



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

#19-0454

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

FROM: Christopher Lagerbloom, City Manager

DATE: May 7, 2019

TITLE: Ordinance Amending the Non-Bargaining Unit Classification Table of the Pay Plan of the City of Fort Lauderdale, Florida by Creating Two (2) New Classifications and Revising the Title of One (1) Classification; 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; and Replacing Schedules VI and VI (b) of the Pay Plan with Revised Consolidated Schedule VI - **(Commission Districts 1, 2, 3 and 4)**

Recommendation

It is recommended that the City Commission adopt an ordinance amending the Non-Bargaining Unit Classification Table of the Pay Plan by creating two (2) new classifications; revising the title of one (1) classification; 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; and replacing Schedules VI and VI (b) of the Pay Plan with revised consolidated Schedule VI.

Background

- **Adding Two (2) New Classifications to the Non-Bargaining Unit Compensation Table:**

Class NB216, CRA Senior Administrative Assistant, Pay Grade G008, Management Category 4, (\$53,299.49 - \$82,634.38 annually)

The Community Redevelopment Agency (CRA) requests the Senior Administrative Assistant classification be added to the CRA to fulfill the business operation skill set needed to successfully execute initiatives outlined in the CRA Plan including departmental operations, fiscal and personnel activities for Northwest Progresso Flagler Heights, Central Beach, Central City CRAs and Beach Business Improvement District. This classification will meet the more comprehensive need for a wide range of skilled professional staff members that can focus on assisting the CRA Business Manager with high level business operations functions.

Class NB217, Deputy City Manager, Pay Grade M020, Management Category 1, (\$134,023.49 - \$227,844.18 annually)

The Deputy City Manager will be a critical and highly visible leader on the Executive Strategy Team. In addition to assisting the City Manager in various administrative areas, the Deputy City Manager's primary responsibility includes overall policy development, program planning, fiscal management, and administration of the operations departments in the City. The incumbent will provide professional advice to Department Heads; review and recommend proposed legislation; make presentations to councils, boards, commissions, civic groups and the general public. Prepare a variety of studies, reports and related information for decision-making purposes. The Deputy City Manager serves in the absence of the City Manager as needed and performs related work as assigned by the City Manager.

▪ **Revising the Title of One (1) Job Class:**

Class NB186, Surveyor, Pay Grade G011, Management Category 2 (\$72,912.68 - \$113,009.35 annually) title to be changed to City Surveyor (same Class Number, Pay Grade and Management Category)

The City Surveyor title was changed to Surveyor as a result of the Classification and Compensation Study. The City Surveyor title is recognized within city government as the position responsible for all survey work done by the surveying section of the Engineering Division of the Public Works Department. The employee works independently in directing the conduct and preparation of surveys, plats, plans and calculations without technical supervision. The Department Director is requesting that the Surveyor title be changed back to its original title of City Surveyor.

▪ **Amend Section 20-83 of the Code of Ordinances:**

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, including Administrative assistants to the city manager.

It is recommended that the City Commission amend Section 20-83 of the Code of Ordinances to designate the new CRA Senior Administrative Assistant classification as an Administrative Assistant to the City Manager in the City's non-classified service.

▪ **Revised Scheduled VI - Adding Eleven (11) New Classifications to Schedule VI (Special Employees) and adjusting Pay Ranges**

Currently the Parks and Recreation Department has approximately 187 positions working greater than one hour but less than fifteen (15) hours per week (average over a year). These temporary positions are offered to current City employees which caused the number of positions held by some employees to increase from one (1) to up to eight (8) (each position held is paid from different funding sources based on location worked). This process makes it administratively difficult for tracking time and processing payroll.

A staffing analysis was conducted by the Human Resources Department and Budget Office to determine the number and type of staffing needed for seasonal and year round recreation programs. As a result of this analysis, the Budget Office recommended that funding be reallocated from the sourcing accounts and placed in one account from which all part-time/temporary employees' salaries would be paid. Recreation Staff also defined position titles based on education, skill set and/or certification needed for recreation programs.

The Recreation Division of the Parks and Recreation Department is requesting the following job classes and pay ranges be added to Schedule VI (Special Employees) of the Pay Plan:

- Recreation Bus Driver, Job Code 0727S, Pay Grade R-3 (\$11.85 - \$22.16 hourly)
- Recreation Camp Director, Job Code 0728S, Pay Grade R-7 (\$14.00 - \$23.00 hourly)
- Recreation Clerk, Job Code 0729S, Pay Grade R-3 (\$11.85 - \$22.16 hourly)
- Recreation Lifeguard I, Job Code 0730S, Pay Grade R-3 (\$11.85 - \$22.16 hourly)
- Recreation Lifeguard II, Job Code 0731S, Pay Grade R-8 (\$17.00 to \$25.00 hourly)
- Recreation Maintenance Worker, Job Code 0732S, Pay Grade R-3 (\$11.85 - \$22.16 hourly)
- Recreation Pool Technician, Job Code 0733S, Pay Grade R-3 (\$11.85 - \$22.16 hourly)
- Recreation Specialist I, Job Code 0734S, Pay Grade R-3 (\$11.85 - \$22.16 hourly)
- Recreation Specialist II, Job Code 0735S, Pay Grade R-7 (\$14.00 - \$23.00 hourly)
- Recreation Specialist III, Job Code 0736S, Pay Grade R-8 (\$17.00 to \$25.00 hourly)
- Temporary Worker, Job Code 0740S, Pay Grade R-6 (\$10.50 to \$26.89 hourly)

The pay ranges of Schedule VI of the Pay Plan have been updated to amounts above the Florida 2019 Minimum Wage amount of \$8.46 and the minimum salary set by the Parks and Recreation Department for part-time and temporary employees.

Resource Impact

There is no fiscal impact to the proposed changes.

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 Schedules VI and VI(b)

Exhibit 2 – Revised Schedule VI

Exhibit 3 – Ordinance

Prepared by: Grace Brown, Human Resources

Department Director: Tarlesha W. Smith, Esq., Human Resources