Request For Proposal:

#2024-01 HR Classification and Compensation Plans Study
City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Submitted By:

AutoSolve, Inc.
313 S Forest Dune Drive
Saint Augustine, Florida 32080

Due: 2/9/2024 at 3:00pm

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Cover Letter

February 7, 2024

Robin I. Gomez, City Manager
City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708
Phone: 727-580-8014 Email: rgomez@madeirabeachfl.gov

Re: #2024-01 HR Classification and Compensation Plans Study

Dear Robin,

We are pleased to submit this proposal to work with the City of Madeira Beach on the HR Classification and Compensation Plans Study. We are excited to share our passion for strategic workforce staff planning and custom pay plan development. We look forward to the opportunity to work as your partner and achieve success together. We are a local Florida firm located in Saint Augustine with a satellite location in Tampa only 24 miles away from the City of Madeira Beach.

The goal of this study is to evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors. The study will focus on approximately 83 full time employees and approximately 69 classifications / job titles. The City of Madeira Beach serves a population of approximately 3,895.

AutoSolve, Inc. (AutoSolve) is an experienced Management Consulting firm that has been providing consulting services to private and public agencies for more than 30 years. Our success has been contributed to our ability to continuously deliver value to our clients. We have an exceptionally qualified staff assigned to the engagement. The AutoSolve team will listen, collaborate, and communicate effectively with your team to ensure that we develop a custom pay plan that is both internally equitable and externally competitive. We will have all work completed within 3 months of starting and our target completion date is 7/19/2024.

All work will be performed by AutoSolve employees. If you need any additional information as you consider your options, please let me know.

This proposal will remain valid for ninety (90) days from the date of submittal.

Thank you for your time and consideration,

Jeff Turner, President
AutoSolve, Inc.
Authorized representative
321-945-8762 | jeff@autosolveinc.com

Background

AutoSolve, Inc. (AutoSolve) is a boutique strategic Managerial/HR consulting firm headquartered in Saint Augustine, Florida. The firm specializes in business strategy for human resource management, classification and compensation studies, organizational design, business process re-engineering, and strategic planning.

Why AutoSolve.

For over 30 years, AutoSolve has been providing value through dedication, entrepreneurial spirit, and professionalism to over 1,000 public and private sector clients. AutoSolve provides tailored made solutions to meet the ever-changing needs of our clients.

AutoSolve understands that state and local government organizations operate in a complex environment shaped by fiscal, regulatory, and operational hurdles not commonly found in other industries. We strive to provide expertise in organizational design and compensation structure that addresses each of our client's individual needs. This strategy allows us to account for the geographic and economic contexts that influence the individual circumstances of our clients.

Core Values

Our core values guide the way AutoSolve makes decisions and conducts business. Here at AutoSolve, all employees aim to exemplify our core values in their work with our clients and in their personal lives. The values illustrated below drive the way we live and work.

PASSION

Drive to achieve our goals.

INTEGRITY

Do the right thing.

PROFESSIONALISM

Bring value, quality, skill, credibility, and customer service.

RESPECT

Treating others how you want to be treated.

Public Sector Focus.

AutoSolve has been serving local governments and other public sector organizations since its inception.

Municipalities

Not for Profit

K-12 School Districts

County Governments

Higher Education Institutions

Sample of Relevant Projects.

The following is a sample list of relevant classification and compensation projects.

Sample of Classification and Compensation Projects	State	Employees	Classification / Job Titles
Bedford County	VA	169	81
Carbon County	PA	386	198
Charlottesville City School District	VA	1,000	182
City of Americus	GA	185	77
City of Boulder City	NV	1,520	160
City of Fayetteville	GA	180	85
City of Hagerstown	MD	125	48
City of North Miami Beach	FL	294	60
Fayette County Public Schools	KY	3,504	230
Florence School District 3	SC	495	89
Goochland County	VA	296	163
Harrisonburg City Public Schools	VA	960	226
Kansas City Public Schools	MO	2,500	359
Leon County Clerks of the Circuit Court	FL	124	57
Lex-Rich District 5	SC	964	137
Liberty Public Schools	MO	993	127
Madison County	GA	459	98
Orange County	FL	2,841	260
Raytown C-2 School District	MO	637	130
Rock Hill Schools	SC	2,400	254
School District of Beloit	WI	758	218

Sample of Relevant Peers for City of Madeira Beach

AutoSolve is very familiar with the local government agencies in this region. We are a local Florida firm located in Saint Augustine with a satellite location in Tampa only 24 miles away from the City of Madeira Beach. The following is a sample list of relevant peers for this compensation and classification project. City of Madeira Beach population 3,895 and operating budget of $47,660,092. We will jointly agree on 10 to 15 comparable organizations to be surveyed.

Sample of Relevant Peers	State	Population	Agency Budget	Distance (Miles)
City of Clearwater	FL	116,674	$724,184,306	12.3
City of Dunedin	FL	35,949	$133,282,528	17.7
City of Indian Rocks Beach	FL	4,394	$4,813,030	8.0
City of Largo	FL	82,485	$258,312,500	8.7
City of Pinellas Park	FL	53,093	$232,700,000	9.0
City of St. Petersburg	FL	264,220	$364,467,000	11.7
City of Tampa	FL	387,050	$2,213,431,114	27.0
City of Tarpon Springs	FL	25,560	$76,310,953	29.1
City of Treasure Island	FL	6,584	$45,810,120	2.7
Hillsborough County	FL	1,459,762	$9,120,000,000	39.1
Pinellas County	FL	959,107	$3,881,000,000	6.4
Town of Indian Shores	FL	1,190	$5,183,820	5.6
Town of Redington Beach	FL	1,376	$2,027,614	1.1
Town of Redington Shores	FL	2,176	$9,264,240	2.8

Sample of Improvement Opportunities in Relevant Projects.

Compression / Compliance
At the start of the study, we performed a deep dive analysis on the city's current compensation system. Informed by this detailed analysis, our team then recognized and addressed compression issues. One finding from this analysis was that 4 employees were being compensated below their current paygrade minimum. We immediately provided the city with data that allowed for corrective action to take place and to resolve a non-compliance issue.

Compression / Custom Pay Plays
In a prior project, we found that a city was utilizing only one pay plan for all their employees. This led to compression issues and employees being inadequately compensated compared to their operating market. We corrected this issue by creating pay plans for each department/employee group that was then implemented by the client. The deliverable was a customized compensation system for the city.

Internal Survey / Classifications
We performed an internal, individual employee assessment survey that collected current job duties and responsibilities for job classifications from the city's employees. The survey analysis revealed that 3 city employees were working in the wrong job classification and performing duties outside of their designated positions and failed to align with their job description. This issue was corrected via a re-classifying of said employees.

Contact Info and Project Team

Company - S Corporation: AutoSolve, Inc.
FEIN: 59-3212545
Primary Contact: Jeff Turner
Phone: 321-945-8762
Email: jeff@autosolveinc.com
Address: 313 S Forest Dune Drive, Saint Augustine, Florida 32080
Contract Relationships: All work will be performed by AutoSolve employees.

Our expert project team will be able to provide value from day one. Below is a description of the project team.

Project Leadership

Jeff Turner, PMP, B.S. Computer Science – Project Manager

Jeff Turner, PMP founded AutoSolve, Inc in 1993. Jeff is a strategy leader who has worked in the management consulting field for the past 30 years, delivering value driven results to over 1,000 public and private sector clients. Jeff provides sound strategic insight to AutoSolve's consulting practices. He has developed highly successful management solutions targeted at executive leaders to build company value with a focus in human resource management, classification and compensation studies, organizational design, business process reengineering, strategic planning, and succession planning.

