



**CIVIL SERVICE COMMISSION
MEETING AGENDA**
Wednesday, January 03, 2024 at 4:00 PM
Commission Chambers, 300 Municipal Drive,
Madeira Beach, FL 33708

Meetings will be televised on Spectrum Channel 640 and YouTube Streamed on the City's Website.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Public participation is encouraged. If you are addressing the Civil Service Commission, step to the podium and state your name and address for the record. Please limit your comments to three (3) minutes and do not include any topic that is on the agenda. Public comment on agenda items will be allowed when they come up.

4. APPROVAL OF MINUTES

[A.](#) 2023-11-20, Civil Service Commission Meeting Minutes

5. HR REPORT

[A.](#) HR Report - 12/13/2023

6. OLD BUSINESS

A. "Draft" Personnel Policy (2020)

7. NEW BUSINESS

[A.](#) RFP – Classification and Compensation Plan Study

8. FUTURE AGENDA ITEMS

A. Ordinance 2023-06, Amendment to Civil Service Commission Rules

B. Classification of all Classified City Positions, based upon the Duties, Authority, and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances (City Charter, Sec. 5.7, C, 1)

- C. Pay Plan for all Classified City Positions (City Charter, Section 5.7, C, 2)
- D. Methods for determining Merits and Fitness of Candidates for Appointment or Promotions (City Charter, Section 5.7, C, 3)
- E. Grievance procedures, including procedures for hearing grievances by Civil Service Commission, which may render advisory opinions based on its findings to the City Manager with a copy to the aggrieved employee. In this respect the Civil Service Commission shall have the power to issue subpoenas to compel attendance by witnesses and to administer oaths (City Charter, Section 5.7, C, 6)
- F. Implementation Process for making sure that all Rules, Regulations and Procedures of the Employee Personnel Policy are working and is followed by everyone (City Charter, 5.7, C, 8)
- G. Department Specific Rules
- H. Ex Officio Board Member – Robert’s Rules of Order
- I. Employee Satisfaction Survey
- J. Employee Termination Survey
- K. Exit Interview Survey
- L. HR Director Position
- M. PowerPoint History Presentation- Civil Service Commission beginning when it was first created by the City of Madeira Beach Voters
- N. Review of Offer Letter
- O. Document Control

9. NEXT MEETING: March 7, 2024, 4:00 p.m.

10. ADJOURNMENT

One or more Elected or Appointed Officials may be in attendance.

Any person who decides to appeal any decision of the Civil Service Commission with respect to any matter considered at this meeting will need a record of the proceedings and, for such purposes, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the minutes to be transcribed verbatim; therefore, the applicant must make the necessary arrangements with a private reporter or private reporting firm and bear the resulting expense. In accordance with the Americans with Disability

Act and F.S. 286.26; any person with a disability requiring reasonable accommodation to participate in this meeting should call City Clerk Clara VanBlargan at 727-391-9951, Ext. 231 or 232 for email a written request to cvanblargan@madeirabeachfl.gov.



MINUTES
CIVIL SERVICE COMMISSION
MEETING
NOVEMBER 20, 2023
3:30 P.M.

The City of Madeira Beach Civil Service Commission meeting was scheduled for 3:30 p.m. on November 20, 2023, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: Jerry Cantrell, Chair
Cristina Ponte, Vice Chair (Arrived at 3:57 p.m.)
Paul Tilka
Clara VanBlargan, Ex-Officio Secretary

MEMBERS ABSENT:

CITY STAFF PRESENT: Robin Gomez, City Manager
Megan Powers, Assistant to City Manager/HR Staff
Attorney Rob Eschenfelder, Trask Daigneault, L.L.P.

1. CALL TO ORDER

Chair Jerry Cantrell called the meeting to order at 3:34 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll.

3. PUBLIC COMMENT

There were no public comments.

4. APPROVAL OF MINUTES

A. Approval of Minutes

- **2023-11-14, Civil Service Commission Meeting Minutes**

Commissioner Tilka motioned to approve the minutes as written. Chair Cantrell seconded the motion, and all were in favor. The motion carried 3-0.

5. HR REPORT

A. HR Report 10-25-2023

HR Staff Megan Powers reviewed the HR Report and said she was getting ready to post a firefighter position.

6. NEW BUSINESS

A. Oath of Office – Judithanne McLauchlan

City Clerk Clara VanBlargan administered the Oath of Office to Commissioner Judithanne McLauchlan.

