



HISTORIC TOWN OF EATONVILLE, FLORIDA COMMUNITY REDEVELOPMENT AGENCY AGENDA

Tuesday, December 19, 2023 at 5:30 PM

Town Hall - 307 E Kennedy Blvd

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION AND PLEDGE OF ALLEGIANCE

IV. CONSENT AGENDA

1. Approval of Special TOECRA Board Meeting 8-28-23 (**Clerk's Office**)
2. Approval of Audit Firm Carr, Riggs & Ingram CPA and Advisors Engagement Letter for the Community Redevelopment Agency (TOECRA) FY 2023 Financial Audit. (**Administration/Finance**)
3. Approval of Resolution CRA-R-2023-4 Disbanding the TOECRA Advisory Board (**Administration**)

V. BOARD DISCUSSION - (*No Cover Sheet or Support Documents*)

- Workshop dates for the Homebuyer Program – (**Administration**)

VI. BOARD DECISIONS

4. Approval of Resolution CRA-R-2023-5 Authorizing the Approval of Employment and Designation of a Full-Time Executive Director (**Administration**)
5. Approval of Resolution CRA-R-2023-6 Authorizing the Removal of Leviticus Henderson from the Town of Eatonville Community Redevelopment Agency (TOECRA) Board (**Administration**)

VII. STAFF REPORTS

VIII. BOARD REPORTS

IX. ADJOURNMENT

The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited and 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
CRA BOARD MEETING
DECEMBER 19, 2023, AT 5:30 PM
Cover Sheet**

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

ITEM TITLE: Approval of Special TOECRA Board Meeting 8-28-23 (Clerk’s Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (CLERK’S OFFICE) Exhibits: • TOECRA Special Meeting Minutes Monday, August 28, 2023
PUBLIC HEARING 1ST / 2ND READING		
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Approval of the TOECRA Special Meeting Minutes for the Monday, August 28, 2023, meeting.

SUMMARY: The TOECRA Special Meeting was held on the 4th Monday, August 28, 2023, 7:30 p.m. and minutes were transcribed from the audio archive for approval for the public records

RECOMMENDATION: For Board of Directors to approve the August 28, 2023, TOECRA Special meeting minutes.

FISCAL & EFFICIENCY DATA: N/A



HISTORIC TOWN OF EATONVILLE, FLORIDA SPECIAL CRA BOARD MEETING MEETING MINUTES

Monday, August 28, 2023 at 7:30 PM

Town Hall (Council 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 Council Agenda Page.*

CALL TO ORDER AND VERIFICATION OF QUORUM:

Chair Gardner called the meeting to order at 7:29 p.m. and a quorum was established through roll call by Mrs. Veronica King

PRESENT: (5) Director Ruthi Critton, Director Wanda Randolph, Director Marlin Daniels, Director Theo Washington, Vice Chair Rodney Daniels, Chair Angie Gardner.

STAFF: (6) Demetrius Pressley, **Interim Chief Administrator Officer**, Veronica King, **Town Clerk**, Greg Jackson, **Town Attorney**, Joseph Jenkin, **Deputy Chief**, Katrina Gibson, **Finance**, Nicole Bonds, **CRA**

INVOCATION AND PLEDGE OF ALLEGIANCE:

Mayor Gardner led the Moment of Silence followed by the Pledge of Allegiance

CITIZEN PARTICIPATION –

Angela Johnson - (Questions/Considerations) Interest on customer deposits, need a procedure where money should be restricted, should be earning interest, and interest should be applied back to the customer's accounts, consider selling uncollectable to get something versus nothing (about 90 percent of your receivables are written off as uncollected), What is the term of the audit engagement? Was it a three year audit engagement with two renewable years?, A rate study would be in the best interest, financial interest of the town (consider a change in the solid waste rates), What are the F.D.E.P. Loans? **(CRA)** On Note 4, it is assumed that there are no subsequent events because that page is blank. **(Correction)** The town was incorporated on August 15th, 1887, not August 18th.

