



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR COUNCIL MEETING AGENDA

Tuesday, March 04, 2025, at 7:30 PM  
Town Hall - 307 E Kennedy Blvd

Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

- I. CALL TO ORDER AND VERIFICATION OF QUORUM
- II. INVOCATION AND PLEDGE OF ALLEGIANCE
- III. APPROVAL OF THE AGENDA
- IV. PRESENTATIONS AND RECOGNITION
  - A. Presentation – Help CDC (Administration)
- V. CITIZEN PARTICIPATION (Three minutes strictly enforced)
- VI. PUBLIC HEARING
  - B. First Reading of Ordinance 2025-2 Designation of an Official Town Seal for the Town of Eatonville. (Administration)
- VII. CONSENT AGENDA
  1. Approval of Town Council Meeting Minutes 2-18-25 (Clerk Office)
  2. Approval of Award To Waste Pro For Solid Waste Collection (Administration)
  3. Approval of Consultant Agreement To Prepare Facilities Plan and Survey (Public Works)
  4. Approval of Selection for Architectural and Engineering Consultant for the Jerry Park Police Substation and Community Room (Public Works)
  5. Approval of Award to Proposal to Provide a Stormwater Utility Revenue Sufficiency Study for the Town of Eatonville (Administration)
  6. Approval of Resolution 2025-4 the Town of Eatonville CDBG 504 ADA Plan Policies (Finance - Grant)
- VIII. COUNCIL DECISIONS *\*\*Items May Be Moved From Consent Agenda To Council Decisions\*\**
- IX. REPORTS
  - CHIEF ADMINISTRATIVE OFFICER’S REPORT
  - TOWN ATTORNEY’S REPORT
  - TOWN COUNCIL REPORT/DISCUSSION ITEMS
  - MAYOR’S REPORT
- X. 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

## TOWN COUNCIL MEETING

### MARCH 4, 2025, AT 7:30 PM

### Cover Sheet

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

**ITEM TITLE:** Presentation – Help CDC (Administration)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>	YES	<b>Department:</b> ADMINISTRATION
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b> - Presentation - Q&A
<b>CONSENT AGENDA</b>		
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** Request is for the council to hear a presentation by Help CDC on the \$1 million grant opportunity through the Home Repair Assistance Program.

**SUMMARY:** The Help CDC in collaboration with Rebuilding Together Central Florida and BankUnited, is pursuing a \$1 million grant opportunity through the Home Repair Assistance Program. This initiative aims to improve housing conditions, increase safety, and enhance property values within the Eatonville community. This effort aligns with the town’s goals of community revitalization and resident well-being.

Help CDC will present vital information about the program’s objectives, anticipated impact, and explore ways the Town of Eatonville can support this endeavor. The presenter is Mrs. Nicole Oriol.

Nicole Oriol, Executive Director, MBA  
Phone: (407) 628-4832 ext. 100400  
Fax: (321) 710-0470  
63 E. Kennedy Blvd. Suite 100B | Eatonville, FL 32751  
<https://helpcdc.org/>

**RECOMMENDATION:** Recommend that the council hear a presentation by Help CDC on the \$1 million grant opportunity through the Home Repair Assistance Program.

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

# Eatonville Home Repair Assistance Program

Section IV. Item #A.



**Gathering  
Information for a  
\$1 Million Grant  
Opportunity**





# Who We Are



BEFORE



AFTER



H.E.L.P. CDC:

A HUD-approved agency providing housing counseling, financial education, and community development services since 2005.


Rebuilding Together Central Florida:  
A nonprofit that provides free critical home repair and rehab services to low-income homeowners. We are dedicated to repairing homes, revitalizing communities, and rebuilding lives.



# Summary



**H.E.L.P. CDC, in partnership with Rebuilding Together Central Florida and Bank United , is applying for a \$1 million grant to repair and improve homes in the community.**

 Why We Need Your Help - We need to show the need for home repairs in Eatonville. We are working to secure \$1 million in funding to assist Eatonville homeowners with essential home repairs.

- By filling out our Homeowner Application Form, you help us:
- ✓ Identify the most common home repair needs
- ✓ Plan how to best use the grant funding
- ✓ Strengthen our case for future funding opportunities

***This form helps us gather important information to shape the program and bring more resources to Eatonville homeowners.***

# The Grant

A grant is free money that does not have to be paid back, if requirements are met.

This funding will help improve housing conditions, increase safety, and enhance property value in the community.

FHLBank Atlanta is a cooperative bank that offers competitively priced financing, community development grants, and other banking services to help member financial institutions make affordable home mortgages and provide economic development credit to neighborhoods and communities. They contribute 10 percent of their annual net income to the Affordable Housing Program. These funds have helped construct or preserve more than 173,000 affordable housing units in the Southeast and have contributed to job growth throughout the region.

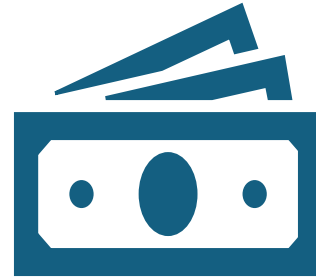


# Who Is Eligible?

To qualify for this home repair grant, you must:



- 1) Be a homeowner in Eatonville



- 2) Meet income guidelines



- 3) Have a home in need of essential repairs

***Additional requirements may apply,  
and more details will be shared as  
the program develops.***



## How It Works

Follow these six steps for home repair assistance. Each step ensures we accurately assess your needs and provide the right solutions.

- 1 Review Eligibility**  
Make sure you meet the requirements listed above before applying.
- 2 Submit an Application**  
Complete our online form (may take up to one hour). You'll also upload any required documents and do a brief self-assessment of your home's condition.
- 3 Intake Call**  
We'll contact you to confirm details and request any missing paperwork.
- 4 Home Accessment**  
Once documentation is received, we'll schedule a visit to conduct a Safe & Healthy Home inspection.
- 5 Approval**  
Our team reviews your application and assessment. You'll be notified if your home is approved for repairs.
- 6 Repairs Begin**  
You'll sign an agreement outlining the scope of work—then construction starts!



# Success Stories: Home Transformations

Section IV. Item #A.



Helping Two Seniors in the Community

# Step 1: Homeowner Application

The **first step** in bringing home repair funding to Eatonville is collecting information from homeowners.

 Sign up **by filling out the Homeowner Application!**

This helps us understand what repairs are needed and shows the demand for funding in the community.

◆ **Scan the QR Code to Apply!**

Your input makes a difference—help us rebuild Eatonville together!

**Need Help Applying?**

**You can visit the H.E.L.P. CDC office for assistance.**

**63 E. Kennedy Blvd., Eatonville, FL 32751**



**SCAN**  
*Here*  
**TO APPLY**





**HELP Community  
Development Corporation**

**Address: 63 E. Kennedy Blvd.  
Suite 100B, Eatonville, FL 32751  
Phone: (407) 628-4832  
Website: <https://helpcdc.org/>**



**Rebuilding Together  
Central Florida**

**Address: 126 E. Colonial Dr.,  
Orlando, FL 32801  
Phone: (407) 898-3777  
Website: [www.rtcfl.org](http://www.rtcfl.org)**



**BankUnited**

**Website: [www.bankunited.com](http://www.bankunited.com)**



# Frequently Asked Questions

Section IV. Item #A.

## 1) What is the program?

H.E.L.P. CDC and Rebuilding Together Central Florida are teaming with BankUnited to apply for a \$1 million grant to rehabilitate 25 homes in the City of Eatonville. A grant is free money that is used for a specific purpose, in this case, to rehab homes in Eatonville.