Jeff holds a Bachelor of Science in Computer Science from the University of Southern Maine.

Jeff earned his Project Management Professional (PMP) Certification from the Project Management Institute in 2002. Jeff is a Society for HR Management Professional (SHRM).

Project Team

Alex Turner, M.S. Finance – Senior Compensation Consultant

Alex Turner has 5 years of experience and is focused on delivering classification and compensation studies working as a Senior Compensation Analyst. Through his experience Alex has provided classification and compensation studies, market research, staffing studies, performance reviews and gender and race audits to over 40 different state and local governments, K-12 public school districts, and higher education institutions across the country.

Alex's expertise includes data analytics, financial modeling and forecasting, strategic planning, and management reviews. Alex provides quantitative analysis on all projects.

Alex holds a Master of Science in Finance along with a Bachelor of Science in Finance and Minor in Economics from Florida State University.

Sidney Turner, PhD. Candidate – Senior Consultant

Sidney Turner has been working in higher education for the past 7 years as instructor and administrator. Currently completing her Ph.D. in Composition and Cultural Rhetoric, she has a background in technical communication, conducting research, organizational design, and curriculum development.

Sidney provides qualitative analysis on all projects and supports updating job descriptions.

She received her Master's in Rhetoric and Composition and Bachelor of Science in Political Science and Literature from Florida State University.

Christopher Young, B.S. Information Technology - Systems Analyst

Christopher Young has 7 years of systems analyst experience. Chris maintains AutoSolve's secure cloud survey platform providing a quality customer centric experience for the organization survey and the individual employee survey. Chris also supports updating job descriptions.

Chris holds a Bachelor of Science in Information Technology and Minor in English from Florida State University.

Project Goals, Objectives, and Outside Databases

A classification and compensation study aligns your people strategy with your business strategy. The objective of every organization is to optimize the workforce for today while proactively planning for future resource needs. AutoSolve will review internal equity pay relationships between positions and external competitiveness pay relationships with labor market competitors. Our team will provide quantitative numerical data analysis along with qualitative interpretation-based analysis.

We understand that every organization is different and has their own unique goals and concerns. We strive to provide a tailored made solution addressing your organization's individual wants/needs. The following objectives and methodology outlined with this document are a road map for completing the classification and compensation study.

Communication and Interaction

- All work will be done with regular involvement of the City of Madeira Beach Project Team. Additional key personnel, identified by the City of Madeira Beach Project Team, will be included.
- The project initiates with a kickoff meeting to review the process and tasks to be performed by the study.
- Schedule weekly touchpoint meetings to discuss the project and review the work plan.
- Provide weekly updates on the progress of the project.
- Schedule as needed meetings with department heads.
- Incorporate feedback into the process.
- Jointly agree on comparable organizations to be surveyed.
- Work with management during all phases of this project, including an onsite visit to present final recommendations to the City Council.

Scope of Work

Conduct comprehensive classification and compensation study. The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors.

- We will review and evaluate Human Resources/Personnel processes relative to all City job classifications and compensation.
- We will 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.
- We will review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
- We will establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions as required.
- We will identify potential pay compression issues and provide potential solutions.
- We will analyze and recommend changes to the present compensation matrix and/or structure to meet the market analysis. This recommendation will include recommendations for individual positions.

The study will focus on approximately 83 employees and approximately 69 classifications / job titles.

Cloud Survey Platform

AutoSolve has its own secure cloud survey platform providing a quality customer centric experience for the organization survey and the individual employee survey. The AutoSolve Cloud Survey Platform is developed and maintained by AutoSolve employees.

Key Databases

We understand that the key to a successful study relies on the quality of data utilized. In additional to the internal and external surveys, we utilize key databases to ensure comprehensive, balanced, and accurate results. Below is a description of the outside databases we utilize along with the client's operating market compensation data.

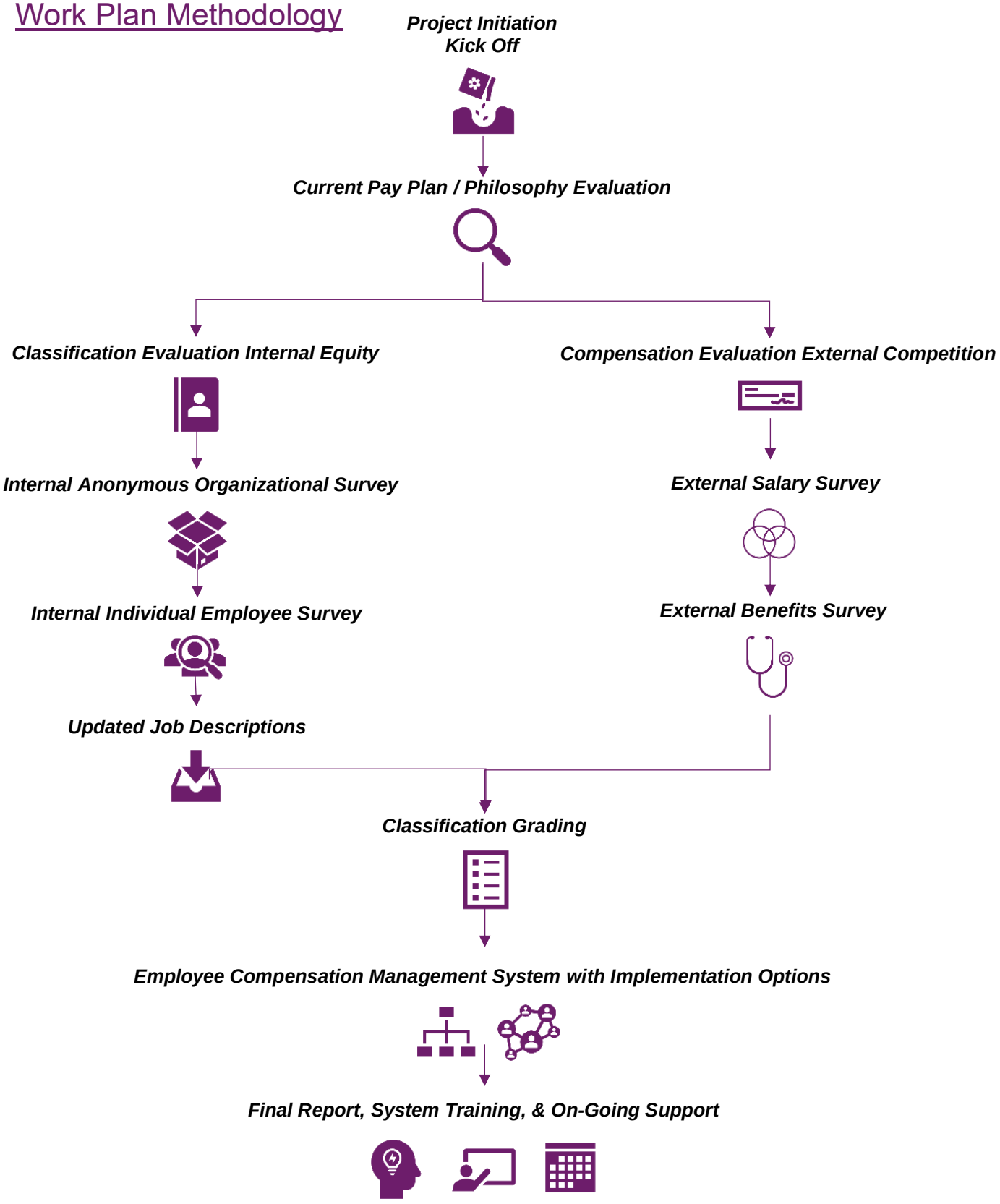
Economic Research Institution (ERI)

Provides access to private sector pay ranges for over 46,000 classifications across 10,000 plus locations globally. This database allows us to compare your organization's classifications and pay ranges against identical classifications and pay ranges found in the private sector.

