



HISTORIC TOWN OF EATONVILLE, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY



****RESCHEDULED DATE****

AGENDA (2ND AMENDED)

Thursday, January 23, 2025, 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. December 2024 Financial Statements Presentation (**Administration**)
2. FY 2024-2025 Orange County CDBG Grant Presentation (**Administration**)
3. MAJ Architects & Design Eatonville Cultural Entertainment and Event Center (**Malcolm Jones**)

V. CITIZEN PARTICIPATION (Three minutes strictly enforced)

VI. CONSENT AGENDA

4. [Approval of CRA Meeting Minutes](#)
5. Approval of Resolution # CRA-R-2025-01 Authorizing the Executive Director or Designee Limited Access to the CRA Trust Account (**Administration**)
6. Approval of Resolution # CRA-R-2025-02 Amending of TOE and TOECRA Interlocal Agreement (**Administration**)
7. Approval of Resolution #CRA-R-2025-03 Memorandum of Understanding with HELP CDC (**Administration**)

VII. BOARD DISCUSSION

8. Discussion of Resolution CRA-R-2025-04 CRA Bylaws (**Administration**)

VIII. BOARD DECISIONS

9. Approval of Resolution # CRA-R-2025-05 Architectural Vendor Services (**Administration**)
10. Approval of Resolution 2025-06-CRA FY2024 – 2025 Budget Amendment #2 (**Administration**)
11. Approval of Resolution CRA 2025-07 CRA Organization Chart (**Administration**)
12. Approval of Resolution # CRA-R-2025-08 CRA Job Descriptions for Program Coordinator (**Administration**)
13. Approval of Resolution # CRA-R-2025-09 Authorizing Invitation to Negotiate (ITN) (**Administration**)

14. Approval Resolution CRA–R–2025-04 CRA Bylaws (Administration)

15. Approval of Sponsorship Request in Support of the 36th Annual ZORA! Festival, Programming (PEC)

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

JANUARY 23, 2025, AT 06:30 PM

Cover Sheet

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

ITEM TITLE: CRA FY 2024-2025 December Financial Statements

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	YES	Department: Administration
CONSENT AGENDA		Exhibits: Presentations
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Staff request review and approval from the TOECRA Board of Directors FY 2024-2025 CRA December Financial Statements

SUMMARY: The TOECRA desires to have the TOECRA Board approve the FY 2024-2025 CRA December Financial Statements

RECOMMENDATION: Approval

FISCAL & EFFICIENCY DATA: See Statements

Page: 1

Town Of Eatonville
DECEMBER 2024

01/13/2025
03:59 PM

Section IV. Item #1.

Revenue Account Range: 303-271-0303 to 303-384-0000

Include Non-Anticipated: Yes

Year To Date As Of: 12/31/24

Expend Account Range: 303-0515-515-0000 to 303-0539-539-5240

Include Non-Budget: No

Current Period: 10/01/24 to 12/31/24

Print Zero YTD Activity: No

Prior Year: 10/01/23 to 12/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
303-311-1000	CRA TAXES - CURRENT	0.00	132,483.98	0.00	0.00	132,483.98-	0
303-319-0000	TIF PAYMENT FROM TOWN	219,236.88	218,016.01	218,017.26	218,017.26	1.25	100
303-361-0000	INTEREST EARNINGS	4,717.56	24,000.00	7,133.25	7,133.25	16,866.75-	30
303-369-0100	CRA BALANCE FORWARD	0.00	593,000.00	0.00	0.00	593,000.00-	0
303-369-0110	HISTORICAL GRANT PROGRAM	0.00	1,000,000.00	0.00	0.00	1,000,000.00-	0
303-369-1000	MISCELLANEOUS REVENUE	0.00	0.00	3.87	3.87	3.87	0
	CRA Revenue Totals	223,954.44	1,967,499.99	225,154.38	225,154.38	1,742,345.61-	11
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
303-0515-515-0000	COMMUNITY DEVELOPMENT DEPT.	0.00	0.00	0.00	0.00	0.00	0
303-0515-515-1200	REGULAR WAGES - CRA	3,443.05	75,000.00	4,706.23	4,706.23	70,293.77	6
303-0515-515-1300	CRA REGULAR SALARIES PART TIME	0.00	22,000.00	5,003.49	5,003.49	16,996.51	23
303-0515-515-2100	FICA TAXES	263.40	7,421.00	713.82	713.82	6,707.18	10
303-0515-515-2300	HEALTH & LIFE INSURANCE	0.00	9,888.00	0.00	0.00	9,888.00	0
303-0515-515-3100	PROFESSIONAL SERVICES	2,443.39	50,000.00	210.00	210.00	49,790.00	0
303-0515-515-3200	ACCOUNTING AND AUDITING	0.00	10,000.00	0.00	0.00	10,000.00	0
303-0515-515-3400	CONTRACTUAL SERVICES	3,571.00	60,336.00	7,625.21	7,625.21	52,710.79	13
303-0515-515-3420	PLANNING & COMM DEMOLITION ASSISTANC	0.00	50,000.00	0.00	0.00	50,000.00	0
303-0515-515-3430	PLANNING & COMM SMALL BUS FACADE	0.00	60,000.00	0.00	0.00	60,000.00	0
303-0515-515-4000	TRAVEL	0.00	3,750.00	0.00	0.00	3,750.00	0
303-0515-515-4100	COMMUNICATION	361.90	3,000.00	859.00	859.00	2,141.00	29
303-0515-515-4200	MAIL AND FREIGHT	0.00	2,000.00	226.19	226.19	1,773.81	11
303-0515-515-4300	UTILITY SERVICES	200.45	2,900.00	498.13	498.13	2,401.87	17

Section IV. Item #1.

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
303-0515-515-4400	RENTALS AND LEASES	277.54	3,047.00	481.21	481.21	2,565.79	16
303-0515-515-4500	INSURANCE	0.00	40,000.00	0.00	0.00	40,000.00	0
303-0515-515-4600	REPAIRS & MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0
303-0515-515-4622	GRANT PROGRAM - PAINT,PLANT & PAVE	0.00	50,000.00	1,400.00	1,400.00	48,600.00	3
303-0515-515-4632	HOME LOAN PROGRAM - THE PILOT INFILL	0.00	200,000.00	0.00	0.00	200,000.00	0
303-0515-515-4700	PRINTING & BINDING	0.00	1,000.00	69.20	69.20	930.80	7
303-0515-515-4800	PROMOTIONAL ACTIVITIES	0.00	2,500.00	0.00	0.00	2,500.00	0
303-0515-515-4900	LEGAL ADS	0.00	1,000.00	0.00	0.00	1,000.00	0
303-0515-515-5100	OFFICE SUPPLIES	0.00	3,000.00	346.49	346.49	2,653.51	12
303-0515-515-5210	OPERATING SUPPLIES	300.76	1,000.00	298.80	298.80	701.20	30
303-0515-515-5290	GAS & OIL	0.00	1,500.00	48.59	48.59	1,451.41	3
303-0515-515-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	92.89	1,000.00	179.94	179.94	820.06	18
303-0515-515-5900	MISCELLANEOUS EXPENSE	0.00	1,000.00	0.00	0.00	1,000.00	0
303-0515-515-6200	KENNEDY MASTER PLAN DEVELOP.	0.00	1,000,000.00	0.00	0.00	1,000,000.00	0
303-0515-515-6202	REDEVELOPMENT & GRANT PROGRAMS	0.00	20,000.00	0.00	0.00	20,000.00	0
303-0515-515-621	HISTORICAL GRANT PROGRAM	0.00	0.00	7,385.70	7,385.70	7,385.70-	0
303-0515-515-6301	INFRASTRUCTURE IMPROVEMENT	0.00	285,157.99	0.00	0.00	285,157.99	0
CRA Expenditure Totals		10,954.38	1,967,499.99	30,052.00	30,052.00	1,937,447.99	2

303 CRA	Prior	Current	YTD
Revenues:	223,954.44	225,154.38	225,154.38
Expenditures:	10,954.38	30,052.00	30,052.00
Net Income:	213,000.06	195,102.38	195,102.38

Grand Totals	Prior	Current	YTD
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Town Of Eatonville
DECEMBER 2024

Revenues:	223,954.44	225,154.38	225,154.38
Expenditures:	10,954.38	30,052.00	30,052.00
Net Income:	213,000.06	195,102.38	195,102.38



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 2025, AT 06:30 PM

Cover Sheet

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ITEM TITLE: OC HCD CDBG Program 370 E Kennedy Blvd

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION		Department: Administration
CONSENT AGENDA		Exhibits: Presentations
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION	YES	

REQUEST: Staff request review and discussion of the Orange County’s Housing and Community Development Division (HCD) under the federal Community Development Block Grant (CDBG) program.

SUMMARY: The primary objective of the CDBG Program is to provide funds for the construction of or improvement to buildings designed to jointly and directly benefit low to moderate income persons, prevent or eliminate slums or blight; or meet urgent community development needs, which includes to enable work, education and health. These grant recipients should be located in eligible communities with an identified critical need for the project.

RECOMMENDATION: Staff request review and discussion of the Orange County’s Housing and Community Development Division (HCD) under the federal Community Development Block Grant (CDBG) program.

FISCAL & EFFICIENCY DATA: N/A

GRANT APPLICATION



Town of Eatonville Community Redevelopment Agency

Orange County's Housing and Community Development
Division (**HCD**) under the federal Community Development
Block Grant (**CDBG**) program

Multi-Purpose Community Facility Project

Eatonville Works
Employment and Business Incubator
located at

370 E Kennedy Blvd.

Submittal Date: 04/09/2024

Introduction

The Town of Eatonville Community Redevelopment Agency (TOECRA) is the applicant for Orange County's Housing and Community Development Division (HCD) which invites applications for funding consideration under the federal Community Development Block Grant (CDBG) program administered by the United States Department of Housing and Urban Development (HUD) and authorized by Title I of the Housing and Community Development Act of 1974, as amended, and under HOME Investment Partnerships (HOME) Program. All activities proposed under CDBG must meet the following objectives of the CDBG program:

- Benefit low to moderate income persons;
- Prevent or eliminate slums or blight; or
- Meet urgent community development needs.

This application is for use by the TOECRA who wishes to apply for CDBG funds for capital improvements and public facilities projects. The TOECRA Executive Director will serve as the Project Manager for the Project and will oversee the implementation of the Project improvements.

Incorporated in 1887 by formerly enslaved persons, the Town of Eatonville is one of the oldest towns founded by Black people in America. The Town, located about 6 miles north of Orlando, was an outgrowth of the White municipality of Maitland. In 1997 by adoption of Orange County Ordinance number 97-M-14, the Town of Eatonville created the Community Redevelopment Agency whose charge was to prepare a redevelopment plan, implement planned projects and obtain the necessary funding. One of the redevelopment plan goals was to create an attractive and viable sense of place. In 2021, Eatonville had a **population of just over 2700 people with a median household income of \$31,226**. The poverty rate exceeds 20% and the **unemployment rate is at 16.1%** **100% of school age children are eligible for free or reduced lunch**. The Socioeconomic Status of the Social Vulnerability Index is at 75% and the **LMI is 68.15**. Today the Town's population is 73.5% black.

The community has the potential for workforce development and economic growth in the future, as evident in its relatively young population and comparable high school education rates to the county and state (USCB, 2023a). For employed residents, between 2010 and 2020, almost 90% of job gains were in the construction, wholesale trade, retail trade, finance and insurance, and professional, scientific, and technical services sectors.

The earnings for jobs held by Eatonville residents tend to be lower than the earnings of jobs offered within Eatonville. Only one-fifth of the jobs located in Eatonville pay \$1,250 per month or less, whereas one-third of the jobs held by Eatonville residents pay this amount. Conversely, while almost half of the jobs created in Eatonville pay more than \$3,333 per month, only one-third of the jobs held by Eatonville residents pay this much. Eatonville's residents hold less than 1% of the jobs created in the Town, and these jobs tend to pay higher than residents' jobs.

Although internet connectivity has become foundational for most activities of modern life, most Eatonville residents lack access to internet beyond their cell phones, or if there is internet, the costs are prohibitive and most residents do not have access to devices to maintain consistent, reliable service at speeds that are necessary to conduct remote learning, and work from home.

The primary objective of the CDBG Program is to provide funds for the construction of, or improvement to buildings designed to jointly and directly benefit low to moderate income persons, prevent or eliminate slums or blight; or meet urgent community development needs, which includes to enable work, education and health. These grant recipients should be located in eligible communities with an identified critical need for the project.

The Town of Eatonville meets the requirements of the grant as demonstrated in this proposal. The Town is not receiving funding from other programs funding similar projects in the community. The Town has worked diligently with Orange County's Housing and Community Development Division (HCD) to make sure that we are meeting the objectives of the grant.

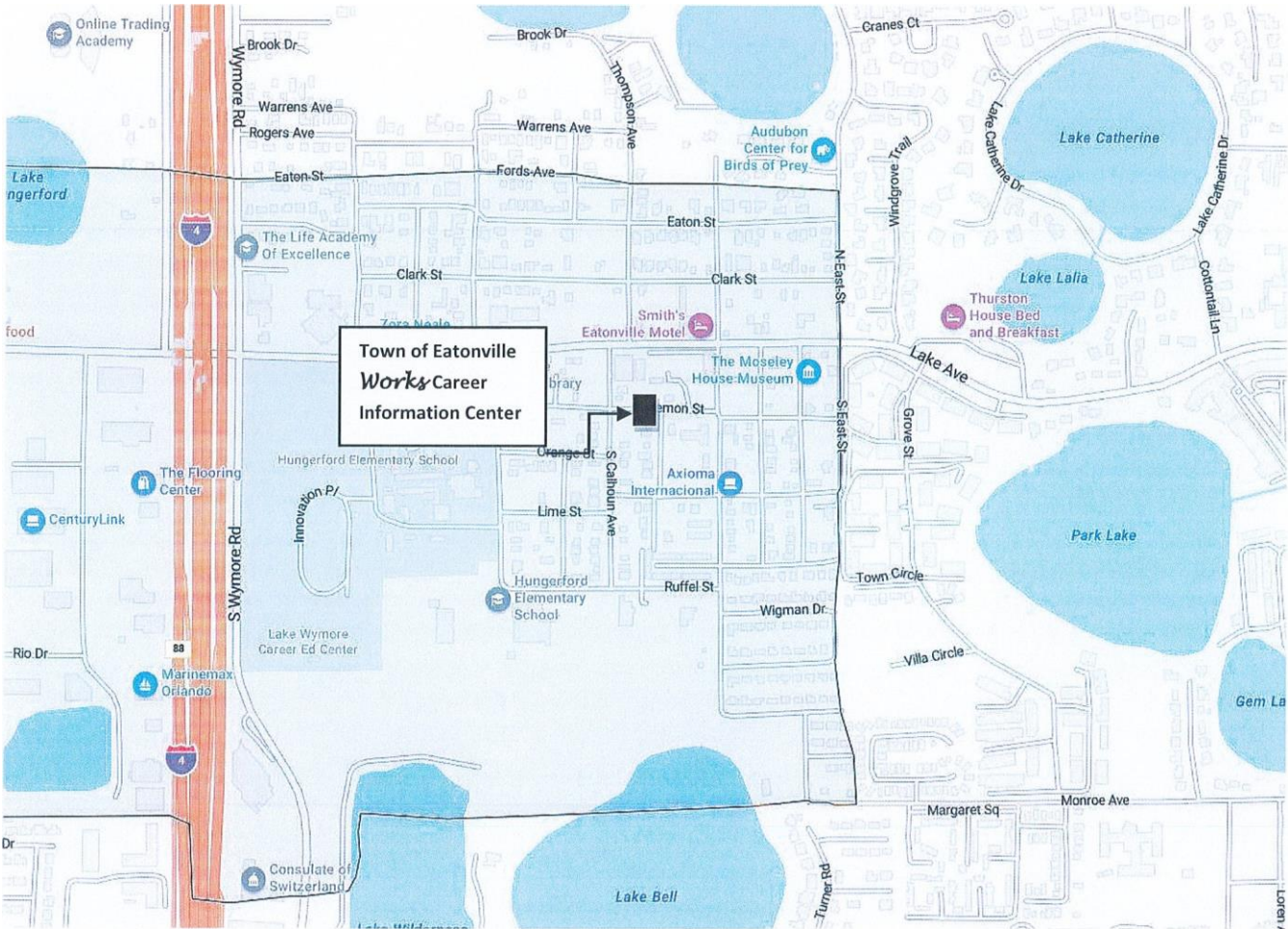
The Town meets the following objectives in this proposal:

Objective	Solution
1) Program to enable work and workforce development	<p>The Proposal includes a partnership with Career Source of Central Florida and an employment facility entitled "Eatonville Works" to be located at 370 E. Kennedy Blvd., Eatonville. This facility, utilizing an existing vacant building, will provide intake employment services and Career Source will provide personnel to work with Eatonville residents to identify employment opportunities and develop workforce skills.</p> <p>Two major technology employers have committed to work with residents and develop job opportunities. They include Spectrum and Host Dime data center.</p>

All partners have provided supporting documentation which is included in this proposal.

