

MINUTES OF MEETING
DANIA BEACH CITY COMMISSION
WORKSHOP – CLASSIFICATION & COMPENSATION STUDY/
CITY COMMISSION BUDGET
FRIDAY, APRIL 19, 2019 – 11:00 A.M.

1. Call to Order/Roll Call

Mayor Lewellen called the meeting to order at 11:02 a.m.

Present:

Mayor:	Lori Lewellen
Vice-Mayor:	Lauren Odman
Commissioners:	Chickie Brandimarte Bill Harris Tamara James
City Manager:	Ana M. Garcia, ICMA-CM
City Attorney:	Thomas J. Ansbro
City Clerk:	Thomas Schneider

2. Items for Discussion

2.1 Classification and Compensation Study

City Manager Garcia noted staff has assessed the report over the past several weeks; we want to be sure to retain and recruit the best employees.

Lee Bouchelle, Evergreen Solutions, gave a PowerPoint presentation, which is attached to and incorporated into these minutes.

Commissioner James requested a full list of survey results for all City positions.

Mr. Bouchelle responded it would be provided.

Mayor Lewellen asked how employees are being chosen.

Mr. Bouchelle responded it is based on tenure in the classification, but this affects every position in the City.

Commissioner Brandimarte asked what happens if the City cannot afford to bring the employees up to mid-point and if the mid-point would be added to whatever increase comes from the Union.

Mr. Bouchelle responded the City would remain behind its competitors if employees are not brought up to mid-point.

Nicki Satterfield, Director of Finance, explained the intent of the study is to take existing positions and employees and bring them to current market condition. Any other union bargaining would be on top of this adjustment.

City Manager Garcia noted the focus of the conversations with Finance and Human Resources was to be transparent when bringing the information forward.

Commissioner James said she asked for this study some time ago and her intent was to bring all of our employees up to a standard; once they get there, we can negotiate with the Union. Whatever decisions we make, every employee will not benefit from the study, but everyone should at least be at market rate.

Mayor Lewellen agreed. Everyone was brought up to minimum point at a study she did in a private firm. This is something that is done frequently.

Vice-Mayor Odman confirmed no one's salary would decrease.

Commissioner Brandimarte wants to make sure we have leverage when we negotiate with the Union. She noted she did not see jobs listed in the permitting department.

City Manager Garcia said it is important to note that any time an employee is demoted or reclassified, that employee will go down or up in salary, depending upon the job description. She added this is just a workshop to get a directive from the Commission. We want to be financially responsible, yet address the needs of our team as we retain and recruit the best individuals to serve our City. The next step would be to bring this for adoption at an upcoming Commission meeting.

Commissioner James commented the number of employees affected changed from 79 to 75, as represented on pages 12-14 of the presentation.

Mr. Bouchelle responded four employees have already been brought to the minimum.

Commissioner James asked why we are reducing the grades and if it would hinder employees' growth.

Mr. Bouchelle responded due to the size of the City, the plan reduces the number of grades but no one's salary will be reduced.

Commissioner James asked if salaries or grades are compared in the comparison with other cities.

Mr. Bouchelle said they use grade ranges; the number of grades is an appropriate number for the City's size.

Commissioner James questioned if the market grade ranges in the other cities were lower than 26, and whether reducing the grades would lower the opportunity to compete if they left Dania Beach.

Mr. Bouchelle noted they might move down if the market or the Job Assessment Tool (JAT) scores indicated they were not doing the same duties.

Commissioner Harris asked if vacant positions were taken into consideration.

Mr. Bouchelle said yes; if the position was vacant, a supervisor or manager with knowledge of the position completed the JAT.

Commissioner James asked about the options for implementation.

Nicki Satterfield, Director of Finance, noted the next step is getting a Commission consensus of which path to take. She explained the alternative plans of 2-year, 5-year, and over 5 years versus 1-year, 3-year, and over 7 years. Doing it over a 3-year period is problematic because new people hired would be brought in at the current market condition while existing employees would not yet be there. From a financial standpoint, staff is recommending implementing the entire plan on October 1st in order to get our employees to market. This would allow us see the financial impact for next year and the full impact against the rest of the City budget.

Commissioner James commented she likes this option. She asked if the current vacancies would remain below market rate until October 1 and if any new positions would be implemented in this plan.

City Manager Garcia said whoever we bring in, it would be at existing salaries and they would be raised October 1.

Mayor Lewellen confirmed no job classifications would be changed until October.

Commissioner James requested a full list of survey results for all City positions.

The Commission consensus was to move forward with the Finance Director's recommendation to implement the plan on October 1, 2019.

Mayor Lewellen recessed the meeting at 11:48 a.m. and reconvened the meeting at 12:00 p.m. with everyone present as before.

2.2 City Commission Budget

City Manager Garcia noted the Commission may discuss as much or as little as they want today, and referred to the handouts provided to the Commission, which are attached to and incorporated into these minutes.

Vice-Mayor Odman suggested we discuss the travel budget today.

Commissioner James asked about the travel policy.

Nicki Satterfield, Director of Finance, said the policy has been drafted, but depending on the outcome of today's meeting, there may need to be changes to it.

Commissioner James wants the Commission to approve an individual budget for each Commissioner for travel.

Mayor Lewellen agreed with individual budgets.

Finance Director Satterfield confirmed the Commission and CRA would have separate budgets.

Commissioner Brandimarte asked City Attorney Ansbro if there are travel guidelines currently set that must be followed.

City Attorney Ansbro replied the Commission adopts its own travel policy.

Director Satterfield added the existing travel policy was adopted by the City Commission and would be revised based on the outcome of today's meeting.

City Manager Garcia noted there are certain per diem factors to consider.

Director of Finance Satterfield said with individual Commissioner travel budgets, the travel policy would still need to be adhered to. She addressed per diem rates, which are set by Federal standards, and said she would not recommend using any per diem other than the Federal guidelines due to the tax consequences.

Commissioner James asked about internet costs being included with the policy.

Finance Director Satterfield responded if there are internet costs that are part of the travel, they can be included in the travel policy.