The Council for Community and Economic Research (Cost of Living Index)

Provides up to date cost of living data for over 3,000 different counties and urban areas. We utilize this database to adjust peer market data to the cost of living of the client organization. This allows an "apples to apples" analysis of salary ranges found within the organizations competitive market, making for a better recommendation to the client.

Work Plan Methodology



Work Plan Breakdown

Project Initiation / Kick Off

The project kickoff meeting sends the signal to all stakeholders that the project has started. We will take this opportunity to provide team introductions, align on key objectives and establish working relationships.

- Meet with organization's project team (human resources, associations, unions, and/or key leadership staff) to validate and finalize scope of service, methodology, timetable, and other key deliverables.
- Review work plan methodology for the study.
- Collect current pay plan data including but not limited to employee classifications, employee compensations, employee tenure details; job descriptions; organizational charts; collective bargaining agreements; policy handbook, benefit offerings; etc.
- Review and validate communication plan.
- If needed, additional orientation and briefing sessions will be scheduled to present the project objectives and to address questions/concerns.

Deliverables: Excel file detailing the finalized project plan with agreed upon deliverables and timeline.

Current Pay Plan/Philosophy Evaluation

We will review the organization's current classification and compensation plan and then meet to discuss the organization pay plan philosophy. Key recommendations will be derived from the data analysis on the current pay plan data provided.

- Analyze the organization's work force based on classification, tenure, pay grade, and current annual/hourly salary.
- Analyze the number of classifications utilized.
- Analyze how an employee fits within their current pay grade. Quartile analysis based on employee's current salary in respected to their assigned salary range.
- Analyze the expected pay based on tenure.
- Analyze pay compression within the current pay plan system.
- Meet with the organization's project team to discuss the pay plan/philosophy.
- Provide recommendations to better align client pay plan system to current best practices.

Deliverables: PDF report outlining and illustrating the current workforce classification system and pay plan philosophy creating a foundation for both the classification and compensation reviews.

Classification Evaluation – Internal Surveys, Job Descriptions - Internal Equity

We conduct 2 internal surveys to gather feedback from employees. The anonymous internal organizational survey helps us to understand the employee sentiment within the organization. The internal individual employee survey provides us with the most up to date job duties and information that will arm us with the knowledge to create/update job descriptions and assist job grading/hierarchy matrix. Both surveys are conducted in our secure cloud survey platform providing a quality customer centric experience. We will conduct employee focus group and department head interviews as needed.

- Meet with the organization's project team to review and designate appropriate scheduling to conduct both the internal organization survey and the individual employee survey.
- Provide login credentials for all participating employees in the study.
- Conduct an anonymous online internal organizational survey for each current employee to participate in, to better assess positives and negatives of the organization's benefits, current compensation system, culture, etc. from their employee's perspective. This allows the employees to participate in the study and have their concerns about the organization heard.

- Meet with the management team to determine classifications with retention, hiring, and/or compression issues.
- Ensure position descriptions are in full compliance with all applicable federal, state, local statutes, and regulations, including the FLSA and Americans with Disabilities Act (ADA).

- Position Descriptions Questionnaires (PDQ's). Conduct an online internal individual employee survey. This survey allows us to gather current job responsibilities, duties, education level, required certification, etc. for each classification involved within the study. This survey is the basis for performing job audits, conducting our internal classification grading, and updating job descriptions. The survey calls for full employee participation. PDQ question examples: Name, Job Title, Department, Supervisor Responsibility, Education Level, Required Certification, Other Certifications, Job Duties, Type of Work, and Leadership Responsibility questions.

- Create updated job descriptions utilizing the findings from the individual employee survey and organization's project team insight.
- Review updated job descriptions with organization's project team and make revisions. Provide final job descriptions in word format after the completing revisions.

Deliverables: PDF breaking down findings from both conducted surveys, interviews, job audits, and organization's project team insights. Updated job descriptions provided to organization as a word file.

Compensation Evaluation – Salary Survey - External Equity

We utilize public and private data to support the external equity compensation evaluation which enables us to determine the organization's operating market. The salary survey serves as the gauge for how competitive the organizations compensation system currently is compared to their operating market and shows us which classification are currently behind in reference to the organizations compensation philosophy. The 3 data sources utilized are salary survey of 10-15 peer organization, the Council for Community and Economic Research (Cost of Living Index) database, and the Economic Research Institute (ERI) private sector salary databases.

- Meet with organization's project team to identify and reach consensus on a list of relevant peer organizations to be used in the external salary survey. (10-15 peer organizations similar in size)

- Meet with organization's project team to strategically create a comprehensive list of organization's positions to survey with appropriate descriptions for peer organizations to provide the correct comparative salary ranges. (Best Practices: Maximum of 80 classifications for external salary survey)

- Conduct external salary survey by collecting agreed upon peers' salary range data on strategically picked positions. (Exhibit A.1 – A.3)
- Aggregate and analyze external market survey findings to assess the organization's current compensation system competitiveness within its peer market.
- Adjusting for cost of living to get the most accurate analysis, utilize The Council of Community and Economic Research's database.
- Utilize private sector salary data gathered from the Economic Research Institute (ERI) to assist in creating the proposed compensation system.
- Present analysis and recommendations to the organization's project team to receive integrate feedback.

Deliverables: PDF report summarizing market survey findings, comparing the organization's current salary ranges to the surveyed market peers, and highlighting the relative market competitiveness of each surveyed classifications' minimum, midpoint, and maximum salary range point.

Benefits Survey - External Competition

We will conduct an external custom benefits survey based on the agreed upon peer group collecting health insurance, retirement, paid time off and other supplemental benefits data. The benefit survey will provide us with an understanding of the external competitive markets for fringe benefit offerings.

- Meet with organization's project team to identify and reach consensus on a list of relevant peer organizations to be used in the external benefit survey.
- Conduct external benefits survey by collecting agreed upon market peers' benefit data.
- Prepare written and illustrated commentary on organization's benefit offerings compared to collected peer data.

***Deliverables*:** PDF report summarizing benefits survey findings, comparing the organization's current benefits offerings to the survey market peers.

Classification Grading

We utilize data from the internal individual employee survey, and external salary survey to create a corrected classification hierarchy based on updated classification data. The classification hierarchy list is the utilized in creating the proposed pay plan aligning pay with hierarchy eliminating pay compression.

- Incorporating analysis, findings, and recommendation from both the classification review and the compensation review, we utilize a hierarchical scoring mechanism for the placement of positions in the classification system. We will provide recommendation on updating classification placement, addition and deletion as needed.
- The hierarchical grade placement per classification is derived from compensation, job duties, and job impact in the organization and community.
- Meet with organization's project team to present initial classification grading to receive feedback and make revisions.

Deliverables: Excel file containing a list of all classification and its finalized agreed upon grade/placement within the organization

Employee Compensation Management System / Custom Pay Plan

We will create the new custom pay plan to meet the organizations goals/needs and to align the new pay system with current industry best practices. We will recommend and discuss multiple pay plan implementation options.