Multi-Purpose Community Facilities Broadband Infrastructure - Site Location

- Eatonville Works Career Information Center - 370 E. Kennedy Blvd.



Contents of Proposal

Document	Content
Volume I	General Information, Partnership Documentation, Budget and Schedule
Volume II	Eatonville Works Career Information Center - Detail/ Drawings

Project Budget

Eatonville Works Employment Center and Business Incubator

Architect/Engineering	\$	50,000.00
Building	\$	200,000.00
Network Rooms/cable	\$	25,000.00
1 Gb dedicated internet access	\$	34,164.00
Security/Access Control	\$	20,000.00
Furniture (indoor and outdoor)	\$	25,000.00
Sitework (fencing, pavers, lighting, signage)	\$	45,000.00
<u>Computers/ AV</u>	\$	8,000.00
<hr/>		
Total	\$	407,164.00

Description - Existing Conditions

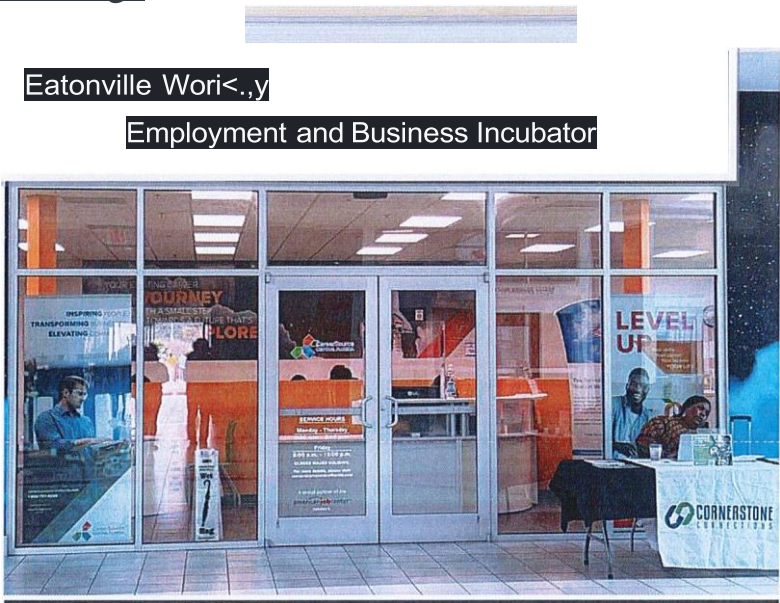
The existing building at 370 E. Kennedy Blvd. is the home of the Town of Eatonville Community Redevelopment Agency. It is currently outdated and lacks modern amenities to provide the best service for the residents of the Town of Eatonville and Orange County, FL. The building is approximately 1400 Square Feet and it is in a prominent location in the downtown corridor of Eatonville on East Kennedy Blvd. It sits between the Town of Eatonville Post Office and the Macedonia Missionary Baptist Church. The backdrop to the building is the Town's historic water tower. There is currently a cable modem providing internet service with approximately speeds of 300 up and 20 down.



Proposed Improvements

With this grant, we are proposing to improve the facade to give a modern appeal, gut the interior of the building, then install new air conditioning, electrical and datacom+ and 1 gb of dedicated high speed internet service. The building is proposed to house Career Source and provide small business incubator space for residents who do not have the bandwidth to perform business from home. This will also accommodate work-from-home employers.

Sample Storefront Image



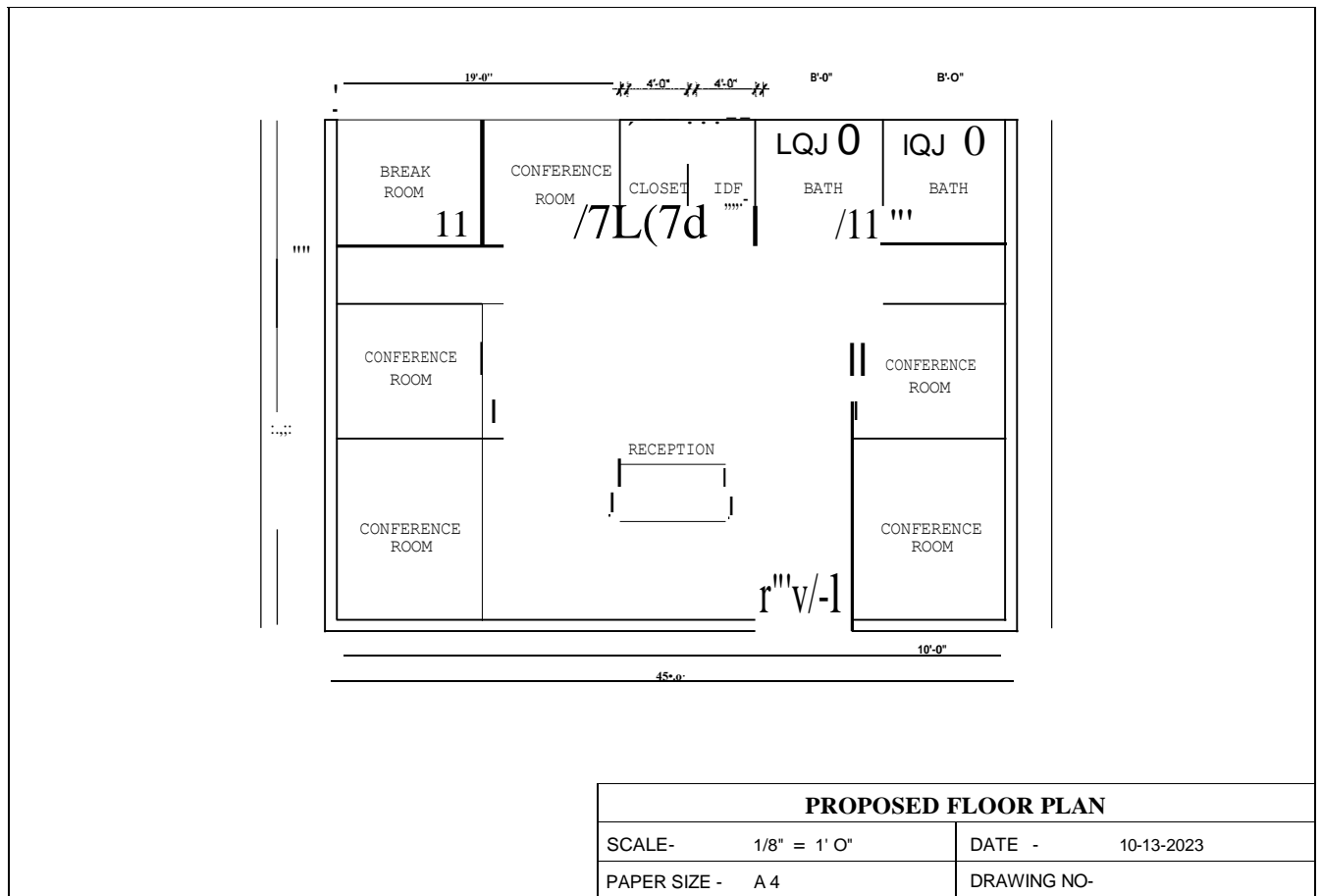
Images of similar spaces



Proposed Building Layout

Floor Plan

The floor plan will be ADA compliant; it will include two conference rooms and an open space for individuals to prepare resumes and search for opportunities. An area will be dedicated for sole proprietors and small business owners to use computers, printers, and fax machines. A reception area will be included in the front of the building. A video communication camera will be connected to Town Hall to enable sharing of employees for the site.



Proposed Outdoor Internet Patio

The outdoor patio for the building will have pavers and a seating area for anyone who wants to use internet outdoors. A wireless access point (WAP) will be installed along with power outlets for portable devices. Solar devices will be utilized where feasible. An outdoor 48" video screen will post jobs that are available from local employers. A 5 ft. high decorative iron fence will surround the site for access control and will include digital keypad locked entrance.

Sample visuals of outside patio internet usage



Project Schedule **Eatonville Works Career Information Center Schedule**

Activity	Date
Orange County Announces Awards	October 2024
Start Design	January 2025
Complete Design	March 2025
Start Construction	May 2025
Completion and Ribbon Cutting	August 2025

References

- U.S. Census Bureau (USCB). 2023a. American Community Survey 5-Year Data (2022). Washington, DC. <https://www.census.gov/programs-surveys/acs/data.html>
- U.S. Census Bureau (USCB). 2023b. Longitudinal-Employer Household Dynamic (LEHD) Origin-Destination Employment Statistics (2002-2020). Washington, DC. <https://onthemap.ces.census.gov>

Partners/Supporters



March 25, 2024

Taylor Hall Miller Parker, P.A.
Orange County Housing and Community Development Division (HCD)
C/O CDBG Capital Improvements and Public Facilities Projects
525 E. South Street
Orlando, FL 32801

RE: Town of Eatonville Community Redevelopment Agency application for
Multi-Purpose Community Facility Program

To Whom It May Concern,

CareerSource Central Florida (CSCF) is pleased to write this letter supporting the Town of Eatonville Community Redevelopment Agency Multi-Purpose Community Facility Program (MPCF) application submitted to the Orange County 2024-2025 Capital Improvements, Public Facilities and Housing Projects that will benefit low to moderate income persons; prevent or eliminate slums or blight; and meet urgent community development needs. CSCF strongly supports this grant application and the program's focus on advancing and enabling the state's and region's economy by increasing broadband access to citizens, businesses, and communities to stay connected and leverage digital technologies.

As an organization whose mission is to connect local talent with jobs in high demand industries, we understand the importance of building a robust and modern infrastructure throughout Florida, particularly in areas where broadband internet service is not widely available. Additionally, this project would support increased access to skills development, entrepreneurship, and employment opportunities for residents, while increasing local business access to broadband to increase the ability to innovate and remain competitive.

CSCF appreciates this important initiative and Orange County's funding for these projects, enabling work, education, and healthcare monitoring. CSCF will partner with the Town of Eatonville Community Redevelopment Agency by offering job placement services, hosting hiring events at the facility, and connections training services as applicable at a minimum of once per month.

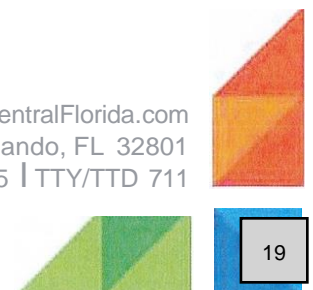
CSCF looks forward to our continued partnership with the Town of Eatonville Community Redevelopment Agency to support increasing access to employment and training resources that lead to sustainable careers for all residents.

Sincerely,

A stylized, handwritten-style signature in black ink, appearing to read "y; x".

Nilda Blanco
Senior Vice President of Workforce Operations

CareerSourceCentralFlorida.com
390 North Orange Avenue, Suite 700 | Orlando, FL 32801
p. 407.531.1222 | f. 407.708.1385 | TTY/TTD 711





April 5, 2024

Orange County Housing and Community Development Division (HCD)
C/O CDBG Capital Improvements and Public Facilities Projects
525 E. South Street
Orlando, FL 32801

RE: Town of Eatonville Community Redevelopment Agency application for Multi-Purpose Community Facility Program

To Whom It May Concern,

I, Emmanuel Vivar, CEO of HostDime would like to express our support for the grant application by the Town of Eatonville Community Redevelopment Agency Multi-Purpose Community Facility Program (MPCF) application submitted to the Orange County 2024-2025 Capital Improvements, Public Facilities and Housing Projects that will benefit low to moderate income persons; prevent or eliminate slums or blight; and meet urgent community development needs.

The Capital Improvement Project will provide the necessary technology to increase access to high-speed broadband, digital literacy, workforce development, and telehealth services. Affordability and accessibility to critical services is a significant concern for the residents of Eatonville.

Funding will provide a centrally located facility and resources in the community through a Technology Hub. This multipurpose technology hub facility will be housed in the existing Town of Eatonville Community Redevelopment Agency building. The building is approximately 1400 Square Feet, and it is in a prominent location in the downtown corridor of Eatonville on East Kennedy Blvd. which will provide services for the residents of Eatonville.

HostDime as a technology business in Orange County fully supports this project - and fully understands the big positive impact on improving the community's quality of life through technology. Please do not hesitate to contact me.

Regards,



Manny Vivar

Manny Vivar
Chief Executive Officer
HostDime
407.467.2053

manny_v@hostdime.com



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 2025, AT 06:30 PM

Cover Sheet

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

ITEM TITLE: MAJ Architects & Design Eatonville Cultural Entertainment and Event Center (Malcolm Jones)

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION		Department: Administration
CONSENT AGENDA		Exhibits: Presentations <i>**Handouts will be provided during the meeting**</i>
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION	YES	

REQUEST: Staff request a presentation on the MAJ Architects & Design Eatonville Cultural Entertainment and Event Center.

SUMMARY: MAJ Architects & Design will conduct a presentation on the renovations for Club Eaton outlining the site conditions and the proposed concept plan for the Eatonville Cultural Entertainment and Event Center.

RECOMMENDATION: Staff recommend a presentation on the MAJ Architects & Design Eatonville Cultural Entertainment and Event Center.

FISCAL & EFFICIENCY DATA: N/A



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 2025, AT 6:30 PM

Cover Sheet

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ITEM TITLE: Approval of CRA Board Meeting Minutes (Clerk Office)

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION		Department: CLERK
CONSENT AGENDA	YES	Exhibits: 1. CRA Board Meeting Minutes 9-19-24; 10-3-24;10-17-24;12-18-24
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of CRA Board Meeting Minutes.

SUMMARY: The CRA Board Meeting was held on the date below. Minutes were transcribed from the audio archive for approval for the public records.

- 9-19-24 Regular Board Meeting
- 10-3-24 Special Board Meeting
- 10-17-24 Regular Board Meeting
- 12-18-24 Regular Board Meeting

RECOMMENDATION: Approval of CRA Board Meeting Minutes.

FISCAL & EFFICIENCY DATA: N/A



HISTORIC TOWN OF EATONVILLE, FLORIDA

COMMUNITY REDEVELOPMENT AGENCY

MEETING MINUTES

Thursday, September 19, 2024, 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 – Chair Randolph called the meeting to order at 6:31 p.m.

ROLL CALL – Quorum was established through roll call by Town Clerk.

PRESENT: (6) Chair Wanda Randolph, Vice-Chair Donovan Williams, Director Tarus Mack, Director Rodney Daniels, Director Theo Washington, Director Ruthi Critton (Absent: Director Angie Gardner)

STAFF: (3) Veronica King, **Town Clerk**; Greg Jackson, **Attorney**; Stanley Murray, **Police Chief**

INVOCATION AND PLEDGE OF ALLEGIANCE

Chair Randolph led the invocation through a Moment of Silence followed by the Pledge of Allegiance

CITIZEN PARTICIPATION – 0

CONSENT AGENDA:

Chair Randolph motion to APPROVE Consent Agenda approving Resolution # CRA-R-2024-37 Repealing Resolution CRA-R-2024-3 and approving the TOECRA FY 2023 Annual Comprehensive Financial Audit By Carr, Riggs, and Ingram CPA; **moved** by Director Daniels; **second** by Director Mack; **AYE: ALL, MOTION PASSES.**

BOARD DISCUSSION

PRESENTATION/DISCUSSION - Grant funds will be used to facilitate the repair and restoration of the historic Chitlin Circuit building Club Eaton, also known as Club KOHA, in Eatonville, Florida. - Malcolm Jones (MAJ Architecture and Design) the project architect introduced himself to the board gave status of the project and owner David Barany provided updates to the grant and the next steps. The status of the project currently is that the architect is in the process of working with the historic preservation officer Mr. Cobbin, met the Historic Preservation Board as well as coordinating efforts with the state. The building was in a state of disrepair and has since been demolished to a certain extent for safety reasons due to asbestos that was discovered along with other hazards that were present. The building currently stands with exterior walls and the foundation, working with Chair Wanda Randolph and planning a vision session around the first weeks of October. The vision session will engage with the town to get an understanding of the history, the people's thoughts, and compile details and information that will be used for the design. Pictures were presented as visuals describing the condition of the building past and present, it was very dilapidated, walls are being braced. The goal is to try and preserve what is left but may have to make some decisions to build back as much as possible. David Barany has owned the building for seven years and is present to answer questions. It is important to know that it was never meant to take away more than was absolutely necessary for safety reasons, the more you take, the more it takes to build it back, the building had no roof and is braced from the inside, want to do the right thing, follow procedures,

counting on 100% involvement from the council, and here to listen with the maximum amount of respect to history. The owner is available for a walking tour. About three months ago the town was testing the water pipes and the building flooded by accident. There should have been more communication with an invitation prior, had to proceed with caution, permits were pulled with an approval from the CRA Director to do the demolition. It looks like a historic site, very moving, showing the previous diamond shaped windows where there used to be glass blocks, it reveals some elements that were not visibly.

