

Mayor
Tommy Ruzzano

Vice Mayor
Arlene R. Schwartz

Commissioners
Antonio V. Arserio
Anthony N. Caggiano
Joanne Simone



City Manager
Cale Curtis

City Attorney
Weiss Serota Helfman
Cole & Bierman

City Clerk
Jennifer M. Johnson

City of Margate, Florida

To: Cale Curtis, City Manager

From: Richard Nixon, Building and Code Services Director

Cc: Laurie Meyer, Human Resources Director

Date: 01/24/2024

Cale,

Because of the recent organizational changes by adding Code Enforcement to the Building Department I feel it necessary to have the Office Manager supervise Code administrative Staff. The Office Manager plays a critical role in providing exceptional customer service to both Residents and Contractors alike. With this increased responsibility and additional high level administrative duties such taking a lead role in the implementation of department software such as Project Dox and Atlas Insight I feel it justified to increase the Grade of the position.

I am asking for the Building and Code Services Office Manager position to be changed from a paygrade of 19 and salary range of \$57,669 to \$80,910 to paygrade 23 and salary range of \$64,494 to \$90,486.

Respectfully,

Richard Nixon

Building and Code Services Director