



HISTORIC TOWN OF EATONVILLE, FLORIDA COMMUNITY REDEVELOPMENT AGENCY BOARD WORKSHOP AGENDA

Thursday, February 20, 2025 at 5:30 PM

Town Hall - 307 E Kennedy Blvd

Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

- I. CALL TO ORDER
- II. CITIZEN PARTICIPATION (Three minutes strictly enforced)
- III. BOARD DISCUSSION
 - 1. Resolution CRA – R – 2025-04 Bylaws
- IV. ADJOURNMENT

The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26



HISTORIC TOWN OF EATONVILLE, FLORIDA REGULAR CRA MEETING FEBRUARY 20, 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: Discussion of the CRA Bylaws (**Discussion Only**)

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION		Department: LEGISLATIVE
CONSENT AGENDA		Exhibits: <ul style="list-style-type: none"> • CRA Bylaws Comparison Document
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION	YES	

REQUEST: Request for the TOECAR Board to the discuss the CRA Bylaws.

SUMMARY: The TOECRA last approved bylaws back in 2023. The Board of Directors expressed to combine the existing bylaws with the two additional bylaws presented by the board. 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.

RECOMMENDATION: Recommend for the TOECAR Board to the discuss the CRA Bylaws.

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 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.

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 three (3) 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.

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)
- 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 shall 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 Executive Director shall recommend each member 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

BYLAWS



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: Resolution CRA – R – 2025-04 Bylaws

COMMUNITY REDEVELOPMENT ACTION:

<u>CRA DECISION</u>	X	<u>Department:</u>
<u>CONSENT AGENDA</u>		<u>Exhibits:</u>
<u>NEW BUSINESS</u>	X	
<u>ADMINISTRATIVE</u>		
<u>CRA DISCUSSION</u>		

REQUEST: Approval of 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.

RECOMMENDATION: The TOECRA Administration recommends approval of Resolution CRA-R-2025-03 and the attached bylaws to ensure operations of the board and administration are done effectively.

FISCAL & EFFICIENCY DATA: No fiscal impact.

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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.

(A Community Redevelopment Agency Created Pursuant to Chapter 163, Part III, Florida Statutes)

These Bylaws of

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 address ("TOECRA"), which was created by Resolution #1997-23 adopted by the administration 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 management of from other powers as delegated by the Agency. Dutiestaxing authorities (Orange County and responsibilities the Town of the Community Redevelopment Agency are set forth in 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, Florida Statutes, these Bylaws and ordinances of the Town of Town of Eatonville, a Florida municipal corporation. If a conflict arises between any provision of Chapter 163, Part III, Florida Statutes, these Bylaws and the ordinances, then the statute shall prevail.

ARTICLE 1: DEFINITIONS

Unless otherwise noted in the Bylaws, the terms used herein have the same meaning as defined in Section 163.340, Florida Statutes

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)

2.0 DOCUMENTS AND OPERATIONS:

ARTICLE 2: GENERAL

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~~2.1 Establishment and Name. Pursuant to Chapter 163, Part III, Florida Statutes, the Town Council of the Town of Eatonville, Florida, as the governing body (the "Town") established a community redevelopment agency known as the Town of Eatonville Community Redevelopment Agency (the "TOECRA"), as a legal entity, separate, distinct, and independent from the Town.~~

~~2.2 Purpose and Objectives. The purpose of the TOECRA is to formulate a workable program for utilizing appropriate private and public resources to eliminate and prevent the development or spread of slum and blighted areas within designated areas of the Town, consistent with the Town of Eatonville Community Redevelopment Plan adopted by the Town in Resolution No. 1997 23, adopted by the Town on December 16, 1997, as such Plan may from time to time be amended.~~

