

City of Cedar Key

The Island City

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Cedar Key Community Redevelopment Agency Meeting

10 March 2026

5:00 PM

Call to Order

ACTION ITEM: Approval of Minutes

ACTION ITEM: Approval of Cedar Key City Hall Area Urban Design and Housing Study

The UF FIBER team will present the results of an urban design study for the area surrounding City Hall. Based on feedback from previous community meetings, the presentation will illustrate the conceptual plan for hosting essential town services and improved public housing in the neighborhood. This session will share the final results of the study, providing the City with guidance for a more resilient future while preserving the character of Cedar Key.

ACTION ITEM: Discretionary Spending Authority for CRA Administrative Needs. Requesting Discretionary Spending Authority of up \$2,000 per expenditure for training or other needs- Chair

Discussion: Reporting Requirements for the CRA as prescribed by Fl Stat 163.371 – Tom Ankersen

Adjournment

**City of Cedar Key
CRA Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/10/2026

Subject: Cedar Key City Hall Area Urban Design and Housing Study

Discussion: Approval of Final Results of the Study

Fiscal Impact:

Attachments: Presentation will be given at meeting.

Possible Commission Action: Approval of Final Results of the Study

**City of Cedar Key
CRA Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/10/2026

Subject: Discretionary Spending Authority for CRA Administrative Needs

Discussion: Approval of up to \$2,000.00 per Expenditure for Training and Other Needs

Fiscal Impact: up to \$2,00.00 per Expenditure

Attachments: Florida Redevelopment Association (FRA) Information

Possible Commission Action: Approval of up to \$2,000.00 per Expenditure for FRA Training and Other Needs

Florida Redevelopment Association (FRA) Membership & Academy Overview

What is the Florida Redevelopment Association (FRA)?

The Florida Redevelopment Association (FRA) is a statewide professional organization dedicated to supporting Community Redevelopment Agencies (CRAs), local governments, and redevelopment professionals throughout Florida.

FRA provides education, advocacy, professional certification, and technical assistance related to redevelopment law, policy, economic revitalization, infrastructure investment, affordable housing, and downtown revitalization.

The Association works closely with redevelopment practitioners, municipal officials, consultants, and state partners to promote effective and legally compliant community redevelopment practices.

Organizational Membership Structure

FRA membership is organizational in nature. When a municipality or CRA joins:

- All elected officials, board members, and staff are eligible to receive member benefits.
- Members receive reduced registration rates for conferences and training programs.
- Access is provided to legislative updates, redevelopment resources, and professional networking opportunities.

Membership runs annually (October 1 – September 30).

Key Benefits to the City / CRA

Membership in FRA provides:

1. Professional Education & Training

- Discounted registration for the FRA Annual Conference and regional workshops
- Continuing education opportunities specific to redevelopment law and CRA operations
- Access to best practices and model policies

2. Legislative & Policy Updates

- Timely updates regarding changes to Chapter 163, Florida Statutes
- Advocacy related to redevelopment funding and statutory authority
- Monitoring of legislative proposals impacting CRAs

3. Technical Resources

- Access to redevelopment guidance materials

- Sample documents and policy frameworks
- Networking with experienced CRA administrators and municipal professionals

4. Peer Collaboration

- Statewide professional network of redevelopment practitioners
- Opportunities to collaborate on best practices and innovative solutions
- Exposure to successful redevelopment models across Florida communities

The FRA Academy

The Florida Redevelopment Association Redevelopment Academy (FRA Academy) is a structured professional development program administered through the Florida Redevelopment Association.

The Academy provides formal coursework in redevelopment practice and includes instruction in:

- Community redevelopment law and statutory compliance
- Redevelopment trust fund administration
- Economic development strategies
- Affordable housing requirements
- Ethics and governance
- Project financing and implementation

Participants may pursue professional designations such as:

- Redevelopment Administrator (RA)
- Redevelopment Professional (RP)

These certifications demonstrate advanced knowledge and competency in redevelopment administration.

