



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

#17-0712

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

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: June 6, 2017

TITLE: Resolution Providing for a Merit Salary Increase for City Manager Lee R.
Feldman, Effective June 13, 2017

Recommendation

It is recommended that the City Commission approve a resolution providing for a merit salary increase for City Manager Lee R. Feldman, effective June 13, 2017.

Background

In accordance with the Employment Agreement with the City Manager dated June 14, 2011, the City Commission may grant merit increases to the City Manager to such extent as the City may determine that it is desirable on the basis of an annual performance review.

Attached for the City Commission's information to assist in the conduct of the annual performance review is a copy of the latest quarterly update of the FY 2017 Commission Annual Action Plan and the 2017 progress report regarding *Press Play Fort Lauderdale, Our City, Our Strategic Plan 2018*.

Additionally, I would like to bring several specific achievements of the Divisions in the City Manager's Office to the Commission's attention. Credit is unequivocally shared by the entire Community Building Leadership Team (which includes Assistant City Managers, City Manager's Office Division Managers, Department Directors and Deputy/Assistant Department Directors) and all dedicated Community Builders (employees) that are all part of the City of Fort Lauderdale organization.

Budget/CIP & Grants Division Accomplishments:

- Developed the Fiscal Year (FY) 2017 Budget, which was adopted with a unanimous a 5-0 vote of the Commission for the third consecutive year (last time that this occurred was prior to FY 2005). The FY 2017 adopted budget kept a low millage rate of 4.1193 per \$1,000 of taxable value for the tenth consecutive year.

- Worked with City staff and consultants to update ten-year financial sustainability forecast models.
- Served as the City staff liaison to the Budget Advisory Board (BAB) which requires extensive staff time. The BAB met 15 times during FY 2016 including 10 regularly scheduled meetings, 2 Joint Workshop meetings with the Commission, and 3 departmental budget review sessions.
 - Developed the first formalized Budget Advisory Board Work Plan and developed a Recommendation/Funding Tracking Matrix that resulted in improved organization, communication, and transparency.
 - Successfully worked with the BAB to ensure a timely and comprehensive review of the FY 2017 budget in their preferred format. This led to their support of the following budget proposals:
 - Increased utility rates in the Sanitation, Stormwater, and Water and Sewer Funds
 - Increase to full cost recovery for the Fire Assessment Fee
 - The City Manager's proposed budget
 - The City Manager's proposed Community Investment Plan
- Facilitated and staffed the Revenue Estimating Conference Committee (RECC). The purpose of the RECC is to provide a robust examination of revenue sources and insight for long term financial planning. The RECC met during FY 2017 to review revenue estimates as a key part of the City's comprehensive and inclusive budget process.
- Coordinated and staffed Community Investment Plan department review sessions and the Community Investment Plan Review Team to review and rank Departmental CIP proposals.
- Created a robust Budget, CIP, and Audit Compliance & Grants Training Calendar for FY 2017 and provided more than 20 trainings to Community Builders throughout the organization during FY 2016.
- Created a trifold FY 2017 Neighbors Guide to the Budget and maintained the Financial Transparency Portal to enhance City of Fort Lauderdale government transparency
- Facilitated 12 monthly strategic Community Investment Plan and Grants meetings (FL²STAT) and the preparation of 12 monthly reports on the status of all open grants and Community Investment Plan projects
- Produced quarterly "Status of Open Audit Findings" Reports based upon updates provided by departmental staff. This report provides the status of open audit findings from the external auditors and the City Commission Auditor's Office each quarter. The success of this process is evident in the elimination of all external audit findings from external auditors (including Single Audit Findings).
- Completed a City of Fort Lauderdale Property Value Analysis
- Completed an Annexation Areas Review Update
- Worked closely with the Department of Sustainable Development (DSD) to separate the Community Redevelopment Agency (CRA) from DSD mid-year during FY 2016 and to reconcile charges.

