



HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
NOVEMBER 18, 2025, AT 6:30 PM
Cover Sheet

***NOTE** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)*

ITEM TITLE: Approval of Resolution CRA–R– 2026-8 Approving the BOD Executive Director Annual Evaluation Form; Criteria and Process (**Administration**)

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	Department: ADMINISTRATION
CONSENT AGENDA		Exhibits: <ul style="list-style-type: none"> • RESOLUTION CRA-R-2026-8
NEW BUSINESS	Yes	
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of Resolution CRA–R–2026-8

SUMMARY: At the 03/19/2026 regular Board of Directors Meeting, the board expressed establishing an Executive Directors’ Annual Evaluation Form, Criteria and Process to be discussed and adopted moving forward.

RECOMMENDATION: The TOECRA Administration recommends approval of Resolution CRA-R-2026-8

FISCAL & EFFICIENCY DATA: No fiscal impact.

Resolution CRA–R– 2026-8

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY ADOPTING A STANDARDIZED PERFORMANCE EVALUATION SYSTEM FOR THE EXECUTIVE DIRECTOR; PROVIDING FOR EVIDENCE-BASED SCORING, ALIGNMENT WITH THE COMMUNITY REDEVELOPMENT PLAN, AND ACCOUNTABILITY FOR TAX INCREMENT FINANCING (TIF) FUNDS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Eatonville Community Redevelopment Agency (“CRA”) is established pursuant to Part III of Chapter 163, Florida Statutes, for the purpose of eliminating slum and blight and promoting redevelopment within the Community Redevelopment Area; and

WHEREAS, the CRA Board of Directors (“Board”) is responsible for oversight of the CRA Executive Director and ensuring effective implementation of the adopted Community Redevelopment Plan; and

WHEREAS, the Executive Director position includes duties related to fiscal management, redevelopment plan implementation, capital project administration, economic development, property acquisition, and coordination with public and private stakeholders and day-to-day operations; and

WHEREAS, the Board recognizes the need for a consistent, transparent, and objective evaluation process that aligns with the CRA Redevelopment Plan and ensures accountability for the use of Tax Increment Financing (TIF) revenues; and

WHEREAS, the Board desires to adopt a comprehensive evaluation system that incorporates:

- Standardized evaluation criteria aligned with the CRA Redevelopment Plan;
- Required evidence-based scoring supported by data, reports, and measurable outcomes;
- Integration of Executive Director job duties into all evaluation categories;
- Weighted scoring emphasizing TIF accountability and redevelopment outcomes;
- Use of standardized evaluation forms and scoring tools to ensure consistency and transparency; and

WHEREAS, the Board further finds that adopting such a system will:

- Enhance accountability and public trust;
- Improve consistency among Board member evaluations;
- Strengthen compliance with Florida Statutes and CRA best practices;
- Provide a defensible and documented basis for performance decisions;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY:

SECTION 1. ADOPTION OF EVALUATION SYSTEM. The CRA Board hereby adopts the Executive Director Performance Evaluation System, which includes:

- (a) The Evaluation Form (including required evidence and duty alignment fields);
- (b) The Evaluation Criteria and Narrative Guide;
- (c) The Evidence-Based Scoring Standards;
- (d) The Board Evaluation Process and Procedures; and
- (e) The Excel Scoring Tool and associated dashboard.

SECTION 2. EVIDENCE-BASED SCORING REQUIREMENT. All Board members shall base evaluation scores on documented evidence, including but not limited to financial reports, project data, measurable outcomes, and compliance records. Scores not supported by evidence may be deemed invalid and subject to adjustment by the Board.

SECTION 3. ALIGNMENT WITH REDEVELOPMENT PLAN AND TIF ACCOUNTABILITY. All evaluations shall be aligned with the adopted CRA Redevelopment Plan and shall prioritize accountability, transparency, and effective use of Tax Increment Financing (TIF) funds as the primary funding mechanism for redevelopment activities.

SECTION 4. INTEGRATION OF JOB DUTIES. Evaluation criteria shall incorporate the duties and responsibilities of the Executive Director position, and performance shall be assessed based on both fulfillment of those duties and measurable redevelopment outcomes.

SECTION 5. BOARD EVALUATION PROCESS. The Board shall conduct evaluations as follows:

- (a) Each Board member shall complete an individual evaluation;
- (b) Evaluations shall include required evidence and scoring for each category;
- (c) Scores shall be compiled and reviewed in a duly noticed public meeting;
- (d) The Board shall discuss results and adopt a final evaluation rating.

SECTION 6. ADMINISTRATION AND IMPLEMENTATION. The CRA Chair, or designee, is authorized to administer the evaluation process, maintain records, and ensure consistency with this Resolution.

SECTION 7. SEVERABILITY. If any section of this Resolution is held invalid, such invalidity shall not affect the remaining provisions.

SECTION 8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

DULY ADOPTED at a meeting of the Town of Eatonville Community Redevelopment Agency Board of Directors on this ___ day of _____, 2026.

TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY

By:

**Chair, CRA Board of Directors
designee**

ATTEST:

CRA Clerk / Secretary