

CITY OF PENSACOLA COMMUNITY REDEVELOPMENT AGENCY
BYLAWS
Amended on June 5, 2017

ARTICLE I – THE ORGANIZATION

- 1.1 **Name.** The name of this agency is the **City of Pensacola Community Redevelopment Agency (“CRA”)**, which was created by Resolution No. 55-80 adopted by the Pensacola City Council on September 25, 1980 and amended by Resolution No. 22-10 on August 19, 2010. The CRA is a dependent special district in accordance with Florida State Statutes Chapter 189.
- 1.2 **Powers.** The CRA derives its powers from **Chapter 163, Part III, Florida Statutes as amended (“the Act”)** and from other powers delegated to it by law.
- 1.3 **Purpose.** The CRA is established to eliminate and prevent the development and spread of slum and blight as defined in the Act in the **Pensacola Inner City Community Redevelopment Area (“CRA Area”)** as established by Resolution No. 54-80 and reaffirmed by Resolution No. 65-81. Further, the **City Council of the City of Pensacola (“City Council”)** has designated three redevelopment areas that are funded by Tax Increment Financing (TIF) within the CRA Area: (i)Urban Core Redevelopment Area, (ii)Westside Community Redevelopment Area and (iii)Urban Infill and Redevelopment Area (Eastside). Each redevelopment area has its own **Community Redevelopment Plan (“Plan”)** which has been adopted and amended from time to time by the City Council. The purpose of the Plans is to identify policies and actions to remedy the conditions of slum and blight that have been determined to exist within the CRA Area.
- 1.4 **Principal Office.** The CRA’s principal office shall be at any place within the City as the **CRA Board (“Board”)** designates.
- 1.5 **Documents.** The official set of CRA books and financial records shall be maintained in the City of Pensacola’s Financial Services Department. The official records, documents and minutes of the Board shall be maintained at the City of Pensacola Clerk’s Office. All CRA books, records, documents and minutes shall be open for public inspection as provided by law.
- 1.6 **Operations.** Unless expressly provided otherwise by law or action of the CRA, ordinances, policies and rules of procedure for the City of Pensacola shall apply to the CRA.

ARTICLE II – CRA BOARD

- 2.1 **Members.** The Board shall consist of all members of the City Council.
- 2.2 **Compensation.** Board members shall serve without compensation, but shall be entitled to reimbursement for actual and necessary expenses incurred in discharging their duties, in accordance with the City’s reimbursement policies and the approved CRA budget.

ARTICLE III – CRA OFFICERS AND STAFF

- 3.1 **Chair.** The chair shall be elected by the City Council during the month of December. The Chair shall preside at all CRA meetings, execute all instruments in the name of the CRA, appoint committees with approval by the Board, and perform all other duties required by the Board.
- 3.2 **Vice Chair.** The vice chair shall be elected by the City Council during the month of December. In the absence of the Chair, the Vice-Chair shall exercise all functions of the Chair.
- 3.3 **Chair Pro Tem.** In the absence of the Chair and Vice-Chair, Board members shall select a member present as temporary Chair to conduct the meeting and perform the duties of the Chair.
- 3.4 **Attorney.** The CRA may appoint a CRA Attorney, who shall be a qualified member of the Florida Bar. As needed to perform legal work for the CRA, the CRA Attorney may consult with outside counsel.
- 3.5 **Compensation.** Officers who are not Board members may be compensated as the Board deems appropriate. However, an officer performing CRA duties as part of employment with the City cannot be compensated directly by the CRA, although the CRA may reimburse the City for the cost of services provided by the officer pursuant to an Inter-local Agreement or Memorandum of Understanding between the City and the CRA.
- 3.6 **Employees.** All employees of the Community Redevelopment Agency (CRA) shall be responsible to the CRA through the Chairperson of the CRA and shall be supervised by the CRA Administrator.
- 3.7 **Direction of Employees.** In the performance of their duties, the staff of the CRA shall be directed by the CRA Chairperson or by formal CRA action.

ARTICLE IV – CITY STAFF SUPPORT

- 4.1 **Inter-local Agreement.** An Inter-local Agreement between the City and the CRA shall provide for long term CRA use of City staff deemed necessary to accomplish redevelopment activities in the CRA Area. The agreement shall describe the responsibilities of the City and the CRA and show the estimated costs or the manner in which costs shall be determined.
- 4.2 **Memorandum of Understanding.** To accomplish necessary, short-term, redevelopment activities not contemplated by the Inter-local Agreement, a Memorandum of Understanding between the City and the CRA shall provide for City staff support to the CRA for such activities. The memorandum shall describe the scope of City staff support to the CRA and the estimated costs or the manner in which costs shall be determined.

