



**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:**

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

**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.