



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

SUBJECT: Motion to approve an agreement with Evergreen Solutions, LLC to conduct a Classification and Compensation Study – **Administration**

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of a Motion to award a contract to Evergreen Solutions, LLC to develop a Classification and Compensation Study for the City.

BACKGROUND OF ITEM:

Per the Commission's directive, a Request for Proposal, RFP 2022-4-HR, for a Classification and Compensation Study was advertised on April 14th, 2022. A total of three companies responded to the solicitation; Dianne Meiller & Associates, Inc., Evergreen Solutions, LLC., and Paypoint HR. Per our method of award, Evergreen Solutions, LLC was the lowest responsive, responsible bidder, whose bid is most advantageous to the City.

Evergreen Solutions, LLC is a Florida based company, which has conducted more than 800 similar studies across the country, with many in Florida, such as in the City of Plantation, City of Palm Beach Gardens, City of Dania Beach, City of Tamarac, City of Hollywood, City of Parkland, Town of Davie, Palm Beach County, Miami Dade County and many others.

Evergreen Solutions, LLC will assist the City in examining the current classification structure, compensation practices and policies to determine what policy and plan revisions are necessary to attract and retain qualified and talented employees. The Compensation Study will consider current market conditions, positions, salaries, and benefits to assess compensation.

ANALYSIS:

Within the last few years, the City has experienced significant turnover among our department directors. The incumbents in the positions of Public Works Director, Chief Financial Officer, Human Resources Director, and City Clerk, just met the 6-months mark with the City following many months of recruitment efforts. While this describes the situation at the directors' level, the challenge of recruiting and retaining staff is prevalent throughout all departments within the City.

This has had a tremendous impact on the daily operations, staff development, strategic advancement, historical retention and other facets of the city.

Evergreen has submitted a bid of \$38,000 to conduct a comprehensive and comparative Classification and Compensation Study and develop a report with recommended changes to

improve the situation. It is recommended that we engage Evergreen Solutions, LLC to review, update and offer recommended action steps. This would allow the city to realign its compensation habits to be more competitive in the job market.

STRATEGIC PLAN:

Fair employee compensation addresses the following strategic priorities: Financially Sustaining Someplace Special, A Strong Sense of Place, and City-wide Revitalization. In addition, it allows for the attraction and retention of employees who will promote our core values of professionalism, customer service, innovation and teamwork.

FISCAL IMPACT:

The current fiscal year impact to the city is \$38,000 and there is no FY 2022 budget allocated for this expenditure. It is recommended that the \$38,000 be funded from Non-Departmental General Fund Contingency through a budget amendment, and placed into HR’s Professional Services as follows.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
001-190-599000-519	121,960.61	(38,000.00)	83,960.61
001-140-531100-513	465.00	38,000.00	38,465.00

ALTERNATIVES:

N/A

ATTACHMENTS:

1. Cooper City Agreement for Classification and Compensation Study with Evergreen Solutions (Signed by Evergreen)
2. Evaluation Matrix & Tabulation
3. Vendor Compliance - Evergreen Solutions

Workflow History			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*FINANCIAL IMPACT: Forward to...	07/05/22 10:53 AM
Kendrick, Aaron	Assigned to Finance Director	COMPLETE: Forward to City Att...	07/14/22 03:29 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Ma...	07/15/22 12:43 PM
Napoli, Joseph	Assigned to City Manager	COMPLETE: Forward to City Clerk	07/15/22 02:21 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	07/15/22 04:18 PM
Allen, Tedra	END WORKFLOW - APPROVED		07/15/22 04:18 PM