

# Consent Agenda

<b>Agenda Item #</b>	5A
<b>Meeting Date</b>	March 17, 2014
<b>Prepared By</b>	Alexis Blackwell Human Resources Director
<b>Approved By</b>	Brian T. Kenner City Manager

<b>Discussion Item</b>	Single Reading Ordinance Authorizing a Contract for Professional Consulting Services Associated with the Compensation, Classification and Benefits Survey for Employees								
<b>Background</b>	<p>The Human Resources Department has expressed concern over the current classification and grade of certain staff as duties have changed and positions have evolved over time. The firm which provided the most recent recommendations is unavailable to support efforts for clarification, corrections and has recommended the City obtain another firm. The City Manager recommends conducting a new study to include benefits to ensure the City is maintaining a competitive salary and benefits package.</p> <table border="1" data-bbox="630 848 1268 1003"> <thead> <tr> <th>Firm</th> <th>Bid</th> </tr> </thead> <tbody> <tr> <td>PRM Consulting</td> <td>\$66,179</td> </tr> <tr> <td>Evergreen Solutions, LLC</td> <td>\$58,000</td> </tr> <tr> <td>Condrey &amp; Associates</td> <td>\$49,500*</td> </tr> </tbody> </table> <p>The City Manager recommends the contract be awarded to Condrey &amp; Associates, Inc. The City Manager has determined that the use of the firm will provide the City and its staff with:</p> <ul style="list-style-type: none"> <li>• Subject matter experts to interview staff and update classification specifications to more accurately reflect staff duties and the level at which the duties are performed;</li> <li>• The ability to develop classification specifications and determine grade and compensation levels as needed;</li> <li>• A report of findings and recommendations which will address concerns with the current pay structure and give the City a better understanding of its competitiveness with regard to its entire compensation package.</li> </ul> <p>*The original quote was \$45,000. The inclusion of the benefits portion of the survey will bring the total survey contract to \$49,500, which remains below the quotes from the other firms.</p>	Firm	Bid	PRM Consulting	\$66,179	Evergreen Solutions, LLC	\$58,000	Condrey & Associates	\$49,500*
Firm	Bid								
PRM Consulting	\$66,179								
Evergreen Solutions, LLC	\$58,000								
Condrey & Associates	\$49,500*								
<b>Policy</b>	The City Council approves contracts for professional services of \$5,000 or more.								
<b>Fiscal Impact</b>	Up to \$50,000								
<b>Attachments</b>	Draft Ordinance								
<b>Recommendation</b>	Approve Ordinance								
<b>Special Consideration</b>									

Introduced by:

Single Reading:

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2014-\_\_**

**AUTHORIZING A CONTRACT FOR PROFESSIONAL CONSULTING SERVICES  
ASSOCIATED WITH A CLASSIFICATION, COMPENSATION AND BENEFITS SURVEY FOR  
EMPLOYEES OF THE CITY OF TAKOMA PARK**

WHEREAS, the City seeks to conduct a compensation, classification and benefits survey to update the City's compensation structure; and

WHEREAS, the Human Resources Department posted a Request for Proposals for experienced and qualified firms to submit a proposal to conduct the survey; and

WHEREAS, the Department received three responses from qualified firms each outlining their services, process and price structure for the survey; and

WHEREAS, telephone interviews were conducted for each of the three prospective firms and references confirmed for each firm; and

WHEREAS, the firm Condrey & Associates, Inc. has demonstrated the qualities and experience sought for the survey and provided a cost savings as compared to the other firms; and

WHEREAS, the City Manager has approved the selection of Condrey & Associates for Council approval; and

WHEREAS, funding for the services of Condrey & Associates during fiscal year 2014 is available in the Fiscal Year 2014 budget; funding for the remaining services will be included in the proposed fiscal year 2015 budget.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND:

SECTION 1. The City Manager is authorized to enter into a contract with Condrey & Associates, Inc. for the not-to-exceed amount of \$50,000 for consulting services related to the Classification, Compensation and Benefits Survey for City Staff.

SECTION 2. This ordinance shall become effective upon adoption.

Adopted by roll-call vote this \_\_\_\_ day of March, 2014 as follows: