



City of Broken Arrow

Request for Action

File #: 17-2309, Version: 1

**Broken Arrow City Council
Meeting of: 06-15-2017**

**To: Mayor and City Council
From: Office of the City Manager
Title:**

Approval of and authorization to execute a Consulting Services Agreement with Evergreen Solutions, LLC to conduct a Compensation and Classification Study and Analysis

Background:

Human Resources staff with the assistance of EmployerAdvocates, the city's benefit consultant, sought proposals from qualified consultants to conduct a compensation and classification study and analysis for non-union positions. This analysis will provide valuable information to help assure the city's pay and classification plan has internal and external equity within employee classifications while considering the city's financial position and resources. In addition, job descriptions for non-union positions will be updated. The last compensation and classification study was completed in 2006.

The study will include a review of current job classifications, establishment of appropriate benchmarking standards and completion of salary surveys as needed, identification of potential pay compression issues, and an analysis of the current compensation structure.

Eight proposals were received and the staff selected and interviewed three finalists. Upon completion of assessing the proposals received and conducting the interviews, Evergreen Solutions, LLC appears to have the most competitive and advantageous proposal. Evergreen Solutions has been in business since 2004 and specializes in working with public sector organizations. The firm has contracted with hundreds of public-sector, quasi-governmental, and non-profit organizations in 45 states, including Oklahoma.

Based on the proposal submitted, staff recommends selecting Evergreen Solutions, LLC to conduct the compensation and classification study and analysis.

The funds for this item are budgeted in the Fiscal Year 2016-17 Human Resources Department budget.

Cost: \$47,500
Prepared By: Jannette McCormick, Human Resources Director
Reviewed By: Finance Department
Assistant City Manager - Administration
Legal Department

Approved By: Michael L. Spurgeon, City Manager

Attachments: Evergreen Solutions, LLC Consulting Services Agreement

Recommendation:

To approve and authorize execution of the consulting service agreement with Evergreen Solutions, LLC to conduct a Compensation and Classification Study and Analysis.