

AGENDA ITEM

July 5, 2016

Subject: Amendment to the Organizational Chart and Table of Organization

Department: Police

The Police Department is requesting to hire additional police clerks to monitor prisoners and provide administrative support.

The attached ordinance will amend the City Organizational Chart and Table of Organization to include two additional full-time Police Clerk positions.

These two new positions will not exceed current budgeted expenditures within the General Fund for the remainder of 2016, therefore a budget amendment is not required.

BILL NO. 2016-016

ORDINANCE NO.

A SPECIAL ORDINANCE OF THE CITY OF NEVADA, MISSOURI AMENDING THE ORGANIZATIONAL CHART OF THE CITY OF NEVADA, MISSOURI AS APPROVED BY ORDINANCE NO. 8084.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEVADA, MISSOURI, AS FOLLOWS:

Section 1. The Organizational Chart and Table of Organization are hereby amended by this ordinance to include two additional Police Clerk positions per Section 25-1.105 of the Code of the City of Nevada, Missouri as referenced in Exhibit A.

Section 2. This ordinance shall be in full force and effect from and after its passage.

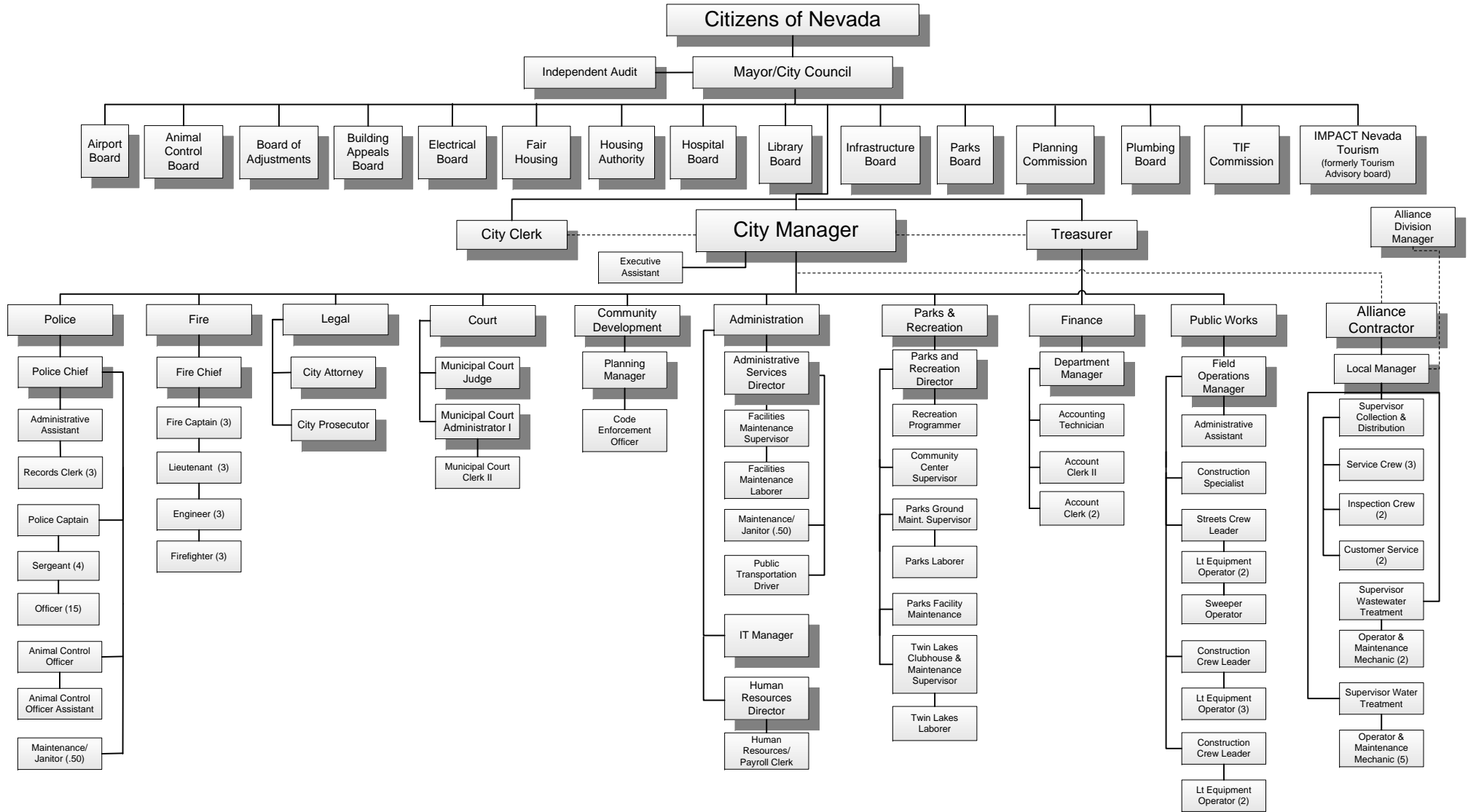
PASSED, APPROVED AND ADOPTED by the City Council of the City of Nevada, Missouri, this _____ day of _____, 2016.

