



CLASSIFICATION & COMPENSATION STUDY PROPOSAL
RFP#: 24-01 HR

City of Madeira Beach

Issued
January 23, 2024

January 23, 2024

Robin Gomez
City Manager
City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Dear Robin:

Please accept the attached proposal in response to our conversation in regard to a classification and compensation study for the City of Madeira Beach. The Pontifex Consulting Group is experienced in conducting studies similar to yours in comparable organizations. We are confident that we can deliver quality service that is second to none.

We have attached a concise proposal that will provide the following information:

- Firm Information
- Staff Resumes
- Project Approach
- Cost Proposal
- Project Timeline
- References
- Required Documentation

We very much appreciate the opportunity to submit this information and look forward to assisting you in performing these consulting services. Should you require any additional information or have questions regarding our attached proposal or fee schedule, please call me at 612.803.3516 or email at pronza@pontifex-hr.

Sincerely,



Peter Ronza, CCP, SPHR
President

Firm Profile

Pontifex Consulting Group LLC

The Pontifex Consulting Group LLC, was formed seventeen years ago by human resources professionals who have extensive experience as both practitioners and consultants in compensation, benefits and other human resources disciplines. We adhere to a client-focused philosophy of highly personal service with integrity, confidentiality, dedication, efficiency, fairness to all parties, and professionalism.

We recognize that your employees are your greatest investment and that they are the key element to the success of your organization. That fact alone requires that you employ a consultant who is experienced and accountable. Our goal is to provide a service experience that is second to none. You should experience nothing less.

Our goal is to satisfy our customer's needs with solutions that will work in relation to your culture. **We do not believe in recommending "cookie-cutter" products or automated programs that are revised to adapt to your organization.** There are as many different methods of classifying and compensating employees as there are different varieties of organizations. That kind of service takes time and effort and is the only way we know of to provide you with the quality professional products that get you where you want to be.

We provide personalized services that are reasonably priced. Your project is serviced from beginning to end with service to you, our customer, as our primary objective. Compensation is a very sensitive issue and we treat it as such. For an employer it is their largest investment and for employees it means putting food on the table and a roof over their head. We take our responsibility very seriously.

Our services are reasonably priced due to the fact that we do not have extensive overhead that we are relying on our clients to support. Through the efficient and effective use of technology and our experience, we can give our clients first class service at affordable prices. We expect to deliver the same value as what we would expect if we were in our client's shoes.

The consultants assigned to your project are the people who are committed to your project's success. We do not dazzle you on-site with talent and then come back home to assign your project to a room full of neophyte employees. Our consultants have decades of professional experience in performing services similar to what is being proposed for your organization. If you have a question or issue, your consultant will be able to address it to your satisfaction.

Published articles and resources may be accessed on our website at:

<https://pontifex-hr.com/resources-publications>

The firm has not experienced any financial difficulties or been involved in any pending or threatened investigations or litigation in its seventeen (17) years of existence.

Firm Profile

Key differentiators from our competitors:

- Expertise – The depth of professional experience and skills of staff assigned to this project (as outlined in resume section) is second to none. We have provided services to a wide variety of industries both as consultants and practitioners. We also “give back” to the professional community through publishing, speaking at professional conferences and teaching.
- Custom Solutions – There is no “one solution” for an organization or industry. We take the time to assess your culture, needs, and objectives. There are many different methods by which to compensate employees and the solution for your organization must “fit” your organization to be successful. We will never recommend an “off-the-shelf” product that we have used for all our clients. That is against our professional ethics and would ask that you retain another firm if you desire that kind of deliverable.
- Service – What you see is what you get. The practitioners who will appear on your worksite at the project implementation meetings will be the individuals who service your contract from beginning to end. We do not have a cadre of neophyte analysts who will be given your project once the team has returned from your organization. If you need to contact us, we will be available. If you need changes, they will be discussed and executed. This is not our project, it is your project.
- Honesty – We are being engaged to ensure quality and success. That requires that we engage in a professionally honest relationship. We will present you with options, opinions and recommendations, and will actively listen to you. We are being retained due to our professional experience as your consultants and will engage in such a manner. We will not provide confusing, voluminous proposals and documentation for the purpose of self-aggrandizement.
- Familiarity with Public Sector – Although we have provided services for the public sector as consultants, we also have extensive experience as practitioners within organizations. This gives us a valuable insight into the issues, political and cultural, that come into play when designing, implementing and maintaining compensation systems. This is also why we commit to provide assistance at no charge after the study has been delivered.

