

**Condensed Title:**

"Alternative A" - An ordinance amending Ordinance No. 1605, the Unclassified Employees Salary Ordinance as follows: providing for all Unclassified employees, effective the first full pay period ending in April 2012, an across the board cost-of-living adjustment (COLA) of three percent (3%), and a three percent (3%) increase to the minimum and maximum of each pay range; or  
 "Alternative B" - A Resolution providing for all Unclassified employees, effective the first full pay period ending in April 2012, an across the board cost-of-living adjustment (COLA) of up to three percent (3%) for those employees who are not currently at the maximum of the pay range of their job classification; and providing no adjustment to the minimum and maximum of each pay range.

**Key Intended Outcome Supported:**

Increase community satisfaction with City government.  
**Supporting Data (Surveys, Environmental Scan, etc.):** In the 2009 Community Satisfaction Survey, among the four (4) areas of customer service measured, 85.5% of respondents agreed that "the employees that assisted me were courteous and professional."

**Issue:**

Shall the City provide a classification and compensation system that is fair and externally and internally competitive; and consistent with those negotiated for the Classified employees covered by the American Federation of State, County and Municipal Employees (AFSCME); Fraternal Order of Police (FOP); International Association of Firefighters (IAFF); Communication Workers of America (CWA); and the Government Supervisors Association of Florida (GSAF), by amending the Unclassified Employees Salary Ordinance to provide an across the board cost-of-living adjustment (COLA) of three percent (3%), with the first full pay period ending April 2012?

**Item Summary/Recommendation:**

"Alternative A" - An ordinance amending Ordinance No. 1605, the Unclassified Employees Salary Ordinance as follows: providing for all Unclassified employees, effective the first full pay period ending in April 2012, an across the board cost-of-living adjustment (COLA) of three percent (3%), and a three percent (3%) increase to the minimum and maximum of each pay range; or "Alternative B" - A Resolution providing for all Unclassified employees, effective the first full pay period ending in April 2012, an across the board cost-of-living adjustment (COLA) of up to three percent (3%) for those employees who are not currently at the maximum of the pay range of their job classification; and providing no adjustment to the minimum and maximum of each pay range.  
 The Administration recommends the City Commission approve "Alternative A" approving the proposed Ordinance amendment on first reading, and setting a second reading, public hearing for March 21, 2012. However, should the City Commission not approve "Alternative A", the Administration recommends that the Commission adopt "Alternative B" which provides for all Unclassified employees, effective the first full pay period ending in April 2012, an across the board cost-of-living adjustment (COLA) of up to three percent (3%) for those employees who are not currently at the maximum of the pay range of their job classification; and providing no adjustment to the minimum and maximum of each pay range.

**Advisory Board Recommendation:**

Discussed and approved by the Finance and Citywide Projects Committee at the June and July 2011 budget-related meetings as well as by the full Commission during the September 2011 budget commission meetings.

**Financial Information:**

Source of Funds:	Amount	Account	Approved
Alternative A	\$580,000	Included in various Departmental salary budgets for FY 2011/2012	
Alternative B	\$418,000	Included in various Departmental salary budgets for FY 2011/2012	

**Financial Impact Summary:** The City estimates an impact of between \$418,000 to \$580,000 (depending on which Alternative is adopted) to the City's FY 2011/2012 operating budget. This amount was budgeted and approved by the City Commission as part of the FY 2011/2012 Budget process.

**City Clerk's Office Legislative Tracking:**

Ramiro Inguanzo, Director, Human Resources

**Sign-Offs:**

<b>Department Director</b> Ramiro Inguanzo	<b>Assistant City Manager</b> Hilda Fernandez	<b>City Manager</b> Jorge M. Gonzalez
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AGENDA ITEM RSB  
 DATE 2-24-12



# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

## COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: City Manager Jorge M. Gonzalez

DATE: February 24, 2012

**FIRST READING**

SUBJECT: **ALTERNATIVE A:**

**AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AMENDING ORDINANCE NO. 1605, THE UNCLASSIFIED EMPLOYEES SALARY ORDINANCE OF THE CITY OF MIAMI BEACH, FLORIDA, AS FOLLOWS: PROVIDING FOR ALL UNCLASSIFIED EMPLOYEES, EFFECTIVE THE FIRST FULL PAY PERIOD ENDING IN APRIL 2012, AN ACROSS THE BOARD COST-OF-LIVING ADJUSTMENT (COLA) OF THREE PERCENT (3%), AND A THREE PERCENT (3%) INCREASE TO THE MINIMUM AND MAXIMUM OF EACH PAY RANGE; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND CODIFICATION.**

**ALTERNATIVE B:**

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA PROVIDING FOR ALL UNCLASSIFIED EMPLOYEES, EFFECTIVE THE FIRST FULL PAY PERIOD ENDING IN APRIL 2012, AN ACROSS THE BOARD COST-OF-LIVING ADJUSTMENT (COLA) OF UP TO A THREE PERCENT (3%) FOR THOSE EMPLOYEES WHO ARE NOT CURRENTLY AT THE MAXIMUM OF THE PAY RANGE OF THEIR JOB CLASSIFICATION; AND PROVIDING NO ADJUSTMENT TO THE MINIMUM AND MAXIMUM OF EACH PAY RANGE.**

### **RECOMMENDATION**

The Administration recommends that the City Commission approve the Ordinance (Alternative A) on first reading and set a second reading and public hearing for March 21, 2012. If the Ordinance is not approved, the Administration recommends that the City Commission approve the Resolution (Alternative B).

