



AGENDA ITEM MEMORADUM

Town Manager's Office

Connie Hoffmann

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> Jan 10, 2012	Dec 30 th
<input type="checkbox"/> Jan 17, 2012 SPECIAL COMMISSION MEETING	Jan 6
<input type="checkbox"/> Jan 24, 2012	Jan 13
<input type="checkbox"/> Feb 14, 2012	Feb 3
<input type="checkbox"/> Feb 28, 2012	Feb 17

***Subject to Change**

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

FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: A RESOLUTION MODIFYING THE TOWN'S PAY PLAN

EXPLANATION: We would like to add two classifications to the Pay Plan- Intern and Planning Technician – so that we have the ability, when appropriate, to bring individuals in these capacities on as temporary employees rather than hire them as contractors.

RECOMMENDATION: Adopt a Resolution modifying the Pay Plan to add the classifications of Intern and Planning Technician.

EXHIBIT(S): Resolution 2012-3
Modified FY 2012 Pay Plan

Reviewed by Town Attorney
 Yes No

Town Manager Initials CH

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RESOLUTION 2011-03

**A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-
THE-SEA, FLORIDA, APPROVING AND
INCORPORATING CHANGES IN THE TOWN'S PAY
PLAN BY ADDING TWO POSITIONS TO THE PLAN;
PROVIDING FOR REPEAL OF ANY CONFLICTING
RESOLUTION, SEVERABILITY, AND AN EFFECTIVE
DATE.**

12 **WHEREAS**, the Town of Lauderdale-By-The-Sea ("Town") is responsible for the
13 proper administration of the affairs of the Town, including management and supervision over all
14 departments, personnel and financial matters; and

15 **WHEREAS**, the Town Commission has previously adopted pay plans to provide pay
16 ranges and grades for employees to guide the Town Manager and provide budgeting guidelines;
17 and

18 **WHEREAS**, the Town Commission desires to amend the current pay plan to provide
19 two new positions in keeping with keeping with Town needs and goals; and

20 **WHEREAS**, the Town Commission finds it is in the best interest of the Town to adopt a
21 revised Pay Plan as attached hereto.

22 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF
23 THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA:**

24 **Section 1.** **Recitals.** Each "WHEREAS" clause set forth is true and correct, and herein
25 incorporated by this reference.

26 **Section 2.** **Adoption of Pay Plan.** The Town Commission of the Town of Lauderdale-
27 By-The-Sea, Florida, hereby adopts the Pay Plan as revised and set forth in the attached Exhibit
"A".

28 **Section 3. Implementation.** The Town Manager or her designee and the Town
29 Attorney are authorized to take all actions necessary to implement the new positions of the
30 attached Pay Plan.

31 **Section 4. Conflict.** All resolutions or parts of resolution in conflict herewith are
32 hereby repealed to the extent of such conflict.

33 **Section 5. Severability.** If any clause, section or other part of this resolution shall be
34 held by any court of competent jurisdiction to be unconstitutional or invalid, such
35 unconstitutional or invalid part shall be considered as eliminated and in no way affecting the
36 validity of the other provisions of this resolution.

37 **Section 6. Effective Date.** This resolution shall become effective immediately upon
38 its passage.

39 **PASSED AND ADOPTED** this _____ day of _____, 2012.

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Mayor Roseann Minnet

Attest:

June White CMC, Town Clerk
(CORPORATE SEAL)

APPROVED AS TO FORM:

Susan L. Trevarthen, Town Attorney

Exhibit A

**Town of Lauderdale-By-The-Sea
Job Classification List - Grade Order
Fiscal Year 2011/2012**

Grade	Annual Salary Range			FLSA		Job Code and Title	Date Modified
	Minimum	Mid-Point	Maximum				
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	1012	INTERN	
				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	5002	SENIOR PARKING ENFORCEMENT OFFICER	
117	41,430.67	51,787.38	62,145.36	E	3001	CODE COMPLIANCE SUPERVISOR	
				N	1007	DEPUTY TOWN CLERK	
				E	1006	EXECUTIVE ASSISTANT	
				E	5003	PARKING ENFORCEMENT SUPERVISOR	03/28/08
				N	2015	PLANNING TECHNICIAN	
119	45,676.60	57,096.39	68,514.90	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	E	TBD	CAPITAL PROJECTS MANAGER	07/26/11
				E	TBD	ZONING & CODE COMPLIANCE SUPERVISOR	
				E	TBD	MARKETING MANAGER	07/26/11
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	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	3007	DEVELOPMENT SERVICES DIRECTOR	
130	78,123.38	97,653.90	117,184.43				
131	82,028.97	102,535.89	123,044.09	E	1001	ASST. TOWN MANAGER	
				E	1003	DIRECTOR OF FINANCE / BUDGET	07/24/07
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

\\clerk-server\Users\glennm[Copy of Pay Plan FY 2012 Ex A.xlsx]Hourly Rates