ARTICLE V -- MEETINGS

- 5.1 **Regular Meetings.** The Board shall meet regularly at least once each month at such time and place as it may prescribe, with at least 7 days' notice provided to Board members and the public.

- 5.2 **Special Meetings.** Special meetings, which must be limited to the subject(s) specified on the agenda, may be called by any three Board members or the Chair upon at least 72 hours' notice to Board members and the public. Agendas for special meetings shall be prepared in accordance with Sections 5.6.1 and 5.6.3 below.
- 5.3 **Emergency Meetings.** For urgent matters requiring immediate Board action, emergency meetings may be called by the Chair with 24 hours' notice or as soon as practicable. Prior public notice shall not be required, but shall be provided as soon as possible if feasible. Agendas for emergency meetings shall be prepared in accordance with Sections 5.6.1 and 5.6.3 below.
- 5.4 **Quorum.** The presence of a majority of the Board members shall constitute a quorum for meeting purposes. If a quorum is not present, the chair may reschedule the meeting, with notice to be given to each absent Board member.
- 5.5 **Voting.** Except as otherwise provided by these bylaws, the affirmative vote of at least a majority of Board members shall be required for any Board action to be valid.
- 5.6 **Agenda.** The following procedure is established for agenda preparation for regular meetings:
- 5.6.1 The agenda shall be prepared by the Chair with the assistance of City Staff under the terms of an Inter-local agreement.
- 5.6.2 Board members desiring agenda items shall make the request to the CRA assigned City Staff at least ten days before the meeting.
- 5.6.3 A copy of the agenda and all supporting data available shall be provided to the Board, the CRA Attorney and the public at least three days before the meeting. In the case of a Special or Emergency Meeting the agenda and supporting data will be provided as soon as it is available.

ARTICLE VI – FINANCIAL MANAGEMENT

- 6.1 **Fiscal Year.** The CRA's fiscal year shall begin on October 1st of each year.
- 6.2 **Budget.** The Chair shall be responsible to assure that the CRA's annual budget is prepared and completed in time for inclusion within the City's budget. The CRA Board shall adopt the budget by Resolution and recommend it to City Council.
- 6.3 **Accounting Practices.** The CRA shall comply with all Florida Department of Financial Services uniform accounting practices and procedures for units of local government.
- 6.4 **Supervision of Accounts.** The Chair shall be responsible for the internal supervision and control of CRA accounts. Such oversight may be delegated to City staff under an Inter-local Agreement.
- 6.5 **Annual Report.** No later than March 31st of each year, the CRA shall file with the City Clerk a report of its activities for the preceding fiscal year, including a complete financial statement setting forth its assets, liabilities, income, and operating expenses as of the end

of the fiscal year. At the time of filing the report, the CRA shall publish in a local newspaper of general circulation a notice that the report has been filed with the City Clerk and is available for inspection during business hours in the City Clerk's office.

- 6.6 Audit.** Within six months after the end of each fiscal year, an audit of the **Redevelopment Trust Funds ("Funds")** shall be conducted by an independent certified public accountant in accordance with the rules of the Florida Auditor General. The audit report shall describe for the fiscal year the amount and source of deposits into the Fund, the amount and purpose of withdrawals from the Fund, the amount of principal and interest paid on any indebtedness to which increment revenues are pledged, and the remaining amount of such indebtedness. The audit may be accomplished in conjunction with the City'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 CRA component is presented as a separate fund(s) in the report. The CRA shall provide by registered mail a copy of the audit report to each taxing authority as defined by the Act (does not include school districts), the Florida Auditor General and the Florida Department of Financial Services.
- 6.7 Expenditures.** All expenditures of CRA funds shall be in accordance with adopted procedures of the City and all applicable laws, the CRA's adopted budget as amended from time to time during the fiscal year, Fund requirements, and the Plan.
- 6.8 Borrowing.** The affirmative vote of at least a majority of Board members shall be required to authorize the CRA to borrow money subject to City Council approval by Resolution. Borrowed funds may be used only for purposes allowed by the Act and the Plan.

ARTICLE VII -- DISPOSAL OF CRA REAL PROPERTY

The sale, lease, disposal or transfer of CRA real property, or any interest therein, shall be consistent with the Act and approved by City Council. The Board shall strive to obtain market value for the sale or lease of any CRA-owned land, or clearly state for the record the reason(s) the transaction is below market value.

ARTICLE VIII -- AMENDMENT OF BYLAWS

Amendments to these bylaws shall require the affirmative vote of at least a majority of Board members.