

BYLAWS OF THE JIA COMMUNITY REDEVELOPMENT AGENCY BOARD

ARTICLE I-ORGANIZATION

The Jacksonville City Council shall act as the Jacksonville International Airport Community Redevelopment Agency (“JIA/CRA”) Board (hereinafter known as the “*Board*”), pursuant to Sec. 163.357, F.S., and Sec. 500.102, *Ordinance Code*, and Ordinance 93-159-57.

1.1 Board Members. Board Members are the elected officials comprising the Jacksonville City Council.

1.2 Quorum. Thirteen (13) members of the nineteen member Board shall constitute a quorum.

1.3 Committees. Chairperson may appoint and continue in existence for whatever term deemed advisable by the Chairperson, such standing and ad hoc committees as deemed essential to the sound operation and in the best interest of the Agency. Committees may consist of one or more members as the Chairperson may designate and shall have such duties and responsibilities as may be assigned by the Chairperson or by the Agency at a regular or special meeting. Committees shall render such reports to the Agency as may be directed. Committees shall be terminated upon completion of assigned duties or upon the Chairperson’s new term.

ARTICLE II- POWERS

2.1 Power to act. The Board has all the powers conferred to it pursuant to Sec. 163.370, F.S. These powers include, but are not limited to the following:

- (1) Utilization of CRA Trust Fund monies for plans and programs developed with the assistance of the CRA Advisory Board, the Office of Economic Development, or others, in accordance with the CRA Plan. Decisions on utilization of the Trust Fund monies shall not be referred to the City Council for approval, but shall be adopted by written Resolution of the Board.
- (2) Approval or denial on all proposed road closures located within the CRA

boundary.

- (3) Acquisition of property.
- (4) Installation of streets, utilities, parks, and other public areas.
- (5) Disposition of property at fair market value with limitations that the property be used in accordance with the CRA Plan.
- (6) Repair of public facilities.
- (7) Make and execute contracts.
- (8) Create By-Laws for the conduct of business of the Board.

2.2 Power to recommend to Council. The Jacksonville City Council retains certain powers pursuant to Sec. 163.358, F.S., thus the Board is limited to making recommendations to the City Council regarding the following:

2.2.1 Proposed changes to the CRA Plan or amendments thereto.

2.2.2 The issuance of revenue bonds.

2.2.3 The development of community policing innovations, for Council approval.

2.2.4 Eminent domain.

2.2.5 Rezoning actions including waivers, exceptions, administrative deviations, and variances.

2.3 Voting.

2.3.1 Majority Action. A majority of the Board members present constitute a majority for passage of an action.

2.3.2 Tie Votes. When the vote of the Board is equally divided, the status quo ante shall be maintained. In such an event, the person who sought a change in status quo shall be considered to have had the request denied and shall have available the same remedies or rights of review that one would have had if the request had been denied by a majority vote of the Board, unless, at the same meeting, the Board votes to approve the requested action with conditions or stipulations attached, or to table, defer, or continue the matter in an attempt to obtain action by a majority vote.

2.3.3 Written Resolution. The vote of the Board shall be by written Resolution, numbered in the format stating: the year; the CRA; and the item number.

For example: Resolution JIA/CRA-2016-01. The Resolution shall be executed by the Chairperson and a witness. The effective date of the Resolution shall be the date executed.

ARTICLE III - ADMINISTRATION

3.1 Administrative Support. The Board shall receive staff support from the Office of Economic Development (“OED”).

3.1.1 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, which shall be reviewed annually to reflect prior year actual and future use.

3.1.2 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.

3.2 Meetings. The Board shall meet quarterly unless it is deemed there are no actionable items to agenda. The meeting schedule shall be posted on the CRA website. All meetings shall be open to the public and members of the public shall be given an opportunity to be heard on each proposition before the Board prior to the vote, in accordance with Sec. 286.0114, F.S.

3.3 Special meetings. Special meetings of the Board shall be held whenever called by the Chairperson or by not less than three (3) members of the Board. A special meeting may be cancelled by the Chairperson or by not less than three (3) members of the Board for due cause. Special meetings shall be posted on the website at least seven (7) days prior to the meeting.

3.4 Place of the Meetings. The meetings of the Agency shall be held in City

Council Chambers of the St. James Building unless the Chairperson designates another place of meeting.

