



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Administration

**DATE:** January 29, 2026

**SUBJECT:** Motion to approve the revision of the City of Cooper City Pay Plan, reclassification of the Parks and Recreation Manager position, and the Grant Administrator position. - **Administration**

### **CITY MANAGER RECOMMENDATION:**

The City Manager recommends reclassifying the Park and Recreation Manager position from grade 116 to grade 120, and the Grant Administrator position from grade 122 to grade 123.

### **BACKGROUND OF ITEM:**

During the implementation of the current pay plan, the Parks and Recreation Manager was classified as grade 116, just one grade higher than the Parks and Recreation Coordinator, while the Parks/Street Maintenance Supervisor was classified as grade 120, even though the classification of the Parks and Recreation Manager requires a Bachelor's degree and certifications, which are not required for a Parks Maintenance Supervisor.

The Grants Administrator position was classified as grade 122 during the implementation of the pay plan, but since the Grant Administrator was hired, it has become clear that it requires a higher classification to recognize its value and contribution to the organization's success, especially now that the Grant Administrator reports directly to the Deputy City Manager.

### **ANALYSIS:**

Reclassifying these two positions ensures fairness within the pay plan and will also help the city retain its current talent in these roles.

### **STRATEGIC PLAN:**

This action supports two strategic objectives: increase resident satisfaction by ensuring that the parks and recreation assets and programs are well managed, and increase revenue streams by securing more grant funds.

### **FISCAL IMPACT:**

The Parks and Recreation Manager's minimum range will increase by \$13,800, and the Grants Administrator's minimum range will increase by \$4,390. The Parks and Recreation Manager's cost

will be covered by vacancy savings in the P&R Director position, while the Grants Administrator's cost will be covered from grant-funded proceeds.

**ATTACHMENTS:**

1. Revised pay plan