

**City of Clearwater**  
**Community Redevelopment Agency**  
**North Greenwood Community Redevelopment Area**  
**Citizens Advisory Committee Policy**

**1. Policy Purpose**

The purpose of this Policy is to establish uniform guidelines under which the Citizens Advisory Committee (CAC) for the North Greenwood Community Redevelopment Area (NGCRA) shall be organized, comprised, and administered. It also provides guidelines the CAC shall follow unless relevant circumstances justify an alternative approach acceptable to and approved by the City of Clearwater Community Redevelopment Agency Trustees (the “CRA Trustees”).

**2. The Purpose of the Citizens Advisory Committee**

The purpose of the CAC is to provide the CRA Trustees with recommendations in connection with key decisions to be made by the CRA Trustees relating to the North Greenwood Community Redevelopment Area Plan (NGCRA Plan) implementation, Plan amendments, annual NGCRA budget, and the adoption of programs (Sections 5.4 and 5.5, NGCRA Plan). The CAC shall have the authority to initiate research to develop new program ideas, evaluate existing programs, and convene meetings to solicit neighborhood input on CRA activities (Section 5.5, NGCRA Plan).

**3. Appointment**

The CAC shall consist of five members, with three members appointed by the City of Clearwater City Council (City Council) and the remaining two members appointed by the Pinellas County Board of County Commissioners (Section 5.5, NGCRA). CAC members shall serve without compensation.

**4. Composition**

The NGCRA shall be represented by a CAC comprised of homesteaded residents, business owners, property owners, and non-profit organizations located in the NGCRA boundary (Section 5.4, NGCRA Plan). In addition, one member of the CAC shall represent a CRA Trustees approved Ex Officio Organization, which is identified in section 6. In making its appointments, the City Council shall review the following:

- Completed NGCRA CAC Application – interested applicants shall submit a completed CAC application, in a form approved by the City of Clearwater City Clerk’s Office.
- Applicant Presentation – applicants shall be afforded the opportunity to make a non-mandatory three-minute presentation to the City Council prior to the City Council’s decision on his or her appointment to the CAC.

- Letter of Nomination from Ex Officio Organization – for the Ex Officio member, proof of the Ex Officio member’s nomination by the Ex Officio Organization’s Board of Directors shall be provided, in the form of an official letter signed by the leading officer of the approved Ex Officio Organization, to the City Council for review and consideration.

## **5. Term of Service**

The length of a term for each CAC member shall be two years unless a member begins their term after October 1st then their term shall be less than two years. Terms expire on September 30th, in the second year. No member shall be appointed for more than two consecutive terms. Upon completion of the maximum allowable two terms, no CAC member shall be eligible for reappointment to the CAC for a period of two years. The term limits in this section also apply to the Ex Officio member and members appointed by the Pinellas County Board of Commissioners. In the event a CAC member resigns or is removed from the CAC, a new appointed member shall serve the remainder of the original CAC member’s term.

## **6. Ex Officio Member**

The CAC shall include one Ex Officio member that represents the Clearwater Urban Leadership Coalition, Inc. (Ex Officio Organization), an organization located within the NGCRA geographic area of influence and recognized as providing services and having significant influence and standing in the NGCRA. With no exceptions, the Ex Officio member must be employed by the Ex Officio Organization or serve as either a Board Member, Officer, or Director for the Ex Officio Organization. The Ex Officio member is a voting CAC member who was nominated by the Ex Officio Organization for City Council consideration and approval. If an Ex Officio member has served two consecutive terms, then the Ex Officio Organization must recommend a new representative to serve on the CAC. If the Ex Officio Organization fails to recommend a member for approval by the City Council prior to the end of the existing Ex Officio member’s term in compliance with this Policy, then the Ex Officio CAC seat shall default to an At Large position for a two-year term at which time the City Council shall appoint a new At Large member to the CAC in a manner otherwise consistent with this Policy. The Ex Officio Organization may nominate a new representative (subject to City Council approval) once that At Large member’s two-year term is complete.

## **7. Initial Terms of CAC Members**

To reduce the impact of a complete turnover of members to the CAC, the initial terms of the members shall be staggered. The following shall be the initial terms of CAC members:

- Two members shall serve initial terms that expire on September 30, ~~2024~~2025.
- Two members shall serve initial terms that expire on September 30, ~~2025~~2026.
- One member shall serve an initial term that expires on September 30, ~~2026~~2027.

## **8. Officers – Chair and Vice Chair**

The officers shall be a Chair and a Vice Chair. Each officer shall serve for a term of one year or until a successor is elected. At the first meeting of the Fiscal Year the CAC shall nominate from the floor and elect a Chair, and a Vice Chair to act in the Chair's absence. The CRA Director, or designee, shall facilitate the nomination and election process. The Fiscal Year begins on October 1st and ends on September 30th. In the absence of the Chair and Vice Chair, the most senior member of the CAC present at the meeting shall assume the duties of the Chair. A person shall be elected to the office of Chair or Vice Chair for no more than two consecutive one-year terms. If there are no candidates for the Chair or Vice Chair positions, the term limitation may be waived by the CRA Trustees.

