith and set forth below:

Article 1. Members, Attendance, and Conduct.

- (a) **Application.** All persons seeking appointment to an Advisory Committee shall file an application form available at either the office of the CRA Secretary or CRA Executive Director that shall describe or list the person’s background, qualifications and interest in serving on an Advisory Committee of the CRA. The completed and signed application must be on file in the office of the CRA Secretary prior to the appointed person attending the first meeting of the Advisory Committee to which appointment has been made by the CRA Board. A copy of the completed and signed application of persons appointed by the CRA Board to an Advisory Committee shall be provided to the CRA Executive Director.

- (b) Ineligibility. No person who has been convicted of a felony or of any crime involving dishonesty, false dealings or statements may be knowingly appointed to or continue to serve on any Advisory Committee of the CRA. Any Committee member so convicted or found to have been convicted while serving as a Committee member shall be deemed automatically terminated from the Advisory Committee without notice. The initial appointment of a member to an Advisory Committee shall be provisional until satisfactory completion of a criminal background check to be performed at no cost to the appointee by the North Miami Police Department.
- (c) Public Official. Persons serving on any Advisory Committee of the CRA accept appointment as a Florida “public official” and shall conduct themselves, as applicable, in accordance with the Florida Code of Ethics for Public Officials and Employees (Chapter 112, Part III, F.S.). Such members shall file annually on the date determined by the CRA Secretary, the applicable Disclosure on Financial Interest Form with the Florida Commission on Ethics.
- (d) Disclosure for CRA Public Officials. In accordance with the Florida Community Redevelopment Law (Section 163.367(2), F.S.), any member of a CRA Advisory Committee who on date of appointment owns or controls, or owned or controlled within the preceding two (2) years, any interest, direct or indirect, in any property which he or she knows is included or planned to be included in a community redevelopment area, he or she shall immediately disclose this fact in the manner provided in Chapter 112, Part III, F.S. Any such disclosure required to be made shall be made by the Committee member prior to taking any official action on the matter as it may be discussed by the Committee.
- (e) Compensation. Committee members shall serve without compensation. However, when approved in advance by the CRA Board, or by the CRA Executive Director when provided for in the annual adopted CRA budget, Committee members shall be entitled to reimbursement for their actual and necessary expenses incurred in the discharge of their duties for the CRA. Requests for reimbursement shall be subject to the requirements of applicable law.
- (f) Removal. Committee members shall serve at the pleasure of the CRA Board and may be removed from the Advisory Committee at any time with or without cause by the affirmative vote of three Commissioners. Any Committee member who may become a candidate for any public elected office shall automatically forfeit his appointed office on the Advisory Committee of the CRA.

- (g) Absenteeism, Automatic Resignation. Absence by any Committee member during the appointment year from three consecutive regular meetings or four non-consecutive regular meetings shall constitute an automatic resignation of such member.
- (h) Reinstatement. In order for a Committee member to be reinstated for extenuating circumstances, a recommendation from the Advisory Committee shall be made through consensus and forwarded in writing by the Chair to the CRA Board for consideration at the next available meeting when the item may be properly placed on an agenda.
- (i) Vacancies. The CRA Board shall timely fill any vacancy that may occur on the Advisory Committee. A Committee member appointed to fill a vacancy shall serve for the unexpired term of the member whose vacancy is filled.
- (j) Term. The term of office, including any term limitation to members serving on an Advisory Committee of the CRA, shall be specified in the authorizing resolution creating the Advisory Committee.
- (k) Qualifications. Qualifications of members serving on an Advisory Committee of the CRA, including but not limited to, occupation, residency, place of business, and ex-officio status, shall be specified in the authorizing resolution creating the Advisory Committee. Family members of a CRA Commissioner are not prohibited from serving on an Advisory Committee. Members of the staff of the CRA are prohibited from serving on an Advisory Committee of the CRA unless as a non-voting Ex-Officio member designated as such in the Committee authorizing resolution creating the committee or board. Members of the staff of the CRA are not prohibited from serving on any other appointed advisory committee or board of the City or Miami-Dade County or other governmental entity.