7. OLD BUSINESS

The Civil Service Commission mostly read silently while making changes to the policy, which made it difficult to follow.

A. "Draft" Personnel Policy Manual (starting on Page IV-10)

IV. PAY, HOURS OF WORK AND WORKWEEK

E. Salary Basis Compensation Questions

F. Forms

Attorney Eschenfelder said he would put in the appropriate place at the beginning of the policy, "No forms and no procedures are to be implemented before being reviewed by the Civil Service Commission."

V. CLASSIFICATION AND PAY PLAN

A. General Policies

The Civil Service Commission added language to this paragraph:

The Civil Service Commission, working with the Human Resources Department, will periodically examine, by use of staff, consultants, and such other resources available, market conditions and comparative wage data for relevant public and private sector employers, and based upon the results of this examination, will make a written recommendation to the City Manager and Board of Commissioners concerning wage adjustments. Based upon such written recommendations concerning the need for market equity adjustments, the City Manager may propose a budget including funds sufficient to implement such adjustments concurrent with a new fiscal year and may implement same upon budget approval. Any such overarching market equity adjustments shall be confined by the budget approved by the Board of Commissioners for that fiscal year.

Chair Cantrell said he did not see where there was a structured pay scale process that would

guarantee everyone was treated equitably. Commissioner McLauchlan thought they should revisit it after the classification and pay plan goes through. The consensus of the Board was to address starting wages and increases beyond the median pay scale and how it should be structured after the classification and pay plan goes through.

Chair Cantrell asked the City Manager if it would give him time to prepare a budget. The City Manager said they would not make any adjustments as a result of the RFP until next fiscal year.

Vice Chair Ponte said any time more than one person is having difficulties understanding the language that the concerned language should be restated.

Vice Chair Ponte and Chair Cantrell would like page V-1, V.A Classification and Pay Plan to be clearer (reference section 5.C.11). Attorney Eschenfelder agreed to edit the wording.

C. Application

1.c “At no time...” Vice Chair Ponte would like the third line corrected. The period belongs outside the parenthesis. EX: ... in b. above).

2. New Hire Employment

- a. Initial employment in a classified position is normally paid the minimum of the assigned pay grade.

Chair Cantrell said they would readdress it after the classification and pay plan goes through. He worked at places where new hires were targeted to start at the mid-range of a pay grade based on meeting certain requirements. Attorney Eschenfelder said it was drafted to start with a base that is at the minimal assigned range. He said Chair Cantrell was describing a unionized step plan, and he counseled against it. It could lead to wasting money. Chair Cantrell clarified he was not requesting the implementation of a unionized structure. It is a method to ensure and guarantee every employee is treated equitably.

Vice Chair Ponte asked the City Manager what the practice of the City was. The City Manager said they hire at the minimum unless the department head makes a case for an individual based on experience.

Vice Chair Ponte asked Chair Cantrell for a solution to the recommended structure to address equitable pay scales for new hires. “What is your recommendation to improve it.”

3. Promotions

- b. Internal Promotion occurs when a qualified employee is placed in a higher position without advertising. Requests for internal promotions must be submitted to the Human Resources Staff by the department director with explicit support documentation (i. e., employee meets job requirements, will not create equity or other issues with other employees, is in the employee's career path, employee is already

performing duties, and is in the best interest of the City). The Human Resources Staff shall either approve or deny the request. Pay guidelines are the same as outlined in V.C.3.a. above (Note: External recruitment helps build strong workforces. Therefore, positions below director level should usually be advertised. Internal promotions without first advertising should only be considered in unusual circumstances, such as recruitment difficulty, departmental health/safety criteria dictate immediate need to fill, internal candidate with extraordinary skills or background, etc.)

Vice Chair Ponte did not agree with the Note. It should be preferred to promote internally below the director's level to keep people developing. Attorney Eschenfelder said it does not prohibit internal promotions. It says the City should test the marketplace first by advertising. Vice Chair Ponte suggested adding language that would reflect the encouragement of internal advertising to the Note. The Commission agreed.

Added language: Added to 5.3.c.a

All current employees are encouraged to apply for promotions, and Department Directors and Human Resources staff shall endeavor to make promotional opportunities known to all current employees.

