



HISTORIC TOWN OF EATONVILLE, FLORIDA

COUNCIL WORKSHOP AGENDA

Tuesday, May 07, 2024 at 6:30 PM

Town Hall - 307 E Kennedy Blvd

AMENDED

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

- I. CALL TO ORDER
- II. CITIZEN PARTICIPATION (Three minutes strictly enforced)
- III. PRESENTATION OF ORDINANCE
 1. Discussion on Ordinance for Operating Golf Carts on Designated Town Streets (Vice Mayor Washington)
- IV. COUNCIL DISCUSSION
 2. Discussion Juneteenth Freedom Celebration Day (Clerk's Office)
 3. Discussion of The Financial Update For The 1st Quarter (FINANCE)
 4. Approval to Hire Recreation Director for The Town of Eatonville (Administration)
- V. COMMENTS
 5. Staff Comments
- VI. ADJOURNMENT

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****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

MAY 7, 2024, 6:30 PM

Cover Sheet

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

ITEM TITLE: Discussion on Ordinance for Operating Golf Carts on Designated Town Streets (Vice Mayor Washington) - **LATE**

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (WASHINGTON)
INTRODUCTIONS		Exhibits: <ul style="list-style-type: none">Draft Ordinance
CONSENT AGENDA		
COUNCIL DISCUSSION	YES	
ADMINISTRATIVE		

REQUEST: For Town Council to discuss Ordinance for Operating Golf Carts on Designated Town Streets. ****LATE: This item is a walk on item for council consideration and discussion on Council Workshop agenda.**

SUMMARY: The Town of Eatonville has the authority under Sections 166.221 and 316.212, Florida Statutes, to authorize and regulate the operation of golf carts on designated municipal streets within the jurisdictional boundaries of the Town. Section 316.212(8), Florida Statutes, expressly allows a municipality to enact an ordinance relating to golf cart operation and equipment which is more restrictive than the provisions enumerated in Section 316.212, Florida Statutes.

The Town has considered factors including the speed, volume, and character of motor vehicle traffic using Town streets and has determined that, subject to the restrictions herein, golf carts may safely travel on or cross certain Town streets or roads. Golf carts are a valid form of transportation, commonly used as a mode of mobility from place-to-place, are utilized for utility purposes and are an environmentally friendly mode of transportation. It is the intent of the Town to provide for the orderly operation of golf carts on designated municipal streets and roads and to set standards for the operation and registration of such golf carts. The Town Council desires to amend Chapter 38 of the Town of Eatonville Code of Ordinances to create Article VIII to authorize and regulate the operation of golf carts on designated Town streets, subject to the restrictions and finds the adoption of an Ordinance is in the best interest of the health, safety, and welfare of the public.

RECOMMENDATION: It is recommended that the Town Council discuss an Ordinance for Operating Golf Carts on Designated Town Streets.

FISCAL & EFFICIENCY DATA: N/A

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF EATONVILLE, FLORIDA, CREATING CHAPTER 38, ARTICLE VIII, “OPERATION OF GOLF CARTS ON DESIGNATED TOWN STREETS,” IN THE CODE OF ORDINANCES; PROVIDING FOR DEFINITIONS, OPERATIONS, RESTRICTIONS, REGISTRATION, AND ENFORCEMENT PROCEDURES; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Constitution, Article VIII, Section 2(b), and Florida Statutes, Section 166.021(1), establish the home rule powers of Florida municipalities and enable municipalities to conduct municipal government, perform municipal functions, render municipal services, and exercise any power for municipal purposes, except as expressly prohibited by law; and

WHEREAS, the Town of Eatonville has the authority under Sections 166.221 and 316.212, *Florida Statutes*, to authorize and regulate the operation of golf carts on designated municipal streets within the jurisdictional boundaries of the Town; and

WHEREAS, Section 316.212(8), *Florida Statutes*, expressly allows a municipality to enact an ordinance relating to golf cart operation and equipment which is more restrictive than the provisions enumerated in Section 316.212, *Florida Statutes*; and

WHEREAS, the Town has considered factors including the speed, volume, and character of motor vehicle traffic using Town streets and has determined that, subject to the restrictions herein, golf carts may safely travel on or cross certain Town streets or roads; and

WHEREAS, the Town hereby finds that golf carts are a valid form of transportation, commonly used as a mode of mobility from place-to-place, are utilized for utility purposes and are an environmentally friendly mode of transportation; and

WHEREAS, it is the intent of the Town to provide for the orderly operation of golf carts on designated municipal streets and roads and to set standards for the operation and registration of such golf carts; and

WHEREAS, the Town Council desires to amend Chapter 38 of the Town of Eatonville Code of Ordinances to create Article VIII to authorize and regulate the operation of golf carts on designated Town streets, subject to the restrictions herein; and

WHEREAS, the Town Council finds the adoption of this Ordinance to be in the best interest of the health, safety, and welfare of the public.