Commissioner Brandimarte noted the League of Cities requires a particular app that has to be downloaded.

Finance Director Satterfield said if there is not free WiFi, the cost should be included in their travel reimbursement.

Mayor Lewellen asked whether the travel policy budget would only include seminars or if it would include mandated education.

Finance Director Satterfield said both would be included in their individual budgets.

Commissioner Harris noted Tamarac commissioners each have a \$15,000.00 travel allowance.

Mayor Lewellen said they are much larger city with a higher tax base.

Vice-Mayor Odman agreed that \$15,000.00 is a little high, and she would be more comfortable with \$10,000.00. If it is not used, the balance would go into the General Fund.

Commissioner James said she is okay with either one of them, and asked if moneys from other Commissioners could be used if a particular Commissioner is running short.

Finance Director Satterfield said yes, provided it is given at a public meeting.

Commissioner Brandimarte noted she is concerned with per diem for meals and also with rental cars or taxis, tolls and gas.

Finance Director Satterfield said the City travel policy utilizes the Federal rates; anything above those rates is taxable.

Commissioner Harris questioned City Manager Garcia about policies in place in other cities.

City Manager Garcia noted we do not want to deal with the IRS.

Mayor Lewellen stated we need to determine how much should be allocated for each Commissioner.

Commissioner James said we could increase our expense allowance to help cover for the shortfall from per diem.

City Attorney Ansbro confirmed this would be legal.

Commissioner Harris liked leaving per diem where it is and increasing the expense allowance to cover additional food or additional federal taxes.

Director of Finance Satterfield noted if done through travel, it would go through payroll and be taxable. The Commissioners are taxed on the expense allowance; if it increases, the taxes would also increase.

Mayor Lewellen questioned when the expense allowance was last increased.

Commissioner James said when we are talking about the expense allowance to include travel, we will have to duplicate it for the CRA.

Mayor Lewellen confirmed the expense allowance is only for the Commission. There is currently only one travel budget for the City Commission as the CRA budget has yet to be established.

Rickelle Williams, CRA Executive Director, suggested a travel budget be set for the CRA like the Commission.

Mayor Lewellen questioned whether funds could be moved from the City Commission travel budget to the CRA travel budget.

Finance Director Satterfield responded no, they are two separate entities. One board would have to approve and the other board accept, in two different actions.

Vice-Mayor Odman felt raising the expense allowance to \$10,000.00 would be good.

Discussion ensued.

Mayor Lewellen was concerned that the budget would basically be doubled.

The Commission consensus was to increase the expense allowance to \$10,000.00.

Discussion returned to establishing a travel budget allowance for each Commissioner.

Commissioner James favored \$12,000.00 for each Commissioner.

Mayor Lewellen felt it should be kept down to \$10,000.00, especially if it is going to be separate from the CRA.

Vice-Mayor Odman agreed.

Commissioner Harris felt \$12,000.00 would be appropriate.

Commissioner Brandimarte agreed with \$12,000.00.

The Commission consensus was to budget \$12,000.00 for travel for each Commissioner.

Director Williams addressed CRA travel and the focus on certification through the FRA. She felt the CRA Board should be certified and noted each conference/training is \$500.00. She felt \$10,000.00 for each Board member should be allocated for travel.

Mayor Lewellen suggested \$5,000.00; if more is needed, it could be brought up at a meeting.

Commissioner James noted just because the budget is at a certain level does not mean it will be spent.

Commissioner Brandimarte said she is comfortable with the CRA at \$8,000.00.

Vice-Mayor Odman questioned the cost per person for certification.

Director Williams responded \$2,500.00; the courses are in Orlando and each time the cost would be \$12-\$1,500.00. She noted all Board members do not have to be certified in the same year, and one or two courses per year are required to keep the certification once it is attained.

Discussion ensued regarding interest in the certification and past CRA travel expenditures.

Director Williams noted the travel budget was blown last year when everyone wanted to attend the FRA Conference, as the budget was not planned for all the members to go. She wants to make sure we plan for that. She commented an allocation lower than \$10,000.00 would still allow Board members to participate and get the benefits from the conferences at a lower level.

Mayor Lewellen recommended \$2,500.00 per person for CRA travel.

Discussion ensued regarding various amounts for travel for individual allocations and for the entire CRA Board, as well as options for those interested in FRA certification.

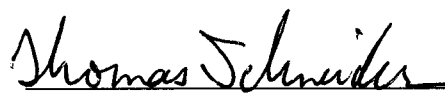
Mayor Lewellen voiced concerns about excessive spending on travel.

The Commission consensus was to budget \$8,000.00 for travel for each CRA Board member.

3. Adjournment

Mayor Lewellen adjourned the meeting at 1:12 p.m.

ATTEST:


THOMAS SCHNEIDER, CMC
CITY CLERK

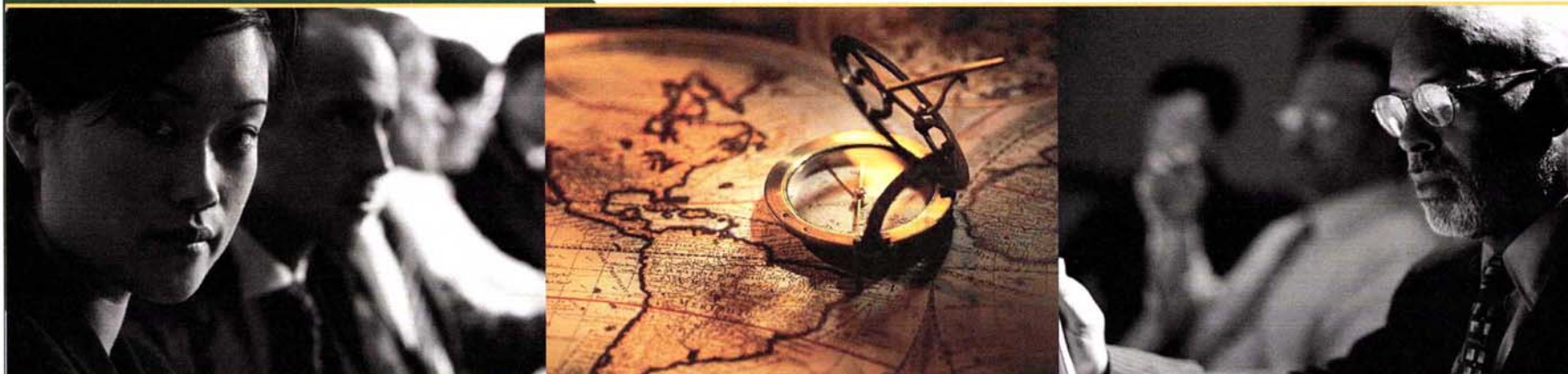


CITY OF DANIA BEACH


LORI LEWELLEN
MAYOR

Approved: May 14, 2019

Compensation and Classification Study for the City of Dania Beach, FL



Final Presentation



April 19, 2019

Agenda

- Study Process
- City of Dania Beach's Compensation Philosophy Review
- City of Dania Beach's Current Compensation Review Results
- Implementation Recommendation
- Additional Recommendations



Study Process

Deliverables Completed:

- ✓ Employee outreach and summarized findings.
- ✓ Reviewed current conditions of the compensation system.
- ✓ Reviewed the City's compensation philosophy.
- ✓ Analyzed **internal equity** by reviewing Job Assessment Tool survey data (JAT); developed proposed class structure.
- ✓ Conducted a customized salary survey to analyze the **external competitiveness** of the current compensation system.
- ✓ Utilized internal and external equity results to develop a new pay plan, and assigned pay grades to each classification.



Current Conditions

Dania Beach's Current Pay Plans:

(2 plans = Civil Service and Union)

- *Current Position Pay Grades:*
 - 16 - in Civil Service Plan (44 employees)*
 - 17 - in Union Plan (100 employees)*
- *Current Pay Range Spreads Average:*

(difference in Minimum to Maximum of range):

 - 52 % - Civil Service Plan*
 - 55 % - Union Plan*



Current Conditions

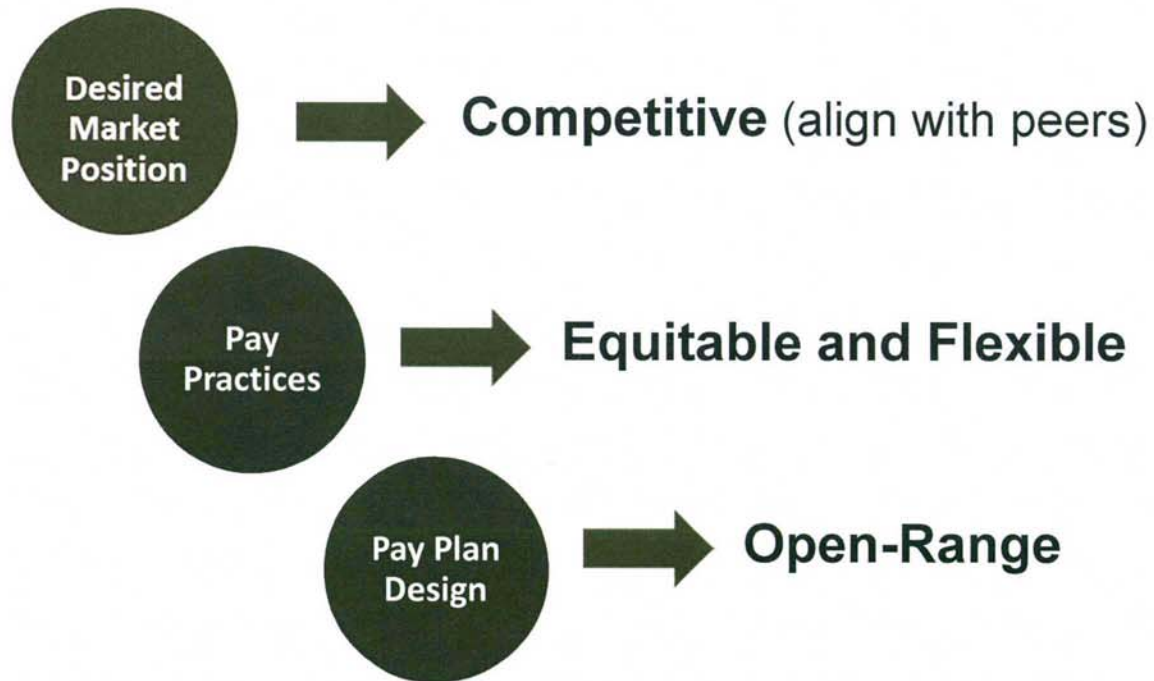
Dania Beach's Pay Plan Quartile Analysis:

- *1st Quartile: 31.3 percent*
- *2nd Quartile: 21.5 percent*
- *3rd Quartile: 24.3 percent*
- *4th Quartile: 22.9 percent*



Compensation Philosophy

City of Dania Beach's Compensation Philosophy:



Compensation

Conducted a salary survey:

- Salary range data requested and collected from 19 peers.
- Peers are organizations with similar jobs where employees potentially are recruited to/from.
- Analyzed **external (market)** equity for 40 benchmarked classifications selected by the City.
- Benchmarks, which are selected as a cross section or sample of classifications in the City, can be used to estimate market data for positions not surveyed.

Market Peers
Broward County, FL
City of Coconut Creek, FL
City of Cooper City, FL
City of Coral Springs
City of Deerfield Beach, FL
City of Fort Lauderdale, FL
City of Hallandale Beach, FL
City of Hollywood, FL
City of Miramar, FL
City of North Lauderdale, FL
City of Oakland Park, FL
City of Parkland, FL
City of Pembroke Pines, FL
City of Plantation, FL
City of Pompano Beach, FL
City of Sunrise, FL
Miami-Dade County, FL
Palm Beach County, FL
Town of Davie, FL



Compensation (cont.)