4. Demotions (Changes to Lower Classifications)

A correction was made to this paragraph:

- a. An employee who applies through open competition, or requests a voluntary transfer, to a lower classification and pay grade, and is accepted; or who ~~is~~ **are** involuntarily demoted to a lower classification for non-disciplinary reasons (i. e., inability to perform the duties of the job, reduction in work force, lack of work, reorganization, etc.), will be placed in the lower pay grade at the same percentage above the lower pay grade minimum as the employee's previous rate of pay was above the previous pay grade minimum. (See example below). This is subject to approval by the Human Resources Staff.

Chair Cantrell recessed the meeting at 4:48 p.m. and reconvened at 4:59 p.m.

5. Temporary Assignments

- a. Acting Status. Employees temporarily assigned to perform all duties of a higher-level position may receive additional compensation during the assignment at a rate determined by the City Manager. The assignment must be appropriately documented by the department director and approved by the Human Resources Staff. Regular salary adjustments are granted during temporary assignments and shall be applied to the employee's non-acting pay rate. Upon expiration of the acting status, the employee's pay rate will return to the same level it was prior to entering into acting status but increased by any regular salary adjustments which occurred during that period. An employee may not be placed in acting status unless that employee meets

the minimum qualifications of the higher-level position.

- b. **Additional Duties.** Employees temporarily assigned by their directors to perform additional duties while continuing to perform their regular duties may, upon request of the director and approval by the Human Resources Staff, be eligible to receive additional compensation over their current pay rate consistent with Section IV.C.3.g and Section V.C.3.a., above. Regular salary adjustments are granted during temporary additional duty status and shall be applied to the employee's non-temporary duty pay rate. Upon expiration of the temporary duties status, the employee's pay rate will return to the same level it was prior to assignment of the temporary additional duties. Alternative forms of compensation for the performance of additional duties may be developed by the City Manager from time to time and may be utilized in lieu of the rate enhancement provided for above.

Vice Chair Ponte asked if they should consider adding language that would make it clear when the acting status or additional duties status has ended. Attorney Eschenfelder said he would add a sentence to the end of subsection a., "The acting status begins and ends on the dates established by the manager and agreed to by the employee."

Vice Chair Ponte expressed a desire to have language clarifying acting status and extra duties.

6. Reclassifications and Reorganizations

Chair Cantrell asked what would happen if there was a restructuring, but an employee would not qualify for the pay grade they must go to. He asked how a reorganization to get rid of employees would be prevented. Attorney Eschenfelder said if the employee does not fit the minimum qualifications, they cannot be reclassified into the higher job, which would result in a layoff described in Section IX. Injuries and illnesses would be handled in Section IX.F., which describes his proposal for an Alternative Employment Program.

Added language:

- a. Any reclassification or reorganization shall be presented to the Civil Service Commission prior to implementation.

Subsection "d". Any reclassification or reorganization shall be presented to the CSC prior to implementation.

7. Transfers/Lateral Transfers

Vice Chair Ponte suggested adding language similar to the last sentence in Section 5.a., stating the need to meet the minimum requirements set forth for a specific job description. The Board agreed.

Employees may be transferred to vacant positions with the same job title (transfer) or within the same pay grade, different job title (lateral transfer) without advertising, if

appropriate justification is provided and the request is authorized by the department director, approved by the Human Resources Staff and future department director if transfer is to another department. Transfers/lateral transfers are not eligible for pay adjustments. An employee may not be transferred to a different position unless that employee meets the minimum qualifications of that position.

8. Permanent Additional Duties

Where an employee is permanently assigned significant additional duties not warranting a reclassification of their position, the employee's director shall work with the Human Resources Staff to determine a suitable wage rate increase.

Vice Chair Ponte asked the City Manager if there was a standard approach used, like an annual performance review. The City Manager said yes. Additional duties would not be given without giving compensation, and that would be part of the budget review of positions. Vice Chair Ponte suggested adding it be documented and signed by both parties. Attorney Eschenfelder said he would not counsel it. The City uses a computerized pay system, so that would be the documentation. All documents related to wage changes are one of the categories in the list of things required to be in a personnel file.

