HISTORIC TOWN OF EATONVILLE, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY AGENDA

Thursday, September 17, 2026, at 6:30 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

II. ROLL CALL

III. INVOCATION AND PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS

1. 2026 Comprehensive Policies and Procedures Manual **(Administration)**

2. FY 26-27 Proposed Budget **(Administration)**

V. CITIZEN PARTICIPATION (Three minutes strictly enforced)

VI. CONSENT AGENDA

3. Approval of Resolution CRA-R-2026-40 Board of Directors Meeting Minutes March 19, 2026
4. Approval of Resolution CRA-R-2026-41 Board of Directors Meeting Minutes August 20, 2026
5. Approval of Resolution CRA-R-2026-42 Approving Amended Bylaws changes as submitted by Attorney Jackson and the Board of Directors **(Administration)**

VII. BOARD DISCUSSION

6. RFP 2026-0853 General Contracting Service for Single Family Housing Project

VIII. BOARD DECISIONS

7. Approval of Resolution CRA-R-2026-43 Adopting the 2026 TOE CRA Comprehensive Policies and Procedures Manual **(Administration)**
8. Approval of Resolution CRA-R-2026-44 Adopting the TOE CRA FY 26-27 Annual Budget **(Administration)**

IX. STAFF REPORTS

X. BOARD REPORTS

XI. 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
SEPTEMBER 17, 2026, 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 Resolution CRA-R-2026-40 Board of Directors Meeting Minutes March 19, 2026

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	**Department:** ADMINISTRATION
CONSENT AGENDA	YES	**Exhibits:** • **RESOLUTION CRA-R-2026-40** • **Meeting Minutes for March 19, 2026**
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of Resolution CRA-R-2026-40

SUMMARY: The Board of Directors will need to approve the March 19, 2026, meeting minutes of the TOE CRA.

RECOMMENDATION: The TOECRA Administration recommends approval of Resolution CRA-R-2026-40.

FISCAL & EFFICIENCY DATA: No fiscal impact.

RESOLUTION CRA-R-2026-40

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) APPROVING THE BOARD OF DIRECTORS MEETING MINUTES FOR MARCH 19, 2026, AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the members of the governing body and two (2) additional members from the taxing authorities serve as Directors of the Agency; and

WHEREAS, such members constitute the head of a legal entity, separate, distinct, and independent from the governing board of the County and Municipality; and

WHEREAS, the TOECRA Board of Directors is the fiduciary to the CRA Trust Account and seeking to manage the CRA Trust in an efficient manner and document meetings of the Board of Directors through minutes and recordings; and

WHEREAS, the TOECRA Board of Directors will review and approve all Board of Directors meeting minutes: and

WHEREAS, Resolution No. CRA-R-2026-09 was previously assigned to a resolution nullifying unauthorized actions of the Mayor, resulting in a duplicate resolution number; and

WHEREAS, the administration desires to correct this clerical error by reassigning Resolution No. CRA-R-2026-40 exclusively to this Resolution, approving the Board of Directors meeting minutes for March 19, 2026; and

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

SECTION ONE: APPROVAL: The TOECRA Board of Directors will review and approve all meeting minutes of the agency.

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 17TH day of SEPTEMBER 2026.

____
Ruthi Critton, Chair

ATTEST:

____
Veronica King, Town Clerk or Board Designee

HISTORIC TOWN OF EATONVILLE, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY
MEETING MINUTES

Thursday, March 19, 2026, at 6:30 PM

Town Hall (Council Chambers) – 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 Board Agenda Page.*

CALL TO ORDER – Director Ruthi Critton called the meeting to order at 6:32 p.m.

ROLL CALL – Quorum was established through roll call by Ms. Bellenger.

PRESENT: **(5)** Director Donovan Williams, Director Ruthi Critton, Director Tarus Mack, Director LaDwyana Jordan, Director Angela Thomas

STAFF: **(5)** Marissa Bellenger, **Records Coordinator;** Greg Jackson, **Attorney;** Paula Bradshaw, **CRA Fiscal Coordinator;** Chenea Henson, **CRA;** Shakeila Jones, **CRA**

INVOCATION AND PLEDGE OF ALLEGIANCE
Director Critton led the invocation through a Moment of Silence followed by the Pledge of Allegiance

PRESENTATIONS:

Attorney Greg Jackson Administrative/Legal issues discussion – Attorney Jackson began his presentation by commenting on the Board members who resigned. He stated that they should have been allowed to participate. Attorney Jackson also commented on the termination of CRA Executive Director Michael Johnson. He cited an opinion from the Florida Attorney General in relation to the Board members who resigned. Jackson stated that Randolph and Washington were allowed to serve on the Board until their seats were filled. Attorney Jackson also found another opinion from the Attorney General on the termination of a CRA Executive Director: the CRA Board is independent from the Town and their powers do not come from the Town's Charter. The Mayor cannot interject herself in the operations of the CRA. Florida law trumps the Charter. Moreover, the Town's charter does not control the actions of the CRA. (In response to Attorney Shepard seeking the opinion from the Florida Attorney General) Mr. Johnson would have to wait a year or more for an action from the Florida Attorney General. Mr. Johnson is not here today because he is being treated as an employee of the Town and has a trespass on the Town Hall. Attorney Jackson addressed the statements made by Attorney Shepard and the documents he provided, in which Attorney Jackson could not find. He stated that Attorney Shepard is wrong. Attorney Jackson continued by stating that he hates being in this position, and the Town and CRA should not be in this position. The bill for this agency for my service will be $10,000. If I am charging $10,000, how much is Attorney Shepard being charged? How much time/money will the Town and CRA spend? Mr. Johnson was served termination papers and his Town vehicle was taken over the weekend. I do not fault Mayor Gardner as she was following legal advice. Attorney Jackson continued by stating he received emails from Mr. Johnson saying that he was being threatened and intimidated by Human Resources staff. This Board has asked that Johnson be reinstated and disciplinary actions be removed from his file; he is not an employee of the Town. I asked Human Resources not to send anymore emails stating that Johnson was terminated. Johnson, by the authority of the Board, is a TOECRA employee. Mr. Johnson knows that I do not represent him, I represent the Board. Attorney Jackson reiterated his previous points. He spoke about his working relationship with Pat Gleeson and her opinion on Board members who have resigned. Attorney Jackson also looked at another report regarding a city trying to interject in CRA affairs. I am trying to advise this Board regarding the Mayor's actions and Johnson's termination. This agency may be at risk for wrongful termination. A CRA vehicle was taken by the Town of Eatonville. Mr. Johnson's employees are fearful for their own positions. Attorney Jackson requested that Mr. Johnson return. Director Thomas asked if the Attorney General's opinion is law or opinion. Attorney Jackson responded that it was an opinion. Director Thomas – What was the purpose of members putting in their resignation? The terms of resignation should have been clarified in their paperwork. Attorney Jackson clarified that the resignation was on March 17, 2026, and the CRA meeting was held a day prior. He also cited the Florida Statutes. Director Mack thanked Attorney Jackson for his presentation. He would like to motion to reinstate Johnson. He reiterated that Johnson is not an employee of the Town of Eatonville. He also commented on their being biased and believes the Board should trust the Attorney General's opinion. He stated that Mr. Johnson can only be fired by this Board and not liking someone is not justification for termination. He ended by stating litigation is something the Town does not want. Director Thomas – I am questioning because I do not understand myself. At the time, I was not on the Town Council, but I remember during Mr. Johnson's interview that Human Resources stated he was an employee of the Town which he understood. Director Thomas stated that she would like to table until she has time to review and understand. She believes that the Board should not vote on this. Director Mack continued with his statement by saying that he is in favor of the lease agreement item to have a separation between the Town and CRA. He would like to motion to have Johnson reinstated, pay returned, as well as the CRA vehicle. Mack stated that he makes decisions for the Town. We also need to protect the CRA employees. Mayor Gardner trusted legal counsel. We need to be communicating before making rash decisions. Attorney Jackson returned to Director Thomas' comment and cited the CRA by Laws as reasoning for Johnson's employment with TOECRA. Director Thomas stated that she understood but would like to read them herself before making a decision. Director Jordan – We voted Monday to reinstate Mr. Johnson, what will change if we do it again? Director Critton – I did not vote Monday (voting by proxy), but if I did vote, I would not have voted to reinstate Mr. Johnson. Director Critton stated that she received a legal opinion from Attorney Shepard who provided her with AGO 8960 regarding resigned Board members voting. She also cited an October 2024 CRA meeting in which it was stated that Mr. Johnson was a Town employee. Attorney Jackson stated that termination by Board is in the policies and procedures, not CRA by Laws. Jackson also asked for clarification on the source sent by Attorney Shepard. Director Critton addressed the CRA vehicle taken from Michael Johnson. She stated that the vehicle should have been at Town Hall. After having time to review Attorney Shepard's source, Attorney Jackson stated that it was inconsistent. Director Critton continued by stating vehicle usage should be clarified in the CRA by Laws. Attorney Jackson stated that the vehicle was given to Johnson by the CRA Board. Director Critton requested documentation of the appointment of the vehicle to Mr. Johnson. She also requested that Attorney Jackson give insight on the liability article of the CRA by Laws. Attorney Jackson stated that he reviewed the indemnification article earlier and expanded on his comments. Director Mack – Attorney Shepard has no standing with this Board. Why did Shepard not reach out to Attorney Jackson with the opinion? Mack states that the taking of the CRA vehicle from Michael Johnson was theft. We are facing potential litigation with the same employee, and he won and got paid last time. Director Mack commented on his attempt to reach a quorum for a special meeting but could not. He stated that new appointees should be available. Director Critton – It is more than appropriate to seek another legal opinion due to the situation. It is due diligence. To restrict a Board member from seeking outside expertise is wrong. Attorney Jackson – If the agency is paying, outside counsel would need to come to the Board. Director Mack responded in regard to Attorney Shepard and legal advice. Director Critton – The availability of this Board should not be abused. I will not be dragged around because someone feels some type of way. We already had this meeting scheduled. We should be respectful of each other's time.