~~2.3 Members and Terms. In accordance with Section 163.357(1)(a) and (c), Florida Statutes, and Town of Eatonville Resolution No. 1997 23, the TOECRA shall be governed by a board (the "Board") consisting of the five (5) members of the Town of Eatonville Town Council plus two appointed members. One of the appointed members shall be nominated for appointment by Orange County and one appointed by the Town Council. Those TOECRA Board members who are also members of the Town Council shall have terms that run concurrent with their Town Council terms. The two (2) appointed Board Members shall serve four (4) year terms. However, the initial term for seat one (1) shall be for a two (2) year term for the purpose of staggering the terms. The person appointed by the Town Council to serve on the Board shall reside or be engaged in business, which means owning a business, practicing a profession, or performing a service for compensation, or serving as an officer or director of a corporation or other business entity so engaged, within the Town of Eatonville, and shall be otherwise eligible for such appointment under Chapter 163, Part III, Florida Statutes. When a Board Member's term has concluded, the Board Member shall retain his or her seat on the Board until such time that a successor has been appointed who meets the qualifications to serve on the Board.~~

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~~2.4 Compensation. Board members shall serve without compensation from the TOECRA but shall be entitled to reimbursement for their actual and necessary expenses incurred in the discharge of their duties for the TOECRA. Requests for reimbursement shall be subject to the requirements as applicable to members of the Town of Eatonville Council under the policies of the Town.~~

~~2.5 Operation. In accordance with Chapter 163, Part III, Florida Statutes, the TOECRA shall have all the powers and authority necessary or convenient to carry out and effectuate the purposes and provisions of the referenced statute. Unless expressly provided otherwise by law or lawful actions of the TOECRA Board, the Town of Eatonville policies and procedures shall govern the actions of the TOECRA.~~

~~2.6 TOECRA Documents. The official set of TOECRA books and financial records shall be maintained in the Town of Eatonville Financial Services Department. The official Town Clerk shall be the custodian of all public records for the agency. All CRA records, documents and minutes of the TOECRA shall be maintained in the Town of Eatonville Clerk Office. All TOECRA books, records, documents and minutes shall be opened shall be made available for public inspection as provided by law.~~

~~2.7.1.5 Principal Office. Florida Law. The TOECRA's principal 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 shall be at any place within the Town of Eatonville as the TOECRA Board designates hours for special occasions and/or events as needed.~~

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ARTICLE II. CRA BOARD OF DIRECTORS

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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.

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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

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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.

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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 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.

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ARTICLE V MEETINGS:

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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.

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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.

2.3 OFFICERS AND EMPLOYEES

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3.1 Officers: The officers of the TOECRA shall be a Chair and a Vice Chair. Appointments shall be for one calendar year. Appointments will usually be considered by Town Council at the last

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~~meeting (regular or special) of the calendar year. If new appointments are not timely made, the incumbent(s) shall continue to serve until the new appointments are made by Town Council. Any officer may be appointed for consecutive term.~~

~~3.2 Chair. The Chair shall preside at all meetings of the TOECRA and shall execute instruments in the name of the TOECRA as may be required, appoint such committees from time to time as may be deemed appropriate, and exercise such other powers as may be designated by these Bylaws or by Chapter 163, Part III, Florida Statutes.~~

~~3.3 Vice Chair. The Vice Chair shall, in the absence, disqualification, resignation, death or disability of the Chair, or at the Chair's direction, exercise the functions of the Chair. "Disability" in this context is defined as a physical, mental, cognitive, or developmental condition that impairs, interferes with, or limits a person's ability to engage in tasks or actions or participation in typical daily activities and interactions.~~

~~3.4 Executive Director. The TOECRA shall appoint and employ an Executive Director to function as the chief administrative officer of the TOECRA, responsible for administering its business and day to day operations. In addition to the duties set forth below, the Executive Director shall perform such other duties and responsibilities as may be designated by the TOECRA.~~

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~~3.4.1 Responsibility. The Executive Director shall be responsible for carrying out the policies established by the TOECRA and shall have general supervision over, and be responsible for, the performance of the day to day operations of the TOECRA. The Executive Director is also responsible for setting and preparing the meeting agendas. The Executive Director may, with the approval of the TOECRA, hire and set compensation for necessary employees of the TOECRA except as otherwise provided for herein. The Executive Director shall be responsible for preparing an annual budget for the TOECRA's approval and shall be otherwise responsible for the TOECRA's fiscal operations. The Executive Director along with the TOECREA Board shall designate a meeting time to discuss and adopt an annual budget prior to the end of the fiscal year pursuant to Chapter 218, Florida Statutes~~

