



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR COUNCIL MEETING AGENDA

Tuesday, October 07, 2025, at 7:30 PM

Town Hall - 307 E Kennedy Blvd

Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

I. CALL TO ORDER AND VERIFICATION OF QUORUM

II. INVOCATION AND PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

IV. PRESENTATIONS AND RECOGNITION

A. Presentation of the 2026 37th Annual Zora Neale Hurston Festival of the Arts and Humanities (ZORA! Festival) - **(Administration-PEC)**

V. CITIZEN PARTICIPATION (Three minutes strictly enforced)

VI. CONSENT AGENDA

1. Approval of Town Council Meeting Minutes **(Clerk Office)**

2. Approval to move Administrative Permit Clerk position from Part-time to Full-time **(Administration)**

3. Approval Resolution 2025-14 – Establishing a 30-day Work From Home Limit **(Councilwoman Randolph)**

VII. COUNCIL DECISIONS

VIII. REPORTS

CHIEF ADMINISTRATIVE OFFICER'S REPORT

TOWN ATTORNEY'S REPORT

TOWN COUNCIL REPORT/DISCUSSION ITEMS

MAYOR'S REPORT

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 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

TOWN COUNCIL MEETING

OCTOBER 7, 2025, AT 7:30 PM

Cover Sheet

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ITEM TITLE:

Presentation of the 2026 37th Annual Zora Neale Hurston Festival of the Arts and Humanities (ZORA! Festival) - (Administration-PEC)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS	YES	Department: ADMINISTRATION-PEC
PUBLIC HEARING 1 ST / 2 ND READING		Exhibits: - N/A
CONSENT AGENDA		
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Staff request that the town council hear Presentation of the 2026 37th Annual Zora Neale Hurston Festival of the Arts and Humanities (ZORA! Festival).

SUMMARY: The 37th Annual Zora Neale Hurston Festival of the Arts and Humanities (ZORA! Festival) will take place on January 29–30, 2026, in Historic Eatonville, Florida. This multi-disciplinary cultural event, hosted by the Association to Preserve the Eatonville Community, focuses on the life and work of Zora Neale Hurston and the cultural contributions of people of African ancestry. The theme for 2026 is "Entering the Zoraverse: People, Places, and Spaces".

Presenter – Ny Nathiri

RECOMMENDATION: Staff recommend that the town council hear Presentation of the 2026 37th Annual Zora Neale Hurston Festival of the Arts and Humanities (ZORA! Festival).

FISCAL & EFFICIENCY DATA: N/A



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TOWN COUNCIL MEETING

OCTOBER 7, 2025, AT 7:30 PM

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ITEM TITLE: Approval of Town Council Meeting Minutes
(Clerk Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (CLERK OFFICE)
PUBLIC HEARING 1 ST / 2 ND READING		Exhibits: - Council Meeting Minutes
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Approval of meeting minutes for the Town Council Meeting held during the month of September.

SUMMARY: There were several Town Council Meetings held in the month of September. Minutes were transcribed from the audio archive for approval for the public records.

RECOMMENDATION: Approval of Town Council meeting minutes in the month of September.

FISCAL & EFFICIENCY DATA: N/A



Meeting Minutes for Council Meetings

****Forthcoming prior to
the day of the meeting**



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TOWN COUNCIL MEETING

OCTOBER 7, 2025, AT 7:30 PM

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ITEM TITLE: Approval to move Administrative Permit Clerk position from Part-time to Full-time (**Administration**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
PUBLIC HEARING 1 ST / 2 ND READING		Exhibits: - Job Description - Budget Amendment
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Town Council to move the Permit Clerk to full -time position in the planning department and the Budget Amendment for the salary

SUMMARY: The proposed budget amendment seeks to convert the Permit Clerk position from part-time to full-time status. This change is necessary to address the increased volume and complexity of permit-related administrative tasks, ensure consistent customer service, and improve operational efficiency.

As development activity continues to grow, the demand for timely permit processing, records management, and coordination with internal departments has significantly increased. A full-time Administrative Permit Clerk will provide the stability and availability needed to meet these demands, reduce processing delays, and enhance support for both staff and the public.

This amendment will allow for the position to be posted and filled accordingly, ensuring the department has adequate staffing to maintain service levels and meet organizational goals.

RECOMMENDATION: For the Town Council to approve the change in status and approval of budget amendment for the salary.

FISCAL & EFFICIENCY DATA: The approved budget amount for FY 2025-2026 for this position is \$26,250 for PT. Funds to cover the position as FT will come from Town Council Contingency Budget line item 001-0511-511-5800 (\$163,433,38) in the amount of \$22,294 which includes Salary and benefits.



Permit Clerk

Department: Planning

Salary Range: \$30,847 - \$46,271

Classification: Full time (Non-Exempt)

Skilled in clerical and administrative work processing applications for building permits and business tax receipts. Work is performed under the general supervision of the Town Planning Director and/or designee.

ESSENTIAL JOB FUNCTIONS:

Performs customer service including in person, on the phone, and email on various subjects including Code Compliance rules, regulations, and procedures.

Accepts applications for building permits. Reviews forms for accuracy, explains permit procedures, fees, and determines missing documents.

Explains and answers questions for developers, contractors, and homeowners regarding Certificate of Occupancy.

Receives plans, specifications, and permit applications and instructs applicants.

Distributes submitted plans to the appropriate person for review, records comments, and sends all Planner comments to the contractor for corrections.

