



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## COMMUNITY REDEVELOPMENT AGENCY

### **AMENDED** AGENDA

Thursday, January 19, 2023 at 6:30 PM

Town Hall - 307 E Kennedy Blvd

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- I. CALL TO ORDER**
  - II. ROLL CALL**
  - III. INVOCATION AND PLEDGE OF ALLEGIANCE**  
**PUBLIC PARTICIPATION (Three minutes strictly enforced) - ADDED**
  - IV. CONSENT AGENDA**
    - 1. Approval of TOECRA Meeting Minutes - December 20, 2022
  - V. BOARD DISCUSSION**
    - 2. Discussion of Property Located at 225 West Kennedy Blvd
    - 3. Discussion of TOECRA Bylaws for Revision
    - 4. Discussion of TOECRA December Financials and Budget
    - 5. Discussion of TOECRA Records and Location
    - 6. Discussion of TOECRA Emails
    - 7. Discussion of TOECRA Inventory List
  - VI. BOARD DECISIONS**
  - VII. STAFF REPORTS**
  - VIII. BOARD REPORTS**
  - IX. ADJOURNMENT**

*The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.*

#### **\*\*PUBLIC NOTICE\*\***

*This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at*

*least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26*



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

**JANUARY 19, 2022 AT 06:30 PM**

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

#### **ITEM TITLE:**

Approval CRA Meeting Minutes – December 20, 2022

#### **COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department:</b> LEGISLATIVE (CLERK'S OFFICE)
<b>CONSENT AGENDA</b>	YES	<b>Exhibits:</b> <ul style="list-style-type: none"> <li>CRA Meeting Minutes – December 20, 2022</li> </ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of the CRA Meeting Minutes held on December 20, 2022.

**SUMMARY:** The CRA Meeting was held on the 3<sup>rd</sup> Tuesday, December 20, 2022, 5:30 p.m. and minutes were transcribed from the audio archive for approval for the public records.

**RECOMMENDATION:** For Board of Directors to approve the December 20, 2022 CRA meeting minutes.

**FISCAL & EFFICIENCY DATA:** N/A

TOWN COUNCIL  
COMMUNITY DEVELOPMENT BOARD MEETING  
MINUTES  
December 20, 2022

Section IV. Item #1.

**PRESENT:** Chair Angie Gardner, Vice Chair Rodney Daniels, Director Wanda Randolph, Director Marlin Daniels, Director Leviticus Henderson, Director Ruthie Critton, Director Theo Washington. **STAFF:** Greg Jackson, **CRA Attorney**, Nicole Bonds, **CRA Executive Director**, Randy Singh, **Town CAO**, Veronica King, **Town Clerk**.

**CALL TO ORDER & VERIFICATION OF QUORUM** - Chair Gardner called to order the CRA meeting for 5:30 pm and confirmed a quorum through roll call with Mrs. King.

**INVOCATION & PLEDGE OF ALLEGIANCE** - Chair Gardner led a Moment of Silence, followed by the Pledge of Allegiance.

**CITIZEN PARTICIPATION (Added to agenda by consensus of the Board) – Two Citizens were identified.**

MICHELLE FORT – (spoke on agenda items) Ring camera program, imposes a risk; who will be responsible for installation and overseeing, who will pay for electrician if outdated or out of code. Another program will be beneficial. Outside Counsel for Investigation, do not agree with this item, at September 26, 2019 meeting Attorney Jackson reviewed and approved the agreement and March 8, 2022 Director M. Daniels stated desire to terminate; can not terminate without looking at the contract and later deciding to add a clause. Willing to pay up to \$50,000 of fees when there was opposition to paying this type of money for Mr. Singh. To Attorney Jackson, what is the procurement policy? Why select representing counsel that are not in accordance with the procurement policy? Lien Request for 213 W. Kennedy Blvd. they did the work, they should be reimbursed. Review of Bylaws should hold up before making decisions; look at the bylaws, procedures, and procurement policy before making decisions. Citizens should be able to speak each topic.

DAVID BARANY – (Provided handouts) Requesting lien release from property, contract was set up as a deferred payment loan/lien. Completed the project within timeline with professionalism and did not get paid the full amount, was not notified in writing nor given opportunity to address default. Board voted to close the case; did not receive the 10% payment of grant amounting to \$3,000. Also was not notified about the meeting in which voting took place. The five-year lien does not serve a purpose; any action taken on the property would violate the clause. Therefore, could not conduct business.

**APPROVAL OF MINUTES (Consent Agenda) – Motion for approval of consent agenda** (Meeting minutes for November 15, 2022 and December 6, 2022); moved by Director Washington, seconded by Director Randolph; **AYE: ALL, MOTION PASSES.**

**BOARD DISCISION**

**Motion for approval of CRA MEETING 2023 Calendar** (Meeting minutes for November 15, 2022 and December 6, 2022); moved by Director Randolph, seconded by Director Washington; **AYE: ALL, MOTION PASSES.**

**BOARD DISCUSSION ITEMS**

Ring Camera Program – for senior citizen residents; to be more innovative and discuss priority of increasing safety without much of a budget increase. (Critton) will program be a signup option or mandated for eligible residents, will it be made available to others who are not a senior citizen (Gardener) no program has been written; whatever the board decides would factor into developing the program; program would not be mandatory. (M. Daniels) how much is budgeted (Gardner) approximately \$100,000 depending on the numbers that will be serviced and for wiring. In times past, the cost has been no more than \$10,000-\$30,000. We are discussing what's

out there and how to increase safety. (M. Daniels) consider outside reputable contractor, possible and program should not be limited to seniors. Would like more details on funding sources. Get with legal about liability (Gardner) price per unit would be lesser with bulk sale. (Randolph) need study to determine the need, consider others with disabilities who could benefit from the program. What line item would this come from? (Gardner) CRA as part of the community policing efforts (R. Daniels) consider reliable service vendor and Wi-Fi. (Washington) need camera on every corner where a home is and on main streets; this will help protect the citizens. (Gardner) no research has been done as to other municipalities who may be using this product. (Randolph) have law enforcement provided record of incidents to determine the need of a program; can get this information. Other neighboring cities do have these types of programs; may be based upon the crime rate. (Washington) cameras on business can be considered. (Critton) consider the pros and cons and the neighbors, invasion of privacy.

**Outside Counsel to Investigation** – No cost has been determined. Legal suggest setting a budget to control the dollars to be spent. Identify attorney based upon budget. One of the recommended attorneys is not available but recommended Kurt Ardaman. Recommendations will be submitted, and board can do their due diligence with the selection of counsel; current legal should not be involved. Excellent alternative is to allow the Florida League of Cities to assist in making the determination. Response to citizen comment, the contract was reviewed and never signed by legal due to legal deficiencies; the contract was not signed by Attorney Jackson. Both attorneys agree that an RFP would be the better option than an RFQ. No vote is needed but a budget should be established. (Singh) there are requirements that will need to be included in the RFP; board should provide elements of the RFP (Scope of Work). Staff will need information in order to craft the RFP to include funding; require some careful consideration. Recommend legal to draft an RFP for review to be sent out ahead of time; also determine a specific number for the budget.

