

AGENDA
CRA COMMISSION MEETING
TUESDAY, JULY 10, 2012
COMMISSION CHAMBERS, CITY HALL
8 WEST BROADWAY
FORT MEADE, FLORIDA 33841

AGENDA

1. CALL TO ORDER

2. ROLL CALL - CITY CLERK

3. ADDITIONS AND/OR DELETIONS

4. APPROVAL OF MINUTES
A. None – Initial CRA Meeting

5. NEW BUSINESS:
A. APPOINT CRA DIRECTOR.

6. CRA COMMISSION COMMENTS:

7. ADJOURNMENT:

NOTE: If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings, and for such purpose, he/she 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. (F.S. 286.0105)

ISSUE:

Request to nominate and appoint April Brown, City Planner, as the CRA Director for the Fort Meade Community Redevelopment Agency (CRA).

ATTACHMENTS:

1. None.

ANALYSIS:

With the City's Community Redevelopment Agency (CRA), there are numerous administrative duties that must be addressed on an annual and on-going basis. The appointment of a CRA Director will allow for the implementing and enhancement of business and economic development in the downtown and other targeted areas. Further, the CRA Director would oversee the duties, including but not limited to the following:

- Coordinate the preparation of Agenda Items for the CRA Board;
- Prepares long-range and short-range development and redevelopment master plans and grant programs and applications;
- Prepare and administer annual operating and capital program budgets;
- Prepare and forward annual financial reports/audits to the State;
- Prepare reports and project proposals for discussion with the CRA Board;
- Coordinate the design of capital projects and manages work through assigned Staff while it is in progress;
- Serves as liaison to federal, state and other local agencies that may regulate development and redevelopment activities and oversee the preparation and submission of required reports; and.
- Coordinates communication of CRA activities to the public

Ms. Brown has currently been preparing all notices and reports for the City's CRA, as well as submitting all required audits/reports. Through her former employer, she gained knowledge and experience with regard to the principles of a CRA, the acquisition of grants and capital improvement budgeting. This position would be in conjunction with her current duties as City Planner and she would continue to report to the City Manager.

RECOMMENDATION:

Nominate and appoint April Brown, City Planner, as CRA Director.

Prepared By: Fred Hilliard, City Manager