*Salary range data collected for total of 40 benchmark classifications (subset of all classifications) and compared the data at the range **average**:*

Dania Beach was overall:

2.6% behind the peers at the minimum,

3.3% behind at the midpoint, and

3.8% behind at the maximum.



ID	Classification	Survey Minimum		Survey Midpoint		Survey Maximum		Survey Avg Range	# Resp.
		Average	% Diff	Average	% Diff	Average	% Diff		
1	Accountant	\$49,249.09	-1.1%	\$62,614.41	-0.9%	\$75,979.72	-0.7%	54.3%	18.0
2	Accounting Assistant	\$36,291.14	-0.1%	\$45,889.62	-0.2%	\$55,488.10	-0.3%	52.9%	17.0
3	Administrative Specialist I	\$34,078.19	-14.0%	\$42,816.39	-14.8%	\$51,554.60	-15.3%	51.3%	16.0
4	Beach Lifeguard	\$32,846.94	13.8%	\$40,959.62	14.8%	\$49,072.29	15.5%	49.4%	12.0
5	Billing & Collection Accounting Manager	\$57,437.27	2.9%	\$74,089.05	1.8%	\$90,740.83	1.0%	58.0%	14.0
6	Code Compliance Coordinator	\$39,185.17	1.9%	\$50,014.81	0.9%	\$60,844.45	0.2%	55.3%	12.0
7	Code Compliance Inspector	\$44,505.73	-5.8%	\$56,179.30	-5.9%	\$67,852.86	-6.0%	52.5%	15.0
8	Code Compliance Manager	\$59,158.72	-10.1%	\$76,273.77	-11.4%	\$93,388.82	-12.2%	57.9%	17.0
9	Controller	\$70,811.22	-8.6%	\$91,323.71	-9.8%	\$111,836.20	-10.6%	57.9%	16.0
10	Deputy City Clerk	\$56,625.06	-28.1%	\$72,867.06	-30.7%	\$89,109.06	-32.3%	57.4%	15.0
11	Deputy Public Service Director	\$85,641.05	1.9%	\$111,594.05	0.8%	\$137,547.05	0.0%	60.7%	12.0
12	Economic Development Manager	\$65,418.90	-0.3%	\$85,483.80	-2.8%	\$105,548.70	-4.4%	61.4%	11.0
13	Facilities Maintenance Technician	\$36,247.11	0.0%	\$46,256.38	-1.0%	\$56,265.66	-1.7%	55.2%	17.0
14	Fleet Mechanic	\$40,458.81	-1.3%	\$51,098.62	-1.2%	\$61,738.43	-1.2%	52.6%	13.0
15	Human Resources & Risk Management Director	\$86,122.95	-3.5%	\$116,681.31	-8.9%	\$147,239.67	-12.4%	71.0%	18.0
16	Human Resources Assistant	\$38,066.77	4.7%	\$48,509.77	3.9%	\$58,952.77	3.3%	54.9%	15.0
17	Human Resources Generalist	\$52,225.25	11.7%	\$67,064.25	11.1%	\$81,903.25	10.7%	56.8%	17.0
18	Information System Manager	\$69,964.16	2.6%	\$90,297.97	2.4%	\$110,631.79	2.3%	58.1%	16.0
19	Inspection Coordinator	\$39,333.05	1.6%	\$49,508.55	1.9%	\$59,684.05	2.1%	51.7%	8.0
20	IT Systems Technician	\$42,152.07	-5.5%	\$53,923.46	-6.8%	\$65,694.86	-7.7%	55.9%	15.0



ID	Classification	Survey Minimum		Survey Midpoint		Survey Maximum		Survey Avg Range	# Resp.
		Average	% Diff	Average	% Diff	Average	% Diff		
21	Landscape Grounds Technician I	\$30,202.60	-11.4%	\$38,073.16	-12.4%	\$45,943.72	-13.1%	52.1%	16.0
22	Landscape/Grounds Technician III	\$36,979.06	-6.7%	\$46,702.46	-6.8%	\$56,425.86	-6.9%	52.6%	16.0
23	Legal Office Manager	\$51,480.07	4.2%	\$66,179.80	3.3%	\$80,879.53	2.8%	57.1%	8.0
24	Maintenance Worker/Equipment Operator I	\$30,152.64	-11.2%	\$37,718.82	-11.4%	\$45,285.01	-11.5%	50.2%	12.0
25	Maintenance Worker/Equipment Operator II	\$33,431.07	-6.6%	\$42,127.42	-7.6%	\$50,823.78	-8.2%	52.1%	14.0
26	Maintenance Worker/Equipment Operator III	\$40,296.47	4.2%	\$50,825.15	4.2%	\$61,353.83	4.2%	52.3%	14.0
27	Public Services Office Manager	\$49,764.95	7.4%	\$63,832.71	6.8%	\$77,900.46	6.4%	56.5%	13.0
28	Parking Enforcement Officer	\$32,008.06	-7.0%	\$40,212.07	-7.8%	\$48,416.08	-8.3%	51.3%	7.0
29	Permit Coordinator	\$40,154.16	-0.5%	\$51,234.41	-1.5%	\$62,314.66	-2.2%	55.2%	14.0
30	Permit Service Specialist	\$34,569.79	4.6%	\$44,049.50	3.5%	\$53,529.21	2.7%	54.9%	16.0
31	Planner	\$51,626.14	3.9%	\$66,113.20	3.4%	\$80,600.26	3.2%	56.1%	17.0
32	Public Works & Utilities Manager	\$64,038.76	-19.2%	\$82,286.97	-20.2%	\$100,535.19	-20.8%	57.0%	15.0
33	Recreation Assistant	\$26,802.47	-8.9%	\$33,750.92	-10.0%	\$40,699.36	-10.6%	51.8%	16.0
34	Recreation Program Manager	\$49,028.95	8.7%	\$62,983.89	8.0%	\$76,938.83	7.6%	56.9%	16.0
35	Solid Waste Manager	\$63,251.65	-17.7%	\$81,557.03	-19.1%	\$99,862.41	-20.0%	57.9%	10.0
36	Streets Manager	\$56,130.31	-4.5%	\$71,787.28	-4.8%	\$87,444.25	-5.1%	55.8%	15.0
37	Treatment Operator-A	\$45,830.51	1.0%	\$58,026.09	0.8%	\$70,221.67	0.6%	53.2%	13.0
38	Utilities Mechanic II-Distribution	\$41,228.31	-8.2%	\$51,999.96	-8.1%	\$62,771.61	-8.1%	52.3%	14.0
39	Utilities Mechanic III-Sewer	\$42,725.32	3.3%	\$53,514.32	4.1%	\$64,303.32	4.6%	50.5%	14.0
40	Utility Customer Service Technician	\$33,779.01	-2.5%	\$42,185.45	-1.5%	\$50,591.88	-0.9%	49.8%	13.0



Compensation (cont.)