This Ordinance was scheduled for first reading on February 8, 2012, but was deferred to the February 24, 2012 Special City Commission meeting.

### **BACKGROUND**

The City of Miami Beach currently has 401 employees who are considered Unclassified. These Unclassified positions range from entry level office associates and other administrative support positions to entry, middle and senior level supervisory and management employees. There are a total of 252 Unclassified classifications filled by the 401 Unclassified employees.

By way of background, in 2010, the City and its bargaining units reached agreements to amend the prior three-year collective bargaining agreements with each of the five (5) bargaining units in the City. The successor three-year agreements were approved by the corresponding bargaining unit members and ratified by the City Commission. In order to attain the Commission's goal of approximately \$15 million savings in employee concessions for FY 2009/2010 and FY 2010/2011 for all Classified and Unclassified employees, the agreements contained the following provisions as cost savings components (these provisions also applied to all Unclassified and unrepresented Classified employees):

- No cost-of-living adjustments (COLA) for the first two and one-half (2 ½) years of the agreements; and
- No merit increases for bargaining unit employees represented by the American Federation of State, County and Municipal Employees (AFSCME); the Communication Workers of America (CWA); and the Government Supervisors Association of Florida (GSAF) for a period of time specified in each of these individual collective bargaining agreements. When the merits resume, the maximum will be two percent (2%) instead of the previous maximum of four percent (4%). Eligible members of the Fraternal Order of Police (FOP) and the International Association of Fire Fighters (IAFF) employee groups continued to receive their step increases during this period of time.

Consistent with the concessions negotiated with the represented Classified employees (employees whose classifications are represented by a union), the City imposed equivalent COLA and merit freezes on the unrepresented Classified employees (employees whose classifications are not represented by a union) and all Unclassified employees. The merit freeze was put into effect for the Unclassified and the unrepresented Classified employees prior to reaching agreements with the AFSCME, CWA, FOP and IAFF bargaining units. The merit freezes for the Unclassified employees, the unrepresented Classified employees and the GSA bargaining unit commenced October 1, 2009. The estimated savings for the two-year merit freeze (FY 2009/2010 and FY 2010/2011) for all Unclassified employees was \$2,450,000.

Given this, there have been no COLAs for any Unclassified employee since May 2009 and no merit increases for any Unclassified employees since October 2009. Furthermore, since FY 2007/2008 the management team (senior level and executive employees) has only received one (1) merit adjustment. In addition, Unclassified employees and the unrepresented Classified employees who participate in the Miami Beach Employees' Retirement Plan (MBERP) began contributing an additional two percent (2%) of their pensionable salary towards their pension effective January 2010, thus reducing the City's portion of the Annual Required Contribution (ARC).

#### ALTERNATIVE A

An across the board COLA of three percent (3%) for all represented Classified employees was negotiated, effective with the first full pay period ending in April 2012 (approximately six (6) months into FY 2011/2012). Correspondingly, the minimum and maximum pay range for each represented Classified position would increase effective the first full pay period ending in April 2012.

Based on the provisions of the collective bargaining agreements between the City and its bargaining units, as well as the City's past practice of providing COLA increases to unrepresented Classified employees and Unclassified employees consistent with those negotiated for the Classified employees covered by collective bargaining agreements, the Administration recommends implementing a three percent (3%) across the board COLA, effective the first full pay period ending April 2012 (six (6) months into the FY 2011/2012), for all Classified and Unclassified employees; increasing the minimum and maximum of each pay range correspondingly by three percent (3%); and amending Ordinance No. 1605, the Unclassified Employees Salary Ordinance of the City of Miami Beach, Florida accordingly. The Ordinance amendment will ensure that the City has an employee classification and compensation system that is reasonable and competitive.

No Classified or Unclassified employee who left the City prior to the date of implementation of the proposed COLA, effective the first full pay period ending in April 2012, will be eligible for this COLA increase.

The proposed three percent (3%) COLA for Unclassified employees is consistent with those negotiated for the Classified employees covered by the American Federation of State, County and Municipal Employees (AFSCME); the Fraternal Order of Police (FOP); the International Association of Firefighters (IAFF); the Communication Workers of America (CWA); and the Government Supervisors Association of Florida (GSAF) and would become effective at the same time.

This COLA adjustment is comparable to the 3.6% COLA that all Social Security beneficiaries commenced receiving in January 2012.

This adjustment will provide additional incentives and competitiveness to attract and retain new and existing Unclassified employees. The City estimates an impact of \$580,000 to the City's FY 2011/2012 operating budget for COLAs for all Unclassified employees. This estimate was compiled during the preparation for the collective bargaining process, which began in 2009 for the collective bargaining agreements that are currently in effect. This estimate did not take into account turnover rates, which have occurred and also included the adjustment to the minimum of the ranges for temporary employees. This amount was discussed, budgeted and approved by the City Commission as part of the FY 2011/2012 Budget process and is budgeted in the City's FY 2011/2012 Adopted Budget.