VI. HOLIDAYS

B. Listings of Holidays

The Attorney read his list of City paid holidays that he put in the policy:

1. New Year's Day - January 1
2. Martin Luther King's Birthday - Third Monday in January
3. President's Day - Third Monday in February
4. Memorial Day - The last Monday in May
5. Juneteenth Day – June 19
6. Independence Day - July 4
7. Labor Day - First Monday in September
8. Veteran's Day - November 11
9. Thanksgiving Day - Fourth Thursday in November
10. Friday After Thanksgiving Day
11. Christmas Eve – December 24
12. Christmas Day - December 25
13. Floating Holidays (s)

- e. Notwithstanding the availability of floating holidays to employees, advanced permission to use a floating holiday must be obtained, and the department director has the sole discretion to allow a floating holiday to be used on any particular day, or to rescind a prior approval where the urgent needs of the City so require, and no reasonable alternative is present.

Chair Cantrell asked if language could be added to reflect rescinding a prior approval due to an

emergent situation. The Attorney said if the language were added, the ability of the manager to put a resource into place to get a job done would need to be done for the organization's best interest would be taken away. The Commission agreed to the attorney's suggested changes.

The City Clerk said New Year's Eve is not listed and it is currently a City paid holiday. The City Manager said he was removing New Year's Eve but adding President's Day and Juneteenth Day.

Vice Chair Ponte thought it would be appropriate throughout the document to make references to the appropriate sections because it is intended to help people utilizing it. The Board agreed.

VII. LEAVES OF ABSENCE

A. Vacation Leave

Vice Chair Ponte asked that Section VII.A.3. be revised to be clearer.

The City Manager said the sick leave incentive needs to go away, and he does not support it. It incentivizes the employee not to take a sick day, so they get paid out.

The City Manager said he is a big advocate of mandating vacation. It would be a good internal control and would help to combat fraud.

Chair Cantrell said sick time should not be paid out. The City Manager said he did not want it to be paid out. It causes fraud amongst the higher ups. The City Clerk said if she spent an hour and a half at the doctor she still works that day until 10:00 p.m. or midnight, which is more than an eight-hour workday.

Vice Chair Ponte asked that Section VII.A.5.f become VIIA.5e. and VII.A.5.e. be made VII.A.6. Attorney Eschenfelder said he would make the change. He would also make the change in the sick leave section.

The City Manager said he was not in favor of the annual payout, which is allowed in the current employee handbook. The consensus of the Board was to eliminate the annual payout for vacation and Section VII.A.9.

After a brief discussion about a one-time payout, the Attorney suggested adding the sentence, "There would be a one-time payout for employees in place as of the effective date of the new Personnel Policy, but that payout must be taken prior to January 1, 2025" and to add, "Employees may only begin a new calendar year with a maximum of twice the annual current amount."

Commissioner Tilka asked if employees could donate sick time to other employees. The City Manager said they allow up to 24 hours, three days a year.

Vice Chair Ponte asked that a zero be placed before all decimal places throughout the document.

Vice Chair Ponte suggested they verify the section references at the end and add new ones if they

need to.

The City Clerk asked if the New Year's Eve holiday was being eliminated for the record. The City Manager suggested striking New Year's Eve but adding President's Day and Juneteenth holidays.

The City Manager suggested that Election day (major cycle – 4-year) should be a holiday. Attorney Eschenfelder recommended that they return to it in election leave.

The City Clerk asked what the holidays were for the fire department union employees.

Chair Cantrell said he only gets two holidays a year.

Commissioner McLauchlan said she would not want to make any changes to something the employees are used to. It could cause low morale.

The consensus of the Commission was to revisit the entire section in January, starting on Page VII-1, VII. Leaves of Absence, A. Vacation Leave.

[Ended on Page VII-4. B. Sick Leave]

9. NEW BUSINESS

10. ITEMS TO BE SCHEDULED FOR FUTURE MEETINGS

1. RFP – Classification and Compensation Plan Study – To include an analysis of the current staff positions and their responsibilities; increased efficiency and cross-training of personnel to develop teamwork within the departments and within the organization as a whole; a new classification and compensation plan with updated positions descriptions, policies and procedures for future classification action and related management/supervisory training
2. Classification of all Classified City Positions, based upon the Duties, Authority, and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances (City Charter, Sec. 5.7, C, 1)
3. Pay Plan for all Classified City Positions (City Charter, Section 5.7, C, 2)
4. Methods for determining Merits and Fitness of Candidates for Appointment or Promotions (City Charter, Section 5.7, C, 3)
5. Grievance procedures, including procedures for hearing of grievances by the Civil Service Commission, which may render advisory opinions based on its findings to the City Manager with a copy to the aggrieved employee. In this respect, the Civil Service Commission shall have the power to issue subpoenas to compel attendance by witnesses and to administer oaths (City Charter, Section 5.7, C, 6)
6. Implementation Process for making sure that all Rules, Regulations, and Procedures of the Employee Personnel Policy are working and are followed by everyone (City Charter, 5.7, C, 8)

