

**LAKE PLACID TOWN COUNCIL
Special Meeting
03/08/2017 5:30 PM
Town of Lake Placid
Town Hall**

**Invocation
Pledge of Allegiance**

Call to Order – Mayor Holbrook

Roll Call

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Donald Boyd

1. AGENDA

- a. Personnel adjustment adjusting Finance Supervisor to Finance Director with a budget amendment increasing base rate of pay**
- b. Budget amendment to hire assistant for Finance**

TOWN OF LAKE PLACID
AGENDA ITEM INTRODUCTION

MEETING DATE: March 8, 2017

MEETING TYPE: Regular Town Council Meeting

AGENDA ITEM # AND TITLE:

1.a. Personnel adjustment adjusting Finance Supervisor to Finance Director with a budget amendment increasing base rate of pay

PLACED ON AGENDA BY:

Town Administrator

STATEMENT OF ISSUE:

Finance Supervisor will be leaving for a better position effective 30 days. Town may consider increasing benefits.

Town Administrator has researched and asserts the pay scale for the Finance Director in Sebring is \$76,725 before merit pay applications. That position in Sebring supervises a Human Resource person, an accountant, a purchasing person and a clerical cross discipline person.

The attached exhibit shows the Finance and accountant type positions currently being advertised on the Florida League of Cities website and pay.

Our current Finance Supervisor is Rachel Osborne who has been with the town for 14 years. Rachel is proven trustworthy which is an important factor in the position considered. She has provided dependable guidance through all finance challenges which the town has faced from audits to budget development to software purchasing to day to day guidances. She has an Associates and a Bachelors Degree in Accounting. She also has irreplaceable historical knowledge of Council variations on subjects and the town's finance history.

Posting for a replacement should not be considered at offers under \$55,000 base pay.

RECOMMENDED ACTION:

The Town Administrator recommends a base pay increase from \$45,611 to \$56,000 annual and a title of Finance Director.

FISCAL IMPACT:

\$13,442.50

ATTACHED ITEMS:

League of Cities current job postings
PSEA Accounting positions and Finance Positions nationally

Open Local Government Positions

GIS Mapping Specialist - Osceola County Property Appraiser's Office

GIS Senior Analyst - Fort Pierce

Information Systems Manager - Cooper City

Code Compliance Officer - Village of North Palm Beach

Paralegal - City of New Smyrna Beach

Civic Center Manager - City of New Smyrna Beach

Utilities Engineer - City of North Port

Utilities Engineering Division Manager - City of North Port

Manager of Technology, Strategy & Application - City of Oakland Park

Director of Public Works - Village of North Palm Beach

Assistant Finance Director - City of Doral

Population: 59,304

Salary: \$70,536.18 - \$96,408.00

Town Attorney - Town of Micanopy

Salary Type: Annual

Employment Type: Full Time

Utilities & Engineering Project Manager - City of Coconut Creek

Link: [Click Here](#)

Closing Date: 3/13/2017

Industrial Programmer(SCADA/WATER/WASTEWATER) - Seminole County

Industrial Programmer(SCADA/WATER/WASTEWATER) - Seminole County

Distribution Supervisor - Seminole County

Human Resources Administrator - Martin County Board of County Commissioners

Village Clerk - Miami Shores Village

Human Resources Administrator 1AN01 - Alachua County Board of County Commissioners

Parks and Conservation Lands Director - Alachua County Board of County Commissioners

