

TOWN COUNCIL  
1<sup>ST</sup> BUDGET HEARING (CONTINUATION)  
MINUTES  
September 12, 2022

**PRESENT:** Mayor Angie Gardner, Vice Mayor Rodney Daniels, Councilman Marlin Daniels, Councilwoman Wanda Randolph, **STAFF:** Cathlene Williams, **Interim Chief Administrative Officer**, Albert English, **Public Works Director**, Joseph Jenkins, **Deputy Chief**, and Katrina Gibson, **Finance Director**, Sherronda Thomas, **Recreation Coordinator**, Clifford Shepard, **Town Attorney**, Veronica King, **Town Clerk**. **Others:** Rachel McCoy (**Not Present: Councilman Theo Washington**)

**CALL TO ORDER & VERIFICATION OF QUORUM**

Mayor Gardner called meeting to order at 5:19pm with a verification of quorum through Mrs. Veronica King

**OVERVIEW (Mrs. Gibson)**

The remaining departments on the general fund are (Public Works) Budget 541 and (Recreation) Budget 572. There were no changes made to the budget, due to the deadline for the audit. There is an open motion on the floor that was moved by Councilman Washington and second by Councilman M. Daniels with discussion. Councilman M. Daniels still wants the contractual services broken down (*The FY2019-2020 and FY 2020-2021 expenditures have been added to the budget; presented by projector screen*).

Mayor Gardner requested for legal to provide clarity on how to move forward with the voting to include amended changes. The current motion can be amended with changes and then the budget can be adopted with an amended motion to approve the budget.

**OPEN MOTION** for additional budget changes continues; itemized below.

**Budget 572 and Salary Budget for Recreation – Additional Comments** - Current staff (Recreational Coordinator) is working 40-50 hours per week. Councilwoman is recommending making the current staff full-time as Recreational Coordinator with three part-time staff to include facilities custodian. For salary: The Recreational Coordinator will be an exempt position. Staff (Mrs. Gibson is recommended doing an RFP before putting money in the budget for the pool. Vice Mayor R. Daniels would like to be in the meeting when the rental fees are discussed and adjusted. On the budget, Mrs. Gibson confirmed the year-to-date rental and leases are \$10,332.00.

**Salary Budget**

- Line item 240 (Recreational Supervisor) remove position and \$60,000; does not have a job description
- Line item 244 (Part-time Staff) increase \$40,000 to \$60,000 to include facilities
- Line item 242 (Recreational Coordinator) reduce; recommendations are \$40,000, \$45,000, \$46,000

**Budget 541 and Salary Budget for Public Works**– Current Administrative Assistant is from Kelly Services, a staffing agency, working since June. Position is vacant and is hourly with a recommended pay of \$17-18 per hour; currently in negotiations and being advertised (Town bulletin board/website). A pay rate study was discussed; recommended coming before council in the future.

**Salary Budget**

- Line item 187 (Administrative Assistant) establish salary range; recommendations are \$31,500 - \$37,440 and \$31,500 - \$40,000

**Enterprise Budget - Additional Comments** – The enterprise budget is for water, sewer, and solid waste. The grants are still not in the budget (Councilman M. Daniels). Mrs. Gibson will bring to the final budget hearing adding grants to the revenue. The \$5.9 million dollar grant is a reimbursement grant; need to be in the budget. The ARPA grant is not in the budget.

**Verification of Budget Changes (Mrs. King) to include requests:**

**LEGISLATIVE (General Fund Budget)**

- Line 134 Remove Internal Auditor
- Ask: Line item 146-147 – To breakdown line items
- Line 146 change to \$1000 move remaining to contingency
- Line 147 Change to \$100
- Line 157 Change to \$4,000

**FINANCE (General Fund Budget)**

- Line 305 change to \$10,000; \$20,000 to go into contingency

**PLANNING AND COMMUNITY DEVELOPMENT**

- Line 342 change to \$75,000 remaining to go into contingency
- Ask: Change 4% pay raise to 2% across the board

**SALARY BUDGET**

- Line 78 (Finance Coordinator) change to \$25,000; CRA will pay the remaining \$20,000 of the \$45,000
- Line 75 (Account Clerk) change to \$45,703

**PUBLIC WORKS**

- Line item 187 (Administrative Assistant) establish salary range; recommendations are \$31,500 - \$37,440 and \$31,500 - \$40,000
- Ask: To get a pay rate study completed

**RECREATION**

- Line item 242 (Recreational Coordinator) reduce; recommendations are \$40,000, \$45,000, \$46,000; final consensus of \$44,000
- Line item 240 (Community Youth Supervisor) remove \$60,000
- Line item 244 (Part-time Staff) changing from two to three part-time staff increasing salary to \$60,000 to include facilities

**ENTERPRISE**

- Ask; Notate grants on the budget; to have by the final budget hearing

**Comments:** Recreation Coordinator by consensus will be \$44,000; Removing the Internal Auditor (Line 134) already passed with a 3/2 vote.

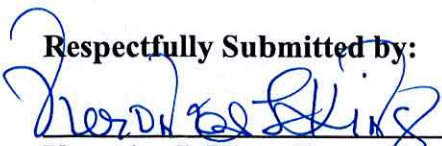
**MOTION** to amend the amended motion to include all stated changes; Moved by Vice Mayor R. Daniels; second by Councilman M. Daniels; **AYE: ALL, MOTION PASSES.**

**MOTION** to approve the amended motion approving the first reading of Ordinance 2022-11 an ordinance of the Town Council of The Town Of Eatonville, Orange County Florida, approving the first reading on the proposed Budget For The Fiscal Year 2022-2023; Moved by Vice Mayor R. Daniels; second by Councilman M. Daniels; **AYE: Councilman M. Daniels, Vice Mayor R. Daniels, Councilwoman Randolph; NAYE: Mayor Gardner: MOTION PASSES**

**Comments:** The second reading can have additional amendments/changes. Councilman M. Daniels inquired about a zero balanced budget to be provided Thursday (September 15). Second reading is scheduled for Monday, September 19, 2022 at 5:15 p.m.

**Motion** to adjourn meeting; Moved by Councilman M. Daniels; second by Vice Mayor R. Daniels; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 8:10 p.m.**

Respectfully Submitted by:

  
Veronica L King, Town Clerk

APPROVED  
  
Angie Gardner, Mayor