COUNCIL DECISIONS:

Review of the TOECRA Annual Financial Audit With Carr, Riggs, and Ingram. Heather Mosier, the auditor to present the audit results with an accompanying PowerPoint (Documents Provided). The CRA independent audit is fairly new. A new law states that if you have over a hundred thousand in expenditures or revenue generated within your CRA, it has to have a standalone financial audit. the CRA had an unqualified opinion having no major issues with it. The government auditing standards report did have a material weakness on financial reporting based on adjustments. The compliance with Section 163.387 of the Florida statute related to CRAs will require the compliance testing. One requirement for CRAs is submit an annual budget to the Orange County Commissioners, Orange County within 10 days after adoption of that budget (Requirement not met), Unable to provide support for \$133.00 credit noted as a compliance finding, **Audit Adjustments.** Primarily because no one was in place to do the accounting through part of the year, there are many adjustments last year that should have been potentially reversed this year, then reconsidered this year. An adjustment to accrued revenue expected from Orange County, receivable was still on the books and should have been

reversed and moved to revenue. Both of the TIF payments are to agree based on the Orange County records indicating what the town and the CRA would get (about \$19, 000 needed to be accrued properly). The receivable reported last year was showing as a receivable this year (money was not received, and should have been reversed and moved to revenue), Some liability amounts needed adjustment. The management letter reports prior findings if they weren't corrected over the last couple of years. Make sure you submit budget to Orange County within 10 days of adoption. Um, and then just noting, again, the substantiating of those two disbursements. Other communications, the new lease standard, applies to this area as well. There are two vehicles that are being leased reported as an asset and liability. On the CRA side, there is a name change that states right of use asset and instead of capital leases. There were no disagreements with management, no consultations with other accountants, no issues discussed prior to the audit, nor were there difficulties during the audit. **(Discussions)** Were asked about a payment check that was given out to the former executive director for over \$77,000. (Not asked but was tested because it was a large expense. It followed the employment agreement that was in place and signed by the board). The testing was done on site and checked according to the contract. **(M. Daniels)** The statute says 20 weeks is the most you can pay out no matter what the contract states. (Auditor) That would be a legal issue not an auditing issue. **(Critton)** Was the check paid out in agreement with actual agreement, do you know if that was as an independent contractor agreement or an employment agreement? (Auditor believes it was an employment).

Mayor Gardner Motions Approval of the TOECRA Annual Financial Audit With Carr, Riggs, and Ingram to include the corrective action letter; Moved by Councilwoman Randolph; Second by Councilman Washington; **AYE: ALL, MOTION PASSES..**

ADJOURNMENT Mayor Gardner Motions for Adjournment of the Special Council Meeting; Moved by Councilman Washington; Second by Councilwoman Randolph; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 7:43 P.M.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Mayor



HISTORIC TOWN OF EATONVILLE, FLORIDA

CRA BOARD MEETING

DECEMBER 19, 2023, AT 5:30 PM

Cover Sheet

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

ITEM TITLE: Approval of Audit Firm Carr, Riggs & Ingram CPA and Advisors Engagement Letter for the Community Redevelopment Agency (TOECRA) FY 2023 Financial Audit. (**Administration/Finance**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION/FINANCE DEPARTMENT
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none"> • Copy of Contract
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Staff requests approval of Audit Firm Carr, Riggs & Ingram CPA and Advisors Engagement letter for the Community Redevelopment Agency (TOECRA) FY 2023 financial audit.

SUMMARY: Attached is the Scope of Services from Carr, Riggs & Ingram CPA and Advisors for auditing services for the year ended September 30, 2023, for the Community Redevelopment Agency (TOECRA).

RECOMMENDATION: Staff recommend acceptance of the Engagement letter for the Community Redevelopment Agency (TOECRA) FY 2023 for professional auditing services with Carr, Riggs & Ingram CPA and Advisors.

FISCAL & EFFICIENCY DATA: The proposed cost submitted by Carr, Riggs & Ingram CPA and Advisors is \$8,800 (303-0515-515.3200) for the Community Redevelopment Agency (TOECRA) FY 2023 financial audit.



Carr, Riggs & Ingram, LLC
1031 West Morse Boulevard
Suite 200
Winter Park, FL 32789

(407) 644-7455
(407) 628-5277 (fax)
www.cricpa.com

October 12, 2023

Town of Eatonville Community Redevelopment Agency
370 E. Kennedy Blvd.
Eatonville, FL 32751

We are pleased to confirm our understanding of the services we are to provide the Town of Eatonville Community Redevelopment Agency (CRA) for the year ended September 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the major fund, and the disclosures, which collectively comprise the basic financial statements of the Town of Eatonville Community Redevelopment Agency as of and for the year ended September 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the CRA’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the CRA’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis
- 2) Budgetary comparison schedules for the general fund

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Compliance with Florida Statute 163.387 and 218.415

We will also examine the CRA's compliance with Florida Statutes, 163.387, *Redevelopment Trust Funds*, and 218.415 *Local Government Investment Policies* for the year ending September 30, 2023.

