



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## COUNCIL WORKSHOP AGENDA

Tuesday, November 21, 2023 at 6:30 PM

Town Hall - 307 E Kennedy Blvd

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### I. CALL TO ORDER

### II. COUNCIL DISCUSSION

- [1.](#) To Discuss the Town of Eatonville Organizational Chart (**Administration**)
- [2.](#) To Discuss Authorizing the Mayor, Vice Mayor or the Chief Administrative Officer To Electronic Signing Account Payables checks (**Administration**)

### III. COMMENTS

3. Staff Comments
4. Public Comments

### IV. 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 WORKSHOP

NOVEMBER 21, 2023 AT 06:30 PM

### Cover Sheet

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

**ITEM TITLE:** To Discuss the Town of Eatonville Organizational Chart (**Administration**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department: ADMINISTRATION</b>
<b>INTRODUCTIONS</b>		<b>Exhibits:</b> <ul style="list-style-type: none"> <li>• TOE Organizational Chart</li> <li>• Job Descriptions</li> </ul>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DISCUSSION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** Administration has finalized and requests discussion of Town’s Organizational Chart

**SUMMARY:** Several variations of the Town of Eatonville organization structure have been vetted and prepared to improve internal workplace efficiency and to provide better service to citizens and customers. The restructuring included three focus areas: Town Operations, Development Services and Public Infrastructure. The request to add in a Special Project Coordinator and combine the part-time Record Coordinator with the part-time Human Resource/Risk Position to make one full-time position.

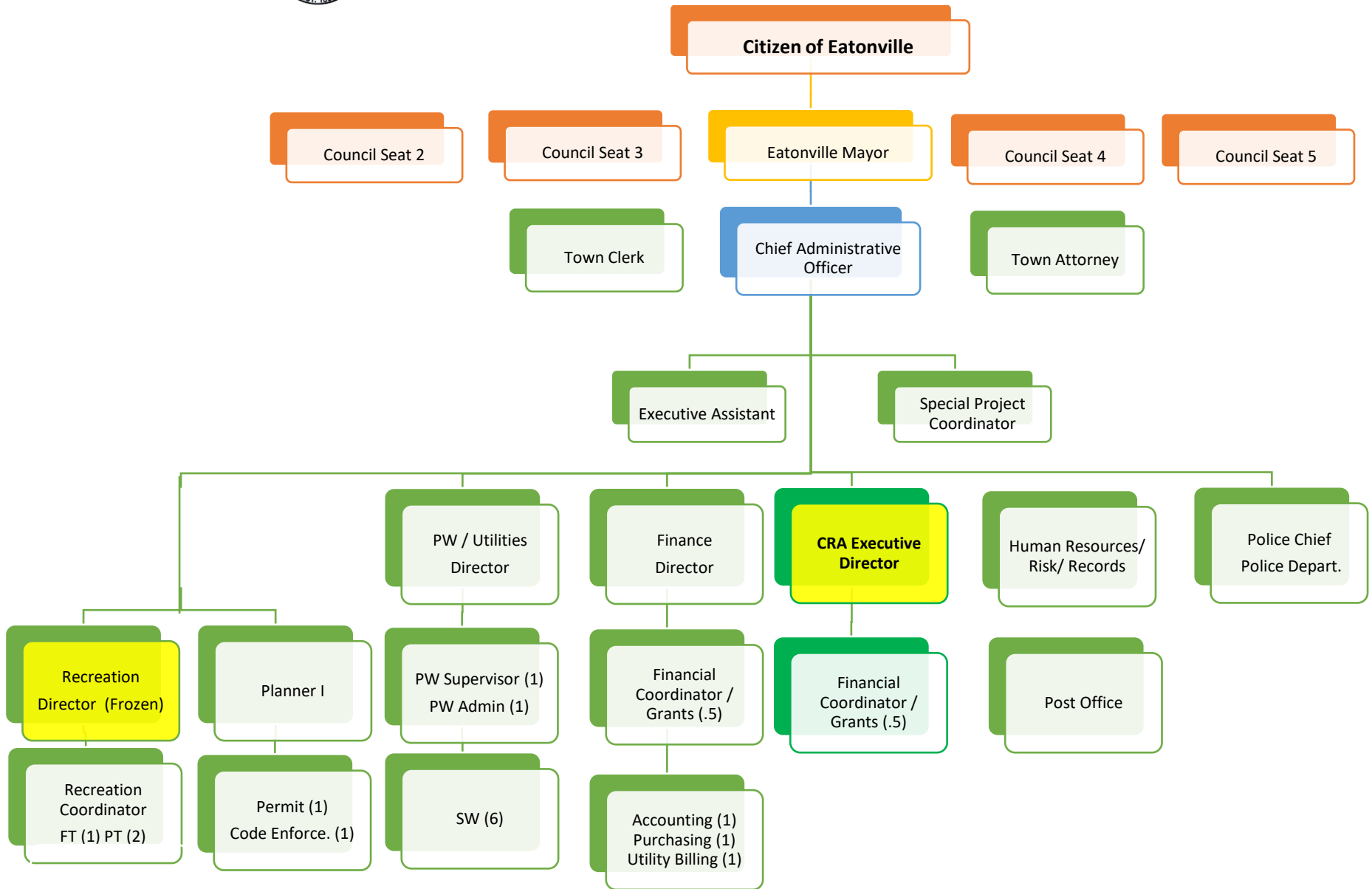
The new structure will allow for quicker and more coordinated response among the Town’s approximately 43 full-time and part-time staff members. The Town’s population will increase over the next year with new development taking and additional visitors, therefore our service level demands will increase. Along with the need for technical staff to improve workplace efficiency.

