



# City of Lauderhill

City Commission  
Chambers at City Hall  
5581 W. Oakland Park  
Blvd.  
Lauderhill, FL, 33313  
www.lauderhill-fl.gov

## File Details

**File Number: 25O-0003**

**File ID:** 25O-0003

**Type:** Ordinance

**Status:** First Reading

**Version:** 1

**Reference:**

**In Control:** City Commission Meeting

**File Created:** 01/02/2025

**File Name:** Job Description City Code Amendment

**Final Action:**

**Title:** ORDINANCE NO. 25O-01-102: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL, FLORIDA, AMENDING CHAPTER 2 ENTITLED "ADMINISTRATION," ARTICLE II ENTITLED "OFFICERS AND EMPLOYEES," BY DELETING SECTION 2-21 ENTITLED "COMMISSION TO APPROVE JOB DESCRIPTIONS PRIOR TO FILLING POSITIONS AND CHANGES IN JOB DESCRIPTIONS"; PROVIDING FOR CONFLICTS, SEVERABILITY, AND CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY INTERIM CITY MANAGER KENNIE HOBBS, JR.).

**Notes:**

**Sponsors:** Giles

**Enactment Date:**

**Attachments:** ORD 25O-01-102 Ordinance removing job description approval, Memo to City Commission from City Manager - Job Descriptions.pdf

**Enactment Number:**

**Contact:**

**Hearing Date:**

\* **Drafter:** Ekrempler@Lauderhill-fl.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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#### Text of Legislative File 25O-0003

**ORDINANCE NO. 25O-01-102: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL, FLORIDA, AMENDING CHAPTER 2 ENTITLED "ADMINISTRATION," ARTICLE II ENTITLED "OFFICERS AND EMPLOYEES," BY DELETING SECTION 2-21 ENTITLED "COMMISSION TO APPROVE JOB DESCRIPTIONS PRIOR TO FILLING POSITIONS AND CHANGES IN JOB DESCRIPTIONS"; PROVIDING FOR CONFLICTS, SEVERABILITY, AND CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY INTERIM CITY MANAGER KENNIE HOBBS, JR.).**

**Request Action:**

Historically, job descriptions for all City positions have required approval by the City Commission. This practice was established in 1982, while the City was under the Strong-Mayor form of government, which concentrated significant authority in the Office of the Mayor and required the Commission’s oversight on various administrative matters, including staffing.

With the transition to a Commission-Manager form of government in 1995, the responsibility for administrative and operational functions, including oversight of personnel matters, have been delegated to the City Manager.

A recent study of the surrounding agencies indicated that job descriptions do not require Commission approval, except in municipalities with a Strong-Mayor form of government.

**Need Summary Explanation/ Background:**

In a continued effort to review and revise the City’s code, policies, procedures, and practices, it is recommended that Chapter 2- Administration, Article II. - Officers and Employees, Division 1. - Generally, Section 2-21, of the City Code be removed, which would remove the requirement of the City Commission approval of job descriptions. Instead, job descriptions would be developed by the Human Resources Department in coordination with the respective Department Head and subject matter expert(s), then reviewed and approved administratively by the City Manager for operational effectiveness.

The City Commission sets and approves the City’s operating budget and provides direction regarding the strategic plan, goals, and mission of the City. The creation, revision, and implementation of new job descriptions would continue to strictly align with the Commission’s set budget and strategic plan.

This recommended change, would not only streamline internal operational processes and enhance operational efficiency, but it would also allow the City to respond to the ever-evolving needs of the community, in a more efficient manner.

**Cost Summary/ Fiscal Impact:**

No fiscal impact.

**Attachments:**

#1 - Memo to City Commission from City Manager - Job Descriptions

**Budget Code Number(s):** \_\_\_\_\_

**Procurement Information: [check all that apply]**

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|---|---|--------------------------------|
| <input type="checkbox"/> RFP/Bid        | <input type="checkbox"/> Emergency Purchase | <input type="checkbox"/> SBE   |
| <input type="checkbox"/> Proposal/Quote | <input type="checkbox"/> State Grant Funds  | <input type="checkbox"/> Local |

Preference

Piggyback Contract

Federal Grant Funds

Sole Source

Matching Required