



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 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 2025-06 - CRA FY2024 – 2025 Budget Amendment #2

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	x	Department: Administration
CONSENT AGENDA		Exhibits: <ul style="list-style-type: none">Resolution 2025-06FY 24-25 CRA Budget Amendment #2
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Staff requests approval from TOECRA Board of Directors on Ordinance #2025-06 approving the fiscal year 2024-2025 CRA Town Budget Amendment #2.

SUMMARY: The TOECRA proposes to amend the 2024/2025 CRA Budget as follows:

- Increase Regular Salaries - Part-Time**
Increase the budget by \$81,012 to reflect additional weekly hours and an hourly rate increase for the Administrative Assistant position (from \$18.50 to \$20.00). This also funds two new positions—Program Coordinator and Executive Administrative Assistant—and moves the Fiscal Coordinator’s salary from the Contractual Services line to the Regular Salaries - Part-Time line. The new budget total is \$103,012.
- Create a New Payroll Account – CRA Temporary/Seasonal Salaries and add Budget**
Add a budget line of \$3,600 to facilitate the transition of the Fiscal Coordinator’s salary from Contractual Services to CRA Temporary/Seasonal Salaries - Part-Time.
- Increase FICA Taxes Budget**
Increase the FICA Taxes budget by \$6,472 to cover the increase in salaries for CRA Temporary/Seasonal and Regular Salaries - Part-Time employees. The total FICA budget is \$13,893.
- Decrease Professional Services Budget**
Reduce the Professional Services budget from \$50,000 to \$25,000.
- Revise Grant Program Name and Decrease Budget**
Rename the "Grant Program – Paint, Plant & Pave" to "Minor Rehab" and decrease its budget to \$25,000.
- Increase Grant Program – Code Compliance**
Increase Grant Program - Code Compliance to \$25,000.

The TOECRA desires to have a TOECRA Board approve the budget amendment for the fiscal year 2024-2025 to properly record revenue and expenditures in the correct fiscal year.

RECOMMENDATION: Staff are recommending that the TOECRA Board approve the FY2024-2025 CRA Budget Amendment #2.

FISCAL & EFFICIENCY DATA: See Details

RESOLUTION #CRA-R-2025-06

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) BOARD OF DIRECTORS ADOPTING BUDGET AMENDMENT TWO FOR FISCAL YEAR 2024-2025 BUDGET, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS section 218.33(1), Florida Statutes, states "Each local governmental entity shall begin its fiscal year on October 1 of each year and end it on September 30"; and

WHEREAS Section 218.31 defines "Local Governmental Entity" to include special districts, such as TOECRA; and separate, distinct, and independent from the governing board of the County and Municipality; and

WHEREAS the TOECRA shall adhere to section 218.33 (1), Florida Statutes in order to be in compliance with the requirements to adopt a budget on or before September 30, 2024, to prevent any adverse impact on the TOECRA and/or general Town Government.

NOW, THEREFORE, the TOECRA proposes to amend the 2024/2025 CRA Budget as follows:

7. Increase Regular Salaries - Part-Time

Increase the budget by \$81,012 to reflect additional weekly hours and an hourly rate increase for the Administrative Assistant position (from \$18.50 to \$20.00). This also funds two new positions—Program Coordinator and Executive Administrative Assistant—and moves the Fiscal Coordinator's salary from the Contractual Services line to the Regular Salaries - Part-Time line. The new budget total is \$103,012.

8. Create a New Payroll Account – CRA Temporary/Seasonal Salaries and add Budget

Add a budget line of \$3,600 to facilitate the transition of the Fiscal Coordinator's salary from Contractual Services to CRA Temporary/Seasonal Salaries - Part-Time.

9. Increase FICA Taxes Budget

Increase the FICA Taxes budget by \$6,472 to cover the increase in salaries for CRA Temporary/Seasonal and Regular Salaries - Part-Time employees. The total FICA budget is \$13,893.

10. Decrease Professional Services Budget

Reduce the Professional Services budget from \$50,000 to \$25,000.

11. Revise Grant Program Name and Decrease Budget

Rename the "Grant Program – Paint, Plant & Pave" to "Minor Rehab" and decrease its budget to \$25,000.

12. Increase Grant Program – Code Compliance

Increase Grant Program - Code Compliance to \$25,000.

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

SECTION ONE: RECITALS: The recitals above are acknowledged and in keeping with Section 163, Part III, of the Florida Statutes.

SECTION TWO: CONFLICTS: All Resolutions of the Town of Eatonville Community Redevelopment Agency (TOECRA) or parts thereof in conflict with the provisions of this Resolution are to the extent of such conflict superseded and repealed.

SECTION THREE: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION FOUR: EFFECTIVE DATE: This Resolution shall become effective immediately upon its passage and adoption.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year indicated above.

PASSED AND ADOPTED this 23 day of January 2025.

Angie Gardner, Chairwoman

ATTEST:

Veronica L. King, Town Clerk