



**CITY OF BELLE ISLE, FLORIDA  
CITY COUNCIL AGENDA ITEM COVER SHEET**

**Meeting Date:** December 20, 2022

**To:** Honorable Mayor and City Council Members

**From:** B. Francis, City Manager

**Subject:** Position of Assistant City Manager

**Background:** The City Manager is requesting that the City Council approve and allocate the funds for the position of Assistant City Manager (ACM). The City Council in past years discussed this position but did not formally approve the position. As the city grows and the projects that are undertaken by the City increase, this position is necessary to allow the City Manager to focus on larger projects and more global issues that would affect the City. The ACM will assist the City Manager with a wide variety of other daily items such as interaction with other governmental jurisdictions, citizens inquiries and complaints, routine requests for permits (parking, special events, tree removal, etc.), project research and planning, policy drafting, grant writing and administration, and administering capital projects for the City. The ACM serves as a member of the City's leadership team and works in concert with the City Manager to develop organizational values, principles, and climate conducive to organizational excellence. The ACM is an important part in the transition of the administrative leadership. If the ACM will not become the CM, the ACM acts as interim until the Council has had the opportunity to thoroughly review and vet candidates for the CM position. The ACM acts as a liaison between the Council and departments while this process is taking place.

**Staff Recommendation:** Approve the position and allocation of funds for the position of Assistant City Manager.

**Suggested Motion:** I move to approve the position of Assistant City Manager as requested.

**Alternatives:** Do not approve the position.

**Fiscal Impact:** Salary Range of \$89,500-95,000 (DOQ)

**Attachments:** Job Description for ACM (draft)