



**Hallandale Beach**  
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400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	January 25, 2017		<b>Item Type:</b> (Enter X in box)	<b>Resolution</b>	<b>Ordinance</b>	<b>Other</b>	
						<b>X</b>	
<b>Fiscal Impact:</b> (Enter X in box)	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> (Enter X in box)	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
	<b>X</b>		<b>Public Hearing:</b> (Enter X in box)	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
					<b>X</b>		<b>X</b>
<b>Funding Source:</b>	General Fund		<b>Advertising Requirement:</b> (Enter X in box)	<b>Yes</b>		<b>No</b>	
						<b>X</b>	
<b>Account Balance:</b>	N/A		<b>Quasi Judicial:</b> (Enter X in box)	<b>Yes</b>		<b>No</b>	
						<b>X</b>	
<b>Project Number :</b>	N/A		<b>RFP/RFQ/Bid Number:</b>	N/A			
<b>Contract/P.O. Required:</b> (Enter X in box)	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> (Enter X in box)				
		<b>X</b>	<b>Safety</b> <input type="checkbox"/> <b>Quality</b> <input checked="" type="checkbox"/> <b>Vibrant Appeal</b> <input type="checkbox"/>				
<b>Sponsor Name:</b>	Keith London, Vice Mayor		<b>Department:</b>	Keith London, Vice Mayor			

**Short Title:**

**DISCUSSION OF PROVIDING ASSIGNMENT PAY TO THE INTERIM CITY MANAGER AND INTERIM CITY ATTORNEY**

**Staff Summary:**

### **BACKGROUND:**

On November 29, 2016, the City Commission appointed Jennifer Frastai as Interim City Manager and Andre McKenney as Interim City Attorney. As per the current practice and policy, it is the

Policy of the City of Hallandale Beach that employees be paid additional pay when their positions are upgraded due to the addition of a vacant position's duties. For Civil Service Employees (unions employees), the Collective Bargaining Agreements (CBA) outline the percentage increase for employees who are governed by the CBA to receive such pay. Management and Non-Civil Service are governed by Administrative Policy 1003.22, Upgrade Pay for Management Employees. Section IV.1. of that policy provides:

*Upgrade Pay will be received as long as the position is upgraded except for when the employee is absent for more than seven (7) calendar days. During absences exceeding seven (7) calendar days, the employee will receive their regular pay only.*

The management policy is silent, as to the percent increase for employees to receive; however, past practice has been to follow the amount set forth in the union contract which is between 5% to 7%.

This item is for the City Commission to consider providing assignment pay for the appointments of the two Interim Officers currently assuming the Interim of City Manager and City Attorney without assignment pay.

#### **FISCAL IMPACT:**

The following chart provides the total amount of assignment pay calculated at a 5% and 7% assignment pay retroactive to November 30, 2016:

Frastai	hrs	rate		%	5% Assignment Pay Per Pay Period		Dates Covered		
12/16/2016	64	65.31	4179.84	0.05	\$ 208.99		11/30/2016	to	12/9/2016
12/30/2016	80	65.31	5224.8	0.05	\$ 261.24		12/10/2016	to	12/23/2016
1/13/2017	80	65.31	5224.8	0.05	\$ 261.24		12/24/2016	to	1/6/2017
1/27/2017	80	65.31	5224.8	0.05	\$ 261.24		1/7/2017	to	1/20/2017
2/10/2017	80	65.31	5224.8	0.05	\$ 261.24		1/21/2017	to	2/3/2017
			<b>Frastai</b>	<b>TOTAL</b>	<b>\$ 1,253.95</b>				
Frastai	hrs	rate		%	7% Assignment Pay Per Pay Period		Dates Covered		
12/16/2016	64	65.31	4179.84	0.07	\$ 292.59		11/30/2016	to	12/9/2016
12/30/2016	80	65.31	5224.8	0.07	\$ 365.74		12/10/2016	to	12/23/2016
1/13/2017	80	65.31	5224.8	0.07	\$ 365.74		12/24/2016	to	1/6/2017
1/27/2017	80	65.31	5224.8	0.07	\$ 365.74		1/7/2017	to	1/20/2017
2/10/2017	80	65.31	5224.8	0.07	\$ 365.74		1/21/2017	to	2/3/2017
			<b>Frastai</b>	<b>TOTAL</b>	<b>\$ 1,755.53</b>				

McKenney	hrs	rate		%	5% Assignment Pay Per Pay Period		Dates Covered		
12/16/2016	64	47.4	3033.6	0.05	\$ 151.68		11/30/2016	to	12/9/2016
12/30/2016	80	47.4	3792	0.05	\$ 189.60		12/10/2016	to	12/23/2016
1/13/2017	80	47.4	3792	0.05	\$ 189.60		12/24/2016	to	1/6/2017
1/27/2017	80	47.4	3792	0.05	\$ 189.60		1/7/2017	to	1/20/2017
2/10/2017	80	47.4	3792	0.05	\$ 189.60		1/21/2017	to	2/3/2017
2/24/2017	8	47.4	379.2	0.05	\$ 18.96		2/4/2017	to	2/6/2017
			<b>McKenney TOTAL</b>		<b>\$ 929.04</b>				
McKenney	hrs	rate		%	7% Assignment Pay Per Pay Period		Dates Covered		
12/16/2016	64	47.4	3033.6	0.07	\$ 212.35		11/30/2016	to	12/9/2016
12/30/2016	80	47.4	3792	0.07	\$ 265.44		12/10/2016	to	12/23/2016
1/13/2017	80	47.4	3792	0.07	\$ 265.44		12/24/2016	to	1/6/2017
1/27/2017	80	47.4	3792	0.07	\$ 265.44		1/7/2017	to	1/20/2017
2/10/2017	80	47.4	3792	0.07	\$ 265.44		1/21/2017	to	2/3/2017
2/24/2017	8	47.4	379.2	0.07	\$ 26.54		2/4/2017	to	2/6/2017
			<b>McKenney TOTAL</b>		<b>\$ 1,300.66</b>				

It should be noted that on November 24, 2016, Ms. Frastai reached her 12-year anniversary with the City. In accordance with City policy, Ms. Frastai would have been afforded the opportunity to receive her annual 2.5% merit increase; however, with the separation of the City Manager, that opportunity did not occur. The amount of the merit increase is not included in the above calculation.

#### **WHY THIS ACTION IS NECESSARY:**

Pursuant to Sections 6.01 and 6.03 of the City Charter, the City Commission shall appoint a City Manager and City Attorney. The City Commission shall set compensation as determined by the Commission.

#### **Proposed Action:**

City Commission to consider providing assignment pay to the Interim City Manager and Interim City Attorney.

#### **Attachment(s):**

Exhibit 1 – Administrative Policy 1003.22