- 7. Meeting Schedule for Regular Meetings
- 8. Ex Officio Board Member – Robert's Rules of Order
- 9. Employee Satisfaction Surveys
- 10. Department Specific Rules
- 11. Chair and Vice Chair Appointments in November 2023
- 12. HR Director Position
- 13. PowerPoint History Presentation- Civil Service Commission beginning when it was first created by the City of Madeira Beach Voters

11. NEXT MEETING

The Civil Service Commission scheduled its next meeting for Wednesday, January 3, 2024, at 4:00 p.m.

12. ADJOURNMENT

Chair Jerry Cantrell adjourned the meeting at 6:32 p.m.

ATTEST:

Jerry Cantrell, Chair

Clara VanBlargan, City Clerk/Secretary Ex-Officio



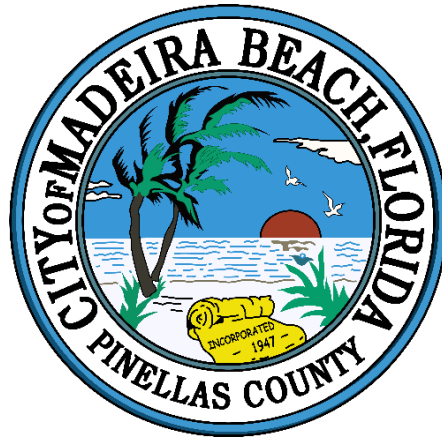
MEMORANDUM

MEMORANDUM

TO: Civil Service Commission
FROM: Megan Powers, Assistant to the City Manager
DATE: December 13, 2023
RE: HR Report- Jan. 3, 2024, Civil Service Commission Meeting

Update:

- Open Positions:
 - Public Works Technician (*Stormwater*)
 - Due to turnover
 - Sanitation Worker (2 positions)
 - One retired after 20 years, one resigned
 - Code Compliance II
 - Due to turnover
- Hired:
 - Planner II
 - To start in Jan. 2024
- Projects:
 - Onboarding Paperwork Streamline with Paycom
 - Ongoing project to make onboarding as paperless as we can
 - Comp and Classification Study
 - RFP to go out once Civil Service Approves



Request for Proposal #2024-01

HR, Classification, and Compensation Plans Study

Proposals due by Friday, February 9, 2023

At 3:00 pm

M a d e i r a B e a c h

C i t y H a l l

300 Municipal Drive

Madeira Beach, FL 33708

CONTACT:

Robin I. Gomez, City Manager

Phone: 727-580-8014

Email: rgomez@madeirabeachfl.gov

REQUEST FOR PROPOSAL / INTRODUCTION

The City of Madeira Beach is seeking proposals from qualified consultants to conduct a comprehensive HR (human resources), classification, and compensation study and analysis.

Qualified firms must have a minimum of five (5) years of public sector experience.

The City of Madeira Beach reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of the City of Madeira Beach.

Firms/vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The firm's/vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed herein.

The proposal must be submitted via mail or email no later than 3:00 pm, Friday, February 9, 2024, contact below:

City of Madeira Beach
 Attn: Robin I. Gomez
 Re: RFP 24-01 HR, Classification, and Compensation Plans Study
 300 Municipal Drive Madeira Beach, FL 33708
 or rgomez@madeirabeachfl.gov

NOTIFICATION: The City utilizes the following methods for notification and distribution of solicitation opportunities:

- City of Madeira Beach website www.madeirabeachfl.gov
- Demand Star

INDEMNIFICATION AND INSURANCE

The City shall be held harmless for all claims, liability, losses, and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFP. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to negligent acts, error or omissions or Respondent employees and/or agents.

The Respondent agrees to indemnify the City and pay the cost of the City's legal defenses, including fees of attorneys as may be selected by the City, for all claims described in the hold harmless clause herein. Such payment on behalf of the City shall be in addition to all other legal remedies available to the City and shall not be considered the City's exclusive remedy.

In the event the completion of a project awarded pursuant to this RFP (to include the work of others) is delayed or suspended because of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the City from all increased expenses resulting from such delay. It is agreed by the parties hereto that the Respondent/Vendor has received specific consideration under the agreement for this hold harmless/indemnification provision.