The objective of our examinations are to obtain reasonable assurance to express an opinion as to whether the CRA complied, in all material respects, with Florida Statutes 163.387 and 218.415.

Our examinations will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to CRA governing body. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

You understand that the report is intended solely for the information and use of the Board of Directors, Town Council, management and the State of Florida Auditor General, and is not intended to be and should not be used by anyone other than those specified parties.

We will plan and perform the examination to obtain reasonable assurance about whether the CRA complied, in all material respects, with Florida Statutes 163.387 and 218.415. Our engagements will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies that may exist. However, we will inform you of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for the presentation of whether the CRA is in compliance with the specified requirements of Florida Statutes 163.387 and 218.415; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether you are in compliance with Florida Statutes 163.387 and 218.415. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagements, you agree to provide us with certain written representations in the form of a representation letter.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the CRA and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management Override of Controls
- Overall Financial Statement Risk

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate

procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the CRA's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the CRA in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant

assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Dispute Resolution

In the event of a dispute between the parties which arises out of or relates to this contract or engagement letter, the breach thereof or the services provided or to be provided hereunder, if the dispute cannot be settled through negotiation, the parties agree that before initiating arbitration, litigation or other dispute resolution procedure, they will first try, in good faith, to resolve the dispute through non-binding mediation. All parties agree that an alternative form of dispute resolution shall not be undertaken by either party until the expiration of fifteen (15) calendar days following notice being provided to the other party indicating that the dispute cannot be settled through mediation. The mediation will be administered by the American Arbitration Association under its *Dispute Resolution Rules for Professional Accounting and Related Services Disputes*. The costs of any mediation proceedings shall be shared equally by all parties.

Governing Law; Venue

This agreement and performance hereunder shall be governed by the laws of the State of Alabama, without reference to any conflict of laws rules or principles. Any action or proceeding arising out of or in any way relating to this agreement must be brought in a state court having jurisdiction in Coffee County, Alabama, and each party irrevocably submits to the jurisdiction and venue of any such court in any such action or proceeding and agrees to waive any defenses or objections to venue and jurisdiction within Coffee County, Alabama, including *forum non conveniens*.

Statute of Limitations

The parties agree that there shall be a one-year statute of limitation (from the delivery of the service or termination of the contract) for the filing of any requests for arbitration, lawsuit, or proceeding related to this agreement. If such a claim is filed more than one year, or the minimum durational period having been determined as permissible by applicable statutory law or by a court of competent jurisdiction, subsequent to the delivery of the service or termination of the contract, whichever occurs first in time, then it shall be precluded by this provision, regardless of whether or not the claim has accrued at that time.

Disclosure

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account including service providers located outside of the United States. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality

agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. Furthermore, we will remain responsible for the work provided by any such third-party service providers. By signing this letter, you consent to allow us to disclose your financial information, if applicable, or other information to our service providers located abroad. If you want to limit the amount of information that may be disclosed to any third-party service provider, please notify us in writing as an attachment to this letter.

Electronic Data Communication and Storage and Use of Third Party Service Provider

In the interest of facilitating our services to your company, we may send data over the Internet, securely store electronic data via computer software applications hosted remotely on the Internet, or allow access to data through third-party vendors' secured portals or clouds. Electronic data that is confidential to your company may be transmitted or stored using these methods. We may use third-party service providers to store or transmit this data, such as, but not limited to, providers of tax return preparation software. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws and professional standards. We also require our third-party vendors to do the same.

You recognize and accept that we have no control over, and shall not be responsible for, the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors. You consent to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this engagement.

