

CITY OF MARGATE, FLORIDA  
ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF MARGATE, FLORIDA,  
AMENDING CHAPTER 30 PERSONNEL; SECTION 30-23  
COVERED PERSONNEL; SECTION 30-42 EXAMINATION  
PROCEDURE; SECTION 30-43 EXAMINATION AND ORAL  
BOARD RATINGS; SECTION 30-49 ADDITIONAL  
REQUIREMENTS AND POINTS FOR POLICE, PROMOTION;  
PROVIDING FOR PROMOTION PROCEDURES AND  
REQUIREMENTS FOR POLICE PERSONNEL; PROVIDING  
FOR SEVERABILITY; PROVIDING FOR CODIFICATION;  
AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF  
MARGATE, FLORIDA:

**SECTION 1:** The Code of Ordinances of the City of  
Margate, Florida, Chapter 30 Personnel, Article II. - Civil  
Service - Division 1, Section 30-23 Covered Personnel, is  
hereby amended to read as follows:

**Sec. 30-23. Covered personnel.**

- (a) All persons regularly employed by the eCity, except as  
hereinafter provided, are governed by this article.
- (b) The following positions are not governed by the rules and  
ordinances of the civil service code: elected officials or

1 persons appointed to fill vacancies in elected offices; the  
2 eCity ~~m~~Manager; the eCity ~~a~~Attorney; the eCity eClerk; any  
3 employee directly responsible to the eCity ~~m~~Manager, eCity  
4 ~~a~~Attorney, or eCity eClerk; directors of departments;  
5 ~~assistant chiefs of the police department,~~ all ranks in the  
6 ~~pPolice dDepartment~~ above the classified position of ~~police~~  
7 ~~captain, excluding individuals appointed to the position of~~  
8 major; any employee of the eCity whose salary and benefits  
9 are completely funded by the eCommunity ~~r~~Redevelopment  
10 ~~a~~Agency; temporary employees; part-time employees;  
11 independent contractors and all their employees or  
12 subcontractors or any employees paid from separately funded  
13 programs of the eCity other than the general fund and  
14 enterprise fund. Excluded employees shall include employees  
15 of the Northwest Focal Point Senior Center District.

16 [Note to Municipal Code: The rest of this section shall remain as  
17 codified.]  
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20 **SECTION 2:** The Code of Ordinances of the City of  
21 Margate, Florida, Chapter 30 Personnel, Article II. - Civil  
22 Service - Division 3. Procedures for Promotional Positions,

1 Section 30-42 Examination procedure, is hereby amended to read  
2 as follows:

3 **Sec. 30-42. Examination procedure.**

4 (a) The human resources director shall ensure that applicable  
5 written, oral and practical examinations, for promotional  
6 opportunities, shall be given.

7 (b) The human resources department will coordinate all  
8 applicable written, applicable oral, and applicable practical  
9 examinations both initial and promotional. If additional  
10 assistance is required to prepare, conduct, or administer any  
11 examination, the human resources director is empowered to  
12 seek outside assistance, subject to the availability of eCity  
13 funds within the hiring department's budget.

14 (c) The department director and the human resources director, or  
15 their respective designees, shall review and evaluate  
16 applications to determine if the applicant meets or exceeds  
17 the minimum qualifications for the position sought.

18 (d) An applicant whose application has been accepted and  
19 acknowledged by the human resources department, and meets or  
20 exceeds the minimum qualifications for the position sought.

21 (e) The civil service board, through the human resources

1 department, shall ensure that all examinations have been held  
2 and maintain all eligibility lists for appointment to all  
3 departments of the eCity. Employees will be promoted only  
4 after passing a competitive examination. All competitive  
5 examinations shall be given under the authority of the civil  
6 service board.

7 (f) The human resources department shall coordinate and may  
8 conduct a written examination, if applicable, for those  
9 applicants deemed qualified pursuant to [subsection] (c)  
10 above.

11 (g) The department director, in conjunction with the human  
12 resources department, shall schedule and conduct a practical  
13 examination for those applicants who pass the written  
14 examination, if applicable.

15 (h) Oral board and personnel review panel—Convening and  
16 composition. For those qualified applicants who pass any  
17 applicable written and practical examinations, the department  
18 director, in conjunction with the human resources department,  
19 shall convene an oral examination board and personnel review  
20 panel (police only) comprised of the following members:

21 (1) Police oral board and personnel file review:

1       a. ~~Panel members designated by the chief of police.~~ No  
2       less than three members of outside agencies from either  
3       Broward County, Palm Beach County, or Miami-Dade, that  
4       are at least one higher rank than the position being  
5       considered for promotion. The designation of these panel  
6       members shall be made by the contracted promotional  
7       testing company or City Manager upon unavailability of a  
8       testing company.