## **9. Duties of the Chair**

The Chair shall preside at all meetings of the CAC and shall have the duties normally conferred by parliamentary usage of such officers. The Chair shall have the authority to decide points of order and run all agenda items. Any ruling by the Chair may be reversed by a majority vote of the CAC. The Chair shall preserve order. The Chair may call to order any member who violates any of the rules; and shall decide all questions of order, subject to a majority vote on a motion to appeal. The Chair shall recognize all members who seek the floor under correct procedure. The Chair shall not make or second a motion. The Chair shall maintain an effective working relationship with the CRA Director, or designated liaison, who represents their area. The Chair shall guide the CAC in its advisement of community needs consistent with the NGCRA Plan and state law to the CRA Director, or designee, the CRA Trustees, and the City, as appropriate. From time to time, the Chair, or CAC approved designee, shall be required to report updates to the CRA Trustees or City Council.

## **10. Committee Membership**

If a CAC member has more than two unexcused CAC meeting absences within a twelve-month period, that member's service may be recommended for termination to the City Council or the Pinellas County Board of County Commissioners. Members shall notify the CRA Director, or designee, if they are unable to attend a meeting. In addition, the City Manager shall have the power to remove any member because of excessive CAC meeting absences, misconduct, or neglect of duty. Additionally, if a CAC member knowingly violates the provisions in this Policy, their service may be terminated by the City Manager or recommended for termination to the City Council or Pinellas County Board of County Commissioners. Finally, all CAC members serve at the pleasure of the City Council, and the City Council may dismiss any member of the CAC at the City Council's sole and absolute discretion if the City Council believes it is in the best interest of the NGCRA.

## **11. Relationship of CAC to Staff and CRA Trustees**

The City's Community Redevelopment Agency Department shall provide staff support to the

CAC. Staff support includes, but is not limited to, meeting advertisements, taking minutes, making the minutes available for public inspection upon request, drafting agendas, verifying quorums, inviting guest speakers, meeting venue arrangements, and providing technical support regarding Robert's Rule of Order, Sunshine, NGCRA Plan, Budgets, and the Florida Community Redevelopment Act of 1969. As a matter of routine practice, the CAC shall relay community input to the CRA Director, or designee. This shall be the Director's, or designee's, primary source of input in serving the community. The community's involvement in this process is critical to the success in NGCRA. Nothing about this working relationship between the CRA Director, or designee, and CAC shall or is intended to preclude interaction between the CAC and the CRA Trustees. The CRA Director shall use the CAC's recommendations along with input from City departments and other internal and external stakeholders in preparing a proposed CRA budget, NGCRA Plan amendments, or other reports for presentation to the CRA Trustees in accordance with any financial and administrative adopted policies by the CRA Trustees and City. The CRA Trustees shall consider the recommended CRA Budget or other recommendations in publicly noticed meetings.

## **12. Rules of Order**

All CAC meetings shall be conducted under the most recent edition of Robert's Rules of Order Newly Revised unless otherwise provided by applicable law or policy herein.

## **13. Meetings**

The CAC shall hold meetings, at least on a quarterly basis, in a public location which is appropriate and noticed to the public. The time and location may be changed by the CRA Director who shall provide at least two weeks advance written notice to CAC members and the City Clerk's Office. The order of business at the CAC meetings shall be generally as follows, unless otherwise presented by the CRA Director or the CRA Trustees:

- Call to Order
- Roll Call
- Public Comment
- Approval of Minutes
- Unfinished Business
- New Business
- CRA Director Report
- General Discussion
- Announcements
- Adjournment

Members of the public shall be given a reasonable opportunity to be heard by the CAC at regular CAC meetings. Members of the public shall be entitled to speak during the public comments portion of the meeting for an amount of time not to exceed two minutes per person.

Additional time may be permitted at the discretion of the Chair with the consent of the majority of CAC members present.

#### **14. Communications**

The CAC speaks as a body only through voted consensus motions of the CAC. Public announcements and public communications by the CAC shall be reviewed and approved by the CRA Director before issuance. CAC members are free to speak for themselves concerning CAC matters but shall make it clear that they speak as private individuals and that their views are not representative of the CAC. The CAC may specifically authorize a member to speak on its behalf after giving the member explicit directions concerning a particular matter.

#### **15. Quorum Requirements**

Three CAC members must be physically present at a CAC meeting to constitute a quorum and for any official action to be taken by the CAC including, without limitation, any motion or vote by the CAC. No meetings shall be called to order without a quorum present. In the event a CAC meeting loses a quorum for any length of time, the meeting shall be immediately paused, and no CAC business shall be discussed or transacted until such time that a quorum is back in place. If a CAC meeting loses a quorum for more than 15 minutes, the meeting shall be adjourned.