- Developed models for vacation rental fees
- Serve as Contract Manager for the administration of Participation Agreements for seven (7) Not For Profit Charitable Organizations
- Coordinated legislative affairs for the City including the annual development and adoption of the City Commission's State and Federal Legislative Priorities and coordination/advocacy for the City's priorities and appropriations requests.
- Continue to serve as a "Best Practice Organization" for pursuit and management of grants, including the award of 27 grants totaling approximately \$5 million in new grant funds.
- Awarded Government Finance Officers Association (GFOA) Distinguished Budget Award for the FY 2017 Budget for the 33rd consecutive year.
- Partnered with staff to develop a Proposed Infrastructure Ten Year Spending Plan and coordinated the associated website project mapping through the Metropolitan Planning Organization to support two discretionary surtaxes taxes that were on the November 2016 ballot, the Charter County and Regional Transportation System Surtax (1/2 cent) and the Local Government Infrastructure Surtax (1/2 cent).
- Worked with a consultant to update the General Services Indirect Costs and Information Technology Services Cost Allocation Plans.
- Partnered with the Geographic Information System (GIS) Division of the City's Information Technology Services Department and the Public Works Department to develop and implement a software application that will allow neighbors to track the progress of current and planned Community Investment Plan (CIP) projects.
- Partnered with departmental staff to review Sanitation rates and Stormwater rates.
- Partnered with departmental staff and consultants to develop a new non ad valorem rate to fund citywide canal dredging

Housing and Community Development Division Accomplishments:

- Rehabilitated 19 housing buildings/units for the Housing Opportunities for Persons Living with HIV/AIDS (HOPWA) Program.
- Developed an ordinance creating the Affordable Housing Trust Fund to support workforce, affordable or attainable housing.
- Housing Opportunities for Persons with AIDS (HOPWA) staff participated in and presented at:
 - Housing's Role in Ending the HIV Epidemic, at the HOPWA Institute in Tampa, Florida.
 - United States Conference on AIDS, Washington, DC.

Office of Neighbor Support Accomplishments:

- Coordinated and implemented the Fort Lauderdale Rapid Rehousing Program, providing a minimum of 52 homeless individuals and families the funds to cover

move-in costs, up to three months' rent and appropriate support services to stop the cycle of homelessness.

- Continued administration of the Chronic Homeless Housing Collaborative Grant, providing housing and supportive services for up to 22 chronically homeless individuals and/or families.
- Commenced the development of a Neighborhood Community Investment Program/ Business Community Investment Program (NCIP/BCIP) comprehensive maintenance program, inventorying the condition of all community improvements projects through an Engineering Tracking System database and allocate funds to repair and maintain existing projects.
- Coordinated four major service days:
 - Fort Lauderdale Cares Day – Focused on landscaping, graffiti cleaning, street and beach cleanups throughout the City. Almost 500 volunteers donated over 2,000 hours to complete 32 projects.
 - Fort Lauderdale United Day – In support of YMCA Martin Luther King, Jr. Day of Service, included removing litter, promoted recycling, and support healthy communities. Over 400 volunteers from the YMCA teams, Adopt-A-Street groups, and others walked the Dorsey Bend neighborhood removing litter, promoting recycling, and supporting healthy communities.
 - Fort Lauderdale Ready Day – Focused on ensuring the City's neighborhoods were ready for hurricane season. Activities included identifying neighbors who were unable to prepare hurricane readiness kits, education on disaster preparedness, and delivery of hurricane readiness kits. Over 100 volunteers of 14 home owners associations walked the neighborhood and distributed 185 hurricane preparedness starter kits.
 - Fort Lauderdale Make a Difference Day – Focused on citywide neighborhood beautification as well as street, waterway and beach cleanups. Hundreds of volunteers completed 26 projects including street, waterway, and beach cleanups.
- Coordinated Neighbor Support Night, providing an opportunity for Fort Lauderdale's neighbors to join together with their City to strengthen community ties, elevate public spirit, and build civic awareness in a fun, casual, exciting block party type of atmosphere.
- Developed and conducted the first class for the Neighbor Leadership Academy.

Office of Professional Standards Accomplishments:

- Received and resolved caseload similar to that of the prior fiscal year of complaints or requests for investigations, involving issues of discrimination, harassment, retaliation, whistleblowing, and allegations of ethics violations.
- Developed a more preventative approach to addressing Community Builder concerns by engaging work groups in collaborative conflict resolution efforts to

attempt to resolve issues before they become problems.

- Improved the communication of City policies and procedures, which included review and revision of policies, processes, and procedures as necessary along with creating documentation for users at all levels and coordinated appropriate training with the Human Resources Department (HR).

Office of Public Affairs Accomplishments:

- Produced, promoted, coordinated and supported signature citywide events including: Light Up Sistrunk, Light Up the Beach, Downtown Countdown, Fourth of July Spectacular, St. Patrick's Parade & Festival, Open Streets Fort Lauderdale, the Great American Beach Party, Household Hazardous Waste Collection Events, Neighbor Support Night, Veterans Day, Memorial Day, Make a Difference Day, Fort Lauderdale Cares Day, State of the City, Citizens Recognition Awards, ACE Awards, Tu B'Shevat, Panthers in the Park, and several other community events.
- Developed and implemented public outreach campaigns for numerous capital investment, infrastructure, sustainability and quality of life initiatives including: Vision Zero, King Tides, Stormwater Master Plan, Beach Renourishment, Unified Land Development Regulation Updates, Central Beach Master Plan, Uptown Village Master Plan, Seawall Ordinance Revisions, LauderStreet, the Community Appearance Board, Backflow Prevention, Household Hazardous Waste Drop-off Events, Tree Giveaways, Free Chlorination, and Sidewalk Repairs and upgrades to our existing stormwater and sewer systems.
- Supported Commission Annual Action Plan priorities including the Beach Community Redevelopment Area, Athletic Fields for Soccer and Lacrosse, the 17th Street Mobility Plan, Stormwater Management and Funding, the Beach Mobility Master Plan, and Northwest Progresso Flagler Heights Community Redevelopment Area through external communications by raising awareness about the initiatives, coordinating public meetings and groundbreakings and providing opportunities for stakeholder input.
- Coordinated and promoted several capital improvement initiatives and groundbreaking and ribbon cutting projects including A1A, the Las Olas Corridor, Progresso Village, the Holiday Park Dog Park, Dixie Highway, Sweeting Park, and the Shippey House.
- Produced or supported drafting, design, layout and printing of numerous policy documents, recruiting materials, award applications, trade show displays including: the Annual Operating Budget, Monthly City newsletter, Comprehensive Annual Financial Report, CRA Annual and Financial Reports, Popular Annual Financial Report, Annual Water Quality Report, Five-Year Strategic Plan Update, Business Assistance Guide, Job Fair ads and fliers, as well as giveaway items, internal newsletters, presentations and templates.
- Coordinated compliance with regulatory requirements by issuing news releases and announcements including Boil Water Notices, No Recreational Use of

Waterway and Lift Notices when laboratory testing shows water meets regulatory requirements; also conducted emergency public outreach during Hurricane Matthew and various infrastructure repairs.

- Coordinated the design, content development, implementation, and pilot launch of new Sharepoint Intranet program to replace Lauderlink, promoted Community Builder collaboration and enhanced internal communications.
- Implemented phase one of the citywide digital signage program to launch electronic message boards to facilitate internal and external communications of upcoming events and ongoing initiatives.
- Continued to increase access to information and expand opportunities for neighbors to participate in local government by supporting and expanding communication tools and online platforms including the City website, FLTV, Telephone Town Hall Meetings, public surveys, and social media.

Structural Innovation Division Accomplishments:

- Championed the citywide surveillance audit, ensuring the City's continued compliance with the ISO 9001:2008 standard.
- Collaborated with departments to update the citywide Policy and Standards Manual (PSM), to ensure alignment with current practices and operations.
- Initiated and championed alignment of all City departments' performance metrics and data analytics to better illustrate each department's core processes, with a focus on quality performance.
- Through the completion of a partnership with What Works Cities, a Bloomberg Philanthropies organization, to enhance the data analysis capacity of staff and create an open data program, facilitated the establishment of an open data policy and governance team to identify and prioritize the publication of data sets, as well as enhance collaboration amongst departments through expanded access to data sources.
- Assisted in the development of Strategic Initiative Teams through a call to Community Builders to guide the eleven initiatives identified by the City Commission in their FY 2017 Commission Annual Action Plan (CAAP).
- Partnering with other City Manager's Office divisions and the Human Resources Department, championing organizational culture initiatives, such as the development of a Flexible Working Arrangement policy, updates to the Performance Evaluation process, development of an enhanced orientation for new Community Builders, and the create of organization-wide values.
- In conjunction with the Public Affairs Office, implemented digital signage throughout the City to enhance communication with Community Builders and Neighbors in a sustainable fashion.

I thank the City Commission for their leadership and support as our Community Builders continue progress on the City's priorities and goals.

Attachments

- Exhibit 1 - FY 2017 Commission Annual Action Plan – Progress Report to Commission: Quarter 2
- Exhibit 2 - *Press Play Fort Lauderdale Our City, Our Strategic Plan 2018* Progress Report, May 2017
- Exhibit 3 - Resolution

Prepared by: Lee R. Feldman, ICMA-CM, City Manager

Department Director: Lee R. Feldman, ICMA-CM, City Manager