

From: [Powers, Megan](#)
To: [Lara Hooley](#); [VanBlargan, Clara](#)
Subject: FW: [EXTERNAL] FW: HR Comp & Classification Consultant Reference Check
Date: Thursday, March 14, 2024 3:15:31 PM
Attachments: [image004.png](#)
[image005.png](#)
[Final Report - Class JD Comp - Cody and Associates September 2023.pdf](#)
[Proposal Reference Notes.docx](#)

Hi Ladies,

How would you like to do the references in the agenda? Do you want me to forward emails like this? I am also happy to add them to my notes in the HR report. I have been using this form to jot little notes.

Regards,

Megan Powers

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



From: Russell Muniz <rmuniz@southwestranches.org>
Sent: Wednesday, March 13, 2024 8:57 AM
To: Powers, Megan <MPowers@madeirabeachfl.gov>
Subject: RE: [EXTERNAL] FW: HR Comp & Classification Consultant Reference Check

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Good Morning Megan,

See answers to your questions below in **red**.

Consultant:

- Cody & Associates

Questions:

- What kind of study did they perform for you? When?
C&A performed a Classification, Job Description, and Compensation Study in 2023.
- Were you satisfied with the process and final result?
Yes.
- How long did the process take?
We initiated the process in May of 2023 and they concluded the project in September 2023. They would have been done sooner but we asked them to look into several different markets and had additional requests for them along the way.
- Can you provide a sample of the completed project? We don't need job descriptions if that is all they performed.
Attached is their complete report.
- How much of the process was face to face/remote?
We met with their principal Linda Bunting several times face to face but also had phone calls, and virtual meetings with her as well.
- Did they offer a compression plan? If so was it multi-year?
No Compression Plan, but a pay plan with various options was provided (see attached).
- Did they offer a maintenance program or review after a year?
 - Was it included in the contract or offered as an hourly rate post contract?
No.

Any insight you can provide would very helpful.

C&A performed a similar study for us in 2015 so this was almost a follow-up to a previously completed plan, but we asked them to review additional markets this time around. We are a very small municipality with only 23 employees. We found C&A to be very responsive to our needs and we are satisfied with the final report.

Regards,

Russell Muñiz, MBA, MPA

Town Administrator

Town of Southwest Ranches

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From: Powers, Megan <MPowers@madeirabeachfl.gov>

Sent: Tuesday, March 12, 2024 5:17 PM

To: Russell Muniz <rmuniz@southwestranches.org>

Subject: [EXTERNAL] FW: HR Comp & Classification Consultant Reference Check

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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?
- Were you satisfied with the process and final result?
- How long did the process take?
- Can you provide a sample of the completed project? We don't need job descriptions if that is all they performed.
- How much of the process was face to face/remote?
- Did they offer a compression plan? If so was it multi-year?
- Did they offer a maintenance program or review after a year?
 - Was it included in the contract or offered as an hourly rate post contract?

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

www.Madeirabeachfl.gov



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