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**CITY OF RIVIERA BEACH – MEMORANDUM**

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**TO:** HONORABLE MAYOR, CHAIRPERSON, AND CITY COUNCIL

**THROUGH:** JONATHAN EVANS, CITY MANAGER, MPA, MBA, ICMA-CM

**FROM:** ROSILYN DICKERSON, HUMAN RESOURCES DIRECTOR, MS-HRMD, PHR, SHRM-CP, CLRP

**SUBJECT: HUMAN RESOURCES CODE OF ORDINANCE**

**DATE:** FEBRUARY 19, 2020

**CC:** GENERAL PUBLIC

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**Background:**

City Ordinance 978 updated Section 2-106.1 Supplemental regulations concerning salary grades and classifications. With the institution of labor agreements in the mid 1970s, the City relied less on the “Division of Salary Plan” in the Code of Ordinances. The City used the practice of following the General Employees Labor Agreement in application to all of its non-bargaining employees. It is necessary to abandon the erroneous application to a non-bargaining group. Therefore, Human Resources is in the process of implementing a Human Resources Best Practice by completing the City’s first handbook. While the handbook is under review, we have identified an immediate need to address one particular area of the existing Human Resources Ordinance.

Most recently, the City has experienced hardship in the recruiting of executive-level positions. One of the factors that has hindered the recruitment process is the City’s lack of leverage in salary negotiation at the offer stage. The City has been limited to offering salaries only up to 10% above the starting salary, consistent with the City Manager’s authority. This has negatively impacted our ability to compete for top talent in the market, as desired candidates have declined job offers because salary became a point of contention.

There are no conflicts or contradictions with any existing City’s policies. Lastly, the first reading of this ordinance was on February 5, 2020.



**Citywide Goal:**

The Citywide goal is to become competitive with not only excellent benefits but also salaries in the job market. Having more flexibility within the salary range will enable the City to be more competitive when competing for talent in the market. Additionally, this will enable the City to achieve operational excellence in recruitment and retention.

**Budget/Fiscal Impact:**

The City has designated funding for the adjustment of salaries. In the current fiscal budget, the Council approved \$300,000 to address salary inequities for Department Head positions. The City Manager is seeking authorization to negotiate starting pay for Department Head positions above the ten percent currently allowed, with the restriction that initial salary offers shall remain within the adopted pay band for the respective position and confirmation by the Human Resources Director that the initial salary offer does not exceed market. The City Manager is also seeking authority, in conjunction with the Human Resources Director, to process market equity adjustments for current Department Heads.

**Recommendation:**

Staff recommends the City Council approve the new language that will increase the City Manager's authority.

**Attachments:**

1. Ordinance Supplemental Regulations
2. Ordinance Supplemental Regulations Strikethroughs
3. Ordinance Attachment