

# POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

Meeting Date: November 15, 2016

Agenda Item 2

**REQUESTED CRA BOARD ACTION:**

Resolution(s)     Consideration     Approval     Other

SHORT TITLE OR MOTION: A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY (CRA), APPROVING BYLAWS FOR THE EAST CRA ADVISORY COMMITTEE; PROVIDING AN EFFECTIVE DATE.

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**Summary of Purpose and Why:**

Pompano Beach Community Redevelopment Agency (CRA) established advisory committees for the East and Northwest CRA Districts with the approval of Resolution No. 2002-04. Resolution 2002-004 established criteria for membership and procedures for each committee but was later repealed and replaced by Resolution 2004-02. Resolution 2004-02 was subsequently amended by Resolutions Nos. 2007-029, 2008-031, 2010-118 and 2011-50 for the East CRA Advisory Committee. In an effort to simplify the operations and governance of the East CRA Advisory Committee into a single document, which could be amended from time to time, it would be in the best interest to create Bylaws for the East CRA Advisory Committee. Before the CRA Board for Approval are the Bylaws for the East CRA Advisory Committee. CRA Staff recommends approval.

Staff recommends approval.

**QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:**

- (1) Origin of request for this action: Staff
- (2) Primary staff contact: Nguyen Tran  Ext. 7769
- (3) Expiration of contract, if applicable: N/A
- (4) Fiscal impact and source of funding: N/A

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	AUTHORIZED SIGNATURE OR ATTACHED MEMO NUMBER

  
Claudia M. McKenna

- CRA Executive Director
- CRA Attorney
- Finance Director

**ACTION PREVIOUSLY TAKEN BY CRA BOARD:**

Resolution Results:	Consideration Results:	Other Results:



P. O. Drawer 1300  
Pompano Beach, FL 33061

Phone: (954) 545-7769  
Fax: (954) 786-7836

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**MEMORANDUM**

**Date:** November 9, 2016

**To:** CRA Board

**Through:** Christopher J. Brown, Co-Executive Director  
Kim Briesemeister, Co-Executive Director

**From:** Nguyen Tran, Northwest CRA Director 

**Subject:** Approval of the Bylaws for the East CRA Advisory Committee

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The Pompano Beach Community Redevelopment Agency (CRA) established advisory committees for the East and Northwest CRA Districts with the approval of Resolution No. 2002-04. Resolution 2002-004 established criteria for membership and procedures for each committee but was later repealed and replaced by Resolution 2004-02. Resolution 2004-02 was subsequently amended by Resolutions Nos. 2007-029, 2008-031, 2010-118, and 2011-50 for the East CRA Advisory Committee. In an effort to organize the operations and governance of the East CRA Advisory Committee into a single document (which could be amended from time to time), it would be in the best interest to create Bylaws for the East CRA Advisory Committee. Before the CRA Board for Approval are the Bylaws for the East CRA Advisory Committee.

CRA Staff recommends approval.

RESOLUTION NO. \_\_\_\_\_

**POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY**

**A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY (CRA) APPROVING BY-LAWS FOR THE EAST CRA ADVISORY COMMITTEE; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, by Resolution No. 2002-04, the Pompano Beach Community Redevelopment Agency (CRA) established advisory committees for the East and Northwest CRA Districts; and

**WHEREAS**, Resolution No. 2002-04 established criteria for membership and procedures for each of the advisory committees; and

**WHEREAS**, Resolution No. 2002-04 was repealed and replaced by Resolution No. 2004-02; and

**WHEREAS**, the membership criteria for the East CRA Advisory Committee contained in Resolution No. 2004-02 was amended by Resolution Nos. 2007-029, 2008-031, 2010-118, and 2011-50; and

**WHEREAS**, it is in the best public interest to establish by-laws for the East CRA Advisory Committee providing for membership criteria and procedures for the committee.

**NOW, THEREFORE, BE IT RESOLVED BY THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:**

**SECTION 1.** The By-Laws of the East CRA Advisory Committee (the "By-Laws"), a copy of which is attached, are hereby approved.

**SECTION 2.** The By-Laws replace Resolution No. 2002-04, as amended.

**SECTION 3.** This Resolution shall become effective upon passage.

**PASSED AND ADOPTED** this 15th day of November, 2016.

\_\_\_\_\_  
**LAMAR FISHER, CHAIRPERSON**

**ATTEST:**

\_\_\_\_\_  
**CATHY TRENKLE, SECRETARY**

# **BYLAWS OF THE EAST CRA ADVISORY COMMITTEE**

## **ARTICLE I -- NAME AND AUTHORIZATION**

### **A. NAME**

The advisory committee shall be known as the East CRA Advisory Committee (the "Committee").

