

RESOLUTION CRA-R-2020-10

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

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

SECTION ONE: 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 slum 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 at the recommendation of the Board of Directors to the Town Council. The CRA District consists of all the Town's boundaries.
- 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 9:00 A.M., to 5:00 P.M., Monday thru 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, then the membership must be consistent with Florida Statute Chapter 163 Part III with no appointments required by the taxing authorities as per the stated Interlocal Agreement. Board member 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 CHAIRMAN:** The Chair shall preside over all meetings and shall serve as the supervisor of the Executive Director. 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 prior to 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 Chairman of the Agency for a period not to exceed their term of appointment or term of office if they are an elected official.
- 1.8 VICE CHAIRMAN:** 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 be in charge of all day to day operations of the agency consistent with CRA Policies and Procedures. The Executive Director shall supervise all employees, professional service providers, consultants and/or vendors of the agency. The Board of Directors must enter into an employment agreement with the Executive Director as negotiated by the agency and the Executive Director. The Executive Director has the authority to execute employment terms of all budgeted positions without the approval of the Board of Directors. 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 into 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. 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 prior to the last day of December of 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.

2.2 SPECIAL MEETINGS: Special meetings may be called by the Chairman 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.

2.3 EMERGENCY MEETINGS: For urgent matters requiring immediate Board of Directors action may be called by the Chairman, 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 purpose.

2.5 AGENDA: The Executive Director shall prepare all meetings Agendas with review by the Chairman. The Agenda and Agenda Packet must be delivered to each member no later than two (2) days prior to meeting date. Agenda items requested by Board members must be in writing and presented to the Executive Director seven (7) days prior to such meeting scheduled.

ARTICLE VI FINANCIAL MANAGEMENT

2.6 FISCAL YEAR: The CRA fiscal year shall begin on January 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 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.

2.9 Supervision of Accounts. The Executive Director shall be responsible for the internal supervision and control of the CRA accounts (Trust Fund).

3.0 ANNUAL REPORT. No later than March 31st of each year the CRA shall file with the Town Clerk and Orange County Government a report of its activities for preceding fiscal year. Additionally, all required reporting must file with all required state agencies.

3.1 AUDIT: All auditing services must be provided by an independent auditor/firm separate from each taxing authority. Such 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 VIII CRA ADVISORY BOARD

3.2 **ADVISORY BOARD.** The Board of Directors must appoint a CRA Advisory Board to work with the Executive Director on program implementation and execution of CRA Plan. CRA Advisory Board must consist of at least five (5) business owners located in the Town of Eatonville and two (2) citizens. The Executive Director shall make recommendation of each member to be confirmed by the Board of Directors.

ARTICLE IX AMENDMENT OF BYLAWS

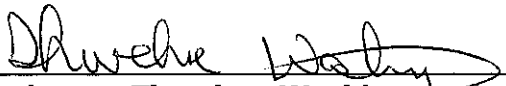
3.3 **AMENDMENTS.** Amendments to these bylaws shall require a majority vote of the Board of Directors and provided that such amendments do not violate Florida Law.

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 18th day of FEBRUARY 2020.


Chairman, Theodore Washington

ATTEST:


Cathlene Williams, Town Clerk


JAIMON PERRY, GENERAL COUNSEL

