



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#17-0676**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee Feldman, ICMA-CM, City Manager

**DATE:** June 6, 2017

**TITLE:** Ordinance amending Schedule VI, Special Employees, of the Pay Plan of the City of Fort Lauderdale, Florida, by replacing Schedules VI and VI(b) with a consolidated Schedule VI containing a pay range schedule; amending Schedule I of the Pay Plan of the City of Fort Lauderdale, Florida, by creating and adding one class and amending three classes; and amending Section 20-83 of the Code of Ordinances of the City of Fort Lauderdale, Florida, by designating one class as an Administrative Assistant to the City Manager and revising the titles of two classes that were previously designated as Administrative Assistants to the City Manager

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**Recommendation**

It is recommended that the City Commission adopt an ordinance: (1) amending Schedule VI, Special Employees, of the Pay Plan of the City of Fort Lauderdale, Florida, by replacing Schedules VI and VI(b) with a consolidated Schedule VI containing a pay range schedule; (2) amending Schedule I of the Pay Plan of the City of Fort Lauderdale, Florida, by creating and adding one class and amending three classes; and (3) amending Section 20-83 of the Code of Ordinances of the City of Fort Lauderdale, Florida, by designating one class as an Administrative Assistant to the City Manager and revising the titles of two classes that were previously designated as Administrative Assistants to the City Manager.

**Background**

**(1) Amend Schedule VI of the Pay Plan**

Currently, non-bargaining unit Schedule VI Special Employees ( i.e., Interns, Recreation Instructor I, Recreation Instructor II, Recreation Worker, Event Worker, Student Worker, Management Fellow, Senior Management Fellow) are compensated according to a step schedule. The difference between steps in each of the pay ranges varies from a minimum of 5% to a maximum of approximately 8%. Removal of the defined steps for each of the pay ranges would allow for wage adjustments within budget and pay range, usually less than the step increments. This amendment would not result in any change in the minimum or maximum of the pay ranges. The Parks and Recreation Department

received a 2.75% increase in their part-time budget for salaries and would like to increase the wages for their part-time staff covered under Schedule VI by 2%. The change in the Schedule VI Pay Plan from a step schedule to a range schedule would allow them to do so. It is recommended that the City Commission amend Schedule VI of the Pay Plan by Replacing the Step Schedule with a Range Schedule:

REPLACE THE STEP SCHEDULE WITH A RANGE SCHEDULE

Changes are reflected in Exhibit 3.

(2) Amend Schedule I of the Pay Plan

(3) Amend Section 20-83

Charter Section 4.07, Assistants to the city manager, states (in part) that assistant city managers and all other professional managerial and administrative employees in the office of the city manager shall be in the exempt [non-classified] service and may be suspended, demoted or removed by the city manager. Further, this section states that the compensation of such members of the city manager's staff who are in the exempt [non-classified] service shall be established by the provisions of the city's pay plan.

Charter Section 6.02, Classified and non-classified service, enumerates the positions and levels that are in the non-classified service including the category of "administrative assistants to the city manager."

It is recommended that the City Commission amend Schedule I of the Pay Plan and Section 20-83 of the Code of Ordinances to include the position of Senior Strategic Communications Specialist and to approve the designation of this new class as an "administrative assistant to the city manager" in the City's non-classified service:

CREATE ONE NEW JOB CLASS AND DESIGNATE IT AS "ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER"

Create class 997, Senior Strategic Communications Specialist, Pay Grade M031, Management Category IV (\$61,547.20 to \$95,076.80 annually). The Senior Strategic Communications Specialist position will manage high profile projects, handle complex issues and crisis management, and conduct high-level research and analysis. This new position will establish a clear and distinct career path within the Division that will provide an avenue for employees to further develop skills, knowledge and abilities; attain individual career goals; and continue to fulfill the organization's mission. From an organizational development perspective, establishing the new position will work to improve morale, career satisfaction, retention, motivation, productivity and responsiveness, while fostering stronger team relationships in achieving the Division's goals, objectives and performance measures.

The Public Affairs Division of the City Manager's office will be renamed the Strategic Communications Division of the City Manager's Office as part of the Proposed FY 2018 Budget. It is recommended that the City Commission amend Schedule I of the Pay Plan by changing the titles of three (3) classifications to be consistent with the divisional name change:

CHANGE THE TITLE OF THREE (3) CLASSES

Change Public Affairs Manager to Strategic Communications Manager and designate it.

Change Assistant Public Affairs Manager to Assistant Strategic Communications Manager.

Change Public Information Specialist to Strategic Communications Specialist.

**Resource Impact**

There is no budgetary impact for the removal of steps and implementation of ranges, addition of the new classification, and change to three titles.

**Strategic Connection**

This item is a Press Play Fort Lauderdale Strategic Plan 2018 initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 11: Be a well-trained, innovative, and neighbor-centric workforce that builds community
  - Objective 1 - Foster professional and rewarding careers
  - Objective 3 - To continuously improve and innovate communication and service delivery
  - Initiative 4 - Explore employee engagement tools
  - Initiative 5 - Develop a succession planning program to ensure knowledge transfer for critical positions
- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
  - Objective 1 - Ensure sound fiscal management
  - Initiative 1 - Achieve a structurally balanced budget through viable revenue sources, smart financial management, comprehensive financial forecasting, and results oriented and efficient services

This item advances the Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Community.

**Attachments**

Exhibit 1 - Schedule VI  
Exhibit 2 - Schedule VI(b)  
Exhibit 3 - Schedule VI  
Exhibit 4 - Ordinance

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