~~3.4.2 Purchase Orders. The Executive Director shall be authorized to sign work orders and purchase orders on behalf of the TOECRA for purchases under \$2,000. **EMERGENCY MEETINGS:** For any work orders and/or purchase order over \$2,000, the Executive Director shall obtain TOECRA Board Approval.~~

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~~3.5 TOECRA Secretary. The Town of Eatonville Town Clerk, or designee, shall serve as the Secretary of the TOECRA and as such shall prepare TOECRA agendas, be the custodian of all books and records of the TOECRA, keep the minutes and a recording of all votes of all TOECRA meetings, send out all notices of meetings, poll Board Members for meeting availability, and shall perform such other duties as may be designated by the TOECRA. The Town Clerk may delegate such duties to one or more individuals as a designee of the TOECRA supervised by the Town Clerk.~~

~~3.6 TOECRA Treasurer. The Town of Eatonville Director of the Finance Department, or designee, shall serve as the Treasurer of the TOECRA to keep the financial records of the TOECRA and administer the TOECRA's budget; shall keep full and accurate accounts of receipts and disbursements of the TOECRA; shall have custody of all funds of the TOECRA and shall render such periodic budget reports as requested by the TOECRA; shall assist the TOECRA in the preparation of a proposed annual budget; and shall make and file all financial reports and statements necessary to be made and filed by and on behalf of the TOECRA.~~

~~3.7 General Counsel. The TOECRA shall appoint and employ legal counsel to serve as General Counsel of the TOECRA. The General Counsel shall be licensed in the practice of law in the State of Florida. The General Counsel of the TOECRA, or designee who shall also be licensed to practice law in the State of Florida, shall attend all meetings of the TOECRA and shall be responsible for the oversight of TOECRA legal affairs~~

~~3.8 Employees, Agents and Consultants. In accordance with Town of Town of Eatonville policies, the Executive Director of the TOECRA, with the approval of the TOECRA, may hire, retain, and engage such employees, agents, consultants, experts, attorneys and specialists, as deemed necessary. Unless otherwise noted, TOECRA employees will be considered to be Town of Eatonville employees. The TOECRA shall have authority to enter into Interlocal Agreements~~

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~~with the Town for any reason deemed necessary by the TOECRA Board for the efficient conduct of the Agency.~~

~~urgent matters requiring immediate~~

~~**ARTICLE 4: MEETINGS**~~

~~4.1 Regular Meetings. The TOECRA shall hold regular meetings on a day, time and place designated by the TOECRA Board. All TOECRA meetings are public meetings that shall be held in accordance with the requirements of section 286.011, Florida Statutes, of Directors~~

~~4.1.2 Special Meetings. The Chair, any three (3) Board members, or the Executive Director of the TOECRA may call for a special meeting at a reasonable time and place by requesting the Town Clerk to arrange for and give no less than 72 hours' notice of such special meeting.~~

~~Emergency Meetings. Emergency meetings of the TOECRA may be called with _____ action may be called by the Chair and the Executive Director with a 24-hour notice or as~~

~~4.3 _____ soon as practicable by the Chair or the Executive Director through the Town Clerk via personal or telephonic notice to Board members, specifying the time and place of the emergency meeting and the business to be transacted. Emergency meetings shall be identified as such in notifications and no other business shall be considered at such meeting possible. Prior public notice shall not be required but shall be provided as soon as feasible possible.~~

