



HISTORIC TOWN OF EATONVILLE, FLORIDA

1ST BUDGET WORKSHOP

Monday, August 12, 2024, at 5:30 PM

Town Hall - 307 E Kennedy Blvd

NOTE: Items scheduled for particular nights, which are not completed on that night, may be rescheduled for anytime later in the week.

I. CALL TO ORDER

II. Introduction and Overview of General Fund

III. Mayor and Town Council

IV. Capital Improvement Program

V. Administrative Services

A. Town Clerk

B. Legal

C. Finance

1. Customer Service

2. Post Office

D. Information Technology

E. Planning and Community Development

1. Code Enforcement

VI. General Government

VII. ADJOURNMENT

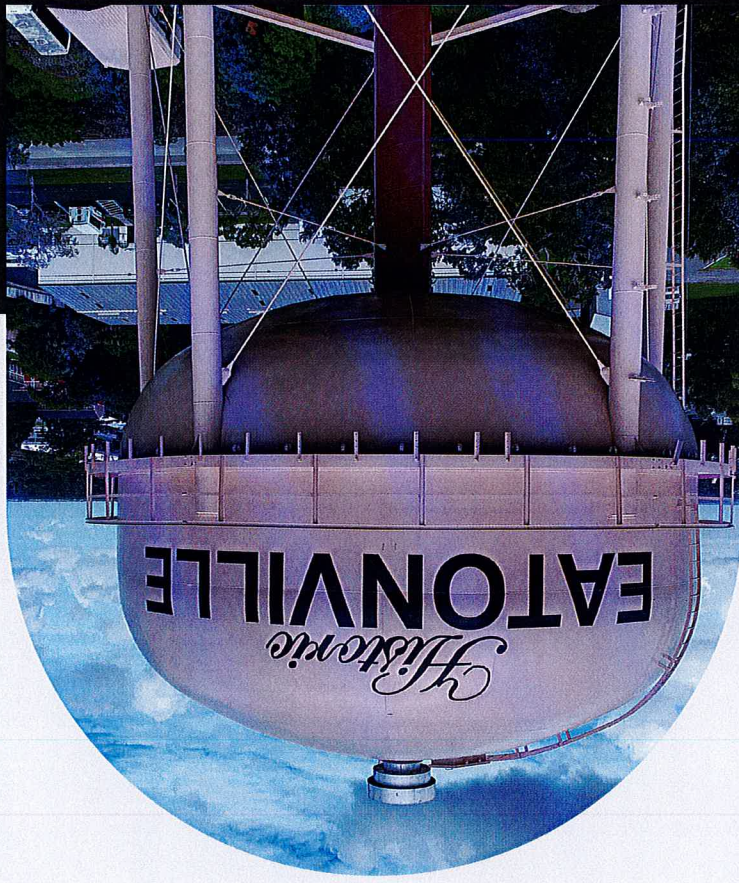
The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

****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

August 12, 2024

**FY 24-25
BUDGET
PUBLIC WORKS**



FY 23-24 YEAR END SUCCESSES

1. Completed West Water Tower Renovation
2. Completed Katherine Ditch Maintenance Project
3. Activated Emergency Generators
4. Exercised Water Valves

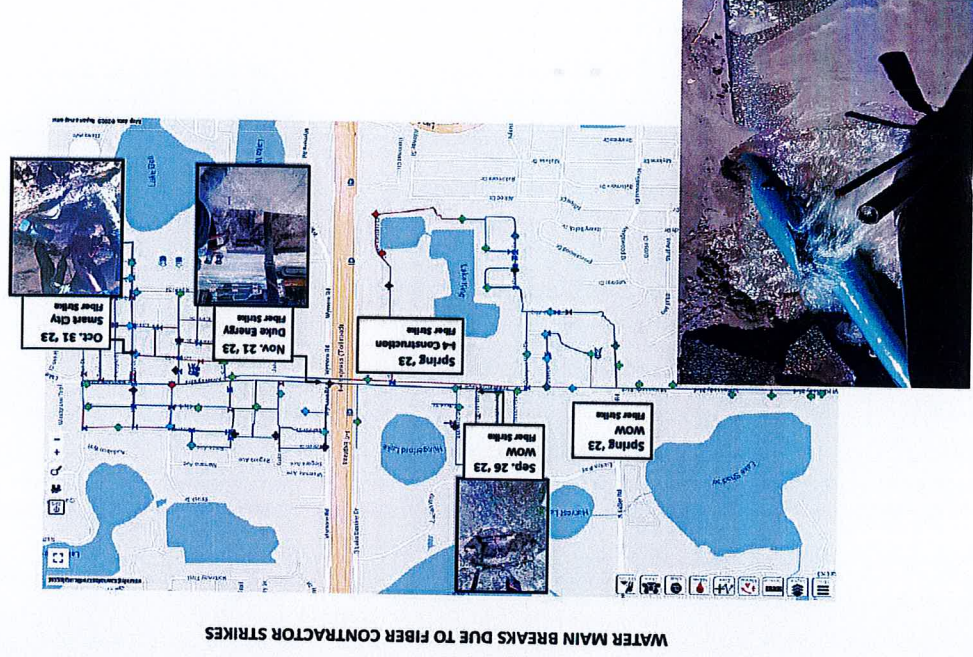


FY 23-24 YEAR END SUCCESSES

5. Restored Pool Building
6. Built new sidewalks in Francis Jerry Park
7. Built break room in Public Works Building
8. Installed Fiber Optics at Town Hall, Denton Johnson, and Police Station.
9. Completed asset management plan
10. Secured over \$46 million in capital improvement grants.

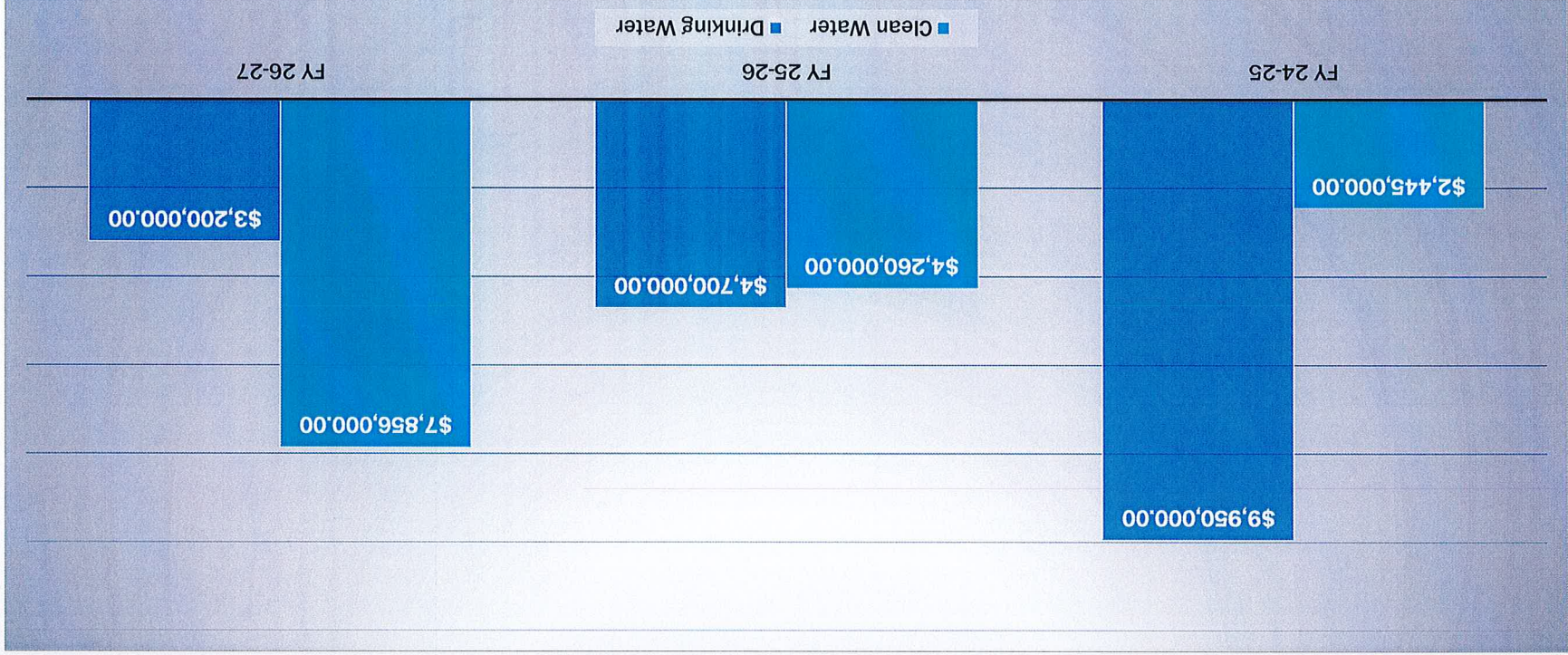
FY 23-24 YEAR END CHALLENGES

1. Fiber optic drillers striking water, sewer and HVAC Failures in Town Buildings
2. potentially storm utilities.



**UTILITIES CAPITAL
IMPROVEMENTS**

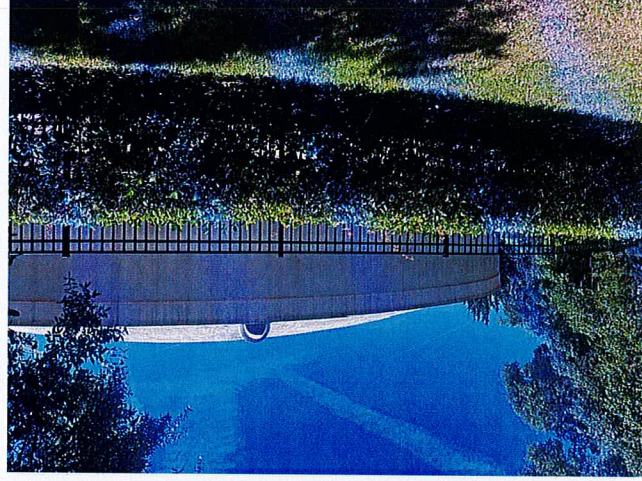
**WATER AND SEWER
INFRASTRUCTURE IMPROVEMENTS
FUNDING
CLEAN WATER (SANITARY SEWER) - \$19,823,317 + \$665,000
DRINKING WATER - \$14,565,300 + \$5,900,000**