Firm Profile *(Our People)*



Peter Ronza CCP, SPHR - President

Mr. Ronza will be responsible for managing the project and providing consulting services. He has over thirty years of experience in health care, banking, higher education, government and as a consultant for a variety of industries. He also has been called upon as a resource based on his expertise by print and video media (NBC Nightly News, Wall Street Journal, US News & World Report).

Mr. Ronza is an Adjunct Professor for graduate and undergraduate programs at the Human Resources and Industrial Relations Department of the Carlson School of Management at the University of Minnesota. He also served as an Adjunct Professor at the Organizational Learning and Development Department at the University of St. Thomas.

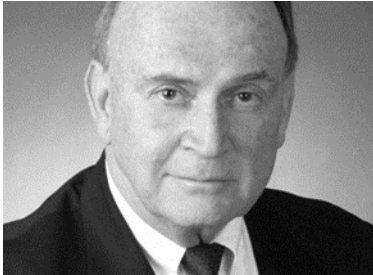
Mr. Ronza is also an expert on regulatory issues such as the Fair Labor Standards Act (FLSA). He has assisted a variety of clients in ensuring that they are in compliance with overtime and equal pay provisions of the act. He advises clients on designing their workforce structures to ensure that they are in compliance with regulations while at the same time achieving organizational objectives.

Mr. Ronza has a Master's degree in Human Resources/Industrial Relations from the University of Minnesota.

Mr. Ronza is a member of:

- WorldatWork (formerly American Compensation Association) and has his Certified Compensation Professional (CCP) certification.
- Society for Human Resources Management and has his Senior Professional Human Resources (SPHR) certification. He also served on the Total Rewards Special Expertise Panel (2005-2008) and the Ethics Special Expertise Panel (2010-2012) that provided advice and professional services to the 285,000 members of SHRM.

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Robert Greene Ph.D. – Consulting Principal

Dr. Greene is a Consulting Principal with our compensation and human resources management consulting practice. He will be responsible for cultural assessment, classification analysis, quality assurance and composition of the final report. He has over forty years of human resources consulting experience with a wide variety of organizations.

Dr. Greene is an expert on consulting with organizations on formulating human resources management strategies and designing, implementing, administering and evaluating performance and compensation management programs. He also provides counsel on defining, assessing and reshaping organizational culture and the effective management of cross-cultural workforces.

Dr. Greene has written four books (Rewarding Performance; Rewarding Performance Globally; The Most Important Asset: Valuing Human Capital; Strategic Talent Management) and over 100 articles on HR and compensation management, performance management, organizational culture and change management. He was awarded the first Keystone Award for attaining the highest level of excellence in the field by the American Compensation Association (now WorldatWork). He serves as adjunct faculty at DePaul University and a faculty member for the CPHRC certification program offered in countries around the world.

Dr. Greene has a Ph.D. in Applied Behavioral Science from Northwestern University and an MBA from the University of Chicago.

Dr. Greene is a member of:

- WorldatWork (formerly ACA) and has his Certified Compensation Professional (CCP), Certified Benefits Professional (CBP) and Global Remuneration Professional (GRP) certifications.
- Society for Human Resources Management (SHRM) and has his Senior Professional Human Resources (SPHR), Global Professional Human Resources (GPHR) and SHRM-SCP certifications. He has served as a designer and faculty member for SHRM's professional development programs and was a principal designer of the PHR/SPHR certifications.
- Society for Industrial and Organizational Psychology (SIOP), a division of the American Psychological Association.

Firm Profile *(Our People)*



David Gramer CCP, GRP, PHR – Consultant

Mr. Gramer will be responsible for providing market analysis and compensation system design services on this project. He has over eighteen years of compensation experience, which include external and internal consulting, and ten of which have been working with national and global compensation and expatriate programs.