## 2) Who is eligible?

Eligible homeowners must be 80% of the Area Median Income (AMI), live in the home, be current on their mortgage or have paid it off, own no other properties, and be located within the city limits. Other requirements may apply.

## 3) Who is Rebuilding Together Central Florida?

Rebuilding Together Central Florida (RTCFL) provides free critical home repairs for neighbors in need. Our top priority is keeping our neighbors stably housed in safe, healthy, and affordable homes for years to come. We use licensed, insured contractors to complete all the work.

## 4) What kind of work will be completed?

We will focus on items that increase the safety of the home, starting with ensuring the envelope of the home is secure (no rain, wind, or critters can get inside). We replace roofs, update HVAC systems, remove mold, convert tubs to showers, and install grab bars, among many other things!

## 5) What happens if we don't get the grant money?

All applicants will stay in the Rebuilding Together system to wait for another grant so the work can be completed.

## 6) What is the application process?

All homeowners must complete an online application available at [www.rtcfl.org](http://www.rtcfl.org) and submit paperwork to ensure they meet the income criteria. The documents needed are:

- ID
- Proof of Income
- Energy Bill
- Current mortgage statement
- Homeowners Insurance Declarations Page (You are not required to have homeowners insurance to participate in the program.)
- Homeowners Agreement

## 7) What if I do not have internet access?

We are hosting an application day with the Rebuilding Together Staff. It will be on Saturday, March 22nd from 9 am until Noon at Town of Eatonville - Town Hall - 307 W. Kennedy Blvd. If you are not able to attend, you can contact H.E.L.P. CDC to schedule an appointment.

## 8) What is the deadline?

The deadline to apply for work is April 1, 2025.

## 9) Will a lien be put on my home or will I have to pay for anything?

No. We work on grants and donations so all the work is free to the homeowners and no liens will be put on the home.





**HISTORIC TOWN OF EATONVILLE, FLORIDA**  
**TOWN COUNCIL MEETING**  
**MARCH 04, 2025, AT 07:30 PM**  
**Cover Sheet**

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

**ITEM TITLE:** **First Reading of Ordinance 2025-2** Designation of an Official Town Seal for the Town of Eatonville. (Administration)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department: ADMINISTRATION</b>
<b>PUBLIC HEARING</b> <b>1<sup>ST</sup> / 2<sup>ND</sup> READING</b>	YES	<b>Exhibits:</b> <ul style="list-style-type: none"><li>• Ordinance 2025 -2</li><li>• Memo (Town Attorney Recommendation)</li></ul>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** Request for Approval of the First Reading of Ordinance 2025-2 Designation of An Official Town Seal for The Town Of Eatonville.

**SUMMARY:** The Town of Eatonville has a long history of utilizing its historic Town seal. The Town Council has determined that the Town of Eatonville seal should be formally adopted and afford the protection of State law. The Town Council finds that it is in the best interest of the Town to adopt a seal as the official seal and to ensure that it has the legal protections afforded by formal ordinance.

**RECOMMENDATION:** Request for Approval of the First Reading of Ordinance 2025-2 Designation of An Official Town Seal for The Town Of Eatonville as presented.

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

**ORDINANCE NO. 2025 - 2**

**AN ORDINANCE OF THE TOWN OF EATONVILLE, FLORIDA, CREATING CHAPTER 1, SECTION 1-16, “OFFICIAL SEAL OF THE TOWN OF EATONVILLE” IN THE CODE OF ORDINANCES TO DESIGNATE AN OFFICIAL TOWN SEAL; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 165.043, Florida Statutes, establishes the authority for municipalities to adopt official seals and provides for the municipality to regulate the manufacture, use, display, or other employment of any facsimile or reproduction of the municipal seal; and

**WHEREAS**, Section 165.043, Florida Statutes, provides that it is a second-degree misdemeanor to manufacture, display, or otherwise use the municipal seal, except with the express consent of the municipal governing body; and

**WHEREAS**, the Town of Eatonville has a long history of utilizing the historic Town seal and the Town Council has determined that the Town of Eatonville Town seal should be adopted and afforded the protections of State law; and

**WHEREAS**, the Town Council of the Town of Eatonville finds that it is in the best interest of the Town to adopt a seal as the official seal of the Town, and finds that it is in the Town’s best interest to ensure that its official seal has the legal protections afforded to seals by formal ordinance.

**NOW, THEREFORE**, be it ordained by the Town Council of the Town of Eatonville, Florida, as follows:

**(Words in strike through type are deletions; words in underscore type are additions; asterisks ( \* \* \* ) indicate an omission from the existing text which is intended to remain unchanged.)**

**Section 1.** The findings set forth in the recitals above are adopted and fully incorporated herein as legislative findings of the Town Council pertaining to this Ordinance.

**Section 2.** Chapter 1, Section 1-16 “Official Seal of the Town of Eatonville,” is hereby created to read as follows:

**Section 1-16. Official Seal of the Town of Eatonville.**

A. The Town seal is hereby adopted as the official Town seal of the Town of Eatonville and shall be inscribed with the words “The Town That Freedom Built,” as more particularly described as follows:



- B. The use of the Town seal on any logo or letterhead is for official Town business only. The manufacture, use, display, or other employment of any facsimile or reproduction of the seal, except by Town officials or employees in the performance of their official duties, without the express approval of the Town Council upon application to it by any person or entity, is a violation of this section. The Town Mayor or designee may immediately revoke a person or entity's previously authorized use of the Town seal upon finding false or inaccurate information was submitted on its application to the Town requesting authorization to use the seal.
- C. Any unauthorized use of the Town seal by any person or entity shall constitute a violation of this section and shall be punished pursuant to Section 165.043, Florida Statutes, as amended from time to time, and shall be fined in accordance with Section 775.083, Florida Statutes, as amended from time to time.

**Section 3. CODIFICATION.** The provisions of this Ordinance shall be included and incorporated into the Code of Ordinances of the Town of Eatonville, as additions or amendments thereto.

**Section 4. SEVERABILITY.** Should any word, phrase, sentence, subsection, or section be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then that word, phrase, sentence, subsection, or section so held shall be severed from this Ordinance and all other words, phrases, sentences, subsections, or sections shall remain in full force and effect.

**Section 5. CONFLICTING ORDINANCES.** All ordinances or part thereof, in conflict herewith are, to the extent of such conflict, repealed.

**Section 6. EFFECTIVE DATE.** This Ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect immediately upon its passage and adoption.

Upon motion duly made and carried, the foregoing Ordinance was approved and passed and transmitted upon the first reading on the \_\_\_ day of \_\_\_\_\_, 2025.

Upon motion duly made and carried, the foregoing Ordinance was approved and passed upon the second reading on the \_\_\_ day of \_\_\_\_\_, 2025.

Attest:

**TOWN OF EATONVILLE**

\_\_\_\_\_  
Veronica King,  
Town Clerk

\_\_\_\_\_  
Angie Gardner, Mayor





## Memo

**To:** Councilwoman Randolph  
**CC:** Demetris Pressley  
**From:** Clifford B. Shepard; Ryan G. Knight  
**Date:** June 9, 2023  
**Re:** Protection of the Town's Logo

Councilwoman Randolph,

We have been asked to provide an opinion on protecting the Town's logo and steps the Town can take to prevent use of the Town's logo without permission. As outlined below, the Town's logo cannot be trademarked. However, the Town's logo can be protected through Fla. Stat. § 165.043 and the enactment of an ordinance adopting the Town's logo as the official seal.

Issue: Whether the Town's logo can be protected as intellectual property through trademark?