~~4.4 Notice of Meetings. The Town Clerk will mail or deliver written notice of each regular meeting to Board members at least seven (7) days prior to such meeting. Written notice may be in the form of email or calendar invitation. Written notice of any special meeting shall be mailed or delivered at least two (2) days prior to such meeting unless notice of the meeting is waived in writing by all Board members before, at or after the meeting. Unless otherwise stated in these Bylaws, "days" means "working days." The notice of any special meeting shall set forth the purpose of the special meeting and no other business shall be conducted at that meeting unless a waiver of notice is obtained from all Board members. Notice of all special and regular meetings shall be provided to the public, appropriate Town and County officials, and the news media. Notice of emergency meetings shall be provided to the public, appropriate Town and County officials, as is reasonable under the circumstances. Notice of all meetings shall be posted at Eatonville Town Hall. Notice is not required for any non-voting matters to be addressed by the Board.~~

~~4.5 Place of Meetings. Unless otherwise noted in the meeting announcement notice, all TOECRA Board meetings (Regular, Special, or Emergency) shall be held in the Town of Eatonville Town Council Chambers, located at 307 West Kennedy Boulevard, Eatonville, FL 32751.~~

~~4.6 Quorum and Voting. Four (4) TOECRA Board members present shall constitute a quorum for the purpose of conducting business and to address matters requiring a vote by the Board. When a quorum is present, the TOECRA may act by a vote of a majority of the Board members present, unless otherwise provided by law or these Bylaws. If any meeting cannot be conducted because a quorum is not present, the Board members who are present may adjourn the meeting to a time certain and notice of such adjourned meeting shall be given to each Board member.~~

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~~4.7 Voting Rights. Each Board member shall be entitled to one vote. Proxy votes and absentee ballots shall not be allowed.~~

~~4.8 Recessed and Continued Meetings. Where a meeting has been set and noticed under the provisions of these Bylaws and, during the course of said meeting, it is recessed to a future time, the recessed meeting shall not be later than the next regular meeting, and any such recessed meeting shall not be held at any hour or time other than as specified.~~

~~4.9 Rules of Order. All meetings shall be conducted in accordance with the procedures approved and utilized by the Town Council of the Town of Eatonville, provided, however, in the absence of any applicable procedure of the Town Council, the most recent Edition of Robert's Rules of Order, Revised, shall apply.~~

~~4.10 Public Participation. All meetings shall be open to the public and all records shall be public records. Citizens will be afforded the opportunity to voice their comments and concerns to the TOECRA Board in accordance with law and within the constraints of time and relevance as determined by the Chair.~~

~~4.11 Agendas. The TOECRA Board will normally follow its printed or typed agenda for the order of business at each meeting. The Executive Director, Town Clerk or other appointed staff shall provide TOECRA Board Members with the TOECRA Agenda and packet materials for each Regular Meeting, one (1) week prior to the scheduled meeting. The Chair, if there is no objection from TOECRA Board members, may alter, including temporarily passing, the order of business on the agenda. If an objection is made by a member, a motion duly made and passed is required to rearrange the order of business noted on the agenda.~~

~~4.12 Conflict of Interest. The members will be governed by the applicable requirements of Section 112.3143, Florida Statutes, as may be amended from time to time.~~

~~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 three (3) 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.~~

~~**ARTICLE 5: CONTRACTS VI FINANCIAL MANAGEMENT and ANNUAL REPORTING**~~

~~5.1 Execution of Instruments. Contractual instruments of the TOECRA (i.e., Memoranda of Understanding, Interlocal Agreements, etc.) shall be executed by the Chair and attested to by the Secretary. In the absence of the Chair, the Vice Chair may execute such instruments.~~

~~5.2 Purchasing Procedures. Except as may be required by law or when required by the Board of~~

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~~the TOECRA, the purchasing policies and procedures of the TOECRA shall be the same as the purchasing policies and procedures applicable to the Town of Eatonville with all limits and authorities. All references and authorities in the purchasing policies and procedures applicable to the Town Chief Administrative Officer shall be applicable to the TOECRA Executive Director for the purposes of the foregoing.~~

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ARTICLE

2.6 FISCAL MATTERS

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~~Fiscal Year: YEAR: The CRA fiscal year ~~of the TOECRA~~ shall begin on October 1 and end on 1st of each year.~~

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~~2.7 BUDGET: The Executive Director must post on the CRA website the proposed fiscal budget 6.1 by September 30 of each year. The Board of Directors must approve the final adopted fiscal~~

