



CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	04/14/2021

ITEM:	Approve Proposal for a Classification and Compensation Study									
DEPARTMENT:	Human Resources	BY/DATE: Patty Sweep, 04/12/2021								
CITY STRATEGY: <i>(please indicate areas that apply by adding a bold "X" in front of the selected text below)</i>										
<table><tr><td><input type="checkbox"/> Safe Community</td><td><input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel</td></tr><tr><td><input type="checkbox"/> Economic Strength</td><td><input type="checkbox"/> Excellent Housing/Neighborhoods</td></tr><tr><td><input type="checkbox"/> Equity and Affordability</td><td><input checked="" type="checkbox"/> Strong Infrastructure/Public Services</td></tr><tr><td><input type="checkbox"/> Opportunities for Play and Learning</td><td><input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population</td></tr></table>			<input type="checkbox"/> Safe Community	<input type="checkbox"/> Diverse, Welcoming "Small-Town" Feel	<input type="checkbox"/> Economic Strength	<input type="checkbox"/> Excellent Housing/Neighborhoods	<input type="checkbox"/> Equity and Affordability	<input checked="" type="checkbox"/> Strong Infrastructure/Public Services	<input type="checkbox"/> Opportunities for Play and Learning	<input type="checkbox"/> Engaged, Multi-Generational, Multi-Cultural Population
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BACKGROUND:

As a part of the 2021 City Budget, last year the City Council approved to allocate \$30,000 in the general fund for a Classification and Compensation Study. The last compensation study was completed in the 1980s and is need of updating.

Staff has requested and received proposals from three firms that provide compensation study services, Baker Tilly, Gallagher, and Keystone Compensation Group. Keystone provided the lowest quote. Based on these proposals, staff is recommending entering into a contract with Keystone Compensation Group, LLC. As a part of the study, Keystone Compensation Group would complete a high level review of job classifications, and provide a competitive market analysis, to ensure internal equity compliance, while also meeting the State Pay Equity requirements. This will allow the City to offer competitive and fair pay with comparable cities in the metro area, and sustain competitive practices to attract qualified job applicants.

RECOMMENDED MOTION(S):

MOTION: Move to enter into a contract for services with Keystone Compensation Group LLC in the amount of \$19,500 for completion of a Classification and Compensation Study as proposed, and authorizing the Mayor and City Manager to execute said agreement.

ATTACHMENT(S):

Keystone Compensation Group LLC Classification and Compensation Study Proposal