



AGENDA ITEM REQUEST FORM

Town Manager

Connie Hoffmann *CH*

Department Submitting Request

Dept Head's Signature

REGULAR
COMMISSION MTG
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

ROUNDTABLE/
SPECIAL MEETING
Meeting Dates / TIME

DEADLINE TO
Town Clerk
7 Days Prior (noon)

- July 12, 2011
- July 26, 2011 SPECIAL BUDGET 5:30 PM
- July 26, 2011
- Aug 23, 2011
- Sept 12, 2011 1st PUBLIC HEARING
- Sept 13, 2011
- Sept 26, 2011 2nd PUBLIC HEARING
- Sept 27, 2011

- July 01 (5:00 pm)
- July 15 (5:00 pm)
- July 15 (5:00 pm)
- Aug 12 (5:00 pm)
- Sept 01 (5:00 pm)
- Sept 02 (5:00 pm)
- Sept 15 (5:00 pm)
- Sept 16 (5:00 pm)

- Insert Date/Time

- Presentation
- Resolution
- Reports
- Quasi Judicial
- Consent
- Old Business
- Ordinance
- New Business

FY2011 DESIGNATED HIGH PRIORITY ITEM
PRIORITY TOPIC:

SUBJECT TITLE: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, ADOPTING A REVISED PAY PLAN; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

EXPLANATION: Assuming that the Commission is in agreement with the inclusion of the Business Development/Marketing Manager and Capital Projects Manager positions in the FY 12 proposed budget, I would like to begin recruiting for those positions in August as it usually takes twelve weeks from starting to advertise a professional position to the person actually starting to work. Neither job classification is in the pay plan, so we need to amend the pay plan to include them. I propose to place both classifications in Pay Range 122 (\$52,877-\$79,315). I've attached salary survey data from 2009 for Project Engineers & Project Managers which would indicate that pay range is appropriate. I was not able to find survey data for the Business Development/Marketing Manager position in the public sector, so I relied on RMA's advice based on their recent recruiting experience for a similar position.

In reviewing the pay plan, there are some other changes that need to be made for internal equity considerations, to eliminate errors that exist in the current plan (the same classifications appearing in two different salary ranges), and to eliminate job classifications that we are unlikely to be using over the next several years. I propose to move the Zoning & Code Supervisor and Public Information Officer classifications to lower pay ranges for internal equity reasons, however, that change will have no effect on the salaries of the two incumbents, as neither of them are at or near the top of their pay range currently. The third classification to be moved to a lower pay range, Maintenance Worker III, is not filled at the moment.

I propose eliminating the Fire Administrator, Fire Marshall, Planning & Zoning Administrator, Human Resource/Risk Manager, Arborist, Chief Deputy Clerk, and Administrative Secretary classifications entirely as we do not currently use those titles and have no plans to use them.

The Maintenance Supervisor classifications was listed twice in different pay ranges; I've kept it at the lower range (which is the range the incumbent is in), and eliminated the other.



AGENDA ITEM REQUEST FORM

Item No. _____

Town Manager

Department Submitting Request

Connie Hoffmann

Dept Head's Signature

RECOMMENDATION: Adopt the Resolution Revising the Pay Plan

**EXHIBITS: Resolution
Current Pay Plan with Changes Proposed
Salary Survey for Project Engineer/Manager**

Reviewed by Town Attorney

Yes No

Town Manager Initials

CH

RESOLUTION 2011-___

1 **A RESOLUTION OF THE TOWN COMMISSION OF THE**
2 **TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA,**
3 **ADOPTING A REVISED PAY PLAN; PROVIDING FOR**
4 **SEVERABILITY; PROVIDING FOR CONFLICTS;**
5 **PROVIDING AN EFFECTIVE DATE.**

6
7 **WHEREAS**, the Town Manager is responsible for the proper administration of the
8 affairs of the Town, including the management and supervision over all departments and
9 personnel and financial matters; and

10 **WHEREAS**, the Town Commission has adopted pay plans to provide pay ranges and
11 grades for employees to guide the Town Manager and provide budgeting guidelines; and

12 **WHEREAS**, the Town Commission desires to amend the pay plan to provide for new
13 positions, eliminate unused and outdated positions and duplications, and adjust various pay
14 ranges to provide internal equitable consideration; and

15 **WHEREAS**, the Town Commission finds it is in the best interests of the Town to adopt
16 the new proposed Pay Plan.