Developed new, competitive open-range pay plan:

- New pay plan uses HR best practices
- Reduced number of grades - 33 to 26
- Minimum of grade **101** and maximum of grade **126** supported by market data.
- Increased range spreads and grade progression:

Range spreads: Grades 101 – 109: 50%
 Grades 110 – 120: 55%
 Grades 121 – 124: 60%
 Grades 125 – 126: 70%

Progression: 5% for grades 102-109
 6% for grades 110-120
 7% for grades 121-126

Grade	Minimum	Midpoint	Maximum	Range Spread	Grade Progression
101	\$ 25,840	\$ 32,300	\$ 38,760	50%	
102	\$ 27,132	\$ 33,915	\$ 40,698	50%	5%
103	\$ 28,489	\$ 35,611	\$ 42,733	50%	5%
104	\$ 29,913	\$ 37,392	\$ 44,870	50%	5%
105	\$ 31,409	\$ 39,261	\$ 47,113	50%	5%
106	\$ 32,979	\$ 41,224	\$ 49,469	50%	5%
107	\$ 34,628	\$ 43,285	\$ 51,943	50%	5%
108	\$ 36,360	\$ 45,450	\$ 54,540	50%	5%
109	\$ 38,178	\$ 47,722	\$ 57,267	50%	5%
110	\$ 40,468	\$ 51,597	\$ 62,726	55%	6%
111	\$ 42,897	\$ 54,693	\$ 66,490	55%	6%
112	\$ 45,470	\$ 57,975	\$ 70,479	55%	6%
113	\$ 48,199	\$ 61,453	\$ 74,708	55%	6%
114	\$ 51,090	\$ 65,140	\$ 79,190	55%	6%
115	\$ 54,156	\$ 69,049	\$ 83,942	55%	6%
116	\$ 57,405	\$ 73,192	\$ 88,978	55%	6%
117	\$ 60,850	\$ 77,583	\$ 94,317	55%	6%
118	\$ 64,500	\$ 82,238	\$ 99,976	55%	6%
119	\$ 68,371	\$ 87,172	\$ 105,974	55%	6%
120	\$ 72,473	\$ 92,403	\$ 112,333	55%	6%
121	\$ 77,546	\$ 100,810	\$ 124,073	60%	7%
122	\$ 82,974	\$ 107,866	\$ 132,758	60%	7%
123	\$ 88,782	\$ 115,417	\$ 142,052	60%	7%
124	\$ 94,997	\$ 123,496	\$ 151,995	60%	7%
125	\$ 101,647	\$ 137,223	\$ 172,800	70%	7%
126	\$ 108,762	\$ 146,829	\$ 184,895	70%	7%



Implementation

Developed options to transition employees to new pay plan

- All options include costs of moving employees under proposed grade minimum to the new grade minimum.*



Implementation (cont.)

Move Toward Midpoint (Market) - 3 Tier (Class Date): Option I

Salaries are adjusted based on classification date and Compa-Ratio (Market).

EX: Salary at 75% of the market point (Compa-Ratio) would be brought to 79% of the market point with less than 3 years in the classification.

Salary brought to **80%** if classification tenure is 3 to 7 years,

Salary brought to **81%** if classification tenure is greater than 7 years.

Increments are designed to give larger adjustments (percentage) for salaries that are currently furthest from the market point and based on tenure in the classification, and also provide greater adjustments for salaries based on more tenure in the classification.

Salaries that are currently at or above the proposed midpoint are not changed.

- Total annualized estimated cost = **\$65,619**
- **Plus related estimated benefits** **\$ 9,876**
- **Total est. financial Impact** **\$75,495**
- Number of Exempt employees receiving adjustments = 10
- Number of NE employees receiving adjustments = 69



Implementation (cont.)

Move To Midpoint (Market) - 3 Tier (Class Date): Option II

Salaries are adjusted based on classification date and Compa-Ratio (Market).

EX: Salary at 75% of the market point (Compa-Ratio) would be brought to 79% of the market point with less than 2 years in the classification.

Salary brought to **90%** if classification tenure is 2 to 5 years,

Salary brought to **100%** if classification tenure is greater than 5 years.

Increments are designed to give larger adjustments (percentage) for salaries that are currently furthest from the market point and based on tenure in the classification, and also provide greater adjustments for salaries based on more tenure in the classification.

Salaries that are currently at or above the proposed midpoint are not changed.

- Total annualized estimated cost = **\$168,049**
- **Plus related estimated benefits** **37,892**
- **Total estimated financial impact=** **\$205,941**
- Number of Exempt employees receiving adjustments = 10
- Number of NE employees receiving adjustments = 69



Implementation (cont.)

Staff Recommended Option (Option II Phased in over 3 years)

Effective October 1, 2019 all employees are brought to the proposed grade minimum, then are given one third of the proposed adjustment. On October 1, 2020 employees receive another third of the proposed adjustment. The third and final adjustment is applied on October 1, 2021.

- Phase 1 estimated cost = **\$ 68,647 including est. benefits**
- # employees who would receive adjustments = 75
- Phase 2 estimated cost = **\$ 68,647 including est. benefits**
- # employees who would receive adjustments = 75
- Phase 3 estimated cost = **\$ 68,647 including est. benefits**
- # employees who would receive adjustments = 75



Implementation (cont.)