CITIZEN PARTICIPATION:

Joyce Irby – Ms. Bellenger read Joyce Irby's emailed public comment for the record.

Angie Gardner – (Candace Finley yielded her time to Gardner allowing her five minutes of commentary). The CRA by Laws state that Johnson (Executive Director) could be suspended. I terminated Johnson due to insubordination. I was leaving office and wanted to do an evaluation. I called two special meetings. During suspension, there should be no Town work. Johnson was using the CRA vehicle and Town resources for a special meeting. I sent communication to both Attorney Jackson and Shepard. Johnson could not meet for an evaluation. I was not going rogue; I was doing everything by the book. If something does not go right, it falls on the Mayor. Attorney Jackson – The Mayor's actions is exactly what the statute I cited earlier is against. Jackson references evaluation email which was made on Town of Eatonville stationary with a "Mayor/Chair" signature. He stated that the Mayor did not receive authority from the CRA Board to do an evaluation. Director Critton – I have been on the Board for 3 years and did not see policy and procedures until this incident. Attorney Jackson cites section 4.13.3.3 from the CRA policies and procedures. He stated that the Town Attorney (Shepard) has given wrong advice before. I have to justify my opinion against Attorney Shepard's. Attorney Jackson also commented on Joyce Irby's public statement. Angie Gardner is brought back to the podium to answer questions. Director Mack asked Mrs. Gardner why she went to the Town Attorney and not Attorney Jackson. Angie Gardner stated that Attorney Jackson was ignoring her calls. She clarified when the issue with Mr. Johnson began. While Jackson was out of town, I shared my concerns, when he returned I received one response. The CRA started to ghost me. When I did an evaluation, I was told it was not my job. Attorney Jackson – Johnson is paid from the CRA Trust Fund. He then responded to Gardner's comments on communication with him.

Ryan Novak – (Selina [resident] yielded her time to Novak which allowed him five minutes of commentary). Mr. Novak began by referencing the CRA's mission statement. He stated that the CRA has received millions of dollars, but what is there to show for it? The CRA claims that they have done redevelopment but it has not happened. He referenced a recent public records request with an invoice payment of about $5,000. He also commented on purchases by the CRA Executive Director, by Laws, and asked the Board to explain CRA purchases, including Amazon and Chipotle.

Michelle Fort – (Payton Gardner yielded her time to Fort which allowed her five minutes of commentary). Ms. Fort began by commenting on Mr. Johnson's expenses. She stated that she would like to see the checks and approvals for the past six months. $19,000 was allocated to a development company which Anthony Grant is the owner of. Fort referenced Florida Statutes regarding resignations. The last time Johnson was fired, both you (Attorney Jackson) and Shepard were there. Ms. Fort also referenced merit pay, the Orange County comptroller's opinion which Johnson violated with his actions. The CRA received a violation from the comptroller. Fort gave handouts of the AG opinion she referenced as well as the comptroller document to Attorney Jackson and CRA Board.

Angela Johnson – Ms. Johnson requested that the Board move items 5 and 6 from Consent Agenda to Board Decisions. She stated that there is always a concern on walk-on items as citizens do not get the opportunity to review them in a timely manner, which seems to happen often with the CRA. She also requested that the Board table items 5 and 6.

CONSENT AGENDA:

Director Critton MOTIONS to **MOVE** Items 5 and 6 from the Consent Agenda to Board Discussion. **Comments:** Director Mack asked Director Critton if she would like to table the items instead. He would like to reinstate Michael Johnson. Attorney Jackson shared his opinion on tabling and reinstatement. Director Critton recommended tabling Items 2-5 and moving Item 6 to Board Discussion or Decisions. She asked if any members would be opposed. Director Mack requested Attorney Jackson's opinion. Attorney Jackson – (On reinstatement) if it is not done, this Board will potentially face litigation. An action has already been made to reinstate Mr. Johnson which has not been respected. Director Mack agreed and stated that the Board needs to reinstate Johnson based on Monday's vote. **Director Critton MOTIONS** to **TABLE** Items 2-5 and move Item 6 to Board Discussion; **moved** by Director Thomas, **second** by Director Jordan; **AYE: ALL, MOTION PASSES.**

BOARD DISCUSSION:

