



**HISTORIC TOWN OF EATONVILLE, FLORIDA**  
**SOECIAL CRA WORKSHOP**  
**MARCH 25, 2025, AT 6:00 PM**  
**Cover Sheet**

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

**Item Title:** Review and Discussion of Revising the CRA Bylaws By Resolution CRA–R–2025-04 (**Administration**)

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department:</b> ADMINISTRATION  <b>Exhibits:</b>  <ul style="list-style-type: none"> <li>• Resolution CRA–R–2025-04 Revised Draft 3-20-25</li> <li>• Current Bylaws 7-2023</li> </ul>
<b>CONSENT AGENDA</b>		
<b>NEW BUSINESS</b>	YES	
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>	YES	

**REQUEST:** Review and Discussion of Revising the CRA Bylaws By Resolution CRA–R–2025-04

**SUMMARY:** The TOECRA last approved bylaws back in 2023. The Board of Directors expressed to combine the existing bylaws with the additional two board presented bylaws. The adoption of the Bylaws is paramount to the function of the board and provides clear intent and responsibilities in which the board operates. Additionally, the bylaws set forth board members’ responsibilities and establish the officers of the board, meeting requirements and financial/reporting requirements. The Board of Directors have conducted discussion this fiscal year at least twice this fiscal year and the major points of concerns agreed upon are being addressed accordingly within these bylaws. **RECOMMENDATION:** The TOECRA Administration recommends Town Council Review and Discuss Revisions of the CRA Bylaws By Resolution (CRA-R-2025-04) and the attached bylaws to ensure operations of the board and administration are done effectively.

**FISCAL & EFFICIENCY DATA:** No fiscal impact.

## RESOLUTION CRA-R-2025-04

**A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) REPEALING THE EXISTING BYLAWS AND ADOPTING THE FOLLOWING BYLAWS AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

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

### **ARTICLE 1: THE ORGANIZATION**

**1.1 NAME:** The name of this agency is to the Town of Eatonville Community Redevelopment Agency ("TOECRA"), which was created by Resolution #1997-23 adopted by the Town of Eatonville Council on December 16, 1997.

**1.2 POWERS:** The CRA derives its powers from Chapter 163, Part III, Florida Statutes as amended and from other powers as delegated by the taxing authorities (Orange County and the Town of Eatonville) via Interlocal Agreements and/or Memorandums of Understandings.

**1.3 PURPOSE:** The CRA was established to eliminate and prevent the development and spread of slums and blight as defined under Florida Statute Chapter 163, Part III.

**1.4 CRA Plan and CRA District:** The CRA Plan can be amended from time to time by the Town Council at the recommendations of the Board of Directors and/or Executive Director. The purpose of the CRA Plan is to identify policies and actions to remedy the Conditions of Slum and Blight that have been determined to exist within the CRA District. The CRA District can only be amended on the recommendation of the Board of Directors to the Town Council. The CRA District consists of all the Town's boundaries. All amendments and modification must be approved by each taxing authority (Town of Eatonville & Orange County)

**1.5 DOCUMENTS AND OPERATIONS:** The Town Clerk shall be the custodian of all public records for the agency. All CRA records shall be made available for public inspection as provided by Florida Law. The CRA shall operate under the business hours of 8:00 A.M., to 5:00 P.M., Monday through Friday except for holidays. The Executive Director may adjust office hours for special occasions and/or events as needed.

### **ARTICLE II.CRA BOARD OF DIRECTORS**

**1.6 MEMBERS OF THE BOARD OF DIRECTORS:** Per the Interlocal Agreement established between the taxing authorities (Orange County and the Town of Eatonville) and the Agency consistent with Chapter 163 Part III of the Florida Statute, the membership must consist of the

five (5) Town Council members plus two (2) members appointed by each taxing authority as long as the Town Council serve as members of the Board of Directors. The Town Council may elect to appoint an independent Board of Directors of at least (5) five members but no more than seven (7) to serve on the Board of Directors. If this method is chosen, the membership must be consistent with Florida Statute Chapter 163 Part III with appointments required by the taxing authorities as per the stated Interlocal Agreement. Board members shall serve without compensation but are entitled to reimbursement for actual expenses incurred in discharging their duties in accordance with agency and/or Town policies and allocated fiscal budget.

**1.7 CHAIR:** The Chair shall preside over all meetings and shall work with the Executive Director as directed by the Board of Directors. The Chair shall also execute all official documents of the agency when necessary or as authorized by the Board of Directors. The Chair does not have any administrative duties unless there is an absence or vacancy of an Executive Director at which the Board of Directors must by Resolution authorize first and not to exceed a 30-day period. The Chair shall review with the Executive Director all agendas before presentation to the Board of Directors. The Chair may not interfere with the day-to-day operations of the agency (see Executive Director). The Town Council shall appoint a Chair and Vice Chair of the Agency for a period not to exceed their term of appointment or term of office if they are an elected official.

**1.8 VICE CHAIR:** Shall have all the duties of the Chairman in his/her absence. The Town Council shall appoint a Vice Chairman of the Agency for a period not to exceed their term of appointment or term of office if they are an elected official.