Mr. Gramer has served as an adjunct professor of Global Business and Human Resources programs. He has also served as a guest speaker on these topics at colleges and universities as well as professional associations.

Mr. Gramer has a Master's degree in Business Administration from the University of St. Thomas.

Mr. Gramer is a member of:

- WorldatWork (formerly American Compensation Association) and has his Certified Compensation Professional (CCP) certification, as well as his and Global Remuneration Professional (GRP) certifications.
- Society for Human Resources Management and has his Professional Human Resources (PHR)

Firm Profile *(Our People)*



Anthony Wade PhD, APM, PHR – Consultant

Dr. Wade will be responsible for providing equity analysis and compensation system design services on this project. He has over thirty years of compensation experience, which include external and internal consulting, conflict management, and assisting organizational leaders in driving inclusive business practices and cultural change.

Mr. Wade is a life-long member and former regional Vice President of the National Association of African Americans in Human Resources (NAAAHR). He was a founding member of NAAAHR Colorado State Chapter and its first President. He is a skilled facilitator and has served as a guest speaker on at regional state and national conferences on the topics of diversity, equity and inclusion.

Dr. Wade has a PhD from Colorado State University and is a graduate of the Defense Equal Opportunity Management Institute.

Dr. Wade is a member of:

- Society for Human Resources Management and has his Professional Human Resources (PHR)
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Firm Profile *(our People)*



Jerry Keating IPMA-SCP, SPHR – Consultant

Mr. Keating will be responsible for employee communications, outreach, onsite consultation and system development services on this project. He has over twenty years of human resources experience, which extensive experience in labor relations, mediation, collective bargaining and arbitration. He has an additional ten years of consulting experience nationwide in all areas of human resources management. He is often called upon to provide training for organizations in systems implementation and conflict resolution.

Mr. Keating has a Master's degree in Business Administration from Columbia Southern University.

Mr. Keating is a member of:

- International Public Management Association for Human Resources (IPMA-HR) and has his IPMA-HR Senior Certified Professional certification (IPMA-SCP).
 - Society for Human Resources Management and has his Senior Professional Human Resources (SPHR) certification.
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Project Approach

The purpose of the comprehensive compensation study is to evaluate the labor market competitiveness of the compensation plan for the City of Madeira Beach (Client).

Given our desire to provide customized service to the Client, we believe our proposal is straightforward and identifies the core elements of the study. Our services are flexible so as to take into account your needs and any conclusions or requirements during the project. The Pontifex Consulting Group (Consultant) will perform the following tasks to achieve the Client’s goals and objectives:

Project Approach

Task I Project Initiation & Onsite Meetings

- Project Initiation
- Examination of Current Programs
- Total Compensation Philosophy
- Project Administration
- Initial Employee Communication

Task II Classification Analysis

- Position Information (Job Analysis)
- Create Job Descriptions
- Review Phase
- Job Evaluation Process

Task IV Project Report

The end result is to design, implement and maintain a compensation system that allows for the recruitment, retention and recognition of employees while adhering to the compensation philosophy of the Client.

Task III Compensation Analysis

- Collect Labor Market Compensation Data
- Market Data Analysis
- Salary Structure Design & Implementation