17 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF**
18 **THE TOWN OF LAUDERDALE BY THE SEA, FLORIDA, THAT:**

19 **Section 1. Recitals.** The foregoing “Whereas” clauses are hereby ratified and
20 confirmed by the Town Commission, and incorporated herein.

21 **Section 2. Adoption of Pay Plan.** The Town Commission of the Town of
22 Lauderdale-By-The-Sea, Florida, hereby adopts the Pay Plan as revised and set forth in the Pay
23 Plan attached hereto as Exhibit “A”.

24 **Section 3. Implementation.** The Town Manager or his or her designee and the
25 Town Attorney are authorized to take all actions necessary to implement the terms of the new

RESOLUTION 2011-

26 Pay Plan.

27 **Section 4. Severability.** If any clause, section, or other part of this Resolution shall
28 be held by any Court of competent jurisdiction to be unconstitutional or invalid, such
29 unconstitutional or invalid part shall be considered as eliminated and in no way affecting the
30 validity of the other provisions of this Resolution.

31 **Section 5. Conflict.** All Resolutions or parts of Resolutions in conflict herewith are
32 hereby repealed to the extent of such conflict.

33 **Section 6. Effective Date.** This Resolution shall become effective immediately upon
34 its passage and adoption.

35 **PASSED AND ADOPTED** this ____ day of _____, 2011.

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MAYOR ROSEANN MINNET

40 ATTEST

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44 _____
June White, Town Clerk, CMC

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46 APPROVED AS TO FORM:

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50 _____
Susan L. Trevarthen, Town Attorney

RESOLUTION 2011-_____ – EXHIBIT A

Pay Plan

Town of Lauderdale-By-The-Sea
Job Classification List - Grade Order
Fiscal Year 2010/2011

<u>Grade</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>FLSA</u>		<u>Job Code and Title</u>	
109	28,041.51	35,052.21	42,062.90	N	2008	OFFICE SPECIALIST	
110	29,443.65	36,804.88	44,166.11	N	4003	MAINTENANCE WORKER I	
				N	6001	PARKING METER TECHNICIAN	
112	32,462.07	40,576.64	48,692.47	N	1008	ACCOUNTING SPECIALIST	
				N	2006	ADMINISTRATIVE SECRETARY	
				N	4004	MAINTENANCE WORKER II	
				N	5001	PARKING ENFORCEMENT OFFICER	
				N	2014	SENIOR OFFICE SPECIALIST	
113	34,085.17	42,605.47	51,127.09	N	4000	MAINTENANCE WORKER III	
114	35,788.97	44,735.89	53,684.09	N	3006	CODE COMPLIANCE OFFICER	
				N	4000	MAINTENANCE WORKER III	06/13/06
				N	5002	SENIOR PARKING ENFORCEMENT OFFICER	
117	41,430.67	51,787.38	62,145.36	E	3001	CODE COMPLIANCE SUPERVISOR	
				N	1007	DEPUTY CITY CLERK	
				E	1006	EXECUTIVE ASSISTANT SECRETARY	
				E	5003	PARKING ENFORCEMENT SUPERVISOR	03/28/08
119	45,676.60	57,096.39	68,514.90	E	4400	ARBORIST	
				E	3002	CHIEF DEPUTY CLERK	
				N	2010	SPECIAL PROJECTS COORDINATOR	
120	47,960.81	59,950.38	71,941.22	N	4002	MAINTENANCE SUPERVISOR	07/24/07
				N	4006	COMMUNITY STANDARDS SUPERVISOR	
				N	2050	PUBLIC INFORMATION OFFICER	
121	50,358.47	62,948.40	75,538.34	N	1005	ACCOUNTANT I	
122	52,877.22	66,095.57	79,315.19	N	4040	HUMAN RESOURCE / RISK MANAGER	07/24/07
				N	4002	MAINTENANCE SUPERVISOR	07/24/07
				E	TBD	BUSINESS DEVELOP/MARKETING MGR	
				N	2050	PUBLIC INFORMATION OFFICER	
				E	TBD	CAPITAL PROJECT MANAGER	
				E	TBD	ZONING & CODE COMPLIANCE SUPERVISOR	
124	55,521.08	69,400.35	83,343.95	E	4007	ASSISTANT MUNICIPAL SERVICES DIRECTOR	
125	61,211.03	76,514.74	91,817.18	E	1002	TOWN CLERK	
				E	3005	ZONING & CODE COMPLIANCE SUPERVISOR	
				E	3008	PLANNING & ZONING ADMINISTRATOR	11/21/05
				E	2030	ASSISTANT TO THE TOWN MANAGER	07/24/07
126	64,271.51	80,340.03	96,407.27	E	4001	MUNICIPAL SERVICES DIRECTOR	
				E	4005	TOWN PLANNER	
128	70,860.29	88,574.41	106,289.80	E	7002	FIRE ADMINISTRATOR	
				E	3007	DEVELOPMENT SERVICES DIRECTOR	
130	78,123.38	97,653.90	117,184.43	E	7004	FIRE CHIEF	
131	82,028.97	102,535.89	123,044.09	E	1001	ASST. TOWN MANAGER	
				E	1003	DIRECTOR OF FINANCE / BUDGET	07/24/07
				E		FIRE MARSHAL	06/23/08
138	115,422.83	144,278.86	173,134.88	E	1234	TOWN MANAGER	

