



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

OCTOBER 7, 2025, AT 7:30 PM

Cover Sheet

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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 1ST / 2ND 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.