#### ALTERNATIVE B

In 2009, as part of the recommended classification and compensation study, the City's consultant, Condrey & Associates, made a recommendation regarding the issuance of periodic market increases (cost of living adjustments). By way of background, the purpose of the classification and compensation study was to examine the City's job classifications, make recommendations as they related to the City's classification and salary plans and appropriately update all job classifications to ensure internal equity and external competitiveness.

Condrey & Associates recommended a number of personnel cost containment and best practices strategies to consider along with the classification and compensation plans. The most significant of these recommendations provided below. In addition, through

negotiations, a number of these recommendations were implemented and are referenced below:

(1) *Cost of Living Adjustments (COLA)* – Periodic market increases, similar to the COLA the City currently awards, should be limited to the Consumer Price Index (CPI) for the Miami – Fort Lauderdale area. Such increases should only be implemented when appropriate and deemed desirable by the City.

(2) *Step Increases / Merit Increases* – Automatic step increases should be eliminated for all classifications where steps currently exist. In keeping with salary and compensation best practices, merit increases in the range of two percent (2%) to three percent (3%) should be awarded to employees meeting performance standards and whose current salary is below the maximum of the salary range for the position they are in. The current classifications in the City which include automatic step increases are the following: Lifeguard I, II and Lifeguard Lieutenant; Fire Fighter I, II, Fire Lieutenant, and Fire Captain; and Police Officer, Police Sergeant, and Police Lieutenant. With regards to merit increases, all other employee classifications are on a pay-for-performance plan, meaning that depending on how they perform during an evaluation year period, the employee is eligible for a merit increase of anywhere between zero and four percent (4%).

- For all classifications in AFSCME, GSA, unrepresented Classified and Unclassified employees, the maximum merit increases for general employees in the pay-for-performance plan was reduced, and now range from zero to a maximum of two percent (2%) versus the previous range of zero to a maximum of four percent (4%).
- Through negotiations with the CWA, the automatic step increases for the Lifeguard I, II and Lifeguard Lieutenant classifications were eliminated. These classifications are now on the pay-for-performance plan just like all other general employees.

(3) *Merit Increase For Employees Who Are Above The Maximum Of The Salary Range* – Unlike the City's current practice of not awarding merit increases to those employees who are maxed out (other than COLA), the City should consider a policy that once employees reach the maximum of their salary range, a merit increase, based on performance, should be earned as a lump sum payment (one-time bonus) rather than being added to the base salary. This will help alleviate retention and motivation problems associated with employees who have "maxed-out" of their pay range.

(4) *Overtime* – The City should strictly adhere to the overtime provisions in the Fair Labor Standards Act (FLSA) and eliminate policies that provide more than what the law requires. In some cases, the City provides for double or triple time the salary for overtime worked, when FLSA only requires time-and-a-half.

- For all classifications in the CWA, the City adheres to the overtime provisions in the FLSA and eliminated policies that provided more than what the law requires. In some cases, the City provided for double or triple time the salary for overtime worked, when FLSA only requires time-and-a-half.

(5) *Salary Survey* – To make sure that the City’s pay structure remains in a competitive position, the City should conduct a salary survey every four (4) to five (5) years.

As it relates to COLAs, Condrey recommended that periodic market increases (COLAs) should be provided but limited to the Consumer Price Index (CPI) for the Miami – Fort Lauderdale area. The CPI for the Miami-Fort Lauderdale area as of December 2011 was 3.1%. The COLA adjustment provided by the U.S. Federal Government to all Social Security beneficiaries in January 2012 was 3.6%. Therefore, it is recommended that the already budgeted three percent (3%) COLA for Unclassified employees should be approved effective the first full pay period in April 2012 for any Unclassified employee who is not already at the maximum of the salary range of the position they currently hold. For any employee who may be less than three percent (3%) away from the maximum of the salary range of the position they currently hold, it is recommended that these employees receive the incremental percentage that would take them to the maximum of the salary range of their position. Below is a breakdown of the number of employees who have (1) reached the maximum of the salary range for their position; (2) whose salaries are less than three percent (3%) away from the maximum of the salary range; and (3) whose salaries are more than three percent (3%) away from the maximum of the salary range:

CATEGORY	# OF EMPLOYEES	COST
EMPLOYEES WHO HAVE REACHED THE MAXIMUM OF THEIR SALARY RANGE	54	\$0.00
EMPLOYEES WHOSE SALARIES ARE LESS THAN 3 PERCENT (3%) AWAY FROM THE MAXIMUM OF THEIR SALARY RANGE	9	\$7,700
EMPLOYEES WHOSE SALARIES ARE MORE THAN 3 PERCENT (3%) AWAY FROM THE MAXIMUM OF THEIR SALARY RANGE.	338	\$410,000
<b>TOTAL</b>	<b>401</b>	<b>\$417,700.00</b>

Although it has been the City’s past practice to provide COLA adjustments to unrepresented Classified employees and Unclassified employees consistent with those negotiated for the Classified employees covered by collective bargaining agreements, the Administration recommends implementing up to a three percent (3%) across the board COLA, effective the first full pay period ending April 2012 (six (6) months into the FY 2011/2012), for all Unclassified employees who are not currently at the maximum of the pay range of their classification; without adjusting the minimum and maximum of the salary ranges for each classification.

No Unclassified employee who left the City prior to the date of implementation of the proposed COLA, effective the first full pay period ending in April 2012, will be eligible for this COLA increase.

