



Camarillo City Council

AGENDA REPORT

Date: July 27, 2022

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Carmen Nichols, Assistant City Manager

Subject: Award of Contract and Professional Services Agreement for a Comprehensive Classification and Compensation Study with Evergreen Solutions, LLC

BACKGROUND

City Council has a goal to maintain an effective workforce through competitive salaries, benefits, and training. A formal Comprehensive Compensation and Classification Study was last conducted in FY 2007/08 by Johnson & Associates LLC. Thereafter, the compensation plan was maintained by annually surveying benchmark positions recommended by the study. Job classifications are recommended to be reviewed every five years to ensure they continue to accurately reflect the actual duties being performed.

DISCUSSION

The City issued a Request for Proposal (RFP) for a Comprehensive Classification and Compensation Study on March 23, 2022, via publication on the City's website, as well as email to recommended potential respondents. The City did not receive any response to the RFP, with firms citing timing and workload issues as the main obstacle to submit a proposal.

The City re-issued an amended RFP on May 13, 2022, via publication on the City's website, as well as email to recommended potential respondents. The list of potential respondents was gathered from an internet search and referrals from other organizations.

The City sought a qualified Consultant to perform a Comprehensive Classification and Compensation Study to address changes in City operations and staffing which may have affected the type, scope, level, and classification of work being performed. The City's objectives of this study include: the ability to attract and retain qualified employees; ensure uniformity amongst positions (i.e., similar work with essentially the same level of complexity, responsibility, knowledge, skills, and abilities); align salaries commensurate with assigned duties; identify career ladders and promotional opportunities; justify pay

differences between individual classes; and allow the City to be competitive with other comparable governmental entities and employers within the local market.

The City received four (4) sealed proposals by the established deadline on June 13, 2022, by 4:30 p.m. from 1) Koff & Associates, 2) Evergreen Solutions, LLC, 3) Reward Strategy Group and 4) Robertson Miller Management. The following staff were included in the evaluation of the proposals: Carmen Nichols, Assistant City Manager; Kathy Holman, Human Resources Manager; Alonso Ramirez, Senior Management Analyst; and Rose Hinojosa, Human Resources Analyst. All four proposals were independently reviewed based on the criteria documented in the RFP (Attachment 1). Staff completed evaluation forms upon review of the individual proposals.

Following the technical evaluation, the top two respondents were interviewed. The interviews revealed a clear affinity with one of the respondents. After final discussion and negotiation of rates, staff recommends Evergreen Solutions, LLC for the award of the contract based on the following:

- Highly qualified and experienced firm and staff
- Relevant public sector experience
- Methodology is clear, concise, and inclusive of End Product deliverables
- Demonstration of outstanding communication and interpersonal skills
- Availability of the consultant to begin and complete the Study within the requested timeframe

A copy of the proposal from Evergreen Solutions, LLC is included (Attachment 2).

FISCAL IMPACT

Approval of this action will require an appropriation of \$69,575 for a Comprehensive Classification and Compensation Study in the City Manager/Human Resources Account No. 101-1601-418.32-01 from the General Fund Unassigned Fund Balance.

RECOMMENDATION

1. Authorize the City Manager to execute Professional Services Agreement No. 2022-170 with Evergreen Solutions, LLC, to conduct a Comprehensive Compensation and Classification Study; and
2. Authorize an appropriation of funds for an amount not-to-exceed \$60,500, with a contingency in the amount of \$9,075, for a total contract amount of \$69,575.

ATTACHMENTS

1. Request for Proposals for a Comprehensive Classification and Compensation Study - May 13, 2022
2. Evergreen Solutions, LLC Proposal to Conduct a Comprehensive Classification and Compensation Study for the City of Camarillo, CA

3. CC Agreement 2022-170

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

1. Unsuccessful Request for Proposals for a Comprehensive Classification and Compensation Study – March 23, 2022