Cost Estimates by Department :

DEPARTMENT	BRING TO MIN - Annual Cost	MOVE TOWARD MARKET (3 Tier Class Date) - Annual Cost	MOVE TOWARD MARKET (Alt 3 Tier Class Date) - Annual Cost
City Attorney	\$ -	\$ 509.85	\$ 509.85
City Clerk	\$ 160.87	\$ 160.87	\$ 160.87
City Manager	\$ -	\$ 3,867.63	\$ 14,145.65
Community Development	\$ 1,348.33	\$ 7,542.22	\$ 19,755.73
CRA	\$ 2,869.53	\$ 5,006.64	\$ 5,483.86
Finance	\$ 1,095.82	\$ 15,251.52	\$ 46,176.21
Human Resources & Risk Management	\$ -	\$ -	\$ -
Information System	\$ -	\$ 1,766.15	\$ 5,047.74
Parking	\$ -	\$ 615.73	\$ 2,058.58
Parks & Recreation	\$ -	\$ 13,484.52	\$ 42,527.21
Public Services	\$ 3,427.41	\$ 17,414.27	\$ 32,183.39
Public Services/Fleet	\$ -	\$ -	\$ -
City Total	\$ 8,901.96	\$ 65,619.40	\$ 168,049.07
Estimated Benefits		\$ 9,876.00	\$ 37,892.00
Total Esitmated Financial Impact		\$ 75,495.40	\$ 205,941.07

- *ALL cost options include bringing employees to proposed minimums*



Implementation Plan

- Adopt a compensation and classification plan structure.
- Revise existing pay grades and adjust per the adopted comp & class plan structure.
- Commence to implement October 1, 2019 – FY 2020.
- Administer and maintain the new plan; communicate accordingly, and make pay grade/range adjustments as necessary.
- Conduct a comprehensive study every five years.



Thank You

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Commission Budget Workshop

April 19, 2019

FY 2020 Commission Budget



Overview Commission Salaries & Benefits

▶ Budgeted Fiscal year 2019

Annual Gross Salaries:

- ▶ Mayor: \$35,205
- ▶ Vice-Mayor: \$33,182
- ▶ Commissioners: \$33,182

Annual Benefits

- ▶ Healthcare (including dental and vision)
 - ▶ \$22,440 for family coverage
 - ▶ \$8,414 for single coverage
- ▶ FRS 48.7% of Gross pay
- ▶ Expense allowance: \$6,000 annually (\$230.77 per pay period)

****Total Compensation Package w/ family \$78,766, w/single \$64,740***

Expense Allowance

- ▶ An expense allowance is monies allocated to an employee to cover ordinary and necessary expenses incurred during the course of doing business. It is taxable by the IRS as ordinary income but it should NOT be considered as part of one's salary. "This is considered a non-accountable plan".
- ▶ Typical examples of items that should be included under the expense allowance would include but are not limited to the following:
 - ▶ Local mileage, parking, tolls & transit fare within the Tri-County area while conducting City business (no overnight stay)
 - ▶ Non-travel meals - not related to City business
 - ▶ Entertaining, Personal Flower or Plant Deliveries (congratulatory or condolences)
 - ▶ Cell phone use
 - ▶ Individual Professional Subscriptions or Dues for professional or trade organizations
 - ▶ Basic work related supplies (personal portfolios, basic office supplies, etc.)

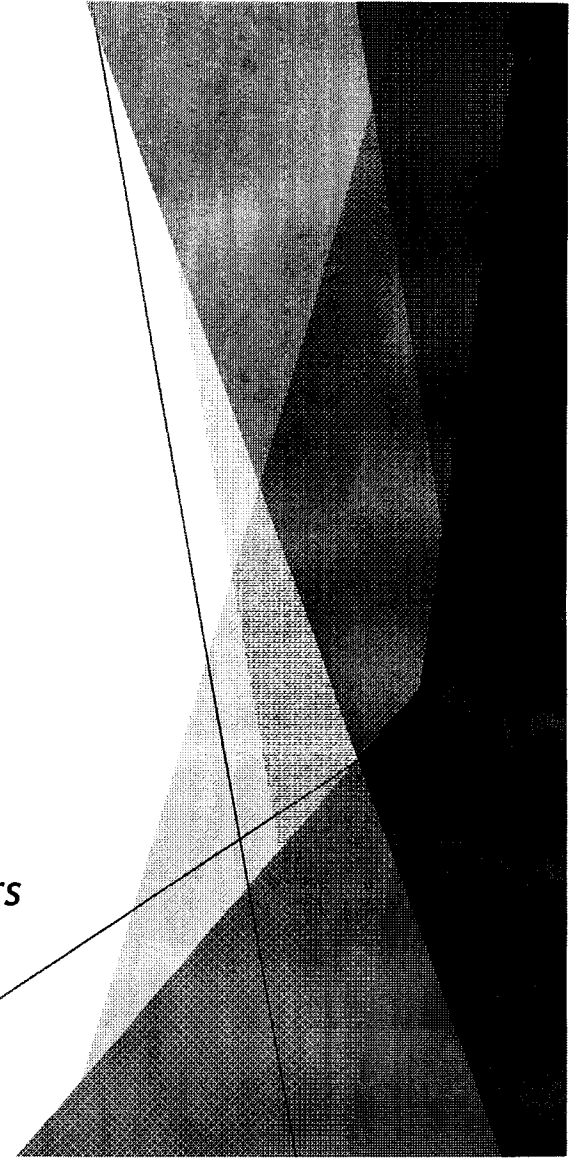
*Utilizing an non-accountable expense allowance is preferred over a reimbursement system (accountable plan). Reimbursements systems require completion of expenses reports, tracking of receipts, reconciliation reports, requirement to provide a tax exempt certificate for all purchases, more subject to scrutiny, and wait time for reimbursement check.

Commission Travel Policy for Conferences

BASIC DEFINITIONS

- ▶ Out of State
 - ▶ Defined as any trip out of the State of Florida
- ▶ Out of Town
 - ▶ Defined as outside of the Tri-County Area within the State of Florida
- ▶ Local Travel
 - ▶ Defined as Travel within the Tri-County area of Palm Beach, Broward and Miami-Dade Counties.