**Lien Release Request 213 W. Kennedy** – Requesting Lien Release on the \$30,000 placed on the building; a cost that was incurred by the owner. Faults and deficiencies were done through the former Executive Director as executor of the funds; requesting a refund due to inadequate work through unlicensed contractors and for lack of receiving funds awarded. A notice of deferred payment loan lien was issued in the amount of \$30, 000 and to remain in effect for five (5) years from the last disbursement. Owner provided all the pertinent information. (M. Daniels) How many applications were received and where is the requirements and procedures; should be in the files. (Singh) This is CRA and taxpayers funds and should be kept to high standard. Reviewed the file, there are lots of questions; saw the application, cost breakdown, and receipts. The information on the application was for the Chambers of Commerce (The Chambers do not own the building). This is a private property owner. There is missing information (CRA documentation) needed in order to determine if the lien should be released. (Gardner) permits are pulled with licenses. The end results of the project were different from the initial scope of work. Work was done on the main building and on the extension. Itemization of all costs are needed. Disagree that money was not received; there are a lot questions (R. Daniels) to the Executive Director, what is your opinion (Bonds) Information is missing, files are incomplete and do not have information on the grant requirement and the process. (Singh) If the program is not managed well, it is not fair to the applicant. (M Daniels) I have information received through a previous request; the contractor was not an active business under Sunbiz; it is disturbing now that records are missing from a governmental facility. (Randolph) request to see the documents M. Daniels referenced. Is the \$30,000 indicated on the bank statements; need to research. (Henderson) Where are the receipts from; receipt was provided in the file received from Ms. Wilder to the CRA. (R. Daniels) asked for Attorney Jackson's opinion; this is an issued grant that states \$20,000 and there is a lien for \$30,000 which indicates a discrepancy in the amount, how was a grant converted to a loan without documentation with terms to how the loan is no longer a grant. The deferred payment loan lien is invalid because the matter is based upon a grant received by the individual. There is an issue with the conversion of the grant without documentation. (Critton) with the former Executive Director being the Executor of the funds, was this also the case with Mr. Barany; the funds there may

also be a discrepancy. (Barany) The money was released in three increments; received \$27,000 The money went to the contractor. The contract provides the breakdown; the initial, the second, and the last disbursement. The deferred loan lien is the wrong instruments used; should have been a restricted covenant. Mr. Barany will provide all documentation to include requirements and criteria to the Town Clerk. (Washington) when a municipality gives money, it will place a lien on the property. The criteria were to put a business in the building; the criteria were not met. The lien protects the agency. (Attorney Jackson) A loan lien has to have loan documentation. (Randolph) would like to table the next two discussion items until the next meeting. (M. Daniels) an area should be placed on the agenda for Director's reports. In response to Ms. Fort, Florida Statue 215.425481 states that the most someone can receive for severance pay for a contract is 20 weeks; the contract was invalid. **Discussion of the CRA Bylaws and discussion of 225 W. Kennedy Blvd were TABLED.**

**ADJOURNMENT:** Motion was made to adjourn meeting, move by Director M. Daniels; seconded by Director Critton; **MEETING ADJOURNED** at: 6:28PM.

**Respectfully Submitted by:**

**APPROVED**

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**Veronica L King, Town Clerk**

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**Angie Gardner, Chair**



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

**JANUARY 19, 2023 AT 06:30 PM**

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

#### **ITEM TITLE:**

Discuss Property 225 West Kennedy Blvd.

#### **COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department:</b> LEGISLATIVE
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>N/A (**Please refer to information provided in the CRA Package from December 20, 2022)</li> </ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>	YES	

**REQUEST:** To discuss property at 225 West Kennedy Blvd (Deceased Tommy Dixon).

**SUMMARY:** In the case involving Mr. Dixon at property at 225 West Kennedy Blvd. based upon the legal opinion of the current TOECRA General Counsel, the board members questioning the mental capacity during the TOECRA Meeting on or about November 4, 2020, there was clearly a concern that Mr. Dixon lacked the mental capacity to understand the contract for the purchase of his property. Even with the follow up meeting with Mr. Dixon, the former TOECRA Executive Director, the former TOECRA General Counsel, and a “friend” of Mr. Dixon’s family, who was there in an attempt to assist Mr. Dixon with understanding the proposed real estate transaction for property that was not yet in his name, there was still concern about Mr. Dixon’s ability to understand the complex real estate transaction. Moreover, based on the terms of the real estate transaction, both the complexity and perceived undervaluing of the property to the disadvantage of Mr. Dixon, it is my opinion that the purchase of the property should not have gone forward, and a guardianship should have at the very least been contemplated. Instead, The TOECRA General Counsel took on the representation of Mr. Dixon in an administrative matter to place Mr. Dixon on the property deed for the purpose of allowing Mr. Dixon to sale the subject property to the TOECRA per the vote of the 3-member independent board. Based upon the opinion of the current TOECRA General Counsel and applying the standard to determine incompetency, that Mr. Dixon was incompetent since he was “unable to understand in a reasonable manner the nature and consequences of the transaction.” With this understanding, discussion is needed to determine how the property can be return back to the estate of Mr. Dixon.

\*\*This agenda items was tabled at the last TOECRA meeting held on December 20, 2022 and being brought back for discussion.

**RECOMMENDATION:** For Board of Directors to discuss property at 225 West Kennedy Blvd.

**FISCAL & EFFICIENCY DATA:** N/A



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

**JANUARY 19, 2023 AT 06:30 PM**

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

#### **ITEM TITLE:**

Discuss Review of the TOECRA Bylaws for Revision

#### **COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department:</b> LEGISLATIVE
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>Resolution CRA-R-2020-10</li> <li>CRA Bylaws Adopted 6-18-2017</li> <li>CRA Code of Ordinance</li> </ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>	YES	

**REQUEST:** To discuss review of the CRA Bylaws for revisions

**SUMMARY:** A Community Redevelopment Agency is a dependent agency established by the City government to reduce slum and blight of a designated area within its city limits. CRAs are governed by State Statutes, Chapter 163, Part III.

The mission of the Town of Eatonville Community Redevelopment Agency (TOECRA) is to aggressively pursue redevelopment and revitalization activities within the TOECRA District, with emphasis on providing more housing market rate and affordable, cultural arts opportunities, improving long-term transportation needs and encouraging retail development to include mixed use projects.