History of C.O.L.A. applies to Wage Schedule

- FY 2005/06 5 % C.O.L.A.
- FY 2006/07 5 % C.O.L.A.
- FY 2007/08 3.7 % C.O.L.A.
- FY 2008/09 5.5 % C.O.L.A. - No COLA for Town Commission
- FY 2009/10 2.5% Salary Adjustment - No COLA for Town Commission; No salary Adj. for Town Mgr, Asst Town Mgr & Dept Heads
- FY 2010/11 No COLA for anyone

Engineer/Project Engineer 2009 SALARY SURVEY

<u>Employer</u>	<u>Title</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u># of Positions</u>	<u>Aver. Actual Salary</u>
Palm Beach County	Professional Engineer	\$68,551	\$88,861	\$109,171	24	\$82,495
Town of Palm Beach	Project Engineer (P.E.)	\$68,154	\$86,299	\$104,444	2	\$97,439
City of Tamarac	Project Engineer	\$58,341	\$78,331	\$98,320	1	\$75,824
City of Boynton Beach	Engineer	\$62,361	\$77,952	\$93,542	1	\$77,969
School District of Palm Beach County	Engineer	\$63,360	\$77,447	\$91,533	7	\$85,937
City of Parkland	Engineering Projects Manager	\$62,492	\$77,178	\$91,864	1	\$69,313
City of Riviera Beach	UTILITIES ENGINEER	\$61,348	\$76,681	\$92,013	1	\$80,000
City of Coconut Creek	Engineer	\$55,911	\$73,495	\$91,078	2	\$63,956
City of Oakland Park	Project Manager	\$57,414	\$72,389	\$87,363	2	\$72,388
City of Plantation	Engineer II	\$55,655	\$72,184	\$88,713	2	\$77,940
City of West Palm Beach	Project Engineer	\$57,689	\$72,111	\$86,534	2	\$67,515
City of Fort Lauderdale	Project Engineer	\$59,654	\$71,947	\$84,240	11	\$79,783
City of Deerfield Beach	Project Engineer	\$56,800	\$71,000	\$85,200	1	\$85,207
Town of Davie	Engineer II	\$59,405	\$69,507	\$79,608	0	\$0
City of Pompano Beach	CIVIL ENGINEER II	\$56,773	\$68,329	\$79,885	1	\$79,885
Town of Jupiter	Engineer	\$54,243	\$67,803	\$81,363	1	\$71,751
City of Miramar	Civil Engineer III	\$50,268	\$67,604	\$84,940	2	\$60,176
City of Sunrise	S	\$54,637	\$64,978	\$75,318	1	\$83,187
Village of Royal Palm Beach	Project Engineer	\$49,891	\$61,719	\$73,546	1	\$59,087
City of Coral Springs	Utilities Engineer	\$48,000	\$59,000	\$70,000	0	
City of Hallandale Beach	Engineer I Construction	\$52,312	\$58,822	\$65,332	4	\$58,230
City of Boca Raton	Project Manager	\$43,993	\$58,185	\$72,377	1	\$72,377

\$68,203