**Overnight accommodations has been approved for “Commissioners only” within the Tri-County area*



Commission Travel Policy for Conferences

- ▶ Items included
 - ▶ Conference Fee
 - ▶ Hotel
 - ▶ Conference Parking
 - ▶ Per Diem per IRS limits (Meals & Incidentals i.e. Tips)
 - ▶ Rental Car, Shuttles, Taxi, Uber or Mileage if Applicable
 - ▶ Tolls

**Current allocation - per adopted FY 19 budget - \$18K*

Commission Discussion on Proposed Travel/Policy

**Commission Discussion - City Hall Capital Improvements
Including 2nd Floor West Wing
Budget Allocation**

Commission Budget Discussion Approved FY 2019

▶ Professional Services	
▶ Chamber of Commerce	\$40K
▶ Grant Writer - Contractual or FY 2020 FT Position	\$35K
▶ Ron Book, Legislative	\$55K
▶ The Gabaton Group	\$45K
▶ Misc. Consulting	\$10K
▶ Travel & Training	\$18K
▶ Promotional Activities	
▶ Chamber Directory	\$5K
▶ Mayors Award - Olsen Middle School	\$50
▶ Miscellaneous Sponsorships	\$15K
▶ Port Everglades Annual Luncheon	\$1K
▶ State of the City Video	<u>\$7K</u>
* Total	\$231K

Commission Budget Discussion Approved FY 2019

▶ Miscellaneous Operating Supplies	
▶ Green Advisory Board	\$1.5K
▶ Other	\$3.0K
▶ Uniforms - Clothing Budget ?	
▶ Public workshop refreshments (coffee, tea, water, etc.)?	
▶ Memberships - Citywide	
▶ Broward League of Cities	\$2.7K
▶ Florida League of Cities	\$3.7K
▶ Florida Shore & Beach Preservation	\$500
▶ Greater Chamber of Commerce	\$210
▶ National League of Cities	\$2.1K
▶ Miscellaneous Memberships	<u>\$1K</u>
* Total	\$14.7K

Commission Budget Discussion Approved FY 2019

▶ Aide to Private Organizations	\$40K
*Increased/amended after budget adoption to:	\$55.2K

FY 2019 approved donations provided in handout for Commission discussion.

Commission Discussion on Super Bowl Initiatives





Commission Budget Worksheet Report

Budget Year 2020

Account	Account Description	2016 Actual Amount	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget
<i>Salaries and Wages</i>						
11-10	Salaries and Wages Executive	113,552.16	118,271.29	147,535.60	169,240.23	169,240.23
11-13	Salaries and Wages Expense Allowance	29,934.22	30,128.64	30,082.60	30,000.10	30,000.10
12-14	Salaries and Wages Cell Phone Stipend	965.20	964.41	962.56	959.92	959.92
<i>Salaries and Wages Totals</i>		\$144,451.58	\$149,364.34	\$178,580.76	\$200,200.25	\$200,200.25
<i>Payroll Tax</i>						
21-10	FICA Taxes	8,226.06	8,267.28	9,831.21	12,352.89	12,352.89
21-20	FICA Medicare	1,923.82	1,933.47	2,299.22	2,889.00	2,889.00
<i>Payroll Tax Totals</i>		\$10,149.88	\$10,200.75	\$12,130.43	\$15,241.89	\$15,241.89
<i>Retirement Contributions</i>						
22-20	Retirement Contributions FRS Pension	46,585.00	50,811.81	68,512.01	82,419.90	82,419.90
<i>Insurance and Other</i>						
23-10	Life and Health Insurance Insurance	50,357.78	71,378.82	82,676.23	91,864.24	91,864.24
24-10	Workers' Compensation Premium	471.57	554.49	261.82	422.82	422.82
<i>Insurance and Other Totals</i>		\$50,829.35	\$71,933.31	\$82,938.05	\$92,287.06	\$92,287.06
<i>10 Personal Services Totals</i>		\$252,015.81	\$282,310.21	\$342,161.25	\$390,149.10	\$390,149.10
<i>30 Operating Expenditures</i>						
<i>Professional Services</i>						
31-10	Prof. Services General	136,749.86	102,166.54	159,628.87	184,992.00	184,992.00
40-10	Travel and Per Diem Training*	6,134.31	12,699.29	14,927.97	18,000.00	18,000.00
41-10	Communications Services Telephone	.00	407.87	250.38	700.00	700.00
47-10	Printing and Binding General	69.45	89.94	.00	500.00	500.00
48-10	Promotional Activities General	14,239.50	14,739.13	21,465.17	28,050.00	28,050.00
48-13	Promotional Activities MLK Celebration	.00	.00	.00	.00	320.00
51-10	Office Supplies General	5.88	183.49	113.88	250.00	250.00
52-20	Operating Supplies Miscellaneous	734.37	1,467.83	4,468.47	4,525.00	4,525.00
54-20	Books/Publications, Memberships, Subscriptions	8,558.00	8,860.21	9,490.00	10,340.00	10,340.00
<i>30 Operating Expenditures Totals</i>		\$166,491.37	\$140,614.30	\$210,344.74	\$247,357.00	\$247,677.00
<i>80 Grants and Aids</i>						
82-10	Aids to Private Organizations **	35,000.00	35,000.00	40,000.00	40,000.00	55,200.00
Department 11 - City Commission Totals		\$453,507.18	\$457,924.51	\$592,505.99	\$677,506.10	\$693,026.10

* Trending towards budget overage

** Increased after original budget was adopted.

CITY OF DANIA BEACH CHARITABLE DONATION FUNDING LIST FY 2018-2019

Organization	Contact Person	Street Address	City State Zip	2017-2018 Donation Request	2017-2018 City Paid Donation	2018-2019 Donation Request	2018-2019 Commission Approved
ADRC - Aging & Disability Resource Center of Broward County	Edith Lederberg, Executive Director	5300 Hiatus Road	Sunrise, FL 33351	\$ 17,975.00	\$ 6,370.00	\$ 18,736.00	\$ 6,370.00
Family Central	Barbara-Ann Weinstein, President/CEO	840 SW 81st Avenue	North Lauderdale, FL 33068	n/a	n/a	\$ 6,000.00	\$ -
Jubilee Center of South Broward	Joyce Curtis, Executive Director	2020 Scott Street	Hollywood, FL 33022	\$ 5,000.00	\$ 1,350.00	\$ 5,000.00	\$ 1,350.00
Tamara James Foundation	Tammie James	255 NW 12th Avenue	Dania Beach, FL 33004	\$ 10,000.00	\$ 2,730.00	\$ 10,000.00	\$ 2,730.00
Women In Distress	Mary Riedel, President/CEO	PO Box 676	Lauderdale, FL 33302	\$ 3,500.00	\$ 3,640.00	\$ 3,000.00	\$ 3,640.00
American Cancer Society - Dania Beach Relay for Life	Jessica DeBlois	3363 W Commercial Blvd. Suite 100	Lauderdale, FL 33309	n/a	n/a	\$ -	\$ -
Friends of the Dania Beach Paul DeVlamin Library - Assist in promotion & development of public library in DB	Linda Wilson, Secretary	1 Park Avenue East	Dania Beach, FL 33004	\$ 3,500.00	\$ 3,640.00	\$ 3,500.00	\$ 3,640.00
Broward 2-1-1	Stephanie Pollard, Director, Grants	250 NE 33rd Street	Oakland Park, FL 33334	\$ 2,500.00	\$ 1,820.00	\$ 2,500.00	\$ 1,820.00
Broward Children's Center	Marjorie Evans, CEO Faye Wright-Simpson, Grant Writer	200 SE 19th Ave	Pompano Beach, FL 33040	\$ 10,000.00	\$ 2,730.00	\$ 7,000.00	\$ 2,730.00
WELLS Foundation, Inc.	Alma Wright	800 NW 1st Ave	Dania Beach, FL 33004	n/a	n/a	\$ -	\$ -
Liberia Economic & Social Development, Inc.	Henry L. Graham, Executive Director	3220 North 24th Ave	Hollywood, FL 33020	\$ 5,000.00	\$ 1,820.00	\$ 4,500.00	\$ 1,820.00
Prestige Club of SW Broward	Polly Wilkie, CEO/Founder	10400 Griffin Road, Suite 303c	Cooper City, FL 33328	\$ 10,000.00	\$ 3,640.00	\$ 8,000.00	\$ 3,640.00
Hollywood Florida Scholarship Foundation	Pat Chukerman	PO Box 81761	Hollywood, FL 33081	\$ 5,000.00	\$ 2,730.00	\$ 5,000.00	\$ 2,730.00
Broward Regional Health Planning Council, Inc (BRHPC)	Michael DeLuca, President & CEO	200 Oakwood Lane, Suite 100	Hollywood, FL 33020	\$ 15,000.00	\$ 2,730.00	-	\$ -
St. Luke Lodge #530	Aaron Griffin	2207 Forrest Street	Hollywood, FL 33020	n/a	n/a	\$ -	\$ -
Junior Achievement of South Florida JA World Huizenga Ctr at Broward	Laurie Sallarulo, CEO	1130 Coconut Creek Blvd	Coconut Creek, FL	\$ 9,200.00	\$ -	\$ 3,380.00	\$ -
House of Hope, Inc	Ed Corley, BA Development Mgr.	908 SW 1st St	Ft. Laud 33312	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
Go Green Kids World, Inc	Charlene Alvares, Director	580SE 13th St	Sunrise, FL 33351	n/a	n/a	\$ -	\$ -
For the Love of our Nation Corp	Orvill Dwyer	618 N 24th Ave	Hollywood, FL 33020	\$ 25,000.00	\$ 1,800.00	\$ -	\$ 2,000.00
Center for Hearing and Communication	Regional Executive Director	2900 W Cypress Creek Road	Ft Laud FL 33309	\$ 1,480.00	\$ -	\$ -	\$ -
Early Learning Coalition of Broward	Christina Klima	6301 NW 5 Way Suite 3400	Ft Laud FL 33309	\$ 15,000.00	\$ 1,365.00	\$ 15,000.00	\$ 1,365.00
Royal Palm Chapter #121	Anthony S. Graham	1121 NW 5 St.	Ft Laud FL 33311	\$ 2,000.00	\$ 1,365.00	\$ 2,000.00	\$ 1,365.00
				\$ 125,655.00	\$ 35,000.00	\$ 96,116.00	\$ 35,200.00

Organization	Contact Person	Street Address	Zip Code				2018-2019 Commission Approved
Collins Elementary School	Tracy Jackson, Principal	1050 NW 2nd St Dania Beach, FL	33004				\$ 2,000.00
Dania Elementary School	Lewis Jackson, Principal	300 SE 2nd Ave Dania Beach, FL	33004				\$ 2,000.00
Olsen Middle School	Valerie Harris, Principal	330 SE 11th Terr Dania Beach, FL	33004				\$ 2,000.00
Attucks Middle School	Erol Evans, Principal	3500 N 22 Ave Hollywood, FL	33020				\$ 2,000.00
Mary M. Bethune Elementary School	Lotosha Williams, Principal	2400 Meade Street Hollywood, FL	33020				\$ 2,000.00
Hollywood Hills High School	Lourdes Gonzalez, Principal	5400 Stirling Rd Hollywood, FL	33021				\$ 2,000.00
South Broward High School	Patty Brown, Interm Principal	1901 N Fed Hwy Hollywood, FL	33020				\$ 2,000.00
							\$ 14,000.00
Total							\$ 49,200.00

Gangrel's Wrestling Asylum Inc	1/8/19 Commission approved donation						1,000.00
Total							50,200.00

Chris Hixon Athletic Scholarship Foundation	2/27/2018 Commission approved donation						5,000.00
Total							5,000.00