**RECOMMENDATION:** Staff recommends the discussion of the finalized Organizational Chart.

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



# Town of Eatonville Organization Chart





# TOWN OF EATONVILLE

*"THE OLDEST BLACK INCORPORATED MUNICIPALITY IN AMERICA"*

## SPECIAL PROJECTS COORDINATOR

DEPT: ADMINISTRATION

### GENERAL DESCRIPTION

Under the direction of the Chief Administrative Officer, the Special Project Coordinator will be responsible for skilled technical work planning, coordinating, scheduling, working with contracts, and conducting special projects and activities. This position will be contacting and communicating with contractors and vendors, therefore experience interacting well with a diverse group of internal and external customers is required.

### ESSENTIAL JOB FUNCTIONS

May plan and schedule the activities of skilled trades workers involved in maintenance and construction activities.

- May plan and coordinate activities of staff for special projects and assignments.
- May recommend improvements needed to buildings, parks, and maintenance systems.
- Helps plan the sequential process of construction to properly plan employee activity.
- May assist with developing specifications.
- Prepares workups on the cost of labor and materials for each project.
- Prepares reports on equipment and manpower usage.
- Reviews contracts for needs and services of buildings and facilities.
- Attends pre-bid conferences.
- Monitors and ensures adherence to contract specifications.
- Maintains records and reports for quarterly evaluation meetings with vendors.
- May secure related bids from contractors.
- May meet with subcontractors, division directors, etc. to estimate and plan projects.
- May oversee contracts such as building maintenance, janitorial, pest control, carpet cleaning, lawn spraying and landscape maintenance, irrigation sprinkler repair, and similar projects, depending on assignment.
- Monitors invoicing and implementing contract changes.
- Mediates with vendors on contract compliance. Inspects completed work, resolves problems and complaints.
- Gathers information for the submittal of requisitions and may process such into the Town's electronic system.
- May need to act as point of contact to receive and procure parts for daily maintenance work force needs.
- May be required to coordinate property management maintenance issues including troubleshooting depending on assignment.
- May also supervise contracted janitorial staff; building assignments; security lists and access cards and building keys.
- Completes request for quotes for work not requiring formal bid process.
- Tracks job progress according to completion time indicated in the scope of work and maintains file of contractor violations related to such.
- Tracks contractor complaints and makes recommendation for resolution to supervisor.

- Updates internal progress spreadsheets.
- Ensures contractors are licensed to practice business in the Town.
- Ensures that proper permits have been issued for the work to be performed.
- Ensures contractors adhere to insurance requirements to practice business in the Town.
- Must adhere to Federal, State, County and Local ordinances.
- Performs other duties as assigned.