- Analyze survey data to develop externally competitive salary range and step-plan recommendations for each job classification.
- Provide recommendations for multiple salary structures to accommodate specialized labor markets.
- Prepare a recommended pay plan and salary range assignment separating employees by department and job function. (Exhibit A.4 -A.6)
- Develop recommended strategies for setting hiring rates for new and promoted employees.
- Provide seven or more implementation cost options for the new recommended compensation system. (Exhibit A.7)
- Meet with the organization's project team to present initial system and receive feedback on revising the newly recommended pay scales. (Exhibit A.8)
- Review all implementation options and select the option or options that best fit the needs of the organization.

- Provide a custom employee compensation management system. The employee compensation management system will be a workable excel file that incorporates the organizations selected implementation option and the multiple recommended pay plans. The new system outlines the estimated cost to move all employees based upon the chosen implementation option, and the client's ability to add new hires and/or move employees up/down in their pay plan. (Exhibit A.9)
- The system will ensure useability of the recommended compensation system for the next two years.

Implementation Options

We provide a set of initial implementation options as a starting point for the discussion to match the organization's compensation philosophy and business needs. (Exhibit A.7), (Exhibit A.10)

Deliverables: A workable excel file of the employee compensation management system.

Final Report, System Training

We will prepare a final report to include all aspect of the classification and compensation study.

- Prepare a final report illustrating project findings and recommendations derived from project results.
- Present findings and recommendations at a public meeting of the organization's stakeholders at an agreed upon date either in person or virtually.
- Prepare an in-depth manual and training video for maintenance of the recommended classification and compensation plan job management system.

Deliverables: Draft and Comprehensive final PDF report, maintenance/training PDF manual, maintenance/training video.

Complementary Six (6) Months Support/Maintenance

- **Six Months (Free)** maintenance on an as needed basis. Support includes job description updates, applying new hires to the proper pay grade, appropriate employee promotion through their grade, determining if employee should be promoted to a higher grade.

Yearly Maintenance

- **Yearly Maintenance (Additional Purchase Required)** includes job description updated on an as needed basis. Assisting in applying new hires to the proper pay grade. Assisting in how high an employee should be promoted through their grade, or if they should be promoted up a grade. Adjust implemented compensation system to cost of living up to four times in a year. After 1 year, we will conduct an updated Market Survey (Original Peers included in this updated report; up to 5 new jobs surveyed).

Project Availability and Timeline

Firm Availability

AutoSolve maintains the following hours of operation:

- Monday through Friday: 8:00 a.m. to 5:00 p.m. Eastern Daylight Time.
- Our Project Managers and Consultants are very responsive and will respond to calls and emails within 24 business hours.
- Our assigned personnel will be available throughout the term of the contract.
- Workplace location is virtual.
- Communications will be conducted through virtual meetings, phone calls, and email.
- AutoSolve will support Eastern Daylight Time standard business hours.

Assumptions

- Client will provide requested data in a timely manner.
- Client employees will perform internal survey in a timely manner.
- Peers will provide requested market data in a timely manner.

Timeline

Timeline estimated at 12 weeks.

- Project timeline – 4/15/2024 to 7/19/2024.
- Holiday week – 7/1/2024 to 7/5/2024
- Our timeline is flexible and will adjust deliverable dates, taking into consideration national holidays and vacation schedules.
- We are prepared to start the classification and compensation study within 2 weeks after official notice of award.

City of Madeira Beach - 4/15/2024 to 7/19/2024

Timeline & Milestones	April				May				June				July			
Project Initiation Kick Off																
Project Management (12 weeks)																
Current Pay Plan Evaluation (2 weeks)																
Classification Evaluation (3 weeks)																
Compensation and Benefit Evaluation (3 weeks)																
Classification Grading / Compensation Management System with Implementation Options (2 weeks)																
Final Report, System Maintenance and Training (2 weeks)																
Complimentary Support - (6 months)																

Green - Kick Off
Purple - Working Weeks
Black - Holiday Week

References

REF 1: City of Americus, Georgia – Classification and Compensation Study
Contact: Ola Terrell-Jordan Human Resources Director
Email: oterrell-jordan@americusga.gov
Phone: (229) 924-4411 ext. 248
Services Provided:

- In Progress a comprehensive classification and compensation study for the City of Americus, Georgia consisting of 185 employees and 77 classifications.

REF 2: City of Bolder City, Nevada – Classification and Compensation Study
Contact: Mrs. Lourdes Martin
Email: lmartin@bcnv.org
Phone: (702) 293-9203
Services Provided:

- Completed a comprehensive classification and compensation study for Boulder City, NV consisting of over 1,500 employees and 160 classifications.

REF 3: Town of Longboat Key, Florida – Classification and Compensation Study
Contact: Lisa Silvertooth
Email: silvertooth@longboatkey.org
Phone: (941) 316-1999 ext.1610
Services Provided

- Alex completed a comprehensive classification and compensation study for the Town of Longboat Key consisting of over 50 employees.

REF 4: GrowFL (Not for Profit) / University of Central Florida, Orlando, Florida – HR Strategy Consulting
Contact: Ms. Hannah Metevia
Email:Hannah@GrowFl.com
Phone: (407) 476-8375
Services Provided: Multiple engagements 2010 to 2023.

- Provided team leadership, project management and HR strategy consulting for 350 GrowFL / University of Central Florida strategic economic development client engagements. Providing detailed due diligence research for over 400 GrowFL / Florida Company to Watch program finalist.

REF 5: FloridaMakes (Not for Profit) Orlando, Florida – HR Strategy Consulting
Contact: Mr. Dan Sutter
Email: Dsutter@seelevator.com
Phone: (407)-580-6495
Services Provided: Multiple engagements in 2017

- Provided leadership, project management, performance management assessments, custom surveys, continuous improvement, and strategic planning to FloridaMakes strategic economic development client engagements.

Cost of Service

Project Size

Project Size: approximately 83 Full Time Employees, approximately 69 Classifications / Job Titles.
Best practices for requesting market data from peers is to limit the number of classifications to a maximum of 80.
Additional classifications can be surveyed based on client need and preference.

Total Proposed Fixed Fee

Total Fixed Fee Not to Exceed: $29,625.00

City of Madeira Beach Detailed Cost Summary

Tasks	Hours	Cost
Project Initiation Kick Off Meeting	2	$375.00
Project Management (12 weeks)	24	$4,500.00
Current Pay Plan Evaluation (2 weeks)	28	$5,250.00
Classification Evaluation (3 weeks)	33	$6,187.50
Compensation and Benefit Evaluation (3 weeks)	29	$5,437.50
Classification Grading / Compensation Management System with Implementation Options (2 weeks)	24	$4,500.00
Final Report, System Maintenance and Training (2 weeks)	18	$3,375.00
Complimentary Support - (6 months)	0	$0.00
Total	**158**	**$29,625.00**

Fixed Fee Payment Schedule

Three (3) evenly distributed monthly payments.
The first invoice will be sent after the project kick off meeting.

Optional Maintenance (Yearly)

Year 1 - First 6 month included for no charge; additional 6 months maintenance $6,000.00.
Year 2 - Maintenance $12,000.00.

Travel Expense

Anticipated Travel:

Kick of Meeting
One board meeting to discuss recommendations, findings, and final report.
All other meetings will be performed virtually.

Other Expenses

Other reasonable business expenses may be encountered.
If expenses are encountered, approval will be obtained prior to incurring cost.
Expenses will be billed at actual cost accompanied by a receipt of the transaction.

Additional Work

If additional work is authorized, hourly rate $187.50.

Final Product

In summary, the final product delivery will be provided in 3 main parts.