9  
10       b. Human resources director or designee (observer only).

11       c. Civil service board member (observer only).

12       (2) All other employees—Oral board:

13       a. Department director or designee.

14       b. Human resources director or designee.

15       c. Civil service board member (observer only).

16       d. Panel members designated by the department director or  
17       designee.

18  
19       (i) Where other examinations have been administered, oral  
20       examinations shall be conducted for a maximum of ten (10)  
21       applicants scoring highest for each vacant civil service  
22       position, unless otherwise determined in advance by the civil

1 service board.

2 (j) Applicants who have scored a passing grade but who have not  
3 been given an oral examination shall be placed on a  
4 qualification list. Those applicants shall be subject to the  
5 continuation of the full promotional process to fill future  
6 vacancies in that position for as long as the original  
7 eligibility list would have existed.

8 (k) All graded examinations, whether written or oral, shall be  
9 reviewed for accuracy by the human resources department. The  
10 human resources director, or designee, shall certify all  
11 promotional examinations.

12 (l) The final score on the oral examination and personnel  
13 review, when applicable, shall be based on the average of all  
14 scores received from the scoring board/panel members.

15 (m) The human resources department shall create an eligibility  
16 list based on the grade order determined by final examination  
17 rankings, pursuant to section 30-43. The eligibility list  
18 shall be submitted for review and certification by a member  
19 of the civil service board.

20 (n) No applicant will be given a special examination or a re-  
21 examination or a rescheduled examination unless it is

otherwise authorized by the human resources director. All such claims must be filed in writing with the civil service board within five (5) business days of the previously scheduled examination.

- (o) An individual who fails any written, oral, or practical examination for a promotional opportunity may not retest for that same position within six (6) months of the date that the individual failed the examination.

**SECTION 3:** The Code of Ordinances of the City of Margate, Florida, Chapter 30 Personnel, Article II. - Civil Service - Division 3. Procedures for Promotional Positions, Section 30-43 Examination and oral board ratings, is hereby amended to read as follows:

**Sec. 30-43. Examination and oral board ratings.**

- (a) Passing scores required for placement on an eligibility list for promotion.

~~Written examination:~~ Not less than seventy (70) per cent on any part.

~~Oral board and personnel assessment-Police applicants only:~~

~~Not less than eighty (80) per cent.~~

~~Oral board All other applicants: Not less than seventy (70) per cent.~~

Practical examination (when applicable): Pass/~~fail~~fail scoring.

(b) Appeal of rating. An applicant may appeal their rating to the civil service board by claiming ~~an~~an error or mistake; such claim must be filed in writing within fifteen (15) calendar days after receiving notification of the result of the examination.

(c) Weight of scores.

(1) Police applicants: Written, oral board, and personnel assessment shall each be weighted 33.33% of the final score.

(2) Consideration of oral board and personnel file review for applicants for police lieutenant shall each be weighted at 50% of the final score.

(3) All other applicants: Written and oral board shall each be weighted at 50% of the final score.



~~(1) Written examination:~~

~~a. Police applicant: Forty (40) per cent of the final score.~~

~~b. All other applicants: Fifty (50) per cent of the final score.~~

(d) ~~(2) Other examinations or assessments~~ for Police applicants:

~~a. Police applicants: Sixty (60) per cent for combined oral board and personnel review.~~

(1-) Personnel review. May include all information in the applicant's personnel file, agency accomplishments and agency involvement (as noted in applicant resumé).

(2-) Rank appropriate oral board questions.

~~b. All other applicants: Fifty (50) per cent for oral board.~~

~~(e)~~ City employee credits shall be added to an applicant's final score only after the applicant has been deemed qualified, pursuant to subsection (b) above, and has not been demoted for cause within one (1) year of taking the written examination and has not received a less than satisfactory evaluation during the most recent evaluation period.

1 (ef) If two (2) or more applicants attain identical scores in the  
2 overall rating, the tie will be resolved in favor of the  
3 candidate who has the most seniority with the city.

4 (fg) The results of each examination will be listed in numerical  
5 order determined by overall ratings.

