

PROPOSED SCOPE OF CRA LEGAL SERVICES

1. Advise, research, assist and render written opinion to the CRA on a wide variety of legal areas including but not limited to: Florida Statutes Chapter 163 Part III, general municipal law, special district law, general state and federal laws, and contract law relating to redevelopment, special districts, ethics and conflicts of interest, intergovernmental relations and rules and regulations.
2. Legal advisor and counselor for the Community Redevelopment Agency and all of its officers in matters relating to their official duties.
3. Prepare, review, and/or advise on all contracts, bonds, and all other legal and official instruments in which the Community Redevelopment Agency is concerned and shall endorse on each approval of the form and legal sufficiency. .
4. Review agenda items when requested.
5. Advise, research and assist the Community Redevelopment Agency on a wide variety of legal areas including but not limited to: grants, budgets, bonds, acquisition and disposition of land, tax increment collections, appropriateness of expenditures, public disclosure issues, economic development activities, and laws related to the undertaking and administration of redevelopment in the State of Florida.
6. Advise, research and assist the Community Redevelopment Agency on a wide variety of legal areas including but not limited to: contract law, environmental law, land leases or sales, purchasing and procurement.
7. Advise, research and assist the Community Redevelopment Agency on a wide variety of legal areas including but not limited to: litigation and trial activity, tort law and proactive methods to avoid litigation.
8. Prosecute and/or defend on behalf of the Community Redevelopment Agency all complaints, suits and controversies in which the Community Redevelopment Agency is a party except where the Community Redevelopment Agency's defense is provided either by contract or law by a third party.
9. Furnish the Community Redevelopment Agency Board members (either collectively or individually), the Community Redevelopment Agency Executive Director, or any Community Redevelopment Agency staff, his/her opinion on any question of law relating to any matter concerning their respective power and duties.
10. Advise the Community Redevelopment Agency Commissioners as to their compliance or non-compliance with the provisions of the Community Redevelopment Agency By Laws and Florida Statutes.
11. Attend meetings of the Community Redevelopment Agency as requested, either in person or by his duly designated representative to supply those legal services as may be needed during the meeting.

12. Provide Counsel and legal services for Community Redevelopment Agency boards, task forces, and committees duly authorized by the Community Redevelopment Agency Board.
13. Assist the Community Redevelopment Agency in preparation, drafting, revisions of resolutions, amendments, leases, policy and procedural manuals, and other documents at the request of the Community Redevelopment Agency Board and/or Community Redevelopment Agency Executive Director.
14. Assist, revise, review and/or advise with acquisition requirements with appropriate staff, evaluate any special legal or cost problems, develop acquisition timetables, make preliminary cost estimates and obtain or develop proper legal descriptions of real estate transactions. Prepare documents necessary for routine land purchases and/or sales. All such transactions shall be deemed to be routine unless the Attorney contacts the Community Redevelopment Agency in advance and obtains the Community Redevelopment Agency's approval that the transaction contemplated is non-routine.
15. Submit, as part of the annual budget process, anticipated expenditures, and revenues.
16. Provide monthly report to Board summarizing legal services activities.
17. Provide all required documentation to the external auditor as part of annual audit.
18. Coordinate and supervise, specialized legal services provided by outside counsel as required.
19. Keep the Community Redevelopment Agency Board, Community Redevelopment Agency staff, and Community Redevelopment Agency Chair informed of legislation or judicial opinions that have potential impact to the Community Redevelopment Agency.
20. Meet with Community Redevelopment Agency Executive Director and/or designee on an as needed basis to provide for the operational necessity of the Community Redevelopment Agency.
21. Assist in preparation, drafting, revisions of contracts, amendments to the contracts and other legal documents at the request of the Community Redevelopment Agency Board and/or Community Redevelopment Agency Executive Director.
22. Advise Community Redevelopment Agency Board, Community Redevelopment Agency staff and Community Redevelopment Agency Chair at least once a year on Sunshine Law and public records law, redevelopment law, special district law; and all other areas of redevelopment law, special district law, municipal law, legislative and judicial opinions that could potentially impact the Community Redevelopment Agency.
23. Perform any other duties as directed by the Community Redevelopment Agency Executive Director and/ or Board.