

Memo

To: Craig City Council

From: City Clerk, Liz White & Deputy City Clerk, Gina Duran

Date: 10/08/2024

Re: Classification & Compensation Study

The City of Craig conducted a Classification & Compensation Study in 2018 with the intention of completing new surveys every 3-5 years. On July 31, 2024, City Clerk, Liz White and Deputy City Clerk, Gina Duran, put out an RFP for a Classification & Compensation Study. We received 14 proposals back. We reviewed each proposal and came up with our top 5 and reviewed them with City Manager Peter Brixius, and Finance Director Mindy Elliott.

We have a budget of \$20,000.00 for this service in our 2024 Budget. Since this has not been completed as of today, we are unsure if this cost will be reflected in 2024 or 2025. Therefore, we have also carried this budget item over with an additional \$8,500.00 in 2025 for a total budget of \$28,500.00.

We would like to award the Classification & Compensation Study to The Austin Peters Group for the base amount of \$25,085.00 with some optional add-on services that include an in-person meeting and a City Council presentation for an additional \$3,011.00 for a total of \$28,096.00.

The Austin Peters Group was not the lowest bid; however, their proposal and scope of work was in line with our needs. In addition, they have worked with Delta, Montrose, Routt County, and other surrounding & similar communities.

2024 SALARY-COMPENSATION SPREADHEET

RANK	COMPANY NAME	CONTACT	BASE COST	OPTIONS	ON SITE OR REMOTE	TOTAL COST	SCOPE OF WORK	WORK SCHEDULE WEEKS TO COMPLETE	INSURANCE CERTIFICATE? Y OR N	REFERENCES? Y OR N	IN STATE? Y OR N	EVALUATION/NOTES
1	Graves Consulting	Laurie Graves & Wendy Ecklund	\$19,845.00	Benefits: \$1,200 Pay equity: \$2,400 Onsite: \$3,000	Remote	\$26,445 (with additional options)	market analysis-definition of market, job matching, structure & design, communication, results	3-4 months	Y	Y	Y	Prior to going out to bid, we had spoke with Laurie & Wendy. Wendy worked for the City of Steamboat Springs and is very familiar with the area and the problems that we face. This could be extremely beneficial in this process.
2	The Austin Peters Group	Beth Tatarko	\$25,085.00	Optional add ons: City Council Presentation \$2,175 Travel for in person meeting \$836 Policy Consideration \$2,175 (NA)	Remote	\$30,271.00 (with add on)	Job audit & analysis, Market survey, pay grade development & financial analysis, maint. of plan.,	12 weeks	Y	Y	Y	
3	Evergreen Solutions	Jeff Ling	\$34,500.00	Benefits: \$5,000 Pay equity: \$5,000 Addit. work: \$150 per hr. Optional onsite: \$1,500	Remote	TBD	Job evaluation, compensation, market survey, benchmarks, targets, unifying solution, comp admin guidelines, system Maint,	4 months	N	Y	N	
4	CURA	Sima Blessing	\$12,000-\$20,000	mileage, flights, hotel, per diem	Remote	TBD	Structure design, market analysis, compensation philosophy & mgmt, initial plan presentation, implementation & roll out plan.	4 months	Y	Y	Y	only 3 similar projects mentioned. Price is by hour.
5	CBIZ	Taylor Sprague	\$36,900.00	Benefits: \$4,200 (NA) Pay Equity: \$8,000	Remote	\$44,900.00	Planning discussion, establish project team meetings, data collection & reconciliation, market research, benefits & total rewards, pay structure, implementation analysis, pay compression analysis, prelim results, feedback, implementation file, present final results.	12 working weeks	Y	Y	Y	No Colorado references