



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

**#13-0231**

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

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

**DATE:** February 19, 2013

**TITLE:** FIRST READING OF ORDINANCE – Amending Section 20-83 of the City  
Code of Ordinances to designate three (3) classes as administrative  
assistants to the City Manager

---

**Recommendation**

It is recommended that the City Commission approve an amendment to Section 20-83 of the City Code of Ordinances to designate three (3) classes as Administrative Assistant to the City Manager, as listed below:

- Performance Analyst
- Senior Performance Analyst
- Senior Financial Management Analyst

**Background**

City 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 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 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. This section includes the category of "administrative assistants to the city manager".

The City Commission adopted Ordinance No. C-11-38 on November 15, 2011 to further clarify the non-classified service jobs and functions in the City Manager's Office that are within the above described category. The positions of Structural Innovation Manager, Budget Manager, Public Affairs Manager and Neighbor Services Manager were defined as "administrative assistants to the city manager".

On June 5 and June 19, 2012, the City Commission considered, passed and adopted Ordinance No. C-12-22. The intent of this item was to make several amendments to Schedule I of the Pay Plan, amend the Schedule I Special Pay Practices of the Pay Plan, and to amend Section 20-83 of the City Code of Ordinances to designate several classifications as “administrative assistants to the city manager.”

As outlined in the memorandum for Ordinance No. C-12-22, the classifications that were to be designated as “administrative assistants to the city manager” were Performance Analyst, Senior Performance Analyst, Financial Management Analyst, and Senior Financial Management Analyst. However, the actual ordinance accompanying the Commission Agenda Report only specified that the Financial Management Analyst was so designated.

The purpose of the item before the City Commission today is to remedy the error in Ordinance No. C-12-22 and now designate the Performance Analyst, Senior Performance Analyst, and Senior Financial Management Analyst classifications as administrative assistants to the city manager, effective March 5, 2013, the anticipated second reading of this ordinance.

**Resource Impact**

There will be no fiscal impact if this item is adopted.

Prepared by: Kristin Tigner

Department Director: Averill Dorsett