

RESOLUTION NO. 2026-3582

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AUTHORIZING THE TOWN MANAGER TO PROCEED WITH THE SELECTION AND ENGAGEMENT OF A CONSULTANT TO CONDUCT A COMPREHENSIVE CLASSIFICATION AND COMPENSATION STUDY FOR THE TOWN; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside (the “Town”) last completed a Pay and Classification Study in September 2022, and since that time, changes in labor market conditions, compensation practices, recruitment challenges, and employee expectations have reinforced the importance of periodically reviewing the Town’s classification and compensation structure; and

WHEREAS, the Town desires to engage a qualified consultant to conduct a comprehensive classification and compensation study to evaluate the Town’s existing classifications and compensation practices, analyze comparable municipalities and relevant labor market data, and identify areas that may warrant adjustment or further review (the “Study”); and

WHEREAS, the Study will provide the Town with an objective framework for maintaining a competitive, equitable, and financially sustainable compensation structure that will assist the Town in attracting and retaining qualified employees; and

WHEREAS, the Town received three (3) proposals to conduct the Study, from Evergreen Solutions, LLC, JER HR Group LLC, and EA Compensation Resources LLC (collectively, the “Proposals”); and

WHEREAS, pursuant to Section 3-13(2) of the Town Code, contracts for professional services, such as the professional services for preparation of the Study, are exempt from formal competitive bidding requirements; and

WHEREAS, the Town Commission has reviewed the Proposals and wishes to select LagomHR (the "Consultant") to conduct the Study, and to authorize the Town Manager to proceed with the engagement of the Consultant and to negotiate and execute an agreement for the Study (the "Agreement"), subject to the approval as to form, content, and legal sufficiency by the Town Attorney; and

WHEREAS, the Town Commission finds that this Resolution is in the best interest and welfare of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. Each of the above stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Selection of Consultant. The Town Commission hereby selects the Consultant to conduct the Study, in accordance with the Consultant's Proposal, in an amount not to exceed \$16,250pp.

Section 3. Authorization and Implementation. The Town Manager is hereby authorized to proceed with the engagement of the Consultant and to negotiate and execute the Agreement, subject to the approval as to form, content, and legal sufficiency by the Town Attorney. The Town Manager and Town Officials are further authorized to take all necessary action to implement the Study, the Agreement and the purposes of this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon adoption.

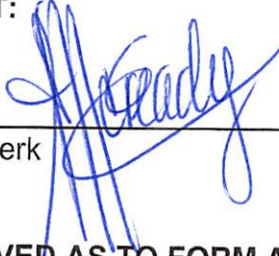
PASSED AND ADOPTED this 13th day of October, 2026.

Motion By: Commissioner Travani
Second By: Commissioner Weingot

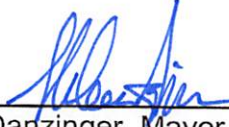
FINAL VOTE ON ADOPTION:

Commissioner Andrea Travani	<u>Yes</u>
Commissioner Gerardo Vildostegui	<u>Yes</u>
Commissioner David Weingot	<u>Yes</u>
Vice Mayor Dayana Benmergui	<u>Yes</u>
Mayor Shlomo Danzinger	<u>Yes</u>

ATTEST:



Town Clerk



Shlomo Danzinger, Mayor



**APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE
AND RELIANCE OF THE TOWN OF SURFSIDE ONLY:**



Weiss Serota Helfman Cole & Bierman, P.L.
Town Attorney



SCOPE OF WORK & COST PROPOSAL

Job Description Review & Compensation Study

Town of Surfside

Prepared for	Sandra McCready Town of Surfside
Prepared by	Yolanda Menegazzo, SHRM-SCP, CEO LagomHR
Date	October 6, 2026

LAGOM WORKPLACE

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About LagomHR

LagomHR is a South Florida-based Human Resources consulting firm specializing in public-sector and municipal Human Resources services, including compensation studies, classification reviews, organizational assessments, policy development, recruitment support, employee relations, and Human Resources compliance. Over the past 8 years, LagomHR has partnered with more than 85 organizations throughout South Florida and has successfully completed multiple job description, compensation, classification, and organizational studies.

The project will be led by Yolanda Menegazzo, Chief Executive Officer of LagomHR. Mrs. Menegazzo is a nationally certified Senior Certified Professional through the Society for Human Resource Management (SHRM-SCP), Certified Equal Employment Opportunity Investigator, and Certified Corporate Wellness Specialist and has over 16 years of extensive experience advising municipalities on workforce strategy, compensation administration, employee retention, organizational development, and Human Resources best practices.

Unlike many consulting firms performing compensation studies, LagomHR has developed a working knowledge of the Town of Surfside through ongoing consulting engagements and Human Resources support. This familiarity provides a unique understanding of the Town's organizational culture, leadership expectations, operational environment, workforce challenges, and commitment to exceptional public service.

LagomHR recognizes the importance of maintaining a stable, engaged, and high-performing workforce. The Town has experienced organizational and leadership transitions in recent years, making employee recruitment and retention particularly important to its long-term success. As a result, this compensation study will not simply focus on market competitiveness, but also on creating a compensation framework that supports employee retention, organizational stability, succession planning, and the Town's future workforce needs.

Because of its existing relationship with the Town, LagomHR is positioned to provide recommendations that balance market realities, fiscal responsibility, organizational culture, and Surfside's long-term strategic objectives.

Executive Summary

LagomHR proposes to conduct a comprehensive Job Description Review and Compensation Study for the Town of Surfside. The project will include the review, validation, and update of approximately 65 positions and job titles across all Town departments, as well as a market-based compensation analysis to evaluate internal equity, external competitiveness, and alignment with the Town's organizational objectives.

