



MEMORANDUM

DATE: September 8, 2021

TO: Sanibel City Council

THROUGH: Judie Zimomra, City Manager

FROM: Crystal Mansell, Administrative Services Director

SUBJECT: Staff Ranking of Firms for Compensation, Classification and Benefits Survey

At the July 24, 2021 City Council meeting, Council directed staff to prepare and solicit a Request for Proposals (RFP) for a Compensation, Classification and Benefits Survey. Staff prepared an RFP that was copied to City Council. The RFP was issued on August 9, 2021 and advertised in the Ft. Myers News-Press on August 12, 2021. The RFP Scope included:

- Review documents including policies and procedures, bargaining agreements, staff reports, organizational charts, current pay plans, current job descriptions, and/or other city records/reports, as necessary.
- Conduct a comprehensive survey of public and private labor market comparables designed to include salary ranges, actual salaries, and information to ensure the City of Sanibel's compensation is equitable and competitive in its total compensation package relative to internal factors and external markets for substantially similar classifications.
- Conduct a job-task analysis/job audit of all positions to verify and validate information from existing job descriptions. Conduct personal interviews with employees, supervisors, and directors as needed and as coordinated by the City Manager and Administrative Services Director. Determine if classifications are correctly placed in organizational hierarchy and if individual positions are classified correctly. Review current job descriptions and revise/update if necessary. Review of existing and creation of new job descriptions must ensure FLSA, EEO and ADA requirement satisfaction. Make FLSA determinations based on work performed and federal requirements.

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- Conduct a pay compression analysis for all positions that addresses the issue of internal equity and provide a detailed written recommendation for addressing any equity issues identified along with the fiscal impact associated with the recommendation.
- Recommend a pay classification system, including but not limited to, a comprehensive pay range system with detailed minimum, midpoint, and maximum salary ranges that can be utilized by City staff after completion of the project. Pay plan should have some form of upward mobility, such as a step plan. Review current shift differential pay for employees working nights and weekends and recommend shift differential pay that is competitive with the local public and private market. Group positions based upon duties performed, knowledge, skills, and abilities for the position. Identify highly competitive positions within the City and customize recommendations for compensation where required.
- Recommend the assignment of each classification to a pay grade.
- Prepare written report of recommendations, including discussion of methods, techniques and data used to develop the Classification & Compensation Plan.
- Develop recommendations for the continued administration by City staff to sustain the recommended compensation and classification structure.
- Develop recommendations and guidelines for the continued administration and maintenance of the classification and compensation structure
- Provide appropriate adjustments to account for cost-of-living variations in Lee County, Florida.
- Submit recommendations for hiring and retaining quality employees.

Six (6) firms responded to the RFP within the established deadline of August 20, 2021. A staff committee comprised of the Administrative Services Director Mrs. Crystal Mansell, Finance Director Mr. Steven Chaipel and Deputy Police Chief Dr. Anthony Thompson met in a publicly noticed meeting in MacKenzie Hall on September 2, 2021 to review and rank the proposals.

Based upon the firms written submittals, the staff committee ranked the firms as follows:

1. Management Advisory Group International, Inc. (MAG)
2. Evergreen Solutions LLC
3. The Archer Company
4. PayPoint HR
5. The Segal Group
6. GovHR USA

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Staff recommends that City Council approve the top ranked firm Management Advisory Group International, Inc. (MAG) for the Compensation, Classification and Benefits Survey and authorize the City Manager, or her designee, to negotiate a contract and begin preliminary survey discussions with MAG.