**\*\*This agenda item was tabled at the last TOECRA meeting held on December 20, 2022 and being brought back for discussion.**

**RECOMMENDATION:** For Board of Directors to discuss review of the TOECRA Bylaws for revision

**FISCAL & EFFICIENCY DATA:** N/A



## RESOLUTION CRA-R-2020-10

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) ADOPTING THE FOLLOWING BYLAWS AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

**NOW, THEREFORE BE IT RESOLVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY OF EATONVILLE, FLORIDA.**

**SECTION ONE: ARTICLE 1; THE ORGANIZATION**

- 1.1 NAME:** The name of this agency is to the Town of Eatonville community Redevelopment Agency ("TOECRA"), which was created by Resolution #1997-23 adopted by the Town of Eatonville Council on December 16, 1997.
- 1.2 POWERS:** The CRA derives its powers from Chapter 163, Part III, Florida Statutes as amended and from other powers as delegated by the taxing authorities (Orange County and the Town of Eatonville) via Interlocal Agreements and/or Memorandums of Understandings.
- 1.3 PURPOSE:** The CRA was established to eliminate and prevent the development and spread of slum and blight as defined under Florida Statute Chapter 163, Part III.
- 1.4 CRA Plan and CRA District.** The CRA Plan can be amended from time to time by the Town Council at the recommendations of the Board of Directors and/or Executive Director. The purpose of the CRA Plan is to identify policies and actions to remedy the Conditions of Slum and Blight that have been determined to exist within the CRA District. The CRA District can only be amended at the recommendation of the Board of Directors to the Town Council. The CRA District consists of all the Town's boundaries.
- 1.5 DOCUMENTS AND OPERATIONS.** The Town Clerk shall be the custodian of all public records for the agency. All CRA records shall be made available for public inspection as provided by Florida Law. The CRA shall operate under the business hours of 9:00 A.M., to 5:00 P.M., Monday thru Friday except for holidays. The Executive Director may adjust office hours for special occasions and/or events as needed.

## ARTICLE II. CRA BOARD OF DIRECTORS

- 1.6 MEMBERS OF THE BOARD OF DIRECTORS.** Per the Interlocal Agreement established between the taxing authorities (Orange County and the Town of Eatonville) and the Agency consistent with Chapter 163 Part III of the Florida Statute, the membership must consist of the five (5) Town Council members plus two (2) members appointed by each taxing authority as long as the Town Council serve as members of the Board of Directors. The Town Council may elect to appoint an independent Board of Directors of at least (5) five members but no more than seven (7) to serve on the Board of Directors. If this method is chosen, then the membership must be consistent with Florida Statute Chapter 163 Part III with no appointments required by the taxing authorities as per the stated Interlocal Agreement. Board member shall serve without compensation but are entitled to reimbursement for actual expenses incurred in discharging their duties in accordance with agency and/or Town policies and allocated fiscal budget.
- 1.7 CHAIRMAN:** The Chair shall preside over all meetings and shall serve as the supervisor of the Executive Director. The Chair shall also execute all official documents of the agency when necessary or as authorized by the Board of Directors. The Chair does not have any Administrative duties unless there is an absence or vacancy of an Executive Director at which the Board of Directors must by Resolution authorize first and not to exceed a 30-day period. The Chair shall review with the Executive Director all agendas prior to presentation to the Board of Directors. The Chair may not interfere with the day to day operations of the agency (see Executive Director). The Town Council shall appoint a Chairman of the Agency for a period not to exceed their term of appointment or term of office if they are an elected official.
- 1.8 VICE CHAIRMAN:** Shall have all the duties of the Chairman in his/her absence. The Town Council shall appoint a Vice Chairman of the Agency for a period not to exceed their term of appointment or term of office if they are an elected official.
- 1.9 EXECUTIVE DIRECTOR:** The Executive Director shall serve as the Chief Executive Officer of the CRA. The Executive Director shall be in charge of all day to day operations of the agency consistent with CRA Policies and Procedures. The Executive Director shall supervise all employees, professional service providers, consultants and/or vendors of the agency. The Board of Directors must enter into an employment agreement with the Executive Director as negotiated by the agency and the Executive Director. The Executive Director has the authority to execute employment terms of all budgeted positions without the approval of the Board of Directors. The Executive Director shall adhere to all Florida Statutes and applicable provisions.

## **2.0 INTERLOCAL AGREEMENT AND MEMORANDUM OF UNDERSTANDING:**

The Agency shall have the authority to enter into long or short term with the Town of Eatonville for any reason deemed necessary for the efficient conduct of the agency and/or the Town. Memorandum of Understanding can be established to accomplish short-term redevelopment activities not contemplated by any Interlocal Agreement.

## **ARTICLE V MEETINGS:**

**2.1 REGULAR MEETING:** All regular meeting dates and times shall be approved and posted for the fiscal year by the Board of Directors prior to the last day of December of previous fiscal year. The CRA Advisory Board may adopt a monthly, quarterly semi-annual, or annual meeting schedule. All regular meetings must be held consistent with CRA policies and procedures along with Florida Statute.

**2.2 SPECIAL MEETINGS:** Special meetings may be called by the Chairman and/or Executive Director in accordance with the Florida Statute and CRA policies and procedures. All Special meetings must be held consistent with CRA policies and procedures along with Florida Statute.

**2.3 EMERGENCY MEETINGS:** For urgent matters requiring immediate Board of Directors action may be called by the Chairman, the Executive Director with a 24-hour notice or as soon as possible. Prior public notice shall not be required but shall be provided as soon as possible. All emergency meetings must be held consistent with CRA policies and procedures along with Florida Statute.

**2.4 QUORUM:** The presence of a majority of the Board of Directors shall constitute a quorum for meeting purpose.

**2.5 AGENDA:** The Executive Director shall prepare all meetings Agendas with review by the Chairman. The Agenda and Agenda Packet must be delivered to each member no later than two (2) days prior to meeting date. Agenda items requested by Board members must be in writing and presented to the Executive Director seven (7) days prior to such meeting scheduled.

## **ARTICLE VI FINANCIAL MANAGEMENT**

**2.6 FISCAL YEAR:** The CRA fiscal year shall begin on January 1<sup>st</sup> of each year.

**2.7 BUDGET:** The Executive Director must post on the CRA website the proposed fiscal budget by September 30 of each year. The Board of Directors must approve the final adopted fiscal budget no later than December 21<sup>st</sup> of each year.

**2.8 ACCOUNTING PRACTICES.** The CRA shall comply with the Florida Department of Financial Services uniform accounting practices and procedures for units of Local Government.

CRA Board of Directors must adopt the Town's Procurement Policy consistent with agency management structure.

**2.9 Supervision of Accounts.** The Executive Director shall be responsible for the internal supervision and control of the CRA accounts (Trust Fund).

**3.0 ANNUAL REPORT.** No later than March 31<sup>st</sup> of each year the CRA shall file with the Town Clerk and Orange County Government a report of its activities for preceding fiscal year. Additionally, all required reporting must file with all required state agencies.

**3.1 AUDIT:** All auditing services must be provided by an independent auditor/firm separate from each taxing authority. Such audit shall be provided to the Town of Eatonville as a supplemental audit to the Town's Audit report and consistent with the Town's state reporting requirements.

## **ARTICLE VIII CRA ADVISORY BOARD**

**3.2 ADVISORY BOARD.** The Board of Directors must appoint a CRA Advisory Board to work with the Executive Director on program implementation and execution of CRA Plan. CRA Advisory Board must consist of at least five (5) business owners located in the Town of Eatonville and two (2) citizens. The Executive Director shall make recommendation of each member to be confirmed by the Board of Directors.

## **ARTICLE IX AMENDMENT OF BYLAWS**

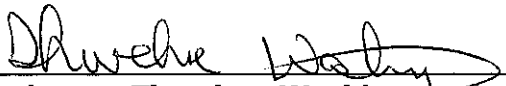
**3.3 AMENDMENTS.** Amendments to these bylaws shall require a majority vote of the Board of Directors and provided that such amendments do not violate Florida Law.