Article 2. Officers.

- (a) Annual Election. The Committee members shall select its own Chair and Vice-Chair annually, unless such officers are designated, by resolution, by the CRA Board. The election shall be scheduled at the first meeting proceeding the date of annual appointments of members of the first month of the Committee appointment year unless due to substantial vacancies remaining to be filled, the Committee, by consensus, sets the election for its next regular meeting at which time the election of officers shall be conducted.
- (b) Chair. The Chair shall act as the presiding officer at all meetings of the Committee and shall have no other powers; except, the Chair upon receipt of the affirmative recommendation of the Staff Liaison, may cancel any

regular or special meeting due to lack of business or public disaster emergency. As the presiding officer, the Chair may exercise prerogative, when not contrary to the consensus of the Committee, in order to set or administer guidelines to ensure the orderly conduct of a public meeting at which orderly behavior on the part of the public attending is required. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than everyone present.

- (c) Vice-Chair. The Vice-Chair shall act as the presiding officer at all meetings of the Committee in the absence of the Chair or at the request of the Chair.
- (d) Chair Pro Tem. The Chair or Acting Chair may designate another member to preside as Chair Pro Tem during the absence of both the Chair and Vice-Chair, and for only the specific meeting or period during which one or the other duly elected officers are absent or unable to perform the duties of the office.

Article 3. Staff Liaison.

- (a) Staff Liaison. The CRA Executive Director or designee (referred to as “Staff Liaison”) shall attend all meetings of the Advisory Committee. The Staff Liaison shall assure that meetings of the Advisory Committee are organized for compliance with the Florida Sunshine Law (Section 286.011, F.S.) Such duties include: 1) securing a meeting place or places that are accessible to and open to the public at all times during which the meeting is conducted; 2) providing reasonable notice of such meetings as provided herein; and 3) arranging for the minutes of the meeting to be taken, approved, and properly retained for public inspection. The Staff Liaison may be consulted on matters of parliamentary procedure or rules of order, but the decision of the Chair shall be considered final in absence of a clear violation of established written policy, procedure or law.
- (b) Agenda, Committee Information. The Staff Liaison shall timely assure that each newly appointed Committee member shall be provided an information package setting forth the duties and responsibilities of the Advisory Committee and its members, a copy of policy, procedure, and descriptions of law applicable to the member in accepting appointment to the Advisory Committee, and specific documents (such as the adopted redevelopment plan, current budget, or annual report as determined by the Staff Liaison) to be essential background information for the newly appointed member to go forward in the faithful discharge of the new member’s duties and advisory responsibilities. The Staff Liaison shall be responsible for the distribution (whether by mail or delivery) of the

meeting notice and agenda and relevant information pertaining to a meeting of the Advisory Committee.

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- (a) Rules of Order. All meetings shall be conducted in accordance with the Uniform Advisory Committee Rules and Regulations, the authorizing resolution of the Committee, and applicable law. However, in the absence of any applicable procedure, then the most recent Edition of Robert's Rules of Order, Revised, shall apply.
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Article 5. Minutes, Reports and Recommendations

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Section 3. Effective Date. This resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED by a _____ vote of the Board of the North Miami Community Redevelopment Agency, this _____ day _____, 2005.

ATTEST:

NORTH MIAMI COMMUNITY
REDEVELOPMENT AGENCY

FRANK WOLLAND, CITY CLERK
CHAIR

KEVIN A. BURNS,

APPROVED AS TO FORM:

GRAY ROBINSON, P.A.
CRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Chair Kevin A. Burns
Boardmember Michael R. Blynn
Boardmember Jacques A. Despinosse
Boardmember Scott Galvin
Boardmember Marie Erlande Steril

_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)