



Meeting Date: January 19, 2017

Agenda Item: 11-B

Report to Town Council

Topic: Ordinance 2017-03, amending the Town Code regarding Town departments.

Recommended Motion: Approval of first reading of Ordinance 2017-03.

Summary: Please see attached memorandum.

Requested by: Ms. Witt, Town Manager

Approved by: Ms. Witt, Town Manager



MEMORANDUM
TOWN OF PONCE INLET – OFFICE OF THE TOWN MANAGER

THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.

TO: Town Council

FROM: Jeaneen Witt, CMC, Town Manager

DATE: January 11, 2017

SUBJECT: Ordinance 2017-03, amending the Town code regarding departments.

The attached ordinance has been created to recognize the changes that I have initiated regarding the Town's department organizational structure. To provide some history as to how this proposal came about, upon being appointed as town manager in 2010, instead of hiring a new assistant manager, I elevated the responsibilities and professional requirements of the finance official (previously called fiscal specialist) and created the position of finance manager. I also did this with the human resource official (previously called HR coordinator) and created the position of HR director/deputy clerk. Both of these individuals have functioned as division heads, directly reporting to me for the past six years, as they have grown in their operational independence. Additionally, I moved public works from the planning & development area to create a finance, utilities, and maintenance department. After several years, it was clear that even though public works functioned better there than in its previously assigned command, it was still not functioning at its optimal level. Therefore, in December 2015, I initiated a temporary reassignment of public works as a direct report to me. I'm pleased to say that this experiment has gone very well. Also, in mid-2015, recognizing both the importance of more attention on the parks & recreation element and that the planning & development department was not the best area for this growing need to be addressed, I moved this area to become another direct report. I now have 7 direct reports, each over very specific departments and I would like to formally recognize each as the individual department that they represent and to acknowledge each as a department head. This proposed ordinance establishes this.

ORDINANCE 2017-03

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, FLORIDA AMENDING ARTICLE III OF CHAPTER 2 OF THE CODE OF ORDINANCES REGARDING TOWN DEPARTMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article III of Chapter 2 of the Code of Ordinances establishes and creates, in part, the administrative structure of the Town of Ponce Inlet, Florida; and

WHEREAS, the Town Manager has recommended certain revisions to the town administrative structure to provide for greater efficiency in operations, as more particularly set forth in Section 1 below; and

WHEREAS, the Town Council desires to adopt the recommendations proposed by the Town Manager.

CODING: words underlined are additions; words ~~stricken~~ are deletions.

NOW, THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA:

SECTION 1. AMENDING ARTICLE III OF CHAPTER 2 OF THE TOWN OF PONCE INLET, FLORIDA CODE OF ORDINANCES

Article III of Chapter 2 of the Code of Ordinances, Town of Ponce Inlet, Florida, is hereby amended to read as follows:

ARTICLE III. - DEPARTMENTS

Sec. 2-61. - Recognizing the existence of the planning and development department.

There is hereby recognized the existence of the planning and development department for the town, with duties and responsibilities to include planning and zoning; building and code enforcement and all duties and functions normally associated with a municipal planning and development department and any other duties assigned by the town manager. The head of the department shall be designated as the planning and development director. The department shall consist of the department head, designated as the planning and development director, and such other employees as shall be necessary and provided for in the budget.

Sec. 2-62. - Recognizing the existence of the fire-rescue department.

There is hereby recognized the existence of the fire-rescue department for the town, with duties and responsibilities to include fire suppression, emergency medical services, fire prevention and all other duties and functions normally associated with a municipal fire department and any other

duties assigned by the town manager. The head of the department shall be designated as the fire chief. The department shall consist of the department head, and such other employees as shall be necessary and provided for in the budget. In the construction of the town's Code and of all ordinances and standard codes of technical regulation adopted by reference into the Code, the term "fire department" shall be construed to include and apply to the fire-rescue department.

Sec. 2-63. - Recognizing the existence of the police department.

