

**CRA RESOLUTION NO. 2023 - 29**

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF  
THE CITY OF TAMPA, FLORIDA, APPROVING, RATIFYING AND  
CONFIRMING THE AMENDED BY-LAWS OF SAID COMMUNITY  
REDEVELOPMENT AGENCY; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Community Redevelopment Agency of the City of Tampa, Florida desires to update and amend its by-laws as previously approved by CRA Resolution No. 91-3, and amended by CRA Resolution Nos. 2002-6 and 2008-1.

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT  
AGENCY OF THE CITY OF TAMPA, FLORIDA THAT:**

Section 1. The amended By-Laws of the Community Redevelopment Agency of the City of Tampa, Florida are hereby approved, ratified and confirmed in the form attached to this Resolution and made a part hereof by this reference.

Section 2. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF  
TAMPA, FLORIDA, ON **OCT 12 2023**, 2023.

ATTEST:

  
SECRETARY

  
GWENDOLYN HENDERSON,  
CHAIR, COMMUNITY REDEVELOPMENT  
AGENCY

PREPARED BY AND APPROVED  
AS TO LEGAL SUFFICIENCY:

E/S  
MORRIS MASSEY  
CRA ATTORNEY

# **COMMUNITY REDEVELOPMENT AGENCY**

## **BY-LAWS**

**CRA Resolution No. 91-3  
CRA Resolution No. 2002-6  
CRA Resolution No. 2008-1  
CRA Resolution No. 2023-29**

**BY-LAWS OF THE COMMUNITY REDEVELOPMENT AGENCY  
OF THE CITY OF TAMPA, FLORIDA**

**ARTICLE I**

**General Provisions**

1. The Community Redevelopment Agency of the City of Tampa, Florida (the “CRA”) shall be governed by and operate under the Rules of Procedure of the City Council of the City of Tampa, Florida, unless otherwise provided in these By-Laws.

2. The provisions of these By-Laws shall prevail in all meetings of the CRA, which meetings shall address community redevelopment in all geographical areas of the City of Tampa which have been placed under the jurisdiction of the CRA for community redevelopment purposes pursuant to Part III of Chapter 163 of the Florida Statutes and the adopted community redevelopment plans for each such geographical area, which are also referred to as “Community Redevelopment Area(s)”.

3. The principal office of the CRA shall be the Office of the City Clerk of the City of Tampa, Florida. All books and records of the CRA shall be open to the public for inspection in accordance with the laws of the State of Florida.

4. The members of the CRA shall serve without compensation but shall be entitled to the necessary expenses, including traveling expenses incurred in the discharge of their duties.

## ARTICLE II

### Meetings

1. Initial Organizational Meeting. The CRA shall hold an initial organizational meeting at which the first order of business shall be the election of the officers of the CRA. Such officers shall be elected by the full CRA by majority vote. The second order of business shall be the adoption of the By-Laws. The adoption of the By-Laws shall be by an affirmative vote of no fewer than five (5) members of the CRA. The next order of business shall be that which is agreed upon by a majority of those members present and voting.

2. Regular Meetings. The CRA shall hold regular meetings of the CRA monthly in accordance with a schedule of regular meetings adopted by the CRA at the beginning of each fiscal year. Regular meetings of the CRA will typically be held in the Tampa City Council Chambers, 315 East Kennedy Boulevard, Tampa, Florida beginning at 9:00 AM on the regularly scheduled date unless a different place, date and/or time is specified for a regular meeting by a majority vote of the CRA occurring before that meeting. The Chair may also cancel a regularly scheduled meeting of the CRA in the event of a bona fide emergency by providing written notice to members of the CRA and the CRA Secretary, which notice must identify the emergency. A regularly scheduled meeting of the CRA may also be cancelled for good cause by a majority vote of the CRA. The CRA Secretary shall be responsible for filing and publishing the annual schedule of CRA meetings together with any changes to that schedule, and required notices of such meetings in accordance the requirements of state law including, without limitation, Sections 189.015 and Chapter 286, Florida Statutes.

3. Special Meetings or Workshops. In addition to regularly scheduled meetings, special meetings or workshops of the CRA may also be called for by the Chair of the CRA or by a vote of

at least four (4) members of the CRA. Written notice of such special meetings or workshops shall be sent to CRA members and posted and published by the CRA Secretary prior to such special meeting or workshop in accordance with requirements of state law. The notice of such special meeting or workshop shall specify its purpose.

4. Open Meetings. All business of the CRA shall be conducted at properly noticed meetings or workshops open to members of the public in accordance with state law. No member of the CRA shall conduct or discuss business of the CRA with another member except at a properly noticed meeting open to members of the public in accordance with state law. Members of the public shall be given a reasonable opportunity to be heard before the CRA takes official action.

5. Quorum. A majority of the members of the CRA shall constitute a quorum.

6. Adjourned Meetings. If any meeting cannot be organized because a quorum is not present, the members who are present may adjourn the meeting without taking any other action.

7. Annual Organizational Meetings. The first regularly scheduled meeting in May of each year shall be the annual organizational meeting of the CRA. Pursuant to the provisions of Part III of Chapter 163, Florida Statutes, the Chair and Vice Chair shall be appointed by the City Council of the City of Tampa, Florida.

### ARTICLE III

#### Voting Requirements

All actions of the CRA shall be adopted by an affirmative vote of not fewer than four (4) members of the CRA unless otherwise specified in the By-Laws.

