



# HISTORIC TOWN OF EATONVILLE, FLORIDA COMMUNITY REDEVELOPMENT AGENCY AGENDA

Thursday, February 15, 2024 at 6:30 PM

Town Hall - 307 E Kennedy Blvd

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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. CITIZEN PARTICIPATION (Three minutes strictly enforced)
- V. CONSENT AGENDA
  1. Approval of CRA Board Meeting Minutes (Clerk).
- VI. BOARD DECISIONS
  2. Approval of Resolution 2023-23 for the Kennedy Main Street Beautification Upgrades (Clerk)  
**\*\*PLEASE NOTE: This item was a discussion item due to the lack of a motion and second. It will need to come back before the board for action and to be properly addressed\*\***
  3. Approval of Resolution CRA-R-2024-3 Authorizing the Approval of an agreement with the Orange County Corrections Department, Community Corrections Division & Inmate Programs for the Alternative Community Service (ACS) Program. (Administration)
  4. Approval to change the scheduled March 21<sup>st</sup>, 2024, TOECRA meeting. (Administration)
  5. Approval of Resolution CRA-R-2024-5 Approving a Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP). (Administration)
  6. Approval of Resolution CRA-R-2024-6 Adopting and Approving the Town of Eatonville Community Redevelopment Agency (TOECRA) Demolition Assistance Program (DAP). (Administration)
  7. Approval of Resolution CRA-R-2024-7 Approving the transfer of funds in the amount of \$300,000 and authorizing the TOECRA Executive Director to purchase properties throughout the TOECRA to create economic development. (Administration)
  8. Approval of Resolution CRA-R-2024-8 Authorizing the Approval of the Town of Eatonville Community Redevelopment Agency (TOECRA) Board of Directors to approve funding for the TOECRA Paint, Plant, and Pave Program (PPPP) in the amount of \$50,000. (Administration)
  9. Approval of Resolution CRA-R-2024-9 Approving the Memorandum Of Understanding with the HELP Community Development Corporation (HELP C.D.C.). (Administration)
  10. Approval of Resolution CRA-R-2024-10 to Adopt and Approve the TOECRA Street Banner program and Authorize the TOECRA Executive Director to spend up to \$2,000 for polearm replacement. (Administration)

**VII. STAFF REPORTS**

**VIII. BOARD REPORTS**

**IX. ADJOURNMENT**

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**\*\*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

### THURSDAY, FEBRUARY 15, 2024, 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 CRA Board Meeting Minutes (Clerk Office).

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department:</b> LEGISLATIVE (CLERK OFFICE)
<b>CONSENT AGENDA</b>	YES	<b>Exhibits: (CRA Board Meeting Minutes: See List Below)</b> - Monday September 18, 2023, 5:00 p.m. (Special CRA Budget) - Thursday, September 21, 2023, 6:30 p.m. (CRA Board Mtg) - Thursday, October 19, 2023, 6:30 p.m. (CRA Board Mtg) - Thursday, November 16, 2023, 6:30 p.m. (CRA Board Mtg) - Thursday, December 19, 2023, 6:30 p.m. (CRA Board Mtg) - Thursday, January 18, 2024, 6:30 p.m. (CRA Board Mtg)
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of meeting minutes for the CRA Board Meeting Minutes held on the dates indicated below:

- Monday September 18, 2023, 5:00 p.m. (Special CRA Budget)
- Thursday, September 21, 2023, 6:30 p.m. (CRA Board Mtg)
- Thursday, October 19, 2023, 6:30 p.m. (CRA Board Mtg)
- Thursday, November 16, 2023, 6:30 p.m. (CRA Board Mtg)
- Thursday, December 19, 2023, 6:30 p.m. (CRA Board Mtg)
- Thursday, January 18, 2024, 6:30 p.m. (CRA Board Mtg)

**SUMMARY:** Several meetings were held covering CRA Board Meetings, Special CRA Meetings, CRA Budget Meetings. Because of the frequency of meetings, holidays, and vacation times, a back log of meeting minutes was created within the clerk’s office. Since then, CRA meeting minutes have been transcribed for record purposes.

**RECOMMENDATION:** Approval of all stated meeting minutes for the CRA Board Meetings held on the dates indicated above.

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



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## COMMUNITY REDEVELOPMENT AGENCY

### MEETING MINUTES

Tuesday, January 18, 2024, at 6:30 PM

Town Hall (Board Chamber) - 307 E Kennedy Blvd. 32751

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

**CALL TO ORDER** – Chair Gardner called the meeting to order at 6:30 p.m.

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

**PRESENT:** (5) Chair Angie Gardner, Vice-Chair Rodney Daniels, Director Wanda Randolph, Director Marlin Daniels, Director Ruthie Critton (**Absent:** Director Theo Washington)

**STAFF:** (3) Shaniqua Rose, CRA **Executive Director**, Veronica King, **Town Clerk**, Greg Jackson, **Attorney**,

### INVOCATION AND PLEDGE OF ALLEGIANCE

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

### PUBLIC PARTICIPATION

Angela Johnson – Special acknowledgments to the town for the presentation made in Tallahassee and for the MLK Parade. Grant for the Chitlin Circuit (Club Koha) What is being done to protect the town’s interest, consider placing a lien on the property to prevent sell by owner and pocketing the proceeds from the sale. What is the long-term plan, what contractual agreement will be in place between the town and the owner, hoping that an agreement is in place before funds are expended; congratulations on the pool improvements.

### BOARD DECISIONS:

1. Approval of Resolution CRA-R-2024-1 Authorizing the Approval of a Business of the Month Program – (Preamble Read) – (Rose) The goal is economic awareness, business awareness, and business recognition. Will randomly select business with business license and storefront business. The \$1000 is to purchase the sandwich board and will present a certificate at the council meeting. The sandwich will say Business of the Month. Talk with surrounding elected officials ask if the business can be shared on their page. **Chair Gardner motion** to **approve** CRA-R-2024-1 Authorizing the Approval of a Business of the Month Program; **moved** by Director Critton; **second** by Director M. Daniels with discussions; **DISCUSSIONS:** (Randolph) There are other important thing to address in the town, this should be addressed at a later time. ; have concerns about the selection process; the selection is computer generated providing an automatic electronic random selection, no criteria, neutral, no favoritism. This is the start of highlighting businesses. (M. Daniels) Inquired on types of participating business (those with business license, registered in the town, and storefront); why is the CRA is doing business of the month and not the chambers; opportunity to building partnership, acknowledge businesses, and provide incentive to ensuring businesses have their license. (R. Daniels) inquired about number of businesses; currently 148 identified (167 previous year), still working through the process of identifying others. There are more pressing issues, recommend partnering with the chambers. (Critton) Is it limited to retail and not service

commercial, what happens if a business chooses not to participate; will move to the next business selected, there will be a selection of three businesses. Why not consider home based nosiness, they are a vital business, the sandwich board can be placed on the main street if they do not have a building. With the \$1000 request, it will cover the purchase of two sandwich boards and have 100 certificates which can last up to five years, will not be a reoccurring fee. New businesses will be added as they acquire a business license. (Gardner) not seeing a conflict, this program is specific Eatonville businesses and the Chambers do include businesses outside of Eatonville. (Ladwyana Jordan) the chamber does include other outside business; feel that this would be an opportunity for partnership with bushiness of the month, without the partnership there would be a conflict (Randolph) due to membership with the Chamber, it may exempt business; there is not more than ten businesses in Eatonville that is a part of the chamber, this opportunity can introduce the chamber to the businesses in Eatonville. (Rose) The businesses would have to follow the criteria of the program under the CRA, we can exclude local businesses that are not a part of the Chamber; can partner with the Chambers as sandwich boards are delivered and when certificates are presented. (Randolph) ask to table until the details can be worked out between the CRA and the Chamber. (Rose) The recommended program starts February 1<sup>st</sup>. Will check monthly for new businesses before the selection. The goal is to spotlight businesses and bring more revenue into the town, the length of time a business exists is not factored in to the selection process. Keeping it simply is the best option. Can consider a directory once all information for businesses is available to include emails and websites. (Legal) There are issues with the program aligning with the CRA plan. Funding will come from budget line item # 303-5015-515-6202 (Current balance is \$70,000).

**Board Changes to Resolution** - Business of the month program

- #1 section 3 reads "Must be service, commercial, or retail industry business."
- #2 ensure home based businesses are included
- #3 use funds from line item: 303-0515-515-6202 Redevelopment & Grants Programs

**Chair Gardner called for the question; AYE:** Chair Angie Gardner, Director Marlin, Daniels, Director Ruthie Critton; **NAYE,** Director Wanda Randolph, Vice-Chair Rodney Daniels, **MOTION PASSES. Comment:** Councilwoman Randolph stated that she would have voted yes after hearing the modifications.

2. Approval of Resolution CRA-R-2024-2 Authorizing the Approval of an artist call to install a mural on the TOE pool wall – (Preamble Read) – (Rose) A request to do an artist call. Desire to place art mural on the back wall of the community pool within the town; the pool is being renovated and was asked if a mural could be added to the blank wall. Want to receive several art options and ask that artist give of their time, the CRA will provide the supplies. **Chair Gardner motion to approve** Resolution CRA-R-2024-2 Authorizing the Approval of an artist call to install a mural on the TOE pool wall; **moved** by Director Critton; **second** by Director M. Daniels with discussion. **DISCUSSIONS:** (R. Daniels) inquired about the artist for the basket court; the artist did a great job of depicting key points about Eatonville. Ms. Rose will research who the artist was. This is separate from the I-4 Art project; and it is a new project that will prime and paint the wall. (Legal) The way it is written it would be considered maintenance because of the wording “prime and cleaning”. The town will get the building ready; the artist will be responsible for the priming and cleaning. Consider moving to the town side due to the concerns about maintenance. Local artists in Eatonville and Orange County will get priority. The project will be marketed everywhere (social media). The project will be mentioned at the next Stakeholder’s meeting, the artist call has no fiscal obligation to the town, there may be a potential fiscal responsibility (Estimated \$2,000) beyond the artist call (the goal is to come back to the board in March). The project will allow for community voting; the town council will give the final approval on the design. This CRA project will require further legal direction as to any potential conflicts with the town and could be subject to further project changes and adjustments. (Legal) the changes will affect the request for the artist call, the changes can be made and back to the board before the artist is selected. (M. Daniels) If it is concluded by legal that the funding is to come from the town side, why is the CRA entertaining this project; legal will do further research.

**Board Changes to Resolution:** Artist Call

- Section six: to read "African American Town of Eatonville Culture"

- Section seven: "will recommend three art selections to be placed on social media to allow the town to vote on their selection. Eatonville CRA staff will present the social media recommendation to the CRA Directors during the TOECRA March 2024 meeting for approval before working with the artist on installation."

**Chair Gardner called for the question; AYE:** Chair Angie Gardner, Director Wanda Randolph, Director Ruthie Critton, Vice-Chair Rodney Daniels; **NAYE,** Director Marlin Daniels, Director Wanda Randolph **MOTION PASSES. Other comments:** (Randolph) With this being the first meeting with the new Executive Director, was expecting to learn more about how the CRA would help with the town’s water, pipes, and roads; these are priorities in the town.

**BOARD DISCUSSION:**

Discuss Workshop Dates for the Homebuyer Program – (Preamble Read) – (Gardner) Presented a Homebuyers program that mirrors a program down south. The program allows for buying and fixing homes and making them available for purchase to residents in the Town of Eatonville. To understand the components of the program, it was asked that workshops. Recommending 3-4 workshops to cover program overview, financing, down payment assistance, and securing the property. Looking for an aggressive schedule. Suggested dates will be presented to the council.

Weatherization Assistance Program (Handout Provided) - (Rose) Grant funds for Orange and Osceola counties. to reduce energy bills by improving energy efficiency. Will provide weatherization option for income qualified candidates. Requires application with requested documents. Program director will be at the town’s stakeholder’s meeting on Monday.

**BOARD REPORTS:**

**Executive Directive (Shaniqua Rose)** - No Report

**Attorney (Greg Jackson)** – No Report

**Director Ruthi Critton** – No Report

**Director Randolph** – Request the financial report, business owner requesting reimbursement on damages from the façade program (Wilder-out of pocket expenses), request update on the lien release, has been sent to the comptroller (legal will follow up with the comptroller’s office, inquired about the revisions to the comprehensive plan (requires an RFP and further conversation with legal), the 2015 plan is not valid (is it the desire to adopt or create a new plan), there is \$30,000 fiscal impact to do another study, Requests/Concerns: Want information on available funds for the main street, asking for research into activities done through the Eatonville Main Street, research into the traffic situation for the upcoming roads, and lots for parking, concerns with hiring practices; Hiring Practices: The Executive Director’s position was budgeted for \$65,000 with a range that included \$75,000, concerned about the advertising of the position at \$65,000 and then later increased to \$75,000, other may have applied for the position had it been advertised at \$75,000 (Legal request time to research and will follow back up).

**Director M. Daniels** – Request accounts overview (Spending YTD \$13,883.15), request financial reports at every meeting, and request the YTD spendings.

**Vice Chair R. Daniels** – No Report

**Chair Angie Gardner – Chitlin Circuit Grant** It is moving forward, it is not the town’s money, the agreement will come from the agency who is providing the money, will follow up with Ms. Johnson with the questions asked and will have to get back with additional updates. To Ms. Rose, get with Mr. Pressley about the Comprehensive Plan.

**ADJOURNMENT** Chair Gardner Motions for Adjournment of Meeting (Moved by Director M. Daniels; 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 MEETING MINUTES

Tuesday, December 19, 2023, at 5:30 PM (RESCHDULED DATE)

Town Hall (Board Chamber) - 307 E Kennedy Blvd. 32751

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

**CALL TO ORDER** – Chair Gardner called the meeting to order at 5:30 p.m.

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

**PRESENT:** (5) Chair Angie Gardner, Vice-Chair Rodney Daniels, Director Theo Washington, Director Marlin Daniels, Director Ruthie Critton (**Absent:** Director Wanda Randolph, death in family)

**STAFF:** (4) Demetris Pressley, **CAO** (By Zoom), Veronica King, **Town Clerk**, Greg Jackson, **Attorney**, Valerie Mundy, **Public Works**.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**PUBLIC PARTICIPATION - NONE**

**SPECIAL REQUESTS:** To move the Board Decisions up before the consent agenda due to prior engagement; yes, by consensus of the board.

**BOARD DECISIONS: (\*\*Moved before consent agenda as a special request)**

Approval of Resolution CRA-R-2023-5 Authorizing the Approval of Employment and Designation of a Full-Time Executive Director – (Preamble Read) **Chair Gardner motion** to **approve** Resolution CRA-R-2023-5 Authorizing the Approval of Employment and Designation of a Full-Time Executive Director; **moved** by Director Critton; **second** by Vice Chair R. Daniels with discussions; **DISCUSSIONS:** (R. Daniels) Will not support this appointment. The town has set standards here as far as the board being a part of the CRA and not having an independent board. Because of information brought to me, I will not be supporting this appointment; (Critton) request clarity on the fiscal inefficiency data, where is the salary being pulled from; in response, salary will be pulled from the Other line under Programing and Grants. (M. Daniels) inquired about the \$75,000 salary, (Pressley) in response, at the last meeting, Director Randolph stated to entertain more if we found a qualified candidate that met the criteria. After meeting with the candidate and going through the process, \$75,000 (about \$85,000 with fringe benefits) was the negotiated amount; it was budget at \$65,000 (Critton) supported an increase due to competitiveness standard, today's economics, cost of living, job description, looking at the resume, qualifications, the things that this candidate might bring to the table, and after having had an opportunity to speak with the candidate, I concur that \$75,000 is reasonable. (Shanique Rose) Worked at the Orlando CRA in project management, project coordination, running a nonprofit organization, doing lots of community outreach programming. Some of the extensive work was done in the Paramore community. I have extensive experience



in safety, community engagement, and bringing people together to figure out how to make things better. Have a master's degree in public administration with a full understanding of how government should work; economic growth, culture, understanding that diverse rich culture and how we bring people together to move the projects forward that benefits the people and the town. (R. Daniels) How do you feel about the town council serving as the CRA board; in response, as a law, a board is set up how a board should be set up. The CRA functions as a separation of powers. The CRA Director serves in one capacity and the town council is separate. It is a legal matter in how a board is comprised. (Washington) It is the board's decision to make a board independent, it is not up to the director to make that choice. (Critton) For clarity and correction if needed, Vice Chair Daniel's question speaks to whether you have a personal preference as to who sits on this board and in what capacity, it is believed that there is no preference, if correct. There is respect for the current set-up with the council plus two. If it is decided to go a different direction as a board, she supports that knowing that regardless of who is sitting up there, she takes her direction from the board. The candidate has possession of both the Comprehensive plan and the CRA plan and understands that the entire town is the CRA district. Ms. Rose stated that she is not here to change anything; wants to improve the quality of life for the town, create more revenue, make it better, how to become a staple, regardless of who is trying to wipe away African American history. The candidate is familiar with chapter 163 of how the CRA board runs and works. **Chair Gardner called for the question; AYE: ALL, MOTION PASSES. (Mayor Request Roll Call: AYE, Chair Angie Gardner, AYE, Vice-Chair Rodney Daniels, AYE, Director AYE, Theo Washington, AYE, Director Marlin Daniels, AYE, Director Ruthie Critton)**

Approval of Resolution CRA-R-2023-6 Authorizing the Removal of Leviticus Henderson from the Town of Eatonville Community Redevelopment Agency (TOECRA) Board – (Preamble Read) **Chair Gardner motion to approve** of Resolution CRA-R-2023-6 Authorizing the Removal of Leviticus Henderson from the Town of Eatonville Community Redevelopment Agency (TOECRA) Board; **moved** by Director Washington; **second** by Director M. Daniels with Discussion. **DISCUSSIONS:** (M. Daniels) Because this is an Orange County appointment, are they aware; yes, when this resolution is approved it will be sent to Commissioner Moore. The reason for removal was the result of no response and inactivity since March. (Legal) did see an email where Mr. Henderson moved out of the area of Eatonville, the requirement of serving on this board is reside in the area. Commissioner Moore is setting up interviews for the replacement. **Chair Gardner called for the question; AYE: ALL, MOTION PASSES.**

**CONSENT AGENDA: Chair Gardner motion to approve** the consent agenda approving the Special TOECRA Board Meeting on 8-28-23, the Audit Firm Carr, Riggs & Ingram CPA and Advisors Engagement Letter for the Community Redevelopment Agency (TOECRA) FY 2023 Financial Audit, and Resolution CRA-R-2023-4 Disbanding the TOECRA Advisory Board; **moved** by Director Washington; **second** by Director M. Daniels; **AYE: ALL, MOTION PASSES.**

**BOARD DISCUSSIONS: Workshop dates for the Homebuyer Program** – (Gardner) You do not have workshop dates; after meeting with Ms. Rose and not knowing her schedule, we get together to get those dates.