The proposed COLA of up to three percent (3%) for Unclassified employees would become effective on the first full pay period ending April 2012, the same date COLAs

were negotiated by the five (5) bargaining units. Further, this adjustment will provide additional incentives and competitiveness to attract and retain new and existing Unclassified employees. It should be noted that while implementation of "Alternative B" is feasible, the implementation as a policy for Unclassified employees only may lead to compression issues. These issues may result in inequities between Classified and Unclassified positions and may also lead to difficulty in promoting internal applicants and may discourage upward mobility.

### **CONCLUSION**

The Administration recommends approving the COLA of three percent (3%), effective the first full pay period ending April 2012 (approximately six (6) months into the FY 2011/2012) for all Unclassified employees.

If Alternative A is approved on first reading, then the Administration recommends that the second reading be set for a hearing on March 21, 2012.

If Alternative B is approved, then the Administration recommends that the practice of providing for periodic COLAs without adjusting the minimum and maximum of the salary ranges for each classification be proposed and negotiated with each of the bargaining units during the upcoming contract negotiations for the 2012-2015 collective bargaining agreements to be consistent with the practice begun by the Unclassified employees.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AMENDING ORDINANCE NO. 1605, THE UNCLASSIFIED EMPLOYEES SALARY ORDINANCE OF THE CITY OF MIAMI BEACH, FLORIDA, AS FOLLOWS: PROVIDING FOR ALL UNCLASSIFIED EMPLOYEES, EFFECTIVE THE FIRST FULL PAY PERIOD ENDING IN APRIL 2012, AN ACROSS THE BOARD COST-OF-LIVING ADJUSTMENT (COLA) OF THREE PERCENT (3%), AND A THREE PERCENT (3%) INCREASE TO THE MINIMUM AND MAXIMUM OF EACH PAY RANGE; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND CODIFICATION.**

**WHEREAS**, the City of Miami Beach has approximately 400 employees who are considered Unclassified employees; and

**WHEREAS**, during 2010, the City and its bargaining units reached agreements to amend the prior three-year collective bargaining agreements (CBAs); and

**WHEREAS**, the successor three-year CBAs were approved by the corresponding bargaining unit members and ratified by the City Commission; and

**WHEREAS**, in order to attain the Commission's goal of approximately \$15 million savings in employee concessions for FY 2009/2010 and FY 2010/2011, the CBAs contained the following provisions as cost savings components: no cost-of-living adjustments (COLA) for the first two and one-half (2 ½) years of the agreements; no merit increases for bargaining unit employees represented by AFSCME Local 1554, CWA Local 3178 and GSAF Local 100 for a period of time specified in each of these individual CBAs (eligible members of the FOP and IAFF employee groups continued to receive their step increases during this period of time); and when the merits resume, the maximum will be two percent (2%) instead of the previous maximum of four percent (4%); and

**WHEREAS**, consistent with the concessions negotiated with the represented Classified employees the City imposed an equivalent COLA and merit/step freezes on the unrepresented Classified employees and all Unclassified employees for the same period; and



**WHEREAS**, an across the board COLA of three percent (3%) for all represented Classified employees was negotiated, with a corresponding increase to the minimum and maximum of each pay grade, effective with the first full pay period ending in April 2012 (approximately six (6) months into FY 2011/2012); and

**WHEREAS**, the COLAs listed herein are consistent with those negotiated for the Classified employees covered by the American Federation of State, County and Municipal Employees (AFSCME) Local 1554; the Fraternal Order of Police (FOP) William Nichols Lodge No. 8; the International Association of Firefighters (IAFF) Local 1510; the Communication Workers of America (CWA) Local 3178; and the Government Supervisors Association of Florida (GSAF) Local 100; and

**WHEREAS**, the City's past practice has been to provide COLA increases to Unclassified employees and unrepresented Classified employees (OTHERS - Group VI), consistent with the COLA negotiated by the represented Classified employees (Groups I through V); and

**WHEREAS**, no Unclassified employee who left the City prior to the date of implementation of the COLA effective the first full pay period ending in April 2012 will be eligible for this COLA increase; and

**WHEREAS**, there is a need to amend the salary ranges of Unclassified employees in order to ensure that the City has an employee classification and compensation system that is fair and internally and externally competitive.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA:**

**SECTION 1:** The minimum and the maximum biweekly pay ranges will be changed to reflect an employee classification and compensation system that is fair and competitive, effective the first full pay period ending in April 2012. The following lines of Section 1 of the Unclassified Salary Ordinance No. 1605 shall be amended as follows:

**CLASS AND PAY GRADES, SALARIES AND CLASSIFICATIONS**

<b>GRADE</b>	<b>MINIMUM BIWEEKLY</b>	<b>MAXIMUM BIWEEKLY</b>
26	Determined by the City Commission	Determined by the City Commission
25	149,287 <b><u>5,914</u></b>	240,984 <b><u>9,547</u></b>
24	137,314 <b><u>5,440</u></b>	221,773 <b><u>8,786</u></b>
23	126,368 <b><u>5,006</u></b>	204,095 <b><u>8,085</u></b>