Subcontractors: Proposer shall require and verify all subcontractors maintain insurance, including workers' compensation insurance, subject to all the requirements stated herein prior to beginning work.

ASSURANCES

The responding firm shall provide a statement of assurance that the firm is not presently in violations of any statutes or regulatory rules that might have an impact on the firm's operations. All applicable laws and regulations of the State of Florida and ordinances and regulations of the City will apply.

DEVIATIONS FROM SPECIFICATIONS

Respondents shall clearly indicate, as applicable, all areas in which the items/services he/she proposes do not fully comply with the requirements of this submittal. The decision as to whether an item fully complies with the stated requirements rests solely with the city.

NO COLLUSION

By offering a submission to this request, the responder certifies that no attempt has been made or will be made by the responder to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principal(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.

TERMINATION

The resulting contract may be canceled by the City when:

- a. 30-days for cause
- b. 90-days without cause

SUBMITTAL WITHDRAWAL

After submittals are opened, corrections or modifications to submittals are not permitted, but a respondent may be permitted to withdraw an erroneous submittal prior to the award by the City Commission, if the following is established:

- a. That the respondent acted in good faith in submitting the submittal.
- b. That in preparing the submittal there was an error of such magnitude that enforcement of the submittal would create severe hardship upon the respondent.
- c. That the error was not the result of gross negligence or willful inattention on the part of the respondent.
- d. That the error was discovered and communicated to the City within twenty-four (24) hours of submittal opening, along with a request for permission to withdraw the submittal.
- e. The respondent submits documentation and an explanation of how the error was made.

TAXES, FEES, CODES, LICENSING

The awarded firm shall be responsible for payment of all required permits, licenses, taxes, or fees associated with the project. The awarded firm shall also be responsible for compliance with all applicable codes, laws, and regulations.

PUBLIC RECORDS

Contractor acknowledges that it is acting on behalf of a public agency; this Agreement is subject to the provisions of §119.0701, Florida Statutes, and; that Contractor must comply with the public records laws of the State of Florida. Contractor shall:

- (1) Keep and maintain public records required by the public agency to perform the service.
- (2) Upon request from the public agency's custodian of public records, the Contractor shall provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed the costs provided in this chapter or as otherwise provided by law.
- (3) The Contractor shall ensure that public records that are exempt or confidential and, therefore exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract.
- (4) The Contractor shall, upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the Contractor transfers all public records to the public agency upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and, therefore, exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- (5) A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the custodian of public records for the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the Contractor of the request. The Contractor must provide the records to the public agency or allow the records to be inspected, copied, or photographed within a reasonable time and in compliance with the requirements of §119.07, Florida Statutes.
- (6) If Contractor does not comply with a public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

- (7) A Contractor who fails to provide public records to the public agency within a reasonable time may be subject to penalties under §119.10, Florida Statutes.
- (8) If a civil action is filed against a Contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the Contractor the reasonable costs of enforcement, including reasonable attorney fees, if:
- a. The court determines that the Contractor unlawfully refused to comply with the public records request within a reasonable time, and.
 - b. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Contractor has not complied with the request, to the public agency and to the Contractor.
 - c. The notice requirement is satisfied if written notice is sent to the public agency's custodian of public records and to the Contractor at the Contractor's address listed in this contract with the public agency or to the Contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.
- (9) A Contractor who complies with a public records request within 8 business days after the notice is sent is not liable for the reasonable costs of enforcement.
- (10) If the Contractor Has Questions Regarding the Application of Chapter 119, Florida Statutes, To The Contractor's Duty To Provide Public Records Relating To This Contract, Contact The Custodian Of Public Records At:

City of Madeira Beach, Attn: City Clerk
 Madeira Beach, FL 33708
 727-391-9951, Ext. 231 or cvanblargan@madeirabeachfl.gov

PART A

ADDENDA: Any interpretations, corrections, or changes to this REQUEST FOR PROPOSAL will be made by addenda. Sole issuing authority shall be vested in the City of Madeira Beach's City Manager's Office. Addenda will be posted and available through the City notification methods shown above.

