

Housing Authority of Avon Park
And
Avon Park Housing Development Corporation
North Central Heights Community Building
May 19, 2026, 6:00 PM

REGULAR MEETING AGENDA

1. Invocation, Roll Call by Secretary
2. Public Comments
3. Approval of Minutes of April 21, 2026 2-3
4. CDBG Subrecipient Agreement authorizing signatures by Board Chair and Executive Director 4-7
5. FY 2025 Audit DRAFT (sent via-mail)
6. Executive Director Report:
 - A. OCAF (Operating Cost Adjustment Factors) update.
 - a. Delaney - Scheduled May 21,22 at Delaney Clubhouse and door-to-door
 - B. Cameras and crime
 - C. Utility Allowance rent changes NCH I & II, Cornell.....8
7. Commissioner comments
8. Adjournment

Next Meeting: Regular Tuesday, May 19, 2026 @6PM

Any person who might wish to appeal any decision made by the Avon Park Housing Authority, in public hearing or meeting, is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such an appeal is to be based. In accordance with the American Disabilities Act and Section 286.26 Florida Statutes, any person with disabilities requiring reasonable accommodations to participate in this meeting should call the Housing Authority offices five days prior to the meeting.

MINUTES

HOUSING AUTHORITY of AVON PARK North Central Heights Community Building 709 Juneberry Street, Avon Park, Florida 33825 Meeting Minutes of April 21, 2026

Meeting was called to order by Crystal Bryant, Board Chair @ 6p.m.

PRESENT:

Crystal Bryant, Chair
Brenda Gray, Board member
Padrika Sheppard, Board Member

Louis Bates, Sr., Vice-Chair
Lisa Pough, Board member

Maria Sutherland, E.D.
City Council Liaison Berniece Taylor
David Fox, Consultant for Fred Fox, Inc
Jason Atkinson, City Manager, City of Avon Park
Melissa Cannon, City Clerk, City of Avon Park
Keith Hunnicut, SCMH Architects
Sandra Cabrera, APHA property manager

- A.** Call to Order by Chair Crystal Bryant at 6PM
- B.** Invocation by Louis Bates, Jr. Vice-Chair
- C.** Motion by Vice-Chair Bates and second by Member Gray to amend agenda by adding an event sponsorship for the Juneteenth event. Motion passed unanimously.
- D. PUBLIC HEARING: 1st Reading**

Introduced and given the floor; Jason Atkinson, City Manager for the City of Avon Park opened the 1st Public Hearing **to discuss the proposed FY 2025 Small Cities Community Development Block Grant (CDBG) combined funding cycle** and introduced David Fox from Fred Fox Consulting. Mr Fox, provided details of the CDBG funding mechanisms as well as going into detail of the four CDBG categories; Housing, Commercial Redevelopment, Neighborhood and Economic Development. He stated this funding cycle was special in that funding was open ended beyond the typical \$750K amounts and still competitive. He discussed the low-income criteria needed to apply; point system using leveraged funds. Architect Keith Hunnicut who had provided baseline estimates for four APHA properties, spoke about the project and square footage, cost of items and labor estimates still being reviewed and computed for a Housing CDBG for the Avon Park Housing Authority. He expressed his familiarity with the CDBG process. Council Liaison Bernice Taylor questioned how the grant point system worked and anticipated work force during construction for a large project as proposed while consideration from the board was to apply for two separate CDBG grants under the city's sponsorship. Member Gray

asked about sidewalks and Mr Fox responded the need for census data to apply for a Neighborhood CDBG.

With no questions from the public, CM Atkinson closed the 1st Public Hearing.

APHA Board Chair Bryant motioned to seek Housing CDBG applications- for Delaney, Ridgedale, Lakeside I and Lakeside II. Motion seconded by Member Sheppard. Motion passed unanimously.

E. Motion by Member Gray to accept the March 17, 2026 meeting Minutes as presented. Second by Vice-Chair Bates. Motion carried unanimously

F. M Sutherland gave an overview of the APHA property and liability insurance for 2026-2027 presented in the packets. The coverage is partially paid by the escrows. Motion by Chair Bryant and Second by Member Gray to accept the proposal from FPHASIF for coverage that includes terrorism, crime and general liability for all the APHA properties. Motion passed unanimously.