WATER AND SEWER UTILITIES INFRASTRUCTURE

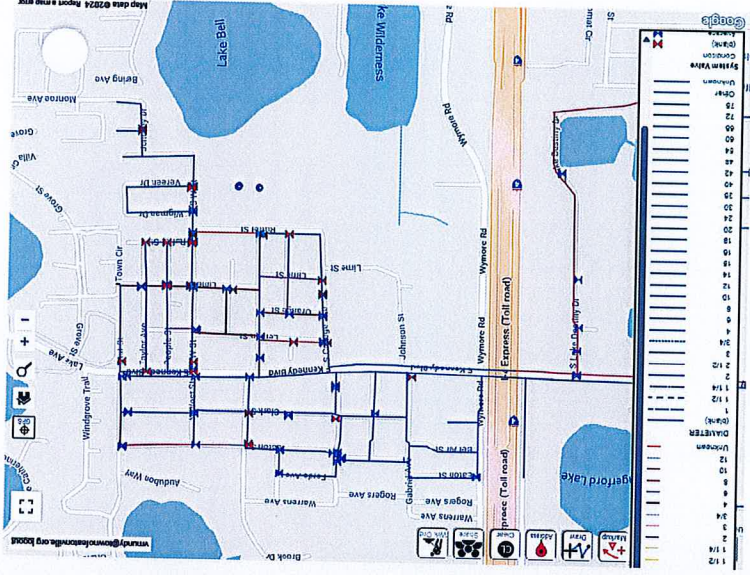
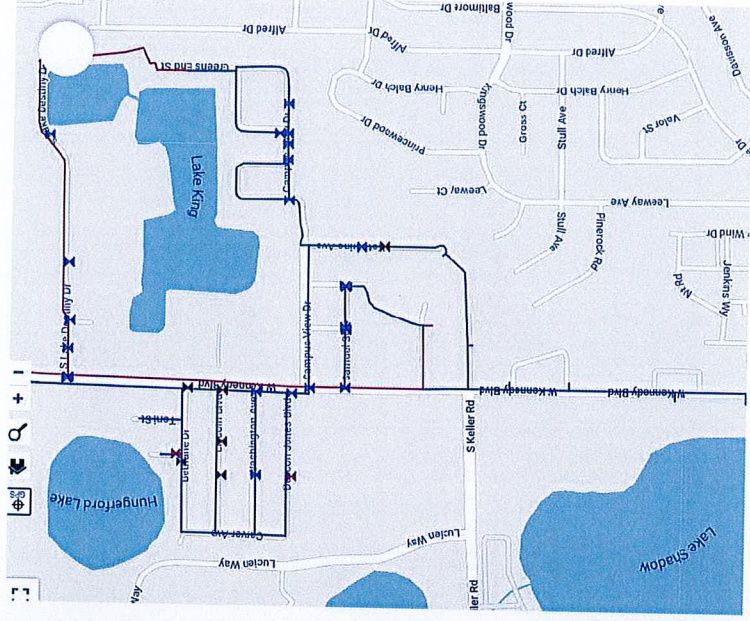


New Water Treatment Plant



New 500,000 gallon Water Storage Tank

WATER MAIN DISTRIBUTION REPLACEMENT PIPES, VALVES, HYDRANTS



SEWER SYSTEM IMPROVEMENTS LAKE LOVELY AND EASTERN SERVICE SECTORS

1) Sewer pipe lining and replacement to reduce infiltration.

2) Manhole replacement

3) Verren Lift Station



FUNDED CAPITAL IMPROVEMENTS

- JERRY PARK/CATALINA - NEW COMMUNITY BUILDING
- 330 E. Kennedy - NEW EMPLOYMENT CENTER
AND BUSINESS INCUBATOR
- DENTON JOHNSON CENTER - NEW TECHNOLOGY HUB

JERRY PARK COMMUNITY FACILITY & RESTROOMS JUSTICE GRANT - \$700K

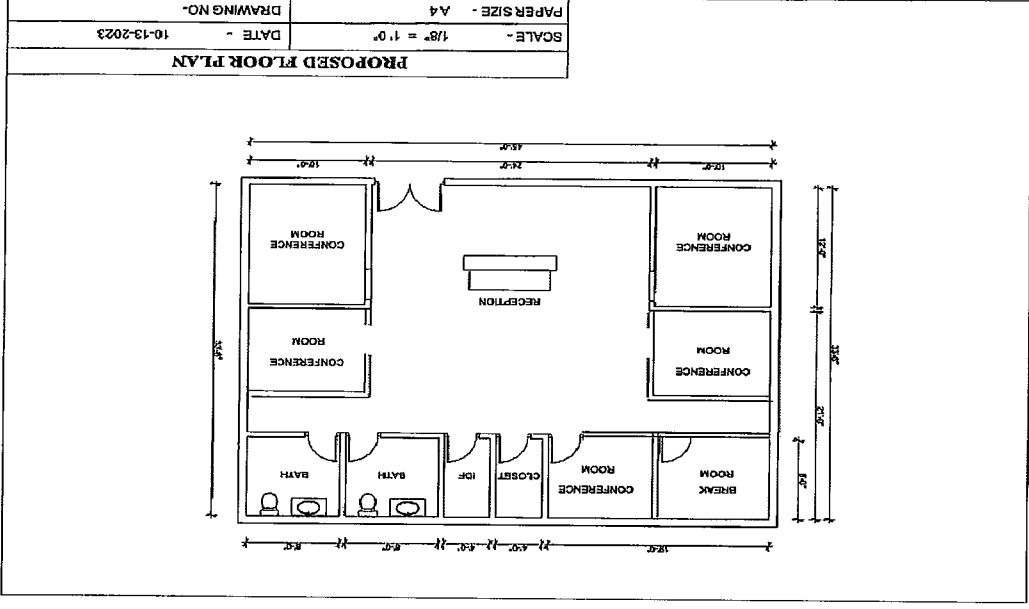
Features:

- Lakelfront and playground facing
- Lobby
- Meeting Room
- Wrap Around Deck
- Outdoor & Indoor Restrooms

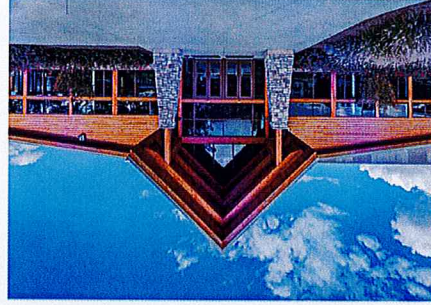
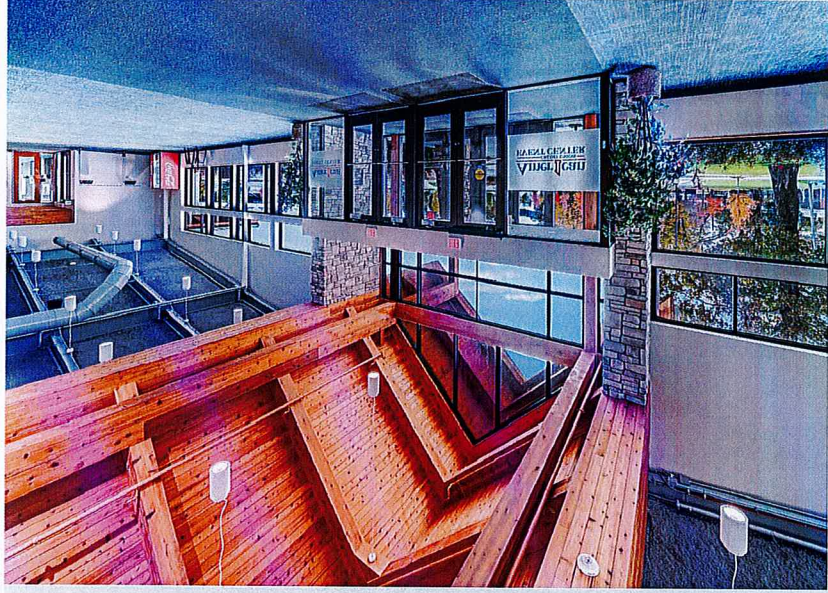


EMPLOYMENT AND BUSINESS INCUBATOR - 330 E KENNEDY - \$400K CDBG GRANT

Funding by Orange
County CDBG for new
employment center and
business incubator
Partnership with Career
Source



DENTON JOHNSON COMMUNITY CENTER – TECHNOLOGY HUB – \$2.5M CONGRESSIONAL APPROPRIATION (FROST)



- Scope:
- 1) Addition of Lobby on West Face
 - 2) Double event space
 - 3) Add bathrooms
 - 4) Add computer lab with desktop computers
 - 5) Add flexible training room
 - 6) Add gallery entrance on North Face
 - 7) Video Displays

PUBLIC WORKS PERSONNEL

1. Continue to work toward Water Treatment Plant licensing among personnel
2. Additional training
3. Consistent maintenance






Town of Eatonville

Facilities Capital Improvements FY 24-25

Building Summary		
	Improvements Cost	
Town Hall	\$	119,200.00
Clerk's Office	\$	53,590.00
Police Department	\$	44,000.00
Denton Johnson CC	\$	2,513,000.00
Post Office	\$	37,000.00
330 E Kennedy	\$	425,000.00
Jerry Park Community Bldg and Bathrooms	\$	765,000.00
Grand Total	\$	3,956,790.00

Facilities Improvements

Building: Town Hall

System	Status	Photo	Improvements	2024-25 Labor and Material Cost	2025-26	2026-27	Total
Air Conditioning	New units added in 2023-24. One existing unit is not cooling (chambers)		Replace the A/C unit	\$ 31,000.00	\$ -	\$ -	\$ 31,000.00
Roof	New roof		No activity	\$ -	\$ -	\$ -	\$ -
Doors	1) Portico maintenance door needs replacement. Door doesn't close or lock and often gets stuck. Potential hazard		Replace interior doors leading to offices with commercial doors and access control. Doors should be matching	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
Windows	Window in CAO office needs replacement		Install new window	\$ 2,400.00	\$ -	\$ -	\$ 2,400.00
Flooring	Carpet in Chambers requires replacement		Upgrade carpet	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Construction	Create conference room out of storage area		1) construct walls for new storage area outside finance 2) construct new conference room.	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
New Chamber Furniture	Clerks Office new furniture request			\$ -	\$ -	\$ -	\$ -
Video Monitors	Need video monitors in conference rooms		Install (3) video monitors in conference space with one smart monitor	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Security and Access Control	1) Incomplete security camera system around building		Upgrade camera system	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
	2) Customers at Front desk need to be seen and heard at all times.		Install surveillance monitor with sound at service counter	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
	3) Doors need access control system. Eliminates reprogramming of doors everytime employee leaves		Install proximity card readers and controller for front door and access into controlled space. Also front desk clerk needs pushbutton door release.	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00
	4) In the event of future lockdown of building, install video camera door release system		Install video camera door release system. Product called alphone	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
Communications	There is a demand for information system for Town. This type of broadcast device will allow passerbys to know additional information about the town		Install digital signage message board outside town hall for driveby information	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00
Total				\$ 119,200.00	\$ -	\$ -	\$ 119,200.00