To enhance our services to you, we will use a combination of remote access, secure file transfer, virtual private network or other collaborative, virtual workspace or other online tools or environments. Access through any combination of these tools allows for on-demand and/or real-time collaboration across geographic boundaries and time zones and allows CRI and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use certain of these tools and in addition to execution of this acknowledgement and engagement letter, you may be required to execute a separate client acknowledgement or agreement and agree to be bound by the terms, conditions and limitations of such agreement. You agree that CRI has no responsibility for the activities of its third-party vendors supplying these tools and agree to indemnify and hold CRI harmless with respect to any and all claims arising from or related to the operation of these tools. While we may back up your files to facilitate our services, you are solely responsible for the backup of your files and records; therefore, we recommend that you also maintain your own backup files of these records. In the event you suffer a loss of any files or records due to accident, inadvertent mistake, or Act of God, copies of which you have provided to us pursuant to this agreement, we shall not be responsible or obligated to provide you a copy of any such file or record which we may retain in our possession.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Chairman, Board of Directors and Town Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by

law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Carr, Riggs and Ingram, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Carr, Riggs and Ingram, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Heather Mosier is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately January, 2024 and to issue our reports no later than April 30, 2024, with expectation all information is received timely.

Our fee for services for the audit of the financial statements of the CRA will be \$8,800. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of CRA's financial statements. Our report will be addressed to the Chairman and Board of Directors of the CRA. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance

with *Government Auditing Standards* in considering the entity’s internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the CRA is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the CRA and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Carr, Riggs & Ingram, L.L.C.

Carr, Riggs & Ingram, LLC

RESPONSE:

This letter correctly sets forth the understanding of Town of Eatonville Community Redevelopment Agency.

Management signature:

Title:

Date:

Governance signature:

Title:

Date:



HISTORIC TOWN OF EATONVILLE, FLORIDA
CRA BOARD MEETING
DECEMBER 19, 2023, AT 5:30 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-2023-4 Disbanding the TOECRA Advisory Board (**Administration**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none">Resolution CRA-R-2023-4
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Request approval of Resolution CRA-R-2023-4 Disbanding the TOECRA Advisory Board.

SUMMARY: The TOECRA Board of Directors desires to appeal Resolution CRA 2020-39 adopted on October 20, 2020, allowing for the disbanding of the TOECRA Advisory Board. A Resolution of The Board of Directors of The Town of Eatonville Community Redevelopment Agency (TOECRA) Appealing Resolution CRA 2020-39 Disbanding from The Agency the TOECRA Advisory Board Members is being presented for approval.

RECOMMENDATION: Recommending for the TOECRA Board of Directors to approve Resolution CRA-R-2023-4 Disbanding the TOECRA Advisory Board.

FISCAL & EFFICIENCY DATA: N/A

RESOLUTION CRA-R-2023-4

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) APPEALING RESOLUTION CRA 2020-39 DISBANDING FROM THE AGENCY THE TOECRA ADVISORY BOARD MEMBERS, PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, by the enactment of Orange County Ordinance 97-M-14 in 1997, the Town Council of the Town of Eatonville, Florida, created a Community Redevelopment Trust Fund to address blighted areas within the Community Redevelopment Area; and

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 members of the governing body and one (1) additional member appointed by the respective taxing authorities serve as Directors of the Agency; and

WHEREAS, such 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 Board of Directors desires to appeal Resolution CRA 2020-39 adopted on October 20, 2020, allowing for the disbanding of the TOECRA Advisory Board.

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: APPROVAL: The Board of Directors of the Town of Eatonville Community Redevelopment Agency does hereby, approve the appealing of Resolution CRA-2020-39 to disband the TOECRA Advisory Board by way of Resolution.

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

SECTION 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 19 day of December 2023.

ATTEST:

TOECRA Chairperson, ANGIE GARDNER

VERONICA KING, Town Clerk



HISTORIC TOWN OF EATONVILLE, FLORIDA

CRA BOARD MEETING

DECEMBER 19, 2023, AT 5:30 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-2023-5 Authorizing the Approval of Employment and Designation of a Full-Time Executive Director (Administration)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none"> • Resolution CRA-R-2023-5 • Application/Resume
CONSENT AGENDA		
COUNCIL DECISION	YES	
ADMINISTRATIVE		

REQUEST: Approval of Resolution CRA-R-2023-5 Authorizing the Approval of Employment and Designation of a Full-Time Executive Director.

SUMMARY: The members of the Board of Directors, the governing body of the agency (TOECRA) desire to confirm a candidate for the Executive Directors position within Town of Eatonville Community Redevelopment (TOECRA) agency. The agency has been without an Executive Directive since April 19, 2022.