### **B. AUTHORIZATION**

1. The Committee exists by the authority of the Pompano Beach Community Redevelopment Agency Board of Commissioners (the "CRA Board") and was established by Resolution No. 2004-02 which was subsequently amended by Resolution No. 2007-029, Resolution No. 2008-031, 2010-118 and Resolution No. 2011-50.
2. The Committee shall operate under the authority of the CRA Board, and report to that agency.

## **ARTICLE II -- PURPOSE AND FUNCTION**

### **A. PURPOSE**

The purpose of the Committee is to advise the CRA Board on redevelopment strategies to be addressed and implemented in support of the Community Redevelopment Agency East CRA Plan ("Redevelopment Plan").

### **B. FUNCTION**

The functions of the Committee shall be as follows:

1. To review the Redevelopment Plan from time to time and, when necessary, submit recommendations to the CRA Board for any changes to the Redevelopment Plan;
2. To make recommendations to the CRA Board on Redevelopment Plan implementation;

3. To hold public meetings for the purpose of receiving input from members of the public related to the redevelopment area and to report such information to the CRA Board; and
4. To make recommendations on the expenditure or investment by the Community Redevelopment Agency of local, State and/or Federal funds for redevelopment activities within the Northwest CRA District.

## **ARTICLE III -- MEMBERSHIP**

### **A. MEMBERS, TERMS, APPOINTMENTS**

The Committee shall be composed of nine (9) members who are either residents of the City of Pompano Beach (City) or who own and operate a business in the City, appointed by the CRA Board for terms of two years; each shall be appointed by resolution of the CRA Board. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant. The CRA Board shall at all times have the discretion to remove a member of the Committee if the CRA Board deems that such removal is in the best public interest.

### **B. MEMBERSHIP COMPOSITION**

The composition and representative membership of the Committee shall be as follows:

- Three - City resident or business owner;
- One - resident from ECRA District or within one-mile radius of the ECRA district;
- One - business owner and operator of a business;
- One - attorney, legal professional, or related industry professional;
- One - banker, financier or other management level representative of a financial institution or related industry professional;
- One - architect, landscape architect, planner, design professional or related industry professional;
- One - general contractor, developer, real estate professional, appraiser or related industry professional;
  
- Note: retired professional/individual acceptable.

## **ARTICLE IV -- ORGANIZATION**

### **A. OFFICERS**

1. The officers of the Committee shall consist of a Chair and a Vice-Chair to preside at its meetings, and shall formulate its rules and regulations for the conduct of business.

2. Each officer duly elected by the Committee shall serve a term of one year until the next annual election or appointment. All officers shall hold office until their successors have been elected or until their earlier resignation or removal from office. No person may simultaneously hold more than one office on the Committee.
3. Officers shall be elected annually at the first regular meeting of each year after October 1. Election requires nomination from the floor and an affirmative vote by a majority of the Committee members present, provided a quorum is present at such meeting. The term of officers shall begin immediately following their elections.
4. A vacancy in any office shall be filled through a special election and the affirmative vote of a majority of Committee members present and voting at a meeting of the Committee. The member(s) chosen at the special election shall serve until next scheduled election of officers.

## **B. QUORUM**

A majority of the voting members of the Committee shall constitute a quorum to hold a meeting or take any action.

## **C. VOTING RIGHTS**

Each voting member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Committee.

# **ARTICLE V -- OFFICERS AND DUTIES**

## **A. CHAIR**

The Chair shall preside at all meetings of the Committee and shall have the duties normally conferred by parliamentary usage on such officers. The Chair shall call special meetings, serve as the Committee liaison to the Community Redevelopment Agency, represent the Committee at public hearings and presentations, and other duties as are customary for the Chair. It is the Chair's responsibility to ensure the Committee's compliance with the by-laws.

## **B. VICE CHAIR**

The Vice Chair shall act for the Chair in the Chair's absence. The Vice Chair shall also perform such duties as are delegated by the Chair.

## **C. REMOVAL**

When an officer has been absent or has not performed the duties of that office for two (2) consecutive meetings, that officer may be removed from office by the CRA Board, with a majority vote, at a regularly scheduled meeting.

