



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL MEETING

JUNE 06, 2023, AT 06:30 PM

Cover Sheet

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ITEM TITLE: TOWN OF EATONVILLE ORGANIZATIONAL CHART AND NEW PROPOSED PERSONNEL CHANGES FOR FY 2022-23 BUDGET

TOWN COUNCIL ACTION: APPROVAL OF ORGANIZATIONAL CHART & POSITIONS

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION Exhibits: <ul style="list-style-type: none">• Proposed Organizational Chart• Personnel Additional Positions for FY 2022-23• Job Descriptions
INTRODUCTIONS		
CONSENT AGENDA		
COUNCIL DECISION	X	
ADMINISTRATIVE		

REQUEST: The Administration request discussion and approval of Town's organizational chart, additional new personnel with budget adjustment for consideration.

SUMMARY: Early this year, the Town of Eatonville started reviewing the organization structuring in an effort to improve internal workplace efficiency and to provide better service to citizens and customers. This type of adjustment has not been done in more than 20 years, taking place over several months and resulting in the creation of functional focus areas within the Town Hall. The restructuring included three focus areas: Town Operations, Development Services and Public Infrastructure. The Town's 6 departments now fall under these focus areas based on their programs and activities.

The new structure will allow for proficient and further coordinated response among the Town's approximately 35 staff members. Since the organization's last restructuring, the Town's population has remained the same, but service level demands have increased – as well to improve workplace efficiency.

RECOMMENDATION: Staff recommends the approval of the proposal Restructure of the Organizational Chart with Personnel changes for budget cycle 2022-23. This will also include new job descriptions for new positions.

FISCAL & EFFICIENCY DATA: The restructuring will adjust salaries to be accomplished within the upcoming FY 2022-23 personnel budget. Due to frozen and vacant position finance department has confirmed the necessary budget modifications are applicable. (Funding the position are available between the general fund and community redevelopment agency budgets.)