



## AGENDA ITEM ANALYSIS

Project/Issue Name: 25-R-22 A Resolution of the City Council Authorizing an Agreement with CBIZ Benefits & Insurance Services for Provision of the 2025 Wage Assessment.

Submitted By: Rachel Reich-Graef, *Human Resources Manager*

Date: 06/04/2025

### Issue Statement

The City of Republic is required by ordinance to conduct a wage assessment (or “salary survey”) every 3 years. The last one was done in 2022 in partnership with another 3<sup>rd</sup> party. This year, our RFQ produced 8 responses from qualifying 3<sup>rd</sup> parties interested in providing their services for our 2025 assessment. After two rounds of scored interviews, CBIZ revealed themselves as our top choice.

### Discussion and/or Analysis

The final quote from CBIZ came in below budget at \$53,375 . This not only covers their professional fees to conduct this project but also includes their Post-Implementation Support, consisting of a Salary Administration Guide that provides direction for maintaining the compensation plan, Program Training to train staff on compensation plan implementation and ongoing maintenance, and an Annual Salary Planning Letter of salary trend market intelligence for up to five years. Targeted completion date for this year’s project is October 2025.

### Anticipated Timeline Overview

Step	Jun	Jul	Aug	Sep	Oct	Nov
1 – Planning Discussion						
2 – Data Collection & Reconciliation						
3 – Determine FLSA Status <i>as needed</i>						
4 – Custom Comp. & Benefits Survey						
5 – External Market Analysis						
6 – Benefits & Total Rewards						
7 – Pay Structure(s)						
8 – Implementation Analysis						
9 – Pay Compression Analysis						
10 – Preliminary Results Meeting						
11 – Incorporate Feedback						
Step	Jun	Jul	Aug	Sep	Oct	Nov
12 – Implementation File						
13 – Present Final Results						
14 – Salary Administration Guide						
15 – Program Training						

### **Recommended Action**

Staff recommends approval of officially awarding CBIZ's quoted services for RFQ 25-002 in the amount of \$53,375 to conduct our required 2025 Wage Assessment Project.