#### **16. Sunshine and Public Records Laws Applicable**

The CAC shall operate in the “Sunshine” in accordance with Florida Statutes, Chapter 286. Operating in the “Sunshine” means, among other things, that when there are meetings, workshops, informal discussions, telephone conversations, and other forms of communications involving two or more members of the CAC regarding any proposed recommendations by the CAC to the CRA Trustees or any matter which may be considered by the CAC that: 1) those meetings, workshops, discussions or conversations must be open to the public, 2) reasonable notice of the meetings, workshops, discussions or conversations must be given to the public in advance, and 3) minutes of those meetings, workshops, discussions or conversations must be taken by a CRA staff member (or designee), and retained as a public record open to public inspection. In addition to the minutes, all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission (including emails and texts), made or received by CAC members in connection with the conduct of business by the CAC is considered a public record and subject to Florida’s public records laws (Chapter 119, Florida Statutes). This means, among other things, that CAC members must retain and maintain any such CAC related documents, records and written communications and allow members of the public to inspect and copy such records unless the City Attorney’s Office advises that such records are exempt from inspection and copying by members of the public.

## **17. Ethics Code Compliance; Conflicts of Interest**

CAC members shall be subject to and must comply with the City of Clearwater's Ethics Code. The City's Ethics Code, among other things, addresses potential conflicts of interests that might arise in connection with the conduct of business by members of the CAC. One of the purposes of the City's Ethics Code is to allow CAC members to manage potential conflicts of interest successfully when a potential conflict of interest occurs. The conflict-of-interest provisions shall also apply to any formed CAC subcommittees and its members. Without limiting the scope and application of the City's Ethics Code, CAC and subcommittee members shall comply with the following:

- No member of the CAC (or subcommittee thereof) shall participate in any official action directly or indirectly affecting a business in which he, she, or any member of his or immediate family or close personal relation has a financial interest.
- No member of the CAC (or subcommittee thereof) shall have or acquire a financial interest in any enterprise, project, business entity or property when he or she believes or has reason to believe that his or her financial interest shall be directly affected by his or her official Advisory Committee or subcommittee recommendation or action.
- No member the CAC (or subcommittee thereof) shall have any interest, financial or otherwise, direct, or indirect, or engage in any business or activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest.

## **18. Prohibited Voting Conflicts**

(a) No CAC member shall vote or participate in his or her official capacity on any matter if that member knows or should know that doing so would inure, either directly or indirectly, to:

- His or her special private gain; or
- The special private gain of any person by whom he or she is retained, or
- The parent or subsidiary organization thereof; or
- The special private gain of a relative of the CAC.

In connection with this provision, please note the following:

- The term "special private gain" for this policy is defined as "economic benefit of any kind which inures to the individual, as opposed to a class of similarly situated individuals."
- The term "person" is defined for this policy as "any individual, firm, business entity, company, corporation (profit and not-for-profit), professional corporation or associations, group, organization, joint venture, partnership, limited partnership, agency, estate, trusts, business trust, syndicate, fiduciary, or other body having an

- independent existence and all other groups or combinations however constituted.”
- The term “relative” is defined for this policy as “an individual who is related to the subject official or employee [in this case, the CAC member] as father, mother, son, daughter, grandfather, grandmother, grandchild, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister, or anyone who is engaged to be married to the subject official or employee [in this case the CAC member], or anyone who is a domestic partner as defined by the City of Clearwater Codes.

(b) No member of the CAC shall vote or participate on any matter in which the member has or holds a contractual relationship with an individual, business entity or agency subject to the regulation of the CAC to which that member is appointed. In addition to any other provision of these CAC policies, a CAC member may be removed from the CAC upon which he or she serves by the City Manager or City Council if such member has disclosed a conflict of interest pursuant to this policy or the City’s Ethics Code in ten percent or more of the matters that come before the CAC on which the member serves.

- (c) Disclosure. A CAC member who is prohibited from “voting and participating on any matter pursuant to this section above, shall:
- Publicly state to the CAC the nature of his or her interest in the matter in which he or she is prohibited from voting and participating; and
  - Disclose the nature of his or her interest in the matter from which he or she is prohibited from voting and participating within fifteen days after the vote occurs in a memorandum filed with the CRA Director. The memorandum shall also be incorporated in the minutes of the CAC meeting.

## **19. Waiver or Modification of Policy and Other**

Unless required by state law or City of Clearwater Codes, the CRA Trustees reserve the right to waive (on a case-by-case basis) or permanently modify any portion of this Policy. In the event of any inconsistencies, ambiguity, or conflicts between this policy and City of Clearwater or Community Redevelopment Agency policies, rules, and regulations the City or Agency’s policies, rules, and regulations shall prevail.

*Date approved by CRA Trustees: March 18, 2024*

*Date amendment approved by CRA Trustees:*