**Facilities Improvements
Building: Office of the Clerk**

System		Status	Photo	Improvements	2024-25	2025-26	2026-27	Total
Labor and Material Cost								
New Storage Vault Area	see Clerk's report				\$ 11,455.00	\$ -	\$ -	\$ 11,455.00
Record Management	see Clerk's report				\$ 9,135.00	\$ -	\$ -	\$ 9,135.00
Equipment and Furniture	see Clerk's report				\$ 33,000.00	\$ -	\$ -	\$ 33,000.00
Total					\$ 53,590.00	\$ -	\$ -	\$ 53,590.00


Facilities Improvements

Building: Police Department

System	Status	Photo	Improvements	Labor and Material Cost		
				2024-25	2025-26	2026-27
Air Conditioning	Older Unit Needs replacement		Replace the A/C unit	\$ 9,000.00	\$ -	\$ -
Roof	Needs a new roof		New roof	\$ 35,000.00	\$ -	\$ -
Doors	No known improvements needed			\$ -	\$ -	\$ -
Total				\$ 44,000.00	\$ -	\$ -

Facilities Improvements

Building: Denton Johnson Community Center

System	Status	Photo	Improvements	2024-25	2025-26	2026-27	Total	Funding
Air Conditioning	Older unit needs upgrading		Replace the A/C unit	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	General
Roof	New roof		Replace roof	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	FEMA
Construction of technology hub	1) Remodel existing event room		Install new flooring, lighting, walls, IT wiring, AV system	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00	Tech Hub Grant
	2) Remodel existing spaces		New flooring, lighting, IT wiring, monitors	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	Tech Hub Grant
	3) Add 2 new event training rooms			\$ 540,000.00	\$ -	\$ -	\$ 540,000.00	Tech Hub Grant
	4) Remodel existing bathrooms		Level floors, new tile, new fixtures, paint	\$ 75,000.00			\$ 75,000.00	Tech Hub Grant
	5)Add new entrance and porch facing rear			\$ 550,000.00			\$ 550,000.00	Tech Hub Grant
	Upgrade fire sprinkler system			\$ 200,000.00			\$ 200,000.00	Tech Hub Grant
Sitework			Landscape, hardscape, lighting	\$ 50,000.00			\$ 50,000.00	Tech Hub Grant
New IT Infrastructure	Upgrade IT room			\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	Tech Hub Grant
New computers, and monitors				\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	Tech Hub Grant
Architectural and Engineering services				\$ 350,000.00	\$ -	\$ -	\$ 350,000.00	Tech Hub Grant
Communications	Install digital signage message board outside town hall			\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	Tech Hub Grant
Total				\$ 2,513,000.00	\$ -	\$ -	\$ 2,513,000.00	

Facilities Improvements

Building: Post Office

System	Status	Photo	Improvements	2024-25	2025-26	2026-27	Total
Air Conditioning	Older Unit Needs replacement		Replace the A/C unit	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00
Roof	Needs a new roof		New roof	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Exterior Painting	Paint building			\$ 8,000.00	\$ -	\$ -	\$ 8,000.00
Total				\$ 37,000.00	\$ -	\$ -	\$ 37,000.00

Facilities Improvements

Building: 330 E Kennedy

System	Status	Photo	Improvements	Labor and Material Cost			Funding
				2024-25	2025-26	2026-27	
Remodel building	Remodel building to be employment and small business hub			\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
IT Equipment				\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
				\$ 425,000.00	\$ -	\$ -	\$ 425,000.00
Total							

CDBG

CDBG

Funding

Facilities Improvements

Building: Jerry Park Community Bldg

System	Status	Photo	Improvements	2024-25	2025-26	2026-27	Total	Funding
Labor and Material Cost								
New Building and bathrooms	New community Building with wrap around deck		1750 sf	\$ 575,000.00	\$ -	\$ -	\$ 575,000.00	Funding
Site Development	Fill and Grade bldg			\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	Justice Grant
A/E services				\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	Justice Grant
Total				\$ 765,000.00	\$ -	\$ -	\$ 765,000.00	

CAPITAL IMPROVEMENTS PLAN

Drinking Water CIP					Cost			CDBG MIT - Total	SRF DW Total	Grand Total
CIP #	Description	Priority	Funded	Source	FY 24-25	FY 25-26	FY 26-27			
DW-1	Design/Permit/Construct 500,000 gallon Water Storage Tank and water treatment plant buildings.	1	yes	CDBG-MIT	\$ 2,900,000.00	\$ 1,200,000.00	\$ 550,000.00	\$ 4,650,000.00		\$ 4,650,000.00
DW-2	Design/Permit/Construct water main and service to businesses on Forest City Rd. to S Keller	1	yes	SRF	\$ 1,500,000.00	\$ -	\$ -	\$ -	\$ 1,500,000.00	\$ 1,500,000.00
DW-3	Design/Permit/Construct Water Treatment Plant and site grading and restoration. Construct new WTP operations building to include new HSPs, chemical feed systems and diesel generator. Including site grading and restoration.	2	yes	SRF	\$ 4,500,000.00	\$ 1,450,000.00	\$ -	\$ -	\$ 5,950,000.00	\$ 5,950,000.00
DW-4	Design/Permit/Construct water main and service to businesses from Keller Rd. to Wymore	2	yes	SRF	\$ 350,000.00	\$ 1,200,000.00	\$ -	\$ -	\$ 1,550,000.00	\$ 1,550,000.00
DW-5	Design/Permit/Construct water main and service to businesses from Wymore to West	3	yes	SRF	\$ 350,000.00	\$ 600,000.00	\$ 600,000.00	\$ -	\$ 1,550,000.00	\$ 1,550,000.00
DW-6	Design/Permit/Construct water main and service to businesses from West to new WTP	3	yes	SRF	\$ 350,000.00	\$ 250,000.00	\$ 1,800,000.00	\$ -	\$ 2,400,000.00	\$ 2,400,000.00
DW-7	Demo existing WTP	4	yes	SRF	\$ -	\$ -	\$ 250,000.00	\$ -	\$ 250,000.00	\$ 250,000.00
Total					\$ 9,950,000.00	\$ 4,700,000.00	\$ 3,200,000.00	\$ 4,650,000.00	\$ 13,200,000.00	\$ 17,850,000.00

CAPITAL IMPROVEMENTS PLAN

Clean Water CIP					Cost					
CIP #	Description	Priority	Funded	Source	FY 24-25	FY 25-26	FY 26-27	STAG Total	SRF CW Total	Grand Total
CW-1	Vereen Lift Station Design	1	yes	SRF	\$ 80,000.00		\$ -	\$ -	\$ 80,000.00	\$ 80,000.00
CW-1	Vereen Lift Station Construction	1	yes	STAG	\$ 665,000.00	\$ -	\$ -	\$ 665,000.00	\$ -	\$ 665,000.00
CW-3	Survey/Design/Permit/Construct lining point repair/partial replacement sewer Lake Lovely Service Area	2	yes	SRF	\$ 850,000.00	\$ 2,710,000.00	\$ -	\$ -	\$ 3,560,000.00	\$ 3,560,000.00
CW-4	Survey/Design/Permit/Construct lining point repair/partial replacement sewer Eastern Service Area	2	yes	SRF	\$ 850,000.00	\$ 1,550,000.00	\$ 7,856,000.00	\$ -	\$ 10,256,000.00	\$ 10,256,000.00
					\$ -	\$ -		\$ -	\$ -	\$ -
Total					\$ 2,445,000.00	\$ 4,260,000.00	\$ 7,856,000.00	\$ 665,000.00	\$ 13,896,000.00	\$ 14,561,000.00

OFFICE OF THE CLERK

PROPOSED BUDGET

ACCOUNT 001-0511-511-5211

TRAVEL & PER DIEM			FY 24/25 PROPOSED	\$2,500.00
-------------------	--	--	----------------------	------------

ACCOUNT 001-0511-511-5211

TRAINING & DEVELOPMENT			FY 24/25 PROPOSED	\$3,628.00
------------------------	--	--	----------------------	------------

ACCOUNT 001-0511-511-5211

PROFESSIONAL SERVICES PRODUCTS			FY 24/25 PROPOSED	\$10,000.00
----------------------------------	--	--	----------------------	-------------

ACCOUNT 001-0511-511-5211

COMMUNICATION SERVICES			FY 24/25 PROPOSED	\$500.00
------------------------	--	--	----------------------	----------

ACCOUNT 001-0511-511-5211

MAILING FREIGHT			FY 24/25 PROPOSED	\$500.00
-------------------	--	--	----------------------	----------

ACCOUNT 001-0511-511-5211

MEMBERSHIP/BOOK/RESOURCES 1,500.00+400.00 (+ Membership) FACC & IIMC Memberships and MuniDocs			FY 24/25 PROPOSED	\$1,900.00
---	--	--	----------------------	------------

****NOTE: **FILEBANK/TEXTMYGOV/NEXT REQUEST Departmental Shared Cost is not factored into this proposed budget breakdown**

OFFICE OF THE CLERK

PROPOSED BUDGET

ACCOUNT 001-05111-511-5211

OFFICE SUPPLIES		FY 24/25 PROPOSED	\$1,500.00
-----------------	--	----------------------	------------

ACCOUNT 001-05111-511-5211

OPERATING SUPPLIES		FY 24/25 PROPOSED	\$1,500.00
--------------------	--	----------------------	------------

ACCOUNT 001-05111-511-5211

LEGAL ADVERTISEMENT		FY 24/25 PROPOSED	\$15,000.00
---------------------	--	----------------------	-------------

ACCOUNT 001-05111-511-5211

ELECTION CONTRACTUAL SERVICES		FY 24/25 PROPOSED	**\$10,000.00
**2025 Election + SPECIAL (If Needed For Charter Review)			

ACCOUNT 001-05111-511-5211

PRINTING & BINDING		FY 24/25 PROPOSED	\$1,000.00
--------------------	--	----------------------	------------

ACCOUNT 001-05111-511-5211

PERSONNEL SUPPORT		FY 24/25 PROPOSED	\$19,032.00
PROPOSED BUDGET FY2024-2025			\$67,060.00

OFFICE OF THE CLERK

2024-2025 Proposed Budget (Itemized)

MUNICIPAL CHARTER OFFICER: Town Clerk

PURPOSE: To Advance Quality Performance and Efficiency of The Clerk's Office by Staying Current Through Digital Products, Services, and Technology to Include High-Quality Educational, Training and Leadership Development Opportunities Ranging From But Not Limited To Seminars, Forums, Conferences, and Workshops.