Project Approach *(Continued)*

Task I – Project Initiation & Onsite Meetings

Task	Description
Organizational Strategy	The Consultant will discuss with the Client organizational objectives and cultural perspectives to ensure that they are taken into account in the development of programs that will serve your needs today and in the future. We will engage onsite with management, human resources, and other staff members as required to obtain information or clarification necessary for project deliverables.
Human Resources Strategy	The Consultant will engage in overall discussion of the human resources strategy to attract, retain, develop and motivate staff, as well as meet the changing needs of the workforce. We will also examine how the compensation program supports other human resources initiatives for the workforce.
Current Program Review	The Consultant will review existing job descriptions, organization charts, job evaluation and salary administration methodology, and all other relevant job classification material. These actions will allow us to provide recommendations on how to guide the study to a successful completion. We will seek clarification and follow-up during our onsite meetings with management staff.
Total Compensation Philosophy	The Consultant will confirm the Client’s Total Compensation (compensation and benefits) philosophy and assist in the drafting of an official document, if required. It is critical for the Consultant to completely understand the Client’s total compensation philosophy and it’s role in the attraction, retention and motivation of staff. Consultant will also discuss and reach agreement on the competitive labor markets to be used for benchmarking purposes.
Project Administration	The Consultant will work with the Client to confirm the schedule of deliverables for the study. We will also clarify involvement of the Client’s staff to ensure timely completion of tasks, approval of documents and distribution of communication materials.
Initial Employee Communications	Consultant will conduct employee, supervisor and manager briefing sessions at various times and locations as desired by the Client. These meetings will communicate the study’s objectives and allow for employee input. These sessions are of great value to inform employees and will enhance the Client’s ability to encourage engagement and acceptance. Consultant will also develop draft communications material as desired by Client.
Task Outcome	
The outcome of this Task is a philosophy and strategy that will serve as the basis to evaluate current programs, guide the alignment of the compensation programs, and reach agreement on study goals, objectives and deliverables. The Consultant will also conduct desired communication with managers and staff.	
Task Timeline	
The timeline to complete this Task is typically one to two weeks. We will collect organizational information prior our onsite visit and work with the Client to schedule the onsite meetings. Onsite meetings will comprise two days after which the Consultant will have obtained all relevant information necessary to proceed with the study.	

Project Approach *(Continued)*

Task II – Classification Analysis

Based on the study objectives outlined in Task I, a classification analysis will be conducted of all covered jobs. Jobs will be examined to ensure description of work is current and in a relevant format. This process will also result in a job evaluation with the objective of providing a system that reflect the current classification of work while adhering to the culture of the organization. This will deliver internal equity while providing a system that can be maintained by internal staff.

Task	Description
Position Information (Job Analysis)	Consultant will utilize Position Description Questionnaires (PDQ) that will be distributed to employees for them and their supervisor to complete with relevant information in regard to their job’s duties, responsibilities and requirements. Upon examination of the PDQs, Consultant will conduct onsite interviews with management staff to clarify questions and resolve any issues. Consultant will not complete this stage of the study until they have acquired a complete understanding of Client’s operations and jobs.
Finalize Job Descriptions	Based upon the job analysis process, Consultant will develop any recommendations for new/revised job descriptions, in a format acceptable to Client that ensures all requirements regarding essential functions and minimum qualifications are included. Job descriptions will be composed in a manner that complies with ADA, EEO standards, and other legally required information. Consultant will also conduct Fair Labor Standards Act (FLSA) exemption tests using current United States Department of Labor FLSA guidelines.
Review Phase	Client Human Resources and management staff will review and comment on job description drafts and classification recommendations. Consultant will review and revise job description drafts as appropriate.
Job Evaluation Process	Consultant will utilize the appropriate job evaluation methodology to provide a recommendation for a classification system that reflects the Client’s organizational structure and culture. It will incorporate job families (where appropriate) and clear career progression paths. There is no “one” system that can be utilized for every organization. We do not sell a “one-size-fits-all” methodology as a solution to your needs. The structure must also be constructed in a way that will allow for inhouse staff to maintain and administer the system after the study is completed. The Client will provide input in regard to the Consultant’s recommendations and changes will be made as appropriate.
Task Outcome	
The outcome of this Task is an analysis of the organization’s jobs, composition of job descriptions in a desired format, and job evaluation of those jobs that provides a classification structure. The structure will be developed utilizing a job evaluation system that is best suited to the Client’s mix of jobs, assignment of duties, and culture while providing a standard of internal equity. Inhouse staff will acquire training into new plan by Consultant explaining this process as it occurs. Understanding construction of the system will enhance comprehension of administration of the system.	
Task Timeline	
The timeline to complete this Task will be about eight weeks to maintain the overall project timeline.	

Project Approach *(Continued)*

Task III – Compensation Analysis

Based on the study objectives outlined in Task I, a compensation survey will be conducted. The competitive labor market data will be analyzed to determine the current competitive stance of the Client compared to its total compensation philosophy and strategy.