Assistant Fire Chief / Fire Marshal - City of New Port Richey

Executive Assistant - City of Titusville

Public Information Officer - City of Fernandina Beach

Building Official - City of Boca Raton, FL

Senior Accountant - City of Hollywood

Population: 143,000
Salary: \$56,603.86 - \$91,319.53

Fire Chief - Part Time - City of Bunnell

Salary Type: Annual
Employment Type: Full Time

Public Works Engineer I - City of Panama City Beach - City of Panama City Beach

Link: [Click Here](#)
Closing Date: 3/21/2017

Utilities Engineer I - City of Panama City Beach - City of Panama City Beach

Utility Design Engineer - City of Winter Haven

Operations Manager - Haines City

Building Inspector - City of Indian Rocks Beach

Controller - City of Lakeland

Associate Planner - City of Margate

Information Technology Specialist - City of Temple Terrace

Human Resources Manager - Employee Relations - Sunrise

Fire Chief - City of Mount Dora

Senior Inspector General Auditor - Lake County Clerk of Court

Structural Plans Examiner/Inspector - Margate

Chief Structural Inspector - Margate

Electrical Plans Examiner/Inspector - Margate

Assistant Director, Department of Environmental and Engineering Services - Margate

Finance Director - Village of Tequesta

Population: 5,800
Salary: 89,440.00 - 127,772

Community Development Director - City of Maitland

Salary Type: Annual
Employment Type: Full Time

Public Works Director - City of Live Oak

Link: [Click Here](#)
Closing Date: 3/31/2017

Parking Operations Superintendent - City of Hollywood

Assistant Director of Public Works - City of Coconut Creek

Firefighter - City of Lighthouse Point

Public Information Officer - City of Mount Dora

Neighborhood Improvement Coordinator - City of North Lauderdale

Fire Fighter/Paramedic - City of Plant City
Assistant Public Service Director - Village of Palm Springs
Tourism Director - Town of Surfside
Project Manager - Tallahassee
Planner II - Pensacola
Assistant Purchasing Director-CS-1465 - City of North Miami
Public Works Engineer - City of Titusville
Building Official - City of Fort Pierce
Finance Manager - City of Tavares
Director of Environmental Services - Seminole County
Utilities Engineering Division Manager - Seminole County
Financial Business Analyst - City of Holly Hill
City Manager - City of Coral Springs, FL
Project Manager - City of Oakland Park
Comptroller - City of Oakland Park
Planner III - Pensacola
Library Director - City of New Port Richey
Director of Community Affairs - City of Marco Island
Director of Information Technology - City of Marco Island
Human Resources Generalist - Margate
Right of Way Technician - Homestead
Wastewater Plant Operator (C or B License) - City of Winter Haven
Deputy Building Official - City of DeLand
Deputy Building Official - City of DeLand
GIS Technician - City of Winter Haven
Wastewater Treatment Plant Chief Operator - City of Winter Haven
RFP 17-008 Executive Search Firm - City of Marco Island
Finance Director - Village of Palmetto Bay

Population: 15,106
Salary: \$49,000 - \$73,500
Salary Type: Annual
Employment Type: Full Time
Link: [Click Here](#)
Closing Date: 3/31/2017

Population: 11,700
Salary: \$39,975 - \$63,906
Salary Type: Annual
Employment Type: Full Time
Link: [Click Here](#)
Closing Date: 3/31/2017

Population: 24400
Salary: 81,503 - \$132,849
Salary Type: Annual
Employment Type: Full Time
Link: [Click Here](#)
Closing Date: 4/7/2017



Building Inspector and Plans Examiner - Village of Palmetto Bay

Professional Engineer - City of St. Augustine

Director, Finance - City of Ocala



Population: 56,350
Salary: \$74,250.00 - \$124,000.00
Salary Type: Annual
Employment Type: Full Time
Link: [Click Here](#)
Closing Date: 4/10/2017

Jail Administrator - Jackson County Board of County Commissioners

Environmental Services Tech I - Jackson County Board of County Commissioners

Various Inspector and Plans Examiner Positions - City of Hollywood

Various Part-Time and Seasonal Positions for Summer Camp Program - City of Hollywood

Planning & Zoning Director - Village of Palmetto Bay

Deputy Finance Director - City of Leesburg

Population: 21,000
Salary: \$60,923.20 - \$99,652.80

IT Internal Auditor - Clerk & Comptroller, PBC

Salary Type: Annual
Employment Type: Full Time

Financial Reporting Manager - Leesburg

Link: [Click Here](#)
Closing Date: 4/23/2017

City Clerk - City of Port Richey

Population: 21,000
Salary: \$52,104 - \$85,196
Salary Type: Annual
Employment Type: Full Time
Link: [Click Here](#)
Closing Date: 4/30/2017

