

**CITY OF PENSACOLA COMMUNITY REDEVELOPMENT AGENCY**  
**BYLAWS**  
***Revised on July 13, 2020***

**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 City Attorney’s Office shall provide legal services to the CRA pursuant to the City Charter and the Interlocal Agreement between the CRA and the City. If a conflict between the City and the CRA arises, then the CRA may hire its own legal counsel. Either the CRA or the City Attorney may decide that a conflict exists necessitating the hiring of outside counsel. If a conflict arises, the CRA may, but is not required to, seek recommendations or other assistance from the City Attorney’s Office in the hiring of outside counsel.
- 3.5 **Assigned Personnel.** The City shall assign employees to provide administrative services to the CRA and to implement the Plans through an Interlocal Agreement or a Memorandum of Understanding, as described in Article IV. The assigned employees shall include an administrator, an assistant to the administrator, and any other personnel the parties agree to assign to fulfill tasks and duties for the CRA. Assigned personnel shall be City employees, subject to the policies and procedures of the City, and shall not be officers, employees, or agents of the CRA.
- 3.6 **Direction of Assigned Personnel.** In the performance of their duties, assigned personnel shall be directed by the City or by formal CRA action.

## ARTICLE IV – CITY SERVICES

- 4.1 **Inter-local Agreement.** An Inter-local Agreement between the City and the CRA shall provide for the long-term commitment of City staff and services to accomplish CRA’s 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 and services to the CRA for such activities. The memorandum shall describe the scope of City staff support and services 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, unless otherwise cancelled pursuant to Section 5.7 below, at such time and place as the Board may prescribe, with at least 7 days’ notice provided to Board members and the public.
- 5.2 **Special Meetings or Workshops.** Special meetings or workshops, which must be limited to the subject(s) specified on the agenda, may be called by any three Board members at a scheduled mee-

ting or by the Chair upon at least 72 hours' notice to Board members and the public. Agendas for special meetings or workshops 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. 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 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 set by the Chair with the assistance of the CRA Administrator or his/her designee.
- 5.6.2 Board members desiring items to be placed on the agenda shall make the request to the CRA Administrator at least twenty-eight days before the meeting. "Add-on" items shall adhere to City Council policies and procedures, as applicable.
- 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 six days before the meeting. In the case of an Emergency Meeting, Special Meeting, or Workshop, the agenda and supporting data will be provided as soon as it is available.

**5.7 Meeting Cancellation.** Meetings may be cancelled by any three Board members at a scheduled meeting or by the Chair. In the event of cancellation, notice shall be provided to all Board members and the public no later than the meeting notice deadline described in Sections 5.1, 5.2 and 5.3 above.

## ARTICLE VI – FINANCIAL MANAGEMENT

- 6.1 Fiscal Year.** The CRA's fiscal year shall begin on October 1<sup>st</sup> of each year.
- 6.2 Budget.** The City, through Interlocal Agreement, 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 shall adopt its budget by Resolution and recommend it to City Council. Pursuant to the Act, the City shall also ensure that the CRA's annual budget, and any amendments thereto, as submitted to the Escambia County Board of County Commissioners within 10 days of adoption.
- 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 City, through Interlocal Agreement, shall be responsible for the internal supervision and management of CRA accounts.
- 6.5 Annual Report.** An annual report of the CRA's activities shall be prepared and filed with the City on an annual basis in accordance with the Act.

- 6.6** **Audit.** An audit of the **Redevelopment Trust Funds (“Funds”)** shall be conducted in accordance with the rules of the Florida Auditor General, the Act and all applicable laws.
- 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 and approved annual work plan, 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.