

**From:** [Powers, Megan](#)  
**To:** [Lara Hooley](#); [VanBlargan, Clara](#)  
**Subject:** FW: HR Comp & Classification Consultant Reference Check  
**Date:** Thursday, March 14, 2024 3:19:32 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[R-Classification Compensation and Benefits Study pdf \(2\).pdf](#)

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Here is another one

*Megan Powers*

Assistant to the City Manager  
City of Madeira Beach  
300 Municipal Dr. | (727) 391-9951 x228  
[www.Madeirabeachfl.gov](http://www.Madeirabeachfl.gov)



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**From:** Stephanie Lucas <[slucas@gulfbreezefl.gov](mailto:slucas@gulfbreezefl.gov)>  
**Sent:** Wednesday, March 13, 2024 3:38 PM  
**To:** Powers, Megan <[MPowers@madeirabeachfl.gov](mailto:MPowers@madeirabeachfl.gov)>  
**Subject:** RE: HR Comp & Classification Consultant Reference Check

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Good afternoon, Megan. Please see my responses below in red. I am happy to answer any additional questions.

Sincerely,



Stephanie D. Lucas  
Administrative Services Director  
City of Gulf Breeze  
1070 Shoreline Drive  
Gulf Breeze, Florida 32561  
850.934.5115  
850.934.5135 (direct)  
850.261.0089 (cell)

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**From:** Powers, Megan <MPowers@madeirabeachfl.gov>  
**Sent:** Tuesday, March 12, 2024 4:18 PM  
**To:** Stephanie Lucas <slucas@gulfbreezeefl.gov>  
**Subject:** HR Comp & Classification Consultant Reference Check

Good Afternoon,

I am hoping you can help me out or point me in the right direction. We just opened some bids for our upcoming Comp and Classification study. One of the consultants listed you as a reference and we hoping you could answer a few questions for us.

Consultant:

- Cody & Associates

Questions:

- What kind of study did they perform for you? When? It was a Classification, Compensation and Benefits Summary. We have utilized Cody & Associates three times, 2012 and 2019 and we are in the process of conducting another study with Cody.
- Were you satisfied with the process and final result? I cannot speak to the 2012 study but assume since we used them again in 2019, the City was satisfied. As far as 2019, I was only involved in the last stages (review of the draft to final report) and was very happy. What I liked the most was being able to discuss the rationale behind certain position ranges/pay of positions, etc. In the 2019 study, Cody recommended title changes to be more "politically correct" and up to date (e.g., foreman to lead). I worked with Linda Bunting then and now and she is very responsive.
- How long did the process take? About three months, give or take. I think if you have lots of questions or changes, it obviously will make the process a little longer.
- Can you provide a sample of the completed project? We don't need job descriptions if that is all they performed. The 2019 study is attached.
- How much of the process was face to face/remote? Not much at all and it could be because this is the City's third time using them. I do recall the former Assistant City Manager having a few conference calls with Linda in the beginning. City employees were also supposed to have interviews with Cody staff but that never took place. I will add that the City was transitioning with the position that was assigned the compensation study.
- Did they offer a compression plan? If so was it multi-year? Yes, they did. It was addressed within the Implementation provision. Please look to page 11 of the study attached study.
- Did they offer a maintenance program or review after a year? The 2019 contract states that Cody will provide additional assistance for 12 months after completion of the study at no additional costs. There was an oversight with the 2024 study and a contract was not executed. I would assume that Cody would offer the City the same terms as the 2019 contract.
  - Was it included in the contract or offered as an hourly rate post contract?

See the above response.

Any insight you can provide would very helpful. Have a great weekend and thank you for your time!

Regards,

*Megan Powers*

Assistant to the City Manager

City of Madeira Beach

300 Municipal Dr. I (727) 391-9951 x228

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