Teacher - S.E.A. Camp Summer Program - City of Hollywood

Accountant I - Leon County Clerk of Court

Population: 290,000
Salary: \$36,296.00 - \$55,785.60

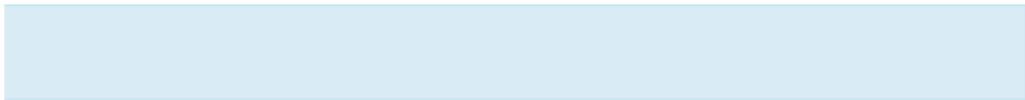
Payroll Specialist - Leon County Clerk of Court

Salary Type: Hourly
Employment Type: Full Time

Human Resources Director - City of New Smyrna Beach

Link: [Click Here](#)
Closing Date: 5/31/2017

Senior Director of Strategic Planning - Monroe County, Florida





**PUBLIC SAFETY EXECUTIVE
ASSOCIATION**

PSEA.com

[Back](#)

There are 150 Search Results for Finance

(Click on Job "Position" to view job)

State	City	Position	Closing Date
AK	Unalaska	Controller	03/29/17
AL	Decatur	Chief Financial Officer	03/17/17
AR	Bella Vista	Finance Director	03/24/17
AR	Fort Smith	Senior Staff Accountant	03/16/17
AZ	Benson	Finance Director	04/01/17
AZ	Peoria	Senior Accountant	05/06/17
AZ	Phoenix	Controller	03/16/17
AZ	Tucson	Finance Director	03/25/17
CA	Alameda County Water Distric	Administrative Analyst I	03/25/17
CA	Bear Valley Community Services District	Administrative Services Director	04/01/17
CA	Beverly Hills	Assistant Director of Administrative Services/Finance	04/01/17
CA	Chino Hills	Finance Director	03/18/17
CA	Contra Costa County Employees' Retirement Association	Deputy Chief Executive Officer	03/25/17
CA	Costa Mesa	Chief Financial Officer	03/18/17
CA	Goleta	Finance Director	03/14/17
CA	Inglewood	City Controller	08/13/17
CA	Lemon Grove	Finance Manager	04/01/17
CA	Lemoore	Accountant	03/16/17
CA	Los Angeles City	City Administrative Officer	03/24/17
CA	Los Angeles County	General Manager, Administration and Finance Service	03/22/17
CA	Mendocino County	Chief Deputy Auditor-Controller	03/25/17
CA	Rancho Mirage	Finance Manager	03/09/17
CA	San Diego	Delinquent Accounts Program Manager	03/11/17
CA	San Francisco	0931 Manager III - Finance Manager	04/01/17
CA	San Francisco Municipal Transportation Agency	Controller	03/18/17
CA	San Francisco Municipal Transportation Agency	Manager of Financial Reporting & Operating Budget	03/18/17
CA	Sonoma County	Departmental Accounting Manager	03/08/17
CA	South Coast Water District	Chief Financial Officer	03/14/17
CAN	District of Ucluelet - BC	Chief Financial Officer	04/01/17
CO	Boulder City	Payroll Manager	03/13/17
CO	Fort Collins	Performance and Program Evaluation - Senior Financial Analyst	03/18/17
CO	Parker	Finance Director	03/07/17
CO	Salida	Accountant I	03/16/17
CT	Bristol	Comptroller	03/11/17
CT	East Windsor	Treasurer	03/11/17
CT	Tolland	Assistant Finance Director	03/31/17
CT	Windham	Accounting Supervisor	03/18/17
DC	Metropolitan Washington Airports Authority	Manager, Financial Management	07/01/17
FL	Brevard County Schools	Accounting Manager	03/13/17
FL	Clearwater	Senior Accountant	03/17/17
FL	Fort Lauderdale	County Auditor	03/11/17
FL	Levy County School District	Director, Finance	03/25/17
GA	Alpharetta	Accountant (Capital Assets/Grant Management)	03/11/17
GA	Aragon	Part-Time Finance Officer	03/30/17
GA	Cobb County-Marietta Water Authority	Accountant	03/16/17
GA	Columbus Consolidated Government	Assistant Finance Director G24	03/07/17
GA	DeKalb County	Controller	03/18/17
GA	DeKalb County	Controller	03/24/17
GA	DeKalb County	Accounting Services Manager	03/24/17
GA	Doraville	Finance Director	03/16/17
GA	Doraville	Finance Director	03/22/17
GA	Douglasville	Accountant II	03/18/17
GA	Oconee County	Assistant Finance Director G25	03/08/17