G. Discussion/ amended item:

Chair Bryant introduced the prospect of the APHA sponsoring the upcoming Juneteenth Celebration at the MLK sports complex soccer field. Motion by Member Gray and Second by Member Pough to pay the event insurance.

H. Adjourned 8:30 PM

ATTEST: _____
Maria Sutherland

DATE RECORDED April 21, 2026

APPROVED _____
Crystal Bryant, Chair

DATE APPROVED _____

SUBRECIPIENT AGREEMENT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

This Agreement is entered into this _____ day of _____, 2026, by and between the City of Avon Park, Florida, a municipal corporation (hereinafter referred to as CITY), and the Avon Park Housing Authority, a public body corporate and politic (hereinafter referred to as SUBRECIPIENT or AUTHORITY).

1. PURPOSE: The purpose of this Agreement is to establish the framework for the CITY to apply for CDBG funds on behalf of the AUTHORITY and to set forth the terms under which the AUTHORITY will implement activities funded through the Small Cities CDBG Program awarded by the Florida Department of Commerce.

2. SCOPE OF SERVICES & RESPONSIBILITIES:

- **Grant Submission & Oversight:** The CITY shall serve as the primary applicant and maintain legal and financial oversight as the Grantee of record.
- **Administrative Responsibility:** The AUTHORITY shall be responsible for the daily administration, implementation, procurement, and contractor oversight for all grant-funded activities.
- **Targeted Improvements:** The scope includes the rehabilitation of 179 total units:
 - 86 units at Ridgedale and Delaney Heights.
 - 93 units at Lakeside Park Phase I and II.
- **Infrastructure & Rehabilitation Work:** Activities include sanitary sewer and water line rehabilitation, roofing, plumbing, electrical, HVAC, and painting. All work must correct code deficiencies and meet the standards of the CITY's Land Development Code.
- **Ongoing Maintenance:** The AUTHORITY shall be responsible for the long-term maintenance and upkeep of all units and infrastructure rehabilitated under this Agreement. The AUTHORITY ensures that the properties will be maintained in a manner that preserves the value of the CDBG investment and remains in continuous compliance with all local building codes and the standards set forth in the CITY's Development Code.

3. FUNDING & FISCAL MANAGEMENT:

- **CDBG Award:** The CITY will provide CDBG funds on a reimbursement basis.
- **City Leverage Commitment:** The CITY shall provide a total of \$100,000.00 from the General Fund (\$50,000.00 per application) for housing rehabilitation, demolition, or replacement.
- **Expenditure Timeline:** Leverage funds will be expended after the Florida Commerce site visit but prior to administrative closeout.
- **Documentation:** The AUTHORITY shall provide all necessary financial documentation to facilitate leverage payments.

4. COMPLIANCE & PUBLIC RECORDS:

- **National Objective:** All activities must primarily benefit Low-to-Moderate Income (LMI) persons.
- **Labor & Environmental Standards:** The AUTHORITY shall comply with the Davis-Bacon Act, Section 3 requirements, and HUD environmental clearances.

- Public Records (F.S. 119.0701): The AUTHORITY must maintain public records required by the CITY. Upon completion of the Agreement, the AUTHORITY shall transfer all records to the CITY at no cost or maintain them according to applicable retention requirements.
- Record Retention: All records must be retained for at least five (5) years after project closeout.

5. INDEMNIFICATION & INSURANCE: To the extent permitted by law and subject to the limitations of Section 768.28, Florida Statutes, the AUTHORITY shall indemnify, defend, and hold harmless the CITY from any claims, damages, or liabilities arising from the AUTHORITY's management and implementation of the projects.

6. TERM & TERMINATION: This Agreement takes effect immediately and remains in effect until the administrative closeout of both FFY 2025 CDBG projects. The CITY may terminate this Agreement for cause (e.g., misuse of funds) or for convenience with written notice.