Approval of Resolution CRA-R-2026-9 Nullifying Unauthorized Actions of the Mayor – Ms. Bellenger read the Preamble. Director Critton began discussion with her disagreements**.** Director Thomas requested that "former Mayor" be used in the Resolution as well as removing the language, "both past and present." Director Jordan asked for clarification on vote that took place on Monday. She also requested clarity on the resignation issue. Attorney Jackson restates statutes and Florida Attorney General's opinion. Director Jordan addressed former Mayor Gardner's public comments and stated there is a need for the Board to do an evaluation on Mr. Johnson. Director Critton – I spoke with HR regarding evaluations because they seemed outdated. Director Critton suggested using the Mayor's evaluation as a starting point. Attorney Jackson stated that he was in a meeting with Mayor Critton and HR. One solution was to have a similar evaluation process as the Town Clerk. Director Critton requested that a copy of the evaluation form for appointed members be emailed to Board members. Ms. Bellenger did a quorum call for a special meeting to establish a review of the Town's evaluation policy on March 31, 2026, at 6:30p.m. Director Williams requested that Attorney Jackson be in charge as he does not want a Town official to tell the CRA Board what to do. Attorney Jackson stated that he is not opposed to the suggestion. Director Mack requested that an email confirming a quorum be sent out to Board members. Director Critton asked for Attorney Jackson's opinion on the action. Attorney Jackson suggested moving forward with Monday's action to reinstate and reimburse Michael Johnson as well as removing the disciplinary action. Director Critton –Who has the authority to implement? Attorney Jackson – You as the chair could direct the administration. Director Critton stated that she would direct the administration tomorrow morning. **Director Critton MOTIONS to REMOVE** Resolution CRA-R-2026-9; **moved** by Director Mack, **second** by Director Williams. **AYE: Director Mack, Director Williams, Director Jordan; NAY: Director Critton, Director Johnson. MOTION PASSES, 3/2.**

Approval of Resolution CRA-R-2026-10 Authorizing Lease Agreement for 243 W. Kennedy Blvd Ste D, Orlando, Florida 32810 (Reese Building) – **Director Critton MOTIONS** to **TABLE** Resolution CRA-R-2026-10; **moved** by Director Thomas, **second** by Director Mack. **AYE: ALL, MOTION PASSES.**

STAFF REPORTS:

CRA Attorney, Greg Jackson - No Report

BOARD REPORTS:

Director, Angela Thomas – Director Thomas began by stating that she would like to pause CRA financials and projects. Paula Bradshaw (Fiscal Coordinator) – We are obligated to pay vendors and monthly loan repayments, as well as meet grant deadlines, and subscriptions. Director Thomas requested a copy of the CRA's A.I. history. Director Williams suggested setting up a meeting with Executive Director Johnson. Director Thomas – I will need all the information at the time of the meeting. Director Jordan – I would also like transparency and updates on projects. **Director Thomas MOTIONS to halt CRA projects including financials be provided to the Board; moved** by Director Thomas, **second** by Director Jordan. **AYE:** Director Thomas, Director Jordan; **NAY:** Director Critton, Director Mack, Director Williams. **MOTION FAILS.**

Director, Donovan Williams – The Town that freedom built—that is what we stand on. We used to be self-sufficient. Director Williams commented on the current state of the Town and suggested looking at the Town side rather than CRA. He stated that there has always been Town interference with the CRA. The Town needs to do better so we can do better. He ended his statement by saying Attorney Jackson has provided facts, but you (the Board) want to search for your own opinion.

Director, Tarus Mack – Director Mack began by thanking everyone for coming out to the meeting. He wished everyone a happy international women's month. He also congratulated new Board members. He stated that he was glad the Board had brought Mr. Johnson back and thanked Attorney Jackson.

Director, LaDwyana Jordan – Director Jordan began her statement by thanking the residents for coming out to tonight's meeting. She also thanked Attorney Jackson.

Director, Ruthi Critton – Director Critton began by addressing the production of documents for meetings the day of but acknowledged the recent unusual circumstances. She asked if there are items that are not ready that they be held off so the residents and Board have time to review and do due diligence. As for the Board: do not let anyone tell you all that I am not working with you. Director Critton also addressed public comments made by Ryan Novak.

ADJOURNMENT Director Critton **MOTIONS** for Adjournment of Meeting (**MOVED** by Director Thomas; **SECOND** by Director Mack; **AYE: ALL, MOTION PASSES.**) **Meeting Adjourned at 9:39 P.M.**

HANDOUTS: Supporting documents for Items 4-7; Copy of Attorney General Opinion 2000-48; 2025 Florida Statutes; Orange County Comptroller Opinion

Respectfully Submitted by: Marissa Bellenger

ATTEST

APPROVED

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Veronica L King, Town Clerk

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Ruthi Critton, Director

HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
SEPTEMBER 17, 2026, 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 Resolution CRA-R-2026-41 Board of Directors Meeting Minutes August 20, 2026

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	**Department:** ADMINISTRATION
CONSENT AGENDA	YES	**Exhibits:** • **RESOLUTION CRA-R-2026-41** • **Meeting Minutes for August 20, 2026**
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of Resolution CRA-R-2026-41

SUMMARY: The Board of Directors will need to approve the August 20, 2026, meeting minutes of the TOE CRA.

RECOMMENDATION: The TOECRA Administration recommends approval of Resolution CRA-R-2026-41.

FISCAL & EFFICIENCY DATA: No fiscal impact.

RESOLUTION CRA-R-2026-41

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) APPROVING THE BOARD OF DIRECTORS MEETING MINUTES FOR AUGUST 20, 2026, AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the members of the governing body and two (2) additional members from the taxing authorities serve as Directors of the Agency; and

WHEREAS, such members constitute the head of a legal entity, separate, distinct, and independent from the governing board of the County and Municipality; and

WHEREAS, the TOECRA Board of Directors is the fiduciary to the CRA Trust Account and seeking to manage the CRA Trust in an efficient manner and document meetings of the Board of Directors through minutes and recordings; and

WHEREAS, the TOECRA Board of Directors will review and approve all Board of Directors meeting minutes: and

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

SECTION ONE: APPROVAL: The TOECRA Board of Directors will review and approve all meeting minutes of the agency.

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 17TH day of SEPTEMBER 2026.

____
Ruthi Critton, Chair

ATTEST:

____
Veronica King, Town Clerk or Board Designee

HISTORIC TOWN OF EATONVILLE, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY
MEETING MINUTES

Thursday, August 20, 2026, at 6:30 PM

Denton Johnson Center – 400 Ruffel Street, Eatonville, FL 32751

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 Board Agenda Page.*

CALL TO ORDER – Chair Ruthi Critton called the meeting to order at 6:35p.m.

ROLL CALL – Quorum was established through roll call by Ms. Bellenger.

PRESENT: **(6)** Chair Ruthi Critton, Vice Chair Angela Thomas, Director Wanda Randolph, Director Donovan Williams (arrived late), Director LaDwyana Jordan, Director Tarus Mack. **ABSENT:** Director Linder Greathouse.

STAFF: **(4)** Veronica King, **Town Clerk;** Marissa Bellenger, **Deputy Town Clerk;** Greg Jackson, **Attorney;** Michael Johnson, **CRA Executive Director**

INVOCATION AND PLEDGE OF ALLEGIANCE
Chair Critton led the invocation through a Moment of Silence followed by the Pledge of Allegiance.

CITIZEN PARTICIPATION:

Michelle Fort – Ms. Fort gave the Board a handout. The reason for financial oversight is due to the last year of comments. On October 22, the CRA had a meeting and during staff comments the Executive Director made comments that the RFP had changed. Four weeks later, a contractor was signed by the Executive Director, with David Smith. It was an independent contractor agreement. On the payment for services section, I ask that you all look at the amount. The Director was fired in March, but the contractor was still getting paid. Ms. Fort referenced minutes regarding Smith's work and payment.

Ryan Novak – Referenced the purchasing policy and vendor payments. He asked for the Board review all the red lines. Who oversees the day-to-day of the Executive Director? None of you, at least not directly. Mr. Johnson is your CEO, and a CEO does not answer to anyone except the Board. You need to make sure your policies and bylaws are tightened up. The CEO carries out your directives. I disagree with oversight on the CEO's day-to-day duties.