## ARTICLE IV

### Officers Terms and Duties

1. Term. The term of the Chair and Vice-Chair shall be one (1) year. The Secretary of the CRA shall be the City Clerk of the City of Tampa, the Assistant Secretaries of the CRA shall be the Deputy City Clerks of the City of Tampa and the Treasurer shall be the Chief Financial Officer of the City of Tampa.

2. Chair. The Chair shall preside at all meetings; shall execute all instruments in the name of the CRA; shall appoint such committees from time to time as may be deemed appropriate; and shall perform all other duties as may be required by the CRA.

3. Vice-Chair. The Vice-Chair shall, in the absence, disqualification, or disability of the Chair, or at the Chair's discretion, exercise all of the functions of the Chair.

4. Secretary. The Secretary shall be the custodian of all books and records of the CRA and shall keep the minutes of all meetings; shall send out all notices of meetings; and shall perform such other duties as may be designated by the CRA.

5. Assistant Secretaries. The Assistant Secretaries shall, in the absence, inability to act, disqualification, or disability of the Secretary, or at the Chair's discretion, exercise all of the functions of the Secretary.

6. Treasurer. The Treasurer shall keep the financial records of the CRA's operating budget; and shall keep full and accurate accounts of receipts and disbursements of the CRA; shall

have custody of all operating funds of the CRA and shall render semi-annual budget reports to the CRA; shall assist the CRA in the preparation of a proposed budget annually; shall make and file all financial reports and statements necessary to be made and filed by the CRA and file such reports and statements with the Secretary of the CRA and agencies of Hillsborough County and/or the State of Florida as appropriate or required.

## ARTICLE V

### Staff Support

The staff support of the CRA will be provided, as needed, by the departments, boards, and agencies of the City of Tampa. Any such requests for such support shall be contained in a Service Agreement entered into between the City of Tampa, Florida, and the CRA.

## ARTICLE VI

### Eminent Domain

The power of eminent domain is vested solely in the governing body of the City of Tampa, Florida by virtue of Section 163.358, Florida Statutes. Further the power of eminent domain cannot be exercised in Florida to prevent or eliminate slum and blight conditions pursuant to Section 73.014, Florida Statutes.

## ARTICLE VII

### Fiscal Management

1. Fiscal Year. The fiscal year of the CRA shall begin on October 1 of each year and end on September 30<sup>th</sup> of the following year.

2. Budget. Prior to final adoption of the City Budget annually, the CRA shall adopt a recommended budget and forward it to the City for inclusion in the City Budget. The CRA Budget shall comply with the requirements contained in Part III, Chapter 163, Florida Statutes, and Section 189.016, Florida Statutes (except as otherwise provided in Part III, Chapter 163, Florida Statutes), including, without limitation, the posting of: (a) the proposed CRA Budget on the CRA's web-page at least two (2) days before the final budget hearing, which proposed budget must remain on the CRA web-page for at least 45-days; and (b) the adopted CRA Budget on the CRA's web-page within thirty (30) days of adoption and which adopted CRA Budget must remain on the CRA's web-page for at least two (2) years. Any amendments to the adopted CRA budget shall be posted on the CRA web-page within five (5) days after adoption, and must also remain on the CRA's web-page for at least two (2) years.

3. Accounting Practices. In accordance with the laws of the State of Florida, the CRA shall comply with all regulations of the State Department of Banking and Finance regarding uniform accounting practices and procedures for units of local government.

4. Annual Report. The CRA shall file with the City Clerk and with the Auditor General on or before March 31 of each year, a report of its activities for the preceding calendar year, which report shall include all information required by Section 163.371, Florida Statutes, including the most recent completed audit report of the CRA, a complete financial statement setting forth its assets, liabilities, income and operating expenses as of the end of such calendar year, and all required performance data. At the time of filing the report, the CRA shall also publish a copy of the annual report on the CRA's web-page on the City of Tampa's website.



5. Audit. Within six (6) months after the end of each fiscal year, the CRA shall cause to be prepared a post audit of the accounts and records of the CRA in accordance with the rules of the State Department of Banking and Finance and Section 163.387(8), Florida Statutes. Such post audit shall be completed by an independent certified public accountant. Such post audit may be accomplished in conjunction with the City of Tampa's annual post audit, by the same certified public accountant and shall be provided to the Florida Department of Financial Services and each taxing authority in the City of Tampa, Florida as required by Section 163.387, Florida Statutes.

6. Surplus Funds. Surplus funds shall be budgeted and appropriated in accordance with the requirements of Section 163.387, Florida Statutes, and any other applicable legal requirements.

7. Expenditures. No funds of the CRA shall be expended other than in accordance with the adopted CRA Budget, the Services Agreement that have been entered into between the City of Tampa, Florida, and the CRA, the Community Redevelopment Act of 1969 as amended, and the applicable Community Redevelopment Plan.

## ARTICLE VIII

### Amendments; Conflict & Severability

These By-Laws may only be amended by an affirmative vote of four (4) members of the CRA. However, if any of these By-Laws are found in conflict with the requirements of state law (including Part III, Chapter 163, Florida Statutes), then that portion of the By-Laws in conflict with state law shall be deemed invalidated, and the remaining portions of the Bylaws shall be deemed severed from the invalidated portion(s) and shall remain in full force and effect.

## ARTICLE IX

### Seal

The Agency may adopt a seal to be used in the execution of documents on behalf of the Agency. The Secretary shall be the custodian of the seal.

## ARTICLE X

### Execution of Documents

All documents executed by the CRA shall be executed by the Chair, with an attestation by the Secretary and the affixing of the seal, if one exists, of the CRA.