



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

#18-1199

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

FROM: Lee Feldman, ICMA-CM, City Manager

DATE: November 6, 2018

TITLE: Ordinance Repealing Classification Schedules I [Supervisory, Professional, and Management Employees – Public Employees Relations Commission (PERC) Exempt], II [Non-Bargaining Unit (Confidential) General Employees], X [Non-Bargaining Unit Community Redevelopment Agency (CRA) Employees], and Corresponding Pay Range Schedules I(h), II(h), and 10(b) of the Pay Plan of the City of Fort Lauderdale, Florida; Adopting a New Classification and Compensation Plan Including a Classification Table and Compensation Table; and Authorizing the City Manager to Adjust Pay Grades Assigned to Classifications Subject to a Notice and Call-Up Procedure

Recommendation

It is recommended that the City Commission adopt an ordinance to repeal classification schedules I [supervisory, professional, and management employees – PERC exempt], II [non-bargaining unit (Confidential) general employees], X [non-bargaining unit Community Redevelopment Agency (CRA) employees], and corresponding pay range schedules I(h), II(h), and 10(b) of the Pay Plan of the City of Fort Lauderdale, Florida; adopting a new classification and compensation plan including a classification table and compensation table; and authorizing the City Manager to adjust pay grades assigned to classifications subject to a notice and call-up procedure.

Background

Section 20-64(a) of the Code of Ordinance of the City of Fort Lauderdale provides:

The city manager shall make or cause to have made such comparative studies as he deems necessary of the factors affecting the level of salary ranges prior to the preparation of the annual budget as well as at other times. On the basis of information derived from such studies, the city manager shall recommend to the city commission such changes in salary ranges as he deems necessary to maintain the fairness and adequacy of the overall salary structure.

In 2016, the City of Fort Lauderdale hired The Segal Company to conduct a Classification and Compensation study. The overall goal of the study included: internal structure alignment, simplifying classification structures, identifying paths for career progression,

assessing recruitment and retention needs, and analyzing minimum qualifications to facilitate recruitment of talent. The Segal Company conducted a salary survey of the regional labor market, evaluated existing jobs and organizational structure and developed new job descriptions and career ladders.

The attached Exhibit 4 reflects the results of the study and the recommended Classification Plan that encompasses new and revised classification titles. The Compensation Plan, Exhibit 8, is based on market salary survey results of the south Florida tri-county area at the 75th percentile (top twenty five percent of market). The City desires a competitive position in the market to attract talented applicants and retain community builders.

Section 20-64(b) of the Code of Ordinances for the City of Fort Lauderdale provides:

The rate of pay for each employee shall be adjusted, as determined by the city manager on the advice of the personnel director, to a step in the salary range for the class to which his position is allocated which is equal to or greater than the current rate of pay, provided that any employee receiving a salary in excess of the maximum rate shall receive no further increase except as provided in section 20-67. Conversely, an incumbent will not receive a deduction in pay from a downward reclassification action concerning his position.

For purposes of salary administration, the Human Resources Director may seek approval from the City Manager to adjust pay when restructuring or reorganizing classifications within a department, or competing for critical or key positions within the competitive labor market. It is recommended that the City Manager, upon the recommendation of the Director of Human Resources, or at the request of the City Attorney or the City Auditor or the City Clerk with respect to employees of their respective offices, be authorized to adjust pay grades assigned to classification titles.

The City Manager, before adjusting any pay grade assigned to a classification title, shall notify the City Commission in writing. The Mayor or any City Commissioner may, within fourteen days from the date of the City Manager's notice, direct the City Manager to schedule such proposed pay grade adjustment for consideration by the City Commission at a regular meeting of the City Commission. The City Commission's decision on the proposed pay grade adjustment shall be by motion.

Any incumbent employee whose management category converts to Management Category 1 as a result of this Ordinance may elect irrevocably on or before December 5, 2018, to be classified as Management Category 2 until he or she leaves City employment or until he or she vacates his or her position. Any incumbent employee whose position is classified as an Administrative Assistant to the City Manager as a result of this Ordinance may elect irrevocably on or before December 5, 2018, to not be classified as an Administrative Assistant to the City Manager until he or she leaves City employment or until he or she vacates his or her position.

Resource Impact

There is an estimated impact of \$323,211 associated with the changes to the City's classification and compensation tables that was approved and appropriated in the FY 2019 Budget. The amounts, by fund, are summarized in the resource table below:

Fund	Total
General Fund	213,009
Housing and Community Development Grants	2,937
Building Permits	36,803
Sanitation	2,842
Water & Sewer	21,173
Central Regional Wastewater	2,842
Parking	6,201
Airport	10,201
Stormwater	1,809
City Insurance	7,259
Self-Insured Health Benefits	1,163
Central Services	16,973
Total	\$ 323,211

Strategic Connection

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 builds community
 - Objective 1: Foster professional and rewarding careers
 - Objective 3: To continuously improve and innovate communication and service delivery
 - Initiative 4: Explore employee engagement tools
 - Initiative 5: Develop a succession planning program to ensure knowledge transfer for critical positions
- 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

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

Attachments

- Exhibit 1 - Current Classification Structure – Schedule I
 - Exhibit 2 - Current Classification Structure – Schedule II
 - Exhibit 3 - Current Classification Structure – Schedule 10
 - Exhibit 4 - Proposed Classification Table
 - Exhibit 5 - Current Pay Schedule I(h)
 - Exhibit 6 - Current Pay Schedule II(h)
 - Exhibit 7 - Current Pay Schedule 10(b)
 - Exhibit 8 - Proposed Compensation Table
 - Exhibit 9 - Classification and Compensation Plan Overview
 - Exhibit10 - Segal Waters Consulting 2018 Total Compensation Survey Results –
General Employees – Defined Benefit
 - Exhibit 11 - Segal Waters Consulting 2018 Total Compensation Survey Results –
General Employees – Defined Contribution
 - Exhibit 12 - Current Classification Structure – Schedule VI
 - Exhibit 13 - Schedule VI(b)
 - Exhibit 14 - Ordinance
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Prepared by: Grace Brown, Human Resources

Department Director: Tarlesha Smith, Human Resources