Angela Johnson – During the workshop, it was stated that the Exec. Director could not report to the Town CAO, but he can administratively if reflected in your bylaws. I challenge you to figure out what direction you want to go in. Regarding the David Smith contract, I ask you to look at the purchasing policy that the payment to the vendor is on an annual process. Regarding the Economic Impact Manager, I ask that is moved from decision to discussion. What is the contractual agreement with Ms. Bradshaw? What is her hourly rate and how many hours? If she is going to assume the role of Shak's position, how does a person pick up another 40 hours a week if they are already working 30?

CONSENT AGENDA:
Chair Critton **MOTIONS** to **APPROVE** Consent Agenda Approving Resolution CRA-R-2026-36 Board of Directors Meeting Minutes for Special CRA Meeting July 7, 2026 and Resolution CRA-R-2026-37 Board of Directors Meeting Minutes July 16, 2026; **moved** by Director Mack, **second** by Director Randolph.

Comments: Director Randolph asked if workshop discussion on the bylaws could be part of the discussion. Chair Critton restates the question. **AYE: ALL, MOTION PASSES 6/0.**

BOARD DISCUSSION:

TOECRA Bylaws (continued from Workshop) – Chair Critton briefly recapped the discussion in workshop. Ms. Bellenger announced that Director Williams had arrived. Director Randolph asked who the Executive Director reports to? Attorney Jackson – He is the CEO of the agency under the Board. He would fall under the direct oversight of the Chair of the TOECRA. Director Randolph asked for clarification on 3.4.5. Attorney Jackson stated it reflects what is in the Town Charter. Director Randolph referenced the language which stated that the Board would need to vote to give the Executive Director orders. Chair Critton gave Attorney Jackson some context from the workshop discussion. Attorney Jackson – Board members cannot direct day-to-day duties. They can, however, ask for information, but the Executive Director does not need to drop everything to fulfill their request. Director Randolph asked a clarifying question on the Board's directives. Attorney Jackson – If you look at the Town Charter, the language is basically identical in regard to administrative interference. Chair Critton – This is just a reminder that there is a difference between legislative and administrative. Vice Chair Thomas asked why it would be taken from the Charter. Attorney Jackson – This language can be applied appropriately. Just like the procurement policy, the CRA uses the Town's policy, but it does not make it under the Town. Director Randolph had a question regarding 3.4.2. Chair Critton – There was a concern about a potential delay or a period of time the agency would be without an Executive Director due to no signed resolution. There was a recommendation to skip the resolution. I do agree with Randolph that we want to ensure the agency always has direction. Director Randolph – I believe it was something that we voted on, that if the position was not filled in 120 days that the Board could select someone. Attorney Jackson – I do recall. On a temporary basis, it is okay for the Chair to serve as Executive Director, but I would like to do some research. Chair Critton – There was a discussion about former Mayor Gardner serving as Interim Executive Director. Then there was conversation about Ms. Washington being brought in as Executive Director on an administrative basis. Attorney Jackson – There is nothing in the bylaws about emergency hiring. However, if it was done under the bylaws provisions, then it was done correctly. If the Interim Executive Director hired an Executive Director, then that should not have been allowed. Chair Critton clarified that Gardner was in an administrative coordinator role. Chair Critton asked the Board about the resolution needed for the Chair to become the temporary Executive Director. Mr. Johnson – I would caution the Board to hold until Attorney Jackson investigates it. Chair Critton filled in the Board on workshop discussion on who the Executive Director should report to. The Board agreed that he should report to the Chair or in their absence, the Vice Chair. Vice Chair Thomas asked if the Capital Improvement Project sheet is updated, that the Board is made aware. Chair Critton summarized comments made by Director Randolph in the workshop requesting the General Ledger be included in their monthly meeting packets. There was also a request for project minutes and resolutions approved by the previous Board. Director Randolph – On section 3.3, we were discussing the Vice Chair filing in for the Chair. If the Vice Chair is not available, I think the Board should have an emergency meeting. Mr. Johnson stated statutorily that is not possible. Chair Critton asked the Attorney to define a senior board member. Attorney Jackson – If the Chair, Vice Chair were absent, the role would turn to the most senior board member.

BOARD DECISIONS:

Approval of Resolution CRA-R-2026-38 Approving Economic Impact Manager Job Description – Ms. Bellenger read the preamble. **Chair Critton MOTIONED for APPROVAL; moved** by Director Randolph, **second** by Director Mack. **Comments:** Vice Chair Thomas asked for clarity on the position. Mr. Johnson – At the last meeting, I told the Board that I would combine the positions. Vice Chair Thomas requested each job description. Mr. Johnson stated that the Board approved the previous positions. Vice Chair Thomas requested all the applicants' qualifications (resume). Chair Critton clarified that this resolution is just the approval of a job description. Selecting an applicant is an administrative duty. Director Randolph asked for clarification on the position creation and questioned the large responsibilities. Director Williams stated that the job description is the responsibility of TOECRA administration. Chair Critton – Per the bylaws, it is part the Executive Director's day-to-day duties. The Board discussed the position. Director Randolph asked if the position would be advertised. Mr. Johnson – No. I am just consolidating two positions into one. **Chair Critton restates the question. AYE:** Chair Critton, Director Jordan, Director Mack, Director Wiliams. **NAY:** Director Randolph, Vice Chair Thomas. **MOTION PASSES, 4/2.**

Approval of Resolution CRA-R-2026-39 Approving Amended Bylaws changes as submitted by Attorney Jackson – Mr. Johnson recommended tabling the item. **Chair Critton MOTIONS to TABLE**; **moved** by Director Mack, **second** by Vice Chair Thomas. **AYE: ALL, MOTION PASSES 6/0.**

STAFF REPORTS:

Executive Director – Michael Johnson – We are moving forward on an interlocal agreement with Orange County. He later continued his report by thanking Ms. Wilder and Ms. Shakeila Jones for her support on the TDT presentation (and project).

Attorney Greg Jackson – I would like to congratulate this Board and Mr. Johnson for a great TDT presentation. It shows that this agency and Eatonville is serious about redevelopment. No one thought we could get through this process. For the first time in history, this Town looks like it might have its own Heritage Tourism District. I want to commend this agency that has been under the direction of Executive Director Johnson.

Marissa Bellenger – Records Coordinator (Clerk Office) – Those who did not receive Michelle Fort's handout will receive a copy in their mailbox or can come by Town Hall to receive it. Announced that the Historic Marker Task Force applications are open.

BOARD REPORTS:

Director Donovan Williams – Kudos to Mr. Johnson and his staff on the TDT presentation. It is a great accomplishment. I hope we get to see the creation of the district.

Director Tarus Mack – Thank you everyone for coming out this evening and being part of CRA business. Mr. Johnson, I cannot express enough how much it means to see the positive direction of this community. Congratulations on a great TDT presentation. We are a historic town, and the project is long overdue. Director Mack stated his support of the Economic Impact Manager position and the qualified employee who fills it. He also shared his support for the Deputy Town Clerk and the Historic Marker Task Force project.

Director LaDwyana Jordan – I want to send my condolences to Director Greathouse. Thank you to Ms. Wilder and the Eatonville Chamber of Commerce because it was instrumental in moving the Heritage Tourism District forward.

Director Wanda Randolph – These past two weekends have been very busy. I would like to honor the Town and CRA for putting together their TDT presentation. I would like to thank the Mayor, Council, TOECRA Board, and Mr. Johnson for your diligence and commitment to the process. This past weekend, St. Lawrence just celebrated 145 years, and it was a very educational event. We had the oldest bell of the Town on display. I want to thank the Mayor for being there as well as the presentation of a proclamation.