SUBMISSION: Firms responding must submit one (1) electronic copy (USB-PDF format) and five (5) copies. Proposals must be received on or before the Due Date and Time (local time) listed in the below RFP Submittal Date and Time at the City Hall Lobby reception desk located at 300 Municipal Dr., Madeira Beach, Florida, 33708 or via email to rgomez@madeirabeachfl.gov. Proposals must be clearly marked "**RFP 24-01 HR, Classification, and Compensation Plans Study,**"

LATE PROPOSALS: Proposals received at the City of Madeira Beach City Hall after the Due Date and Time

shall be considered non-responsive. It is the sole responsibility of Proposer to ensure its Proposal is received by the City by the Due Date and Time. The City is not responsible for the lateness due to weather conditions, delivery service, or any other reasons.

PROPOSAL OPENINGS: All Proposals submitted before the Due Date and Time shall be publicly opened by the City Manager at the City Hall Building, located at 300 Municipal Dr. Madeira Beach, FL on the day and time indicated.

SCHEDULE: A summary schedule of the major activities associated with this solicitation is presented below. The City, at its sole discretion, may modify this schedule as the City deems appropriate.

ACTIVITY	DATE
Advertisement for Proposal & RFP Issued	Friday, January 12, 2024, 10 am
Questions Due	Friday, January 26, 2024, 2 pm
RFP Submittal Date and Time	Friday, February 9, 2024, no later than 3:00 pm
Evaluation Committee Review*	Tue, February 20, 2024 – Wed, February 21, 2024, time TBD
Selection/Recommendation to Civil Service Commission for Review*	Thursday, March 7, 4:00 pm
Selection/Recommendation to City Commission for Review*	Wed, March 13, 6:00 pm
Commission to award contract*	Wed, April. 10, 6:00 pm

*Tentative and subject to change

MEETING LOCATIONS:

- **City Hall** - located at 300 Municipal Dr. Madeira Beach, FL 33708
- **POINT OF CONTACT:** For information concerning procedures for responding to this Request for Proposal, contact the City Manager via email at rgomez@madeirabeachfl.gov. Such contact shall be for clarification purposes only.

QUESTIONS: Each Proposer must examine this proposal, which incorporates all its addenda, instructions, special conditions, and attachments to determine if the requirements are clearly stated. All questions concerning this proposal, such as discrepancies, omissions and exceptions to any term or condition of the REQUEST FOR PROPOSAL documents, including the Sample Agreement, should be submitted in writing. Questions of a material nature must be received prior to the Deadline for Delivery of Questions specified in the schedule.

EVALUATION AND SELECTION OF CONSULTANT

A City review team will evaluate each firm's submission based upon the criteria stated in this Request for Proposal and the ability to execute the services. The top firms *may* be invited to make oral presentations of their proposals to the evaluation team. Following the evaluation process, the team will then select the firms that the city considers most qualified. The successful Firm(s) will be requested to enter negotiations to produce a contract for this assignment. The City reserves the right to negotiate modifications to Statements of Qualifications that it deems acceptable. The City reserves the right to terminate negotiations in the event it deems the progress towards a contract to be insufficient.

Pursuant to Florida Statutes § 287.05701(3), prospective Proposers are notified that the City will not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor, nor will it give preference to a vendor based on the vendor's social, political, or ideological interests.

Firms will be evaluated in accordance with the weighted criteria listed below. All criteria will be graded on a 1-5 scale, with 1 being the lowest score possible and 5 being the highest score. Criteria may also be weighted based upon each individual reviewer's determination of level of importance. Criteria will be weighted on a 1-10 scale, with 1 being not as important and 10 being the most important criteria.

Selection Criteria are as follows:

- Qualifications, staffing, reputation
- Understanding of the scope of services/work
- Demonstrated ability to meet requirements
- Experience and expertise
- Client/end user satisfaction
- Quality Assurance Control Program/Policy

Once the Evaluation Committee has reviewed all Proposals it will rank them in order of preference and will provide its recommendations to the City Manager for presentation to the Civil Service. If the Manager concurs with the rankings, then the Manager will, either directly or through a designee, negotiate final terms and conditions, including a project schedule and project budget. The successful Proposer will be required to execute a contract with the City containing such terms and conditions as the Proposer and Manager negotiate. Once the Proposer executes the agreement, the City will approve the agreement in the manner set forth in § 2-193 of the City Code.

PART B:

PURPOSE:

The City of MADEIRA BEACH is seeking proposals from qualified consultants to conduct a comprehensive HR, classification, and compensation plans study and analysis.

The City employs full-time employees in unique job classifications. The City of MADEIRA BEACH operates under a Council/Manager form of government.