### Legal Background

Section 2(b) of the Trademark Act, 15 U.S.C. § 1052(b), prohibits registration of a mark that "consists of or comprises the flag or coat of arms or other insignia of the United States, or of any State or municipality, or of any foreign nation, or any simulation thereof." This section imposes an absolute bar against registration of a mark that consists of or contains a flag, coat of arms or other insignia, and reflects the sentiment that such symbols are indicia of government authority that ought to be reserved for signifying the government. *In re Gov't of Dist. of Columbia*, 101 USPQ2d 1588, 1597 n.14 (TTAB 2012). The absolute bar to registration under Section 2(b) is founded upon the idea that "these kinds of official governmental insignia . . . should not be registered as symbols of origin for commercial goods and services" because they "ought to be kept solely to signify the government."

Thus, we must first determine whether the Town's logo constitutes official governmental "insignia" that would be an absolute bar to registration. The recent Trademark Trial & Appeal Board ("TTAB") case *In re County of Orange*, is particularly illustrative. In this case, the TTAB affirmed the

US Patent and Trademark Office’s refusal to register two different logo marks filed by California’s County of Orange (“County”) on the ground that they constituted insignia of a municipality. One of the marks at issue in the case is below.



The County argued that the proposed mark did not constitute “insignia” because it was not an “official” seal of the County, *i.e.*, the County never formally adopted the mark as the “official” seal. TTAB found that, although the mark was not the “official” seal of the county, it was displayed prominently by the County to signify broad County of Orange authority, records, functions, and facilities. For example, the mark was displayed on the County website, signage for government offices, and displayed prominently in the meeting room for the Board of Supervisors. Ultimately, TTAB held that although the proposed mark was never adopted as an “official” seal, the mark still constituted “insignia” and was prohibited from trademark protection under Section 2(b) of the Trademark Act.

#### Town of Eatonville Logo

The town logo has not been officially adopted as the town seal pursuant to ordinance. However, as in the County of Orange case, the logo is prominently displayed on the town’s website, government building, and correspondence (such as town council agendas). Essentially, if the town wanted to trademark the logo, it would have to abandon the logo on its website, government building and correspondences. Thus, according to the holding in *In re County of Orange*, the town logo would not be eligible for trademark protection. We believe this is not advisable since the town logo is a special mark unique to the Eatonville government and community.

#### “The Town That Freedom Built”

While the town logo is not eligible for trademark protection, the phrase displayed on the town logo (“The Town That Freedom Built”) would be eligible for trademark protection. We have performed a search on the US Patent and Trademark Office’s website and the phrase “The Town That Freedom Built” has not been registered for trademark protection. To trademark this phrase, we would need to submit a detailed application to the US Patent and Trademark Office for review. The process usually takes 12-18 months. Our office would be happy to assist you should you choose to trademark this phrase.

#### Fla. Stat. § 165.043

Fla. Stat. § 165.043 provides:

Official county or municipal seal.- The governing body of a county or municipality may, by ordinance, designate an official county or municipal

seal. The manufacture, use, display, or other employment of any facsimile or reproduction of the county or municipal seal, except by county or municipal officials or employees in the performance of their official duties, without the express approval of the governing body is a second-degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083.

To qualify for protection under this statute, the Town of Eatonville must first pass an ordinance designating the town logo as the official seal. This seems to make the most sense in this case since once the ordinance designating the town logo as the official seal is enacted, no person or entity will be allowed to use the town logo/seal without the express approval of the Town. Further, the statute provides for criminal penalties should a person use the town seal without authorization. Of course, our office will gladly assist in drafting an ordinance should the council pursue this avenue.

Sincerely,

Ryan G. Knight



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

### MARCH 4, 2025, AT 7:30 PM

### Cover Sheet

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

**ITEM TITLE:** Approval of Town Council Meeting Minutes 2-18-25 (Clerk Office)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> LEGISLATIVE (CLERK OFFICE)
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b> - Council Meeting Minutes, February 18, 2025, 7:30 p.m.
<b>CONSENT AGENDA</b>	YES	
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** Approval of meeting minutes for the Town Council Meeting held on the below dates:

- Council Meeting Minutes, February 18, 2025, 7:30 p.m.

**SUMMARY:** The Town Council Meeting was held on the 3rd Tuesday in February. Meeting Minutes were transcribed from the audio archive for approval for the public records.

**RECOMMENDATION:** Recommend approval of meeting minutes for the Town Council Meeting held on the below dates:

- Council Meeting Minutes, February 18, 2025, 7:30 p.m.

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





# HISTORIC TOWN OF EATONVILLE, FLORIDA REGULAR COUNCIL MEETING MEETING MINUTES

Tuesday, February 18, 2025, at 7:30 PM

Town Hall – 307 E. Kennedy Blvd.

**SPECIAL NOTICE:** These meeting minutes are presented in an abbreviated format intended as a public record discussion of stated meeting according to the Florida’s Government-in-the-Sunshine law. Meetings are opened to the public, noticed within reasonable advance notice, and transcribed into minutes for public record. *\*\*Audio Recording are available through the Town’s website on the Council Agenda Page.*

## CALL TO ORDER AND VERIFICATION OF QUORUM:

Mayor Gardner called the meeting to order at 7:34 p.m. and a quorum was established by Mrs. King.

**PRESENT:** (5), Mayor Angie Gardner, Vice Mayor Theo Washington, Councilman Rodney Daniels, Councilwoman Wanda Randolph, Councilman Tarus Mack

**STAFF:** (6) Demetrius Pressley, **Chief Administrator Officer**, Veronica King, **Town Clerk**, Holli New, **Town Attorney**, Katrina Gibson, **Finance Director**, Chief Stanley Murray, **EPD**, Tara Salmieri, **Planner**

## INVOCATION AND PLEDGE OF ALLEGIANCE:

Invocation through a moment of silence led by Mayor Gardner followed by the Pledge of Allegiance.

## APPROVAL OF THE AGENDA:

**Mayor Gardner Motions** to **APPROVE** the meeting agenda; **Moved by** Vice Mayor Washington; **Second by** Councilman Mack; **AYE: ALL, MOTION PASSES.**

## CITIZEN PARTICIPATION – (4)

Joyce Irby –sought out Mr. Singh to get some advice about citizen rights and making a difference and was informed that Florida legislature could dissolve us without reason although they look for cause, unless you change the people, you will make no difference, when a town cannot care for its citizens it becomes a liability, the town can not pay the police.

Angela Johnson – We are not put on this earth for ourselves, but for each other. If you are there for others, then in a time of need someone will be there for you, thank you for your thoughts and prayers, going through some health issues (ask for continued prayers), on behalf of the Jones, Gordon, McWhite, Evans, Carson, Blue family, thank you for your thoughts and prayers on behalf of Courtney, Latanya, and Kalen during the loss of Callie who was laid to rest on last Saturday; attention is needed for the activity and parking issues in Cataline Park (may need higher police presence), cars are speeding making it unsafe for children; residents are taking advantage of the energy saving programs that Duke is doing (thank you for that relationship); trash was not picked up today; understand that grant reporting and grant compliance is a time consuming task, for thirteen grants to be administered by one part-time staff person is quite an undertaking (consider the need for another grant staff member), there are the responsibilities of meeting deliverables and outcome measures in order to receive the funds.

Charles Bargaineer – Inquired and request for pictures of the Town Council be displayed larger in the town hall lobby.