**SECTION TWO: CONFLICTS:** All Resolutions of the Town of Eatonville Community Redevelopment Agency or parts thereof in conflict with the provisions of this Resolution are to the extent of such conflict superseded and repealed.

**SECTION THREE: SEVERABILITY:** If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION FOUR: EFFECTIVE DATE:** This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 18<sup>th</sup> day of FEBRUARY 2020.

  
Chairman, Theodore Washington

ATTEST:

  
Cathlene Williams, Town Clerk

  
JAIMON PERRY, GENERAL COUNSEL



## TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY BYLAWS

### ARTICLE I – THE ORGANIZATION

- 1.1 **Name.** The name of this agency is the **Town of Eatonville Community Redevelopment Agency ("CRA")**, which was created by Resolution No. 97-23 adopted by the Town of Eatonville Council on December 16, 1997 and amended by Resolution No. XX-2016 on DATE. 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 **Town of Eatonville Community Redevelopment Area ("CRA Area")** as established by Resolution No. 97-23. Further, the **Council of the Town of Eatonville ("Town Council")** has designated a redevelopment areas that are funded by Tax Increment Financing (TIF) within the CRA Area. The redevelopment area has its own **Community Redevelopment Plan ("Plan")** which has been adopted and amended from time to time by the Town 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 Town as the **CRA Board ("Board")** designates.
- 1.5 **Documents.** The official set of CRA books and financial records shall be maintained in the Town of Eatonville's Financial Services Department. The official records, documents and minutes of the Board shall be maintained at the Town of Eatonville 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 Town of Eatonville shall apply to the CRA.

### ARTICLE II – CRA BOARD

- 2.1 **Members.** The Board shall consist of all members of the Town Council and two (2) appointed from the public by the Governing Body. The two (2) appointed members shall fill two seats for four (4) year terms. However, the initial term for seat one (1) shall be for a two (2) year term for the purpose of staggering the terms. Any person may be appointed to the Agency Board if he or she resides or is engaged in business, which means owning a business, practicing a profession, or performing a service for compensation, or serving as an officer or director of a corporation or other business entity so engaged, within the Town of Eatonville, and is otherwise eligible for such appointment under F.S. Part III, Chapter 163.
- 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 Town's reimbursement policies and the approved CRA budget.

### ARTICLE III – CRA OFFICERS AND STAFF

- 3.1 Chair.** The chair shall be elected by the Town Council during the month of December. The Chair shall preside at all CRA meetings, 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 Town Council during the month of December. In the absence of the Chair, the Vice-Chair shall exercise all functions of the Chair.
- 3.3 Executive Director.** The CRA shall appoint an Agency Executive Director to administer its business and operations, who shall be a member of the Florida Redevelopment Association.
- 3.3.1 General.** The Executive Director shall be the chief executive officer of the Agency.
- 3.3.2 Responsibility.** shall be responsible for carrying out the policies and procedures established by the CRA. The Executive Director shall have general supervision over, and be responsible for, the performance of the day-to-day operations of the CRA, execute all instruments in the name of the CRA, and shall have, at a minimum, quarterly meetings with the Chairman to discuss Agency administration and operations. The Executive Director shall hire and set compensation for necessary employees of the CRA, including contract employees. The Executive Director shall be responsible for preparing an annual budget, in conjunction with the Agency's financial staff, for the CRA's approval, and shall be otherwise responsible for the CRA fiscal operations. The Executive Director is empowered to execute employment agreements with such persons employed by the CRA within the pay ranges and benefits approved in the annual budget of the CRA. Nothing herein shall prohibit the CRA from using Town employees to provide services in accordance with an Inter-local agreement entered into by both parties. The Executive Director shall adhere to the applicable provisions of Florida Statutes Chapter 163, Part III.
- 3.4 General Counsel.** The CRA shall appoint General Counsel, 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. The CRA Attorney shall attend all meetings of the CRA and shall be responsible for the oversight of the CRA legal affairs.
- 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 Town cannot be compensated directly by the CRA, although the CRA may reimburse the Town for the cost of services provided by the officer pursuant to an Inter-local Agreement or Memorandum of Understanding between the Town and the CRA.



## ARTICLE IV – TOWN STAFF SUPPORT

- 4.1 Inter-local Agreement.** An Inter-local Agreement between the Town and the CRA shall provide for long term CRA use of Town staff deemed necessary to accomplish redevelopment activities in the CRA Area. The agreement shall describe the responsibilities of the Town 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 Town and the CRA shall provide for Town staff support to the CRA for such activities. The memorandum shall describe the scope of Town 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. The Board shall adopt a quarterly, semiannual, or annual schedule of its regular meetings. The Agency Board shall also adopt a regular meeting schedule for the Advisory Committee. The approved schedules will be submitted to the local Governing Body. The schedules shall include the date, time, and location of each scheduled meeting and will be posted at the Town Hall.
- 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, the Chair or the Executive Director 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 5.6.4 below.
- 5.3 Emergency Meetings.** For urgent matters requiring immediate Board action, emergency meetings may be called by the Chair, the Executive Director, 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 and/or the Executive Director.
  - 5.6.2 Board members desiring agenda items shall make the request to the Executive Director 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 five 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.

- 5.6.4 **Agenda rule.** Except in emergency situation affecting the public health, welfare or safety, no official action may be taken by The Board on any action item unless it appears on the CRA agenda.

## 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 Executive Director shall be responsible to assure that the CRA's annual budget is prepared and completed in time for inclusion within the Town's budget. The CRA Board shall adopt the budget by Resolution and recommend it to Town 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 Executive Director shall be responsible for the internal supervision and control of CRA accounts. Such oversight may be delegated to Town staff under an Inter-local Agreement.
- 6.5 Annual Report.** No later than March 31<sup>st</sup> of each year, the CRA shall file with the Town 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 Town Clerk and is available for inspection during business hours in the Town 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 Town'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 CRA and Town, adhering 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 supermajority of Board members shall be required to authorize the CRA to borrow money subject to Town 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 Town 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.

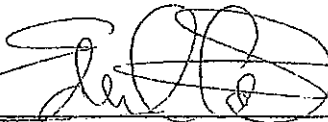
**ARTICLE VIII – ADVISORY COMMITTEES**

**7.1 Power to Create.** The CRA may, by resolution, create any committee or board to act in an advisory capacity Town to the CRA as shall be deemed necessary to carry out the functions, purposes and objectives of the CRA. The resolution shall provide for an effective date. Unless otherwise delegated, by resolution, the CRA shall appoint committee members. Advisory Committee members shall not be currently serving on any other Town committees or boards. The advisory committee shall be made up of individuals meeting or exceeding the following criteria:

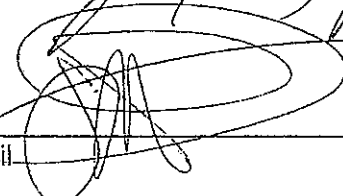
- a) Currently living within the town boundaries for a minimum of 5 consecutive years
- b) Homesteading in the town
- c) Working within the financial industry, accounting, banking
- d) Working within the real estate, housing, construction industry
- e) Business owner within the town boundaries
- f) Representative from major area employer
- g) Representative selected by CRA Board of Directors

**ARTICLE IX-- AMENDMENT OF BYLAWS**

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

 6/18/17  
Eddie Cole  
Chair Date

   
James Benderson  
Executive Director Date

 7-21-17  
Greg Jackson  
General Council Date

 6/18/17  
Cathy Williams  
Town Clerk Date

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## ***ARTICLE IV. COMMUNITY REDEVELOPMENT AGENCY<sup>1</sup>***

### ***DIVISION 1. GENERALLY***

#### **Sec. 18-133. Authority.**

This article is enacted pursuant to F.S. § 163.387 and other applicable provisions of law.