Re-submits plans as needed for second review to the appropriate individual(s).

Maintains contacts of applicant and/or submitter to coordinate receipt of required documents.

Maintains open lines of communication with contractors and applicants.

Compiles and routes permit folders.

Enters required building permit information into the computer.

Prepares permit application and plans for Planner signature.

Performs other duties as assigned.

Maintain files on ALL permits.

Accept and review all applications for Business Tax Receipts.

MINIMUM QUALIFICATIONS/ SPECIAL REQUIREMENTS:

High School graduate or possession of an acceptable equivalency diploma; at least two (2) years' experience in building, zoning, and permitting; experience in construction, construction administration or building department operations and functions preferred. (A comparable amount of training, education or experience can be substituted for the minimum qualifications).

KNOWLEDGE, SKILLS, & ABILITIES:

Knowledge of the permitting process.

Knowledge of State laws pertaining to licensing and permitting.

Knowledge of general office procedures.

Knowledge of construction terminology and documents.

Knowledge of telephone etiquette.

Knowledge of the uses of a computer and equipment.

Ability to work effectively with various people.

Ability to communicate effectively with customers and contractors.

Ability to work under pressure and meet deadlines.

Ability to follow through on designated tasks.

Ability to handle numerous tasks at once.

Ability to attend meetings and conferences in building related topics.

Skilled in typing, filing and research techniques.

Skilled in operating office equipment.

Skilled in accessing, inputting, and retrieving information from a computer.

LICENSE / CERTIFICATION REQUIREMENTS: A valid Florida driver's licenses and Notary Public.

ACKNOWLEDGMENTS:

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

TOWN OF EATONVILLE BUDGET ADJUSTMENT FORM

SUBMITTING DEPARTMENT: ADMINISTRATION ADJUSTMENT NUMBER: _____

DATE: 10/01/2025 GROUP NUMBER: _____

SOURCE OF FUNDS:			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PROJECT NUMBER	ADJUSTMENT
001-0511-511.5800	Contingency		22,294.00
TOTAL			<u>22,294.00</u>

USE OF FUNDS:			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PROJECT NUMBER	ADJUSTMENT
001-0515-515.1200	Regular Salaries		13,000.00
001-0515-515.2100	FICA		995.00
001-0515-515.2300	Health & Life Insurance		8,299.00
TOTAL			<u>22,294.00</u>

REASON FOR ADJUSTMENT REQUEST:
The Permit Clerk position was Full-Time in FY 2024-2025 but in FY 2025-2026 budget it was approved
Part-time

APPROVALS:			
	Town Council	Date	
Finance Director	Date	Department Head	Date



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OCTOBER 7, 2025, AT 7:30 PM

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ITEM TITLE: Approval Resolution 2025-14 – Establishing a 30-day Work From Home Limit (**Councilwoman Randolph**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (RANDOLPH)
PUBLIC HEARING 1ST / 2ND READING		Exhibits: - Resolution 2025-14
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

REQUEST: Request approval of Resolution 2025-14 limiting any and all employees to work from home no more than 30-days within a calendar year until such the Town Council Adopts A Work From Home Policy.

SUMMARY: The Administration hired a Grant Coordinator/Manager in November 2023. Shortly, thereafter, the employee was given the approval to work from home up to the present. The Administrator contends that the Mayor (In Article II 2.03), gives the mayor and the administration oversight to manage the Town's Staff and Schedule as deemed best in the interest of the Town.

However, no work from home policy has been established or adopted by the town council under policy and procedures. Therefore, a resolution is being presented for council approval setting a 30-day work from home limit within a calendar year.

This Resolution was brought previously to council on July 15th and bringing back for reconsideration.

RECOMMENDATION: Recommend that the Town Council Approve Resolution 2025-14 limiting any and all employees to work from home no more than 30 days within a calendar year until the Town Council Adopts A Work From Home Policy.

FISCAL & EFFICIENCY DATA: N/A

RESOLUTION #2025-14

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA ESTABLISHING A 30-DAY WORK FROM HOME LIMIT FOR ALL EMPLOYEES UNTIL THE TOWN COUNCIL HAS ADOPTED A FORMAL EMPLOYEE WORK FROM HOME POLICY, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS: The Town of Eatonville desires to maintain a safe and productive work environment for all employees.

WHEREAS: The Town Council realizes that there will be a need and limited circumstances for employees to work from home on a limited basis from time to time.

WHEREAS: The Town Council wishes to create and adopt a policy that will govern employees working from home to carry out the business of the Town.

WHEREAS: The Town Council does not have a present employee work from home policy that provides governance, supervision, or scope for employees working from home.

WHEREAS: The Town Council wishes to discuss and consider a work from home policy.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, ORANGE COUNTY, FLORIDA AS FOLLOWS:

SECTION ONE: Effective immediately upon the adoption of this resolution, no employee will be permitted to work from home beyond 30-days within a calendar year until the Town Council has officially adopted a work from home policy.

SECTION TWO: CONFLICTS: All Resolutions or parts of Resolutions in conflict with any other Resolution or any of the provisions of the Resolution is hereby repealed.

SECTION THREE: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful, or unconstitutional, it shall be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution two

SECTION FOUR: EFFECTIVE DATE: This Resolution will take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 7th day of September 2025.

Angie Gardner, Mayor

ATTEST:

Veronica L. King, Town Clerk