Vice Chair Angela Thomas – For all those who say they love the Town, please tell me if it looks like hate.

Chair Ruthi Critton – Congratulated Town and TOECRA for the TDT presentation. To be able to witness and have input in the collaboration between the Town and TOECRA was great. With the potential sunset of the CRA, to be able to pitch projects we are passionate about, it is a good feeling. I also want to thank Adrienne Jackson who was our delegate on the TDT committee and advocated for us. We are very optimistic about the direction. Encouraged the Board to spread the word about the Historic Markers Task Force. Thoughts and prayers to Director Greathouse for her loss.

ADJOURNMENT Chair Critton **MOTIONS** for Adjournment of Meeting (**MOVED** by Director Mack, **SECOND** by Vice Chair Thomas; **AYE: ALL, MOTION PASSES.**) **Meeting Adjourned at 8:09 P.M.**

HANDOUTS: Q&A from Executive Director Johnson regarding TOECRA projects; Angela Johnson Public Comment; Handout from Michelle Fort

Respectfully Submitted by: Marissa Bellenger

ATTEST

Veronica L King, Town Clerk

APPROVED

Ruthi Critton, Director

HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
SEPTEMBER 17, 2026, 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 Resolution CRA-R-2026-42 Approving Amended Bylaws changes as submitted by Attorney Jackson and the Board of Directors **(Administration)**

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	**Department:** ADMINISTRATION
CONSENT AGENDA	YES	**Exhibits:** • **RESOLUTION CRA-R-2026-42** • **Exhibit "A" attached (pdf)**
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION	x	

REQUEST: Approval of Resolution CRA-R-2026-42

SUMMARY: The proposed CRA Resolution formally adopts the amended Town of Eatonville Community Redevelopment Agency Bylaws incorporating the recommendations of General Counsel, Attorney Jackson. The amendments update and clarify provisions related to CRA governance, administrative responsibilities, purchasing authority, meeting procedures, public participation, fiscal matters, and general operations. Upon adoption, the amended Bylaws will become the official governing Bylaws of the CRA and supersede prior versions where conflicts exist.

FISCAL & EFFICIENCY DATA: N/A

RESOLUTION CRA-R-2026-42

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY, ORANGE COUNTY, FLORIDA, APPROVING AND ADOPTING AMENDED BYLAWS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY CONSISTENT WITH THE RECOMMENDATIONS OF GENERAL COUNSEL, ATTORNEY JACKSON AND THE BOARD OF DIRECTORS DURING SEPTEMBER 8, 2026 WORKSHOP; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR ADOPTION OF THE AMENDED BYLAWS; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR ALL OTHER PURPOSES NECESSARY AND PROPER.

WHEREAS, the Town of Eatonville Community Redevelopment Agency (“TOECRA” or “Agency”) was established pursuant to Chapter 163, Part III, Florida Statutes, for the purpose of carrying out community redevelopment activities within the Town of Eatonville Community Redevelopment Area; and

WHEREAS, the TOECRA Board has previously adopted bylaws governing the administration, management, meetings, officers, employees, fiscal matters, contracts, committees, and other operations of the Agency; and

WHEREAS, the TOECRA Bylaws provide for periodic review and amendment by the TOECRA Board in accordance with the procedures set forth therein and applicable law; and

WHEREAS, General Counsel, Attorney Jackson and the Board of Directors, has reviewed the TOECRA Bylaws and recommended certain amendments intended to clarify and update the governance, administration, operational procedures, purchasing authority, meeting procedures, duties and responsibilities of Agency officials and staff, and other provisions of the Bylaws; and

WHEREAS, the proposed amendments have been incorporated into the document entitled “Bylaws of the Town of Eatonville Community Redevelopment Agency (Amended)”, which is attached hereto and incorporated herein as Exhibit “A”; and

WHEREAS, the TOECRA Board has reviewed the proposed amended Bylaws and finds that adoption of the amendments recommended by General Counsel and Board of Directors during the August 20, 2026 and September 8, 2026 Workshop is in the best interests of the Agency and will promote the orderly, efficient, transparent, and lawful administration of the Agency; and

WHEREAS, the TOECRA Board desires to formally approve and adopt the amended Bylaws.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY, ORANGE COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. RECITALS INCORPORATED. The foregoing recitals are true and correct and are hereby incorporated into this Resolution as if fully set forth herein.

SECTION 2. ADOPTION OF AMENDED BYLAWS. The Town of Eatonville Community Redevelopment Agency Board hereby approves and adopts the "Bylaws of the Town of Eatonville Community Redevelopment Agency (Amended)", substantially in the form attached hereto as Exhibit "A", incorporating the amendments and recommendations of General Counsel, Attorney Jackson. Upon adoption of this Resolution, the amended Bylaws attached as Exhibit "A" shall constitute the official Bylaws governing the Town of Eatonville Community Redevelopment Agency and shall supersede all previously adopted versions of the TOECRA Bylaws to the extent of any conflict.

SECTION 3. AUTHORIZATION TO IMPLEMENT. The TOECRA Chair, Executive Director, Town Clerk/Secretary, General Counsel, and other appropriate Agency and Town officials are hereby authorized and directed to take all actions reasonably necessary to implement this Resolution and the amended Bylaws, including maintaining the official adopted copy of the Bylaws in the Agency's records and making such Bylaws available for public inspection as required by law.

SECTION 4. CONFLICTS. All resolutions, policies, procedures, bylaws, or portions thereof that conflict with this Resolution or the amended Bylaws adopted herein are hereby superseded and repealed to the extent of such conflict.

SECTION 5. SEVERABILITY. If any section, subsection, sentence, clause, provision, or portion of this Resolution is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this Resolution, which shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption by the Town of Eatonville Community Redevelopment Agency Board.

PASSED AND ADOPTED by the Town of Eatonville Community Redevelopment Agency Board at a duly noticed public meeting held on this _____ day of __________________, 2026.

TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY

By: ____
Ruthi Critton, CRA Chair

Date: ______________________________________

ATTEST:

By: ____
Veronica King, Town Clerk / CRA Secretary

Date: ______________________________________

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: ____
Attorney Jackson, General Counsel

Date: ______________________________________

EXHIBIT "A"

AMENDED BYLAWS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY

HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING

SEPTEMBER 17, 2026, 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 Resolution CRA-R-2026-43 Adopting the 2026 TOE CRA Comprehensive Policies and Procedures Manual **(Administration)**

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	**Department:** CRA ADMINISTRATION
CONSENT AGENDA		**Exhibits:** • **RESOLUTION CRA-R-2026-43** • **Exhibit "A" attached**
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of Resolution CRA-R-2026-43

SUMMARY: The proposed resolution adopts the 2026 Town of Eatonville CRA Comprehensive Policies and Procedures Manual as the CRA's official administrative and governance framework. The Manual establishes updated standards for governance, financial controls, procurement, grant compliance, human resources, public records, ethics, cybersecurity, safety, and risk management. It also confirms the CRA's use of the Town Purchasing Policy adopted by Resolution No. 2023-22, with appropriate CRA-specific role substitutions consistent with CRA Resolution No. CRA-R-2020-9. Staff recommends Board approval to strengthen accountability, legal compliance, operational consistency, and protection of public resources.