Ruthi Critton – In the late evening of Sunday, February 9<sup>th</sup>, family experienced an emergency that required the assistance of first responders. Representatives of the Eatonville Police Department arrived expeditiously before the paramedics, they were professional, considerate, courteous, empathetic, they were sensitive and

reassuring catering to both our physical and emotional emergencies, after the paramedics arrived, they remained and provided assistance over and beyond in carrying daughter to the ambulance while entertaining my two year old who is extremely protective and curious. They provided words of comfort and encouragement to my husband and myself, they assisted my husband (had knee surgery) with getting our son into our vehicle to follow behind the ambulance and they insisted on letting us know that they cared about the outcome of our situation and asked us to keep them informed with new developments, acknowledged the quality and the character of the officers who serve Eatonville under Chief Murray’s leadership, tenure and relationships can affect the level of service that constituents receive, as a native of this community, there is extreme satisfaction in the way Eatonville Police Department responded with compassion and care during to my family’s emergency and most vulnerable moments, this experience will forever be remembered, hope that the police department continues to serve in this capacity and encourages their counterparts to do the same, council requested for the names of the officers for recognition: Officer Hernandez, Officer Colangelo, and Officer Nickoli.

**PUBLIC HEARING**

Second Reading of Ordinance 2025-1- Amending The Land Development Code By Consolidating Zoning And Use Regulations Into A Consolidated Use Table; Repealing Certain Provisions Relating To Permitted Uses, Accessory Uses, Special Exception Uses, And Prohibited Uses In Chapter 64, Article III. – Zoning District Regulations; Creating Chapter 65 – Use Regulations. (Preamble Read) Tara Salmieri serving for the planning department had no additional information since the first reading, spoke with Councilwoman Randolph defining what a mobile home was versus a regular home, available for additional questions **Citizen Comments:** Ruthi Critton (Eaton Street) - ask to consider the limitation on additional dwelling to potentially include allowance for an additional story, Mayor asked for clarification, going from one story to a two story would not necessarily make the dwelling larger than the percentage approved, but want to be able to go to a two story leaving the size requirement the same (dimensions and percentages). **Mayor Gardner Motions to APPROVE** the Second Reading of Ordinance 2025-1- Amending The Land Development Code By Consolidating Zoning And Use Regulations Into A Consolidated Use Table; Repealing Certain Provisions Relating To Permitted Uses, Accessory Uses, Special Exception Uses, And Prohibited Uses In Chapter 64, Article III. – Zoning District Regulations; Creating Chapter 65 – Use Regulations. **Council Comments:** None. **Mayor Gardner calls for question; Moved by Councilman Mack; Second by Mayor Gardner; AYE: ALL; MOTION PASSES.**

**APPROVAL CONSENT AGENDA: Mayor Gardner Motions to APPROVE the Consent Agenda;** approving Council Meeting Minutes for February 4, 2025; **Moved by Vice Mayor Washington; Second by Councilman Mack; AYE: ALL, MOTION PASSES.**

**COUNCIL DECISIONS:**

Approval of the TOECRA Board of Directors Authorizing the Executive Director to Purchase Property Located at 119 S. West St.; There is no resolution and no preamble to read, a resolution will be presented to the CRA Board, per the charter, the council have to give the approval for the CRA to proceed forward. Mr. Johnson (CRA Executive Director) stated that the CRA had been approached about purchasing one 119 South West Street, all documentation is contained in the council packet to include title work, property parcel record, should have the appraisal and copy of the Letter of Intent (LOI) that was presented to the owner. After stating an initial motion for approval, clarification on the motion was needed, all actions were rescinded. **Mayor Gardner Motions to APPROVE** the TOECRA Board of Directors to Authorize the Executive Director to Purchase Property Located at 119 S. West St. for \$339,000; **Moved by Councilman Mack; Second by Vice Mayor Washington; AYE: ALL, MOTION PASSES. Discussions:** This item has been vetted by Attorney Jackson; Mayor Gardner stated that this item (land purchase) was added to the workshop agenda as a discussion, due to time constraints, the item discussion and decision was to be done at the 7:30 p.m. meeting, the discussion of the land purchase was not intentionally left off the workshop agenda (it was an oversight),

Mr. Johnson confirmed that the title is the final official title, will get the warranty and deed at closing. The reason this item is before council tonight is to get authorization to move forward with the transaction, once it goes to closing, all updated documents to clear the title will be provided to include the property deed, have to get authorization from the council first, then the CRA board will have to finish the execution of the transaction.

**REPORTS:**

**CHIEF ADMINISTRATIVE OFFICER: Demetrius Pressley** – Parking Violations: referred to the handout that speaks to the traffic enforcement for the Catalina Park area, as of today, there are parking violations (total of 27 vehicles were found in violation by parking in the right way) whether it was an expired tag, deflated tire, illegal commercial vehicles, or abandoned vehicles, the process of ticketing has begun, (Chief Jenkins) efforts are being done to address the violations by going door-to-door and working with code enforcement to accommodate correctly; also been in touch with the county dog catcher, noticing people who tend to walk their dogs without leashes or their dog are outside without supervision, have given verbal warnings and having the dog catcher to come around can be an incentive to how the people monitor and manage animals; the department is meeting with residents and giving information, from there will full force, some people have already gotten citations and warning to others depending on the situation, working with code enforcement on the back end for the areas that that belongs to the his jurisdiction, when you start getting into backyards, code enforcement has get involved first and police can work with code enforcement, police takes over from a state statue if there is abuse and neglect. Mr. Baruti has started the process of addressing the lease law; Golf Carts: information has been provided that will speak to the registration process, the decals, and the whole process, an ordinance was already approved by council, the documentation has been vetted by are legal and the process is ready to start, nothing has been posted publicly, want to ensure council are in agreement with the documentation; the goal is to kick off the process in middle March (March 15), signage is needed, police front desk staff will handle the registration process, crosswalks need to be pressure washed and painted, no one should be driving golf carts at the moment and can be ticketed, information need to be giving out to the people and will be distributed through the water bill, recommend reaching out to those who have golf carts, arrange a meeting, during stakeholders meeting, and place on Facebook and the town’s website, information will also be provided through a QR Code; Additional Updates: had two successful masterplan meetings, the next one is on March 12<sup>th</sup> located at the Lias Hall at 5:30 (Flyer has been provided); on March 22<sup>nd</sup> will be a be a CRA and town housing resource fair, there may be housing issues resulting from the hurricane, along with Mr. Johnson we met the CDBG department for the county and there is funding to be released in March that will assist homeowners with restoration or repair options from hurricane damage, this is in conjunction with the CDBGDR disaster recovery mitigating infrastructure improvements from the government side, also starts in March; acknowledged public works (a formal appreciation is forthcoming) Mr. Sid and four of his staff members saved the town money by handling a project at Town Hall that required pipe replacement due to several backups in the building resulting from shabby pipe work done previously (an outside company charges was between \$15,000 to \$16,000), the initiative was taken Dominique Taylor (newly returning employee) along with Mr. Pitts, Mr. Sid and other staff members, with about three days to complete along with the parts the project costs was about two thousand and eighty four dollars (\$2,084), a significant savings done by the efforts of in house employees, training and initiatives are taking place to save money; new water rates have been established, a sample run is being done to ensure everything goes well for the next bill; have met the 90 day period for the impact fee, currently working with Edmunds and the planning department along with Tara (certified planner) to create a fee schedule, creating metrics done electronically to receive submittals on new buildings where the impact fees will be applied, compliments to this council; Vice Mayor Washington have concerns about the drafted documents for golf cart registration, Chief will get with Vice Mayor Washington for any adjustments needed.

