



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration & Human Resources

SUBJECT: Motion to approve Evergreen Solutions, LLC's Classification and Compensation Study Recommendations – **Administration & Human Resources**

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of a Motion to accept the findings and implement the recommendations of the Classification and Compensation Study Report (hereinafter Report) conducted by Evergreen Solutions LLC.; with specific approval and authorization for the City Manager to:

1. Reclassify or re-title specific job titles and positions, and implement an Open-Range Pay Plan as detailed in Exhibits 6C, 6D and 6E in the Report.
2. Allocating employees to recommended pay grade ranges following the Tenure Parity salary adjustment principle as described on page 6-7 and page 6-8 in the Report (RECOMMENDATION 3, specifically 30-year Tenure Parity), which entails aligning employee compensation with their years of service with the City. This method adeptly mitigates issues surrounding salary compression and compensation for long-term employment.
3. City Manager may hire professional staff at up to 10% above the mid-point without Commission approval provided the candidates meet the minimum education and qualifications as described in the respective job descriptions.
4. Make one-time salary adjustments, where necessary, to certain employees based on prevailing market conditions and notwithstanding the cap as recommended in the Report.
5. Develop appropriate policies and procedures for the implementation of the recommendations in the Report.
6. Make minor adjustments, corrections and updates to the data and calculations, where necessary.

BACKGROUND OF ITEM:

In accordance with the Commission's directive issued on July 25th, 2023, Evergreen Solutions, LLC drafted the Compensation and Classification Study Report in advance of implementation. The proactive approach aimed to provide the Commission with comprehensive insights in the study's outcomes. The report encompasses an analysis of prevailing market conditions, job roles, salary structures, and employee benefits.

ANALYSIS:

The report outlines the methodology that Evergreen used that combined qualitative and quantitative data analysis to produce recommendations that maximize the fairness and competitiveness of an organization’s compensation structure and practices. Evergreen met with most employees during the Orientation sessions, analyzed the data from the Job Assessment Tool and compared it to the current classifications descriptions, conducted market salary and benefits surveys, had individual meetings with the Mayor and Commissioners, and numerous meetings with the City Managers and Department Directors.

To optimize the existing compensation framework while simultaneously enhancing the City's capacity to attract and retain talent in the most competitive classifications, Evergreen recommends the strategies outlined in the accompanying report.

STRATEGIC PLAN:

Ensuring fair employee compensation aligns with the strategic priorities of financially sustaining Someplace Special, A Strong Sense of Place, and Citywide Revitalization.

FISCAL IMPACT:

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
General Fund	\$212,721.12	\$212,721.12	0
Utilities Fund	\$126,269.37	\$126,269.37	0
Building Fund	\$54,626.07	\$54,626.07	0

ALTERNATIVES:

N/A

ATTACHMENTS:

1. Evergreen’s Compensation and Classification Study Final Report
2. Proposed Open-Range Pay Plan
3. Evergreen’s recommended reclassification/re-title of positions sheet
4. Evergreen’s recommended Tenure Parity adjustment sheet

Workflow History



User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to ...	08/11/23 02:35 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to ...	08/17/23 03:46 PM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to ...	08/17/23 03:48 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Wo...	08/18/23 01:30 PM
Allen, Tedra	END WORKFLOW - APPROVED		08/18/23 01:33 PM