



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

**#18-0456**

---

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

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

**DATE:** May 1, 2018

**TITLE:** Ordinance Amending Schedule I of the Pay Plan by Revising the Title of One (1) Class; Amending Section 20-83 of the Code of Ordinances of the City of Fort Lauderdale, Florida, by Designating One (1) Class as an Administrative Assistant to the City Manager

---

**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 revising the title of one (1) class;

**(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

**Background**

The Code Compliance Division of the Department of Sustainable Development is renamed the Community Enhancement and Compliance Division. The division was renamed with the approved FY 2018 Budget. The name change was made to highlight the focus and priority of the group. It is recommended that the City Commission amend the following Schedule of the Pay Plan by changing the title associated with the division:

Amend Schedule I (Supervisory, Professional, and Management employees – P.E.R.C. Exempt) of the Pay Plan by revising the title of the Community Inspections Manager (Job Code 0644M) to Code Compliance 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 service and may be suspended, demoted or removed by the city manager. Further, this section states that the provisions of the city's pay plan shall establish the compensation of such members of the city manager's staff who are in the exempt service.

Charter Section 6.02, Classified and nonclassified service, enumerates the positions and levels that are in the nonclassified service including the category of “administrative assistants to the city manager.”

It is recommended that the City Commission amend Section 20-83 of the Code of Ordinances to include Class 0806M, Housing and Community Development Program Manager, and to approve the designation of this class as an “administrative assistant to the city manager” in the City’s nonclassified service.

### **Resource Impact**

There is no current fiscal impact to the City for the requested title changes or for designating the position as administrative assistant to the City Manager.

### **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**

Exhibit 1 - Ordinance

---

Prepared by: Grace Brown, Human Resources

Department Director: Averill Dorsett, Human Resources