(Ord. No. 97-08, § 1, 12-16-1997)

#### **Sec. 18-134. Findings.**

(a) It is hereby found and determined as follows:

- (1) On December 16, 1997 the town council adopted a resolution by which it found that within certain areas of the proposed redevelopment area, are impacted by inadequate roadway and public transportation, deterioration of site and other improvements, a diversity of ownership and faulty lot layout which substantially impair or arrest the sound growth of the municipality constituting a menace to the public health, safety, moral of the residents therein all as more particularly described in such resolution (the "redevelopment area") that the rehabilitation, conservation and redevelopment of the redevelopment area is necessary in the interest of the public health, safety, morals and welfare of the residents of the town to eliminate, remedy and prevent conditions of slum and blight; that the redevelopment area is appropriate for community redevelopment; and that there exists the need for a community redevelopment agency to function in the town to carry out the community redevelopment purposes pursuant to F.S. ch. 163, part III, (the "Act"). Such resolution also designated the redevelopment, and created the community redevelopment agency (the "agency").
- (2) The town council by resolution duly adopted on December 16, 1997, approved a community redevelopment agency with respect to the redevelopment of the redevelopment agency.

(b) There has been created and established a community redevelopment agency of the town pursuant to the F.S. § 163.387, and notwithstanding this article or Ordinance No. 2002-15, such agency has been and will continue to be in continuous existence as a body politic and corporate of the state and a legal entity, separate, distinct, and independent from the town council as provided in F.S. § 163.357(1)(b).

(Ord. No. 97-08, § 2, 12-16-1997; Ord. No. 2003-4, § 3, 6-3-2003)

#### **Secs. 18-135—18-151. Reserved.**

### ***DIVISION 2. REDEVELOPMENT TRUST FUND***

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<sup>1</sup>State law reference(s)—Community redevelopment, F.S. § 163.330 et seq.

**Sec. 18-152. Establishment.**

In accordance with F.S. § 163.387, there is hereby established a redevelopment trust fund (the "trust fund") for the community redevelopment agency. Funds allocated to and deposited into this fund shall be used by the community redevelopment agency to finance or refinance any community redevelopment the community redevelopment agency undertakes in the redevelopment area pursuant to F.S. § 163.387 et seq. and the approved community redevelopment plan, and when directly related to the financing or refinancing of redevelopment in the redevelopment area, may be expended for any purpose authorized by F.S. § 163.387 et seq.

(Ord. No. 97-08, § 3, 12-16-1997)

**Sec. 18-153. Funding—Amount.**

The annual funding of the redevelopment trust fund shall be in an amount not less than that increment in the income, proceeds, revenues and funds of each taxing authority. Such increment shall be determined annually and shall be that amount equal to 95 percent of the difference between:

- (1) The amount of ad valorem taxes levied each year by each taxing authority, exclusive of any amount from any debt service mileage, on taxable real property contained within the geographical boundaries of the redevelopment area; and
- (2) The amount of ad valorem taxes which would have been produced by the rate upon which the tax is levied each year by or for each taxing authority, exclusive of any amount from any debt service mileage, upon the total of the assessed value of the taxable real property in the redevelopment area as shown upon the most recent assessment roll used in connection with the taxation of such property by each taxing authority prior to the effective date of the ordinance from which this article is derived.

(Ord. No. 97-08, § 4, 12-16-1997)

**Sec. 18-154. Same—Governing body obligation.**

The obligation of the governing body to fund the redevelopment trust fund annually shall continue until all loans, advances and indebtedness, if any, and interest thereon of the community redevelopment agency incurred as a result of community redevelopment in the redevelopment area, have been paid. So long as its obligation to fund the redevelopment trust fund continues, the governing body shall take all necessary action to enforce the performance of the obligation of each taxing authority to make the annual appropriations; required by F.S. § 163.387 et seq.; provided, however, the obligation of the governing body to fund the redevelopment trust fund shall not be construed to make the town a guarantor of the obligations of other taxing authorities under this article; or F.S. § 163.387 et seq.; nor shall it be construed to require the exercise of the taxing power of the town or the payment of the redevelopment trust fund from any other funds of the town, except the incremental revenue described in section 18-153.

(Ord. No. 97-08, § 4, 12-16-1997)

**Sec. 18-155. Same—Town may deposit other available funds.**

The town may, at its discretion, deposit such other legally available funds into the redevelopment trust fund as may be described by resolutions adopted on or after the effective date of the ordinance from which this article is derived.

(Ord. No. 97-08, § 4, 12-16-1997)

**Sec. 18-156. Same—Use of remaining funds after payment of expenses.**

On the last day of the fiscal year of the community redevelopment agency, any money which remains in the trust fund after the payment of expenses pursuant to F.S. § 163.387(6), for such year shall be:

- (1) Returned to each taxing authority which paid the increment, in the proportion that the amount of the payment of such taxing authority bears to the total amount paid into the redevelopment trust fund by all taxing authorities with respect to the redevelopment area for that year;
- (2) Used to reduce the amount of any indebtedness to which increment revenues are pledged;
- (3) Deposited into an escrow account for the purpose of later reducing any indebtedness to which increment revenues are pledged; or
- (4) Appropriated to a specific redevelopment project pursuant to the approved redevelopment plan which project will be completed within three years from the date of such appropriation.

(Ord. No. 97-08, § 4, 12-16-1997)

**Sec. 18-157. Audit.**

The community redevelopment agency shall cause to be prepared by an independent certified public accountant, an audit of the redevelopment trust fund for each fiscal year, all as more particularly described in F.S. § 163.387(8); and shall provide a copy of the same to each taxing authority.

(Ord. No. 97-08, § 5, 12-16-1997)

**Secs. 18-158—18-182. Reserved.**



**HISTORIC TOWN OF EATONVILLE, FLORIDA**

**REGULAR CRA MEETING**

**JANUARY 19, 2023 AT 06:30 PM**

**Cover Sheet**

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

<b>ITEM TITLE:</b>		Discuss Updates on the TOECRA Financials/Budget
<b>COMMUNITY REDEVELOPMENT ACTION:</b>		
<b>CRA DECISION</b>		<b>Department:</b> LEGISLATIVE
<b>CONSENT AGENDA</b>		
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>	YES	

**REQUEST:** To discuss Updates on the TOECRA Financials/Budget

**SUMMARY:** The TOECRA Board of Directors of the TOECRA desires to have a full accounting of the financial actions taken by or on behalf of the TOECRA from month to month in order to make proper financial decisions for the Agency. On October 18, 2022, the TOECRA adopted Resolution CRA-R-2022-22 directing the Executive Director or appointed staff to provide financial statements, as well as checks and bank statement at each and every TOECRA regular meeting.

