



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 4, 2025

Originating Department: Human Resources

Agenda Title: Amendment – FY 2025 Town of Lake Park Pay Grades - Various Positions

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

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

Cost of Item:	\$93,482.80	Funding Source:	GF Transfer to CRA of Ad Valorem Tax Revenue
	\$83,552.14		Ad Valorem Tax Revenue
	\$25,241.40		Ad Valorem Tax Revenue
	110-381.001		
Account Number:	001-331.100	Finance Signature:	<u>Barbara A. Gould</u>
	001-331.100		

Advertised:

Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:

_____	Yes I have notified everyone
BMT _____	Not applicable in this case

Summary Explanation/Background:

On November 20, 2024, the Town Commission approved the revised FY 2025 Town of Lake Park Pay Grade Chart, which outlines the minimum and maximum pay amounts for each position within the Town.

However, the Human Resources Department has identified a need to amend the approved Lake Park Pay Grade chart due to the need to include two (2) new positions that were included within the FY 2025 Budget as well as a proposed position reclassification of an existing position:

1. **Community Redevelopment Project/Marketing Coordinator** (Full-Time) – New position included within the FY 2025 Budget (partial funding approved with expectation of hiring mid-year). This position, although partially funded within the current year budget, was not included within the approved FY 2025 Pay Grade Chart (approved in November 2024).

Note: This position was partially funded within the current budget (\$30,000) with the expectation that this position would be filled at least halfway through the fiscal year and would maintain the purpose of assisting with CRA-related projects and marketing initiatives to grow the Town and CRA brand. This position is planned to report to the Community Redevelopment Agency (CRA) Administrator.

Staff conducted a salary survey of similar positions within surrounding local agencies (i.e., City of Pompano Beach, City of Boynton Beach, City of Lake Worth Beach, City of Bradenton, City of Sarasota, City of St. Petersburg, Martin County, City of Dunedin, City of Pensacola) to determine the most appropriate pay grade to meet market pay expectations.

2. **Information Technology Intern** (Temporary Part-Time) – New position included within the FY 2025 Budget (partial funding approved with the expectation of hiring mid-year). This position, although partially funded within the current year budget, was not included within the approved FY 2025 Pay Grade Chart (approved in November 2024).

Note: This position was funded within the current budget (\$23,400 - \$15 per hour) with the expectation that this position would maintain the purpose of assisting the Chief Information Technology Officer with technology-related projects and supporting/resolving technology issues to ensure the highest levels of productivity by our Town staff. This position is planned to report to the Chief Information Technology Officer.

3. **Purchasing Specialist/Accountant** (Full-Time) – Reclassify an existing (funded) position within the Finance Department (Accountant) to support the actual/current needs within the organization to ensure the highest levels of productivity and to centralize our procurement (purchasing) processes within our Finance Department to ensure proper purchasing in accordance with the Town's procurement policy and local, state and federal law.

This position would be responsible for the overall direction, coordination and operation of the Town's purchasing activities (rather than our current practice of various departments taking on this responsibility and learning/understanding the complex and legal responsibilities associated with this work) including the preparation of competitive solicitations [i.e., invitations to bid (ITB), requests for proposals (RFP), request for qualifications (RFQ), etc.] participation in cooperative purchasing groups (to ensure the lowest pricing possible for the Town), ensuring fair and consistent bid advertising, documents and posting, managing competitive bid amendments, responding and overseeing bid protests, managing procurement contracts, etc. Additionally, this position is expected to continue to support the Finance Department with meeting needed accounting responsibilities, as determined by the Finance Director and/or the Assistant Finance Director. This position will report directly to the Assistant Finance Director.

The annual salary range (or pay grade) for this reclassified position will be the same as the approved Accountant position. There is no change in this proposed Pay Grade for this proposed reclassification.

Note: This position title is currently being developed/finalized to ensure that the Town attracts the best possible candidates and meet the needs outlined within the proposed job description, which is being developed by the Human Resources Department and reviewed/approved by the Finance Director and the Town Manager.

Recommended Motions:

I move to approve the proposed amendments to the FY 2025 Town of Lake Park Pay Grade Chart for various positions.