## **ARTICLE VI -- COMMITTEE AND DUTIES**

### **A. POWERS**

The Committee shall have the following powers and duties:

1. To advise the CRA Board or staff regarding redevelopment in the East CRA District.
2. Any other duties the CRA Board may direct or such matters presented by staff for consideration

### **B. SUB-COMMITTEES**

In order to carry out the multiplicity of duties assigned to it and to encourage the participation of the citizenry in its activities, the Committee is hereby empowered to establish those sub-committees it may deem advisable to assist the Committee in carrying out its assigned functions. Members of these committees shall be appointed by majority vote of the Committee and shall be either residents of the City or own and operate a business in the City. Members of the Committee may also serve on the sub-committees, members of the sub-committees shall serve at the pleasure of the Committee, and any sub-committee so established may be abolished at any time upon a determination by the Committee that the sub-committee no longer serves any useful function. The Committee shall appoint by majority vote a Chair of each subcommittee created pursuant to this section; the Chair of any sub-committee may also be a member of the Committee. The activities of the sub-committees shall be limited to acting in an advisory and information-gathering capacity for the Committee.

## **ARTICLE VII -- ADVISORY CAPACITY OF COMMITTEE**

Except as may otherwise be provided, the powers and duties of the Committee are of an advisory nature only and the Committee shall not have any powers or duties which conflict with or supersede the powers and duties of the CRA Board.

## **ARTICLE VIII -- LIABILITY**

Neither the Committee nor any member thereof shall incur any financial liability in the name of the Community Redevelopment Agency.

## **ARTICLE IX -- MEETING AND RECORDS**

The Committee shall meet at least once per month, at the call of the Chair or, in his or her absence, the Vice-Chair, or more often as may be required. All meetings shall be open to the public and the order of business and procedure to be followed shall be as prescribed within the rules and regulations to be adopted by the Committee. A majority of the Committee shall constitute a quorum and the affirmative vote of a majority of the committee shall be necessary for any action thereof. The CRA Board or the CRA Executive Director is authorized to appoint a secretary for the Committee. A record of the proceedings of the Committee shall be kept.

- A. Written notice of every meeting of the Committee, along with a prepared agenda, will be posted at least seven (7) days in advance of regular meetings and as much time as practicable in advance of special/emergency meetings. Notice will be posted in the Lobby of City Hall, as well as provided to all Committee members and the CRA Board. All Committee and sub-committees meetings are open to the public in accordance with Florida's Government in the Sunshine Law, Section 286.011, Florida Statutes. Meetings shall be held in facilities readily accessible to all citizens.
- B. The minutes of all meetings shall be promptly recorded, and such records shall be open to public inspection, in accordance with applicable law.
- C. The agenda for each meeting of the Committee, or any of its sub-committees, shall be outlined by the Chair and submitted to the Secretary for preparation and dissemination. Any Committee member may place an item on the agenda by submitting it to the Chair for forwarding to the Secretary prior to the deadline for publishing the notice of such meeting. All agendas of the Committee and sub-committees are available to the public in accordance with applicable law.
- D. The order of business at regular meetings shall be as follows, unless modified by the Chair:
  - A. Call to Order
  - B. Roll Call
  - C. Additions/Deletions/Reordering
  - D. Approval Of Minutes
  - E. New Business
  - F. Old Business

- G. Director/Staff Report
- H. Next Meeting
- I. Adjournment

#### **ARTICLE X -- ABSENCES**

The unexcused absence of any member for two (2) consecutive meetings shall constitute cause for removal from the Committee.

- A. All absences will be duly recorded in the meeting minutes. Absences from emergency or special meetings will not be recorded against a member in calculating number of absences from scheduled meetings. Special conditions on the removal of members for absences may be made by the Chair of the Committee when the absences are due to health or to time-limited extenuating circumstances, and the absences do not affect the ability of the Committee to maintain a quorum;  
or
- B. The CRA Board is notified by staff that a member no longer meets the membership requirements.

#### **ARTICLE XI -- VACANCY**

Should any vacancy occur on this Committee during the term of its existence, such vacancy shall be filled pursuant to the provisions, or if the vacancy results during an unexpired term, such appointment shall be for the remainder of the unexpired term. Vacancy can be any of the following:

- A. The member no longer resides within the municipal boundaries of the City; or
- B. The member no longer owns and operates a business within the municipal boundaries of the City; or
- C. A member's term expires; or
- D. A member resigns, is removed, or dies.