**1.9 EXECUTIVE DIRECTOR:** The Executive Director shall serve as the Chief Executive Officer of the CRA. The Executive Director shall oversee all day-to-day operations of the agency consistent with CRA Policies and Procedures and Town of Eatonville procurement procedures. The Executive Director shall supervise all employees, professional service providers, consultants, and vendors of the agency. The Executive Director can terminate all employees, professional service providers, consultants, and vendors of the agency. The termination of the Executive Director requires a super majority vote of the Board of Directors. The Executive Director may recommend termination of the Legal Counsel, but such recommendation must be ratified and confirmed by a majority vote of the board. The Executive Director can execute employment terms for all budgeted positions without the Board of Directors' approval. The Executive Director shall adhere to all Florida Statutes and applicable provisions.

**2.0 INTERLOCAL AGREEMENT AND MEMORANDUM OF UNDERSTANDING:** The Agency shall have the authority to enter long or short term with the Town of Eatonville for any reason deemed necessary for the efficient conduct of the agency and/or the Town. A Memorandum of Understanding can be established to accomplish short-term redevelopment activities not contemplated by any Interlocal Agreement.

## **ARTICLE V MEETINGS:**

- 2.1 REGULAR MEETING:** All regular meeting dates and times shall be approved and posted for the fiscal year by the Board of Directors before the last day of December of the previous fiscal year. The CRA Advisory Board may adopt a monthly, quarterly semi-annual, or annual meeting schedule. All regular meetings must be held consistent with CRA policies and procedures along with Florida Statute. Meetings may be canceled by the Chair and/or Executive Director in accordance with the Florida Statute and CRA policies and procedures.
- 2.2 SPECIAL MEETINGS:** Special meetings may be called by the Chair and/or Executive Director in accordance with the Florida Statute and CRA policies and procedures. All Special meetings must be held consistent with CRA policies and procedures along with Florida Statute. All board members can call a special session meeting and are responsible for providing all documentation and justification for such a meeting. A quorum must be established by the Town Clerk for a meeting to proceed.
- 2.3 EMERGENCY MEETINGS:** For urgent matters requiring immediate Board of Directors action may be called by the Chair and the Executive Director with a 24-hour notice or as soon as possible. Prior public notice shall not be required but shall be provided as soon as possible. All emergency meetings must be held consistent with CRA policies and procedures along with Florida Statute.
- 2.4 QUORUM:** The presence of a majority of the Board of Directors shall constitute a quorum for meeting purposes.
- 2.5 AGENDA:** The Executive Director shall prepare all meetings Agendas with review by the Chair. The Agenda and Agenda Packet must be delivered to each member no later than five(5) days before the meeting date. Agenda items requested by Board members must be in writing and presented to the Executive Director seven (7) days prior to such a meeting scheduled and all required documentation for such a meeting shall be the responsibility of the board member.

## **ARTICLE VI FINANCIAL MANAGEMENT and ANNUAL REPORTING**

- 2.6 FISCAL YEAR:** The CRA fiscal year shall begin on October 1st of each year.
- 2.7 BUDGET:** The Executive Director must post on the CRA website the proposed fiscal budget by September 30 of each year. The Board of Directors must approve the final adopted fiscal budget no later than December 21st of each year.
- 2.8 ANNUAL REPORTING REQUIREMENTS:** Community Redevelopment Agencies in Florida are required by state law to prepare five annual reports:

- 1) Annual Audit (can be independent of the creating entity or included in the creating entity's audit) ([www.myflorida.com/audgen](http://www.myflorida.com/audgen))
- 2) Annual Fees and Updates to the Office of Special District Accountability at the Florida Department of Economic Opportunity (<http://floridajobs.org/community-planning-and-development/special-districts/special-district-accountability-program>)
- 3) Comprehensive Annual Financial Report (<https://myfloridacfo.com/division/aa/local-governments>)
- 4) Annual March 31 Report to the public (posted online)
- 5) Annual Budget (proposed and adopted) and Board, contact information updated and posted each September online on CRA pages.

**2.9 ACCOUNTING PRACTICES.** The CRA shall comply with the Florida Department of Financial Services uniform accounting practices and procedures for units of Local Government. CRA Board of Directors must adopt the Town's Procurement Policy consistent with agency management structure.

**3.0 SUPERVISION OF ACCOUNTS.** The Executive Director shall be responsible for the internal supervision and control of the CRA accounts (Trust Fund).

**3.1 AUDIT:** All auditing services must be provided by an independent auditor/firm separate from each taxing authority. Such an audit shall be provided to the Town of Eatonville as a supplemental audit to the Town's Audit report and consistent with the Town's state reporting requirements.

## **ARTICLE VII      CRA ADVISORY BOARD**

**3.2 ADVISORY BOARD.** The Board of Directors may appoint a CRA Advisory Board to work with the Executive Director on program implementation and execution of the CRA Plan. The CRA Advisory Board must consist of at least five (5) business owners in the Town of Eatonville and two (2) citizens. The committee members shall be recommended by each board member and be confirmed by the Board of Directors. Meeting with the CRA Advisory Board is open to public and are considered committee meetings which do not require a formal process.

## **ARTICLE IX AMENDMENT OF BYLAWS**

**SECTION ONE: AMENDMENTS.** Amendments to these bylaws shall require a super majority vote of the Board of Directors and provided that such amendments do not violate Florida Law.

**SECTION TWO: CONFLICTS:** All Resolutions of the Town of Eatonville Community Redevelopment Agency 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.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Angie Gardner, Chairman

**ATTEST:**

\_\_\_\_\_  
Veronica King, Town Clerk or Board Designee