



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Human Resources

Agenda Title: Fiscal Year 2026 Town of Lake Park Pay Grade Chart & Amend Pay Grades - Two (2) Positions

Agenda Category (i.e., Consent, New Business, etc.): New Business
Consent

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$(33,182.00) **Funding Source:** Ad Valorem Tax Revenue
\$ 4,616.00 Ad Valorem Tax Revenue

Account Number: 001-331.100 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: FY 2026 Town of Lake Park Pay Grade Chart

Please initial one:

_____ Yes I have notified everyone

DP Not applicable in this case

Summary Explanation/Background:

The Human Resources Department has identified a need to approve the new FY 2026 Lake Park Pay Grade Chart (No Changes in pay rates proposed – minimum and maximum rates) as well as to amend the proposed Pay Grade Chart to include the requested reclassification of two (2) existing positions:

Assistant Town Manager (Full-Time) – Reclassify an existing funded position (Assistant Town Manager/Human Resources Director) from the Human Resource Department to the Town Manager's Department to support the actual/current needs within the organization to ensure the highest levels of productivity and customer service by our staff. The annual salary range (or pay grade) for this reclassified position is proposed to be moved from Pay Grade 180 to Pay Grade 170 within the proposed FY 2026 Pay

Grade Chart. This position is currently vacant and not proposed to be advertised and/or filled until the FY 2027 Budget (Frozen Position).

Human Resources Manager (Full-Time) - Reclassify an existing funded position (Executive Assistant to Assistant Town Manager/Human Resources Director) within the Human Resources Department to support the actual/current needs of the Town's Human Resources Department. The annual salary range (or pay grade) for this reclassified position is proposed to be moved from Pay Grade 70 to Pay Grade 120 within the proposed FY 2026 Pay Grade Chart.

Recommended Motion:

I move to approve the proposed FY 2026 Town of Lake Park Pay Grade Chart and the amendment of the pay grades for two (2) positions.