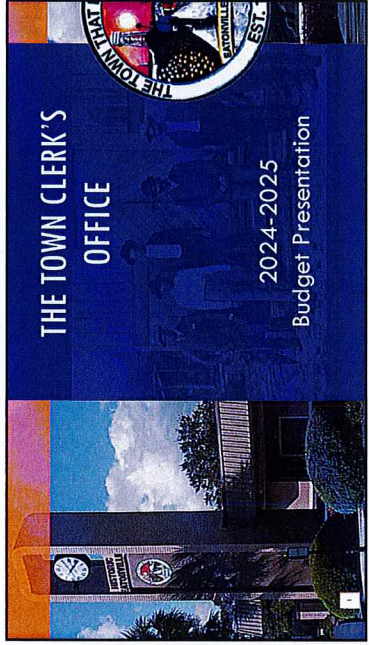
TRAINING | DEVELOPMENT | MEMBERSHIP:

1. TRAVEL & PER DIEM	\$2500.00
2. T & D OPPORTUNITIES:	
a. 2024 Fall Academy, Marriott Orlando Lake Mary, October 13-17, 2024, Transportation (\$100) Food Per Diem (\$100) Hotel Lodging (\$528)	\$1128.00
b. 2025 IIMC Region III Conference, Orlando, Florida, January 7-10, 2025	\$1128.00
c. 2025 Summer Conference and Academy, Location - TBD	\$550.00
(or)	
d. **2025 Fall Academy, , Location - TBD	FY2024-2025
e. Local e-Learning / Training	
i. State-Mandated Continuing Education in Ethics	\$0.00
ii. eLearning courses \$75/course	\$300.00
1. FLC Online Learning Library	
2. OTHER T&D OPPORTUNITIES	\$522.00
TOTAL	\$ 6,128.00

OFFICE OF THE CLERK

OPERATING EXPENSES:

3. PROFESSIONAL PRODUCTS SERVICES (Online Code Hosting/Codification/Ord Bank/MuniDocs/Meeting Ultimate)	\$10,000.00
4. COMMUNICATION SERVICES	\$500.00
5. MAILING FREIGHT	\$500.00
6. MEMBERSHIPS, BOOKS AND RESOURCES	\$1,900.00
7. OFFICE SUPPLIES	\$1,500.00
8. OPERATING SUPPLIES	\$1,500.00
9. LEGAL ADVERTISEMENT	\$15,000.00
10. ELECTION CONTRACTUAL SERVICES (Election Year + Special Election) **Subject To Changes	\$10,000.00
11. PRINTING & BINDING	\$1,000.00
12. PERSONNEL (Records Coordinator) - **20 hours (No Fringe Benefits)	\$19,032.00
TOTAL PROPOSED BUDGET FY2024-2025	\$ 60,932.00
SUBTOTAL PROPOSED BUDGET FY2023-2024	\$ 67,060.00



1

BUDGETARY GOAL:
The Town Clerk's office will provide budgetary solutions that lead to quality and efficiency in services through professionalism, that is responsive to the needs of the public, and the needs of the public in which it serves.

BUDGETARY ASSURANCES
The Town Clerk's office will provide technology, and resources that will result in accountability, the ease of services, and effective processes.

BUDGETARY EXPECTATION
The Town Clerk's office will provide fiduciary oversight that supports quality services, professionalism, duty and functionality in services, and with ease of processes, resulting in a public friendly environment that is reflective of community.

The Clerk's Office

PROBLEMATIC AREAS:

- Database Administration
- Record Management
- Public Record Requests
- Response Time
- Staffing Support

SOLUTIONS:

- To Increase Capacity
- To Enhance Productivity
- To Increase Accountability
- To Increase Customer Service
- To Provide Best Practices for Determining Vital Resources

2

THE TOWN CLERK'S OFFICE

Success is the result of perfection, hard work, learning from failure, loyalty, and persistence.

2024-2025 Budget Presentation

ACCOMPLISHMENTS (Within 12 Months)
"Progress Through Understanding"

- Optimized the Software & Took Information Line
 - P2E
- Space Planning for Efficiency in
 - Conference Room
 - Courtroom
 - Public Hearing Room
 - File Room
- Public Records
 - Research and Retrieval
 - E-Discovery
 - Fees
- Public Record
 - Research, E-Discovery, Retention, & Archiving
 - Fees
- Multi-media Solutions
 - Social Media
 - Website
 - Newsletters
 - Video
- Modifications of
 - Accounting
 - Software

3

PROFESSIONAL DEVELOPMENT/TRAINING:

- ➔ 2024 FACCC Fall Academy, Marriott Orlando Lake Mary Hotel, Lake Mary, October 13-17, 2024
- ➔ 2023 IMC Region III Conference, Orlando, Florida, January 7-10, 2023
- ➔ 2024 FACCC Seminars (w/ Fall Academy Dates) (Location - TBD)
- ➔ Local e-Learning / Training, Online Training
- ➔ State-Mandated Continuing Education in the following courses (Ongoing Training):
 - o F.L.C. Online Learning Library (Ongoing Training)

RELATED CERTIFICATIONS:

- o Certified Municipal Clerk Certification (CMC) - Extended Date: Fall 2024 - Onsite
- o Masters Managerial Clerk Certification (MMC) - Extended Date: Fall 2024 - Onsite

The Clerk's Office

➔ **PRIORITIES:**

- IMPROVE Records & Document Management
- IMPROVE Record Retention
- IMPROVE Public Board Requests
- IMPROVE Response Time
- IMPROVE Productivity

➔ **OBJECTIVES:**

- Technology | Staffing | Professionalism
- To Increase Capacity
- To Enhance Productivity
- To Improve Quality Service
- To Improve Customer Service
- To Provide Best Practice for Streamlining All Processes

4

PROJECT 1 (SHORT TERM) – 2024 (PENDING)

Secure Storage Area for Retention Records - \$13,551.91 - 18,051.91

- Secure and Protect Records
- Management and Accountability of Retention Records
- Ensure the Integrity of the Historical Records



Diagram 1



Diagram 2

Retention Area

Retention Unit

SPECIAL NOTE:

- Room will be isolated and secure at all times, not visible to the public and away from windows and doors to prevent moisture and humidity for preservation of records.
- The Town Clerk and/or Record's Clerk will be responsible for access, inventory, archiving and management of onsite retention records.
- Records will be managed utilizing a check out system to ensure sustainability of records (for copying purposes).
- The room will serve as a storage hub, location for record reviewing, with a computer to search digital files.




Itemized Project Costs: (\$6,955 - 11,455.00) + (\$4,596.91)

5

PROJECT 2 (SHORT TERM) – 2024 (PENDING)

Printing Copy Area/ Work Area - \$3,986.98

- A Dedicated Copy Center For The Legislative Side of Town Hall.
- Area will provide a workspace for staff/volunteers from the Clerk's Office.
- Increase Proficiency and Efficiency within the Clerk's Office.

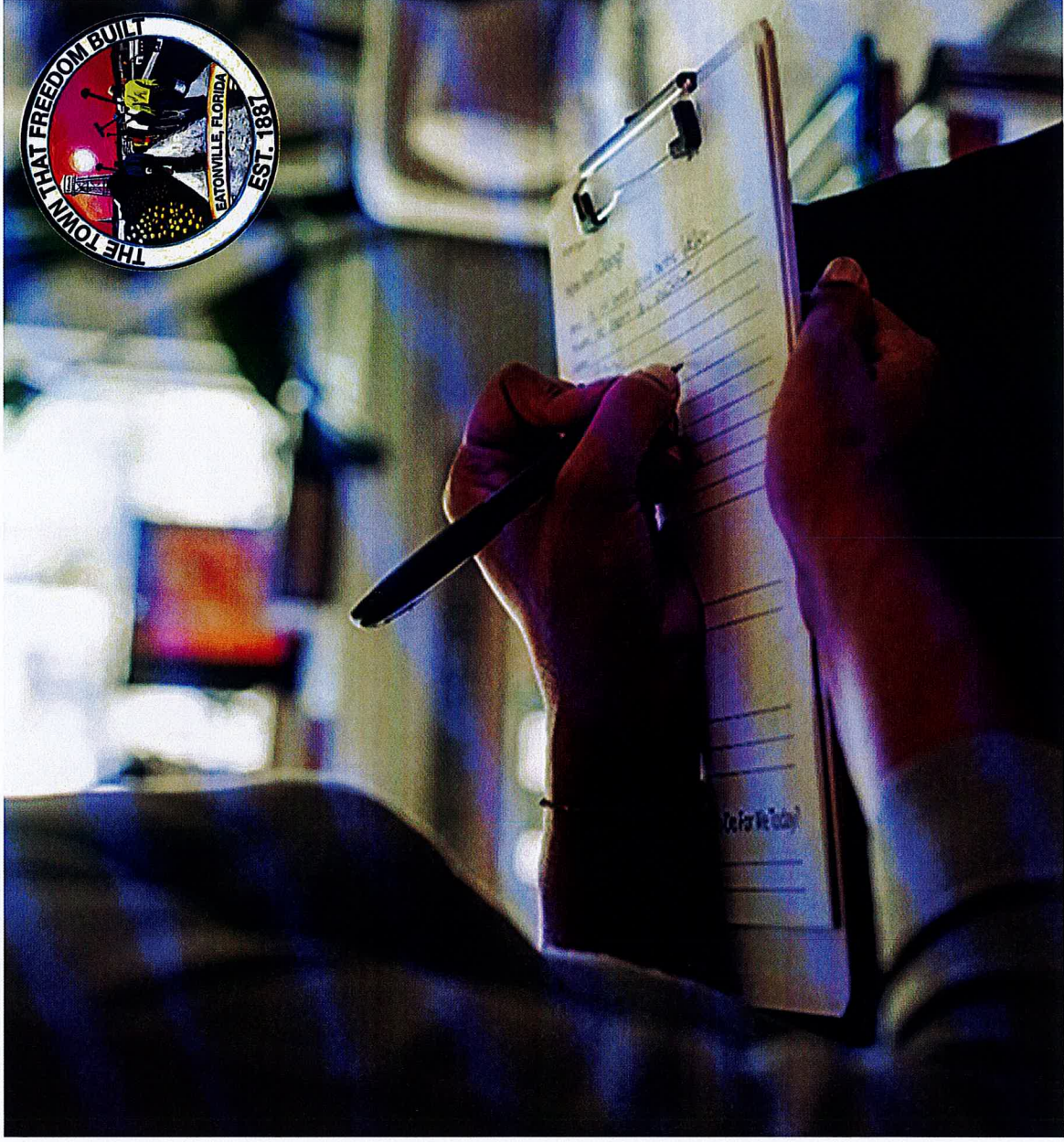
MINIMIZES...