3.5 Absence from meetings. Any member who is unable to attend a Board meeting due to sickness or for a duly authorized reason shall notify the OED staff person who shall notify the Chair before the meeting convenes. No member present at any meeting of the Board shall absent himself/herself from the meeting without permission from the chair and prior notice given.

3.6 Notice. Notice of regular meetings shall be posted on the City of Jacksonville web events calendar, and the Jacksonville Redevelopment Agency Board webpage. Any meeting other than a regular meeting or a recessed or reconvened meeting of the Board shall be noticed at least seven (7) days in advance in a newspaper of general circulation pursuant to Sec. 189.015, F.S. and Chapter 50, F.S.. No other advertisement or notification is required.

3.7 Agenda. The agenda of the meeting and the packet of Board materials shall be placed on the webpage at least seven (7) days in advance of the event, and maintain them on the website for at least 1 year.

3.8 Compliance. The Board shall be subject to the provisions of Chapter 50 and 58, *Ordinance Code*, except as may be otherwise set forth in this Chapter, as well as Chapter 163, Part III, Florida Statutes, and Chapter 189, Florida Statutes.

3.9 Adoption of Budget. The budget shall be adopted each year in June. The proposed budget must be posted on the website at least two days prior to the vote and maintained for at least 30 days. The adopted budget becomes an insertion into the City of Jacksonville budget. Any amendments to the CRA budget shall be made by the Board, not the City Council. The final adopted Board budget must be maintained on the website for at least 2 years. If the TIF funds are increased, the Board shall adopt an amendment and recommend same to the City Council for approval.

ARTICLE IV - OFFICERS

4.1 General. The officers of the Board shall be a Chairperson, and a Vice Chairperson, and such other officers as may from time to time be provided for by the

Agency. Pursuant to Sec. 163.356(3)(c), F.S., the Jacksonville City Council shall appoint the Chair and Vice Chair. This selection shall be made in September (or at a date when there is no Chairperson or Vice Chairperson) of each year, and the office holders shall hold office from the date of said meeting and until their respective successors have been duly appointed.

4.2 Powers and Duties of the Chairperson.

- 4.2.1** The Chairperson shall be the Council President.
- 4.2.2** The Vice Chairperson shall be the District Council Member whose district encompasses the Community Redevelopment Area.
- 4.2.3** The Chairperson shall give notice for and preside at all meetings of the Board. He or she shall have general charge and supervision of the business of the Board. He or she shall from time to time make such reports of the affairs of the Board as the Board may require. He or she shall perform such other duties as may from time-to-time be assigned to him by the Board.
- 4.2.4** Special meetings of the Board shall be held whenever called by the Chairperson or by not less than three (3) members of the Board. A special meeting may be cancelled by the Chairperson or by not less than three (3) members of the Board for due cause.

4.3 Powers and Duties of the Vice Chairperson. The Vice Chairperson shall possess the power and may perform the duties of the Chairperson in the Chairperson's absence or disability. He or she shall perform such other duties as may from time to time be assigned to him by the Board. The Vice Chair shall report any recommendations from the Advisory Board.

ARTICLE V - ANNUAL REPORTS

5.1 Annual Report. The Board shall file with the City Council each year, on or before March 31st, a report of its projects and 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, in a local newspaper of general circulation, place a notice that the report has been filed with the City Council and is available for inspection during business hours.

5.2 Annual Audit. The Board shall file with the City Council and the Florida Auditor General, either 45 days after completion or by June 30th of each year, whichever shall occur first, a copy of the annual 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 the City of Jacksonville, the Florida Auditor General, and the Florida Department of Financial Services.

5.3 Fiscal Year. The CRA’s fiscal year shall begin on October 1st of each year.

ARTICLE SIX – FINANCIAL

6.1 Budget. The Chair, working with OED staff, 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.

6.2 Accounting Practices. The CRA shall comply with all Florida Department of Financial Services uniform accounting practices and procedures for units of local government.

6.3 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.

6.4 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.

ADOPTED and APPROVED August 8, 2017.

By: Anna Brosche, Chairperson

Name: Anna L. Brosche

WITNESS

By: Jensen Sanders

Name: Jensen Sanders

FORM APPROVAL:

Sam C. Shi

Office of General Counsel

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