1. A final report explaining each deliverable, findings, and overall recommendations for the organization.

2. A customized Employee Compensation Management system in excel format and training materials on how to utilize the system to its full potential.

3. Present the steps of the project, project findings, final report, and talk through our recommendations to key organizational stakeholders at a scheduled council meeting.

Exhibit A: Sample Project Report Examples

Exhibit A.1: Market Results Table

Market Results Averages

Classification	Average Minimum	Average Midpoint	Average Maximum	Average Range Spread
Animal Protection Officer	$42,630.03	$55,673.96	$68,717.88	61.2%
Accounting Analyst	$41,728.71	$52,421.12	$63,113.54	51.2%
Administrative Assistant	$34,829.35	$45,664.49	$56,499.64	62.2%
Animal Shelter Attendant	$36,793.56	$47,870.04	$58,946.53	60.2%
Battalion Chief	$82,053.21	$111,603.03	$141,152.85	72.0%
Building Official	$81,643.40	$106,834.83	$132,026.25	61.7%
Captain	$76,022.03	$101,818.19	$127,614.35	67.9%
Chief Deputy Cor	$71,603.12	$92,363.94	$113,124.76	58.0%
Principal Deputy Court Clerk	$57,700.12	$74,855.82	$92,011.51	59.5%
Comb Commercial Inspector I	$43,908.69	$56,665.92	$69,423.15	58.1%
Comb Residential Inspector I	$43,908.69	$56,665.92	$69,423.15	58.1%
Communications Officer	$39,483.89	$51,993.16	$64,502.43	63.4%
Communications Supervisor	$51,938.94	$69,875.10	$87,811.25	69.1%
Economic Development Coordinator	-	-	-	-
Construction Superintendent	-	-	-	-
Convenience Cntr Attendant I	$30,669.97	$39,608.04	$48,546.12	58.3%
County Attorney	-	-	-	-
Customer Service Center Manager	-	-	-	-
Custodian	-	-	-	-
Customer Service Specialist	$32,889.86	$42,746.99	$52,604.12	59.9%
Deputy Clerk I	$32,960.21	$42,696.64	$52,433.07	59.1%
Deputy Clerk Ii	-	-	-	-
Deputy Commonwealth Attorney	$90,215.43	$125,426.38	$160,637.33	78.1%
Deputy County Administrator	$112,952.58	$152,982.78	$193,012.99	70.9%

*The Market Results Tables provides the average minimums, midpoints, and maximums from the client's peers as a dollar amount.

Exhibit A.2: Market Results Table Continues

Market Salary Ranges Compared to Demonstration City, FL Salary Ranges

Classification	Average Minimum	Average Midpoint	Average Maximum
Animal Protection Officer	-10.86%	-11.31%	-11.60%
Accounting Analyst	4.80%	8.22%	10.42%
Administrative Assistant	-4.19%	-5.04%	-5.57%
Animal Shelter Attendant	-18.45%	-18.52%	-18.57%
Battalion Chief	-8.69%	-13.19%	-15.90%
Building Official	5.34%	4.68%	4.28%
Captain	9.88%	13.43%	15.48%
Chief Deputy Cor	-22.04%	-21.27%	-20.79%
Principal Deputy Court Clerk	-7.31%	-7.10%	-6.97%
Comb Commercial Inspector I	6.67%	7.40%	7.86%
Comb Residential Inspector I	-0.29%	0.44%	0.90%
Communications Officer	3.56%	2.28%	1.48%
Communications Supervisor	9.97%	6.55%	4.46%
Economic Development Coordinator	-	-	-
Construction Superintendent	-	-	-
Convenience Cntr Attendant I	-13.81%	-13.16%	-12.74%
County Attorney	-	-	-
Customer Service Center Manager	-	-	-
Custodian	-	-	-
Customer Service Specialist	1.54%	1.56%	1.58%
Deputy Clerk I	1.33%	1.68%	1.90%
Deputy Clerk Ii	-	-	-
Deputy Commonwealth Attorney	-4.64%	-11.35%	-15.31%
Deputy County Administrator	13.46%	9.37%	6.89%
Averages	**-1.87%**	**-2.52%**	**-2.90%**

*This table provides the average minimums, midpoints, and maximums from the client's peers as a percentage comparison to the client's current ranges.

Exhibit A.3: Number of Respondents

Number of Respondents from the Market Survey

Classification	Number of Respondents
Animal Protection Officer	5
Accounting Analyst	6
Administrative Assistant	6
Animal Shelter Attendant	5
Battalion Chief	4
Building Official	5
Captain	5
Chief Deputy Cor	4
Principal Deputy Court Clerk	4
Comb Commercial Inspector I	6
Comb Residential Inspector I	6
Communications Officer	6
Communications Supervisor	5
Economic Development Coordinator	2
Construction Superintendent	3
Convenience Cntr Attendant I	4
County Attorney	1
Customer Service Center Manager	3
Custodian	5
Customer Service Specialist	5
Deputy Clerk I	5
Deputy Clerk Ii	3
Deputy Commonwealth Attorney	4
Deputy County Administrator	4

*The Number of Respondents tables breaks down the number of data point per surveyed classification.

Exhibit A.4: Proposed Pay Plan General Employees

General Pay Plan

Adjustment Option:	0%

Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum	Range Spread	Grade Progression
101	$29,000.00	$39,875.00	$50,750.00	75.00%	-
102	$30,522.50	$41,328.63	$52,134.75	75.00%	5.25%
103	$32,277.54	$43,705.02	$55,132.50	75.00%	5.75%
104	$34,133.50	$46,218.06	$58,302.62	75.00%	5.75%
105	$36,096.18	$48,875.60	$61,655.02	75.00%	5.75%
106	$38,171.71	$51,685.94	$65,200.18	75.00%	5.75%
107	$40,366.58	$54,657.89	$68,949.19	75.00%	5.75%
108	$42,687.66	$57,800.72	$72,913.77	75.00%	5.75%
109	$45,142.20	$61,124.26	$77,106.31	75.00%	5.75%
110	$47,737.88	$64,638.90	$81,539.92	75.00%	5.75%
111	$50,482.81	$68,355.64	$86,228.47	75.00%	5.75%
112	$53,385.57	$72,286.09	$91,186.61	75.00%	5.75%
113	$56,455.24	$76,442.54	$96,429.84	75.00%	5.75%
114	$59,701.41	$80,837.98	$101,974.55	75.00%	5.75%
115	$63,134.24	$85,486.17	$107,838.09	75.00%	5.75%
116	$66,764.46	$90,401.62	$114,038.78	75.00%	5.75%
117	$70,603.42	$95,599.71	$120,596.01	75.00%	5.75%
118	$74,663.12	$101,096.70	$127,530.28	75.00%	5.75%
119	$78,956.25	$106,909.76	$134,863.27	75.00%	5.75%
120	$83,496.23	$113,057.07	$142,617.91	75.00%	5.75%
121	$88,297.26	$119,557.85	$150,818.44	75.00%	5.75%
122	$93,374.36	$126,432.43	$159,490.50	75.00%	5.75%
123	$98,743.38	$133,702.29	$168,661.20	75.00%	5.75%
124	$104,421.13	$141,390.17	$178,359.22	75.00%	5.75%
125	$110,425.34	$149,520.11	$188,614.88	75.00%	5.75%
126	$116,774.80	$158,117.52	$199,460.23	75.00%	5.75%
127	$123,489.35	$167,209.27	$210,929.20	75.00%	5.75%

*The Proposed Pay Plan tables in Exhibit A.4 - A.6 provide an illustration of how AutoSolve presents to the client the new proposed pay plans.