There is hereby recognized the existence of the police department for the town, with duties and responsibilities to include enforcement of all laws and ordinances, crime prevention, investigations and all other duties and functions normally associated with a municipal police department and any other duties assigned by the town manager. The head of the police department shall be designated as the chief of police. The department shall consist of the department head, and such other employees as shall be necessary and provided for in the budget.

~~**Sec. 2-64. - Recognizing the existence of the finance, utilities, and maintenance department.**~~

~~There is hereby recognized the existence of the finance, utilities, and maintenance department for the town, with duties and responsibilities to include finance, utility billing, public works and all other duties and functions normally associated with a municipality's finance, utilities, and maintenance department and any other duties assigned by the town manager. The head of the finance, utilities, and maintenance department shall be designated as the treasurer/finance director. In accordance with section 4.04 of the town charter, the town manager may be designated by the town council to serve as the treasurer/finance director. If this designation is made, the town manager may request the town council designate another employee as the department head. The department shall consist of the department head, and such other employees as shall be necessary and provided for in the budget.~~

Sec. 2-64. - Recognizing the existence of the public works department.

There is hereby recognized the existence of the public works department for the town, with duties and responsibilities to include water meter reading, waterline repair and maintenance, parks repair and maintenance, town building repair and maintenance, right-of-way maintenance, and all duties and functions normally associated with a municipality's public works department and any other duties assigned by the town manager. The head of the public works department shall be designated as the public works manager. The department shall consist of the department head, and such other employees as shall be necessary and provided for in the budget.

Sec. 2-65. - Recognizing the existence of the finance and utility billing department.

There is hereby recognized the existence of the finance and utility billing department for the town, with duties and responsibilities to include all duties and functions normally associated with a municipal finance and utility billing department and any other duties assigned by the town manager. The head of the finance and utility billing department shall be designated as the finance manager. The department shall consist of the department head, and such other employees as shall be necessary and provided for in the budget.

Sec. 2-66. - Recognizing the existence of the human resources / deputy clerk department.

There is hereby recognized the existence of the human resources / deputy clerk department for the town, with duties and responsibilities to include all duties and functions normally associated with a human resources department or city clerk's office and any other duties assigned by the town manager. The head of the human resources / deputy clerk department shall be designated as the human resources director / deputy clerk. The department shall consist of the department head, and such other employees as shall be necessary and provided for in the budget.

Sec. 2-67. - Recognizing the existence of the cultural services department.

There is hereby recognized the existence of the cultural services department for the town, with duties and responsibilities to include management of the town's museum, management of the town's parks and recreational activities, organizing special events, processing special event applications, managing the town's social media functions, and all other duties and functions normally associated with a cultural services department and any other duties assigned by the town manager. The head of the cultural services department shall be designated as the cultural services manager. The department shall consist of the department head, and such other employees as shall be necessary and provided for in the budget.

SECTION 2. CONFLICTING ORDINANCES

All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 3. SEVERABILITY

If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding in no way affects the remaining portions of this Ordinance.

SECTION 4. EFFECTIVE DATE

This Ordinance shall take effect immediately upon its adoption.

It was moved by _____ and seconded by _____ that said Ordinance be passed on first reading. A roll call vote of the Town Council on said motion resulted as follows:

Mayor Smith, Seat #1	_____
Councilmember Milano, Seat #2	_____
Vice-Mayor Hoss, Seat #3	_____
Councilmember Perrone, Seat #4	_____
Councilmember Paritsky, Seat #5	_____

Passed on first reading this 19th day of January, 2017.

It was moved by _____ and seconded by _____ that said Ordinance be adopted on second reading. A roll call vote of the Town Council on said motion resulted as follows:

Mayor Smith, Seat #1	_____
Councilmember Milano, Seat #2	_____
Vice-Mayor Hoss, Seat #3	_____
Councilmember Perrone, Seat #4	_____
Councilmember Paritsky, Seat #5	_____

Passed this 16th day of February, 2017.

Town of Ponce Inlet, Florida

Gary L. Smith, Mayor

ATTEST:

Jeaneen Witt, CMC
Town Manager/Town Clerk