

RESOLUTION 19-16

A RESOLUTION OF THE CITY OF BELLEVIEW, FLORIDA PROVIDING FOR STAFFING FOR THE FISCAL YEAR 2019 / 2020; REAFFIRMING ITS POLICY REGARDING FILLING VACANCIES IN THE CITY WORKFORCE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Resolution 11-22 established minimum staffing levels which the City Commission found to be necessary for the orderly and proper conduct of the City's business and to rendering essential services to its citizens and the general public; and

WHEREAS, Resolution 11-22 established that any vacancy in the existing workforce of the City may be filled by replacing such existing employee through the City's current hiring policies; but that any increase in the workforce of any department of the city must be approved by the City Commission; and

WHEREAS, the City Commission annually reviews staffing requests and has determined the staffing levels, as set forth herein-below, is necessary to provide the level of service for the citizens that is needed at this time; and

WHEREAS, the Department Heads have reviewed their work flow and processes resulting in a net increase of one full-time and one part-time position for the Fiscal Year 2019/2020; and

WHEREAS, the chart of essential employees has been amended to reflect the current organization of the City's workforce of essential employees; and

WHEREAS, the City Commission has established the policy that any increase to the current staffing levels, as set forth herein, must be shown to be economically necessary and must be approved by the City Commission, but that vacancies may continue to be filled through the City's current hiring policies.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BELLEVIEW, FLORIDA that the essential employees who are necessary for the orderly and proper conduct of the City's business and to rendering essential services to its citizens and the general public are as set forth in the following listing of essential employees.

Exhibit A
Minimum Essential Employees
Fiscal Year 2019/2020

Administration Department

Department Head	1	City Administrator
City Clerk's Office	1	City Clerk
HR/Risk Management Office	2	Human Resources / Risk Management
Events / Promo Specialist	1	Events / Promo Specialist
Total Administration	<u><u>5</u></u>	

Finance Department

Department Head	1	Finance Director
Finance / Accounting Office	3	Accounting Staff
Utility Billing / Customer Service Office	3	Customer Service Staff
Total Finance	<u><u>7</u></u>	

Development Services

Department Head	1	Development Services Director
Support Staff	1	Zoning / Code Enforcement Technician
Support Staff	1	Building Permit Technician
Total Development Services	<u><u>3</u></u>	

Information Technology

Department Head	1	Information Technology Director
Support Staff	1	End User Support Technician
Total Information Technology Department	<u><u>2</u></u>	

Police Department

Department Head	1	Police Chief
Administrative - Sworn	2	1 - Lieutenant; 1 - Detective
Administrative - Support	2	Non-sworn Support Staff
Crossing Guard	0.5	Seasonal Crossing Guard
Sworn Officers	12	11 - LEO's; 1 - SRO: Belleview Elementary
Total Police Department	<u><u>17.5</u></u>	

Public Works

Department Head	1	Public Works Director
Administrative	1	Executive Assistant
Janitorial	1	1 - Janitor
Sewer Treatment Plant Division	1	Chief Water / Wastewater Plant Operator
STO	1	Sewer Treatment Plant Operator
Utilities / Facilities Division	1	Utilities / Facilities Supervisor
Water / Sewer Field Techs	4	WS Technicians
Construction Inspector	1	Construction Inspector
Fleet / Inventory Maintenance	1	Mechanic / Inventory Technician
Facilities / Grounds Maintenance	1	Facilities Maintenance Tech
Streets / Parks Division	1	Streets / Parks Supervisor
Maintenance Techs	4	Maintenance Technicians
Total Public Works	<u><u>18</u></u>	

F/Y 19/20 Essential Employees 52.5

BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF BELLEVIEW, FLORIDA any increase to the City's workforce must be approved by the City Commission, but that vacancies in the existing workforce may be filled through the City's current hiring policies.

PASSED AND RESOLVED by the City Commission of the City of Belleview, Florida by _____ vote, on this _____ day of September, 2019.

Christine K. Dobkowski
Mayor/Commissioner

ATTEST:

Margaret DeGennaro, MMC, CPS
City Clerk

CERTIFICATE OF POSTING

I HEREBY CERTIFY that a copy of the foregoing Resolution was posted and available for public review in our on-line agenda packet prior to the Commission meeting in accordance with City policy.

Margaret DeGennaro, MMC, CPS
City Clerk