PRESENTATION/DISCUSSION- A Debrief On The Executive Director Hiring Process – Nichole Washington the human resource specialist gave status update on hiring the CRA Executive Director. She also provided an overview of the hiring process, and the required steps needed to fill the position. An email was sent to the board on the 9th providing the six finalists after compiling the scoring matrices received from the board. October 3, 2024, is the date for the scheduled interviews, thereafter a special meeting will be established for the board to interview the final three candidates, the board can ask any follow up questions from the interview, the board and chair will decide on which candidate to bring to the board. The goal is to have an Executive Director by the next CRA Meeting. The delay was caused due to pending scoring matrices that had not been received on the requested date, wanted to give a fair opportunity as a member of the board knowing that the submissions matter and count.

BOARD DECISIONS:

Approval of Resolution CRA-R-2024-9 Approving the Memorandum of Understanding with the HELP Community Development Corporation (HELP C.D.C.) - (Preamble Read) - Chair Randolph motion to APPROVE Resolution CRA-R-2024-9 Approving the Memorandum of Understanding with the HELP Community Development Corporation (HELP C.D.C.); moved by Director Mack; second by Director Daniels; Questions/Comments: The copy of Memorandum of Understanding was not attached to the resolution.

Nicole Oriol (HELP CDC representative) stated that a draft copy was sent to the former CRA Director outlining how HELP CDC would function, what would be delivered, and how they would work with the residents. The draft copy will be forwarded to the board. Board Member Critton requested the item to be tabled. **(Previous Motions Rescinded) Chair Randolph motion to TABLE Resolution CRA-R-2024-9 Approving the Memorandum of Understanding with the HELP Community Development Corporation (HELP C.D.C.); moved by Director Mack; second by Vice Chair Williams; AYE: ALL, MOTION PASSES (Item Tabled). Comments:** HELP CDC does a great job in the town and deserves a partnership with the town.

Approval of Resolution CRA-R-2024- 33 Approving Funding for a Cultural Arts Event on September 21, 2024, in the Amount of Two Thousand Dollars (\$2,000.00). - (Preamble Read) - Chair Randolph motion to APPROVE Resolution CRA-R-2024- 33 Approving Funding for a Cultural Arts Event on September 21, 2024, in the Amount of Two Thousand Dollars (\$2,000.00); moved by Director Washington; second by Director Mack; Questions/Comments: The budget line item listed is infrastructure improvement (6301), want to ensure the correct line item if the board decides to move forward, should come from promotion (303-0515-515-4800). Concerns were expressed that the event conducive to funds from the CRA, it was a difference of interpretation from Attorney Shepard and also from the CRA Attorney, it would be most appropriate for entities to donate in order to have this special event, Director Washington read information from the City of Orlando stating that the CRA special event grant program supports diversity and cultural opportunities to encourage variety of entertainment within the area and that the purpose of the program is to provide funding to grants and supports events, the City of Orlando are doing things in their program with CRA funding, will the money (CRA) be sent back to Orlando because the funds are expected to be closed out by the end of the year, (Attorney Jackson) I have been in communication about this with Attorney Shepard and it appears that in 2019 there was some change in the language which took out “to include”, the language change does not change what Attorney Jackson’s opinion on the use of CRA funds for special events, the events that are spoken of are for the promotion of the tourism within the town of Eatonville is within the plan (CRA), it would require the presence of the CRA by way of promotional material and other things of the same, the drafted opinion provided 2023 with regards to the

use of CRA funds for promotional events, if the board approves, would be applicable given what the plan says, if it is in the plan, we can do it, clarity is requested on how this would be arts and cultural event, what legal opinion should be used moving forward, not comfortable voting as someone that the community has trusted with these responsibilities when there is not clarity from legal, do not want to be subject to retroactive penalties if the decision is not done correctly, in the first application that was approve by vote for this event back May was a reimbursement option that allowed the event to take place and allowing for funds to be released after their event was settled and receipts and invoices were produced to the board, would feel more comfortable if there were clear direction on where this board stands on the legal opinion of our authority to use these funds for these type of events, recommend that clarity of this issue be considered as efforts are being done to revise the plan, other entities have come forward to this board requesting financial support from this agency, legal advises to amend and not refer to the term “grant” but to the use of the funds as it fits within the plan, also need to satisfy the promotional requirement, promoting the agency and its objectives, this event is about bringing people to Eatonville and partnering with others who are doing something in the town, the flyer indicates something related to culture, the money should be spent, should adhere to what the CRA attorney says, the \$2000 will go to the non-profit entity, the administration will be provided a copy of the license to sell alcohol and insurance, the expected attendance is about 150 attendees, if all board members have ideas the budget to consider would be \$17,000 or \$17,5000 towards promotional activities, need a budget amendment to do so, what about those homes that are dilapidated around the town that need to be torn down or refurbished, addressing slum and blight, if it cannot help everybody, it should be used, would like to see in the future with special events when dealing with CRA funds the funds needs to be raised, moving forward when considering a budget amendments there needs to be a different budget line title that supports the event minimizing any confusion, need to be clear, transparent, and specific while being intentional about where to spend tax increment dollars, legal stated that you have to be specific and that F.S. 163.370 states to develop, test and report methods and techniques and carry out demonstrations and other activities for the prevention and elimination of slum urban blight and developing and demonstrating new and improved means of providing housing for families and persons of low income, if an event promotes these aims that would give the specificity that would be needed, to include funding to develop and implement community policing innovations, this is language that can be used when considering a new line item; **AYE: Vice-Chair Donovan Williams, Director Tarus Mack, Director Theo Washington, Chair Wanda Randolph; Director Ruthi Critton; NAYE: Director Rodney Daniels; MOTION PASSES.**

Approval of Resolution CRA-R-2024-34 Approving a Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP) at 429 E. Kennedy Blvd in the amount of Thirty Thousand (\$30,000) – Chair Randolph spoke to item stating after conversations with the owner, CAO and other issues with the program, it is recommended to table this item, there are lots of unanswered questions and issues with the program, it has to go before the Historic Preservation Board and requires having a review committee. (Preamble Read) - **Chair Randolph motion to TABLE** CRA-R-2024-34 Approving a Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP) at 429 E. Kennedy Blvd in the amount of Thirty Thousand (\$30,000); **moved** by Director Mack; **second** by Director Critton; **AYE: ALL, MOTION PASSES (Item Tabled).**

Approval of Resolution CRA-R-2024-35 Approving a funding agreement for the Paint, Plant, and Pave Program at 510 Katherine Avenue in the amount of Two Thousand and Six Hundred Dollars (\$2,600) - (Preamble Read) **Chair Randolph motion to APPROVE** Resolution CRA-R-2024-35 Approving a funding agreement for the Paint, Plant, and Pave Program at 510 Katherine Avenue in the amount of Two Thousand and Six Hundred Dollars (\$2,600); **moved** by Director Washington; **second** by Director Mack; **AYE:ALL; MOTION PASSES.**

Approval of Resolution CRA-R-2024-36 Approving The Eatonville Police Departments request for the usage of Two CRA vacant lots to host a free National Night Out Community Event. - (Preamble Read) **Chair Randolph motion to APPROVE** Approval of Resolution CRA-R-2024-36 Approving The Eatonville Police Departments request for the usage of Two CRA vacant lots to host a free National Night Out Community Event; **moved** by Director Mack; **Questions/Comments:** clarity was given to section three, the funding of \$2,000 donation is not applicable to the CRA but mentioned as the event cost from their funding, vote is to give permission for use of

the property, Director Washington will verify if there are holes and a septic tank on site; **second** by Director Washington; **AYE:ALL; MOTION PASSES.**

STAFF/BOARD REPORTS:

Attorney (Greg Jackson) – No Report

Town Clerk (Veronica King) - Provided a double-sided flyer that's two sided that speaks to the master plan kickoff meeting on September 28th, strongly encouraging the community as well as the elected officials to be a part; on the back side of the flyer there is the notice of new impact fees that will be implemented in the near future, information is provided on the website and has been noticed in a legal ad in the Orlando Sentinel, staff is taking every step to make sure that the community is informed about the upcoming impact fees; the clerk will be out on vacation returning on the 29th (September), services will be available upon the clerk's return.

Director Tarus Mack – Inquired as to if the staff have everything needed to move forward with approving the funds for 41 Lincoln Avenue, money up to \$5,000 is available, would like to move forward if the board is in a position to do it, the town needs to bring the lateral to their property so they can tie into the sewer system; request for a conversation with town staff to move forward, need to do what is needed from the administrative side and move forward and come up with something to make this matter go away and work out for everybody.

(Chair Randolph Response) The problem is not with the town, there are legal issues that has come up in trying to get this process moved forward, the property owner did not want to be responsible for anything and did not want to sign documents, there are family issues, cannot move forward due to the legal issues of property ownership of the property, offered recommendations for the owner so that she can pursue other action to get things straightened out, do not understand how the property is not an environmental hazard, (Plumber's Explanation) the sewer line was backed up, there are a few houses on the septic tank including this house (41 Lincoln), the septic tank was clogged up, the septic people pumped and cleared it out, a new line has been installed but is going to the septic tank, the line needs to go around the house and tie into the town, water is completely decayed and there is a need for re-piping, this would be one job and would take care of the problem. (Kathy Mills) the septic is fixed but needs to be connected to the city for the water to run fully through the house again not using septic, but using the sewage, have been paying for sewage since 1972, the sewer cost was removed from the bill as on March 20, 2024, not asking for money to be paid back but asking for the problem to be fixed, was asked to bring estimates, and to have the aunt on the will to come in, also asked for a letter from Ms. O'Hara, do not know what the town needs any further. (Chair Randolph) the application would have to be completed again in order to move forward, the application and notarized affidavit have not been signed by the owner, inquired about funding received in the past from the CRA (No, not from the son not at for 41 Lincoln) (Legal) if the question pertains to if any work can be done on the property without the authorization of the property owner, then the answer is no, must have the permission of the property owner to do any type of work in the property, the executive of the will is not any of the people that are on the application, whoever the courts have determined and decided is the executive of the estate from a legal standpoint is the appropriate person to act on behalf of the estate with regards to that property; (Chair Randolph) the person who can help you is the representative from HELP CDC located at The Life Center Church (Director Daniels) Can taxpayers funds be used to assist or help private property, yes if under a specific program, the town has done their due diligence, it is now up to the property owner to do their part, if what is being asked is not in a program it can open the town up to be sued for discrimination or favoritism, the biggest issue is who owns the property, the family needs to get together clear up the title on the property, before the CRA can its due diligence. The town's job is to put the pipe in the yard, the owner will need to get the plumber to do the work. This board does not have the authority to do what is being asked until probate is handled, what programs handle water and sewage, the current programs (PPPP, Demolition, Infill) do not address this issue.

Director Ruthi Critton – No Report

Director Rodney Daniels – No Report

Vice Chair Donovan Williams – No Report

Director Theo Washington – Thank the board for supporting my event, in the future, will get with the chair to discuss a line item for items that are purchase.

Chair Wanda Randolph – Be sure and check your emails for any notices, we are doing a good job of keeping everybody on course about the finances, will filter information through Mrs. King to make sure that the board is getting the information that they deserve. Thank you Attorney Jackson.

ADJOURNMENT Chair Wanda Randolph Motions for Adjournment of Meeting (**Moved** by Director Mack; **Second** by Director Critton; **AYE: ALL; MOTION PASSES. Meeting Adjourned at 8:15 P.M.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Chair



HISTORIC TOWN OF EATONVILLE, FLORIDA

COMMUNITY REDEVELOPMENT AGENCY

SPECIAL MEETING MINUTES

Thursday, October 3, 2024, at 5:30 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 – Chair Randolph called the meeting to order at 5:30 p.m.

ROLL CALL – Quorum was established through roll call by Town Clerk.

Director Williams arrived after Roll Call

Director Washington stepped out during the roll call

PRESENT: (7) Chair Wanda Randolph, Vice-Chair Donovan Williams, Director Tarus Mack, Director Rodney Daniels, Director Theo Washington, Director Ruthi Critton, Director Angie Gardner

STAFF: (4) Veronica King, **Town Clerk**; Nichole Washington **HR Specialist**, Tynisha Dunnell, **Public Works**; Stanley Murray, **Police Chief**

INVOCATION AND PLEDGE OF ALLEGIANCE

Chair Randolph led the invocation through a Moment of Silence followed by the Pledge of Allegiance

SCHEDULED INTERVIEWS FOR THE EXECUTIVE DIRECTOR'S POSITION:

Scheduled applicants of interest had thirty minutes each to be interviewed by the CRA Board of Directors, there were four interviews conducted in which the board member had an opportunity to ask each candidate a series of pre-determined questions.

Nichole Washington (HR Specialist) explained the interviewing process, it is structured Question and Answers session of about 7 to 8 pre-determined questions asked by the HR Specialist At the end of the questioning, each board member will have a chance to do any follow up questions that they deem necessary to each candidate. Thereafter, there will be a discussion. There may be rescheduling of those candidates unable to attend today's interviews, to be determined by the board. The board members are asked to monitor the time with respect and no interruption of other directors. Each candidate will be in the lobby and will be escorted in for the interview and escorted out once the interview is completed. The directors can have candid discussions without the candidates being in the room. (Chair Randolph) there are some investigations that are pending such as background checks, etcetera, this is one of the reasons why there may be a hold, October 9, 2024, next Wednesday is the proposed date for the next special meeting, can do the selection at the next CRA meeting scheduled for October 17, 2024. (Councilman Mack) there has been enough time to prepare and get ready for this considering the time frame when the position was supposed to be filled, we are behind the eight ball in hiring an executive director. No background checks have been done on any candidates, this will come later in the process, once there is a conditional offer made, a background check and drug test will be done, if everything comes back clean, the individual can start. There will not be a vote tonight, only a discussion, the chair will lead the discussion of who the board sees should be the top three candidates. if there is not any postponement of the interviews or not a second round, it is believed that the CRA meeting on the 17th is when the vote will take place, the board members can ask up to two to three additional questions.

The pre-determined questions that were asked are:

- 1. (Experience) How do your previous experiences align with the agency’s mission to revitalize the community? Can you describe a Community Redevelopment project you’ve been involved in and your role in its success?
- 2. (Community Engagement) Imagine a situation where a community member disagrees with a proposed redevelopment plan. How would you approach the conversation and address their concerns?
- 3. (Communication) How do you adjust our communication approach when speaking to technical experts versus community residents? How would you respond to a media inquiry about a controversial redevelopment project?
- 4. (Conflict Resolution) Describe a challenging conflict you encountered in a previous role and the steps you took to find a mutually beneficial solution.
- 5. (Organization) Given the agency’s current challenges, what would be your top three priorities in the first 90 days?
- 6. (Soft Skills) Can you describe a time when you had to adapt your approach to a challenging situation due to unexpected circumstances?

The interviews were conducted in the order below.

Onya Bates (Zoom)	Interview was scheduled and held at 5:45pm by zoom
Michael Johnson	Interview was scheduled and held at 6:15pm Face-to- Face
Lavon Bracy Davis	Interview was scheduled and held at 6:45pm Face-to- Face
Juliet Briggs	Interview was scheduled and held at 7:15pm – Withdrew their application
Allie Braswell	Interview was scheduled and held at 7:45pm – Withdrew their application
Meredith Meyers	Interview was scheduled and held at 7:15pm Face-to- Face Interview time was adjusted from the original time of 8:15pm due to a cancellation.

COMMENTS

Director Mack - Suggest that we move forward without rescheduling the candidates that are not present.

Chair Randolph - In agreement that we need to move forward with the candidates who made sacrifices to be here, not under any obligation to extend an interview for those who could not be here; planning on having another meeting on Wednesday, October 9, 2024, 6pm to complete the hiring process (Councilman Mack is unavailable), by consensus of the board, we will come back at the next CRA Meeting (October 17th) to present an Executive Director.

Town Clerk (Veronica King) - Need residents to serve on a board, the board of adjustment, if you know of anyone that you can recommend, please send them to me or to the website to complete the information form, would love to bring recommendations before council at the next meeting schedule October 15, 2024, the form is available at the front desk, on the website, they can call the clerk for the form to be emailed.

Director Critton - Will there be any ramifications for not allowing or extending an opportunity to reschedule interviews to those who were not able to interview tonight (No, there will be no ramifications), there were concessions made to both applicants to participate by zoom, which was declined.

ADJOURNMENT - Chair Wanda Randolph Motions for Adjournment of Meeting (**Moved** by Director Mack; **Second** by Director Critton ; **AYE: ALL; MOTION PASSES. Meeting Adjourned at 8:06 P.M.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Chair



HISTORIC TOWN OF EATONVILLE, FLORIDA

COMMUNITY REDEVELOPMENT AGENCY

MEETING MINUTES

Thursday, October 17, 2024, 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 – Chair Randolph called the meeting to order at 6:30 p.m.

ROLL CALL – Quorum was established through roll call by Town Clerk.

PRESENT: (7) Chair Wanda Randolph, Vice-Chair Donovan Williams, Director Tarus Mack, Director Rodney Daniels, Director Theo Washington, Director Ruthi Critton, Director Angie Gardner

STAFF: (4) Veronica King, **Town Clerk**; Greg Jackson, **Attorney**; Nichole Washington, **HR Specialist**; Officer Fletcher Boone, **EPD**

INVOCATION AND PLEDGE OF ALLEGIANCE

Chair Randolph led the invocation through a Moment of Silence followed by the Pledge of Allegiance

CITIZEN PARTICIPATION – (1) – There was an email received to be read into the record as part of the citizen participation period. The email was sent and read on behalf of Joyce Irby. Good evening, Mayor and council, I humbly respect that you each, have been selected with an honor by the people of the historic town of Eatonville and carry a fiduciary duty to act in the best interest of the town and its people. Eatonville has a strife political history, filled with misuse, misappropriation, poor judgment, and people lining their pockets, and facilitating their friends and family at the expense of the people Eatonville, and our collective shared future. As a concerned private citizen and 4th generational member of this community, I have had the opportunity to look over the resumes of the candidates for the CRA position which you are about to vote on. I was pleasantly surprised that there appears to be more than one qualified candidate. The town's history of political malpractice by former mayors and Council members has been tragic. The behavior of a long line of administrations and councils has been, and remains, spiritually violating to the people who's blood, sweat, foresight and thoughtfulness, embodied an ideal, and made manifest on this sacred land a place of safety and opportunity, for those who'd been denied, and considered "less than" simply based on the color of their skin. And throughout our town history, it seems politically, that we...with the same skin, continue to work against each other. I'm hoping today will be different. I'm hoping this will stop today. Eatonville has been, like an abused child who keeps being handed over to the known molesting uncle over and over again, while those who know better look away, or make excuses for this behavior. I'm asking you NOT to be those people. I am asking you to do your duty, use your best judgement and be your highest selves to make sound business decisions in the best interest of the town and its citizens, and based on facts, evidence, and logic, not based on your personal friendships and preferences. Respectfully, Joyce Irby

BOARD DECISIONS:

Selection of Candidate for the Executive Directors Position - (Chair Randolph) Each director has had the opportunity to review all the qualifications to make a fair and honest assessment. Today is the opportunity to make your final selection. (Nichole Washington, HR Specialist) This is the final process of the selection process

for the Executive Director position for the Town of Eatonville Community Redevelopment Agency. On Thursday, October 3rd, 2024, a special meeting was held for the purpose of providing an opportunity to interview available candidates. Due to last-minute changes, two candidates were not available. The remainder four candidates out of six were interviewed and given the opportunity to demonstrate their qualifications. No voting took place at this meeting. This will be an open process due to the sunshine. The chair will present the names of all the interviewed candidates to the board members, board members will be asked to cast their vote for the candidate of their choice. If any candidate gets four votes, that candidate will be selected by majority vote. If by chance there is a tie, the chair will present each tied candidate individually to be voted on by the board members. Board members will select an Executive Director by majority vote chair.

ACTIONS BY THE BOARD:

Chair Randolph motion to APPROVE Onya Bates as the candidate selected for the Community Redevelopment Agency (CRA) Executive Director's position; **moved** by Chair Randolph; **second** by Director Daniels; **AYE: Director Rodney Daniels, Chair Wanda Randolph; NAYE: Director Ruthi Critton, Vice Chair Donovan Williams, Director Tarus Mack, Director Theo Washington, Director Gardner; MOTION FAILS.**

Chair Randolph motion to APPROVE Lavon Bracy Davis as the candidate selected for the Community Redevelopment Agency (CRA) Executive Director's position; **moved** by Director Critton; **second** by Director Mack; **AYE: Director Ruthi Critton; NAYE: Director Rodney Daniels, Chair Wanda Randolph, Vice Chair Donovan Williams, Director Tarus Mack, Director Theo Washington, Director Gardner; MOTION FAILS.**

Chair Randolph motion to APPROVE Michael Johnson as the candidate selected for the Community Redevelopment Agency (CRA) Executive Director's position; **moved** by Director Mack; **second** by Director Critton; **Comment:** (Director Gardner) Expressed concerns with how the previous Executive Director was treated and the behavior of the board, bringing up matters that are no longer issues such as the RSM report and the \$71,000 payout, in which both were invested by a third party with final conclusions, it is a misuse of power to keep misleading people into thinking that there is something wrong going on with the CRA, need to be truthful to the residents with matters that have been confirmed and documented, hoping that the relationships that have been built are not sacrificed; a favorable vote will be based upon two conditions, that the Main Street board consist of the chosen stakeholders in the town with restrictions and the other condition is doing business in this town outside of the CRA, that there is an agreement indicating that there is no work with any other employment or another municipality, if you have a position in the town, that there is no contractual work with entities that are tied in, this would be the only way to give a yes vote, these two things would have to be fixed (Councilman Mack) would like to see a supermajority (Councilman Washington) the Executive Director should not be under contract, it should be on an employment status, the contract status gave people the rights to do outside business; have a letter from the State Department on their findings on the payout and a copy will be provided to the board. (Councilman Daniels) inquired to Attorney Jackson that the RSM report show what you may have done wrong, the findings indicate whether it was right or wrong, it is up to the agency to correct (In response, legal confirmed that this interpretation is correct); the board approved the person's contract without it being reviewed by the attorney; one signature does not give the authority to pay out a \$71,000 check (Chair Williams) let us move forward, cannot continue to operate in the reverse. (Chair Randolph) understand all the concerns raised, but we need to get through this process (Director Gardner) tonight we vote for the candidate, then we present the offer. **AYE: Vice Chair Donovan Williams, Director Tarus Mack, Director Theo Washington, Director Gardner; NAYE: Director Ruthi Critton, Director Rodney Daniels, Chair Wanda Randolph; MOTION PASSES. Notes:** Director Gardner expressed a favorable vote with conditions, (Legal) it has to be reconciled at some point in time if the conditions are met, your answer is yes even if the conditions are not met because tonight is the approval, (Director Gardner) was trying to get the approval based on the

conditions, a majority vote on the offer stating those conditions. (Director Mack) my conditions would be the supermajority vote. (Legal) could do the vote with amendments to the condition of hire, but then that presents a potential dynamic to the other votes, were there other conditions with the other candidates that may not have been mentioned, a yay vote should whether or not the conditions are met, (Director Critton) if the opportunity to impose some conditions is only available for this candidate or the next candidate not knowing that there was an opportunity to impose conditions for the other candidates is not fair; the Main Street condition is connected to the one candidate but doing business for the town applies to everyone, there is already in place under our personnel policy that you have to get permission in order to do any type of outside work other than the town. (Chair Randolph) today is the vote for a candidate, either it is going to be yay or nay, if we have conditions for employment, which can be worked out after this process is over. (Legal) will draft the letter (offer) to the candidate if directed by the board to do so; let the vote of yes be without conditions because you have a candidate who has conditions that no other candidates do not have. (Councilman Daniels) The Florida Community Corporation was doing business as Eatonville Main Street; the monies that was giving was going into his nonprofit.

Chair Randolph motion to APPROVE Meredith Meyers as the candidate selected for the Community Redevelopment Agency (CRA) Executive Director's position; **moved** by Director Critton; **second** by Director Daniels; **NAYE:ALL; MOTION FAILS.**

The Executive Director selected for the Community Redevelopment Agency is Mr. Michael Johnson and confirmed by Attorney Jackson. Either the executive director is going to be an employee or contracted, if it is a contract, legal will draft the contract to have the appropriate language, if it is going to be an employee, relationship, then legal will assist HR at the directive of the board; (Nichole Washington) The selected candidate will be an "at will" employee which could be terminated by the board, the employee would abide by the town's personnel policies and procedures, there will be a conditional job offer with conditions set by the board and conditions that the town does, the conditional offer includes a background check, a drug testing and the onboarding is dependent upon the candidate. (Director Gardner) the only stipulation is already in the party, the other conditions are preferences that were not voted on, want to come to a resolution about Main Street, want it address through an agreement; legal expressed that the board can help to set the agenda of the executive director on how to reengaged Main Street, it could be a condition that the board would like for the executive director to undertake and move forward. Next would be the acceptance of offer and then the confirmation.

BOARD REPORTS:

Town Clerk - No Report

Attorney (Greg Jackson) – watching the radar and saw that a band of wind was expected to hit the Town of Eatonville, glad that it was not as bad as expected.

Vice Chair Donovan Williams – as we sit up here and talk about different things, tell the whole truth, do not tell what you want people to hear, tell everything. Someone paid for an outside company from another state to come into this little town looking for something, they did not get what they were looking for, there were two findings that were fixed, let us move on.

Director Ruthi Critton – do not take lightly the privilege to sit on this board, hoping that this is an opportunity to move forward and those pattern behaviors seen in the past on both sides of this agency, being the board and its employees, is a new leap, hoping that we do not continue to see personal agendas, lack of professionalism, and all the drama dealt with, looking for an opportunity to do something new, will address matters whether it is a contract, an employee, appointment, or a board member, there is a responsibility to our constituents and a plan to be responsible in this position. Thank everyone for giving me the opportunity to serve the community in this capacity.

Director Tarus Mack – we are privileged to have a CRA and we are coming up on the end of the contract that will require getting an extension, it is important and vital for this community in terms of just moving forward and turning a leaf to new things, congratulations to all the candidates who apply for the executive position, this is historic having about 30 applicants. This is a business with two entities within itself, you cannot have the CRA without the town, but you can have the town without the CRA, we are responsible for the actions taken, we have a great board that is going to do the right thing in making sure that the CRA is afloat and doing things advantageous to moving forward, the right choice was made in picking this individual, he is from Town of Eatonville and did a sensational job while he was here before, and knowledgeable of the CRA process, it was a choice getting someone that really knows their craft and the scope of work that the CRA need. Congratulations.

Director Rodney Daniels – Duly noted, there will be receipts and the story will be told, down to the construction of a three member board when it should have been five, to a check that was signed with one signature when the procurement policy says it should be two signatures, and when money was sent to an individual’s nonprofit, I will continue to fight for Eatonville.

Director Angie Gardner – experience was not the only reason that the candidate received my final vote, do not want to subject anyone else to the mess, this particular candidate knows what they are stepping into; there are certain goals and objectives that need to be met in order for the CRA to be sustained past the sunset date, Ms. Mundy has been doing some heavy lifting and the knowledge that this candidate has should he come on board, together they will be a powerhouse, it is for the good of the town, we do have to keep the personal things out.

Director Theo Washington – when you enter a hostile environment, it brings tension, this guy never had the opportunity to do the right thing, he was not allowed to talk to people, come to meetings or come in the building, developers were told not to talk to him, he was locked out, with a different administration, he can come in right. Mr. Johnson comes, he was able to bring one million dollars to the club and would have brought money to HostDime; I will provide a copy of the ethics complaint letter pertaining to the check signing, will give all the paperwork to show that the findings were not found.

Chair Wanda Randolph – thanks the board for your participation in this process, thank all the candidates that came forward, it was the board's decision on the selection and I am willing to work with anyone, my personality will be the same and will treat them with the most dignity and respect, when this person comes on board, everything will be turned over to Mr. Johnson so that we can move forward with this CRA, congratulations to him; The FRA conference is next week in Tampa and signed up to attend; with the Club Eaton we are trying to get a reasonable place to accommodate the people, because of the early voting, there was no space and the library was available up until 6:30pm, there will be a meeting on the 30th at St. Lawrence AME Church at 5:30pm; Thank you for my time, efforts, and things that I wanted and tried to do in overseeing the CRA until we were able to get a director, thank God that we do have someone that have been selected, we are moving on.

ADJOURNMENT Chair Wanda Randolph Motions for Adjournment of Meeting (**Moved** by Director Mack; **Second** by Director Washington; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 7:38 P.M.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Chair



HISTORIC TOWN OF EATONVILLE, FLORIDA

COMMUNITY REDEVELOPMENT AGENCY

MEETING MINUTES

Thursday, December 18, 2024, 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 – Chair Gardner called the meeting to order at 6:30 p.m.

ROLL CALL – Quorum was established through roll call by Town Clerk. ****Director Critton arrived after roll call****

PRESENT: (6) Director Wanda Randolph, Director Tarus Mack, Director Rodney Daniels, Vice Chair Theo Washington, Director Ruthi Critton, Chair Angie Gardner (**Absent:** Vice-Chair Donovan Williams)

STAFF: (3) Michael Johnson, **CRA Executive Director**, Veronica King, **Town Clerk**; Andrew Hand, **Attorney**

INVOCATION AND PLEDGE OF ALLEGIANCE

Chair Gardner led the invocation through a Moment of Silence followed by the Pledge of Allegiance

PRESENTATIONS

November 2024 Fiscal Report – Mr. Johnson gave an overview of the November 2024 Fiscal report. CRA Revenues total \$1,962,491.75; Expenditures to date are \$1,961,565.16. The fiscal coordinator is not present, all questions can be sent to the Executive Director Johnson.

CITIZEN PARTICIPATION – (1)

David Barany – wanted to thank you for your support for the Club project, thank Mr. Johnson for initiating the project and to Mrs. Wanda Miss Wanda (Director Randolph) for helping to get it going, have confidence in knowing that Mr. Johnson is back, under his leadership, there is a strong chance of bringing this project to a completion, I am the owner of the building, but it is a CRA project, here to help with whatever it takes.

CONSENT AGENDA

Chair Garner motion to APPROVE the consent agenda with amendment approving CRA Board Meeting Minutes for 8-15-2024; 9-3-2024; 11-21-2024; **moved** by Director Critton; **second** by Director Mack; **AYE: ALL; MOTION PASSES. Amendment:** Name change on meeting minutes for September 3, 2024, changing Angela Thomas to Angela Johnson.

BOARD DISCUSSIONS: (No board discussions)

BOARD DECISIONS:

Approval of Resolution CRA-R-2024-41 CRA Board Meeting Schedule for 2025 (Preamble Read) - **Chair Garner motion to APPROVE** Resolution CRA-R-2024-41 CRA Board Meeting Schedule for 2025; **moved** by Vice Chair Washington; **second** by Director Mack; **AYE: ALL; MOTION PASSES. Comment:** The schedule will be poster on the CRA website; changes and cancellations to meetings will be indicated on the CRA and

Town's website as well as posted on the town's bulletin board; the Executive Director suggest training sessions when there is not an agenda.

Approval of Resolution CRA-R-2024-42 Authorizing the Executive Director the authority to suspend all CRA programs not consistent with the 1997 CRA Plan - Chair Garner motion to **APPROVE** Resolution CRA-R-2024-42 Authorizing the Executive Director the authority to suspend all CRA programs not consistent with the 1997 CRA Plan; **moved** by Director Mack; **second** by Vice Chair Washington; **Comments:** Upon the review of all program, the Executive Director provide an overview of all programs providing reasons for inconsistencies with some programs and reasons for keeping other programs, request that any termination of programs are brought to the board for a decision (vote), in the suspending or removing of programs it is requested to find an alternative or a supplement to potentially keeping the program or benefit to the community going, while ensuring that it aligns with the plan. The Executive Director will bring back a list and rationale of the programs as to why something is being removed, bringing back for a vote, recommend tabling this item, need to make substantive changes and bring back those programs that are consistent with the plan and accomplishes more involvement of the residents, suggest changes to the resolution taking out the authority and authorization to suspend and change stating that the executive director will bring all CRA programs not consistent with the 1997 CRA plan to the board for suspension or modification.

(Previous Motions Rescinded) Chair Garner motion to **TABLE** Resolution CRA-R-2024-42 Authorizing the Executive Director the authority to suspend all CRA programs not consistent with the 1997 CRA Plan; **moved** by Director Randolph; **second** by Director Mack; **AYE: ALL; MOTION PASSES (Item Tabled).**

Approval of Resolution CRA-R-2024-43 Approving the CRA Bylaws - Chair Garner motion to **TABLE** Resolution CRA-R-2024-43 Approving the CRA Bylaws; **moved** by Director Critton; **second** by Vice Chair Washington; **AYE: ALL MOTION PASSES (Item Tabled).** **Comments:** tabled until the next meeting and the Executive Director will bring back the programs with justification along with a revised resolution that will speak to the new language. **Comments:** Board members can send additional information to include in the bylaws to the Executive Director, the document presented represents the combination of three previous drafts, inquired about having each individual change itemized and agreeing upon those changes as they will be represented in one document, the Executive Directive will highlight those changes that are not consistent an bring back in January, keep the January agenda light (the main item).

Approval of Resolution CRA-R-2024-44 Authorizing the Executive Director or Designee to have limited access to the CRA Trust Account for the purpose of obtaining bank records and statements only (Preamble Read) - Chair Garner motion to **APPROVE** Resolution CRA-R-2024-44 Authorizing the Executive Director or Designee to have limited access to the CRA Trust Account for the purpose of obtaining bank records and statements only; **moved** by Director Mack; **second** by Vice Chair Washington; **AYE: ALL; MOTION PASSES.** **Comments:** There are discrepancies on the resolution. Request to rescind Resolution CRA-R-2024-44 and table.

Chair Garner motion to RECONSIDER Resolution CRA-R-2024-44 Authorizing the Executive Director or Designee to have limited access to the CRA Trust Account for the purpose of obtaining bank records and statements only; **moved** by Director Mack; **second** by Director Daniels; **AYE:ALL; MOTION PASSES (Resolution CRA-R-2024-44 RECONSIDERED).**

Chair Garner motion to RESCIND/TABLE Resolution CRA-R-2024-44 Authorizing the Executive Director or Designee to have limited access to the CRA Trust Account for the purpose of obtaining bank records and statements only; **moved** by Director Mack; **second** by Director Randolph; **AYE:ALL; MOTION PASSES (Item Rescinded/Tabled).**

Approval of Resolution CRA-R-2024-45 Authorizing the Administration of The TOECRA and Town of Eatonville to complete bank transfers as required per the 2007 Revised Interlocal agreement between the

TOECRA, Town of Eatonville and Orange County (Preamble Read) - **Chair Garner motion to APPROVE** Resolution CRA-R-2024-45 Authorizing the Administration of The TOECRA and Town of Eatonville to complete bank transfers as required per the 2007 Revised Interlocal agreement between the TOECRA, Town of Eatonville and Orange County; **moved** by Director Randolph; **second** by Director Mack; **AYE:ALL; MOTION PASSES.**

Approval of Resolution CRA-R-2024-46 Terminating the Interlocal Agreement between the TOECRA and the Town of Eatonville- **Chair Garner motion to TABLE** Resolution CRA-R-2024-46 Terminating the Interlocal Agreement between the TOECRA and the Town of Eatonville; **moved** by Director Randolph; **second** by Director Daniels; **AYE:ALL; MOTION PASSES (Item Tabled).** **Comments:** Table until a revised Interlocal Agreement is presented to replace it.

Approval of Resolution CRA-R-2024-47 Approving Auditing Services Agreement to be performed by Carr Rigg & Ingram (CRI) LLC-(Preamble Read)- **Chair Garner motion to APPROVE** Resolution CRA-R-2024-47 Approving Auditing Services Agreement to be performed by Carr Rigg & Ingram (CRI) LLC; **moved** by Director Randolph; **second** by Director Critton; **AYE:ALL; MOTION PASSES**

BOARD REPORTS:

Executive Director (Michael Johnson) – Thanked the board for the opportunity to serve again as executive Director, thanks to Mrs. Randolph (Director Randolph) for the assistance provided, she has set up relationships and look forward taking thing to the next level.

Attorney (Andrew Hand) – Attorney Jackson asked to pass on information regarding the 225 Kennedy property, he is waiting for a completed affidavit so he can submit to the Comptroller's office

Director Ruthi Critton - No Report

Director Tarus Mack – Congratulations, Mr. Johnson as the new executive director, it is a pleasure seeing you sit up here again, I know you are going to do a sensational job as you did in the past. I appreciate everything that you brought to tonight's agenda, as a board we have to make sure that we are making great decisions for CRA; expressed concern of not having police coverage and protection the CRA meetings which is problematic; hoping to get feedback about the community police center from the community versus just forcing it upon them, it is a residential area and we definitely need to make it more community than about the police, we do not have much crime out here (Micheal Johnson) The policing community grant is a federal and the town is the applicant, have talked to the police chief about community policing and he is helping to write the agreement to the CRA component to make sure we have that community policing component in there, but the grant is a town issue, it has nothing to do with CRA, anything that is federal is always town; looking forward to Christmas on the Boulevard tomorrow on the field.

Director Rodney Daniels – Sent an email to Executive Director's assistant, requesting information on December 3, 2024, and asked for status on a request in which the assistant has not gotten back, I do have questions (the Executive Director will follow tomorrow to get a response back to Councilman Daniels).

Director Wanda Randolph – tonight's meeting went very well, and I want to thank Mr. Johnson for collaborating and working things out to get things prepared for this meeting. I appreciate everyone, your cooperation, your support, during my tenure as interim executive director until we were able to hire one. Mrs. Selena Fleming passed away on November the 23rd, lived on Clark Street, and already has a resolution for the family.

Vice Chair Theo Washington – welcome back Mr. Johnson, looking forward to working with you on programs and getting the CRA back on its feet implementing what will be needed and getting things done, being professional and transparent, and making things happen.

Chair Angie Gardner – welcomed Director Johnson and looking forward to the 2025 achievements, to Director Mack, the charrette regarding that building (police community center) and the community engagement piece has begun. Mr. Pressley has giving feedback to the committee; tomorrow's events start at 4pm, from 4 - pm there will be a band playing, from 5-6pm the Thomas Leadership Academy will be performing, 6-7:30pm Hungerford Elementary will put on a show, from 7:30 – 9pm the band will play again and the event will close with performances.

ADJOURNMENT Chair Angie Gardner Motions for Adjournment of Meeting (**Moved** by Director Mack; **Second** by Director Randolph; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 7:19 P.M.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Chair



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 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: Resolution # CRA-R-2025-01 Limited CRA Trust Authority

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	X	Department:
CONSENT AGENDA		Exhibits: Approval of Resolution CRA-R-2025-01 Authorizing the Executive Director or Designee to have limited access to the CRA Trust Account for the purpose of obtaining bank records and statements only.
NEW BUSINESS	X	
ADMINISTRATIVE	X	
CRA DISCUSSION		

REQUEST: Approval of Resolution # CRA-R-2025-01

SUMMARY: As of December 2024, the Administration has no access to obtain bank records. Mrs. Nichole Washington (former CRA E.D.) and now Human Resource Director has limited access to date. By making a change and authorizing the Executive Director or Designee to have limited access to the CRA Trust Account for the purpose of obtaining bank records and statements only will provide efficiency in the monthly reporting to the Board of Directors and obtaining information as needed for auditing purposes.

RECOMMENDATION: Approval of Resolution # CRA-R-2025-01

FISCAL & EFFICIENCY DATA: No fiscal impact. Achieves fiscal operation efficiency.

RESOLUTION # CRA-R-2025-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE TO HAVE LIMITED ACCESS TO THE CRA TRUST ACCOUNT FOR THE PURPOSE OF OBTAINING BANK RECORDS AND STATEMENTS ONLY 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

WHEREAS the TOECRA Board of Directors does hereby authorize the Executive Director or Designee to have limited access to the CRA Trust Account for the purpose of obtaining bank records and statements only.

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

SECTION ONE: BACKGROUND:

SECTION TWO: PURPOSE: Ensure the TOECRA fiscal operations are seamless and efficient. This action also provides the TOECRA administration with the ability to provide information to auditors and Town of Eatonville Finance Department.

SECTION THREE: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

SECTION FOUR: 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.

EFFECTIVE DATE: This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 20_____.

ATTEST:

Veronica L. King, Town Clerk

Angie Gardner, Chairwoman



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 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: Resolution # CRA-R-2025-02 Amending of TOE and TOECRA Interlocal Agreement

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	X	Department:
CONSENT AGENDA		Exhibits: Interlocal Agreement
NEW BUSINESS	X	
ADMINISTRATIVE	X	
CRA DISCUSSION		

REQUEST: Approval of Resolution # CRA-R-2025-02

SUMMARY: The Town of Eatonville and the TOECRA entered into an Interlocal Agreement to ensure the efficient operations of the TOECRA were carried out in a timely manner due to the absence of an Executive Director and per the 1997 CRA Plan. In November of this year an Executive Director was hired which makes this agreement as written not necessary. In effort to it definitive as to services rendered and payment of these amendments to this Interlocal Agreement will allow for the Town of Eatonville Administration and the Executive Director clear roles and responsibilities and will require both the TOWN and TOECRA approvals

RECOMMENDATION: Approval of Resolution # CRA-R-2025-02

FISCAL & EFFICIENCY DATA: No fiscal impact.

RESOLUTION #CRA-R-2025-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS AMENDING THE TOWN OF EATONVILLE AND THE TOECRA INTERLOCAL AGREEMENT FOR OPERATION PURPOSES; 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 has hired a new Executive Director to oversee day-to-day operations and management of TOECRA; and

WHEREAS the TOECRA Board of Directors intent is to amend the existing Interlocal Agreement with the Town of Eatonville for purpose for future collaboration and operational needs; and

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

SECTION ONE: BACKGROUND: The Town of Eatonville and the TOECRA entered into an Interlocal Agreement to ensure the efficient operations of the TOECRA were carried out in a timely manner due to the absence of an Executive Director and per the 1997 CRA Plan. In November of this year an Executive Director was hired which makes this agreement as written not necessary. Amending this Interlocal Agreement will be for the Town of Eatonville Administration and the Executive Director to work in harmony in addressing needs of the community and CRA District.

SECTION TWO: PURPOSE: Allow the TOECRA Administration and the Town's Administration the ability to work together in addressing needs of the community and CRA District.

SECTION THREE: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

SECTION FOUR: 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.

EFFECTIVE DATE: This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 20____.

ATTEST:

Veronica L. King, Town Clerk

Angie Gardner, Chairwoman

**INTERLOCAL AGREEMENT BETWEEN THE TOWN OF EATONVILLE AND
THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY**

This Interlocal Agreement is made and entered into this__ day of January 2025, by and between the Town of Eatonville {"Town"}, a municipal corporation of the State of Florida and the Town of Eatonville Community Redevelopment Agency ("TOECRA"), a redevelopment agency established pursuant to Florida law, to allow the Town to provide services for TOECRA in return for reimbursement.

SECTION ONE - Term: This Interlocal Agreement ("Agreement") will be effective starting January 23rd, 2025 and will remain in effect until or unless terminated by either party or until the termination of TOECRA. This Agreement may be terminated by the TOWN or TOECRA upon at least thirty (30) days' advance written notice to the other party. Upon termination of the Agreement, the TOWN shall transfer to TOECRA copies of any documents, data, and information requested by TOECRA relating to the services accomplished and/or provided herein. Regardless of the termination of this Agreement, TOECRA shall pay to the TOWN the balance on any outstanding statements or statements for costs incurred but not yet billed as of the termination date. The Town shall also return to TOECRA all unused prepaid funds provided to the Town by the TOECRA. If the TOECRA provides services to the TOWN the TOECRA shall transfer to TOWN copies of any documents, data, and information requested by TOWN relating to the services accomplished and/or provided herein. Regardless of the termination of this Agreement, TOWN shall pay to the TOECRA the balance on any outstanding statements or statements for costs incurred but not yet billed as of the termination date. The TOECRA shall also return to TOWN all unused prepaid funds provided to the TOECRA by the TOWN.

SECTION TWO - NOTICE: Thirty (30) days' advance written notice of termination of the Agreement by either party shall be given in writing and hand-delivered or mailed to the other party, return receipt requested. Whenever any party desires to give a required notice under this Agreement to any other party, the notice must be written notice, sent by certified United States mail, with return receipt requested, or by hand-delivery with a written receipt of delivery, addressed to the party for whom it is intended.

SECTION THREE - SERVICES: The TOWN agrees to perform the following functions and duties in accordance with established procedures or in the absence of same, as provided for by TOWN in the conduct of its own affairs:

- 3.1 The TOWN shall provide financial services which shall include, but not be limited to account payable and receivable investment of TOECRA assets, payroll, accounting, federal income and social security tax reporting, sales tax reporting, if any, and other fiscal needs in accordance with Town Policies and Procedures and TOECRA Policies and Procedures related thereto.
- 3.2 The TOWN shall, when requested by TOECRA, provide personnel services which shall include, limited to, staff recruitment to include background checks and drug screening, record retention with respect to personnel actions and such other personnel services as may be needed.

- 3.3 The TOWN shall, when requested by TOECRA provide legal, engineering and planning services to advise TOECRA and to assist in the implementation of the Plan, whether this is provided by current staff or outside consultant and legal services.
- 3.4 TOECRA will be permitted to utilize the services of the TOWN's Purchasing Division with respect to purchasing services and goods necessary for the operation of TOECRA.
- 3.5 TOECRA may request the TOWN to provide other special services on occasion not initially set forth in this Agreement, subject to the TOWN's agreement to do so.

SECTION FOUR - **REIMBURSEMENT AND COMPENSATION:** In consideration of providing the services described in SECTION 3 hereof by the TOWN commencing from January 23_, 2025, TOECRA will compensate the TOWN, to the extent funds of TOECRA are budgeted and available and eligible for payment in accordance with Section 163.387(6).

TOECRA's payment obligations under this Agreement constitute an obligation to pay and indebtedness in accordance with the Act but may not exceed the amount lawfully apportioned and spent by the TOWN in providing said services to TOECRA, and shall not reimburse the TOWN for any expenditures related solely to the conduct of TOWN business or to the TOWN's ordinary operating expenses. It is recognized and acknowledged that full compensation of amounts owed to the TOWN by TOECRA should be processed by the 20th day of each month. The TOWN must invoice the TOECRA with all supporting documents supporting all charges. Additionally, TOECRA in providing said services to TOWN, and shall not reimburse the TOECRA for any expenditures related solely to the conduct of TOECRA business or to the TOECRA's ordinary operating expenses. It is recognized and acknowledged that full compensation of amounts owed to the TOECRA by TOWN should be processed by the 20th day of each month. The TOECRA must invoice the TOWN with all supporting documents supporting all charges. An obligation to pay and indebtedness in accordance with the Act but may not exceed the amount lawfully apportioned and spent by the TOECRA in providing said services to TOWN.

SECTION FIVE - **MISCELLANEOUS:**

5.1 **Annual Statement and Payment.** The TOWN shall prepare and present TOECRA with an annual statement in time for the preparation and submission of TOECRA's annual budget. The annual statement shall reflect current year's anticipated costs and all unpaid obligations from prior periods.

5.2 **Continued Cooperation.** This Agreement assumes close coordination and cooperation between TOECRA and essential TOWN staff and TOWN functions particularly regarding financial

administration, reporting, and auditing; and administration and implementation of the TOECRA Redevelopment Plan and capital projects.

5.3 Records. The TOWN and TOECRA shall keep records and accounts which shall be available at all reasonable times for examination and audit by TOECRA and said records shall be kept and maintained for the statutorily required period after the completion of all work to be performed pursuant to this Agreement.

5.4 Sovereign immunity. Nothing in this Agreement shall be deemed to affect the rights, privileges and immunities of the TOWN as set forth in Section 768.28, Florida Statutes.

5.5 Independent Contractor. The TOWN and TOECRA are an independent contractor under this Agreement. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Agreement shall be those of the **TOWN**.

5.6 This Agreement or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by TOECRA or the TOWN, without the prior written consent of the non-assigning party.

5.7 It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

5.8 Binding Authority. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

5.9 Governing Law. This Agreement shall be governed by the law of the State of Florida with venue lying in Orange County.

5.10 Entire Agreement. This Agreement embodies the entire agreement between the parties. It may not be modified or terminated except as provided herein. It is further understood and agreed that this document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements, whether oral or written.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the day and year first written above.

Angie Gardner, Mayor

Angie Gardner, Chairwoman

ATTEST:

Veronica King, Town Clerk



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 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: **RESOLUTION # CRA-R-2025-03**
 MEMORANDUM OF UNDERSTANDING

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	X	Department:
CONSENT AGENDA		Exhibits: See Document
NEW BUSINESS	X	
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Executive Director is requesting that the Board of Directors approve the MOU to establish a working relationship with community partner HELP CDC and authorizing the Executive Director to execute future MOUs.

SUMMARY: This partnership will provide extra resources which are vital to the success of the entire community while building the collaboration to secure funding for projects and programs which benefit the CRA District.

