



Community Redevelopment Agency Board Meeting
Tuesday, January 26th, 2021 – 6:45 PM

TO THE MEMBERS OF THE CRA BOARD OF PORT RICHEY, FLORIDA

TO THE CITY MANAGER, CITY CLERK, DEPARTMENT HEADS, AND CITY ATTORNEY OF SAID CITY

Notice is hereby given that a Regular Meeting of the Community Redevelopment Agency Board of Port Richey, Florida will be held at 6:45 PM on Tuesday, January 26th, 2021, at City Hall, 6333 Ridge Road, Port Richey, Florida.

Due to the City's Local State of Emergency, this meeting will be take place through the use of limited seating in the practice of social distancing. There are **eight (8)** seats available for the general public. Seating will be on a first come/first serve basis

CALL TO ORDER – Chairman Scott Tremblay

PLEDGE OF ALLEGIANCE - Chairman Scott Tremblay

ROLL CALL - Sal Licari, City Clerk

APPROVE BOARD MINUTES

1. 01.12.21 CRA Minutes

COMMENTS FROM THE GENERAL PUBLIC

COMMENTS FROM THE CITY MANAGER

COMMENTS FROM THE BOARD

AGENDA

BOARD BUSINESS

2. Adoption of CRA Ethics Policy / Resolution 21-03

OLD BUSINESS

ADJOURN

If a person decides to appeal any decision made by a board or council with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Any person with a disability requiring reasonable accommodation in order to participate in this meeting should call 727-816-1900 Ext. 107 or fax a written request to 727-816-1916 with a twenty-four (24) hour notice.

File Attachments for Item:

1. 01.12.21 CRA Minutes



Community Redevelopment Agency Meeting
Tuesday, January 12th, 2021 - 6:45 PM

MINUTES

CALL TO ORDER - Chairman Scott Tremblay

PLEDGE OF ALLEGIANCE – Chairman Scott Tremblay

ROLL CALL - City Clerk Sal Licari

PRESENT

Chairman Scott Tremblay
Member William Dittmer
Member Jennie Sorrell
Member Todd Maklary
Member Tom Kinsella - Communication Media Technology (CMT)

Chairman Tremblay confirmed with the City Attorney that Member Kinsella can attend the meeting electronically. The City Attorney agreed.

APPROVE BOARD MINUTES

1. 10.27.20 CRA Minutes

A motion is made to approve the 10.27.20 CRA Minutes.

The motion was made by Member Dittmer and seconded by Member Sorrell.
Voting Yea: Chairman Tremblay, Member Dittmer, Member Sorrell, Member Maklary, and Member Kinsella

COMMENTS FROM THE GENERAL PUBLIC

Thomas Brown - 7436 Candlelight Court: He addressed the Board about reducing CRA funds being used for City staff salaries.

COMMENTS FROM CITY MANAGER

The City Manager provided the Board an update from Ayres Associates' about the Waterfront Overlay District feasibility study and the Oelsner Street lift station review. The results for the feasibility study are about sixty (60) days out.

Chairman Tremblay asked about the status of the State of Florida CRA Audit. The City Manager replied that he believes that the audit is more of an administrative review, and City CRA Board policy changes may have to be implemented. The City Manager stated that the City Attorney has an issue about ethics on tonight's agenda to address. The City staff has answered all questions and provided all documentation that has been requested by the State. The City Manager commented that the audit might be done by spring or early summer 2021. Mr. Sossamon stated that it might be prudent to have policies in place for the year and have regular quarterly scheduled meetings. The City Manager reported that as of 12.21.20, the CRA funds have been received from Pasco County of \$834,863.63.

COMMENTS FROM THE BOARD

The Board recommended quarterly meetings moving forward. The Chairman suggested more transparency by having more CRA information on the City Website and City Facebook. The City Manager responded that City staff have been posting additional information on the City's website.

AGENDA

AGENCY BUSINESS

2. 2. Discussion on CRA Ethics Policy and Scheduling CRA meetings for the 2021 Calendar Year.

The City Attorney introduced to the Board and consulted with a CRA attorney with two recommendations, to schedule quarterly meetings and the presentation of an ethics policy. The City Attorney asked for consensus to move forward and create a resolution for the ethics policy. The Board granted consensus to move on. Chairman Tremblay asked about scheduling meetings by resolution. The City Attorney replied no, and that the dates scheduled doesn't mean that the Board could hold more meetings as necessary.

ADJOURN

A motion is made to adjourn the 01.12.21 CRA meetings

The motion is made by Member Maklary and seconded by Member Sorrell.

Voting Yea: Chairman Tremblay, Member Dittmer, Member Sorrell, Member Maklary, and Member Kinsella

Submitted By:

Approved By:

File Attachments for Item:

2. Adoption of CRA Ethics Policy / Resolution 21-03

Item:

For CRA Board adoption is Resolution 21-03 a conflict of interest and ethics policy. At the 01.12.21 CRA Board meeting the City Attorney explained the reasoning for this policy and the board granted consensus to draft a resolution.

