



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 16, 2026

Originating Department: Administration/Human Resources

Agenda Title: Amendment - Fiscal Year 2027 Town of Lake Park Pay Grade Chart & Pay Grade Reclassifications – Three (3) Positions – Effective October 1, 2026 (FY 2027)

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

New Business

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

Cost of Item: _____ **Funding Source:** Regular Salaries – Various Departments

Account Number: _____ **Finance Signature:** Barbara A. Gould

Advertised: _____
Date: _____ **Newspaper:** _____

Attachments: FY 2027 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 Administration/Human Resources Division has identified a need to approve the new FY 2027 Lake Park Pay Grade Chart to incorporated the Town Commission approved Cost of Living Adjustment (COLA) of 2% effective October 1, 2026 – minimum and maximum rates) as well as to amend the proposed Pay Grade Chart due to the approved reclassification of three (3) existing positions (as provided within the FY 2027 Budget).

The proposed amendment is intended to increase work responsibilities/accountability, provide for succession planning as well as to better align pay grades with operational requirements, skill levels, licensing requirements, safety responsibilities and current labor market conditions associated with each position.

1. **Marketing Specialist** (Full-Time) – Reclassify an existing funded position (Marketing Specialist) within the Communications & Grants Department from Pay Grade 90 to Pay Grade 120 to align the position with the similar CRA Project/Marketing Coordinator position. The annual salary range (or pay grade) for this reclassified position is proposed to be moved from Pay Grade 90 to Pay Grade 120 within the proposed FY 2027 Pay Grade Chart.
2. **Information Technology (IT) Help Desk Technician** (Full-Time) - Reclassify an existing funded part time position (IT Help Desk Intern) within the Information Technology Department to support the actual/current needs of the Town’s IT Department. The annual salary range (or pay grade) for this reclassified position is proposed to be moved from Pay Grade 0 to Pay Grade 75 within the proposed FY 2027 Pay Grade Chart.
3. **Principal Planner** (Full-Time) – Reclassify an existing funded position (Planner) from the Community Development Department from Pay Grade 100 to Pay Grade 130 to support actual/current needs within the Town’s Community Development Department. The annual salary range (or pay grade) for this reclassified position is proposed to be moved from Pay Grade 100 to Pay Grade 130 within the proposed FY 2027 Pay Grade Chart.

Note: All current personnel serving within either of the three positions above who currently earn a pay rate below the proposed base amount within the reclassified pay grade, if approved, would be moved up to the minimum of the proposed pay grade. This proposed pay increase is available within the Town’s FY 2027 Budget – Various Funds.

If approved, the proposed revised Pay Grade Chart and Pay Grade Reclassifications would become effective beginning October 1, 2026 (start of the new fiscal year – FY 2027).

This agenda item was prepared by the Finance Director in coordination with the Communications & Grants Director, Information Technology Director and the Community Development Director and reviewed by the Town Manager.

Recommended Motion:

I move to approve the proposed Amendment to the FY 2027 Town of Lake Park Pay Grade Chart and Pay Grade Reclassification of three (3) current Town positions effective October 1, 2026 (FY 2027).