



**Meeting Date:** July 21, 2016

**Agenda Item:** 11-A

### **Report to Town Council**

**Topic:** Resolution 2016-09, amending the previously established list of positions in the Florida Retirement System Senior Management Class.

**Recommended Motion:** Approval of Resolution 2016-09.

**Summary:** Please see attached staff report.

**Requested by:** Ms. Witt, Town Manager

**Approved by:** Ms. Witt, Town Manager



**MEMORANDUM**  
**TOWN OF PONCE INLET – OFFICE OF THE TOWN MANAGER**

*THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND  
FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE  
INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.*

Date: June 15, 2016

To: Town Council

From: Jeaneen Witt, CMC, Town Manager

Re: Consideration of amending the list of town personnel designated as Senior Management with FRS

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In conjunction with the salary and benefit survey, staff has research participating entities who offer FRS as their retirement plan and which designated positions qualifies for senior management. Below are the results of those in our peer group that are in the Florida Retirement System.

Town Manager/County Administrator	9	(all, as required by FRS)
Chief Building Official	1	
City Clerk	5	
Planning and Development Director	8	
Finance Director	8	
Human Resource Director	7	
Senior Planner	0	
Public Works Director	2	

Given this information, it is my recommendation that we amend our current FRS Senior Management resolution of 2007 (which includes only the town manager and planning & development director) to include the finance manager and the human resource director. The police chief and fire chief are designated in a special risk category which receives a greater benefit than senior management, so they would not be considered for this designation.

**RESOLUTION 2016-09**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA, ESTABLISHING PARTICIPATION IN THE SENIOR MANAGEMENT SERVICE CLASS; PROVIDING FOR CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Florida State Legislature has established a separate class of membership within the Florida Retirement System to be known as the “Senior Management Service Class”; and

**WHEREAS**, participation in the Senior Management Service Class shall be designated by the Town Council of the Town of Ponce Inlet, Florida as indicated in the Florida Statute Chapter 121.

**NOW THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, FLORIDA, AS FOLLOWS:**

**SECTION 1.** The Town of Ponce Inlet designates the following positions as the Senior Management Service Class: Town Manager, Planning & Development Director, Human Resources Director and Finance Manager.

**SECTION 3.** The Town may designate these positions for inclusion in the Senior Management Service Class of the Florida Retirement System, provided that the intent to designate the positions for inclusion in the class shall be published once a week for two (2) consecutive weeks in the local newspaper of jurisdiction.

**SECTION 4.** All resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 5.** If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding shall in no way affect the remaining portion of this resolution.

**SECTION 6.** This resolution shall take effect immediately.

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that said Resolution be adopted. A roll call vote of the Town Council on said motion resulted as follows:

Mayor Smith, Seat #1	_____
Councilmember Milano, Seat #2	_____
Vice-Mayor Hoss, Seat #3	_____

Councilmember Perrone, Seat #4 \_\_\_\_\_

Councilmember Paritsky, Seat #5 \_\_\_\_\_

Passed this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Town of Ponce Inlet, Florida

\_\_\_\_\_  
Gary L. Smith, Mayor

ATTEST:

\_\_\_\_\_  
Jeaneen Witt, CMC  
Town Manager/Town Clerk



## MEMORANDUM

### TOWN OF PONCE INLET – OFFICE OF THE ADMINISTRATION

*THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.*

Date: June 8, 2016

To: Jeaneen Witt, Town Manager

From: Kim Cherbano, Human Resource Director/Deputy Clerk

Re: **Consideration of designation for Senior Management Plan with FRS.**

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In conjunction with the salary and benefit survey, staff has research participating entities who offer FRS as their retirement plan and which designated positions qualifies for senior management. I have matched up the titles categories as close to what we have named our positions.

Out of the nine (9) participates:

Town Manager/County Administrator	9
Chief Building Official	1
City Clerk	5
Director of Planning and Development	8
Finance Director	8
Human Resource Director	7
Senior Planner	0
Public Works Director	2

Enclosed you will find the information that I received from FRS for Volusia County and other two other Counties.

Thank you for your consideration and please let me know if you have any questions at all.