RECOMMENDATION: Recommendation is for the Board of Directors to approve of Resolution CRA-R-2023-5 Authorizing the Approval of Employment and Designation of a Full-Time Executive Director. The candidate for consideration is Ms. Shaniqua Rose who have submitted her resume with cover letter.

FISCAL & EFFICIENCY DATA: The proposed starting compensation salary for the TOECRA Executive Director is \$75,000, the FY 2023-24 Budget has \$65,000 in the line item 303-0515-515-1200. In order to meet the starting salary the TOECRA will need to approve a budget amendment to reallocate the \$10,000 from the budget line item 303-0515-515- to the personnel budget line item 303-0515-515-1200

RESOLUTION CRA-R-2023-5

A RESOLUTION OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) AUTHORIZING THE APPROVAL OF EMPLOYMENT AND DESIGNATION OF SHANIQUA ROSE AS THE FULL-TIME EXECUTIVE DIRECTOR; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, by the enactment of Orange County Ordinance 97-M-14 in 1997, the Town Council of the Town of Eatonville, Florida, created a Community Redevelopment Trust Fund to address blighted areas within the Community Redevelopment Area; and

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 members of the governing body and one (1) additional member appointed by the respective taxing authorities serve as Directors of the Agency; and

WHEREAS, such 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 Board of Directors wishes to confirm a full-time Executive Director to the TOECRA to whom will provide Executive and Administrative authority over the TOECRA and its day-to-day operations.

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

SECTION THREE: EMPLOYMENT AGREEMENT APPROVAL: The Board of Directors of the Eatonville Community Redevelopment Agency does hereby authorize the Chairperson and Executive Director enter into an Employment Agreement to serve as the agency full-time Executive Director as described in the Executive Director Job Description.

SECTION ONE: CONFIRMATION. The Board of Directors of the Town of Eatonville Community Redevelopment Agency does hereby confirm Shaniqua Rose as the TORCRA Executive Director.

SECTION TWO: DIRECTION The Board of Directors of the Town of Eatonville Community Redevelopment Agency does hereby approve of the \$75,000 compensation salary for the Executive Director’s Salary.

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 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 19 day of December 2023.

ATTEST:

TOECRA Chairperson, ANGIE GARDNER

VERONICA KING, Town Clerk

Shaniqua Rose
Orlando, FL 32805
Cell: (619) 251-3937
E-Mail: srose118@yahoo.com

To Whom It May Concern,

I read your posting for a new CRA Executive Director with interest. My experience aligns well with the qualifications you are seeking in Eatonville and I am certain I would make a valuable addition to your team.

With more than four years' experience as a consultant with Change For The Community, I am adept in economic development, CRA expenditures, community engagement, and project development. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate communication and leadership abilities, I excel at:

- Project management to ensure needs are met;
- Policy creation to meet state and local requirements; and
- Consulting with parties involved to ensure smooth processing of projects
- Implementing and monitoring district policies.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for public policy. I am extremely enthusiastic about Eatonville's focus on economic development and rebuilding and would welcome the opportunity to contribute to the attainment of your organizational goals.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meets your needs.

Thank you for your time and consideration.

Sincerely,
Shaniqua Rose

"I certify all information contained in this cover letter and resume is true and accurate." - Shaniqua Rose

Shaniqua Rose

Orlando, FL 32805 | Tel: (619) 251-3937| Email: srose118@yahoo.com

CORE COMPETENCIES:

- Excellent Customer Service skills with high energy and an excellent ability to multi task
- Computer Proficiency: Microsoft Word, Excel, Power Point, Outlook, Gmail
- Strong problem solving, decision making and analytical skills with strong organizational and planning skills
- Exceptional communication and interpersonal skills and the ability to work in strong cross-functional working relationships
- Work well with others
- Manage conflicting priorities, multitask and deliver on aggressive timelines in a dynamic environment

EDUCATION:

American Public University July 2016-October 2018

-Master’s Degree in Public Administration Concentration in Organizational Management

Polk State College August 2012-December 2015

- Bachelor’s Degree Management Concentration Business Administration

Valencia Community College August 2005- December 2007

- Associates Degree Minor in Accounting

EMPLOYMENT HISTORY:

Change For The Community, Business Consultant Orlando, FL July 2019-Present

- Build strong working relationship at all levels within and outside of the organization.
- Develop and execute a work plan obtaining authorized resources to ensure all activities are performed.
- Support a work environment that promotes customer service, quality, continuous improvement, knowledge sharing, and teamwork.
- Manage workflow collaboration across teams to ensure client investment is on track, executed flawlessly and completed on time.
- Conduct special studies and analyses, develop recommendations and present to management to influence best organizational decisions.
- Effectively balance a number of tasks, work towards deadlines, and produce quality deliverables.
- Plan and execute outreach and engagement activities, including large scale and high visibility events.
- Evaluate organizational partnerships and relationships to meet project goals.
- Research grants opportunities from both government and non-governmental agencies.
- Study the history, structure, objectives, programs, and financial needs of the organization.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Respond to queries on submitted grant proposals.

City of Orlando, DDB/CRA, Specialist Orlando, FL Nov 2018-Dec 2019

- Conduct research, prepare statistical reports, and develop activities as it relates to projects to enhance operations involving economic development, redevelopment, land development,

business development, and community enhancements.

- Prepare presentations for meetings; edit content and add appropriate design elements as needed.
- Maintain and monitor project plans, project schedules and ensure projects adhere to the framework; maintain documents, reports and plans associated with each project.
- Respond to citizen and business complaints, investigates, proposes solutions and make recommendations for implementation.
- Assist with the development of outreach programs, such as community meetings and clean initiatives.
- Conduct research to identify emerging needs, trends, and services related to assigned area of offerings, and compiles and analyzes data.
- Collaborate with Law Enforcement on various initiatives to enhance safety within the Parramore Community.
- Meet with the public, developers and contractors to discuss permitting issues and facilitate successful project completion.

City of Orlando, Permitting Division, Specialist **Orlando, FL Aug 2016-Nov 2018**

- Directed recruitment, training, staff development initiatives to maximize productivity.
- Evaluate the effectiveness and efficiency of goals, objectives, policies and procedures.
- Cultivated strong business relationships with customers to drive success for their projects
- Supervise the administrative support staff in the Permitting division, including hiring, training, evaluation and discipline; assign and monitor work assignments, and adjust as needed.
- Act as the point of contact to customers to identify and define project requirements, scope and objectives, as well as communicate project status adequately to all participants for the evolution of projects to completion.
- Create and maintain comprehensive project documentation, plans and reports.
- Work with various procedures and work methods that permit initiative and independent judgment.
- Respond to and solve difficult issues, track complaints, investigate problems, facilitate discussion, and help resolve issues by working collaboratively with all parties involved to ensure customer needs are met in a timely and efficient manner.
- Collaborate with Law Enforcement for community initiatives, such as BTRs during events.
- Assist with the development of outreach programs, such as BTR renewal and customer enhancements.
- Assess, recommend and create plans to support organizational changes.
- Work with other departments to facilitate with the processing of documents, packages, permits, and other items from business establishments and private homes to enhance economic development.
- Develop and maintain relationships with clients, project teams and agencies.

City of Orlando, DDB/CRA, Recording Secretary **Orlando, FL Dec 2013-Aug 2016**

- Maintain office supply inventories and ordered supplies accordingly.
- Information gathering and information monitoring done regularly in compiling files and updating them accordingly.
- Resolve customer complaints ensuring customer satisfaction.
- Maintain strong working relationships with customers and general public.
- Manage electronic e-mail box and responded in a timely manner.

Community Projects:

