



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

#16-1036

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

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

DATE: September 7, 2016

TITLE: Ordinance Amending Schedule I of the Pay Plan Adjusting the Pay Grade of Two (2) Classifications and Creating Two (2) New Job Classifications; and Amending Schedules I, II and VI of the Pay Plan Providing for a One-Half of One Percent (0.5%) General Wage Increase to Employee Wage Rates and Salary Ranges Effective the First Full Pay Period in October 2016

Recommendation

It is recommended that the City Commission amend Schedule I of the Pay Plan adjusting the pay range of two classifications and creating two new classifications; and amend Schedules I, II, and VI of the Pay Plan providing for a one-half of one percent (0.5%) general wage increase to employees' wage rates as well as salary ranges effective the first full pay period in October 2016.

Background

Schedule I - AMEND THE PAY GRADE OF TWO (2) CLASSIFICATIONS

- *Change Class 0984M, Assistant Budget Manager, Management Category III, from Pay Grade M032 (\$62,712.00 - \$99,348.80) to Pay Grade M037 (\$70,948.80 - \$112,361.60)*

The complexity and size of the City's budget has increased making it more difficult to find and secure qualified talent including requirements to implement an Enterprise Resource Planning (ERP) System effective with the new fiscal year. The previous incumbent separated from employment with the City this past August due to this competitive disadvantage.

- *Change Class 945, Senior Assistant City Attorney from Pay Grade M055, Management Category I (\$110,676.80 - \$184,163.20 annually) to Pay Grade M058, Management Category I (\$119,121.60 - \$198,244.80 annually)*

The City Attorney recommends that the pay grade of the Senior Assistant City Attorney class be changed to M058. This class was created in 2005 and, except for general wage increases, has not been adjusted. As the City Attorney's Office has assumed more responsibilities, so has the incumbent Senior Assistant City Attorney, who has undertaken additional management and leadership roles. The City Attorney has not been able to provide a merit increase to the incumbent in this position since 2014 and would not be able to provide a merit increase in the future because of the limitation of the current pay range. As explained to the City Commission when the class was created, the Senior Assistant City Attorney is an experienced attorney who performs high-level and complex legal work under the direction of the City Attorney. In addition, the Senior Assistant City Attorney performs supervisory and mentoring functions, shares leadership responsibilities with the City Attorney, and is responsible for attorney training and continuing legal education.

Schedule I - CREATE TWO (2) NEW JOB CLASSIFICATIONS

- *Class 651M, Police Psychologist, Pay Grade M041, Management Category III (\$78,332.80 - \$124,009.60 annually)*

This is professional psychological services work for the City of Fort Lauderdale Police Department. Employees in this class are responsible for the application of professional psychological principles, theories and techniques to a variety of problems, circumstances and situations encountered in the provision of municipal police services. Responsibilities may include research and development of police training programs, referring departmental personnel and their families to sources of counseling and crisis intervention or administering those services. This position would also assess potential officer candidates and conduct research in that assessment.

- *Class 179, Assistant Manager, Procurement and Contracts, Pay Grade M037 Management Category III (\$70,948.80 - \$112,361.60 annually)*

This is highly responsible work of more than average difficulty performing complex and varied administrative work in the Procurement Division of the Finance Department. This position is responsible for negotiating, preparing, analyzing, reviewing, and revising contracts that involve the purchase, acquisition, or disposal by the City of goods and services. The Procurement Division is responsible for all purchasing related agenda items. Additionally, the division has the responsibility of managing construction and architectural/engineering services. This position will also assist the Manager of Procurement and Contracts with the day-to-day supervision and coordination of the operations of the division and for the review of complex contracts. Contract management is a critical component of the job.

Schedules I, II and VI – PROVIDE FOR GENERAL WAGE INCREASE

It is recommended that Schedule I, Schedule II and Schedule VI salary ranges, along with applicable employee wage rates, be increased by one-half of one percent (0.5%) effective the first full pay period in October 2016. This action is consistent with the provisions included in the respective Fraternal Order of Police (FOP), International Association of Fire Fighters (IAFF), Teamsters, and Federation collective bargaining agreements with the general wage increase based on the Consumer Price Index.

Resource Impact

There is no current fiscal year impact. There is an estimated impact of \$133,800 associated with the general wage increase which is contingent upon approval and appropriation of the FY 2017 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 9: Be the safest urban coastal City in South Florida through preventative and responsive police and fire protection.
 - Objective 1: Prevent and solve crime in all neighborhoods
 - Initiative 1: Continue to implement the Crime Reduction Strategy and Action Plan
 - Initiative 2: Continue to enhance daily crime meetings through Intelligence-Led Policing (ILP)
- Goal 11: Be a well-trained, innovative, and neighbor-centric workforce that builds community.
 - Objective 1: Foster professional and rewarding careers
 - Initiative 3: Research meaningful evaluation processes as well as goals and objectives setting for all employees
 - Initiative 4: Explore employee engagement tools
 - Initiative 5: Develop a succession-planning program to ensure knowledge transfer for critical positions
 - Objective 2: Improve employee safety and wellness
 - Initiative 1: Develop a City and department employee safety program to prevent injuries and costly claims
- 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.
- Initiative 7: Procure and advance implementation of an Enterprise Resource Planning (ERP) system
- Objective 2: Achieve excellent procurement services through technological advancements, improved procedures and outreach programs
 - Initiative 2: Routinely examine and improve procurement and payment processes
 - Initiative 3: Maintain the National Purchasing Institute Award of Excellence in Procurement
 - Initiative 5: Implement Spend Analysis software to achieve procurement efficiencies
 - Initiative 7: Expand use of departmental informal electronic quoting

Attachments

Exhibit 1 – Current Pay Schedule I: Supervisory, Professional, and Management Employees (PERC Exempt)

Exhibit 2 – Current Pay Schedule II: Non-bargaining Unit Confidential Employees

Exhibit 3 – Current Pay Schedule VI: Special Employees

Exhibit 4 – Proposed Pay Schedule I: Supervisory, Professional, and Management Employees (PERC Exempt)

Exhibit 5 – Proposed Pay Schedule II: Non-bargaining Unit Confidential Employees

Exhibit 6 – Proposed Pay Schedule VI: Special Employees

Exhibit 7 – Ordinance – Pay Plan

Prepared by: Stanley D. Hawthorne, City Manager's Office and Averill Dorsett, Human Resources

Department Director: Averill Dorsett, Human Resources