Action:

Motion to approve Resolution 21-03

RESOLUTION NO. 21- 03

**A RESOLUTION OF THE COMMUNITY
REDEVELOPMENT AGENCY BOARD OF THE CITY OF
PORT RICHEY, FLORIDA, ADOPTING A CONFLICT OF
INTEREST AND ETHICS POLICY**

WHEREAS, the Florida Legislature adopted the Community Redevelopment Act (CRA) in 1969; and

WHEREAS, the City of Port Richey found conditions of blight existed in one or more areas of the City and designated the entire City as a Community Redevelopment Area pursuant to F.S. 163.356; and

WHEREAS, the City’s boundaries are identical to the boundaries of the CRA and the members of the City Council of the City of Port Richey are the Governing Board of the CRA; and

WHEREAS, the CRA is a Special District and pursuant to F.S. 189.069(2)(a)10 the CRA governing board desires to adopt a Conflict of Interest and Ethics policy for the Governing Board of the CRA.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PORT RICHEY, FLORIDA, AS FOLLOWS:

1. That the Attached CITY OF PORT RICHEY COMMUNITY REDEVELOPMENT AGENCY CONFLICT OF INTEREST POLICY is hereby adopted as of the date set forth below.

2. The attached Policy shall remain in effect for the Governing Board of the CRA unless repealed by the Governing Board.

PASSED and ADOPTED this _____ day of _____, 2021.

Attest:

Sal Licari, Clerk

Scott Tremblay, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

James Mathieu Esq. City Attorney

CITY OF PORT RICHEY
COMMUNITY REDEVELOPMENT AGENCY
CONFLICT OF INTEREST POLICY

CRA CONFLICT OF INTEREST POLICY

Table of Contents

SECTION 1 – PURPOSE AND CONSTRUCTION.....	3
SECTION 2 – APPLICABILITY.	3
SECTION 3 – STANDARD OF CONDUCT.....	3
SECTION 4 – PROHIBITION ON DUAL OFFICE HOLDING.....	3
SECTION 5 – MANDATORY DISCLOSURES.....	4
SECTION 6 – OTHER REQUIREMENTS ADOPTED.	5

SECTION 1 – PURPOSE AND CONSTRUCTION.

Conflicts of interest can damage the reputation and credibility of the City of Port Richey and its Community Redevelopment Agency (“CRA”). Further, the appearance of a conflict of interest can be just as damaging to the City and the CRA. The purpose of this Policy is to provide for the prohibition and prevention of conflicts of interest and to avoid the appearance of any such conflict to safeguard the integrity of the City and the CRA. This Policy shall be liberally construed and applied to promote its purpose.

SECTION 2 – APPLICABILITY.

Unless, specifically exempted herein or by applicable state or federal law, this Policy shall apply to all commissioners, officers and employees of the CRA. Pursuant to Fla. Stat. § 163.367(1), the commissioners, officers and employees of the CRA are subject to and must comply with the the State of Florida’s Code of Ethics contained in part III of Chapter 112, Florida Statutes, including the ethics training requirements for commissioners as imposed in Section 112.3142, Florida Statutes.

SECTION 3 – STANDARD OF CONDUCT.

CRA Commissioners, officers, and employees shall have no interest, financial or otherwise, direct or indirect, nor engage in any business transaction or activities, nor incur any obligation of any nature, which is in conflict with this Policy, City ordinances, or state or federal law. To this end, CRA commissioners, officers and employees are expected to fully comply with all applicable ethics policies, statutes and regulations, and to demonstrate the highest standards of personal integrity in public activities and conduct their duties in ways that are free from the interference or perception that favorable treatment was sought, received or given and to avoid any interest or activity which is in conflict with this standard.

SECTION 4 – PROHIBITION ON DUAL OFFICE HOLDING.

Except where the governing body of the City is the governing body of the

CRA, no commissioner or other officer of the CRA shall hold any other public office, as set forth in Fla. Stat. § 163.367(3).

SECTION 5 – MANDATORY DISCLOSURES.

The CRA's commissioners, officers, chief administrative employee and purchasing agent who makes purchases of more than \$20,000.00 on behalf of the CRA are subject to ethics disclosures under this Policy and Florida law.

- A. Prior to July 1, each year, all CRA commissioners, officers and employees specified above, including newly appointed commissioners and officers, shall file Form 1 Statement of Financial Interests with the Supervisor of Elections in the county where the reporting individual resides. In general, the reporting individual must disclose his or her primary sources of income, secondary sources of business income, owned real estate, intangible personal property, certain liabilities and business interests. Reporting individuals may obtain Form 1, and all other applicable disclosure forms, from the City Clerk. Failure to file Form 1 by September 1 may result in state fines.
- B. If any commissioner, officer or employee owns or controls, or owned and controlled within the preceding two years, any interest, direct or indirect, in any property which he or she knows is included or planned to be included in the CRA area, he or she shall immediately disclose this fact as provided in part III of Chapter 112, Florida Statutes. Such disclosure shall be made prior to taking any official action.
- C. Chapter 112, Florida Statutes' mandatory disclosure of voting conflicts and other conflicts of interest, such as doing business with one's own agency, the solicitation or acceptance of gifts, and conflicting employment or contractual relationships, except where exempted under Chapter 112, and all applicable forms promulgated by the Florida Commission on Ethics shall apply to CRA business.

SECTION 6 – OTHER REQUIREMENTS ADOPTED.

Regardless of whether expressly included within this Policy, all applicable provisions of part III of Chapter 112, Florida Statutes, as amended, shall apply to this Policy as if fully set forth herein.