GA	Roswell	Accounting Specialist I	04/16/17
GA	State Accounting Office	Internal Controls Analyst	03/22/17
GA	Thomaston	Finance Director	03/25/17
IL	Chicago Public Schools	Accountant	03/25/17
IL	Chicago Public Schools	Accounting Team Lead	03/25/17
IL	Chicago Public Schools	Compliance Analyst	03/18/17
IN	Elkhart	Controller/CFO	03/09/17
LA	Lafayette	Financial Operations Supervisor	03/24/17
MA	Andover	Management Analyst	03/28/17
MA	Bedford	Assistant Town Accountant	03/16/17
MA	Blandford	Treasurer	03/25/17
MA	Braintree	Town Auditor	03/29/17
MA	Bridgewater	Treasurer/Collector	03/11/17
MA	Cambridge	Finance Revenue Analyst	04/04/17
MA	Cambridge	Accounting Analyst	03/29/17
MA	Eastham	Assistant Town Administrator/Finance Director	03/14/17
MA	Fitchburg	City Treasurer/Tax Collector	03/23/17
MA	Merrimac	Assistant Treasurer/Collector	03/11/17
MA	Norwood	Treasurer/Collector	03/15/17
MA	Salem	Assistant Accountant	03/18/17
MA	Shrewsbury	Treasurer and Collector	03/25/17
MA	West Brookfield	Town Accountant	03/07/17
MA	Woburn	Deputy City Auditor	03/18/17
ME	Old Town	Finance Director	03/11/17
MI	Green Oak Charter Township	Municipal Accountant	03/23/17
MI	Northfield Township	Controller (contract position)	03/19/17
MI	Oakland County	Accountant II	04/01/17
MI	West Olive	Accountant II	03/10/17
MN	Apple Valley	Accounting Technician I	03/11/17
MN	Champlin	Accounting Clerk III (Full-Time)	03/18/17
MN	Columbus	Accountant (Senior)	03/14/17
MN	Dakota County	Project Coordinator-Physical Development...	03/15/17
MN	Eagan	Finance Intern (Seasonal)	03/13/17
MN	Goodhue County	Finance Controller	03/08/17
MN	Hopkins	Finance Director	03/25/17
MN	Isanti	Finance Director	03/30/17
MN	Minnesota Office of Higher Education	Financial Services Manager	03/22/17
NC	Asheville	Fiscal Services Manager	03/17/17
NC	Asheville	Accountant	03/17/17
NC	Cape Fear Public Utility Authority	Payroll Specialist	04/03/17
NC	GO Triangle	Financial Analyst II	03/28/17
NC	GoTriangle	Financial Analyst II	03/18/17
NE	Sidney	Finance Director	03/12/17
NH	New Hampshire Division of Accounting Services	Director of Accounting/Comptroller	03/23/17
NJ	Fairview Borough	Chief Financial Officer	04/02/17
NJ	Florham Park Borough	Account Clerk	04/03/17
NJ	Haworth Borough	PT Chief Financial Officer	04/03/17
NJ	Teaneck Township	Chief Financial Officer	03/23/17
NM	Angel Fire	Finance Controller	03/14/17
NV	Douglas County	Chief Financial Officer	03/18/17
NV	North Las Vegas	Director of Finance	04/01/17
NV	University of Nevada	Manager, Financial Reporting	03/17/17
OH	Kenton County Airport	Senior Manager - Financial Reporting	04/03/17
OH	Kenton County Airport	Director - Capital Accounting	03/25/17
OH	Lebanon	Director of Finance	03/13/17
OH	New Albany	Director of Finance	03/07/17
OH	West Jefferson	Assistant Finance Director	03/11/17
OR	Portland	Financial Analyst	03/14/17
OR	Stayton	Finance Director	03/18/17
OR	Stayton	Finance Director	03/18/17
OR	Sunset Empire Transportation District	Financial Officer/Grant Administrator	03/25/17
OR	WA - Port Angeles	Finance Director	03/27/17
PA	Harrisburg	Business Administrator	03/12/17
PA	Lancaster	General Accountant 2	04/14/17
PA	West Bradford Township	Finance Director	04/01/17
RI	Westerly	Director of Finance	03/12/17
SC	Bluffton	Accounting and Risk Manager	03/24/17
SC	Chester	Finance Director	04/04/17
VA	Aberdeen	Part-time Accounting Tech I	03/17/17
VA	Appomattox	Town Treasurer	04/02/17

