

**AGENDA ITEM**  
**August 24, 2021**

Subject: Amendment to the Organizational Chart and Table of Organization

Department: Administration

The attached Ordinance will amend the City Organizational Chart and table of organization to include the Code Compliance division under the Police Department to included one full-time position and one part-time position

Budgeted line items expenditures within the Police Department and Planning & Zoning will be reallocated to provide cost of wages and benefits. Total budgeted expenditures will not increase therefore a budget amendment is not required at this time.

**Manager Note:**

- As of August 18, 2021 Planning & Zoning is at 65% of the approved budget
- As of August 18, 2021 Police Department is at 64% of the approved budget
- **Sec. 25-1.105. Organizational chart.** - The government of the city shall be organized on lines of authority and lines of cooperation as reflected in the organizational chart on file in the city clerk's office, and incorporated herein by reference. The city manager is authorized and directed to modify said chart and keep the same on file at his office for public inspection as the same is amended from time to time.

**BILL NO. 2021-062**

**ORDINANCE NO.**

**A GENERAL ORDINANCE OF THE CITY OF NEVADA MISSOURI AMENDING THE ORGANIZATIONAL CHART OF THE CITY OF NEVADA, MISSOURI AS APPROVED BY ORDINANCE NO. 8398**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEVADA, MISSOURI, THAT:**

**SECTION 1.** The Organizational Chart and Table of Organization are amended by this ordinance to include Code Compliance 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 and approval.

**PASSED, APPROVED AND ADOPTED by the City Council of the City of Nevada, Missouri, this \_\_\_\_ day of September 2021.**

\_\_\_\_\_  
George Knox, Mayor

(Seal)

Attest:

\_\_\_\_\_  
Michele Bailey, City Clerk

City of Nevada  
Proposed Budget - 2021 Fiscal Year  
TABLE OF ORGANIZATION

	Full Time Staffing		Pay Range	Part-Time and Seasonal	
	Actual 2020	Actual 2021		Actual 2020	Actual 2021
<b>CITY CLERK</b>					
City Clerk	0.50	1.00	20	-	-
<b>Total City Clerk</b>	<b>0.50</b>	<b>1.00</b>		<b>-</b>	<b>-</b>
<b>CITY TREASURER</b>					
City Treasurer	1.00	1.00	25		
<b>Total Finance</b>	<b>1.00</b>	<b>1.00</b>			
<b>FINANCE</b>					
Finance Manager	-	1.00	18		
Accounting Technician	2.00	2.00	15		
Accounting Clerk I	2.00	2.00	8		
<b>Total Finance</b>	<b>4.00</b>	<b>5.00</b>			
<b>ADMINISTRATION</b>					
City Manager	1.00	1.00	-		
Executive Assistant	-	-	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		
Facilities Maintenance Laborer				-	1.00
Public Transportation Driver	1.00	1.00	5	1.00	1.00
IT Manager	1.00	-	22		
HR Director	1.00	1.00	20		
HR Assistant	-	1.00	14		
HR/Payroll Clerk	1.00	-	10		
Maintenance/Janitor Laborer	0.50	0.50	8		
<b>Total Administration</b>	<b>8.50</b>	<b>7.50</b>		<b>1.00</b>	<b>2.00</b>
<b>COMMUNITY DEVELOPMENT</b>					
Planning Manager	0.50	1.00	20		
Code Enforcement Officer	1.00	-	10	-	-
<b>Total Community Development</b>	<b>1.50</b>	<b>1.00</b>		<b>-</b>	<b>-</b>
<b>POLICE DEPARTMENT</b>					
Police Chief	1.00	1.00	26		
Administrative Assistant	1.00	1.00	8		
Police Captain	1.00	1.00	22		
Police Lieutenant	1.00	1.00	20		
Police Sergeant	4.00	4.00	18		
Police Corporal	3.00	3.00	16		
Police Officer	12.00	12.00	14		
Records Technician	-	-	10		
Records Clerk	3.00	2.00	8		
Code Enforcement Officer	-	1.00	10	-	1.00
Maintenance/Janitor Laborer	0.50	0.50	8		
	26.50	26.50		-	1.00
(Police Sergeant Detectives and Police Officer Detectives one Range premium pay)					
<b>ANIMAL CONTROL</b>					
Animal Control Officer	1.00	1.00	14		
Animal Control Assistants	1.00	1.00	10	3.00	3.00
	2.00	2.00		3.00	3.00
<b>Total Police Department</b>	<b>28.50</b>	<b>28.50</b>		<b>3.00</b>	<b>4.00</b>
<b>FIRE DEPARTMENT</b>					
Fire Chief	1.00	1.00	26		
Fire Captain	3.00	3.00	17		
Fire Lieutenant	3.00	3.00	15		
Fire Engineer	3.00	3.00	13		
Firefighter	3.00	3.00	11		
<b>Total Fire Department</b>	<b>13.00</b>	<b>13.00</b>			
<b>LEGAL</b>					
City Attorney	-	-		1.00	1.00
City Prosecutor	-	-		1.00	1.00
<b>Total Legal</b>	<b>-</b>	<b>-</b>		<b>2.00</b>	<b>2.00</b>