(NOTE): The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Effective verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices, and procedures.
- Skill and ability to perform accurate data entry in HR systems.
- General knowledge of City policies and ordinances, state, and federal labor laws, as well as collective bargaining and Human Resources best practices.
- Knowledge of current business procedures and practices.
- Knowledge of health and life insurance principles, policies, and reports or ability to learn.
- Skill in using a computer, printer, fax, scanner, and photocopier.
- Current Florida Public Records laws and new products, technologies, trends, and advances in the records management profession.
- Office terminology, methods, practices, and procedures.
- Information systems, spreadsheets, and computer software including Microsoft Word, Excel, PowerPoint, and Publisher.
- Departmental and municipal rules, regulations, policies, and procedures.
- Business English, grammar, punctuation, and spelling; the application of such to a variety of formats, styles, and editing principles and techniques.
- Record keeping systems.
- Customer Service Procedures

**EDUCATION AND EXPERIENCE**

Graduation from high school or Vo-Tech or possession of a GED; and two (2) years of experience in contract management. A comparable amount of education, training, or experience may be substituted for the minimum qualifications to include two (2) years of experience in permitting, operation management or contract management.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- VALID DRIVERS' LICENSE

**ESSENTIAL PHYSICAL SKILLS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-20 pounds at times.

**ENVIRONMENTAL CONDITIONS:**

- Work inside an office environment.  
(Reasonable accommodations will be made for otherwise qualified individuals with a disability).



# TOWN OF EATONVILLE

*“THE OLDEST BLACK INCORPORATED MUNICIPALITY IN AMERICA”*

## Human Resources/Risk and Records Management

DEPT: ADMINISTRATION

### GENERAL DESCRIPTION

Human Resources/Risk and Records will perform all Human Resources and Risk management functions. Performing all HR-related processes, projects, and events. This position will also be responsible for organizing all Town records and ensuring compliance with State and statutory requirements and guidelines pertaining to proper access, inspection, and disposition of records. Creating risk plans, coordinating, and administering the risk management areas related to a workers' compensation program and insurance claims program.

### ESSENTIAL JOB FUNCTIONS

- Process applicants' records for the onboarding process, exit process and other related functions associated with the processing of payroll records.
- Maintains all Human Resources related record retention as required by the State of Florida.
- Assists in the preparation and justification of the annual budget.
- Provides general personnel related information to other agencies and the public, to include employment verification, both verbally and in writing and other miscellaneous information as required.
- Provides customer service to employees in areas of pay, benefits and general concerns relating to personnel issues.
- Update company-wide programs that include new employee orientation, employment law training.
- Maintains the division records including scanning and filing of documents in compliance with Town and statutory requirements and completes the annual records destruction.
- Assists the Town Clerk with managing the Town's electronic documents; content management program; creates and updates policies and procedures for use of the Records Management Program
- Assist with scheduling and coordinating disposal of records Town-wide according to State guidelines. Assist with public records requests as needed.
- Maintain a database of onsite and offsite records inventory and performs quality checks to ensure compliance with records retention laws and standards.
- Assist in the development of regulations, standards, and procedures relating to records management.
- Acts as the record liaison to all Town departments and coordinate meetings with departments to identify and address records retention and destruction schedules in accordance with State, Town, and statutory requirements.
- Provides training to staff regarding records management, public records law and implementation of policies and procedures; provides training to system users regarding electronic imaging/content managing software; creates procedural documentation to assist users.
- Performs indexing, tracking official records, agreements, compiles and distributes recorded documents, ordinances, resolutions, and proclamations.
- Records documents into the Town of Eatonville Official Records.
- Organizes and prepares files of official records and department records for the document imaging process including ordinances, resolutions, agreements, deeds, liens, performance bonds, minutes, and agendas.
- Assist with the Municipal Election process as needed.
- Research and provide recommendation regarding purchases, dispositions or acquisitions of document imaging equipment and related supplies.

