STAFF REPORT
REGULAR MEETING

AGENDA DATE: October 6, 2026 **DEPARTMENT:** City Attorney

TITLE:

Employment Agreement with Susan Collins, Internal Auditor

SUMMARY:

Approval of Employment Agreement with Susan Collins, Internal Auditor

BACKGROUND AND JUSTIFICATION:

The Commission has selected Susan Collins to serve as the Internal Auditor for the City of Lake Worth Beach. Attached is a proposed Employment Agreement with Ms. Collins. The proposed salary is $137,000 and the benefits that were set forth in the job announcement are included ($500 a month car allowance; provision of a City issued cell phone; 40 hours paid administrative leave per fiscal year; 200 hours (25 days) vacation leave per fiscal year). This is a one-year contract with a provision for an annual performance evaluation and renewal unless notice is given to terminate. If terminated by the City without cause during a contract period, Ms. Collins would be eligible to receive sixteen (16) weeks of Severance Pay. Ms. Collins will commence employment on November 30, 2026.

MOTION:

Move to approve/disapprove the Employment Agreement with Susan Collins

ATTACHMENT(S):

Fiscal Impact Analysis
Employment Agreement with Susan Collins

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	**2027**	**2028**	**2029**	**2030**	**2031**
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	$137,000	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact *(If not budgeted)*	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

New Appropriation Fiscal Impact:	
	Expenditure – General Fund
Department	Legislative
Division	Internal Auditor
GL Description	Various
GL Account Number	Various
Project Number	N/A
Requested Funds	N/A
Revenue Source	N/A