VA	Colonial Heights	Director of Finance	03/14/17
VA	Fairfax City	Staff Accountant	03/07/17
VA	Fairfax City	Assistant Director of Finance and Budget	03/07/17
VA	Farmville	Director of Administration and Finance/Treasurer	03/11/17
VA	Roanoke	Financial Systems Accountant	03/28/17
VA	Suffolk	Grants Accountant	03/18/17
WA	Aberdeen	Accountant II	03/11/17
WA	Burien	Senior Financial Analyst	04/04/17
WA	Fort Vancouver Regional Library District	Finance Coordinator	03/22/17
WA	Kitsap 911	Finance Manager	03/13/17
WA	Klickitat County	Senior Accountant I or II	03/28/17
WA	Lakewood	Finance Supervisor	03/07/17
WA	Mason County	Accounting Technician I or II	03/07/17
WA	Pasco	Staff Accountant (Exempt)	03/07/17
WA	Port Angeles	Finance Director	03/27/17
WA	Port Townsend	Accountant	03/22/17
WA	Seattle City Employees' Retirement System (SCERS)	Chief Financial Officer/Chief Operating Officer	03/18/17
WA	Tacoma	Accounting Services Division Manager	03/20/17
WA	WA State Dept of Enterprise Services	Fiscal Analyst 2 / Accounts Receivable	03/13/17
WA	WA State Dept of Enterprise Services	Fiscal Analyst 5, Accounts Payable Supervisor	03/13/17
WA	WA State Dept of Enterprise Services	Fiscal Technician 2-Accounts Receivable	03/09/17
WA	Washington State Historical Society	Chief Financial Officer	03/28/17
WA	Yakima	Director of Finance and Budget	03/22/17
WI	Fort Atkinson	Deputy Treasurer	03/11/17
WI	Green Bay	Assistant Finance Director/Treasurer	03/13/17
WI	Jefferson County	Finance Director	03/21/17
WI	Neenah	Assistant Comptroller	03/07/17

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TOWN OF LAKE PLACID
AGENDA ITEM INTRODUCTION

MEETING DATE: March 8, 2017 MEETING TYPE: Regular Town Council Meeting

AGENDA ITEM # AND TITLE:

1.b. Budget amendment to hire assistant for finance

PLACED ON AGENDA BY:

Town Administrator

STATEMENT OF ISSUE:

Finance request hire of an assistant.

Town Administrator has researched and asserts the pay scale for the Finance Director in Sebring is \$76,725 before merit pay applications. That position in Sebring supervises a Human Resource person, an accountant, a purchasing person and a clerical cross discipline person.

The assistant will give support to the Finance Director with task that need more attention such as filling, recording fixed assets, (great need), tracking assets, Account Payables, research late notices if received (who was in error or if the bill crossed in the mail), verifying daily bank deposits, assisting with the annual audit and preparation thereof, reconciliations for gl detail, ensure customer deposits are properly tracked monthly and presented correctly, reconciling grant activity, pulling invoicing, front desk coverage (during lunch and for the Front Desk Clerk approved leave) and assisting other employees during down time.

RECOMMENDED ACTION:

FISCAL IMPACT:

\$34,999.83

ATTACHED ITEMS:

Last	EMPLOYEES: First	Years of Service	Title	2017/2017		DEPARTMENTAL ALLOCATION															Annual Raise	Merit	2016/2017 SALARY	Hrly Wage	LAST RATE INCREASE	SPLIT	Difference	FRS			
				Rate	Line Item	WATER	SEWER	ADMIN	TRANS.	HORT	SANIT.	REC.	PUBLIC SAFETY	CEMETERY																	
Accountant 2	Leslie	9	Administrative Asst.	11.30	SALARY	40%	9,401.60	15%	3,525.60	32%	7,521.28	1%	235.04	1%	235.04	8%	1,880.32	1%	235.04	1%	235.04	1%	235.04	0.0%	0%	23,504.00	11.30	100%	23,504.00	1,767.50	
Accountant 2	Leslie		Administrative Asst.	11.30	SOC. SEC	40%	582.90	15%	218.59	32%	466.32	1%	14.57	1%	14.57	8%	116.58	1%	14.57	1%	14.57	1%	14.57			1,457.25		100%	1,457.25		
Accountant 2	Leslie		Administrative Asst.	11.30	MED.	40%	136.32	15%	51.12	32%	109.06	1%	3.41	1%	3.41	8%	27.26	1%	3.41	1%	3.41	1%	3.41			340.81		100%	340.81		
Osborne	Rachel	13	Finance Manager	21.93	SALARY	40%	22,405.79	15%	8,402.17	32%	17,924.63	1%	560.14	1%	560.14	8%	4,481.16	1%	560.14	1%	560.14	1%	560.14	22.8%	0%	56,014.48	26.93	100%	10,400.08	2,264.10	
Osborne	Rachel		Finance Manager	21.93	SOC. SEC	40%	1,389.16	15%	520.93	32%	1,111.33	1%	34.73	1%	34.73	8%	277.83	1%	34.73	1%	34.73	1%	34.73			3,472.90		100%	644.81		
Osborne	Rachel		Finance Manager	21.93	MED.	40%	324.88	15%	121.83	32%	259.91	1%	8.12	1%	8.12	8%	64.98	1%	8.12	1%	8.12	1%	8.12			812.21		100%	150.80		
							-		-		-		-		-		-		-		-		-		85,601.65		36,497.75		4,031.60		
						SALARY	31,807.39		11,927.77		25,445.91		795.18		795.18		6,361.48		795.18		795.18		795.18			79,518.48		Salary Change	79518.48	0.00	FRS Change
52 wks x 40 hours = 2,080						Holiday Pay	-		-		-		-		-		-		-		-		-			-		0.00	0.00		
52 wks x 42 hours = 2,184						Incentive	-		-		-		-		-		-		-		-		-			-		0.00	0.00		
						SOC. SEC	1,972.06		739.52		1,577.65		49.30		49.30		394.41		49.30		49.30		49.30			4,930.15		4930.15	(0.00)		
						MED.	461.21		172.95		368.97		11.53		11.53		92.24		11.53		11.53		11.53			1,153.02		1153.02	0.00		
						FICA	2,433.27		912.47		1,946.61		60.83		60.83		486.65		60.83		60.83		60.83			6083.16		6083.16	0.00		
						PAYROLL	34,241		12,840		27,393		856		856		6,848		856		856		856			85,601.65		85601.65	0.00		
																											Diff	\$0.00			
																											Diff	\$0.00			