FISCAL & EFFICIENCY DATA: None

Resolution CRA-R-2026-43

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY BOARD OF DIRECTORS; ADOPTING THE 2026 TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY COMPREHENSIVE POLICIES AND PROCEDURES MANUAL; REAFFIRMING AND CLARIFYING THE INCORPORATION OF THE TOWN OF EATONVILLE PURCHASING POLICY ADOPTED BY TOWN RESOLUTION NO. 2023-22, AS LAWFULLY AMENDED, FOR CRA USE; CONFIRMING CRA-SPECIFIC ROLE SUBSTITUTIONS CONSISTENT WITH CRA RESOLUTION NO. CRA-R-2020-9; ESTABLISHING CONTROLLING-AUTHORITY, IMPLEMENTATION, TRAINING, RECORDKEEPING, ANNUAL-REVIEW, AND AMENDMENT REQUIREMENTS; SUPERSEDING PRIOR CRA POLICIES ONLY TO THE EXTENT OF CONFLICT; PROVIDING FOR NO CREATION OF CONTRACTUAL EMPLOYMENT RIGHTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Eatonville Community Redevelopment Agency (the “CRA”) is a public body corporate and politic and a public instrumentality organized and operating under Part III of Chapter 163, Florida Statutes, to implement the community redevelopment plan and exercise the powers lawfully delegated to it; and

WHEREAS, the CRA Board of Directors (the “Board”) is responsible for establishing policy, approving the CRA budget and redevelopment priorities, safeguarding redevelopment trust fund resources, and exercising those powers that applicable law reserves to the Board; and

WHEREAS, effective governance requires current written standards addressing administration, ethics, transparency, public records, financial management, internal controls, procurement, grant compliance, employment practices, safety, risk management, and policy administration; and

WHEREAS, the CRA has reviewed and updated its prior comprehensive policies and procedures to reflect the CRA’s status as a legal entity separate and distinct from the Town when acting in its CRA capacity, while preserving documented and lawful shared-service and administrative arrangements; and

WHEREAS, CRA Resolution No. CRA-R-2020-9 adopted the Town’s purchasing policy for CRA use and directed that specified Town administrative titles be read as the CRA Executive Director for CRA procurement administration; and

WHEREAS, the Town subsequently adopted a revised Purchasing Policy and Procedure Manual by Town Resolution No. 2023-22, and the Board desires to remove uncertainty by expressly ratifying and incorporating that current policy, together with later lawful amendments, subject to the limitations stated in this Resolution; and

WHEREAS, the proposed manual incorporates the Town purchasing policy by reference and establishes CRA-specific controls, including purchasing thresholds, written documentation, segregation of duties, formal competition, conflict disclosures, Board approval requirements, federal award standards, and contract-administration requirements; and

WHEREAS, the proposed manual further provides that controlling federal and Florida law, binding grant conditions, final court orders, applicable collective bargaining agreements, and later-adopted controlling policies prevail over inconsistent manual language; and

WHEREAS, the manual is intended as an administrative governance document and does not create an employment contract, guarantee continued employment, limit lawful management authority, or waive any immunity, defense, privilege, exemption, statutory authority, or Board power; and

WHEREAS, the Board finds that adoption and consistent implementation of the manual will strengthen accountability, operational continuity, legal compliance, audit readiness, fair procurement, protection of public resources, and transparent delivery of the CRA's redevelopment program.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY BOARD OF DIRECTORS:

SECTION 1. RECITALS AND FINDINGS. The foregoing recitals are true and correct, are adopted as the legislative and administrative findings of the Board and are incorporated into this Resolution as if fully set forth herein.

SECTION 2. ADOPTION OF MANUAL. The Board approves and adopts the document titled "2026 Town of Eatonville Community Redevelopment Agency Comprehensive Policies and Procedures Manual," draft dated August 17, 2026, including its appendices and implementation forms (collectively, the "Manual"), as the official comprehensive policies and procedures of the CRA. The Manual shall be maintained with this Resolution as Exhibit A and is incorporated by reference. If an executed copy of this Resolution and the Manual are maintained as separate records for administrative convenience, the Clerk shall preserve them together within the official adoption record.

SECTION 3. PROCUREMENT POLICY INCORPORATION AND RATIFICATION. The Board expressly reaffirms CRA Resolution No. CRA-R-2020-9 and ratifies and incorporates for CRA use the Town of Eatonville Purchasing Policy and Procedure Manual adopted by Town Resolution No. 2023-22, as lawfully amended from time to time, except to the extent a provision is inconsistent with controlling law, a binding grant requirement, the CRA's separate legal status, or an express action of the Board.

For a CRA procurement, references in the incorporated Town purchasing policy to the Town Council shall mean the CRA Board when approval by the governing body of the purchasing entity is required. References assigning procurement-administration duties to the Mayor, Chief Administrative Officer, Finance Director, or a comparable Town official shall mean the CRA Executive Director to the extent authorized by CRA Resolution No. CRA-R-2020-9, this Resolution, the adopted CRA budget, and other lawful written delegations.

No role substitution shall transfer to the Executive Director a power that is nondelegable by law or expressly reserved to the Board. Unusual entity-separation issues, statutory procurements, contested awards, material exceptions to competition, and questions regarding the proper approving authority shall be referred to CRA legal counsel before final action when practicable.

The Executive Director shall promptly advise the Board of any later Town purchasing-policy amendment that materially affects CRA thresholds, approval authority, competition, contract terms, or internal controls and shall present any conforming CRA amendment that legal counsel or the Executive Director determines is necessary.

SECTION 4. HIERARCHY OF CONTROLLING AUTHORITY. The Manual shall be interpreted and administered consistently with the Florida Constitution; applicable federal and Florida statutes and regulations; the CRA's enabling instruments and community redevelopment plan; valid Town ordinances and policies lawfully applicable to the CRA; binding grant and pass-through-entity requirements; final court orders; applicable collective bargaining agreements; and duly adopted Board actions.

If a Manual provision conflicts with a higher or later controlling authority, the controlling authority governs and the inconsistent Manual provision is suspended only to the minimum extent necessary. The remaining provisions continue in effect. References in the Manual to statutes, regulations, monetary thresholds, posters, forms, and official guidance mean the current applicable versions unless the Board expressly provides otherwise.

SECTION 5. IMPLEMENTATION AUTHORITY AND LIMITS. The Executive Director is authorized and directed to administer the Manual; maintain the official controlled copy; issue nonmaterial administrative procedures, instructions, workflows, forms, and checklists consistent with the Manual; assign responsible staff; and take other routine actions reasonably necessary for implementation.

Administrative implementation may clarify workflow, improve documentation, update official form references, or conform ministerial details to controlling law. It may not create a new substantive policy, materially change a procurement or expenditure threshold, expand delegated authority, waive competition or Board approval, alter employee benefits or material terms of employment, commit unbudgeted funds, or amend a nondelegable Board requirement.

Nothing in this Resolution authorizes an expenditure or contract not otherwise budgeted and approved, waives a required procurement process, or permits CRA resources to be used outside lawful community redevelopment purposes and the adopted community redevelopment plan.

SECTION 6. TRAINING ACKNOWLEDGMENT AND DISTRIBUTION. The Executive Director shall provide the Manual, or the portions applicable to assigned duties, to Board members, CRA employees, volunteers, agents, contractors, evaluators, and other covered persons. Orientation and periodic training shall be provided as appropriate regarding ethics, Sunshine and public records requirements, cybersecurity, financial controls, procurement, federal and state awards, equal employment opportunity, accommodations and leave, timekeeping, safety, and reporting obligations.

Employees shall sign a receipt and acknowledgment confirming access to and responsibility for following applicable policies. An acknowledgment confirms receipt and understanding only; it does not create a contract of employment or modify any lawful employment status.