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~~6.2 Budget. The Executive Director shall prepare an annual budget and work program for the TOECRA Board's approval for each fiscal year, and such other budgets as the TOECRA Board may determine. The TOECRA shall be completed in time for inclusion within the Town of Eatonville's budget and the TOECRA shall adopt the budget by Resolution and recommend acceptance to the Town of Eatonville.~~

~~Accounting Practices. The TOECRA shall comply with applicable budget no later than December 21st of each year.~~

2.8 ANNUAL REPORTING REQUIREMENTS: Community Redevelopment Agencies in Florida are required by state law and all regulations to prepare five annual reports:

- 1) Annual Audit (can be independent of the State creating entity or included in the creating entity's audit) (www.myflorida.com/audgen)
- 2) Annual Fees and Updates to the Office of Special District Accountability at the Florida Department of Banking and Finance regarding 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 ~~6.3~~ Financial Services uniform accounting practices and procedures for units of ~~local~~ government. Local

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~~6.4 Annual Audit. The Executive Director shall arrange for an independent financial audit of the Redevelopment Trust Fund(s), as established in accordance with the provisions of Section 163.387, Florida Statutes, each fiscal year and a report of such audit(s) by an independent certified public accountant in accordance with the provisions of Section 163.387(8), Florida Statutes. The TOECRA shall provide a copy of such report(s) to each taxing authority contributing to the Redevelopment Trust Fund, the Florida Auditor General and the Florida Department of Financial Services via registered mail. The annual audit will be performed by the same independent auditor used by the Town for its annual audit or the TOECRA Board may elect to contract with a different independent auditor(s). The audit may be accomplished in conjunction with the Town's annual audit by the same certified public accountant, with the audit report submitted to the appropriate State Agencies as a single report, provided the TOECRA's component is presented as a separate (fund(s) in the report.~~

~~6.5 Annual Report. The TOECRA shall file with the Town of Eatonville, on or before March 31 of each year, a report of its activities for the preceding fiscal year in accordance with the provisions of Section 163.356(3)(c), Florida Statutes. At the time of filing this report, the TOECRA shall publish in a newspaper of general circulation in the Town a notice to the effect that such report has~~

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~~been filed with the Town and that the report is available for inspection during business hours in the office of the Town Clerk and/or in the TOECRA's principal office.~~

~~6.6 Bonding of Officers and Employees. The TOECRA may require that any or all Board members and employees be required to post bond for faithful performance of duty. The TOECRA will pay bonding costs for all such bonds it requires. To the extent that the Town requires a bond for its elected officials or employees, the TOECRA shall also require a bond for its members and any employees.~~

~~6.7 Maintenance and Disbursement of Funds. All expenditures of the TOECRA shall be in accordance with adopted procedures of the TOECRA and Town, adhering to all applicable laws, the TOECRA adopted budget, fund requirements and the TOECRA Plan for purposes permitted by Chapter 163, Part III, Florida Statutes. Funds shall be distributed only at the direction or with the approval of the TOECRA pursuant to an adopted budget and with appropriate requisitions or purchase orders signed by the Executive Director.~~

~~6.8 Disposal of TOECRA Real Property. The acquisition, conveyance, and leasing of TOECRA property, or any interest therein, shall be consistent with section 163.380, Florida Statutes, and approved by Town of Eatonville's Council. The acquisition, conveyance, and leasing of real~~

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~~property by the TOECRA shall be done in accordance with the same policies and procedures applicable to the acquisition, conveyance, and leasing of real property by the Town of Eatonville. The TOECRA Board shall seek to obtain market value for the sale or lease of any TOECRA-owned property, or, where applicable, clearly state on the record the reason(s) that a transaction is below market value. Market value may be taken from the Orange County Property Appraiser's website (www.ocpafl.org) for properties within the Town of Eatonville.~~

~~Supervision of Accounts: 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 and the Treasurer, subject to the direction of the TOECRA, shall have control of and be responsible for the 6.9 internal supervision and control of the CRA accounts of the TOECRA (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**~~ **ARTICLE 7: COMMITTEES**

