



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 17-00317

Community Redevelopment Agency

6/5/2017

ACTION ITEM

SPONSOR: Jewel Cannada-Wynn, Chairperson

SUBJECT:

AMENDMENT OF THE COMMUNITY REDEVELOPMENT AGENCY (CRA) BYLAWS

RECOMMENDATION:

That the Community Redevelopment Agency (CRA) amend its Bylaws to add provisions and procedures for supervision and direction of CRA staff.

SUMMARY:

On July 11, 2016, the CRA approved hiring a CRA Administrator and an Assistant CRA Administrator as direct employees of the CRA. Other staff support is provided to the CRA through Interlocal Agreements between the City of Pensacola and the CRA.

At its regular meeting, on May 8, 2017, the Community Redevelopment Agency (CRA) discussed policies and procedures for assignment of tasks to CRA staff. CRA Board Members were advised that the CRA Bylaws do not contain a policy governing the direction of CRA staff and task assignment.

Section 1.6 of the CRA Bylaws states:

“Unless expressly provided otherwise by law or action of the CRA, ordinances, policies and rules of procedure for the City of Pensacola shall apply to the CRA”.

On March 12, 2015, City Council adopted Ordinance No. 05-15, related to providing for the staffing of the Office of City Council as follows:

Section 2-2-10 (5). All employees of the Office of City Council shall be regarded as employees of the City of Pensacola, shall be responsible to the City Council through the President of the Council and shall be supervised by the Council Executive.

Section 2-2-10 (6). In the performance of their duties, the staff of the Office of City Council shall be directed by the Council President or by formal Council action.

The process for staff task assignment set out for the Office of the City Council appears to have worked well. It is recommended that the CRA Bylaws be amended to incorporate the following parallel provisions applicable to CRA staff:

Article III, Section 3.6 All employees of the Community Redevelopment Agency (CRA) shall be responsible to the CRA through the Chairperson of the CRA and shall be supervised by the CRA Administrator.

Article III, Section 3.7 In the performance of their duties, the staff of the CRA shall be directed by the CRA Chairperson or by formal CRA action.

PRIOR ACTION:

September 25, 1980 - City Council adopted Resolution No. 55-80 which provided for the creation and exercise of powers of the Pensacola Community Redevelopment Agency, and assigned certain undeveloped and underdeveloped properties to the Community Redevelopment Agency for redevelopment.

May 5, 2008 - CRA adopted Administrative Policies and Procedures conforming to the City of Pensacola ordinances, policies and rules of procedure, establishing a majority vote requirement for CRA action and requiring signatures for CRA contracts and agreements.

August 20, 2010 - City Council adopted Resolution No. 22-10 which amended Resolution No. 55-80 and provided for the continuation and exercise of powers of the Pensacola Community Redevelopment Agency to reflect a strong Mayor form of governance, in conformity with the provisions of the 2010 Charter.

January 24, 2011 - CRA amended the CRA Administrative Policies and Procedures to include the election of Vice-Chair.

October 20, 2014 - CRA adopted the City of Pensacola Community Redevelopment Agency Bylaws.

March 12, 2015 - City Council adopted Ordinance No. 05-15 which created section 2-2-10 of the Code of the City of Pensacola, Florida, established an Office of the City Council, and provided for the staff of the City Council pursuant to requirements of the City Charter.

July 11, 2016 - CRA approved hiring CRA staff which included the CRA Administrator and Assistant CRA Administrator positions.

FUNDING:

NA

FINANCIAL IMPACT:

NA

CITY ATTORNEY REVIEW: Yes

5/26/2017

STAFF CONTACT:

M. Helen Gibson, AICP, CRA Administrator

ATTACHMENTS:

- 1) CRA Bylaws - approved October 20, 2014
- 2) Office of the City Council - Ordinance 05-15

PRESENTATION: No