(seal)
ATTEST:

Brian L. Leonard, Mayor

Johnna Williams, Deputy City Clerk

City of Nevada 2016 Organizational Chart



City of Nevada
Proposed Budget - 2016 Fiscal Year
TABLE OF ORGANIZATION

	Actual 2015	Proposed 2016	Pay Range	Part time
CITY CLERK				
City Clerk	1.00	1.00	18	
	<u>1.00</u>	<u>1.00</u>		
CITY TREASURER/FINANCE				
City Treasurer	1.00	1.00	25	
Finance Department Manager	1.00	1.00	18	
Accounting Technician	1.00	1.00	15	
Accounting Clerk II	1.00	1.00	12	
Accounting Clerk I	2.00	2.00	8	
Total Finance	<u>6.00</u>	<u>6.00</u>		<u>-</u>
ADMINISTRATION				
City Manager	1.00	1.00	-	
Executive Assistant	1.00	1.00	17	
Administrative Services Director	1.00	1.00	24	
Facilities Maintenance Supervisor	1.00	1.00	15	
Facilities Maintenance Laborer	1.00	1.00	10	
Public Transportation Driver	-	1.00	3	1.00
IT Manager	1.00	1.00	22	
HR Director	1.00	1.00	20	
HR Assistant	-	-	14	
HR/Payroll Clerk	1.00	1.00	10	
Maintenance/Janitor Laborer	0.50	0.50	8	
Total Administration	<u>8.50</u>	<u>9.50</u>		<u>1.00</u>
COMMUNITY DEVELOPMENT				
Planning Manager	1.00	1.00	18	
Code Enforcement Officer	1.00	1.00	14	
Total Community Development	<u>2.00</u>	<u>2.00</u>		
POLICE DEPARTMENT				
Police Chief	1.00	1.00	26	
Administrative Assistant	1.00	1.00	14	
Police Captain	1.00	1.00	22	
Police Sergeant	4.00	4.00	17	
Police Officer	15.00	15.00	14	
Records Technician	1.00	-	10	
Records Clerk	-	3.00	8	
Maintenance/Janitor Laborer	0.50	0.50	8	
	23.50	25.50		
(Police Sergeant Detectives and Police Officer Detectives one Range premium pay)				
ANIMAL CONTROL				
Animal Control Officer	1.00	1.00	13	
Animal Control Assistants	1.00	1.00	8	3.00
	<u>2.00</u>	<u>2.00</u>		<u>3.00</u>
Total Police Department	<u>25.50</u>	<u>27.50</u>		<u>3.00</u>