- The Waiting Back and Forth
- The Wait
- No Ink
- No Paper
- Misplacement of Content
- Interferences

Itemized Project Costs: \$2,850 + \$887 + \$249.98

6

OFFICE OF THE CLERK



2024-2025

PROPOSED BUDGET PLAN

OFFICE OF THE CLERK

CONTENTS

Department Description	3
Services and Responsibilities	3
Clerks Office Professional	4
2024-2025 Training and Development	5
Proposed Projects	6-18
2024-2028 Proposed Capital Improvement Plan	19
Record's Coordinator Position Description	20-24
Appendix Section	25-40
<ul style="list-style-type: none">• FACC Fall Academy (2024) - Information• IIMC Region III Conference (2025) - Information• FACC Fall Academy (2025) - Information• FACC eLearning Webinars - Information• Smith Security Safes (Vault Room/Door) - Quote with Diagram• DocuSign - Quote - Q01520745• DocuSign - Quote - Q01520753• Records Coordinator Position Description - Information - Job Description (PENDING from 2023-2024)	

OFFICE OF THE CLERK

DEPARTMENT DESCRIPTION

The Office of the Town Clerk is committed to providing professional and efficient services in ways that are responsive to the needs of the Town of Eatonville and the public is dedicated to providing an array of quality services to the public.

The Town Clerk Office serves as the hub of the Town of Eatonville's custodian of public records where all official records of the Town of Eatonville, are routinely sent, received, and maintained and ensures the accurate preservation, and dissemination of information in compliance with Florida Statutes, and the Town of Eatonville code of ordinances. Ensuring compliance by all departments with records, retention, and destruction requirements in accordance with Florida law.

In addition, the clerk prepares and publishes legal advertisements as required by law.

The Town Clerk Office

SERVICES PROVIDED:

- Agendas and Minutes
- Charter and Code of Ordinances
- Municipal Liens and Special Assessments
- Records Management
- Supervisor of the Town's Elections

ADDITIONAL RESPONSIBILITIES

- Administers and records oaths-of-office
- Attests to and signs official contracts and documents
- Maintains custody of the municipal seal
- Maintains receipt of legal documents
- Receives applications of the various town boards within the Town of Eatonville

OFFICE OF THE CLERK

CLERKS OFFICE PROFESSIONAL (About The Clerk)

VERONICA L. KING has over 27 years as an accomplished Administrator with over 7 years of municipal experience. Her professional influence is recognized in many areas such as leadership, accountability, strategic planning, organization, and training and development to include many years of experience in overseeing and coordinating systems of accountability. She is noted as a professional who is results-oriented, well-organized, innovative, and well able to handle diverse projects while efficiently prioritizing multiple assignments. Her ability to implement vision by accomplishing the established goals and objectives in the workplace has allowed her to collaborate successfully with professionals, non-profit agencies, and the public. Veronica's work life has prepared her to excel in demanding environments while remaining pragmatic and focused. Her accomplishments and affiliations demonstrate her forward progress in developing as a proficient and effective professional in any work environment.

- Associates of Arts, Tallahassee Community College
- Bachelor of Arts, Florida State University
- Former Board Member, The Life Academy of Excellence
- Member of the Florida Association of City Clerks (FACC)
- Member of the Member of the International Institute of Municipal Clerks (IIMC)
- Actively Pursuing the Clerk Municipal Certification (CMC), to be completed the Fall of 2024.

TRAINING AND DEVELOPMENT (FY2024-2025)

****Subject To Change****

2024 FACC Fall Academy, Marriott Orlando Lake Mary Hotel, Lake Mary
October 13-17, 2024

2025 IIMC Region III Conference, Orlando, Florida
January 7-10, 2025

2025 FACC Summer (or) Fall Academy
Dates/Location - TBD

Local e-Learning / Training, Online Training

- State-Mandated Continuing Education in Ethics
- eLearning courses (Ongoing Training)
- FLC Online Learning Library (Ongoing Training)

PROPOSED PROJECTS (Continuation from 2024)

PROJECT 1: Secure Storage Vault Area for Retention Records

(Construction Required)

RECOMMENDATION:

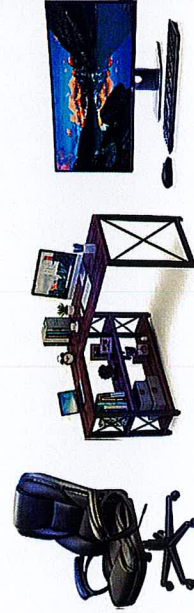
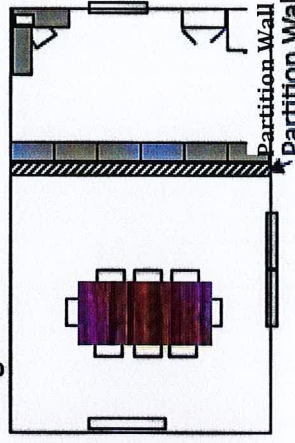
- PENDING** • Partition a section of the current conference room (Approximately 12X8 room dimensions-8ft high) (2024) **Approximate Cost:** \$2,100 - 6,600.00
****See Dry Wall Specs on next page.**
- PENDING** • Add a vault door only (2024) **Approximate Cost:** \$4,855.00
- Adding a camera outside/inside the space (2024) ***To be factored into overall security plan for Town Hall**
- PENDING** • Computer for digital files (Dell Computer) - (2024) **Approximate Cost:** \$887.00
- Workstation with chair for reviewing files - (2024) **Approximate Cost:** \$249.98 (\$149.99+\$99.99)
- WorkPro® 36"W Lateral 5-Drawer File Cabinet **Approximate Cost:** \$5,069.94 (\$829.99/each/6 total)
- Realspace® 36"W Steel 5-Shelf Cabinet - (2024) **Approximate Cost:** \$389.99

NOTE: Room will always be isolated and secure, not visible to the public and away from windows and doors to prevent moisture and humidity for preservation of records. The Town Clerk and/or Record's Clerk will be responsible for access, inventory, archiving and management of onsite retention records. Records will be managed utilizing a check out system to ensure sustainability of records (for copying purposes). The room will serve as a storage hub, location for record reviewing, with a computer to search digital files.

Diagram 1



Diagram 2



Most Type X drywall has a one-hour fire rating. The fire rating.

5/8 in. x 4 ft. x 8 ft. Firecode X
Drywall

★★★★★ (592) ▾



Dimensions

Drywall Product Thickness (in.)	5/8 in.
Product Length (ft.)	8
Product Width (ft.)	4
Width (ft) x Length (ft)	4x8

Details

Drywall Features	Fire Resistant
Product Weight (lb.)	70.4 lb

PROPOSED PROJECTS

PROJECT 2: Council Chambers Furniture (Minor Construction)

RECOMMENDATION: (Recommending Portable)

<https://atwork.ca/gallery/council-chambers/>

Approximate Cost:

Inside the Design.

Council Chamber furniture by atWork offers a blending of the required functionality, durability, comfort and aesthetics, the atWork team along with a Canadian furniture manufacturer helped create an environment that inspires collaboration, decision-making, and civic pride. The process of quoting is easy. With your room measurements, and some consultation and Q&A, we tailor the specifications to your needs. In short order, you will have pricing for a completed turnkey setup. Installation is clean and smooth as all pieces are factory-built and can be professionally assembled onsite inside of a workday.

OFFICE OF THE CLERK



Lovers atWork Office Furniture
 200 ADELAIDE ST S
 LONDON ON N5Z 3L1
 P: (519) 681-2254
 SALES@ATWORK.CA
 WWW.ATWORK.CA

Quote

Q0009887-0
 Date June 27, 2024
 Customer 22755

Bill To: TOWN OF EATONVILLE
 307 E. KENNEDY BOULEVARD
 EATONVILLE FLORIDA 32751
 United States of America
 Ph. (407) 623-8900

Ship To: TOWN OF EATONVILLE
 307 E. KENNEDY BOULEVARD
 EATONVILLE FLORIDA 32751
 United States of America
 Ph. (407) 623-8900

Page 1 of 2

Part Number	Description	Quantity	Unit Price	Extended Price	Quote Number
COUNCIL CHAMBERS					
*OPTION #1:					
BELAIR CUSTOM KIT	*CUSTOM COUNCIL CHAMBERS DESK	1	3,840.48	EA 3,840.48	Included
BEL 3355SP-2455L-G1	-24"D X 55"W X 29/36"H DESK	1	0.00	EA	Included
BEL 3355SP-2455R-G1	-24"D X 55"W X 29/36"H DESK	1	0.00	EA	Included
BEL 3355SP-2474CB-G1	-23-1/4"D X 41/4"W X 29/36"H DESK	2	0.00	EA	Included
BEL 3355SP-2442CB-G1	-24"D X 42"W X 29/36"H DESK	1	0.00	EA	Included
BEL BEPM1	-2 POWER, 2 OPEN PORTS, POWER MODULE	5	0.00	EA	Included
BEL B02460	24"Dx60"Wx29"H STRAIGHT DESK SHELL, GROMMET & FLUSH MODesty	1	0.00	EA	Included
BEL 3071-2546	18"Dx25"Wx46"H COMPLETE PODIUM	1	0.00	EA	Included
BELAIR SKID	BELAIR SKID	2	0.00	EA	Included
ASSEMBLY INSTRUCTIONS	ASSEMBLY INSTRUCTIONS	1	0.00	EA	Included
*OPTION #2:					
BELAIR CUSTOM KIT	*CUSTOM COUNCIL CHAMBERS DESK	0	4,063.72	EA	Included
BEL 3355SP-24104L-G1	-24"D X 104"W X 29/36"H DESK	0	0.00	EA	Included
BEL 3355SP-2484CB-G1	-24"D X 84"W X 29/36"H DESK	0	0.00	EA	Included
BEL 3355SP-2472R-G1	-24"D X 72"W X 29/36"H DESK	0	0.00	EA	Included
BEL 3355SP-2466R-G1	-24"D X 66"W X 29/36"H DESK	0	0.00	EA	Included
BEL BEPM1	-2 POWER, 2 OPEN PORTS, POWER MODULE	0	0.00	EA	Included

... Continued

Quotes valid for 30 days. 50% deposit to place order.
 Our effort is to exceed expectations - Our heart is to help workplaces work well.

