## TOWN OF PALM BEACH Information for Town Council Meeting on: November 13, 2018

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Jay Boodheshwar, Deputy Town Manager

Re: Status of the Compensation and Benefits Study

Date: November 2, 2018

## **STAFF RECOMMENDATION**

Staff seeks direction from Town Council regarding expanding the number of positions to include in the Compensation and Benefits Study approved at the October 9, 2018, Council meeting, including the identification of a funding source for related contract cost increases with the consultant, Evergreen Solutions.

## **GENERAL INFORMATION**

Subsequent to the October Town Council meeting, the Deputy Town Manager, Human Resources Director and Town Manager met to develop a plan for the compensation and benefits study. The plan developed includes the ability for the Mayor and Town Council to participate in the process. Last week, the following meetings were held providing for commencement of the study.

- The Town project team (which includes the Town Manager, Deputy Town Manager, and Human Resources Director) met with the consultant to discuss and finalize a project plan and timeline for completing the study.
- One-on-one input sessions with each elected official to meet with the consultant were scheduled; this provided an opportunity for dialog and to present questions about the engagement.
- The Deputy Town Manager and Human Resources Director began meeting with each Department Director to review all positions within their organizational structure. This will ensure the actual scope of responsibilities for each position title is properly aligned to ensure that the consultant can conduct an "apples to apples" comparison of positions and pay ranges in our market. In addition, information from each department will be collected and provided to the consultant in order to ensure all areas of concerns related to compensation and benefits during the study are addressed.

## FISCAL/FUNDING IMPACT

Currently, staff is seeking guidance from Town Council regarding the scope of the study with respect to the volume of job classifications. The project budget provides for the analysis of up to 70 position classifications. If Council would like to expand the scope, staff identified an additional 45 classifications that may be included at a cost of \$33,750. This would equal 115 positions studied, which is less than the 133 total positions in our personnel complement, but considers "job families" such as Equipment Operator I and Equipment Operator II. If there is an interest to study all 133 positions, that would be an additional 63 positions over the established budgeted amount at a cost of \$47,250. Further, should Town Council choose to expand the study scope from the current budgeted amount, staff is seeking direction as to whether the increased project expense would be covered by Town budget contingency or external donation. The following provides a summary of the project scope and options for consideration.

Base contract for 60 positions	\$32,500
Additional 10 positions (\$750 each)	\$7,500
Total Approved by Town Council	\$40,000
45 additional positions identified for a total of 115	
positions to be studied	\$33,750
63 additional positions will cover all 133 positions	
within the Town	\$47,250

Following confirmation of the study scope, the consultants will work with the project team to finalize the survey instrument and distribute the same commencing the data collection process. Data collection is expected to occur thru the remainder of the calendar year, with a target completion in January. The consultant will meet periodically with the Town project team to provide progress reports. Town staff will provide progress reports to the Mayor and Town Council at the monthly meetings. The findings from the consultant and final report are expected in March 2019, contingent on the timely submission and collection of peer data.

JB/do