22	116,296	<u>4,607</u>	187,828	<u>7,441</u>
21	107,026	<u>4,240</u>	172,858	<u>6,848</u>
20	98,495	<u>3,902</u>	159,079	<u>6,302</u>
19	90,645	<u>3,591</u>	146,397	<u>5,800</u>
18	83,419	<u>3,305</u>	134,731	<u>5,337</u>
17	76,769	<u>3,041</u>	123,991	<u>4,912</u>
16	70,359	<u>2,787</u>	114,108	<u>4,520</u>
15	65,015	<u>2,576</u>	105,011	<u>4,160</u>
14	59,837	<u>2,370</u>	96,641	<u>3,828</u>
13	55,068	<u>2,182</u>	88,940	<u>3,523</u>
12	50,678	<u>2,008</u>	81,848	<u>3,242</u>
11	46,638	<u>1,848</u>	75,325	<u>2,984</u>
10	42,921	<u>1,700</u>	69,320	<u>2,746</u>
9	39,500	<u>1,565</u>	63,797	<u>2,527</u>
8	36,352	<u>1,440</u>	58,712	<u>2,326</u>
7	33,453	<u>1,325</u>	54,031	<u>2,140</u>
6	30,788	<u>1,220</u>	49,725	<u>1,970</u>
5	28,334	<u>1,122</u>	45,760	<u>1,813</u>
4	26,076	<u>1,033</u>	42,114	<u>1,668</u>
3	23,996	<u>951</u>	38,757	<u>1,535</u>
2	22,084		35,668	
1	20,324		32,824	

In compliance with Sections 2-407 through 2-410 of the City Code, entitled "Living Wage Requirements for Service Contracts and City Employees" (See Ordinance 2010-3682 and Resolution 2011-27752), the minimum and the maximum hourly rate for Ranges 2 and 1 shall be amended as follows:

<u>GRADE</u>	<u>MINIMUM HOURLY RATE WITH HEALTH BENEFITS</u>	<u>MINIMUM HOURLY RATE WITHOUT HEALTH BENEFITS</u>	<u>MAXIMUM HOURLY RATE</u>
<u>2</u>	<u>10.94</u>	<u>12.17</u>	<u>17.66</u>
<u>1</u>	<u>10.72</u>	<u>12.17</u>	<u>16.25</u>

In compliance with Sections 2-407 through 2-410 of the City Code, entitled "Living Wage Requirements for Service Contracts and City Employees" (See Ordinance 2010-3682 and Resolution 2011-27752), effective October 1, 2012, the minimum and the maximum hourly rate for Ranges 2 and 1, shall be as follows:

<u>GRADE</u>	<u>MINIMUM HOURLY RATE WITH HEALTH BENEFITS</u>	<u>MINIMUM HOURLY RATE WITHOUT HEALTH BENEFITS</u>	<u>MAXIMUM HOURLY RATE</u>
<u>2</u>	<u>11.28</u>	<u>12.92</u>	<u>17.66</u>
<u>1</u>	<u>11.28</u>	<u>12.92</u>	<u>16.25</u>

### B. Grades and Classifications

<b>GRADE</b>	<b>CLASSIFICATION</b>	<b>EMPLOYEE GROUP</b>
26	City Attorney	Unclassified
26	City Manager	Unclassified
25	Deputy City Manager	Unclassified
24	Assistant City Manager	Unclassified
24	Chief Deputy City Attorney	Unclassified
24	Chief Financial Officer	Unclassified
23	Deputy City Attorney	Unclassified
23	Fire Chief	Unclassified
23	Police Chief	Unclassified
22	Executive Assistant to the City Manager	Unclassified
22	Public Works Director	Unclassified
21	Assistant Police Chief	Unclassified
21	Assistant Fire Chief	Unclassified
21	Building Director	Unclassified
21	Capital Improvement Projects Director	Unclassified
21	City Clerk	Unclassified
21	First Assistant City Attorney	Unclassified
21	General Services Director	Unclassified
21	Human Resources Director	Unclassified

21	Budget & Performance Improvement Director	Unclassified
21	Neighborhood Services Director	Unclassified
21	Parking Director	Unclassified
21	Planning Director	Unclassified
21	Parks & Recreation Director	Unclassified
20	Assistant Director – Building	Unclassified
20	Assistant Director – Finance	Unclassified
20	Community / Economic Development Director	Unclassified
20	Cultural Affairs & Tourism Development Director	Unclassified
20	Fire Division Chief	Unclassified
20	Fire Marshall	Unclassified
20	Information Technology Division Director	Unclassified
20	Police Division Major	Unclassified
19	Assistant Director – CIP	Unclassified
19	Assistant Director - Community / Economic Development	Unclassified
19	Assistant Director - Public Works	Unclassified
19	Bass Museum Director	Unclassified
19	Ocean Rescue Division Chief	Unclassified
19	Budget Officer	Unclassified
19	Chief of Staff	Unclassified
19	City Engineer	Unclassified
19	Code Compliance Director	Unclassified
19	Community Information Manager	Unclassified
19	Executive Assistant to the Chief	Unclassified
19	Fleet Management Division Director	Unclassified
19	Internal Auditor	Unclassified
19	Labor Relations Director	Unclassified
19	Police Captain	Unclassified
19	Police Commander	Unclassified
19	Procurement Division Director	Unclassified
19	Property Management Division Director	Unclassified
19	Public Information Coordinator	Unclassified
19	Sanitation Director	Unclassified
19	Senior Assistant City Attorney	Unclassified
19	Special Assistant to the City Manager	Unclassified
19	Transportation and Concurrency Manager	Unclassified
18	Affirmative Action Officer	Unclassified
18	Application Systems Manager	Unclassified
18	Assistant Director - Neighborhood Services	Unclassified
18	Assistant Director - Parking	Unclassified
18	Assistant Director - Parks	Unclassified
18	Assistant Director - Planning	Unclassified