OFFICE OF THE CLERK



Lovers atWork Office Furniture
 200 ADELAIDE ST S
 LONDON ON N5Z 3L1
 P: (519) 681-2254
 SALES@ATWORK.CA
 WWW.ATWORK.CA

Quote

Q0009887-0

Date June 27, 2024

Customer 22755

Bill To: TOWN OF EATONVILLE
 307 E. KENNEDY BOULEVARD
 EATONVILLE FLORIDA 32751
 United States of America
 Ph. (407) 623-8900

Ship To: TOWN OF EATONVILLE
 307 E. KENNEDY BOULEVARD
 EATONVILLE FLORIDA 32751
 United States of America
 Ph. (407) 623-8900

Page 2 of 2

Ship Via	Payment Terms	Salesperson	Quote Date	Quote Number	
SHIP DIRECT	DUE UPON RECEIPT	ERIC WILLIAMS	June 27, 2024	Q0009887-0	
Buyer: VERONICA KING (407) 623-8910		Site Contact: VERONICA KING (407) 623-8910			
Part Number	Description	Quantity	Unit Price	Extended Price	
BEL 8D2460	24"Dx60"Wx29"H STRAIGHT DESK SHELL, GROMMET & FLUSH MODESTY	0	0.00 EA	Included	
BEL 3071-2546	18"Dx25"Wx46"H COMPLETE PODIUM	0	0.00 EA	Included	
BELAIR SKID	BELAIR SKID	0	0.00 EA	Included	
ASSEMBLY INSTRUCTIONS	ASSEMBLY INSTRUCTIONS	0	0.00 EA	Included	
*FINISHES: ^ALL FINISHES TO BE CONFIRMED					
*SHIPPING & INSTALLATION: STANDARD SHIPPING					
LOCAL INSTALL	LOCAL INSTALL	1	1,183.23 EA	1,183.23	
		1	3,252.31 EA	3,252.31	
ALL PRICING IN USD					
Approval to proceed with order				Net Amount	8,276.02
Date:				Total	8,276.02
Client Name:					
Client Signature:					
Auth. Init:					
Deposit:					

Quotes valid for 30 days - 50% deposit to place order.
 Our effort is to exceed expectations - Our heart is to help workplaces work well.

OFFICE OF THE CLERK



Terms and Conditions

The following terms and conditions shall apply to all orders by Customers for the purchase of office furniture and related products supplied by Lovers atWork Office Furniture (Lover 1996 Ltd.).

Purchase: Upon Lovers atWork Office Furniture's acceptance of a Customer's order, a firm contract for the purchase and sale of the furniture will be formed and shall incorporate all the terms set forth herein. These terms and conditions shall not be altered or amended by the use of any documents(s). Any attempt to alter this document shall void the contract unless otherwise agreed upon by the parties in writing.

Warranty: Lovers atWork Office Furniture is the legal and rightful owner of the supplies or that it is, legally licensed and/or distributor of furniture being purchased hereunder. All furniture delivered hereunder will be free and clear of any and all encumbrances of any kind. Customer acknowledges that Lovers atWork Office Furniture is not the manufacturer of any of the furniture purchased hereunder. Other than the warranties set forth above, any warranty with respect to the furniture must come from the manufacturer. Lovers atWork Office Furniture will pass through to the Customer any applicable warranties of the manufacturer to the extent permissible. Notwithstanding anything to the contrary, Lovers atWork Office Furniture's liability is limited to the replacement value of the furniture.

This warranty supersedes all inconsistent provisions of any and all purchase orders, invoices, acknowledgements or other writing or statements, written or otherwise. Lovers atWork Office Furniture disclaims all other express or implied warranties and product liability specifically including the implied warranties of non-infringement, merchantability and fitness for a particular purpose.

Limitation of Liability: Notwithstanding anything to the contrary, in no event will Lovers atWork Office Furniture be liable for any indirect, special, incidental or consequential damages whether based on contract, tort, or any other legal theory, including, without limitation, loss of date or its use, loss of profits, loss of business, or other economic damages, even if advised of the possibility of such loss or damage.

Delivery, Install & Chargeable Services: Unless otherwise agreed, rates of services are - Delivery, Installation and Reconfiguration of New or Existing Furniture Onsite \$150.00/hour/2 man-team. Move of Existing Furniture Onsite \$150.00/hour/2 man-team. All items quoted are F.O.B. our facility unless otherwise noted or agreed upon in writing.

Design & Chargeable Services: Unless otherwise agreed, rates of services are - Basic building drawings, Space Planning and Design \$95.00/hour/designer, Inventorying Existing Furniture Onsite \$95.00/hour/person. At our discretion, design services incurred during quoting may be discounted or provided at no cost. Three revisions to a drawing are provided at no fee. All design by Lovers atWork Office Furniture is property of the company and is not to be shared with competitors unless otherwise agreed.

Returns: Except for custom, special and/or non-inventoried items, Lovers atWork Office Furniture shall accept returns of furniture if in resalable condition and if made within 30 days of original shipment. For returns of special or non-inventoried items, Lovers atWork Office Furniture Inc. shall accept returns on a case-by-case basis. This may involve a restocking charge up to 80% of original value.

Taxes: Customer shall be responsible for any tax that results from the transfer of title or sale or delivery of the supplies purchased.

Credit Terms: Credit limits and terms shall be subject at all times to Lovers atWork Office Furniture (Lover 1996 Ltd.)'s credit policies, as amended from time to time.

Reservation of Rights: Lovers atWork Office Furniture reserves the right to change at any time without notice these terms and conditions of sale.

Payment: Unless otherwise noted or agreed upon, full payment of order is due at time order is placed.

Storage: Any order received at our warehouse and not delivered within four weeks will be subject to storage charges calculated at a rate of 1% of the order total per month.

To place this order, I will supply _____ Purchase Order and _____ Full payment
I have confirmed intended delivery date with my sales representative. I have read and agree to the terms above terms.

Customer Signature _____ Date _____



FOR E-TRANSFER USE: ACCOUNTING.LOVERS@ATWORK.CA

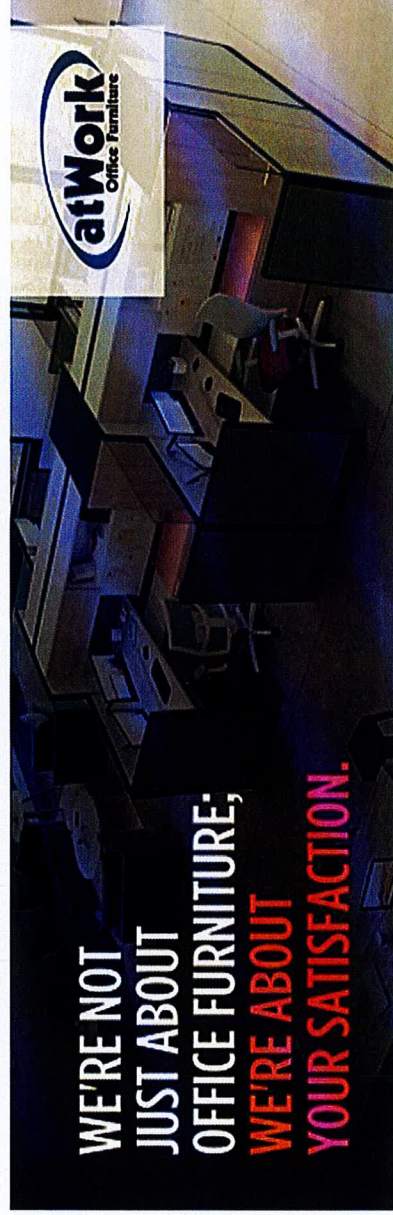
FOR EFT INFO GO TO WWW.ATWORK.CA/EFT

FOR CREDIT CARD LINK EMAIL REQUEST TO: ACCOUNTING.LOVERS@ATWORK.CA

PAY BY CASH, DEBIT, CHEQUE, EFT, E-TRANSFER, VISA, MASTERCARD, AMERICAN EXPRESS

OFFICE OF THE CLERK

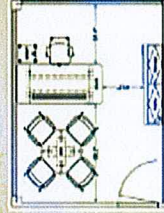
**WE'RE NOT
JUST ABOUT
OFFICE FURNITURE;
WE'RE ABOUT
YOUR SATISFACTION.**



With over 40 years of experience, our professional team is here to promptly assist and answer all your questions, ensuring your workspace refresh comes out perfect.

SPACE PLANNING

Included in your quote is space planning by our interior designers. 2D and 3D drawings will help you visualize your space before you make decisions.



DELIVERY & INSTALLATION

YOU WON'T NEED TO LIFT A FINGER.

Our experienced crew can simply deliver or fully install your furniture.



WITH INSTALL PARTNERS ACROSS CANADA, ASSISTANCE IS LOCAL AND PROFESSIONAL.