Task	Description
Collect Labor Market Data	The Consultant will work with the Client to identify and confirm specific labor market competitors that will be contacted to provide compensation and benefits data. The Consultant will design custom market survey(s) and follow-up with respondents to ensure accurate analysis and reporting of information. The Consultant possesses published professional salary surveys that will provide for additional data if required.
Market Data Analysis	The Consultant will collect and analyze data to ensure accuracy and reliability of data. Follow-up will be conducted with competitors to ensure accuracy and relevancy of data. We will then analyze the current compensation of Client employees in relation to the competitive labor market data to determine the Client’s positioning, both on an individual and aggregate basis.
Market Best Practices	The analysis will also survey competitor best practices and determine where they may be of value in consideration of the Client’s compensation philosophy and strategy outlined in Task I. The principles will be discussed, and recommendations provided for possible inclusion of concepts into the plan design.
Market Position	The Consultant will analyze the current compensation of Client’s jobs in relation to the competitive labor market data to determine if the Client leads, matches, or lags the market based on the Client’s compensation philosophy.
Salary Structure Design	Client management staff will review and comment on recommendations for a salary structure that reflects market alignment as well as internal equity. The structure will also be constructed in a manner to avoid salary compression. Consultant will also provide financial impact scenarios to assist the Client in the implementation of said recommendations. Consultant will review, discuss and revise recommendations as appropriate.
Impact Analysis	Consultant will provide financial modeling and system implementation recommendations. Identification of any compensation outliers/concerns and appropriate options for remediation will also be provided. Consultant will also provide policy language and guidelines for the administration of the system to address placement of staff in a variety of circumstances (recruitment, promotion, reclassification, etc.).
Task Outcome	
The outcome of this Task is an analysis of the Client’s position to their competitive labor market and the development of a compensation structure. The structure will be developed utilizing standard compensation analytical tools, such as regression analysis, as appropriate to prevent pay compression and other issues commonly associated with salary structures. Inhouse staff will acquire training into new plan by Consultant explaining this process as it occurs. Understanding construction of the system will enhance comprehension of administration of the system.	
Task Timeline	
The timeline to complete this Task will be about six weeks to maintain the overall project timeline.	

Project Approach *(Continued)*

Task IV – Project Report

The Consultant will prepare a comprehensive report that will summarize the processes used to conduct the study as well as the findings and recommendations of the study. The Client will have an opportunity to review and discuss the report with the Consultant. Based on these discussions, the Consultant will update and finalize the report.

Task	Description
Report Elements	<ol style="list-style-type: none"> 1. Detailed summary of the job analysis process. 2. New/revised job descriptions. 3. Job evaluation system recommendations (internal equity) 4. Results of the comparative compensation and benefits (external equity) analysis. 5. Recommendation for a base compensation structure(s) for all jobs that will align with compensation philosophy. 6. Recommendations on how to transition from the current to the new system. 7. Recommendations on a process to update and keep the system current. 8. Draft policies and procedures for system administration practices. 9. Recommendations on implementation options. 10. Financial impact analysis on the implementation of Consultant’s recommendations. 11. Training for Client staff that will enable them to maintain the system following its implementation. 12. FLSA analysis and audit sheets for all jobs that pass the exemption tests
Onsite Presentations	<p>The Consultant will be available to present the findings and recommendations to the City Council, management, and staff (as desired). This will allow all parties an opportunity to ask questions and have a complete understanding of the goals, objectives and deliverables of the study.</p>
Study Documentation	<p>All study documentation will be provided to the Client in electronic formats (Windows compatible files). There is no need or value for the Client to expend additional resources to acquire a licensed automated system. Maintenance can easily be performed by Client staff utilizing Excel and their existing ERP system.</p>
System Training	<p>Consultant will provide training to inhouse staff regarding how to maintain the classification and compensation programs. Again, our goal is to provide you a system that requires little outside involvement from a consultant. Included with this training are desired policy language that will address procedures, adjustment practices and career progression processes.</p>

The end result is to design, implement and maintain a compensation system that allows for the recruitment, retention and recognition of employees while adhering to the compensation philosophy of the Client.