NOW, THEREFORE, be it ordained by the Town Commission of the Town of Eatonville, Florida, as follows:

(Words in strike through type are deletions; words in underscore type are additions; asterisks (* * * *) indicate an omission from the existing text which is intended to remain unchanged.)

SECTION 1. The findings set forth in the recitals above are adopted and fully incorporated herein as legislative findings of the Town Commission pertaining to this Ordinance.

SECTION 2. Chapter 38, Article VIII, “Operation of Golf Carts on Designated Town Streets,” is hereby created and reads as follows:

ARTICLE VIII. OPERATION OF GOLF CARTS ON DESIGNATED TOWN STREETS

Sec. 38-256. – Definitions.

Golf cart means a personal, non-commercial use motor vehicle that is designed and manufactured for operation on a golf course for sporting or recreational purposes that is not capable of exceeding speeds of twenty (20 miles per hour).

Designated street means all streets or roads specified in this Article which have been determined by the Town to meet the requirements of § 316.212, *Florida Statutes*.

Sec. 38-257. – Operation of Golf Carts.

- (a) Designation of Town streets. The Town Commission may by resolution designate and approve certain Town streets as streets authorized for golf cart use. Upon such approval, the Town shall install signage identifying where golf carts may be operated. The Town Commission may, at any time and in its sole discretion, revoke the status of any designated Town street by resolution. Nothing in this Article shall be construed to authorize the operation of golf carts on state or county roads or highways.
- (b) Authorization to operate golf carts. In accordance with § 316.212(1), *Florida Statutes*, golf carts meeting the definition set forth in Section 38-256, above, may be operated within the Town on the streets, alleys, and parking areas open to the public and designated pursuant to this Article and resolution. Golf carts shall not be operated on private property, unless authorized by the property owner, or on sidewalks or bicycle lanes, or any street not designated by Town Council.
- (c) Equipment and minimum standards. All golf carts operated on designated Town streets pursuant to this Article shall meet the minimum equipment standards established by § 316.212, *Florida Statutes*, and must be appropriately equipped with the following properly functioning items that are in usable and operable condition at all times:

- i. Efficient brakes;

- ii. A reliable steering apparatus;
- iii. Safe tires;
- iv. A rearview mirror;
- v. Red reflectorized warning devices in both the front and rear.

Additionally, any golf cart operated in fog, smoke, or rain, or before sunrise or after sunset, must be equipped with properly functioning headlights, brake lights, turn signals, and a windshield.

Sec. 38-258. – Restrictions and Insurance.

Golf carts operating on designated roadways shall be subject to the following restrictions:

- (a) *Golf cart operator.* A golf cart may not be operated on designated roadways by a person:
 - i. Who is under 18 years of age unless he or she possesses a valid learner's driver license or valid driver license.
 - ii. Who is 18 years of age or older unless he or she possesses a valid form of government-issued photographic identification.
- (b) *Modified golf carts.* Golf carts that have been modified to exceed the speed of twenty (20) miles per hour shall not be considered golf carts under the provisions of this Article and are not afforded the rights provided herein.
- (c) *Compliance with traffic laws.* Golf carts shall be operated in accordance with all applicable local and state traffic regulations. A golf cart operator who violates any traffic regulation may be ticketed in the same manner as the operator of a motor vehicle.
- (d) *Occupants.* The number of occupants in a golf cart operated on designated streets shall be limited to the number of seats on the golf cart, and a standard golf cart bench seat is deemed to allow seating for two occupants. The operator of the golf cart shall be responsible for ensuring that no occupants of a golf cart are standing at any time while the golf cart is in motion.
- (e) *Alcohol.* All state regulations governing the use and possession of alcoholic beverages while operating a motor vehicle shall apply to the operation of golf carts on designated streets.
- (f) *Insurance.* Golf carts operated on designated streets must be covered under a valid insurance policy including coverage for personal injury and property damage, with minimum amounts of \$10,000 per occurrence and \$10,000 in the aggregate. Proof of valid

insurance coverage must be in the golf cart at all times of operation on Town designated streets.

