



City of Galveston

HUMAN RESOURCES DEPARTMENT STAFF REPORT

Date January 27, 2022

To: City Manager
Mayor and City Council Members

From: Kent Etienne, Executive Director

Project location: 823 Rosenberg, Galveston TX **Project:** Classification and Compensation Study

Request: Discuss and Consider for Approval the Award of a One (1) Year Contract with Two (2) Additional One (1) Year Renewals to Evergreen Solutions, LLC, to Conduct a Comprehensive Classification and Compensation Study in the amount of \$48,450; And Authorizing the City Manager to Execute All Necessary Documents Upon Final Approval by the City Attorney (K. Etienne).

Prior Council Action

The City engaged the Public Sector Personnel Consultants (“PSPC”) in 2015 to conduct a classification & compensation study.

In 2018 the City extended PSPC’s contract to conduct an update to the compensation study.

Background

- A. The City advertised RFP # 21 - 24 on August 31, 2021, seeking proposals for a qualified firm to conduct a comprehensive classification and compensation study.
- B. There were four (4) responses to RFP # 21 - 24. Upon receipt of the responses, an internal committee reviewed and scored the submissions and conducted interviews with the two companies that received the highest scores.
- C. An additional request for information (“RFI”) was submitted in the final stages of the review process. The committee provided a final review of the RFI submissions and considered all interview results prior to proceeding with a final recommendation for award of the contract.
- D. The City’s thorough vetting process was conducted to ensure the City Employees and taxpayers of Galveston receive the highest quality product. The City seeks to proceed with





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the study with the understanding that it must remain competitive in the market to attract and retain top talent to carry out essential services of the City.

Fiscal Impact Report

The cost of the study will be \$48,450. Evergreen Solutions will provide up to one year of technical assistance at no cost to answer questions regarding job assessments, market analysis and range placements. After the initial year, the firm will charge \$150 per hour.

Funding source: Account # 591024- Special Events and Programs

Alternatives

- A. Alternative #1: Approve the recommendation to award RFP # 21 -24 to Evergreen Solutions, LLC, to conduct a comprehensive classification and compensation study; and authorizing the city manager to execute all necessary documents upon final approval by the city attorney.
- B. Alternative #2: Take no action.

Staff Recommendation

Concur with Alternative A: Approve the recommendation to award RFP # 21 -24 to Evergreen Solutions, LLC, to conduct a comprehensive classification and compensation study; and authorizing the city manager to execute all necessary documents upon final approval by the city attorney.