**WALK ON ITEM:**

Approval of Resolution CRA-R-2023-23 Authorizing the Kennedy Main Street Beautification Upgrades – (Preamble Read) – (Pressley) This is a three phase project, the amounts provided on the quotes are for the first phase for about \$19,000, about \$15,000 per the next two phases, because numbers change and because of our finance policy process, want to make sure we get them within the time frame, there are no post requirements for the additional phases because it will be done phase by phase. Request consideration and approval of funds to be released, we can get started on phase one and proceed from there. (R. Daniels) Are there quotes from local landscapers; in response yes, they were contacted by public works. Three of them only do maintenance and not installation, this is an installation of plants and trees that will go in the right of way, they must have proper MOT in that area for the installation. Will entertain more landscapers as needed and open to recommendations.

(Washington) do not support more plants in the median, it was discussed with the former public works director to place low maintenance grass; cut it and go. (Pressley) There will be grass installed after uprooting, resoaking the soil. Jasmine plants which is a type of low maintenance grass. The irrigation is done and will update as needed. (Washington) consider using local landscapers to clear and level out the beds and get rid of the dirt, the more professional can install the plants. (Pressley) It is a matter of permitting, having the proper information that meets our financing requirements for insurance, bonding, and having the proper information of the state, and they can submit a quote for consideration. (Critton) Requested confirmation that there are no issues between the capital improvement plan on the town side; (Pressley) in response this would be an installation project, not a maintenance project. (M. Daniels) Do we utilize the CRA funds since the town has already started, and now the CRA is coming in to finish it. (Gardner) If we approve, we can wait for attorney Jackson opinion before moving forward. The vote is to have the funds available, can work out the kinks and restrictions on what can be done on the CRA and Town side. (Legal) This would not be a part of the CIP, this would be more so of installation, so there would be no issue with the movement of these funds. (M. Daniels) Have artificial turf been considered, (Pressley) In response, yes it was talked about, had a horticulturist come out, we dug and uprooted the old stuff, sprayed it, and will install on top of it. Due to not having the proper soil and maintenance, the grass and plants did not last. The lifeline of the jasmine plants and the greenery can be anywhere between 5-10 year cycles, the areas would be the median, the right-a-way sides between the sidewalks and the streets. (R. Daniels) would like the lights addressed; every day the lights are on during the middle of the day (Pressley will ensure this is addressed). The \$50,000 includes the three phases (Phase 1 \$19,000; Phase 2 and \$31,000). (Gardner) In considering local business, it has been discussed to have a workshop for the businesses in the town to make certain that they are aware of the requirements they need to meet in regard to paperwork and how to access the bidding, moving forward when there are opportunities that our vendors within the town are ready with everything that they need. Pressley will reach out to the local business to solicit interest. One phrase will require an RFQ; the three phrases do not require an RFQ because of the amounts not meeting the threshold for the RFQ. with Discussion. **Chair Gardner called for the question; AYE:** Chair Angie Gardner, Director Ruthie Critton **NAYE:** Director Theo Washington, Director Marlin Daniels, Vice-Chair Rodney Daniels, **MOTION FAILS. *\*\*PLEASE NOTE: This item was a discussion item due to the lack of a motion and second. It will need to come back before the board for action and to be properly addressed\*\****

**BOARD REPORTS:**

**Attorney Greg Jackson – Update:** Dixon Property through the efforts of attorney Shepard and his firm, the writ of possession was issued by the court on December 1st, 2023. Uncertain if someone is on the property. If so, they will have to move forward with an unlawful detainer action. Leviticus Henderson Mr. Henderson sent an email that did not go to this board nor to the clerk's office. I received the communication from Mr. Henderson as a copy of an email to Commissioner Christine Moore and Daniel Venegas on September 22nd, 2023, resigning his position as the Orange County representative on the CRA board for the Town of Eatonville. The reason for resignation was that he was no longer a citizen of the Town of Eatonville. The email has been passed on to Ms. King for the town's records.

**Director Ruthi Critton – No Report**

**Director Theo Washington – Executive Director** since we have an Executive Director, she can catch up on the projects we have going; Mr. Pressley can handle the town's business; Main Street Beautification the turf grass would be good in these islands, not natural grass, using artificial turf requires making the surface harder; want to use local landscapers, let's get them work if they meet criteria.

**Director M. Daniels** – Need to find ways to energize our local brand. Chair/Vice-Chair Brought awareness of the annual appointment of a chair and a vice chair; needs to done Budget/Financials Request a copy of the end of year numbers, what carried over.

**Vice Chair R. Daniels** – No Report

**Chair Angie Gardner** – No Report

**ADJOURNMENT** Chair Gardner Motions for Adjournment of Meeting (Moved by Director M. Daniels; Second by Director Washington; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 6:24 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, November 16, 2023, at 6:30 PM

Town Hall (Board Chamber) - 307 E Kennedy Blvd. 32751

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

**CALL TO ORDER** – Chair Gardner called the meeting to order at 6:31 p.m.

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

**PRESENT:** (5) Chair Angie Gardner, Vice-Chair Rodney Daniels, Director Wanda Randolph, Director Marlin Daniels, Director Ruthie Critton (**Absent:** Director Theo Washington)

**STAFF:** (4) Veronica King, **Town Clerk**, Nicole Washington, **CRA**, Greg Jackson, **Attorney**, Officer Boone, **Police Department**.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**PUBLIC PARTICIPATION - (The Three-minute rule was strictly enforced)**

Ryan Novak – (Item #1- 1887 Housing Initiative) – The moderate-income requirement seemed high at 140 percent of the Town of Eatonville area mean income for a single individual. Suggested revisiting at about maybe 120, 130; the 140 bringing a single individual's income up to \$95,000 seems high for the types of programs that are being offered, include an order of merit for multiple applicants.

**BOARD DISCUSSIONS: (\*\*Item was moved to discussion)**

1. Discussion of the 1887 Housing Initiative – This is the beginning discussions, information provided is information that exists with another municipality. We will need to make this initiative work for the town; the monies will be used from the TIFF funds. We would need to consider if we would want housing rehabilitation, in addition to purchasing and refurbishing and putting it back on the market. Did not see a need for assistance for special assessments and housing development that bring in the businesses to build. Disaster relief assistance should be a part. The program required home ownership and mortgage assistance. Can look at the maximum award for down payment assistance, and income mortgage limits. Provided is a list of approved lenders that the applicant can work with. The bank for the town as well as the CRA can look as well; we will be looking for them to qualify and pre-approve. This is the beginning workings of a program; Mid-December, looking to have a program geared specifically for Eatonville. In this document, there are great components. Benefits to the town: It fits into the CRA plan, and we can improve blighted homes and improve the value of surrounding homes; improving taxes, tax receipts, and tax revenue. The program will allow purchasing of a home that is feasible and available. (Critton) ask that this item is workshopped to discuss what we can and cannot do. The workshop can include partners who share the same goals and can alleviate financial burdens, in areas marketing, and study/research; consider broadening the program to

include former residents of Eatonville interested in moving back needing the homebuyer's education. There may be homes available now for purchase, building a program would help with a realistic budget. (Gardner) Suggest starting with one home as a trial because of the intricacies of such a program; utilizing an existing program that has been vetted by their legal with a legal document in existence, can use down payment assistance from the county before using CRA money. The idea is to buy the home quickly to take it off the market to prepare it for someone in the town to buy. (M. Daniels) considering restrictions, must be careful when it comes to housing, getting into HUD and getting into discriminatory practices, partnerships can help facilitate this (Legal) The understanding of the program is for buyers assistance, which fits within the aims of CRAs when started in 1969 and this CRA initiated in 1997, to alleviate or address slum and blight within an underserved community. To allow individuals to have home ownership to address slum and blight, this program would fit within the parameters of chapter one of part three, as well as the salary plan. Will do further research on restrictions limiting purchases to Eatonville residents, believe limitation is to location of property (within boundaries of the CRA which is the Town of Eatonville) and not identity of an individual. (Gardner) a point system can be considered not to exclude anyone but give more leverage. Monies from the affordable linkage fee can be used towards a program on the town side to go towards housing rehabilitation, the CRA work can also support. (M. Daniels) consider helping residents who have a home paid for but are unable to maintain the maintenance and insurance. (Critton) is this a CRA program or a program by the town, are there restrictions; type of program, housing rehabilitation, properties in the town of Eatonville, former residents who want to move back, can a program encompass all of these factors without crossing the lines and without the agency taking a major hit, how do we guarantee monies will be available every year to sustain the program. (Gardner) like other programs, it lasts if there is money, there may be money available but must show that there is an established program for two or three years. (Randolph) would like to wait until we get a CRA Director before moving forward on a program like this, do agree with tabling or having a workshop, but the proper staff is needed to manage the program. (Clerk) is the request for a CRA workshop or a stakeholder's meeting; both can be considered. (Critton) both can be done for feedback to build a program to fit the community needs with the parameters and authorities of the CRA; dialogue with stakeholders during the preliminary stages and to better tailor the program to the town's needs. Having a director is a priority but do not want to see the program delayed; having a director and starting a program are both a priority. Reality and urgency require the conversation to be had, to put on hold would be an injustice to ourselves and the community. How can we maintain this community without losing it in the hands of those better equipped to manage it; what resources can we pull together now to address this matter without dismissing the need for a director? (M. Daniels) need somebody to facilitate and manage the paperwork. Consider small businesses coming in to facilitate finding a business and creating a hub; an executive director is needed. (Gardner) there is someone interested in the director's position, without a director these steps are still needed because we (the board) approve the policy, as a chair having fifteen years of background represents someone who do understands, need to keep it moving without a director. (R. Daniels) Can CRA funds be used for infrastructure; yes, under restricted circumstances, if the infrastructure projects are not within the CIP of the town and not within a period of three years. There are ways that monies can be used for infrastructure projects. (Critton) would like to consider a point system to build program for entrepreneurs in the town, the commercial program can mirror the residential program, fixing up dilapidated building to assist someone in the community who may be a small business owner or looking for an existing business. (Gardner) look at three workshops in December, will poll with some dates.

**BOARD DECISION:**

2. Approval of Resolution CRA-R-2023-24 Establishing Funding For The 1887 Housing Initiative – (Gardner) There is an urgency to take steps in setting aside money for a program, property may become available, would like to go ahead with establishing funding. (Preamble Read) **Director Randolph motion** to **table** Resolution CRA-R-2023-24 Establishing Funding For The 1887 Housing Initiative until there is a CRA

Director; **moved** by Vice Chair Daniels; **second** by Director Critton with discussion; **DISCUSSIONS:** Inquired about considering a name change; putting protocols in place, evaluating CRA dollars. In considering moving forward, the TIFF funding will replenish around December and January. The average pre square foot is a question to ask when looking at kitchen, bathrooms, roof, electrical, and plumbing. There are discrepancies in the numbers in the budget, should discuss and verify before moving forward. What will be the criteria for buying a house; as a CRA we have the authority and capacity to purchase, possibly get with staff for a list of properties in the CRA possession, need to fix up the properties that are already in the CRA possession. **Chair Gardner call for the question;** **AYE: Director M. Daniels, Director Randolph, Vice Mayor Daniels; NAYE: Chair Gardner, Director Critton; MOTION PASSES (Item Tabled until there is a CRA Director) Comments:** There are concerns about the nature of the vote whether item is tabled until there is an executive director or rather item is tabled not contingent upon hiring an Executive Director. (Legal) Legal recommendation is that motions/vote be rescinded and the proper vote with proper understanding of each motion be given. **(ALL ACTIONS RESCINDED)**

**Director Randolph motion** to **table** Resolution CRA-R-2023-24 Establishing Funding For The 1887 Housing Initiative until CRA Executive Director is hired; **moved** by Vice Chair Daniels; **second** by Director Critton with discussion; **AYE: Director Randolph, Vice Mayor Daniels; NAYE: Chair Gardner, Director Critton, Director M. Daniels; MOTION FAILS (Item Not Tabled Until CRA Executive Director is hired.)**

**Director M. Daniels motion** to **table** Resolution CRA-R-2023-24 Establishing Funding For The 1887 Housing Initiative until we complete the workshop series and put all the necessary documentation in place; **moved** by Director Critton; **second** by Director Randolph; **AYE: Chair Gardner, Director Critton, Director M. Daniels; NAYE: Director Randolph, Vice Mayor Daniels; MOTION PASSES (Item Tabled until we complete the workshop series and put all the necessary documentation in place.)**

- 3. Approval of Resolution CRA-R-2023-23 Establishing Funding For The Kennedy Main Street Beautification Upgrades** - (Gardner) This resolution is to upgrade the Mainstreet, pull out the old plants and put in new landscaping. This is one of the objectives of the CRA. The maintenance will go back to the town, CRA cannot do the maintenance. **Chair Gardner motion** to approval of Resolution CRA-R-2023-23 Establishing Funding For The Kennedy Main Street Beautification Upgrades; **moved** by Chair Gardner; **second** by Director Critton with discussion **DISCUSSIONS:** (Legal) there were some provisions written in the CRA Plan that this item may fit into. (M. Daniels) All about beautification but struggle with moving \$50,000 for beautification without finding another way of doing this, concerned with whether the CRA can do this, inquired about the funds not being considered during the budget cycle. The beautification should go back to the town side. (Gardner) CRA can not do the maintenance because it is a town function; the CRA can do the upgrades and beautification on Mainstreet. (Critton) Like the idea of sprucing up Kennedy Boulevard. Requesting clarity on if this is a town project under the CIP; if yes, the CRA cannot touch it. (Critton) The project will take place between both ends of the Mainstreet gateway including the sidewalks. (Randolph) To Mayor, how was the \$50,000 determined, was there a quote or bid; the estimated cost was determined by Mr. Pressley. The scope is landscaping, vegetation, and repairs in the irrigation. (M. Daniels) Instead of approval up to 50, 000, can we put out an RFP asking for a quote? (Washington) the preparation work for the beautification will be done in house by public works, a landscaper will be hired to install and plant, the irrigation systems have already been checked, the RFP process will push the project to summer 2024. (Gardner) in response to Director Critton, the name can be changed to Main Street upgrade. The amount for beautification can be reduced and the maintenance by the town will be after the installation. **Chair Gardner call for the question;** **AYE: Chair Gardner, Director Critton; NAYE: Director M. Daniels, Director Randolph, Vice Mayor Daniels; MOTION FAILS**

**BOARD REPORTS:**

**Attorney Greg Jackson – No Report**

**Director M. Daniels –** Would like to have more clarity on things; inquired about applicants and resumes; in response, there is one resume and the individual stated that she would circle back around when she is ready. Requesting for the resume (Nicole will send to the entire board). Requesting clarity from attorney on resolution CRA-R-2023-23 on the beautification to ensure compliance with the CRA plan; Requested updated on the Wilder property and the property next it (Dixon property); in response by legal, the lien release has been prepared and executed, will follow up with the comptroller’s office to fully execute the release of lien. The Dixon property is being handled by Attorney Shepard. Request for Attorney Jackson to follow up and send the updates to the board.

**Director Wanda Randolph –** Requesting a copy of the full executed release of lien on the Wilder property, requested copy of the application for job applicant, concerned about hiring qualified candidates for positions, having concerns with not receiving requested information (filing complaint by Monday if information is not received), inquired about the expenses paid by Ms. Wilder (Documentation has been provided and asking for compensation) for repairs resulting from unlicensed contractors who did not do a fair job on her facility (legal will do further research).

**Director Ruthi Critton –** (Question) In the last meeting was there a for an executive director? In response, it was raised to \$65,000, what you see is what was approved.

**Vice Chair R. Daniels –** Asking the attorney for clarity on the signing of the \$71,000 check to the executive director, need some type of reassurance that the process was done correctly, asking clarity from the general attorney or a statement indicting where we stand as a board on this matter, request confirmation on the computers and inventory prior to the executive director leaving, requesting confirmation on the allegations of computers wipe out, to include findings on possible violations or tampering. (Legal) A preliminary opinion was provided and the board voted to retain special counsel in order to move forward. In innocence, both the CRA and Town attorney agreed to step down. Attorney Jackson assisted with drafting RFP believed to have been out with no interest. (Critton) After not hearing from any firms RFP, it was decided to have the auditor take a specific look, the auditor came and presented not providing any clarity other than the check was cut. The more pressing question was, did the cutting of that check violate statute? The auditor stated she did not look at whether or not that contract lined up with statute. (M. Daniels) The board voted to terminate the contract, the board did not vote to cut a \$71,000 check to the executive director; (R. Daniels) will contact Attorney Jackson to see what steps can be taken, or to receive instructions on how to send this matter to the state attorney.

**Chair Angie Gardner – No Report**

**ADJOURNMENT** Chair Gardner Motions for Adjournment of Meeting (Moved by Director M. Daniels; Second by Director Randolph; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 8:39 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 19, 2023, at 6:30 PM

Town Hall (Board Chamber) - 307 E Kennedy Blvd. 32751

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

**CALL TO ORDER** – Chair Gardner called the meeting to order at 6:30 p.m.

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

**PRESENT:** (5) Chair Angie Gardner, Vice-Chair Rodney Daniels, Director Wanda Randolph, Director Marlin Daniels, Director Ruthie Critton (Absent: Director Theo Washington)

**STAFF:** (5) Demetris Pressley, **Chief Administrative Officer**, Veronica King, **Town Clerk**, Andrew Hand, **Attorney**, Katrina Gibson, **Finance Director**, Eric McIntyre, **Police Department**.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**Mayor Gardner provided updates:** Presented a request for a walk on item for discussion (Resolution CRA-R-2023-3 - Release of lien for property located at 213 West Kennedy Blvd); Moved by Director M. Daniels; Second by Director Randolph; **AYE: ALL, MOTION PASSES.**

**PUBLIC PARTICIPATION - (The Three-minute rule was strictly enforced) –**

Crystal Whittaker – (Item #4) - The purchase of daycare property for senior citizens), cousin has a contract on the daycare, and it is unfair for the town to sell it because she has given this community twenty-nine years. She is more than a daycare provide, she feeds and clothes children who are hungry and do not have. (Gardner) This has nothing to do with what the owner is trying to do. If she does not close, or someone walks away from the deal, the CRA could be ready in position to buy. If the town decides or could purchase it, should it become available, the senior citizen center is an idea. Will discuss further during the agenda time.

Ryan Novak – (Item #3) Would like to know the plans for the house on the corner of Fitzgerald and West Street; (Item #4) do not know the history of the property, but support the town, if there is an opportunity should the contract fall through, to purchase the land, Eatonville will have the entire Elizabeth Park, it is next to the pool, the lapidated tennis courts, near the giant field. A plan for the area could be considered.

**BOARD DECISIONS: (\*\*Item was moved to discussion)**

1. Approve Resolution 2023-22 for Amending FY2022/2023 budget in the amount of \$89,044.54 – (Handout were given by Finance) This item is a clean form the 2022-2023 budget, there was a deficit when the contractual line went to \$1000. To move money from a salary line, it would need to come before the board for approval, being done after the year end budget. **Chair Gardner motion** for approval of Resolution 2023-22 amending the fiscal year 2022-2023 budget in the amount of \$89, 044.54; moved by Director Randolph;



Second by Director M. Daniels with discussion; (M. Daniels) request clarity; to completely close that year's budget out, the monies in the salary line that were not spent has to come before the board in order to clear up for realignment. Is this a reimbursement back to the town; the duties were taken over by the town when the former finance coordinator left, because the CRA was using QuickBooks, the town started paying using ADP and the town system to take care of everything on the town side. To do the reimbursement, the salary line of the \$37,944.54 from the CRA budget needs to be utilized for the cleanup; \$50,000 that was budgeted and changed to \$1000 through the budget process for the CRA for the fiscal 2022-2023. In that same budget line, the Attorney and the Interim Director must be paid (Pressley) this adjustment is reconciling several items. When the change happened with the CRA, the finance Team did not have access to the accounts, so they started making the payments from the town side. It was understood that when they receive records at some point, they would return to paying it regularly. It was tracked and would be reconciled from the CRA back to the town (Randolph) There is not enough sufficient information to understand, the form is incomplete and should have more information with dollar amounts. This is incomplete, would like to see where the money is coming from, where the money is being moved to, to include showing actual financial documents. All information should have been in the board package. (Discussion was paused for the reading of the preamble) This is moving from the salary line to the contractual line. With the change in position, nothing was put in the contractual line to cover the contractual person we had at that time. Ms. Bond has been paid by the contractual line instead of the salary line. Is there a copy of the contract? Yes, with payout that were made out to her that aligns with the requested amount. **Chair motion** to table this item to board discussion until there is clarification; moved by Director Critton; second by Director Randolph; **AYE: ALL, MOTION PASSES (Will move to #7 to further discuss for clarifications from Finance.)**

**BOARD DISCUSSION (\*\*Item #1 was continued and #2 was moved both to the end of Board Decision)**

3. -To Discuss The Purchase of House at Corner of Fitzgerald and West St – (501 Fitzgerald Drive) Chair Gardner talked (showing pictures) about the land trust and CRA should start considering purchasing land that is available. Community Reinvestment Act states what many institutions need to do if they want to keep expanding, reinvest back into their community. One of the qualifying activities are home mortgages and affordable mortgages. Homebuyers' assistance programs are out there and do not have to be reinvented. Need to know the guidelines for low to medium income. The idea is for the CRA to purchase property, get quotes to renovate with all the inspections, the structural inspections, the roof inspections, and electrical; the home can be made available for someone in the community. (Critton) if it is decided to move forward, would we consider partnership with the Help CDC, Unity (Credit Union) to alleviate some potential financial burdens; bring everyone to the table to kick start the program; everyone can play a part. (M. Daniels) Is this a part of a CRP plan or master plan; to take a house off the tax revenue code to sit for a period that would put the tax burden on the residents; if Help CDC is purchasing home why should the CRA take on that burden (Gardner) the idea is not to land bank but to get the home ready for purchase. A master plan would plan around homes, would not imagine a master plan not supporting fixing up homes. The CRA would have the opportunity to do a cash purchase protecting a home from getting away from a potential buyer in the community due to the approval process with a bank. (Randolph) what would be the financial gain to the town; to reinvest it back into our community or just make money back (Gardner) the CRA is not to make money but to remove slums and blithe, the idea is to help the residents. No, no, no. I do not mean it in that way. Okay. So Yes. You take that money and reinvest it back into our community. (Critton) The CRA currently owns properties right now and Ms. Bonds brought a list of slum and blighted homes, a customed program for home ownership in our town could be considered. A program that allows the CRA to be involved, whether it is in partnership that will increase home ownership without discriminating for residents who might be currently renting. (Randolph) consider looking at options by allowing a professional or Help CDC to show how the process works and how the town could benefit. (Critton) what is being done with the properties that the CRA currently owns, is there an opportunity for business owners if commercial property is available? (Gardner) looking at the goals of the

1997 CRA plan, commercial may be considered. The purpose of this item today was to move and do something, put in an offer, do the inspections, put a package together with procedures in place. (M. Daniels) in support, the package should be put together along with how the program will be outlined (vetted by legal), when the next house becomes available, everything will be in place. (Legal) One of the roles of the CRA is to acquire blight properties, do things that come out of the statute to provide for affordable housing, improve and dispose of the properties. There are statutes to follow when depositing properties and inviting proposals from the community who would be the potential purchasers. The framework is set up within the statutes. If there were a loss in a sale, one of the purposes of a CRA is to increase taxable property values, with more money collected from the county and by the town itself. (Critton) request to schedule a workshop, invite partners. (R. Daniels) what are the pros and cons other municipalities have had, can their model or process of implementation (Pressley) CRAs all over are purchasing properties with intent to clean and fix them up with processes already in places. If there is a property, the CRA does not wait. In this case, making an offer that is considered will give the time to put in place what is needed, who to hire in assisting with getting that property ready for the market. The money would come from contingency in the CRA budget (line item "other" indicating \$593,000). Other municipalities are doing this and can provide examples that are applicable to what we need. (Legal) when spending CRA money, it needs to be a part of the plan. (Gardner) in addition to placing a lien on the property, would like to ensure the right to first refusal (if applicable), (Legal) the board can give direction to staff to start looking and assembling things to further discuss and schedule another meeting to make the decision, this would be the start of the decision making process, but nothing binding per se. A real estate offer, signing a purchase and sale agreement with conditions upon would be binding.

4. -To Discuss The Purchase of the Daycare Property For a Senior Center (Gardner) The property became available, a lien search had been requested, and limited information was provided, since then a contract had been placed with several persons of interest. If the property does not close, there is an opportunity to talk about it. When it was sold, the town should have negotiated the price of the land based upon the agreement, the quick claim was never filed with the courts (it closed with no knowledge of the agreement). The property is important in that the parcel of land was where the first elementary school sat, the town should have been negotiating for the land, there is a resolution that was not signed by anybody from the town, it should not have exchanged hands. It is currently under contract. It would be the same process as getting anything else, should it become available. (M. Daniels) A process needs to be in place. The property has been under contract since June 23<sup>rd</sup> and under extension until November 30<sup>th</sup> of this year. There are concerns with permits and town-related matters that have not been executed, need to address the issues with her completed application. Is there a CIP or Master plan for Elizabeth Park; (Pressley) There are plans that were done sporadically throughout the town, the goal is to have a master plan for the entire town. (Gardner) The master plans were done because of the appropriations that were requested, requiring visuals. The Elizabeth Park is not a master plan but more of a rendering done for something that could potentially happen. The idea was the town owed \$322,000 to the CRA, to sell the land on paper would clear the amount owed off the books. (Crystal Whittaker) cousin has been in the building for 29 years, efforts have been made to take the land from her, concerned about her treatment by town. Is she gets the property, will it be zoned for a daycare; there are steps in place for persons wanting to change the zoning, must go through the process with Planning and Zoning. (Critton) It is the intent of this board to do right by the citizens, procedures are being addressed and cleaned up to ensure everyone gets fair treatment when following protocols and procedures. Whether the property is a senior citizen center, a daycare or school, or an aquatic type of pool, the zoning would have to be addressed to make sure the building meets those zoning requirements. The intent is to wish the best for her, many members of this community have been impacted by the work she has done with children in this community.

5. -To Discuss the RFP Process of The CRA (Master) Plan (Pressley) It is the desire to move forward with a master plan for the entire town, it is appropriate for the CRA to put an RFP out for a master plan. The master plan will be in conjunction with the town. The goal is to do a CRA master plan as well as update the CRA 30-year plan, the master plan will be done separately from the money allocated for the CRA plan update. There

was a 2015 CRA Plan submitted but never approved. The master plan would be good to have prior to the CRA plan to ensure that everything in the plan will cover all that is needed. This item is for the master plan (the wording is unclear). The master plan is for the entire town and the goal is to see overall the ideas from the council and the community. The CRA plan will include both what the town needs and what the CRA is planning to do. The master plan should be done first with direction to move forward with getting it done. (Gibson) The 1997 CRA plan updates need to be done first because some projects in there will not be done. The master plan, the town can pay half and the CRA can pay the other half. It would be an additional separate expense. There are some things in the 1997 CRA plan that are not in the 2015 CRA plan, a compilation of both could be done to create the updated CRA plan. The 2015 CRA plan was done by contractor, GIA Consultant, Mr. Tom Coleman paid by the Winter Park Health Foundation, it was submitted and approved by the town council. After Tom Coleman was let go, he thought the 2015 CRA plan was sent to the county, but it was not. (Pressley) if the board would like to move, information forward will be presented at the next meeting.

6. -To Discuss and Consider Having A Veteran’s Expo – (Gardner) Consider bringing it back to the town side only because no funds can be expended for it. Inquired if Vice Chair would like to spearhead this event (Declined, Director M. Daniels has agreed to spearhead the event. There are resources that many veterans do not know about. Will further discuss on the town side.

1. (Continuing Discussions) Approve Resolution 2023-22 for Amending FY2022/2023 budget in the amount of \$89,044. (Pressley) An actual full budget was given that shows the actuals and totals for the next fiscal year, there were three, three items that went over budget. This is a budget amendment for contractual services, the rental lease, and the accounts and audits, the breakdown (Page 2) shows those items: (Handouts provided)

- Contractual Services \$72,903.30 (17,000 – Attorney Fees + \$55,000 – Administrative Contract)
- Rental and Lease \$9641.24 (Budgeted \$10,000)
- Accounting & Auditing \$6,500 (Budgeted \$10,000)

**Chair motion** to approve Resolution 2023-22 for Amending FY2022/2023 budget in the amount of \$89,044.; moved by Director M. Daniels; second by Director Critton with discussion; **AYE: ALL, MOTION PASSES**  
**Discussion:** For clarity, resolution 2023-22 is for approval of the budget amendment only (Yes)

2. -To Discuss Payment to the TOE for Financial Services for FY23. FY23 Accounts Payable

(Gibson) There was no CRA fiscal, all the CRA bills were brought to the town and paid from the town side. The attachments show the whole fiscal year, what was paid for by the town on behalf of the CRA. The CRA will pay the town the money that is owed (\$117,000). The monies owed back to the town are a separate situation from the requested budget adjustment. (M. Daniels) another resolution should have been made for a \$117,000 wire. (Critton) Does this amount includes the highlighted unreconciled items presented by Ms. Bonds (professional services, contractual services, auditing, and, operating supplies) at a previous meeting and who is Larry Quinn; yes, the unreconciled highlighted items are included, and Larry Quin took care of the lawn services. Instead of waiting for another month to bring back a resolution (need to inquire through the auditor what the best practice is, email is acceptable), should a resolution be required, it can be brought back later. (Randolph) inquired about the \$2,153.85 paid to Ms. Bonds for five days of work (Mrs. Gibson will pull the backup information and follow up with clarifications) **Chair motion** to transfer funds (all actions rescinded due to unrequired vote)

**By CONSENSUS, the board is approving staff to proceed forward with a wire of the \$117, 849.94 if it does not require action from the auditor.**

**BOARD REPORTS**

**Director Wanda Randolph** – Requesting an update on Mr. Dixon’s property (will bring back to next meeting) and the hiring of a director (being advertised, opened until filled);

**Director Ruthi Critton** – No Report

**Director M. Daniels** – No Report

**Vice Chair R. Daniels** – No Report

**Chair Angie Gardner** – No Report

**ADJOURNMENT** Chair Gardner Motions for Adjournment of Meeting (Moved by Director M. Daniels; Second by Director Critton; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 8:47 P.M.**

**Respectfully Submitted by:**

**APPROVED**

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

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**Angie Gardner, Chair**



# HISTORIC TOWN OF EATONVILLE, FLORIDA COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES

Thursday, September 21, 2023, at 6:30 PM

Town Hall (Board Chamber) - 307 E Kennedy Blvd. 32751

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

**CALL TO ORDER** – Chair Gardner called the meeting to order at 6:30 p.m.

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

**PRESENT:** (6) Chair Angie Gardner, Vice-Chair Rodney Daniels, Director Wanda Randolph, Director Marlin Daniels, Director Ruthie Critton, Director Theo Washington

**STAFF:** (4) Nicole Bonds, **CRA Executive Director**, Veronica King, **Town Clerk**, Greg Jackson, **Attorney**, Eric McIntyre, **Police Department**.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**Mayor Gardner provided updates:** Presented a request for a walk on item for discussion (Resolution CRA-R-2023-3 - Release of lien for property located at 213 West Kennedy Blvd); Moved by Director M. Daniels; Second by Director Randolph; **AYE: ALL, MOTION PASSES.**

**PUBLIC PARTICIPATION - (The Three-minute rule was strictly enforced) - NONE.**

**APPROVAL CONSENT AGENDA – Chair Gardner Motions** to approve Consent Agenda for approval of Approval of CRA Meeting Minutes – July 20, 2023, Approval of Adoption of Resolution CRA-R-2023-2 Approving the Interlocal Agreement between the Town of Eatonville Community Redevelopment Agency (TOECRA) and the Town of Eatonville; Moved by Director M. Daniels; Second by Director Randolph; **AYE: ALL, MOTION PASSES.**

**BOARD DECISIONS:**

Approval of Resolution CRA-R-2023-1 Adoption of the TOECRA Budget for Fiscal Year 2023/2024 (Administration) – (Preamble Read) **Chair Gardner Motions** Approval of Resolution CRA-R-2023-1 Adoption of the TOECRA Budget for Fiscal Year 2023/2024 (Administration); Second by Director M. Daniels with discussion; **Discussion:** The balance to be moved back to the Town was discussed. **AYE: ALL, MOTION PASSES.**

**BOARD DISCUSSION (Add On Item for discussion only until proper noticing. Information provided.)**  
Resolution CRA-R-2023-3 - Release of lien for property located at 213 West Kennedy Blvd – Introduction by **Director Randolph:** this item has been an issue discussed concerning the grant application for the property located at 213 West Kennedy (Eatonville Chamber of Commerce) requesting release of the deferred payment

loan placed on the property due deficiencies, mismanagement of the project, inaccurate documentation, and also hiring of unlicensed contractors. There are records of payments made to the owner, Ms. Lavonda Wilder. That has not been recorded in any records or bank statements of such, even though work was done. The building was found to be unstable of standing on his own, which Ms. Wilder has had to spend her funds to restore the building. In fairness, the CRA board should desire to release the deferred payment loan placed on her property and have it properly executed. (Vice Chair Daniels) is placement of a lien on a property allowed when it is a grant to help eliminate slum and blight; (Washington) when a city give a business money to upgrade their building, a lien is placed on the property to prevent sell within a specified period, if there is a sell, the money goes back to the agency or city that gave the money; (Director M. Daniels) did not see on the application where a lien can be placed on the property, in keeping with a five year lien as indicated by Director Washington how was the laundromat able to be sold (another property with a lien), (Director Washington) the close of the property (laundromat) did not come to the board but handled through the town by the CAO (there should have been money paid). The CAO should not be handling the CRA business. (Director M. Daniels) what was the amount paid to satisfy the lien on the laundromat (Attorney Jackson) deed restrictions can be placed on funds given as a grant and will need to be specified in the terms of the grant or agreement. In this case (213 West Kennedy Blvd), there was no language indicating that a lien could be placed on the property. (Director M. Daniels) requested clarity on the picture provided in the package. (Wilder) the original picture in question shows what the building could look like, the other picture shows the Main Street logo. The issue is not with the lien but how it was carried out, the building was destroyed, and the funds were mismanaged. There is no knowledge of what is left over and where the funds went. The lien should be released, the whole project was convoluted. (Director Randolph) this situation was not handled correctly, and Ms. Wilder has suffered enough damage. She has been delayed at least two years from functioning and running as a business. We need to do the right thing by releasing the lien. (Director Critton) inquired about a signed agreement and discrepancies between the grant and the alleged loan. There is language that appears to that the loan is separate from the grant and there are different amounts indicated \$20,000, \$18,000, and \$30,000. What dollar amount was promised? (Ms. Wilder) \$30,000 is what the grant was. (Director Critton) inquired about how was Mr. Johnson, the former CRA Executive Director able to be the executor of the grant funds and determine what contractors would work on her property, the concern is liability and how the funds were managed without her permission. (M. Daniels) inquired if an amendment was made to the \$20,000 resulting in the \$30,000. When was the building finished (March 22, 2022). (Chair Gardner) The funds/transacting may have been handled two different ways due to there being two different directors during the period of the program. There are some things that need fixing, but it is a good program and liens need to be placed on properties. (Director M. Daniels) For clarity, \$30,000 was spent and documentation is available (Yes), is there an adequate amount from the town or CRA indicating how much actual has been spent on this project (Chair Gardner) the project has been audited and a file exist, there needs to be a comparison between the scope of work, building completion, and materials purchased. Mrs. King will retrieve, scan, and send to the board the project file. (Director Critton) request clarity on the involved directors (Ms. Wilder only dealt with Mr. Johnson, not Mr. Benderson), (Vice Chair Daniels) there needs to be a process developed to ensure that businesses are handled the same way, and audit need to be done to ensure someone is accountable for the funds (Director Critton) request to include in the documentation the audit reports and final budgets for the year 2018-2019 and 2019-2020. This item will be brought back for a decision.

**STAFF REPORTS**

**Nicole Bonds** – No Report

**Attorney Greg Jackson** – No Report

**BOARD REPORTS**

**Director Wanda Randolph** – Requesting an update on Mr. Dixon’s property,

**Director Ruthi Critton** – No Report

**Director Theo Washington** – Agree that property next door need to be cut, inquired about the hold up on the eviction process (Dixon Property). Support getting the property cleared and decide on how we want to invest in it.

**Director M. Daniels** – Agree with the addressing the property (Dixon Property), need to close out the lien in October preferably this fiscal year, need to do better job at handle grants,

**Vice Chair R. Daniels** – No Report

**Chair Angie Gardner** – No Report

**ADJOURNMENT** Chair Gardner Motions for Adjournment of Meeting (Moved by Director Randolph; Second by Director M. Daniels; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 7:22 P.M.**

**Respectfully Submitted by:**

**APPROVED**

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

\_\_\_\_\_  
**Angie Gardner, Chair**



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## COMMUNITY REDEVELOPMENT AGENCY

### SPECIAL CRA MEETING MINUTES

Monday, September 18, 2023, at 5:00 PM

Town Hall (Board Chamber) - 307 E Kennedy Blvd. 32751

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

**CALL TO ORDER** – Chair Gardner called the meeting to order at 5:00 p.m.

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

**PRESENT:** (5) Chair Angie Gardner, Director Wanda Randolph, Director Marlin Daniels, Director Ruthie Critton, Director Theo Washington (**Absent:** Vice Chair R. Daniels)

**STAFF:** (8) Demetris Pressley, **Chief Administrative Officer**, Veronica King, **Town Clerk**, Nicole Bonds, **CRA Executive Director**, Greg Jackson, **Attorney**, Katrina Gibson, **Finance Director**, Cobbin McGee, **Planner**, Rachel McCoy, **Finance**, Joseph Jenkins, **Police Department**.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**PUBLIC PARTICIPATION - (The Three-minute rule was strictly enforced) - NONE.**

**BOARD BUDGET REVIEW:**

Review of the TOECRA Budget for Fiscal Year 2023/2024 – (Update Budget with adjustments were provided)  
**Review/Discussion/Comments:** The CRA Budget has to be reviewed and approved by CRA Board and adopted along with the Town’s Budget by the town’s final budget hearing.

- The Fiscal Coordinator is a designated person who will handle the finances for the CRA and will also be with the town under as part of an interlocal agreement (Full-time position, \$72,000). Will also help with grant administration. (M. Daniels) can not split 50/50 has to by billable hours.
- Will take \$25,000 (Expense paid for update to CRA Plan) out of programming
- Most of the grants received was because of Master Planning. The CRA’s boundaries are the same as the Town’s boundaries. CRA can pay for a master plan id the board chooses.
- Public Works is covering the air conditioning and the grounds.
- Example events under Promotional Activities would be a housing symposium, events geared towards what the CRA is and would be separate from programs and projects.

**Chair Gardner motion to approve the TOECRA Budget for FY2023/2024** Moved by Director Critton; Second by Director M. Daniels with discussion;

**CRA BUDGET AMENDMENTS FOR FY23/24:**

1. (**PAGE 1**) CRA Executive Directive Increase from \$56,000 to \$65,000. **Chair Gardner motion for CRA Executive Directive Increase from \$56,000 to \$65,000;** Moved by Director M.



Daniels; Second by Director Critton; **AYE: ALL, MOTION PASSES.**

**Comments:** (Pressley) – In the first TOE budget reading, the council was not comfortable with moving forward with the split position for the Community Development Director. It will be modified in-house. There will only be a CRA Director. The Community Development Director position will go away on the organization chart.

- 2. **(PAGE 2)** Rental Leases increase from \$10,000 to \$15,000 **Chair Gardner motion for Rental Leases increase from \$10,000 to \$15,000;** Moved by Director Randolph; Second by Director Washington; **AYE: ALL, MOTION PASSES.**

**Comments:** Increase is recommended inconsideration of lease pay out, maintenance, potential purchases, and to cover the truck payment of \$816.08.

- 3. **(PAGE 2)** Programming/Grants change from \$95,000 to \$70,000 **Chair Gardner motion for Programming/Grants to be changed from \$95,000 to \$70,000;** Moved by Director M. Daniels; Second by Director Critton; **AYE: ALL, MOTION PASSES.**

**Comments:** N/A

- 4.**(PAGE 1 & 2)** Move the CRA Balance Forward of \$944,490.37 (PG1) to Other under Programming & Grants (Pg 2) **Discussion:** The \$5.9 million grant was written on the CRA side but written for the town. It is a reimbursable grant in which funds from the CRA will be used to pay up front and then the CRA will be paid right back. The board can set it aside and approve it in the budget. The CRA plan allows the CRA to help with the infrastructure. The town has not been paid back the money paid out for the CRA expenditures for the year (Will receive money on Thursday). It would be a budget amendment. The amount is \$144,032.09 Finance is planning to do it 9/30 once remaining bills are paid for the fiscal year.

**RECESS - Chair Gardner motion for recess of the CRA Special Board Meeting,** Moved by, Director M. Daniels; Second by Director Critton; **AYE: ALL, MOTION PASSES.** CRA Special Board Meeting in recess at **6:16 p.m.**

**OPENING the Town of Eatonville 2<sup>nd</sup> Budget Hearing – Mayor Gardner calls the Town of Eatonville 2<sup>nd</sup> Budget Hearing to order at 6:16 p.m.** Quorum was established through roll call by the Town Clerk, Mayor Gardner led the invocation through a Moment of Silence followed by the Pledge of Allegiance.

**RECESS – Mayor Gardner motion for recess from the Town of Eatonville 2<sup>nd</sup> Budget Hearing ,** Moved by, Director M. Daniels; Second by Director Washington; **AYE: ALL, MOTION PASSES.** CRA Special Board Meeting in recess at **6:16 p.m.**

**RESUME - Chair Gardner motion to resume the Special CRA Budget meeting at 6:18 pm.** Moved by Director M. Daniels; Second by Director Critton; **AYE: ALL, MOTION PASSES.** CRA Special Board Meeting in recess at **6:16 p.m.**

- (4. CONTINUES) Chair Gardner motion to move forward the Fiscal Year 2023 net balance of the CRA to Other under Programming and Grants to account for any outstanding invoices;** Moved by Director Randolph; Second by Director Washington; **AYE: ALL, MOTION PASSES.**

**Comments:** The Balance Forward gets moved to the Other line under Programming & Grants

**Town Clerk restated all amendments for the CRA FY2023-2024 Budget:**

**The motion to approve the TOECRA Budget for FY2023/2024 has already been moved and seconded, and in favor of the Fiscal Year 2023/2024 CRA Budget with the stated amendments; AYE: ALL, MOTION PASSES.** The Fiscal Year 2023-2024 CRA Budget has been approved.

**ADJOURNMENT** Chair Gardner Motions for Adjournment of the CRA Special Budget Meeting (Moved by Director Wahington; Second by Director M. Daniels; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 6:20 P.M.**

Respectfully Submitted by:

**APPROVED**

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

\_\_\_\_\_  
Angie Gardner, Chair



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

### FEBRUARY 15, 2023, 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 2023-23 for the Kennedy Main Street Beautification Upgrades (**Administration**)

**Walk on**

CRA DECISION	YES	<b>Department:</b> ADMINISTRATION - <b>WALK-ON</b>
CONSENT AGENDA		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>Resolution 2023-23</li> </ul>
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION		

**REQUEST:** Administration is asking that the Town of Eatonville CRA board approves the appropriation of funds for the upgrade of the landscape and irrigation along Kennedy’s Mainstreet through Resolution 2023-23.

**SUMMARY:** The Community Redevelopment Agency’s primary focus is to remove slum and blight within its established district. The district of the Town of Eatonville’s CRA (TOECRA) coincides with the boundary of the town itself. These funds will improve the esthetics of the town’s main street corridor, thus beautifying the entry corridors as visitors and residents drive along Kennedy Blvd.

**\*\*PLEASE NOTE: This item was a discussion item due to the lack of a motion and second. It will need to come back before the board for action and to be properly addressed\*\***

**RECOMMENDATION:** CRA Board members approve up to \$50,000 to solicit vendors to complete the requested upgrades through the RFQ process.

**FISCAL & EFFICIENCY DATA:** 303-0515-515.6301 (Current balance: \$593,000).

**RESOLUTION CRA-R-2023-23**

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) BOARD OF DIRECTORS AUTHORIZING THE KENNEDY MAIN STREET BEAUTIFICATION UPGRADES, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

**RECITALS**

WHEREAS, by the enactment of an Orange County Ordinance #97-M-14 in 1997, the Town Council of the Town of Eatonville, Florida, created a community redevelopment trust fund for the community redevelopment area as provided by section 163.387, Florida Statutes;

WHEREAS the Town Council initially adopted a community redevelopment plan on October 25, 1997, pursuant to a resolution of Town Council (the “Plan”); and

WHEREAS The Town of Eatonville Community Redevelopment Agency (TOECRA) primary focus is to remove slum and blight within its established district; and

WHEREAS, the TOECRA wishes to improve the esthetics of the town’s main street corridor by upgrading its landscape and irrigation, thus beautifying the entry corridors along Kennedy’s Mainstreet as visitors and residents drive along Kennedy Blvd.

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

**SECTION ONE: APPROVAL** The Board of Directors of the Town of Eatonville Community Redevelopment Agency does hereby approve up to \$50,000 to solicit vendors to complete the requested upgrades through the RFQ process.

**SECTION TWO: DIRECTION** The Board of Directors of the Town of Eatonville Community Redevelopment Agency does hereby provide direction for the Town of Eatonville Finance Department to transfer \$50,000 from budget line **303-0515-515.6500** to budget line **303-0515-515.6301** for the Kennedy Main Street Beautification Upgrades.

**SECTION THREE: 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 FOUR: SEVERABILITY.** If any section of 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.

**PASSED AND ADOPTED this 16 day of November 2023.**

ATTEST:

\_\_\_\_\_  
TOECRA Chairperson, ANGIE GARDNER

\_\_\_\_\_  
VERONICA KING, Town Clerk



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

### FEBRUARY 15, 2024, AT 6:30 PM

### Cover Sheet

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

**ITEM TITLE:** Approval of Resolution CRA-R-2024-3 Authorizing the Approval of an agreement with the Orange County Corrections Department, Community Corrections Division & Inmate Programs for the Alternative Community Service (ACS) Program.

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>	YES	<b>Department:</b> ADMINISTRATION
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>• Resolution CRA-R-2024-3</li><li>• ACS Agreement</li></ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of Resolution CRA-R-2024-3 Authorizing the Approval of an agreement with the Orange County Corrections Department, Community Corrections Division & Inmate Programs for the Alternative Community Service (ACS) Program.

**SUMMARY:** TOECRA seeks to Keep Eatonville Beautiful and that includes cleaning up main thoroughfares, parks, and more. ACS provides a means for offenders to repay the community for crimes they have committed. The offenders come from various court programs, such as Drug Court, Collections Court, Misdemeanor Probation, and Pre-trial Diversion.

**RECOMMENDATION:** Staff is recommending the Board of Directors to approve an agreement with the Orange County Corrections Department, Community Corrections Division & Inmate Programs Alternative Community Service (ACS) Program.

**FISCAL & EFFICIENCY DATA:** None

**RESOLUTION #CRA-R-2024-3**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS APPROVING AN AGREEMENT WITH ORANGE COUNTY CORRECTIONS DEPARTMENT ALTERNATIVE COMMUNITY SERVICE (ACS) 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 do hereby Approve an agreement with the Orange County Corrections Department, Community Corrections Division & Inmate Programs Alternative Community Service (ACS) Program.

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

**SECTION ONE: PROGRAM OVERVIEW:** TOECRA seeks to Keep Eatonville Beautiful and that includes cleaning up main thoroughfares, parks, and more. ACS provides a means for offenders to repay the community for crimes they have committed. The offenders come from various court programs, such as Drug Court, Collections Court, Misdemeanor Probation, and Pre-trial Diversion.

**SECTION TWO: PROGRAM CONDITIONS:** The ACS Agreement allows for special conditions that the agency must take into account as TOECRA being a worksite. TOECRA will not be able to accept violent offenders as defines in F.S. 775.084, including but not limited to arson, sexual battery, robbery, kidnapping, aggravated child abuse, aggravated abuse of an elderly person or disabled adult, aggravated assault with a deadly weapon, murder, manslaughter, aggravated manslaughter of an elderly person or disabled adult, aggravated manslaughter of a child, unlawful throwing, placing or discharging of a destructive device or bomb, armed burglary, aggravated battery, or aggravated stalking.

**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.

**PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.**

\_\_\_\_\_  
**Angie Gardner, Chair**

ATTEST:

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



Orange County Corrections Department  
**Community Corrections Division & Inmate Programs**  
Central Intake | Pretrial Diversion | Pretrial Release | Probation

P.O. Box 4970, Orlando, Florida 32802-4970  
Phone: 407-836-3049 • Fax: 407-836-3199 • [CR-AlternativeCommunityService@ocfl.net](mailto:CR-AlternativeCommunityService@ocfl.net)

Dear Future Community Partner:

Thank you for your interest in partnering with the Orange County Corrections' Alternative Community Service (ACS) Program. ACS provides a means for offenders to repay the community for crimes they have committed. Our offenders come from various court programs (Drug Court, Collections Court), Misdemeanant Probation, and Pre-trial Diversion. Offenders perform a variety of services including office work, custodial duties, park cleanup, and more.

To be considered for establishment as an approved ACS worksite, your agency must be a tax-exempt non-profit or governmental organization. The following information is needed to determine eligibility:

- A statement on agency letterhead providing an overview of your organization (with mission statement if applicable) and how ACS workers will be utilized at your site.
- Proof that your agency is a non-profit organization. You may provide one of the following:
  - Documentation that your agency has been identified by the IRS as a 501(c) (3) agency.
  - Government agencies can provide proof of their authority to operate, such as a charter.
  - A copy of the most recent fire inspection that took place at the proposed work location.

The ACS staff will review these documents and if your agency is determined eligible, a site visit will be scheduled. During the site visit, we will discuss the details of becoming an ACS site, the rules/regulations that apply and answer any questions or concerns you may have. A tour of the work location/worksite will also be conducted.

Please feel free to contact the ACS Supervisor, Barbara Haynie at (407) 836-3195, if you have any questions. You may email the requested documents to [Barbara.Haynie@OCFL.net](mailto:Barbara.Haynie@OCFL.net) or the designated ACS Officer.

**We appreciate your interest in the Alternative Community Service program and look forward to working with you in the future. Thank you!**

**Orange County Corrections Department  
Community Corrections Division  
Alternative Community Service  
AGENCY GENERAL CONTRACT**



Purpose of Community Service:

The purpose of Alternative Community Service is to provide a means for offenders to repay the Community for the crimes they have committed. Additionally, it provides the courts with sentencing enhancement for drug court offenders and provides the ability to modify fines for indigent offenders by ordering them to perform Community Service. Offenders performing community service under this agreement are doing so without monetary compensation, to satisfy conditions of a Court Order.

To ensure that Alternative Community Service (ACS) workers are properly assigned and supervised, the following will occur:

- A. ACS workers' hours will be limited to the hours when a permanent full time staff member from your organization is available to supervise the worker.
- B. The employee from your agency who is assigned as the site supervisor/designee will develop a daily work list and arrange assignments. They will also closely monitor the ACS workers' accomplishments based on the work schedule. The person from your agency assigned as the site supervisor/designee will be accountable for the accuracy of the ACS worker timesheets.
- C. The site supervisor/designee from your agency will be responsible for checking their sites and will spot check with ACS workers as to problems and issues. The site supervisor/designee will ensure all problems concerning ACS workers are reported to the designated Officer or the ACS Supervisor.
- D. There will be strong communication and coordination between the ACS staff and your agency prior to and during the assignment of ACS workers. Information received from your agency in writing will be used to ensure offenders are properly assigned.
- E. The site supervisor/designee from your agency, will ensure that the ACS workers' identification is verified each time the ACS worker reports.
- F. The site supervisor/designee from your agency will ensure that all ACS workers assigned to your site who handle cleaning products/chemicals will be instructed as to the safe handling and use of the product. Your agency is responsible for providing all safety equipment relevant to the task assigned.
- G. The site supervisor/designee from your agency will take necessary precautions to ensure the safety of ACS workers by adhering to the Center for Disease Control (CDC) COVID-19 Safety Guidelines.





**MEMORANDUM OF UNDERSTANDING**

**Between**

**Orange County Corrections Department, Community Corrections Division**

**And**

Town of Eatonville Community Redevelopment Agency \_\_\_\_\_

(Name of Agency)

307 E. Kennedy Blvd. Eatonville, FL 32751 \_\_\_\_\_

(Address)

Phone # 407-623-8916 Fax # \_\_\_\_\_

**Responsibilities:**

1. Your agency will use standard forms for reporting work hours, the forms provided by the ACS program.
2. ACS workers will sign in and out in the presence of a site supervisor/designee, who will initial to verify that the hours are correct. The site supervisor/designee is responsible for the accuracy of any documentation and will ensure that the photo identification of the ACS worker has been verified.
3. There will be **no adjustments** to work hours on a timesheet without notification/authorization from an ACS Officer or Unit Supervisor.
4. The site supervisor/designee is responsible for faxing or emailing a weekly report each Monday or Tuesday to the general ACS email account:

[CR-AlternativeCommunityService@ocfl.net](mailto:CR-AlternativeCommunityService@ocfl.net)

The report will cover the prior week's Monday through Sunday work activity.

5. The site supervisor/designee will email or fax completed documentation on individual ACS workers with the site supervisor/designee's signature at the completion of the court-ordered hours. The fax number for ACS is (407) 836-3137. **The completed timesheet will not be provided to the ACS worker.**
6. ACS worker start times begin at designated hours as agreed on by the ACS unit and the Agency's worksite.
7. Site supervisor/designee are to contact the ACS Officer to refer any ACS worker to another worksite, if deemed necessary. In the event of an emergency or injury with an ACS worker contact **(407) 448-5617**.
8. The worksite will only accept ACS workers who have been processed through **Orange County Community Corrections** and who have been referred to the site with a Letter of Introduction.



9. The worksite will **not** release ANY documents directly to the ACS worker. The original timesheet will be **kept on file by the Agency for one year.**
10. Any injuries to an ACS worker will be reported to the ACS program immediately and the assigned worksite will follow up with a written report detailing the accident/incident.
11. ACS workers will be required to wear appropriate safety equipment, such as orange safety vests, eye protection, gloves, and appropriate shoes as required for personal safety.
12. If it can be reasonably anticipated, ACS workers will come in contact with bodily fluids (while cleaning restrooms, for instance), they should be provided with the appropriate Personal Protective Equipment (disposable, single use latex gloves; eye protection and/or other equipment depending on the nature of the assigned task).
13. If an ACS worker comes in contact with bodily fluids (blood, feces, urine, saliva, semen, cerebrospinal fluid, mucus, tears, etc.), they should be instructed to immediately wash with antibacterial soap/hand sanitizer and water any parts of the body that had contact with any infectious material. The ACS Office/r should be immediately informed of the incident so that a referral to medical services can be provided.
14. The worksite shall to adhere to the Center for Disease Control's (CDC) COVID-19 guidelines to ensure the safety of ACS workers. This includes, but is not limited to, frequent disinfecting of the work area, mandating PPE when close contact with others is anticipated, limiting occupancy in close quarters, and ensuring proper social distancing.
15. The site supervisor/designee or agency manager will ensure that all staff working with ACS workers are instructed that sexual harassment, acceptance of bribes, and/or fraternization with ACS workers is **strictly forbidden**. In line with the principles of the Prison Rape Elimination Act (PREA), OCCD and the ACS program has a zero tolerance policy for any sexual abuse or attempted sexual abuse of an offender. All incidents of this nature must be reported to the ACS Officer or Supervisor immediately. The worksite will be responsible for ensuring that all complaints are thoroughly investigated and that a full report is made to the ACS Supervisor.

#### **Responsibilities of the Alternative Community Service Unit:**

1. The Community Corrections Division will instruct the ACS worker to report to the assigned agency with his/her letter of introduction.
2. The Supervisor of ACS will be available on the weekends and evenings at **(407) 448-5617**.
3. Community Corrections will not send offenders whose charge(s) fall beyond pre-agreed limits to the worksite.
4. Community Corrections will limit juvenile ACS workers to those sixteen (16) years of age and older.





# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

### FEBRUARY 15, 2024, 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 to change the scheduled March 21<sup>st</sup>, 2024, TOECRA meeting.

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>	YES	<b>Department:</b> ADMINISTRATION
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>Resolution CRA-R-2024-4</li> </ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of Resolution CRA-R-2024- Authorizing the Approval of changes to the scheduled March 21<sup>st</sup>, 2024, TOECRA meeting.

**SUMMARY:** There are several events taking place during the week of March 17<sup>th</sup> to March 23<sup>rd</sup>, 2024, including but not limited to Orange County Public Schools Spring Break and the Town of Eatonville elections.

**RECOMMENDATION:** Staff is recommending the Board of Directors to approve changes to the scheduled March 21<sup>st</sup>, 2024, TOECRA meeting.

**FISCAL & EFFICIENCY DATA:** None.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) APPROVING CHANGES TO THE SCHEDULED MARCH 21<sup>ST</sup>, 2024, TOECRA BOARD MEETING, 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 Approve changes to the scheduled March 21<sup>st</sup>, 2024, TOECRA Board Meeting.

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

**SECTION ONE: FINDINGS:** The recitals set forth above are hereby acknowledged and accepted by the Eatonville Community Redevelopment Agency as findings made by the Board of Directors and does hereby incorporate such recitals as findings into this Resolution.

**SECTION TWO: AFFIRMATION:** The Board of Directors of the Eatonville Community Redevelopment Agency does hereby affirm its findings in the CRA Plan and Chapter 163, Florida Statute as provided.

**SECTION THREE: ADOPTION OF CHANGING THE MARCH 21<sup>ST</sup> 2024 MEETING DATE:** The Town of Eatonville Community Redevelopment Agency and the Board of Directors do hereby adopt changes to the scheduled March 21<sup>st</sup>, 2024, TOECRA Board meeting.

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

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

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
**Angie Gardner, Chair**

ATTEST:

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



**HISTORIC TOWN OF EATONVILLE, FLORIDA**  
**REGULAR CRA MEETING**  
**FEBRARY 15, 2024, AT 6:30 PM**  
**Cover Sheet**

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

**ITEM TITLE:** Approval of Resolution CRA-R-2024-5 Approving a Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP).

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>	YES	<b>Department:</b> ADMINISTRATION
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>Resolution CRA-R-2024-5</li></ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of Resolution CRA-R-2024-5 Authorizing the Approval of a Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP).

**SUMMARY:** The Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP) is designed to revitalize business corridors and abandoned buildings within the TOECRA limits through funding for building façade, site improvements, and/or building reuse improvements. The goal of the SBFSARP is to preserve our history, contribute to our economic vitality by promoting small business and to cultivate vibrant neighborhood business corridors. The SBFSARP is designed as a forgivable loan program. Awards made to properties will encourage reuse of vacant or underutilized properties, improve appearance, and support the long-term viability of the TOECRA.

**RECOMMENDATION:** Staff is recommending the Board of Directors to approve Resolution CRA-R-2024-5 Authorizing the Approval of a Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP).

**FISCAL & EFFICIENCY DATA:** None

**RESOLUTION #CRA-R-2024-5**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS APPROVING A SMALL BUSINESS FAÇADE, SITE IMPROVEMENT AND ADAPTIVE REUSE PROGRAM (SBFSARP) 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 approve a Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP).

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

**SECTION ONE: PROGRAM OVERVIEW:** The Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP) is designed to revitalize business corridors and abandoned buildings within the Town of Eatonville CRA limits through funding for building façade, site improvements, and/or building reuse improvements. The goal of the SBFSARP is to preserve our history, contribute to our economic vitality by promoting small business and to cultivate vibrant neighborhood business corridors. The SBFSARP is designed as a forgivable loan program. Awards made to properties will encourage reuse of vacant or underutilized properties, improve appearance, and support the long-term viability of the TOECRA.

**SECTION TWO: ELGIBILITY REQUIREMENTS:** Buildings must be located within the Town of Eatonville Community Redevelopment Agency (TOECRA) limits. Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP) funding must only be awarded for eligible properties that pay ad valorem taxes. Applicants must be a commercial property owner or lease, new for-profit business moving into an existing site, or an existing for-profit business (tenant) in the TOECRA. All business owner applicants must be a small business as defined by the U. S. Small Business Administration. <http://www.sba.gov/content/small-business-size-standards>. All existing business owner applicants must possess a current Town of Eatonville Business Tax license. All applicants must be current with state and local taxes, and not have any outstanding tax liens imposed against any property. All applicants must propose a minimum of three distinct improvements. All applicants (business and property owner) must not have outstanding code enforcement violations or liens.

**SECTION THREE: INELIGIBLE APPLICANTS:**

- |                                |  |
|--------------------------------|--|
| National franchises.           | Health and medical industries.           |
| Residential property.          | Agricultural service industries.         |
| Nightclubs, bars or taverns.   | Businesses that sell drug paraphernalia. |
| Not-for-profit organizations.  | Government-owned or occupied buildings.  |
| Church/religious institutions. |  |

- Any business or commercial property that is not current with state and local taxes, and/or has any outstanding tax lien (s) against any property.
- Any business or commercial property with outstanding debt to the TOE or TOECRA.

- Any business or commercial property with outstanding code enforcement violations or liens.

A copy of the business' license issued by the Florida Department of Business & Professional Regulation may be requested to determine eligibility.

**SECTION FOUR: PURPOSE:** The Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP) is designed to revitalize business corridors and abandoned buildings within the Town of Eatonville Community Redevelopment Agency (TOECRA) limits through funding for building façade, site improvements, and/or building reuse improvements (“Award”). The goal of the SBFSARP is to preserve our history, contribute to our economic vitality by promoting small business, and to cultivate vibrant neighborhood business corridors. The SBFSARP is designed as a forgivable loan program. Awards made to properties will encourage reuse of vacant or underutilized properties, improve appearance, and support the long-term viability of the TOECRA. Over time, the taxable valuation of the improved properties will increase, thus increasing the amount of funds available to revitalize the TOECRA.

**SECTION FIVE: PROGRAM STRUCTURE AND CRITERIA FOR SELECTION:**

The TOECRA will oversee the SBFSARP. The building façade, site and reuse improvements are defined as the renovation/restoration of building faces or sites that are visible from the street and any internal life safety and/or building code (MEP) requirements that arise from a change of use to a building. Funding is based on budget availability and will be considered on a “first come, first served basis”. Application submission does not guarantee approval. Applications will be reviewed for completeness and compliance with program criteria. Projects that do not comply with the program criteria and conditions will not be eligible for funding.

All members of the entity applying for the program must sign the grant application. For example, if the applicant is the property owner, all property owners, authorized corporate officers, or partners must sign the application. If the applicant is the tenant, with the property owners' consent, all authorized corporate officers or partners of the tenant business must sign the application.

Tenants who apply for the program must supply proof of a lease for the subject property that identifies at least three (3) years remaining in the lease term or that extends through the program agreement term (up to five years) as well as a notarized letter from the property owner. Prior to consideration for a SBFSARP Award, the subject property must be free from any liens (excluding mortgage liens), judgments, or encumbrances of any kind (excluding easements), and all TOECRA obligations must be current. On a case-by-case basis the TOECRA may waive the TOECRA obligation requirement if related to a Code Enforcement action on a building's change of use. The TOECRA reserves the right to contract for a title search and/or ownership and encumbrance report at the TOECRA's discretion, the cost for which will be deducted from the award at the time of disbursement, if funding is approved.

All applicants for a SBFSARP Award must submit to a criminal background check. If the applicant is a corporate entity, the president, director, manager, or, in the case of a partnership, all partners shall submit to a criminal background check. In order to be eligible for funding, applicants must not have any of the following: a felony conviction or nolo contendere within the past five (5) years; a felony conviction or nolo contendere for financial/economic crimes within the past ten (10) years; or a felony conviction or nolo contendere for violent or heinous crimes (i.e. murder, sexual battery, sexual assault, armed robbery or burglary, carjacking, home invasion, kidnapping, arson, crimes against children, etc.) in their complete history. If the background check reveals any of the above, the applicant will be rendered ineligible for the Grant. Otherwise, results of the background check will be included in the documentation provided to the SBFSARP Review Committee for consideration as part of the application.



**SECTION SIX: SBFSARP REVIEW COMMITTEE:** The SBFSARP Review Committee is designated by the TOECRA to review applications on a quarterly basis and to make recommendations of approval, with or without conditions, to the TOECRA Directors. Special meetings may be called for time sensitive projects by at least two (2) members of the Committee by written notification to the SBFSARP Program Coordinator subject to staff recommendation and the Applicant’s submittal of a complete application.

The SBFSARP Review Committee is comprised of a representative of the Planning Division designated by the CAO, a representative of the TOECRA Departments, and a representative from the community designated by the TOECRA Directors. Each representative from the community shall serve for a one-year term, after their term is up, another TOECRA Director will appoint a new representative from the community.

**SECTION SEVEN: PROGRAM FUNDING:** The funding awarded will be based on the lowest of at least three (3) qualified bids submitted by the applicant. The owner and/or applicant may elect to choose a contractor other than the one with the lowest qualified bid but shall be responsible for all costs exceeding the lowest qualified bid. In all cases, the selected contractor must be licensed and insured. The TOECRA will not be responsible in any manner for the selection of a contractor. A property owner and/or tenant should pursue all activities necessary to determine contractor qualifications, quality of workmanship, and reputation. The property or business owner will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage.

Under the program, the TOECRA will reimburse 50% of the total project cost. Except for multi-tenant buildings, total award assistance from the TOECRA shall not exceed \$10,000 for façade and site improvements only. If applying for Mechanical, Electrical, or Plumbing (MEP) and/or life safety improvements, as required for a change of use, the award assistance from the TOECRA shall not exceed \$20,000. If applying for façade, site improvements and MEP/life safety improvements, the award assistance should not exceed \$30,000.

All awards will be treated as zero-interest, deferred loans. The applicant(s) will be responsible for the remaining 50% of the total project cost. For those property owner applicants (except owners of multi-tenant buildings) qualifying for the business façade and site improvements only, award amounts of \$1,000 to \$9,999, payment to the TOECRA is deferred for a three (3) year period where the loan depreciates at 33% for the first two years and 34% the third year. At the end of three years, the loan is forgiven in its entirety. For award amounts of \$10,000 to \$14,999, payment to the TOECRA is deferred for a four (4) year period where the loan depreciates at 25% each year. At the end of four years, the loan is forgiven in its entirety. For award amounts of \$15,000 to \$30,000, payment to the TOECRA is deferred for a five (5) year period where the loan depreciates at 20% each year.

For those property owner applicants (except owners of multi-tenant buildings) qualifying for the business façade, site improvements and/or change of use improvements, award amounts of \$1,000 to \$19,999, payment to the TOECRA is deferred for a three (3) year period where the loan depreciates at 33% for the first two years and 34% the third year. At the end of three years, the loan is forgiven in its entirety. For award amounts of \$20,000 to \$30,000, payment to the TOECRA is deferred for a four (4) year period where the loan depreciates at 25% each year. At the end of four years, the loan is forgiven in its entirety. For those business owner applicants qualifying for the business façade, site improvements and/or change of use improvements, payment to the TOECRA is deferred for a three (3) year period regardless of the award amount. The loan shall depreciate at 33% for the first two years and 34% the third year. At the end of the three years, the loan is forgiven in its entirety.

Funding for multi-tenant buildings is set forth in a separate section herein entitled “Multi-tenant Buildings”. If the property is demolished, the title to the property has been transferred, the property has been refinanced,

or the property incurs a code enforcement lien during the deferment period, the loan will be prorated accordingly per year and the remaining balance shall be paid back to the TOECRA. If the total project cost is \$999 or less, and the property is either demolished, title to the property has been transferred, the property has been refinanced, or the property incurs a code enforcement lien during the one-year period following disbursement of funds by the TOECRA, the full amount disbursed shall be paid back to the TOECRA. The amount of the deferred loan will be amortized in monthly installments over a specified period per the agreement term (36, 48 or 60 months) beginning on the date of execution of the Funding Agreement. The TOECRA will automatically forgive the monthly installments without any action as the installments become due, if the project is in compliance with all terms of the Funding Agreement.

Should the façade, site, building code, and/or life safety improvements be altered, destroyed or demolished, or the terms of the Funding Agreement be violated, the outstanding balance of the deferred loan will become due and payable. All Applicants (and property owners if the applicant is a tenant) must sign the Funding Agreement. In order to ensure that funds are available, improvements to be made under this program must be initiated (secured all necessary permits) within 90 days and completed within one (1) year of the date of execution of the funding agreement. Extensions may be granted by the TOECRA Executive Director given just cause by the applicant. (e.g., contractor delays, Acts of God, etc.).

Applications shall meet the criteria outlined below:

1. Buildings must be located within the TOECRA. Small Business Façade, Site Improvement and Adaptive Reuse Program (SBFSARP) funding shall only be awarded for eligible properties that pay ad valorem taxes.
2. Applicants must be a commercial property owner and/ or a new, for-profit business (tenant) moving into an existing site, or an existing for-profit business (tenant) in the TOECRA.
3. All business owner applicants must be a small business as defined by the U. S. Small Business Administration. <http://www.sba.gov/content/small-business-size-standards>
4. All existing business owner applicants must possess a current TOE Business License.
5. All applicants must be current with state and local taxes, and not have any outstanding tax liens imposed against any property.
6. All applicants must propose a minimum of three (3) distinct improvements.
7. All applicants (business and/ property owner) must not have outstanding code enforcement violations or liens (unless related to a change of use).
8. Except for multi-tenant buildings, only one (1) award per property owner or tenant per fiscal year, and only one (1) award per property per five-year term. When an entity owns multiple properties that are adjacent, the funding may be shared between these properties for a unified improvement plan. When an entity owns multiple properties that are not adjacent, only one (1) property may receive award monies in that fiscal year.
9. Prior to an application being reviewed by the SBFSARP Review Committee, all proposed improvements must meet the requirements of the TOECRA Code requirements. Approvals or Certificates issued do not guarantee approval of an SBFSARP Grant.
10. Applications must be approved by TOECRA Directors prior to the commencement of any façade, site, MEP and/or life safety improvement work sought to be covered under this Program. No funding will be awarded retroactively.
11. Funding shall be approved by the SBFSARP Review Committee, based upon factors including:
  - Location within a high traffic, high visibility area/business corridor
  - Improvement to the overall appearance of the site
  - Quality of design
  - Consistency of proposed facade design with design goals of surrounding area
  - Location within an TOECRA
  - Contribution to historic renovation or restoration
  - Will serve as a catalyst for redevelopment
  - Incorporation of sustainable materials and/or methods

- Business tenure in the TOECRA
- Only completed applications will be accepted
- Incomplete applications will be returned to the applicant.

**SECTION EIGHT: MULTI-TENANT BUILDINGS FAÇADE AND SITE IMPROVEMENTS**

1. Property Owner Applicants: Property owners who lease to two or more street level businesses in a single building (multi-tenant building) with clearly defined entrances into storefronts that are visible from the public right-of-way may apply for the program assistance for façade and site improvements. The term of the program agreement shall be for five (5) years. If the owner seeks program assistance for more than one multi-tenant building, the owner may submit an application for one of the buildings in one fiscal year, and an application for the other building in the following fiscal year. Multi-tenant building owners may apply for program assistance a second time for the same multi-tenant building after the expiration of the first program agreement.
2. Business Owner Applicants: Business owners who lease space in a multi-tenant building (tenants) containing clearly defined entrances into storefronts that are visible from the public right-of-way may apply for program assistance for façade and site improvements. The term of the program agreement shall be for three (3) years. Tenants may apply for program assistance a second time for the same tenant space two (2) years after the expiration of the first program agreement. The property owner must sign an affidavit acknowledging that they have reviewed the tenants’ proposal/plans for the façade and site improvements.
3. Maximum Award Amount: The maximum eligible award amount for multi-tenant buildings for façade and site improvements shall not exceed \$30,000 per building.

**SECTION NINE: ADAPTIVE REUSE IMPROVEMENTS**

1. Business Owner Applicants: The term of the program agreement shall be for three (3) years. Tenants may apply for program assistance a second time two (2) years after the expiration of the first program agreement. The tenant must be the original business entity and be in the process of expansion either on the same property or on a different property and incur additional change of use requirements. If a new tenant is occupying a space that has previously qualified for program assistance for adaptive reuse improvements, the new tenant may apply for the program ONLY if it is undergoing a change of use for that space. The property owner must sign an affidavit acknowledging that they have reviewed the tenants’ proposal/plans.
2. Property Owner Applicants: Only tenants may apply for these types of improvements.
3. Maximum Award Amount: The maximum eligible award amount for multi-tenant buildings for adaptive reuse improvements shall not exceed \$2,000 per tenant space. If a tenant is applying for both façade/site improvements and adaptive reuse improvements, the award assistance should not exceed \$30,000. Additional Funding Information All awards will be treated as zero-interest, deferred loans. The applicant(s) will be responsible for the remaining 50% of the total project cost. Applicants that fall within the TOECRA’s Main Street/Market Street areas, Urban Job Tax Credit Area and/or a designated Brownfield areas/site are eligible for 80% reimbursement. These applicant(s) will be responsible for the remaining 20% of the total project cost. Eligible Improvements Property owners and/or tenants may apply for the Program. Tenants applying for funding shall provide written permission from the property owner in addition to the signed Owner’s Affidavit. The entire building façade, MEP and/or life safety plans of a subject application must be included in the renovation/restoration plans. A minimum of three (3) improvements must be proposed.

Eligible costs for Grant participation include, but are not limited to:

- a. Façade Rehabilitation
- b. Removal of non-contributing false facades
- c. Building cleaning (non-sandblasting)
- d. Stucco restoration

- e. Tuck pointing masonry.
- f. Painting
- g. Replacement or reconstructive woodwork
- h. New doors and windows
- i. Restoration of historically appropriate doors, windows, or building features
- j. Signs, awnings, murals, and canopies (must be associated with other façade improvements and no more than 50% of total Grant may be used toward signage or mural.
  - An exemption can be made for properties located within special plan areas.
  - Mural design must be approved by the SBFSARP Review Committee
  - The SBFSARP Committee has the authority to deny funding for a mural if it determines that there are imperative improvements needed on the site.
- k. Exterior lighting
- l. Fencing
  - Exterior building fencing
  - Dumpster enclosure fencing
- m. Site Improvements
  - Landscaping
    - Includes hardscaping around perimeter of property.
    - Irrigation may also be included if required to support landscaping.
    - Preference given to drought-tolerant trees and plants - must be compliant with TOECRA Code
  - Parking lot improvements
    - Parking lot improvements must be permanent (temporary and conditional uses not eligible).
    - Parking lot improvements must be visible from the public right-of-way, adjacent to the front of the façade.
  - Fencing around the perimeter of the property
    - Must be associated with other improvements.
  - Must be consistent with TOECRA Code m. MEP Improvements
    - Must be associated with a buildings change of use.
    - Must be compliant with the TOECRA Code and State of Florida Building Code
    - Improvements include but are not limited to:
      - Mechanical
      - Electrical
      - Plumbing
  - Interior Life Safety Improvements
    - Must be associated with a buildings' change of use.
    - Must be compliant with TOECRA Code and State of Florida Building Code
    - Improvements include but are not limited to:
      - Fire walls.
      - Sprinklers
      - Egress
      - Fire alarm, exit signs and automatic lights.

It is strongly recommended that applicants retain the services of a registered architect, or similarly qualified licensed design professional, to prepare plans, drawings, and construction specifications for their project. Fees for services provided by a registered architect or similarly qualified design professional may be counted towards the applicant's program match.

**SECTION TEN: INELIGIBLE ITEMS:** The following items are ineligible for reimbursement:

1. New building construction or new building additions
2. Roofs
3. Structural improvements
4. Interior improvements (not including MEP and/or life safety improvements related to a change of use)
5. Refinancing existing debts
6. Non-fixed improvements, inventory, or equipment
7. Payroll (not including work to be done by owners as part of grant match) and associated overhead costs
8. Improvements or expenditures made prior to execution of the funding agreement
9. General periodic maintenance
10. Consultant fees
11. Costs associated with architectural design or preparation of construction documents

**SECTION ELEVEN: PROCEDURES:** The procedure for project review is as follows:

1. **Pre-Application Meeting** The applicant is required to meet with the SBFSARP Program Coordinator who will review the applicant's plans per the program requirements to determine eligibility. The Coordinator will provide the applicant with general guidance as to whether the proposed project is likely to qualify for program funds and whether the applicant is sufficiently prepared to move forward to submit the application.
2. **Program Submission** must include the Grant application and all attachments may be submitted to the FSRP Program Coordinator for formal consideration of funding.
  - a. A \$100 non-refundable application fee is due with application submission.
    - i. The application fee offsets the cost of background checks and other necessary due diligence performed by the SBFSARP Program Coordinator.
3. **Review Program Application:** Once an eligible application and the supporting documents are received, the SBFSARP Program Coordinator will then conduct the mandatory criminal background check and assess the application with regard to all program requirements.
  - a. All eligible applications will be forwarded to the SBFSARP Review Committee for review according to the program criteria in an interview format with the applicant.
  - b. The Committee may recommend approval, denial, modification, or tabling applications. If the Committee recommends approval of an application, it shall establish the TOECRA's maximum award participation (not to exceed dollar amount) based on the lowest of the three (3) qualified bids submitted by the applicant.
4. **Final Agreement and Construction** Once the SBFSARP Review Committee recommends approval, a funding agreement will be presented to TOECRA Council for approval.
  - a. If approved for funding, the applicant (and property owners, if a tenant is the applicant) shall sign the required funding agreement.
    - i. After the funding agreement has been executed on behalf of the TOECRA, the applicant may secure permission from the TOECRA to construct by securing appropriate building permits.
    - ii. Substantial modifications to final plans or change orders to construction documents which produce visible differences in the previously approved façade design will require review and approval of the SBFSARP Review Committee.
    - iii. Evidence of licensure and insurance of the selected contractor(s) shall be submitted to the FSRP Program Coordinator prior to commencement of any work associated with the funding.
5. **Construction Approval** On completion of construction, including final inspection by the Planning Division, the awardee shall submit a request for reimbursement to the SBFSARP Program Coordinator.
  - a. Along with request for reimbursement, the awardee must submit the following to assure the terms of the agreement have been honored:
    - i. Proof of all project costs, including contractor invoices
    - ii. Receipts proving payment for services and supplies.

- iii. Lien release(s) by the contractor(s)
  - iv. One photo of each improvement and at least one photo of the entire façade, MEP and/or life safety improvements.
  - v. The SBFSARP Program Coordinator will certify that all work was permitted and inspected by the TOECRA’s Planning Division and verify the work was completed in a satisfactory and professional manner.
  - vi. Discrepancies will be noted and a time frame for their correction will be established, as necessary.
  - vii. If there is a strong deviation in improvements as approved by the SBFSARP Review Committee, the TOECRA reserves the right to deny reimbursement.
6. Disbursements Funds will generally be provided upon completion of the project. However, at the TOECRA’s discretion and pursuant to the terms of the funding agreement, funds may be distributed incrementally as phases of the approved project are completed.
- a. Reimbursements will be made according to TOECRA’s accounting procedures with funds disbursed by check payable to the grantee.
  - b. All funds shall be issued to the awardee on a reimbursement basis only.
  - c. Available Funds: TOECRA may from time to time at its discretion establish annual funding for the program.

**SECTION TWELVE: DISCLOSURES:** The TOECRA expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and awardees. The TOECRA retains the right to amend the program guidelines, deviate from the guidelines, and amend agreements and/or application procedures. The TOECRA also retains the right to deny applications. The TOECRA also retains the right to display and advertise properties that receive matching funds under this program.

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

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
**Angie Gardner, Chair**

ATTEST:

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



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

### FEBRARY 15, 2024, AT 6:30 PM

### Cover Sheet

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

**ITEM TITLE:** Approval of Resolution CRA-R-2024-6 Adopting and Approving the Town of Eatonville Community Redevelopment Agency (TOECRA) Demolition Assistance Program (DAP).

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>	YES	<b>Department:</b> ADMINISTRATION
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>Resolution CRA-R-2024-6</li></ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of Resolution CRA-R-2024-6 Adopting and Approving the TOECRA DAP.

**SUMMARY:** The purpose of the Town of Eatonville Community Redevelopment Agency (TOECRA) Demolition Assistance Program (DAP) is to provide grants to eligible applicants on a first come, first served basis with the intent to reduce or eliminate the costs associated with the removal of substandard structured when the cost to rehabilitate is not feasible. Properties must be located within the boundaries of TOECRA to be eligible for grant funds. Grant awards amount up to \$5,000. It is the intent of the TOECRA, under the Community Redevelopment Plan and Chapter 163, Part III, Florida Statute, to provide financial assistance to qualified owners of Residential properties located within the indicated boundaries of the CRA for eligible building or site improvements that contribute to the physical, economic, social and aesthetic enhancement of the TOECRA area.

**RECOMMENDATION:** Staff is recommending the Board of Directors to approve Resolution CRA-R-2024-6 Adopting and Approving the TOECRA DAP.

**FISCAL & EFFICIENCY DATA:** None.

**RESOLUTION #CRA-R-2024- 6**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS ADOPTING AND APPROVING A DEMOLITION ASSISTANCE PRORAM (DAP) 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 desire to Adopt and Approve the TOECRA DAP.

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

**SECTION ONE: PROGRAM PURPOSE:** The purpose of the Town of Eatonville Community Redevelopment Agency (TOECRA) Demolition Assistance Program (DAP) is to provide grants to eligible applicants on a first come, first served basis with the intent to reduce or eliminate the costs associated with the removal of substandard structures when the cost to rehabilitate is not feasible. Properties must be located within the boundaries of TOECRA to be eligible for grant funds. Grant awards amount up to \$5,000. It is the intent of the TOECRA, under the Community Redevelopment Plan and Chapter 163, Part III, Florida Statute, to provide financial assistance to qualified owners of Residential properties located within the indicated boundaries of the CRA for eligible building or site improvements that contribute to the physical, economic, social and aesthetic enhancement of the TOECRA area.

**SECTION TWO: ELIGIBILITY CRITERIA:** Must be a permanent structure, must be vacant and uninhabitable, must be current on property taxes, property must be clear of any outstanding liens, must be free of hazardous materials and substances, must be within the TOECRA boundaries; and

**SECTION THREE: ELIGIBLE USE OF FUNDS:** Funds can be used for demolition and disposal; and

**SECTION FOUR: PROPERTY ELIGIBILITY:** Any site within the TOECRA deemed substandard or deteriorated. The structure must be functionally obsolete or economically unfeasible to repair, as determined by the town. Structures must have been abandoned or vacant for at least a year before they can be demolished under this program. The Residential Property DAP matching grant funds are available to qualifying residential property owners within the indicated TOECRA Area and are intended for rehabilitation and restoration of sites only, not for the improvement of undeveloped sites.

**SECTION FIVE: APPLICANT ELIGIBILITY:** Applicants must be able to demonstrate the following:

- Ownership of the property
- The property is located within TOECRA.
- The applicant(s) is current on all property taxes.
- The property is free of any outstanding liens or Code Enforcement violations, with approved exceptions.
  - Properties with Code Enforcement and/or Utility liens may be considered on a case-by-case basis.
- The property is not in foreclosure.
- Documentation of proposed activities to determine eligibility.



- The work on the site has not commenced.
- The property must be current on water, sewer, garbage, tax bills, active building permits.
- The property must have conducted a study on the presence of contamination and toxic substances within the structure of the building.

The TOECRA DAP is designed to incentivize and expedite the removal of obsolete buildings and make way for redevelopment. This program provides grant funds to facilitate the demolition of existing principal and secondary/accessory structures within the TOECRA to achieve several economic development-focused goals.; and

**SECTION SIX: PROGRAM OVERVIEW:** The DAP is an initiative by the TOECRA designed to encourage the replacement of aging and blighted structures in the TOECRA area. The purpose of this program is to provide grant assistance to property owners who are looking to invest or reinvest in the TOECRA by replacing existing structures and to property owners who have an interest in making their properties available for development. The DAP is intended to support economic development and growth in the TOECRA area by providing financial assistance to property owners who are committed to improving their properties through demolition projects that prepare parcels for modern development. By doing so, the program seeks to facilitate development and promote the growth of the local economy; and

**SECTION SEVEN: PROGRAM GOALS:** The DAP aims to achieve several program goals that align with the TOECRA broader economic development objectives. These goals are designed to support job creation, business attraction and retention, enhance the local economy, and foster collaboration between the Town of Eatonville, the CRA, and the business community.

The program seeks to accomplish the following goals:

- **Revitalization:** The DAP is designed to revitalize underutilized and deteriorated areas and to eliminate slum and blight.
- **Economic Growth:** The DAP will increase tax increment funding within the TOECRA by promoting investment, economic growth, and the modernization of structures.
- **Appearance Enhancement:** The DAP will, subsequent to demolition and after redevelopment, enhance the overall appearance of buildings to improve attractiveness to residents, visitors, and potential investors.; and

**SECTION EIGHT: FUNDING AVAILABILITY:** The DAP seeks to accelerate demolition by offering demolition grants to property owners or developers reimbursing 50% of the costs up to \$5,000.; and

**SECTION NINE: GRANT AWARD:** The DAP will provide grants covering 50% of demolition costs up to \$5,000. As a condition of being granted an award, all applicants that receive assistance will be required to place a sign or placard at sites supported under this award that informs the public that the improvement is funded in part by the TOECRA. Please note that awards are subject to funding availability and at the discretion of the Town Chief Administrative Officer and TOECRA.

**SECTION TEN: EXPENSES:**

Applicants shall meet the following criteria:

1. Applicants shall be the owners of the property and structure(s) proposed for demolition.
2. The program applies to both non-residential and residential structures.
3. Both for-profit and non-profit entities are eligible to apply
4. Funds shall be used for demolition of primary structures and for properties where secondary structures will be demolished along with the primary structure.
5. Interior demolition expenses are not covered under this program.

Ineligible Expenses

1. Any service performed by a non-licensed contractor.
2. Complete or partial demolition of a building made prior to the awarding of a DAP application.
3. Interior demolition.

**SECTION ELEVEN: PROGRAM GUIDELINES:**

- A. Approval by the TOECRA Board shall be secured prior to commencement of work. If a Grant is approved by the TOECRA Board, the CRA Executive Director shall provide written documentation to the Applicant indicating the amount of the Grant (reimbursement) and the specific requirements necessary to receive the Grant.
- B. Applicants shall obtain three (3) bids from licensed demolition contractors.
- C. Water/sewer invoices and all taxes shall be paid current for the property subject to the application.
- D. As a condition of approval by the TOECRA, TOE liens and outstanding debts to the TOECRA or TOE, if any, shall be paid.
- E. Applicants shall submit a copy of an Environmental Study at the time of application indicating whether any contaminants, toxic substances, hazardous materials, etc. are within the structure(s). And if so, stating how those substances will be remediated prior to, or during, demolition.
- F. Applicants shall hire a licensed contractor authorized to conduct business and perform demolition activities in the Town of Eatonville. All quotes, bills, and invoices shall reflect the contractor's license number.
- G. Applicants shall ensure that all required permits and approvals are obtained (demolition, site clearance, and all others that are applicable).
- H. Demolition of the building(s) shall be completed within four (4) months of either the award of the grant or the permit issuance, whichever occurs last, unless a written extension is requested of, and is granted by, the TOECRA Board.

**SECTION TWELVE: APPLICATION INSTRUCTIONS:**

The program application and list of required documents will be available on the TOE and TOECRA website. Applicants shall submit a completed application with all required documents to be considered for assistance. On behalf of the CRA, staff shall review the application for completeness.

- A Pre-Application meeting should be scheduled with the TOECRA, TOE Administrator, and Planning staff prior to submission of an application.
- A post-application submittal meeting may be held with the Applicant to discuss any issues pertaining to the application. At this time, additional information may be requested.
- Upon receipt of an application, and all additional information requested, if any, the TOECRA and TOE Administrator and Planner shall review the application and make a recommendation to the TOECRA Board to either approve or deny the application and state the reasons for such recommendations.

The TOECRA Board shall determine the applicant's funding request for approval or denial by majority vote of the TOECRA Board of Directors present at such meeting.

**SECTION THIRTEEN: REQUIRED APPLICATION DOCUMENTS:**

1. Demolition Schedule;
2. Photographs of existing building and proposed demolition area;
3. Site Plan or Survey, drawn to scale, depicting the buildings and impervious surface areas upon the site;
4. Report on toxic substance/contaminant study;
5. Three (3) competitive cost estimates from licensed and insured contractors. The proposals should give detailed information about the work to be done, materials to be used, costs and the project completion schedule. Two (2) bids will be considered acceptable if the cost difference between them falls within a 10% margin.

- a. Contractors and/or materials cannot be changed without prior written staff approval. At the staff’s discretion, a change in contractors or materials may require a new CRA Board Approval.

**SECTION FOURTEEN: EVALUATION APPLICATION SCORING BASED ON 100-POINTS:**

Applicants with a score of 60 or higher will be referred to the TOECRA Board for consideration.

- Community Impact (25 points) Assessment of how the demolition will benefit the community such as removing blight and enhancing aesthetics.
- Environmental Impact (25 points) Assessment of environmental consequences of the demolition, including potential contamination, degree to which the building poses safety hazards.
- Economic Revitalization (20 points) Assessment of how the demolition could stimulate economic growth by attracting new development, businesses, or investment.
- Overall Project Vision (30 points) Assessment of how the demolition fits into the broader vision of the TOECRA Redevelopment Plan.

**SECTION FIFTEEN: AWARD REIMBURSEMENT:**

The Applicant shall incur all initial demolition costs and may receive reimbursement from the CRA only after the demolition has been completed in accordance with the grant award. The CRA shall disburse grant funds upon finding the demolition is complete.

The finding of demolition completion shall be granted when the following package is received:

1. Written notification from the owner that the demolition is complete; and
2. Copies of all required permits and inspections, if required; and
3. Copies of paid invoices and evidence of payment (cancelled checks, credit card receipts); and
4. Photographs of completed demolition.

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

**PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2024.**

\_\_\_\_\_  
**Angie Gardner, Chair**

ATTEST:

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



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

### FEBURYAR 15, 2024, AT 6:30 PM

### Cover Sheet

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

**ITEM TITLE:** Approval of Resolution CRA-R-2024-7 Approving the transfer of funds in the amount of \$300,000 and authorizing the TOECRA Executive Director to purchase properties throughout the TOECRA to create economic development.

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>		<b>Department: Administration</b>
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>Resolution CRA-R-2024-7</li></ul>
<b>NEW BUSINESS</b>	YES	
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of Resolution CRA-R-2024-7 Approving the transfer of funds in the amount of \$300,000 and authorizing the TOECRA Executive Director to purchase properties throughout the TOECRA to create economic development.

**SUMMARY:** Generally, with vacant lots, there exists a negative visual impact due to poor maintenance and deterioration of both underutilized and vacant properties, causing the area to appear economically weak. These conditions can be a major deterrent to the redevelopment needs of the Town as they exhibit diversity of ownership, defective or unusual title which prevent the free alienability of land within the deteriorated area. By allowing the TOECRA Executive Director the capital to purchase properties, including but not limited to vacant land, it allows the TOECRA the opportunity to redevelop areas, which addresses blight and creates economic development.

**RECOMMENDATION:** Staff is recommending the Board of Directors to approve Resolution CRA-R-2024-7; Authorizing the transfer of funds in the amount of \$300,000 and authorizing the TOECRA Executive Director to purchase blighted properties throughout the TOECRA to create economic development.

**FISCAL & EFFICIENCY DATA:** Transfer \$300,000 from budget line **303-0515-515.6301** (Infrastructure Improvements) which currently has \$593,000 to a Capital Outlay budget line that will be created specifically for land acquisition.

**RESOLUTION CRA-R-2024-7**

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) BOARD OF DIRECTORS APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$300,000 AND AUTHORIZING THE TOECRA EXECUTIVE DIRECTOR TO PURCHASE PROPERTIES FOR ECONOMIC DEVELOPMENT, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

**RECITALS**

WHEREAS, by the enactment of an Orange County Ordinance #97-M-14 in 1997, the Town Council of the Town of Eatonville, Florida, created a community redevelopment trust fund for the community redevelopment area as provided by section 163.387, Florida Statutes;

WHEREAS the Town Council initially adopted a community redevelopment plan on October 25, 1997, pursuant to a resolution of Town Council (the "Plan"); and

WHEREAS members of the governing body constitute the head of a legal entity, separate, distinct and independent from the governing board of the county and municipality; and

WHEREAS, the TOECRA desires to purchase properties throughout the TOECRA to create economic development.

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

**SECTION ONE: APPROVAL:** The Board of Directors of the Town of Eatonville Community Redevelopment Agency do hereby approve the transfer of funds in the amount of \$300,000 to be used for purchase of properties for economic development.

**SECTION TWO: AUTHORIZING:** The Board of Directors of the Town of Eatonville Community Redevelopment Agency do hereby authorize the TOECRA Executive Director to purchase properties throughout the TOECRA to create economic development.

**SECTION THREE: DIRECTION:** The Board of Directors of the Town of Eatonville Community Redevelopment Agency do hereby provide direction for the Town of Eatonville Finance Department to transfer \$300,000 from budget line **303-0515-515.6301** (Infrastructure Improvements) to a Capital Outlay budget line that will be created specifically for land acquisitions.

**SECTION FOUR: 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 FIVE: SEVERABILITY.** If any section of 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 SIX: EFFECTIVE DATE.** This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED this \_\_\_ day of \_\_\_ 2024.**

ATTEST:

\_\_\_\_\_  
TOECRA Chairperson, ANGIE GARDNER

\_\_\_\_\_  
VERONICA KING, Town Clerk



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

### FEBRARY 15, 2024, AT 6:30 PM

### Cover Sheet

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

**ITEM TITLE:** Approval of Resolution CRA-R-2024-8 Authorizing the Approval of the Town of Eatonville Community Redevelopment Agency (TOECRA) Board of Directors to approve funding for the TOECRA Paint, Plant, and Pave Program (PPPP) in the amount of \$50,000.

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>	YES	<b>Department:</b> ADMINISTRATION
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>Resolution CRA-R-2024-8</li></ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of Resolution CRA-R-2024-8 Authorizing the Approval of the TOECRA Board of Directors to approve funding for the TOECRA Paint, Plant, and Pave Program (PPPP) in the amount of \$50,000.

**SUMMARY:** The Paint, Plant, and Pave Program (PPPP) was created to immediately enhance the aesthetics of single-family and multi-family 4-unit properties within residential neighborhoods. This program was created to provide curb appeal to single-family and multi-family 4-unit properties in despair in residential neighborhoods within the Town of Eatonville Community Redevelopment Area.

**RECOMMENDATION:** Staff is recommending the Board of Directors to approve Resolution CRA-R-2024-8 Authorizing the Approval of the TOECRA Board of Directors to approve funding for the TOECRA Paint, Plant, and Pave Program (PPPP) in the amount of \$50,000.

**FISCAL & EFFICIENCY DATA:** Transfer \$50,000 from budget line 303-0515-515.6202 (Redevelopment and Grant Programs) which currently has \$70,000 to a Paint, Plant and Pave Program line item that will be created specifically for this program.

**RESOLUTION #CRA-R-2024-8**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS APPROVING FUNDING FOR THE TOECRA PAINT, PLANT, PAVE 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 do hereby approve funding for the TOECRA Paint, Plant, and Pave (PPP) program in the amount of \$50,000.

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

**SECTION ONE: SUMMARY:** The Paint, Plant, and Pave Program (PPPP) was created to immediately enhance the aesthetics of single-family and multi-family 4-unit properties within residential neighborhoods. This program was created to provide curb appeal to single-family and multi-family 4-unit properties in despair in residential neighborhoods within the Town of Eatonville Community Redevelopment Area. The proposed improvements may include painting, landscaping, awnings, sidewalks, etc. The TOECRA will assist up to \$5,000 per property for exterior improvements. Applications must be reviewed and approved prior to beginning work; and

**SECTION TWO: OBJECTIVES:** To immediately enhance the aesthetics of single-family and multi-family up to 4-unit properties within the residential neighborhoods of the TOECRA; and

**SECTION THREE: DESCRIPTION:** This program is created to provide curb appeal to single-family and multi-family up to 4-unit properties in despair in residential neighborhoods of TOECRA. The proposed improvements may include pressure cleaning, painting, minor façade repairs, landscaping, awnings, sidewalks, driveways, parking lot sealing, irrigation systems, fence repair or removal, and minor interior repairs affected by exterior improvements. Approved applicants must provide an invoice after the work is complete. The TOECRA will issue payment to approved applicants within 45 days of receipt of invoice; and

**SECTION FOUR: PROGRESS:** Complete applications will be approved on a first come first serve basis and must meet the following criteria:

- All applicants must not have outstanding code enforcement violations or liens;
  - Exceptions on a case-by-case basis
- The property must be in compliance with all TOE regulatory requirements, including but not limited to code enforcement and rental housing licensing.
  - This requirement may be requested to be waived by the TOECRA Board if the improvements will help to remedy minor outstanding code violations.
  - No guarantees of approval are implied by this provision.
- Single-family and multi-family up to 4-unit properties are eligible.
- Three (3) estimates from licensed contractors must be provided.
- Work has not begun prior to approval by TOECRA Board of Directors.

The Owner shall maintain the improvements to the property. Should the Owner fail to maintain the improvements, the Owner will be required to repay the TOECRA for the cost of improvements, including labor.

**SECTION FIVE: PROGRAM FUNDING:** All awards will be treated as zero-interest, deferred loans. For those property owner applicants qualifying for the PPPP program up to \$5,000, payment to the TOECRA is deferred for a four (4) year period where the loan depreciates at 25% each year. At the end of four years, the loan is forgiven in its entirety. If the property is demolished, the title to the property has been transferred, the property has been refinanced, or the property incurs a code enforcement lien during the deferment period, the loan will be prorated accordingly per year and the remaining balance shall be paid back to the TOECRA. If the total project cost is \$999 or less, and the property is either demolished, title to the property has been transferred, the property has been refinanced, or the property incurs a code enforcement lien during the one-year period following disbursement of funds by the TOECRA, the full amount disbursed shall be paid back to the TOECRA. The amount of the deferred loan will be amortized in monthly installments over a specified period per the agreement term (36, 48 or 60 months) beginning on the date of execution of the Funding Agreement. The TOECRA will automatically forgive the monthly installments without any action as the installments become due, if the project is in compliance with all terms of the Funding Agreement.

**SECTION SIX: PROGRAM SPECIFICATIONS:** The TOECRA PPPP benefits are contingent upon funding availability, TOECRA Board approval, and are not to be construed as an entitlement or right of a property owner or applicant. The property must remain free of all liens, judgments, and encumbrances of any kind. This provision may be waived by the TOECRA Board if development plans for said property meet the goals and objectives as set forth in the TOECRA Redevelopment plan. Upon grant approval, said property must remain free of all liens, judgments, or encumbrances of any kind under the term of the agreement; and

**SECTION SEVEN: DIRECTION:** The Board of Directors of the Town of Eatonville Community Redevelopment Agency does hereby provide direction for the TOECRA Executive Director to use up to \$50,000 for the PPPP. All complete applications for consideration must be brought before the TOECRA Board of Directors for their approval.

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

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
**Angie Gardner, Chair**

ATTEST:

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





# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

### FEBRUARY 15, 2024, AT 6:30 PM

### Cover Sheet

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

**ITEM TITLE:** Approval of Resolution CRA-R-2024-9 Approving the Memorandum Of Understanding with the HELP Community Development Corporation (HELP C.D.C.).

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>	YES	<b>Department: Administration</b>
<b>CONSENT AGENDA</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>Resolution CRA-R-2024-9</li></ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of Resolution CRA-R-2024-9 Approving the Memorandum Of Understanding with the HELP Community Development Corporation (HELP C.D.C.).

**SUMMARY:** The Board of Directors acknowledges H.E.L.P. Community Development Corporation (H.E.L.P. CDC), as a faith-based, nonprofit organization and HUD-approved housing counseling agency, which brings to this partnership extensive experience in delivering comprehensive housing counseling services tailored to the needs of renters, home buyers, and homeowners. H.E.L.P. CDC’s expertise encompasses a wide range of services, including but not limited to, pre- and post-purchase counseling, foreclosure intervention and prevention, reverse mortgage counseling for senior homeowners, financial education, and heirs' property protection and intervention. H.E.L.P. CDC is dedicated to supporting low- and moderate-income households in achieving sustainable homeownership and financial stability. All housing counseling services provided by H.E.L.P. CDC are conducted by HUD-certified Housing Counselors, ensuring the highest standards of expertise and guidance in support of the clients' housing needs. H.E.L.P. CDC adopts a holistic approach to assess a client’s situation and collaboratively creates a detailed, step-by-step plan aimed at helping individuals achieve their dreams. Furthermore, H.E.L.P. CDC provides a wide range of educational programs and workshops that act as a driving force for economic development and homeownership.

**RECOMMENDATION:** Staff is recommending the Board of Directors to approve the Memorandum Of Understanding with the HELP Community Development Corporation (HELP C.D.C.).

**FISCAL & EFFICIENCY DATA:** None.

**RESOLUTION #CRA-R-2024-9**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) APPROVING THE MEMORANDUM OF UNDERSTANDING WITH THE HELP COMMUNITY DEVELOPMENT CORPORATION (HELP C.D.C.), PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS** the members of the Board of Directors are the governing body of the agency; and

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

**WHEREAS** the Board of Directors wishes to enter into a partnership with a valued community stakeholder from the Governing body of the County or Municipality; and

**WHEREAS** the Board of Directors acknowledges H.E.L.P. Community Development Corporation (H.E.L.P. CDC), as a faith-based, nonprofit organization and HUD-approved housing counseling agency, that brings to this partnership extensive experience in delivering comprehensive housing counseling services tailored to the needs of renters, home buyers, and homeowners. H.E.L.P. CDC’s expertise encompasses a wide range of services, including but not limited to, pre- and post-purchase counseling, foreclosure intervention and prevention, reverse mortgage counseling for senior homeowners, financial education, and heirs' property protection and intervention. H.E.L.P. CDC is dedicated to supporting low- and moderate-income households in achieving sustainable homeownership and financial stability. All housing counseling services provided by H.E.L.P. CDC are conducted by HUD-certified Housing Counselors, ensuring the highest standards of expertise and guidance in support of the clients' housing needs. H.E.L.P. CDC adopts a holistic approach to assess a client’s situation and collaboratively creates a detailed, step-by-step plan aimed at helping individuals achieve their dreams. Furthermore, H.E.L.P. CDC provides a wide range of educational programs and workshops that act as a driving force for economic development and homeownership.

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

**SECTION ONE: FINDINGS:** The recitals set forth above are hereby acknowledged and accepted by the Eatonville Community Redevelopment Agency as findings made by the Board of Directors and does hereby incorporate such recitals as findings into this Resolution.

**SECTION TWO: AFFIRMATION:** The Board of Directors of the Eatonville Community Redevelopment Agency does hereby affirm its findings in the CRA Plan and Chapter 163, Florida Statute as provided.

**SECTION THREE: ADOPTION OF MEMORANDUM OF UNDERSTANDING:** The Town of Eatonville Community Redevelopment Agency and the Board of Directors do hereby adopt the Memorandum of Understanding with HELP C.D.C. and authorizes the execution of said agreement by the Chair, Legal and/or Executive Director as needed.

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

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

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

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
**Angie Gardner, Chair**

ATTEST:

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



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR CRA MEETING

### FEBRUARY 15, 2024, AT 6:30 PM

### Cover Sheet

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

**ITEM TITLE:** Approval of Resolution CRA-R-2024-10 to Adopt and Approve the TOECRA Street Banner program and Authorize the TOECRA Executive Director to spend up to \$2,000 for polearm replacement.

**COMMUNITY REDEVELOPMENT ACTION:**

<b>CRA DECISION</b>	YES	<b>Department:</b> ADMINISTRATION
<b>CONSENT AGENDA</b>		<b>Exhibits:</b>  <ul style="list-style-type: none"> <li>• Resolution CRA-R-2024-10</li> <li>• Pricing for polearms</li> </ul>
<b>NEW BUSINESS</b>		
<b>ADMINISTRATIVE</b>		
<b>CRA DISCUSSION</b>		

**REQUEST:** Approval of Resolution CRA-R-2024-10 Adopt and Approve the TOECRA Street Banner program and Authorize the TOECRA Executive Director to spend up to \$2,000 for polearm replacement.

**SUMMARY:** Generally, with vacant lots, there exists a negative visual impact due to poor maintenance and deterioration of both underutilized and vacant properties, causing the area to appear economically weak. These conditions can be a major deterrent to the redevelopment needs of the Town as they exhibit diversity of ownership, defective or unusual title which prevent the free alienability of land within the deteriorated area. By allowing the TOECRA Executive Director the capital to purchase properties, including but not limited to vacant land, it allows the TOECRA the opportunity to redevelop areas, which addresses blight and creates economic development.

**RECOMMENDATION:** Staff is recommending the Board of Directors to Adopt and Approve the TOECRA Street Banner program and Authorize the TOECRA Executive Director to spend up to \$2,000 for polearm replacement.

**FISCAL & EFFICIENCY DATA:** The proposed cost of the Business of the Month Program shall not exceed \$2,000; the FY 2023-24 Grant Program expenses budget has \$70,000 in the line item 303-0515-515-6202.

**RESOLUTION #CRA-R-2024-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS ADOPTING AND APPROVING A TOECRA STREET BANNER PROGRAM AND AUTHORIZING THE TOECRA EXECUTIVE DIRECTOR TO SPEND UP TO \$2,000 FOR POLEARM REPLACEMENT 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 desire to Adopt and Approve the TOECRA Street Banner program and Authorizing the TOECRA Executive Director to spend up to \$2,000 for polearm replacement.

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

**SECTION ONE: GOAL:** The goal of the street banner program is to place banners on available decorative streetlight poles year-round to foster interest in the Town of Eatonville Community Redevelopment Area activities. The decorative streetlight poles are located on Kennedy Boulevard, east and west of Interstate 4. The decorative streetlight poles would be available to organizations hosting events and programs within TOECRA. The creation of the Street Banner Program will activate public spaces, add color and vitality to streetscapes, publicize events, and promote programs being held within TOECRA; and

**SECTION TWO: FEE:** A fee will be established to cover expenses directly related to the program, such as installation of banners, repairs, or purchase of replacement parts; and

**SECTION THREE: RESPONSIBILITIES:** In an effort to utilize the program to promote activities, special events, or attractions to promote programs. Banner applicants are responsible for requesting banner space, developing a design proposal, producing banners according to specifications, delivering banners, collecting banners, and paying all required costs and fees. Applicants must submit a written request each year for the TOECRA to review. The TOECRA is responsible for reviewing and approving banner designs, coordinating the installation and removal of banners, and quality control checks while banners are erected. Once the approved time for hanging banners has passed, the Agency will contact the individual(s) listed on the request form to notify them once their banners have been removed and are ready to be picked up. Street banners not collected within ten (10) working days from the time of removal will be disposed of without further notice to the applicant. The TOECRA and TOE shall not be responsible for storing banners, theft, vandalism, or weather damage that occurs to street banners while erected; and

**SECTION FOUR: ELIGIBILITY:** Because the demand for banner space may exceed the supply, the TOECRA has developed criteria for approving street banner applications:

- Banners must either promote activities or special events occurring in the TOECRA area or promote programs promulgated by eligible applicants.

**SECTION FIVE: LENGTH OF PROGRAMS:** The decorative light pole space is available for as little as four (4) weeks or for as long as thirteen (13) weeks; and

**SECTION SIX: BANNER CONSTRUCTION SPECIFICATIONS:** Banners must meet the following requirements, or they will not be placed on the poles:

- Dimensions: 60 inches high and 30 inches wide with 2-inch loopholes
- Material: 18oz, smooth, double-sided, reinforced, laminated, vinyl with strong block out polyester scrim and reinforced grommets.

Banners that do not withstand the physical elements (appear faded, tattered, or otherwise in a deteriorated condition) will be removed without refund; and

**SECTION SEVEN: BANNER DESIGN GUIDELINES:** Street banners are different from most graphic designs. They are generally viewed quickly or from a distance. Therefore, the message needs to be conveyed rapidly. A small number of design elements, bright, contrasting colors, and large, clear typography are common elements of successful banner designs. Although banners may identify the individual, business, or organization sponsoring the banner or event, they are not to be used as a means of providing commercial advertising. Thus, a banner may state “sponsored by ABC” with or without logo or “John Doe,” but it cannot state “Eat at Joe’s Restaurant, home of the best BBQ.” No more than 1/8 of the total banner area shall be used to identify the sponsor or sponsors of a banner, activity, event, or program, including but not limited to the words “sponsored by” or their equivalent and the name(s) or logos of the sponsor(s). Banners that are deemed by the TOECRA to be obscene banners because of their contents or meet the judicially established definition of obscenity or that are otherwise considered obscene under Florida Statutes are not eligible for participation in the banner program and any application to install such banners shall be denied by the CRA Executive Director or the Director’s designee; and

**SECTION EIGHT: RESERVATIONS AND PROGRAM COSTS:** All applicants must submit a complete request to the Community Redevelopment Agency. Reservations will be accepted up to one (1) year in advance on a first-come, first-serve basis, but not less than eight (8) weeks prior to the requested reservation date. Although an applicant may request a preferred location, the decision concerning the specific poles on which banners will be installed will be made by the CRA, in its sole discretion, after consideration of factors including, but not limited to, number of applications received for the same period of time, number of banner locations requested by each applicant, banner installation history and proximity of banners to event site or venue. The overall goal is to make reasonable accommodations that consider the interests of all applicants as well as the community interest in showcasing special events and activities available for public participation as well as enhancing the “sense of place” in the Town of Eatonville Community Redevelopment Area. At any time, banner sites may not be available because of construction, missing hardware, accidents, maintenance or other reasons. Fees for the use of the poles are intended to cover expenses directly related to the program. Such expenses may include, but are not limited to, installation of banners, removal of banners, repairs, the purchase of additional or replacement of brackets. Applicants are responsible for all costs related to the design, production, delivery, and storage of banners.

All fees must be paid in full to the Town of Eatonville prior to installation. The fee to install and remove each banner is \$25 per pole, which includes one banner per pole; and

**SECTION NINE: QUANTITY OF BANNERS:** To ensure there is continuity with the banners within the Town of Eatonville Community Redevelopment Area, all applicants are required to place banners on all light poles. Kennedy Boulevard is split by Interstate 4, which creates east and west areas to place banners. There are three options for banner placement:

- Option 1 – banners all along the East Kennedy Blvd.
- Option 2 – banners along the north of East Kennedy Blvd.
- Option 3 – banners along the south of East Kennedy Blvd.

The applicant must provide the total banners for the option chosen.

- Option 1 has 54 light poles which will require 54 banners.
- Option 2 has 27 light poles which will require 27 banners.
- Option 3 has 27 light poles which will require 27 banners.

**SECTION TEN: APPROVAL PROCESS:** The banner design must be approved by the TOECRA prior to placement. The Executive Director or the Executive Director’s designee will review and approve the banner design. If an application is denied, the applicant may request the CRA to review the denial. The CRA shall then have the option to uphold the denial or to approve the application, with or without modifications. An applicant can expect notification of the initial decision on the application within three (3) to five (5) business days of submittal. Applicants are strongly encouraged not to have banners produced prior to approval.

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

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
**Angie Gardner, Chair**

ATTEST:

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



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Street Pole Banner Brackets 18" - Hardware Only



### Street Pole Banner Brackets 18" - Hardware Only BOX SETS [QTY 10 PCS]

\$220.00

ORDER BEFORE 11AM PST FOR SAME DAY SHIPPING

Choose your options:

Box Quantity:

- 1 BOX SET [Add \$220.00]
- 10-BOX SET [Add \$2,000.00]

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Quantity selector showing 1

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#### Description

**This listing is for [1 or 10 BOX SET OF PSP18 - Street Pole Banner Brackets 18" Hardware Only]**

Our Street Pole Banner Brackets are also known as Light Pole Banner Brackets. The cast aluminum base is especially designed to fit on round, square and multi-sided poles. The 18" long fiberglass rods are build strong to help reduce wind load.

**Individual Product Includes:**



- (2) 21" 3/4 Fiberglass Rods (3/4" diameter)
- (2) Aluminum Cast Bases
- (2) Metal Rings & Pins
- (4) 36" Stainless Steel Bands

Section VI. Item #10.

## Related Products



Stainless Steel Worm Drive Clamp (Pack of 4)  
\$10.00



Street Pole Banner Brackets 36" Double Set - Hardware Only  
\$52.00

**36**

**\$25** /ea  
\$250 FOR A BOX OF 10

OR

**\$23** /ea  
\$2300 FOR A 10 BOX SET OF 10

*When You Purchase A Box Set*

Street Pole Banner Brackets 36" - Hardware Only BOX SETS [QTY 10 PCS]  
\$0.00

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