PUBLIC RECORDS CUSTODIAN NOTICE

IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (863) 452-4400, MCANNON@AVONPARK.CITY, OR 110 EAST MAIN STREET, AVON PARK, FLORIDA 33825.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Attest:

Melissa Cannon, City Clerk

Approved as to form and legality:

Gerald Buhr, City Attorney

CITY OF AVON PARK, FLORIDA

By:

Garrett Anderson, Mayor

AVON PARK HOUSING AUTHORITY

By: _____

Board Chair

Attest: _____

Executive Director

RESOLUTION NO. 2026-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AVON PARK, FLORIDA, AUTHORIZING THE EXECUTION OF A SUBRECIPIENT AGREEMENT WITH THE AVON PARK HOUSING AUTHORITY FOR THE SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM; PROVIDING FOR CITY LEVERAGE FUNDS; PROVIDING FOR COMPLIANCE WITH FLORIDA STATUTES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Avon Park (the "CITY") intends to apply for Small Cities Community Development Block Grant (CDBG) funds through the Florida Department of Commerce; and

WHEREAS, the CITY desires to enter into a Subrecipient Agreement with the Avon Park Housing Authority (the "AUTHORITY") to implement activities for the rehabilitation of 179 total units, specifically including Ridgedale, Delaney Heights, and Lakeside Park Phase I and II; and

WHEREAS, the proposed activities include essential infrastructure and rehabilitation work, such as sanitary sewer and water line rehabilitation, roofing, and electrical improvements, to correct code deficiencies; and

WHEREAS, the CITY has committed to provide leverage funds in the amount of \$100,000.00 from the General Fund (\$50,000.00 per application) to support these housing rehabilitation and demolition efforts; and

WHEREAS, the AUTHORITY has agreed to comply with all applicable federal and state regulations, including Florida's Public Records laws as set forth in Chapter 119, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AVON PARK, FLORIDA, AS FOLLOWS:

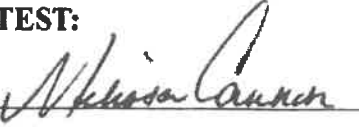
SECTION 1. AUTHORIZATION. The City Council hereby approves the Subrecipient Agreement between the City of Avon Park and the Avon Park Housing Authority. The Mayor and the City Manager are hereby authorized to execute said Agreement on behalf of the CITY.

SECTION 2. FISCAL COMMITMENT. The City Council authorizes the expenditure of \$100,000.00 in leverage funds from the General Fund. These funds shall be expended following the Florida Department of Commerce site visit and prior to the administrative closeout of the FFY 2025 CDBG projects.

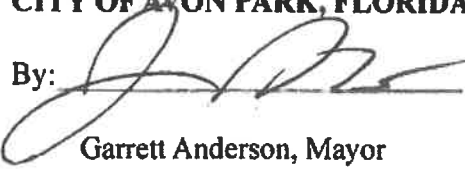
SECTION 3. COMPLIANCE. The AUTHORITY shall maintain all public records in accordance with Section 119.0701, Florida Statutes, and shall ensure all activities primarily benefit Low-to-Moderate Income (LMI) persons.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 11th day of May 2026.

ATTEST:By: 

Melissa Cannon, City Clerk

CITY OF AVON PARK, FLORIDABy: 

Garrett Anderson, Mayor

APPROVED AS TO FORM:
Gerald Buhr, City Attorney

AVON PARK HOUSING AUTHORITY

RENT ESTIMATE FOR 2026 (adjusted during re-certification)

NORTH CENTRAL HEIGHTS							
50%	2 BED	3 BED	4 Bed	60%	2 BED	3 BED	4 BED
GROSS RENT	862.00	996.00	1111.00	GROSS RENT	1099.00	1261.00	1388.00
UA	144.00	163.00	183.00	UA	144.00	163.00	183.00
RENT 2026	718.00	833.00	928.00	RENT	955.00	1098.00	1205.00
RENT 2025	711.00	839.00	940.00	RENT 2025	948.00	1104.00	1217.00

CORNELL COLONY						
50%	3 BED			60%		3 BED
GROSS RENT	996.00			GROSS RENT		1261.00
UA	146.00			UA		146.00
RENT 2026	850.00			RENT		1115.00
RENT 2025	846.00			RENT 2025		1111.00

NCH I	40 units
NCH II	32 Units
Cornell	44 Units

Occupancy 2025													
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
NCH I	37	36	38	38	39	39	37	36	35	35	36	35	441
NCH II	29	28	27	27	26	26	27	27	27	27	27	26	324
Cornell	42	43	42	42	41	39	37	38	39	40	39	40	482
													92%
													84%
													91%