



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

#16-1206

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

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

DATE: October 5, 2016

TITLE: AN ORDINANCE CREATING NEW CLASSES AND ADOPTING
SCHEDULE X OF THE CITY OF FORT LAUDERDALE PAY PLAN AND
AMENDING SECTION 20-83 OF THE CODE OF ORDINANCES OF THE
CITY OF FORT LAUDERDALE BY DESIGNATING THOSE CLASSES AS
ADMINISTRATIVE ASSISTANTS TO THE CITY MANAGER

Recommendation

It is recommended that the City Commission create several new classes that will incorporate the following positions in the Community Redevelopment Agency (CRA): CRA Administrative Specialist, CRA Economic Development Program Aide, CRA Accounting Clerk, CRA Administrative Aide, CRA Project Coordinator, CRA Housing and Economic Development Assistant, CRA Planner, CRA Project Manager, CRA Business Manager, CRA Senior Project Manager, CRA Housing and Economic Development Manager. It is further recommended that the City Commission adopt an ordinance amending Section 20-83 of the Code of Ordinances of the City of Fort Lauderdale by designating these classes as "Administrative Assistants to the City Manager". Additionally, the City Commission should also amend the City's Pay Plan to include Schedule X and adopt the Classification and Compensation Structure as the schedule of salary ranges and allowances for CRA employees.

Background

While the CRA has been in existence for a number of years, the employment status of some of the individuals who perform work for the CRA has been unclear. Therefore, the CRA Board took several actions in 2016 to clarify the organizational structure of the CRA.

On February 16, 2016, the CRA Board approved the revision to the CRA By-Laws. On March 15, 2016, the Board approved the CRA Budget Appropriation to allow the CRA to hire staff. At the April 5, 2016 CRA Board Meeting, the Board approved the revised organizational structure for the Community Redevelopment Agency. On May 3, 2016, the Board approved the Classification and Compensation Structure for the six new CRA positions.

On June 7, 2016 the CRA Board deferred approving the Classification and Compensation Structure for the remaining seven existing CRA full time employees (FTEs) to allow staff to verify the benefit packages with the City's Human Resources

Department (HR). Of those seven existing FTEs, five are City employees. HR confirmed that the benefit packages for CRA employees are identical to City employees at the same level. It is necessary to make all of the CRA employees city employees in order to give them access to City benefits such as health insurance and the defined contribution plan, on a pre-tax basis.

The amendment of Section 20-83 and amendment of the Pay Plan by adding Schedule X to include the CRA positions will give the individuals who work in these positions status as City employees, entitled to the benefits as detailed in the Pay Plan. These positions will be non-classified and will end when the respective CRAs sunset.

ELEVEN (11) NEW CLASSES:

- *Class CRA100, CRA Administrative Specialist, Pay Grade CR1N (\$38,896.00 to \$57,200.00 annually).*
- *Class CRA101, CRA Economic Development Program Aide, Pay Grade CR2N (\$41,558.40 to \$55,972.80 annually).*
- *Class CRA102, CRA Accounting Clerk, Pay Grade CR3N (\$41,932.80 to \$61,588.80 annually).*
- *Class CRA103, CRA Administrative Aide, Pay Grade CR4N (\$44,033.60 to \$64,708.80 annually).*
- *Class CRA104, CRA Project Coordinator, Pay Grade CR01, Management Category V (\$50,502.40 to \$76,044.80 annually).*
- *Class CRA105, CRA Housing & Economic Development Assistant, Pay Grade CR02, Management Category V (\$57,969.60 to \$79,913.60 annually).*
- *Class CRA106, CRA Planner, Pay Grade CR03, Management Category IV (\$64,001.60 to \$90,438.40 annually).*
- *Class CRA107, CRA Project Manager, Pay Grade CR04, Management Category IV (\$70,616.00 to \$99,819.20 annually).*
- *Class CRA108, CRA Business Manager, Pay Grade CR05, Management Category III (\$66,227.20 to \$104,852.80 annually).*
- *Class CRA109, CRA Senior Project Manager, Pay Grade CR06, Management Category III (\$77,958.40 to \$112,902.40 annually).*
- *Class CRA110, CRA Housing & Economic Development Manager, Pay Grade CR07 (\$71,302.40 to \$112,923.20 annually).*

AMENDMENT TO SECTION 20-83 BY DESIGNATING ELEVEN (11) CLASSIFICATIONS AS "ADMINISTRATIVE ASSISTANTS TO THE CITY MANAGER":

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 clarify the non-classified service jobs and functions in the City Manager’s Office that are within the above described category. Additional classifications in the City Manager’s Office have also since been designated as “administrative assistants to the city manager.”

It is recommended that the City Commission approve the designation of CRA Administrative Specialist, CRA Economic Development Program Aide, CRA Accounting Clerk, CRA Administrative Aide, CRA Project Coordinator, CRA Housing and Economic Development Assistant, CRA Planner, CRA Project Manager, CRA Business Manager, CRA Senior Project Manager, CRA Housing and Economic Development as “administrative assistants to the city manager,” by amending Section 20-83 of the Code of Ordinances of the City of Fort Lauderdale.

As these classifications will be “professional managerial and administrative employees in the office of the city manager,” pursuant to City Charter Section 4.07, they shall be in the exempt service.

The CRA Classification and Compensation Plan, which includes a list of positions, pay ranges, and management benefits included in Schedule X, is attached as Exhibit 1. The City’s Human Resources Department has reviewed and approved this exhibit.

Resource Impact

There will be no fiscal impact to the general fund.

Strategic Connections

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

- Goal 5: Be a community of strong, beautiful and healthy neighborhoods.
- Goal 6: Be an inclusive community made up of distinct, complementary, and diverse neighborhoods.

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

Attachment:

Exhibit 1 - CRA Classification and Compensation Plan

Prepared by: Averill Dorsett, Human Resources Director, and Grace Brown, Acting Classification and Compensation Manager

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