



HISTORIC TOWN OF EATONVILLE, FLORIDA
TOWN COUNCIL MEETING
OCTOBER 15, 2024, AT 7:30 PM
Cover Sheet

***NOTE** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)*

ITEM TITLE: Approval of Budget Adjustment for Advertised Job Position
 (Clerk Office)

TOWN COUNCIL ACTION:

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| PROCLAMATIONS, AWARDS, AND PRESENTATIONS | | Department: LEGISLATIVE (CLERK OFFICE) |
| PUBLIC HEARING 1ST / 2ND READING | | Exhibits: <ul style="list-style-type: none"> • Budget Adjustment (Records Coordinator) |
| CONSENT AGENDA | YES | |
| COUNCIL DECISION | | |
| ADMINISTRATIVE | | |

REQUEST: Request for the Town Council to approve Budget Adjustment for the Advertised Job Position for Record Coordinator.

SUMMARY: The Records Coordinator position was approved by council during the 2023-2024 budget. The position has begun advertisement since August 22, 2024. To date several applications have been received and interviews are being conducted. Before any offer is presented, it is important that the town’s budget be consistent with the salary range advertised for the Record Coordinator's position. This will ensure that the town is in compliance with advertising practices and will avoid any appearance of questionable practices.

After seeking legal opinion, it is of the opinion that the town budget must match advertised salary for the position in question. The advertised salary is \$14.87-\$26.89 (Part-time based on 26 hours per week).

For clarity, there is no salary increase being requested beyond the current established approved salary. In addition, this position is vacant, and this request does not reflect what would be considered a pay raise for a current staff member.

Upon selection of qualified candidates to be considered, offers will vary based upon education, experience, and viable skill sets beneficial to the Records Coordinator’s position.

RECOMMENDATION: Recommend the Town Council approval of Budget Adjustment for the Advertised Job Position for Record Coordinator.

FISCAL & EFFICIENCY DATA: Transfer of funds from Contingency (001-0511-511.5800) to Part-time Salaries (001-0511-511-1300).