

# CITY OF GREEN COVE SPRINGS CITY COUNCIL SPECIAL SESSION - BUDGET

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
TUESDAY, AUGUST 13, 2024 – 9:00 AM



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Anyone wishing to address the city council regarding any topic on this agenda is requested to complete a card available at the city clerk's desk. Speakers are respectfully requested to limit their comments to three (3) minutes.

The city council prohibits the use of cell phones and other electronic devices which emit an audible sound during all meetings with the exception of law enforcement, fire and rescue or health care providers on call. Persons in violation may be requested to leave the meeting

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## AGENDA

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Invocation & Pledge of Allegiance to the Flag

Roll Call

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.

### COUNCIL BUSINESS

1. Classification and Compensation Study Presentation by PaypointHR, LLC *Dee Jones*
2. Budget Discussion

Adjournment

**The City Council meets the first and third Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in City Hall at 321 Walnut Street. Video and audio recordings of the meetings are available in the City Clerk's Office upon request.**

**City may take action on any matter during this meeting, including items that are not set forth within this agenda.**

**Minutes of the City Council meetings can be obtained from the City Clerk's office. The Meetings are usually recorded, but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.**

**Persons who wish to appeal any decision made by the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The City is not responsible if the in-house recording is incomplete for any reason.**

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**ADA NOTICE**

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In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

**PUBLIC PARTICIPATION:**

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

**EXPARTE COMMUNICATIONS**

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the City Council. The exchanges must be disclosed by the City Council so the public may respond to such exchanges before a vote is taken.



## STAFF REPORT

### CITY OF GREEN COVE SPRINGS, FLORIDA

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**TO:** Council Meeting **MEETING DATE:** August 13, 2024,  
**FROM:** Dee Jones, Human Resources Director  
**SUBJECT:** Classification and Compensation Study Presentation by PaypointHR, LLC

### BACKGROUND

As discussed during the budget workshops for FY 23/24, in order for the City to remain competitive with employing and retaining the most qualified workforce, a Classification and Compensation Study was conducted to evaluate the current compensation system, collect and review current environment data, build a classification plan, identify market survey benchmarks and conduct a market survey. The council approved up to \$45,000 for a Classification and Compensation Study to be conducted.

Staff posted a Notice for Proposals on January 11, 2024, and seven (7) vendors submitted proposals for review. Staff formed a Compensation Vendor Selection Committee consisting of members from each department. All proposals were reviewed and scored on (1) Qualifications and Experience, (2) Project Approach and (3) RFP Submission Compliance. PaypointHR, LLC scored as one of the top 3 vendors with a total score of 451 points out of a possible 560 points. 2 of the top 3 vendors were chosen by the Committee to conduct in-person interviews. PaypointHR, LLC's proposed fee for the Compensation Study is \$32,500. PaypointHR, LLC was highly recommended by peer cities that acquired their services to conduct a Classification and Compensation Study. PaypointHR, LLC was selected by the Committee as the recommended vendor.

The study began with an initial kick-off meeting with the Green Cove Springs Project Team on May 15, 2024. The study included approximately 134 employees within roughly 91 distinct classifications. Employee Briefing Sessions were held in the City on June 11th and 12th with groups of employees from all departments to discuss the project, their roles, and to review the job analysis questionnaire. Paypoint HR conducted a job evaluation for an internal review of job family classifications based on the responses to the PVPs. An analysis of the existing pay scale was completed. Internal positions were reviewed, and benchmark positions were selected for inclusion in the external survey. An external market survey was sent out to a total of 68 comparator organizations and responses from 36 participants were collected.

The results and recommendations are being presented by Rick Campbell and Karin Campbell of PaypointHR, LLC.

### RECOMMENDATION

N/A