The Committee Chair shall promptly notify the CRA Board of any vacancy.

## **ARTICLE XII – CONTINUED EXISTENCE**

This Committee shall continue in existence until abolished by resolution of the CRA Board.

## **ARTICLE XIII -- BYLAWS AND EFFECTIVE DATE**

The CRA Board may amend these by-laws at any time. These Bylaws shall become effective upon adoption by the CRA Board.

RESOLUTION NO. 2011-50

**POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY**

**A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY, AMENDING RESOLUTION NO. 2004-02 THAT CREATED CRA DISTRICT ADVISORY COMMITTEES TO PROVIDE FOR CHANGES TO THE EAST DISTRICT ADVISORY COMMITTEE TO ADD THREE ADDITIONAL MEMBERS, TO ESTABLISH DESIGNATED MEMBERSHIP REQUIREMENTS, AND TO DELETE THE REQUIREMENT FOR ALTERNATE MEMBERS; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Pompano Beach Community Redevelopment Agency deems it appropriate to establish designated membership requirements, to provide for three additional members, and delete the requirement for alternate members for the East District Advisory Committee; now, therefore,

**BE IT RESOLVED BY THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY:**

**SECTION 1.** That Resolution No. 2004-02 creating the advisory committees as subsequently amended by Resolution Nos. 2007-029, 2008-031, and 2010-118 is hereby further amended as follows:

**SECTION 2.** An East District Advisory Committee is hereby created:

**MEMBERS, TERMS, APPOINTMENTS.**

A. The Committee shall be composed of nine members who are residents or business owners or designated professionals of the City of Pompano Beach, appointed by the Board of Commissioners for terms of two years; each shall be appointed by resolution of the CRA Board. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

B. The composition and representative membership of the Committee shall be as follows:

*Members*

- 3 City Resident/ or Property Owner/ or Business Owner
- 1 Resident from ECRA District or within one-mile radius
- \* 1 Business Owner/ or Business Manager/ or Property Owner
- \* 1 Legal Profession/ or Attorney/ or Industry Professional
- \* 1 Banking Financial Institution/ or Industry Professional
- \* 1 Architect/ or Landscape Architect/ or Planner/ or Industry Professional
- \* 1 General Contractor/ or Developer/ or Real Estate or Industry Professional

9 *Total Voting Members*

\* Retired Professional/Individual acceptable

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**SECTION 2.** This Resolution shall become effective upon passage.

PASSED AND ADOPTED this 19<sup>th</sup> day of April, 2011.

  
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LAMAR FISHER, CHAIRPERSON

ATTEST:

  
\_\_\_\_\_  
MARGARET GALLAGHER, SECRETARY

GBL/jrm  
4/8/11  
l:reso/cra/2011-248

RESOLUTION NO. 2010-118

**POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY**

**A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY, AMENDING RESOLUTION NO. 2004-02 THAT CREATED CRA DISTRICT ADVISORY COMMITTEES TO PROVIDE FOR CHANGES TO THE EAST DISTRICT ADVISORY COMMITTEE TO ADD THREE ADDITIONAL MEMBERS, TO ESTABLISH DESIGNATED MEMBERSHIP REQUIREMENTS, AND TO DELETE THE REQUIREMENT FOR ALTERNATE MEMBERS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Pompano Beach Community Redevelopment Agency deems it appropriate to establish designated membership requirements, to provide for three additional members, and delete the requirement for alternate members for the East District Advisory Committee; now, therefore,

**BE IT RESOLVED BY THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY:**

**SECTION 1.** That Resolution No. 2004-02 creating the advisory committees as subsequently amended by Resolution Nos. 2007-029 and 2008-031 is hereby further amended as follows:

**SECTION 2.** An East District Advisory Committee is hereby created:

**MEMBERS, TERMS, APPOINTMENTS.**

A. The Committee shall be composed of ~~six~~ nine members who are residents of the City of Pompano Beach, appointed by the Board of Commissioners for terms of two years; each shall be appointed by resolution of the CRA Board. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

~~B. Two alternate members who are residents of the City of Pompano Beach shall be appointed by the Board of Commissioners for terms of one year. In the absence or disability of a regular member, an alternate member may be called to sit and act in his place by the Chairman of the Committee. Whenever feasible, one of the two alternates shall be a registered architect or registered engineer.~~

B. The composition and representative membership of the Committee shall be as follows:

Members

- 3 City Resident/Property Owner/Business Owner
- 1 Resident from ECRA District or within one-mile radius
- \* 1 Business Owner/Business Manager/Property Owner
- \* 1 Legal Profession/Attorney/Industry Professional
- \* 1 Banking Financial Institution/Industry Professional
- \* 1 Architect/Landscape Architect/Planner/Industry Professional
- \* 1 General Contractor/Developer/Real Estate or Industry Professional

9 Total Voting Members

\* Retired Professional/Individual acceptable

...