18	Assistant Director - Recreation	Unclassified
18	Assistant Director- Tourism and Cultural Development	Unclassified
18	Chief Accountant	Unclassified
18	Expenditure / Treasury Manager	Unclassified
18	Finance Manager	Unclassified
18	Human Resources Administrator II	Unclassified
18	Labor Relations Division Director	Unclassified
18	Redevelopment Coordinator	Unclassified
18	Revenue Manager	Unclassified
18	Senior Capital Projects Coordinator	Unclassified
18	Systems Support Manager	Unclassified
18	Technical Services Manager	Unclassified
18	Utilities Superintendent	Unclassified
17	Account Manager - Finance	Unclassified
17	Arts, Culture & Entertainment Director	Unclassified
17	Assets Manager	Unclassified
17	Assistant Director - Code Compliance	Unclassified
17	Assistant Division Director - Property Management	Unclassified
17	Assistant For Labor Relations	Unclassified
17	Assistant to the Neighborhood Services Director	Unclassified
17	Assistant Internal Auditor	Unclassified
17	Call Center / Customer Service Manager	Unclassified
17	Capital Improvement Administrator - Finance	Unclassified
17	Capital Projects Coordinator	Unclassified
17	Chief Accessibility Inspector	Unclassified
17	Chief Structural Plans Examiner	Unclassified
17	Code Compliance Division Director	Unclassified
17	Community Development and Housing Division Director	Unclassified
17	Construction Management Division Director	Unclassified
17	Cultural Affairs Program Manager	Unclassified
17	Economic Development Division Director	Unclassified
17	Emergency Management Coordinator	Unclassified
17	Employment Supervisor	Unclassified
17	Geographic Information System Manager	Unclassified
17	Grants Manager	Unclassified
17	Historic Preservation Coordinator	Unclassified
17	Housing Manager	Unclassified
17	Manager – Finance	Unclassified
17	Neighborhood Services Projects Administrator	Unclassified
17	Office of Community Services Division Director	Unclassified
17	Organizational Development & Training Coordinator	Unclassified
17	Planning & Zoning Manager	Unclassified
17	Preservation & Design Manager	Unclassified

17	Risk Manager	Unclassified
17	Service Delivery Manager	Unclassified
17	Special Projects Coordinator	Unclassified
17	Streets, Lighting & Stormwater Superintendent	Unclassified
17	Transportation Manager	Unclassified
16	Assistant Director - Procurement Division	Unclassified
16	Assistant Director - Sanitation	Unclassified
16	Assistant City Attorney II	Unclassified
16	Assistant City Clerk	Unclassified
16	Capital Improvement Administrator	Unclassified
16	Capital Projects Administrator	Unclassified
16	Chief Building Code Compliance Officer	Unclassified
16	Chief Building Inspector	Unclassified
16	Chief Electrical Inspector	Unclassified
16	Chief Elevator Inspector	Unclassified
16	Chief Engineering Inspector	Unclassified
16	Chief Fire Protection Analyst	Unclassified
16	Chief Mechanical Inspector	Unclassified
16	Chief Plumbing Inspector	Unclassified
16	Civil Engineer III	Unclassified
16	Claims Coordinator	Unclassified
16	Community Development Coordinator	Unclassified
16	Community Information Coordinator	Unclassified
16	Community Resources Coordinator	Unclassified
16	Database Administrator	Unclassified
16	Employee Benefits Coordinator	Unclassified
16	EMS Coordinator	Unclassified
16	Environmental Resources Manager	Unclassified
16	Film & Event Production Manager	Unclassified
16	Financial Analyst III	Unclassified
16	Human Resources Administrator I	Unclassified
16	Implementation Services Manager	Unclassified
16	Landscape Projects Coordinator	Unclassified
16	Log Cabin Program Administrator	Unclassified
16	Mayor / Commissioner Aide	Unclassified
16	Office of Child Development Director	Unclassified
16	Organizational Development & Training Specialist	Unclassified
16	Park Facility Manager	Unclassified
16	Parks Superintendent	Unclassified
16	Police Plans & Policies Manager	Unclassified
16	Principal Planner	Unclassified
16	Project Planner/Designer	Unclassified
16	PSCU Administrator	Unclassified