Sec. 38-259. – Registration

All golf carts operating on designated streets in the Town shall be registered with the Town as set forth herein.

- (a) Golf carts must be registered annually on a calendar year basis through an application process as determined by the Town in its sole discretion. The initial registration fee shall be \$25.00, with an annual renewal fee of \$10.00. Annual fees may be changed from time to time by the Town in its sole discretion through the adoption of a resolution.
- (b) Upon approval, the golf cart owner will receive an annual registration decal from the Town which shall be affixed to the golf cart.
- (c) The Town reserves the right to reject or not renew a golf cart registration application if the application is incomplete and/or all of the minimum requirements have not been met.
- (d) Prior to issuance of a registration decal, golf cart owners shall be required to provide (i) proof of ownership, (ii) proof of liability insurance, and (iii) a valid form of government-issued photographic identification.

Sec. 38-259. – Enforcement

- (a) A violation of this Article shall constitute a noncriminal infraction enforceable either as a code violation to be prosecuted by the Code Enforcement Board or Special Magistrate or shall be classified as a Class I Civil Citation Violation. Uniform Traffic Citations shall only be used for violations that are also violations of the Florida Uniform Traffic Control Law.

SECTION 3. CODIFICATION. The provisions of this Ordinance shall be included and incorporated into the Code of Ordinances of the Town of Eatonville, as additions or amendments thereto.

SECTION 4. SEVERABILITY. Should any word, phrase, sentence, subsection, or section be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then that word, phrase, sentence, subsection, or section so held shall be severed from this Ordinance and all other words, phrases, sentences, subsections, or sections shall remain in full force and effect.

SECTION 5. CONFLICTING ORDINANCES. All ordinances or part thereof, in conflict herewith are, to the extent of such conflict, repealed.

SECTION 6. EFFECTIVE DATE. This Ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect immediately upon its passage and adoption.

Upon motion duly made and carried, the foregoing Ordinance was approved and passed and transmitted upon the first reading on the ___ day of _____, 2024.

Upon motion duly made and carried, the foregoing Ordinance was approved and passed upon the second reading on the ___ day of _____, 2024.

Attest:

TOWN OF EATONVILLE

Veronica King,
Town Clerk

Angie Gardner, Mayor



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

MAY 7, 2024, 6:30 PM

Cover Sheet

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ITEM TITLE: Discussion Juneteenth Freedom Celebration Day (Clerk’s Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: Legislation (Councilwoman Randolph)
INTRODUCTIONS		Exhibits: <ul style="list-style-type: none">N/A
CONSENT AGENDA		
COUNCIL DISCUSSION	YES	
ADMINISTRATIVE		

REQUEST: For Town Council to discuss and consider celebrating Juneteenth Freedom Day on Wednesday, June 19, 2024, within the Historic Town of Eatonville, the oldest Black Incorporated municipality in the United States.

SUMMARY: Since 2022, the Historic Town of Eatonville wishes to celebrate and observe Juneteenth which is the oldest known celebration marking the end of slavery in the United States also known as "Freedom Day." On January 1, 1863, The Emancipation Proclamation was issued by President Abraham Lincoln granted freedom to all slaves, however, not until June 19, 1865, Major General Gordon Granger arrived in Texas to inform slaves that slavery had been abolished.

The Freedom Day Committee consists of Councilwoman Wanda D. Randolph, Clarese Hopkins, Jane Hursh, and Ladwyana "Deenie" Ware. The committee is proposing a short ceremony (15-20 minutes) outside on Town Hall Property to include the reading of a Proclamation by Mayor Angie Gardner.

Suggested Theme: "Honoring the Past, Celebrating the Present, and Envisioning the Future"

The Freedom Day Celebration Day will begin at 6:30 p.m. and food will not be necessary. Bottled drinks will be provided.

PROPOSED PLAN

- Opening
- Welcome
- Prayer - Local Minister -
- Reading of the Proclamation/Signed by Mayor
- A Brief Message or any council member one minute
- Acknowledgements
- Celebration Ends

RECOMMENDATION: The Juneteenth Freedom Celebration Committee would to recommend to the Historic Town of Eatonville Town Council a Juneteenth Celebration to be held to include a Proclamation in observance of Juneteenth signed and read by Mayor Gardner located at the Town Hall on Juneteenth Day Wednesday, June 19, 2024.