**ATTORNEY: Holli New** – No Report

## TOWN COUNCIL REPORT/DISCUSSION ITEMS -

**Councilman Tarus Mack** – Thank you everybody for just coming out and being engaged in town business, if at any chance someone feel like you are not being heard you can email me, call me, come talk to me personally after the meeting, want to be heard and ensure that you are being heard on situations or concerns that you may have; thanks to Axis Realty for the presentation and bringing resources and wanting to help the community, look forward to working with you; had an amazing time celebrating the anniversary for Chief Murray, was invited to his church to hear a word from Bishop Kimble, Happy anniversary Chief on all the things that you are doing, felt nothing but love when I walked in that building; thanks Mr. Pressley, staff, and the collaboration with Mr. Johnson on the CRA side in working together doing all the things to push this town forward and doing what is right for the citizens of this community, congratulations to Edgewater High School for making it to the regional finals, they are excellent students in the classroom and do a great job on the basketball court, hats off to Coach Mason and staff, many of the coaches are from Eatonville and are pouring back into the community, many of the children are from Eatonville as well, much success on Thursday night in playing Evans High School, Happy Black History Month, must continue to work together no matter what creed or race paving the way doing things sustainable for this community and for the kids, you do not have to move out of Eatonville to better yourself, going to college and coming back to pour back into the community is something that you want to do, thank God for the position to help people, being the first elected official as chairman for the CMB board in orange county, my motto is changing lives and helping, if I am not doing that, I am not doing my job; the dog leash (ordinance) is very important, do not want any fatalities to happen to anybody; Chief, you are doing a great job with the police department, in making a call to you, you answer the call on the first ring and had an officer come out immediately, I was at a standstill being held hostage by a pit bull that was not on a leash, someone left their dog when they moved out of the community, there are kids running around the neighborhood, we have to fix that issue immediately; had an opportunity to go to Callie Jones' funeral, it was a wonderful homecoming, condolences and praying for strength and comfort to the parents; strongly recommend getting another certified code enforcement officer, need the man force to be able to correct these issues that we are having, one man being on code enforcement is not going to do it; are there any lawsuits or litigations towards the town? (no pending litigation currently); condolences to Senator Thompson and her family, we have seen the scope of what she has done throughout the state of Florida, Eatonville, and in Orlando, she has always been a fighter.

**Councilman Rodney Daniels** – Suggesting to change prayer to words of affirmation, Pastor Critton can give words of affirmation instead of a prayer; had the opportunity to be on the board to appoint Mr. Singh, and was not a fan at first, there was a paradigm shift when speaking with Mr. Singh for about 30 minutes, his love for this town was an asset; thank you Ms. Joyce, you are heard and we are still in this fight; hoping that Mrs. Johnson (grant coordinator) was not offended, we have had grants initiated by department heads and gotten them done, I understand everything is being done with the current grants ensuring they get established, let her know I was not coming at her, just want inquiring as to what new grants she brings to the table, is there a grant firm that have a team that can do grants for us, since there is much work to be done, maybe she (Mrs. Johnson) needs some help; with the acquisition of this land, maybe Axis Realty can come in and maybe show us what they can do, they did an awesome presentation, . Let us get this company trying to see, you know, what they can have with somebody else; had a resident to call who had missed the Duke Energy meeting, what do they need to? Duke Energy sent out a mailer to every resident home, they are still going around and there is an opportunity, the number to Duke Energy is 855-227-2918; condolences to Senator Thompson, she was an awesome woman, and it was a pleasure talking with her.

**Councilwoman Wanda Randolph** – Inquired to Mrs. King as to what was the laughter for during the previous comments (in response, the laughter was the result of giving the authority to move forward without the consensus of the entire council, it was funny and cute and not a laugh directly towards anyone, an apologize for not practicing restraint was extended), inquired about the clicking noise with the microphones (in response, in digitizing the room it was recommended to use pods instead of microphones, council wanted individual

microphones, with the quality of the microphones and them being so close together it is causing feedback, because the setup digitally synchronized some adjustments will need to be revisited and adjusted, the microphones should not this close together because they are multi-directional microphones that pick up audio within three feet), those on the outside gives feedback to how terrible the sound is and has a reflection on the council, the town clerk will inquire about it, the clerk stated that she is getting positive feedback, it may not be an equipment error on the outside but a Wi-Fi (network) issue; the Duke Energy program is a good concept and a positive thing in the neighborhood; agree with Pastor Bargaineer about the pictures, would like to move forward and get better pictures in the lobby; reiterated the water bill increase for the next upcoming cycle; still waiting on some public records requests (Mr. Pressley will follow up); inquired about the dog leash ordinance (Mr. Pressley will follow up with legal and Mr. Baruti on this Matter), will respond back to council; inquired about the potholes and the crosswalks, will they be addressed by the CRA or the town (it would be under the town); condolences to Senator Thompson's family and continued prayers for a speedy recovery for Sister Johnson, she is always advocating for Eatonville and actively participating at the meetings, she is loyal and humble to her town, thank you for all that you do.

**Vice Mayor Theo Washington** – Condolences Senator Thompson and all the families who are grieving; to Ms. Lynn, I miss walking those days back in the past, we used to walk a lot, thank you and hope you get well soon, I do miss you in the chambers, welcome back.

**MAYOR’S REPORT - Mayor Angie Gardner** – Kudos to everything everyone has said; took note of the crosswalks, Mr. Pressley will follow up; Dr. Johnson is doing a good job; remember previously asking for council to approve a grant writing team, it was brought two or three times because grant opportunities were coming; we needed someone like Dr. Johnson to come along and make certain that we could keep the grants going; it is good to see you again Ms. Johnson (Angela); thank you for the positive comments; this administration and staff are doing a great job and I appreciate it because you do not always hear it, thanks for all that you do; if a dog is seen running loose, can the county be contacted (yes), Chief working directly with lead director of animal control, in the meantime contact the county as an option, if it is something where a residence is involved and 911 is needed, the police can respond to that.

**ADJOURNMENT** Mayor Gardner Motions for Adjournment of Meeting; **Moved** by Councilman Mack; **Second** by Vice Mayor Washington; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 8:35pm.**

**Respectfully Submitted by:**

**APPROVED**

\_\_\_\_\_  
**Veronica L King, Town Clerk**

\_\_\_\_\_  
**Angie Gardner, Mayor**



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

### MARCH 4, 2025, AT 7:30 PM

### Cover Sheet

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

**ITEM TITLE:** Approval of Award To Waste Pro For Solid Waste Collection For The Town of Eatonville (**Administration**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> ADMINISTRATION
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>• Ranking Sheet <b>(Refer to Workshop Documents)</b></li> <li>• Waste Connection Inc., Waste Pro <b>(Refer to Workshop Documents)</b></li> <li>• Solid Waste RFP <b>(Refer to Workshop Documents)</b></li> </ul>
<b>CONSENT AGENDA</b>	YES	
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** The administration is requesting Town Council approval of Ranking and to proceed with contractual agreement between the Town of Eatonville and Waste Pro, Inc. to perform Solid Waste Collection Services.

**SUMMARY:** The purpose of this RFP is to select a qualified contractor to provide the Town comprehensive Solid Waste Collection Services with an overall quality exceeding the performance and cost of current services. The RFP is issued by the Town to provide potential service providers with information, guidelines and rules by which to prepare and submit their proposal to perform the services outlined herein. The successful contractor will enter into a Solid Waste Collection Services Contract, hereafter referred to as the Contract, to provide residential and commercial solid waste collection services for a period of five (5) years plus, beginning on \_\_\_\_\_, 2024 and ending on \_\_\_\_\_, 2029, with an option to renew for additional five-year terms.

All bids were evaluated on experience, qualifications, document submittal, and having positive accomplishments with the Town. (At Counsel’s guidance a re-evaluation and ranking were held on February 19, 2025, to ensure compliance with procurement standards. Waste Pro was still the recommended haulers.)