- As an active participant in the nighttime economy study done in 2015 by the CRA to enhance the safety and security of those that patronize downtown Orlando. The study resulted in the creation of a nighttime manager, assigned food truck parking spots downtown, transportation hubs for Uber and Lyft, downtown manager, stronger alliance with the nightclubs to give them a voice for changes and so much more.
redevelopment.net/wp-content/uploads/2018/07/HZA-Nighttime-Economy-Management.pdf
- As union steward and contract negotiator for SEIU, in 2019, myself and my team members were able to secure \$15 per hour minimum for all SEIU employees over the three year contract and other union contracts subsequently received the same deal. There were also changes to policies that were creating inequities, such as not giving adequate notice for the union to attend new hire orientation to know their rights to be part of a union, not allowing union stewards the right to investigate potential discipline to gather their evidence, meditation so discipline could be handled without going to arbitration (costing the city a lot of money), and more.
www.seiufpsu.org/wp-content/uploads/2020/10/SEIU-Orlando-TAed-Agreement-2019.pdf
- With community partners, I have organized and have accomplished the beautification of the community, from clean ups to street resurfacing to even the removal of infected trees.
[Volunteers gather to clean up Parramore to put 'unity back in community' - Orlando Sentinel](#)
- With community partners, I hosted the first ever Trick or Treat on Church Street Halloween event for the youth in Parramore. This route reduces potential conflict of people going to one community center over another in the community; it is a meet in the middle of the community and have some good ole fun.
- There was a study done by Bethune Cookman University Center for Law & Social Justice Community Safety and Engagement Action Plan for Law Enforcement, as well as with the Bowman Group. As a participant, I shared the importance of positive community engagement with Law Enforcement. One suggestion made, after any major community disruption, such as a raid, within 24-48 hours the officers need to return to the community to explain to the youth they were just doing their job to remove bad people and keep the community safe.
[Orlando police meet with residents to bridge gap between officers and community \(clickorlando.com\)](#)
[Trainer hosts meetings in Orlando neighborhoods to build relationships with law enforcement \(clickorlando.com\)](#)
[Residents weigh in on Orlando Police Department during virtual meeting – WFTV](#)
- There was an abandoned house that was an eyesore for the community and had been for many years, through advocating, I was able to have the house demolished and the site can be used for homeownership opportunities in the future.
[Neighbors say Parramore eyesore has got to go – WFTV](#)

- The Parramore community is surrounded by commercial businesses and I have advocated for the placement of additional trash cans around the community, so visitors and residents can dispose of their trash in a receptacle instead of on the floor.
- Through efforts with the local organizations, I was able to increase Census participation in 2020, which is critical for funding in our communities.
[With Census deadline approaching local leaders ramp up efforts to collect responses \(clickorlando.com\)](#)
- With community partners, during the pandemic, I facilitated the delivery of food boxes for the seniors, snacks and food for the students that were homebound, coping mechanisms for parents, the distribution of over 22,000 face masks, and so much more.
[VIDEO: Parramore residents concerned about a lack of social distancing – WFTV](#)
[In COVID-19 Era, Nonprofits Fill Inequity-Exacerbated Needs \(mynews13.com\)](#)
- There are speeding concerns along Parramore Avenue, so I advocated for an enhanced cross walk for ZL Riley Park to ensure families could safely get to the park, where speed humps were placed as a temporary solution.
- There were many complaints of children and their family not being able to use ZL Riley Park without being panhandled or harassed, so I advocated for the placement of a security guard while the park was open and people have been ecstatic that they are able to use the park again.
- There was a tree fallen on a house in Parramore which impeded the sidewalk, I was able to get it removed and the sidewalk replaced.



- When the Soccer Stadium was being built, several businesses along Church Street struggled because of the road closures, people not being able to park and patronize at

their business. So I researched and created a rent abatement assistance program to alleviate some of the financial issues, provide some temporary help to businesses, and the program was later used during COVID to support the struggling businesses within the CRA.

- Due to certain regulations, there are no flashing school lights around the OCPS ACE School letting people know it is a school zone. Through my advocacy the CRA installed speed humps to get the cars to slow down and coordination with OPD happened to increase crossing guards to all major intersections within the Parramore community.
- To reduce recidivism amongst the homeless population in the City of Orlando, I researched a homeless community court and although the full community court has not been implemented because of the major partnerships and funding needed, there is now a mobile crisis response team, increased Crisis Intervention Training (C.I.T.) for Orlando Police Department, and there is a more comprehensive matrix required for receiving funding to provide services to homeless individuals.
- Through my organization, I mentor over 2 youth in the community to ensure they have the guidance and opportunities needed for a successful future. My mentees have committed to better grades, not participating in activities that could get them in trouble, and picking up trash to keep their street clean.



- Through my advocacy for more positive interaction with law enforcement and the youth, subsequently the OPD youth liaison team was created to find alternative solutions to taking youth to jail and more community collaborations for opportunities for youth, such as training and jobs.
[Talking about police in Parramore - YouTube](#)
- The split second it takes for a first-responder to miss a house because there is no number on the house or the house number is not visible from the street, could be the difference between life or death. Many houses in the Parramore community do not have a house

number or the house number is not visible from the right-of-way. So I applied for a grant and was able to place house numbers on the curbside in my immediate area.

