

**RESOLUTION NO. 2022-31**

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**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO THE POLICE UNIT STAFFING FOR THE VILLAGE OF PALMETTO BAY; APPROVING THE ADDITIONAL STAFFING OF AN ADMINISTRATIVE SERGEANT POSITION; AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Administration)***

**WHEREAS**, the Village of Palmetto Bay is committed to the public safety of its residents and visitors of the community; and

**WHEREAS**, the lives of people depend on public safety professional and their ability to respond to situations quickly, effectively, and accurately; and

**WHEREAS**, the Village of Palmetto Bay Policing Unit (VPB) is continuously evaluating and considering strategic approaches that can be employed to optimize performance while meeting work-load obligations to the residents and visitors of the Village of Palmetto Bay; and

**WHEREAS**, when developing these strategies, the VPB is mindful of how its approach will affect organizational staffing goals, such as diversity among the workforce, meeting police environment and service objectives, and the efficient distribution of resources to serve the public effectively and efficiently; and

**WHEREAS**, in order to continue to effectively carry out the responsibilities of public safety to the community, the Village of Palmetto Bay supports the addition of an Administrative Sergeant position to the Village’s Policing Unit staff; and

**WHEREAS**, the duties and responsibilities of the Administrative Sergeant are outlined in the job description as illustrated in Exhibit A, attached; and

**WHEREAS**, the Administrative Sergeant that oversees the responsibilities that come with the position as directed by the Village Commander and/or her designee, will support the overall law

41 enforcement efforts of the Village, without having to place an additional  
42 burden on the officers meeting the ever-increasing work-load  
43 obligations of the job together with the responsibilities of coordinating  
44 with the Village’s Parks and Recreation Department in the planning and  
45 execution of all major Village special events; and

46  
47 **WHEREAS**, the Administrative Sergeant will also coordinate all  
48 Policing Unit resources and assist with the preparation of the Policing  
49 Unit’s Hurricane Plan and the Village’s overall Disaster Management  
50 Plan for the welfare of the residents and visitors of the community.

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52 **NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND**  
53 **VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY,**  
54 **FLORIDA, AS FOLLOWS:**

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56 **Section 1.** That the above recitals are incorporated as if set forth  
57 in full.

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59 **Section 2.** That the Village Manager is authorized to staff one  
60 Administrative Sergeant to the Village’s Policing Unit staffing summary  
61 for an amount not to exceed \$112,300.

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63 **Section 3.** The position will be paid using the American Rescue  
64 Plan (ARPA) funds.

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66 **Section 4.**This Resolution shall take effect immediately upon  
67 approval.

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69 **PASSED AND ADOPTED** this 7<sup>th</sup> day of March 2022.

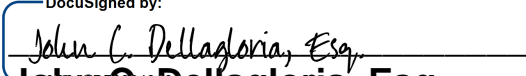
70  
71 Attest:

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74 DocuSigned by:  
75 *Missy Arocha*  
76 **Missy Arocha**  
77 **Village Clerk**  
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74 DocuSigned by:  
75 *Karyn Cunningham*  
76 **Karyn Cunningham**  
77 **Mayor**

79 **APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE**  
80 **USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY,**  
81 **FLORIDA ONLY:**

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84 DocuSigned by:  
85   
86 **John C. Dellagloria, Esq.**  
87 **Village Attorney**

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90 **FINAL VOTE AT ADOPTION:**

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92 Council Member Patrick Fiore YES

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94 Council Member Steve Cody YES

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96 Council Member Marsha Matson YES

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98 Vice-Mayor Leanne Tellam YES

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100 Mayor Karyn Cunningham YES

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**EXHIBIT A**

**ADMINISTRATIVE SERGEANT – JOB DESCRIPTION**

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123 The Administrative Sergeant position will support the overall  
124 operations of the VPB Policing Unit. Tasks for this position include, but  
125 are not limited to, coordination of facility, vehicular, and equipment  
126 maintenance; liaison with the Miami-Dade Police Department (MDPD)  
127 Fleet Management Section on the acquisition and replacement of fleet  
128 vehicles; liaison with the MDPD Information Technology Services  
129 Bureau (ITSB) on the acquisition and replacement of mobile laptop  
130 computers and repairs; procurement of station supplies and  
131 maintenance of capital inventory; maintenance and control of station  
132 firearms, weapons and chemical agents; maintenance of disturbance  
133 control and related equipment; oversee the coordination of Off-Regular  
134 Duty Police Service requests and processes; maintain standardized  
135 training logs; and ensure compliance with the Florida Department of  
136 Law Enforcement (FDLE) and the Commission on Accreditation for Law  
137 Enforcement Agencies (CALEA) standards.

138  
139 The Administrative Sergeant position would also have the  
140 responsibility of coordinating police response, along with the Village’s  
141 Parks Department, in the planning and execution of all major Village  
142 events, such as Camping in the Park, the annual Village Picnic, the  
143 annual July 4<sup>th</sup> Celebration, and the annual State of the Village address.

144  
145 In addition, the Administrative Sergeant will coordinate all Policing  
146 Unit resources and assist with the preparation of the Policing Unit’s  
147 Hurricane Plan and the Village’s overall Disaster Management Plan. In  
148 the past, the VPB Policing Unit had a budgeted Administrative Sergeant  
149 position; however, the position was eliminated because of manpower  
150 reductions during previous budget cycles. Currently, the tasks  
151 described above, which were formerly the responsibility of the  
152 Administrative Sergeant, are shared by several other supervisors. This  
153 places an additional burden on these supervisors, whose primary  
154 obligations are to supervise day-to-day police services and general  
155 investigations.