



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

NOVEMBER 21, 2023, AT 07:30 PM

Cover Sheet

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ITEM TITLE: Approval of the Town of Eatonville Organizational Chart (**Administration**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
INTRODUCTIONS		Exhibits: <ul style="list-style-type: none"> • TOE Organizational Chart (See Workshop Documents) • Job Descriptions (See Workshop Documents)
CONSENT AGENDA	YES	
COUNCIL DISCUSSION		
ADMINISTRATIVE		

REQUEST: The Administration has finalized and requests approval of Town’s Organizational Chart.

SUMMARY: Several variations of the Town of Eatonville organization structure have been vetted and prepared to improve internal workplace efficiency and to provide better service to citizens and customers. The restructuring included three focus areas: Town Operations, Development Services and Public Infrastructure. The request to add in a Special Project Coordinator and combine the part-time Record Coordinator with the part-time Human Resource/Risk Position to make one full-time position.

The new structure will allow for quicker and more coordinated response among the Town’s approximately 43 full-time and part-time staff members. The Town’s population will increase over the next year with new development taking and additional visitors, therefore our service level demands will increase. Along with the need for technical staff to improve workplace efficiency.

RECOMMENDATION: Staff recommends the approval of the finalized Organizational Chart.

FISCAL & EFFICIENCY DATA: The finalized organizational chart has adjusted salaries to be accomplished within the current FY 2023-24 personnel budget.