



## **TOWN MANAGER COMMENTS SPECIAL CALL TOWN COMMISSION MEETING Wednesday, June 12, 2024**

### **HUMAN RESOURCES**

#### **Job Openings:**

The following open positions are being advertised:

- Stormwater Technician II – Pay range: \$21.65 to \$34.63 per hour. Deadline is 5:00 p.m. on June 17, 2024
- Groundskeeper – Pay range: \$16.51 to \$26.42 per hour. Submittal deadline is 5:00 p.m. on June 17, 2024

The following volunteers are needed for the Lake Park Public Library:

- Tutors for one-on-one English language learning
- Tutors for one-on-one basic computer and digital literacy
- Data entry
- Shelving
- Facilitator for English Exchange Group

To view the complete job posting for the above positions or volunteer opportunities or to download an employment or volunteer application, please visit the Town's official website at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov). For additional information please contact the Town's Human Resources Department at 561-881-3300 and choose Option 8.

### **LIBRARY**

The Lake Park Public Library's exciting Summer Reading Program is underway and will continue until July 31st. This year, we're embarking on "Adventures Begin at Your Library," a theme that promises fun and learning for all ages. As part of the program, we celebrate Smokey the Bear's 80th birthday with a special Reading Challenge. Don't miss out on this enriching experience. You can find out more by contacting the Lake Park Public Library at 561-881-3330, stop in at 529 Park Avenue or by visiting the Town's website [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov) Library webpage, [lakepark-fl.readsquared.com](http://lakepark-fl.readsquared.com), or [askhere@lakeparkflorida.gov](mailto:askhere@lakeparkflorida.gov).

## **SPECIAL EVENTS**

### **Tour De Lake Park**

Enjoy a fun ride with family and friends to learn about historic Lake Park on **Saturday, June 22**. The tour will begin at 9:00 a.m. with stops throughout the Town. For more information, please contact Mayor Roger Michaud at 561-921-5253.

### **Red, White & Blue Sunset Celebration**

Join us for our annual Red, White & Blue Sunset Celebration on **Friday, June 28** from 5:00 p.m.– 9:00 p.m. in Kelsey Park. The event will feature live entertainment from Mischief Band; as well as food, art and craft vendors, free games, face painting and activities. For more information, call 561-840-0160.

## **COST ESTIMATE FOR PROFESSIONAL RECRUITMENT**

The Commission requested information on the cost of professional recruitment from an established public sector Florida recruiter. The cost of service is between \$25,000 and \$35,000. The recruitment process will take ninety days. The selected candidate may need to provide up to a 30-day notice to their employer, move to Florida if necessary, and begin working for the Town. The total time before someone is seated could be four and a half months, including the 90-day recruitment process. Hiring a Manager in Transition (MIT) is also possible, which will reduce the four-and-a-half-month window.

## **SECTION 2 EMPLOYMENT AND HIRING PRACTICES**

### **2.1 SCOPE AND PURPOSE:**

This section sets forth the rules, regulations and procedures for the establishment and maintenance of the Town's Employment and Hiring Practices applicable to employees of the Town. All employment and hiring practices shall be processed through the Town's Human Resources Department under the authority of the Town Manager to ensure compliance with this section of the Handbook.

### **2.2 STATEMENT OF POLICY:**

The Town of Lake Park is committed to providing a uniform policy governing the hiring, retention, transfer, promotion, and all other employment practices of the Town.

The Town is equally committed to ensuring that its employment and hiring practices are administered fairly and impartially to ensure compliance with federal and state laws and the maintenance of a highly qualified, diverse workforce consistent with the mission, goals, and objectives of the Town.

### **2.3 RECRUITMENT OF EMPLOYEES:**

The Town of Lake Park seeks to recruit and employ a high-quality workforce by seeking and selecting the most qualified candidates. The Town attempts to fill vacancies by promotion or transfer from within the organization whenever possible.

When a vacancy occurs through transfer, promotion, resignation, termination of employment, or creation of a new position, the Department Director shall immediately notify the Human Resources Director. After that, the Department Director shall complete a Personnel Requisition Form and submit it to the Human Resources Director for approval by the Town Manager.

If the vacancy is to be filled, then a job announcement shall be prepared stating the official position title, salary range, application procedures, and job qualifications.

The announcement shall be posted in all Town Departments for ten (10) workdays when appropriate.

Outside job advertisements may also be posted in local newspapers of general circulation, radio stations, educational institutions, and any other appropriate sources to reach a comprehensive and diverse cross-section of the available job market.



# Village of Palm Springs

## Executive Brief

**AGENDA DATE:** December 9, 2021

**DEPARTMENT:** Administration

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**ITEM 11.1:** Provide Direction for Recruiting Village Manager

### **SUMMARY:**

The former Village Manager resigned on October 1 of this year, and the Manager vacancy is currently being filled by an Interim with a month-to-month contract for six months. At the November 18, 2021 meeting, the Village Council directed the Village Attorney to provide information on available search firms who might assist with finding the next Village Manager.

The Palm Beach TPA, who is similarly going through a formal search for a new director, recently reviewed the qualifications of four (4) executive search firms. And these proposals are indicative of the costs and timeframes required for a recruitment and selection process.

Additionally, the Village Council directed the Village Attorney to discuss the position with the current Interim Village Manager to determine the interest and benefits package desired to fill the position permanently.

The Village Attorney will report back on information obtained from the executive search firms and the Interim Village Manager so that the Council can openly discuss the options and provide further direction.

### **FISCAL IMPACT:**

### **ATTACHMENTS:**

Letter to the Mayor and Council Dated December 2, 2021 Search Firms Proposals for TPA

2021 - City Manager Salary Survey For Palm  
Springs Proposal - Colin Baenziger & Associates  
Proposal - GovHR  
Proposal - Mercer Group Florida  
Proposal - Slavin Management Consultants Proposal - Strategic Government Resources



# Tour de Lake Park

**SATURDAY, JUNE 22, 2024**

Join us on a fun ride with family and friends  
to learn about historic Lake Park

Meet at Town Hall (535 Park Avenue) at **8:30 AM**

Pedals up at **9:00 AM**

Participants must be **12 years of age or older**

Bring your bike, helmet, and water bottle

*For more information, please contact  
Mayor Roger Michaud at 561-921-5253*



**PALM BEACH**  
Transportation  
Planning Agency



# **TOWN OF LAKE PARK** **RED, WHITE & BLUE** **SUNSET CELEBRATION**

**BRING THE WHOLE FAMILY**



**FRIDAY, JUNE 28**  
**5:00 PM - 9:00 PM**  
**KELSEY PARK**  
**601 US HIGHWAY 1**  
**LAKE PARK, FL 33403**

**FREE POPCORN & FACE PAINTING**

**LIVE MUSIC \* GAMES \* BOUNCE HOUSE**

**FOOD VENDORS \* ART & CRAFT VENDORS**

**CASH BAR & HAPPY HOUR PRICES**

**FREE ADMISSION & PARKING**

**FOR MORE INFORMATION CALL 561-840-0160 OR**  
**EMAIL [SPEIALEVENTS@LAKEPARKFLORIDA.GOV](mailto:SPEIALEVENTS@LAKEPARKFLORIDA.GOV)**