SECTION 2. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this 23<sup>rd</sup> day of September, 2010.

  
\_\_\_\_\_  
LAMAR FISHER, CHAIRPERSON

ATTEST:

  
\_\_\_\_\_  
MARGARET GALLAGHER, SECRETARY

GBL/jrm  
9/10/10  
l:reso/cra/2010-390

RESOLUTION NO. 2008-031

**POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY**

**A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY, AMENDING RESOLUTION NO. 2004-02 THAT CREATED AN EAST DISTRICT ADVISORY COMMITTEE TO DELETE THE RESIDENCE WITHIN THE EAST CRA DISTRICT REQUIREMENT; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Pompano Beach Community Redevelopment Agency deems it appropriate to delete the residence requirement for the East CRA Advisory Committee; and

**BE IT RESOLVED BY THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY:**

**SECTION 1.** That Resolution No. 2004-02 creating the advisory committees as subsequently amended by Resolution No. 2007-029 is hereby further amended as follows:

**SECTION 2.** An East District Advisory Committee is hereby created:

**MEMBERS, TERMS, APPOINTMENTS.**

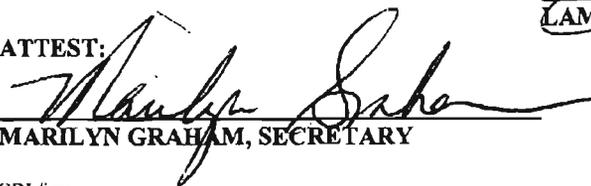
A. The Committee shall be composed of six members who are residents of the City of Pompano Beach, appointed by the Board of Commissioners for terms of two years; each shall be appointed by resolution of the CRA Board. ~~Of the six members, two must reside within the East CRA District.~~ Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

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**SECTION 2.** This Resolution shall become effective upon passage.

**PASSED AND ADOPTED** this 20th day of May, 2008.

ATTEST:

  
MARILYN GRAHAM, SECRETARY

  
LAMAR FISHER, CHAIRPERSON

**POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY**

**A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY, AMENDING RESOLUTION 2004-02 THAT CREATED AN EAST DISTRICT ADVISORY COMMITTEE AND A WEST DISTRICT ADVISORY COMMITTEE TO PROVIDE FOR ADDITIONAL MEMBERS; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Pompano Beach Community Redevelopment Agency deems it appropriate to provide for an additional member for each advisory committee; and

**BE IT RESOLVED BY THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY:**

**SECTION 1.** That Resolution No. 2004-02 that created the advisory committees is hereby amended as follows:

**SECTION 2.** An East District Advisory Committee is hereby created:

**MEMBERS, TERMS, APPOINTMENTS.**

A. The Committee shall be composed of ~~five~~ six members who are residents of the City of Pompano Beach, appointed by the Board of Commissioners for terms of two years; each shall be appointed by resolution of the CRA Board. ~~except that the members of the first Committee to serve shall be appointed so that three members shall serve one-year terms and two members shall serve two-year terms. Their successors shall be appointed to two-year terms.~~ Of the ~~five~~ six members, two must reside within the East CRA District. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

B. Two alternate members who are residents of the City of Pompano Beach shall be appointed by the Board of Commissioners for terms of one year. In the absence or disability of a regular member, an alternate member may be called to sit and act in his place by the Chairman of the Committee. Whenever

feasible, one of the two alternates shall be a registered architect or registered engineer.

...