City of Nevada  
Proposed Budget - 2021 Fiscal Year  
TABLE OF ORGANIZATION

	Actual <u>2020</u>	Actual <u>2021</u>	Pay Range	Part Time <u>2020</u>	Part Time <u>2021</u>
<b>MUNICIPAL COURT</b>					
Municipal Judge	-	-		1.00	1.00
Municipal Court Administrator	1.00	1.00	20		
Assistant Court Administrator	1.00	1.00	14		
Municipal Court Clerk II	-	-	10		
Municipal Court Clerk I	-	-	8		
Total Municipal Court	<u>2.00</u>	<u>2.00</u>		<u>1.00</u>	<u>1.00</u>
<b>PARKS AND RECREATION</b>					
<b>ADMINISTRATION</b>					
Parks and Recreation Director	1.00	-	22		
	<u>1.00</u>	-			
<b>RECREATION SERVICES</b>					
Recreation Services Manager	1.00	1.00	15		
Site Supervisor	-	-		1.00	1.00
Camp - Day Camp & After School	-	-		2.00	2.00
Camp - Day Camp Only	-	-		4.00	4.00
Instructors - Rec, Dance, etc	-	-		4.00	4.00
Officials and Umpires	-	-		4.00	4.00
	<u>1.00</u>	<u>1.00</u>		<u>15.00</u>	<u>15.00</u>
<b>CONCESSIONS</b>					
Concession Workers	-	-		5.00	5.00
				<u>5.00</u>	<u>5.00</u>
<b>TWIN LAKES CLUBHOUSE</b>					
Twin Lakes Clubhouse Manager	-	1.00		1.00	-
Twin Lakes Clubhouse Attendants	-	-		5.00	5.00
				<u>6.00</u>	<u>5.00</u>
<b>TWIN LAKES MAINTENANCE</b>					
Twin Lakes Maintenance Supervisor	1.00	-	15		
Twin Lakes Laborer	1.00	-	10	6.00	-
Twin Lakes Sports Field Laborer	-	-		1.00	-
	<u>2.00</u>	-		<u>7.00</u>	-
<b>PARKS GROUNDS MAINTENANCE</b>					
Maintenance Supervisor	1.00	-	15		
Grounds Maintenance Supervisor	-	1.00	15		
Head Grounds Keeper	-	1.00	12		
Grounds Keeper I	-	1.00	10		
Grounds Keeper II	-	1.00	8		
Grounds Laborer	-	-		-	4.00
Ballfields Laborer	-	-		-	1.00
Parks Laborer	1.00	-	10	4.00	-
	<u>2.00</u>	<u>4.00</u>		<u>4.00</u>	<u>5.00</u>
<b>PARKS FACILITY MAINTENANCE</b>					
Parks Facility Maintenance	1.00	-	14		
Parks Facility Laborer	-	-		1.00	-
	<u>1.00</u>	-		<u>1.00</u>	-
<b>COMMUNITY CENTER</b>					
Recreation Services Supervisor	1.00	1.00	10		
Community Center Attendants	-	-		6.00	6.00
	<u>1.00</u>	<u>1.00</u>		<u>6.00</u>	<u>6.00</u>
<b>AQUATICS CENTER</b>					
Aquatic Supervisor	-	-		1.00	1.00
Assistant Pool Managers	-	-		2.00	2.00
Head Lifeguards	-	-		2.00	2.00
Lifeguards	-	-		30.00	30.00
Cashier	-	-		2.00	2.00
	-	-		<u>37.00</u>	<u>37.00</u>
Total Parks and Recreation	<u>8.00</u>	<u>6.00</u>		<u>81.00</u>	<u>73.00</u>

City of Nevada  
Proposed Budget - 2021 Fiscal Year  
TABLE OF ORGANIZATION

	Actual 2020	Actual 2021	Pay Range	Part Time 2020	Part Time 2021
<b>PUBLIC WORKS</b>					
<b>ADMINISTRATION</b>					
Field Operations Manager	1.00	1.00	22		
Construction Specialist	1.00	1.00	17		
Administrative Assistant	1.00	1.00	8		
Building Inspector	-	1.00	16		
	<u>3.00</u>	<u>4.00</u>			
<b>STREETS MAINTENANCE</b>					
Crew Leader	1.00	1.00	15		
Light Equipment Operator	6.00	3.00	10		
Street Sweeper Operator	1.00	1.00	11		
	<u>8.00</u>	<u>5.00</u>			
<b>SEWER CREWS</b>					
Crew Leader	1.00	1.00	15		
Light Equipment Operator	1.00	3.00	10		
	<u>2.00</u>	<u>4.00</u>			
<b>SEWER CLEANER/INSPECTOR CREWS</b>					
C&I Supervisor	-	1.00	15		
C&I Laborer	-	1.00	10		
Light Equipment Operator	-	1.00	10		
	<u>-</u>	<u>3.00</u>			
<b>WATER CREWS</b>					
Crew Leader	1.00	1.00	15		
Light Equipment Operator	1.00	2.00	10		
Service Technician	-	1.00	12		
Meter Reader/Light Equipment Operator	-	2.00	10		
	<u>2.00</u>	<u>6.00</u>			
<b>Total Public Works</b>	<u>15.00</u>	<u>22.00</u>			
<b>WASTEWATER TREATMENT</b>					
<b>ADMINISTRATION</b>					
Wastewater Treatment Manager	-	1.00	20		
Wastewater Treatment Operator IV	-	-	14		
Wastewater Treatment Operator III	-	-	12		
Wastewater Treatment Operator II	-	-	10		
Wastewater Treatment Operator I	-	2.00	8		
<b>Total Wastewater Treatment</b>	<u>-</u>	<u>3.00</u>			
<b>WATER TREATMENT</b>					
<b>ADMINISTRATION</b>					
Water Treatment Manager	-	1.00	20		
Water Treatment Operator IV	-	1.00	14		
Water Treatment Operator III	-	2.00	12		
Water Treatment Operator II	-	-	10		
Water Treatment Operator I	-	2.00	8		
<b>Total Water Treatment</b>	<u>-</u>	<u>6.00</u>			
<b>TOTAL POSITIONS</b>	<u>82.00</u>	<u>96.00</u>		<u>88.00</u>	<u>82.00</u>

City of Nevada 2021 Organizational Chart