SECTION 7. RECORDS CONTROLS AND ACCOUNTABILITY. The Executive Director shall ensure that implementation records, acknowledgments, procurement files, approvals, legal reviews, grant documentation, and annual-review records are retained under Chapter 119, Florida Statutes, applicable State of Florida records-retention schedules, grant conditions, and any litigation, audit, investigation, or preservation hold.

Material violations, suspected fraud or theft, significant internal-control failures, contested procurements, material grant noncompliance, and circumstances reasonably likely to expose the CRA to substantial legal or financial risk shall be reported to the Board Chair and legal counsel and presented to the Board when required by law or appropriate for corrective action.

SECTION 8. ANNUAL REVIEW AND AMENDMENTS. At least annually, and whenever a material change in controlling authority occurs, the Executive Director shall review the Manual in consultation with appropriate financial, procurement, human-resources, risk-management, grant-compliance, records, and legal personnel. The review shall address current law, regulatory thresholds, official notices and forms, Town purchasing-policy amendments, Board resolutions, grant requirements, audit findings, and operational experience.

Material amendments to Board policy require Board approval by resolution or other lawful Board action. The Executive Director may approve nonmaterial administrative revisions within Section 5 of this Resolution, provided that each revision is dated, documented in the Manual's revision history or document-control record, and reported to the Board as part of the next annual review or sooner if operationally significant.

SECTION 9. SUPERSESSION AND PRESERVATION OF PRIOR ACTIONS. Upon the effective date, the Manual supersedes earlier CRA manuals, policies, procedures, memoranda, and directives only to the extent they address the same subject and conflict with this Resolution or the Manual. Policies and Board actions not in conflict remain in effect.

This Resolution does not invalidate a procurement, contract, personnel action, grant action, payment, delegation, or other CRA action lawfully taken before the effective date. Pending matters shall transition to the Manual to the extent practicable and lawful without impairing existing contractual rights or procurement fairness.

SECTION 10. NO CONTRACTUAL RIGHTS OR WAIVER. Neither this Resolution nor the Manual creates an express or implied employment contract, guarantee of continued employment, private right of action, entitlement to progressive discipline, or vested right beyond that required by law or a binding written agreement. Nothing herein waives sovereign immunity, statutory limitations of liability, attorney-client privilege, work-product protection, public-record exemptions, defenses, or any lawful power of the CRA or Board.

SECTION 11. SEVERABILITY. If any section, sentence, clause, phrase, or application of this Resolution or the Manual is held invalid or unenforceable by a court of competent jurisdiction, the invalidity shall not affect the remaining provisions or applications, which shall remain in effect to the fullest extent permitted by law.

SECTION 12. DIRECTION TO CLERK AND ADMINISTRATIVE CODIFICATION. The Clerk is directed to assign the final resolution number, insert the adoption and effective dates, maintain the signed Resolution and Exhibit A in the official records, and provide a certified copy to the Executive Director and CRA legal counsel. The Executive Director may add the adopted resolution number and date to the Manual's document-control and certification pages without further Board action.

SECTION 13. EFFECTIVE DATE. This Resolution and the Manual shall take effect immediately upon adoption, unless the Board specifies a later date in the motion of adoption.

PASSED AND ADOPTED by the Town of Eatonville Community Redevelopment Agency Board of Directors at a duly noticed public meeting held on the ____ day of __________________, 2026.

TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY	**ATTEST:**
______________________________	______________________________
Chair, CRA Board of Directors	Board Clerk
Date: __________________________	Date: __________________________

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

____
CRA Attorney
Date: _________________________________

EXHIBIT A

2026 Town of Eatonville Community Redevelopment Agency Comprehensive Policies and Procedures Manual

Draft dated September 17, 2026

The complete Manual, including all appendices and implementation forms, is attached to and incorporated by reference into Resolution No. CRA-R-2026-31.

Clerk certification: The copy maintained with the executed Resolution is the Manual approved by the Board on __________________, 2026.

____

Board Clerk / Date

HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING

SEPTEMBER 17, 2026, 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 Resolution CRA-R-2026-44 Adopting the TOE CRA FY 26-27 Annual Budget **(Administration)**

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	**Department:** CRA ADMINISTRATION
CONSENT AGENDA		**Exhibits:** • **RESOLUTION CRA-R-2026-44** • **Exhibit "A" attached**
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of Resolution CRA-R-2026-44

SUMMARY: The proposed FY 2026–2027 CRA Budget is balanced at $5,612,448.32 in total revenues and appropriations. Major funding sources include $2,962,364.86 in combined Town and Orange County TIF revenues, $1,700,000 in Seacoast Bank line-of-credit proceeds, and $892,083.46 due from the Town's General Fund. Appropriations include $200,728.25 for personal services, $262,500 for operating expenses, and $5,149,220.07 for capital outlays, housing activities, TIF rebates, redevelopment projects, programming, acquisitions, and reserves. Adoption will authorize the CRA to operate and implement eligible redevelopment activities during the fiscal year beginning October 1, 2026, subject to applicable laws, agreements, and the approved Community Redevelopment Plan.

FISCAL & EFFICIENCY DATA: Balanced budget of **$5,612,448.32**

RESOLUTION CRA-R-2026-44

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY, EATONVILLE, FLORIDA, ADOPTING THE FINAL OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2027; ESTABLISHING TOTAL ESTIMATED REVENUES AND OTHER FINANCING SOURCES OF $5,612,448.32 AND TOTAL APPROPRIATIONS FOR EXPENDITURES AND RESERVES OF $5,612,448.32; INCORPORATING THE BUDGET SCHEDULE AS EXHIBIT "A"; AUTHORIZING BUDGET ADMINISTRATION AND LAWFUL AMENDMENTS; REQUIRING TRANSMITTAL, POSTING, AND FINANCIAL CONTROLS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the Town of Eatonville Community Redevelopment Agency (the "CRA") is a public body corporate and politic created pursuant to Part III, Chapter 163, Florida Statutes, to carry out community redevelopment within the established community redevelopment area; and

WHEREAS, section 163.387(6), Florida Statutes, requires redevelopment trust fund monies to be expended only pursuant to an annual budget adopted by the CRA Board and for purposes authorized by law and the approved Community Redevelopment Plan; and

WHEREAS, section 189.016, Florida Statutes, requires the governing body of a special district to adopt a balanced annual budget by resolution, provides that the adopted budget regulates expenditures, and establishes requirements for budget amendments and website posting; and

WHEREAS, the proposed FY 2026-2027 budget identifies estimated revenues and other financing sources, including tax increment financing contributions, amounts due to the CRA, bank and trust account resources, line-of-credit proceeds, and interest earnings, together with appropriations for personal services, operating expenses, capital outlays, redevelopment projects, housing activities, programming, grants, rebates, and reserves; and

WHEREAS, the Board has reviewed the proposed budget and supporting justifications, received public input at a duly noticed public meeting, and finds that adoption of the budget is in the public interest and advances the goals and authorized activities of the approved Community Redevelopment Plan; and

WHEREAS, estimated revenues and other financing sources equal appropriations for expenditures and reserves, resulting in a balanced budget of $5,612,448.32.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY, AS FOLLOWS:

SECTION 1. RECITALS ADOPTED. The foregoing recitals are true and correct, are adopted as the legislative and administrative findings of the Board and are incorporated into this Resolution by reference.

SECTION 2. ADOPTION OF FY 2026-2027 BUDGET. The Board hereby adopts the Town of Eatonville Community Redevelopment Agency Final Budget for the fiscal year beginning October 1, 2026, and ending September 30, 2027, in the total amount of FIVE MILLION SIX HUNDRED TWELVE THOUSAND FOUR HUNDRED FORTY-EIGHT DOLLARS AND THIRTY-TWO CENTS ($5,612,448.32). The budget schedule attached as Exhibit "A" is incorporated into and made a part of this Resolution.