COMPULSORY  
(C) OR  
DESIGNATED  
(D)

FRS AGENCY NAME

DESCRIPTION

(D)

FRS AGENCY NAME	DESCRIPTION	(D)
CITY OF DAYTONA BEACH	ASST CITY MANAGER	D
CITY OF DAYTONA BEACH	CHIEF FINANCIAL OFFICER - <i>Director</i>	D
CITY OF DAYTONA BEACH	CITY ATTORNEY	D
CITY OF DAYTONA BEACH	CITY CLERK	D
CITY OF DAYTONA BEACH	CITY MANAGER	C
CITY OF DAYTONA BEACH	COMMUNITY DEVELOPMENT DIR	D
CITY OF DAYTONA BEACH	DEP CITY ATTORNEY	D
CITY OF DAYTONA BEACH	DEPUTY CITY MANAGER	D
CITY OF DAYTONA BEACH	DEPUTY CITY MANAGER/ADMIN SVCS	D
CITY OF DAYTONA BEACH	ECONOMIC DEVELOPMENT DIR	D
CITY OF DAYTONA BEACH	HUMAN RESOURCES DIR	D
CITY OF DAYTONA BEACH	LEISURE SERVICES DIR	D
CITY OF DAYTONA BEACH	REDEVELOPMENT DIR	D
CITY OF DAYTONA BEACH	SUPPORT SERVICES DIR	D
CITY OF DAYTONA BEACH	UTILITIES DIRECTOR	D
CITY OF DAYTONA BEACH SHORES	CITY CLERK + <i>HR Director</i>	D
CITY OF DAYTONA BEACH SHORES	CITY MANAGER/ADMINISTRATOR	C
CITY OF DAYTONA BEACH SHORES	DIR OF COMMUNITY SERVICES	D
CITY OF DAYTONA BEACH SHORES	FINANCE DIRECTOR	D
CITY OF DELTONA	BUILDING & ENFORCEMENT SVC DIR	D
CITY OF DELTONA	CITY ATTORNEY	D
CITY OF DELTONA	CITY CLERK	D
CITY OF DELTONA	CITY MANAGER	C
CITY OF DELTONA	DEPUTY CITY MANAGER	D
CITY OF DELTONA	DEVELOPMENT/PLANNING SVC DIRECTOR	D
CITY OF DELTONA	FINANCE DIRECTOR	D
CITY OF DELTONA	HR DIRECTOR	D
CITY OF DELTONA	IT DIRECTOR	D
CITY OF DELTONA	PARKS & RECREATION DIRECTOR	D
CITY OF DELTONA	PUBLIC WORKS DIRECTOR	D
CITY OF HOLLY HILL	CITY MANAGER/ADMINISTRATOR	C
CITY OF LAKE HELEN	CITY MANAGER	C
CITY OF NEW SMYRNA BEACH	ASST CITY MANAGER	D
CITY OF NEW SMYRNA BEACH	CITY ATTORNEY	D
CITY OF NEW SMYRNA BEACH	CITY MANAGER/ADMINISTRATOR	C
<del>CITY OF OAK HILL</del>	<del>CITY CLERK/ADMINISTRATOR</del>	C
CITY OF ORANGE CITY	CITY CLERK	D
CITY OF ORANGE CITY	CITY MANAGER	C
CITY OF ORANGE CITY	DEVELOPMENT SERVICES DIRECTOR	D
CITY OF ORANGE CITY	FINANCE DIRECTOR	D
CITY OF ORANGE CITY	FINANCIAL SERVICES SUPERVISOR	D
CITY OF ORANGE CITY	HUMAN RESOURCES/RISK MANAGER	D
CITY OF ORANGE CITY	OPERATIONS MANAGER	D
CITY OF ORANGE CITY	PARKS & SUPERINTENDENT	D
CITY OF ORANGE CITY	PUBLIC WORKS DIRECTOR	D
CITY OF ORANGE CITY	UTILITIES SUPERINTENDENT	D



## Hunt, Peg

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**From:** Schmitt, James [James.Schmitt@brevardfl.gov]  
**Sent:** Wednesday, June 15, 2016 7:21 AM  
**To:** Hunt, Peg  
**Subject:** RE: FRS information request

Good Morning,  
Here is the list of Senior Management Service Class Positions.