- With community partners, my organization was able to provide turkey, financial literacy, housing assistance, and training opportunities to over 75 unemployed Disney workers and over 150 toys to their children.
- Many of the post offices are going to cluster boxes, rather than mailboxes in front of the home and there are many throughout the Parramore neighborhood. They are federal property, so I advocated for the replacement and cleaning of many of the boxes throughout the community.
- Due to lack of transportation and individuals not wanting to travel to unfamiliar locations, I started pop-up Pfizer COVID vaccines throughout Orange County and was able to administer over 10, 000 vaccines to Orange County residents. My team hosted vaccines in many places, from the comfort of people's home to churches to mechanic shops to nightclubs to a theater to corporate offices and so many more places.



[Storms disrupt some COVID-19 vaccine distribution sites in Florida – WFTV](#)

[Beacham Nightclub Orders up COVID-19 Vaccine for Employees \(mynews13.com\)](#)

['Shot for Shot': Downtown Orlando club to offer vaccine to 100 local hospitality workers \(wesh.com\)](#)

- There were speeding concerns around Jones High School, so I advocated for increased speed limit signs, mile marker signs along the Westmoreland Drive walking path, and updated school zone crossing signage around the school to heighten driver awareness.
- There are many traumatic events that take place in homes that distract youth from being able to focus at school and sometimes that lack of focus can land the youth in trouble. So with community partners, I have advocated for a Social and Emotional Learning curriculum for students who receive In School Suspension (I.S.S.) to provide them with coping mechanisms to make better choices to reduce the getting Out of School

Suspension (O.S.S.) or even worse, being expelled. I have also advocated the school board and City of Orlando to explore the Handle With Care program ([Handle with Care: Florida \(handlewithcarefl.org\)](http://HandlewithCare:Florida(handlewithcarefl.org))).

- With community partners, I was able to get bikes and helmets for over 20 youth in the community.
- Through stronger community collaboration, my neighborhood association has received neighborhood watch of the year twice in a row.





HISTORIC TOWN OF EATONVILLE, FLORIDA

CRA BOARD MEETING

DECEMBER 19, 2023, AT 5:30 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-2023-6 Authorizing the Removal of Leviticus Henderson from the Town of Eatonville Community Redevelopment Agency (TOECRA) Board (**Administration**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none"> Resolution CRA-R-2023-6
CONSENT AGENDA		
COUNCIL DECISION	YES	
ADMINISTRATIVE		

REQUEST: Approval of Resolution CRA-R-2023-6 Authorizing the Removal of Leviticus Henderson from the Town of Eatonville Community Redevelopment Agency (TOECRA) Board.

SUMMARY: The members of the Board of Directors, the governing body of the agency (TOECRA) desire the removal of Leviticus Henderson from the Town of Eatonville Community Redevelopment Agency (TOECRA) Board. Leviticus Henderson has been inactive since March 2023 with no accountability to the TOECRA Board of Directors. Efforts were made to reach out to determine his intent towards the TOECRA Board and to no avail. A Resolution (CRA-R-2023-6) is being presented for the official removal of Mr. Leviticus Henderson from the TIECAR Board.

RECOMMENDATION: Recommendation is for the Board of Directors to approve of Resolution CRA-R-2023-6 Authorizing the Removal of Leviticus Henderson from the Town of Eatonville Community Redevelopment Agency (TOECRA) Board.

FISCAL & EFFICIENCY DATA: N/A

RESOLUTION CRA-R-2023-6

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) REMOVING LEVITICUS HENDERSON FROM THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA) BOARD, PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, by the enactment of Orange County Ordinance 97-M-14 in 1997, the Town Council of the Town of Eatonville, Florida, created a Community Redevelopment Trust Fund to address blighted areas within the Community Redevelopment Area; and

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 members of the governing body and one (1) additional member appointed by the respective taxing authorities serve as Directors of the Agency; and

WHEREAS, such 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 remove Leviticus Henderson from the TOECRA Board of Directors due to inactivity since March 2023.

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: APPROVAL: The Board of Directors of the Town of Eatonville Community Redevelopment Agency does hereby, approve by Resolution the removal of Leviticus Henderson who was appointed to the Board of Directors on June 23, 2020; with recorded inactivity since March 2023.

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

SECTION 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 19 day of December 2023.

ATTEST:

TOECRA Chairperson, ANGIE GARDNER

VERONICA KING, Town Clerk