**RECOMMENDATION:** The Administration is recommending the Town Council approve the award to Waste Pro USA. for the Solid Waste Collection Services.

**FISCAL & EFFICIENCY DATA:** Fund allocation in current budget line item: 400-0536-536-3400.





# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

### MARCH 4, AT 07:30 PM

### Cover Sheet

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

**ITEM TITLE:** Approval of Consultant Agreement To Prepare Facilities Plan and Survey (Public Works)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> PUBLIC WORKS
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits: (**Refer to workshop documents**)</b> <ul style="list-style-type: none"> <li>• Map</li> <li>• Town of Eatonville – FDEP SRF Grant Drinking Water and Clean Water Facilities Plans</li> <li>• Town of Eatonville – Kennedy Boulevard Utility Survey</li> </ul>
<b>CONSENT AGENDA</b>	YES	
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** Town Councils approval of the CPH and Town of Eatonville agreements for the Facilities Plan and Surveying Services.

**SUMMARY:** The FDEP requires the grantees to perform a facilities plan which is a preliminary plan for all the work proposed in the scope of work. First the agreement between CPH and the Town of Eatonville to provide engineering services to prepare the facilities plan for FDEP for the planning phase of the water and sewer infrastructure project.

Second Task agreement between CPH and Town of Eatonville to perform surveying services. After this plan is approved, we can move into the engineering services then start the construction phase.

**RECOMMENDATION:** Town Councils approval of the CPH and Town of Eatonville agreements for the Facilities Plan and Surveying Services.

**FISCAL & EFFICIENCY DATA:** The current approve budget has funds allocated for services in 300-0536-536-3401 (professional services) The funds allocated for these services are included in the FDEP State Revolving Fund Grant.



**HISTORIC TOWN OF EATONVILLE, FLORIDA**  
**TOWN COUNCIL MEETING**  
**MARCH 4, 2025, AT 6:30 PM**  
**Cover Sheet**

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

**ITEM TITLE:** Approval of Selection for Architectural and Engineering Consultant for the Jerry Park Police Substation and Community Room (**Public Works**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department: PUBLIC WORKS</b>
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>Selection of Cormia Design Group for architect and engineering consultant to design the substation and community room at Jerry Park.</li> </ul>
<b>CONSENT AGENDA</b>	YES	
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** Staff request for approval of Cormia Design Group LLC for architect and engineering consulting team

**SUMMARY:**

The selection committee’s results are provided to the council for approval.

**RECOMMENDATION:** Staff recommend the approval of Cormia Design Group LLC for the architect and engineering consulting team.

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

**Ranking Sheet**  
**Frances Jerry Park Community Building and Police Substation**  
**Architectural Consultant Selection**

<b>Evaluation Scope</b>	<b>K. Gibson</b>			<b>V. Mundy</b>			<b>Dr. Johnson</b>		
	<b>Cormia</b>	<b>CPH</b>		<b>Cormia</b>	<b>CPH</b>		<b>Cormia</b>	<b>CPH</b>	
<i>Firm's Information and Experience</i>	20	20		20	20		20	20	
<i>Staff Qualifications and Experience</i>	20	20		20	20		20	15	
<i>Firm's References</i>	9	10		10	10		10	10	
<i>Firm's Approach</i>	25	20		25	20		20	20	
<i>Experience w/Municipal</i>	10	10		10	10		10	10	
<b>Total</b>	<b>84</b>	<b>80</b>		<b>85</b>	<b>80</b>		<b>80</b>	<b>75</b>	
<b>Cormia Design Group: 249</b> <b>CPH: 235</b>									



**HISTORIC TOWN OF EATONVILLE, FLORIDA**  
**TOWN COUNCIL MEETING**  
**MARCH 4, AT 07:30 PM**  
**Cover Sheet**

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

**ITEM TITLE:** Approval of Award to Proposal to Provide a Stormwater Utility Revenue Sufficiency Study for the Town of Eatonville (**Administration**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> ADMINISTRATION
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits: (**Refer to workshop documents**)</b> <ul style="list-style-type: none"> <li>• Raftelis Proposal</li> <li>• Exhibit C</li> <li>• Map</li> </ul>
<b>CONSENT AGENDA</b>	YES	
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** The Administration request approval to execute an agreement between the Town of Eatonville and Raftelis Financial Consultants, Inc. for a stormwater utility revenue sufficiency study. (SW Sufficiency Study)

**SUMMARY:** The Town wishes to enter into a professional service agreement, Raftelis will perform a rate study for the stormwater system. This Task Authorization is pursuant to the terms and conditions of the City of Bartow Master Professional Consulting Services Agreement (RFQ No. CM2023- 24-01), dated April 29, 2024, between the City of Bartow and Raftelis (the “Piggyback Agreement”) that provides for ongoing utility rate and management consulting services. A copy of the Rates, Scope, Piggyback Agreement is attached as Attachments A-D.

**RECOMMENDATION:** Staff recommend the approval of the proposal agreement between Raftelis Financial Consultants, Inc.; the Town of Eatonville for the above-described professional services.

**FISCAL & EFFICIENCY DATA:** The current approve budget has funds allocated for professional services in 402-053-538-3100 (professional services) The Professional Fee will not exceed the amount of \$34,700.



**HISTORIC TOWN OF EATONVILLE, FLORIDA**  
**TOWN COUNCIL MEETING**  
**MARCH 4, 2025, 7:30 PM**  
**Cover Sheet**

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

**ITEM TITLE:** Approval of Resolution 2025-4 the Town of Eatonville CDBG 504 ADA Plan Policies (**Finance - Grant**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> FINANCE (GRANT)
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b> 1. 504 Plan Resolution 2025-4 2. Exhibit A – 504 Transition Plan 3. Exhibit B - 504 Self Evaluation Plan 4. Exhibit C – 504 Grievance Procedures
<b>CONSENT AGENDA</b>	YES	
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** Approval of Resolution 2025-4 updating CDBG 504 ADA Policy and Procedures according to the Florida Commerce guidelines.

**SUMMARY:** Resolution 2025-4 and Exhibit A-C updates the compliance with the Section 504 ADA requirements of the CDBG and the Florida Commerce. This allows having all publicly accessible Town owned facilities made handicap accessible. This will also satisfy the requirement for HUD MIT 5.9 million Grant Program.

**RECOMMENDATION:** Staff recommend Approval of Resolution 2025-4 and Exhibit A – C updated Policies and Procedures.

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

**RESOLUTION NO. 2025-4**

**A RESOLUTION OF THE TOWN OF EATONVILLE, FLORIDA UPDATING COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, ADOPTING A HANDICAP ACCESSIBILITY SELF EVALUATION PLAN, ADOPTING A TRANSITION PLAN FOR HANDICAP ACCESSIBILITY AND ADOPTING A SECTION 504 GRIEVANCE PROCEDURE**

**WHEREAS,** The Town of Eatonville desires to comply with the Section 504 Handicap Accessibility Requirements of the Community Development Block Grant programs and have all publicly accessible Town owned facilities made handicap accessible; and

**WHEREAS,** The Town of Eatonville has completed a review of Town-owned facilities accessible to the public for ADA handicap compliance; and

**WHEREAS,** The Town of Eatonville desires to make all Town-owned public facilities accessible to Handicap individuals, and

**WHEREAS,** The Town of Eatonville is establishing a Complaint and Grievance Procedure to process any complaints including those relating to handicap accessibility, the treatment of handicapped individuals and to elimination discrimination against any person who: has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, and/or is regarded as having such an impairment.