### Position Title

PLANNING & ZONING OFFICE DIR  
TRANSPORTATION ENG DEP DIR  
CENTRAL SERVICES DIR  
SOLID WASTE MGMT DEPT DIR  
ASST COUNTY MANAGER  
TOURISM DEVELOPMENT DEPT DIR  
LIBRARY SERVICES DEPT DIR  
UTILITY SERVICES DEPT DIR  
COUNTY ATTORNEY  
DEPUTY COUNTY ATTORNEY  
EMERGENCY MGMT OFFICE DIR  
TRANSIT SERVICES DEPT DIR  
DEPUTY COUNTY ATTORNEY  
PARKS & RECREATION DEPT DIR  
COUNTY MANAGER/ADMINISTRATOR  
ASSISTANT COUNTY MANAGER  
HOUSING & HUMAN SERV DEPT DIR  
BUDGET OFFICE DIRECTOR  
TRANSPORTATION PLANNING OFFICE DIR  
INFO/COMM SYSTEMS DEPT DIR  
HUMAN RESOURCES OFFICE DIR  
NAT RESOURCES MGMT OFFICE DIR

I hope this helps!

Have a great day,

**Jim Schmitt**

## Hunt, Peg

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**From:** Anita Stoker [astoker@flaglercounty.org]  
**Sent:** Tuesday, June 14, 2016 4:39 PM  
**To:** Hunt, Peg  
**Subject:** RE: FRS information request

Please see below...

### *Anita Stoker*

Benefits & Wellness Manager  
Flagler County BOCC  
1769 E. Moody Blvd., Bldg. 2  
Bunnell, FL 32110  
Phone: (386) 313-4034  
Fax: (386) 313-4107

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**From:** Hunt, Peg [mailto:phunt@ponce-inlet.org]  
**Sent:** Tuesday, June 14, 2016 3:54 PM  
**To:** Anita Stoker <astoker@flaglercounty.org>  
**Subject:** FRS information request  
**Importance:** High

We are working on obtaining information for a benefit proposal and are asking for your assistance.

1. Please confirm if you are participants in the FL Retirement System (FRS) program and if so, **Confirmed**
2. Please provide what positions of senior management qualify for this benefit.

Board of County Commissioners

<u>Position Title</u>	<u>Position #</u>
County Administrator	0000000001
County Attorney	0000004413
Deputy County Attorney	0000000003
Financial Services Director	0000000004
Deputy County Administrator	0000000005
County Engineer	0000000030
General Services Director	0000000222
Community Services Director (HR Director)	0000000038
Executive Director for Economic Opportunity	0000000040
Airport Director	0000000007

Thank you for your assistance! If you have any questions, please call or email me. ☺

Sincerely,  
Peg Hunt, Administrative Assistant  
Town of Ponce Inlet  
4300 S Atlantic Ave, Ponce Inlet, FL 32127  
Serving Ponce Inlet since 1998

**RESOLUTION 2007-16**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA, ESTABLISHING PARTICIPATION IN THE SENIOR MANAGEMENT SERVICE CLASS; PROVIDING FOR CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Florida State Legislature has established a separate class of membership within the Florida Retirement System to be known as the “Senior Management Service Class”; and

**WHEREAS**, participation in the Senior Management Service Class shall be designated by the Town Council of the Town of Ponce Inlet, Florida as indicated in the Florida Statute Chapter 121.

**NOW THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, FLORIDA, AS FOLLOWS:**

**SECTION 1.** The Town of Ponce Inlet designates the following positions as the Senior Management Service Class: Town Manager/Town Clerk, Assistant Town Manager/Deputy Clerk, Development Services Director, and Town Planner (all positions which are classified as exempt).

**SECTION 3.** The Town may designate these positions for inclusion in the Senior Management Service Class of the Florida Retirement System, provided that the intent to designate the positions for inclusion in the class shall be published once a week for two (2) consecutive weeks in the local newspaper of jurisdiction.

**SECTION 4.** All resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 5.** If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding shall in no way affect the remaining portion of this resolution.

**SECTION 6.** This resolution shall take effect on the effective date of Resolution 2007-15.

It was moved by Councilmember Comfort and seconded by Vice-Mayor Goudie that said Resolution be adopted. A roll call vote of the Town Council on said motion resulted as follows:

Mayor Epps, Seat #1	Yes
Vice-Mayor Goudie, Seat #2	Yes

Councilmember McCormick, Seat #3	Yes
Councilmember Hinson, Seat #4	Yes
Councilmember Comfort, Seat #5	Yes

Passed this 15<sup>th</sup> day of August, 2007.

Town of Ponce Inlet, Florida

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Nancy E. Epps, Mayor

ATTEST:

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Kassandra Esposito Blissett,  
Town Manager/Town Clerk