



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Robin I. Gomez, City Manager

DATE: June 5, 2024

RE: **HR, Classification, & Compensation Plans Study Agreement**

Background

The City of Madeira Beach last performed a comprehensive employee job classifications and compensation study in 2019. On January 12, 2024, the City issued the enclosed Request for Proposals (RFP) # 2024-01 to receive responses from qualified firms/companies capable of providing a Human Resources, Classification, and Compensation Plans Study.

Review/Discuss

Staff issued the RFP on Friday, January 12, 2024, with responses due on Friday, February 9, 2024. The City advertised the RFP on its City website, and via the online Demandstar site. We received eight (8) responses:

1. AutoSolve, Inc
2. Bolton Partners, Inc
3. Cody & Associates, Inc
4. Evergreen Solutions, LLC
5. Gallagher Benefit Services, Inc
6. Gehring Group
7. Paypoint HR, LLC
8. Pontifex Consulting Group, LLC

Four (4) City staff, Clint Belck, Fire Chief; Clara VanBlargan, City Clerk; Megan Powers, Assistant to the City Manager, and myself, met on February 20 and February 21, 2024, to review the five (8) responses against the below scope of services and scoring/evaluation criteria:

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors. The consultant shall perform or provide the following:

- a) Review and evaluate Human Resources/Personnel processes relative to all City job classifications and compensation.
- b) Review and evaluate all current job classifications to ensure compliance with federal, state, and local laws and regulations including the Fair Labor Standards Act, exempt/non-exempt classifications, and all other applicable personnel provisions.

- c) Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
- d) Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions as required (prefer to assess duplicate benchmarks – both municipalities as well as local employers).
- e) Identify potential pay compression issues and provide potential solutions.
- f) Analyze and recommend changes to the present compensation matrix and/or structure to meet the market analysis. This recommendation may include recommendations for individual positions as well.
 - Qualifications, staffing, reputation
 - Understanding of the scope of services/work
 - Demonstrated ability to meet requirements
 - Experience and expertise
 - Client/end user satisfaction
 - Quality Assurance Control Program/Policy

The eight (8) responses were also reviewed by the City's Civil Service Commission on March 7 and April 9, 2024; that also included a presentation by Mr. Jerry Cantrell with the Civil Service Commission to the City Commission at the May 22, 2024, Commission Workshop, and with City staff input, recommend the firm, the Ghering Group, a Risk Strategies Firm, to be approved by the City Commission to perform the study.

Enclosed is a consulting agreement with RSC Insurance Brokerage, Inc., dba Risk Strategies Company (Gehring Group), to perform the identified study.

Fiscal Impact

FY 24 budget for the study is \$50,000. City staff is in agreement with the Ghering Group's proposed study cost totaling: \$37,640.00

Recommendation

Adopt the enclosed agreement with RSC Insurance Brokerage, Inc., dba Risk Strategies Company (Gehring Group).