**RECOMMENDATION:** For Board of Directors to discuss Updates on the TOECRA Financials/Budget

**FISCAL & EFFICIENCY DATA:** N/A

DEPARTMENT ACCOUNT NAME  CRA REVENUE	ACCOUNT NUMBER	FISCAL YR 2023 PROPOSED BUDGET	FISCAL YR 2023 APPROVED BUDGET
AD VALOREM TAXES			
Ad Valorem Taxes - Orange County	303-311.1000	150,000.00	150,000.00
TIF - Town of Eatonville	303-319.0000	200,000.00	200,000.00
OTHER FINANCING SOURCES & USES			
Received from GF - Administration Svcs	303-341.9000		
DUE TO CRA FROM TOE GF		322,000.00	
CRA Balance Forward		600,000.00	
Interest Earnings	303-361.0000		
TOTAL CRA REVENUES		1,272,000.00	350,000.00
CRA - 303-515			
EXPENDITURES			
PERSONAL SERVICES			
Salaries & Wages - Regular (FT)	303-0515-515.1200	141,343.00	92,000.00
CRA Executive Director		81,343.00	56,000.00
CRA Admin Asst		40,000.00	18,000.00
CRA Fiscal Coordinator		20,000.00	18,000.00
TOTAL SALARIES & WAGES		141,343.00	92,000.00
FRINGE BENEFITS			
FICA Taxes - 7.65%	303-0515-515.2100	13,108.00	13,108.00
Retirement 5% (ED 10% per contract 2022)	303-0515-515.2200	7,068.00	7,068.00
Health/Life Insurance	303-0515-515.2300	16,000.00	16,000.00
Unemployment Compensation	303-0515-515.2500		
Workers' Compensation	303-0515-515.2400		
TOTAL FRINGE BENEFITS		36,176.00	36,176.00
TOTAL PERSONAL SERVICES		177,519.00	128,176.00
OPERATING SERVICES			
Professional Services	303-0515-515.3100	200,000.00	50,000.00
Contractual Services	303-0515-515.3400	50,000.00	1,000.00
Accounting & Auditing	303-0515-515.3200	10,000.00	10,000.00
Rental Leases	303-0515-515.4400	20,000.00	10,000.00
Gas & Oil	303-0515-515.5290	3,000.00	3,000.00
Travel & Per Diem	303-0515-515.4000	7,500.00	3,750.00
Communication Services	303-0515-515.4100	3,000.00	3,000.00
Mail & Freight	303-0515-515.4200	2,000.00	2,000.00
Utility Services	303-0515-515.4300	7,340.00	3,670.00
Insurance	303-0515-515.4500	40,000.00	40,000.00
Bldg. Repair & Maintenance	303-0515-515.4611	10,000.00	10,000.00
Printing & Binding	303-0515-515.4700	1,000.00	1,000.00
Promotional Activities	303-0515-515.4800	2,500.00	2,500.00



Legal Ads	303-0515-515.4900	1,000.00	1,000.00
Office Supplies	303-0515-515.5100	3,000.00	3,000.00
Operating Supplies	303-0515-515.5210	1,000.00	1,000.00
Books, Publications, Subscriptions	303-0515-515.5400	7,000.00	1,000.00
Contingency	303-0515-515.5800	322,200.00	0.00
Msc. Expenses	303-0515-515.5900	3,000.00	0.00
TOTAL OPERATING EXPENSES		693,540.00	145,920.00
CAPITAL OUTLAYS			
BOD Project / Loan Reserves / Acquisitions	303-0515-515.6202	259,798.00	
Mainstreet Program	303-0515-515.6400		
Programming & Grants			
PEC			
Other			
TOTAL CAPITAL OUTLAYS		259,798.00	0.00
TOTAL CRA EXPENDITURES		1,130,857.00	274,096.00

Run: 1/11/23  
6:13PM

Section V. Item #4.

**TOWN OF EATONVILLE**

**Check Register**

Check Dates 12/01/22 thru 12/30/22, Cash Account 001-101.0100 only, Excluding Voided and Reconciled Checks

Number	Date	Amount	Vendor	Payee	Voided
44331	12/16/22	57.58	3-D TIRE	3-D TIRE	
44326	12/09/22	20.80	ADAMSD	DAMARIS ADAMS	
44360	12/21/22	527.21	ADTSEC	ADT SECURITY SERVICES	
44332	12/16/22	235.50	AMERICAL	AMERICAN LOCK & DOOR SPECIALISTS	
44374	12/22/22	200.50	ANSWER	ANSWERING 3635	
44310	12/08/22	264.05	ANSWER	ANSWERING 3635	
44333	12/16/22	73.30	ARAMARK	ARAMARK	
44311	12/08/22	36.65	ARAMARK	ARAMARK	
44353	12/16/22	1,632.16	BANCORP	THE BANCORP BANK	
44377	12/22/22	100.00	BLACKMARROBERT	BLACKMAN	
44365	12/21/22	2,153.85	BONDN	NICOLE BOND	
44328	12/09/22	1,723.52	BONDN	NICOLE BOND	
44335	12/16/22	280.00	CENTRA C	CENTRA CARE FL HOSPITAL	
44336	12/16/22	477.27	CENTURY3	CENTURYLINK	
44312	12/08/22	1,736.60	CPHENG	CPH ENGINEERS, INC.	
44334	12/16/22	2,500.00	CRI	C.A.R.R. RIGGS & INGRAM	
44313	12/08/22	27.45	CUL1	CULLIGAN OF FLA. INC.	
44337	12/16/22	102.68	DANASAFEDANA	SAFETY SUPPLY	
44338	12/16/22	696.32	DMS1	DMS TELECOMMUNICATIONS	
44358	12/16/22	220.89	DUKE	DUKE ENERGY	
44339	12/16/22	1,667.88	DUKE	DUKE ENERGY	
44314	12/08/22	6,185.55	DUKE	DUKE ENERGY	
44373	12/21/22	948,489.91	ECRA	EATONVILLE COMMUNITY REDEVELOPMEN	
44340	12/16/22	350.00	EDMU	EDMUND S. BARLETT, PH.D.	
44327	12/09/22	378.00	FALC	EVELYN FALCO	
44361	12/21/22	1,015.00	FALC	EVELYN FALCO	
44362	12/21/22	200.00	FLORIDDO	Florida Dept. of Economic Opportunity	
44363	12/21/22	125.00	GARCIAME	GARCIA MEDIA GROUP	
44375	12/22/22	290.00	GRAPHICM	GRAPHIC MARKETING, INC.	
44315	12/08/22	571.00	HANDYCON	HANDYMAN CONNECTION	
44364	12/21/22	337.98	HOM	HOME DEPOT CREDIT SERVICES	
44342	12/16/22	243.81	HOM	HOME DEPOT CREDIT SERVICES	
44316	12/08/22	71.12	HOM	HOME DEPOT CREDIT SERVICES	
44341	12/16/22	2,775.00	JACKSONGG	GREGORY JACKSON, ESQ.	
44344	12/16/22	372.62	JOHNCTL	JOHNSON CONTROLS SECURITY SOLUTION	
44376	12/22/22	840.00	LINOAUTO	LINO AUTO REPAIR INC	
44345	12/16/22	375.00	LINOAUTO	LINO AUTO REPAIR INC	
44309	12/06/22	1,857.00	MILESTON	MILESTONE REPORTING CO.	
44346	12/16/22	333.25	NAPA AUT	NAPA AUTO	
44347	12/16/22	972.57	O'REILLY	O' REILLY	
44317	12/08/22	585.44	O'REILLY	O' REILLY	
44366	12/21/22	148.99	OFF1	OFFICE DEPOT, INC.	
44318	12/08/22	742.52	OFF1	OFFICE DEPOT, INC.	
44348	12/16/22	6,475.00	PLAN	PLAN ACTIVE STUDIO	
44350	12/16/22	89.92	READY	Ready Refresh by Nestle	
44319	12/08/22	283.00	RINALDI	RINALDI'S AIR CONDITIONING	
44349	12/16/22	90.00	RPM	RPM-RAPID PRINTING & MORE INC.	
44320	12/08/22	90.00	RPM	RPM-RAPID PRINTING & MORE INC.	
44351	12/16/22	105.00	SAFESHIE	SAFE SHIELD ARMOR	