Benefit to the City of Cedar Key CRA

Participation in FRA membership and Academy training would:

- Strengthen statutory compliance under Chapter 163, Florida Statutes
- Enhance administrative capacity of the CRA
- Improve reporting, trust fund management, and performance tracking
- Support strategic redevelopment planning and implementation
- Provide professional certification opportunities for the Clerk/CRA Administrator

**City of Cedar Key
CRA Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 03/10/2026

Subject: Reporting Requirements for the CRA

Discussion: Reporting Requirements for the CRA as prescribed by FL Statute 163.371

Fiscal Impact:

Attachments: FL Statute 163.371

Possible Commission Action: Discussion of Reporting Requirements for the CRA as prescribed by FL Statute 163.371

Statutory Reporting Requirements – Florida Statute §163.371

Florida Statute §163.371 – Community Redevelopment Agency Reporting Requirements

Florida law establishes mandatory reporting and transparency requirements for all Community Redevelopment Agencies (CRAs). The following summarizes statutory obligations that apply to the Cedar Key CRA:

1. Digital Boundary Map Requirement

F.S. §163.371(1)

- Each CRA must publish on its website digital maps depicting:
 - The geographic boundaries of the CRA; and
 - The total acreage of the CRA district.
- If any change occurs to the boundaries or total acreage:
 - Updated digital map files must be posted within **60 days** after the change becomes effective.

2. Annual Report Requirement

F.S. §163.371(2)

Beginning March 31, 2020, and **no later than March 31 of each year thereafter**, each CRA must:

- File an annual report with the municipality or county that created the CRA; and
- Publish the annual report on the CRA's website.

Required Contents of the Annual Report

The annual report must include the following:

A. Audit Report

- The most recent complete audit report of the Redevelopment Trust Fund (as required by F.S. §163.387(8)).
- If the audit is not available by March 31, the CRA must publish it within **45 days after completion**.

B. Performance Data (as of December 31 of the reporting year)

The report must include:

1. Total number of projects started and completed, including estimated cost for each project;
2. Total expenditures from the Redevelopment Trust Fund;
3. Original assessed real property values within the CRA district as of the date the CRA was created;
4. Total assessed real property values within the CRA boundaries as of January 1 of the reporting year;
5. Total amount expended for affordable housing for low-income and middle-income residents.

C. Goal Achievement Summary

The report must include a narrative summary indicating the extent to which the CRA has achieved the goals outlined in its adopted Community Redevelopment Plan.

Chapter 163 Cedar Key CRA Annual Report: Requirements

Section 163.371(2)

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(2) Beginning March 31, 2020, and not later than March 31 of each year thereafter, a community redevelopment agency shall file an annual report with the county or municipality that created the agency and publish the report on the agency's website. The report must include the following information:

(a) The most recent complete audit report of the redevelopment trust fund as required in s. 163.387(8). If the audit report for the previous year is not available by March 31, a community redevelopment agency shall publish the audit report on its website within 45 days after completion.

The most recent audit report is for FY 23/24. That report has been provided for posting. The FY 2024-2025 audit of the Redevelopment Trust Fund (Purvis & Gray) is not required to be completed until June 30, 2026. (This must be posted to the CRA website within 45 days of completion)

(b) The performance data for each plan authorized, administered, or overseen by the community redevelopment agency as of December 31 of the reporting year, including the:

1. Total number of projects started and completed and the estimated cost for each project.

With CRA assistance James Moore will develop this based on the FY 24/25 chart previously developed for budgeting purposes.

Excerpted and Edited Example

Projects FY 24/25 (descriptor)	Completed (Y/N or in progress)	Estimated cost (or amount budgeted)	Actual Cost	Remainder for carry forward or rebudget
Large and Small Resiliency and Recovery Grants Program	Yes (The program has been completed and closed); grant funding awards remain pending.	\$531,482.43	\$531,482.43	See grant award status chart

2. Total expenditures from the redevelopment trust fund.

With CRA assistance, James Moore has been asked to provide this, including an itemized accounting for FY 2024 - 2025 (project amounts budgeted, appropriated, expended, carry-forward to FY 2025/2026). CRA reports (below) from other small city cra's offer some examples/guidance

3. Original assessed real property values within the community redevelopment agency's area of authority as of the day the agency was created.

Requires contacting the Property Appraiser

4. Total assessed real property values of property within the boundaries of the community redevelopment agency as of January 1 of the reporting year.

(Requires contacting the Property Appraiser).

5. Total amount expended for affordable housing for low-income and middle-income residents.

(c) A summary indicating to what extent, if any, the community redevelopment agency has achieved the goals set out in its community redevelopment plan.

This will be based on amended redevelopment plan and the annual goals and objectives report that was required by the special district statute and posted in November.

Examples from other small city jurisdictions

<http://www.willistonfl.org/media/2086>

<https://www.crystalriverfl.org/media/14196>

<https://www.ctsfl.us/Archive/ViewFile/Item/66> (Tarpon Springs)

<https://www.cityofflaglerbeach.com/DocumentCenter/View/6703/CRA--2023-2024-Annual-Report>

<https://www.cityofportrichey.gov/community-redevelopment-agency-cra/page/cra-annual-reports>