RECOMMENDATION: Approval

FISCAL & EFFICIENCY DATA: None

Summary

- A memorandum of understanding (MOU) is defined as an agreement between parties and can be bilateral (two) or multilateral (more than two parties).
- In order to prepare a complete and effective document (MOU), the parties affected must first reach an understanding acceptable by each party and clear information on the important stances for each of those parties.
- The MOU, although a formal document, is not legally binding, merely shows the willingness of each concerned party to take action to move the contract forward.

Advantages of MOUs

- An MOU allows for the establishment of a mutual intention. It enables each party's goals and objectives to be clear.
- The finalization of an MOU allows for having a paper trail or records of the terms that have been in the negotiations leading towards finalization.
- MOUs reduce the levels of uncertainty between the involved parties because the document usually highlights the expectations and objectives and prevents possible future disagreements.
- An MOU provides ease of exit, as any party that finds the objectives and goals not being met can easily end the agreement.
- Because the MOU already outlines objectives and terms, the document can serve as the foundation for a possible future contract.

Disadvantages of MOUs

- The concept that MOUs are not legally binding allows for either party to exit the agreement or not meet the requirements outlined in the agreement without consequences.

RESOLUTION #CRA-R-2025-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS APPROVING THE MEMORANDUM OF UNDERSTANDING WITH H.E.L.P. CDC AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ESTABLISH PARTNERSHIP WITH COMMUNITY STAKEHOLDERS 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 do hereby seek to establish community partnerships with our stakeholders to leverage resources to address community needs and authorizes the Executive Director to execute such Memorandums of Understanding; and

WHEREAS the TOECRA Board of Directors acknowledges HELP CDC as a community partner who wants to build a strong relationship with the TOE CRA.

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

SECTION ONE: BACKGROUND: TOECRA authorizes the Executive Director to enter into a Memorandum of Understanding with HELP CDC and future community partnerships to leverage resources for the benefit of the CRA District. Community stakeholders' collaborations are vital to overall success of community redevelopment.

SECTION TWO: PURPOSE: This Memorandum of Understanding serves as official desire of the Board of Directors to establish a working relationship with the stakeholders of the community. Additionally, creates the ability to leverage resources for the benefit of the CRA District.

SECTION THREE: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

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

EFFECTIVE DATE: This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 20____.

ATTEST:

Veronica L. King, Town Clerk

Angie Gardner, Chairwoman

MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding is establishing a strong stakeholder working collaborative relationship with HELP CDC who is also Community Housing and Development Organization (CHDO) to provide services to the community of the Town of Eatonville in areas as follows:

- Financial & Budget Counseling
- First-Time Homebuyers Counseling
- Homebuyer's Education Workshop
- Foreclosure Prevention Counseling
- Reverse Mortgage Counseling
- Linking Legacies Program
- Neighborhood Revitalization

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

SECTION TWO: The TOECRA vision is to create and sustain a viable community where citizens, stakeholders and visitors can live, work and play while enhancing the town's tax base by eliminating slum and blighted areas, addressing affordable housing and stimulating the economic development activities while being a catalyst for public/private investment.

SECTION THREE: HELP CDC is a community stakeholder located in the Town of Eatonville and within the CRA District which is a faith-based organization whose mission is to inspire and empower families to build financial security, stability and wealth through financial education and counseling and vision is to be a revitalized community where people prosper and contribute to community success.

SECTION FOUR: The TOECRA and HELP CDC wishes to work in collaboration with each other to provide services to the residents of the Town of Eatonville to revitalize and uplift the community

SECTION FIVE: Neither organization has any authority to commit either agency contractually unless as approved by each organization for the purpose of securing funding to serve the community.

SECTION SIX: Either party may terminate this Memorandum of Understanding at any time without penalty or fault providing all outstanding commitments have been resolved.

SECTION SEVEN: The terms of this Memorandum of Understanding shall be open and may be adjusted as needed to accomplish the goals and objectives of any collaborative partnership.

The effective date shall be upon execution of this Memorandum of Understanding:

Nicole Oriole, Executive Director

Michael Johnson, Executive Director

DATE

DATE



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 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: Resolution CRA – R – 2025-04 Bylaws

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	X	Department:
CONSENT AGENDA		Exhibits:
NEW BUSINESS	X	
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of Resolution CRA – R – 2025-04

SUMMARY: The TOECRA last approved bylaws back in 2023. The Board of Directors expressed to combine the existing bylaws with the additional two board presented bylaws. The adoption of the Bylaws is paramount to the function of the board and provides clear intent and responsibilities in which the board operates. Additionally, the bylaws set forth board members' responsibilities and establish the officers of the board, meeting requirements and financial/reporting requirements.

RECOMMENDATION: The TOECRA Administration recommends approval of Resolution CRA-R-2025-03 and the attached bylaws to ensure operations of the board and administration are done effectively.

FISCAL & EFFICIENCY DATA: No fiscal impact.

RESOLUTION CRA-R-2025-04

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

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

ARTICLE 1: THE ORGANIZATION

1.1 NAME: The name of this agency is to the Town of Eatonville Community Redevelopment Agency ("TOECRA"), which was created by Resolution #1997-23 adopted by the Town of Eatonville Council on December 16, 1997.

1.2 POWERS: The CRA derives its powers from Chapter 163, Part III, Florida Statutes as amended and from other powers as delegated by the taxing authorities (Orange County and the Town of Eatonville) via Interlocal Agreements and/or Memorandums of Understandings.

1.3 PURPOSE: The CRA was established to eliminate and prevent the development and spread of slums and blight as defined under Florida Statute Chapter 163, Part III.

1.4 CRA Plan and CRA District: The CRA Plan can be amended from time to time by the Town Council at the recommendations of the Board of Directors and/or Executive Director. The purpose of the CRA Plan is to identify policies and actions to remedy the Conditions of Slum and Blight that have been determined to exist within the CRA District. The CRA District can only be amended on the recommendation of the Board of Directors to the Town Council. The CRA District consists of all the Town's boundaries. All amendments and modification must be approved by each taxing authority (Town of Eatonville & Orange County)

1.5 DOCUMENTS AND OPERATIONS: The Town Clerk shall be the custodian of all public records for the agency. All CRA records shall be made available for public inspection as provided by Florida Law. The CRA shall operate under the business hours of 8:00 A.M., to 5:00 P.M., Monday through Friday except for holidays. The Executive Director may adjust office hours for special occasions and/or events as needed.

ARTICLE II.CRA BOARD OF DIRECTORS

1.6 MEMBERS OF THE BOARD OF DIRECTORS: Per the Interlocal Agreement established between the taxing authorities (Orange County and the Town of Eatonville) and the Agency consistent with Chapter 163 Part III of the Florida Statute, the membership must consist of the five (5) Town Council members plus two (2) members appointed by each taxing authority as long as the Town Council serve as members of the Board of Directors. The Town Council may elect to appoint an independent Board of Directors of at least (5) five members but no more than seven (7) to serve on the Board of Directors. If this method is chosen, the membership must be consistent with Florida Statute Chapter 163 Part III with appointments required by the taxing authorities as per the stated Interlocal Agreement. Board members shall serve without compensation but are entitled to reimbursement for actual expenses incurred in discharging their duties in accordance with agency and/or Town policies and allocated fiscal budget.

1.7 CHAIR: The Chair shall preside over all meetings and shall work with the Executive Director as directed by the Board of Directors. The Chair shall also execute all official documents of the agency when necessary or as authorized by the Board of Directors. The Chair does not have any administrative duties unless there is an absence or vacancy of an Executive Director at which the Board of Directors must by Resolution authorize first and not to exceed a 30-day period. The Chair shall review with the Executive Director all agendas before presentation to the Board of Directors. The Chair may not interfere with the day-to-day operations of the agency (see Executive Director). The Town Council shall appoint a Chair and Vice Chair of the Agency for a period not to exceed their term of appointment or term of office if they are an elected official.

1.8 VICE CHAIR: Shall have all the duties of the Chairman in his/her absence. The Town Council shall appoint a Vice Chairman of the Agency for a period not to exceed their term of appointment or term of office if they are an elected official.

1.9 EXECUTIVE DIRECTOR: The Executive Director shall serve as the Chief Executive Officer of the CRA. The Executive Director shall oversee all day-to-day operations of the agency consistent with CRA Policies and Procedures and Town of Eatonville procurement procedures. The Executive Director shall supervise all employees, professional service providers, consultants, and vendors of the agency. The Executive Director can terminate all employees, professional service providers, consultants, and vendors of the agency. The termination of the Executive Director requires a super majority vote of the Board of Directors. The Executive Director can execute employment terms for all budgeted positions without the Board of Directors' approval. The Executive Director shall adhere to all Florida Statutes and applicable provisions.

2.0 INTERLOCAL AGREEMENT AND MEMORANDUM OF UNDERSTANDING: The Agency shall have the authority to enter long or short term with the Town of Eatonville for any reason deemed necessary for the efficient conduct of the agency and/or the Town. A

Memorandum of Understanding can be established to accomplish short-term redevelopment activities not contemplated by any Interlocal Agreement.

ARTICLE V MEETINGS:

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

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

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

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

2.5 AGENDA: The Executive Director shall prepare all meetings Agendas with review by the Chair. The Agenda and Agenda Packet must be delivered to each member no later than three (3) days before the meeting date. Agenda items requested by Board members must be in writing and presented to the Executive Director seven (7) days prior to such a meeting scheduled.

ARTICLE VI FINANCIAL MANAGEMENT and ANNUAL REPORTING

2.6 FISCAL YEAR: The CRA fiscal year shall begin on October 1st of each year.

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

2.8 ANNUAL REPORTING REQUIREMENTS: Community Redevelopment Agencies in Florida are required by state law to prepare five annual reports:

- 1) Annual Audit (can be independent of the creating entity or included in the creating entity's audit) (www.myflorida.com/audgen)
- 2) Annual Fees and Updates to the Office of Special District Accountability at the Florida Department of Economic Opportunity (<http://floridajobs.org/community-planning-and-development/special-districts/special-district-accountability-program>)
- 3) Comprehensive Annual Financial Report (<https://myfloridacfo.com/division/aa/local-governments>)
- 4) Annual March 31 Report to the public (posted online)
- 5) Annual Budget (proposed and adopted) and Board, contact information updated and posted each September online on CRA pages.

2.9 ACCOUNTING PRACTICES. The CRA shall comply with the Florida Department of Financial Services uniform accounting practices and procedures for units of Local Government. CRA Board of Directors must adopt the Town's Procurement Policy consistent with agency management structure.

3.0 SUPERVISION OF ACCOUNTS. The Executive Director shall be responsible for the internal supervision and control of the CRA accounts (Trust Fund).

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

ARTICLE VII CRA ADVISORY BOARD

3.2 ADVISORY BOARD. The Board of Directors shall appoint a CRA Advisory Board to work with the Executive Director on program implementation and execution of the CRA Plan. The CRA Advisory Board must consist of at least five (5) business owners in the Town of Eatonville and two (2) citizens. The Executive Director shall recommend each member be confirmed by the Board of Directors. Meeting with the CRA Advisory Board is open to public and are considered committee meetings which do not require a formal process.

ARTICLE IX AMENDMENT OF BYLAWS

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

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

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

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

PASSED AND ADOPTED this _____ day of _____ 2025.

Angie Gardner, Chairman

ATTEST:

Veronica King, Town Clerk or Board Designee



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 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: Resolution # CRA-R-2025-05 Architectural Vendor Services

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	X	Department:
CONSENT AGENDA		Exhibits: Ranking Scoring Sheets
NEW BUSINESS	X	
ADMINISTRATIVE	X	
CRA DISCUSSION		

REQUEST: Approval of Resolution # CRA-R-2025-05 Architectural Vendor Selection

SUMMARY: The CRA has been informed by Orange county Housing and Development Services that an anticipated CDBG Grant award of approximately \$470,000.00 will be awarded to the CRA for the purpose of renovating the 370 E. Kennedy Blvd Building (as foot printed) for the purpose of housing the CRA, Incubator Program and Career Source. The selected vendor Rhodes & Brito ranked the highest and is being recommended for board approval (see scoring sheets). This project is slated to be completed by Aug 2025. Once design and plans are completed it is anticipated that construction should commence around early April 2025.

RECOMMENDATION: Approval of Resolution # CRA-R-2025-05

FISCAL & EFFICIENCY DATA: Grant fund will be made available around January 31, 2025.

RESOLUTION # CRA-R-2025-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS SELECTING AN ARCHITECTURAL VENDOR 370 E. KENNEDY BLVD RENOVATIONS PER ANTICIPATED GRANT AWARD FROM ORANGE COUNTY CDBG PROGRAM 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 accepts grant award from Orange County CDBG Grant Program for the purpose of renovating the 370 E. Kennedy Blvd Building; and

WHEREAS the TOECRA Board of Directors does hereby acknowledge use of such grant funds are for the purpose CRA offices, Incubator Program and Career Source Program; and

WHEREAS the TOECRA Board of Directors approves the committee recommendation of Rhodes & Brito as the selected vendor for design and permittable plan vendor; and

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

SECTION ONE: BACKGROUND: The Town of Eatonville Finance Department conducted a Request for Proposal process open to all bidders. Each vendor was scored and ranked by selected staff committee members. Rhodes & Brito Architects was selected as the highest ranked vendor to design and provide permittable plan for the project as award by the grant.

SECTION TWO: PURPOSE: Complete the deliverables of grant award for renovations to the 370 E. Kennedy Blvd Building.

SECTION THREE: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

SECTION FOUR: 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.

EFFECTIVE DATE: This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 20_____.

ATTEST:

Veronica L. King, Town Clerk

Angie Gardner, Chairwoman

RANKING SHEET
Town of Eatonville, Florida
RFQ #24-11-002 – Architectural Consultant Selection
For the Town of Eatonville Business Incubator and Workforce Facility
Request for Qualifications

Reviewer Name: Valerie Mundy

Reviewer Number _____

Firms Submitting Proposals:

1. CPH
2. Lunz Group

3. MAJ Architecture
4. Rhodes and Brito Architects

RANKING CRITERIA	Firm #1	Firm #2	Firm #3	Firm #4
1. Firm's Information and Experience: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	20	20	15	25
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	15	5	20
3. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	5	3	5	5
4. Firm's Approach to Implementing and Managing the Project: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	20	20	15	25
5. Experience with Municipal Engineering; and Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	7	7	5	10

Total Scores: 1. 72 2. 67 3. 45 4. 85

Valerie Mundy
Signature of Person Completing Ranking Form

1/10/25
Date

RANKING SHEET
Town of Eatonville, Florida
RFQ #24-11-002 – Architectural Consultant Selection
For the Town of Eatonville Business Incubator and Workforce Facility
Request for Qualifications

Reviewer Name: Tara Salmieri

Reviewer Number _____

Firms Submitting Proposals:

1. CPH
2. Lunz Group

3. MAJ Architecture
4. Rhodes and Brito Architects

RANKING CRITERIA	Firm #1	Firm #2	Firm #3	Firm #4
1. Firm's Information and Experience: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	25	15	25
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	20	10	20
3. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	This needs to change-rfq had no specific number to provide	This needs to change-rfq had no specific number to provide	This needs to change-rfq had no specific number to provide	This needs to change-rfq had no specific number to provide
4. Firm's Approach to Implementing and Managing the Project: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	15	15	15
5. Experience with Municipal Engineering; and Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	7	7	10

Total Scores: 1. 80 2. 62 3. 47 4. 70


Signature of Person Completing Ranking Form

1/8/25
Date

CPH

- Substantial govt experience, all projects provided are local govt facilities
- Best stakeholder approach out of all firms
- Solid QA/QC

Lunz

- **Should be non responsive, didn't meet the MBE requirements**
- Approach was not specific to Eatonville
- Not a lot of references that were local government
- Lack of citizen engagement

MAJ

- No local government experience, has done historic preservation work
- No stakeholder engagement, only work with the town staff
- Inexperience and not a robust QA/QC

Rhodes Brito

- Town experience, good examples
- Stakeholder engagement was weak, one to get input and one after construction plans is not sufficient for the town. (total of 2, however the 2nd would be more Informational and not engagement.
-

RANKING SHEET
Town of Eatonville, Florida
RFQ #24-11-002 – Architectural Consultant Selection
For the Town of Eatonville Business Incubator and Workforce Facility
Request for Qualifications

Reviewer Name: ELAINE G. CHUAReviewer Number

Firms Submitting Proposals:

1. CPH
2. Lunz Group

3. MAJ Architecture
4. Rhodes and Brito Architects

RANKING CRITERIA	Firm #1	Firm #2	Firm #3	Firm #4
1. Firm's Information and Experience: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	20	20	25
2. Staff Qualifications and Experience: 20 years or more - 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	15	15	20
3. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	15	15	15	20
4. Firm's Approach to Implementing and Managing the Project: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	20	20	20	25
5. Experience with Municipal Engineering; and Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	10	10	10

Total Scores: 1. 90 2. 80 3. 80 4. 100

Elaine G. Chua

01/09/2025

Signature of Person Completing Ranking Form

Date

RANKING SHEET
Town of Eatonville, Florida
RFQ #24-11-002 – Architectural Consultant Selection
For the Town of Eatonville Business Incubator and Workforce Facility
Request for Qualifications

Reviewer Name: Cheryl Johnson

Reviewer Number _____

Firms Submitting Proposals:

1. CPH
2. Lunz Group

3. MAJ Architecture
4. Rhodes and Brito Architects

RANKING CRITERIA	Firm #1	Firm #2	Firm #3	Firm #4
1. Firm's Information and Experience: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	25	25	25
2. Staff Qualifications and Experience: 20 years or more – 20 points 15 to 19 years - 15 points 10 to 14 years - 10 points 5 to 9 years - 5 points Less than 5 years - 0 points	20	20	10	20
3. Firm's References: 10 or more - 20 points less than 10 based on number submitted. Must submit at least 5 to be considered.	?	3?	1?	5
4. Firm's Approach to Implementing and Managing the Project: Excellent - 25 points Good - 20 points Fair - 15 points Poor - 5 points Refused to respond - 0 points	25	25	25?	25
5. Experience with Municipal Engineering; and Excellent - 10 points Good - 7 points Fair - 5 points Poor - 5 points None - 0 points	10	10	10	10

Total Scores: 1. 80 2. 83 3. 71 4. 85

Dr Cheryl Johnson
Signature of Person Completing Ranking Form

1-8-2025
Date

CPH – Staff Qualifications Rationale – Project team assigned has average experience of 24 years.