**NOW THEREFORE, BE IT RESOLVED** by the Town Council as follows:

1. That the Town of Eatonville hereby adopts the following 24 CFR Part 8 Transition Plan, and
2. That the Town of Eatonville hereby adopts the following 24 CFR Part 8 Self Evaluation Plan, and
3. That the Town of Eatonville hereby adopts the following Section 504 Compliance and Grievance Procedure, and
4. That the Town of Eatonville affirms the Chief Administrative Officer as the person responsible for implementation of the Plan.

**THIS RESOLUTION ADOPTED THIS 4th DAY OF MARCH 2025**

\_\_\_\_\_  
Angie Gardner, Mayor

**ATTEST:**

\_\_\_\_\_  
Veronica L. King, Town Clerk



**Exhibit "A"**

**24 CFR PART 8  
SELF EVALUATION - TRANSITION PLAN**

**LOCALITY NAME:** TOWN OF EATONVILLE

**A.** List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)

**B.** Determine if there are physical barriers to program participation? YES or NO.

<b>STRUCTURES</b>	<b>1. Access Route</b>	<b>2. Outside walks</b>	<b>3. Parking</b>	<b>4. Curb cuts</b>	<b>5. Ramps</b>	<b>6. Ext. doors</b>	<b>7. Int. doors</b>	<b>8. Elev.</b>	<b>9. Lifts</b>	<b>10. Restrooms</b>	<b>11. Fount- ains</b>	<b>12. Warn- signal</b>	<b>13. Assem- areas</b>	<b>14. Tele- phones</b>	<b>NEEDED CHANGES</b>
TOWN HALL	No	No	No	No	No	No	Yes	N/A	N/A	Yes	No	No	Yes	N/A	1. Need plumbing shields on exposed plumbing under restroom sinks 2. Need rear grab bar behind handicap commode. 3. Need ADA compliant restroom signs with braille at proper height and location 4. Need lever door knobs throughout interior
LIBRARY	No	No	No	No	No	No	No	N/A	N/A	No	No	Yes	No	N/A	1. Need ADA compliant restroom signs with braille at proper height and location
POST OFFICE	No	No	No	No	No	Yes	No	N/A	N/A	N/A	N/A	Yes	No	N/A	1. Need ADA compliant doorknob to rear exterior ADA entrance door

Resolution # \_\_\_\_\_ Date Approved: \_\_\_\_\_

Exhibit "A"

24 CFR PART 8  
 SELF EVALUATION - TRANSITION PLAN  
 Page #2

LOCALITY NAME: TOWN OF EATONVILLE

- A. List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)  
 B. Determine if there are physical barriers to program participation? YES or NO.

STRUCTURES	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Restrooms	11. Fountains	12. Warn-signal	13. Assem-areas	14. Tele-phones	NEEDED CHANGES
POLICE DEPARTMENT	Yes	Yes	No	No	No	No	No	N/A	N/A	Yes	No	No	No	N/A	1. Need level transition from the parking lot to entrance sidewalk
DENTON JOHNSON CENTER	No	No	Yes	No	No	No	No	N/A	N/A	Yes	Yes	Yes	No	N/A	1. ADA parking needs to be restriped 2. Needs an ADA compliant stall in each bathroom to include commode and grab bars 3. Need ADA compliant restroom signs with braille at proper height and location 4. Need plumbing shields on exposed plumbing under restroom sinks 5. Water fountain needs to be lowered to accessible height.

Resolution # \_\_\_\_\_ Date Approved: \_\_\_\_\_

Exhibit "A"

24 CFR PART 8  
 SELF EVALUATION - TRANSITION PLAN  
 Page #3

LOCALITY NAME: TOWN OF EATONVILLE

- A. List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)  
 B. Determine if there are physical barriers to program participation? YES or NO.

STRUCTURES	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Restrooms	11. Fountains	12. Warn-signal	13. Assem-areas	14. Tele-phones	NEEDED CHANGES
DENTON JOHNSON PARK.	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	1. Need ADA compliant hard surface access route to all venues to include playground
MUNICIPAL POOL	Yes	Yes	Yes	No	No	No	No	N/A	No	Yes	N/A	Yes	No	N/A	1. Need ADA compliant hard surface parking to include signs and striping. 2. Need ADA compliant hard surface access route from parking to venue 3. Need ADA compliant restroom signs with braille at proper height and location at interior bathroom entrances and on exterior bathroom entrances from pool area

**24 CFR PART 8  
SELF EVALUATION - TRANSITION PLAN  
Page #4**

**LOCALITY NAME:** TOWN OF EATONVILLE

- A. List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)  
 B. Determine if there are physical barriers to program participation? YES or NO.

<b>STRUCTURES</b>	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Restrooms	11. Fountains	12. Warn-signal	13. Assem-areas	14. Tele-phones	<b>NEEDED CHANGES</b>
MUNICIPAL POOL (CONT.)	Yes	Yes	Yes	No	No	No	No	N/A	No	Yes	N/A	Yes	No	N/A	4. Need pull knobs on interior side of bathroom doors leading to building foyer
FRANCES JERRY COMMUNITY PARK	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	No Changes Needed
ELIZABETH PARK	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	1. Need ADA compliant hard surface parking to include signs and striping. 2. Need ADA compliant hard surface access route from parking to all park venues

**24 CFR PART 8  
SELF EVALUATION - TRANSITION PLAN  
Page #5**

**LOCALITY NAME:** TOWN OF EATONVILLE

- A. List structures (facilities) in which programs and activities are conducted. (Particularly where public meetings are held)  
 B. Determine if there are physical barriers to program participation? YES or NO.

<b>STRUCTURES</b>	1. Access Route	2. Outside walks	3. Parking	4. Curb cuts	5. Ramps	6. Ext. doors	7. Int. doors	8. Elev.	9. Lifts	10. Restrooms	11. Fountains	12. Warn-signal	13. Assem-areas	14. Tele-phones	<b>NEEDED CHANGES</b>
HUNGERFORD LAKE PARK	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	1. Need ADA compliant hard surface parking to include signs and striping. 2. Need ADA compliant hard surface access route from parking to all park venues

Exhibit "A"

24 CFR PART 8  
SELF EVALUATION - TRANSITION PLAN  
Page #6

LOCALITY NAME: TOWN OF EATONVILLE

C. The schedule for taking steps necessary to make needed changes:

Year 1 –

***Town Hall***

- 1. Install ADA compliant plumbing shields to exposed plumbing under bathroom sinks
- 2. Install ADA compliant bathroom signs

***Library***

- 1. Install ADA compliant bathroom signs at proper location and height

***Denton Johnson Center***

- 1. Restripe Handicap Parking Spaces
- 2. Install ADA compliant bathroom signs at proper location and height
- 3. Install ADA compliant plumbing shields to exposed plumbing under bathroom sinks

***Municipal Pool***

- 1. Install ADA compliant bathroom signs at both interior and exterior entrances

Year 2 –

***Town Hall***

- 1. Install ADA compliant rear grab bars behind handicap accessible commodes
- 2. Replace all round doorknobs throughout interior with lever style knobs

***Post Office***

- 1. Install ADA compliant lever doorknob to handicap entrance

***Police Department***

- 1. Repair transition from parking lot to sidewalk so it is level

Resolution # \_\_\_\_\_ Date Approved: \_\_\_\_\_



Exhibit "A"

24 CFR PART 8  
SELF EVALUATION - TRANSITION PLAN  
Page #7

LOCALITY NAME: TOWN OF EATONVILLE

C. The schedule for taking steps necessary to make needed changes (continued):

Year 2 (continued) –

***Denton Johnson Center***

- 1. Install ADA compliant handicap accessible bathroom stalls to include proper ADA compliant, commodes, sinks and grab bars.
- 2. Reinstall ADA compliant water fountain at proper height, existing fountain height is too high.