16	Public Information Officer	Unclassified
16	Radio Systems Administrator	Unclassified
16	Real Estate Economist	Unclassified
16	Senior Auditor	Unclassified
16	Senior Management Analyst	Unclassified
16	Senior Management & Budget Analyst	Unclassified
16	Senior Management Consultant	Unclassified
16	Senior Network Administrator	Unclassified
16	Senior Systems Administrator	Unclassified
16	Storage Area Network Architect	Unclassified
16	Tourism & Convention Director	Unclassified
16	Traffic Engineer	Unclassified
16	Transportation Coordinator	Unclassified
16	Urban Forester	Unclassified
16	Utility Billing Supervisor	Unclassified
16	VOIP Network Administrator	Unclassified
15	Assistant Director - Bass Museum	Unclassified
15	Building Permitting Information Analyst II	Unclassified
15	CDBG Projects Coordinator	Unclassified
15	Central Services Coordinator	Unclassified
15	Code Compliance Manager	Unclassified
15	Code Compliance Supervisor	Unclassified
15	Contracts Compliance Specialist	Unclassified
15	Departmental ADA Coordinator	Unclassified
15	Development Coordinator	Unclassified
15	Development Review Services Coordinator	Unclassified
15	Film & Print Coordinator	Unclassified
15	Financial Analyst II	Unclassified
15	Fire Protection Analyst	Unclassified
15	Grants Writer / Researcher	Unclassified
15	Information Technology Specialist III	Unclassified
15	Inspection Services Coordinator	Unclassified
15	Media Specialist	Unclassified
15	Network Administrator	Unclassified
15	Property / Evidence Supervisor	Unclassified
15	Redevelopment Specialist	Unclassified
15	Right-of-Way Manager	Unclassified
15	Safety Officer	Unclassified
15	Senior Planner	Unclassified
15	Senior Plans Designer	Unclassified
15	Senior Capital Projects Planner	Unclassified
15	Senior Systems Analyst	Unclassified
15	Senior Telecommunications Specialist	Unclassified

15	Special Events Coordinator	Unclassified
15	Structural Engineer	Unclassified
15	Systems Administrator	Unclassified
14	Administrative Manager	Unclassified
14	Assistant City Attorney I	Unclassified
14	Building Records Manager	Unclassified
14	CDBG Program Analyst	Unclassified
14	Civil Engineer II	Unclassified
14	Communications Manager	Unclassified
14	Community Development Specialist	Unclassified
14	Construction Manager	Unclassified
14	Cultural Facilities Manager	Unclassified
14	Curator	Unclassified
14	Curator of Collections	Unclassified
14	Curator of Education	Unclassified
14	Entertainment Industry Liaison	Unclassified
14	Environmental Specialist	Unclassified
14	Geographic Information System Analyst	Unclassified
14	Housing Specialist	Unclassified
14	Information Technology Specialist II	Unclassified
14	Landscape Architect	Unclassified
14	Legal Administrator	Unclassified
14	Log Cabin Education Coordinator	Unclassified
14	Management Consultant	Unclassified
14	Parking Administration Manager	Unclassified
14	Parking Operations Manager	Unclassified
14	Police Records Manager	Unclassified
14	Property Management Contracts Coordinator	Unclassified
14	Records Manager	Unclassified
14	Recreation Supervisor II	Unclassified
14	Sanitation Superintendent	Unclassified
14	Senior Procurement Specialist	Unclassified
14	Systems Analyst	Unclassified
14	Telecommunications Specialist	Unclassified
14	Social Worker	Unclassified
14	Transportation Engineer	Unclassified
14	Victims Advocate	Unclassified
13	Agenda Coordinator	Unclassified
13	Auditor	Unclassified
13	Executive Office Associate II	Unclassified
13	Financial Analyst I	Unclassified
13	Fleet Analyst	Unclassified



13	Grants Writer / Researcher	Unclassified
13	Labor Relations Specialist	Unclassified
13	Management & Budget Analyst	Unclassified
13	Office Manager	Unclassified
13	Human Resources Specialist	Unclassified
13	Planner	Unclassified
13	Procurement Coordinator	Unclassified
13	Public Art Coordinator	Unclassified
13	Public Information Specialist	Unclassified
13	Security Specialist	Unclassified
13	Special Events Liaison	Unclassified
12	Bicycle Program Coordinator	Unclassified
12	Building Permitting Information Analyst I	Unclassified
12	Building Records Supervisor	Unclassified
12	Civil Engineer I	Unclassified
12	Community Development Technician	Unclassified
12	Executive Office Associate I	Unclassified
12	Field Agent	Unclassified
12	Field Supervisor	Unclassified
12	Homeless Program Coordinator	Unclassified
12	Information Technology Specialist I	Unclassified
12	Labor Relations Technician	Unclassified
12	Legal Secretary	Unclassified
12	Police Financial Assistant	Unclassified
12	Police Public Information Officer	Unclassified
12	Police Records Supervisor	Unclassified
12	Registrar	Unclassified
11	Case Worker	Unclassified
11	Elder Affairs Coordinator	Unclassified
11	Grants & Operations Administrator	Unclassified
11	Ice Rink Manager	Unclassified
11	Log Cabin Employment Specialist / Job Coordinator	Unclassified
11	Media Assistant	Unclassified
11	Office Associate V	Unclassified
11	Sanitation Coordinator	Unclassified
11	Truancy Prevention Program Coordinator	Unclassified
10	Assistant Ice Rink Manager	Unclassified
10	Code Violations Clerk	Unclassified
10	Customer Service Liaison	Unclassified
10	Paralegal	Unclassified

9	Case Worker II	Unclassified
9	Office Associate IV	Unclassified
9	Field Monitor	Unclassified
8	Graffiti Removal Coordinator	Unclassified
7	Log Cabin Instructor	Unclassified
7	Office Associate III	Unclassified
7	Receptionist	Unclassified
6	There is currently no classification in this Grade.	
5	Office Associate II	Unclassified
4	Log Cabin Driver / Instructor Aide	Unclassified
3	Office Associate I	Unclassified
2	There is currently no classification in this Grade.	
1	There is currently no classification in this Grade.	