Exhibit A.5: New Proposed Pay plan: Safety Employees

Public Safety Plan

Adjustment Option:	0%

Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum	Range Spread	Grade Progression	Step Progression
200	$31,200.00	$42,120.00	$53,040.00	70.00%	-	2.24%
201	$32,916.00	$44,436.60	$55,957.20	70.00%	5.50%	2.24%
202	$34,726.38	$46,880.61	$59,034.85	70.00%	5.50%	2.24%
203	$36,636.33	$49,459.05	$62,281.76	70.00%	5.50%	2.24%
204	$38,651.33	$52,179.29	$65,707.26	70.00%	5.50%	2.24%
205	$40,777.15	$55,049.16	$69,321.16	70.00%	5.50%	2.24%
206	$43,019.90	$58,076.86	$73,133.82	70.00%	5.50%	2.24%
207	$45,385.99	$61,271.09	$77,156.18	70.00%	5.50%	2.24%
208	$48,789.94	$65,866.42	$82,942.90	70.00%	7.50%	2.24%
209	$52,449.18	$70,806.40	$89,163.61	70.00%	7.50%	2.24%
210	$56,382.87	$78,936.02	$101,489.17	80.00%	7.50%	2.48%
211	$60,611.59	$84,856.22	$109,100.86	80.00%	7.50%	2.48%
212	$65,157.46	$91,220.44	$117,283.42	80.00%	7.50%	2.48%
213	$70,044.27	$98,061.97	$126,079.68	80.00%	7.50%	2.48%
214	$75,297.59	$105,416.62	$135,535.66	80.00%	7.50%	2.48%
215	$80,944.91	$113,322.87	$145,700.83	80.00%	7.50%	2.48%
216	$84,587.43	$118,422.40	$152,257.37	80.00%	4.50%	2.48%
217	$88,393.86	$123,751.41	$159,108.95	80.00%	4.50%	2.48%
218	$92,371.59	$129,320.22	$166,268.85	80.00%	4.50%	2.48%
219	$96,528.31	$135,139.63	$173,750.95	80.00%	4.50%	2.48%
220	$100,872.08	$141,220.91	$181,569.74	80.00%	4.50%	2.48%

Exhibit A.6: Step Plan

Grades	1	2	3	4	5	6	7
200	$31,200.00	$31,897.50	$32,610.59	$33,339.62	$34,084.96	$34,846.95	$35,625.98
201	$32,916.00	$33,651.86	$34,404.17	$35,173.30	$35,959.63	$36,763.53	$37,585.41
202	$34,726.38	$35,502.71	$36,296.40	$37,107.84	$37,937.41	$38,785.53	$39,652.61
203	$36,636.33	$37,455.36	$38,292.71	$39,148.77	$40,023.97	$40,918.73	$41,833.50
204	$38,651.33	$39,515.41	$40,398.80	$41,301.95	$42,225.28	$43,169.26	$44,134.34
205	$40,777.15	$41,688.76	$42,620.74	$43,573.56	$44,547.68	$45,543.57	$46,561.73
206	$43,019.90	$43,981.64	$44,964.88	$45,970.10	$46,997.80	$48,048.47	$49,122.63
207	$45,385.99	$46,400.63	$47,437.95	$48,498.46	$49,582.68	$50,691.13	$51,824.37
208	$48,789.94	$49,880.67	$50,995.79	$52,135.84	$53,301.38	$54,492.97	$55,711.20
209	$52,449.18	$53,621.72	$54,820.48	$56,046.03	$57,298.98	$58,579.94	$59,889.54
210	$56,382.87	$57,780.80	$59,213.39	$60,681.49	$62,186.00	$63,727.81	$65,307.84
211	$60,611.59	$62,114.36	$63,654.39	$65,232.61	$66,849.95	$68,507.39	$70,205.93
212	$65,157.46	$66,772.94	$68,428.47	$70,125.05	$71,863.70	$73,645.45	$75,471.37
213	$70,044.27	$71,780.91	$73,560.61	$75,384.43	$77,253.47	$79,168.86	$81,131.73
214	$75,297.59	$77,164.48	$79,077.65	$81,038.26	$83,047.48	$85,106.52	$87,216.61
215	$80,944.91	$82,951.81	$85,008.48	$87,116.13	$89,276.05	$91,489.51	$93,757.85
216	$84,587.43	$86,684.64	$88,833.86	$91,036.36	$93,293.47	$95,606.54	$97,976.96
217	$88,393.86	$90,585.45	$92,831.38	$95,132.99	$97,491.67	$99,908.83	$102,385.92
218	$92,371.59	$94,661.80	$97,008.79	$99,413.98	$101,878.80	$104,404.73	$106,993.29
219	$96,528.31	$98,921.58	$101,374.19	$103,887.61	$106,463.34	$109,102.94	$111,807.98
220	$100,872.08	$103,373.05	$105,936.03	$108,562.55	$111,254.19	$114,012.57	$116,839.34

Exhibit A.7: Implementation Options

Implementation Cost Options

Implementation Options	General Pay Plan	Public Safety Plan	Total Implementation Cost
Bring to New Minimum	$149,773.80	$84,438.25	$234,212.05
Class Year Parity	$456,888.00	$426,682.00	$883,570.00
Hire Year Parity	$675,162.60	$393,931.89	$1,069,094.49
Current Range Penetration	$569,231.10	$215,186.12	$784,417.23
Current Range Penetration Capped at 10%	$516,833.33	$199,483.15	$716,316.48
Hybrid Year	$421,999.00	$367,932.00	$789,931.00
Compa Ratio	$643,258.06	$278,905.47	$922,163.53

Number of Employees Adjusted Per Option

Implementation Options	General Pay Plan	Public Safety Plan	Total Number of Employee Adjustments
Bring to New Minimum	63	83	146
Class Year Parity	120	140	260
Hire Year Parity	117	142	259
Current Range Penetration	124	111	235
Current Range Penetration Capped at 10%	150	132	282
Hybrid Year	154	151	305
Compa Ratio	111	109	220

Average Salary and Percentage Adjustment

Implementation Options	General Pay Plan		Public Safety Plan	
	Average Salary Adjustment	Average Percentage Adjustment	Average Salary Adjustment	Average Percentage Adjustment
Bring to New Minimum	$2,377.36	9.17%	$703.45	1.34%
Class Year Parity	$3,054.00	7.34%	$2,600.00	5.32%
Hire Year Parity	$4,870.98	9.21%	$3,236.73	4.45%
Current Range Penetration	$3,872.32	11.40%	$1,863.82	2.84%
Current Range Penetration Capped at 10%	$3,515.87	8.30%	$1,625.11	2.60%
Hybrid Year	$4,045.65	3.40%	$2,245.11	3.67%
Compa Ratio	$3,563.16	9.78%	$869.14	1.49%

*Exhibit A.7 Provides an illustration of how AutoSolve presents the difference in provide implementation options.

Exhibit A.8: Paygrade Assignment Table

Grade	Classification	Min	Max
200	Court Security Specialist	$31,200.00	$53,040.00
201	Communications Officer	$32,916.00	$55,957.20
202	-	$34,726.38	$59,034.85
203	Crime Analyst	$36,636.33	$62,281.76
204	Fire Logistics Officer Training And Safety Officer	$38,651.33	$65,707.26
205	Court Deputy Deputy Firefighter/EMS ALS Firefighter/EMS BLS Firefighter/EMS Paramedic Investigator	$40,777.15	$69,321.16
206	-	$40,777.15	$69,321.16

*Exhibit A.8 provides an illustration of how AutoSolve presents the new grades for each of the client's classifications.