FISCAL & EFFICIENCY DATA: Light Refreshments (through In-kind services and donation) for nonbudgeted expense estimated at \$100.00.



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

MAY 07, 2024, 6:30 PM

Cover Sheet

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ITEM TITLE: Discussion of The Financial Update For The 1st Quarter (**FINANCE**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: FINANCE
INTRODUCTIONS		Exhibits: <ul style="list-style-type: none"> • Copy of The Revenues And Expenditures (<i>Not provided in the package</i>)
CONSENT AGENDA		
COUNCIL DISCUSSION	YES	
ADMINISTRATIVE		

REQUEST: Request for the Town Council Review and Approval of the Financial Update for the 2nd Quarter of FY2023-24.

SUMMARY: The Town of Eatonville closed the 2nd quarter of FY2023-24 with a positive financial outlook. Expenditures are tracking slightly ahead of budget, driven by large on-going projects. Revenues & Operating expenditures are within budget expectations, with minor variances explained by the Finance Director. Fund balances remain healthy, providing a solid financial guard. Financial Performance at a Glance:

- Revenue: Briefly summarize overall revenue performance compared to budget or prior periods. Mention any significant variances and their explanations.
- Expenditures: Briefly summarize overall expenditure performance compared to budget or prior periods. Mention any significant variances and their explanations.
- Fund Balances: Briefly summarize the status of major fund balances, highlighting any critical changes or concerns.

RECOMMENDATION: Staff recommend that the Town Council Review and Approval of the Financial Update for the 2nd Quarter of FY2023-24.

FISCAL & EFFICIENCY DATA: N/A



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

MAY 07, 2024, AT 07:30 PM

Cover Sheet

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

ITEM TITLE: Approval to Hire Recreation Director for The Town of Eatonville (Administration)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
PUBLIC HEARING 1ST / 2ND READING		Exhibits: <ul style="list-style-type: none"> • Job Description • Budget Amendment
CONSENT AGENDA		
COUNCIL DECISION	YES	
ADMINISTRATIVE		

REQUEST: Council to hire Full-Time Recreation Director for the Town of Eatonville and Budget Amendment for Salary.

SUMMARY: The Town of Eatonville's Recreation Department has been operating without a director since 2018. This vacancy has hindered the department's ability to function properly and offer robust programming options for the community. The current administration has identified a strong need for programmatic development within the Recreation Department. These programs include, but are not limited to: Senior Adult Activities, After-School Programs, Movie Nights, Community Events, and Community Pool Management (Starting May 2024).

To effectively plan, organize, and operate these programs, hiring a Full-Time Recreation Director is crucial. The recruitment process for the Recreation Director will involve: Advertising the position in relevant channels, conducting thorough reference checks, interviewing shortlisted candidates, Evaluating program management skills, and budgetary oversight experience.

The Recreation Director plays a vital role in fostering community connections and managing staff to deliver exceptional program services. During the FY2023-24 Budget Hearing the Council decided to freeze the position. The funds were placed in the Town's Contingency.

RECOMMENDATION: For Town Council to approve the administration to proceed with hiring a full-time Recreation Director for the Town of Eatonville and approval of budget amendment for salary.

FISCAL & EFFICIENCY DATA: The current budget amount for this position is \$50,679; the requested range for the new recreation director is based off experience and qualifications is \$41,500.00 - \$55,679.00. Funds to cover the position in the FY2023-24 Budget will come from Town Contingency Budget line item # 001-0511-511-5800. The remaining amount needed for the FY 2023-2024 is \$20,494.86 total of (9) nine payrolls left for this budget year.



TOWN OF EATONVILLE

"THE OLDEST BLACK INCORPORATED MUNICIPALITY IN AMERICA"

COMMUNITY AND YOUTH SERVICES DIRECTOR

DEPT: RECREATION

POSITION SUMMARY

Performs administrative and supervisory work in the area of recreation and leisure services. Employees assigned to this position are responsible for the supervision of subordinates engaged in carrying out a wide range of recreation and community programs. Employee has considerable independence in implementing and scheduling the routine daily program activities. Duties are performed in accordance with established policies and procedures. General supervision is received from the Chief Administrative Officer or their designee. May be required to work flexible schedules. Primary duties include planning scheduling, and supervising various recreation and community programs, special events monitoring collection of revenues, preparing required reports, and assisting with budget development and administration. Work is reviewed through meetings, reports submitted, observation, and evaluation of results obtained.