City of Nevada
Proposed Budget - 2016 Fiscal Year
TABLE OF ORGANIZATION

	<u>Actual</u> 2015	<u>Proposed</u> 2016	<u>Pay</u> <u>Range</u>	<u>Part time</u>
FIRE DEPARTMENT				
Fire Chief	1.00	1.00	25	
Fire Captain	3.00	3.00	17	
Fire Lieutenant	3.00	3.00	15	
Fire Engineer	3.00	3.00	13	
Firefighter	<u>3.00</u>	<u>3.00</u>	11	
Total Fire Department	<u>13.00</u>	<u>13.00</u>		
LEGAL				
City Attorney	-	-		1.00
City Prosecutor	-	-		<u>1.00</u>
Total Legal				<u>2.00</u>
MUNICIPAL COURT				
Municipal Judge	-	-		1.00
Municipal Court Administrator II	-	-	20	
Municipal Court Administrator I	1.00	1.00	18	
Assistant Court Administrator	-	-	14	
Municipal Court Clerk III	-	-	12	
Municipal Court Clerk II	1.00	1.00	10	
Municipal Court Clerk I	<u>-</u>	<u>-</u>	8	
Total Municipal Court	<u>2.00</u>	<u>2.00</u>		<u>1.00</u>
PARKS AND RECREATION				
ADMINISTRATION				
Parks and Recreation Director	1.00	1.00	22	
Recreation Programmer	<u>1.00</u>	<u>1.00</u>	14	
	2.00	2.00		
TWIN LAKES				
Twin Lakes Clubhouse Manager	1.00	0.50	17	-
Twin Lakes Clubhouse Attendants	-	-		5.00
Twin Lakes Supervisor	1.00	0.50	17	
Twin Lakes Laborer	1.00	1.00	10	
Twin Lakes Laborer	<u>-</u>	<u>-</u>		6.00
	3.00	2.00		11.00
PARKS GROUNDS MAINTENANCE				
Maintenance Supervisor	1.00	1.00	15	
Parks Laborer	1.00	1.00	10	
Parks Laborer	<u>-</u>	<u>-</u>		4.00
	2.00	2.00		4.00
PARKS FACILITY MAINTENANCE				
Parks Facility Maintenance	1.00	1.00	14	
Parks Facility Laborer	<u>-</u>	<u>-</u>		1.00
	1.00	1.00		1.00
RECREATION AND COMMUNITY CENTER				
Community Center Supervisor	-	1.00	10	
Maintenance/Janitor Laborer	-	-		1.00
Community Center Attendants	<u>-</u>	<u>-</u>		6.00
	-	1.00		7.00

City of Nevada
Proposed Budget - 2016 Fiscal Year
TABLE OF ORGANIZATION

	<u>Actual</u> 2015	<u>Proposed</u> 2016	<u>Pay</u> <u>Range</u>	<u>Part time</u>
AQUATICS CENTER				
Pool Manager				2.00
Life Guards				30.00
Cashier				2.00
Concessions Workers				<u>6.00</u>
				40.00
Total Parks and Recreation	<u>8.00</u>	<u>8.00</u>		<u>63.00</u>
PUBLIC WORKS				
ADMINISTRATION				
Field Operations Manager	1.00	1.00	22	
Construction Specialist	1.00	1.00	17	
Administrative Assistant	<u>1.00</u>	<u>1.00</u>	14	
	3.00	3.00		
STREETS MAINTENANCE				
Crew Leader	1.00	1.00	15	
Light Equipment Operator	2.00	2.00	10	
Street Sweeper Operator	<u>1.00</u>	<u>1.00</u>	11	
	4.00	4.00		
CONSTRUCTION CREWS				
Crew Leader	2.00	2.00	15	
Light Equipment Operator	<u>5.00</u>	<u>5.00</u>	10	
	7.00	7.00		
Total Public Works	<u>14.00</u>	<u>14.00</u>		
TOTAL POSITIONS	<u>80.00</u>	<u>83.00</u>		<u>70.00</u>