Run: 1/11/23  
6:13PM

Section V. Item #4.

**TOWN OF EATONVILLE**

**Check Register**

Check Dates 12/01/22 thru 12/30/22, Cash Account 001-101.0100 only, Excluding Voided and Reconciled Checks

Number	Date	Amount	Vendor	Payee	Voided
44321	12/08/22	83.43	SEMINOL	SEMINOLE OFFICE SOLUTIONS	
44322	12/08/22	172.50	SEMINOLE	SEMINOLE SAFTY SYSTEMS, INC	
44329	12/09/22	12,916.46	SHEPARD	SHEPARD, SMITH, KOHLMYER & HAND, PA	
44368	12/21/22	1,048.45	SPECTRU	Spectrum Enterprise <i>only \$361.90 is CRA</i>	
44352	12/16/22	154.00	SPECTRU	Spectrum Enterprise	
44323	12/08/22	1,142.00	SUNSHINA	SUNSHINE AGGREGRATES, LLC	
44354	12/16/22	2,405.95	TOSH CRA	TOSHIBA BUSINESS SOLUTIONS	
44369	12/21/22	139.34	TOSH CRA	TOSHIBA BUSINESS SOLUTIONS	
44355	12/16/22	339.51	TOSHIBA	TOSHIBA BUSINESS SOLUTIONS, USA	
44324	12/08/22	540.99	TOSHIBA	TOSHIBA BUSINESS SOLUTIONS, USA	
44371	12/21/22	125.27	TOWN	TOWN OF EATONVILLE	
44359	12/16/22	87.26	TOWN	TOWN OF EATONVILLE	
44370	12/21/22	1,466.80	TOWN	TOWN OF EATONVILLE	
44356	12/16/22	169.99	TRA	TRAIL SAW MOWER	
44357	12/16/22	1,741.93	TRIB	TRIBUNE	
44325	12/08/22	899.22	VERIZON	VERIZON WIRELESS	
44330	12/09/22	3,361.89	WEX	WEX BANK	
Total Printed			66	Checks	1,015,921.88



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

**JANUARY 19, 2023 AT 06:30 PM**

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

#### **ITEM TITLE:**

Discuss TOECRA Records and Location

#### **COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department:</b> LEGISLATIVE
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>	YES	

**REQUEST:** To discuss TOECRA Records and Location

**SUMMARY:** Records retention describes the methods and practices an organization will use to safeguard important records and maintain them for the required period of time until they need to be stored, redirected, or otherwise disposed of. It is important that records for the TOECRA are managed, filed properly, and available for accessibility when needed and requested through the Board of Directors and the public through a public record request.

Discussion of the TOECRA records and location is needed to determine the best practices to incorporate while managing current records, recovering other records as part of the retention records for the TOECRA.

**RECOMMENDATION:** For Board of Directors to discuss TOECRA Records and Location

**FISCAL & EFFICIENCY DATA:** N/A





# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

**JANUARY 19, 2023 AT 06:30 PM**

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

#### **ITEM TITLE:**

Discuss TOECRA Emails

#### **COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department:</b> LEGISLATIVE
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>CRA Email Log</li> </ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>	YES	

**REQUEST:** To discuss TOECRA Emails

**SUMMARY:** Assigned TOECRA emails are used to receive and connect with transactions that are specific to public business and is considered a public record regardless of whether it is created or stored on a public or a private computer, mobile device, or email system. All TOECRA emails that relates to the public business of the TOECRA a public record even if it is sent from a home computer or made on a personal email account from any device; this is true whether the email is sent or received by any public employee, or any elected or appointed public official.

Several requests have been made by TOECRA Board Members requesting access to emails use by former TOECRA representatives. To date, access has not been provided. The requested emails are needed to obtain pertinent information required for conducting the business affairs of the TOECRA pertaining to past, current, and future matters that are pending follow up, closeout, and further consideration.

