

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**FEBRUARY 5, 2008 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AWARD CONTRACT - CLASSIFICATION AND COMPENSATION STUDY	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR

**SYNOPSIS**

A resolution has been prepared to award a contract to the Austin Peters Group for professional services related to the development of a Classification and Compensation Study in an amount not to exceed \$14,790.00.

**FISCAL IMPACT**

The FY 07/08 General Fund Budget contains funding for the proposed project.

**RECOMMENDATION**

Approval.

**BACKGROUND**

Last year, as part of the annual strategic planning process, the Mayor and City Council identified implementing standards of excellence for the administration of city services as part of its vision and priority. One of the key objectives to achieving that goal was to assure the recruitment and retention of city staff through competitive compensation which is guided by the results of a wage and benefit survey.

The purpose of the Classification and Compensation Study is to establish and maintain an equitable, comparable and non-discriminatory wage and salary plan structure for the City. All of the City's current positions will be included in the study with the exception of the City Administrator, Management Exempt positions (Department Heads), and the positions represented by the Fraternal Order of Police.

The study will enable the City to provide a total compensation package (wages and fringe benefits) to its employees that is adequate, fair and comparable to like public employers in the area. The study will involve the following key tasks: job evaluation, total compensation survey preparation and analysis, pay range determination, position and pay classification, and the preparation of required reports.

A total of five proposals were received and interviews were conducted with three firms. It is recommended that a contract be awarded to the Austin Peters Group. This firm has provided similar studies for both public and private entities throughout the Midwest and has an in-depth understanding of the classification and compensation process. The project manager has more than 17 years of local government management experience, is a certified Specialist in Human Resources and is a former National Society for Human Resource certification instructor. The firm was given excellent recommendations by all of the references we contacted.

IGS \$13,920

Austin Peters Group \$14,790

McGrath Consulting \$29,420

A copy of all proposals is available for review in the City Clerk's office.

APPS\CITYHALL\CNCLRPT\08 FILE\08 ADM Comp Plan Contract

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AWARDING A CONTRACT TO THE AUSTIN PETERS GROUP INC., OVERLAND PARK, KANSAS, FOR PROFESSIONAL SERVICES RELATED TO THE DEVELOPMENT OF A CLASSIFICATION AND COMPENSATION STUDY IN AN AMOUNT NOT TO EXCEED \$14,790.00.

WHEREAS, the City Council of the City of La Vista has determined that recruitment and retention of city staff through competitive compensation is part of its vision and priority; and

WHEREAS, the development of a Classification and Compensation Study will enable Council to establish and maintain an equitable, comparable and non-discriminatory wage and salary plan structure for the City; and

WHEREAS, the FY 2007/08 General Fund Budget included funding for a Classification and Compensation Study; and

WHEREAS, proposals were received on November 30, 2007 and interviews were conducted on January 16, 2008; and

WHEREAS, the Assistant City Administrator has reviewed the proposals and recommends that a contract be awarded to The Austin Peters Group, Overland Park, Kansas, as the most qualified bidder; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secure council approval prior to authorizing any purchases over \$5,000.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of La Vista, Nebraska, that a contract in a form satisfactory to the City Administrator and City Attorney, be awarded to The Austin Peters Group, Overland Park, Kansas, for the development of a Classification and Compensation Study in an amount not to exceed \$14,790.00, and that the Mayor is hereby authorized to execute said contract and the City Clerk is further directed to attest to the same.

PASSED AND APPROVED THIS 5TH DAY OF FEBRUARY 2008.

CITY OF LA VISTA

ATTEST:

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Douglas Kindig, Mayor

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Pamela A. Buethe, CMC  
City Clerk