6  
7 **SECTION 4:** The Code of Ordinances of the City of  
8 Margate, Florida, Chapter 30 Personnel, Article II. - Civil  
9 Service - Division 3. Procedures for Promotional Positions,  
10 Section 30-49 . Additional requirements for police; promotion,  
11 is hereby amended to read as follows:

12 **Sec. 30-49. Additional requirements and points for police;**  
13 **promotion.**

14 (a) Vacancies will be filled by promotion from among employees  
15 holding positions in the next lower rank, grade or  
16 classification. Promotion will be based on merit and fitness  
17 determined by competitive examinations. Time-in-grade  
18 requirements for promotion are:

19 (1) Sergeant: Five (5) years as an ~~patrol~~-officer (includes  
20 one-year probationary period).

21 (2) Lieutenant: Two (2) years as sergeant.

(3) Captain: Two (2) years as lieutenant.

(b) Ineligible or disqualified for sustained disciplinary action. This subsection is in addition to or supersedes any requirements in division 3, procedures for promotional positions.

(1) An applicant who has received any sustained disciplinary action greater than a ten (10) hour suspension, except as provided for in subsection (3) below, ~~been suspended or demoted~~ twelve (12) months prior to the testing announcement, during the promotional process, or while on an eligibility list, will be ineligible or disqualified for promotion during that promotional cycle.

(2) An applicant who has received a letter ~~of~~ reprimand twelve (12) months prior to the testing announcement, during the promotional process, or while on an eligibility list, may be deemed ineligible or disqualified for promotion during the promotional cycle, at the recommendation of the chief of police with approval of the city manager.

(3) An applicant that has had a sustained demotion for any

1 reason or received any sustained disciplinary action for  
2 violation of City Code sections 30-1 discriminatory  
3 personnel practices, or 30-2 harassment or hostile  
4 environment, or Level II offenses of the Police Department  
5 General Orders with a sustained disciplinary action of  
6 more than a 40 hour suspension, shall not be eligible to  
7 hold a higher rank, even on a temporary basis.

8 For the purposes of subsection (3), "sustained" shall  
9 mean after exhaustion of all appeals.

10 (c) Veterans, education and previous law enforcement experience  
11 points for promotional examination purposes shall be awarded  
12 to qualified applicants in only one of the following  
13 categories as follows:

14 (1) Education: Two (2) year degree = .5 points; four (4)  
15 year degree = 1 point; The degree must be earned from an  
16 accredited institution recognized by the City.

17 (2) Previous Law Enforcement experience: Two (2) years - .5  
18 point; four (4) or more years = 1 point

19 (3) Veterans preference points - as provided for in Section  
20 30-48.

1 (d) The police promotional process shall occur in the following  
2 order:

3 (1) Personnel file review,

4 (2) Oral examination, and

5 (3) Written examination.

6 Individuals seeking promotion to lieutenant shall not be required  
7 to take a written examination.

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9 **SECTION 5:** All ordinances or parts of ordinances in  
10 conflict herewith are and the same is hereby repealed to the  
11 extent of such conflict.

12  
13 **SECTION 6:** If any section, sentence, clause, or phrase  
14 of this ordinance is held to be invalid or unconstitutional by  
15 a court of competent jurisdiction, then said holding shall in  
16 no way affect the validity of the remaining portions of this  
17 ordinance.

18  
19 **SECTION 7:** It is the intention of the City Commission  
20 that the provisions of this ordinance shall become and be made  
21 a part of the City of Margate Code, and that the sections of

1 this ordinance may be renumbered or relettered and the word  
2 "ordinance" may be changed to "section", "article" or such  
3 other appropriate word or phrase in order to accomplish such  
4 intentions.

5  
6 **SECTION 8:** This ordinance shall become effective  
7 immediately upon adoption at its second reading.

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9 PASSED ON FIRST READING THIS 4<sup>th</sup> day of JUNE, 2025.

10 PASSED ON SECOND READING THIS \_\_\_\_ day of JUNE, 2025.

11 ATTEST:

12  
13 \_\_\_\_\_  
14 JENNIFER M. JOHNSON  
CITY CLERK

\_\_\_\_\_  
MAYOR ARLENE R. SCHWARTZ

15 RECORD OF VOTE - 1ST READING RECORD OF VOTE - 2ND READING  
16

17	Ruzzano	<u>YES</u>	Ruzzano	_____
18	Caggiano	<u>YES</u>	Caggiano	_____
19	Simone	<u>YES</u>	Simone	_____
20	Arserio	<u>YES</u>	Arserio	_____
21	Schwartz	<u>YES</u>	Schwartz	_____