SECTION 3. BALANCED BUDGET AND APPROPRIATIONS. Estimated revenues and other financing sources of $5,612,448.32 are hereby recognized and appropriations for expenditures and reserves of $5,612,448.32 are hereby authorized. No officer, employee, or agent of the CRA may expend or contract for the expenditure of CRA funds except pursuant to the adopted budget, applicable law, the Community

Redevelopment Plan, applicable grant or financing requirements, and duly approved contracts or procurement actions.

SECTION 4. RESTRICTED AND COMMITTED FUNDS. Line-of-credit proceeds, trust funds, grant funds, tax increment revenues, reserves, and other restricted or committed resources shall be accounted for and expended only for their legally authorized, contractually permitted, and budgeted purposes. Adoption of an appropriation does not independently authorize a contract, debt, purchase, conveyance, or project award when separate Board, Town, lender, grantor, or other approval is required.

SECTION 5. BUDGET ADMINISTRATION. The Executive Director, or designee acting within delegated authority, is authorized to administer the budget; establish and maintain accounting controls; encumber funds; process lawful expenditures; and make administrative and accounting adjustments that do not increase total fund appropriations, do not change a restricted purpose, and are otherwise permitted by section 189.016(6), Florida Statutes, CRA policies, and any applicable Town fiscal procedures. All such adjustments shall be documented and reported to the Board in the ordinary financial reporting cycle.

SECTION 6. BUDGET AMENDMENTS. Transfers or amendments that increase total fund appropriations, establish a new material program or project, materially change a restricted or committed purpose, or otherwise require governing-body action shall be presented to the Board for approval by resolution or other action required by law. Any amendment adopted pursuant to section 189.016(6)(c), Florida Statutes, shall be posted as required by section 189.016(7), Florida Statutes.

SECTION 7. REPORTING, TRANSMITTAL, AND POSTING. The Executive Director, Board Clerk, and appropriate Town officials are directed to (a) maintain the adopted budget as an official public record; (b) post the final adopted budget on the CRA's official website within thirty (30) days after adoption and retain it there for at least two (2) years; (c) transmit the adopted budget to the Orange County Board of County Commissioners within ten (10) days after adoption; and (d) complete all other filings, notices, and financial reporting required by applicable law.

SECTION 8. FISCAL YEAR-END TREATMENT. Any redevelopment trust fund balance remaining at fiscal year-end shall be handled in accordance with section 163.387(7), Florida Statutes, including lawful return, debt reduction, escrow, or appropriation to a specific redevelopment project contained in the approved Community Redevelopment Plan, as applicable.

SECTION 9. CONFLICTS. All CRA resolutions or portions thereof in conflict with this Resolution are repealed to the extent of such conflict.

SECTION 10. SEVERABILITY. If any section, sentence, clause, or provision of this Resolution is held invalid or unconstitutional by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

SECTION 11. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption, and the appropriations adopted herein shall govern the fiscal year beginning October 1, 2026.

PASSED AND ADOPTED by the Board of Directors of the Town of Eatonville Community Redevelopment Agency at a duly noticed public meeting held on the ____ day of September 2026.

TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY

ATTEST:

____
Veronica King, Board Clerk or designee

By: _________________________________
Ruthi Critton, Chair

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

____
Greg Jackson, CRA General Counsel

EXHIBIT "A"
FY 2026-2027 ADOPTED BUDGET SCHEDULE

Fiscal Year: October 1, 2026, through September 30, 2027

A. ESTIMATED REVENUES AND OTHER FINANCING SOURCES

Account / Source or Use	Account No.	FY 2026-2027
TIF - Orange County	303-311.1000	$1,119,432.84
TIF - Town of Eatonville	303-319.0000	$1,842,932.02
Due to CRA from Town General Fund	303-369.1000	$892,083.46
Seacoast Bank Line of Credit	303-369.0100	$1,700,000.00
TD Bank Trust Account	303-369.0100	$50,000.00
Seacoast Bank Business Checking	303-369.0100	$1,000.00
Interest Earnings	303-361.0000	$7,000.00
TOTAL REVENUES AND OTHER SOURCES		**$5,612,448.32**

B. PERSONAL SERVICES

Account / Source or Use	Account No.	FY 2026-2027
CRA Executive Director	303-0515-515.1200	$82,500.00
CRA Administrative Assistant - Part-Time	303-0515-515.1200	$20,800.00
CRA Economic Impact Manager	303-0515-515.1200	$70,000.00
FICA Taxes	303-0515-515.2100	$6,311.25
Retirement	303-0515-515.2200	$4,125.00
Health/Life Insurance	303-0515-515.2300	$13,992.00
Unemployment Compensation	303-0515-515.2500	$0.00
Workers' Compensation	303-0515-515.2400	$3,000.00
TOTAL PERSONAL SERVICES		**$200,728.25**

C. OPERATING EXPENDITURES

Account / Source or Use	Account No.	FY 2026-2027
Professional Services	303-0515-515.3100	$100,000.00
Contractual Services	303-0515-515.3400	$60,000.00
Accounting & Auditing	303-0515-515.3200	$15,000.00
Rental Leases	303-0515-515.4400	$3,000.00
Gas & Oil	303-0515-515.5290	$1,000.00
Travel & Per Diem	303-0515-515.4000	$7,500.00
Communication Services	303-0515-515.4100	$3,000.00
Mail & Freight	303-0515-515.4200	$1,000.00
Utility Services	303-0515-515.4300	$2,500.00
Insurance	303-0515-515.4500	$45,000.00
Building Repair & Maintenance	303-0515-515.4611	$0.00
Printing & Binding	303-0515-515.4700	$500.00
Promotional Activities	303-0515-515.4800	$2,500.00
Legal Ads	303-0515-515.4900	$1,000.00
Office Supplies	303-0515-515.5100	$3,000.00
Operating Supplies	303-0515-515.5210	$3,000.00

Account / Source or Use	Account No.	FY 2026-2027
Books, Publications & Subscriptions	303-0515-515.5400	$7,000.00
Contingency	303-0515-515.5800	$0.00
Miscellaneous Expenses	303-0515-515.5900	$7,500.00
TOTAL OPERATING EXPENDITURES		**$262,500.00**

D. CAPITAL OUTLAYS, REBATES, PROJECTS, AND RESERVES

Account / Source or Use	Account No.	FY 2026-2027
TIF Rebate - Orange County	303-0000-207.0001	$993,525.73
TIF Rebate - Town of Eatonville	303-0000-207.0001	$1,618,339.13
CRA Projects / Loan Reserves / Acquisitions	303-0515-515.6301	$295,268.75
Seacoast Bank Housing Project (LOC)	303-0515-515.6301	$1,280,000.00
Programming & Grants	303-0515-515.6202	$70,000.00
AACH Grant	303-0515-515.6200	$0.00
Board of Directors Reserves	303-0515-515.6301	$892,086.46
TOTAL CAPITAL OUTLAYS AND RESERVES		**$5,149,220.07**

BUDGET RECONCILIATION

Total Revenues and Other Financing Sources	$5,612,448.32
Total Appropriations for Expenditures and Reserves	$5,612,448.32
Net Budget Balance	**$0.00**

Budgetary note: Amounts are adopted at the fund and category levels shown. Detailed account classifications support budget administration and financial reporting. Restricted revenues, financing proceeds, rebates, reserves, and project appropriations remain subject to all applicable legal, contractual, and CRA Plan limitations.