



MINUTES
CIVIL SERVICE COMMISSION
MEETING
APRIL 30, 2025
4:00 P.M.

The City of Madeira Beach Civil Service Commission meeting was scheduled for 4:00 p.m. on April 30, 2025, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: Jerry Cantrell, Chair/Commissioner
Judithanne McLauchlan, Vice Chair/Commissioner
James Paul, Commissioner
Clara VanBlargan, Ex-Officio Secretary

MEMBERS ABSENT: Paul Tilka, Commissioner

CITY STAFF PRESENT: Robin Gomez, City Manager

1. CALL TO ORDER

Chair Jerry Cantrell called the meeting to order at 4:07 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll. Commissioner Tilka was absent.

3. PUBLIC COMMENT

There were no public comments.

4. APPROVAL OF MINUTES

A. 2025-01-29, Civil Service Commission Meeting Minutes

Commissioner McLauchlan motioned to approve the minutes as written. Commissioner Paul seconded the motion.

ROLL CALL:

Vice Chair McLauchlan “YES”

Commissioner Paul “YES”
Chair Cantrell “YES”

The motion carried 3-0.

5. PRESENTATION

A. Gehring Group Project Update

Kristen Biazar, Gehring Group Senior Consultant, reviewed the Classification and Compensation Study Report. Their team had an initial meeting with the City Manager and the Assistant to the City Manager to review the project goals and the scope of the project. They met with them again to review the results and decided to use the 65th percentile of the market data to build the pay plan.

Ms. Biazar said thirty-one employees will be affected by the study. Positions starting at pay grade four and above brought them to exempt status because of their FSLA testing. Based on their recommended pay plan, 18 employees fall below the minimum of the new starting pay range. In order to bring the 18 employees to the proper pay range, it would cost the City \$37,667. One employee is above the maximum new pay ranges. The recommendation is to move the Senior Mechanic position, after attrition, down from pay grade seven to possibly pay grade three and become non-exempt. The total compression cost is \$89,257. The total financial impact to the City to implement, including pension, FICA, and unemployment tax, is \$157,360. Without employer benefits it is \$126,924.

City Manager Robin Gomez said they would present it as recommendations and adjust the recommended positions with the new pay plan as they proceed with the budget process. The presentation will be given at the May 28 workshop.

6. HR REPORT

A. HR Report – April 2025

City Manager Robin Gomez gave the HR Report for April 2025.

7. NEW BUSINESS

The City Manager said in 2023, he requested that each department update their departmental policies and procedures. He thought the Safety and Accident Prevention Manual was created in 2019 or 2020. The Commission reviewed and discussed the following manuals, except for the Public Works Department Policies and Procedures Manual. The manual that was in the packet was not the same manual emailed to them.

A. City of Madeira Beach Safety and Accident Prevention Manual

B. Building Department 2023 Policies and Procedures Manual

C. Public Works Department Policies and Procedures Manual

D. Municipal Marina Policies and Procedures Manual

After the discussion, Commissioner Paul suggested that each department review their policies and procedures, add what is new in 2025, and remove what does not apply. Chair Cantrell suggested having consistency in the format of the manuals. The Commission will review and discuss them at the October 14 meeting. The Safety and Accident Prevention Manual will be reviewed at the August 5 meeting.

8. OLD BUSINESS

FUTURE AGENDA ITEMS & PROGRESS REPORT

The Civil Service Commission reviewed the future discussion items and updated the list:

- A. Department Specific Rules – *revisit at the October 14 meeting*
- B. Employee Satisfaction Surveys – *review after personnel policy is adopted*
- C. Separation Survey – *review after personnel policy is adopted*
- D. HR Director Position – *address after personnel policy is adopted*
- E. New Job Descriptions Format – *review after personnel policy adopted*
- F. Offer Letter – *review after personnel policy is adopted*
- G. City’s Appeal Form – *review after personnel policy adopted*
- H. Safety Manual – *revisit at the August 5 meeting*

COMPLETED DISCUSSION ITEMS

- A. Ordinance 2025-01, New Employee Personnel Handbook – *adopted by BOC 04-02-2025*
- B. Ordinance 2025-02, Civil Service Commission Rules – *adopted by BOC 04-02-2025*
- C. Ordinance 2025-03, Special Magistrate Ordinance regarding Grievance Hearings – *adopted by BOC 04-02-2025*
- D. Implementation Process for making sure that all Rules, Regulations, and Procedures of the Employee Personnel Policy are working and are followed by everyone (City Charter, 5.7, C, 8) – *address in Civil Service Commission rules*

6. NEXT MEETING

The next meeting is scheduled for Tuesday, August 5, 2025, at 4:00 p.m.

7. ADJOURNMENT

The meeting was adjourned at 5:47 p.m.

ATTEST:

Jerry Cantrell, Chair

Clara VanBlargan, City Clerk/Secretary Ex-Officio

DRAFT