BACKGROUND:

The City employs full-time and part-time employees in unique job classifications. The City of Madeira Beach operates under a Council/Manager form of government.

SCOPE OF SERVICES:

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors. The consultant shall perform or provide the following:

- 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.

CITY RESOURCES

The City will provide copies of all pay ranges, job classifications, previous studies and any other available in-house information requested by the selected consultant that may be required to complete the study.

COST PROPOSAL

This request for information does not, under any circumstance, commit the City to pay any costs incurred by any proposer in the submission of qualifications. The proposer is responsible for all costs associated with response to this request.

PART C:**PROPOSAL RESPONSE REQUIREMENTS**

1. *The total number of pages in the proposal shall not exceed 15 pages.*
2. Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work as well as:

Company Name: _____

Address: _____

Phone #: _____

Email Address: _____

Name of Authorized Representative: _____

1. **Introduction** – On a cover sheet to the proposal, provide the official name, address, phone number and fax number of the applicant, as well as the name of the principal contact person and the name of the person authorized to execute the contract.
2. **Experience and Qualifications** –
 - a. A brief description of the experiences and qualifications.
 - b. Listing and bios of proposed staff member(s) who will be performing the services.
 - c. A brief description of the organization.
 - d. A list of cities for which the consultant has conducted the comprehensive classification and compensation studies (within the past five years).
 - e. A list of three recent client references, including telephone numbers, email addresses, and addresses.
3. **Approach/Methods Used to perform the Project** – Detailed description of the services and methods by which the work set forth in the RFP will be performed. The description shall include the following items:
 - a. Proposer’s understanding of the services to be provided.
 - b. Complete methodology to be used in determining benchmark positions, other cities and counties to include in the survey, and determining salary ranges.
 - c. Description of the system you utilize to determine internal equity.
 - d. Description/philosophy in determining market rates and how that relates to individual classification and what connection that might be to the pay table. Also, provide a description on how you determine minimums and maximums on the pay table.
 - e. Estimated time the project will take from beginning to completion date.
4. **Cost Proposal** – This section should contain a complete breakdown of all costs relating to the content of the proposal, including the maximized total cost, as well as an itemized breakdown of the compensation required to accomplish the full performance of all tasks outlined in the proposal. Upon selection, it is expected that the consultant will make a minimum of 2 visits to

City of Madeira Beach

RFP 24-01

the City. One to kick off the project to include meetings with staff to discuss issues and a meeting to present findings to the Civil Service Commission, the Board of Commissioners, the City Manager, and select staff.

- 5. **Materials to Submit** – Interested firms must submit eight copies of their proposal and one copy (USB – PDF Format). All bid proposals must be submitted in person or by mail to the Attention of the City Manager no later than Friday, February 9, 2024, at 3:00 p.m., at which time the sealed bid proposals will be opened in a public meeting for that purpose. ALL bid proposals must be clearly marked “SEALED” outside the package. The address to submit the seal bid proposals:

City of Madeira Beach
 Attention: Robin I. Gomez, City Manager
 300 Municipal Drive
 Madeira Beach, FL 33777

- 6. **Review Process** – The City of MADEIRA BEACH reserves the right to reject any or all submittals. The City may request one or more firms to provide a detailed proposal.

7. **References:**

(A) Name of Entity: _____
 Nature of Services Provided: _____

Contact Name: _____
 Contact Phone Number: _____

(B) Name of Entity: _____
 Nature of Services Provided: _____

Contact Name: _____
 Contact Phone Number: _____

(C) Name of Entity: _____
 Nature of Services Provided: _____

Contact Name: _____
 Contact Phone Number: _____

COMPLIANCE WITH ALL APPLICABLE LAWS

Respondents shall comply with all applicable local, state, and federal laws and codes.

ATTACHMENTS

Drug Free Workplace Certification CONSULTANT shall include a signed and completed Drug Free Workplace Certification, attached hereto as Exhibit B.

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 _____

[print individual's name and title]

_____ for _____

[print name of entity submitting sworn statement]

whose business address is: _____ and _____ (if applicable) its Federal Employer Identification Number (FEIN) is ____ (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

City of Madeira Beach

RFP 24-01

- (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: _____
Company: _____

NOTARY PUBLIC

STATE OF FLORIDA

CITY OF _____

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

by _____ who

is personally known to me OR Produced identification

_____ [type of

identification] My commission expires _____

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