~~**7.1 Power to Create.** The TOECRA Board, by resolution, may create committees and/or boards to act in an advisory capacity, from time to time, as shall be necessary to carry out the functions, purposes and objectives of the TOECRA. The resolution creating an advisory committee or board shall provide the effective and unless otherwise delegated by resolution, the TOECRA Board shall appoint advisory committee or board members. In addition such committees may be appointed by the Chair as provided in Section 3.2 herein. The advisory committee or board members shall not be currently serving on any other Town of Eatonville committees or boards. The advisory committee or board shall be made up of individuals meeting or exceeding one or more of the following criteria:~~

~~Currently living within the Town of Eatonville for a minimum of **VII** **CRA ADVISORY BOARD**~~

~~**3.2 ADVISORY BOARD.** The Board of Directors shall appoint a CRA Advisory Board to work with the Executive Director on program implementation and execution of the CRA Plan. The~~

- ~~a) CRA Advisory Board must consist of at least five (5) consecutive years;~~
- ~~b) Have a homestead within the Town of Eatonville;~~
- ~~c) Working within the financial industry (i.e., accounting, banking, investing, etc.);~~
- ~~d) Working within the real estate, housing or construction industry;~~
- ~~e) Own a business within owners in the Town of Eatonville;~~
- ~~f) Representative of a major employer within the Central Florida area; and~~
- ~~g) Representative selected Eatonville and two (2) citizens. The Executive Director shall recommend each member be~~

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~~confirmed by the TOECRA 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.~~

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ARTICLE SIX AMENDMENT OF BYLAWS

SECTION ONE: AMENDMENTS

~~8.1. Amendments. The Bylaws of the TOECRA shall be subject to an annual review by the Board and may be amended after an annual review at any regular or special meeting by a majority vote of the Board members. No such amendment shall be adopted unless at least two (2) days' written notice thereof has been previously given to the Board members. Amendments to these Bylaws shall require the affirmative vote of at least a super majority vote of the TOECRA Board.~~

ARTICLE 9: INDEMNIFICATION AND INSURANCE

~~9.1 Indemnification of the TOECRA, its Officers, Members and Employees. Any of the TOECRA, its officers, Board members or other employees may be indemnified or reimbursed by the TOECRA for reasonable expenses (including, but not limited to, attorneys' fees, judgments and payments in settlement) actually incurred in connection with any action, suit or proceeding, civil or criminal, actual or threatened, to which such person shall be made a party by reason of~~


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shall finally be adjudged to have been guilty of or liable for gross negligence or willful misconduct or criminal acts in the performance of such persons duties to the TOECRA; Directors and provided further, that no person shall be so indemnified or reimbursed in relation to any matters in such action, suit or proceeding which has been made the subject of a compromise settlement except with the approval of a court of competent jurisdiction, or the TOECRA Board acting by vote of members such amendments do not parties to the same or substantially the same action, suit or proceeding, constituting a majority of the remaining Board members. The foregoing right of indemnification or reimbursement shall not be exclusive of other rights to which such person, their heirs, executors or administrators may be entitled as a matter of law violate Florida Law.


Insurance. The TOECRA may self insurance or purchase insurance for the purpose

9.2 **SECTION TWO: CONFLICTS:** All Resolutions of indemnifying its Board members, officers and employees to the extent that such indemnification is allowed in Section 9.1 herein. The TOECRA may purchase other insurance, including liability and hazard insurance, as it deems necessary and appropriate.

Revising TOECRA Bylaws previously adopted on February 18, 2020 and amended and adopted by the Town of Eatonville Community Redevelopment Agency Board on or parts thereof in

 7-2A-23
TOECRA Chair Date

 8.2.23
TOECRA Executive Director Date

 12/19/2023
TOECRA General Counsel Date

 12/19/2022
Town Clerk Date

conflict with the provisions of this, ~~18 day of JULY~~ 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.

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PASSED AND ADOPTED this _____ day of _____ 2025.

Angie Gardner, Chairman

ATTEST:

Veronica King, Town Clerk or Board Designee

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