**SECTION 2: REPEALER.**

That all ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

**SECTION 3: SEVERABILITY.**

If any section, subsection, clause or provision of this Ordinance is held invalid, the remainder shall not be affected by such invalidity.

**SECTION 4: EFFECTIVE DATES.**

The Ordinance Amendments set forth in Section 1 above shall become effective the first full payroll period in April 2012. A three percent (3%) across the board COLA for all Unclassified employees shall become effective the first full payroll period in April 2012.

**SECTION 5: CODIFICATION.**

It is the intention of the Mayor and City Commission of the City of Miami Beach, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of the City of Miami Beach, Florida. The sections of this Ordinance may be

renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

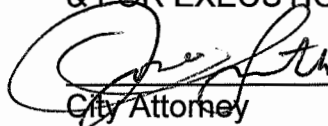
**PASSED and ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Matti Herrera Bower, Mayor

ATTEST:

APPROVED AS TO FORM & LANGUAGE  
& FOR EXECUTION

\_\_\_\_\_  
Robert Parcher, City Clerk

  
\_\_\_\_\_  
City Attorney

2/17/12  
\_\_\_\_\_  
Date

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RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA PROVIDING FOR ALL UNCLASSIFIED EMPLOYEES, EFFECTIVE THE FIRST FULL PAY PERIOD ENDING IN APRIL 2012, AN ACROSS THE BOARD COST-OF-LIVING ADJUSTMENT (COLA) OF UP TO THREE PERCENT (3%) FOR THOSE EMPLOYEES WHO ARE NOT CURRENTLY AT THE MAXIMUM OF THE PAY RANGE OF THEIR JOB CLASSIFICATION; AND PROVIDING NO ADJUSTMENT TO THE MINIMUM AND MAXIMUM OF EACH PAY RANGE.**

**WHEREAS**, the City of Miami Beach has approximately 400 employees who are considered Unclassified employees; and

**WHEREAS**, during 2010, the City and its bargaining units reached agreements to amend the prior three-year collective bargaining agreements (CBAs); and

**WHEREAS**, the successor three-year CBAs were approved by the corresponding bargaining unit members and ratified by the City Commission; and

**WHEREAS**, in order to attain the Commission's goal of approximately \$15 million savings in employee concessions for FY 2009/2010 and FY 2010/2011, the CBAs contained the following provisions as cost savings components: no cost-of-living adjustments (COLA) for the first two and one-half (2 ½) years of the agreements; no merit increases for bargaining unit employees represented by AFSCME Local 1554, CWA Local 3178 and GSAF Local 100 for a period of time specified in each of these individual CBAs (eligible members of the FOP and IAFF employee groups continued to receive their step increases during this period of time); and when the merits resume, the maximum will be two percent (2%) instead of the previous maximum of four percent (4%); and

**WHEREAS**, consistent with the concessions negotiated with the represented Classified employees the City imposed an equivalent COLA and merit/step freezes on the unrepresented Classified employees and all Unclassified employees for the same period; and

**WHEREAS**, an across the board COLA of three percent (3%) for all represented Classified employees was negotiated, with a corresponding increase to the minimum and maximum of each pay grade, effective with the first full pay period ending in April 2012 (approximately six (6) months into FY 2011/2012); and

**WHEREAS**, as part of the adopted FY 2011/2012 operating budget approved by the City Commission, \$580,000 was budgeted for all Unclassified employees to receive a three percent (3%) COLA effective with the last full pay period in April 2012; and a three percent (3%) increase to the minimum and maximum of each pay range; and

**WHEREAS**, during the February 24, 2012 Special City Commission meeting, the Administration presented to the City Commission an amendment to Ordinance No. 1605, the Unclassified Employees Salary Ordinance as "Alternative A", implementing a three percent (3%) COLA effective with the first full pay period ending in April 2012, and a three percent (3%) increase to the minimum and maximum of each pay range; and

**WHEREAS**, the City Commission chose not to approve an amendment to Ordinance No. 1605, but instead approved "Alternative B", which provides up to a three percent (3%) COLA for those employees who are not currently at the maximum of their pay range for their job classification and does not provide any adjustment to the minimum and maximum of each pay range; and

**WHEREAS**, the City estimates an impact of approximately \$418,000 to the City's FY 2011/2012 operating budget, which is approximately \$162,000 less than what was budgeted and approved by the City Commission as part of the FY 2011/2012 Budget process; and

**NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND THE CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA** that Unclassified employees, effective with the first full pay period ending in April 2012, shall receive an across the board cost-of-living adjustment (COLA) of up to a three percent (3%) for those employees who are not currently at the maximum of the pay ranger of their job classification; and providing no adjustment to the minimum and maximum of each pay range.

**PASSED and ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Matti Herrera Bower, Mayor

ATTEST:

APPROVED AS TO FORM & LANGUAGE  
& FOR EXECUTION

\_\_\_\_\_  
Robert Parcher, City Clerk

  
\_\_\_\_\_  
City Attorney

2/17/12

\_\_\_\_\_  
Date

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