No specific listing of “references” however descriptions of Previous projects are mentioned in the relevant experience. Only bank and insurance references are specified.

Approach to Project: Comprehensive, Reflective, Includes several workshops to consult with stakeholders along the way to

LUNZ Group

Firm Profile: 150+ COMPLETED WORKPLACE PROJECTS 37 YEARS IN BUSINESS
90% OF OUR SERVICES PROVIDED TO REPEAT CLIENTS

Staff Qualifications Rationale - 23 Years average experience for project team.

References: Page 29 of the RFQ includes the names, numbers and prior work for 3 agencies. These might be considered the “references” But no specific section is named as references. Does not meet the 5 required references stipulation however none of the other companies do either.

Approach to Project: INVESTIGATE > COLLABORATE > DOCUMENT > BUILD

MAJ

Firm Profile: Firm started in 2018. Minority and Women Owned.

Experience: Primary Project Team – Less than 10 years Experience. Subcontractors have more experience.

References: Page 40 of the document includes a letter of reference for MAJ from the project manager from Envision

Rhodes & Brito – Minority Owned. Numerous Prior Projects with the Town of Eatonville

Staff Qualifications: Project Team Average Years Experience 23 Plus.

Experience with Municipal Engineering – Experienced. Specifically work with Eatonville on many projects.



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 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 Resolution 2025-06 - CRA FY2024 – 2025 Budget Amendment #2

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	x	Department: Administration
CONSENT AGENDA		Exhibits: <ul style="list-style-type: none"> Resolution 2025-06 FY 24-25 CRA Budget Amendment #2
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Staff requests approval from TOECRA Board of Directors on Ordinance #2025-06 approving the fiscal year 2024-2025 CRA Town Budget Amendment #2.

SUMMARY: The TOECRA proposes to amend the 2024/2025 CRA Budget as follows:

- Increase Regular Salaries - Part-Time**
Increase the budget by \$81,012 to reflect additional weekly hours and an hourly rate increase for the Administrative Assistant position (from \$18.50 to \$20.00). This also funds two new positions—Program Coordinator and Executive Administrative Assistant—and moves the Fiscal Coordinator’s salary from the Contractual Services line to the Regular Salaries - Part-Time line. The new budget total is \$103,012.
- Create a New Payroll Account – CRA Temporary/Seasonal Salaries and add Budget**
Add a budget line of \$3,600 to facilitate the transition of the Fiscal Coordinator’s salary from Contractual Services to CRA Temporary/Seasonal Salaries - Part-Time.
- Increase FICA Taxes Budget**
Increase the FICA Taxes budget by \$6,472 to cover the increase in salaries for CRA Temporary/Seasonal and Regular Salaries - Part-Time employees. The total FICA budget is \$13,893.
- Decrease Professional Services Budget**
Reduce the Professional Services budget from \$50,000 to \$25,000.
- Revise Grant Program Name and Decrease Budget**
Rename the "Grant Program – Paint, Plant & Pave" to "Minor Rehab" and decrease its budget to \$25,000.
- Increase Grant Program – Code Compliance**
Increase Grant Program - Code Compliance to \$25,000.

The TOECRA desires to have a TOECRA Board approve the budget amendment for the fiscal year 2024-2025 to properly record revenue and expenditures in the correct fiscal year.

RECOMMENDATION: Staff are recommending that the TOECRA Board approve the FY2024-2025 CRA Budget Amendment #2.

FISCAL & EFFICIENCY DATA: See Details

RESOLUTION #CRA-R-2025-06

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) BOARD OF DIRECTORS ADOPTING BUDGET AMENDMENT TWO FOR FISCAL YEAR 2024-2025 BUDGET, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS section 218.33(1), Florida Statutes, states "Each local governmental entity shall begin its fiscal year on October 1 of each year and end it on September 30"; and

WHEREAS Section 218.31 defines "Local Governmental Entity" to include special districts, such as TOECRA; and separate, distinct, and independent from the governing board of the County and Municipality; and

WHEREAS the TOECRA shall adhere to section 218.33 (1), Florida Statutes in order to be in compliance with the requirements to adopt a budget on or before September 30, 2024, to prevent any adverse impact on the TOECRA and/or general Town Government.

NOW, THEREFORE, the TOECRA proposes to amend the 2024/2025 CRA Budget as follows:

7. Increase Regular Salaries - Part-Time

Increase the budget by \$81,012 to reflect additional weekly hours and an hourly rate increase for the Administrative Assistant position (from \$18.50 to \$20.00). This also funds two new positions—Program Coordinator and Executive Administrative Assistant—and moves the Fiscal Coordinator's salary from the Contractual Services line to the Regular Salaries - Part-Time line. The new budget total is \$103,012.

8. Create a New Payroll Account – CRA Temporary/Seasonal Salaries and add Budget

Add a budget line of \$3,600 to facilitate the transition of the Fiscal Coordinator's salary from Contractual Services to CRA Temporary/Seasonal Salaries - Part-Time.

9. Increase FICA Taxes Budget

Increase the FICA Taxes budget by \$6,472 to cover the increase in salaries for CRA Temporary/Seasonal and Regular Salaries - Part-Time employees. The total FICA budget is \$13,893.

10. Decrease Professional Services Budget

Reduce the Professional Services budget from \$50,000 to \$25,000.

11. Revise Grant Program Name and Decrease Budget

Rename the "Grant Program – Paint, Plant & Pave" to "Minor Rehab" and decrease its budget to \$25,000.

12. Increase Grant Program – Code Compliance

Increase Grant Program - Code Compliance to \$25,000.

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

SECTION ONE: RECITALS: The recitals above are acknowledged and in keeping with Section 163, Part III, of the Florida Statutes.

SECTION TWO: CONFLICTS: All Resolutions of the Town of Eatonville Community Redevelopment Agency (TOECRA) 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.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year indicated above.

PASSED AND ADOPTED this 23 day of January 2025.

Angie Gardner, Chairwoman

ATTEST:

Veronica L. King, Town Clerk

**TOWN OF EATONVILLE
BUDGET ADJUSTMENT FORM**

SUBMITTING DEPARTMENT: CRA ADJUSTMENT NUMBER: _____
 DATE: January 23, 2025 GROUP NUMBER: _____

SOURCE OF FUNDS:			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PROJECT NUMBER	ADJUSTMENT
TOTAL			_____

USE OF FUNDS:			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PROJECT NUMBER	ADJUSTMENT
303-0515-515-1300	CRA Regular Salaries Part Time		81,012.00
	CRA Temporary/Seasonal		3,600.00
	FICA		6,472.00
	Professional Services		(25,000.00)
	Grant Program: Minor Rehab		(25,000.00)
	Grant Program Code Compliance		25,000.00
TOTAL			<u>66,084.00</u>

REASON FOR ADJUSTMENT REQUEST:	

APPROVALS:			
	_____ Town Council	_____ Date	
_____ Finance Director	_____ Date	_____ Department Head	_____ Date



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 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

Resolution CRA 2025-07 CRA Organization Chart

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	X	Department:
CONSENT AGENDA		Exhibits: See Document
NEW BUSINESS	X	
ADMINISTRATIVE		
CRA DISCUSSION		

REQUEST: Approval of Resolution CRA Resolution 2025-08 establishing an Organization Chart for the TOECRA

SUMMARY: An organizational chart shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs. This organization chart is consistent with the Comprehensive Policies and Procedures of the TOECRA.

RECOMMENDATION: Approval

FISCAL & EFFICIENCY DATA: None

RESOLUTION #CRA-R-2025-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS APPROVING THE TOECRA ORGANIZATIONAL STRUCTURE FOR PURPOSE OF OPERATION OF THE AGENCY 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 do hereby wishes to show the structure of the TOECRA organization and the relationships and relative ranks of its parts and positions/jobs; and

WHEREAS the TOECRA Board of Directors wishes to operate the TOECRA in an efficient and effective manner to accomplish the goals and objectives of CRA Plan; and

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

SECTION ONE: BACKGROUND: An organizational chart shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs. This organization chart is consistent with the Comprehensive Policies and Procedures of the TOECRA.

SECTION TWO: PURPOSE: The primary purpose of an organizational chart is to provide an easy-to-understand visualization of an organization's structure and relationships between its various parts. It serves as a communication tool to help people comprehend the organization's hierarchy and to convey its structure to others. The TOECRA seeks to design a clear structure, aid in the division of functions, define relationships between employees and board members, helps HR and organizational leaders assess employee workloads, enhances coordination within the organization, clearly illustrates who to “loop-in” where the “buck stops”, are beneficial for resource allocation and analysis, spotlight gaps in organizational structure, and guide succession planning and career development.

SECTION THREE: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

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

EFFECTIVE DATE: This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 20____.

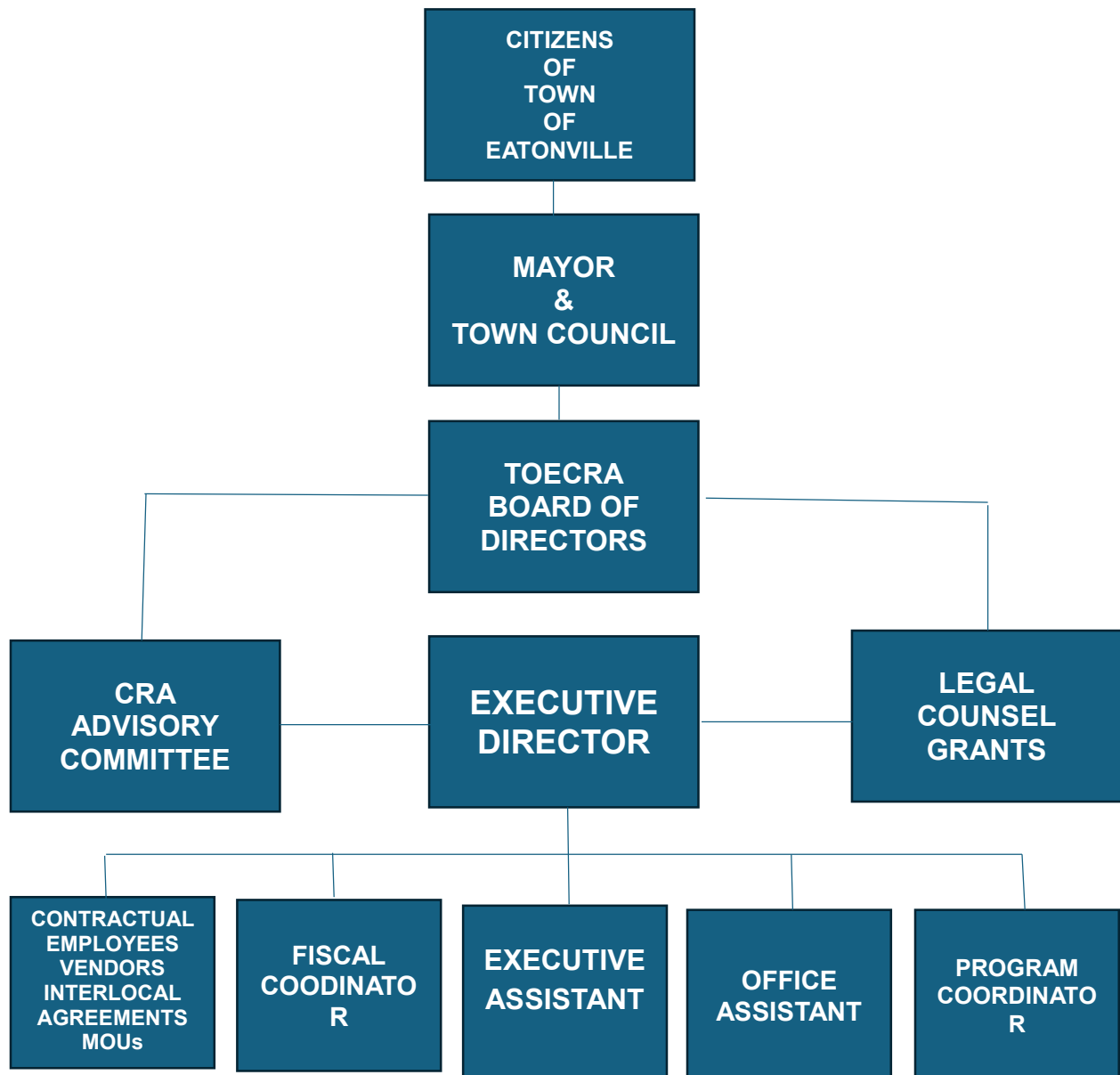
ATTEST:

Veronica L. King, Town Clerk

Angie Gardner, Chairwoman



ORGANIZATION CHART





HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 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: Resolution # CRA-R-2025-08 CRA Job Descriptions

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	X	Department:
CONSENT AGENDA		Exhibits: see Resolution for positions descriptions
NEW BUSINESS	X	
ADMINISTRATIVE	X	
CRA DISCUSSION		

REQUEST: Approval of Resolution # CRA-R-2025-08

SUMMARY: Administration is requesting that the following positions and job description be supported to ensure the efficient operations of the agency. Each position is reflected in the organization chart and supported in the budget amendment #2

RECOMMENDATION: Approval of Resolution # CRA-R-2025-08

FISCAL & EFFICIENCY DATA: N/A

RESOLUTION # CRA-R-2025-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS AUTHORIZING THE JOB DESCRIPTIONS FOR THE FOLLOWING PART-TIME POSITION OF EXECUTIVE ASSISTANT; PROGRAM COORDINATOR; OFFICE ASSISTANT AND FISCAL COORDINATOR 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 ensure the operations of the agency is functioning in productive manner; and

WHEREAS the TOECRA Board of Directors does hereby authorize the creation of the job descriptions for the positions of Executive Assistant, Fiscal Coordinator, Office Assistant and Program Coordinator; and

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

SECTION ONE: BACKGROUND: The TOECRA has the responsibility to implement the CRA Plan for the Town of Eatonville and that responsibility includes adopted programs and community-based programming which impact goals and objectives of the plan. A clear division of duties aligns with staff having clear and concise expectations. The purpose of job descriptions is to define the responsibilities, expectations, and required skills for a specific role, facilitating effective hiring, performance management, employee development, and legal compliance, ultimately ensuring a better understanding between the employer and employee regarding their work duties and contributing to overall organizational efficiency

SECTION TWO: PURPOSE: Ensure the TOECRA administrative operations are seamless and efficient

SECTION THREE: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

SECTION FOUR: 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

EFFECTIVE DATE: This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 20_____.