- Maintains an active membership in records management professional organizations to maintain a sound understanding of records developments.
- Serve as back up to the Town Clerk as needed for scheduled meetings.
- Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail.
- Performs other duties as assigned.

(NOTE): The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Effective verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices, and procedures.
- Skill and ability to perform accurate data entry in HR systems.
- General knowledge of City policies and ordinances, state, and federal labor laws, as well as collective bargaining and Human Resources best practices.
- Knowledge of current business procedures and practices.
- Knowledge of health and life insurance principles, policies, and reports or ability to learn.
- Skill in using a computer, printer, fax, scanner, and photocopier.
- Current Florida Public Records laws and new products, technologies, trends, and advances in the records management profession.
- Office terminology, methods, practices, and procedures.
- Information systems, spreadsheets, and computer software including Microsoft Word, Excel, PowerPoint, and Publisher.
- Departmental and municipal rules, regulations, policies, and procedures.
- Business English, grammar, punctuation, and spelling; the application of such to a variety of formats, styles, and editing principles and techniques.
- Record keeping systems.
- Customer Service Procedures

**EDUCATION AND EXPERIENCE**

- Bachelor’s degree in business administration, Public Administration, Human Resources Management, or other closely related field required.
- One – two (1-2) years’ experience in a Human Resources role or equivalent preferred.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

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**ESSENTIAL PHYSICAL SKILLS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-20 pounds at times.

**ENVIRONMENTAL CONDITIONS:**

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NOVEMBER 21, 2023 AT 06:30 PM

### Cover Sheet

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

**ITEM TITLE:** To Discuss Authorizing the Mayor, Vice Mayor or the Chief Administrative Officer to Electronic Signing Account Payables checks (**Administration**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> ADMINISTRATION
<b>INTRODUCTIONS</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>Resolution 2023-25</li></ul>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DISCUSSION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** The Administration is requesting Town Council to discuss Authorizing the Mayor, Vice Mayor or the Chief Administrative Officer to Electronic Signing Account Payables checks.

**SUMMARY:** The Town Council desires to designate the Mayor, Vice Mayor or Chief Administrative Officer to sign the checks through the Accounts payable software Edmund electronic signature. It was suggested by the council to review the electronic signing process to improve staff efficiency. The process and training shall be performed by our ERP service provider (Edmunds). At the end of each month, the Town Council will receive a check register of account payables check for that month which include the vendor, check number, and check amount.

**RECOMMENDATION:** Recommendation is for Town Council to discuss the Mayor, Vice Mayor or Chief Administrative Officer to be the signers on the Electronic Signing Account Payables checks.

**FISCAL & EFFICIENCY DATA:** This service is already available in the service package with Edmunds, so no additional cost to implement and operate this is required.



**RESOLUTION #2023-25**

A RESOLUTION OF THE TOWN OF EATONVILLE OF ORANGE COUNTY, FLORIDA, TO AUTHORIZING THE MAYOR, VICE MAYOR OR THE CHIEF ADMINISTRATIVE OFFICER TO ELECTRONIC SIGNING VENDORS CHECK WITH AN APPROVAL PROCESS IN THE ACCOUNTS PAYABLE SOFTWARE EDMUNDS PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

**WHEREAS**, the Town of Eatonville, pays its vendors and other obligations in a timely manner in accordance with the laws of the State of Florida

**WHEREAS**, the Town Council, is designated Mayor, Vice Mayor or Chief Administrative Officer to sign the checks through Accounts payable software Edmund electronic signature;

**NOW THEREFORE BE IT RESOLVED BY THE TOWN OF EATONVILLE OF ORANGE COUNTY, FLORIDA, THAT:**

**SECTION ONE:** the Finance Director shall provide documentation supporting the checks issued and vendors paid to the Town Council and a summary of the check number and total of all payable checks to this Town Council at the end of the month.

**SECTION TWO:** the Town Council of Town of Eatonville hereby authorized and directed to take such further action as may be necessary, appropriate, or advisable to implement this resolution and amend.

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

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

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

**PASSED AND ADOPTED this 21st day of November, 2023, A.D.**

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**Angie Gardner, Mayor**

**ATTEST:**

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