REVIEWS

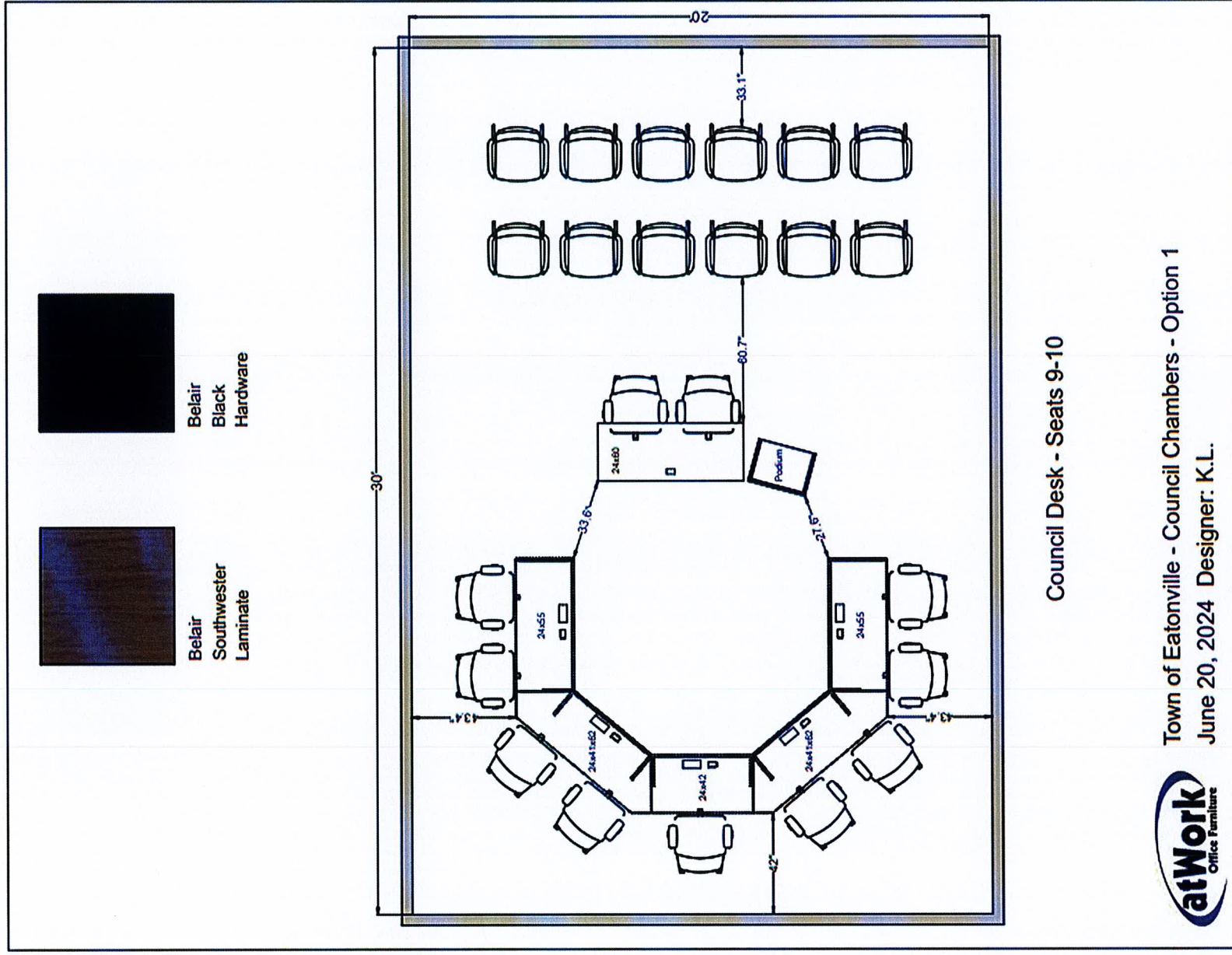
DON'T JUST LISTEN TO US. Read the hundreds of recent reviews by satisfied customers.



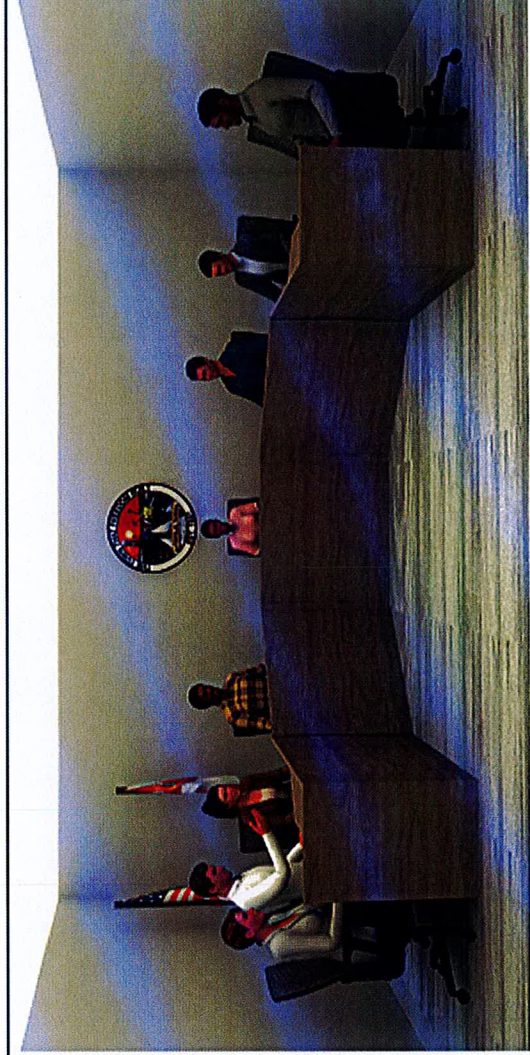
atwork.ca/reviews/



OFFICE OF THE CLERK

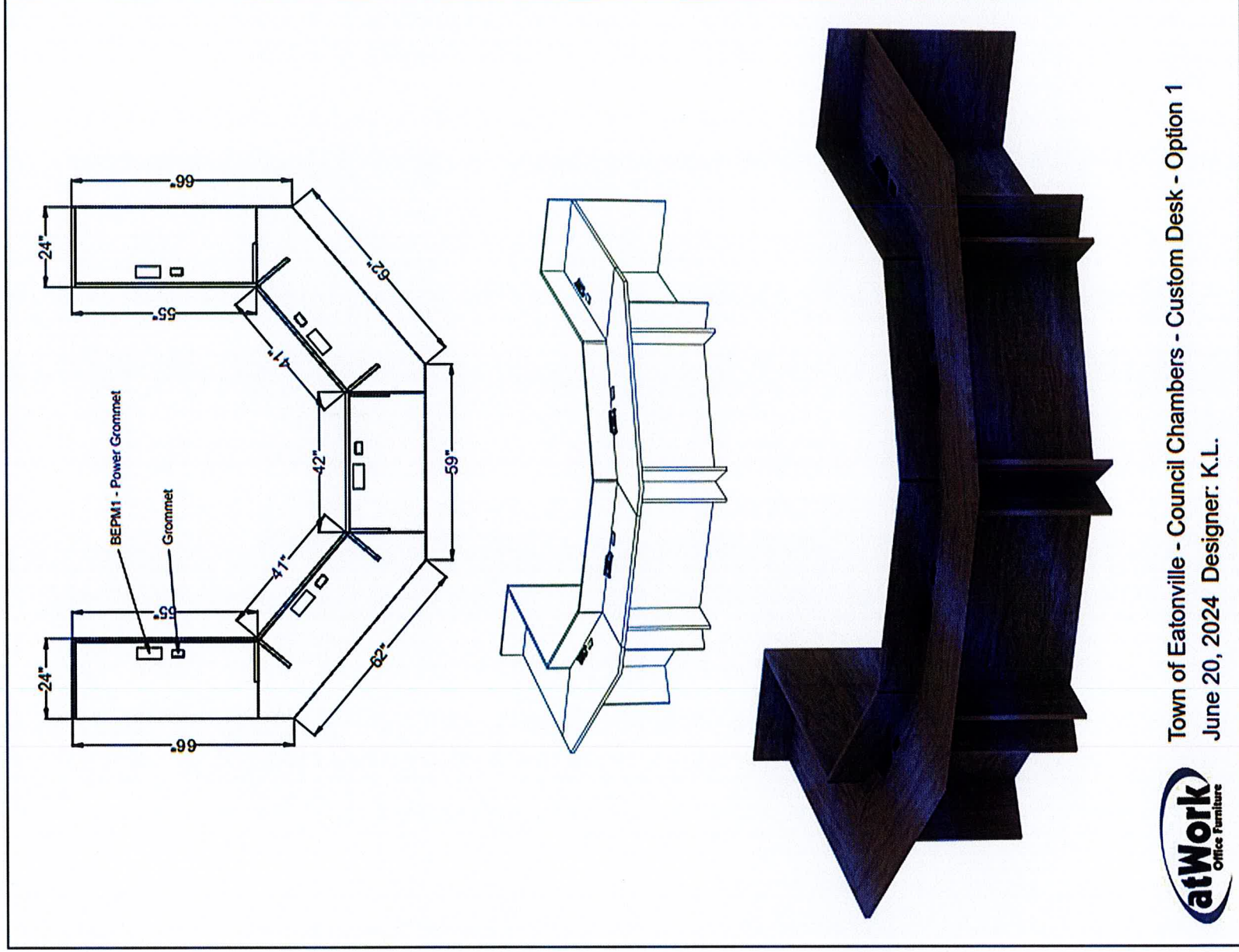


OFFICE OF THE CLERK

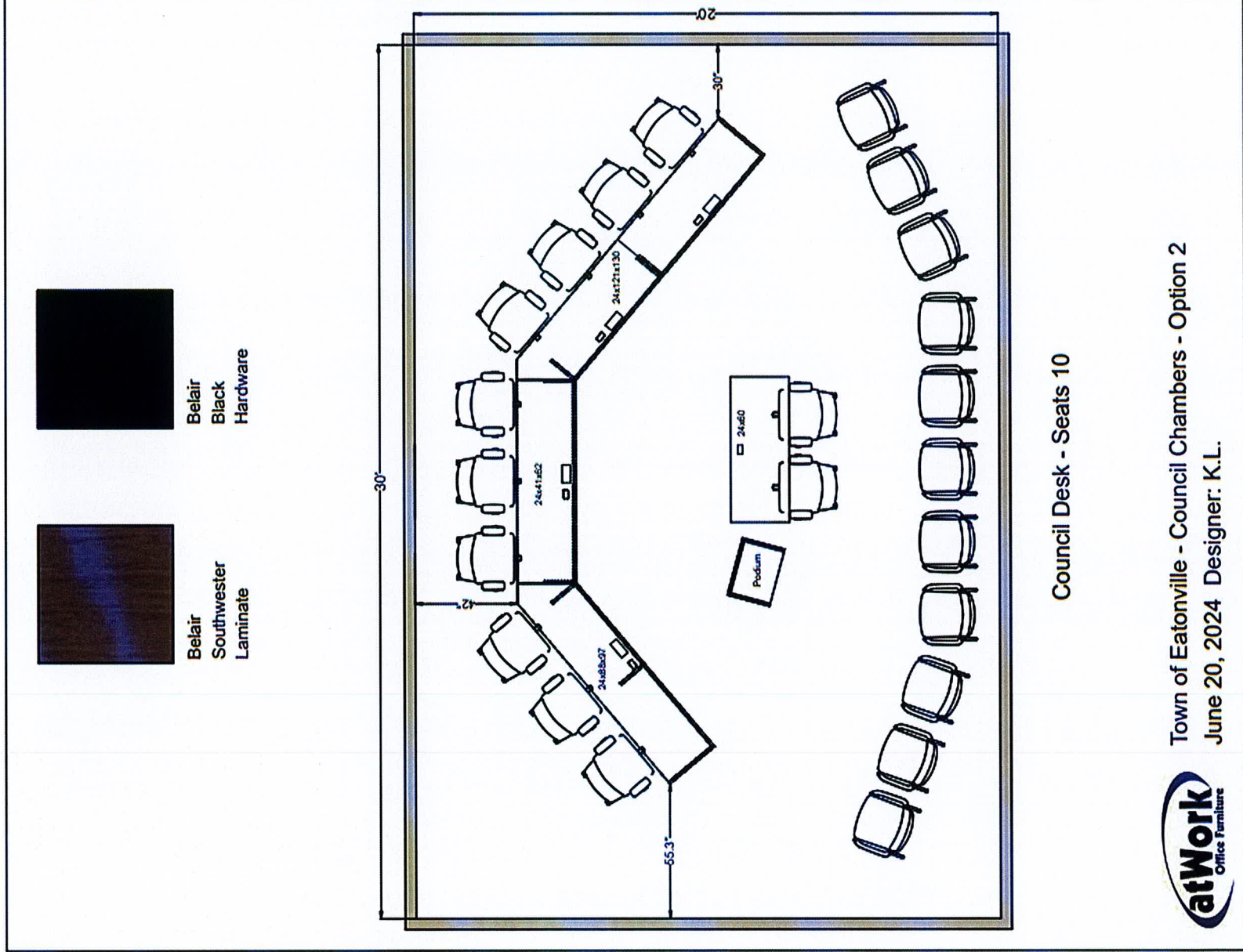


Town of Eatonville - Council Chambers - Option 1
June 20, 2024 Designer: K.L.

