



MEMORANDUM

TO: CITY COMMISSION

FROM: Robin I. Gomez, City Manager

DATE: June 25, 2025

RE: **HR, Classification, & Compensation Plans Study Agreement Update**

Background

The City of Madeira Beach last performed a comprehensive employee job classifications and compensation study in 2019. On July 10, 2024, the City Commission approved an agreement for an HR, Classification, & Compensation Plans study with the RSC Insurance Brokerage, Inc., dba Risk Strategies Company (Gehring Group). John Mullins with RSC will provide a more detailed update on the completed study.

Review/Discuss

The study evaluated the present salary structure as compared to the specific job market for comparable positions in the public sectors as well as:

- a) Review and evaluate Human Resources/Personnel processes relative to all City job classifications and compensation.
- b) 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.
- c) Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
- d) Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions as required (prefer to assess duplicate benchmarks – both municipalities as well as local employers).
- e) Identify potential pay compression issues and provide potential solutions.
- f) Analyze and recommend changes to the present compensation matrix and/or structure to meet the market analysis. This recommendation may include recommendations for individual positions as well.

- Benchmarked 61 job classifications including:
 - Treasure Island
 - St. Pete Beach
 - South Pasadena
 - Dunedin
 - Seminole
 - Belleair Bluffs
 - Oldsmar
 - New Port Richey
 - Tarpon Springs
 - Pinellas County
 - Polk City
 - Safety Harbor
 - Clearwater

- Reviewed the benchmark data with the City at the 50th, 65th, and 75th, percentiles for each classification
- Developed new pay ranges for each classification based on the 65th percentile of the market data
- Performed FLSA testing for each classification
- Conducted a compression analysis for all employees based on current classification, time in classification, and current pay
- City's current pay ranges fell somewhere between the 50th and 65th percentile of the market data
 - Based on this, 65th percentile used to construct new pay plan
- Several entities did not have comparable data for all positions based on size, services provided, etc.
 - Safety Harbor conducting a pay study
 - Positions that had limited comparable data were placed in pay plan based on review and internal equity
- 31 employees impacted by the study
- 18 employees below the minimum of new pay ranges
 - Total cost: \$37,667
- Compression cost: \$89,257

- 12 employees going from Non-exempt to Exempt, estimated additional total cost in salary: \$63,000.