**RECOMMENDATION:** For Board of Directors to discuss TOECRA Emails

**FISCAL & EFFICIENCY DATA:** N/A

Date	Event	Description	Actor	IP address
2023-01-10T15:40:40-05:00	Audit and Investigation Query Export	Exported results from ADMIN LOG EVENTS query: (empty)	mjohnson@eatonvillecra.org	2603:9001:640b:a300:6d67:8c78:37b4:754a
2023-01-10T15:33:27-05:00	Audit and Investigation Query	Performed query for ADMIN LOG EVENTS data: (empty)	mjohnson@eatonvillecra.org	2603:9001:640b:a300:6d67:8c78:37b4:754a
2023-01-10T15:33:09-05:00	Audit and Investigation Query	Performed query for DEVICE LOG EVENTS data: (empty)	mjohnson@eatonvillecra.org	2603:9001:640b:a300:6d67:8c78:37b4:754a
2023-01-10T15:32:43-05:00	Audit and Investigation Query	Performed query for CALENDAR LOG EVENTS data: (empty)	mjohnson@eatonvillecra.org	2603:9001:640b:a300:6d67:8c78:37b4:754a
2023-01-10T15:23:41-05:00	Audit and Investigation Query	Performed query for ADMIN LOG EVENTS data: (empty)	mjohnson@eatonvillecra.org	2603:9001:640b:a300:6d67:8c78:37b4:754a
2023-01-10T15:21:58-05:00	Email Log Search	An email log search is performed for logs from 2022/12/12 05:00:00 UTC to 2023/01/11 05:00:00 UTC with a sender of [], a recipient of [support@eatonvillecra.org], and an email message id of [] (email_log_search_smtp_sender_ip: {}, email_log_search_smtp_recipient_ip: {})	mjohnson@eatonvillecra.org	2603:9001:640b:a300:6d67:8c78:37b4:754a
2023-01-10T15:20:53-05:00	Email Log Search	An email log search is performed for logs from 2022/12/12 05:00:00 UTC to 2023/01/11 05:00:00 UTC with a sender of [support@eatonvillecra.org], a recipient of [], and an email message id of [] (email_log_search_smtp_sender_ip: {}, email_log_search_smtp_recipient_ip: {})	mjohnson@eatonvillecra.org	2603:9001:640b:a300:6d67:8c78:37b4:754a
2023-01-10T15:20:40-05:00	Email Log Search	An email log search is performed for logs from 2022/12/12 05:00:00 UTC to 2022/12/13 05:00:00 UTC with a sender of [support@eatonvillecra.org], a recipient of [], and an email message id of [] (email_log_search_smtp_sender_ip: {}, email_log_search_smtp_recipient_ip: {})	mjohnson@eatonvillecra.org	2603:9001:640b:a300:6d67:8c78:37b4:754a
2023-01-10T15:20:01-05:00	Email Log Search	An email log search is performed for logs from 2022/12/12 05:00:00 UTC to 2022/12/13 05:00:00 UTC with a sender of [mjohnson@eatonvillecra.org], a recipient of [], and an email message id of [] (email_log_search_smtp_sender_ip: {}, email_log_search_smtp_recipient_ip: {})	mjohnson@eatonvillecra.org	2603:9001:640b:a300:6d67:8c78:37b4:754a
2023-01-10T15:17:16-05:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	2603:9001:640b:a300:6d67:8c78:37b4:754a
2022-12-21T15:09:30-05:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	24.73.235.2
2022-12-21T15:08:52-05:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	24.73.235.2
2022-12-21T15:06:48-05:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	24.73.235.2
2022-12-21T14:43:33-05:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	24.73.235.2
2022-12-21T14:42:50-05:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	24.73.235.2
2022-12-21T14:41:49-05:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	24.73.235.2
2022-12-21T14:37:08-05:00	Admin Privileges Grant	Admin privileges granted to support@eatonvillecra.org	mjohnson@eatonvillecra.org	2603:9000:7500:1d49:98fb:ed4:325c:4950
2022-12-21T14:34:51-05:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	2603:9000:7500:1d49:98fb:ed4:325c:4950
2022-12-21T12:43:28-05:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	2603:9000:7500:1d49:e912:4b12:96ec:c8a6
2022-12-21T12:38:56-05:00	User List Download	User list was downloaded as a CSV file	mjohnson@eatonvillecra.org	2603:9000:7500:1d49:e912:4b12:96ec:c8a6
2022-12-21T12:33:28-05:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	2603:9000:7500:1d49:e912:4b12:96ec:c8a6
2022-12-13T13:59:22-05:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	2603:9000:7500:1d49:3dfe:349f:30a2:7818
2022-11-04T12:31:29-04:00	Password Change	Password changed for support@eatonvillecra.org	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:30:12-04:00	First Name Change	First name of support@eatonvillecra.org changed from Eatonville to Angie	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:30:12-04:00	Last Name Change	Last name of support@eatonvillecra.org changed from Cra to Gardner	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:25:42-04:00	Password Change	Password changed for support@eatonvillecra.org	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:25:42-04:00	Password Change on Next Login	Password change requirement for support@eatonvillecra.org on next login changed from false to true	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:23:24-04:00	User License Revoke	A license for Google Workspace product and Google Workspace Business Starter sku was revoked from user bclarke@eatonvillecra.org	Google System	
2022-11-04T12:23:23-04:00	User License Revoke	A license for Google Workspace product and Google Workspace Business Starter sku was revoked from user awilson@eatonvillecra.org	Google System	
2022-11-04T12:23:23-04:00	User Deletion	bclarke@eatonvillecra.org deleted	mjohnson@eatonvillecra.org	2002:a05:660c:2a0a::
2022-11-04T12:23:23-04:00	User Deletion	awilson@eatonvillecra.org deleted	mjohnson@eatonvillecra.org	2002:ac8:7fc7::
2022-11-04T12:23:19-04:00	Data Transfer Request Created	Data transfer request created from awilson@eatonvillecra.org to mjohnson@eatonvillecra.org for apps Drive and Docs[include private data],Calendar[release calendar resources],Currents,Google Data Studio[include private data]	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:23:19-04:00	Data Transfer Request Created	Data transfer request created from bclarke@eatonvillecra.org to mjohnson@eatonvillecra.org for apps Drive and Docs[include private data],Calendar[release calendar resources],Currents,Google Data Studio[include private data]	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:23:19-04:00	User Suspension	awilson@eatonvillecra.org suspended	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:23:19-04:00	User Suspension	bclarke@eatonvillecra.org suspended	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:19:23-04:00	User License Assignment	A license for Google Workspace product and Google Workspace Business Starter sku was assigned to the user nbonds@eatonvillecra.org	Google System	
2022-11-04T12:19:22-04:00	User Creation	nbonds@eatonvillecra.org created	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:13:44-04:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:08:47-04:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	24.73.235.2
2022-11-04T12:07:56-04:00	Alert Center Viewed	Alert center details of alert 3d80d9d8-2dc3-4bd0-aed9-7f82d4fc8665 viewed	mjohnson@eatonvillecra.org	24.73.235.2
2022-07-29T05:08:14-04:00	User License Revoke	A license for Google Workspace product and G Suite Basic sku was revoked from user dwashington@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Revoke	A license for Google Workspace product and G Suite Basic sku was revoked from user bclarke@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Revoke	A license for Google Workspace product and G Suite Basic sku was revoked from user pbradshaw@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Assignment	A license for Google Workspace product and Google Workspace Business Starter sku was assigned to the user dwashington@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Assignment	A license for Google Workspace product and Google Workspace Business Starter sku was assigned to the user awilson@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Assignment	A license for Google Workspace product and Google Workspace Business Starter sku was assigned to the user jrobinson@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Assignment	A license for Google Workspace product and Google Workspace Business Starter sku was assigned to the user support@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Assignment	A license for Google Workspace product and Google Workspace Business Starter sku was assigned to the user mjohnson@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Assignment	A license for Google Workspace product and Google Workspace Business Starter sku was assigned to the user pbradshaw@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Assignment	A license for Google Workspace product and Google Workspace Business Starter sku was assigned to the user bclarke@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Revoke	A license for Google Workspace product and G Suite Basic sku was revoked from user support@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Revoke	A license for Google Workspace product and G Suite Basic sku was revoked from user jrobinson@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Revoke	A license for Google Workspace product and G Suite Basic sku was revoked from user awilson@eatonvillecra.org	Google System	
2022-07-29T05:08:14-04:00	User License Revoke	A license for Google Workspace product and G Suite Basic sku was revoked from user mjohnson@eatonvillecra.org	Google System	



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

**JANUARY 19, 2023 AT 06:30 PM**

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

#### **ITEM TITLE:**

Discuss TOECRA Inventory List

#### **COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department:</b> LEGISLATIVE
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>	YES	

**REQUEST:** To discuss TOECRA Inventory List

**SUMMARY:** The TOECRA should have a completed updated inventory; or should take the necessary steps in establishing an accurate inventory list. The TOECRA inventory list should be a complete, itemized list of every product (supplies)/equipment that the agency has in inventory/on record. The TOECRA establishing and managing an adequate inventory will show a full account of exactly what is available for use as well as to what is needed for replacement, repair, and for accountability.

**RECOMMENDATION:** For Board of Directors to discuss TOECRA Inventory List

**FISCAL & EFFICIENCY DATA:** N/A