Cost Proposal

Total cost for the study is proposed based upon the employee population and services mentioned in your RFP. All expenses are included in this proposal.

The following line-item schedule summarizes the different study tasks costs:

Project Initiation & Onsite Meetings	\$3,500
Classification Analysis	\$10,000
Compensation Analysis	\$5,750
Project Report	\$4,750
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TOTAL COST	\$24,000

The Consultant agrees to answer questions and provide implementation assistance at no additional cost pertaining to this study for a minimum of twelve (12) months following the date of study completion to ensure that the system/products that we have provided are administered properly.

For work beyond that specified in this proposal, we would be happy to quote a flat rate that is more equitable to the achievement of the desired tasks and mindful of the financial resources of the Client.

Project Timeline

The following timeline is based upon services requested by the Client to complete the study. Consultant will revise this proposal based upon initial consultation with Client during Task I.

Task and Weeks	1	2	3	4	5	6	7	8	9	10	11	12
<u>Task I:</u> Project Initiation & Onsite Meetings												
<u>Task II:</u> Classification Analysis												
<u>Task III:</u> Compensation Analysis												
<u>Task IV:</u> Project Report												

References

Recent clients served on projects similar in scope:

City of Kentwood, Michigan

We were retained to conduct a classification and compensation study for 250 represented and non-represented staff. All staff completed job questionnaires from which classification descriptions were composed. Compensation and benefits analyses were based upon custom and published survey sources. We assisted the Mayor with Board briefings and the creation of a compensation study committee. Deliverables consisted of compensation philosophy and strategies, new classification descriptions, a new classification structure, and compensation programs. We completed a classification and compensation review in 2022.

Contact: Gail Dewey, Director of Human Resources, 616.554.0732
deweyg@ci.kentwood.mi.us.

City of Elmhurst, Illinois

We were retained to conduct a classification and compensation study for staff. This included a combination of analyses based upon custom and published survey sources. Deliverables were the composition of a compensation philosophy and strategies, new classification, compensation and benefits programs. A point of emphasis was to monitor and provide recommendations on pay compression between non-bargaining and bargaining groups. We conducted compensation system updates and presentations for the City Council in 2017 and 2019. We conducted a classification and compensation review in 2022.

Contact: James Grabowski, City Manager, 630.530.3010
james.grabowski@elmhurst.org

Village of Westchester, Illinois

We performed a classification and compensation study for all Village jobs. This included completion of PDQs, review of draft classification descriptions, a combination of labor market analyses based upon custom and published survey sources. Deliverables were new classification descriptions, compensation philosophy and pay practices for the organization. We are currently assisting with a new performance management program.

Contact: John Schwartz, Assistant Village Administrator, 708.345.0200, ext. 594
jschwartz@weschester-il.gov

References *(continued)*

Harnett County, North Carolina

We conducted a compensation study to determine labor market positioning of County jobs. This includes a variety of analyses based upon custom and published survey sources. We are consulting on pay structure, practices and policies that will ensure labor market competitiveness and the effect of pay compression on the compensation structure.

Contact: Janice Lane, Director Human Resources, 910.814.6401

jlane@harnett.org

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 Peter Ronza, President

[print individual's name and title]

for Pontifex Consulting Group

[print name of entity submitting sworn statement]

whose business address is: 1841 113th Avenue NE, Blaine MN 55449 and (if applicable) its Federal Employer Identification Number (FEIN) is 20-5623430 (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: 
Title: President
Company: January 23, 2024

NOTARY PUBLIC

STATE OF MINNESOTA

CITY OF Minneapolis

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

by Peter Ronza who

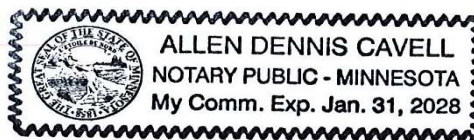
is personally known to me OR Produced identification

_____ [type of

identification] My commission expires 1-31-2028


Notary Public Signature

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



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

Title

Printed Name

Date

City of Madeira Beach
RFP 24-01