ATTEST:

Veronica L. King, Town Clerk

Angie Gardner, Chair

Town of Eatonville Community Redevelopment Agency
CRA Office Assistant

SALARY

See Position Description

LOCATION

Eatonville, Florida, FL

JOB TYPE

Part-Time

DEPARTMENT

CRA

OPENING DATE

01/24/2025

CLOSING DATE

01/31/2025 11:59 PM

Job Description

Pay Range: \$18.50-\$20.00 hourly dependent on knowledge and experience

Duties:

- Provide project coordination support, including organizing and maintaining project files, tracking deadlines, and assisting with project documentation.
- Assist with customer support activities, such as answering phone calls, responding to emails, and addressing customer inquiries or concerns.
- Coordinate and assist with event planning tasks, such as scheduling meetings, booking venues, arranging catering, and managing event logistics.
- Perform various clerical duties, including filing documents, data entry, photocopying, and scanning.
- Act as a personal assistant to the office manager or executive staff by managing calendars, scheduling appointments, and making travel arrangements.
- Handle administrative tasks specific to CRA offices, such as managing records, scheduling appointments, and processing program files.
- Serve as a receptionist in a TOECRA office setting by greeting visitors, checking them in/out, and directing them to the appropriate departments offices.

- Perform order entry tasks by accurately inputting customer orders into the system and ensuring timely processing.

Qualifications:

- High school diploma or equivalent required; additional education or certification in office administration is a plus.
 - Proven experience in an administrative role or similar position is preferred.
 - Strong organizational skills with the ability to multitask and prioritize tasks effectively.
 - Excellent communication skills, both verbal and written.
 - Proficient in using computer software programs such as Microsoft Office Suite (Word, Excel, PowerPoint) and QuickBooks.
 - Knowledge of office policies and procedures and terminology is desirable for positions in CRA settings.
 - Ability to maintain confidentiality and handle sensitive information with professionalism.
 - Attention to detail and accuracy in performing clerical tasks.
 - Strong problem-solving skills and ability to work independently or as part of a team.
- **Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.**

If you are a motivated and organized individual with excellent administrative skills, we invite you to apply for the Office Assistant position. We offer competitive compensation and benefits packages, as well as opportunities for professional growth and development. To apply, please submit your resume and cover letter detailing your relevant experience and qualifications.

Job Type: Part-time

Pay: \$18.50 - \$21.00 per hour

Expected hours: No more than 30 per week

Schedule:

TBD

Weekends as needed

Experience:

Customer service: 1 year (Required)

**Town of Eatonville Community Redevelopment Agency
CRA Program Coordinator**

SALARY

See Position Description

LOCATION

Eatonville, Florida, FL

JOB TYPE

Part-Time

DEPARTMENT

CRA

OPENING DATE

01/24/2025

CLOSING DATE

01/31/2025 11:59 PM

Job Description

Pay Range: \$25.00-\$30.00 hourly dependent on knowledge and experience

Minimum Preparation for Work:

- Graduation from an accredited college or university with a bachelor's degree in appropriate discipline, and
- Three (3) years of experience in project and/or program coordination and administrative support. Experience with state and/or federal grants in a government or non-profit setting is preferred.
- Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is experienced professional and administrative work in the areas of project/program coordination, compliance and administrative support. An employee of this class is responsible for coordinating and performing administrative tasks in support of CRA programs, projects and initiatives implemented pursuant to the Town's adopted community redevelopment plans, authorized under Florida Statute, Chapter 163, Part III. Employee serves as technical staff to the Town of Eatonville Community Redevelopment Agency to carry out the duties of the Agency.

The CRA Program Coordinator is hired by the Executive Director. Work is performed in accordance with pertinent state and municipal laws and ordinances. An employee in this class exercises considerable independent judgment and has latitude in performing duties. General direction is provided by the TOE CRA Executive Director. Work is evaluated through review of results attained.

Examples of Work:

- Coordinates and performs professional and administrative tasks for projects activities related to residential and commercial programs and redevelopment projects.
- Conducts intake and screening of program applications for completeness and qualification.
- Prepares legal documentation and formal correspondence, such as contracts, liens, covenants, notifications, and transmittals based on established templates and guidelines.
- Assists with meeting coordination and scheduling.
- Monitors and tracks contracts for deadlines and compliance.
- Obtains, reviews, analyzes, and deciphers a variety of technical information and reports including, but not limited to, household income and occupancy, property ownership and title work, property tax delinquency, liens, judgements and code violations, rent rolls and certification, Davis Bacon payroll certifications and real estate appraisals, based on policies and guidelines and/or in consultation with subject matter experts.
- Assists with grant reporting and compliance.
- Maintains case files in specialized program management software to allow for accurate project management and monitoring.
- Assists with program and project-related accounts payables and contract processing and recording.
- Responds to routine, non-routine, and/or escalated information requests from customers to include both internal and external sources.
- Assists with public outreach and public relations activities.
- Tracks, monitors, and updates information on City website and other media outlets within area of authority.
- Serves as liaison between the CRA office and other internal departments/divisions of the City, as well as, external agencies and organizations, property owners, tenants and community stakeholders.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of general project coordination principles, practices, techniques, and methods.
- Familiarity with community development and real estate practices and principles.
- Ability to apply federal, state, and local laws, rules, regulations, and policies as needed to ensure compliance.
- Ability to independently make sound judgments and recommendations based on objective observations and analysis.

- Ability to recognize if/when a decision can be made or if it should be escalated to a higher-level manager for input.
- Ability to draft legal documents and formal and informal communication instruments accurately and concisely.
- Ability to manage and maintain spreadsheets and critical data.
- Knowledge of effective communication techniques as needed to communicate with audiences from a variety of different backgrounds to include dealing with difficult people as well as other communication techniques used to calm escalated matters.
- Knowledge of standard office procedures, terminology, and best practices.
- Ability to establish and maintain effective working relationships with associates and the general public.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch.

Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Agency

Town of Eatonville

Address

307 E. Kennedy Blvd
Eatonville, Florida, 32751

Phone

407-623-8900

Website

www.eatonvillecra.org

CRA Program Coordinator Supplemental Questionnaire***QUESTION 1**

Did you graduate from an accredited college or university with a Bachelor's degree in an appropriate discipline?

Yes

No

***QUESTION 2**

Do you have three years of experience in project and/or program coordination and administrative support?

☐ Yes

☐ No

***QUESTION 3**

Do you have experience with state and/or federal grants in government or a non-profit setting? (this is preferred)

☐ Yes

☐ No

QUESTION 4

If you are claiming Veteran's Preference, have you attached your DD214 or a letter from your Commanding Officer indicating your dates of service and honorable serving status?

☐ Yes

☐ No

☐ Not Applicable

* Required Question

Executive Assistant

Department: Community Redevelopment Agency

Salary Range: \$39,000 - \$46,800

Classification : Part-time (Non-Exempt)

This is an executive secretarial and related clerical work for the Executive Director of the CRA. Employees in this class perform a variety of complex secretarial and clerical duties. This position is responsible for planning, organizing, and implementing community initiatives, events, and programs to engage residents, build relationships with local stakeholders, and address community needs by facilitating communication, coordinating resources, and fostering a sense of connection within a specific area or organization. Incumbents utilize a variety of skills and exercises considerable independent judgment.

ESSENTIAL JOB FUNCTIONS:

This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Identifying community issues
- Developing outreach strategies
- Managing volunteers
- Monitoring the effectiveness of community programs
- Identifying community needs and concerns through surveys, focus groups, and meetings.
- Developing and executing community outreach programs to inform residents about available services and initiatives.
- Building relationships with local organizations, businesses, and community leaders.
- Organizing and facilitating community events, workshops, and forums
- Designing and managing community programs aligned with identified needs.
- Creating program materials, including brochures, flyers, and presentations
- Recruiting and managing volunteers for community projects
- Monitoring program progress and adjusting as needed
- Maintaining open communication with community members through various channels (social media, newsletters, website)
- Preparing reports on community engagement activities and program outcomes
- Communicating key information to stakeholders and partners
- Managing budgets and allocating resources for community projects

- Maintaining databases of community members and organizations
- Coordinating logistics for events and activities (venue booking, permits, catering)

Performs related work as required.

MINIMUM QUALIFICATIONS/ SPECIAL REQUIREMENTS:

Knowledge, Skills, and Abilities: Extensive knowledge of executive secretarial methods, techniques, and procedures.

Knowledge of procedures for operating various office equipment, including personal computers.

Knowledge of standard formats used for a variety of letters, memos, and related documents. Thorough knowledge of general office procedures, practices, and equipment.

Knowledge of the department to which assigned including its policies, procedures, regulations, organization and workflow.

Knowledge of executive protocol and other proper order of etiquette in conducting secretarial activities with responsible Town Officials.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various Town departments. Excellent communication and interpersonal skills to build relationships with diverse community members. Strong organizational and project management skills to plan and execute initiatives effectively. Ability to work independently and collaboratively with teams.

Creative problem-solving skills to address community challenges. Proficiency in Microsoft Office Suite and social media platforms

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to compose letters, memos, and related documents covering a variety of routine work related topics.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Education; Experience Requirement: High School Diploma or G.E.D. equivalent and three (3) years of advanced secretarial experience.

Bachelor's degree from an accredited college or university preferred.

Minimum of three years in administrative assistance or equivalent

Minimum of two years as an executive administrative assistance in Municipal Government or related field

Experience in community development, social services, non-profit organizations, or related fields

Background in event planning and coordination

Familiarity with local community issues and resources

Certificates and Licenses:

Valid Florida driver license

Physical Demand and Working Conditions

The Physical Requirements and Working Conditions in which the job is typically performed are available from the Human

Resource Department. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions of the job.

Equal Opportunity Employer Town of Eatonville CRA and the Town of Eatonville strongly values diversity and is committed to equal opportunity and non-discrimination in all policies and practices, including the area of employment.

Accordingly, Town of Eatonville CRA does not discriminate against any person based on race, color, sex, sexual orientation or gender identity and/or expression, religion, age, national or ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status, or disability, or the perception of any of the above. People of all genders, members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply.

Qualified applicants with criminal convictions will be considered after an individualized assessment of the conviction and the job requirements.



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 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: Resolution # CRA-R-2025-09 Authorizing Invitation to Negotiate (ITN)

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	X	Department:
CONSENT AGENDA		Exhibits: N/A
NEW BUSINESS	X	
ADMINISTRATIVE	X	
CRA DISCUSSION		

REQUEST: Approval of Resolution # CRA-R-2025-09

SUMMARY: TOECRA has several residential and commercial projects which require the services of a General Contractor. The Administration is seeking to create a pool of contractors who meet the State of Florida licensing requirements to complete the anticipated work. Projects over \$1 million will require bonding insurance which protects the interest of the project and the TOECRA. The Finance Department and the Fiscal Coordinator will maintain vendor files and provide reporting in cases where grant funds are being used. This ITN is anticipated to be on the streets within 2 weeks after authorization.

RECOMMENDATION: Approval of Resolution # CRA-R-2025-09

FISCAL & EFFICIENCY DATA: Achieves fiscal operation efficiency in construction process

RESOLUTION #CRA-R-2025-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS AUTHORIZING THE EXECUTIVE TO PREPARE AND ADVERTISE AN INVITATION TO NEGOTIATE (ITN) FOR GENERAL CONTRACTING SERVICES FOR THE PURPOSE OF ESTABLISHING A POOL VENDORS FOR VARIOUS RESIDENTIAL AND COMMERCIAL PROJECT 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 and agency in an efficient manner; and

WHEREAS the TOECRA Board of Directors does hereby authorize the Executive Director the authority to prepare and submit/advertise a Invitation to Negotiate (ITN) for General Contracting Services for the TOECRA and TOECRA commercial and residential projects; and

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

SECTION ONE: BACKGROUND: A licensed General Contract in the State of Florida with all of the required insurances and/or bonding capacity is required to complete commercial and residential new construction and/or renovations projects.

SECTION TWO: PURPOSE: Ensure the TOECRA fiscal operations are seamless and efficient in managing projects under the TOECRA and ensuring work performed is under the qualification of a General Contractor. This will protect the interest of the TOECRA and meet the requirements of funded projects.

SECTION THREE: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

SECTION FOUR: 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.

EFFECTIVE DATE: This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 20_____.

ATTEST:

Veronica L. King, Town Clerk

Angie Gardner, Chair



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR CRA MEETING

JANUARY 23, 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 Sponsorship Request in Support of the 36th Annual ZORA! Festival, Programming (PEC)

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	X	Department: ADMINISTRATION
CONSENT AGENDA		Exhibits: <ul style="list-style-type: none"> Proposal of Request for Support by the Eatonville CRA on behalf of the 36th Annual ZORA! - Outdoor Festival of the Arts
NEW BUSINESS	X	
ADMINISTRATIVE	X	
CRA DISCUSSION		

REQUEST: Approval of \$20,000 Sponsorship Request in Support of the 36th Annual ZORA! Festival, Programming, January – October 2025

SUMMARY: The Association To Preserve The Eatonville Community, Inc. (P.E.C.) is hosting its 36th Annual ZORA! Festival and is requesting for a \$20,000 Sponsorship Request in Support of the 36th Annual ZORA! Festival, Programming, January – October 2025.

The sponsorship request directly addresses the Final Draft: October 25, 1997, Community Development Plan, p.21, Goal #3, “Events. Presently, the Town of Eatonville celebrates the Zora Neale Hurston Festival annually. This four-day cultural event features the visual, written and performance arts, and is widely attended, and includes nearly 7,000 out-of-region visitors who came to the area and spent over \$1,000,000 in the Metro Orlando area. This event can be promoted and made the cornerstone of the community’s events, much like the Winter Park Art Festival, which has regional notoriety.

RECOMMENDATION: Approval of \$20,000 Sponsorship Request in Support of the 36th Annual ZORA! Festival, Programming, January – October 2025

FISCAL & EFFICIENCY DATA: To Be Determined By CRA Board



Presented by
ASSOCIATION TO PRESERVE THE EATONVILLE COMMUNITY, INC. (P.E.C.)
 344 E. Kennedy Blvd. Eatonville, FL 32751
 E-mail: ny@preserveeatonville.org ♦ Website: www.zorafestival.org
 Phone: (407) 647-3307 • Fax: (407) 539-2192

**BOARD OF DIRECTORS
 OFFICERS**

Winfred Chad McKendrick
President

Tadayuki (Tad) Hara, Ph.D.
Vice President

Rasheeda Garricks, MBA
Secretary

Marie-Jose Francois, M.D.
Immediate Past President

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Winnifred Hurston, Chair
 Development

Ava K. Doppelt, Esq.

Harietta Finley White

Reginald Lewis

Reginald B. McGill

Johnny Rivers

Jenneil Ross

Joshua Smith-Benson, PharmD.

ZORA!™ Festival National Planners

(Mrs) N. Y. Nathiri, Chair
 Julian C. Chambliss, Ph.D.
 Michigan State University

Lyman Brodie, Exec. Dean
 University of Central Florida

The Honorable Johnny Ford
 Tuskegee, Alabama

Vivian Geary, CMP
 Universal Orlando Resort

Lonnie Graham, MFA
 Pennsylvania State University

Maryemma Graham, Ph.D.
 University of Kansas, Lawrence

Michelle Bachelor Robinson, Ph.D.
 Spelman College

Trent Tomengo, MFA
 Seminole State College of Florida

Eleanor Traylor, Ph.D. (Emerita)
 Howard University

*** \$20,000 Sponsorship Request in Support of the 36th Annual
 ZORA! Festival, Programming, January – October 2025

During the January Event

- a. Main Stage Banner includes Logos for Orange County Arts & Cultural Affairs, University of Central Florida, Town of Eatonville, Town of Eatonville CRA, & P.E.C.
- b. 2, 2-minute speaking opportunities from Main Stage, Saturday, 2/1 & Sunday, 2/2
- c. **Title Sponsor** of ZORA! Rent Party, 2/1, 9:00 – 11:30 PM Year-long, Interior Sponsorship Signage at the Zora Neale Hurston National Museum of Fine Arts (The Hurston Museum, 344 East Kennedy Boulevard, Eatonville 32751 [Value: \$25,000]
- d. Logo on Official Step-and-Repeat

During February – September

Working with Eatonville CRA Team, ZORA! Festival Marketing Team will craft a media campaign on behalf of the ECRA Mission

October 18 – A Presenting Sponsor (1 of 3)
 HATitude Cultural Flair

A festival season favorite, this events is known for its “fine fashion, good fellowship, and delicious food”

***This sponsorship request directly addresses the Final Draft: October 25, 1997, Community Development Plan, p.21, Goal #3, “Events. Presently, the Town of Eatonville celebrates the Zora Neale Hurston Festival annually. This four-day cultural event features the visual, written and performance arts, and is widely attended, included nearly 7,000 out-of-region visitors who came to the area and spent over \$1,000,000 in the Metro Orlando area. This event can be promoted and made the cornerstone of the community’s events, much like the Winter Park Art Festival, which has regional notoriety.

Respectfully submitted,

N.Y. Nathiri

2025 ZORA! Festival Season (January – October)
Theme: “Placemaking – Exploring Its Implication in a 21st Century Context”