Exhibit A.9: Employee Compensation Management System

Public Employees

Option:	Closest Step

Last Name	First Name	Employee ID	Hire Year	Class Year	Classification	Grade	Step	Min	Mid	Max	lew Annual Salar	Past Salary	Cost to Implement
Emp. Last Name Here	Emp. First Name Here	7043	11/17/08	11/17/08	COMMUNICATIONS OFFICER	201	5	$32,916.00	$44,436.60	$55,957.20	$44,099.98	$44,857.55	$757.57
Emp. Last Name Here	Emp. First Name Here	7327	10/26/15	10/26/15	COMMUNICATIONS OFFICER	201	9	$32,916.00	$44,436.60	$55,957.20	$48,369.27	$49,005.38	$636.11
Emp. Last Name Here	Emp. First Name Here	9575	3/12/18	3/12/18	COMMUNICATIONS OFFICER	201	6	$32,916.00	$44,436.60	$55,957.20	$45,579.42	$45,860.38	$280.95
Emp. Last Name Here	Emp. First Name Here	4209	2/4/08	2/4/08	COMMUNICATIONS OFFICER	201	13	$32,916.00	$44,436.60	$55,957.20	$53,224.52	$53,536.74	$312.22
Emp. Last Name Here	Emp. First Name Here	4518	9/22/03	9/22/03	COMMUNICATIONS OFFICER	201	14	$32,916.00	$44,436.60	$55,957.20	$53,971.01	$54,733.59	$762.58
Emp. Last Name Here	Emp. First Name Here	3249	3/5/18	3/5/18	COMMUNICATIONS OFFICER	201	6	$32,916.00	$44,436.60	$55,957.20	$45,579.42	$45,860.38	$280.95
Emp. Last Name Here	Emp. First Name Here	8684	12/10/07	12/10/07	COMMUNICATIONS OFFICER	201	13	$32,916.00	$44,436.60	$55,957.20	$53,224.52	$53,536.74	$312.22
Emp. Last Name Here	Emp. First Name Here	6548	9/17/07	9/17/07	COMMUNICATIONS OFFICER	201	13	$32,916.00	$44,436.60	$55,957.20	$53,224.52	$53,536.74	$312.22
Emp. Last Name Here	Emp. First Name Here	3581	10/1/07	10/1/07	COMMUNICATIONS OFFICER	201	13	$32,916.00	$44,436.60	$55,957.20	$53,224.52	$53,536.74	$312.22
Emp. Last Name Here	Emp. First Name Here	6474	8/28/17	8/28/17	COMMUNICATIONS OFFICER	201	7	$32,916.00	$44,436.60	$55,957.20	$46,490.81	$46,885.62	$394.81
Emp. Last Name Here	Emp. First Name Here	7681	10/13/20	10/13/20	COMMUNICATIONS OFFICER	201	5	$32,916.00	$44,436.60	$55,957.20	$44,252.21	$44,857.55	$605.35
Emp. Last Name Here	Emp. First Name Here	4249	12/28/20	12/28/20	COMMUNICATIONS OFFICER	201	5	$32,916.00	$44,436.60	$55,957.20	$44,252.21	$44,857.55	$605.35
Emp. Last Name Here	Emp. First Name Here	2146	9/21/21	9/21/21	COMMUNICATIONS OFFICER	201	5	$32,916.00	$44,436.60	$55,957.20	$44,099.98	$44,857.55	$757.57
Emp. Last Name Here	Emp. First Name Here	7349	12/9/21	12/9/21	COMMUNICATIONS OFFICER	201	4	$32,916.00	$44,436.60	$55,957.20	$42,962.77	$43,876.66	$913.88
Emp. Last Name Here	Emp. First Name Here	8464	5/4/98	5/4/98	COMMUNICATIONS SUPERVISOR	207	8	$45,385.99	$61,271.09	$77,156.18	$65,277.36	$66,093.15	$815.79
Emp. Last Name Here	Emp. First Name Here	4005	2/3/14	2/3/14	BATTALION CHIEF	213	8	$70,044.27	$98,061.97	$126,079.68	$90,304.22	$91,544.31	$1,240.09
Emp. Last Name Here	Emp. First Name Here	8458	2/3/20	2/3/20	DEPUTY FIRE CHIEF	218	8	$92,371.59	$129,320.22	$166,268.85	$117,713.55	$118,085.11	$371.56
Emp. Last Name Here	Emp. First Name Here	4408	11/8/07	11/8/07	FIRE CAPTAIN	211	11	$60,611.59	$84,856.22	$109,100.86	$84,829.83	$86,541.14	$1,711.31
Emp. Last Name Here	Emp. First Name Here	4766	3/23/09	3/23/09	FIRE CAPTAIN	211	13	$60,611.59	$84,856.22	$109,100.86	$89,379.28	$90,453.77	$1,074.49
Emp. Last Name Here	Emp. First Name Here	4101	6/17/13	6/17/13	FIRE CAPTAIN	211	10	$60,611.59	$84,856.22	$109,100.86	$83,394.98	$84,648.75	$1,253.77
Emp. Last Name Here	Emp. First Name Here	6772	6/28/04	6/28/04	FIRE CHIEF	220	8	$100,872.08	$141,220.91	$181,569.74	$133,079.03	$134,781.97	$1,702.94
Emp. Last Name Here	Emp. First Name Here	8693	7/22/09	7/22/09	FIRE LOGISTICS OFFICER	204	14	$38,651.33	$52,179.29	$65,707.26	$63,789.96	$64,270.45	$480.49
Emp. Last Name Here	Emp. First Name Here	4894	8/1/12	8/1/12	FIRE MARSHAL	211	17	$60,611.59	$84,856.22	$109,100.86	$98,100.50	$98,817.72	$717.22
Emp. Last Name Here	Emp. First Name Here	9755	8/16/19	8/16/19	FIREFIGHTER/EMS ALS	205	8	$40,777.15	$55,049.16	$69,321.16	$58,881.04	$59,381.55	$500.52
Emp. Last Name Here	Emp. First Name Here	4070	6/17/13	6/17/13	FIREFIGHTER/EMS BLS	205	7	$40,777.15	$55,049.16	$69,321.16	$58,744.87	$59,381.55	$636.69
Emp. Last Name Here	Emp. First Name Here	3990	8/16/19	8/16/19	FIREFIGHTER/EMS BLS	205	4	$40,777.15	$55,049.16	$69,321.16	$54,657.94	$55,570.64	$912.71
Emp. Last Name Here	Emp. First Name Here	4347	2/23/15	2/23/15	FIREFIGHTER/EMS BLS	205	7	$40,777.15	$55,049.16	$69,321.16	$57,765.57	$58,083.06	$317.49

*Exhibit A.9 provides an illustration of how AutoSolve presents the created Compensation Management System.

Exhibit A.10: Implementation Option Descriptions

Implementation Options	Description
Bring to New Minimum/Closest Step	Each employee's salary is adjusted to the minimum of the new proposed pay grade per their classification. If their current salary is already within the new proposed pay grade range, little to no adjustment is made.
Class Year Parity	Class year parity aims to align an employee's salary within their recommended new paygrade range based on how long they have worked in their current classification. This is calculated on 30-year career basis, where an employee with 15 years of experience in one classification is placed at the midpoint of their new paygrade range.
Hire Year Parity	Hire year parity aims to align an employee's salary within their recommended new paygrade range based on their overall tenure with the organization. This is calculated on 30-year career basis, where an employee with 15 years of experience with the organization is placed at the midpoint of their new paygrade range.
Current Range Penetration	Current range penetration utilizes the employee's current penetration within their current paygrade range and applies it to their new proposed paygrade. For example, if an individual is 25% through their current paygrade range, they are brought to 25% percent of their recommended paygrade range.
Current Range Penetration Capped at 10%	Current range penetration capped at 10% utilizes the employee's current penetration within their current paygrade range and applies it to their new proposed paygrade or no more than 10% of their current salary. (The capped percentages an adjustable number that can be changed based on client desire and need.)
Step to Step	Step to step calculates the cost of keeping each employee on their current step within the new proposed plan.
Step Plus One	Step plus one calculates the cost of moving each employee up one step from their current step using the new proposed plan.
Hybrid Year	Hybrid year places employees into their newly recommended paygrade ranges based on a hybrid between class year parity and hire year parity.
Compensation Ratio	Compensation Ratio is a calculation that evaluate an employer's current ratio to their grade midpoint. The ratio places employees into a new recommended pay grade range at the same ratio vs. the midpoint. For example, employees who are at their current paygrade range quarter mark are now at (50% compa ratio) would be place at their new recommended salary at 25% range penetration.

Exhibit B – City of Madeira Beach Attachment

COMPLIANCE WITH ALL APPLICABLE LAWS
Respondents shall comply with all applicable local, state, and federal laws and codes.

ATTACHMENTS

Drug Free Workplace Certification CONSULTANT shall include a signed and completed Drug Free Workplace Certification, attached hereto as Exhibit B.

DRUG FREE WORKPLACE CERTIFICATION.

SWORN STATEMENT ON DRUG FREE WORKPLACES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the City of Madeira Beach by **Jeff Turner President**

For **AutoSolve, Inc.**

whose business address is: **313 S Forest Dune Drive, Saint Augustine, FL 32080** and (if applicable) its Federal Employer Identification Number (FEIN) is **59-3212545** (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a City contract for public improvements, procurement of goods or services (including professional services) or a City lease, franchise, concession, or management agreement, or shall receive a grant of City monies unless such person or entity has submitted a written certification to the City that it will provide a drug free workplace by:

Providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance as defined by §893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's workplace is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

(i) the dangers of drug abuse in the workplace.
(ii) the person's or entity's policy of maintaining a drug-free environment at all its workplaces, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant.
(iii) any available drug counseling, rehabilitation, and employee assistance programs; and
(iv) the penalties that may be imposed upon employees for drug abuse violations.

(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the

statements signed by its employees. Such person or entity shall also post in a prominent place at all of its workplaces a written statement of its policy containing the foregoing elements (i) through (iv).

(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:

(i) abide by the terms of the statement; and

(ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.

(4) Notifying the City within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(6) Making a good faith effort to continue to maintain a drug free workplace through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF MADEIRA BEACH IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CITY DETERMINES THAT:

(1) Such person or entity has made false certification.

(2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or subsection 3-101(7)(B); or

(3) Such a number of employees of such person or entity have been convicted of violations occurring in the workplace as to indicate that such person or entity has failed to make a good faith effort to provide a drug free workplace as required by subsection 3-101(7)(B).

Signatory Requirement. In the case of a corporation, this affidavit shall be executed by the corporate president. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity

or the individual.

Signature: [signature]
Title: **President**
Company: **AutoSolve, Inc**

NOTARY PUBLIC

STATE OF FLORIDA
CITY OF St Augustine, St Johns

Sworn to and subscribed before me this 5 day of February, 2024.

by Jeff Turner who

is personally known to me OR Produced identification

FLDL [type of

identification] My commission expires 03/10/2024

Notary Public Signature Carol Eddy
[Print, type or stamp Commissioned name of Notary Public]

CAROL EDDY
Notary Public, State of Florida
Commission# GG 952744
My comm. expires March 10, 2024

Requests for Additional Information

Questions or requests for additional information should be directed to the City Manager, Robin Gomez at rgomez@madeirabeachfl.gov.

Signature of Proposer's Agent [signature] Title President

Printed Name Jeff Turner Date 2/5/2024

Exhibit C – Insurance Certificate

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/14/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NUTMEG INS AGENCY INC/PHS 76210781 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	**CONTACT NAME:** **PHONE (A/C, No, Ext):** (888) 925-3137 **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED AutoSolve, Inc. 313 S FOREST DUNE DR SAINT AUGUSTINE FL 32080	**INSURER(S) AFFORDING COVERAGE** — **NAIC#** **INSURER A :** Hartford Underwriters Insurance Company — 30104 **INSURER B :** Hartford Casualty Insurance Company — 29424 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR [X] General Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			76 SBU AY1PWB	05/26/2023	05/26/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$2,000,000 $1,000,000 $10,000 $2,000,000 $4,000,000 $4,000,000
A	**AUTOMOBILE LIABILITY** ANY AUTO ALL OWNED AUTOS [ ] SCHEDULED AUTOS [X] HIRED AUTOS [X] NON-OWNED AUTOS			76 SBU AY1PWB	05/26/2023	05/26/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$2,000,000
	UMBRELLA LIAB [ ] OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/ A		76 WEG AY7FA3	07/13/2023	07/13/2024	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $100,000 $100,000 $500,000
A	Professional Liability			76 SBU AY1PWB	05/26/2023	05/26/2024	Each Claim Limit Aggregate Limit	$1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES **(ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
313 S FOREST DUNE DR
SAINT AUGUSTINE FL 32080

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**

Exhibit D – Reference Letter - Ms. Hannah Metevia - GrowFL

GROWFL
TAKING SUCCESSFUL COMPANIES TO THE NEXT LEVEL

July 28, 2023

To Whom It May Concern,

I am pleased to write this letter of recommendation for Mr. Jeff Turner, whose exceptional contributions and expertise have significantly impacted the success of our organization's programs and initiatives.

Throughout his tenure with us, Jeff has been instrumental in various capacities. As a strategy consultant, he played a pivotal role in the growth and success of our System for Integrated Growth program, a highly valuable initiative aimed at assisting CEOs in addressing internal and external challenges. Jeff's active involvement in over 350 strategic engagements with CEOs not only impacted their top line revenue but contributed significantly to the program's enduring growth and success.

Moreover, we utilize Jeff's expertise to conduct two rounds of in-depth due diligence for our annual awards program, GrowFL Florida Companies to Watch. His proficiency and extensive knowledge of the business landscape make him an invaluable asset in this critical capacity. Unlike similar organizations to GrowFL that frequently rotate their due-diligence providers, Jeff's unwavering experience and dedication have made him the sole individual we trust to handle this crucial responsibility year after year.

No matter the project, Jeff's meticulousness, analytical skills, and risk assessment and mitigation abilities have consistently delivered outstanding results. His keen eye for detail ensures thorough and accurate evaluations, providing us with valuable insights and recommendations for informed decision-making. Throughout our collaborations with Jeff, he has consistently met deadlines, displaying flexibility a commitment in accommodating our needs.

We are continually impressed with Jeff's professionalism, leadership, and dedication to our organization's goals. His diligent work and his exceptional support have contributed significantly to the success of our annual awards program and the System for Integrated Growth program for well over a decade.

We are privileged to have worked with Jeff, and without reservation, will contract with Jeff again, knowing that our programs would be in the most capable hands.

I wholeheartedly recommend Jeff Turner for any venture or project requiring a skilled, knowledgeable, and dedicated individual.

Sincerely,

Hannah

Hannah Metevia
Engagement Manager
Email: Hannah@GrowFL.com Phone 989-293-4354