**SECTION 3.** A West District Advisory Committee is hereby created:

**MEMBERS, TERMS, APPOINTMENTS.**

A. The Committee shall be composed of ~~five~~ six members who are residents of the City of Pompano Beach, appointed by the Board of Commissioners for terms of two years; each shall be appointed by resolution of the CRA Board. ~~except that the members of the first Committee to serve shall be appointed so that three members shall serve one year terms and two members shall serve two year terms. Their successors shall be appointed to two year terms.~~ Of the ~~five~~ six members, two must reside within the West CRA District. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

B. Two alternate members who are residents of the City of Pompano Beach shall be appointed by the Board of Commissioners for terms of one year. In the absence or disability of a regular member, an alternate member may be called to sit and act in his place by the Chairman of the Committee. Whenever feasible, one of the two alternates shall be a registered architect or registered engineer.

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**SECTION 2.** This Resolution shall become effective upon passage.

**PASSED AND ADOPTED** this 20th day of February, 2007.

  
\_\_\_\_\_  
JOHN C. RAYSON, CHAIRPERSON

ATTEST:

  
\_\_\_\_\_  
MARILYN GRAHAM, SECRETARY

GBL/jrm  
1/18/07  
l:reso/cra/2007-113

RESOLUTION NO. 2004-02

**POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY**

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF POMPANO BEACH, FLORIDA, REPEALING RESOLUTION 2002-04 THAT ESTABLISHED THE ADVISORY COMMITTEE; AND CREATING AN EAST DISTRICT ADVISORY COMMITTEE AND A WEST DISTRICT ADVISORY COMMITTEE; PROVIDING FOR QUALIFICATION OF MEMBERS; PROVIDING FOR POWERS AND DUTIES; PROVIDING FOR MEETINGS AND RECORDS; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Pompano Beach Community Redevelopment Agency deems it appropriate to establish an advisory committee for each CRA district; and

WHEREAS, effective citizen participation is desired in the Community Redevelopment Agency planning and decisions; now, therefore,

**BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF POMPANO BEACH, FLORIDA:**

**SECTION 1:** That Resolution No. 2002-04 that created the existing advisory committee is hereby repealed in its entirety.

**SECTION 2:** An East District Advisory Committee is hereby created:

**MEMBERS, TERMS, APPOINTMENTS.**

A. The Committee shall be composed of five members who are residents of the City of Pompano Beach, appointed by the Board of Directors for terms of two years, except that the members of the first Committee to serve shall be appointed so that three members shall serve one-year terms and two members shall serve two-year terms. Their successors shall be appointed to two-year terms. Of the five members, two must reside within the East CRA District.

B. Two alternate members who are residents of the City of Pompano Beach shall be appointed by the Board of Directors for terms of one year. In the absence or disability of a regular member, an alternate member may be called to sit and act in his place by the Chairman of the Committee.

## ORGANIZATION.

The East District Advisory Committee shall elect a Chairman and Vice-Chairman to preside at its meetings, and shall formulate its rules and regulations for the conduct of its business.

## POWERS AND DUTIES.

A. The East District Advisory Committee shall have the following powers and duties.

1. To advise the Community Redevelopment Agency Board of Directors or staff regarding redevelopment in the East Community Redevelopment District.

2. Any other duties the CRA may direct or such matters presented by staff for consideration.

B. In order to carry out the multiplicity of duties assigned to it and to encourage the participation of the citizenry in its activities, the East District Advisory Committee is hereby empowered to establish those sub-committees it may deem advisable to assist the Committee in carrying out its assigned functions. Members of these committees shall be appointed by majority vote of the Committee and shall be residents of the City. Members of the Committee may also serve on the sub-committees, members of the sub-committees shall serve at the pleasure of the Committee, and any sub-committee so established may be abolished at any time upon a determination by the Committee that the sub-committee no longer serves any useful function. The Committee shall appoint by majority vote a Chairman of each sub-committee created pursuant to this section; the Chairman of the any sub-committee may also be a member of the Committee. The activities of the sub-committees shall be limited to acting in an advisory and information-gathering capacity for the Committee.

## ADVISORY CAPACITY OF COMMITTEE.

Except as may otherwise be provided, the powers and duties of the East District Advisory Committee are of an advisory nature only, and the Committee shall not have any powers or duties which conflict with or supersede the powers and duties of the CRA Board of Directors.

## LIABILITY.

Neither the East District Advisory Committee nor any member thereof shall incur any financial liability in the name of the Community Redevelopment Agency.

