

**CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY**

MEETING DATE: November 17, 2010

AGENDA ITEM SUMMARY NO. K10-112-1

- AWARDS / PRESENTATIONS / PETITIONS
- CONSENT
- PUBLIC HEARING
 - ORDINANCE ON SECOND READING
 - PUBLIC HEARING
- ORDINANCE ON FIRST READING

- REGULAR
- RESOLUTION
- DISCUSSION & DELIBERATION
- BOARD APPOINTMENT
- WORKSHOP

SUBJECT: A resolution changing one of two Classified Positions of Accountant, Senior to Accounting Specialist Position.

RECOMMENDATION / MOTION: Recommend that city council approve the Resolution.

DEPARTMENTAL APPROVAL REVIEW & DATE

• Assistant City Manager	Library
• City Attorney <i>11/9/10</i>	Marina
• City Clerk <i>SA</i>	Police
Community Development	Public Works
• Finance <i>KLA 11/3/10</i>	Purchasing
Fire	Recreation & Parks
Human Resources <i>11/8/10</i>	Water & Sewer
Information Technology	Other

APPROVED BY CITY MANAGER: *[Signature]* DATE: 11-9-10

Originating Dept. Finance <i>[Signature]</i>	Costs: Savings of \$10,775(which includes FICA and pension benefits) Current FY: 2010-2011 Funding Source: <input type="checkbox"/> Capital Improvement <input checked="" type="checkbox"/> Operating <input type="checkbox"/> Other: Budget Account Number:	City Council Actions: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied _____ <input type="checkbox"/> Tabled to _____ <input type="checkbox"/> Referred to Staff _____
User Dept. All Advertised: Not required Date: Paper: <input type="checkbox"/> Not Required Affected Parties <input type="checkbox"/> Notified <input checked="" type="checkbox"/> Not Required		Attachments: 1. Resolution 2. Memo from Interim Finance Director

BACKGROUND/SUMMARY: Following the 2010-2011 budget process, Finance Department staff considered reorganizing the department by reclassifying the position of Accountant, Senior (\$47,353.48 - \$73,398.19) to Accounting Specialist (\$39,260.27 - \$60,853.10). This reclassification would allow the department to better serve the essential functions and duties in relation to the needs of the department.

EXHIBIT A-1

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2011	20 12	20 13	20 14	2015
Capital Expenditures					
Operating Costs	\$ (10,775)	\$0	\$0	\$0	\$0
External Revenues	\$ _____	_____	_____	_____	_____
Program Income (City)	\$ _____	_____	_____	_____	_____
In-Kind Match (City)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	\$ (10,775)	\$0	\$0	\$0	\$0

NO. ADDITIONAL FTE POSITIONS (Cumulative) _____

Included In Current Budget? _____ N/A _____ Yes x _____ No _____
 Budget Account No.: _____ Fund _____ Dept/Division _____ Org. _____ Object _____

Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

A. Finance Department and/or Purchasing/Intergovernmental Relations/Grants Comments:

Carol A. [Signature] 11/8/10
 Finance Department _____ Purchasing and Grants _____

B. Other Department Review:

 Department Director

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, CHANGING ONE (1) OF THE TWO (2) CLASSIFIED POSITIONS OF ACCOUNTANT, SENIOR POSITION BY RECLASSIFYING THE CLASSIFIED POSITION OF ACCOUNTANT SENIOR TO THE CLASSIFIED POSITION OF ACCOUNTING SPECIALIST IN THE FINANCE DEPARTMENT 2010 - 2011 FISCAL YEAR BUDGET AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Finance Department has one (1) vacant classified position of Accountant, Senior position funded for fiscal year 2010/2011, and

WHEREAS, the Finance Department has re-assessed the essential functions and duties in relation to the needs of the department, and

WHEREAS, the Finance Department will be better served with the classified position of Accounting Specialist rather than that of a classified position of Accountant, Senior , and

WHEREAS, the Accounting Specialist's salary range is lower than the Accountant, Senior's position.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, THAT:

SECTION 1. The City Council approves the reclassification of the classified position of Accountant, Senior position to the classified Accounting Specialist position and the necessary re-allocation of budgeted salaries from the Accountant, Senior position to Accounting Specialist position.

SECTION 2. This Resolution shall take effect upon its passage and approval by the City Council.

RESOLUTION NO. _____
PAGE 2 _____

PASSED AND APPROVED THIS _____ DAY OF _____, _____.

APPROVED:

THOMAS A. MASTERS
MAYOR

DAWN S. PARDO
CHAIRPERSON

ATTEST:

CARRIE E. WARD,
MASTER MUNICIPAL CLERK
CITY CLERK

JUDY L. DAVIS
CHAIR PRO TEM

BILLIE E. BROOKS
COUNCILPERSON

SHELBY L. LOWE
COUNCILPERSON

CEDRICK A. THOMAS
COUNCILPERSON

MOTIONED BY: _____

SECONDED BY: _____

D. PARDO: _____

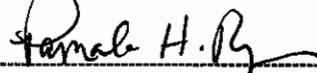
J. DAVIS: _____

B. BROOKS: _____

S. LOWE: _____

C. THOMAS: _____

REVIEWED AS TO LEGAL SUFFICIENCY



PAMALA HANNA RYAN, CITY ATTORNEY

DATE: 11/8/10

FINANCE DEPARTMENT

INTER-DEPARTMENTAL COMMUNICATION

To: Ruth Jones, City Manager

From: Karen Hoskins, Interim Finance Director 

Copy: The Honorable Mayor and City Council

Date: November 8, 2010

Re: Position Reclassification Accountant, Senior to Accounting Specialist
in Finance Department

Following the FY 2010/2011 budget process, Finance Department reviewed the department's operations, job functions and duties in line with the anticipated budgetary constraints that the City may be facing for the next fiscal year. Based on the review, we propose that the vacant position of Accountant, Senior with a basic salary range of \$47,535.48 to \$73,398.19 be reclassified to a position of Accounting Specialist with a basic salary range of \$39,260.27 to \$60,853.10.

Please consider this position change and advise whether Finance Department can proceed with the reclassification of the position of Accountant, Senior to the position of Accounting Specialist. If the reclassification of the position is approved, Finance Department will prepare the required resolution for approval by City Council.

KLH/nr