***Denton Johnson Park***

- 1. Install hard surface access route to all venues to include playground entrance

***Municipal Pool***

- 1. Install ADA compliant hard surface parking with striping and sign
- 2. Install hard surface access route from parking to walkway
- 3. Install ADA compliant handles to rear side of bathroom doors leading from building foyer

***Elizabeth Park***

- 1. Install ADA compliant hard surface parking with striping and sign
- 2. Install hard surface access route from parking to all venues

***Hungerford Lake Park***

- 1. Install ADA compliant hard surface parking with striping and sign
- 2. Install hard surface access route from parking to all venues

**24 CFR PART 8**  
**SELF EVALUATION - TRANSITION PLAN**  
**Page #8**

**LOCALITY NAME:** TOWN OF EATONVILLE

**D.** The official responsible for implementation is: Chief Administrative Officer

**E.** The person(s) or groups with whose assistance the plan was developed: Fred Fox Enterprises, Inc.

**F.** This Transition Plan for complying with 24 CFR part 8 was made public by:

1. Posting on bulletin board.
2. Making the public aware of its availability.

DATE APPROVED \_\_\_\_\_ BY RESOLUTION # \_\_\_\_\_

Resolution # \_\_\_\_\_ Date Approved: \_\_\_\_\_

TOWN OF EATONVILLE
24 CFR PART 8
SELF EVALUATION PLAN

A) Program and Activities Conducted:

Table with 2 columns: PROGRAMS, PURPOSE. Row 1: CDBG, To make infrastructure improvements to Town owned facilities

B) The Policies and Practices that govern the above programs and activities:

- 1) Outreach and Communications
2) Complaint Procedures
3) Eligibility and Admission Criteria
4) Employment Policy
5) Physical Accommodations
6) Fair Housing Ordinance

C) Person responsible for Evaluation:

Facilities Administrator

D) Do written policies or practices limit the participation of individuals with handicaps?

Table with 2 columns: Policy, Needed Changes. Lists 12 policies with Y/N and X/checked marks.

E) Ways handicapped persons and other interested persons have participated in the Self Evaluation Plan.

Town staff who are familiar with all the Town owned buildings and citizens requested accessibility needs participated in the Self Evaluation process.

F) Recipients that employ 15 or more employees must maintain on file and make the information available to the public upon request. File must be kept for at least six (6) years.

The Town of Eatonville employs more than 15 employees and will make this information available to the public upon request.

Resolution #: \_\_\_\_\_ Date Approved: \_\_\_\_\_, 2024

**TOWN OF EATONVILLE  
TRANSITION PLAN  
SCHEDULE OF IMPROVEMENTS**

CHANGES TO BE MADE ACCORDING TO FISCAL YEAR BUDGET

Year 1 –

***Town Hall***

1. Install ADA compliant plumbing shields to exposed plumbing under bathroom sinks
2. Install ADA compliant bathroom signs

***Library***

1. Install ADA compliant bathroom signs at proper location and height

***Denton Johnson Center***

1. Restripe Handicap Parking Spaces
2. Install ADA compliant bathroom signs at proper location and height
3. Install ADA compliant plumbing shields to exposed plumbing under bathroom sinks

***Municipal Pool***

1. Install ADA compliant bathroom signs at both interior and exterior entrances

Year 2 –

***Town Hall***

1. Install ADA compliant rear grab bars behind handicap accessible commodes
2. Replace all round doorknobs throughout interior with lever style knobs

***Post Office***

1. Install ADA compliant lever doorknob to handicap entrance

***Police Department***

1. Repair transition from parking lot to sidewalk so it is level

***Denton Johnson Center***

1. Install ADA compliant handicap accessible bathroom stalls to include proper ADA compliant, commodes, sinks and grab bars.
2. Reinstall ADA compliant water fountain at proper height, existing fountain height is too high.

***Denton Johnson Park***

1. Install hard surface access route to all venues to include playground entrance

TOWN OF EATONVILLE  
TRANSITION PLAN  
SCHEDULE OF IMPROVEMENTS  
PAGE 2

CHANGES TO BE MADE ACCORDING TO FISCAL YEAR BUDGET

Year 2 (Continued) –

***Municipal Pool***

- 1. Install ADA compliant hard surface parking with striping and sign
- 2. Install hard surface access route from parking to walkway
- 3. Install ADA compliant handles to rear side of bathroom doors leading from building foyer

***Elizabeth Park***

- 1. Install ADA compliant hard surface parking with striping and sign
- 2. Install hard surface access route from parking to all venues

***Hungerford Lake Park***

- 1. Install ADA compliant hard surface parking with striping and sign
- 2. Install hard surface access route from parking to all venues

Resolution #: \_\_\_\_\_ Date Approved: \_\_\_\_\_, 2024

**TOWN OF EATONVILLE, FLORIDA**  
**SECTION 504 GRIEVANCE PROCEDURE**

Section 504 of the Rehabilitation Act of 1973 provides that no qualified disabled person shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance. The Town of Eatonville has completed its Section 504 Self Evaluation Guide and its Transition Plan which details the modifications/corrective actions needed to allow handicap accessibility relative to the Town's public buildings and facilities. The Self Evaluation Guide and Transition Plan are on file in the Chief Administrative Officer's office in the Town of Eatonville, Town Hall and are available for public review and inspection, upon request.

In an effort to comply with all the provisions as set forth in Section 504 of the Rehabilitation Act of 1973, The Town of Eatonville herein establishes the following Grievance Procedure by passage of Resolution No. \_\_\_\_\_ dated \_\_\_\_\_, 2025.

1. The Town of Eatonville, Florida has completed its Section 504 Self Evaluation Guide and has determined to what extent its public facilities, employment practices, communications system, programs, and services are accessible to handicapped individuals.
2. The Town of Eatonville, Florida has appointed its Chief Administrative Officer as its Section 504 Coordinator. The Section 504 Coordinator shall be responsible for the Town's overall compliance with Section 504 of the Rehabilitation Act of 1973 and further shall coordinate the implementation of the Transition Plan with the respective Town Departments.
3. It is the Policy of the Town of Eatonville to eliminate discrimination against any person who: has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, and/or is regarded as having such an impairment.
4. Any handicapped person or groups representing handicapped persons that feel that a grievance is warranted relative to accessibility to handicapped persons in public facilities, employment practices, communication systems, programs, services, etc. under the direct control of the Town shall submit said grievance in writing to the Chief Administrative Officer's Office
5. The Chief Administrative Officer shall coordinate the response to the grievance with the Section 504 Coordinator and shall issue the Town's response within thirty (30) days of receipt of said grievance. If the person/group feels that his/her complaint has not been sufficiently addressed by the Chief Administrative Officer, an appeal may be made to the Town Council. The Town Council shall render its decision relative to the grievance within thirty (30) days of hearing the complaint. At any point, the aggrieved may register a complaint with the Florida Department of Commerce, 107 East Madison Street-MSD 400, Tallahassee, Florida 32399-2100 the CDBG overseeing agency in place at the time of the complaint.
6. All complaints registered at the local level shall have a response from the Town Council or Chief Administrative Officer within sixty (60) days of the lodging of the complaint and/or appeal. In the event the aggrieved has exhausted all appeals without a decision satisfactory to himself/herself, he/she may pursue other legal channels in an attempt to achieve satisfaction.



7. A file of all "written" grievances and/or complaints and the Town's response to said grievance/complaint shall be maintained and available for public inspection upon request.