The study will provide the Town with updated and legally compliant job descriptions, a structured compensation framework, market salary comparisons, and recommendations to support recruitment, retention, succession planning, workforce development, and long-term budget planning.

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Project Objective

Develop accurate and operationally relevant job descriptions for all identified positions while conducting a comprehensive compensation study to ensure the Town's pay structure remains competitive, equitable, fiscally responsible, and aligned with current labor market conditions.

Project Overview

Scope Element	Project Basis
Positions included	Approximately 65 positions/job titles
Job description review	Review, update, and standardize all job descriptions
Compensation analysis	Internal equity and external market review
Market comparables	Comparable Florida municipalities and public-sector employers
Classification review	Evaluation of position duties, reporting relationships, and exempt/non-exempt status
Compensation recommendations	Salary range recommendations and implementation options
Final deliverables	Updated job descriptions, compensation study report, salary schedule recommendations
Project Fee	\$16,250 Fixed Fee

Scope of Services

Phase 1: Project Initiation and Data Collection

- Conduct kickoff meeting with Town leadership.



- Obtain existing job descriptions, organizational charts, salary schedules, classification documents, personnel policies, and related compensation information.
- Identify the positions included in the study and confirm reporting relationships.
- Identify and recommend appropriate South Florida municipal comparison organizations based on population, budget, service delivery model, geographic location, and organizational structure for purposes of salary benchmarking and compensation analysis.
- Develop a project schedule and communication plan.
- Identify comparable organizations, labor market sources, and benchmarking methodology.

Deliverable: Project work plan and confirmed position inventory.

Phase 2: Job Analysis and Job Description Review

- Review existing job descriptions for all identified positions.
- Interview department directors, supervisors, and key stakeholders as necessary to validate job duties and responsibilities.
- Evaluate essential functions, minimum qualifications, reporting relationships, supervisory responsibilities, knowledge, skills, and abilities.
- Review positions for consistency with Fair Labor Standards Act (FLSA) classifications and exempt/non-exempt designations.
- Standardize job description formatting and content.
- Update or rewrite job descriptions where necessary to accurately reflect current duties and operational needs.

Deliverable: Draft updated job descriptions for approximately 65 positions. Provide draft job descriptions to Department Directors for review and approval.

Phase 3: Compensation and Classification Analysis

- Conduct a comprehensive review of current salaries and pay practices.
- Analyze internal equity among positions with similar scope, responsibility, and qualifications.
- Evaluate organizational hierarchy and reporting relationships.
- Review position classifications and identify areas where classification adjustments may be warranted.
- Assess salary compression, recruitment challenges, retention concerns, and other compensation-related issues identified during the project.

Deliverable: Internal compensation and classification assessment.

Phase 4: Market Compensation Study

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- Identify appropriate benchmark positions for salary comparison.
- Conduct market research utilizing comparable Florida municipalities, government entities, and relevant public-sector compensation sources.
- Compare current salary ranges and actual employee compensation against market data.
- Analyze market competitiveness and pay positioning.
- Identify positions that are below market, above market, or appropriately aligned.
- Develop recommended salary ranges and pay grade assignments where applicable.

Deliverable: Market compensation analysis, benchmarking report, and recommended salary range structure for Town consideration.

Phase 5: Compensation Recommendations and Final Report

- Prepare comprehensive compensation study findings.
- Develop salary structure recommendations designed to support recruitment, retention, and internal equity.
- Identify proposed salary range adjustments and implementation considerations.
- Provide estimated financial impacts associated with recommendations.
- Present findings to Town leadership.
- Revise final recommendations based on Town feedback.
- Present findings & recommendations to Town Commission, if requested.

Deliverable: Final Compensation Study Report and Salary Structure Recommendations.

Pricing

Total Fixed Project Fee	\$16,250.00
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The fixed fee includes project planning, review and update of approximately 65 job descriptions, department interviews as reasonably necessary, compensation analysis, labor market research, internal equity assessment, salary range recommendations, preparation of the final report, and presentation of findings.

Scope Assumptions and Limitations

- The project includes approximately 65 positions/job titles currently utilized by the Town.
- Existing job descriptions, salary information, organizational charts, and related documents will be provided by the Town.
- Department representatives will be reasonably available for interviews and job validation meetings.

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- Compensation benchmarking will utilize relevant South Florida municipal and public-sector comparators selected in consultation with the Town.
- The study will provide compensation recommendations but will not automatically implement salary adjustments.
- Collective bargaining positions, if applicable, may require separate consideration based upon contractual obligations.
- Any material increase in the number of positions, benchmarking requirements, organizational restructuring requests, or additional deliverables beyond the scope described may require a written scope and fee adjustment.

Project Schedule

LagomHR is available to begin the project upon execution of the agreement and receipt of the necessary organizational and compensation data. Within the first two weeks of the engagement, LagomHR will conduct project kickoff activities, collect and review existing job descriptions, organizational charts, salary schedules, and personnel information, and identify a recommended group of comparable municipalities for the Town's review and approval. Upon approval of the comparator group, compensation data collection, job analysis, and market benchmarking activities will commence.

The project is anticipated to be completed within **8-12 weeks** of authorization, depending upon the availability of Town personnel, timely access to requested information, and the final number of positions included in the study.

Acceptance

Acceptance of this proposal authorizes LagomHR to perform the services described above for the fixed project fee of **\$16,250**, subject to the stated assumptions and limitations.

Town of Surfside	LagomHR
By: _____	By: Yolanda Menegazzo, SHRM-SCP
Title: _____	Title: CEO
Date: _____	Date: _____