



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

#17-1017

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

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

DATE: September 6, 2017

TITLE: Ordinance Amending Schedule I of the Pay Plan of the City of Fort Lauderdale, Florida, by Creating And Adding Three (3) New Classifications; Replacing Schedule I(f) With Schedule I(g), Replacing Schedule II(f) With Schedule II(g), and Replacing Schedule 10 With Schedule 10(a), Thereby Providing a 1.1 Percent General Wage Increase, Replacing Schedule VI With Schedule VI(a), Thereby Amending the Pay Range of the Sr. Management Fellow Class and Providing a 1.1 Percent General Wage Increase, 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; Effective the First Full Pay Period in October 2017

Recommendation

It is recommended that the City Commission adopt an ordinance: **(1)** amending Schedule I (Supervisory, Professional, and Management employees – P.E.R.C. Exempt) of the Pay Plan of the City of Fort Lauderdale, Florida, by creating and adding three (3) new classes;

(2) 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

(3) amending Schedule VI of the Pay Plan by increasing the Pay Range R-12; and

(4) amending Schedules I, II, VI, and 10 salary ranges along with the respective employee wage rates be increased by the 1.1% general wage increase effective the first full pay period in October 2017.

Background

NEW JOB CLASSIFICATIONS – CLASSIFIED SERVICE:

- *Class 0074M, **Assistant Controller**, Pay Grade M037, Management Category III (\$72,092.80 - \$114,171.20 annually – includes the 1.1% pending wage increase).*

The Assistant Controller will perform professional accounting, managerial and

administrative work of considerable difficulty assisting the Controller in directing, appraising and coordinating the operations of the Accounting and Financial Reporting Division of the Finance Department.

The employee is responsible for assisting in planning, supervising and coordinating department work through a group of professional accounting, paraprofessional, and office support personnel. The employee directly supervises assigned employees; assists the Controller with financial reporting, management of projects and employee relations; oversees all City accounting functions, including annual external audit; prepares financial statements; monitors expenditures of City funds for budgetary compliance; and various other financial analysis projects. Assignments are received in the form of broad objectives and are performed with considerable initiative, independence and under supervision by the Controller.

- *Class 0663M, **Accreditation Manager**, Pay Grade M027, Management Category IV (\$56,305.60.40 - \$87,048.00 annually - includes the 1.1% pending wage increase).*

The Accreditation Manager will manage the Commission for Florida Law Enforcement Accreditation (CFA) process for the Fort Lauderdale Police Department. The incumbent will oversee policy development by reviewing, amending, and disseminating policies to all employees; perform staff inspections duties; and supervise members of the Staff Inspections/Accreditation Unit. The Accreditation Manager will independently perform complex administrative, analytical, and professional work under the general supervision of the Chief of Police with considerable latitude for the exercise of sound, independent judgment.

CREATE ONE NEW JOB CLASS AND DESIGNATE IT AS “ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER”:

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 **Nighttime Economy Manager** and to approve the designation of this new class as an “administrative assistant to the city manager” in the City’s non-classified service:

- *Class 0900M, Nighttime Economy Manager, Pay Grade M037, Management Category III (\$72,092.80 - \$114,171.20 – includes the 1.1% pending wage increase).*

The Nighttime Economy Manager will oversee citywide planning, management, resource allocation, and coordination of services needed to manage the activities of the City of Fort Lauderdale's nighttime economy. The incumbent will focus on sustaining a safe and vibrant social experience for residents and visitors by facilitating communication amongst diverse stakeholders involved in the hospitality community; anticipating and addressing quality of life issues; and coordinating with City departments and community stakeholders in short and long term planning efforts as related to nightlife/entertainment sector.

Responsibilities include assisting business district liaisons to anticipate and determine need for additional resources based on their level of activity (e.g. public safety, trash pick-up, transportation); connecting with other leaders, and experts in the field of nightlife planning and management to implement proactive outreach for intervention with at-risk businesses, including provision for early assistance resources, mentorship and education. There are ten (10) additional positions supporting Fort Lauderdale Nighttime Economy team and will report to the. The Nighttime Economy Manager will report directly to the City Manager.

AMEND PAY RANGE R-12 OF SCHEDULE VI OF THE PAY PLAN:

It is recommended that Schedule VI, Pay Range R-12, be increased from \$45,988.80 - \$46,904.00 to \$ \$56,305.60 - \$56,879.92 (includes the 1.1% pending wage increase).

The Local Government Management Fellowship Program is a highly competitive career-development opportunity is designed to generate interest in local government careers among recent master's program graduates. Selected Fellows are placed in a full-time management-track local government positions, shaped by direct mentorship under senior government leaders and rotational assignments. Fellows develop real-world management skills while participating in meaningful and important local government projects.

Fellows receive direct mentorship from senior local government managers.

The Senior Management Fellow participants at the City of Fort Lauderdale are assigned to the City Manager's Office and direct and execute large-scale performance and process improvement programs and projects. Their responsibilities include strategizing and partnering with departments to assist them in developing and maintaining process management and improvement systems; identifying, managing, and improving key processes; and developing and performing statistical and research studies. These duties are comparable in nature and complexity those of the Management Analyst and Senior Performance Analyst classifications and should paid similarly to those classifications.

GENERAL WAGE INCREASE AND MINIMUM WAGE ADJUSTMENTS:

It is recommended that, effective the first full pay period in October 2017, Schedule I, Schedule II, Schedule VI and Schedule 10 pay ranges along with applicable employee wage rates be modified by a 1.1% general wage increase. The general wage increase is based on the Consumer Price Index.

Resource Impact

There is no current fiscal year impact. Any associated impact with the general wage increase is contingent upon approval and appropriation of the FY 2018 budget.

Strategic Connections

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 .
 - Objective 1: Foster professional and rewarding careers
 - Initiative 4: Explore employee engagement tools
 - Initiative 5: Develop a succession planning program to ensure knowledge transfer for critical positions
 - Initiative 6: Improve the communication of City policies and procedures
- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
 - Objective 1: Foster professional and rewarding careers
 - 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*.

Attachment(s)

Exhibit 1 – Current Pay Schedule I
Exhibit 2 – Current Pay Schedule II
Exhibit 3 – Current Pay Schedule VI
Exhibit 4 – Current Pay Schedule 10
Exhibit 5 – Proposed Pay Schedule I
Exhibit 6 – Proposed Pay Schedule II
Exhibit 7 – Proposed Pay Schedule VI
Exhibit 8 – Proposed Pay Schedule 10

Prepared by: Grace Brown, Human Resources

Department Director: Averill Dorsett, Human Resources

9/06/2017
CAM #17-1017

Page 4 of 4