## MEETINGS AND RECORDS.

The East District Advisory Committee shall meet at least once per month, at the call of the Chairman or, in his or her absence, the Vice-Chairman, or more often as may be required. All meetings shall be open to the public and the order of business and procedure to be followed shall be as prescribed within the rules and regulations to be adopted by the Committee. A majority of the committee shall constitute a quorum and the affirmative vote of a majority of the committee shall be necessary for any action thereof. The City Manager is authorized to appoint a secretary for the Committee. A record of the proceedings of the Committee shall be kept.

## ABSENCES.

The unexcused absence of any member for two (2) consecutive meetings shall constitute cause for removal from the Advisory Committee.

## VACANCY.

Should any vacancy occur on this Committee during the term of its existence, such vacancy shall be filled pursuant to the provisions, or if the vacancy results during an unexpired term, such appointment shall be for the remainder of the unexpired term.

## CONTINUED EXISTENCE.

This Committee shall continue in existence until abolished by resolution of the Community Redevelopment Agency.

**SECTION 3:** A West District Advisory Committee is hereby created:

## MEMBERS, TERMS, APPOINTMENTS.

A. The Committee shall be composed of five members who are residents of the City of Pompano Beach, appointed by the Board of Directors for terms of two years, except that the members of the first Committee to serve shall be appointed so that three members shall serve one-year terms and two members shall serve two-year terms. Their successors shall be appointed to two-year terms. Of the five members, two must reside within the West CRA District.

B. Two alternate members who are residents of the City of Pompano Beach shall be appointed by the Board of Directors for terms of one year. In the absence or disability of a regular member, an alternate member may be called to sit and act in his place by the Chairman of the Committee.

## ORGANIZATION.

The West District Advisory Committee shall elect a Chairman and Vice-Chairman to preside at its meetings, and shall formulate its rules and regulations for the conduct of its business.

## POWERS AND DUTIES.

A. The West District Advisory Committee shall have the following powers and duties.

1. To advise the Community Redevelopment Agency Board of Directors or staff regarding redevelopment in the West Community Redevelopment District.

2. Any other duties the CRA may direct or such matters presented by staff for consideration.

B. In order to carry out the multiplicity of duties assigned to it and to encourage the participation of the citizenry in its activities, the West District Advisory Committee is hereby empowered to establish those sub-committees it may deem advisable to assist the Committee in carrying out its assigned functions. Members of these committees shall be appointed by majority vote of the Committee and shall be residents of the City. Members of the Committee may also serve on the sub-committees, members of the sub-committees shall serve at the pleasure of the Committee, and any sub-committee so established may be abolished at any time upon a determination by the Committee that the sub-committee no longer serves any useful function. The Committee shall appoint by majority vote a Chairman of each sub-committee created pursuant to this section; the Chairman of the any sub-committee may also be a member of the Committee. The activities of the sub-committees shall be limited to acting in an advisory and information-gathering capacity for the Committee.

## ADVISORY CAPACITY OF COMMITTEE.

Except as may otherwise be provided, the powers and duties of the West District Advisory Committee are of an advisory nature only, and the Committee shall not have any powers or duties which conflict with or supersede the powers and duties of the CRA Board of Directors.

## LIABILITY.

Neither the West District Advisory Committee nor any member thereof shall incur any financial liability in the name of the Community Redevelopment Agency.

MEETINGS AND RECORDS.

The West District Advisory Committee shall meet at least once per month, at the call of the Chairman or, in his or her absence, the Vice-Chairman, or more often as may be required. All meetings shall be open to the public and the order of business and procedure to be followed shall be as prescribed within the rules and regulations to be adopted by the Committee. A majority of the committee shall constitute a quorum and the affirmative vote of a majority of the committee shall be necessary for any action thereof. The City Manager is authorized to appoint a secretary for the Committee. A record of the proceedings of the Committee shall be kept.

ABSENCES.

The unexcused absence of any member for two (2) consecutive meetings shall constitute cause for removal from the Advisory Committee.

VACANCY.

Should any vacancy occur on this Committee during the term of its existence, such vacancy shall be filled pursuant to the provisions, or if the vacancy results during an unexpired term, such appointment shall be for the remainder of the unexpired term.

CONTINUED EXISTENCE.

This Committee shall continue in existence until abolished by resolution of the Community Redevelopment Agency.

**SECTION 4:** This Resolution shall become effective upon passage.

**PASSED AND ADOPTED** this 21st day of October, 2003.

  
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**KAY MCGINN, CHAIRPERSON**

**ATTEST:**

  
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**MARILYN GRAHAM, SECRETARY**

7/31/03

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