ESSENTIAL FUNCTIONS

- Develops, organizes and promotes recreation programs for the community. Supervises operation and maintenance of the community pool, playgrounds and related facilities, performs frequent inspections to monitor program activities, and maintenance requirements.
- Coordinates assigned events within the Denton Johnson Community Center to include event outlines, equipment coordination, monitoring events in progress, customer service and relations, and contractual matters.
- Collects and manages information for the purpose of producing an event.
- Produces an event document, including schedules, department instructions and diagrams, utilizing industry specific software.
- Conducts surveys to assess community recreational needs and formulate plans for program changes/expansions. Compiles information and prepares reports recommending new/additional activities.
- Develops and/or edits public service announcements for newspapers, radio and television stations, designs slide presentations, brochures and flyers, makes presentations to civic groups, church groups and businesses to solicit donations or co-sponsorships.
- Organizes, coordinates and promotes major special events, such as Founder's Day, Martin Luther King, youth and senior programs, etc.
- Reviews lessee's contract to ensure dates, times, facilities and equipment provided are correct and contractual provisions have been fulfilled.

- Monitors collections of revenues from membership dues and related fees; reviews financial reports for completeness and accuracy.
- Assists in development of annual program budget by projecting operational requirements, and recommending program goals; monitors expenditures records and requisitions replacements.
- Consults with and advises staff regarding the efficiency and effectiveness of programs; evaluates subordinates, performs and recommends personnel actions.
- Consults with and advises staff regarding the efficiency and effectiveness of programs; evaluates subordinates performance and recommends personnel actions.
- Investigates and responds to citizen inquires and/or complaints.
- May demonstrate, conduct or participate in recreational activities.
- Performs other duties as needed to facilitate the accomplishments of program goals.

(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.

REQUIRED SKILLS AND ABILITIES

- Thorough knowledge of programming requirements for various athletic/recreational events.
- Thorough knowledge of rules governing all sports and their safety procedures.
- Knowledge of techniques used to conduct community surveys, develop and promote recreation functions.
- Knowledge of regulations governing administration of federal grants.
- Effective written and verbal communication skills.
- Ability to make public presentations to various groups.
- Ability to establish and maintain effective relationships with the general public, and representatives of local business and social organizations.
- Ability to develop and administer annual operating budgets of several thousand dollars.
- Ability to conduct research, access community needs, and develop appropriate programs.
- Ability to plan, promote, coordinate, and supervise varied recreational/athletic events.
- Ability to interpret and enforce rules governing various games.
- Ability to operate passenger bus and van.
- Ability to communicate effectively orally, (in person, and over the phone) and in writing.
- Ability to use a personal computer.
- Ability to work evenings, weekends, and holidays.

PHYSICAL REQUIREMENTS

Task involves frequent walking; standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles.

MINIMUM REQUIREMENTS

Bachelor Degree in Recreation Leisure Services or related field; three (3) years of experience developing and/or implementing creation/athletic and/or social programs including one (1) year supervisory experience; or an equivalent combination of education, training, and experience.

TOWN OF EATONVILLE BUDGET ADJUSTMENT FORM

SUBMITTING DEPARTMENT: _____ ADMINISTRATION _____ ADJUSTMENT NUMBER: _____

DATE: _____ 05/07/2024 _____ GROUP NUMBER: _____

SOURCE OF FUNDS:			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PROJECT NUMBER	ADJUSTMENT
001-0511-511.5800	CONTINGENCY		20,494.86
		TOTAL	<u>20,494.86</u>

USE OF FUNDS:			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PROJECT NUMBER	ADJUSTMENT
001-0572-572.1200	REGULAR SALARIES		19,038.42
001-0572-572.2100	FICA TAXES		1,456.44
		TOTAL	<u>20,494.86</u>

REASON FOR ADJUSTMENT REQUEST:

To move funds for full-time Recreation Director at \$55,000.00. The remaining amount needed for the FY2023-2024 is \$20,494.86 total of (9) nine payrolls left

APPROVALS:			
_____	Town Council	_____	Date
_____	Finance Director	_____	Department Head
	Date		Date