OFFICE OF THE CLERK



OFFICE OF THE CLERK

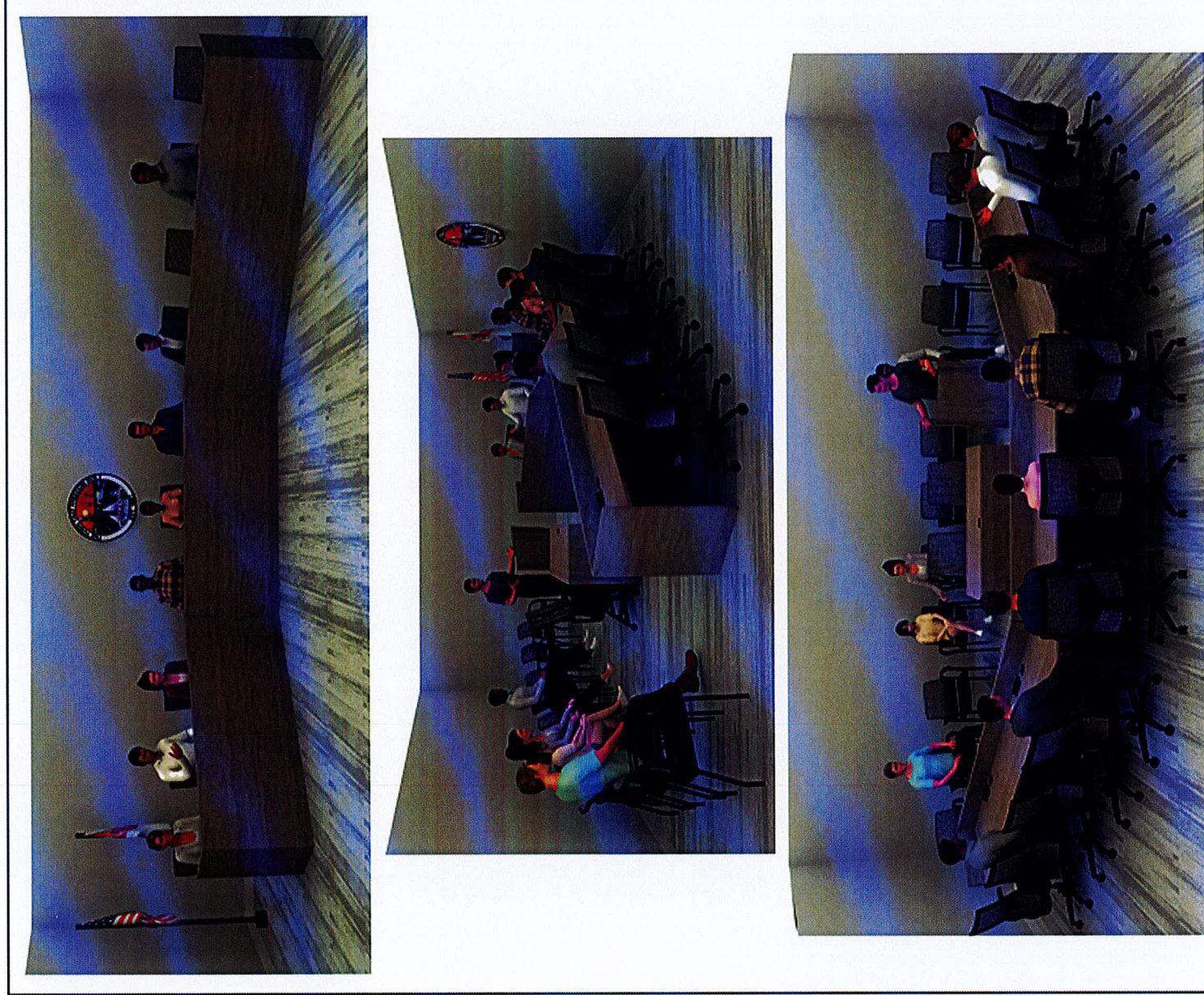


Council Desk - Seats 10



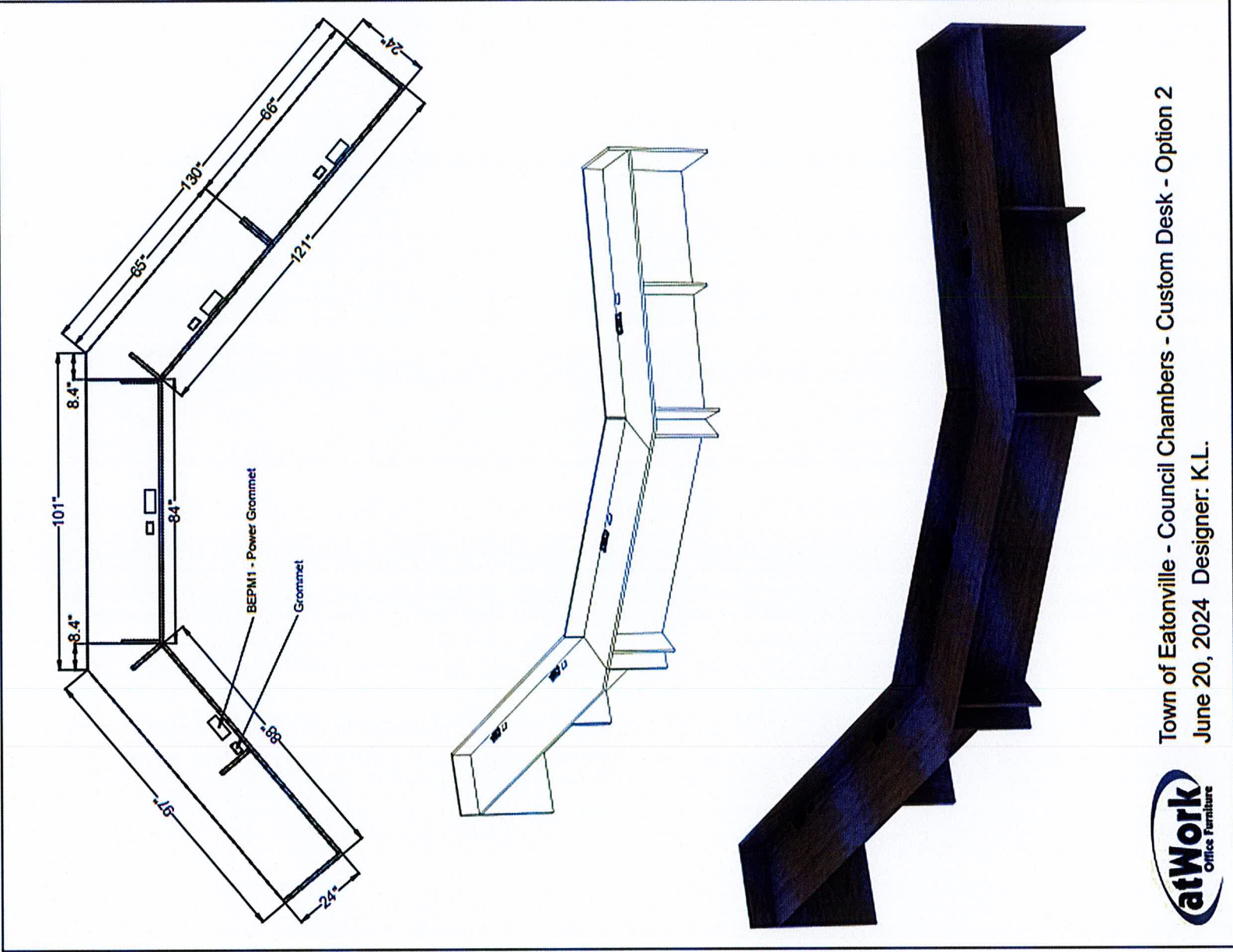
Town of Eatonville - Council Chambers - Option 2
June 20, 2024 Designer: K.L.

OFFICE OF THE CLERK



Town of Eatonville - Council Chambers - Option 2
June 20, 2024 Designer: K.L.

OFFICE OF THE CLERK



OFFICE OF THE CLERK



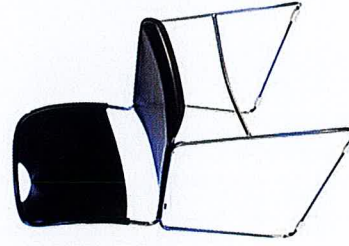
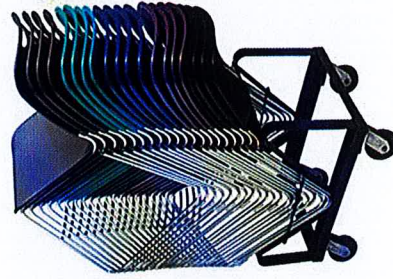
AMAZON

VINGLI Waiting Room Chairs, 10-Pack Black Mesh
Church Chairs Conference Room Stackable Armless
Chairs Set, Office Guest Chairs & Reception Chairs
Stacking Chairs for Meeting Room, Office Lobby

Visit the VINGLI Store

\$379.99 (10 Count) x 4

TOTAL: \$1519.96



SCHOOL OUTFITTERS

Pack of Forty 8500 Series School Chairs w/ Dolly
by National Public Seating

SKU: NPS-8500-40-DY85-1 **TOTAL \$3,229.99**